



TSDB(07)7th Conclusions

TRANSPORT SCOTLAND DIRECTORS' BOARD MEETING

**MINUTES OF MEETING HELD IN BUCHANAN HOUSE, GLASGOW
AT 10AM ON FRIDAY, 20 JULY 2007**

Present:	Malcolm Reed	Chief Executive
	Jim Barton	Director of Trunk Roads Network Management
	Guy Houston	Director of Finance & Corporate Services
	Ainslie McLaughlin	Director of Trunk Roads: Infrastructure & Professional Services
	Bill Reeve	Director of Rail Delivery
	Jacqueline Redmond	Non-Executive Director
	Janet Egdell	Strategy & Investment
In Attendance:	Angus Macleod	PS/Transport Scotland
	Jim Berryman	Corporate Finance

Apologies

1. Iain Docherty was unable to attend due to annual leave, Janet Egdell was attending on behalf of Frances Duffy, 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)6th Conclusions) were approved, subject to amendments to paragraphs 3 (b), 3(d) and 3 (e).

Matters Arising

Transport Scotland Annual Report

3. The annual report was being further revised and would be recirculated final clearance, and it was important that all Directors read the document closely and made sure they were content. **(Action: all Directors).**

Agenda Item 2: Executive Board Pack (Paper TSDB(07)18)

4. Jim Berryman introduced paper TSDB(07)18, the July Board pack.

5. In discussion the following points were made:

5.1 Legal Resources

(a) Further delays in some of the trunk road projects had been reported, and this was largely due to continued difficulties in securing sufficient legal support to carry out the necessary statutory work, such as draft road orders. The Office of the Solicitor to the Scottish Executive (OSSE) was prepared to contract out certain legal work, but not statutory functions;

(b) Road schemes were becoming more litigious in nature and requiring greater legal support. A properly resourced legal team was required to support the agency in carrying out statutory functions and addressing the additional work to meet legal challenges;

(c) There were longer-term challenges to be addressed, in particular the Forth Replacement Crossing. Across the agency, there would probably be sufficient work to justify a full-time team of 6 lawyers. However, OSSE was reluctant to allow legal staff to be based in Glasgow and negotiations on that issue had been disrupted by the recent Executive management restructuring.

5.2 HR Statistics

DRAFT

- (a) The second set of HR statistics was included in the Board pack and early comparisons could be made on some figures to identify trends;
- (b) The level of sickness absence appeared to be low, especially compared to the Scottish Executive average. However, the figure was still higher than was desirable and would also need double checked as there wasn't full confidence all the figures were 100% accurate;
- (c) The vacancy rates had not dropped as much as expected, largely because the figures included the 12 new staff yet to be appointed to the Forth Replacement Crossing team;
- (d) Following the December and February recruitment campaigns there had been a low number of appointments actually made. The campaigns had been expensive to run and there had been considerable interest expressed, but the low number of people willing to join the agency on the terms offered had been disappointing.

5.3 Update on Edinburgh Airport Rail Link (EARL) & Edinburgh Trams

- (a) Following the transport debate in Parliament on 27 June, preparations were being made for the Cabinet Secretary to meet with British Airports Authority, Network Rail and tie Ltd. to discuss the governance issues around the EARL project. Depending on the outcome of that meeting, feasible alternatives to the project would need to be presented to Ministers;
- (b) The Parliament had also voted to cap the Executive's contribution to the Tram project and arrangements were in hand to distance Transport Scotland from the project as it would be for City of Edinburgh Council to cover any additional funding required. Achieving this without undermining the governance arrangements would be challenging, but it was important that the agency stepped back;
- (c) Successful delivery of the Tram project would depend partly on the

DRAFT

Executive's co-operation on issuing temporary road orders in Edinburgh and colleagues in Transport Directorate needed to be reminded of that.

5.4 Forth Replacement Crossing (FRC)

(a) There had been considerable activity around progressing the FRC, including a presentation to Cabinet, and the subsequent Cabinet discussion which had agreed on a public information exercise for 2 of the possible options for the crossing. The results of that would inform a further Cabinet discussion after the summer when a final decision on the route would be taken;

(b) The peer review panel had met in June and was generally very content with the technical handling of the project to date. This had reassured the Executive's Strategic Board, which would be discussing the project again in the middle of August.

5.5 Concessionary Fares

(a) Progress had been made in discussions with the bus operators about installing smart-enabled ticket machines on buses and most areas would meet the 2008 deadline for having the machines on board, though there would be slight delays in some areas;

(b) Only one supplier was being used for the supply of ticket machines to First Group Plc companies and its ability to produce sufficient quantities was key to meeting the deadlines. If there weren't enough ticket machines ready to install by September 2007, FirstGroup was threatening to delay installation until after the Christmas period;

(c) It would be helpful to get regular updates on the concessionary fares scheme, though it wasn't necessary to do this on a monthly basis.

5.6 Other Issues

DRAFT

(a) The list of key dates on the summary page was thought to be very helpful and Directors should suggest additional dates to the Communications team for approval;

(b) On the Finance page, the recorded spend to date was not as high as it should be because invoices had been processed late;

(c) Work on the cross-Glasgow connections was largely being taken forward as part of the consideration of how to improve Edinburgh-Glasgow connections. It would be helpful to work more closely with Strathclyde Partnership for Transport to avoid unhelpful media coverage of any perceived lack of action by Ministers or Transport Scotland;

(d) It would be helpful to have short discussion papers on the discussion issues in the Board pack to supplement what was in the pack and to avoid the necessity for lengthy discussions during the meeting.

6. **The Directors' Board agreed that:**

(a) There should be further discussions with SE senior management about locating legal resources in Glasgow to minimise the risk to programme delivery. **(Action: Malcolm Reed to discuss with Dr Goudie);**

(b) Transport Directorate should be reminded of the need not to delay any temporary road orders in Edinburgh related to the Trams project. **(Action: Malcolm Reed to discuss with John Ewing);**

(c) Suggestions for the 'Key Dates' section on the summary page should be sent to the Communications team for including in the pack. **(Action: all Directors and Communications team);**

(d) Short background and key issue papers should be prepared for all the discussion issues in the Board pack to provide the necessary information and focus on the issues that needed to be resolved. **(Action: all Directors)**

Agenda Item 3: Any Other Business

PS/Transport Scotland

7. **The Board noted** that Angus Macleod was leaving the post of PS/Transport Scotland and would be replaced by Jim Berryman until a full-time replacement was identified. **The Board recorded** its sincere thanks to Angus Macleod for the important work and helpful support he had provided since joining Transport Scotland.

PS/Transport Scotland
July 2007