

**Minutes of ScotRail Board**  
**held on Thursday, 14 July 2022, 1300 – 1545**  
**Boardroom, Atrium Court, 50 Waterloo St, Glasgow, G2 6HQ /**  
**Microsoft Teams \***

**Present:**

Chris Gibb – Chair (CG)  
 Alex Hynes (AH)  
 David Lowrie (DLo)  
 David Simpson (DS)  
 James Griffin (JG)  
 Nick Brown (NB)

**In attendance:**

John MacQuarrie (JM)  
 Marie-Therese Weighton (MT)  
 Tim Buxton (TB)\*  
 [REDACTED] (LL) Minute Taker

**Apologies:** David Lister, David Ross, Jo Maguire, Lesley Kane

Item No	Item	Action
1.	<p><b>Welcome</b></p> <p>CG welcomed all to the meeting and introduced John MacQuarrie, who has joined Scottish Rail Holdings as Rail Business Director.</p>	
1.1	<p><b>Apologies for absence</b></p> <p>Apologies noted from David Lister, David Ross, Jo Maguire and Lesley Kane.</p>	
1.2	<p><b>Previous meeting</b></p> <p>The minutes of the meeting held on 16 June 2022 were APPROVED.</p> <p><u>Actions update:</u>            22/14: time regulation of 14 days to register passed, ongoing.            22/17: The Board asked that this be completed by September.            22/20: The information is not yet in the pack, and the action will remain open until that happens.            22/21: Update will be provided at the August Board.</p>	
1.3	<p><b>Declaration of interest</b></p> <p>Register included for noting. CG noted that Scottish Rail Holdings is in the process of producing Terms of Reference for an investigation regarding an Abellio incentive scheme in existence before 1 April but has not yet been paid out to be carried out by NB and he will be in touch with JM.</p>	
2.1	<p><b>Suburban Fleet Procurement: paper for approval</b></p> <p>[REDACTED] and [REDACTED] joined the meeting. CG stated this paper is the culmination of years of work and he appreciates the work which has been done. The paper has been approved at the Scottish Rail Holdings Board.</p> <p>The paper was taken as READ and recommendations APPROVED.</p> <p>[REDACTED] and [REDACTED] left the meeting.</p>	

2.2	<p><b>Period reporting pack: paper for discussion</b></p> <p>The Board noted this pack. Each area was reviewed, and key points were:</p> <ul style="list-style-type: none"> <li>• Failed to hit revenue target but trying to mitigate.</li> <li>• ASLEF voted to accept pay deal.</li> <li>• Safety behind target despite reasonably positive period.</li> <li>• May 2022 timetable will be reintroduced from 20 July.</li> <li>• Workforce planning paper will come to the next Board.</li> <li>• The Rail Delivery Group (“RDG”) produced statistics by Train Operating Company (“TOC”) and DS will bring that to the next Board.</li> <li>• The commercial team has a working group in place to look at the impact of the reduced timetable.</li> <li>• Retail options identified for Aberdeen station.</li> <li>• Train planning team busy working on short term planning activities around strikes and the reintroduction of the May 2022 timetable. The Board acknowledged the efforts of the ScotRail and Network Rail teams.</li> <li>• Car parking opportunities paper circulated within Scottish Rail Holdings which was very comprehensive.</li> <li>• Pay as you go fleet – the Board requested an update in the next pack.</li> <li>• Industrial action and the reduced timetable dominated comms.</li> <li>• The Board asked for a graph on correspondence received from elected representatives per month to show normal v actual, to be added to the pack.</li> <li>• Graduate career advantage Scotland pilot taking place and looking at how to develop that partnership further.</li> <li>• Looking to reduce absence rates via holding clinics with each directorate.</li> <li>• Revenue share figure needs to be signed off and successfully delivered through payroll.</li> <li>• The Board requested an update to high speed train performance to the September Board.</li> </ul> <p>Scottish Rail Holdings approvals: All noted at the Board.</p>	<p>DS</p> <p>DL</p> <p>DR</p> <p>DS</p>
2.3	<p><b>Alcohol policy update: paper for noting</b></p> <p>The paper was taken as READ and APPROVED; however, the Board asked the ScotRail Exec to ensure travel safe team enforcement alongside British Transport Police.</p> <p>CG to write to Transport Scotland and the Transport Minister to confirm the ScotRail position.</p> <p>DS to ask DL to consider if possible to count the number of bottles and cans removed from trains per day to ascertain if consumption it is on the increase.</p>	<p>CG</p> <p>DS</p>
2.4	<p><b>2027 – a seven day railway: paper for approval</b></p> <p>The paper was taken as READ and APPROVED, but headcount must come from the existing budget.</p>	

2.5	<p><b>People update - verbal</b></p> <p>The Board was given a verbal update on the current situation.</p> <p>ASLEF have accepted the pay deal and the May 2022 timetable will be restored from 20 July.</p> <p>RMT discussions are taking place today.</p> <p>The Network Rail RMT strike can expect the same service level as the June strikes and ScotRail will work with Network Rail.</p> <p>CG noted the teams have done a good job in pulling this together.</p>	
3.1	<p><b>Termination of Advance Ventures (AV) contract: paper for approval</b></p> <p>The paper was taken as READ and APPROVED.</p> <p>JM to ensure Transport Scotland are advised of our decision with regards to this contract.</p> <p>AH to bring details of all integration opportunities to an Alliance Board.</p> <p><b>Governance: point of noting</b> – The Board asked the ScotRail Exec to ensure that all decision papers have an incremental benefits table on the front page going forward.</p>	<p>JM</p> <p>AH</p> <p>ScotRail Exec</p>
4	<p><b>AOB</b></p> <p><b>Trainline Digital Retailing Contract 12-month Extension: paper for approval</b></p> <p>The paper was taken as READ and APPROVED. LK was asked to return to the October Board with a strategy for next year.</p> <p><b>RMT Papers</b></p> <p>The RMT papers will be issued, advising to reject the offer. Ballot papers issued on 15 July, with a closing date of 4 August.</p> <p><b>With no further AOB, CG closed the meeting.</b></p>	<p>LK</p>
	<p><b><u>The date of the next meeting is Thursday, 11 August 2022</u></b></p>	