

## Director's Board Meeting 30<sup>th</sup> March

**Attendees: All Directors, LA, CDJ (Miriam McCloy, John Gooday, David Doris)**

1. Notes of previous meeting.

### **M8**

Going ahead.

### **AWPR**

Fine

### **M80**

PLI

### **Highlands corridors**

This was discussed

**ACTION** : LA to pursue a News Release on A82 route action plan. Roy Brannan – to check where auto number plate recognition is with JB. RL to put on agenda for next meeting

### **Rail performance**

Media reporting had focused on good performance figures.

### **SPT**

Issue of transferring pension rights discussed – there is a need to go back to SE centre to proceed. It was noted that there was frustration at delay

**ACTION** Frances Duffy to check stock transfer in Glasgow City Council if there was any precedent for transferring of pension rights to an agency. **ACTION** MR to speak to Jaki Lowe

### **Awayday**

This had now been organised.

### **Airdrie – Bathgate**

This issue was considered at rail policy meeting.

## 2. Transport Scotland Business plan

It was noted that this was on target for publication. MR expressed thanks to all involved in the process.

CDJ explained that a Management Information pack will be brought in draft to the next Board meeting. This would show how meeting the Business Plan requirements ties in with our human resources for delivery. Clarity on salary costs, double-running, excess fares, non-staff costs etc would be required to ensure there were no discrepancies in the forecasting.

**ACTION:** All Directors to return Management Information pack templates to CDJ. FD will give clarity and check for consistency on costings.

## 3. Finance - paper circulated

- copy of minutes discussed
- explanation of 2 entities for Transport Group/ Scotland

CDJ SEAS/ EASEBUY have to be offline because of change in entities and there may be delay in processing which can hopefully be worked around over Easter. CDJ - pool cars – need to check can order these through manual system.

Pressures and savings and likely CUP drawdown discussed and that Alex Stobart had joined as critical friend.

**ACTION –** All Directors to encourage attendance at Finance work shops. HR to be represented at these events. CDJ to circulate info on basics of Transport Scotland accounting eg definition of accruals and to organise a workshop for general management level. All Directors asked to categorise their spending A-C on tables provided by CDJ.

## 4. Resource Plan (Miriam McCloy joined the meeting)

Up 5 posts on 287, surplus staff 15.

**ACTION:** MM to include salary costs of consultants or at least scale of full time equivalents and classify different types of consultants – some are secondees, some under outside contractors so noted this is difficult task. The figures should include all who are covering a vacancy eg strategic projects review – additional staff.

**ACTION:** Mirian to work with Directors on pulling together their Directorate plans and help Directors manage any head counts down.

**ACTION:** Monthly headlines / quarterly issues HR paper to be given to the Board.

## **Travel Warrants**

It was noted by All Directors that travel warrant are for use of official business only and conduct while travelling on official business should at all times be professional.

Action: PS Transport Scotland to issue note on above and All Directors discuss with staff at their team meetings.

### **Payments Of Prof Fees**

ACTION: Miriam to check the guidance on this – will cost come to each dept budget, All Directors to check the costs are appropriate and relate to a business need and submit to MR for approval.

### **Branding / Style guide**

This was discussed – there is no clear policy on Transport Scotland branding – this had come to light because of need for a decision to fund or not part of the road safety campaign.

ACTION LA to check with Press Office what the process is for having access to the central marketing budget and advise JB on road safety branding funding.

Signage with either or both the SE logo/ TS logo were also discussed. It was agreed when there was a need for a replacement we would only then replate with appropriate logo.

ACTION: Ministerial authority to be sought on format of branding on signage.

### **Mossend – Elgin ( David Doris joined meeting)**

ACTION: Paper was discussed and it was agreed to give approval subject to conditions discussed with John Howison and taken forward in other correspondence being met.

### **Strategic Project Review**

#### **ACTIONS:**

1. paper circulated agreed way forward - All directors – comments to Frances
2. agreed to meet in Glasgow to discuss further
3. All Directors to look at project teams and check paper for detail
4. RTP reference group to be set up – agreed this should not have political representation
5. the way forward to be agreed with the minister