

TSDB (14) 9th Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING 8W02 BUCHANAN HOUSE, GLASGOW 10:00-12:30 27 October 2014

Attendees:

David Middleton	Chief Executive
Ainslie McLaughlin	Director, MTRIPS
Aidan Grisewood	Director, Rail
Sharon Fairweather	Director, FASD
John Nicholls	Director, AMFC
Donald Carmichael	Director, TP
Andrew Maclaren	Head of BICS
Danny Chalmers	TS Comms
David Swanson	HR
Donald Morrison	TRBO
Kathy Johnston	Agenda item 10 only
Sharon McIlroy	PS/Transport Scotland

Apologies: Roy Brannen Director, TRBO

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous meetings

2. The minutes of the meeting of 22 September were agreed.

Communications

3. The weekend press coverage was discussed. For the week ahead A9 average speed cameras go live on Tuesday and new flights to/from London City airport for Scottish airports and Ministerial events for this week include the new launch of the Legacy 2014 Active Travel Programme.

KPI'S

4. The routine update on Key Performance Indicators was discussed in detail and noted. There were no new major issues, with Directors noting relevant detailed points on our major projects and policies. On the operational side, including HR issues, there were no issues to highlight.

Corporate Correspondence Statistics

5. For Correspondence (PQs, MCS, Chief Exec Correspondence, and FOI cases) the figures covered August 2014, performance was noted as good. Since August included some recess time the number of PQs was lower than normal levels, and we saw similar patterns in other areas.

Corporate Risk Register

6. The Corporate Risk Register (CRR) had the Ryder Cup removed from the previous version, and some other minor changes. There was some updating required for the entry on major weather impacts, and on our rail franchises.

Finance

7. On Finance, the regular written report for the in year 2014-15 position was discussed. The budget for 2015-16 was also reported following the SG wide budget statement issued earlier this month.

Constitution

8. The Board discussed the updated position of the transport contribution to the Scottish Government's draft response to the Smith Commission - Analysis of Proposals for Further Devolution and noted that we had been given a further 7-10 days to provide additional information.

Staffing

9. David Swanson provided an update on current staffing numbers and advised the Board further information on vacancies, headcount and temporary staff numbers. The position would continue to be monitored closely, and key figures will be maintained and analysed for Directors and discussed by the Senior Management Team as required.

Transport In Scotland

10. Kathy Johnston, head of our Transport Analytical Services team, attended for a general discussion about transport in Scotland including travel trends, performance of the network and future scenarios.

AOB

11. There was no other business.