



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 24th January 2018 at the Building Services Business Centre, Unit 2 Block 2, Muirhead, Mitchelston Industrial Estate, Kirkcaldy, KY1 3PB.**

Date: Wednesday 24th January 2018

Time:

10:00am Arrival tea / coffee
10:30am Meeting commences
12.30pm Lunch
1.30pm Meeting close and tour of the apprentice training facility

Venue: Building Services Business Centre, Unit 2 Block 2, Muirhead, Mitchelston Industrial Estate, Kirkcaldy, KY1 3PB.

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,

Garry Lee
Acting 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 24th January 2018 at the Building Services Business Centre, Unit 2 Block 2, Muirhead, Mitchelston Industrial Estate, Kirkcaldy, KY1 3PB.

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 24th January 2018 at the Building Services Business Centre, Unit 2 Block 2, Muirhead, Mitchelston Industrial Estate, Kirkcaldy, KY1 3PB.

1. **Introduction & Welcome**
2. **Attendance & Apologies**
3. **Minute of previous meeting held on 13th October 2017**
4. **Matters Arising**
5. **Discussion items:**
 - Procurement
 - Vehicle specifications
 - Driver behaviour technology
 - Partnership working
 - LGV and PCV Fleet Bulk Tax
 - Fleet Waste and Ground Speaker and Topic Ideas
6. **APSE Update**
Speaker: Garry Lee, Acting Principal Advisor, APSE
7. **A.O.C.B.**
8. **Future Agenda items for next meeting**
9. **Date of next meeting – 21st March 2018**
10. **Lunch**
11. **Tour of the apprentice training facility**