

**Director's Board Meeting 26 April 2006
Minutes of Meeting**

Attendees: **Malcolm Reed**
 Janet Egdell
 Jim Barton
 John Howison
 Bill Reeve
 Claire Dunbar-Jubb
 Lucy Adamson
 Damian Sharp – Voluntary Purchase Scheme
 Fiona Spencer – Voluntary Purchase Scheme
 Marion Cairns – for note

1. Notes of previous meeting.

Highland Corridors

ACTION: Jim Barton to provide an update in due course.

Rail Performance

Agreed.

SPT

Agreed.

Transport Scotland Business Plan

The Business Plan has been well received and the Board recorded its appreciation of this.

Finance

It was highlighted that the meeting held with the Director of Finance, Malcolm Reed and John Ewing had been very productive.

Travel Warrants

It was highlighted that Directorates should have in place a means to centrally allocate and record the use of passes and to ensure that staff were aware that these were only to be used for official business.

Branding and Publicity

It was noted that the Minister had concerns about this.

The Media Planner was discussed and a question was raised re whether both tentative and confirmed events should be included. Events no longer happening would require to be deleted.

ACTION: Lucy to screen the media planner for any teething problems and check whether there was a need for both an internal Forward Plan Document as well as a Media Planner.

2. Non Executive Directors and Handling of Board Business

The appointment of the 2 NEDs was not yet official. Malcolm was to speak to Lucy regarding the publication of this information when appropriate.

It was agreed that the future format and management of meetings should be looked at.

An awayday is to be arranged once the new Director of Finance & Corporate Services was in post - this event would cover strategic and policy issues.

3. Corporate Finance Update Report

Internal Audit Requirements:

- In principle the approach that has been presented by SE Audit Services to undertake 3 Internal Audit Reviews during 2006/07 Financial year was agreed.
- The Three Internal Audit Reviews: Agency Governance Review; Concessionary Fares Scheme; Network Rail Funding
- It was noted that the timing of the Agency Corporate Governance to be undertaken in June / July was too early, and it was proposed that the Network Rail Funding review be undertaken first and the Corporate Governance later in the year.
- Claire Dunbar-Jubb will discuss with Internal Audit and seek agreement on this change to timetable of reviews ***[Internal Audit are content with this timetable change]***
- Bill Reeve will discuss with Rail Finance to ensure that proposed changes in review of Network Rail causes no resourcing issues.

Management of Agency Administration Budgets:

- Paper on the proposed management and involvement of Corporate Finance to undertake the management of Agency Administration Budgets [£14.4m] was discussed and agreed in principle by Directors.

- The key issues would be to ensure that a consistent corporate view and management of staff and non-staff costs was developed and adopted within Transport Scotland.
- The Directors will still have a key role in the management and variance reporting of their non-staff costs.
- This work will be undertaken during May & June in conjunction with HR Resource Plan. Members of Corporate Finance team will meet with all Directors to discuss their initial October bids for Administration Costs and realistic costs currently anticipated.
- This role going forward would be filled by a new post within Corporate Finance Team. Discussions with Rail Finance team on the implications for “287” head count will be useful to determine how best this post can be recruited on a permanent basis.

Other Finance Related Matters:

- It was advised that the May & June Finance papers would discuss the Provisional Outturn for 2005/06 and EYF implications. The 1st quarter of 2006/07 [April 2006 to June 2006] will be reported to TS Board in July, this is consistent with SE approach on 1st quarter reporting at start of financial years.
- It is proposed that new TS Management Information Pack [MI] will be developed and will be put to the Board as a discussion paper prior to presenting in new format at July Board meeting.
- Malcolm raised the point that the Transport Pressures & Savings strategy is likely to be considered by Minister for Transport within the next 2/3 weeks.
- MR has asked Rail to carefully consider how the Rail Projects and any proposed Minor Schemes for taking forward potential slippages could be developed and included in P&S strategy.
- Rail Policy group to consider at next meeting and to advise MR & CDJ to ensure that these are considered and included in Transport Pressures & Savings strategy discussions with Minister for Transport.

4. Procurement

It was agreed that the recent Workshop was very worthwhile and allowed for a good discussion on procurement issues.

5. Buchanan House Accommodation Update

Security - There was an issue about out of hours working within the building and whether the alarm system would be activated when the last person left the office. ACTION: Jim Barton.

Corporate Travel Plan – the ownership and responsibility for updating the travel plan was discussed. ACTION: Head of Finance and Corporate Services to lead.

Official Opening – the 12 June was confirmed as the official date. The Minister for Transport and all Transport Scotland staff to be invited. ACTION: Relocation Team.

Parking – visitor parking to be available, but it was agreed that preference would not be given to Directors.

Welcome Party – Glasgow based consultants to attend an open afternoon to view the building. NEDs to be invited. ACTION: Alison Stewart and Jim Barton.

6. Briefing on Public Sector Equalities Duties – it was agreed by the Board to discuss this item at the next meeting.

7. Legislation Programme for the Third Session

A paper was circulated and the Board was content.

8. Trams Outline Business Case – note coming from Damian Sharp

9. Policy on Voluntary Purchase Schemes

This was agreed, subject to Ministerial approval. ACTION: Submission to be prepared by Fiona Spencer.

AOB

Scottish Transport Studies Group – Francis Duffy to check what interest we would have in applying for membership. John Ewing to advise on his current membership arrangements.

2010 Conference – Transport Scotland's involvement to be investigated. Frances Duffy to provide further details.

Chartered Institute of Public Management and Policy Association – Board decided to accept the invitation to join this. Director of Finance and Corporate Services to take forward.

Date of next meeting : Wednesday 31 May 2006