

# Minutes

## Management Team conference call

**Date:** 1 September 2014

**Time:** 1115 - 1215

### Present

Anthony Smith	AS	Chief executive
David Sidebottom	DS	Passenger director
Nigel Holden	NH	Resources director
Ian Wright	IW	Head of research
Mike Hewitson	MH	Head of passenger issues
Jon Carter	JC	Head of business services
Sara Nelson	SN	Head of communications
Katie Armstrong	KA	Passenger team manager
Martin Clarke	MC	Business services executive

**Apologies** – Hazel Phillips (interim head of communications)

### Standing items

#### 1. Workplan report

**Noted.** MC asked that the meeting consider whether the information in the document was suitable for the public domain as part of the Board papers. AS asked colleagues to have a final read through, making any corrections by Tuesday 2 September, before the document is published.

### Change

#### 2. Roads – round table update

Research – The team had been under pressure due to absences in the second half of the month. The situation would be monitored closely in the days and weeks ahead.

Resources – [REDACTED] workload as HR executive had increased with the roads-related recruitment, as had that of the finance team due to the added complexities of funding the potential new remit and workload.

Passenger Team –

There were ongoing personnel changes in the team, with [REDACTED] moving to the Passenger Issues Team and the subsequent vacancy. However, as the change process had been developing and

communication improved, uncertainty and unease among staff had reduced.

Passenger Issues –

Team members had expressed concern about uncertainty over the organisational structure with the expanded remit.

Corporate governance –

Board advisors had been appointed and were scheduled to attend the Board events on 10 September.

Communications –

The team was eager to get stuck into the bigger projects relating to the change programme, for example the website, but needed to understand the organisational structure first.

AS highlighted the three key milestones in the process:

- 1 January 2015 – organisation moves into shadow form with new remit
- April 2015 – legislation possibly comes into force
- July 2015 – launch new organisation

### 3. Are all work objectives set?

AS urged colleagues to set all individuals' objectives as soon as possible, as mid-year reviews were to be due shortly.

<b>MT595</b>	01/09/14	Personal work objectives	Set 2014/15 work objectives for all staff	All	Sep 2014	
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### 4. Research team update

IW reported that [REDACTED] had taken on an augmented role in managing the team's existing workload, so that IW could focus more of his time on how we represent the views of road users. IW would also retain direct responsibility for the NRPS, BPS and HS2.

### 5. Chair recruitment update

JC updated the meeting on the process' progress. Given the delays, the planned handover events in September had been cancelled. The current best-case scenario would be that an appointment is made before Colin's planned final day of 22 September. Otherwise, DfT would need to either extend Colin's term of office or appoint an interim Chair from the Board.

**Project framework: project reviews and briefs for approval or amendment**

**6. Project briefs for approval**

- Colchester bus promotion pilot – DS reported that this was the culmination of three years of work by Linda McCord. AS congratulated Linda, saying the work was “interesting and worthwhile”. **Agreed £580**, with third parties also providing £3000 of funding. IW suggested there may be overlap with PlusBus.

<b>MT596</b>	01/09/14	Colchester bus promotion pilot	Check for any overlap with PlusBus	DS	Sep 2014	
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- Franchise customer reports – NH said that we should make sure that the franchising funding is clearly secured. **Agreed £36,000** from DfT franchising budget.
- Greater Anglia franchise research – MH said that that the Greater Anglia franchise deserved more of our attention. **Agreed £41,500** from DfT franchising budget.

The meeting **closed** at **12.15** hrs.

Signed as a true and accurate record of the meeting:

\_\_\_\_\_  
 Anthony Smith  
 Chief Executive

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 Date

**Freedom of Information Act 2000 Section 22**

Proposed publication date	1 March 2015
Publication issues	Certain sections may need to be redacted.
Diary entry to be made by	Martin Clarke
Publication to be authorised by	Jon Carter