

## **TSDB (18) 8th Meeting**

### **SENIOR MANAGEMENT TEAM MONTHLY MEETING**

**Room 7W04, Buchanan House**

**10:00 – 12:30 27 August 2018**

#### **Attendees:**

Roy Brannen	Chief Executive
Mike Baxter	Director FCS
Hugh Gillies	Director TRBO
Alison Irvine	Director TSA
Bill Reeve	Director Rail
Donald Carmichael	Director LCE
Graham Laidlaw	Head of Ferries Unit
Alistair Graham	MTRIPS
Sandy McNeil	Legal
Danny Chalmers	TS Comms
David Swanson	Head of Corporate Services
Anne Martin	CEO Office
Alex Ramage	Head of MIS (item 9 only)

**Observer:** Susan Cameron                      Low Carbon Energy Directorate

#### **Apologies:**

Michelle Rennie	Director MTRIPS
Frances Pacitti	Director AMFC

#### **Declarations of Interest**

1. No declarations of interest were made.

#### **Minutes of Previous meetings**

2. The minutes of the meeting of 30 July were agreed.

#### **Communications**

3. Danny Chalmers provided an update of the current communications and media issues. With the new Transport, Infrastructure and Connectivity portfolio in place, work is progressing to develop a planner covering all areas.

#### **Ministerial & Senior Management Team Feedback**

4. The Cabinet Secretary is meeting with budget leads across the portfolio this week for initial discussions.

#### **Finance Paper**

5. Mike Baxter provided an update for the report which was discussed and noted.

## **Balance Scorecard**

6. The Balanced Scorecard was discussed and noted.

The scorecard now includes information on organisation, people, financial stewardship, correspondence, travel, as well as reports on projects and procurement.

There was a discussion on the risk information, and it was noted that this would be reviewed and updated following the Risk Management meeting of 11 September.

For correspondence (PQs, MCS, Chief Executive Correspondence, and FOI cases) the figures covered July 2018. Performance in meeting final deadlines were; PQs (96%), CE Correspondence received by CEO on time (72%), MACCS received by Private Office on time (81%), ORs answered (91%) and FOIs answered on time (97%) FOI Reviews answered on time(100%) Payment performance was 94%.

## **Review of the National Transport Strategy Update**

7. Alison Irvine provided an update on the review of the National Transport Strategy.

## **Legal update**

8. Sandy McNeil provided an update on the legal issues paper.

## **AOB**

10. Further workshops on Brexit preparedness are being organised and all directorates were encouraged to participate.

Those people not participating in the Investment Decision Making Board left the room.

## **IDM Paper**

9. IDM(18)09 Booking and Reservation Ticketing System Procurement. Graham Laidlaw and Alex Ramage attended for the discussion of this IDM Paper. Separate minutes produced.