



July 2017

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:- Howden Park Centre, Livingston, EH54 6AE.

Date: Thursday 24 August 2017  
Time:  
10.00 Tea/ coffee on arrival  
10:30 Advisory group commences  
12:30 Buffet lunch  
13.15 Officers group meeting commences  
15.00 Meeting ends  
Venue: Howden Park Centre, Livingston, EH54 6AE.

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](mailto: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,

Garry Lee  
Acting Principal Advisor  
APSE Scotland



Association for Public Service Excellence  
Brandon House Business Centre  
Units 18-20, 23-25 Brandon Street  
Hamilton, ML3 6DA  
telephone: 01698 459051  
fax: 01698 200316  
email: [enquiries@apse.org.uk](mailto:enquiries@apse.org.uk)

[www.apse.org.uk](http://www.apse.org.uk)

Fax back attendance form

APSE Building & Housing Services Advisory Group Meeting

Thursday 24 August 2017 at Howden Park Centre, Livingston, EH54 6AE.

Please complete this form and return it to APSE via fax to Lyndsey Moffat, on 01698 200 316.

Authority:.....

Address:.....

.....

Post Code.....

Name	Email	To attend Advisory Group	Apologies for Advisory Group
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Please help us keep our records up-to date. If your contact details have changed or you or a colleague would like to be added to the contact list, please complete the section below.

Please print details

Title	First Name	Surname
Job Title		Authority
Department		
Address		
		Post Code
Telephone	Fax	Email

## Building & Housing services advisory group

Thursday 24 August 2017 10.30 to 15.00, Tea/Coffee from 10.00 at Howden Park Centre, Livingston, EH54 6AE.

1. Introduction & Welcome
2. Attendance & Apologies
3. Minute of previous meeting (21 April 2017)
4. Matters arising
5. Update on the delivery of 1000 council homes and the Local Housing Strategy 2012-2017  
Speaker: Alistair Shaw, Head of Housing, Customer and Building Services, West Lothian Council
6. Building Maintenance Clinic: Resolving your service issues through debate and discussion with colleagues  
Speaker: General Discussion
7. APSE Update
  - National issues
  - Briefings/researchSpeaker: Garry Lee, Acting Principal Advisor, APSE Scotland
8. AOCB
9. Date/Time and venue for next meeting – 25<sup>th</sup> October 2017 at TBC
10. Lunch
11. Officers Group & Process Benchmarking including PN quarterly template review  
Chaired by: Kenny Gillespie & Colin McInnes