

MINUTES OF SCOTTISH RAIL HOLDINGS BOARD MEETING

Date **15 September 2022**
Time **09.00 – 12.00 UK time**
Location **Buchanan House Glasgow**
Present: Gareth Llewellyn (Chair) (GL) **Apologies:**
 David Lowrie (DL),
 Chris Gibb (CLG)
 Nick Brown (NB)
 Roz Foyer (RF)
 John MacQuarrie (JMacQ)
 Lee Shedden (LS)

In attendance Alastair Richards
 Bill Reeve (BR)
 Michelle Hampsey (Minute
 taker)

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/JMcQ	23/06/22	BR will organise before the next Board
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 manage appointments process for SRH
23/06	SRH Board Meeting			
26	<u>Draft Strategic Plan</u> John to develop the plan and bring back for approval, circulating in correspondence to Board Members.	JMacQ	15/09/22	Completed
27	<u>Recovery Plan</u> David to facilitate discussion of 2024 in more detail at next Board	DL	15/09/22	Completed
No.	Action	Who	When	Status
15/09	SRH Board Meeting			
29	<u>Rolling Stock</u> LS will ensure the link to the TS Fare Works	LS	ASAP	Completed

	First site is circulated.			
30	Approvals process for SRH David and John to discuss clear delegated authority.	DL/ JMacQ	13/10/22	Shared with SRT, working to implement
31	Safety Update – Sanders TS to give swift response on this matter.	BR/LS	ASAP	AO submission being considered by officials
32	Budget update & financial performance TS accountable officer to issue a letter of comfort to CLG.	BR/LS	13/10/22	In progress

Agenda No:	Subject	
1.	Welcome – Notice & Quorum Noted and Quorate. No apologies. RF noted that her absence from previous meetings unfortunately fell on strike days, due to her position with STUC her absence was unavoidable.	MH
2.	Declarations of Interest Nothing to note	
3.	Register of Interest JMacQ asked to note that he has no other interests on the register rather than leave blank.	MH
4.	Minutes & Actions arising from previous meetings The minutes from the previous meeting were agreed with a couple of minor comments: <ul style="list-style-type: none"> • LS asked for name to be spelt correctly • Actions 7, 13 are now completed, TS had been invited to attend the Induction on Directors responsibilities. • Action 16 – BR will ensure this is completed before the next Board meeting • Action 21 to 28 – can now be removed. 	MH
5	CEO Report The Board noted the CEO report.	
6.	SRT New Rolling Stock: (presentation)	
6.1	Train Specification, Depot & Maintenance Jon Newton, Head of New Fleet Procurement & Delivery, SRH and Gary Brown, SRT joined the meeting to present this paper. Three papers detailing the development of the technical specification, maintenance strategy and depot and stabling strategy for the new EMU	

	<p>and BEMU Fleet procurement were presented and approved at SRT board on 8th September 2022. The only comment being for the next stage of the development of the depot scope to take cognisance of the ongoing wheel lathe facility provision discussions.</p> <p>The board discussed this paper in detail. RF asked if Fair Works First is being integrated into this project. LS will ensure the link to the TS Fair Works First site is circulated.</p> <p>It was noted that procurement competition will not be restricted to one supplier as stated but will involve 4/5 suppliers that are able to provide level access boarding</p> <p>Paper was noted.</p>	LS
6.2	<p>Governance</p> <p>The purpose of this paper is to outline the issues presented by aligning the current governance structures outlined in Framework and Grant Agreements, and the TSEP (Team Scotland Execution Plan).</p> <p>It was noted that the original paper had been rejected by SRT Board as the governance proposal was unacceptably complicated, did not align with the Framework Agreement or the Accountable Officer approval process. The matter had been escalated to SRH Board for resolution. The meeting discussed a new proposal that changed the reporting line of the Fleet Procurement Board into the SRT Board and make the SRH Finance Director the chair. The secondary action agreed was to review the Terms of Reference for the Team Scotland Execution Plan meetings to reflect the primacy of the legally binding Framework and Grant Agreements, TS reported this was already underway. These two actions were agreed.</p> <p>The Board noted the paper and will feed back into the process, acknowledging that funding and approval to proceed remain outstanding.</p>	BR/JMacQ
7.	<p>SRH Strategic Plan</p> <p>JMacQ presented this paper and explained that under the Terms of the Framework Agreement SRH is required to prepare a five-year strategic business plan and submit to TS by the end of September. The Framework Agreement further specifies that this should be published but no timescale is specified for this.</p> <p>The board had a full and frank discussion on this paper noting the current economic and financial challenges. This paper will also be considered by the Strategic Rail Board later today.</p> <p>The Board delegated final approval of the Strategic Plan to the Chair and Chief Executive.</p>	

8.	<p>SRH Monthly Update The Board noted this paper and JMacQ asked for feedback on format/content.</p>	
9.	<p>Approvals process for SRH The Grant Agreement sets out the circumstances in which SRT need to seek approval from SRH. It is proposed that all non-controversial approvals are delegated to the Rail Business Director.</p> <p>JMacQ noted that approvals would also be delegated to another Director when he is on leave or unobtainable.</p> <p>GL stated it is not clear what delegated authorities each tier of management has, and this should be addressed swiftly.</p> <p>Action - The paper was approved subject to this change and for David and John to discuss clear written terms of delegated authority.</p>	JMacQ/DL
10.	<p>Board Committee Updates</p>	
10.1	<p>SRT Safety, Health & Environment Committee NB presented this paper. The board noted this paper – no issues.</p>	
11.	<p>ScotRail Trains Ltd Finance & Performance</p>	
11.1	<p>General update including communications Nothing to report.</p>	
11.2	<p>Safety Update Noting Agenda item 5 - CEO report – Sanders - SRT Board’s professional opinion as Safety Certificate Duty Holder is that sanders are a reasonably practicable safety critical enhancement and the cost of implementation is not grossly disproportionate to the safety risk they mitigate.</p> <p>The SRH executive has applied for CDEL funding through the AO template process.</p> <p>Action - The board fully supports this safety initiative and encourages TS to give swift approval through the AO approval process.</p>	BR/LS
11.3	<p>Budget update & financial performance See 12.3</p>	
12.	<p>Scottish Rail Holdings Ltd Finance & Performance</p>	
12.1	<p>General update including communications Nothing to report</p>	
12.2	<p>Safety Update</p>	

