

## **APSE Soft FM Advisory Group**

**Wednesday 5 February 2014**

**Chatelherault Country Park**

### **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 18 September 2013**

The minutes from the previous meeting held on 18 September 2013 were agreed to be a true and accurate record of the meeting.

### **4. Matters arising**

It was agreed that the comments collected from the soft fm issues "speed dating" discussions would be re-issued to all (see appendix 1 attached).

### **5. Renfrewshire Council: Whole school approach to recycling**

Gordon McNeil, Site Services Manager, Renfrewshire Council provided the group with a very interesting and informative presentation on "Practical implications of waste recycling for schools and food waste for catering services".

Gordon began his presentation by briefly outlining the changes to the legislation which all local authorities were now working towards as well as highlighting what types of dry recyclates and food waste schools would now be required to collect separately.

The presentation also included some of the implications of these new regulations on the school cleaning and janitorial staff including the frequency of collections, collections of separate bags/ containers and the storage capacity for the recycling bins.

The group were also informed of the Renfrewshire school pilot and the results gathered from this before highlighting some of the disposal costs and infrastructure costs. As well as informing the group that some of the Zero Waste Scotland funding which the Council received was used to put waste advisors into schools.

Finally Gordon outlined the delivery model and outcomes from Renfrewshire Council's whole school approach to recycling which included recycling champions in all schools, educating pupils, using the weighing of the waste as part of the curriculum and catering/ teaching staff support for the changes. As well as

highlighting some of the next steps which included rolling out the programme and providing a communication strategy for each school.

#### **6. Scottish Government Free School Meals from January 2015 (p1 – p3 pupils)**

Andrew Kennedy, Head of Facilities Management, Easy Ayrshire Council provided the group with a review of the previous p1-p3 pilot for free school meals. His presentation included details of the increase in school meal uptake from the pilot and that there were no unexpected impacts or barriers.

Andrew went on to speak about the outcomes and results which included:-

- Good planning and good co-ordination beforehand
- Teachers, and catering staff very positive
- Popular service with parents
- Significantly increased uptake spiked at 80% stabilised at 70% (1,000 more children)
- Operated a family service to create a social ambience
- Identified need for assistance in the dining room.
- Small children need good organisation, support, encouragement
- Small number of schools did not have the space or capacity
- The trial improved the viability of the service and maintained employment where school roles were declining

Following the presentation there was a group discussion on the new announcement for 2015. It was highlighted that although the announcement would come into force in January 2015 there would need to be a number of provisions in place by August 2014.

Also it was noted that it could mean an extra 10 meals in one school and 150 in another as it would be dependent on current uptake. Another key point to note was that some Councils had no capacity for this currently and that there would be a need to think about procurement regulations.

Another key area discussed during the group meeting was the issue of the length of time for school lunches to be provided, this ranges between 30 – 45 minutes in some schools.

Running costs and capital costs were another important area, as well as the communication and buy in of head teachers and directors of education.

It was agreed that as well as the presentation (which would be made available on the APSE website), APSE would also provide the link to the full evaluation of the original pilot. Full pilot evaluation can be found [here](#)

## **7. Monitoring performance within janitorial services**

Moira Mason, FM Performance Manager, City of Edinburgh Council provided some background to janitorial services and why it was becoming more relevant for Soft FM services to look at the performance of this service, due to janitorial services being within many Councils FM remit etc.

A discussion then followed on the various roles and responsibilities within janitorial services and it was highlighted that these could be extremely wide and varied. During the discussion it was also noted that a number of local authorities had completed reviews with regards to janitorial services.

It was agreed that a working group would be set up to look at producing a questionnaire/ matrix for Soft FM contacts to complete in order for APSE and the group to gather a better picture of janitorial services within local authorities. Volunteers for the group included:-

- Andrew Kennedy, East Ayrshire Council
- Moira Mason, City of Edinburgh Council
- Jennifer Rodden, South Ayrshire Council
- Janice Fanning, Renfrewshire Council
- Ian White, North Lanarkshire Council

For information: Following the meeting of the working group a questionnaire and matrix was produced and emailed to all Soft FM contacts for completion. Please [click here](#) to access the questionnaire which is to be completed by 20<sup>th</sup> June 2014.

## **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 and 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 including the Better Eating, Better Learning seminar in Edinburgh 22 May 2014. This also included an update on the various publications APSE had recently produced and would be working on over 2014.

## **9. Issues Affecting Service Delivery**

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

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

The next meeting of the group will be the Better Eating, Better learning seminar taking place in Edinburgh on 22 May 2014.

## **11. Lunch**

## **12. Performance Networks Working Group**

A group discussion followed after lunch on the work of Performance Networks within Soft FM, which included potential qualitative measures which the group may wish to look at introducing to the PN Scotland reports.

It was agreed that APSE would make the PN presentation available on the website and following agreement from the group would re-issue the Scotland only reports to the group and once HQ and Soft FM Chair/ Secretary had looked over the PINs and were happy all were included that had submitted information these would be sent to the appropriate contacts.

Finally, it was agreed that APSE would speak to John Bedwell and Mark Bramah at the possibility of looking further into these qualitative measures.

### **Soft FM**

**05-Feb-14**

### **Attendee List**

<b>Name</b>	<b>Council</b>	<b>SFM</b>
John Landragon	Aberdeen City Council	1
Gavin Freeland	Aberdeen City Council	1
Louise McMillan	APSE	1
Garry Lee	APSE	1
Jayne Murphy	Argyll & Bute Council	1
Margaret Campbell	Argyll & Bute Council	1
Moira Mason	City of Edinburgh Council	1
Alex Tweddale	City of Edinburgh Council	1
Diane Mackenzie	Clackmannanshire Council	1
Andrew Kennedy	East Ayrshire Council	1
Julie McCreddie	Glasgow City Council	1
Sue Nield	Highland Council	1
Marion Ross	Highland Council	1
Paul Short	Highland Council	1
Elsbeth Tierney	Inverclyde Council	1
Margaret McKenzie	Midlothian Council	1
Joe Wallace	Midlothian Council	1
Derek Rosie	Midlothian Council	1
Craig Gillie	Midlothian Council	1
Laura O'Hara	North Ayrshire Council	1
Kathy Foley	North Lanarkshire Council	1

Rosemary Appadoo	North Lanarkshire Council	1
Ian White	North Lanarkshire Council	1
Margaret Reid	North Lanarkshire Council	1
Gordon McNeil	Renfrewshire Council	1
Jean Brown	Renfrewshire Council	1
Craig McIntyre	Renfrewshire Council	1
Lesley Richard	Scotland Excel	1
Stacy Trainor	Scotland Excel	1
Lynsey Gordon	Scotland Excel	1
Alistair McIntyre	Scottish Borders Council	1
Jennifer Rodden	South Ayrshire Council	1
Hilary Iannoti	South Ayrshire Council	1
Anne Goldie	South Lanarkshire Council	1
Alison Kelso	South Lanarkshire Council	1
Bill Kennedy	Tayside Contracts	1
Gary Borthwick	West Lothian Council	1
		37

**Total** 37

### **Apologies**

<b>Name</b>	<b>Council</b>
Andy Campbell	Aberdeen City Council
Rose Turner	Aberdeen City Council
Helen McGhee	City of Edinburgh Council
Cllr Primrose	East Ayrshire Council
Judith Borg	Falkirk Council
Shona Grant	Fife Council
Keith Beasley	Fife Council
Robin Gourlay	Scottish Government
Lynda McLaughlin	West Dunbartonshire Council
Elizabeth Wark	West Lothian Council

## **Responses from discussions at Soft FM meeting on 18 September 2013 Appendix 1**

### **A Good Thing I Heard (from a colleague)**

- Recruitment
- Job fair recruitment
- Job fair
- Being part of education
- We're not alone – facing similar issues
- Implication zero waste has on service provided by caterers (i.e. waste disposals)
- Contribution that school meals can make to wider child health initiatives (joined up thinking)
- How to increase uptake of school meals
- Website – school catering
- Impact of the living wage
- Recycle
- School just introducing recycling – so can take lessons from recycle in .... (couldn't make out this word) & use RES recycle bin posters

### **I Want to Find Out More About**

- Best practice attendance & recruitment
- Best practice with maximising attendance
- How to communicate across services & how each local authority is broken down by Head of Service responsible for X & Y
- Working effectively within schools – support & buy in
- Effect of focus on “neighbourhood” structures on individual service priorities (too much on “property”)
- Working in collaboration with other sections communication
- Central production
- Good ideas to increase uptake in school meals
- Fast recruitment
- Food for Life
- External trading

### **Any Areas not Covered**

- Politics x 2
- Food for Life charter mark. Political pressure to comply
- Joining of more Councils to save on costs but as what cost on employment