

TSDB (19) 1st Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING

9W01, BH

13:30-16:30 28 January 2019

Attendees:

Roy Brannen	Chief Executive (Chair)
Alison Irvine	Director Transport Strategy & Analysis
Andy Pope	TS Secretariat
Bill Reeve	Director Rail
David Swanson	Head of Corporate Services
Donald Carmichael	Director Low Carbon Energy (By Phone - Items 8 and 9)
Frances Pacitti	Director Air Maritime Freight & Canals
Hugh Gillies	Director Roads
Karen McKinnon	TS Comms (Items 1-3)
Laurence Kenney	Low Carbon Economy Directorate (Item 8 only)
Michelle Rennie	Director Major Projects
Mike Baxter	Director Finance & Corporate Services
Peter Grant	Bus, Accessibility & Active Travel Directorate
Shazia Razzaq	TS Legal (Item 6 only)

Apologies:

Danny Chalmers	TS Comms
Laura Murdoch	Director Bus, Accessibility & Active Travel
Sandy McNeil	TS Legal

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous meetings

2. The minutes of the meeting of 17 December were agreed.

Ministerial & Senior Management Team Feedback

3. The group provided a summary of their various meetings between TS Directors and both Mr Matheson and Mr Wheelhouse.

Balance Scorecard

4. The Balanced Scorecard was discussed.

FoI Annual performance was 89% compared with the annual target of 90%.

It was noted that the 2019 target was 95% and all directorates would need to make improvements to achieve this target.

The TS Audit and Risk Committee on 22 January 2019 was discussed. The information in the balanced scorecard to be resubmitted to the group following the updates made for the committee meeting.

Finance Paper

6. The Finance Paper which reflected the position to end of December was discussed and agreed.

Legal update

7. An update on legal issues was provided.

Brexit readiness

8. Directors discussed the latest developments and activities in relation to Brexit and readiness and resilience work.

NTS Update

9. Directors discussed progress in development of the National Transport Strategy. Directors agreed the vision statement and outcomes.

IDM Paper – LCED

10. IDM approved the portfolio approach to governance.

IDM reserved its position on investment for 2019/20 until the 3-5 year business plan is presented, but may at that point delegate an IDM process.

IDM agreed Cross-cutting policy development discussions should take place but investment decisions based on these discussions should not progress at this point.

AOB

11. No other business was raised.

Transport Scotland Secretariat
January 2019