

TSDB (16) 11th Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING 8W02 Buchanan House Glasgow 10.00 - 12:30 28 November 2016

Attendees:

Roy Brannen (Chair)	Chief Executive
Michelle Rennie	Director, MTRIPS
Hugh Gillies	Director, TRBO
Bill Reeve	Director, Rail
Chris Wilcock	AMFC
Lee Shedden	Finance
Anne Martin	TP
David Swanson	HR
Sarah O'Loughlin	Comms
Sharon McIlroy	PS/Transport Scotland
Heather Cowan	TP (item 7&8)
Craig Love	TRBO (item 9)
Apologies: Mike Baxter	Director, Finance
Donald Carmichael	Director, TP
John Nicholls	Director, AMFC

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous meetings

2. The minutes of the meeting of 31 October were agreed.

Communications

3. Sarah O'Loughlin provided an update on the current Comms and media issues. The last week has been mainly dominated by rail. The week ahead includes announcement of policy review into future ferry tenders and the Teckal exemption, the 9th Annual Scottish Rail Conference, the publication of the draft orders and public exhibitions for the A96 dualling (Inverness to Nairn including Nairn Bypass), A92 community meetings, issue of the initial invitation to tender for Gourock-Dunoon ferry service to bidders and the launch of both the 'Violence against transport workers' campaign and Festive Drink & Drugs-Driving Campaign.

KPI'S

4. The routine update on Key Performance Indicators was discussed in detail and noted. Directors updating colleagues on Queensferry Crossing, CP5 enhancements, EGIP, M8, AWPR.

Corporate Correspondence Statistics

5. For correspondence (PQs, MCS, Chief Executive Correspondence, and FOI cases) the figures covered October 2016. This was a reasonable month for performance in meeting final deadlines. PQs –94%, CE Correspondence 89%, MCS 74%, ORs 93% and FOIs 72%.

Finance

6. Lee Shedden reported on progress with 92% on payment performance for October. The directors discussed and noted.

IDM Paper on ERDF

7. Heather Cowan provided an update on the authorisations in place for the European Regional Development Fund (ERDF) Low Carbon Travel and Transport Programme 2014-2020.

Review of NTS

8. Heather Cowan provided a short update on the commencement of the National Transport Strategy Review.

Public Bodies Climate Change Duties Report

9. Craig Love attended the meeting to inform the directors of the key content within the mandatory Public Bodies Climate Change Reporting 2015/16 Form. Directors confirmed they were content for this to be submitted by the deadline of 30 November.

PS/Transport Scotland
November 2016