

## **TSDB (18) 9th Meeting**

### **SENIOR MANAGEMENT TEAM MONTHLY MEETING**

VQ 3E-95 and BH 5W02

14:00-16:30 26 September 2018

#### **Attendees:**

Roy Brannen	Chief Executive – Chair of meeting
Alison Irvine	Director Transport Strategy & Analysis
Andy Pope	Transport Scotland Secretariat
Anne Martin	Chief Executive Office
Bill Reeve	Director Rail
David Swanson	Head of Corporate Services
Donald Carmichael	Director Low Carbon Energy
Frances Pacitti	Director Air Maritime Freight & Canals
Hugh Gillies	Director Roads
Karen MacKinnon	TS Comms
Laura Murdoch	Director Bus, Accessibility & Active Travel
Michelle Rennie	Director Major Projects
Mike Baxter	Director Finance & Corporate Services
Sandy McNeil	Legal
Susan Cameron	Low Carbon Energy Directorate (item 10 only)

#### **Apologies:**

Danny Chalmers TS Comms

#### **Declarations of Interest**

1. No declarations of interest were made.

#### **Minutes of Previous meetings**

2. The minutes of the meeting of 27 August 2018 were agreed.

#### **Ministerial & Senior Management Team Feedback**

3. A full meeting between the TS Directors and Cabinet Secretary was held on 25 September at which strategic issues were discussed.

#### **Balance Scorecard**

4. The Balance Scorecard was discussed and noted.

The Health & Safety issues in Buchanan House in relation to Storm Ali were discussed and it was noted that communication worked well and issues were addressed.

It was noted that figures relating to staff were in flux whilst the underlying systems were being updated to reflect the new TS Directorate structure. However the Staff Survey results would reflect the new structure.

There was continued success in getting invoices paid with 97% of invoices paid within 10 days during the last month.

For correspondence (PQs, MCS, Chief Executive Correspondence, and FOI cases) the figures covered August 2018. Performance in meeting final deadlines were; PQs 97%, CE Correspondence received by CEO 81%, Ministerial Correspondence received by Private Office 85%, Official Replies answered 97%, and FOIs answered on time 97%. Consideration is being given to what information can be proactively published in order to reduce the amount of correspondence received.

The project information within the Scorecard was discussed. It was noted that the procurement action plan was due to be published within the next few weeks.

### **Finance Paper**

5. The Finance Paper was discussed. It was noted that there were additional pressures for the next financial year, and particular concerns on funding for Network Rail.

### **Legal update**

6. The legal issues paper was discussed and noted.

### **Communications**

7. An update of the current communications and media issues was provided. It was agreed that an in-depth review of the media planner would be carried out to ensure all areas of Transport Scotland are adequately covered.

### **National Transport Strategy**

8. An update on the development of the next National Transport Strategy was provided. It was noted that the Cabinet Secretary would chair the NTS Board, and that around 40 policy options would be being discussed by the NTS working groups.

### **Ferries Key Performance Indicators (KPIs)**

9. The KPI Report on Ferries Operational Performance was discussed. This was the ninth such report and it was agreed that consideration would be given to whether detail from this could be included within the Balance Scorecard.

### **Low Carbon Economy Directorate Update**

10. A progress report on establishment of the new Low Carbon Economy Directorate and the proposed governance and management arrangements was provided and discussed. This will involve a switch from grant aid to a programme management approach to activities related to the low carbon agenda.

## **Scottish Trunk Road Network Management Contract**

11. It was agreed that a separate session on this issue would be scheduled to allow for full consideration.

### **AOB**

12. None

Chief Executive Office  
September 2018