

TSDB (17) 5th Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING 8W03 Buchanan House Glasgow 13.00 – 15.30 30 May 2017

Attendees:

Roy Brannen (Chair)	Chief Executive
Mike Baxter	Director, Finance
Donald Carmichael	Director, Transport Policy
John Nicholls	Director, AMFC
Bill Reeve	Director, Rail
Stewart Leggett	TRBO
Andrew Leven	MTRIPS
David Swanson	HR
Danny Chalmers	TS Comms
Sharon McIlroy	PS/Transport Scotland

Apologies:	Michelle Rennie	Director, MTRIPS
	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 24 April were agreed.

Communications

3. Danny Chalmers provided an update on current Comms and media issues. The week ahead includes the REC Committee for FRC on Wednesday.

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, EGIP, 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 April 2017. There had been a fair performance in meeting final deadlines: PQs 62%, CE Correspondence 58%, MCS 88%, ORs

82% and FOIs 81%. For the next SMT there will be an improvement plan for FOI's and EIR's.

Balance Scorecard

6. Mike Baxter provided directors with the plans to introduce a balance scorecard to record all activity across TS. Work is underway on the development of the scorecard and this will be shared with Directors as it progresses.

Cyber Security

7. Mike Baxter gave a brief overview of the straightforward steps to be safer online. Simple tips to being more 'cyber resilient' include choosing a strong password and updating it regularly. Update all software regularly and use reputable security software on all internet connected devices.

PS/Transport Scotland
May 2017