

**Minutes of ScotRail Board
held on Thursday, 1 December 2022,
1300 – 1500
Boardroom, Atrium Court, 50 Waterloo St, Glasgow, G2 6HQ /
Microsoft Teams ***

Present:

Chris Gibb – Chair (CG)
Alex Hynes (AH)
David Lowrie (DLo)
Derek Marchant (DM)
Emma Dixon (ED)
Jo Maguire (JM)
Lesley Kane (LK)
Natalie Smith (NS)
Nick Brown (NB)

In attendance:

David Ross (DR)
John MacQuarrie (JMacQ)
[REDACTED] (LL) Minute Taker

Apologies: David Lister (DL), David Simpson (DS)

Item No	Item	Action
1.	Welcome CG welcomed all to the meeting and introduced Natalie Smith, the new ScotRail HR Director and Emma Dixon, the new General Counsel for Scottish Rail Holdings, who will be joining the ScotRail Board meetings going forward.	
1.1	Apologies for absence Apologies noted from David Lister and David Simpson.	
1.2	Previous meeting The minutes of the meeting held on 3 November 2022 were APPROVED.	
1.3	Declaration of interest Declarations of interest register to be updated for Emma Dixon and Natalie Smith.	LL
2.1	Implementation of 1.6 ration for drivers: paper for noting DM advised that this is a work in progress with discussions ongoing. The paper was taken as READ and the Board asked DM to revise the paper based on comments received and circulate with the minutes of this meeting as amended paper for approval at the December Board.	DM
2.2	2023 budget process: paper for approval DM advised the finance team are preparing an operating budget for next year and are looking to bring an updated paper to the January Board. The paper was taken as READ and APPROVED for the basis of an internal base budget but needs to move from that status to an ambitious budget which	

	Scottish Government accepts. The SRT exec team has to confirm agreement before this comes to the January Board.	
2.3	<p>ScotRail Board meetings: paper for approval</p> <p>DR presented a proposal for offsite venues for the 2023 Board meetings. The paper was taken as READ and APPROVED with the caveats that all venues should be visited by the SRT Exec team prior to the Board meetings, all venues should be big enough to host all Board members, all venues should have Teams facilities, and if we can switch the Edinburgh and Aberdeen dates. DR will finalise the plan based on this feedback.</p>	
2.4	<p>Period reporting pack: paper for discussion</p> <p>The Board noted this pack. Each area was reviewed, and key points were:</p> <ul style="list-style-type: none"> • Commuter market is the most stable. • InterCity is the worst performing route. • £5 onboard upgrade to first class has gone live today until the end of January. • Bar code sales have increased, and the new bar code printer roll out will be completed in January with gates enabled with bar code readers. • Marks & Spencer have signed the contract for the unit in Queen Street, hoping to open in January. • Network Rail strike will dominate in December and January with a negative picture. • Aberdeen first class lounge will be formally opened by the Transport Minister and Alex Hynes on 5 December. • Work is to be done on absence rates. • Recruitment is our biggest challenge at the moment, with a vacancy gap in engineering. • Performance continues to be an area of joint focus with Network Rail. • Additional wheel lathe purchase is urgently required. <p>Scottish Rail Holdings approvals: All noted at the Board.</p> <p>On item 2: Impact of Transport Scotland direction to Network Rail on SRT on Christmas works and potentially other engineering works in January 2023, NB registered his concern, as Chair of the Safety, Health & Environmental Committee, at the involvement of Transport Scotland in the possession planning of Network Rail renewals and enhancement work which is going to have medium and long-term safety implications.</p>	
2.5	<p>People update - verbal</p> <p>The Board was given a verbal update on the current situation.</p>	
3.1	<p>Governance: resignation / appointment of statutory directors for ScotRail Trains Ltd: for approval</p> <ul style="list-style-type: none"> • Resignation of James Griffin as SRT Director: • Appointment of Derek Marchant as SRT Director and appointed to SRT Audit and Risk Committee: • Appointment of Natalie Smith as SRT Director 	

	<ul style="list-style-type: none"> Appointment of Emma Dixon as non-executive Director of SRT and appointed to SRT Audit & Risk Committee and Nominations & Remuneration Committee. <p>The Board APPROVED all resignations and appointments.</p>	
4	<p>AOB</p> <p>CG confirmed the next SRT Board meeting will be held on 29th December.</p> <p>DM advised that the Abellio net asset statement negotiated settlement had been accepted verbally, and he is just awaiting written confirmation. He will circulate when available.</p> <p>With no further AOB, CG closed the meeting.</p>	DM
	<u>The date of the next meeting is Thursday 29 December 2022</u>	