

## **TSDB (16) 10th Meeting**

### **SENIOR MANAGEMENT TEAM MONTHLY MEETING 9W06 Buchanan House 10.00 - 12:30 31 October 2016**

#### **Attendees:**

Roy Brannen (Chair)	Chief Executive
Mike Baxter	Director, Finance
Michelle Rennie	Director, MTRIPS
Donald Carmichael	Director, TP
John Nicholls	Director, AMFC
Bill Reeve	CTITU
Stewart Leggett	TRBO
David Swanson	HR
Danny Chalmers	Comms
Sharon McIlroy	PS/Transport Scotland
Heather Cowan	(item 8)
Alan Runice	(item 8)
Dougie Krestoff	(item 8)

Apologies: Hugh Gillies Director, TRBO

#### **Declarations of Interest**

1. No declarations of interest were made.

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

2. The minutes of the meeting of 27 September were agreed.

#### **Communications**

3. Danny Chalmers provided an update on the current Comms and media issues. The week ahead includes various Ministerial engagements as well as the publication of the 'Review of Active Travel Policy Implementation' report to coincide with Active Travel Conference .

#### **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 September 2016. This was a reasonable month for performance in meeting final deadlines.- PQs –98%, CE Correspondence 81%, MCS 88%, ORs 97% and FOIs 81%.

## **Finance**

6. Mike Baxter reported on progress with 97% on payment performance for September. The directors discussed and noted.

## **Carbon Management Plan Version 3**

7. Craig Love provided the directors with a further update on the Carbon Management Plan version 3 (CMP). Directors agreed a 20% reduction target for our corporate emissions and a 25 % reduction for our network energy emissions represented SMART targets.

## **Review of NTS**

8. Heather Cowan, Alan Runcie and Daniel Krestoff attended to discuss the formal commencement of the National Transport Strategy Review.

PS/Transport Scotland  
October 2016