

## **TSDB (16) 8th Meeting**

### **SENIOR MANAGEMENT TEAM MONTHLY MEETING 8W02 BUCHANAN HOUSE GLASGOW 9.30 - 12:30 29 August 2016**

#### **Attendees:**

Roy Brannen (Chair)	Chief Executive
Mike Baxter	Director, Finance
Aidan Grisewood	Director, Rail
Donald Carmichael	Director, TP
Bill Reeve	CTITU
Hugh Gillies	Director, TRBO
Gary Cox	AMFC
Alistair Graham	MTRIPS
Steven Carmichael	Comms
David Swanson	HR
Stephen Thomson	(item 9 & 10 only)
Donald Morrison	(item 11 only)
Frazer Henderson	(item 12 only)
Sharon McIlroy	PS/Transport Scotland

Apologies:	John Nicholls	Director, AMFC
	Michelle Rennie	Director, MTRIPS

#### **Declarations of Interest**

1. No declarations of interest were made.

#### **Minutes of Previous meetings**

2. The minutes of the meeting of 25 July were agreed.

#### **Communications**

3. Steven Carmichael provided an update on the current Comms and media issues,. For the week ahead we have a number of items including the opening of the first junction on the AWPR at Craibstone and publication of the A9 road safety stats.

#### **KPI'S**

4. The routine update on Key Performance Indicators were 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 July 2016. This was a good month for performance in meeting final deadlines.- PQs – 97%, CE Correspondence 88%, MCS 91%, ORs 100% and FOIs 100%.

## **Finance**

6. Mike Baxter reported on progress with 96% on payment performance for June. The directors discussed and noted.

## **SG2020**

7. Aidan update directors on the progress of the TS2020 Briefing Improvement Team who have been considering ways we can further improve our processes to support Ministers, staff and deliver our business.

## **Biodiversity Report**

8. Stephen Thompson attended the meeting to update directors on the first corporate Biodiversity Report. Directors discussed and were content to approve the its publication on our website.

## **Mental Health in the workplace**

9. Stephen Thompson updated directors about the recent mental health actions being undertaken by our staff via the TS Health and Safety Committee and the SG Mental Health Committee.

## **TRBO Bi - Annual Board**

10. Donald Morrison provided the 6 monthly update on operational performance in the Trunk Roads and Bus Operations Directorate.

## **Proposed International Transport Seminar**

11. Frazer Henderson attended the meeting to provide Directors with a summary of the interest expressed within Transport Scotland to hold an International Transport seminar. Directors agreed to pursue the recommendation to initiate a pan-Scotland seminar/workshop on transport and economic growth prior to consideration of any proposed International Transport Seminar and this work will be taken forward as part of the wider work to inform the NTS.

## **RPP3**

12. Donald Carmichael updated the meeting on wider Scottish Government discussions around climate change, and in particular preparations for the production of the Report on Policies and Proposals 3, which is being overseen by

the Cabinet Sub Committee on Climate Change. On behalf of Transport Scotland, Element Energy has undertaken detailed modelling of possible transport interventions. This has helped inform the RPP3 work and will now form the basis for further discussion within TS

PS/Transport Scotland  
August 2016