

DIRECTORS' BOARD MEETING

MINUTES OF MEETING HELD IN BUCHANAN HOUSE, GLASGOW AT 9:30AM ON MONDAY, 19 JUNE 2006

Present:	Malcolm Reed	Chief Executive
	Jim Barton	Director of Trunk Roads Network Management
	Guy Houston	Director of Finance & Corporate Services
	John Howison	Director of TRIPS
	Bill Reeve	Director of Rail Delivery & Performance
	Ian Docherty	Non-Executive Director
	Lucy Adamson	Press Transport Scotland
	Janet Egdell	Strategy & Investment Directorate (<i>part of meeting only</i>)
In Attendance:	Angus Macleod	PS/Transport Scotland

Agenda Item 1: Minutes of Previous Meeting and Matters Arising

1. The minutes of the meeting held on 31 May (*TSDB(06)6th Conclusions*) were approved, subject to the action point on Finance and Affordability on page 5 being redrafted to delete the first sentence.

Matters Arising

Internal Audit

2. It was noted that the first meeting of the internal Audit Committee was likely to be postponed as the process of appointing the necessary second Non-Executive Director had not yet been completed.

Corporate Travel Plan

3. Guy Houston said the draft corporate travel plan was being produced and would be circulated round the agency for comments before coming to the Board for final clearance. It was still unclear what the revenue from the wider Executive carbon footprint policy would be used for. **The Board agreed** that Guy Houston should circulate the draft travel plan (**Action: GH**) and that all Directors should seek advice on the Executive's carbon footprint policy. (**Action: all Directors**)

Voluntary Purchase Scheme

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

Pressures and savings

5. **The Board agreed** that there should be a further discussion on pressures and savings in 3 to 4 months time once the likely expenditure on concessionary fares was more certain. **(Action: Guy Houston to bring paper on pressure and savings to the Board in September/October).**

Agenda Item 2: Directorate Updates

Finance & Corporate Services

6. Guy Houston said that Transport Scotland needed to generate efficient government savings equivalent to 6.6% of the overall budget. A paper outlining possible measures to make the efficiency savings had been sent to PS/ETLLD on Friday, 16 June. The Board discussed the possible options for making efficiency savings and whether there were any additional savings that could be identified. In particular, it was felt that greater potential savings could be identified around the management and maintenance of the trunk road network. **The Board agreed** that GH should identify the amount saved on the 2 contracts let to date and adjust the identified efficiency savings accordingly. **(Action: GH and Finance and Corporate Services)**

Rail Delivery

7. Bill Reeve said that there was pressure on the agency to take a more direct project management role in rail delivery and move away from the more traditional policy and strategy role of the mainstream civil service, but this was difficult to achieve given the HR constraints. **The Board agreed** that GH should discuss pressures with HR team and bring a paper to the Board on HR strategy. **(Action: GH and PS/Transport Scotland)**

8. Bill Reeve said that the Waverley Railway (Scotland) Bill had been passed by the Parliament the previous week and that the Airdrie-Bathgate Railway and Linked Improvements Bill had been introduced. Bill Reeve also said that the Ferrovial takeover of BAA would have an impact on the EARL and GARL projects.

TRIPS

9. John Howison said that funding for the AWPR had been agreed with the Minister and that the appeal over the M74 completion project was due to go to the Court of Session. On other projects, 2 schemes were in construction, 2 were in the tender process and a number of others were moving to the tender process.

Trunk Roads Network Management

10. Jim Barton said that there had been some negative publicity about the amount of roadworks planned and that a submission had gone to the Minister about creating a new junction on the M8 to service the Heartlands development at Whitburn.

Agenda Item 3: Future of Scottish Transport Appraisal Guidance (STAG)

11. Janet Egdell said that Hugh Gillies had circulated a minute about the proposed review of STAG in its current form, including recommendations about making it more fit for purpose. In discussion the following points were made:

(a) There is a lack of understanding about how to use STAG properly and whether it should be used at all on certain projects. Therefore, before recommending a way forward, it is important to know what is currently being done and how STAG was being used. It may be the application of STAG that needed reviewing, not necessarily STAG itself;

(b) The process should be as simple as possible, but there is a lot of data involved and it is difficult to present that concisely. In particular, it needs to be considered how much effort should be expended on analysing a range of options when it is obvious at an early stage where the solution lies;

(c) It would be helpful to have details of the economic benefits early in the process;

(d) If there was to be a review, there should be a sounding board with representatives from each of the directorates. It would also be worthwhile looking at similar systems, in particular the Welsh Assembly Government's new process which aimed to be simpler and clearer. The Department for Transport was reviewing its appraisal guidance, but the agency couldn't wait for that to be completed before starting the review of STAG.

12. **The Board agreed that:**

(a) The Strategy & Investment Directorate should undertake a review of STAG;

(b) The other directorates should have an opportunity to feed into the review; and

(c) Other administrations' appraisal guidance processes, in particular that of the Welsh Assembly Government, should be examined for examples of best practice.

(Action: FD and Strategy & Investment Directorate)

Agenda Item 4: Freedom of Information (FoI) and Transport Scotland

13. Malcolm Reed said that following the failure to meet FoI deadlines in 2 cases, the Information Commissioner was likely to issue 2 adverse reports against Transport Scotland.

14. In discussion the following points were made:

(a) Training opportunities would need to be provided for Transport Scotland staff

on FoI, including possibly training individuals in each directorate to be FoI experts for their area. This was done in Trunk Roads Network Management where an officer advised team leaders on FoI requirements;

(b) It would be helpful to know how other agencies were performing as there was likely to be comparisons made between Transport Scotland and other bodies; and

(c) There were also pressures on Transport Scotland's performance on PQs.

15. **The Board agreed** that:

(a) All directors should monitor their directorates closely to ensure deadlines were being met on FoI and PQs. (**Action: all Directors**); and

(b) FoI, PQ and MCS measurement figures for other agencies should be monitored to compare Transport Scotland's performance. (**Action: GH**)

Agenda Item 5: Any Other Business

Meeting dates

16. Guy Houston said that he had asked for 2 of the future Board meetings to be re-scheduled so that they could follow the financial reporting calendar. **The Board agreed** that the scheduling of meetings should take into account the financial reporting calendar. (**Action: GH and PS/Transport Scotland**).

Health & Safety

17. Guy Houston said that he would be meeting with Halcrow to discuss health and safety issues within Buchanan House. It was likely that there would need to be a regular Transport Scotland health and safety board meeting, which would probably be timed to take place before the monthly Directors' Board meeting. This would cover internal health and safety, but there was also the issue of Transport Scotland's external responsibilities, both for its staff and for the general public. **The Board agreed** that all Directors should advise Guy Houston on the health and safety requirements of each of the directorates. (**Action: all Directors to feed advice to GH before meeting with Halcrow**).

PS/Transport Scotland

June 2006