

TSDB (17) 2nd Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING Chief Executive Meeting Room Buchanan House Glasgow 11.30 – 14.00 27 February 2017

Attendees:

Mike Baxter (Chair)	Director, Finance
Hugh Gillies	Director, TRBO
John Nicholls	Director, AMFC
Bill Reeve	Director, Rail
Alasdair Graham	MTRIPS
Heather Cowan	TP
David Swanson	HR
Steven Carmichael	TS Comms
Sharon McIlroy	PS/Transport Scotland

Apologies:	Roy Brannen	Chief Executive
	Donald Carmichael	Director, Transport Policy
	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 30 January were agreed.

Communications

3. Steven Carmichael provided an update on current Comms and media issues. The Sunday Herald covered the Labour Party Conference which was held over the weekend Labour continue to campaign for Rail Nationalisation. Steven highlighted the Lib Dem's Conference on 10 & 11 March in Perth and the SNP Conference on 17 & 18 March in Aberdeen. For the week ahead we have a number of items including the publication of made orders for A9 Berriedale Braes and the preferred route public exhibitions for A9 Dualling Dalraddy to Slochd project.

KPI'S

4. The routine update on Key Performance Indicators was discussed in detail and noted, with directors updating colleagues on topics such as the Queensferry Crossing, M8/M73/M74, AWPR – B/T, and CP5 enhancements.

Corporate Correspondence Statistics

5. For correspondence (PQs, MCS, Chief Executive Correspondence, and FOI cases) the figures covered January 2017. There had been a reasonable performance in meeting final deadlines: PQs 84%, CE Correspondence 84%, MCS 85%, ORs 64% and FOIs 93%.

Finance

6. Mike Baxter reported on progress with an on target payment performance of 97% for January 2017. The directors discussed and noted.

Buchanan House Update

7. Mike Baxter provided an update on the façade cladding replacement works at Buchanan House Glasgow. Going forward reports will be provided monthly to each extended SMT meeting covering the cladding works and development of the Smarter Working Programme. In addition the weekly Staff Notice will now include an update on the progress of the cladding works.

Review of the National Transport Strategy Update

8. Heather Cowan provided an update on the progress of the NTS Review since the last update to SMT on 30 January. The online 'early engagement' survey, on stakeholder views on the opportunities and challenges in transport in the next few years, remains open until 31 March 2017. It had received 274 responses as of 21 February. The first meeting of the body responsible for overall governance of the review, the NTS Review Board, will take place on 30 March chaired by Roy Brannen and with cross SG and external membership.

Ferries KPI's

9. John Nicholls provided the 6 monthly update on the operational performance of ferries

TRBO 6 Monthly update

10. Hugh Gillies provided the 6 monthly update on the operational performance in the Trunk Road and Bus Operations Directorate by providing an overview of trunk road asset information, the contractual arrangements in place, internal management structure, progress against programmes/budget and key dates for procurement activity. Hugh agreed to circulate the key findings of the annual survey of MSPs which is carried out to enable us to gain an understanding of the perception of our reputation and performance in the Scottish Parliament