

## **APSE Soft FM Advisory Group**

**Tuesday 16 September 2014**

**Chatelherault Country Park**

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

Cllr Stephanie Primrose, Chair of the Soft FM group welcomed everyone to Chatelherault Country Park and thanked all for attending the meeting.

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

See attached.

### **3. Minutes of previous meeting held on 5 February 2014**

The minutes from the previous meeting held on 5 February were agreed to be a true and accurate record of the meeting.

### **4. Matters arising**

There were no matters arising from the minutes of this meeting.

### **5. Better Eating, Better Learning – continuation of discussions**

At the Better Eating Better Learning APSE/ASSIST joint conference, it was agreed that the group would like to dedicate the main part of the agenda of this meeting to further discussions around the report and subsequent reports which have been produced including Beyond the School Gate.

There was an interesting and informative discussion held by all at the meeting with regards to the report itself and ways in which the catering service and education service could work closer together to help achieve recommendations within the report.

It was highlighted during discussions that the communication between education and catering staff could be improved and the group felt it was important for information being released from Scottish Government on this to be sent to both services.

One local authority informed the group that their diet and nutrition policy had been embedded into their corporate policy to further drive home the importance of this area for their local authority.

Following this discussion the group then went on to explore the issue of mobile food vans outside schools. Discussions on the licensing bans which had been put in place and challenges faced by local authorities were all areas of interest.

## **6. Food information regulations 2014 – Allergen labelling**

Dr Marnie Sommerville from the Nutrition Training Company provided a presentation to the group on the legislative background to the allergen labelling and changes which are soon to take place within this area.

She then went on to highlight some key questions local authorities should be asking in terms of ensuring all staff receive appropriate training to enable them to share information with customers etc.

Marnie finished off the presentation by highlighting the various training packages available for staff and the benefits to receiving this training.

## **7. APSE Update**

Louise McMillan provided a comprehensive update on the work of the Association. This included an update on the research projects which had been recently completed by APSE including the Local Water publication.

The group were also informed of upcoming research projects taking place including the bespoke report for Scotland on the Future Role of Elected Members which would be due for release at the start of November.

Louise also updated the group on the various forms of advocacy undertaken by APSE recently including a meeting with Scottish Government civil servants on the work of APSE Energy, meeting with the Improvement Service in relation to the Local Government Benchmarking Framework as well as our continued work with Scottish Government with regards to Better Eating Better Learning and the NHS Health Scotland/ Scottish Government free school meals evaluation.

Louise completed the presentation by updating the group on APSEs services including APSE Solutions, APSE Training, APSE Energy, Performance Networks and the upcoming seminars.

## **8. Issues Affecting Service Delivery**

These have been discussed throughout the meeting in the advisory group presentations.

## **9. Date & Venue of next meeting**

The next meeting of the group will be held on Wednesday 11 November in East Ayrshire Council.

## **10. Lunch**

## **11. Performance Networks Working Group**

Louise provided the group with a review of the findings from the recently commissioned APSE Scotland Janitorial/ Care Taking survey. It was agreed at the meeting the report be issued to all local authority members for information.

The group also briefly discussed the draft reports and agreed they were happy to keep the kitchen type table within the full report.

The group also agreed to look at exploring the possibility of introducing more qualitative indicators including health issues and customer satisfaction.

Volunteers for a focus group should contact the APSE secretariat.

<b>Attendees – 16 September 2014</b>	
<b>Name</b>	<b>Council</b>
Louise McMillan	APSE
Garry Lee	APSE
John Landragon	Aberdeen City Council
Susan Bailey	Aberdeen City Council
Gavin Freeland	Aberdeen City Council
Catherine Mutch	Aberdeenshire Council
Andrea Harris	Argyll & Bute Council
Margaret Campbell	Argyll & Bute Council
Diane MacKenzie	Clackmannanshire Council
Donald Balsillie	Clackmannanshire Council
Julia McCreadie	Cordia LLP
Alan Manson	Dumfries & Galloway Council
Carol Broll	Dumfries & Galloway Council
Stephanie Primrose	East Ayrshire Council
Andrew Kennedy	East Ayrshire Council
Lorraine Lawrie	East Renfrewshire Council
Nicky Joiner	East Renfrewshire Council
Shona Grant	Fife Council
Julia McCreadie	Glasgow City Council
Elsbeth Tierney	Inverclyde Council
Craig Gillie	Midlothian Council
Margaret McKenzie	Midlothian Council
Una Doolan	North Ayrshire Council
Isobel McKenna	North Ayrshire Council
Margaret Reid	North Lanarkshire Council
Anne Hanlon	North Lanarkshire Council
Lynsey Gordon	Scotland Excel
Bill Kennedy	Tayside Contracts
Dr Marnie Sommerville	The Nutrition Training Company
Laura Robertson	The Nutrition Training Company

### **Apologies**

<b>Name</b>	<b>Council</b>
Rose Turner	Aberdeen City Council
Jayne Jones	Argyll & Bute Council
Allan Doig	Aberdeenshire Council
Sue Nield	Highland Council
Marion Ross	Highland Council
Evelyn Miller	Highland Council
Jennifer Rodden	South Ayrshire Council
Moirra Mason	City of Edinburgh Council