

**Minutes of ScotRail Board
held on Thursday, 3 November 2022,
1300 – 1500
Boardroom, Atrium Court, 50 Waterloo St, Glasgow, G2 6HQ /
Microsoft Teams ***

Present:

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

In attendance:

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

Apologies:

Item No	Item	Action
1.	Welcome CG welcomed all to the meeting.	
1.1	Apologies for absence No apologies.	
1.2	Previous meeting The minutes of the meeting held on 6 October 2022 were APPROVED.	
1.3	Declaration of interest No new updates declared.	
2.1	Suburban rolling stock procurement - governance arrangements: paper for approval [REDACTED] joined the meeting to discuss the paper. The proposal is to set this group up as a committee reporting into Scottish Rail Holdings (SRH) Board. There were discussions around attendees to ensure we are giving reasoned advice from this forum to SRH Board. [REDACTED] will revise the document based on feedback received and submit to the SRH Board for approval. The paper was taken as READ and the Board supports the recommendation. [REDACTED] left the meeting.	
2.2	Traincrew resourcing strategy to eliminate rest day working (RDW): paper for approval	

	<p>DS gave an update on the traincrew resourcing strategy to eliminate RDW and prepare for a seven-day railway. LK will work with DS and his team to look at Sunday growth.</p> <p>The Board stated this was a good paper with lots of detail but need to understand the costs.</p> <p>The paper was taken as READ and the Board supports the recommendations.</p>	
2.3	<p>High Speed Trains (HST) wheel slide protector (WSP) and double variable rate sanders (DVRS) fitment: paper for noting</p> <p>DL gave an update on the programme. The pre-qualification questionnaire (PQQ) has been issued and we anticipate at least three bidders. As we go through the procurement process, optimal process will be discussed with all. CG asked that they ensure they are fitting as quickly as reasonably practicable, and DL confirmed they will review to see what is achievable. The HST fleet is the priority, and they will begin work on assessing the fitment of DVRS on the other fleets.</p> <p>CG thanked the team for getting approval from Scottish Government, noting he is grateful for the work and the outcome.</p> <p>The paper was taken as READ and the Board NOTED the paper.</p>	DL
2.4	<p>Short formations: verbal update</p> <p>DS gave a verbal update on short formations. ScotRail is experiencing poor HST availability and reliability due to autumn, tyre damage and RMT action short of a strike. DS to write to JMacQ for a temporary derogation to reduce services which will be reviewed at a later date.</p>	DS
2.5	<p>Period reporting pack: paper for discussion</p> <p>The Board noted this pack. Each area was reviewed, and key points were:</p> <ul style="list-style-type: none"> • Concerns with driving customer confidence around disruptive industrial action. • Disappointing period for passenger revenue - the cost of living will impact the leisure market. • Hospitality fulfilment – LK and JMacQ discussing completion of the plan offline. • Passenger yield: LK to provide commentary in the next pack on why there was a change in yield. • LK to confirm why passengers per carriage dropped down from forecast. • First class lounge open in Aberdeen and improved station frontage. • Safety in line with target. • Customer complaints on target for year to date. • Removal of non-compliant ramps – teams are working on a remedial plan and a capex will be sent to JMacQ for the new ramps. • Vacancy gap being kept under review. • Run rate increase: Exec team to provide commentary in the next pack to confirm the mechanism of increasing run rate next year and also how reliant this is on approval from elsewhere. <p>Scottish Rail Holdings approvals: All noted at the Board.</p>	LK LK Exec

2.6	People update - verbal The Board was given a verbal update on the current situation.	
3	Governance No items raised.	
4	AOB With no AOB, CG closed the meeting.	
	<u>The date of the next meeting is Thursday, 1 December 2022</u>	

APPROVED