



TSDB (08)1st Conclusions

TRANSPORT SCOTLAND DIRECTORS' BOARD MEETING

MINUTES OF MEETING HELD IN BUCHANAN HOUSE, GLASGOW  
AT 10AM ON FRIDAY 18 JANUARY 2008

Present:	Malcolm Reed (Chair) Guy Houston Jim Barton Ainslie McLaughlin Bill Reeve Frances Duffy Jacqueline Redmond Iain Docherty Jan Polley	Chief Executive Director of F&CS Director of TRNMD Director of MTRIPS Director of Rail Delivery Director of Strategy and Investment Non- Executive Director Non- Executive Director Board Advisor
In Attendance:	Gillian McCole Jim Berryman	PS/Transport Scotland Corporate Finance

**Agenda Item 1: Minutes of Previous Meeting and Matters Arising**

1. Malcolm Reed welcomed the Board to the first meeting of 2008.
2. The minutes of the last meeting were agreed.

**Matters Arising**

3. All action points from the last meeting were now complete with the exception of organising the strategy day in Aberdeen. It was agreed that Gillian McCole and Ainslie McLaughlin should discuss this and report back to the Board. (Action: Gillian McCole Ainslie McLaughlin by February Board).
4. Gillian McCole confirmed that she would put in place a tracker of action points

to ensure that all matters raised by the Board are tracked and actioned within the agreed timescales.

**Agenda Item 2 Executive Board Pack (Paper TSDB (08)01)**

5. Jim Berryman introduced the January board pack, paper TSDB (08)01 and explained that due to the transition to eHR it had not been possible to generate the information required. This should be available for next months Board meeting. **(Action – Jim Berryman to update Board pack and inform the Board of any delays in advance of the February Board meeting)**. The Board briefly discussed eHR and it was agreed there would be a training need for PS and Business Managers. **(Action – Directors to consider any training needs and discuss with David Swanson by the February Board)**. As the Board had asked for the risk information to be updated this had been substituted for the HR discussion.

6. The Board discussed the Risk Register and it was agreed that further work should be undertaken on this. In particular the definition of the categories needed to be clarified and aligned with the numerical scores used. **(Action: Guy Houston to look at the different categories and provide an explanation of each and suggest other categories)**.

7. The Board agreed that given the importance of the Risk Register it should be the main agenda item for the February Board. **(Action: Gillian McCole to ensure agenda allows for this)**.

8. The Board discussed the status of the major projects and it was agreed that the Edinburgh- Glasgow improvement work should be broken down into the 6 workstreams and each would have a separate status report. **(Action – Jim Berryman to ensure this is included in the February Board Pack)**.

9. The Forth Replacement Crossing entry should be clarified and the Board pack amended accordingly. **(Action: Jim Berryman/Ainslie McLaughlin by February Board)**.

**Agenda Item 3 – 20MPH Zones at Schools - (Paper TSDB (08)02)**

10. Jim Barton presented this paper and updated the Board on the issues surrounding this. The Board were content with the work being undertaken on the current case involved but it was agreed there was a wider issue which Malcolm Reed and Jim Barton agreed to discuss and take forward. **(Action: Malcolm Reed/Jim Barton to discuss and report back to February Board)**. S29,30

**Agenda Item 3 – Corporate Business Plan - (Paper TSDB (08)03)**

11. The Board agreed that this was a priority area of work as the Agency needed to present plans to Ministers for approval by the end of the fiscal year. The new plans must be based on the new Economic Strategy and reflect the shift to wards reporting purposes of actions and outcomes. It was agreed that the draft plan should be submitted to the March Board for sign off. The process will be led by Malcolm Reed and a meeting with Directors will be scheduled for W/C 21 January to discuss the way forward. **(Action: Chief Executive's Office to schedule meeting)**.

**Agenda Item 4 Follow up on current financial position – Paper TSDB (08)04)**

12. Guy Houston introduced this paper and the Board were noted the position, were assured that all relevant processes were in place and that accurate briefing had been provided.

**Agenda Item 5: Any Other Business**

13. Bill Reeve outlined the current position with GARL and SPT. The Cabinet Secretary is due to meet with SPT on 28 January and briefing must be provided on this to cover the issues outlined by Bill. The briefing should also be copied to Bill Brash in TD who is co-ordinating for the meeting. **(Action: Bill Reeve to provide a draft submission for to Malcolm Reed by 23 January)**.

PS/Transport Scotland  
January 2008