

TSDB (14) 1st Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING 8W02 BUCHANAN HOUSE, GLASGOW 10:00-12:30 27 January 2014

Attendees:

David Middleton	Chief Executive
Ainslie McLaughlin	Director, MTRIPS
Roy Brannen	Director, TRBO
Sharon Fairweather	Director, FASD
Donald Carmichael	Director, TP
Aidan Grisewood	Director, Rail
John Nichols	Director, AMFC
Andrew Maclaren	Head of BICS
Danny Chalmers	Head of 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 9 December 2013 were agreed.

Communications

3. The weekend press coverage was discussed including EGIP (Edinburgh – Glasgow Rail Improvements) press release, the AWPR FOI press coverage, the publication of the staff survey results, extra sailings for Orkney for Homecoming events and the M8 bundle announcement later this week.

KPI's

4. The KPI's were discussed and noted. KPIs, progress on the major projects eg Trams, Borders Rail, and FRC remained in line with planned dates and milestones.

Corporate Correspondence Statistics

5. The Senior Management Team discussed and noted the good performance in November across the organisation on correspondence, PQs and FOI.

Corporate Risk Register

6. The risk register was discussed and Andrew MacLaren had been developed with the inclusion of new entries on Prestwick and on ONS classification of Network Rail and trust ports. M8, AWPR and A96 to be added. Trams can now be removed.

Finance

7. The Finance report was noted.

Constitution

8. The current position around progress of the transition plans and deadlines for completion were noted.

Buchanan House Update

9. Andrew Maclaren provided an update on the **Buchanan House** developments. The building managers, DTZ, have nearly completed the repairs needed following the 4/5 Dec incident.

People Survey Director/ Corporate Actions

10. David Swanson gave a presentation about the People Survey, which helpfully provided Directors with some detailed analysis of the material for Directors to consider in how they take forward local issues for their area in responding positively to the Survey.

TRBO Bi- Annual Road Maintenance/ Bus Ops update

11. Roy Brannen gave an update about TRBO activity on Bi-Annual Road Maintenance/Bus Operations Update detailing progress and on-going issues including the continual and major challenge to maintain the trunk road network and on, managing the Concessionary Travel scheme effectively and combatting fraud.

AOB

12. The need for volunteers for the sift panel for the C band promotion board was discussed and it was agreed that eligible staff should be encouraged to volunteer.

PS/Transport Scotland
January 2014