

APSE Soft FM Advisory Group

Wednesday 18 September 2013

Chatelherault

1. Introduction & Welcome

Andrew Kennedy, secretary 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 15 May 2013

The minutes from the previous meeting held on 15 May 2013 were agreed to be a true and accurate record of the meeting.

4. Matters arising

Andrew Kennedy provided an update to the group on the progress of the Still Hungry for Success Scottish Government programme. It was noted that there had been a further meeting with Ministers at the start of September looking at key themes and a draft report had now been produced. Bill Kennedy also commented that he too was heartened by the meeting with the Ministers, as it highlighted that everyone was keen for joined up thinking to occur within this programme.

A further update would be provided at the next Soft FM advisory group meeting.

5. Renfrewshire Council school catering experience: Coffee shop/ Bar theme

The first presentation of the day was provided by Janice Fanning and Gordon McNeil of Renfrewshire Council. The presentation included details of their school catering review as well as their primary school pilot which included their "Grab and Go" and "Dine in Day" initiatives. Following information on both initiatives Janice and Gordon provided the group with some of the feedback from the pilot which had been collected from teachers and pupils. They were extremely well received by all and a great success in the schools. Another initiative mentioned was their "Do your bit" recycler, in which pupils themselves became recycling monitors and helped other children to ensure they were recycling their litter in the correct way.

Janice and Gordon then went on to speak about their secondary school innovation. This involved a live pilot within Park Mains high school, moving the catering experience to a move cafe/ coffee shop styled theme with the menus reflecting the high street and pupil trends. Following the success of the pilot the cafe themed service was rolled out to a further 6 non-ppp high schools.

Finally, they touched on their mobile vehicles and kiosk as well as talking through their refurbishments of the school areas including the designs and also their choices and reasons behind the furniture etc.

The presentation was extremely well received by all in attendance and a number of questions followed including what (if any) reaction had they seen from parents when servicing coffee to high school pupils etc.

6. The effect of new waste regulations on Catering & Cleaning services

The 2nd presentation of the day was provided by Michelle Mitchell of Zero Waste Scotland. Michelle began her presentation by outlining Resource Efficient Scotland which was a new Scottish Government programme delivered by Zero Waste Scotland, to help Scottish businesses and organisations to become more resource efficient.

Michelle then went on to talk about the need for change in relation to how Scotland deals with its waste and the waste regulations themselves. As well as highlighting the important role local authorities play in communicating the waste regulations to communities, staff etc.

Michelle then discussed some of the common problems with waste and how to overcome them which included staff sometimes not embracing the change and recycling themselves, the lack of space to allow different bins within offices, schools etc and encouraging customers/ visitors to recycle more.

Finally, Michelle highlighted a number of different ways in which Zero Waste Scotland could help which included providing communications materials and possible funding opportunities.

Again, there was questions taken from the floor which included how schools could try to monitor contamination during school meals and also what constituted contaminated materials.

7. “Speed dating” topics/ issues for seminar & future meetings

A short brainstorming session then took place with all in attendance. Each attendee had to highlight 3 areas if they could:-

- A good thing they had heard (from a colleague during the meeting or previous meetings)
- Something they would like to hear more about
- Areas which perhaps they would like to see covered which hadn't been discussed at the Soft FM group

From the information gathered at the meeting it was agreed that APSE would use this information to build a programme for the seminar and also target some future advisory group topics.

8. APSE Update

Louise McMillan, Principal Advisor for APSE Scotland provided a full update to the group on the current work of APSE both Nationally & Locally. This included information on the traded services of the organisation, information on the new Protective services pilot with PN which was now under way, the various briefings from the Association and a review of the recent and upcoming events. This included the a brief review of the recent Social Media seminar which took place in Hampden and Annual seminar, exhibition & service awards which was held in Liverpool the week before.

Louise congratulated the Scottish region on once again having a number of winning service awards including Inverclyde, Aberdeen City, City of Edinburgh & Renfrewshire.

9. Issues Affecting Service Delivery

This was covered under agenda item 7.

10. Date & Venue of next meeting

It was confirmed that the next meeting would be the Soft FM seminar taking place at the Westerwood hotel on 14 November 2013.

11. Lunch

12. Performance Networks Working Group

A group discussion followed after lunch on the work of Performance Networks within Soft FM.

Attendee List

Name	Council	SFM
Louise McMillan	APSE	1
Margaret Campbell	Argyll & Bute Council	1
Jayne Murphy	Argyll & Bute Council	1
Moira Mason	City Of Edinburgh Council	1
Diane Mackenzie	Clackmannanshire Council	1
Carol Broll	Dumfries & Galloway Council	1
Alan Mawson	Dumfries & Galloway Council	1
Andrew Kennedy	East Ayrshire Council	1
Lorraine Lawrie	East Renfrewshire Council	1
Nicky Joiner	East Renfrewshire Council	1
Shona Grant	Fife Council	1
Margaret Reid	North Lanarkshire Council	1
Janice Fanning	Renfrewshire Council	1
Gordon McNeil	Renfrewshire Council	1
Hilary Iannotti	South Ayrshire Council	1
Gerry Donachie	South Lanarkshire Council	1
Craig Thom	Tayside Contracts	1
Bill Kennedy	Tayside Contracts	1
Michelle Mitchell	Zero Waste Scotland	1
Jill Sinclair	East Dunbartonshire Council	1
John Bedwell	APSE Solutions	1

Apologies

Name	Council
Andy Campbell	Aberdeen City Council
John Landragon	Aberdeen City Council
Allan Doig	Aberdeenshire Council
Helen McGhee	City of Edinburgh Council
Eileen Turnbull	Clackmannanshire Council
Judith Borg	Falkirk Council
Robin Gourlay	Scottish Government
Lynda McLaughlin	West Dunbartonshire Council
Cllr Iain Linton	East Ayrshire Council