

October 2016



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:- Fife Council Building Services Business Centre, Mitchelston Ind. Est. Unit 2 Block 2, Muirhead, Kirkcaldy, KY1 3PB.

Date: Friday 28 October 2016
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: Fife Council Building Services Business Centre, Mitchelston Ind. Est. Unit 2 Block 2, Muirhead, Kirkcaldy, KY1 3PB.

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,

A handwritten signature in blue ink that reads "L Melville".

Louise Melville
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
web: www.apse.org.uk

Fax back attendance form

APSE Building & Housing Services Advisory Group Meeting

Friday 28 October 2016 Fife Council Building Services Business Centre, Mitchelston Ind. Est. Unit 2 Block 2, Muirhead, Kirkcaldy, KY1 3PB.

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

Friday 28 October 2016 10.30 to 15.00, Tea/Coffee from 10.00 Fife Council Building Services Business Centre, Mitchelston Ind. Est. Unit 2 Block 2, Muirhead, Kirkcaldy, KY1 3PB.

1. Introduction & Welcome
2. Attendance & Apologies
3. Minute of previous meeting (26 August 2016)
4. Matters arising

5. Chartered Management Degree Apprenticeship: What opportunities are available, developments in Scotland and the Levy
Speaker: Simon Openshaw, Employer Relationship Manager, Chartered Management Institute

6. **North Ayrshire's re-let** process: how we are reducing the number of days
Speaker: Stephen Kean, Intelligent Coordination Centre Manager, North Ayrshire Council

7. Building Maintenance Clinic: Resolving your service issues through debate and discussion with colleagues
Speaker: General Discussion

8. APSE Update
 - National issues
 - Briefings/researchSpeaker: Louise Melville, Principal Advisor, APSE Scotland

9. AOCB

10. Date/Time and venue for next meeting – Thursday 16th & Friday 17th February 2017
APSE Scotland Building, Housing & Renewables Seminar

11. Lunch

12. Officers Group & Process Benchmarking
Chaired by: Kenny Gillespie & Colin McInnes