



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 23rd January 2019 at the Whitehill Service Centre, 4 Inchmuir Road, Whitehill Ind. Est, Bathgate, EH48 2EP.

Date: Wednesday 23rd January 2019

Time:

10:00am Arrival tea / coffee

10:30am Meeting commences

12.30pm Lunch

1.30pm Meeting close

Venue: Whitehill Service Centre, 4 Inchmuir Road, Whitehill Ind. Est, Bathgate, EH48 2EP.

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 or by faxing the attached slip to Lyndsey Moffat on 01698 200 316 in order for the necessary arrangements can be made.

Yours sincerely,

Louise Melville
Principal Advisor
Association for Public Service Excellence



Association for Public Service Excellence

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Transport & mechanical services advisory group

Wednesday 23 January 2019 at the Whitehill Service Centre, 4 Inchmuir Road, Whitehill Ind. Est, Bathgate, EH48 2EP

1. Introduction & Welcome
2. Attendance & Apologies
3. Minute of previous meeting held on Wednesday 10 October 2018
4. Matters Arising
5. Discussion items:
 - Fit to drive
 - Procurement
 - HVO alternative fuels including presentation from Crown Oil UK
 - Housing/ building fleets sizes/ shapes and types of vehicles used
 - Social/ Educational internal transport drivers working hours/ contracts
 - IRTEC training for technicians
 - Speakers/ topics for Aviemore 2019
 - Benchmarking with Performance Networks
6. APSE Update
Speaker: Louise Melville, Principal Advisor, APSE
7. A.O.C.B.
8. Future Agenda items for next meeting
9. Date of next meeting – Wednesday 20th March 2019 venue TBC
11. Lunch