

TSDB (19) 6th Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING

9W01, BH

14:00 -16:30 24 June 2019

Attendees:

Roy Brannen Chief Executive (Chair)

Alison Irvine - Director Transport Strategy & Analysis (Items 7 - 12)

Andy Pope – Transport Scotland Secretariat

Anne Martin – Transport Strategy and Analysis (Items 1-3)

Bill Reeve - Director Rail

Danny Chalmers – Communications

David Swanson - Head of Corporate Service

Donald Carmichael - Director Low Carbon Economy

Laura Murdoch - Director Bus, Accessibility & Active Travel

Mike Baxter - Director Finance & Corporate Services

Patrick Brassil - Major Projects

Rachel Morris – Corporate Communications (Item 8)

Sandy McNeil - SGLD

Stewart Leggett - Roads

Apologies:

Michelle Rennie - Director Major Projects

Hugh Gillies - Director Roads

Chris Wilcock, Acting Director AMFC

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous meetings

2. The minutes of the meeting were agreed

Ministerial & Senior Management Team Feedback

3. The group provided a summary of meetings between TS Directors and Mr Matheson and Mr Wheelhouse including positive feedback on the handling of the Transport Bill, especially given the over 400 amendments lodged and with key stakeholders including Network Rail.

A summary of progress on Programme for Government was provided.

An update on recent social and news media coverage was provided.

Balance Scorecard

4. The Balanced Scorecard was discussed. Recent performance on PQ's, correspondence and FoI requests were highlighted.

A summary of the discussions of the Risk Management Group was provided.

Finance Paper

5. The Finance Paper which reflected the position initial position for 2019-20 and medium term outlook was discussed.

Legal update

6. An update on legal issues was provided.

Staff Survey

7. An outline of changes to the Civil Service Staff Survey was provided.

TS actions taken since the last survey were summarised and an outline provided of those planned for the rest of the year.

Staff conference

8. Staff Conference venue has been booked for 15 November. A venue recce is taking place on 25 June.

Staff working group have met and provided theme suggestions which have been developed in to a two themes – the future of the work we do and the future of the way we work.

Bus and Active Travel 6 Monthly Update

9. A summary of the current work being undertaken across the directorate, key upcoming milestones and issues and interaction with other directorates was provided.

NTS Update

10. Discussions with internal and external stakeholders are ongoing. Publication of the strategy is expected over the summer.

A summary of planned engagement events was provided.

Strategy and Analysis 6 Monthly Update

11. A summary of the current work being undertaken across the directorate, key upcoming milestones and issues and interaction with other directorates was provided.

AOB

12. No items raised.

Transport Scotland Secretariat
June 2019