



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 29 March 2017 in the Cadzow Room, Hamilton Town House, 102 Cadzow Street, Hamilton, ML3 6HH.

Date: Wednesday 29 March 2017  
Time:  
10:00am Arrival tea / coffee and biscuits  
10:30am Meeting commences  
12.15pm Lunch  
1.30pm Process benchmarking meeting  
3.00pm Meeting close

Venue: Cadzow Room, Hamilton Town House, 102 Cadzow Street, Hamilton, ML3 6HH. Please [click here](#) for a map of the venue

Directions: There are two small pay & display car parks right next to Hamilton Town House (both on Auchingramont and Lower Auchingramont Road) as well on street parking. There is also a larger public car park (directly next to the Hamilton central train/bus station) approximately 5-10 minute walk from the venue, more details on this and other nearby car parks can be found by [clicking here](#). Please note parking within Hamilton car parks are all now pay & display.

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](mailto: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 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

fax: 01698 200 316

email: [enquiries@apse.org.uk](mailto:enquiries@apse.org.uk)

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

Fax back attendance form

APSE Transport & Mechanical Services Advisory Group

Wednesday 29 March 2017 in the Cadzow Room, Hamilton Town House, 102 Cadzow Street, Hamilton, ML3 6HH

Please complete this form and return it to APSE as soon as possible via fax to Lyndsey Moffat, 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 29 March 2017 in the Cadzow Room, Hamilton Town House, 102 Cadzow Street, Hamilton, ML3 6HH

1. Introduction & Welcome
2. Attendance & Apologies
3. Minute of previous meeting held on 25 January 2017
4. Discussion items:
  - Fit to drive update
  - EC Truck Cartel Decision, claims against suppliers for price fixing
  - Local authorities using battery powered cordless machinery
  - Procurement issues
5. 2016/17 Data Templates – updates, additions, deletions, amendments  
Speaker: Dave Knapman, IQSS
6. 2016/17 Performance Indicators – updates, additions, deletions, amendments  
Speaker: Dave Knapman, IQSS
7. APSE Update  
Speaker: Louise Melville, Principal Advisor, APSE
8. A.O.C.B.
9. Future Agenda items for next meeting
10. Date and time of next meeting – 23 to 26 May 2017, APSE Scotland Fleet, Waste and Grounds seminar at the Hilton Coylumbridge, Aviemore
11. Lunch
12. Process Benchmarking – Transport data spreadsheet walkthrough and discussion. This will also include an update on the recent Tranman user group meeting with Civica