

Board Agenda & Site Visit Itinerary

DATE	Tuesday 2 nd June 2026	TIME	09:30 to 13:00	VENUE	The Falkirk Wheel, WheelRoom
MEMBERS					
Maureen Campbell	Chair				
Carolyn Sawers	Vice Chair				
Robin Strang	Board Member				
Michelle Wailles	Board Member				
Rob McGregor	Board Member				
Neil McDonald	Board Member				
ATTENDEES					
John Paterson	Chief Executive Officer				
Richard Millar	Chief Operating Officer				
Sarah Jane Hannah	Director of Finance & Business Services				
Brian Auld	Interim Director of People, Safety & Governance				
Nicola Christie	Head of Governance & Legal Services (Secretary)				
Vikki Fleming	Executive Personal Assistant (Minutes)				
Andy Robinson	Transport Scotland, Canals Policy & Sponsorship Manager				
Monika Kalinowska	Transport Scotland, Sponsorship and Governance Manager				
Fiona Dunn	Transport Scotland, Sponsorship Hub Team Leader				
Chris Wilcock	Transport Scotland, Director of Ferries & Ports				
Ross McMillan	Head of Destinations (Item 9)				
Emma Neilson	Development Manager (Item 9)				
APOLOGIES					
Kirsty Berchtenbreiter	Director of People & Strategy (invited to attend as an observer)				

	Topic	Responsible	Purpose	Time
1	Welcome, Apologies and Declaration of Interests	Chair	Assurance	09:30
2	Approval of previous Board minutes			09:35
i.	Board Meeting Minutes 13-03-2026	All	Approval	
ii.	Board Meeting Minutes 31-03-2026	All	Approval	
3	Review of Previous Actions & Matters Arising			09:40
i.	Action Log	Chair	Assurance	
ii.	Mapping of Scottish Canals planned Strategies	Interim Director of People, Safety & Governance	Assurance	
iii.	H&S Strategy Update	Interim Director of People, Safety & Governance	Assurance	
4	People Report			09:50
	Verbal update – Workforce Planning	Interim Director of People, Safety & Governance	Assurance	
5	Audit & Risk Committee			10:05
i.	ARC Chair Report	ARC Chair	Assurance	
ii.	ARC minutes 26-03-26 (approved)	ARC Chair	Assurance	
iii.	ARC minutes 19-05-26 (draft)	ARC Chair	Assurance	
iv.	Risk Tolerance Update	ARC Chair	Assurance	

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6.	Performance Reporting			10:35
i.	Executive Management Team Challenges & Opportunities	CEO	Assurance	
ii.	Q4 2025/26 Finance Report	Director of Finance & Business Services	Assurance	
iii.	Q4 2025/26 KPI's, Health & Safety Dashboard, Corporate Communications & Marketing Report	Interim Director of People, Safety & Governance	Assurance	
iv.	Q4 2025/26 Corporate Risk Report	Director of Finance & Business Services	Assurance	
	BREAK			11:05
7	Capital Investment			11:15
	Q4 2025/26 Capital Investment Programme Report	Chief Operating Officer	Assurance	
8	Commercial Investment			11:30
i.	Q4 2025/26 Commercial Investment Plan Report	Chief Operating Officer	Closed/ Assurance	
ii.	Annual 2026/27 Commercial Investment Programme	Chief Operating Officer	Closed/ Assurance	
iii.	Ratification of Dundashill, Plot 4b Development	All	Closed	
9	The Falkirk Wheel Masterplan			11:45
	The Falkirk Wheel Masterplan update	Head of Destinations/ Development Manager	Closed/ Assurance	
10	Forward Planning			12:45
	Board Meetings Calendar & Site Visits 2026/27	Chair	Awareness	
11	Any Other Business	All		12:50
	Meeting Close & Lunch			13:00
Next meeting: 25th August 2026 venue TBA				

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SITE VISIT: Falkirk Flight Engineering Works – Chamber Tour & Talks

ATTENDEES

Maureen Campbell	Chair
Carolyn Sawers	Vice Chair
Robin Strang	Board Member
Michelle Wailes	Board Member
Rob McGregor	Board Member
Neil McDonald	Board Member
John Paterson	Chief Executive Officer
Richard Millar	Chief Operating Officer
Sarah Jane Hannah	Finance & Business Services Director
Nicola Christie	Head of Governance & Legal Services (Secretary)
Andy Robinson	Canals Policy & Sponsorship Manager, Transport Scotland
Monika Kalinowska	Sponsorship and Governance Manager, Transport Scotland
Fiona Dunn	Sponsorship Hub Team Leader, Transport Scotland
Chris Wilcock	Director of Ferries & Ports

13:00	Lunch – The Falkirk Wheel, Trossach Room & WheelRoom
13:30	Introduction to the wider project portfolio – Ross Speirs, Head of Engineering & Infrastructure • Background on the asset management plan, prioritisation system for capital works, and refresher introduction to the Engineering & Infrastructure Team • How projects work – what are the different stages of an engineering project (initiation, planning, PAC approvals, procurement, project team composition)
13:45	Background to the Falkirk Flight programme – George McBurnie, Senior Project Manager • Context: the Falkirk Flight, history of the assets, works achieved during the Millennium Link Project, and what our inspections told us about current conditions • Programme and challenges: summary of progress to date (images and footage) • Current project extension: rationale and figures
14:00	Q&A session
14:10	Canalside walk begins, along the Forth & Clyde Canal
14:30	STOP 1 – Lock 16, site compound • Discussion on the bypass project and introduction to the Mackenzie Construction team • Visit to the Centre of Excellence for Canals and Traditional Skills
15:00	Canalside walk continues to Lock 10 (Rosebank)
15:15	STOP 2 – Lock 10, Chamber tour & talks (group will split in 2) • Discussion on basic gate anatomy and gate replacement procedure and future scope of work. • Chamber tour