



Dear Colleague,

**APSE Transport & Mechanical Advisory Group**

I am writing to inform you that the next meeting of the Scottish transport & mechanical group will be held as follows:- **Wednesday 18 March 2015, in the Cadzow Room, Hamilton Town House, 102 Cadzow Street, Hamilton, ML3 6HH**

**Date: Wednesday 18 March 2015**

**Time:**

10:00 am Tea and coffee on arrival  
10:30 am Group meeting starts  
12.30 pm Lunch

**Venue: Cadzow Room, Hamilton Town House, 102 Cadzow Street, Hamilton, ML3 6HH**

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](mailto: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,

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 200 316

email: [enquiries@apse.org.uk](mailto:enquiries@apse.org.uk)

web: [www.apse.org.uk](http://www.apse.org.uk)

Fax back attendance form

**APSE Transport & Mechanical Services Advisory Group**

Wednesday 18 March 2015 at **Cadzow Room, Hamilton Town House, 102 Cadzow Street, Hamilton, ML3 6HH**

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

**Authority:**.....

**Address:**.....

.....

**Post Code**.....

<b>Name</b>	<b>Email</b>	<b>To attend Advisory Group</b>	<b>Apologies for Advisory Group</b>
		<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**

<b>Title</b>	<b>First Name</b>	<b>Surname</b>
<b>Job Title</b>		<b>Authority</b>
<b>Department</b>		
<b>Address</b>		
		<b>Post Code</b>
<b>Telephone</b>	<b>Fax</b>	<b>Email</b>

## **Transport & mechanical services advisory group**

Wednesday 18 March 2015 at **Cadzow Room, Hamilton Town House, 102 Cadzow Street, Hamilton, ML3 6HH**

1. **Introduction & welcome Cllr Alistair Watson, Chair APSE Scotland Transport & Mechanical Group**
2. **Attendance & Apologies**
3. **Minute of Previous meeting held on 28 January 2015**
4. **Matters Arising**
5. **Performance Networks process benchmarking transport services**  
**Discussion led by:** Dave Knapman, IQ Associates
6. **APSE Fleet, Waste & Ground services seminar 2015 update**  
**Discussion led by:** Louise McMillan, Principal Advisor Scotland, APSE
7. **APSE Update**  
**Speaker:** Louise McMillan, Principal Advisor Scotland, APSE
8. **A.O.C.B.**
9. **Future Agenda items for next meeting**
10. **Date and time of next meeting – 26 29 May 2015 Hilton Coylumbridge, Aviemore**
11. **Lunch**