



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 27 January 2016 in the Board Room, King James VI Business Centre, Riverview Business Park, Friarton Rd, Perth, PH2 8DY**

**Date: Wednesday 27 January 2016**

**Time:**

10:00 am Tea and coffee on arrival  
10:30 am Group meeting starts  
12:00 pm Lunch  
12:30 pm Process benchmarking  
2:30 pm Close

**Venue: The Board Room, King James VI Business Centre, Riverview Business Park, Friarton Rd, Perth, PH2 8DY**

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,

Louise Melville  
Principal Advisor  
Association for Public Service Excellence



**Association for Public Service Excellence**

Brandon House Business Centre  
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Hamilton ML3 6DA

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

Fax back attendance form

**APSE Transport & Mechanical Services Advisory Group**

Wednesday 27 January 2016 **in the Board Room, King James VI Business Centre, Riverview Business Park, Friarton Rd, Perth, PH2 8DY**

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 27 January 2016 in the Board Room, King James VI Business Centre, Riverview Business Park, Friarton Rd, Perth, PH2 8DY**

1. **Introduction & welcome Bailie McDougall, Chair APSE Scotland Transport & Mechanical Group**
2. **Attendance & Apologies**
3. **Minute of Previous meeting held on 21 October 2015**
4. **Matters Arising**
5. **Discussion of issues affecting service delivery including:**
  - Update on Tranman user group
  - RCV Overloading
  - FAI recommendations
  - Fuel Theft
  - Aviemore potential speakers/ topics

**Speaker: Group discussion**

6. **APSE Update**  
**Speaker:** Louise Melville, Principal Advisor (Scotland), APSE
7. **A.O.C.B.**
8. **Future Agenda items for next meeting**
9. **Date and time of next meeting – 16 March 2016, Venue/Location TBC**
  - Offer received from Riverside Truck Rental
  - Falkirk Council new Kelpies visitor centre
10. **Lunch**
11. **Performance Networks process benchmarking transport services**  
**Discussion led by:** Dave Knapman, IQ Associates