

## **TSDB (20) 1<sup>st</sup> Meeting**

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

**7W04, BH**

**13:30-16:30 27 January 2020**

#### **Attendees:**

Roy Brannen, Chief Executive (Chair)

Alison Irvine, Director, Transport Strategy & Analysis

Bill Reeve, Director, Rail

Danny Chalmers, Communications

David Swanson, Head of Corporate Services

Frances Pacitti, Director Aviation, Maritime, Freight & Canals

Hugh Gillies, Director, Roads

Laura Murdoch, Director Bus, Accessibility and Active Travel

Sandy McNeil, Directorate for Legal Services

Steven Wyllie, Information and Governance Officer (Items 1–3)

Stuart Greig, Low Carbon Economy

Fiona Brown, Transport Strategy & Analysis

Paul Junick, Transport Strategy & Analysis

Andy Pope, TS Secretariat

Jodie Lafferty, TS Secretariat

Stuart Turnbull, Jacobs

Calum Robertson, Jacobs

#### **Apologies:**

Michelle Rennie - Director Major Projects

Lee Shedden, Director, Finance

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

1. The minutes of the previous meeting will be circulated before the next meeting due to a technical problem.

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

2. No items for discussion.

#### **Balance Scorecard**

3. The scorecard was discussed with significant changes discussed. FoI performance was discussed with TS meeting the 95% target for 2019.

**Action 20-1/1: Issue performance for CE and Ministerial Replies to be included going forward.**

**Action 20-1/2: Wording on description of deadlines in title to be revised.**

**Action 20-1/3: Provision of project update information to directors to be considered.**

**Action 20-1/4: Special meeting of Risk Management Group to take place to insure consistent application of scoring.**

### **STPR2 Option Sifting Discussion**

4. A summary of responses was provided to the group. 180 organisations and 3,000 individuals have responded.

The process of how the responses will be processed further to inform STPR2 was provided and discussed.

The interaction between work completed on the NTS and how it has influenced the approach to STPR2 was explained.

### **Strategy and Analysis – 6 Monthly Update**

5. An update was provided on the progress of Strategy and Analysis against their business plan, highlighting key challenges over the next six months.

**Action: Progress update on the actions required of Transport Scotland following passing of the Transport Bill to be provided to SMT.**

### **TS Accommodation**

6. The process for the assessment of options for future accommodation at Buchanan House was provided.

A discussion of the short term needs for the organisation, including security and short life project accommodation took place.

**Action: DS and FP to assess short term accommodation options and circulate to directors**

### **AOB**

7. No other business was raised.

Transport Scotland Secretariat  
January 2020