

Item No	Item	Action
1.	<p><b>Welcome</b></p> <p>CG welcomed all to the meeting</p>	
1.1	<p><b>Apologies for absence</b></p> <p>Apologies <b>noted</b> from LK and DS.</p>	
1.2	<p><b>Previous meeting</b></p> <p>The draft minutes of the meeting held on 1 December 2022 were <b>approved</b>.</p> <p>Previous actions:</p> <p>a. 22/35, severance policy: <b>noted</b> that this is a long running issue, and the Board <b>requested</b> a progress update for the January meeting.</p> <p>b. 22/45, WSP/DVRS: the Board <b>requested</b>:</p> <p>b.1 that a progress update to be provided at each meeting including details of potential blockers which the Board could help to expedite.</p> <p>b.2 on the double variable rate sanders (DVRS) fitment, that DML confirm which operator fleets are currently being fitted and ascertain any lessons learned ahead of SRT's fitting.</p>	<p><b>JM &amp; NS</b></p> <p><b>DML</b></p> <p><b>DML</b></p>

<b>1.3</b>	<b>Declaration of interest</b>  No new updates declared.	
<b>2.1</b>	<b>Fleet recovery plan: paper for approval</b>  DML introduced his paper, noting this is an interim report which outlines the key areas within the fleet recovery plan. He proposed that SRT moves forward with a recovery plan of a similar nature to the performance improvement plan of 2018. The Board <b>requested</b> that the plan should be produced within the next 4 weeks and be ready for the January Board. It should focus on what is planned and included in the budget already, and what SRT can do for Autumn 2023. Creative thinking is required, especially around the need for an additional wheel lathe. Regarding traincrew plans, the Board <b>requested</b> that DM and DML ensure that the fleet improvement headcount plan is included in the budget to ensure coherent plans are presented.  The paper was taken as <b>noted</b> and a recovery plan <b>requested</b> for January Board meeting.	<b>DML</b>  <b>DM / DML</b>
<b>2.2</b>	<b>Implementation of 1.6 ration for drivers: paper for noting</b>  DM advised this is an updated paper from the one submitted to the 1 December 2022 Board meeting, which now included more refined analyses, an appendix and was supported by live plans. The Board requested that it receive updates monitoring progress at future boards, starting from the January Board.  Pay negotiations for 2023/2024 were considered, JHM advised that a meeting with the Transport Minister is planned in January. The Board <b>requested</b> an update for the 26 January 2023 Board meeting, detailing pay negotiation timelines, potential scenarios, ways of reconciling positions and the key decisions that will be required from Scottish Government.  The paper was <b>noted</b> .	<b>DM to brief DS to provide monitoring updates</b>  <b>JHM</b>
<b>2.3</b>	<b>Minutes of SRT Safety, Health and Environment Committee meeting on Class 380 Fleet: minutes for noting</b>  The minutes from the Safety, Health & Environment Committee (SHEC) meeting of 16 December 2022 were introduced by DML who provided an update on the issues with the class 380 fleet. The SHEC meeting had taken place at short notice to verify actions required.  The Board <b>requested</b> that paragraph 2 of the minutes were clarified to confirm the update from [REDACTED] and his role, as it was referred to but he had been at a preceding meeting, not at that SHEC itself.  CG stated that he thought this was well handled by all, with no compromising of safety. JHM proposed and the board congratulated the engineering team for turning things around so quickly and getting a solution.  The minutes were <b>noted</b> .	<b>DML</b>

2.4	<p><b>Period reporting pack: paper for discussion</b></p> <p>Each area of the pack was reviewed, and key points were:</p> <ol style="list-style-type: none"> <li>1. SRT industrial action disputes were resolved in this period</li> <li>2. Performance and fleet availability are the focus along with rebuilding consumer confidence.</li> <li>3. Aberdeen railway station's redevelopment was officially opened by Jenny Gilruth, the transport minister and AH.</li> <li>4. Senior leadership events are scheduled for 2023.</li> <li>5. Leadership Q&amp;A sessions begin in 2023.</li> <li>6. Driver recruitment campaign started.</li> <li>7. Simulators have been installed at Atrium Court.</li> <li>8. HR have been challenged to review the vacancy gap and look to overhaul the way SRT recruits, including modernising systems.</li> <li>9. Station staffing: JM to speak with Scottish Government to ask for a decision to be made in January.</li> <li>10. Extreme weather and Network Rail RMT strikes are impacting performance.</li> <li>11. Revenue protection – ticket scanning: the Board requested an analysis of tickets issued vs tickets scanned for the January Board. This may lead to ongoing monitoring.</li> <li>12. A request that utilisation be measured in the pack again. 115 new drivers were trained in 2022 which is 12 above target.</li> <li>13. The Deposit and Return Scheme for Scotland Regulations 2020 – Work is ongoing to understand the deposit and return scheme for bottles within SRT. The Board requested an update on the implementation plan progress for the January Board.</li> <li>14. Proposed May 2023 timetable change is with Transport Scotland for approval.</li> </ol> <p>The paper was <b>noted</b>.</p>	<p><b>JM</b></p> <p><b>DR to brief LK</b></p> <p><b>DR to brief LK</b></p> <p><b>DR to brief LK</b></p>
2.5	<p><b>People update - verbal</b></p> <p>JHM gave a verbal update.</p>	
3.1	<p><b>Authorised signatories for Class 385 rolling stock contracts: for approval</b></p> <p>DML introduced the paper to request authority for completion of the final acceptance on class 385 rolling stock contracts.</p> <p>The Board considered the paper and <b>approved</b> the revised proposal that only SRT directors should be authorised signatories. DML, JHM and DM were each <b>authorised</b> to execute on behalf of SRT by any one of them signing on SRT's behalf in respect of any contract to which SRT is or seeks be a party to in relation to Class 385 rolling stock and the management or maintenance of the same (including, without prejudice to the foregoing generality, the issue or acknowledgement of notices for such purposes).</p>	
3.2	<p><b>Authorised signatories for legal services appointment for new trains project: for approval</b></p> <p>The Board considered the paper and <b>approved</b> the proposal that DM, DML and JHM were <b>authorised</b> to execute contracts for legal services relating to new trains with the successful provider of legal services.</p>	<p><b>DM</b></p>

3.3	<p><b>External auditor selection: paper for approval</b></p> <p>The Board considered the paper with a minor amendment and <b>noted</b> that Price Waterhouse Cooper (PwC) have confirmed that they are able to audit SRT, having become preferred auditor following the SRT's procurement process, that the standstill period has elapsed, and that their fee proposal is consistent with the fees for similar work charged to peer and predecessor organisations.</p> <p>The Board approved the paper and authorised the appointment of PwC as SRT external auditor.</p>	DM
3.4	<p><b>Statutory accounts: for approval</b></p> <p>The Board considered the SRT draft statutory accounts, noted some minor amendments regarding disclosures, and subject to these being made <b>approved</b> the accounts for completion and filing.</p> <p>It also <b>noted</b> that Companies House should be advised of James Griffin's resignation.</p>	DM ED
3.5	<p><b>Abellio net asset statement settlement: paper for noting</b></p> <p>The paper formalised the verbal update which was given at the 1 December 2022 Board meeting. DM confirmed that Transport Scotland had approved the settlement and funding, and it had been paid.</p> <p>The Board <b>noted</b> the settlement's completion following its approval.</p>	
4	<p><b>AOB</b></p> <p>JHM, on behalf of the SRT executive team, observed a considerable volume of accountable officer requests are outstanding with Transport Scotland (TS) and is keen that the Board have an awareness of the requests, amounts and timescales for submission or approval. The Board <b>requested</b> that JHM prepare a list of such accountable officer requests and review this with JM, who will share it with Transport Scotland. The list will be kept updated and included in future Board packs.</p> <p>CG resigned as Chairman of the SRT Board and non-executive director of SRT and DL was elected Chairman. The Board congratulated and thanked CG for his leadership chairing the Board for the past 9 months.</p> <p>With no further AOB, CG closed the meeting.</p>	JHM / JM
	<p><b><u>The date of the next SRT Board meeting is Thursday 26 January 2023 at 1300.</u></b></p>	