

MINUTES OF PAHL BOARD MEETING (OPSCO)

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DATE:	11 th December 2018	TIMINGS:	PLANNED:	ACTUAL:
		START:	0900 hrs	0900 hrs
		FINISH:	1300 hrs	1300 hrs
VENUE:	Board Room, Glasgow Prestwick Airport	RELEASED ON:		

DATE OF NEXT MEETING:	PLANNED VENUE:	PLANNED START:	PLANNED FINISH:
Wednesday 27 th February 2019	Boardroom	0900 hrs	1300 hrs

NO	MINUTES FORMAT:	PARTICIPANTS:	IN ATTENDANCE:
	Quorum	Andrew Miller (AM) – Chair	Jules Matteoni (JM)
1.	Declaration of Interests	Stewart Adams (SA)	Sonia Rafferty (SR)
2.	Chair's Introductory Remarks	Gordon Arthur (GA)	Zoe Kilpatrick (ZK)
3.	Minutes of Previous Meeting:	Beth Corcoran (BC)	Janet Kindness-Muir (JK) (Minute taker)
	i. OpsCo Meeting of 30 th October 2018	Paul Neep (PN)	
	ii. OpsCo Action Table of 30 th October 2018	Valerie Scoular (VS)	
4.	Papers for Approval:	Ian Forgie (IF)	APOLOGIES:
	i. [REDACTED] FOISA 33 (1)(b) commercial interests of the company		Frances Pacitti (FP) (TS)
	ii. [REDACTED] FOISA 33 (1)(b) commercial interests of the company		Gary Cox (GC) (TS)
	iii. [REDACTED] FOISA 33 (1)(b) commercial interests of the company		
5.	Management Information Pack		
	i. CEO Monthly Update [REDACTED] – Paper 41b (SA) FOISA 33 (1)(b) commercial interests of the company		
	ii. Health & Safety, Security, Operational Report & Capex Update – Paper 41c (JM)		
	iii. Finance Report – Paper 41d (IF)		

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	iv. Commercial Report – Paper 41e (ZK) v. People & HR Report – Paper 41f (SR)		
6.	AOCB		

QUORUM

The chair confirmed that notice of the meeting had been given to the directors in accordance with the articles of association of the Company (the 'Articles').

The chair noted that a quorum was present in terms of the Articles and so it was competent to proceed with the business of the meeting.

1. DECLARATION OF INTERESTS

1.1 The non-executive directors declared that they had no new interests in the business of the meeting that they were required to declare under section 177 of the Companies Act 2006.

2. CHAIRMAN'S INTRODUCTORY REMARKS

- 2.1 AM welcomed everyone to the meeting.
- 2.2 Apologies were noted as above.
- 2.3 The Chair thanked Tony Davis (TD) for his contribution to the Board and Committees over the past few years. TD's resignation will be registered with Companies House on 31st December 2018.
- 2.4 It was agreed that a special OpsCo Board meeting may be required during January 2019.
- 2.5 AM confirmed Richard Rollison's (RR) appointment as Director on the TS HoldCo Board. RR is the Depute Director for Innovation, Industries and Investment. SR will organise RR's induction.

3. MINUTES OF PREVIOUS MEETING

OpsCo Meeting of 25th September 2018

- 3.1 The minutes were approved as an accurate record of proceedings.
- 3.2 It was noted that GPA is required by Scottish Government to include the OpsCo Board minutes on the GPA website.

OpsCo Action Table as at 25th September 2018

- FOISA 33 (1)(b) commercial interests of the company
- FOISA 33 (1)(b) commercial interests of the company
- FOISA 33 (1)(b) commercial interests of the company

3.6 All other actions were closed, ongoing or on the agenda for discussion.

4. PAPERS FOR APPROVAL

- 4i. FOISA 33 (1)(b) commercial interests of the company

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[REDACTED] FOISA 33 (1)(b) commercial interests of the company

[REDACTED] commercial interests of the company

FOISA 33 (1)(b)

[REDACTED] FOISA 33 (1)(b) commercial interests of the company

4.4 The Board approved the report as presented.

4ii. [REDACTED] FOISA 33 (1)(b) commercial interests of the company

4.5 [REDACTED]
[REDACTED] FOISA 33 (1)(b) commercial interests of the company

4.6 [REDACTED] FOISA 33 (1)(b)
commercial interests of the company

4.7 [REDACTED] FOISA 33 (1)(b) commercial
interests of the company

4.8 [REDACTED] FOISA 33 (1)(b) commercial interests of the company

4.9 [REDACTED]
FOISA 33 (1)(b) commercial interests of the company

4.10 [REDACTED] FOISA 33 (1)(b) commercial interests of the company

[REDACTED]
FOISA 33 (1)(b) commercial interests of the company

4.12 The Board approved the report as presented.

4iii. [REDACTED] FOISA 33 (1)(b) commercial interests of
the company

4.13 [REDACTED] FOISA 33 (1)(b) commercial interests of the
company

4.14 [REDACTED]
FOISA 33 (1)(b) commercial interests of the company

4.16 The Board approved the paper as presented.

5. Management Information Pack

i. CEO Monthly Update – Paper 42d (SA)

5.1 SA presented the CEO monthly update and highlighted key points.

5.2 [REDACTED] FOISA 33 (1)(b)
commercial interests of the company

[REDACTED] FOISA 33 (1)(b) commercial interests of the
company

5.4 [REDACTED] FOISA 33 (1)(b)

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commercial interests of the company SA is awaiting further details and will continue to update the Board.

- 5.5 [REDACTED] **ACTION: 42.01 (IF)** FOISA 33 (1)(b) commercial interests of the company
- [REDACTED] FOISA 33 (1)(b) commercial interests of the company
- [REDACTED] FOISA 33 (1)(b) commercial interests of the company

ii. **Health & Safety, Security, Operational Report & Capex Update – Paper 42e (JM)**

- 5.13 [REDACTED]
- 5.14 [REDACTED]
FOISA 33 (1)(b) commercial interests of the company

iii. **Finance Report – Paper 42f (IF)**

- 5.18 IF presented the Finance Report.
- 5.19 IF provided an update [REDACTED]
[REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 5.20 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 5.21 The ERP Steering Group now meets on a weekly basis.
- 5.22 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 5.23 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 5.24 If informed the Board that the audited accounts have been signed and will be laid before Parliament on Friday 14th December.

iv. **Commercial Report – Paper 42g (ZK)**

- 5.25 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 5.26 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 5.27 [REDACTED] FOISA 33 (1)(b) commercial interests of the company ZK to make contact [REDACTED] FOISA 33 (1)(b) commercial interests of the company and provide an update. **ACTION 42.02 (ZK)**
- 5.28 AM stated that an announcement is due to be made on Wednesday 16th January 2019 in London re. the Ayrshire Growth Deal.
- 5.28 [REDACTED] FOISA 33 (1)(b) commercial interests of the company **ACTION 42.03 (AM)**
- 5.29 [REDACTED] FOISA 33 (1)(b) commercial

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interests of the company

- 5.30 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 5.31 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
- v. People & HR Report – Paper 42h (SR)
- 5.32 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 5.33 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 5.34 The Twenty Years' Service Awards took place on Thursday 6th December. Nine members of staff received an award.

6. AOCB

- 6.1 Minutes of the SAC will be sent to Board members, once approved. PN and TD will have an official handover in February.
- 6.2 VS provided an update on the recent HRRC meeting. Once approved, minutes will be sent to OpsCo Board members.
- [REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 6.4 A special ARCIC is being held in January 2019 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 6.5 The meeting schedule for 2019 will be re-sent to Board members. The date of the Strategy Day has to be confirmed.
- 6.6 Dates for 2020 have to be confirmed.
- 6.7 A press release has been drafted re. GPA's financial performance. This will go out on Friday 14th December and will be sent to TS today (Tuesday 11th December 2018).

