



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 10th October 2018 at the Whitehill Service Centre, 4 Inchmuir Road, Whitehill Ind. Est, Bathgate, EH48 2EP.

Date: Wednesday 10th October 2018

Time:

10:00am Arrival tea / coffee
10:30am Meeting commences
12.30pm Lunch
1.00pm Tour
1.30pm Meeting close

Venue: Whitehill Service Centre, 4 Inchmuir Road, Whitehill Ind. Est, Bathgate, EH48 2EP.

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,

Louise Melville
Principal Advisor
Association for Public Service Excellence



Association for Public Service Excellence

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Transport & mechanical services advisory group

Wednesday 10th October 2018 at the Whitehill Service Centre, 4 Inchmuir Road, Whitehill Ind. Est, Bathgate, EH48 2EP.

1. Introduction & Welcome
2. Attendance & Apologies
3. Minute of previous meeting held on Wednesday 21st March 2018
4. Matters Arising
5. Discussion items:
 - Procurement
 - Fit to drive
 - Pool car use and operation
 - Using agency mechanics and vehicle examiners / testers
 - HVO alternative fuel project
 - DVSA Vehicle Testing Appointments and Tester Issues
 - IRTEC training for technicians
 - Trying to source technicians remains an issue
 - Purchasing/leasing a security van for the collection / transportation of cash
 - Contract hire companies for the supply of cars & minibuses
6. APSE Update
Speaker: Louise Melville, Principal Advisor, APSE
7. A.O.C.B.
8. Future Agenda items for next meeting
9. Date of next meeting – Friday 1st February 2019
10. Tour
11. Lunch