

TSDB (17) 8th Meeting

SENIOR MANAGEMENT TEAM MONTHLY MEETING 8W02 BUCHANAN HOUSE, GLASGOW 11:00-13:45 26 September 2017

Attendees:

Roy Brannen	Chief Executive
Bill Reeve	Director, Rail
Mike Baxter	Director, FASD
Hugh Gillies	Director TRBO
Donald Carmichael	Director Policy
John Nicholls	Director AMFC
Michelle Rennie	Director MTRIPS
Kenny Hannaway	Legal
Danny Chalmers	TS Comms
David Swanson	HR
Gavin Boyd	PS/Transport Scotland
Richard Hadfield	(by phone for Ferries KPIs)
Rory Morrison	attending for Staff Survey discussion

Declarations of Interest

1. No declarations of interest were made.

Minutes of Previous meetings

2. The minutes of the meeting of 24 August were agreed subject to adding Hugh Gillies to the attendees.

Communications

3. Danny Chalmers provided an update of the current comms and media issues. The transport media items focused on the transport entries in the Programme for Government, Average Speed Cameras and social media on the traffic flows for the Queensferry Crossing.

Ministerial & Senior Management Team Feedback

4. Roy Brannen thanked the Directors for all the activity over the last 6 months. He reminded Directors that David Climie, Project Manager for the Queensferry Crossing will be leaving at the end of October.

KPIs / Ferries KPIs

5. The routine update on Key Performance Indicators was discussed in detail and noted. There were no new issues. John Nicholls provided the 6 monthly update on the operational performance of ferries. Audit Scotland are due to publish a report on Ferries in October.

Finance paper

- 6 For the Finance report Mike Baxter provided an update which was discussed and noted. He also discussed the Budget Process

Balanced Scorecard

- 7 For correspondence (PQs, MCS, Chief Executive Correspondence, and FOI cases) the figures covered August 2017. Performance in meeting final deadlines were PQs (??%), CE Correspondence received by CEO on time (??%), MCS received by Private office on time (??%), ORs answered (??%) and FOIs answered (??%) FOI Reviews answered(??%) Payment performance over the summer has been good.

Review of the National Transport Strategy Update

8. Donald provided an update on the progress of the NTS Review

People Survey

9. David Swanson provided an update on arrangements for the upcoming people survey. Rory Morrison talked about analysing the responses and it was agreed that Directors would think about a number of priority questions they want the survey analysis to answer

AOB

10. Hugh Gillies spoke about volunteers for on call resilience officials. There will be a workshop in October and the resilience team would be happy to attend Directorate team meetings to speak about the role and what is expected.

PS/Transport Scotland
September 2017