



## MINUTES OF SCOTTISH RAIL HOLDINGS BOARD MEETING

**Date** 13<sup>th</sup> October 2022  
**Time** 10.00 – 12.00 UK time  
**Location** Buchanan House Glasgow  
**Present:** Gareth Llewellyn (Chair) (GL)                    **Apologies: Bill Reeve (BR)**  
                   David Lowrie (DL),  
                   Chris Gibb (CLG)  
                   Nick Brown (NB)  
                   Roz Foyer (RF)  
                   John MacQuarrie (JMacQ)  
                   Lee Shedden (LS)

**In attendance** John Provan (JP)  
                       Michelle Hampsey (Minute taker)

### Action Table

Agenda No.	Action	Who	When	Status
26/05	SRH Board Meeting			
16	Session to be arranged on the National Performance Frameworks (NPF), National Transport Strategy 2 (NTS2) and National Strategy for Economic Transformation (NSET)	BR/JMacQ	23/06/22	Session will be organised around a board meeting in January 2023
18	Meeting to be scheduled to agree a suitable process on the appointment of future Board members with the Chair and Sponsor Representative.	BR	23/06/22	TS to bring a fuller update to next Board.
No.	Action	Who	When	Status
15/09	SRH Board Meeting			
30	<b>Approvals process for SRH</b> David and John to discuss clear delegated authority.	DL/ JMacQ	13/10/22	Present clear delegated authority levels for SRH to board
31	<b>Safety Update – Sanders</b> TS to give swift response on this matter.	BR/LS	ASAP	Completed
32	<b>Budget update &amp; financial performance</b> CLG to consider reply from TS accountable officer and whether to request a letter of comfort.	CLG	13/10/22	In progress
33	<b>Register of Interest</b> RF asked to note additional interests to register	MH	13/10.22	Completed
34	<b>SRH Monthly Update</b> Issue on class 334's passed to SHE Committee for consideration	JMacQ/ NB	10/11/22	

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Agenda No:	Subject	
1.	<b>Welcome – Notice &amp; Quorum</b> Noted and Quorate. No apologies.	
2.	<b>Declarations of Interest</b> Nothing to note	
3.	<b>Register of Interest</b> RF asked to note additional interests that cause no conflicts. MH to add to register.	MH
4.	<b>Minutes &amp; Actions arising from previous meetings</b> The minutes from the previous meeting were agreed with a couple of minor comments: Action No. 30 – GL asked for it to be noted that the Board require to be clear on what the delegated level of authorities are in SRH.	MH
5.	<b>CEO Report</b> The Board discuss the issues highlighted in this paper.  Given the discussion around passenger recovery figures post covid it was agreed that this topic should be included in the National Conversation. CLG will also include more information on this topic at a future Board meeting.  The Board discussed the obligations placed on Network Rail under the 1994 Railways Act to plan and communicate their intentions such that operators can plan and develop their businesses. Management agreed to review Network Rail's proposal in the light of these obligations.	CLG
6.	<b>New Fleet - Rolling Stock Pre-Qualification Strategy Paper</b> A Paper outlining the New Fleet Procurement Rolling Stock Pre-Qualification (PQQ) Strategy has been presented and approved at the SRT Board (on 6 <sup>th</sup> October 2022) and the TS Fleet Procurement Board (on 4 <sup>th</sup> October 2022). The recommendations of the paper were Approved, with some comments provided which have been reflected in the paper.  The Board approved the paper noting that further legal advice will be provided prior to launching the procurement.	
7.	<b>SRH Monthly Update</b> JMacQ presented this paper and stressed that it is a work in progress, highlighting he is working with the team on how better to present the relevant information.	

	The board asked for a little more detailed information. They agreed for the issue on class 334's to be passed to the SHE Committee for consideration.	JMacQ/NB
<b>8.</b>	<b>ScotRail Trains Ltd Finance &amp; Performance</b>	
<b>8.1</b>	<b>General update including communications</b> Nothing to report beyond those items discussed under agenda item 5.	
<b>8.2</b>	<b>Safety Update</b> NB confirmed there were no issues to report as the SRT Safety Committee was due to meet after the SRHL Board meeting.	
<b>8.3</b>	<b>Budget update &amp; financial performance</b> The Board was briefed on the forecast year-end financial position. Taking into account those factors which were confirmed or had already materialised, it was noted that SRT would have insufficient cash to pay creditors as from 9th March 2023. It was acknowledged that factors such as industrial action in SRT and expected compensation from Network Rail for industrial action by their employees were likely to change the year-end forecast. It was also noted that in recent correspondence from the CEO of Transport Scotland, an additional £25m would be provided to help mitigate any potential shortfall, should it be required. LS advised that the Board should reasonably expect this funding to be reflected in the forthcoming Scottish Autumn Budget Revision, which would prevent the forecast cash deficit from arising.	
<b>8.4.</b>	<b>SRT Operational Performance Monitoring</b> The paper was taken as read. GL asked for a template performance report to be available for future meetings. JMacQ agreed to revert to the December meeting with an updated paper.	JMacQ
<b>9.</b>	<b>Scottish Rail Holdings Ltd Finance &amp; Performance</b>	
<b>9.1</b>	<b>General update including communications</b> Nothing to report beyond those items discussed under agenda item 5.	
<b>9.2</b>	<b>Safety Update</b> Nothing to report	
<b>9.3</b>	<b>Budget update &amp; financial performance</b> See Agenda no: 8.3	
<b>10.</b>	<b>AOB</b> Action 18 – JP confirmed the Appointments process for SRH Board will be sent to the Minister next week. TS to bring a fuller update to next Board.	BR
<b>11.</b>	<b>Date of next meeting – 10<sup>th</sup> November 2022</b>	