



TSDB(07)8th Conclusions

TRANSPORT SCOTLAND DIRECTORS' BOARD MEETING

MINUTES OF MEETING HELD IN BUCHANAN HOUSE, GLASGOW AT 2PM ON MONDAY, 20 AUGUST 2007

Present:	Jim Barton (Chair)	Director of Trunk Roads Network Management
	Guy Houston	Director of Finance & Corporate Services
	Frances Duffy	Director of Strategy & Investment
	Jim Vance	Trunk Roads: Infrastructure & Professional Services
	Bill Reeve	Director of Rail Delivery
	Iain Docherty	Non-Executive Director
	Jacqueline Redmond	Non-Executive Director
In Attendance:	Jim Berryman	PS/Transport Scotland

Apologies

1. Malcolm Reed was unable to attend due to other business commitments, Jim Vance was attending on behalf of Ainslie McLaughlin, who was on leave.

Agenda Item 1: Minutes of Previous Meeting and Matters Arising

2. The minutes of the meeting held on 18 June (TSDB(07)7th Conclusions) were approved, subject to the following amendments:

Para 1: Iain Docherty was on leave rather than business;

Para 2: Minute amendments need to be properly explained or the previous minutes would require to be re-circulated to the Board;

Para 5.5(b): the wording with reference to the issue on Concessionary Fares ticket machine supplier needs to be re-considered. **(Action Guy Houston)**

Para 6(a) and (b): Update on Malcolm Reed Action points regarding

discussions with Dr Goudie and John Ewing required in September minutes.

(Action: Jim Berryman)

Para 7: A sentence is to be added recording the Board's formal thanks to Angus Macleod for his work and support whilst PS/ Transport Scotland.

Matters Arising

Transport Scotland Annual Report

3. Clarification was requested on the quorum required for the TS Board.

(Action: Jim Berryman)

4. Jim Vance provided a verbal update on the legal resource available through OSSE. The outsourced solicitor resource is in place and generally working well to address short-term requirements. The longer-term issue of a replacement legal resources based in Glasgow remains problematic and discussions on this continue. We are programming legal work as best we can at present, but the volume of work on AWPR is significant. The current Board Pack risk register has not been updated for a few months and does not reflect this position. **(Action: Ainslie McLaughlin)**

Agenda Item 2: Executive Board Pack (Paper TSDB(07)19)

5. Jim Berryman introduced paper TSDB(07)19, the August Board pack.

6. In discussion the following points were made:

(a) The title of the central section is to be amended to "Scottish Government 'First 100 Days' Commitments Report" with inverted comments to be added to each commitment.

(b) Subsequent versions of this table will require the addition of an action point relating to the Forth Replacement Crossing **(Action: Jim Berryman)**

(c) The 'Other Projects' table is to be amended to reflect the addition of the

new project to take FRC forward **(Action: Jim Berryman)**.

6.1 **Edinburgh-Glasgow Timetabling Issues**

(a) Bill Reeve presented on this issue which relates to the worsening of journey times in the December 2007 timetable. Network Rail (NR) has pressed ahead with this to help it meet its performance requirements despite this causing a potential breach to the contract with FSR and conflicting with the policy direction provided by Transport Scotland. This highlights issues over internal communications within NR and key messages not getting to staff involved in critical processes. We are working constructively with NR to ensure recovery in the June 2008 timetable, but there are potential relationship and communications issues. **(Action: Bill Reeve to report progress at September Board)**

6.2 **FRC and EARL Replacement Update**

(a) FRC Public Exhibitions for key stakeholders began today with initial positive reaction. There is much work on-going and a further Peer Review and Strategic Board presentation are planned prior to the next Cabinet discussion.

(b) Work on EARL replacement is progressing well and on target to meet the commitment to report by end-September. Previous comments on the EARL BCR being the highest of all transport projects will be addressed going forward. The SPT position regarding Glasgow Crossrail will need to be considered in light of the September statement, the September Board meeting should consider this and the nature of the relationship we develop with SPT. **(Action: Bill Reeve);**

6.3 **Concessionary Fares Smartcard Scheme**

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

Agenda Item 3: Spending Review 2007 Submission (Papers TSDB(07)20, 21, 22)

Guy Houston introduced these papers. *Part of the record of discussion under this agenda item is considered exempt from publication at this time and has been redacted.*

Agenda Item 4: Any Other Business

7. The Corporate Communication Plan had not been circulated as stated that it would be in the July Board Pack, this is required for the September meeting. **(Action: Jim Berryman).**

8. The next Management Team Meeting is to consider the proposal to host the November Board meeting in Aberdeen. **(Action: Jim Berryman)**

9. Consideration is to be given to re-scheduling the 19 September Board Meeting and Strategy Day. **(Action: Jim Berryman)**

10. Jim Barton is to act as Board Coordinator for the Staff Conference, each Directorate is to nominate a Lead Officer. **(Action: Directors)**

11. The Business Plan is to be re-submitted to Directors. **(Action: Jim Berryman)**

PS/Transport Scotland
September 2007