

TSDB (14) 7th Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING 8W02 BUCHANAN HOUSE, GLASGOW 10:00-12:30 11 August 2014

Attendees:

David Middleton	Chief Executive
Aidan Grisewood	Director, Rail
Donald Carmichael	Director, TD
Andrew Maclaren	Head of BICS
Danny Chalmers	TS Comms
David Swanson	HR
Sharon McIlroy	PS/Transport Scotland
David Anderson	MTRIPS
Graham Laidlaw	AMFC
Kathy Johnston	Finance
Ewen Milligan	TD (item 9 only)

Apologies:	Ainslie McLaughlin	Director, MTRIPS
	John Nicholls	Director, AMFC
	Roy Brannen	Director, TRBO
	Sharon Fairweather	Director, FASD

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous meetings

2. The minutes of the meeting of 16 June were agreed.

Communications

3. The weekend press coverage was discussed there had been media coverage on Queensferry Crossing and the effects of the weather on the rail network for the week ahead A9 dualling and Concessionary Travel event.

KPI'S

4. The KPI's were discussed and noted. There were no major issues, key projects and policies are up to date. Graham Laidlaw provided an update on Ferries KPI's which was noted by the Senior Management team.

Corporate Correspondence Statistics

5. The Senior Management team discussed performance in May and June which was noted as very good with an increase across all areas of correspondence.

Corporate Risk Register

6. The risk register was discussed and had no major changes from the June report.

Finance

7. The regular written report for the in year 2014-15 position was discussed noted. The 2013-14 audit work was on track.

Constitution

8. The updated position of the transition plans were noted and discussed.

Report on the Scottish Government and Regional Transport Partnerships Working Group

9. Ewen Milligan attended for a general discussion about Regional Transport Partnerships (RTPs).

PS/Transport Scotland
August 2014