



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 26 February 2014, in Meeting Room BNKGF 001, Bankhead Central, Bankhead Park, Glenrothes, Fife, KY7 6GH**

Date: Wednesday 26 February 2014

Time:

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

Venue: Meeting Room BNKGF 001, Bankhead Central, Bankhead Park, Glenrothes, Fife, KY7 6GH

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 Downie on 01698 459 051; by email to Scotland@apse.org.uk, or by faxing the attached slip to Lyndsey 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

web: www.apse.org.uk

Fax back attendance form

APSE Transport & Mechanical Services Advisory Group

Wednesday 26 February 2014 at **Meeting Room BNKGF 001, Bankhead Central, Bankhead Park, Glenrothes, Fife, KY7 6GH**

Please complete this form and return it to APSE as soon as possible via fax to Lyndsey Downie, 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 26 February 2014 in **Meeting Room BNKGF 001, Bankhead Central, Bankhead Park, Glenrothes, Fife, KY7 6GH**

1. **Introduction & outline of meeting format Cllr Alistair Watson, Chair APSE Scotland Transport & Mechanical Group**
2. **Attendance & Apologies**
3. **Minute of Previous meeting held on 20 November 2013**
4. **Matters Arising**
5. **Bankhead Depot operations**
Speaker: Donald Duff, Business Change Manager, Fife Council
6. **The Road to Efficiency – ASN School Transport**
Speaker: George Corbett, Contracts Manager/ Transport, East Ayrshire Council
7. **APSE Update**
Speaker: Louise McMillan, Principal Advisor Scotland, APSE
8. **Bankhead: Depot, Workshop, Fuel Site & Truck Wash tour**
Tour Led by: Tom Henderson, Service Manager Fleet Operations & Donald Duff, Business Change Manager, Fife Council

Tour will include question & answer session throughout
9. **A.O.C.B.**
10. **Future Agenda items for next meeting**
11. **Date and time of next meeting – 6/9 May 2014 Scottish Fleet, Waste & Grounds seminar, Hilton Coylumbridge, Aviemore**
12. **Lunch**
13. **Performance Networks working group**