

TSDB (18) 10th Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING 7W04, BH 13:30-16:30 29 October 2018

Attendees:

Bill Reeve	Director Rail – Chair of Meeting
Alison Irvine	Director Transport Strategy & Analysis
Anne Martin	Chief Executive Office
Danny Chalmers	TS Comms (phone)
David Swanson	Head of Corporate Services
Donald Carmichael	Director Low Carbon Energy
Frances Pacitti	Director Air Maritime Freight & Canals
Hugh Gillies	Director Roads
Jo Blewett	Major Projects
Kenny Hannaway	Legal
Mary Docherty	Bus, Accessibility & Active Travel
Mike Baxter	Director Finance & Corporate Services
Sandy McNeil	Legal
Allan Anderson	Rail – item 8 only
Andrew Mackie	Rail – item 8 only
Darius Astell	Rail – item 8 only

Apologies:

Roy Brannen	Chief Executive
Laura Murdoch	Director Bus, Accessibility & Active Travel
Michelle Rennie	Director Major Projects

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous meetings

2. The minutes of the meeting of 26 September were agreed.

Ministerial & Senior Management Team Feedback

3. Various meetings have been held and Fran Pacitti has arranged for monthly discussions with Mr Wheelhouse to cover issues relating to the islands.

Balance Scorecard

4. The Balance Scorecard was discussed and noted.

All directorates now have an opportunity to review their risk registers so that the new risk register based on the new SG risk process could be discussed at the Audit and Risk Committee is set for 11 December 2018.

The timetable for reviewing the annual business plan for the rest of 18/19 would be circulated.

There was continued success in getting invoices paid with 98% of invoices paid within 10 days during the last month.

For correspondence (PQs, MCS, Chief Executive Correspondence, and FOI cases) the figures covered September 2018. Performance in meeting final deadlines were; PQs 93%, CE Correspondence received by CEO 59%, Ministerial Correspondence received by Private Office 79%, Official Replies answered 96%, and FOIs answered on time 92%. Consideration is being given to training and support for staff in order to improve these figures.

Staffing matters were discussed, and a paper on staff well-being would be developed for discussion at a future meeting.

The project information within the Scorecard was discussed. It was noted that the Stirling-Dunblane-Alloa blockade went well but there was still a lot of work required in order for the new rail services to be successfully in place for the start of December.

Finance Paper

5. The Finance Paper was discussed. It was noted that consideration was being given as to how to reduce the 19/20 pressures.

Legal update

6. Kenny Hannaway provided details of the new SGLD division which includes the SGLD staff based in Transport Scotland.

The legal issues paper was discussed and noted.

National Transport Strategy

7. An update on the development of the next National Transport Strategy was provided. It was noted that the programme was being extended until the end of 2019 and that an update on the roles and responsibilities work stream was being provided to ministers.

It was agreed that the draft Vision & Outcomes would be discussed at the next week's Senior Management Team meeting.

Rail Franchises

8. Andrew Mackie, Allan Anderson, and Darius Astell joined the meeting.

The key points from the paper about the Caledonian Sleeper were discussed. The Franchisee is currently operating under a performance plan, and officials were

working with Serco to put the franchise on a more secure financial footing. Passenger feedback is that station experience needs to be improved but they have a good on-board experience.

The ScotRail franchise paper was submitted. The Rail Directorate's franchise team have dealt with an unprecedented amount of issues and correspondence. Directors expressed appreciation for the amount of work the team has put in and the resulting good internal audit report. All efforts at the moment are on activities needed for the Revolution in rail December 2018 timetable change.

AOB

9. None

Chief Executive Office
October 2018