

TSDB (18) 2nd Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING Room 8W02 , Buchanan House 10.00 - 12.30 26 February 2018

Attendees:

Mike Baxter (Chair)	Director, FASD
Donald Carmichael	(dial in) Director Policy
Bill Reeve	Director, Rail
Michelle Rennie	Director MTRIPS
Graham Laidlaw	(dial in) AMFC
Kenny Hannaway	Legal
Danny Chalmers	(dial in) TS Comms
David Swanson	HR
Gavin Boyd	PS/Transport Scotland

Apologies:

Roy Brannen	Chief Executive
John Nicholls	Director AMFC
Hugh Gillies(attended for agenda item 4)	Director TRBO

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous meetings

2. The minutes of the meeting of ?? January were agreed

Communications

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

Ministerial & Senior Management Team Feedback

4. Hugh Gillies provided an update on the winter weather and discussed preparations for disruption expected throughout the week. He also asked Directors if they have any staff who could help out resilience colleagues, if needed. Future Ministerial meetings using video or tele conferencing was discussed and it was agreed that it would free up Directors diaries if they could now dial in remotely. Michelle Rennie reminded attendees that any submissions including procurement issues should be run past the procurement team first and also go to the legal team, if necessary.

KPIs

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

Finance Paper

- 6 Mike Baxter 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 January 2018. Performance in meeting final deadlines were PQs (90%), CE Correspondence received by CEO on time (66%), MCS received by Private office on time (79%), ORs answered (87%) and FOIs answered(71%) FOI Reviews answered(75%) Payment performance was 98%.

Review of the National Transport Strategy Update

- 9 Donald Carmichael provided an update on the review of the NTS. Donald also discussed on-going work on the Transport Bill.

Legal update

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

People Survey Update

11. There was no update on the people survey.

AOB

12. None