

TSDB (18) 7th Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING

Room 9W01 , Buchanan House

10:00 – 12:45 30 July 2018

Attendees:

Michelle Rennie (Chair)	Director, MTRIPS
Frances Pacitti	Director AMFC
Hugh Gillies	Director TRBO
Alison Irvine	Director TSA
Frazer Henderson	Rail Directorate
Lee Shedden	Finance
Sandy McNeil	Legal
Danny Chalmers	TS Comms
David Swanson	HR
Gavin Boyd	Secretariat

Apologies:

Roy Brannen	Chief Executive
Mike Baxter	Director FCAS
Bill Reeve	Director Rail
Donald Carmichael	Director, Policy
Anne Martin	CE Office

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous meetings

2. The minutes of the meeting of 25 June were agreed.

Communications

3. Danny Chalmers provided an update of the current comms and media issues. The Glasgow 2018 European Championships has it's opening ceremony on the 1st of August and Danny will be working in comms for the events. Audit Scotland are due to release their report on the Queensferry Crossing this week.

Ministerial & Senior Management Team Feedback

4. The Publication of payments over 25k was discussed. We will be sending them to the Cabinet Secretary for Transport, Infrastructure and Connectivity. The Glasgow 2018 European Championships travel arrangements and Glasgow Low Emmision Zones were also discussed.

Finance Paper

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

Balance Scorecard

6. The Balanced Scorecard now includes the KPIs in one document. The contents were discussed and it was commented that some of the graphs were hard to understand due to similar colours for the different Directorates being used. Also some of the stats provided need to be looked at.(Secretariat will action) Directors would also like to see a travel comparison with the Core Scottish Government.

For correspondence (PQs, MCS, Chief Executive Correspondence, and FOI cases) the figures covered June 2018. Performance in meeting final deadlines were; PQs (85%), CE Correspondence received by CEO on time (55%), MACCS received by Private Office on time (81%), ORs answered (61%) and FOIs answered on time (88%) FOI Reviews answered on time(82%) Payment performance was 97%.

Review of the National Transport Strategy Update

7. There was no review of the NTS.

Legal update

8. Sandy McNeil provided an update on the legal issues paper.

People Survey

9. The People Survey was discussed and Directors would like it sent to the new Directorates even though they have recently been set up to allow them to see the thoughts of the staff now working for them. The initial plan was to send it to people using the old Directorate structure.

AOB

10. No further Business

PS/Transport Scotland
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