

TSDB (18) 11th Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING 9W02, BH 13:30-16:30 26 November 2018

Attendees:

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| Roy Brannen | Chief Executive (Chair) |
| Alison Irvine | Director Transport Strategy & Analysis |
| Anne Martin | Chief Executive Office |
| Bill Reeve | Director Rail |
| Danny Chalmers | TS Comms (phone) |
| David Swanson | Head of Corporate Services |
| Donald Carmichael | Director Low Carbon Energy |
| Frances Pacitti | Director Air Maritime Freight & Canals |
| Graham Porteous | Major Projects |
| Hugh Gillies | Director Roads |
| Mike Baxter | Director Finance & Corporate Services |
| Shazia Razzaq | Legal |
| Stuart Greig | Item 8 |
| Susan Cameron | Item 8 |
| Sandy Jamieson | Item 9 |
| Colin McCallum | Item 9 |
| Donald Morrison | Item 10 |

Apologies:

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| Laura Murdoch | Director Bus, Accessibility & Active Travel |
| Michelle Rennie | Director Major Projects |

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous meetings

2. The minutes of the meeting of 29 October were agreed, subject to two minor changes.

Ministerial & Senior Management Team Feedback

3. Various meetings have been held including a meeting between all of the TS Directors and both Mr Matheson and Mr Wheelhouse.

Balance Scorecard

4. The Balance Scorecard was discussed and noted.

Directors agreed that the scorecard gave useful information that helped them manage their directorates and identify issues to focus on. It was agreed that a programme of topic-based discussions based on the scorecard would be developed for future Extended Directors meetings.

It was noted that a large number of FOIs were due for completion in the next few weeks and that this should be a major focus.

The revised and updated risk register was being discussed at the next Risk and Audit Committee on 10 December, and would then be discussed at an Extended Directors meeting. It was important that Directors discuss the new risk register with their staff who were involved in the risk management group.

There was continued success in getting invoices paid with 98% of invoices paid within 10 days during the last month.

For correspondence (PQs, MCS, Chief Executive Correspondence, and FOI cases) the figures covered October 2018. Performance in meeting final deadlines were; PQs 70%, CE Correspondence received by CEO 72%, Ministerial Correspondence received by Private Office 81%, Official Replies answered 99%, and FOIs answered on time 99%. New guidance on correspondence is being published.

Finance Paper

5. The Finance Paper was discussed. It was noted that any additional calls for funding from this point on would be an unfunded pressure. There was discussion on how to take a more risk-based approach to budget management.

Legal update

6. An update on legal issues was provided.

Brexit readiness

7. Directors discussed the latest developments and activities in relation to Brexit and readiness and resilience work. It was agreed that, with the agreement of Ministers, some areas of work would have to be paused in order to free up resources for additional activity in this area.

Low Carbon Economy Directorate

8. Stuart Greig and Susan Cameron joined the meeting for this item only.

A presentation was provided on the current formation of the new Directorate and the work and activities planned. There was discussion around the need to join up with work in other TS Directorates, for example the work with Rail and Talgo, and the work on low-carbon buses. The role of the organisation Energy Saving Trust was noted.

There was some discussion over the governance arrangements being proposed for the new Directorate. It was agreed that further work was required to design them so

that they are in accordance with the TS Investment Decision Making guidance, and provide a means by which other TS Directors are involved in the review and approval of projects. The team to engage with Mike Baxter to take this forward.

IDM Paper – A720

9. Sandy Jamieson and Colin McCallum joined the meeting for this item only.

It was noted that the meeting was quorate for IDM decisions with five Transport Scotland Directors and the Chief Executive available.

This was a follow-up presentation and discussion following the meeting in July 2018. Following that meeting a workshop was held with stakeholders to consider the two options which were deemed possibly acceptable – Options 5a and 7a. A visualisation of how the new cycleway would appear to cyclists was provided and stakeholders commented on how this was an exemplar design.

Recommendation 7a was being put forward for approval. It was noted that the paper compared the financial costs of Stage 2 Option B with 7a but needed to be updated to compare the costs of Options 5a and 7a,, the two options taken forward to this latter stage.

The IDM Board were content to agree option 7a.

Roads 6 monthly update

10. The regular 6 monthly update on activity in the Roads directorate was reviewed and discussed. The new format of FMQ style briefs was commended. Specific issues raised in discussion included the financial spend in advance of winter, list of schemes where maintenance can be brought forward, how Operating Companies deal with customers and complaints, progress on ITS for the Queensferry crossing, the successful CAV bid, and the priority being given to connections to Argyll and Bute.

AOB

9. The Looking Back Looking Forward issues were discussed.