

**Minutes of ScotRail Board  
held on Thursday, 6 October 2022, 1300 – 1500  
Inverness engineering depot, Diesel Sidings, Longman Road,  
Inverness, IV1 1RY/  
Microsoft Teams \***

**Present:**

Chris Gibb – Chair (CG)  
Alex Hynes (AH)  
David Lister (DL)  
David Lowrie (DLo)  
David Simpson (DS)\*  
Jo Maguire (JM)  
Lesley Kane (LK)  
Nick Brown (NB)

**In attendance:**

David Ross (DR)  
John MacQuarrie (JMacQ)  
[REDACTED] (LL) Minute Taker\*

**Apologies:** James Griffin (JG)

Item No	Item	Action
1.	<b>Welcome</b> CG welcomed all to the meeting.	
1.1	<b>Apologies for absence</b> Apologies noted from James Griffin.	
1.2	<b>Previous meeting</b> The minutes of the meeting held on 8 September 2022 were APPROVED. The revised minutes of 14 July were APPROVED.	
1.3	<b>Declaration of interest</b> No new updates declared.	
2.1	<b>New rolling stock – method of operation: paper for discussion</b> [REDACTED] joined the meeting via Teams to discuss the paper. He advised that this paper is the business specifying its requirements to the rolling stock team. The paper was taken as READ and the Board supports the recommendation. [REDACTED] left the meeting.	
2.2	<b>EMU + BEMU procurement: PQQ (Pre-Qualification Questionnaire) strategy: paper for approval</b> [REDACTED] and [REDACTED] joined the meeting via Teams to discuss the paper, with David Lister. The paper was taken as READ and the Board supports the recommendations.	

	<p>██████████ and ██████████ left the meeting.</p>	
<b>2.3</b>	<p><b>Class 153 Highland Explorer options: paper for discussion</b></p> <p>The paper was taken as READ and the Board supports the recommendations.</p>	
<b>2.4</b>	<p><b>Advertising tender tenure: paper for approval</b></p> <p>The paper was taken as READ and the Board supports the recommendations.</p>	
<b>2.5</b>	<p><b>ScotRail digital retailing (Trainline) update: paper for noting</b></p> <p>The paper was taken as READ and the Board noted the paper.</p>	
<b>2.6</b>	<p><b>Submission to Scottish Rail Holdings for industrial planning action: paper for noting</b></p> <p>The paper was taken as READ. CG thanked the ScotRail teams for their hard work and the Board noted the paper.</p>	
<b>2.7</b>	<p><b>Highland Mainline high speed train (HST) strategy: paper for discussion</b></p> <p>The paper was taken as READ and the Board accepts the paper which lays the challenge for next summer.</p>	
<b>2.8</b>	<p><b>Inverness connections strategy: verbal</b></p> <p>DS gave a verbal update to the Board on the detailed connection strategy for Inverness.</p>	
<b>2.9</b>	<p><b>Strategic workforce planning: paper for noting</b></p> <p>DS advised the paper is to reassure the Board that we have a good process for strategic workforce planning.</p> <p>Following discussion, the following actions were requested:</p> <ul style="list-style-type: none"> <li>• DS to take the feedback from the Board around this process to HR.</li> <li>• JM to review our candidate attraction strategy – with a specific focus on improving gender balance.</li> </ul> <p>The paper was taken as READ and NOTED.</p>	<p><b>DS</b> <b>JM</b></p>
<b>2.10</b>	<p><b>Period reporting pack: paper for discussion</b></p> <p>The Board noted this pack. Each area was reviewed, and key points were:</p> <ul style="list-style-type: none"> <li>• Nightshift running for first time ever following the death of the Queen.</li> <li>• IR matters dominate landscape.</li> <li>• Business plan commitment: JM to clarify the status of development and launch of Scotland's Railway graduate scheme.</li> <li>• Heritage fund: DLo to confirm process around arranging funding for heritage fund schemes.</li> <li>• JM to look at the development of the pack with the soon-to-be-appointed Scottish Rail Holdings General Counsel, after her arrival on 1 December, to look at a three month forward planner for Board papers, allowing the Exec team to develop strategic and relevant papers, per Board feedback.</li> </ul>	<p>JM</p> <p>DLo</p> <p>JM</p>

	Scottish Rail Holdings approvals: All noted at the Board.	
<b>2.11</b>	<b>People update - verbal</b>  The Board was given a verbal update on the current situation.	
<b>3.1</b>	<b>Consideration of funding and forecasts paper for consideration</b>  The paper was taken as READ and the Board supports the recommendations.	
<b>4</b>	<b>AOB</b>  With no AOB, CG closed the meeting.	
	<b><u>The date of the next meeting is Thursday, 3 November 2022</u></b>	

APPROVED