

5 December 2008

In relation to agenda item 4, would members please bring to the meeting copies of the Governance Manual previously issued under separate cover.

To all members of the Strathclyde Partnership for Transport

Dear Member

**Strathclyde Partnership for Transport
12 December 2008**

I request your attendance at a meeting of the Strathclyde Partnership for Transport to be held at **11.00 am on Friday, 12 December, 2008 in the committee room, third floor, Consort House, Glasgow** for the purpose of considering the undernoted business.

Tea/coffee will be available in the members' lounge from 10.15 am. A sandwich lunch will be available for members following the meeting.

Yours sincerely

Valerie Davidson

Secretary

direct dial: 0141 333 3576
direct fax: 0141 333 3293
email: valerie.davidson@spt.co.uk

Business

1. Partnership minute of 10 October 2008 (copy herewith).
2. Committee minutes (copies herewith):-
 - (a) Recruitment Committees:-
 - (i) 3 October 2008; and
 - (ii) 31 October 2008;
 - (b) Operations Committee of 31 October 2008;
 - (c) Personnel Appeals Sub Committee of 4 November 2008;
 - (d) Strategy and Programmes Committee of 14 November 2008;

- (e) Audit and Standards Committee of 14 November 2008; and
- (f) Chair's Committee of 14 November 2008;
- 3. Financial stability proposals – 2009/10 and 2010/11 – Report by Chief Executive (copy herewith).
- 4. Governance Manual – Report by Assistant Chief Executive (Business Support) (copy herewith – would members please bring to the meeting copies of the Governance Manual previously issued under separate cover).
- 5. SPT Annual Report and Financial Statement 2007/08 (copies available for members at meeting).
- 6. SPT Response to the Inquiry into High Speed Rail in Scotland by the Transport, Infrastructure and Climate Change Committee of the Scottish Parliament - Report by Chief Executive (copy herewith).
- 7. Regional Transport Strategy – Integrated Ticketing Action Plan – Report by Assistant Chief Executive (Business Support) (copy herewith).
- 8. Consort House structural improvements – Report by Assistant Chief Executive (Operations) (copy herewith).
- 9. Proposed award of contract - Data network upgrade - Report by Assistant Chief Executive (Business Support) (copy herewith).
- 10. Refurbishment of Subway station lighting - Report by Assistant Chief Executive (Operations) (copy herewith).
- 11. SPT: The Homecoming - Report by Chief Executive (copy herewith).
- 12. Analysis of media coverage August – October 2008 (copy herewith).
- 13. Conferences:-
 - (a) Scotland's Transport Infrastructure: The Strategic Transport Projects Review, 19 January 2009, Edinburgh; and
 - (b) Local Transport Bill: Implementing measures to improve bus services locally, 22 January 2009, London.
- 14. Register of tenders.

Valerie A Bowen
Kirsten Clubb
Sharon MacKinnon

0141 333 3130
0141 333 3576
0141 333 3172

valerie.bowen@spt.co.uk
kirsten.clubb@spt.co.uk
sharon.mackinnon@spt.co.uk