



TSDB (07)10th Conclusions

TRANSPORT SCOTLAND DIRECTORS' BOARD MEETING

MINUTES OF MEETING HELD IN BUCHANAN HOUSE, GLASGOW
AT 10AM ON WEDNESDAY, OCTOBER 2007

Present:	Malcolm Reed Jim Barton Guy Houston Ainslie McLaughlin Jacqueline Redmond Iain Docherty	Chief Executive Director of TRNMD Director of F&CS Director of TR:IPS
In Attendance:	Jan Polley Campbell Docherty Gillian McCole Martin McKinlay Janet Egdell	Board Facilitator Acting Head of Communications PS/Transport Scotland Rail Delivery Strategy and Investment

Apologies

1. Apologies were received from Bill Reeve and Frances Duffy. Martin McKinlay and Janet Egdell were attending in their place respectively.

Agenda Item 1: Minutes of Previous Meeting and Matters Arising

2. The minutes of the meeting held on 19 September (TSDB (07)9th Conclusions) were approved subject to the clarification of para 9.1 on corporate risks.

Matters Arising

3. It was agreed that all future actions should be time specific and have a delivery date attached to them. **(Action: Gillian McCole to ensure that all future actions have delivery dates. Timing – starting from next Board meeting).**

4. The Board agreed to hold a future strategic away day in Aberdeen. **(Action: Ainslie McLaughlin and Jacqueline Redmond to discuss arrangements and report back at next Board meeting).**
5. Clarification was outstanding on the quorum required for the TS Board. **(Action: Jim Berryman).**
6. The 2007-08 Business plan was discussed and the Board agreed to raise this at the next Ministerial surgery at Transport Scotland. **(Action Guy Houston and Gillian McCole to take forward once date for next meeting is known).**
7. Directors' objectives had been discussed at previous Board meetings and the Board agreed Directors should draft their objectives on the new corporate form and submit to Malcolm for discussion. **(Action – Directors by next Board meeting).**
8. Ainslie McLaughlin updated the Board on the current position with AWPR. In discussion the Board agreed that it was necessary to undertake a review of any other roads which needed orders. **(Action: Each Director to look at statutory processes within their areas, identify any specific training needed and report back to the November Board).**

Agenda Item 2: Executive Board Pack (Paper TSDB (07)23)

9. Guy Houston introduced paper TSDB (07)23, the October Board pack. The Board discussed the content of the latest Board pack and two specific areas were added to the agenda for discussion - namely issues with the AWPR draft orders by Ainslie McLaughlin and an update on improving relationships with SPT from Bill Reeve. Guy Houston also pointed out that the accounts system had been corrected by Central Finance and the roads capital figure for 06/07 had now been removed from the 07/08 spend. Removal of this figure has highlighted a year-to-date underspend against budget and he asked that all project managers ensure invoices are received timeously from 3rd parties in order to bring the year to date spend into line. The Board also noted the further work taking place to fill the A and B band

vacancies.

Agenda Item 3: Transport Model for Scotland Annual Report 2006/07 (Paper TSDB (07)31)

10. David Anderson presented paper TSDB (07)31 on the Transport Model for Scotland Annual report. The Board agreed that an Executive summary should be produced setting out the context of the report and its linkages to STAG. This will then be published in due course in addition to the full report. The report would be subject to a future presentation to the Board. Media handling was discussed and the Board agreed that this should be discussed before publication. **(Action: David Anderson to inform PS/Transport Scotland when report is published and liaise re date for presentation. David Anderson to discuss media handling with Campbell Docherty).**

Agenda item 4: STAG Refresh Exercise Outcomes (paper TSDB (07)32)

11. David Anderson presented Paper TSDB (07)32 on the STAG Refresh Exercise Outcomes. The Board discussed the draft document and agreed publication of this subject to a reworked Ministerial foreword. This should include the context in which the report is being published and the role of Transport Scotland. **(Action: David Anderson to reword the ministerial foreword).**

Agenda item 4 – The role of the Board and Corporate Decision Making

12. Jan Polley facilitated a discussion around the role of the Board and Corporate Decision Making. The Board agreed that there was a need to clarify the role and function of the Board including developing a protocol on what information Non Executive Directors should have access to. **(Action: Jan Polley to discuss with Guy Houston and produce generic headings of items that should be discussed at the Board. Jan Polley to produce an annual timetable of discussion topics for the Board. Jan Polley to discuss role of Non Executive Directors etc with Jacqueline Redmond and Iain Docherty).**

Agenda Item 5: Any Other Business

13. Iain Docherty informed the Board that he has been appointed as financial advisor to the Transport, Infrastructure and Climate Change Committee of the Scottish Parliament. This could potentially lead to a conflict of interest and this would be discussed separately with Malcolm Reed. **(Action: Malcolm Reed and Iain Docherty).**

14. The Board agreed that future meetings should be scheduled for 3 hours, commencing at 09:00, to ensure that all business can be adequately discussed. **(Action – Gillian McCole to amend calendar invitations by next Board meeting).**

15. The Trunk Road Safety plan was briefly discussed and the non-executive members confirmed that they had not seen this. **(Action: Jim Barton to forward a copy of the plan to Jacqueline Redmond and Iain Docherty).**

16. The possibility of non-executive members participating by video conference was raised as this had not been possible in the last few months. **(Action: Guy Houston to investigate the technology issues and report back at the next Board meeting).**

**PS/Transport Scotland
October 2007**