

TSDB (18) 3rd Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING

Room 1-F55(Bridge) , Victoria Quay

14.00 – 16:45 26 March 2018

Attendees:

Roy Brannen	Chief Executive
Donald Carmichael	Director Policy
Bill Reeve	Director, Rail
Hugh Gillies	Director TRBO
Lee Shedden	FASD
Kenny Hannaway	Legal
Danny Chalmers	(dial in) TS Comms
Alison Irvine	(dial in) MTRIPS
David Swanson	HR
Anne Martin	PS/Transport Scotland
Gavin Boyd	PS/Transport Scotland

Apologies:

Mike Baxter (Chair)	Director, FASD
John Nicholls	Director AMFC
Michelle Rennie	Director MTRIPS
Graham Laidlaw	AMFC

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous meetings

2. The minutes of the meeting of 26 February were agreed. There was a date missing and needs added before the minutes are published.

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 potholes and roads maintenance. Bill Reeve discussed rolling stock and the ScotRail Donovan Report.

KPIs

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

Ferries KPIs

6. The Ferries KPIs were discussed and noted.

Finance Paper

7. Lee Shedden 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 February 2018. Performance in meeting final deadlines were PQs (92%), CE Correspondence received by CEO on time (63%), MCS received by Private office on time (74%), ORs answered (88%) and FOIs answered(86%) FOI Reviews answered(no reviews received) Payment performance was 97%.

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.

ERDF Round 2 Decisions IDM Paper

11. Heather Carson attended to discuss IDM paper IDM(18)02 to seek IDM approval to award ERDF Grant funding given Transport Scotland's Lead Partner role for the ERDF Low Carbon Travel and Transport (LCTT) Programme 2014-20. The IDM members approved the LCTT Assessment Panel recommendation that the 10 projects are offered ERDF Grant.

Electric Vehicles IDM Paper

12. Laurence Keeney attended to discuss IDM paper IDM(18)03 and seek IDM approval of spending plans for financial year 2018/19. The IDM agreed that the programme, and associated initial budget allocations, is referred to Ministers for agreement.

Active Travel IDM Paper

13. Joanne Boyle attended to discuss IDM paper IDM(18)04 to seek IDM approval of spending plans for financial year 2018/19. The IDM approved the associated one-year spending plans for the programme as a whole; and noted the intention to review governance and programme management arrangements for future years. Ministers will now be invited to agree.

People Survey Update

14. David Swanson provided an update on the people survey actions.

AOB

15. None

PS/Transport Scotland
March 2018