

TSDB (15) 1st Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING 8W02 BUCHANAN HOUSE, GLASGOW 10:00-12:30 19 January 2015

Attendees:

David Middleton	Chief Executive
Ainslie McLaughlin	Director, MTRIPS
Roy Brannen	Director, TRBO
Aidan Grisewood	Director, Rail
Mike Baxter	Director, FASD
John Nicholls	Director, AMFC
Donald Carmichael	Director, TP
Andrew Maclaren	Head of BICS
Danny Chalmers	TS Comms
David Swanson	HR
Sharon McIlroy	PS/Transport Scotland

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous meetings

2. The minutes of the meeting of 15 December were agreed.

Communications

3. The transport media items last week were dominated by weather issues in particular at the end of the week in Glasgow and the announcement of an additional £3 million investment in the A83 during meeting on Friday of the A83 Task Force.

KPI'S

4. The routine update on Key Performance Indicators was discussed in detail and noted. There were no new major issues, with Directors updating colleagues in particular on Borders rail, rail franchises and M8 issues.

Corporate Correspondence Statistics

5. For correspondence (PQs, MCS, Chief Executive Correspondence, and FOI cases) the figures covered November 2014. This was a generally good month for performance in meeting final deadlines with PQs (100%, on a record monthly

number of 74 for 2014), CE Correspondence (100%), MCS (99%), ORs (91%) and FOIs an improved score (91%).

Corporate Risk Register

6. The Corporate Risk Register (CRR) had no major updates. The process for providing updates for the CRR will be reviewed.

Finance

7. The regular written report for the in year 2014-15 position was discussed and noted.

Smith Commission Follow Up

8. Donald Carmichael updated colleagues on current Smith Commission follow up. The UK Government's legislative proposals are due to be announced on Thursday 22 January, and the UK Prime Minister and the First Minister are due to meet in Scotland on the same day.

2014 Employee Survey

9. Directors had a further look at the 2014 Employee Survey, reporting on the action in hand to develop responses in their areas and actions.

AOB

10. Finally, Directors recorded their congratulations to David Middleton for his CBE in the recent New Year's Honours.

PS/Transport Scotland
January 2015