

Minutes of ScotRail Board
held on Thursday, 16 June 2022, 1300 – 1545
Room 6.6, 151 St Vincent Street, Glasgow, G2 5NW / Microsoft
Teams *

Present:

Chris Gibb – Chair (CG)
 Alex Hynes (AH)
 David Lister (DLi)
 David Lowrie (DLo)
 David Simpson (DS)
 James Griffin (JG)
 Jo Maguire (JM)
 Lesley Kane (LK)
 Nick Brown (NB)

In attendance:

David Ross (DR)
 Marie-Therese Weighton (MT)
 Tim Buxton (TB)* (until 1500)
 [REDACTED] (LL) Minute Taker

Apologies:

Item No	Item	Action
1.	Welcome CG welcomed all to the meeting and introduced Nick Brown, who was unanimously elected to the Board, and has been appointed as a company director. CG will report his appointment to Companies House.	CG
1.1	Apologies for absence None received.	
1.2	Previous meeting The minutes of the meeting held on 19 May 2022 were APPROVED. <u>Actions update:</u> 22/13: Train Driver and Conductor resourcing plan - a special Board meeting will be convened to discuss this.	
1.3	Declaration of interest Register included for noting. NB to be added to the register as independent chair of the System Operator Board.	LL
1.4	Directorate updates <u>ScotRail previous minutes from 30th May for approval</u> The Board APPROVED this paper.	
2.1	Period reporting pack: paper for discussion The Board noted this pack. Each area was reviewed, and key points were: <ul style="list-style-type: none"> Reduced timetable has been introduced and is performing strongly with passenger revenue still tracking ahead of budget 	

	<ul style="list-style-type: none"> • Two SPaDs year to date • ScotRail joining industry piece of work on barcode fraud • Query on yield growth numbers and LK and DLo will discuss offline. • Pay talks and timetable changes were the focus of the comms team. DR to carry out a lessons learned exercise on ScotRail Industrial Action comms with staff and revert to Board when complete. • DR to add Nick Brown to the internal comms distribution list. • Discussions ongoing with Network Rail over any compensation for strike days • Leadership development programme ongoing • Customer Service Academy launched • Travel Safe Exercise on Dumbarton line with British Transport Police • Reston station successfully opened • High Speed Train cycle space roll out has started • Sunnyside junction derailment – joint investigation ongoing between ScotRail and Network Rail and will report cause to the SRT Safety Health and Environmental Committee when determined • 62 per cent increase in complaints, dominated by timetable reductions • JG to ascertain who has made “Right to be forgotten” requests and add into comments within the pack • Service quality regime output to be included in the pack going forward • Motherwell project has significant delays leading to cost overruns <p>SRH Approvals during the period: all NOTED by the Board.</p>	<p>LK & DLo</p> <p>DR</p> <p>DR</p> <p>JG</p> <p>DL</p>
2.2	<p>Amendment to the current alcohol restriction arrangements: paper for approval</p> <p>The paper was taken as READ and option 3 APPROVED by the Board. Discussion about safety being a key consideration, which option three recognises and addresses. The Board also supports the requirement to amend Railway By-Laws. Implementation will follow further consultation and is expected to be late July.</p>	
2.3	<p>Fit for the future Phase Two – Strathclyde services: paper for approval</p> <p>The paper was taken as READ and APPROVED by the Board.</p>	
2.4	<p>First Rail Holdings collaboration report on ScotRail HST: paper for noting</p> <p>The paper was taken as READ and the Board NOTED the paper. An update on the implementation of the recommendations will be provided to a future SRT Board.</p>	
2.5	<p>People update - verbal</p> <p>The Board was given a verbal update on the current situation. The Board passed on its appreciation to the ScotRail team for all its hard work.</p>	
3.1	<p>Draft budget for Q1 2022/23: paper for approval</p> <p>The paper was taken as READ and the Board NOTED the progress with the full year budget. A further Board meeting will require to be scheduled after the Transport Scotland review for approval.</p> <p>Note: Tim Buxton left the meeting.</p>	
3.2	<p>IT Policies: paper for noting</p> <ul style="list-style-type: none"> • ScotRail Information Security Policy 	

	<ul style="list-style-type: none"> • ScotRail Data Protection Policy <p>The Board NOTED these papers.</p>	
4	<p>AOB</p> <p>Carmont RAIB report – Advisory Group: CG advised that Transport Scotland is working to define Terms of Reference. SRH will appoint the chair, which is imminent. Following meetings, the Advisory Group will submit a conclusion to the ScotRail Safety, Health and Environmental Committee (SHEC) and depending on its review, it will come to the ScotRail Board.</p> <p>July Board meeting The decision was taken to hold this meeting, so long as it is quorate, due to scheduled annual leave.</p> <p>Safety Health and Environmental Committee (SHEC) draft Terms of Reference – for discussion and noting. The Board NOTED this paper.</p> <p>ScotRail Public Performance Measure (PPM) target proposal – paper for approval The Board APPROVED the 90.6 per cent PPM target for this year but tasked DS with producing a paper which charts the route to 92.5 per cent PPM and convene a special ScotRail Board meeting, for approval. This plan will then be presented for noting by Alliance Board on 14th July.</p> <p>Aberdeen Extension of Time and final account settlement – paper for noting The Board NOTED this paper.</p> <p>Zip about: for approval LK to send proposal to NB for approval within 24 hours. If no response within that time, paper will be taken as approved.</p>	<p>DS</p> <p>LK</p>
5	<p>How did we do?</p> <p>With no further AOB, CG closed the meeting.</p>	
	<p><u>The date of the next meeting is Thursday, 14 July 2022</u></p>	