

August 2016



Dear Colleague,

APSE Scotland Roads & Lighting Advisory Group

I am writing to inform you that the next meeting of the Scottish Roads and Lighting Advisory Group will be held as follows:- Tayside Contracts, Ruthvenfield Depot, Inveralmond Industrial Estate, Perth, PH1 3EE

Date: Friday 2 September 2016

Time:
10:00 am Tea & coffee
10:30 am Advisory group commences
12.45 pm Lunch
1.45pm Close

Venue: Tayside Contracts, Ruthvenfield Depot, Inveralmond Industrial Estate, Perth, PH1 3EE

The agenda for the meeting is enclosed.

The meeting is open to elected members and officers from every council in Scotland.

Please ensure you confirm your attendance either by telephoning Lyndsey Moffat on 01698 459 051; by email to Lmoffat@apse.org.uk, clicking [here](#) and booking online (submit via left hand side sign up to attend section) or by faxing the attached slip to Lyndsey on 01698 200 316 in order for the necessary arrangements can be made.

Yours faithfully,

Louise Melville
Principal Advisor
Association for Public Service Excellence



Association for Public Service Excellence

Brandon House Business Centre
Units 18-20, 23-25 Brandon Street
Hamilton ML3 6DA

telephone: 01698 459 051

fax: 01698 200316

email: enquiries@apse.org.uk

web: www.apse.org.uk

Fax back attendance form

APSE Scotland Roads & Lighting Services Advisory Group Meeting

Friday 2 September 2016, at Tayside Contracts, Ruthvenfield Depot, Inveralmond Industrial Estate, Perth, PH1 3EE

Please complete this form and return it to APSE as soon as possible via fax to Lyndsey, on 01698 200 316.

Authority:.....

Address:.....

.....

Post Code.....

Name	Email	To attend Advisory Group	Apologies for Advisory Group
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Please help us keep our records up-to date

- Persons contact details have changed, please amend as indicated
- Please add name and details to your database
- Person has left the company (if so please complete the details below for the replacement)

Please print details

Title _____ First Name _____ Surname _____
Job Title _____ Authority _____
Department _____
Address _____
Post Code _____
Telephone _____ Fax _____ Email _____

Friday 2 September 2016 – Tayside Contracts, Ruthvenfield Depot, Inveralmond Industrial Estate, Perth, PH1 3EE

1. Introduction & welcome
2. Attendance & Apologies
3. Minutes of Previous Meeting – 6 May 2016
4. Matters Arising

5. Health & Safety Executive update on CDM Regulations changes and HAVS
Speaker: Kerry Elliot, HSE Inspector, Health & Safety Executive

6. Overview of inspection and defects categorisation national guide: progress to date
Speaker: Dougie McKay, Road Maintenance Partnership Manager, Tayside Contracts & Member of SCOTS

7. Process benchmarking: Update on flooding issues
Discussion led by: Colin McInnes, APSE Associate

8. SCOTS/ APSE Performance Networks update
Speaker: Dorothy Reid, Area Roads Engineer, Falkirk Council

9. Discussion of issues affecting service delivery and network queries
Speaker: Group discussion

10. APSE Update
Speaker: Louise Melville, Principal Advisor, APSE Scotland

11. A.O.C.B & Future Agenda Items

12. Date and venue of next meeting – Friday 25 November, Tayside Contracts

13. Lunch