

TSDB (19) 3rd Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING

9W01, BH

13:30 -16:30 25 March 2019

Attendees:

Roy Brannen	Chief Executive (Chair)
Alison Irvine	Director Transport Strategy & Analysis
Andy Pope	TS Secretariat
Caroline Connelly	Air, Maritime, Freight & Canals (Item 11)
Chris Wilcock	Director Air, Maritime, Freight & Canals (by phone, items 1-4 and 6-11)
Steven Carmichael	TS Comms (Items 1-4)
David Swanson	Head of Corporate Services (Items 1-8)
Donald Morrison	Roads (Items 1-10)
Kevin Gibson	TS Legal (Item 7)
Jo Blewett	Major Projects (Items 1-10)
Laura Murdoch	Director Bus, Accessibility & Active Travel
Laurence Kenney	Low Carbon Economy Directorate (Item 9)
Lawrence Shackman	Rail (Items 1-10)
Mike Baxter	Director Finance & Corporate Services
Richard Hadfield	Air, Maritime, Freight & Canals (Item 11)
Steven Wyllie	Information Governance (Items 1-4)
Stuart Grieg	Low Carbon Economy (Items 1-10)

Apologies:

Bill Reeve	Director Rail
Donald Carmichael	Director Low Carbon Energy
Hugh Gillies	Director Roads
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 25 February 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. Mr Matheson's preferences for oral parliamentary question answers were discussed and were to be cascaded.

Balance Scorecard

4. The Balanced Scorecard was discussed.

Fol performance was 94% compared with the annual target of 95% in January. Agreed concerted effort to boost performance required. Those persons currently restricted under the Unacceptable Action Policy was reviewed. Directorates to consider applicability of continued restriction.

Finance Paper

5. The Finance Paper which reflected the position to end of February was discussed and agreed.

Corporate Risk Register

6. The Corporate Risk Register was discussed and all directors were asked to review the document to ensure it was complete and accurate in advance of a further director discussion scheduled for 29 March.

Legal update

7. An update on legal issues was provided and the impact of Brexit on resourcing other priorities discussed.

EU Exit

8. Directors discussed the latest developments and activities in relation to EU Exit and readiness and resilience work including the impact of extension to the departure date beyond 29 March.

NTS – Stakeholder Engagement and Policies

9. Directors discussed the stakeholder engagement that has taken place so far in the development of the National Transport Strategy Review. Directors asked for the team to consider further engagement with schools, students and elected members.

Directors discussed the National Transport Policy Development paper.

AOB

10. No other business was raised.

IDM – SKYE Triangle Ports Project Paper

11. Directors reviewed the paper and declined to approve the commitment of grant funding at this time. Directors requested further information regarding project governance, capacity to manage delivery, how risk has been quantified and impact on harbour dues be provided in a future version of the paper and it to be considered again at a future IDM meeting. Preference expressed towards option that was RDEL neutral.

Transport Scotland Secretariat
March 2019