

TSDB (15) 4th Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING 8W02 BUCHANAN HOUSE, GLASGOW 10:00-12:30 27 April 2015

Attendees:

David Middleton	Chief Executive
Aidan Grisewood	Director, Rail
Mike Baxter	Director, FASD
Michelle Rennie	Director, MTRIPS
John Nicholls	Director, AMFC
Donald Carmichael	Director, TP
Graham Edmond	TRBO
Danny Chalmers	TS Comms
David Swanson	HR
Sharon McIlroy	PS/Transport Scotland
Stephen Thomson	Item 8 only

Apologies: Roy Brannen Director, TRBO

Declarations of Interest

1. No declarations of interest were made. David Middleton welcomed Michelle Rennie as the new Director of MTRIPS.

Minutes of Previous meetings

2. The minutes of the meeting of 30 March were agreed.

Communications

3. Danny Chalmers provided an update of the current Comms and media issues. The transport media items last week included return of the winter weather on the A9 and current weather warnings are in place for ice, pedal on parliament attended by our Minister and an article on Borders Rail journey times. For the coming week there is media work on the publication of the A9 performance data.

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 on Borders, EGIP, M8, AWPR & ScotRail franchise. On the operational side, including HR issues, there were no issues to highlight.

Corporate Correspondence Statistics

5. For correspondence (PQs, MCS, Chief Executive Correspondence, and FOI cases) the figures covered February 2015. This was a very good month for performance in meeting final deadlines with PQs 100%, CE Correspondence (100%), MCS (99%), ORs (92%) and FOIs (98%).

Finance

6. Mike Baxter reported on progress which was discussed and noted.

Smith Commission Follow Up

7. Donald Carmichael updated colleagues on current Smith Commission follow up.

Scottish Climate Change Adaption Programme

8. Stephen Thomson attended to provide an update on the transport sector element of the Scottish Climate Change Adaption programme.

Mr Mackay's sessions with Transport Scotland

9. Dates were agreed for 19 May, 9 June in Buchanan House and 24 June in Edinburgh for Mr Mackay to meet Transport Scotland staff. These will be added to the online booking system this week.

AOB

10. Graham Edmond, David Swanson and Sharon McIlroy left the meeting so staffing issues post MTRIPS board and headcount could be discussed in private

PS/Transport Scotland
April 2015