

## **APSE Soft FM Advisory Group**

**Tuesday 10 May 2016**

**Townhead Community Centre, Coatbridge**

### **1. Introduction & Welcome**

Councillor Hugh Ross, group Chair welcomed everyone to the meeting in Coatbridge and thanked so many for attending. He also thanked North Lanarkshire Council for their hospitality in hosting today's meeting.

### **2. Attendance & Apologies**

See attached.

### **3. Minutes of previous meeting held on 9 February 2016**

The minutes from the previous meeting held on 9 February were agreed to be a true and accurate record of the meeting.

### **4. Matters arising**

There were no matters arising.

### **5. Catering Workshop**

Following the first part of the agenda (outlined above) the advisory group was then split into 2 different workshops (Catering and Cleaning/ Janitorial). This was to allow all attendees the opportunity to discuss the challenges facing their particular service, allowing for an increased level of focused time on each subject.

Within the Catering workshop focused on the challenges in relation to catering as well as the innovations and initiatives which were currently being undertaken to try to help meet these challenges.

It was agreed that all information shared on the day would be kept within those in attendance and therefore no full set of minutes are available.

### **6. Cleaning/ Janitorial Workshop**

Following the first part of the agenda (outlined above) the advisory group was then split into 2 different workshops (Catering and Cleaning/ Janitorial). This was to allow all attendees the opportunity to discuss the challenges facing their particular service, allowing for an increased level of focused time on each subject.

Within the Cleaning/ Janitorial workshop focused on the challenges in relation to both as well as the innovations and initiatives which were currently being undertaken to try to help meet these challenges. The focus of the group was towards janitorial and it was agreed that over the summer L Melville would look to produce a short survey (following working group agreement of the questions) to capture some of the main areas of work/ key challenges etc within this area.

It was agreed that all information shared on the day would be kept within those in attendance and therefore no full set of minutes are available.

#### 7. APSE Update

Louise delivered an update on the work of the Association, including our latest research on the “Final Piece of the Jigsaw” a further study on elected members and the recently released “APSE Scotland’s toolkit for Solar PV” which was produced by APSE Energy and available to all APSE Scotland member authorities. Louise also updated the group on the various forms of advocacy undertaken recently including APSE’s work within the SWITCH forum, recent responses to Scottish Government consultations and participating in party political conferences. Louise completed the presentation by updating the group on APSEs services including APSE Solutions, APSE Training, Performance Networks and the upcoming seminars.

#### 8. Date & Venue of next meeting

The next meeting of the group will be confirmed following the Scottish AGM taking place in June.

#### 9. Lunch

#### Attendance

Name	Council
Louise Melville	APSE
Andrea Harris	Argyll & Bute Council
Margaret Campbell	Argyll & Bute Council
Keith Hunter	Clackmannanshire Council
Susan McIntyre	Clackmannanshire Council
Wendy McGhee	Clackmannanshire Council
Diane MacKenzie	Clackmannanshire Council
Gail Fraser	Cordia
Linda Andrew	Cordia
George Haggarty	Cordia
Cath Nieto	East Ayrshire Council
Cllr Hugh Ross	East Ayrshire Council
Andrew Kennedy	East Ayrshire Council

Liz Batton	East Dunbartonshire Council
Wendy Anderson	East Dunbartonshire Council
Anne Miller	East Dunbartonshire Council
John Feeney	East Renfrewshire Council
Nicky Joiner	East Renfrewshire Council
Lorraine Lawrie	East Renfrewshire Council
Judith Borg	Falkirk Council
Jeff Jacobs	Fife Council
Elsbeth Tierney	Inverclyde Council
Una Doolan	North Ayrshire Council
Kirsteen MacCormick	North Ayrshire Council
Anne Hanlon	North Lanarkshire Council
Margaret Reid	North Lanarkshire Council
Janice Fanning	Renfrewshire Council
Stephen Heron	Renfrewshire Council
Maxine Gaugh	Renfrewshire Council
Craig McIntyre	Renfrewshire Council
Sheila Anderson	Scottish Borders Council
Deborah Hosie	Scottish Borders Council
Robin Gourlay	Scottish Government
Jennifer Rodden	South Ayrshire Council
Hilary Iannotti	South Ayrshire Council
Anne Goldie	South Lanarkshire Council
Gerry Donachie	South Lanarkshire Council
Anne Goldie	South Lanarkshire Council
Ann Smith	Stirling Council

Tracey Walker	Stirling Council
Ged Gilmartin	Tayside Contracts
Ibukun Strachan	Tayside Contracts
Bill Kennedy	Tayside Contracts
Lynda McLaughlin	West Dunbartonshire Council

### **Apologies**

<b>Name</b>	<b>Council</b>
Joyce Marlow	East Lothian Council
Shona Grant	Fife Council
Margaret Gilmour	Stirling Council
Karen Cockburn	Stirling Council
Rose Turner	Aberdeen City Council
John Landragon	Aberdeen City Council
Alan Mawson	Dumfries & Galloway Council
Carol Broll	Dumfries & Galloway Council
Jayne Jones	Argyll & Bute Council
Margaret McKenzie	Midlothian Council