

8 January 2015



Dear Colleague,

APSE 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 30 January 2015

Time:

10:00 am Tea, coffee
10:30 am Advisory group commences
12.15 pm Lunch

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 Garry Lee on 01698 459 051; by email to Glee@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 Garry on 01698 200 316 in order for the necessary arrangements can be made.

Yours faithfully,

Louise McMillan
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 Roads & Lighting Services Advisory Group Meeting

Friday 30 January 2015, 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 Garry, 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 30 January 2015 – Tayside Contracts, Ruthvenfield Depot, Inveralmond Industrial Estate, Perth, PH1 3EE

1. Introduction & welcome from Cllr Paul O’Kane

2. Attendance & Apologies

3. Minutes of Previous Meeting – 7 November 2014

4. Matters Arising

5. Maximising route optimisation within Roads

Speaker: Alan Williams, Sales & Support, Intouch Ltd

6. Performance Networks Most Improved Performer 2014

Speaker: Dorothy Reid, Area Roads Engineer, Falkirk Council

7. APSE/ SCOTS Performance Networks update

Speaker: Dorothy Reid/ Raymond Smith, Falkirk Council

8. Discussion of issues affecting service delivery and network queries

Speaker: Group discussion

9. APSE Update

Speaker: Louise McMillan, Principal Advisor, APSE Scotland

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

11. Date and venue of next meeting – National Roads, Winter Maintenance & Street Lighting seminar 5/6 March in Durham

12. Lunch

13. Process Benchmarking – Margo Blair