

## **TSDB (18) 12th Meeting**

### **SENIOR MANAGEMENT TEAM MONTHLY MEETING 9W02, BH 13:30-16:30 17 December 2018**

#### **Attendees:**

Roy Brannen	Chief Executive (Chair)
Alison Irvine	Director Transport Strategy & Analysis
Andy Pope	TS Secretariat
Bill Reeve	Director Rail
Danny Chalmers	TS Comms (phone)
David Swanson	Head of Corporate Services
Donald Carmichael	Director Low Carbon Energy
Frances Pacitti	Director Air Maritime Freight & Canals
Graham Porteous	Major Projects
Hugh Gillies	Director Roads
Laura Murdoch	Director Bus, Accessibility & Active Travel
Michelle Rennie	Director Major Projects
Mike Baxter	Director Finance & Corporate Services
Sandy McNeil	Legal
Gordon Laidlaw	Item 11

#### **Declarations of Interest**

1. No declarations of interest were made.

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

2. The minutes of the meeting of 26 November were agreed, subject to one minor drafting change.

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

3. Various meetings have been held between TS Directors and both Mr Matheson and Mr Wheelhouse.

#### **Balance Scorecard**

4. A scorecard focused on FoI performance was presented and discussed. Year to date performance was in line with SG target of 90%.

It was noted that there were still a number of FOIs were due for completion before the end of the year and that this should be a major focus in order to maintain performance at required levels.

#### **Risk Register**

5. The draft Corporate Risk Register was discussed. It was agreed that Directors review the draft and return amendments to Mike Baxter in time to allow a further review by SMT in advance of the issue of papers for the next TS Audit and Risk Committee scheduled for 22 January 2019.

### **Finance Paper**

6. The Finance Paper which reflected the position to end of November 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.

### **Business Management**

9. Directors noted the Business Management paper and the accompanying oral update. Directors agreed that Corporate Services would support local actions to ensure sufficient resourcing and coordinate improved support and guidance across Transport Scotland.

### **AOB**

10. No other business was raised. David Swanson, Andy Pope and Danny Chalmers left the meeting.

### **IDM Paper – NFIS**

11. Graham Laidlaw joined the meeting for this item only.

It was noted that the meeting was quorate for IDM decisions with five Transport Scotland Directors and the Chief Executive available.

The IDM Board were content to agree the issue of the ITT for the Northern Isles Ferry Services to the three prequalified participants; noted the intention to issue the ITT to the successful participants of the Prequalification Competition following their confirmation of continuing interest and submission of confidentiality and non-collusion undertakings; and noted that these actions will be advised to the Minister.