

## **Senior Management Team Meeting**

### **TS Corporate Governance**

**Tuesday 12<sup>th</sup> January 2020  
10:00 – 13:00**

#### **Attendees:**

Roy Brannen – Chief Executive (Chair)

Alasdair Graham – Major Projects Directorate

Alison Irvine – Director Transport Strategy & Analysis

Bill Reeve – Director Rail

Frances Pacitti – Director Aviation, Maritime, Freight & Canals

David Swanson – Head of Corporate Services

Hugh Gillies – Director Roads

Laura Murdoch – Director Bus, Accessibility & Active Travel

Lee Shedden – Director Finance

Michelle Rennie – Director Major Projects

Stuart Greig – Director Low Carbon Economy

Alan Shirley - Transport Strategy & Analysis (Item 8 only)

John Matheson – NXD, observation only

Andy Pope – TS Secretariat

Jodie Lafferty – TS Secretariat

#### **Minutes**

##### **1. General Update**

Roy Brannen provided his thanks to Alasdair Graham, who has acted as temporary Director for Major Projects for the past year, and that his range of knowledge and skills were greatly appreciated

TS Directors provided key updates of ongoing issues that are arising within their Directorates, this included; Under 19s, SULEBs, COVID19 testing and restrictions, the vaccination programme, winter and weather resilience, A83, ongoing interviews, and the impact of home schooling on staff

##### **2. EU Exit**

Alison gave an update on the EU Exit Hubs and passed her thanks to everyone involved for their continued support.

It was agreed that there needs to be proportionate cover in place for on call.

**ACTION - Directors to review and manage the risks, and review the hubs TS to ensure that there is cover when necessary (TS210112-01)**

3. Risk Assessment

No new site or travel assessments taken place.

4. Risk Update

The Risk Management Group met prior to Christmas and had a useful discussion, about the consolidation and filtering of Corporate Risks to go into the Risk Register.

5. Finance Update

Lee reminded TS Directors to update the Register of Interest as appropriate.

**ACTION - Lee to confirm if NXDs should complete this in the same (TS210112-02)**

Lee summarised the Finance report highlighting the revised position which shows the overall underspend, followed by a discussion with Directors around the current underspend and current key risks.

6. Audit & Risk Committee Agenda

TS SMT noted the Audit & Risk Committee agenda.

John Matheson reminded TS SMT that Bill Bound has retired and Pamela is standing down in May so there is now recruitment ongoing for NXDs.

7. Corporate Services

David provided a summary of the directorate level detail from within the People Survey.

David provided an update on the current property position for Buchanan House including the current building issues.

8. Physical Distancing on Transport

Alison provided an update on the current service levels across public transport.

Directors discussed the impact of any future changes would have

John Matheson commented on the potential impact of vaccination which should be factored in to the ongoing work.

9. AOB

TS SMT thanked John Matheson for his time

