

We put our partners at the heart of everything we do. We fine-tune our ears to the voice of our customers and pride ourselves on being that helping hand in the transition to electric. If we don't have the answers, we find them. If there isn't a solution that exists, we'll build it.

I trust the below proposal gives you all the information you require at this stage. We will be delighted to support your review of the proposal and to develop the site project together. If you have any questions, please let us know and we can arrange a call or meeting at your earliest convenience.

Hardware

EO Genius 2 AC with Universal type 2 socket Key Features

- OCPP1.6
- Compatible with all plug-in vehicle brands
- Power Ratings: 3.6kW, 7kW, 11kW, 22kW
- Universal type 2 socket or Type 1, Type 2 Tethered
- Fully smart system integrated with EO Hub 2.0 & EO Cloud
- Automatic and scheduled load management
- App and RFID reader for driver authentication (start/stop/pay)
- SIM/GPRS (optional)
- MID/Eichricht Meter (optional)
- IP54 rated// IK08 rated.
- 3-year product warranty
- Wall or Pedestal mounting

Unit Dimensions

- Height: 305mm
- Width: 215mm
- Depth: 118mm

□

Pricing



Equipment Supply				
Item	Summary	Unit Price	Qty	Price
Charging Units	EO Genius 2 22kW AC Chargeing station	Redacted 10 (5) (e)	2	Redacted 10 (5) (e)
Charging Units	Mounting plate for genius 2		2	
Charging Units	EO Genius back fitting kit		2	
EO Hub	Secure ground anchor	Redacted 10 (5) (e)	2	
Accessories	Stainless steel post		2	
Delivery	Delivery to site			
Pricing:				
Installation and Commissioning				
Item	Summary	Unit Price	Qty	Price
Project & Design	Project Management	Redacted 10 (5) (e)	1	Redacted 10 (5) (e)
	Design work			
	Studies (earthing, lightning etc.)	£0.00		£0.00
DNO/IDNO	Ponit of Connection	£0.00		£0.00
	Assest Value	£0.00		£0.00
Onsite Works	Site Establishment/General Plant/	£0.00		£0.00
	Civils Work	£0.00		£0.00
	Supply & Install LV feeder pillars	£0.00		£0.00
	Supply & Install HV	£0.00		£0.00
	Supply & Install Sub Station	£0.00		£0.00
		£0.00		£0.00
Test/ Commission/ Handover	LV HV network commissioning	£0.00		£0.00
	Charger commissioning	£0.00		£0.00
	Handover documentation	£0.00		£0.00
	Training	£0.00		£0.00
		£0.00		£0.00
Project Total				
Product Supply, Installation, Commissioning and 3 Year Fleet Software Operation				Redacted 10 (5)(e)

In accordance with recommended practice, no allowance has been made for V.A.T. which will be charged at the prevailing rate at the time of invoicing, where applicable.

GENERAL CONDITIONS OF SALE

VALIDITY: The prices quoted shall remain valid for 30 days. Where applicable, parts of our quotation are based upon current exchange rates, and we reserve the right to amend the quotation should exchange rates fluctuate prior to acceptance of an order.

GUARANTEE: The equipment is covered for the remainder of the manufacturer's warranty (tbc) from the date of delivery (provided that the goods are installed and serviced in accordance with the sellers recommended service intervals)

PAYMENT: Standard payment terms are as follows:
On successful completion of a credit check, 30 days from invoice date/ project completion.

Payment Schedule

- 100% paid on acceptance of quote on invoice.

STANDARD TERMS AND CONDITIONS:

A full copy of our Standard Terms and Conditions of Trading are available on request. Thank you for the opportunity to provide you with this Quotation.

Should you require further support or need anything clarified, please do not hesitate to contact the EO Team.

Best wishes,

[Redacted 11 (2)]

Key Account Manager, eBus & eTruck EO Charging

[Redacted 11 (2)]

EIR Document 28



VAT Reg No. 300 859 518 : SCIO Registered Charity No. SC046212

SouthAyrshire Community Transport

27 - 29 Crown Street

Ayr

K8SAG

30 August 2023

[Redacted 11(2)]

Bus Development Manager Strathclyde Partnership

for

Transport 131 St Vincent Street

Glasgow

G2 SJF

Dear [Redacted 11(2)]

Scot Zeb2 Funding Application

Thank you for the opportunity to be part of SPT's consortium bid for ScotZeb2 funding. SOUTH AYRSHIRE COMMUNITY TRANSPORT is supportive of the bid and would welcome the opportunity it provides, if successful, to allow us to begin the transition to zero emission vehicles. This process would be beyond the financial reach of our organisation at the current time without external funding of this type.

We are aware of and accept the fact that, should the bid be successful, that the supply of any vehicles and infrastructure to us would be subject all of SPT's normal governance structures and approvals processes in respect of grant-funding, leasing of assets etc.

If the bid was successful, and subject to the above processes, SOUTH AYRSHIRE COMMUNITY TRANSPORT would envisage that a vehicle suitable for service-bus type operation be procured, and that it would be operated on the SERVICE, for which SPT provides grant funding to support the operation of, via the annual round of grant funding applications.

Enclosed is a copy of SOUTH AYRSHIRE COMMUNITY TRANSPORT 'S section 22 permit (for the operation of this service.

I look forward to hearing the outcome of the application and learning next steps.

If you require any further information from us to support this application do not hesitate to ask .

[Redacted 11(2)]

Project Manager

EIR Document 29

Overview

SPT have asked EO to provide a high-level generic quote for the supply and installation of overnight DC charging infrastructure to support the operation of 12 Electric buses.

EO will provide a quote for the hardware based on current hardware costs from one of our hardware partners.

The quote supplied for the infrastructure installation will be based on quotations we have provided to other clients with similar size projects.

The quote should be treated as a high-level budget quote and as such will not be open to acceptance at this stage of the enquiry.

EO to provide an indicative quote for the installation of the electrical infrastructure for provision and support of the charging infrastructure.

EO assumes a POC has been secured from the DNO.

(EO will support SPTs application for a power upgrade from the ONO at a future date and as such will provide a separate quotation for any works related to the upgrade.)

EO will provide an indicative quote for all works from the substation onwards.

As a solutions provider, EO Charging can manage the delivery of every aspect of this project, as well as provide the required charging software, and on-going maintenance and support.

Based on SPTs requirements, this proposal outlines the required works and pricing for the installation of 6 x Pihong DS120kW Dual CCS2 output depot chargers.

Based on your requirements, this proposal outlines the required works and pricing for the design build, commissioning, and energisation of the site including:

- Design services and project management
- New transformer, and LV switch gear
- Supply and installation of new cabling and associated LV equipment
- Supply and installation of 6no. new vehicle charge points
- Commissioning, optional operation and maintenance of charging stations
- Optional EO Cloud Fleet Management software and data services
- Maintenance service agreement and bespoke service levels

o To be provided in follow-up *O&M proposal for all SPTsites*

- The following quote has been formulated based on a generic requirement provided by SPT and is to provide guidance as to the indicative price for the install at sites to be determined at a future date.

About EO Charging

Our business was founded in 2015 by Charlie Jardine with a pledge - to make charging simple and reliable.

Originally born in a barn (an old pig shed to be precise), we've grown to become the global leader in charging electric fleets. We started small, with a big ambition, and know that we're only just getting started.

Today, we design and manufacture electric vehicle charging stations and cloud-based charge-point management software for fleets, homes, and destinations.

Named the fastest-growing business in the EV sector by the Financial Times in its FT 1000 list of Europe's fastest-growing companies in 2021 and 2022, we're an expanding network of offices, testing facilities and manufacturing sites all connected by a shared purpose - to let our planet breathe again.

Our charging products are made in the UK and distributed to more than 30 countries around the world by our team of global charging experts.

We believe that humans come first, technology after.

Our teams are made of people that think creatively and have the courage to be experimental and take risks. That doesn't mean we ignore the small print though; we're always working to fine tune even the smallest details.

At EO, we understand that powering electric vehicles can feel complicated at times. That's why our people are always there to lend a helping hand - to each other, to our partners, to our customers. We solve problems with different perspectives, united by our core values and sheer determination.

We put our partners at the heart of everything we do. We fine-tune our ears to the voice of our customers and pride ourselves on being that helping hand in the transition to electric. If we don't have the answers, we find them. If there isn't a solution that exists, we'll build it.

I trust the below proposal gives you all the information you require at this stage. We will be delighted to support your review of the proposal and to develop the site project together. If you have any questions, please let us know and we can arrange a call or meeting at your earliest convenience.

Hardware

While EO manufactures its own charging hardware, we are hardware agnostic and aim to provide you with the best solution to suit your business needs and the unique circumstances of the site and charging location.

Phihong DS120 Dual 120kW Charger

Key features

- Simultaneous DC Charging
- Output power options: 120kW from one channel 60kW from two channels
- Supports smart charging and load balancing.
- Support for CCS2, CHAdeMO and Type 2 standards
- 7" touchscreen and options for contact less or RFID authentication
- Cloud connectivity via Ethernet, Wi-Fi or 4G
- Wireless software updates
- 4m cable as standard
- Optional cable management accessories
- IP55, IK10
- 800 x 650 x 1900mm

Pricing

Equipment Supply					
Summary		Unit	Price	Qty	Price
Phihong DS120 Dual CCS2			[Redacted 10(5)(e)]	6	[Redacted 10(5)(e)]
Cable Management 5m			[Redacted 10(5)(e)]	6	[Redacted 10(5)(e)]
			£0.00		£0.00
			£0.00		£0.00
			£0.00		£0.00
Delivery to site			[Redacted 10(5)(e)]	11	[Redacted 10(5)(e)]
-					
Installation and Commissioning					
Summary		Unit	Price	Qty	Price
Project Management			[Redacted 10(5)(e)]	11	[Redacted 10(5)(e)]
Design Work			£0.00		£0.00
Studies (earthing, lighting etc)			£0.00		£0.00
Point of Collection			£0.00		£0.00
Asset Value			£0.00		£0.00
Site Establishment/General Plant			£0.00		£0.00
Civils Work			£0.00		£0.00
Supply & Install LV feeder pillars				£0.00	£0.00
Supply & Install HV				£0.00	£0.00
Supply & Install Sub Station				£0.00	£0.00
			£0.00		£0.00
			£0.00		£0.00
LV HV network commissioning			£0.00		£0.00
Charger commissioning			£0.00		£0.00
Handover Documentation			£0.00		£0.00
Training			£0.00		£0.00
			£0.00		£0.00

Project Total

Installation, Commissioning and 3 Year Fleet Software Operation

[Redacted 10(5)(e)]

In accordance with recommended practice, no allowance has been made for V.A.T. which will be charged at the prevailing rate at the time of invoicing, where applicable.

GENERAL CONDITIONS OF SALE

VALIDITY: The prices quoted shall remain valid for 30 days. Where applicable, parts of our quotation are based upon current exchange rates, and we reserve the right to amend the quotation should exchange rates fluctuate prior to acceptance of an order.

GUARANTEE: The equipment is covered for the remainder of the manufacturer's warranty (tbc) from the date of delivery (provided that the goods are installed and serviced in accordance with the sellers recommended service intervals)

PAYMENT: Standard payment terms are as follows:
On successful completion of a credit check, 30 days from invoice date/ project completion.

Payment Schedule

- 100% paid on acceptance of quote on invoice.

STANDARD TERMS AND CONDITIONS:

A full copy of our Standard Terms and Conditions of Trading are available on request. Thank you for the opportunity to provide you with this Quotation.

Should you require further support or need anything clarified, please do not hesitate to contact the EO Team.

Best wishes,

[Redacted 11 (2)]

Key Account Manager, eBus & eTruck EO Charging

E: [Redacted 11 (2)]@eocharging.com M: [Redacted 11 (2)]

Transport Act 1985: Section 22

Community Bus Permit

Department for
Transport

Permit No:	CB 002287
Unique No:	CO967
Valid from:	3 rd March 2022
Expiry Date:	2 nd March 2027

Permit Holder's Copy

This Permit is granted under section 22 of the Transport Act 1985 to
South Ayrshire Community Transport

and authorises the use of one vehicle -

EITHER - adapted to carry more than eight passengers*

OR - adapted to carry more than eight passengers, but subject to a condition attached under section 23(3) of the Transport Act 1985 prohibiting the use of any vehicle adapted to carry more than sixteen passengers*.

- To provide one or more community bus services (which must be registered with the Traffic Commissioner or authorised by Transport for London if operating in London)
- To provide passenger services, other than local services, which will give financial support to the community bus service*.

This permit is subject to the following conditions:

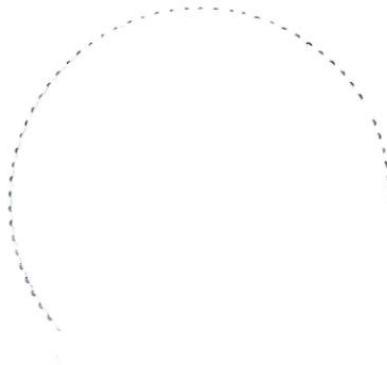
- Any vehicle used under this permit must display the disc with the identical serial number to this permit.
- Any vehicle being used under the permit must comply with the conditions of fitness prescribed under section 23 of the Transport Act 1985.
- (where applicable) the traffic regulation conditions attached to this permit.
- (where applicable) the use of a large bus is restricted to vehicles of the following description.

Detach the disc from the surround

Display the disc on the vehicle to
which it relates

Warning: Use of a vehicle being operated under this permit to carry passengers for hire or reward other than as authorised by this permit can lead to prosecution for offences under the Public Passenger Vehicles Act 1981.

Any queries concerning the validity of this permit or when it can be used should be directed to VOSA, telephone:
0300 123 9000.



EIR Document 31

North Area

Transport Association (NATA)

59 Charles Street | Royston Glasgow | G2 1 2PR

Tel: **01415481565**

Fax: 0141 258 9290

Email: info@natatransport.co.uk

[Redacted 11 (2)]

Bus Development Manager

Strathclyde Partnership for Transport
131 St Vincent Street
Glasgow
G2 SJF

Dear **[Redacted 11 (2)]**

ScotZeb2 Funding Application

Thank you for the opportunity to be part of SPT's consortium bid for ScotZeb2 funding. We are supportive of the bid and would welcome the opportunity it provides, if successful, to allow us to begin the transition to zero emission vehicles. This process would be beyond the financial reach of our organisation at the current time without external funding of this type.

We are aware of and accept the fact that, should the bid be successful, that the supply of any vehicles and infrastructure to us would be subject to all of SPT's normal governance structures and approvals processes in respect of grant-funding, leasing of assets etc.

If the bid was successful, and subject to the above processes, North Area Transport Association would envisage that a vehicle suitable for service-bus type operation be procured, and that it would be operated on the CB1 and CB4 services for which SPT provides grant funding to support the operation of, via the annual round of grant funding applications.

Enclosed is a copy of North Area Transport Association's section 22 permits for the operation of this service.

I look forward to hearing the outcome of the application and learning next steps.

If you require any further information from us to support this application do not hesitate to ask.

[Redacted 11 (2)]

Operations Director

North Area Transport Association Limited, is a Scottish Charity, Registration Number SC035618. Company Limited by Guarantee No. 268642 and VAT Registration 920 3410 74. It is also known as NATA, NATA Transport and has a subsidiary which is named, NATA Community Interest Company, Company Number SC326375.

EIR Document 32

Attached separately.

EIR Document 33

Attached separately.

EIR Document 34

Information available publicly - [Enviro100EV | Alexander Dennis \(alexander-dennis.com\)](#)

EIR Document 35

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THE SPT SCOTZEB PARTNERSHIP

Principles of Memorandum of Understanding between the Project Partners:

Strathclyde Partnership for Transport (SPT)

Bus Operators Registered on SPT's Dynamic Purchasing System

Community Transport Operator Members of the West of Scotland Community Transport Forum

August 2023

This paper has been prepared to set out the proposed key principles of a Memorandum of Understanding to be developed by the project partners upon the tender and award of the identified SPT supported services and community transport services for which ScotZeb 2 funded vehicles would be used for their operation.

1. The SPT ScotZeb Partnership is an innovative arrangement that commits Strathclyde Partnership for Transport (SPT) to work together with bus operators, community transport operators and other key partners to progress the decarbonisation of public transport in Strathclyde focusing upon the routes and services identified in SPT's ScotZeb 2 funding application. SPT, as the consortium lead, will have overall responsibility for the leadership and delivery of the programme, working alongside bus operators and community transport operators, who will lead the provision of supported services and community transport operations on SPT's behalf as agreed through the project governance arrangements noted below.

2. SPT is committed to working collectively and collaboratively through the SPT ScotZeb Partnership with bus operators, community transport operators, infrastructure providers (e.g. SSE, SPEN), vehicle manufacturers, constituent councils and other public and private sector partners to deliver the widespread decarbonisation of socially necessary public transport services across Strathclyde. This Principles of MOU document sets out how the SPT ScotZeb Partnership will deliver that.

Subsidised Bus Services

3. The SPT ScotZeb Partnership will operate through SPT's well established and proven system for the procurement, management, operation and monitoring of socially necessary but commercially unsustainable bus services. The procurement process will be undertaken using SPT's Dynamic Purchasing System (DPS) which includes over 50 registered bus operators including 40 SME bus operators. The DPS will ensure an open and fair tender

process for each supported service with no preconceived bias towards any particular bus operators.

4. Successful tenderers on bus routes defined as part of the ScotZeb 2 bid will form part of the SPT ScotZeb Partnership. They will be bound to it through a Memorandum of Understanding comprised of SPT's standard conditions of contract for supported services along with vehicle lease agreements for ScotZeb funded vehicles and varied as necessary to accommodate specific clauses related to operation and maintenance of electric vehicles. For your information, please find attached a copy of the SPT terms and conditions applicable to our fleet of buses.

5. SPT will enter into contractual agreements periodically as contracts expire, are competitively retendered, awarded and new operators identified. Contracts would be established that ensured vehicles are in continuous operation for a minimum of seven years. Throughout their duration SPT will apply its established monitoring, evaluation

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and compliance procedures to ensure the terms and conditions of the contract are being adhered to and the service is being operated in accordance with the specification. SPT already undertakes this function on its existing subsidised services and is highly experienced in the role. Details on all subsidised local bus services supported by SPT is available at the following link; <https://www.spt.co.uk/travel-with-spt/bus/all-services/subsidised-bus-services/>

Community Transport Services

6. In the case of community transport services SPT grant funds these organisations directly under Section 3 Part 5 of the Transport (Scotland) Act 2005. Close liaison between SPT and community transport operators is facilitated through the West of Scotland Community Transport Forum.

7. Letters of support have been provided by SPT's community transport consortium partners which outline their backing for the bid and desire to be members of the SPT ScotZeb Partnership. These have been provided from:

- Coalfields Community Transport
- North Area Transport Association
- South Ayrshire Community Transport

8. Similar to SPT's subsidised services, all community transport operations funded by SPT would be subject to the terms and conditions of a vehicle lease and contract or service agreement which would bind the operator to the SPT ScotZeb Partnership. All of our contracts incorporate best practice approaches to collaboration, dispute management and escalation procedures. Example copies of contractual documents can be provided.

Vehicle & Infrastructure Procurement

9. It has been identified that SPT has two potential procurement routes available to it for the purchasing of electric vehicles for use on SPT ScotZeb Partnership services. These include:

- Crown Commercial Services Framework
- Bath and North East Somerset Framework

The most appropriate procurement route will be selected considering a range of pertinent factors upon award of funding from ScotZeb 2. SPT has extensive experience of purchasing, leasing and contracting vehicles and is therefore highly familiar with the processes associated with this. Upon selection of appropriate vehicle suppliers these organisations would then form part of the SPT ScotZeb Partnership.

10. SPT has also identified the requirement for charging infrastructure to support the fleet of electric vehicles which it will procure. It has been identified that this could be procured through the Crown Commercial Services Framework, although other more suitable routes could be identified on a contract-by-contract basis. As with vehicle procurement, chosen suppliers will enter into appropriate agreements once selected and form part of the SPT ScotZeb Partnership at this point.

11. Subject to approval by SPT Partnership, Capital funding of up to £10.735m has been identified by SPT to match fund the ScotZeb 2 funding for the purposes of funding the

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purchasing of vehicles and infrastructure. Funding allocations will be sought over 2024/25 and 2025/26.

Summary

12. This Principles of MOU document is not legally binding but provides the initial basis for operation of the SPT ScotZeb Partnership and sets out the partnership working arrangements that will be used to successfully deliver and implement the services detailed in SPT's consortium bid to the ScotZeb 2 fund.

EIR Document 36

Coalfield Community Transport Block 4

Unit 1 Caponacre Industrial Estate

Cumnock

KA18 1SH

28th August 2023

[Redacted 11 (2)]

Bus Development Manager

Strathclyde Partnership for Transport

131 St Vincent Street

Glasgow

G2 5JF

Dear [Redacted 11 (2)]

ScotZeb2 Funding Application

Thank you for the opportunity to be part of SPT's consortium bid for ScotZeb2 funding. Coalfield Community Transport is supportive of the bid and would welcome the opportunity it provides, if successful, to allow us to begin the transition to zero emission vehicles. This process would be beyond the financial reach of our organisation at the current time without external funding of this type.

We are aware of and accept the fact that, should the bid be successful, that the supply of any vehicles and infrastructure to us would be subject all of SPT's normal governance structures and approvals processes in respect of grant-funding, leasing of assets etc.

If the bid was successful, and subject to the above processes, Coalfield Community Transport would envisage that a vehicle suitable for service-bus type operation be procured, and that it would be operated on the Cumnock Connector for which SPT provides grant funding to support the operation of, via the annual round of grant funding applications.

Enclosed is a copy of Coalfield Community Transport Section 19 for the operation of this service.

I look forward to hearing the outcome of the application and learning next steps.

If you require any further information from us to support this application do not hesitate to ask.

Yours sincerely,

[Redacted 11 (2)]

Executive Manager

EIR Document 37

FAO: [Redacted 11 (2)] - SPT

EVM2023-096-01

EVM e-Cityline LW 22pax + D

Passenger seats	Standing places	Number of wheelchairs
18	4	0
14	5	1

* view in the pictures can be different from the real vehicle

GENERAL VEHICLE INFORMATION

	Colour	MB 9147 - arctic white
	Wheelbase, mm	5025
	Length, mm	7667 (Extended vehicle)
DIMENSIONS, WEIGHT	Width, mm	2020
	Height, mm	2703
	Weight, kg	5900

Electric engine - Peak power 150 kW / 1250 Nm

e-CITYLINE POWERTRAIN

Drivetrain - Direct shaft to rear axle
Battery pack - 115 kWh (400V) scalable NMC battery type
Charger power - AC Type 2 (6 hours) / CCS (50 minutes)
Electric AC compressor - 7 kW (400V)
Interior electric liquid heater - 5 kW (400V)
Electric powered handbrake
Safety - AVAS (pedestrian audible warning system)
Service and checks - GSM service data transmitter
Range - Up to 214 km according to SORT 2
Top speed - 80 km/h

Engineered and manufactured by

www.altasauto.com

ARTICLE	DESCRIPTION	QUANTITY
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CONVERSION

	Primary conversion NOVUS CITYLINE	1
1.05EV	<ul style="list-style-type: none"> • Electric power train: Electric engine - Peak power 150 kW / 1250 Nm; Drivetrain - Direct shaft to rear axle; Battery pack - 115 kWh (400V) scalable NMC battery technology; Charger power - AC Type 2 (6 hours) (19,8 kW charger) / CCS (50 minutes) (100 kW charger); Safety - AVAS – pedestrian audible warning system; Service and checks - GSM service data transmitter; Range - Up to 214 km according to SORT 2; Top speed - 80 km/h; • Charging port in front; • Electric AC compressor - 7 kW (400V); • Interior electric liquid heater - 5 kW (400V); • Electric powered handbrake; • Electro installation, control unit with switches marked with corresponding icons, power switch; • General and night LED passenger compartment lighting mounted into profiles; • Thermal and sound insulation; • Passenger compartment walls and ceiling covered with upholstery or artificial leather (fabric and colours are selected for particular passenger compartment configuration); • Floor covered with anti-slip PVC flooring- Hanging bars for standing passengers; • Exterior Altas NOVUS design. 	
1.07EV	Metal body extention, 700 mm	1
6.21	Non-raised floor	1

SEATS

	Sege Intercity (Artificial leather):	18
2.01.05	<ul style="list-style-type: none"> • seat upholstery with standard artificial leather; • standard leg and wall fixing (mounted on aluminium profile); • 3 point safety belts; • corner handle; • fixed backrest; 	
2.05	Driver's seat sewing up with passenger seats material	1

ENTRANCE & ENTRANCE EQUIPMENT

3.14	Double electric door MASSATS (1200 mm clear width, remotely operated)	1
3.16	Foldable ramp at the double door entrance ANLAS KALIP (manually operated)	1
3.07	Roof-hatch, 970x630 mm. (tempered glass)	1

GRAB HANDLES

6.39	Grab handles (entrance/seating/standing places, glass separation behind driver)	1
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CONDITIONING & VENTILATION

5.37	Passengers compartment air conditioning, cooling capacity 13 kW, mounted with additional electric A/C compressor 7kW	1
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HEATING

5.46	For higher than average temperature climate with passenger compartment convecting heaters SANZ CLIMA 3 psc	1
5.21	Convecting switch (with temperature indication)	1

WINDOWS

4.08	Panoramic double-glazed side windows	1
4.05	Single-glazed rear door windows, non heatable	1
4.10	Colour of rear door windows : clear	1
4.22	Colour of side windows: clear	1
7.08	Light intensity adjuster of the passenger cabin (both day and night)	1

11.15	External lighting at the side entrance space	1
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8.17	CD player and radio receiver KENWOOD KDC-BT460U (Bluetooth, USB)	1
8.07	Loudspeakers integrated into passenger compartment ceiling	6

INSIDE LIGHTING OUTSIDE LIGHTING AUDIO & VIDEO

ELECTRICAL INSTALLATION

9.21	USB socket in the passenger compartment (2x2,1A)	11
9.46	Additional USB socket for driver in the dashboard (2x2,5A)	1

INTERIOR

5.09	Side ducts for conditioned air	2
6.07	Windows pillar finished in artificial leather	1
6.08	Rear doors finished with fabric	1
20.82	Glass breaking hammers with a cable	2

9.98	LED destination board over front window HANOVER G4.008W (W1350xH269 mm, white)	1
9.99	LED destination board on the side HANOVER G4.012W (W976xH210 mm, white)	1
9.100	LED destination board in the rear part HANOVER G4.020W (W340xH325 mm, white)	1
9.54	Hanover DG3 controller (DG3-01-30)	1
9.30	Exterior plastic hood for LED destination board (above windscreen)	1

GLASS BREAKING HAMMERS DESTINATION BOARDS

INTERIOR OTHER EQUIPMENT

9.09	Watch with STOP indication	1
9.24	Interior mirror (spherical)	1
9.11	STOP buttons in passenger compartment	11
9.49	Priority seat indication sticker	1

EXTERIOR OTHER EQUIPMENT

11.17	Additional leaf springs on the rear axle	1
9.28	Reversing drive signal system (with disconnection)	1

EXTERIOR

10.05	Side body skirts (painted body color)	1
10.01	Bumpers and plastic moldings (painted body color) (acrylic)	1
10.16	Decorative painting over the side windows and at the front part	1
10.18	Bonnet grills painting	1

ACCESSIBILITY EQUIPMENT

11.31	STOP buttons at each wheelchair place in passenger compartment	1
11.30	STOP button for wheelchair in outside	1
11.02	Additional elements in the floor for wheelchair fastening	2
11.29	Additional elements at the pillar for wheelchair fastening	2

WARRANTY

16.70	Conversion extended warranty (36 months with 250 000 km mileage limitation)	1
16.94	Battery pack extended warranty (84 months with 450 000 km mileage limitation)	1

0

ARTICLE	DESCRIPTION	QUANTITY	PRICE
9.77	Emergency door opening indication 9.77	1	inc

DESCRIPTION	QTY
1) Covid protection screen for the driver area	1
2) Luggage dropcage with ticket machine mount and 12V power supply	1
3) Krom material finish to interior roof line (Krom 1890)	1
4) Complete floor covered in wood effect Tarabus non-slip flooring	1
5) Export declaration / transport to customs terminal	1

[Redacted 10(5)(e)]

MODEL PRICE

	(VAT excluded)	GBP
Vehicle price		GBP
Delivery charge	(VAT Excluded)	GBP [Redacted 10(5)(e)]
OBD Diagnostic Dongle	(VAT Excluded)	GBP [Redacted 10(5)(e)]
5 Camera CCTV	(VAT Excluded)	GBP [Redacted 10(5)(e)]
SPT Orange Wrap	(VAT Excluded)	GBP [Redacted 10(5)(e)]
Total Cost	(VAT Excluded)	GBP [Redacted 10(5)(e)]

INFORMATION FIELD

Homologation

Second stage European Type approval

* Offer is valid for 30 days after obtainment. Later, conditions may change. Manufacturing Lead Time minimum 6 months. Base vehicle price could influence the final offer price.

* Default payment conditions: 30% at the ordering, the rest before the delivery.

ARTICLE	OPTIONAL EQUIPMENT (PRICE WILL BE ADD DESCRIPTION	ED) QUANTITY	PRICE
WAR	60 months and 200.000 miles base vehicle warranty	1	[Redacted 10(5)(e)]

Scheme number: CC20A_EV_UK_01

The price quoted is subject to the V.A.T at manufacturer's ruling on the date of delivery. All new vehicles are subject to an initial registration fee which will be requested as part of your payment for the first year's vehicle excise license.

The term 'new' refers that the vehicle has never been registered. The date of completion of PSV body manufacturer can be confirmed by the issue of the Certificate of conformity. The date of manufacture of the chassis can be confirmed only by the chassis manufacturer. This is a matter outside the control of the bodybuilder.

All deposits are used to secure cost's incurred in the production of your new vehicle and as such are non- refundable.

Due to the volatility of production from Mercedes-Benz and Iveco, we may in some cases not be able to price protect the RRP. It is beyond our control but it will be calculated and communicated to you. Deposits are refundable if the variant in price is not accepted before conversion.

Signed on behalf of: SPT Ltd**Company Name:****Name:****Signature:****Date:****Signed on behalf of : EVM Direct Ltd****Company Name:****Name:****Signature:**

Date:

EIR Document 38

Information available publicly: [BYD-AD-Enviro200EV-2023-07.pdf \(alexander-dennis.com\)](#)

EIR Document 39

■

EIR

■

EIR Document 41

From: [Redacted 11 (2)]<redacted@spt.co.uk>

Sent: Friday, August 25, 2023 3:18 PM

To: [Redacted 11 (2)]<redacted@spt.co.uk>

Subject: FW: Quotation - Scotzeb

See below [Redacted 11 (2)] re: lead times for order of ADL vehicles.

Fine re: [Redacted 10(5)(e)]

Note the comments about the [Redacted 10(5)(e)]

[Redacted 10(5)(e)] is still in development which is what [Redacted 11 (2)] is referring to.

[Redacted 11 (2)]

From: [Redacted 11 (2)]<redacted@alexander-dennis.com>

Sent: 25 August 2023 14:57

To: [Redacted 11 (2)]<redacted@spt.co.uk> ; [Redacted 11 (2)]<redacted@spt.co.uk>

Subject: Re: Quotation - Scotzeb

CYBER SECURITY WARNING: This email originated from a source which is outside of SPT. Please exercise caution when opening links and attachments.

Hi [Redacted 11 (2)]

We will deliver [Redacted 10(5)(e)] order placement dependant.

Our [Redacted 10(5)(e)] all going to plan

Regards

[Redacted 11 (2)]

Sent from my mobile device

From: [Redacted 11 (2)]<redacted@spt.co.uk>

Sent: Friday, August 25, 2023 2:53:58 pm

To: [Redacted 11 (2)]<redacted@alexander-dennis.com> ; [Redacted 11 (2)]<redacted@spt.co.uk>

Subject: RE: Quotation - Scotzeb

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Thanks for sending these through [Redacted 11 (2)],

What's the indicative lead time from order to delivery on both types?

Many thanks,

[Redacted 11 (2)]

Bus Development Manager
Strathclyde Partnership for Transport
131 St Vincent St
Glasgow
G2 5HF

Mob: [Redacted 11 (2)]

From: [Redacted 11 (2)]<redacted@alexander-dennis.com>
Sent: 23 August 2023 11:50
To: [Redacted 11 (2)]<redacted@spt.co.uk> ; [Redacted 11 (2)]<redacted@spt.co.uk>
Subject: RE: Quotation - Scotzeb

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Mimecast Attachment Protection has deemed this file to be safe, but always exercise caution when opening files.

Hi [Redacted 11 (2)]

Hope your well

Sorry for the slow response I've been out on business and not in the office

For quickness see below, will get you proper quotes over if/when you need them.

Guide pricing, dependant on specification :-

[Redacted 10(5)(e)]

If you supply us with running boards etc we can do some route analysis for you

Regards

[Redacted 11 (2)]

[Redacted 11 (2)]
Retail Sales Director

[Redacted 11 (2)]

Alexander Dennis
9 Central Boulevard, Central Park,
Larbert, FK5 4RU, United Kingdom

From: [Redacted 11 (2)]<redacted@spt.co.uk>
Sent: Monday, August 21, 2023 3:59 PM
To: [Redacted 11 (2)]<redacted@alexander-dennis.com> ; [Redacted 11 (2)]<redacted@spt.co.uk>
Subject: RE: Quotation - Scotzeb

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Hi [Redacted 11 (2)],

So that we have something to work with, can you quote on the current [Redacted 10(5)(e)]

Thanks,

[Redacted 11 (2)]
Bus Development Manager
Strathclyde Partnership for Transport

131 St Vincent St
Glasgow
G2 5HF
Mob: [Redacted 11 (2)]

From: [Redacted 11 (2)]<redacted@alexander-dennis.com>
Sent: 03 August 2023 17:22
To: [Redacted 11 (2)]<redacted@spt.co.uk> ; [Redacted 11 (2)]<redacted@spt.co.uk>
Subject: Re: Quotation - Scotzeb

CYBER SECURITY WARNING: This email originated from a source which is outside of SPT. Please exercise caution when opening links and attachments.

The [Redacted 10(5)(e)] (we are now on Generation 3 technology since we launched it)

We are working on componentry to make us as competitive as we possibly can be

But the big major factor we have is [Redacted 10(5)(e)]

Cheers

[Redacted 11 (2)]

Sent from my mobile device

From: [Redacted 11 (2)]@spt.co.uk>
Sent: Thursday, August 3, 2023 5:16:46 PM
To: [Redacted 11 (2)]<redacted@alexander-dennis.com> ; [Redacted 11 (2)]<redacted@spt.co.uk>
Subject: Re: Quotation - Scotzeb

CAUTION: This email originated from outside of Alexander Dennis. Do not click links or open attachments unless you recognise the sender and know the content is safe. If in doubt, please use the 'Phish Alert' button to report this mail

Hi [Redacted 11 (2)],

Do you anticipate the pricing of the current [Redacted 10(5)(e)] to be similar? If so it'd be helpful to get a quote on that basis to assist our bid. Let me know.

Thanks

[Redacted 11 (2)]
Sent from [Outlook for Android](#)

From: [Redacted 11 (2)]<redacted@alexander-dennis.com>
Sent: Thursday, August 3, 2023 5:03:50 pm
To: [Redacted 11 (2)]<redacted@spt.co.uk>
Cc: [Redacted 11 (2)]<redacted@spt.co.uk>
Subject: Re: Quotation - Scotzeb

CYBER SECURITY WARNING: This email originated from a source which is outside of SPT. Please exercise caution when opening links and attachments.

Not forgot about you [Redacted 11 (2)] sorry

Your enquiry has been put onto our system for pricing and its currently going through the process

Only one thing to point out is we are not in a position to quote on **[Redacted 10(5)(e)]** as it is still in development phase so still impossible to price up. Hopefully this will progress as we select battery technology and components etc that will be fitted in it

We will however give you pricing on **[Redacted 10(5)(e)]**

Be in touch soon

Regards

[Redacted 11 (2)]

Sent from my mobile device

From: **[Redacted 11 (2)]**<redacted@spt.co.uk>
Sent: Thursday, August 3, 2023 4:16:13 PM
To: **[Redacted 11 (2)]**<redacted@alexander-dennis.com>
Cc: **[Redacted 11 (2)]**<redacted@spt.co.uk>
Subject: FW: Quotation - Scotzeb

CAUTION: This email originated from outside of Alexander Dennis. Do not click links or open attachments unless you recognise the sender and know the content is safe. If in doubt, please use the 'Phish Alert' button to report this mail

Hi **[Redacted 11 (2)]**

Any joy with this yet please?

Thanks,

[Redacted 11 (2)]

[Redacted 11 (2)]

Bus Development Manager
Strathclyde Partnership for Transport
131 St Vincent St
Glasgow
G2 5HF

Mob: **[Redacted 11 (2)]**

From: **[Redacted 11 (2)]**
Sent: 27 July 2023 12:22
To: **[Redacted 11 (2)]**<redacted@alexander-dennis.com>
Cc: **[Redacted 11 (2)]**<redacted@spt.co.uk>
Subject: Quotation - Scotzeb

Hi **[Redacted 11 (2)]**,

Hope all is well with you.

We are still considering the best way for SPT to proceed with a Scotzeb bid.

Would you be able to provide us with a quotation for the following:-

12 x **[Redacted 10(5)(e)]**

12 x **[Redacted 10(5)(e)]**

Many thanks,

[Redacted 11 (2)]

Bus Development Manager
Strathclyde Partnership for Transport
131 St Vincent St
Glasgow
G2 5HF

Mob: **[Redacted 11 (2)]**

Please consider the environment - do you need to print this email?

Strathclyde Partnership for Transport

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from viruses
damage
emails. You

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ADL processes your personal data in line with its privacy notice, which is available at <https://www.alexander-dennis.com/privacy-notice>.

Please consider the environment before printing this email.

EIR Document 42

Table 1: Proposed ScotZeb 2 Supported Bus Services

Contract	Services	Renewal Date	Route	Monthly CO ₂ Savings (kg)	Proposed Vehicle Type ¹
6517H	322/323/324	30/03/2024	Brodick – Blackwaterfoot	854	[Redacted 10(5)(e)]
6518H	322/323/323A	30/03/2024	Brodick - Whiting Bay	530	[Redacted 10(5)(e)]
6519H	322/323/324	30/03/2024	Brodick – Blackwaterfoot	742	[Redacted 10(5)(e)]

6520H	322/323/323A/324	30/03/2024	Brodick – Blackwaterfoot	386	[Redacted 10(5)(e)]
6521H	322	30/03/2024	Brodick – Blackwaterfoot	259	[Redacted 10(5)(e)]
6522H	322/323/324	30/03/2024	Brodick – Blackwaterfoot	310	[Redacted 10(5)(e)]
6524H	323/323A/324	30/03/2024	Brodick – Blackwaterfoot	283	[Redacted 10(5)(e)]
6525J	322/323/324	30/03/2024	Brodick - Blackwaterfoot	N/A	[Redacted 10(5)(e)]
5627P2	521/521a	13/07/2024	Bishopton - Erskine	404	[Redacted 10(5)(e)]
6965F	362	13/07/2024	Girvan - Pinwherry/Lendalfoot - Colmonell	278	[Redacted 10(5)(e)]
9593J	31B	13/07/2024	South Lanarkshire DRT & Local Services (13 / 211 / 230 / 31B)	2061	[Redacted 10(5)(e)]
W034C	244	13/07/2024	Forgewood – Motherwell – North Lodge	186	[Redacted 10(5)(e)]
W083Q	172/172A	13/07/2024	Halfway - East Kilbride Bus Station	701	[Redacted 10(5)(e)]
2838L	72	12/07/2025	Kirkintilloch - Glasgow	1179	[Redacted 10(5)(e)]
2838L	178/178A	12/07/2025	Moodiesburn - Kirkintilloch	1179	[Redacted 10(5)(e)]
LS005W	59	12/07/2025	Mosspark - Glasgow City Centre	199.	[Redacted 10(5)(e)]
LS026E	381	12/07/2025	Kilsyth (Haughton Avenue) - Twechar	34	[Redacted 10(5)(e)]
W038J	70	12/07/2025	Paisley - Hunterhill-Todholm,- Dykebar-Lochfield	174	[Redacted 10(5)(e)]
W039H1	205	12/07/2025	Hairmyres Hospital – Blantyre – Hamilton Bus Station	274	[Redacted 10(5)(e)]
W045G	124	12/07/2025	Govan - North Cardonald	480	[Redacted 10(5)(e)]
W071B	135/317B	12/07/2025	Lanark Local - New Lanark / Lanark - Crossford	185	[Redacted 10(5)(e)]
W072H	47/47A	12/07/2025	Carluke Local / Carluke - Lower Braidwood	68	[Redacted 10(5)(e)]
W097E	374	12/07/2025	Shawlands - Clarkston Silverburn	436	[Redacted 10(5)(e)]
W121C1	49	12/07/2025	Southpark Village – Silverburn – Govan Bus Station	1674	[Redacted 10(5)(e)]
6487L	219	11/07/2026	Stewarton Local	192	[Redacted 10(5)(e)]
W030F1	M2	11/07/2026	Toryglen – Croftfoot	384	[Redacted 10(5)(e)]
W030F1	74	11/07/2026	Toryglen – Castlemilk	384	[Redacted 10(5)(e)]
W103B1	141	11/07/2026	Partick Bus Station - Gartnavel Hospital	195	[Redacted 10(5)(e)]
W122C	M4	11/07/2026	Anniesland – Partick Bus Station	178	[Redacted 10(5)(e)]

Table 2: ScotZeb2 Community Transport Services

Operator	Service	Vehicles
North Ayrshire Transport Association	CB1 & CB4	[Redacted 10(5)(e)]
Coalfields Community Transport	Cumnock Connector	[Redacted 10(5)(e)]

Legal Pack

Table 3: Legal Pack References

Governance Arrangements

SPT Corporate Governance Manual

<https://www.spt.co.uk/media/a23ptd0y/governance-manual-may-2023.pdf>

SPT Annual Report 2023/23

https://www.spt.co.uk/media/w40lyhzp/spt_annual-report_2022-23.pdf?pubname=&edid=12e292fa-9b58-4ef0-8735-2de36402e01d

Contractual Arrangements

Conditions Of Contract For Subsidised Local Services, School Transport Contracts And Demand Responsive Transport Services

<https://www.spt.co.uk/media/b1sll5jt/transport-contract-edition-15.pdf>

Bus Lease Agreement (redacted)

Below

Grant funding letter (redacted)

Below

Detail on the projects awarded grant funding from Operations Committee April 2023

[ops280423_agenda13.pdf](https://www.spt.co.uk/media/ops280423_agenda13.pdf) (spt.co.uk)

Register of Operators information form

https://www.spt.co.uk/media/4x2lsxma/operator-register_form_may2018.pdf

Form for providing operator information and updating details on SPT's Register of Operators.

Financial Statements

SPT Draft Accounts 2022/23

<https://www.spt.co.uk/media/u3sbu1qt/spt-unaudited-accounts-2023.pdf>

SPT Budget 2023/24

Proposed 2023/24 Revenue Budget:
https://www.spt.co.uk/media/q4rb3ott/p170323_agenda6.pdf
Minute that 2023/24 budget was approved:
https://www.spt.co.uk/media/y5afqx0f/p170323_minute.pdf

Procurement Arrangements

SPT Bus Live Contracts August 2023

https://www.spt.co.uk/media/el4om2xy/current-active-contracts_bus-01-august-2023.pdf
<https://www.crowncommercial.gov.uk/agreements/RM6213>

Framework which can be used for the procurement of EV infrastructure

Framework used for the procurement of Vehicles

Purchase of Standard and Specialist Vehicles - CCS
([crowncommercial.gov.uk](https://www.crowncommercial.gov.uk))
<https://www.tppl.co.uk/frameworks/fleet-frameworks/fleet-purchase/bus-and-coach-purchase/>

EIR Document 43 – Redacted by SPT

FAO:

Our Ref: Your Ref: Direct Dial: Email:

t

Dear Sirs

Offer of Grant Funding 2022/2023 GF No:

Community Transport Services in South Lanarkshire Project Code:

On behalf of and as authorised by SPT, I hereby offer grant funding under Section 3(5) of the Transport (Scotland) Act 2005 towards the costs of the Project as detailed in the Schedule and that on the following terms and conditions:

1. Definitions

Terms used in this letter shall have the following meanings:

registered office at

, a company registered in Scotland, number 7, and having its

Grant the costs of the Project, up to a maximum of paid by SPT to in respect of the Project.

) Sterling to be

Project Community Transport Services in South Lanarkshire, as more particularly detailed in the Schedule.

Schedule the schedule attached to this letter, as the same may be amended in accordance with the conditions set out below.

SPT Strathclyde Partnership for Transport, the Regional Transport Partnership for the West of Scotland set up by virtue of the Transport (Scotland) Act 2005 and having its main office at 131 St Vincent Street, Glasgow G2 5JF.

2. Payment of Grant

Subject to the terms and conditions herein, SPT shall make payment to quarterly in arrears of those sums invoiced by in that quarter, subject to receipt of all required supporting information, up to the amount of the Grant.

Should any amount requested for payment be disputed or should further information be required by SPT for any reason, SPT shall notify in writing of any such dispute or requirement for further information. In the event of SPT so notifying, SPT shall be entitled to retain any sums in dispute. The dispute will be determined in accordance with condition 15 below.

3. Costs of Project

shall advise SPT immediately by email to the SPT officer appointed in terms of condition 9 of any changes to the costs of the Project from the costs originally advised to SPT.

SPT shall not be bound to pay

any sums in excess of the Grant. Any request from

for further funds for the

Project will be subject to approval by SPT, which shall advise in writing of its decision.

4. Delivery of Project

In return for the payment of the Grant, hereby undertakes to deliver the Project during the period 1 April 2022 to 31 March 2023. SPT shall not be obliged to make any payment to

5. Ongoing Costs

shall be solely responsible for any and all ongoing costs of whatever nature arising out of the Project and undertakes to indemnify SPT for any such costs that may be incurred by SPT as a result or consequence of the Project.

6. Records to be kept by

shall identify all income including, specifically, the Grant and all expenditure relating to the Project in a discrete area or cost centre of its accounting system, and a copy of the relevant accounting records shall be provided to SPT if requested. shall keep all records relevant to the Project (including invoices, receipts and other vouchers) for six years after the date of completion of the Project, which records shall be made available to SPT within seven days of a request for the information. Such further information as SPT may reasonably require shall be provided within seven days of such a request being made.

shall for the period as set out above, maintain detailed records of all public funding sought or obtained by it, whether in relation to this Project or not, and shall be responsible for compliance with any system of subsidy control developed by the

Page 1 of 6

UK or Scottish Government as a result of the EU-UK Trade and Co-operation Agreement. available to SPT upon request.

7. Compliance with Legislation

shall make these records

shall comply with the terms of all relevant legislation and regulations relating to the Project. Specifically, warrants that all vehicles shall be maintained, licensed and insured as required by statute and shall be driven only by those who are both licensed and insured to do so. Where required by legislation, vehicles will be subject to a daily pre-use inspection by the driver and a "nil defect" reporting system will be adhered to. SPT reserves the right to be provided with such evidence of maintenance, inspection, insurance and licences upon request and further reserves the right to carry out such monitoring of the operation of the Project as it considers appropriate.

shall, if requested, provide a copy of any equality impact assessment carried out in respect of the Project to the SPT officer appointed in terms of condition 9.

8. Project Management

warrants that at all times during the delivery of the Project, it shall provide all services of a technical and project management nature diligently, efficiently, in a timely manner and with the reasonable skill and care expected of a suitably qualified and experienced team carrying out such projects.

9. Communications

Both _____ and SPT shall, within 14 days of the date hereof appoint suitably qualified and experienced officers who will be responsible for all communications between the parties regarding the Project.

10. Progress Reports

_____ shall advise SPT by email to the SPT officer appointed in terms of condition 9 of the date on which the Project is commenced, and shall, if so requested, provide reports in such format as SPT may require on the progress of the Project to SPT at such intervals as specified by SPT.

11. Acknowledgement of Funding

In recognition of the payment of the Grant by SPT, _____ shall, in a manner and location as directed by SPT, acknowledge by signage or other appropriate means that SPT has grant funded to the Project.

12. Variations

_____ shall advise SPT in advance by email to the SPT officer appointed in terms of condition 9 of any proposed variations to the Project, and such proposed variations shall not be adopted unless they are agreed to and confirmed in writing by SPT.

13. Inspection of Project

SPT reserves the right to conduct such testing or inspection of the Project as it considers appropriate or have a suitably qualified individual, partnership or company test or inspect the Project on its behalf. Following testing or inspection, SPT shall notify of any matters which require completion or rectification. The parties shall agree timescales and a programme for achieving completion or rectification and _____ shall use all reasonable endeavours to meet the deadlines specified in the programme.

14. Publicity

SPT reserves the right to publicise, in the press or other media, the Project and the payment by SPT of the Grant to _____. _____ shall co-operate with SPT in relation to all such publicity.

will:

1. advise SPT of any publicity to be issued in respect of the Project; and
2. invite SPT (giving at least 14 days' notice) to any event publicising the Project.

15. Dispute Resolution

Any disputes between the parties arising out of or relating to the Grant may be referred, by either SPT or _____, to the Chief Executive of SPT and the Chief Executive of _____ or, in each case, its nominated representative.

If the dispute cannot be resolved by the above named persons within a maximum of 28 days after it has been referred then it may be referred for final determination to an expert (the "Expert") who shall be deemed to act as expert and not as arbiter.

The Expert shall be selected by mutual agreement or, failing agreement, shall be nominated by the Chair for the time being of CIPFA in Scotland who shall be requested to choose a suitably qualified and experienced Expert for the dispute in question.

The parties will then submit written reports to the Expert and afford the Expert all necessary assistance which the Expert requires to consider the dispute.

The Expert shall be instructed to deliver his determination to the parties within 14 days after the submission of the written reports pursuant to the above condition. Save in the case of manifest error decisions of the Expert shall be final and binding not subject to appeal.

The fees of the Expert shall be borne by the parties in the proportion as shall be determined by the Expert having regard, inter alia, to the conduct of the parties.

16. Disposal of Assets

_____ shall not, without prior written consent of SPT, dispose of any asset funded, in part or in whole, with Grant during the lifetime of the asset. During that period SPT shall be entitled to receive and _____ shall be obliged to pay the proceeds of the disposal – or the relevant proportion of the proceeds based on the percentage of Grant funding used in connection with the acquisition or improvement of the asset against the whole proceeds. SPT shall also be entitled to the relevant proportion of any proceeds resulting from any provision included as a condition of sale.

17. Repayment of Grant

In the event that:

- a. fails to comply with any of the conditions of this letter; or
- b. any amount of the Grant is used otherwise than in accordance with the conditions of this letter; or
- c. provides information in connection with the Project which is false; or
- d. the Project is abandoned; or
- e. disposes of, for consideration or otherwise, any asset created or enhanced in the course of the Project; or

- f. uses or proposes to use any asset created or enhanced in the course of the Project for a purpose other than that for which the Grant was paid; or
- g. disposes of for consideration or otherwise, any heritable property on which the asset created or enhanced by the Project is located; or
- h. has received public funding in excess of the sums permitted by any system of subsidy control developed by the UK or Scottish Government as a result of the EU-UK Trade and Co-operation Agreement as may be in force from time to time,

will repay the Grant to SPT within 14 days of the date of demand for repayment.

18. Information to be passed to the Scottish Government

SPT may be required to pass information relating to the Project to the Scottish Government, and by acceptance of the terms of this letter, agrees that all information relating to the Project can be passed to the Scottish Government.

19. Freedom of Information

is advised that SPT is subject to the requirements of the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004, and SPT may be required in terms of same to disclose information relating to this Grant. shall provide such assistance as may be required to enable SPT to comply with its statutory obligations regarding disclosure of information.

20. Assignment

shall not be entitled to assign its rights or obligations under this letter.

21. Governing Law

This letter shall be governed by and construed in accordance with the laws of Scotland and the parties hereby agree to prorogate the exclusive jurisdiction of the Scottish courts.

Please confirm your acceptance of this Offer by signing below as instructed.

This letter forms the entire agreement between us in respect of the provision of the Grant.

SCHEDULE

Grant Recipient:

Project title: Community Transport Services in South Lanarkshire

Project/Budget Code: [REDACTED]

Grant amount: Up to a maximum of Pounds (£4) Sterling

Funded from: SPT's Enhanced DRT Budget for the Financial Year 2022/2023

Project authorisation: Approval for grant funding of the Project was obtained from SPT's Director of Finance & Corporate Support on 25 February 2022, and noted at the SPT Partnership meeting on 18 March 2022.

Contact details: :
E-mail:
SPT: , Bus Development Manager
E-mail: @spt.co.uk

Project details:

The provision of community transport services to various local groups, including **g**l.

The services will include a.

As part of the project monitoring, data will be provided in respect of this activity including:

- Mileage operated
- Number of groups supported
- Total patronage supported

This funding will contribute towards the continuation of the current workload and will cover vehicle costs (fuel and maintenance) as well as associated driver costs. These may include the following:-

- Fuel
- Repairs & Servicing
- Tyres
- Insurance/tax
- Permits
- Other vehicle-related costs
- Staff salaries
- Training (MiDAS, PATS, MPV)
- Volunteer expenses

The Grant will be paid quarterly on receipt of appropriate invoice(s).

EIR document 44 Redacted by SPT

DATED the _____ day of _____ 2022

Strathclyde Partnership for Transport

-and-

LEASE AGREEMENT relating to the operation of buses provided under contract reference

THIS AGREEMENT is made on _____ day of _____ 2022
the _____

BETWEEN:

1. Strathclyde Partnership for Transport, a Regional Transport Partnership established under the Transport (Scotland) Act 2005, and having its main office at 131 St Vincent Street, Glasgow G2 5JF (“SPT”)

office at business at

, a company registered in Scotland no

having its registered and its principal place of
(the "Operator")

WHEREAS:

1. SPT and the Operator have entered into a contract (reference: provision of public passenger transport services (the "Services") (the Contract").

) for the "Service

2. In the interests of economy, efficiency and effectiveness SPT has procured the 2

(the "Buses"]") for the operation of the Service Contract which SPT shall lease to the Operator in accordance with the terms hereof.

NOW IT IS HEREBY AGREED that the Buses will be leased to the Operator for the provision of the Services subject to the following terms and conditions:

1. INTERPRETATION

1. In this Agreement the following words and phrases have the meanings next to them unless the context requires otherwise;

"Agreement" "Authorised Officer" means this lease agreement.

"Buses" means SPT's Head of Bus Strategy & Delivery or their nominated representative.

Means the, chassis number
, registration mark
and, chassis number

"Services" , registration mark YJ15 AOY
and provided by SPT to the Operator for the provision
of the Services.

"Service Contract" Means the provision of subsidised local transport services as detailed in the Service Contract.

"Useful Life" Means the agreement between SPT and the Operator for the provision of subsidised local transport services number

means the period expiring.

2. In this Agreement (unless the context otherwise requires) any references to any Act of Parliament or of the Scottish Parliament shall be deemed to include any amendment, replacement and re-enactment thereof or in that behalf for the time being in force and includes as appropriate, any by-laws, statutory instruments, rules, regulations, orders, notices, directions, consents or permissions made thereunder and any condition attaching thereto.

2. PERIOD OF AGREEMENT

This Agreement shall, notwithstanding the date or dates of execution hereof, commence on and, subject to clause 8, remain in force until .

3. SPT's OBLIGATIONS

3. SPT will provide the Buses to the Operator solely for the purpose of the Operator providing the Services and for no other purpose.

4. SPT will assist the Operator in seeking to ensure, when appropriate, that the relevant manufacturer gives prompt attention to all failures in the performance of the Buses that are covered by its warranty and may affect delivery of the Services, however so caused, excluding those failures caused by unfair wear and tear.

4. OPERATOR'S OBLIGATIONS

5. The Buses will be maintained in good order and repair at the expense of the Operator. The Operator will ensure that the Buses are maintained to meet the safety standards prescribed by all regulations, orders or other legislation relating to its use, including without prejudice to the foregoing generality, those prescribed by the DVSA, the Department for Transport, the Traffic Commissioner, Police Scotland and any other person who has authority in these matters. The Operator will ensure that all inspections, servicing and repairs are carried out and recorded by appropriately experienced and qualified personnel, at the required intervals and to the relevant manufacturer's required standards and in compliance with the terms and conditions of the Service Contract.

6. The Operator shall be responsible for preparing the Buses for any statutory roadworthiness examinations, for any re-presentations required in the event of examination failure and for all statutory fees which may be required in either eventuality.

7. The Operator will undertake routine maintenance, servicing and annual testing of the Buses in accordance with a programme approved by SPT and the terms of the relevant manufacturer's warranty, which will ensure that the Buses are available to operate the Service Contract at all times.

8. The Operator will be responsible for meeting all of the costs of operating and fuelling the Buses. The Operator will also be responsible for the cost of replacement tyres as and when required, which shall be to a specification approved by the relevant manufacturer.

9. The Operator shall provide at its own cost, suitable replacement buses to ensure that the Services are not affected by any lack of availability of the Buses supplied to the Operator by SPT. The replacement buses must be fully wheelchair accessible and have at least 17 seats, an authorised capacity of not less than 8 standing passengers and capacity for 1 wheelchair spaces. The Operator shall have regard to the Public Service Vehicle Accessibility Regulations 2000 when consideration is given to

replacement Buses. For the avoidance of doubt, SPT will at no time provide further buses or make alternative transport arrangements.

10. The Operator shall ensure that the Buses are at all times operated in accordance with the relevant public service vehicle legislation and in accordance with the terms of its Operator Licence.

11. With the exception of movements of the Buses to and from the Operating Centre which are required for maintenance or inspection purposes, the Operator shall not use the Buses for any purpose other than the operation of the Service Contract unless previously approved in writing by the Authorised Officer

12. The Operator will be required to equip the Buses with a mobile telephone, which can be operated "hands free". The Operator must ensure that all of its drivers adhere to all relevant legislation regarding the use of mobile communication equipment.

13. The Operator shall install and maintain Electronic Ticket Machines ("ETMs") on the Buses of a type and to a standard to be agreed with SPT. The ETMs shall remain the property of the Operator at all times throughout this Agreement.

14. The Operator shall, in accordance with the Service Contract, ensure that the Buses are kept in a clean and tidy condition at all times and that all paint work, fabric and equipment on the Buses are maintained in a fit and serviceable condition. The interior of the Buses shall be cleaned daily. All damage both interior and exterior (fair wear and tear excepted) shall be replaced or repaired within 14 days of the occurrence.

15. The Operator shall not change the livery of the Buses during the Term unless previously agreed in writing by the Authorised Officer. The Operator shall change the livery of the Buses if instructed to do so by the Authorised

Officer and in accordance with all specifications detailed, provided always that the cost of any change in the livery of the Buses during the Term so instructed by the Authorised Officer shall be met by SPT.

16.No advertising or promotional literature other than that expressly agreed in writing by the Authorised Officer shall be exhibited in or on the Buses. The Operator will display in or on the Buses any interior or exterior promotional literature provided by SPT.

17.The Operator shall advise SPT immediately of any material damage caused to the Buses and of any period for which the Buses shall be unavailable for operation as a result of this damage or any other cause.

18.The Operator will obtain fully comprehensive insurance issued on an occurrence basis for employer's liability, public liability and vehicle and passenger insurance (where such public liability and vehicle insurance policies shall include an indemnity to principal provision) in respect of the Buses and its operation of the Service Contract and will maintain such insurances in force throughout the Term of this Agreement. The Operator shall ensure that the [Buses are insured with insurers acceptable to SPT. The Buses shall be insured for a value not less than 1)

Pounds (£) with respect to vehicle with registration and

2. Pounds (£) with respect to vehicle with registration

. The Operator shall ensure that such insurance satisfies the requirements of all applicable road traffic legislation and regulations. The Operator shall apply any insurance money received for making good any damage to the Buses or for the replacement of the Buses as directed by the Authorised Officer. SPT's ownership of the vehicle must be noted on the appropriate insurance documentation.

19.The Operator shall indemnify and keep indemnified SPT from and against any and all losses and/or costs arising from any injury to, or death of, any person, any loss of, or damage to, any property, including property belonging to SPT except and to the extent that it arises out of the act, default or negligence of SPT, its employees or agents not being the Operator or employed by the Operator and except as aforesaid against all actions, claims, demands, proceedings, damages, costs, charges and expenses whatsoever in respect thereof, or in relation thereto and the Operator shall similarly indemnify SPT against all legal liability arising as a consequence of the Operator's failure to comply in any respect with any relevant statutory provision. SPT shall not be liable to the Operator or to any third party for any loss, cost, expense, penalty or damage incurred or suffered, including but not limited to any personal injury or death or damage to property, arising directly out of or in consequence of or in connection with the operation of the Buses or the existence of this Agreement. For the avoidance of doubt, this sub-clause [4.15](#) survives the termination of this Agreement.

20. The Operator agrees not to do or suffer to be done, anything that may make void or voidable any insurance effected under sub-clause [4.14](#) above.

21. The Operator shall supply SPT forthwith and upon each renewal date of any relevant policy, with a certificate from its insurers or brokers confirming that the Operator's insurance policies comply with this Clause [4](#) and the Operator shall supply to SPT on request, copies of all insurance policies, cover notes, premium receipts and other documents necessary to establish compliance with this clause.

22. The Operator will permit SPT or its agents to inspect the Buses and maintenance records at any time to ensure that the required maintenance standards are being adhered to. The Operator will for this purpose allow SPT or its agents access to any premises where the Buses or maintenance records may be kept.

23. The Operator shall ensure that when not being used to perform the Services, the Buses shall be stored in its Operating Centre as approved by the Traffic Commissioner.

24. The Operator shall ensure that the Buses shall at all times be driven in a professional and courteous manner and in compliance with all applicable road traffic legislation and regulations.

25. The Operator shall be fully responsible for all fixed penalties, fines or other charges arising from the operator's use of the Buses.

26. The Operator will comply with all directions given by SPT regarding the operation of the Buses including for the avoidance of doubt any direction given to prohibit any driver from driving the Buses.

5. TITLE

27. Subject to clause [6.1](#), title in the Buses shall transfer to and become vested in the Operator on the date of expiry of the Useful Life of the Buses.

28. Transfer of title, as set out in clause [5.1](#), shall be for nil consideration by reason of the residual value of the Buses on the date of expiry of the (i) Useful Life of the Buses; and/or (ii) Term, as applicable, being estimated by the Operator and forming part of the Operator's tender price during the Service Contract tender process.

6. HANDBACK PROVISIONS

29. Upon early termination of this Agreement for whatever reason (unless otherwise agreed by SPT in writing), the Buses shall be returned to SPT on the date of

termination and title in the Buses shall remain vested in SPT. The Buses shall be well presented in accordance with the British Vehicle Rental and Leasing Association ("BVRLA") "Best Practice Guidelines (January 1999)" which will determine if the wear and tear on the Buses is reasonable taking account of age, mileage and use. The Operator will also supply a copy of the full service history for the Buses demonstrating that all maintenance has been undertaken in accordance with the relevant manufacturer's recommendations and that all test and certification documentation is complete and available.

30. In the event of any dispute between SPT and the Operator as to the condition of the Buses, SPT will commission a report from the Freight Transport Association to determine what work, if any, is required to return the Buses to meet the BVRLA standards. The recommendations of the Freight Transport Association will be binding on both parties.

31. SPT reserves the right to recover as a debt any costs it incurs in rectifying any breach of sub-clause [6.1](#) by the Operator providing that any dispute under sub-clause

[6.2](#) has been resolved. For the avoidance of doubt Clause [6](#) survives the termination of this Agreement.

7. SET-OFF

SPT reserves the right to set-off any sums due or payable to SPT under this Agreement from or against any payments due by SPT to the Operator under the Service Contract or any other contract between SPT and the Operator.

8. TERMINATION

32. If the Operator shall have offered, or given, or agreed to give any person any gift, or consideration of any kind as an inducement or reward for doing, or forbearing to do, or having done or forborne to do any action in relation to the obtaining of the Contract or any other contract with SPT, or if in relation to this Agreement, or any other contract with SPT, the Operator shall have committed any offence under the Bribery Act 2010 or will have given any fee or reward the receipt of which is an offence under Section 68 of the Local Government (Scotland) Act 1973 or shall have been exacted or accepted by such officer by virtue of employment and is otherwise than such officer's proper remuneration or if the Operator acts in any way to undermine the good repute of SPT then, SPT shall be entitled to terminate this Agreement and to recover from the Operator the amount of any loss resulting from such termination. In this sub-clause [8.1](#), reference to actions of the Operator shall include the actions of any person employed by the Operator or acting on the Operator's behalf either with or without the knowledge of the Operator.

33. If the Operator loses its Operator Licence or if its Operator Licence is restricted in such a way that would adversely affect the continuity of the Services under the Service Contract, SPT shall be entitled to terminate this Agreement and to recover from the Operator the amount of any loss resulting from such termination.

34.If the Operator has a Receiver appointed, becomes insolvent, apparently insolvent or is sequestrated or goes into liquidation (other than voluntary liquidation for the purposes of solvent reconstruction or amalgamation) or is wound up by the Court or is voluntarily wound up by creditors, or by members, SPT shall be entitled to treat the Agreement as terminated by material breach on the part of the Operator. If the Operator seeks a voluntary liquidation for the purposes of the restructuring or amalgamation, the prior written consent of SPT shall be required.

35.If the Operator in the opinion of SPT fails to perform or fulfil any obligation or condition or breaches any obligation or condition of this Agreement, SPT shall be

entitled to terminate this Agreement by serving written notice to that effect on the Operator. However, nothing in this paragraph shall prejudice any other rights or remedies available to SPT that they shall be entitled to exercise in accordance with the law without penalty arising from the breach of this Agreement.

36.In the event that the Service Contract is terminated for any reason, this Agreement shall also be terminated upon the same date.

37.In the event that this Agreement is terminated for any reason, the Service Contract shall also be terminated upon the same date.

38.If this Agreement is terminated, SPT shall be entitled to take possession of any of its equipment, the Buses or other goods loaned, leased or hired to the Operator and to recover any sums due hereunder or otherwise from the Operator to SPT.

39.Upon early termination of this Agreement the terms of Clause [6](#) (Handback Provisions) will apply.

40.The rights of SPT under this Clause [8](#) are in addition to and without prejudice to any other right SPT may have against the Operator.

9. DISPUTES

41.If any dispute shall arise between the parties in respect of this Agreement (except disputes relating to SPT's rights under Clause [6](#) and Clause [8](#) above) in the first instance both parties and their officers shall use their best endeavours to reach an amicable and workable resolution of the matters in dispute within ten working days of the dispute arising or within any alternative mutually acceptable timescale.

42.In the event that either party is not satisfied or the dispute has not been dealt with timeously in terms of sub-clause [9.1](#) above, the matter may be referred to a single independent arbiter to be mutually agreed by the parties

which arbiter's decision on the matter and any expenses relating to such arbitration shall be final.

43.If an arbiter is unable to be identified or agreed upon in terms of sub-clause [9.2](#) above, either party may refer the matter in dispute to a single arbiter to be appointed by the President for the time being of the Law Society of Scotland.

10. NOTICES

44.Any notice or other communication which is required to be given to SPT shall be deemed to be properly given where it is addressed to SPT's Senior Solicitor at the address shown in this Agreement or such other address as may be properly notified to the Operator.

45.Any notice or other communication which is required to be given to the Operator shall be deemed to be properly given where it is addressed to the name and address of the Operator as shown in this Agreement, or such other address as has been properly notified to SPT.

46.Any written notice required to be given hereunder shall be deemed sufficiently given if forwarded by registered post, recorded delivery service or given by hand to SPT or the Operator. Every notice shall be deemed to have been received and given at the time when in ordinary course of the transmission it should have been delivered at the address to which it was sent.

11. ASSIGNATION

The Operator shall not, without the prior written consent of SPT, assign, transfer, change or deal in any other similar manner with this Agreement or its rights or any parts of them hereunder nor purport to do any of the same, nor sub-contract any or all of its obligations under this Agreement.

12. HEALTH AND SAFETY

The Operator shall at all times comply with the requirements of the Health and Safety at Work, etc. Act 1974 and of any other applicable legislation, regulations or orders pertaining to the health and safety of its employees currently in force or in force at any time during the contract.

13. CONFIDENTIALITY

47.The Operator will treat as confidential any information supplied to it under the Agreement ("Confidential Information") and shall not disclose and shall ensure that its employees do not disclose that Confidential information to any third party save as may be necessary for the performance of their duties under this Agreement and with the consent in writing of SPT.

48.The Operator shall take all reasonable care to protect the Confidential Information.

49. The Operator shall neither orally or in writing, express any view, solicited or otherwise which may be interpreted as representing the views of SPT without the prior written permission of SPT.

50. Both parties shall, in accordance with clause 17 of the Service Contract, comply with the terms of the Data Protection Legislation (as defined in the Service Contract).

51. SPT is subject to the terms of the Freedom of Information (Scotland) Act 2002 (the "Act"). SPT may therefore be obliged to disclose information in its possession in terms of the Act. The Operator accepts therefore that any information provided by it to SPT may require to be disclosed notwithstanding the terms of any other conditions to the contrary contained in or relating to this Agreement.

52. This Clause [13](#) will survive any termination of this Agreement.

14. BREACH OF STATUTE INDEMNITY

The Operator agrees that if it (or any of its employees or agents) commits, or omits to do, any act or thing the commission or omission of which places, or could place SPT in contravention of any Act of Parliament or subordinate legislation within the meaning of section 21 (1) Interpretation Act 1978, any exercise of Royal Prerogative and/or any enforceable community right with the meaning of section 2 European Communities Act 1972, giving rise to any fine, penalty, default proceedings or other liability, or any judgement or decision affecting SPT the Operator will, on demand, indemnify SPT against any losses, damage, liabilities, costs and expenses of whatever nature suffered by SPT to the extent that the same are caused by, or connection with the Operator's act or omissions.

15. FORBEARANCE

No delay, neglect or forbearance on the part of either party in enforcing any term or condition of this Agreement shall be or be deemed to be a waiver of that condition nor shall it prejudice in any way the rights of either party.

16. HEADINGS

The headings to any part of this Agreement are for convenience only and shall not affect the interpretation thereof.

17. LAW

This Agreement will be subject to the jurisdiction of the Scottish Courts and shall be construed in accordance with the laws of Scotland.

The presents on this and the preceding 7 pages are executed as follows:

For and on behalf of SPT

At Glasgow on the Day of 2022.

Signature

Print Name

Position

For and on behalf of Operator

At..... (Town) on the Day of 2022.

Signature

Print Name

Position

EIR Document 45

Information available publicly - [operator-register form may2018.pdf \(spt.co.uk\)](#)

EIR Document 46

Information available publicly - [transport-contract-edition-15.pdf \(spt.co.uk\)](#)

EIR Document 47

From: ScotZEB2 <ScotZEB2@est.org.uk>
Sent: Thursday, September 7, 2023 12:23 PM
To: [Redacted 11 (2)]<redacted@spt.co.uk>
Subject: RE: SPT ScotZEB2 Application
Sensitivity: Confidential

Hi [Redacted 11 (2)],

Thank you for sending over your application to ScotZEB2! Please accept this email as confirmation as receipt and we will pass everything over to assessors on 15th.

Kind Regards

[Redacted 11 (2)]

EIR Document 48

From: ScotZEB2 <ScotZEB2@est.org.uk>
Sent: Thursday, September 7, 2023 8:39 AM
To: ScotZEB2 <ScotZEB2@est.org.uk>
Subject: Weekly update: ScotZEB2: Business Introductions

Good morning,

We hope you already had the chance to reach out to a few of the contacts we sent over last week to form consortiums that can put forward a successful bid for the ScotZEB2 funding.

We've got a few new interested parties which details we'd like to share with you to increase your chances of finding suitable collaborators:

There were no new contacts either wishing to be a lead applicant or wishing to join a lead applicant this week.

Please find a list of the other potential collaborators below.

[Redacted 11 (2)]

Assistant Programme Manager, Scottish Transport
Energy Saving Trust

Reception +44 (0)131 555 7900

energysavingtrust.org.uk

EIR Document 49

From: ScotZEB2 <ScotZEB2@est.org.uk>

Sent: Wednesday, September 13, 2023 4:51 PM

To: ScotZEB2 <ScotZEB2@est.org.uk>

Subject: ScotZEB2: Final Reminder Email

Good afternoon,

This is a final reminder that the deadline for applications is fast approaching and the scheme will be closing at midnight on 15th September 2023. Applications can be submitted via email to ScotZEB2@est.org.uk and any bids submitted during business hours will receive an acknowledgment.

If you have any last minute questions regarding the fund, we have a final drop in session on 14th of September, where members of the ScotZEB2 team and Transport Scotland will be present. You can access the session [here](#). Alternatively, please contact us

Please find below for a quick checklist for submitting your application:

- If the lead applicant's full annual accounts are not published on companies house, Annual accounts covering the last three years will need to be received by 15th September)
- Have all files been clearly labelled?
- Has the Application Form, the Financial Spreadsheet and any Supplementary Information been attached?
- Have you included Consortium Participation Statements.
- Have you included dated quote(s) from any relevant contractors and/or supplier(s) identified in the application form.
- Have you included a separate risk register.
- Have financial terms of all financing parties been detailed?
- All Fair Work First evidence as per [Annex B](#) has been sent by COB 2nd October

Please note, this list is not exhaustive, but has been compiled to cover the areas we think are most likely to be missed.

Kind Regards

ScotZEB2 Team

EIR Document 50

From: ScotZEB2 <ScotZEB2@est.org.uk>

Sent: Tuesday, September 19, 2023 11:32 AM

To: [Redacted 11 (2)]<redacted@spt.co.uk>; [Redacted 11 (2)]<redacted@spt.co.uk> [Redacted11(2)]<[Redacted 11 (2)]@dumgal.gov.uk>

Subject: ScotZEB 2 Bid - Further Information Required

Importance: High

Good morning,

Thank you for submitting your application to the ScotZEB2 fund.

I note that at the time of the submission deadline, we have not received all the evidence that would be required for a grant, should your application be successful. As the following are legal requirements for any party in receipt of grant funding, it is vital that all the below are submitted by the close of business **Monday 2nd October**, or the bid may be deemed ineligible.

The evidence we require from your consortium is listed as follows:

- Details of any public subsidies received by any members of your consortium. Please provide details of the identity of the funder and the value of public subsidy received. If you have not received any public subsidies, please state this in reply to this email.
- Annual accounts from the lead applicant covering the most recent 3 years.
- Full evidence to prove that all parties in your consortium meet the requirements of the Fair Work First framework. We require evidence to demonstrate the lead applicant has an effective worker's voice as well as Real Living Wage evidence from the following parties:

Strathclyde Partnership for Transport
North Ayrshire Transport Association (NATA)
Coalfields Community Transport (CCT)
South Ayrshire Community Transport (SACT)

Please find further information about the evidence requirements below:

Public Subsidy Rules

Full details of the Subsidy Control can be found within this [Guidance](#) on the Scottish Government website.

Real Living Wage

Full details of what evidence can be submitted can be found in [Annex B](#) of the Fair Work First Guidance.

The Lead Applicant and **all members of the consortium** must provide evidence they are a Real Living Wage Employer and can submit one of the following:

- Living Wage Accreditation
- Anonymised Payroll
- Accountant Certificate

The evidence must cover all of the following worker groups:

- Directly employed staff
- Apprentices
- 16-17 year old workers
- Contracted and Agency Staff

Where the grant funding requested by a party is below £100,000, a self-declaration would be sufficient.

Workers Voice

The Lead Applicant must also provide the following as evidence they have appropriate channels for effective workers' voice:

- **Line Management Relationship (i.e. effective 2-way dialogue through 1:1 relationship):** Written confirmation from trade union/worker representative(s) that there is opportunity for regular 1:1 open and two-way dialogue between line managers and their direct reports; that this dialogue exists separately to standard performance review processes; and that worker-manager working relationships are effective. This could also be supported by evidence of regular engagement survey that supports this; and/or in Organisation's KPI's.
- **Staff /Engagement Surveys:** Written confirmation from both management and trade union/worker representative(s) that an appropriate survey is regularly undertaken and can demonstrate that feedback is provided to workforce and actions created and implemented to address this.
- **Suggestions Schemes:** Written confirmation from both management and trade union/worker representatives that a scheme exists and examples provided of improvements made as a result.
- **Intranet/Online Platforms:** Written confirmation from both management and trade union/worker representatives that a scheme exists and examples provided of improvements made as a result.
- **Staff Forums / Networks:** Written confirmation from both management and trade union/worker representatives that network(s) and/or a forum exists, meets regularly, supports open dialogue and is action focussed. Examples of actions progressed should be provided.
- **Trade Union Recognition/ Collective Bargaining:** Copy of Recognition Agreement is provided.
- **Access is provided to trade unions / Pro union Membership attitude is demonstrated:** 1) Trade union(s) confirm that access is granted to recruit and organise members. And/or: 2) Workers are aware that the employer is happy for them to join a union of their choice (e.g through induction materials, clause in contract).
- **Joint Consultative Committee/s (JCC):** Written confirmation from both management and trade union/worker representative(s) that JCC/s exist and examples of issues covered.
- **European Works Councils (EWCs):** Papers from EWC demonstrating membership and active participation.

We will look forward to hearing from you with the required evidence.

Kind Regards

ScotZEB2 Team

Document removed as duplicated at Document 50.

EIR Document 52

From: [Redacted 11 (2)]<redacted@spt.co.uk> On Behalf Of [Redacted 11 (2)]
Sent: Tuesday, September 19, 2023 11:34 AM
To: ScotZEB2 <ScotZEB2@est.org.uk>; [Redacted 11 (2)]<redacted@spt.co.uk>; [Redacted 11 (2)]<redacted@spt.co.uk>; [Redacted 11 (2)]<redacted@dumgal.gov.uk>
Subject: RE: ScotZEB 2 Bid - Further Information Required

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning

I can confirm that I have circulated the email internally to the team for review and response.

Regards.

[Redacted 11 (2)]
Support Officer
T: [Redacted 11 (2)]
M: [Redacted 11 (2)]

EIR Document 53

From: [Redacted 11 (2)]<redacted@spt.co.uk>
Sent: Friday, September 29, 2023 3:34 PM
To: ScotZEB2 <ScotZEB2@est.org.uk>
Cc: [Redacted 11 (2)]<redacted@spt.co.uk>
Subject: FW: ScotZEB2 - Additional Data Request Documents
Importance: High

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Sir / Madam,

Further to your email dated 19 September 2023 advising us of the need for further supporting information to be submitted, we are pleased to provide additional evidence to support our initial ScotZeb2 bid. Each request is taken in turn, with supporting evidence provided in the above zip files attached to this email.

Public Subsidy

Please see the below table for more information.

Table 1: Public Subsidy Overview

Organisation	Public Subsidy	Funder	Notes
Strathclyde Partnership for Transport (SPT)	N/A	N/A	SPT is a public body that is funded through a combination of funding streams. Further information can be found in the 'SPT Budget Book 2023/24' document. As outlined within our initial application, SPT provide socially necessary bus services whenever the current commercial market fails to do so. All services comply with Public Subsidy and State Aid legislation.
Coalfields Community Transport (CCT)	[Redacted 10(5)(e)]	SPT	See 'Coalfields Community Transport – Public Subsidy & Living Wage Information Letter' document for confirmation.
	[Redacted 10(5)(e)]	SPT	
	Total: [Redacted 10(5)(e)]		
North Ayrshire Transport Association (NATA)	[Redacted 10(5)(e)]	SPT	See 'North Area Transport Association – Public Subsidy Information Letter' document for confirmation.
	[Redacted 10(5)(e)]	SPT	
	[Redacted 10(5)(e)]	SPT	
	[Redacted 10(5)(e)]	SPT	

	[Redacted 10(5)(e)]	SPT	
	Total: [Redacted 10(5)(e)]		
South Ayrshire Community Transport (SACT)	[Redacted 10(5)(e)]	SPT	See 'South Ayrshire Community Transport – ScotZeb Request' document for confirmation.
	[Redacted 10(5)(e)]	Energy Saving Trust (EST)	
	[Redacted 10(5)(e)]	Transport Scotland	
	Total: [Redacted 10(5)(e)]		

Living Wage

The below table represents the lowest paid grades within SPT, providing evidence that they all pay more than the living wage.

Table 2: SPT Hourly Rates of Lowest Paid Grades

Grade	Annual Salary	Hourly Rate	Staff Grouping
AGRD10	£20,666.00	£11.3238	APT&C
SD01	£25,666.00	£12.6558	Subway – Operations
SD02	£30,427.00	£15.0035	Subway – Operations
IA01	£24,345.00	£13.3397	Subway – Infrastructure
IA02	£26,871.00	£14.7238	Subway – Infrastructure

It should also be noted that above rates will increase once the COSLA Local Government Pay Settlement is approved for the 2023/24 financial year. See the following documents for confirmation of this information:

- SPT – APTC Salary Scales 20March2023_1
- SPT – RPI Conditions of Services 28Nov2022
- SPT – Subway Station Staff Conditions of Services 28Nov2022

Please see the below table for more information on the other consortium members.

Table 3: Other Consortium Members Living Wage Information

Organisation	Accreditation	Notes
Coalfields Community Transport (CCT)	Living Wage Employer	See 'Coalfields Community Transport SCIO 2022 Signed Accounts' and 'Coalfields Community Transport – Public Subsidy & Living Wage Information Letter' documents for confirmation.
North Ayrshire Transport Association (NATA)	Living Wage Employer	See '07881 North Area Transport Association - North Area Transport Association - Dept 1 Wages Statement 30-09-2023_Redacted' document for confirmation.
South Ayrshire Community Transport (SACT)	Living Wage Employer	See 'South Ayrshire Community Transport Accredited Employer Letter' document for confirmation.

Workers Voice

Please see the attached zip file (containing 'ScotZEB2 Workers Voice Letter' and supporting appendices) for more information.

I hope that the above information fulfils your request, but please do not hesitate to get in touch if you require additional information.

Kind Regards,

[Redacted 11 (2)]

[Redacted 11 (2)]

Head of Bus Strategy & Delivery

t [Redacted 11 (2)]

COALFIELD COMMUNITY TRANSPORT SCIO

TRUSTEES' REPORT AND FINANCIAL STATEMENTS FOR THE

YEAR ENDED 31 MARCH 2022

Scottish Charity No. : SC032515

COALFIELD COMMUNITY TRANSPORT SCIO

CHARITY INFORMATION

Trustees	[Redacted 11 (2)] [Redacted 11 (2)] [Redacted 11 (2)] [Redacted 11 (2)] [Redacted 11 (2)]
Charity number	SC032515
Principal office	Block 4 Caponacre Road Caponacre Cumnock KA18 1SH
Independent auditor	JRD LLP Chartered Accountants and Registered Auditor 11 Portland Road Kilmarnock KA1 2BT
Business address	Block 4 Caponacre Road Caponacre Cumnock KA18 1SH
Bankers	Bank of Scotland PO Box 1000 BX21LB

COALFIELD COMMUNITY TRANSPORT SCIO

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COALFIELD COMMUNITY TRANSPORT SCIO

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2022

The trustees present their report and financial statements of the charity for the year ended 31 March 2022. The financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended) and the trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Chairperson's Statement

The 2021/22 financial year saw a steady increase in passenger usage of our services as we continue to work with covid restrictions.

Membership re-affiliations are being chased up as most groups have not yet began meeting again, however we have noted that many groups plan to meet within the next 6 months therefor we are predicting an increase in group use within the coming months.

Support grants received from Government bodies and funding levels remained at similar levels as the previous year **[Redacted 10(5)(e)]**.

Social work nursery services also completed a review. Funding has now also transferred to the service level agreement with ongoing monitoring of the project supported within the current SLA arrangement's. Vehicle responsibility remains with CCT in this regard and the Manager will look at vehicle replacement next financial year as the agreement is no longer under annual review and the vehicle is beginning to show its age.

Staff Reorganisation took place within the year, key staff will undergo further training which will support the organisation to expand services and operate with a greater volume of vehicles and work to ensure this is fully supported. A commitment to an in-house full-time trainer has been agreed which will support the expansion of the training agency and beyond into other projects and link in with other projects and organisation's in the authority.

[Redacted 10(5)(e)]

Structure, Governance and Management

Recruitment and Appointment of Trustees

This is carried out in conjunction with the constitution - the existing trustees may at any time appoint anyone to be a trustee up to a maximum of 5.

Induction and Training of Trustees

The charity has a trustees' induction pack, which is presented to each new trustee. This identifies the role and responsibilities of the trustee: copies of previous minutes and reports for information: a copy of the most recent business plan and a summary of the charity's activities.

Organisational Structure

The Board of Trustees is responsible for policy decisions and ensuring that the charity operates within its constitution. Regular Board meetings are held to effect policy decisions.

The charity operates a hierarchical management structure in line with Board policy requirements.

The Key Management Personnel during the financial year and preceding financial year were:

Executive Manager
Transport Manager

[Redacted 11 (2)]
[Redacted 11 (2)]

COALFIELD COMMUNITY TRANSPORT SCIO

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2022

Pay Policy for Senior Staff

The pay of senior staff is reviewed annually by the Board with reference to pay scales for similar organisations within the sector.

Related Parties and Transactions with Trustees/Key Management Personnel

Expenses paid to trustees are disclosed at note 4 to the financial statements. There were no related party transactions, with either trustees or Key Management Personnel, with the exception of the relationship between two trustees and a principal funder. These are elected councillors of East Ayrshire Council but serve as trustees of the charity solely as individuals and not as representatives of that funder. Related party transactions in respect of Key Management Personnel are detailed at note 4 to the financial statements.

Risk Management

Health and Safety policies and risk assessments are accessible online and available on request. All issues, industry changes and information are held in the organisations online account and updated as and when required. The lack of a suitable reserve fund was previously a concern, although this area has been developed over the past year (refer to reserves policy section below). The current pandemic (refer to note 17 of the financial statements) is obviously an additional significant factor that the Board and Key Management Personnel have given particular attention to since the year end.

Objectives and Activities

Principal Aims

The charity's objectives are to provide community transport services within the East Ayrshire and environs, who have need because of age, disability or poverty, and in particular but not so as to limit the generality of the forgoing to:

- Provide and maintain non-profit community transport services.
- Assist the charitable work of organisations and bodies engaged in promoting the relief of such persons through the provision of appropriate services.

The organisation's overarching aim is to deliver, promote and support high quality accessible passenger transport services in East Ayrshire.

Objectives for the year

- Continue to increase membership of group transport users in East Ayrshire.
- Continue to increase membership of the Dayhopper Club.
- Recruit more volunteer drivers.
- Continue to seek opportunities to replace minibuses.
- Reduce carbon emissions.
- Continue to develop D1 & Midas training.
- Seek out opportunities for alternative funding streams
- Seek guidance on operating licence and our trading arm to continue operating under the S19 permit system due to department of Transport announcement of a change in regulation.

Achievements and Performance

Achievements this year include acquiring another bus and funding to support the day care services to East Ayrshire Council and stabilising the Netherthird Nursery runs to be included in the SLA to ensure the service is delivered as required by the client.

The organisation experienced a notable increase in numbers as restrictions begin to lift. We have covered 121,122 miles in the year to 100 groups and 330 members supporting 13,300 social service users and 9200 CCT members.

Midas and pats training has remained low in take-up in the year, however future plans and opportunities have been agreed which will see developed training and services, which will increase training outcomes.

COALFIELD COMMUNITY TRANSPORTSCO

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2022

The board feels that all key objectives and Covid planning has been satisfactorily achieved and risks mitigated.

COALFIELD COMMUNITY TRANSPORT SCIO

TRUSTEES ' REPORT

FOR THE YEAR ENDED 31 MARCH 2022

Financial Review

Reserves Policy and Going Concern

[Redacted 10(5)(e)] At the balance sheet date, the overall unrestricted funds were **[Redacted 10(5)(e)]** However, this includes **[Redacted 10(5)(e)]**. Within unrestricted funds, a designated vehicle replacement fund of **[Redacted 10(5)(e)]** was brought forward at the end of the previous year with transfers of **[Redacted 10(5)(e)]**, taking into consideration vehicle expansion during the 2022/23 financial year. A designated property fund of **[Redacted 10(5)(e)]** was brought forward at the end of the previous year with **[Redacted 10(5)(e)]** being utilised during the year for roof repairs, with a transfer of **[Redacted 10(5)(e)]** from unrestricted general funds taking the balance to **[Redacted 10(5)(e)]** at the year-end. A designated contingency fund of **[Redacted 10(5)(e)]** was brought forward at the end of the previous year, with no further transfers during the year. A designated training fund was established during the year with a transfer of **[Redacted 10(5)(e)]** from unrestricted general funds and with **[Redacted 10(5)(e)]** being utilised during the year on mandatory driver training to leave a balance of **[Redacted 10(5)(e)]** at the year-end. This leaves unrestricted general funds of **[Redacted 10(5)(e)]** representing the charity's working capital. The overall unrestricted funds (excluding the designated capital fund) total **[Redacted 10(5)(e)]**. Taking into consideration current economic uncertainty, existing and planned property and vehicle commitments, increased fuel and other running costs, the trustees consider that adequate resources continue to be available to fund activities for the foreseeable future and are of the view that the charity continues to be a going concern.

Principal Funding Sources

Principal funders during the year were East Ayrshire Council and Strathclyde Partnership for Transport.

Future Plans

We have had to adapt, as with all third sector and commercial entities, due to the restrictions imposed by the pandemic and we will continue to monitor developments to ensure compliance with government guidelines.

Continuation of training of D1, Driver CPC, Midas and Passenger Assistant training will be priorities in the coming year for the Transport manager and Trainer to be able to train our own staff and offer this to outside organisations and as an additional funding stream.

The organisation will continue to seek opportunities of subsidised scheduled services through SPT. The project will continue to seek capital replacement of minibuses and garage equipment. The project **will** continue to make applications to charitable bodies.

The project is looking at widening the support to the community by working in partnership with other public and third sector bodies in the East Ayrshire area.

Review of Financial Year

The excess of income over expenditure for the year was **[Redacted 10(5)(e)]** (2021: **[Redacted 10(5)(e)]**). The overall result for 2021/22 is after the impact of depreciation totalling **[Redacted 10(5)(e)]**. The operational result, detailed at the income and expenditure account at page 15 of the financial statements, represent a surplus **[Redacted 10(5)(e)]** (2021: **[Redacted 10(5)(e)]**). An analysis of the statement of financial activities is included at note 19 to the financial statements. This details the restricted and unrestricted funds and related income sources. The total funds carried forward at 31 March 2022 were **[Redacted 10(5)(e)]** (2021: **[Redacted 10(5)(e)]**) as detailed above.

Legal and Administrative Information

Charity Information

COALFIELD COMMUNITY TRANSPORT SCIO

The Scottish Charity reference, contact information and other administrative details are shown on the foregoing charity information schedule.

COALFIELD COMMUNITY TRANSPORT SCIO

TRUSTEES ' REPORT

FOR THE YEAR ENDED 31 MARCH 2022

Constitution

The charity previously operated as a company limited by guarantee (SC226547) and converted to a SCIO on 23 October 2017. A copy of the constitution, which deals with the appointment and removal of trustees, the charity's aims and objectives and other matters is available from the trustees at the principal office.

Board of Trustees

The following trustees served throughout the financial period unless otherwise noted:

[Redacted 11 (2)]

[Redacted 11 (2)]

[Redacted 11 (2)]

[Redacted 11 (2)]

[Redacted 11 (2)]

There have been no Board changes since the balance sheet date. In accordance with the constitution, W. Crawford and G. Dunn, stand for re-election at the forthcoming AGM. The trustees are also the only members of the SCIO in accordance with the constitution.

Auditor

JRD LLP was re-appointed as auditor for the charity at the last AGM on 2 December, 2021.

Statement of Trustees' Responsibilities

The trustees are required to prepare accounts for each financial period which show a true and fair view of the state of affairs of the charity and of the surplus or deficit for that period, which have been properly prepared from and are in agreement with the accounting records and which comply with relevant disclosure regulations. In preparing these accounts, the trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Follow applicable accounting standards subject to any material departures disclosed and explained in the accounts; and
- Prepare the accounts on a going concern basis unless it is inappropriate to presume that the organisation will continue its activities.

The trustees are required to act in accordance with the constitution and within the framework of relevant charity legislation. They are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the charity's financial position, and to enable them to ensure that the accounts comply with the applicable requirements of the following:

- Charities and Trustee Investment (Scotland) Act 2005.
- Charities Accounts (Scotland) Regulations 2006.
- Statement of Recommended Practice -Accounting By Charities ('SORP 2019').

The trustees have the responsibility for taking reasonable steps to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.

Approved by the Board of Trustees on 10 November, 2022 and signed on its behalf by:

[Redacted
11 (2)]

Trustee

INDEPENDENT AUDITOR'S REPORT

Opinion

We have audited the financial statements of Coalfield Community Transport SCIO ('the SCIO') for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cashflows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the SCIO's affairs as at 31 March 2022 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the SCIO in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and the provisions available for small entities, in the circumstances set out in note 6 to the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustee's use of the going concern basis of accounting in the preparation of the financial statements is appropriate. Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial **statements are authorised for issue**.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated **in our report, we do not express any form of assurance conclusion thereon**.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the SCIO and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Charities and Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended) require us to report to you if, **in our opinion**:

- adequate and proper accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- **the financial statements are not in agreement with the accounting records and returns; or**
- **certain disclosures of trustees' remuneration specified by law are not made; or**
- **we have not received all the information and explanations we require for our audit; or**

INDEPENDENT AUDITOR'S REPORT

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page IV of the trustees' report, the trustees (who are also the only members of the SCIO) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the SCIO's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the SCIO or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and report in accordance with regulations made under those Acts.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will **always detect a material misstatement when it exists**. **Misstatements can arise from fraud or error and are considered** material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud are detailed below:

We identified and assessed the risks of material misstatement of the financial statements from irregularities, whether due to fraud or error, and also considered our competence and skills to recognise non-compliance with laws and regulations applicable to the SCIO. We discussed these matters within our audit team and also with the trustees. We then designed and performed audit procedures responsive to those risks, including obtaining audit evidence sufficient and appropriate to **provide a basis for our opinion**.

We obtained an understanding of the legal and regulatory frameworks within which the charity operates, focusing on those laws and regulations that have a direct effect on the determination of material amounts and disclosures in the financial statements. The laws and regulations we considered in this context were the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Charities and Trustee Investment (Scotland) Act 2005 together with the Charities SORP and FRS102. We assessed the required compliance with these laws and regulations as part of our audit procedures on the related financial statement items.

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which might be fundamental to the SCIO's ability to operate or to avoid a material penalty. We also considered the opportunities and incentives that may exist within the SCIO for fraud. The laws and regulations we considered were General Data Protection Regulation, Health & Safety legislation, including the impact of the Coronavirus (COVID-19) pandemic, Disclosure Scotland related matters and relevant employment and pensions legislation.

Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the trustees and other management and inspection of regulatory and legal correspondence, if any.

In assessing the susceptibility of the financial statements to material misstatement, our audit procedures to respond to these risks included:

- enquiries of management about their own identification and assessment of the risks of irregularities, including fraud;
- **sample testing on transactions and review of journal entries, including large/unusual transactions and those outside the normal course of business;**
- reviewing correspondence with both funders and regulators;
- reading minutes of meetings of those charged with governance;
- review of the internal controls in place to mitigate the risk of material misstatement from irregularities, including fraud;
- carrying out analytical procedures to identify unusual or unexpected fluctuations;

We identified the greatest risk of material impact on the financial statements from irregularities, including fraud, to be within the allocation of income and expenditure between restricted and unrestricted funds, revenue recognition and cut-off and potential funding clawbacks.

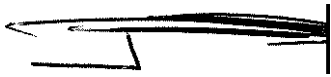
INDEPENDENT AUDITOR'S REPORT

Due to the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the SCIO's members, as a body, in accordance with Regulation 10 of the Charities Accounts (Scotland) Regulations 2006 (as amended). Our audit work has been undertaken so that we might state to the SCIO's members and trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the SCIO, the SCIO's members as a body and the SCIO's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



LP.

**JRD LLP (Statutory Auditor)
Chartered Accountants
Registered Auditor**

17 November, 2022

11 Portland Road Kilmarnock

KA1 2BT

JRD LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

[Redacted 10(5)(e)]

COALFIELD COMMUNITY TRANSPORT SCIO

[Redacted 10(5)(e)]

[Redacted 11 (2)]

Trustee

COALFIELD COMMUNITY TRANSPORT SCIO

[Redacted 10(5)(e)]



1 Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the prior year.

(a) Basis of preparation

The financial statements are presented in sterling (£) and have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). Coalfield Community Transport SCIO meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

(b) Preparation of accounts on a going concern basis

The financial statements have been prepared on a going concern basis which assumes that the charity **will** continue to operate for a period of 12 months from the date of approval by the Board. The charity is reliant on external grant funding and, while the trustees have no reason to believe that such funding will not continue, the charity's ability to continue in business is dependent on being successful in attracting such funding. The Coronavirus (COVID-19) pandemic still has an impact on the charity (see note 17), although we are now returning to 'normality'. The Trustees' Report contains details of the charity's current reserves policy, which considers both the pandemic impact and the current general economic uncertainty.

(c) Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds which have been set aside at the discretion of the trustees for specific purposes.

Restricted funds are subject to restrictions on their expenditure imposed by the donor or grantor.

Transfers between funds are made at the discretion of the trustees taking into consideration any restrictions imposed on funds.

(d) Income

All income is included in the statement of financial activities when the charity is entitled to the income, the amount can be quantified with reasonable accuracy and it is probable that the income will be received. The following specific policies are applied to particular categories of income:

Income from donations & legacies is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a special performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

Investment income is included when received.

Income from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

(e) Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

COALFIELD COMMUNITY TRANSPORT SCIO

Governance costs includes those costs associated with meeting the constitutional and statutory requirements of the charity and include the auditor's fees and costs linked to the strategic management of the charity which are voluntary other than trustees' travelling expenses reimbursed. Although disclosed separately at note 19 governance costs now form part of charitable expenditure (page 3) under the current SORP.

1 Accounting policies (continued)

(l) Fixed assets

Fixed assets (excluding investments) are stated at cost less accumulated depreciation. Minor additions costing below £500 are not capitalised.

Depreciation is provided at the following annual rates calculated to write off the cost of each asset over its expected useful life which take into consideration expected residual values in accordance with FRS102.

- Computer equipment over 4 years on a straight line basis
- Fixtures & fittings over 7 years on a straight line basis
- Motor vehicles over 6-10 years on a straight line basis

(g) Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the profit and loss account on a straight line basis over the period of the lease.

(h) Pension costs and other post-retirement benefits

The charity operates a defined contribution scheme for the benefit of its employees. The cost of contributions are charged to the Income & Expenditure account when incurred.

(i) Other basic financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

o) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

(k) Debtors

Short term debtors are measured at transaction price, less any impairment.

(l) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

(m) Deferred income

Grants received in advance of the associated work being carried out are deferred only when the donor has imposed preconditions on the expenditure of resources.

(o) Impairments

Assets not measured at fair value are reviewed for any indication that the asset may be impaired at each balance sheet date. If such indication exists, the recoverable amount of the asset, or the asset's cash generating unit, is estimated and compared to the carrying amount. Where the carrying amount exceeds its recoverable amount, an impairment loss is recognised in profit or loss unless the asset is carried at a revalued amount where the impairment loss is a revaluation decrease.

2 Staff costs and numbers

	2022	2021
	£	£
Wages and salaries	[Redacted 10(5)(e)]	[Redacted 10(5)(e)]
National insurance	[Redacted 10(5)(e)]	[Redacted 10(5)(e)]

10(5)(e)]

Pension costs

[Redacted 10(5)(e)] [Redacted
10(5)(e)]
—[Redacted 10(5)(e)]

The number of employees during the year was 25 (2021: 19) on a headcount basis. No employee received emoluments in excess of £60,000.

The charity's key management personnel are detailed in the Trustees' Report and their total employee benefits were [Redacted 10(5)(e)] (2021: [Redacted 10(5)(e)]).

[Redacted 10(5)(e)]

4 Trustee Remuneration and Related Party Transactions

Trustees are not remunerated but are reimbursed for expenses incurred. There were no expenses paid during the current or previous years to any trustees.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year. This is with the exception of two trustees' association with a principal funder (refer to Trustees' Report).

[Redacted 11 (2)], spouse of **[Redacted 11 (2)]**, Co ordinator, and **[Redacted 11 (2)]**, spouse of **[Redacted 11 (2)]**, Transport Manager, were employed by the charity during the year and received emoluments of £9,067 and £12,608 respectively. All staff salaries are approved by the Board.

5 Taxation

The SCIO is a registered Scottish charity and no corporation tax liability arises. The SCIO is VAT registered.

6 Auditor's Remuneration

The auditor's remuneration for the year was £5,000 (2021: £5,000) for audit services and £3,725 (2021: £2,850) for non-audit services.

[Redacted 10(5)(e)]

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

7 Fixed asset investments

	Shares in group undertakings and participating interests
Cost	£
At 1 April 2021 & 31 March 2022	1

Holdings of more than 20%

The SCIO holds more than 20% of the share capital of the following companies:

Company	Country of registration or incorporation	Shares held Class	%
Participating interests			
Thistle Transport (Scotland) Ltd.	Scotland	Ordinary	100

The aggregate amount of capital and reserves and the results of these undertakings for the last completed financial statements were as follows:

	Capital and reserves 2022	Result for the year 2022
	£	£
Thistle Transport (Scotland) Ltd.	1	1

This company has not traded since its incorporation on 17 January, 2008.

[Redacted 10(5)(e)]

[Redacted 10(5)(e)]

11 Pension commitments

The charity operates a qualifying scheme under the workplace pensions legislation in respect of eligible employees who choose not to opt out.

[Redacted 10(5)(e)]

Restricted Funds

Early Years Project

This fund represents specific transport activity involving 2 staff posts and use of 1 vehicle on *average*. In addition, there is an allocation of training, development, management and administration in relation to the direct activity costs plus only specific overheads.

Social Care Project

This fund represents specific transport activity involving 9 staff posts and use of 8 vehicles on average. In addition, there is an allocation of training, development, management and administration in relation to the direct activity costs plus only specific overheads.

Unrestricted General Funds

Core funding from our principal funders is regarded by the trustees as unrestricted income, funding the service generally and not specific projects or activities. This also includes other income derived from direct charitable activities.

Designated Funds

Designated Capital Fund - this represents the value of fixed assets, which have been separated to distinguish these from actual cash funds.

Other Designated Funds - the trustees have set aside funds to cover future vehicle replacement, property commitments and general contingencies. The majority of the vehicle replacement fund was spent during the year for a new electric bus. Other reserves are considered to be appropriate in relation to the charity's activities.

14 Reconciliation of net movement in funds to net cash flow from operating activities

	2022 £	2021 £
Net movement in funds	[Redacted 10(5)(e)]	[Redacted 10(5)(e)]
Add back depreciation charge	[Redacted 10(5)(e)]	[Redacted 10(5)(e)]
Deduct movement in deferred income		[Redacted 10(5)(e)]
Deduct gains/ Add back losses on fixed assets		[Redacted 10(5)(e)]
(Increase)/Decrease in debtors	[Redacted 10(5)(e)]	[Redacted 10(5)(e)]
Increase/(Decrease) in creditors	[Redacted 10(5)(e)]	[Redacted 10(5)(e)]
Net cash used in operating activities		<u>[Redacted 10(5)(e)]</u>

15 Analysis of cash and cash equivalents

	2022 £	2021 £
Cash in hand	[Redacted 10(5)(e)]	[Redacted 10(5)(e)]
Cash at bank	[Redacted 10(5)(e)]	[Redacted 10(5)(e)]
Overdraft facility repayable on demand		[Redacted 10(5)(e)]
Total cash and cash equivalents		<u>[Redacted 10(5)(e)]</u>

16 Analysis of changes in net debt

	At		
	01.04.21	Cashflows	Debt Ageing At 31.03.22
Cash in hand	[Redacted 10(5)(e)]	[Redacted 10(5)(e)]	[Redacted 10(5)(e)]
Cash at bank	[Redacted 10(5)(e)]	[Redacted 10(5)(e)]	[Redacted 10(5)(e)]
Overdraft facility payable on demand			[Redacted 10(5)(e)]
			<u>[Redacted 10(5)(e)] [Redacted 10(5)(e)] [Redacted 10(5)(e)]</u>
Loans falling due within one year	[Redacted 10(5)(e)]	[Redacted 10(5)(e)]	
Loans falling due after more than one year	[Redacted 10(5)(e)]		
Finance lease obligations			[Redacted 10(5)(e)]
			<u>[Redacted 10(5)(e)] [Redacted 10(5)(e)]</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE
YEAR ENDED 31 MARCH 2022
17 Coronavirus (COVID-19) Pandemic

COVID-19 was given pandemic status by the WHO on 11 March 2020 and the Board has carefully considered the impact of this on the charity's financial statements. No changes to the basis of accounting or accounting adjustments are considered to be appropriate on the basis of our COVID-19 review, actions and known outcomes at the date of approval of the financial statements. There remains some uncertainty due to the ongoing pandemic impact and this is reflected in the charity's reserves policy.

[Redacted 10(5)(e)]

[Redacted 10(5)(e)]

[Redacted 10(5)(e)]

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EIR Document 55

Information duplicated at document 75.

EIR Document 56

South Ayrshire Community Transport
27-29 Crown Street
Ayr KA8 8AG

Dear [Redacted 11 (2)]

Living Wage Employer Accreditation 2022

Dec 8, 2022

We are delighted to confirm that you have been accredited as a Living Wage Employer by the Living Wage Foundation. This letter confirms that from 2 November 2022, South Ayrshire Community Transport meets the standards set by Citizens UK and the Living Wage Foundation by signing the 'UK Living Wage Employer' license agreement. The accreditation is valid for one year. South Ayrshire Community Transport is listed on the Living Wage website as an accredited Living Wage Employer.
The real Living Wage

The real Living Wage is the only UK wage rate that is voluntarily paid by organisations and businesses who believe their staff deserve a fair day's pay for a hard day's work. Our employers pay the real Living Wage which is higher than the government minimum- they also make sure all their employees in London receive the London Living Wage.

The campaign for a Living Wage was started by Citizens UK - the national home of community organising - in 2001. Together with communities and activists across the country we have been campaigning since - to ensure that everyone can earn a real Living Wage that meets the cost of living, not just the government minimum. In 2016 the government introduced the National Living Wage - while we at the Living Wage Foundation welcome this pay rise for low-paid workers, it is not a Living Wage as it is not calculated based on actual living costs.

Over 250,000 employees have received a pay rise as a result of the Living Wage campaign and we enjoy cross-party support. More information can be seen at: <https://www.livingwage.org.uk>

Living Wage Employers' Commitments

As a Living Wage Employer, South Ayrshire Community Transport has committed to:

1. Pay the real UK or London Living Wage (as appropriate) to all of their directly employed staff over the age of 18.
2. Ensure all their third-party contracted and sub-contracted regular, on-site staff are paid the real UK or London Living Wage (as appropriate).
3. Increase the wages of these employees and contracted staff to the Living Wage, if appropriate, within six months of any rise in the calculated Living Wage rates.

This letter may be submitted to demonstrate South Ayrshire Community Transport's Living Wage accreditation for the time period stated above. Living Wage Employers renew their commitment annually.

Yours sincerely,

[Redacted 11 (2)]

Assistant Director, Living Wage Foundation

EIR Document 57

SCOTTISH COUNCIL FOR LOCAL AUTHORITY SERVICES: APT&C SERVICES

EXISTING SCP	SALARY (w/e 01/04/2020)	SALARY (w/e 01/04/2021)	SALARY (w/e 01/04/2022)	GRADE
10	17760	18610	20666	A
11	18199	19049	21105	A
12	18610	19460	21516	A
13	18929	19779	21835	A
14	19269	20119	22175	A
15	19698	20548	22526	A
16	20132	20982	22960	B
17	20511	21361	23339	B
18	21042	21892	23870	B
19	21559	22409	24387	C
20	22129	22979	24957	C
21	22735	23585	25563	C
22	23302	24152	26130	C
23	23946	24796	26774	C
24	24697	25547	27525	C
25	25439	25948	27926	C
26	26236	26761	28739	C
31	30815	31431	33409	D
32	31709	32343	34321	D
33	32624	33276	35254	D
34	33530	34201	36179	D
35	34198	34882	36860	D
36	35065	35766	37744	D
37	36052	36773	38751	D
38	37093	37835	39813	D
39	38250	39015	40993	D
40	39216	40000	42000	E
41	40224	40626	42657	E
42	41256	41669	43752	E
43	42251	42674	44808	E
44	43274	43707	45892	E
45	44246	44688	46922	E

SCOTTISH COUNCIL FOR LOCAL AUTHORITY SERVICES: APT&C SERVICES (CONTINUED)

EXISTING SCP	SALARY (w/e 01/04/2020)	SALARY (w/e 01/04/2021)	SALARY (w/e 01/04/2022)	GRADE
46	45267	45720	48006	F
47	46285	46748	49085	F
48	47421	47895	50290	F
49	48505	48990	51440	F
50	49579	50075	52579	F
51	50704	51211	53772	F
54	54311	54854	57597	G
55	55597	56153	58961	G
56	56899	57468	60341	G
57	58247	58829	61770	G
58	59670	60267	63280	G
59	61081	61692	64777	G
60	62495	63120	66276	G
61	63908	64547	67774	G
62	65326	65979	69278	G
63	66844	67512	70888	G
64	68400	69084	72538	G
65	70048	70748	74285	G

SCOTTISH COUNCIL FOR LOCAL AUTHORITY SERVICES: APT&C SERVICES (CONTINUED)

EXISTING SCP	SALARY (w/e 01/04/2020)	SALARY (w/e 01/04/2021)	SALARY (w/e 01/04/2022)	GRADE
15	19698	20548	22526	AP1
16	20132	20982	22960	AP1
17	20511	21361	23339	AP1
18	21042	21892	23870	AP1
19	21559	22409	24387	AP2
20	22129	22979	24957	AP2
21	22735	23585	25563	AP2
22	23302	24152	26130	AP2
23	23946	24796	26774	AP3
24	24697	25547	27525	AP3
25	25439	25948	27926	AP3
26	26236	26761	28739	AP3
27	27060	27601	29579	AP4
28	27916	28474	30452	AP4
29	28981	29561	31539	AP4
30	29912	30510	32488	AP4
31	30815	31431	33409	AP5
32	31709	32343	34321	AP5
33	32624	33276	35254	AP5
34	33530	34201	36179	AP5

TECHNICAL GRADES:

EXISTING SCP	SALARY (w/e 01/04/2020)	SALARY (w/e 01/04/2021)	SALARY (w/e 01/04/2022)	GRADE
13	18929	19779	21835	Tech1
14	19269	20119	22175	Tech1
15	19698	20548	22526	Tech1
16	20132	20982	22960	Tech1
17	20511	21361	23339	Tech2
18	21042	21892	23870	Tech2
19	21559	22409	24387	Tech2
20	22129	22979	24957	Tech2
21	22735	23585	25563	Tech2
22	23302	24152	26130	Tech3
23	23946	24796	26774	Tech3
24	24697	25547	27525	Tech3
25	25439	25948	27926	Tech3
26	26236	26761	28739	Tech3

North Area Transport Association - Dept 1	Gross Pay	Net Adjust	Net Pay	-----National Insurance-----			Tax	Pension	Employee Loan	Student	PostGrad	S.S.P.	Holiday Pay	Other Stat
				Employee	Employer	Total NI								
North Area Transport Association - Dept 1														
Gross Payment	0.00													
07880018 [Redacted 11 (2)]														
Basic Hourly Rate P609009b	11.20													
07880028 [Redacted 11 (2)]														
Basic Hourly Rate P609009b	11.20													
Gross Payment	0.00													
07880040 [Redacted 11 (2)]														
Basic Hourly Rate P609009b	11.20													
Gross Payment	0.00													
07880076 [Redacted 11 (2)]														
Sessional hourly rate	11.20													
07880083 [Redacted 11 (2)]														
Sessional hourly rate	11.20													
0788008 [Redacted 11 (2)]														
Sessional hourly rate	11.20													
07880088 [Redacted 11 (2)]														
Basic Hourly Rate P609009b	12.70													
Gross Payment	0.00													
07880089 [Redacted 11 (2)]														
Basic Hourly Rate P609009b	11.20													
Gross Payment	0.00													
07880001 [Redacted 11 (2)]														
Sessional hourly rate	11.20													
07880002 [Redacted 11 (2)]														

Total for North Area Transport Association - Dept 1	Gross Pay	Net Adjust	Net Pay	-----National Insurance-----			Tax	Pension	Employee Loan	Student	PostGrad	S.S.P.	Holiday Pay	Other Stat
				Employee	Employer	Total NI								
Total for North Area Transport Association - Dept 1														
Overall Totals for North Area Transport Association														

EIR Document 59

STRATHCLYDE PARTNERSHIP FOR TRANSPORT CONDITIONS OF SERVICE

RPI STAFF (MANUAL WORKERS)

Please note that if a copy of this document is downloaded and saved, it may become inaccurate and the hyperlinks contained within it may not work. Reference should be made at all times to the Information Library and Staff Policies Register on the employee intranet. Further information can be obtained from the HR Department.

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M1	REMUNERATION (INCLUDING HOURS OF WORK, SHIFT AND JOB RELATED ALLOWANCES)
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M1.3	M1.5 Working Hours – Patterns of Work Salary Rates, Allowances etc Payment of
M1.6	M1.7 Salaries / Overtime Public Holiday Payments
M1.8	British Summer Time Clock Changes Call Out Payments
M2	LEAVE
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M3	ABSENCE
M3.1	Sick Pay Scheme
M4	EMPLOYMENT POLICIES AND PROCEDURES
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SECTION M1 - REMUNERATION

ESTABLISHED POSTS	M1.1
WORKING HOURS/PATTERNS OF WORK	M1.2
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PUBLIC HOLIDAYS PAYMENTS	M1.6
BRITISH SUMMER TIME CLOCK CHANGES	M1.7

RPI (MANUAL WORKERS) – ESTABLISHED POSTS

Established Posts within Group	Grade	Basic Hours	Safety Critical Post (*if Minerva standard applies)
Infrastructure Assistant	IA01	38	Y
Infrastructure Assistant (Battery Loco Driver)	IA02	38	Y

WORKING HOURS/PATTERNS OF WORK

Please follow link to view [current shift patterns](#).

SALARY RATES

**INFRASTRUCTURE ASSISTANTS (IA01/02) RATES OF PAY
RPI (MANUAL WORKERS)**

	Basic Rate 01/04/2021	Basic Rate 01/04/2022
Infrastructure Assistant (IA01)	£22,367	£24,345
Infrastructure Assistant (IA02)	£24,893	£26,871

MISCELLANEOUS ALLOWANCES

No additional allowances attached to these posts.

‘ACTING-UP’ PAYMENT ARRANGEMENTS FOR INFRASTRUCTURE ASSISTANT (IA02)

In the absence of the Infrastructure Technician it is seen as part of the Infrastructure Assistant’s (IA02) responsibility to ‘act-up’ as Infrastructure Technician. Shift Service Delivery Managers will determine when operationally this requirement is necessary and authorise payment accordingly.

‘Acting-up’ allowance will be paid per completed shift with no qualifying period. The rate of pay will be the difference between the Infrastructure Assistant (IA02) basic rate and spinal point 24 of the Infrastructure Technician rate, TG3/4. The difference between the Infrastructure Assistant’s (IA02) night shift allowance and the Infrastructure Technician’s night shift allowance will also be paid for each shift competed up to five shifts per week.

During such periods of ‘acting-up’ any public holidays, annual holidays taken will be paid at the Infrastructure Assistant’s (IA02) own rate of pay.

PAYMENT OF SALARIES

OVERTIME

An employee will be expected to work overtime when called upon by their Manager, but will not be compelled to, unless a requirement for overtime working is an expressed condition of their appointment. Where the opportunity to extend the Sunday shift by up to two hours arises, staff will be required to work overtime when reasonably requested. In all cases of overtime which can be determined in advance a minimum period of twenty-four hours notice will be given unless the employee concerned is prepared to waive their right to notice.

Where overtime is voluntary, once it is allocated and accepted there is a requirement on the employee to undertake the work.

Overtime After Night Shift	Time plus Half only i.e. no Time plus 23% for Night Shift
Basic Overtime	Monday to Friday - Time plus Half Saturday - Time plus Half Sunday - Double Time
Extra Shift	Week Night - Time plus Half Saturday to Sunday - Time plus half to midnight, Double Time to midnight, Time plus Half thereafter.
Night Shift	Attendance hours at overtime rate plus a third of attendance hours at O/T rate. Midnight Saturday to Midnight Sunday - Double time (Attendance hours at overtime rate plus premium hours at O/T rate). Midnight Friday to midnight Saturday - Time and Half plus a third. (Attendance hours at overtime rate plus Half attendance hours at O/T rate plus a 23% attendance hours at O/T rate).

PUBLIC HOLIDAY PAYMENTS

Following 2012 restructure and agreement with Trade Unions, when rostered to work on a public holiday, you are required to do so unless agreed by your Supervisor/Line Manager.

The following applies to Public Holiday payment/working.

- There will be **no** premium payments for working on public holidays.
- Two of the pro-rated public holidays are allocated for Christmas Day and New Years Day on which RPI employees currently may not be required to work. If rostered to work on a day the Subway is closed, staff will have a days leave deducted from their allowance.
- Payment for the remaining pro-rated public holidays where an employee is rostered to work will be paid at basic rate with a day off in lieu i.e. no premium payment.
- If an employee works overtime on a public holiday, normal overtime rates will be paid.

BRITISH SUMMER TIME CLOCK CHANGES

The following conditions have been agreed between local management and shop stewards in relation to British Summer Time.

- A. SPRING - clock advance one hour normally at 02:00 hours on a Sunday morning.

Shift workers on shift when the clock changes will be relieved by the next shift at the normal relief time. As a result the night shift will have worked one hour less than normal. Payment will be on the basis of ACTUAL HOURS WORKED and no shift overlap will be required.

- B. AUTUMN - clocks go back one hour normally at 02:00 hours on Sunday morning.

Shift workers on shift when the clock changes will work the scheduled length of the shift. This will result in the night shift leaving one hour before the next shift reports for duty. Payment will be made on the basis of ACTUAL HOURS WORKED and the hour between one shift and the next will be uncovered.

PAYMENT FOR CALL OUT DUTY

1. Payment for Call Out Duty

For each call out a payment of two hours at plain time basic rate. Thereafter attendance hours paid at time plus half at fall-back overtime rate, Monday to Saturday and Double at fall-back overtime rate, Sundays.

2. Statutory Holidays

Operatives on stand-by call-out on a statutory holiday will receive double time at basic rate and be granted a shift off with pay at a later date whether or not called out on the Statutory Holiday.

3. Rest Period

There shall be guaranteed a rest period of eleven hours from the time of which the call-out duty is terminated. In practice this means the operative will receive his next shift off with normal rate of pay i.e. basic hours plus normal allowances. If next day would normally be a leave day then eight hours at basic rate would be payable without any allowances.

4. Rotating Operatives

A list will be compiled of operatives who volunteer to undertake call-out duties and the utmost endeavour will be exercised to ensure equity of treatment in the rotation of operatives called out to deal with emergencies.

There would be a replacement of volunteers from each Trade, who would be willing to attend emergency call-outs. A list of such volunteers contacted would attend such emergency.

SECTION M2 - LEAVE

LEAVE YEAR

For the purposes of these provisions the annual leave year is 1 January to 31 December. All leave should be taken within this period with the option however of carrying over up to five working days into the following year to be utilised at any time during that year. The number of days will be pro-rated for part-time staff, and those working shift patterns or cycles. All leave in excess of the above will normally be forfeited.

Employees may be allocated summer holidays in accordance with a roster.

If Annual Leave is taken on a Sunday when a longer shift is rostered, it will count as 1.25 day's leave taken.

LEAVE ENTITLEMENT

Annual leave allowance includes a Public Holiday allowance of 12 days pro rata per annum.

Following the Operations Restructure taking effect from 29 July 2012, annual leave entitlement for RPI employees will be as follows:

RECKONABLE SERVICE AT 31 DECEMBER	ANNUAL LEAVE
Under one year (see below)	Proportionate to 33 days
1 - 5 years	33 days
Over 5 years	38 days

Completed Months of Continuous Service in Current Leave Year	33 Days	38 Days
1	3	3
2	5.5	6
3	8	9.5
4	11	13
5	14	16
6	16.5	19
7	19	22
8	22	25
9	25	28.5
10	27.5	32
11	30	35

A "complete month" means the periods between a date in one month and the immediately preceding date in the following month (e.g. 15 February to 14 March inclusive).

"Reckonable" service shall be assessed for the purpose of qualifying for entitlement to annual leave as all previous service with:-

any local authority or public authority listed in the Redundancy Payments (Continuity of Employment in Local Government, etc.) (Modification) Orders

Where an employee has entered or re-entered local government service and is in receipt of benefits under any occupational pension scheme service for annual leave purposes shall commence at the date of entry or re-entry into the local government services.

Annual Leave - Part-time Staff / Shift Workers/ Staff who work less than 5 days per Week

Annual Leave is calculated in terms of the number of days worked in the week as a proportion of the appropriate full-time table above e.g. contracted to work 3 days per week with 1-5 years' service - entitlement would be $\frac{3}{5}$ ths of 33 = 20 days.

Annual Leave – on leaving SPT

An employee leaving SPT before the end of the leave year will have their annual leave entitlement adjusted in proportion to the length of their service in that leave year. Employees should endeavour to use any outstanding annual leave prior to their leaving date. However, in exceptional circumstances, if this is not operationally possible, then the employee will be reimbursed payment for the outstanding annual leave, subject to prior approval by the Management.

Conversely, if an employee leaves their employment having taken more annual leave than their length of service for that leave year entitles them to, SPT will deduct payment for the extra number of days taken from the employees final monies.

Taking Of Annual Leave

Where an employee takes a week's annual leave during a week in which he is rostered to work only four days then only four days will be subtracted from his annual leave entitlement. The principle is that the taking of annual leave will only apply to any day on which he is rostered to work.

Annual Leave – Transferring Temporarily From One Shift to Another on a Voluntary Basis

- Any annual leave granted during a period of temporary transfer will be deducted from the employees annual leave entitlement in the normal manner
- Payment for such periods of annual leave will be at the appropriate rate of pay at the time the annual leave is taken.

PUBLIC HOLIDAYS

SPT recognises 12 public holidays, the allowance for which is consolidated into the annual leave allowance. When rostered to work on a public holiday you are required to do so unless agreed by your supervisor or manager. No additional payment shall be made in such circumstances. When the Subway is closed due to a public holiday, staff will have that day deducted from their leave allowance.

Management have the option to apply "Booking Off" arrangements on Christmas and New Year public holidays to meet the operational needs of the service. This option applies of all employees within this award body.

Part-time employees/ shift workers and employees who work less than five days or shifts per week entitlement to Public Holidays

Employees outlined above are entitled to the public holidays on a pro rata basis. This is consolidated with the annual leave allowance.

SECTION M3 - Absence

SICK PAY SCHEME

M3.1

Entitlement
Reporting Procedures

SICK PAY SCHEME

Entitlement

The medical examination which employees receive on entering the service also serves for entry to the Sick Pay.

Payment for absence due to sickness or industrial injury will be made at the basic hourly rate and will include contractual shift allowance payments. Whilst there is now no separate rate for industrial injury, recording and reporting procedures relating to industrial injury will require to be maintained.

All amounts are pro-rated for periods of sickness less than a complete week. Such pay entitlement is according to service as follows:-

Employed	Full Pay	Half Pay
Less than 6 months	Nil	Nil
Six months but less than 1 year	4 Weeks	4 Weeks
1 year but less than 2 years	9 Weeks	9 Weeks
2 years but less than 3 years	13 Weeks	13 weeks
3 years but less than 4 years	16 Weeks	16 Weeks
4 years but less than 6 years	20 Weeks	26 Weeks
Over 6 years	26 Weeks	26 Weeks

Absences will be monitored in accordance with SPT's Sickness Absence Policy.

Full Pay

The rate and period of sick pay due is determined by deducting the aggregate of periods of sickness during the twelve months immediately preceding the first day of the current sickness from the allowance appropriate to service on the first day of current sickness.

Half Pay

During periods of half pay, Statutory Sick Pay entitlement will not be deducted.

Statutory Sick Pay

Statutory Sick Pay will be payable under the provisions of the legislation in force.

Procedures

1. The local Supervisor must be notified as soon as possible on the first day of sickness absence. In the case of Underground employees, where a supervisor or their designate is not available, contact should be made with the Control Room.
2. To be eligible for sick pay for periods of self-certified sickness up to and including seven calendar days, the SPT self-certification sickness form must be completed on the first day back at work. This should occur at an interview conducted by the employees supervisor who should countersign and date the self-certification sickness form to acknowledge receipt of same.
3. Where an illness is expected to last longer than seven days, a doctors medical certificate must be submitted by the fifth day of the second week of sickness absence. Any subsequent certificates must be submitted within five calendar days of the expiry of the previous certificate.

Failure to comply with these procedures (a-c) may result in a loss or delay of statutory and/or occupational sick pay. Persistent non compliance could result in withdrawal from the occupational sick pay scheme and/or disciplinary action.

Points (a-c) are an extract from the Sickness Absence Policy document. Further details regarding this Policy are on the intranet under [Staff Policies](#).

4. An absence due to an Industrial Injury will not be accepted as an Industrial Injury until authorised by Legal and Administrative Services, Claims section. The payment of the higher rate for Industrial Injury to employees who qualify for such a payment will not be payable until accepted and authorised by Legal and Administrative Services, Claims section.

SECTION M6 - OTHER CONDITIONS OF SERVICE

TERMINATION OF EMPLOYMENT

M6.1

NOTICE OF TERMINATION

Any RPI employee leaving the service of Strathclyde Partnership for Transport is required to give four week's notice in writing.

Management will give notice of termination of an employee's service in accordance with legislation which may be in force at the time. This will not apply in cases where an employee is summarily dismissed from the service of Strathclyde Partnership for Transport.

STRATHCLYDE PARTNERSHIP FOR TRANSPORT CONDITIONS OF SERVICE

SUBWAY STATION STAFF

Please note that if a copy of this document is downloaded and saved, it may become inaccurate and the hyperlinks contained within it may not work. Reference should be made at all times to the Information Library and Staff Policies Register on the employee intranet. Further information can be obtained from the HR Department.

CONTENTS

F1	Remuneration (including hours of work, shifts & job related allowances)
	Established Posts
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F1.5	F1.6 Part-time Working
F1.7	
F2	Leave
F2.1	
F2.2	Scale of Entitlement Public Holidays
F3	Absence
F3.1	Sick Pay Scheme
F4	Employment Policies and Procedures
F4.1	All employment policies can be found in the Staff Policies Register on the intranet (opens new window)
F5	Blank at Present
F6	Other Conditions of Service
F6.1	F6.2 Termination of Employment Uniform

SECTION F1 - REMUNERATION

ESTABLISHED POSTS	F1.1
WORKING HOURS/PATTERNS OF WORK	F1.2
SALARY RATES	F1.3
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PAYMENT OF SALARIES	F1.4
PUBLIC HOLIDAY PAYMENTS	F1.5
WORKING PRACTICES	F1.6
PART-TIME WORKING	F1.7

STATION STAFF – SUBWAY – ESTABLISHED POSTS

Established Posts within Group	Grade	Average Hours	Safety Critical Post (*if Minerva standard applies)
Service Delivery Assistant (Stations)	SD01	39	Y
Service Delivery Officer (Stations)	SD02	39	Y
Service Delivery Officer (Driving)	SD02	39	Y
Senior Service Delivery Officer	SD03	39	Y

WORKING HOURS/PATTERNS OF WORK

Please follow link to view [current shift patterns](#)

SALARY RATES ALLOWANCES

Shift Allowance Consolidated into basic salary. **Weekend Allowance** Not applicable.

Industrial Injury Payment

Not applicable.

Tribunals

An employee cited to attend an Employment Tribunal, DSS Tribunal or similar official body in connection with and in support of the interests of the Strathclyde Partnership for Transport business will be given time off with pay when attending during working hours. If attending in own time payment will be for the appropriate number of hours at the consolidated hourly rate.

No additional allowances attached to these posts.

RATES OF PAY FROM 1ST APRIL 2021

STATION STAFF – SUBWAY

		Consolidated Annual	Hourly Rate	Sick Pay Rate	Hourly Rate
SD01	Service Delivery Assistant (Stations)	£23,688	£11.68	£19,200	£9.46
SD02	Service Delivery Officer (Stations)	£28,449	£14.02	£23,054	£11.36
SD02	Service Delivery Officer (Driving)	£28,449	£14.02	£23,054	£11.36

RATES OF PAY FROM 1ST APRIL 2022

STATION STAFF – SUBWAY

		Consolidated Annual	Hourly Rate	Sick Pay Rate	Hourly Rate
SD01	Service Delivery Assistant (Stations)	£25,666	£12.65	£20,804	£10.25
SD02	Service Delivery Officer (Stations)	£30,427	£15.00	£24,663	£12.16
SD02	Service Delivery Officer (Driving)	£30,427	£15.00	£24,663	£12.16

PROGRESSION THROUGH GRADES

New entrants to Service Delivery Assistant – Stations will commence at SD01. With respect to employees at SDO1, further progression through the increments is conditional upon having achieved the necessary medical and aptitude standards, and being successful in their application to the role of Service Delivery Officer (Stations).

New entrants to Service Delivery Officer – Driving will commence at SD02. Current employees within SD01 may apply for promotion to Service Delivery Officer – Driving at SD02 subject to having achieved the necessary medical and aptitude standards and in this connection fully participate in the competency management system relevant to the flexible role of Service Delivery Officer (Driving).

In all cases, applications for promotion will only be invited where vacancies at the higher grade exist.

PAYMENT OF SALARIES

General statement regarding payment in General Conditions of Service G7.5/1

OVERTIME

You may be asked to work additional hours beyond your normal hours and it is a condition of your employment that you agree to do so when reasonably asked. In cases where overtime cannot be foreseen (such as an emergency) staff are expected to provide cover.

In all cases of overtime which can be determined in advance, a minimum period of twenty-four hours notice will be given unless the employee concerned is prepared to waive their right to notice.

Extra time of less than half an hour in any one day will not count as overtime. All overtime of half an hour or more on any one day will be aggregated for each week and only completed half hours will be paid.

A standard common flat rate covering all overtime worked will be applied. This flat rate payment will be based on the hourly rate derived from the consolidated annual salary. Rates are as outlined in the terms and conditions attached to your post

PUBLIC HOLIDAY PAYMENTS

Ordinary rostered shift	There will be no additional payment for working a public holiday. The only exception to this is that a payment of £75 will be paid to those staff who are rostered and attend for a full shift on 26 th December and 2 nd January. Continuation of this arrangement will be at the discretion of the Partnership.
Overtime shift/hours	Payment made at the consolidated hour rate

WORKING PRACTICES

Duty Schedules

1. Every effort will be made to give 14 days' notice to staff and their Representatives prior to the introduction of new duty schedules or of major alterations to existing duty schedules but SPT will endeavour to give a minimum of 7 days' notice.
2. Representations concerning such changes may be made to Operations & Security Manager but so long as they comply with the terms and conditions in this agreement or any subsequently agreed amendment thereof, the Director of Subway's decision thereon is final.
3. Minor or emergency alterations may be made provided that not less than 24 hours' notice of such is given.

Flexibility of Staff

There is a need for flexibility of all relevant Subway staff, (subject to their achieving the necessary competency/aptitude levels and medical standards), to switch at any time between driving and station duties as is required. This will be done as deemed necessary taking into account the operational requirements and the Subway competency management system.

Such changes will be done following consultation with the appropriate Manager/Senior Operations Officer/Supervisor.

Any changes made to duty schedules either temporary or permanent will be in line with the working time regulations and workplace agreement.

Deployment During Rostered Shifts

Staff will be deployed to maximum effect during their rostered shifts. Staff will only be permitted to exchange allocated work during their shifts with the permission of the appropriate Manager/Senior Operations Officer/Supervisor. Unless an exceptional event arises whereby staff need to leave before the end of their rostered shift, such as illness or a domestic crisis, they will only be permitted to leave once allocated work is completed and no other useful work is available for them to carry out. Any such arrangement must be approved by your Supervisor or the Operations Manager.

Overtime Working

Staff who have signed to work overtime must give 24 hours' notice of withdrawal of this overtime. Failure to provide this 24 hours' notice or indeed if they do not turn up for signed for overtime, may leave them open for disciplinary action. Line management will endeavour to give 24 hours' notice of the cancellation of overtime.

Loss of Time

For employees who fail to complete their rostered shift due to sickness, this should be recorded as sick part duty and normal basic pay for that shift processed for payment. Other than sickness there may be accepted reasons for non-completion of a shift for which payment may be processed. However in cases of an uncompleted shift due to unauthorised absence, payment will only be made for the actual time worked.

Three Part Duties

Three part duties may be scheduled but these will be kept to a minimum.

Mutual Swaps of Shifts

Mutual swaps of shifts will be allowed however this must be authorised by the Manager/Senior Operations Officer.

Requirement to Perform Other Duties

Those individual members of staff who are trained to perform other duties whether at a higher or similar grade will be utilised in this fashion when required to do so subject to the exigencies of duty. Where applicable, appropriate payment will be made at the relevant rate when a minimum of ½ shift is worked.

Missed Reliefs

Staff whose relief fails to turn up must continue their duty until such times as a relief can be provided. The depot office will organise this as soon as possible.

Staff who are late in being relieved from one part of a duty must, if required, resume work at the scheduled time provided. Any additional hours worked due to this will be paid at the standard, normal consolidated rate of pay.

Late Reports

Staff reporting more than 15 minutes late for a duty will be employed at management discretion. The employee may be asked to complete the full hours of the shift by remaining on duty beyond the shift finish time or the hours not completed will be unpaid.

Failure to report on time for your allocated shift may put your employment and salary for that shift at risk.

Station Staff Breaks

A paid break of 30 minutes is agreed for station staff. The 30 minute on station break must not be taken during recognised peak periods or periods of high passenger footfall. Staff must curtail their break if required to do so due to operational requirements. All staff breaks must be taken within the station.

Holiday Rosters

The employer and employees agree that 8 holiday periods x 3 seasonal groupings will apply. The holiday year is divided into three seasons Winter – 2 weeks, Summer – 3 weeks and Autumn – 1 week, each season consists of 8 holiday periods. This arrangement will ensure that equal numbers of staff are available over the year and that staff are treated equitably.

It is agreed that mutual swaps and exceptional arrangements will continue to be considered by Subway Management and accommodated when possible. This will be dependent on the exigencies of service, operational requirements and at the discretion and approval of Subway Management.

PART-TIME WORKING

- Number of contracted hours will be agreed between line management and the employee and will be detailed in the employee's letter of appointment.
- Actual working pattern to be agreed between the employee and line management. Line management will give at least one weeks' advance notice to any changes to an employee's working pattern irrespective as to whether the change is of a permanent or temporary nature.
- Part-time employees will be paid the full time consolidated hourly rate for actual hours worked.
- Occupational sick pay will be paid pro-rata to that of a full time employee i.e. the non consolidated hourly rate.

- Part-time employee's can volunteer for additional hours of work. The additional hours will be paid at the full time consolidated hourly rate.
- Annual leave will be calculated as a proportion of a full time employee's entitlement.
- Public holidays will be calculated as a proportion of a full time employee's entitlement.

SECTION F2 - LEAVE

SCALE OF ENTITLEMENT

F2.1

PUBLIC HOLIDAYS

F2.2

LEAVE YEAR

For the purposes of these provisions the annual leave year is 1 January to 31 December. All leave should be taken within this period with the option however of carrying over up to five working days into the following year to be utilised at any time during that year. The number of days will be pro-rated for part-time staff, and those working shift patterns or cycles. All leave in excess of the above will normally be forfeited.

The allocation of leave will be in accordance with the holiday cycles and rosters currently in force.

LEAVE ENTITLEMENT

Annual leave allowance includes a Public Holiday allowance of 12 days pro rata per annum.

Following the Operations Restructure taking effect from 29 July 2012, annual leave entitlement for Station Staff will be as follows:

RECKONABLE SERVICE AT 31 DECEMBER	ANNUAL LEAVE
Under one year (see below)	Proportionate to 33 days
1 - 5 years	33 days
Over 5 years	38 days

Completed Months of Continuous Service in Current Leave Year	33 Days	38 Days
1	3	3

2	5.5	6
3	8	9.5
4	11	13
5	14	16
6	16.5	19
7	19	22
8	22	25
9	25	28.5
10	27.5	32
11	30	35

A "complete month" means the periods between a date in one month and the immediately preceding date in the following month (e.g. 15 February to 14 March inclusive).

"Reckonable" service shall be assessed for the purpose of qualifying for entitlement to annual leave as all previous service with:-

any local authority or public authority listed in the Redundancy Payments (Continuity of Employment in Local Government, etc.) (Modification) Orders

Where an employee has entered or re-entered local government service and is in receipt of benefits under any occupational pension scheme service for annual leave purposes shall commence at the date of entry or re-entry into the local government services.

Annual Leave - Part-time Staff / Shift Workers/ Staff who work less than 5 days per Week

Annual Leave is calculated in terms of the number of days worked in the week as a proportion of the appropriate full-time table above e.g. contracted to work 3 days per week with 1-5 years' service - entitlement would be $\frac{3}{5}$ ths of 33 = 20 days.

Annual Leave – on leaving SPT

An employee leaving SPT before the end of the leave year will have their annual leave entitlement adjusted in proportion to the length of their service in that leave year. Employees should endeavour to use any outstanding annual leave prior to their leaving date. However, in exceptional circumstances, if this is not operationally possible, then the employee will be reimbursed payment for the outstanding annual leave, subject to prior approval by the Operations & Security Manager or Senior Operations Officer.

Conversely, if an employee leaves their employment having taken more annual leave than their length of service for that leave year entitles them to, SPT will deduct payment for the number of extra days taken from the employee's final monies.

PUBLIC HOLIDAYS

SPT recognises 12 public holidays, the allowance for which is consolidated into the annual leave allowance. When rostered to work on a public holiday you are required to do so unless agreed by your supervisor or manager. No additional payment shall be made in such circumstances. When the Subway is closed due to a public holiday, staff will have that day deducted from their leave allowance. An ex gratia payment of

£75 will be paid to staff who are rostered, and attend for a full duty, on Boxing Day and 2nd January.

Booking off Surplus Staff on Public Holidays

Where a surplus of staff exists above operational requirements on public holidays, such staff may be booked off at the discretion of the Operations & Security Manager or Senior Operations Officers. A day's leave entitlement will be deducted from any member of staff who is booked off in such a manner.

Seven days' notice will be required to be given to surplus staff being booked off.

Staff working on a public holiday, will be expected to transfer onto other duties as required. This may require them to work earlier/later than their normal starting/finishing time, however the rules of the working time directive must be applied ensuring sufficient time off to allow them to commence their next scheduled duty.

Part-time employees/ shift workers and employees who work less than five days or shifts per week entitlement to Public Holidays

Employees outlined above are entitled to the public holidays on a pro rata basis. This is consolidated with the annual leave allowance.

SECTION F3 - ABSENCE

SICK PAY SCHEME

F3.1

Entitlement
Reporting Procedures

SICK PAY SCHEME

Entitlement

The medical examination which employees receive on entering the service also serves for the entry to the Occupational Sick Pay Scheme.

All amounts are pro-rated for periods of sickness less than a complete week.

The entitlement to occupational sick pay is as undernoted:

EMPLOYED:	FULL FALLBACK RATE	HALF FALLBACK RATE
* Less than 26 weeks	NIL	NIL
26 weeks or more but less than 1 year	5 weeks	5 weeks
1 year but less than 2 years	9 weeks	9 weeks
2 years but less than 3 years	18 weeks	18 weeks
3 years but less than 5 years	22 weeks	22 weeks
Over 5 years	26 weeks	26 weeks

*Any time lost due to sickness during this period is accumulated until a six month period has been worked.

Reckonable service shall be assessed for the purpose of sickness entitlement as all previous service with any local authority or public authority listed in the Redundancy Payments (Continuity of Employment in Local Government etc.)(Modification) Orders. Where an employee has entered or re-entered local government service and is in receipt of benefits under any occupational pension scheme, service for sickness leave purposes shall commence at the date of entry or re-entry into the local government services.

Absences will be monitored in accordance with the SPT's Sickness Absence Policy.

Full Fallback Rate

The rate and period of occupational sick pay due is determined by deducting the aggregate of periods of sickness during the 12 months immediately preceding the first day of the current sickness from the allowance appropriate to service on the first day of current sickness.

Half Fallback Rate

During periods of half pay any entitlement to Statutory Sick Pay will be paid in addition to occupational sick pay.

Sickness Rate

Fallback rate applies based on agreed rate.

Statutory Sick Pay

Employers will be responsible for the payment of Statutory Sick Pay (SSP) for up to 28 weeks sickness absence in a tax year. N.B. **Not** paid in addition to occupational sick pay.

Procedures

1. The local Supervisor must be notified as soon as possible on the first day of sickness absence. In the case of Subway employees, where a supervisor or their designate is not available, contact should be made with the Admin Office during normal working hours and the Control Room at all other times.
2. To be eligible for occupational sick pay for periods of self-certified sickness up to and including seven calendar days, the SPT self-certification sickness form must be completed on the first day back at work. This should occur at an interview conducted by the employees supervisor who should

countersign and date the self-certification sickness form to acknowledge receipt of same.

3. Where an illness is expected to last longer than seven days, a doctors medical certificate must be submitted by the fifth day of the second week of sickness absence. Any subsequent certificates must be submitted within five calendar days of the expiry of the previous certificate.

Failure to comply with these procedures (a-c) may result in a loss or delay of statutory and/or occupational sick pay. Persistent non-compliance could result in withdrawal from the occupational sick pay scheme and/or disciplinary action.

Points (a-c) are an extract from the Sickness Absence Policy document. Further details regarding this Policy are available on the intranet under [Staff Policies](#).

4. An absence due to an Industrial Injury will not be accepted as an Industrial Injury until authorised by Legal and Administrative Services, Claims section.

ATTENDANCE FOR MEDICAL EXAMINATION

Employees who undertake an occupational health care medical examination will be asked to attend during working hours and will be paid at the consolidated hourly rate. Employees who are not on sickness absence and attend occupational health outside normal working hours, will receive appropriate compensatory payment up to a maximum of 3 hours at the consolidated hourly rate. Those employees on sickness absence will attend occupational health in their own time and at no cost to SPT as such staff are entitled to the occupational sick pay scheme.

SECTION F6 - OTHER CONDITIONS OF SERVICE

TERMINATION OF EMPLOYMENT	F6.1
UNIFORM	F6.2

TERMINATION OF EMPLOYMENT

In line with appropriate Employment Legislation the following periods of notice have been agreed by the Executive.

(a) Notice to be given by an Employee

Grade SDO1, SDO2 - minimum of FOUR weeks' notice in writing.

1. Notice to be given by Employer

Grade SDO1, SDO2

- minimum of FOUR weeks' notice in writing for four years or less continuous service. For more than four years' service the written notice is increased by one week for each year of continuous service up to a maximum of twelve weeks.

This general entitlement to notice is subject to the following qualifications:-

1. In case of misconduct an employee may be summarily discharged at any time and his employment terminated immediately.
2. Where employment is terminated due to redundancy, the terms of the current Redundancy Payments Scheme if appropriate shall apply.
3. A payment in lieu of notice may be made.

NB For those staff paid weekly e.g. temporary staff, one weeks' notice is required if leaving prior to the contract end date. The SPT, when giving notice of termination, will adhere to the appropriate legislation.

UNIFORMS

All Subway operational employees who are issued with a complete uniform on joining the service of Strathclyde Partnership for Transport are required to wear it in accordance with the regulations of Strathclyde Partnership for Transport. All items of this uniform are renewed at designated times and no unauthorised tailoring alterations are permitted. All items of uniform should be returned to the employee's supervisor on resignation or dismissal. Any missing item or items which have been wilfully damaged will result in the appropriate amount being deducted from employee's wages.

Only prescribed items of uniform may be worn whilst on duty.

PERSONAL PROTECTIVE EQUIPMENT

Appropriate personal protective equipment will be provided and must be worn as and when required.

EIR Document 61

Summary of Points Raised at ICE Meeting (Maintenance)

(P13) 20th April @ 1300 pm

Attending:

[Redacted 11 (2)]; [Redacted 11 (2)]; [Redacted 11 (2)]; [Redacted 11 (2)]; [Redacted 11 (2)];
[Redacted 11 (2)]

Apologies/Welcome: [Redacted 11 (2)] and [Redacted 11 (2)] sent apologies, attendees were noted.

Previous actions

Ref:	Action	Owner	Date Action Originated	Target Date
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EIR Document 62



A Memorandum of agreement between Strathclyde Partnership for Transport and Employee Representatives with regard to Information and Consultation Arrangements.

Introduction

Strathclyde Partnership for Transport recognises that it is very important to keep all of its employees well informed with regard to developments which affect it and to consult with employee representatives as part of the process by which it makes business decisions. This agreement sets out the detailed arrangements by which SPT will inform and consult its employees. It is recognised that these arrangements will be subject to ongoing review and, given the consent of both Management and Employee Representatives, may be changed in order to secure improvement.

Scope

This Agreement will cover all the Employees of Strathclyde Partnership for Transport.

Structure

SPT will establish the **'Staff Consultation Committee'**. This body will have the responsibility of dealing with all items of business requiring the provision of information or consultation across the entire organisation. In addition a **'Subway Staff Consultation Sub Committee'** will be established, this will deal with all items specific to the Subway. It is recognised that other sub committees may be established if required to deal with issues specific to particular sections of SPT.

Remit

The remit of the Staff Consultation will include the following topics

1. The Objectives, Policies and Procedures of SPT