



TSDB (07)11<sup>th</sup> Conclusions

TRANSPORT SCOTLAND DIRECTORS' BOARD MEETING

MINUTES OF MEETING HELD IN BUCHANAN HOUSE, GLASGOW  
AT 10AM ON MONDAY, 19 NOVEMBER 2007

Present:	Malcolm Reed Jim Barton Guy Houston Ainslie McLaughlin Bill Reeve Frances Duffy Jacqueline Redmond Iain Docherty	Chief Executive Director of TRNMD Director of F&CS Director of TR:IPS Director of Rail Delivery Director of Strategy & Investment (By tele-conference)
In Attendance:	Jan Polley Campbell Docherty Jim Berryman	Board Facilitator Acting Head of Communications Corporate Finance

**Apologies**

1. There were no Apologies.

**Agenda Item 1: Minutes of Previous Meeting and Matters Arising**

2. Sensitivities over Iain Docherty's role supporting the Transport, Infrastructure & Climate Change Committee whilst serving on the TS Board were discussed. It was agreed that Iain would see no papers relating to the Spending Review settlement and leave the meeting for all SSR07 related discussions.

3. The minutes of the meeting held on 19 October (TSDB (07)10th Conclusions) were approved.

**Matters Arising**

4. The future strategic away day in Aberdeen is to be delayed until around February/ March 2008. **(Action: Ainslie McLaughlin and Jacqueline Redmond to discuss arrangements).**
5. Clarification remains outstanding on the quorum required for the TS Board. **(Action: Jim Berryman).**
6. The 2007-08 Business Plan is to be discussed as an agenda item.
7. Work on Directors' objectives is ongoing but being progressed. **(Action – Directors by next Board meeting).**
8. All road statutory process requirements are being wrapped together with training needs identified. As Rail Directorate is to progress Transport and Works Orders they would hope to engage in this process also. **(Action: Bill Reeve to discuss with Jim Barton and Ainslie McLaughlin).**
9. The TMfS Executive Summary is being produced for a future Board. **(Action: Frances Duffy and Campbell Docherty).**
10. A paper on the role and function of the Board is to be brought to the next Board meeting. **(Action: Jan Polley in discussion with Jacqueline Redmond and Iain Docherty).**
11. The 9:00 start time for the Board will commence in January 2008. **(Action Gillian McCole)**
12. Jim Barton had circulated the Road Safety Plan (though it had not yet been received by Jacqueline Redmond).
13. Guy Houston reported that video conference participation at the Board appears possible.

**Agenda Item 2: Transport Scotland Business Plan 2007-08 (TSDB(07)38)**

14. Jim Berryman presented this paper, Malcolm Reed introduced it confirming that our statutory requirement to present this timely had been met but that Ministerial Approval remained outstanding, the intention is to present the Plan to Stewart Stevenson when he visits Buchanan House on Monday. Subject to a few minor amendments the Board approved the Plan. **(Action: Guy Houston and Jim Berryman)**

### **Agenda Item 3 Executive Board Pack (Paper TSDB (07)33)**

15. Jim Berryman introduced paper TSDB (07)33, the November Board pack. The Board discussed the content of the latest Board pack noting that the significant refresh of the Business Plan section reflected the latest draft of that document.

16. Jim Barton introduced paper TSDB(07) 34 updating the Board on structural issues relating to White Cart Viaduct. Whilst there is a theoretical problem physical evidence is lacking and mitigating measures are in place to reduce speed and divert abnormal loads. This has had no effect on traffic flows across the viaduct.

17. Jim Barton introduced paper TSDB(07) 35 regarding the landslip on A83, the media and political interest in which has been disproportionate to the volume of traffic involved. A long-term solution is being investigated and a meeting will take place in December to consider analysis from the mapping exercise.

18. Paper TSDB(07)36 on STPR progress was introduced by Frances Duffy. Much work has been done since the end of July, a final report is due in summer 2008. There have been issues with the quality of work produced by consultants, a lack of consistency in the level of analysis and in appropriate stakeholder engagement. To add a degree of academic rigour it was agreed that 2 academics would be approached under the chairmanship of Iain Docherty to provide an external quality review **(Action: Frances Duffy)**. Discussions then widened to cover the procurement of consultants and the split policy role between TS and Transport Directorate. It was agreed that a future Strategy Day session was required on how the Agency goes about planning its way forward **(Action: Gillian McCole)**.

19. Bill Reeve presented paper TSDB(07)38 on relations with SPT. Integrated ticketing is less of an issue now than 6 months ago but there remain concerns over the performance on GARL. A Partnering Team meeting is scheduled for Monday 26 November, the outcome of this will inform a paper to come to the next Board. **(Action: Bill Reeve and Ainslie McLaughlin).**

#### **Agenda Item 4: Any Other Business**

20. Malcolm Reed welcomed Ainslie McLaughlin's formal appointment as Director.

21. Stewart Stevenson is visiting on Monday 26 November, the Management Team needs to agree an agenda for this. **(Action: Management Team).**

22. A Ministerial submission on FRC has been submitted to which a response is awaited in advance of the Cabinet meeting in December. **(Action: Frances Duffy).**

23. Recent media handling was discussed and it was suggested a core script for key stakeholders may help maintain consistency of message. **(Action: Campbell Docherty to consider).**

#### **Agenda Item 5: Strategic Spending Review**

24. Guy Houston presented Paper TSDB(07)37, Iain Docherty excused himself from the meeting at this point. The big issues to be dealt with by the board are:-

*Part of the record of discussion under this agenda item is considered exempt from publication at this time and has been redacted*

All of the above need to be managed within current settlement by the relevant directors. **(Action: All relevant directors).**

The Board agreed to take the following action:

- Confirm the impact this settlement will have on delivery of commitments and

aspirations **(Action: All Directors)**

- Rail Director to work with Rail Projects team to ensure £25m over commitment in 08/09 is eliminated **(Action: Bill Reeve)**
- TRIPS Director to work with TRIPS team to ensure £10m & £20m over commitment in 08/09 & 09/10 is eliminated **(Action: Ainslie McLaughlin)**
- Rail Director to ensure that the allocated budgets for Rail Franchise are reduced accordingly “in year” by £6.1m/£18.8m during 2008-09 and 2009-10 and transferred to Routine & Winter Maintenance **(Action: Bill Reeve)**.
- Ensure that 07/08 spend is kept within the current forecast owing to a tight financial position across SG **(Action: Guy Houston)**.
- Determine if the 07/08 spend can be reduced further without impacting on 08/09 **(Action: Guy Houston)**.

**PS/Transport Scotland**  
**December 2007**