

**MINUTES OF SCOTTISH RAIL HOLDINGS LIMITED (SRH)
SPECIAL BOARD MEETING**

Date 28 September 2023
Time 11.00-12.15 UK time
Location Microsoft Teams*

Present: Richard Cairns (RC) – Chair
 Emma Dixon (ED) – General Counsel and Company Secretary
 Carolyn Griffiths (CG) – Non-Executive Director *
 David Lowrie (DL) – Chief Executive

In attendance: Bill Reeve (BR) – Transport Scotland
 Campbell Davidson (CD), SRH Financial Controller
 Michelle Hampsey (Minute taker)

Apologies: Roz Foyer (RF) – Non-Executive Director
 Brian Baverstock (BB) – Non-Executive Director
 John MacQuarrie (JM) – Rail Business Director

Agenda No.	Subject
1.	Notice, apologies and quorum
2.	Declarations of interests and conflicts The Chair has a new interest to add and will send through to note for register.
3.	<div style="background-color: black; height: 20px; width: 100%;"></div> <div style="background-color: black; height: 50px; width: 100%;"></div> <div style="background-color: black; height: 40px; width: 100%;"></div> <div style="background-color: black; height: 150px; width: 100%;"></div> <div style="background-color: black; height: 30px; width: 100%;"></div>

	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
4.	<p>Recruitment Committee Update</p> <p>Note: the CEO noted his conflict of interest and left the meeting for this item, which was minuted separately.</p>
5.	<p>SRH Resources Update</p> <p>The Financial Controller updated the Board on the current funding position regarding the proposed additional resourcing for SRH. The Board was advised that some of the roles has now been approved in principle by TS, with more information sought by TS from SRH for the others.</p> <p>The Board noted that [REDACTED] and SRH must continue to progress steps needed to obtain approval for the additional roles. It was noted that funding and additional resourcing matters would be progressed separately, however adequate resourcing within SRH would have a positive financial effect.</p> <p>Carolyn Griffiths also asked to note that she had previously raised at SRH Board the possibility of a current member of staff taking on the safety responsibilities whilst this position is recruited.</p> <ul style="list-style-type: none"> • Actions: TS to resolve CSL Budget issue and SRH to provide TS more information regarding their questions on resources.
6.	<p>AOB</p> <p>The Financial Controller presented this paper explaining the CEO as Accountable Officer recently received a letter from Roy Brannen, Director-General Net Zero, seeking to intensify work to ensure public services remain sustainable and are best placed to improve outcomes, reduce inequalities, and prevent harm. The CEO has also been requested to provide written assurance that the SRH Group is taking all steps possible to ensure that the services provided by the SRH Group, and the outcomes that SRH supports, will be delivered as efficiently as possible in 2024-25, noting a response is required 29th September.</p> <p>The Board noted the letter and the proposed approach taken by the SRH Accountable Officer.</p>