

TSDB (18) 1st Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING Room 8W02, Buchanan House 10:00 - 12.30 29 January 2018

Attendees:

Roy Brannen	Chief Executive
Hugh Gillies	Director TRBO
Mike Baxter	Director, FASD
Donald Carmichael	Director Policy
John Nicholls	Director AMFC
Michelle Rennie	Director MTRIPS
Andrew Mackie	Rail Directorate
Kenny Hannaway	Legal
Danny Chalmers	(dial in) TS Comms
David Swanson	HR
Anne Martin	Policy Directorate
Sally Hartley	PS/Transport Scotland

Apologies:

Bill Reeve	Director, Rail
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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 27 November were agreed

Communications

3. Danny Chalmers provided an update of the current comms and media issues. A 6 month comms plan will be circulated for Director sign off.

Ministerial & Senior Management Team Feedback

4. REC committee appearance discussed. Donald Carmichael was in London with Mr Yousaf meeting with SMMT/TFL and DfT. TFL will continue to keep in touch as they are interested in Low Carbon Emissions. Mr Swinney's appearance at the Tram Enquiry was also mentioned. FM has requested a weather meeting next Wednesday (7 February)

KPIs

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

Corporate Risk Register

- 6 The register was discussed and updates are to be made to the spreadsheet before the next meeting.

Finance Paper

- 7 Mike Baxter provided an update for the report which was discussed and noted.

Balanced Scorecard

- 8 The Balanced Scorecard was discussed. For correspondence (PQs, MCS, Chief Executive Correspondence, and FOI cases) the figures covered December 2017. Performance in meeting final deadlines were PQs (96%), CE Correspondence received by CEO on time (72%), MCS received by Private office on time (89%), ORs answered (76%) and FOIs answered(88%) FOI Reviews answered(81%) Payment performance was 95%.

Review of the National Transport Strategy Update

- 9 Heather Cowan and her team gave a presentation providing a progress report on the NTS with discussion from Directors throughout. This was not completed and Roy Brannen suggested that for the time being this become a regular agenda item.

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 due to lack of time.

AOB

12. None