

# Board Meeting Agenda

**Date:** Thursday 12 September 2013  
**Location:** Carlton Hotel, Edinburgh  
**Start time:** 10.15 (refreshments available from 10.00)

Time	Item	Subject	Leading	Paper
<b>Part A: Preliminary</b>				
10.15	1.0	Chairman's opening remarks; apologies	Chairman	
	2.0	Minutes of the previous meetings:	Chairman	
	2.1	Board meeting held in Manchester on 16 May 2013		√
	2.2	Board meeting held in Bristol on 11 July 2013		√
	3.0	Board action matrix	Chairman	√
	4.0	Chairman's report	Chairman	
<b>Part B: Work plan report</b>				
10.30	5.0	<u>Chief Executive's work plan report for Quarter 1 (April-June)</u>	Anthony Smith	√
	5.1	Activity report including research, communications, resources and corporate governance		
	5.2	Research report	Ian Wright	√
	5.3	Finance report (to end May 2013)	Anthony Smith	√
<b>Part C: National issues, objectives and priorities</b>				
10.45	6.0	Review of national passenger issues	Mike Hewitson	√
11.00	7.0	Periodic Review for Scotland	Sue Johnstone Deputy Director, Scotland & Railway Safety, ORR	
<b>Part D: Passenger and industry facing work</b>				
11.20	8.0	Review of passenger and industry facing work	David Sidebottom	√
<b>Part E: Corporate Affairs</b>				
11.40	10.0	<u>Matters for discussion/approval</u>		
		To receive draft V3 or FS minutes of meetings as follows:		
	10.1	Audit Committee (16 May 2013)	Marian Lauder	√
	10.2	Audit Committee (01 July 2013)	Marian Lauder	√
	10.3	Statistics Governance Group (13 June 2013)	Chairman	√
	11.0	To discuss and agree terms of reference for the Passenger Contact Group to have immediate effect	Paul Salveson	√
	12.0	To receive and agree the Chairman's final nominations to subsidiary bodies for 2013-15	Jon Carter	√
10.55	13.0	Any other business		
12.00		Close		