

17 May 2012

To all members of the Strathclyde Partnership for Transport

Dear Member

Strathclyde Partnership for Transport - 31 May 2012

As Secretary to the Strathclyde Partnership for Transport, by virtue of paragraph 1.4.3 of the Standing Orders of the Partnership, I hereby convene and request your attendance at the first meeting of members following the local government elections to be held at **11.00 am Thursday, 31 May, 2012** in the committee room, third floor, Consort House, 12 West George Street, Glasgow.

Coffee/tea and sandwiches will be available for members at the conclusion of the meeting in the members' lounge.

Yours sincerely

Valerie Davidson
Secretary

direct dial: 0141 333 3130

Business

1. Interim Chair.
2. Apologies
3. Declaration of Interest – Members are asked at this stage to declare any interests they may have in any of the items on the agenda. Members making a declaration of interest are reminded of the requirement to disclose the existence and nature of that interest.
4. Minute of previous meeting (copy herewith).
5. Sederunt.
6. Appointment of Chair.
7. Appointment of Vice-Chairs.

8. Chair and Vice-Chairs' remuneration – Report by Secretary (copy herewith).
9. Committee structure and cycle of meetings – Report by Secretary (copy herewith).
10. Recruitment of Appointed Members – Report by Secretary (copy herewith).
11. Members' training and induction – Report by Secretary (copy herewith).
12. Representation on outside bodies – Report by Secretary (copy herewith).
13. Representation on board of Nevis Technologies Ltd – Report by Secretary (copy herewith).

Contact officers:-

**Valerie A Bowen
Kirsten Clubb**

**0141 333 3130
0141 333 3576**

**valerie.bowen@spt.co.uk
kirsten.clubb@spt.co.uk**