

PAPER TO RDG BOARD

Meeting Date: 24 April 2018
Paper Title: DRAFT minutes from last meeting
Author: Lindsay Bleakley
Sponsor: Paul Plummer
Paper Date: 29 March 2018
Reference: Paper 1a

MINUTES OF MEETING ON 13 MARCH 2018

RDG OFFICES, 200 ALDRESGATE STREET, LONDON

ATTENDEE LIST

Attendees	Organisation
Chris Burchell (Chair)	Arriva
Paul Plummer	RDG
Mark Carne	Network Rail
David Brown	Go-Ahead
Dominic Booth	Abellio
Ernesto Sicilia	Trenitalia
Alistair Gordon	Keolis
Jeremy Long	MTR
Jo Kaye	Network Rail
Tim Shoveller	Stagecoach
Phil Whittingham	Virgin Rail Group
Hans Georg-Werner	DB Cargo
Steve Montgomery	First Group
Lindsay Bleakley (notes)	RDG
John Thomas	RDG
Edward Welsh	RDG
Guest Attendees:	
David Statham (Item 4)	Southeastern
Jac Starr (Item 4)	RDG
George Lynn (Item 3)	RDG

Apologies: Peter Strachan (Serco), Russell Mears (Freightliner)

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MINUTES OF LAST MEETING

Item 1.	Approval of the record		
	Chris Burchell (CB) opened the meeting with an update and comments on some of the key issues affecting the industry since last meeting, noting the recent snow fall as a significant challenge to which the industry responded well.		
a)	<p><u>Minutes from previous meeting</u> Minutes of the last meeting were approved as an accurate account of the meeting.</p>		
b)	<p><u>Actions Update</u> The actions update was taken as read and no comments were passed.</p>		
1803.01	Minutes to be published on RDG website	LB	24.04.18

Item 2.	RDG activity update		
a)	<p><u>CEO Report:</u> Paul Plummer (PP) provided a handout of a new report on RDG Board Priorities, noting that the conversations at RDG Board should focus on these priority areas – driven by the new report – rather than on the content of the CEO Report. Paul also noted that the existing CEO Report would continue to be produced as feedback from members more widely had been positive.</p> <p>Paul reviewed the status of priority areas, which includes: Fares, Performance, Modernisation, Digital Railway, Reputation, and the Sustainable Passenger Services Model.</p> <p>Performance - Board discussed May timetable how to build confidence that it would be ready on time and to good enough quality. Jo Kaye (JK) noted challenges and concerns of TOCs, but reinforced that the timetabling rules were being followed as normal despite pressure to produce the timetable more quickly. Board recognised that tight time schedules are still a risk and mitigation is needed.</p> <p>Gender Pay Gap - Members discussed Gender Pay Gap information and PP noted that RDG will compile a whole industry view once all TOCs publish. Members discussed expectations from releasing the data and the production of an industry action plan to address the expected issues. Members also</p>		

	discussed need for industry comms to focus on what we are doing to address the issues.		
1803.02	NTF to consider the potential quality risks of the May timetable and what further actions we might take collectively to reduce this risk, through other operational efforts (for example).	GC	24.04.18
1803.03	HR Directors Group to consider the industry Gender Pay Gap results and what collective actions could be contemplated under RDG auspices. The narrative around these actions to be discussed with the Strategic Comms	GC	07.06.18

Item 3.	Approvals and endorsements		
a)	<p><u>2018/19 RDG Budget</u></p> <p>PP and George Lynn (GL) presented the budget proposal noting that it was broadly flat in all areas, with a few exceptions which were explained. The Board was asked to approve £48.9m with additional 2.053m for the Comms Programme to be discussed separately later in the year.</p> <p>RDG Board discussed the budget, commended the business planning process, but challenged RDG to bring the same standard of execution to the budgeting process for next year.</p> <p>APPROVAL – RDG Board approved the budget</p>		
1803.04	RDG to bring separate paper to RDG Board to seek approval of the Comms Programme budget	EW	07.06.18

Item No.	Customer Portfolio		
a)	<p><u>Fares Reform</u></p> <p>David Statham (DS) and Jac Starr (JS) presented the Fares Reform work and proposed a three-step approach to deliver the programme. RDG Board were asked to agree the plan in principle, including agreeing to the principles of a statement of intent.</p> <p>All members of the board contributed to the discussion with much of the debate focusing on the risks associated with the programme vs the risks of doing nothing. Members agreed to proceed with the project on the following basis:</p> <p>AGREED - to continue to support the programme and for RDG to form a potential coalition of support</p>		

	<p>AGREED - in principle to proceeding with the proposed approach pending further work on management of risk, messaging and evidence with feedback to board members before implementation.</p> <p>AGREED - to provide all ideas and concerns to Jac Starr or other executive.</p>		
1803.05	RDG to form coalition of support for programme	JS	24.04.18
1803.06	RDG to road test risk mitigation, messaging and principles of what we are trying to achieve, with feedback to board before implementation of public messaging	JS	24.04.18
1803.07	RDG Board members to feedback any additional concerns or ideas to Jac Starr (or other executive)	All	24.04.18

Item 5.	Meeting Close		
a)	AOB & Review of meeting No other business was discussed.		
n/a	None	n/a	n/a

Next meeting:

- Tuesday 24 April 2018

2018 Meeting Dates:

- Tuesday 07 June 2018
- Thursday 17 July 2018
- Tuesday 18 September 2018
- Tuesday 06 November 2018
- Tuesday 18 December 2018

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