

March 2018



Dear Colleague,

APSE Scotland Building & Housing Advisory Group

I am writing to inform you that the next meeting of the Scottish Building & Housing group will be held at:- Chatelherault Country Park, Hamilton.

Date: 19 April 2018

Time:
10.00 Tea/ coffee on arrival
10:30 Advisory group commences
12:30 Buffet lunch
14:00 Meeting ends

Venue: Chatelherault Country Park, Hamilton

The agenda for the meeting is enclosed.

The meeting is open and free to elected members and officers from APSE Scotland members.

Please ensure you confirm your attendance either by telephoning Lyndsey Moffat on 01698 459 051; or [click here](#) to book online; by email to Lmoffat@apse.org.uk or by faxing the attached form to 01698 200 316 in order that the necessary arrangements can be made.

Yours faithfully,

Louise Melville
Principal Advisor
APSE Scotland



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Building & Housing services advisory group

19 April 2018 10.30 to 14.00, Tea/Coffee from 10.00 at Chatelherault Country Park, Hamilton.

1. Introduction & Welcome
2. Attendance & Apologies
3. Minute of previous meeting (November 2017)
4. Matters arising
5. Future format of meeting
Group discussion
6. Discussion items
 - Modernisation plans
 - Multi-skilling arrangements within Building Services
 - Arrangements for out of hours emergency repairs
 - Tenants portal – who is using this for tenants to book repairs
 - Customer surveys
 - Services operating outside 8am – 4pm (e.g. offering a twilight service to 8pm or on a Saturday morning)
 - Fire inspections and fire risk assessments following recent events, and how each organisation has responded to this from both a public engagement and material/technical perspective

If you have any other items for discussion you'd like to add to the agenda, please bring these with you to the meeting.

7. APSE Update and Performance Networks
 - National issues
 - Briefings/research
 - Process benchmarking

Speakers: Louise Melville, Principal Advisor, APSE Scotland and Colin McInnes, APSE Associate

8. AOCB
9. Date for next meeting – TBC following APSE Scotland AGM
10. Lunch