



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 28 January 2015, in the Board Room, King James VI Business Centre, Riverview Business Park, Friarton Rd, Perth, PH2 8DY**

Date: Wednesday 28 January 2015

Time:

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

Venue: 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, 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

web: www.apse.org.uk

Fax back attendance form

APSE Transport & Mechanical Services Advisory Group

Wednesday 28 January 2015 at **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.....

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"/>

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- 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 28 January 2015 at **Board Room, King James VI Business Centre, Riverview Business Park, Friarton Rd, Perth, PH2 8DY**

1. **Introduction & welcome Cllr Alistair Watson, Chair APSE Scotland Transport & Mechanical Group**
2. **Attendance & Apologies**
3. **Minute of Previous meeting held on 22 October 2014**
4. **Matters Arising**
5. **Performance Networks developments and process benchmarking transport services**
Speaker: Debbie Johns, Head of Performance Networks, APSE & Dave Knapman, IQ Associates
6. **Perth & Kinross Fleet Management System (Jaama Key2): Demonstration of software system with questions & answer**
Speaker: Bill Morton, Fleet Manager, Perth & Kinross Council
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 – 18 March 2015 Venue TBC**
11. **Lunch**
12. **Performance Networks working group**