

MINUTES OF PAHL BOARD MEETING (OPSCO)

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DATE:	Wednesday 30 th October 2019	TIMINGS:	PLANNED:	ACTUAL:
		START:	0830 hrs	0830 hrs
		FINISH:	1120 hrs	1040 hrs
VENUE:	Boardroom, Glasgow Prestwick Airport	RELEASED ON:	14 th November 2019	

DATE OF NEXT MEETING:	PLANNED VENUE:	PLANNED START:	PLANNED FINISH:
Wednesday 18 th December	Boardroom	0900 hrs	1200 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	Beth Corcoran (BC)	Zoe Kilpatrick (ZK)
3.	Minutes of Previous Meeting:	Paul Neep (PN)	Janet Kindness-Muir (JK) (minute taker)
	i. OpsCo Meeting of 10 th September 2019	Valerie Scoular (VS)	
	ii. OpsCo Action Table of 10 th September 2019	Gordon Arthur (GA)	
4.	Management Information Pack:	Ian Forgie (IF)	APOLOGIES:
	i. CEO Monthly Update – Paper 47a (SA)		
	ii. Health & Safety, Security, Operational Report & Capex Update – Paper 47b (JM)		
	iii. Finance Report & Approval of TS HoldCo Accounts – Paper 47c (IF)		
	iv. Commercial Report – Paper 47d (ZK)		
	v. People & HR Report – Paper 47e		
5.	AOCB		
6.	Dates of Future Meetings		

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.

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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	The Chair welcomed everyone to the meeting and advised that he will not be in attendance at the next OpsCo Board meeting on 18 th December 2019. PN will deputise as Chair in his absence. AM will be back in the office on 13 th January 2020. AM informed the board that his contract has been extended to 31 st March 2020. This has been approved by the Cabinet Secretary.
2.2	GA will be leaving GPA at the end of December 2019. The Chair extended his thanks to GA for his help and support over the past 4 years and the Board wishes him well in the future.
3.	Minutes of Previous Meeting
	OpsCo Meeting of 26th June 2019
3.1	There were no matters arising. The minutes were approved as an accurate record of proceedings.
	OpsCo Action Table as at 26th June 2019
3.2	OC 41.01 – the Board agreed that this action can be removed.
3.3	OC 46.01 – ongoing. The target date has been revised to 18 th December 2019.
4.	Management Information Pack
i.	CEO Monthly Update – Paper 47a (SA)
4.1	SA presented the CEO monthly update and highlighted key points.
4.2	[REDACTED] FOISA 33 (1)(b) commercial interests of the company
4.3	[REDACTED] FOISA 31 (1) national security and defence
4.4	[REDACTED] FOISA 33 (1)(b) commercial interests of the company
4.5	[REDACTED] FOISA 33 (1)(b) commercial interests of the company
4.6	IF advised that the budget process will begin week commencing 4 th November. The budget will be presented to the ARCIC in January 2020. Thereafter, it will be submitted to the OpsCo Board on 26 th February 2020 for approval.
4.7	[REDACTED] FOISA 33 (1)(b) commercial interests of the company
4.8	[REDACTED] FOISA 33 (1)(b) commercial interests of the company
ii.	Health & Safety, Security, Operational Report & Capex Update – Paper 47b (JM)
4.9	JM referred to the report and advised that he attended a meeting held with the Ayrshire Roads Alliance (ARA). Good progress is being made [REDACTED] FOISA 33 (1)(b) commercial interests of the company It was noted that GPA and South Ayrshire Council (SAC) have joint responsibility.

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4.10 JM added that the dams have been lifted at CP3.

4.11 [REDACTED] FOISA 31 (1) national security and defence

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

iii. Finance Report – Paper 46c (IF)

4.13 IF talked through the YTD figures, highlighting key items [REDACTED]
FOISA 33 (1)(b) commercial interests of the company

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

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

4.16 Year-end HoldCo accounts are in final draft and will be presented to the HoldCo Board for approval. On receipt of a Letter of Support from TS, the accounts can be signed.

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

4.18 GA suggested clarification be sought with regard to Scottish Government's arrangements for recess in December.

iv. Commercial Report – Paper 46d (ZK)

4.19 [REDACTED] FOISA 31 (1) national security and defence

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

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

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

4.23 [REDACTED]
FOISA 31 (1) national security and defence

4.24 [REDACTED] FOISA 31 (1) national security and defence

v. People & HR Report – Paper 46e

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

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

4.27 The winter programme for security and PAX has been completed.

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

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5. AOCB

5.1 VS provided an overview of items discussed at the recent HRRC meeting. Items covered were:

[REDACTED] 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

[REDACTED]

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

5.2 After discussion, the Board agreed that it would be preferable to merge the OpsCo Board and HRRC meetings on Wednesday 18th December. An updated calendar invite will be sent out to Board/Committee members.

6. Dates of Future Meetings

6.1 The dates of future meetings were noted.

- Wednesday 18th December 2019
- Wednesday 26th February 2020