

TSDB (18) 4th Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING Room 8W02 , Buchanan House 10:00 – 12:45 23 April 2018

Attendees:

Roy Brannen	Chief Executive
Donald Carmichael	Director Policy
Bill Reeve	Director, Rail
Hugh Gillies	Director TRBO
Mike Baxter	Director, FASD
John Nicholls	Director AMFC
Kenny Hannaway	Legal
Danny Chalmers	(dial in) TS Comms
Alasdair Graham	MTRIPS
David Swanson	HR
Anne Martin	PS/Transport Scotland
Gavin Boyd	PS/Transport Scotland
Donald Morrison	Item 9
Alex Ramage	Item 11
David Grzybowski	Item 11
Claire Smith	Item 12

Apologies:

Michelle Rennie	Director MTRIPS
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Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous meetings

2. The minutes of the meeting of 26 March were agreed.

Communications

3. Danny Chalmers provided an update of the current comms and media issues.

Ministerial & Senior Management Team Feedback

4. Bill Reeve provided an update on the Class 385 Hitachi fleet. The recent fire on the Zeebrugge Frieght Ferry Service, the A9 Average Speed Camera Stats and Calmac disruption were discussed.

KPIs

5. The routine update on Key Performance Indicators was discussed in detail and noted.

Finance Paper

6. Lee Shedden provided an update for the report which was discussed and noted.

Balanced Scorecard

7. The Balanced Scorecard was discussed. For correspondence (PQs, MCS, Chief Executive Correspondence, and FOI cases) the figures covered February 2018. Performance in meeting final deadlines were PQs (90%), CE Correspondence received by CEO on time (69%), MCS received by Private office on time (90%), ORs answered (87%) and FOIs answered(76%) FOI Reviews answered(no FOI reviews in March) Payment performance was 98%.

Review of the National Transport Strategy Update

8. Donald Carmichael provided an update on the review of the NTS.

TRBO 6 monthly update report

9. Donald Morrison provided an update on issues within the Trunk Road and Bus Operations Directorate for the last 6 months.

Legal update

10. Kenny Hannaway provided an update on the legal issues paper.

Benefits of GIS

11. Alex Ramage and David Grzybowski gave a presentation on GIS and the benefits of Transport Scotland using it.

Accessibility Transport discussion

12. Given time constraints it was agreed that the accessibility discussion would be discussed at a later date.

AOB

13. None