



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 21 October 2015 at the New Heavy Goods Vehicle Training Centre, New College Lanarkshire, 1 Enterprise Way, Motherwell, ML1 2XT**

Date: Wednesday 21 October 2015

Time:

| | |
|----------|---|
| 10:00 am | Tea and coffee on arrival |
| 10:30 am | Group meeting starts |
| 12.00 pm | Lunch |
| 12.30 pm | Tour of the New Heavy Goods Vehicle Training Centre |
| 1:15 pm | Process benchmarking |
| 3:30 pm | Close |

Venue: New Heavy Goods Vehicle Training Centre, New College Lanarkshire, 1 Enterprise Way, Motherwell, ML1 2XT

Please note that as parking is extremely limited at the venue, APSE is organising a bus which will collect attendees from Strathclyde Country Park Water Sports Centre car park and will take them to and from the New Lanarkshire College location. Please confirm with the APSE office whether you will require this bus service and APSE will provide the bus times.

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 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
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email: enquiries@apse.org.uk
web: www.apse.org.uk

Fax back attendance form

APSE Transport & Mechanical Services Advisory Group

Wednesday 21 October 2015 at **New Heavy Goods Vehicle Training Centre, New College Lanarkshire, 1 Enterprise Way, Motherwell, ML1 2XT**

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.....

| 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 |

Transport & mechanical services advisory group

Wednesday 21 October 2015 at **New Heavy Goods Vehicle Training Centre, New College Lanarkshire, 1 Enterprise Way, Motherwell, ML1 2XT**

1. **Introduction & welcome Cllr Alistair Watson, Chair APSE Scotland Transport & Mechanical Group**
2. **Attendance & Apologies**
3. **Minute of Previous meeting held on 28 May 2015**
4. **Matters Arising**
5. **Discussion of issues affecting service delivery including:**
 - Kia cars (concerns re: handbrake efficiency)
 - Peugeot boxers (any familiar known issues / problems)
 - Tyre contracts (who we are all using / charges for non core hours)**Discussion led by:** Louise Melville, Principal Advisor (Scotland), APSE
6. **APSE Update**
Speaker: Louise McMillan, Principal Advisor (Scotland), APSE
7. **A.O.C.B.**
8. **Future Agenda items for next meeting**
9. **Date and time of next meeting – 27 January 2016, Venue/Location TBC**
10. **Lunch**
11. **Tour of the New Heavy Goods Vehicle Training Centre**
12. **Performance Networks process benchmarking transport services**
Discussion led by: Dave Knapman, IQ Associates