



Date 18 August 2014

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 hosted by Clackmannanshire Council at:- **Innovation Hub (CMS Windows Systems), 10 Caisteal Road, Castlecary, G68 0DT**

Date: Friday 5 September 2014

Time:

10.00 Tea, coffee and arrival
10:30 Advisory group commences
12:00 Buffet lunch
12.30 Tour of the Innovation Hub

Venue: Innovation Hub (CMS Windows Systems), 10 Caisteal Road, Castlecary, G68 0DT

The agenda for the meeting is enclosed.

The meeting is open to elected members and officers from every council in Scotland.

Please ensure you confirm your attendance either by telephoning our office on 01698 459 051; by email to Glee@apse.org.uk or faxing the attached slip to Garry Lee on 01698 200 316 in order for the necessary arrangements can be made.

Yours faithfully,

Louise McMillan
Principal Advisor
APSE Scotland



Association for Public Service Excellence

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Fax back attendance form

APSE Building & Housing Services Advisory Group Meeting

Friday 5 September 2014 **Innovation Hub (CMS Windows Systems), 10 Caisteal Road, Castlecary, G68 0DT**

Please complete this form and return it to APSE via fax to Garry Lee, 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 5 September 2014 10.30 to 14.00, Tea/Coffee from 10.00 at **Innovation Hub (CMS Windows Systems), 10 Caisteal Road, Castlecary, G68 0DT.**

- 1. Introduction & Welcome**
- 2. Attendance & Apologies**
- 3. Minute of previous meeting (25 April 2014)**
- 4. Matters arising**

- 5. An introduction to CMS Windows and the Innovation Hub**
Speaker: Andy Kerr, Managing Director, CMS Windows

- 6. SMS/ Text messaging tenants regarding their Building & Housing services**
Speaker: Group Discussion

- 7. Performance Networks: Building working group progress update**
Speaker: Kenny Gillespie, Property & Asset Manager, Falkirk Council

- 8. APSE IT survey update and analysis**
Speaker: Louise McMillan, Principal Advisor, APSE Scotland

- 9. APSE Update**
 - National issues
 - Briefings/research
 - February seminar desired topics/ speakers**Speaker:** Louise McMillan, Principal Advisor, APSE Scotland

- 10. AOCB**

- 11. Date/Time and venue for next meeting – 14 November venue TBC**

- 12. Lunch**

- 13. Tour of the CMS Windows & the innovation hub**

- 14. Benchmarking/ Officers Group**