APSE Building and Housing Advisory Group Meeting

Friday 25 April 2014

Chatelherault Country Park, Hamilton

1. **Welcome & Introduction**
   Cllr Les Sharp thanked all for attending the meeting in Hamilton & their continued strong attendance at the advisory group meetings.

2. **Attendance & Apologies**
   See attached.

3. **Minutes of meeting 29 November 2013**
   The group approved the minutes as a correct record from the day.

4. **Matters arising from pervious minutes**
   There were no matters arising from the minutes.

5. **1st time fix including SHBVN update and discussion**
   Colin McInnes provided an update to the group on the work of the SHBVN working group. Colin highlighted that as part of the guidance on 1st time fix, a table at the back of the guidance which all local authorities now have, should be used to calculate this information.

   It was noted that the calculation returns are due on 30th May regarding this and Colin highlighted that as there was a bit of background work required on this, he suggested local authorities start looking into this as soon as possible.

   As group discussion followed on different issues with logging the information including overlap year for a complaint as dissatisfaction and which figures this should be recorded within as well as what different local authorities call a complex repair.

6. **Housing & Building Maintenance, which way forward? Single/integrated or separate IT systems? What are the problems, costs etc?**
   The group held a detailed discussion on the various IT systems which are being used with local authorities. Some of the systems currently used include: orchard, jamma key 2, civica servitor etc. Through the discussion it was also noted that there was different options currently being used in terms of some local authorities having separate systems (e.g. South Lanarkshire) and others with fully integrated systems (e.g. North Ayrshire).

   It was highlighted that a potential speaker for a future meeting on this subject could be a representative from Hillcrest QLS who currently use a full integrated system.

   Following the discussion it was agreed that APSE Scotland would send a short survey to all Scottish building & housing advisory group contacts, allowing the group to

gather some further information on IT systems. It was agreed that this survey would be issued over the summer and an update on findings would be available for the next advisory group meeting (in Aug/ Sept time).

7. **Peebles post event evaluation, future direction for the conference**
The group provided various feedback to the secretariat with regards to the Peebles event. Some of the main themes to come from discussions included:-

- Bringing the apprentice theme into other areas of the event including possible presentation from a previous winner
- Encourage CITB and colleges etc to exhibit to become involved in the event
- Potentially incorporate an apprentice session into the conference programme itself
- Have a powerpoint rolling slide on in the exhibition area which shows a picture of all of the Council apprentices
- To look at potential venues for the 2015 event over the summer. Possibly ask advisory group for views on whether a more central location would be preferred?

8. **APSE Update**
Louise McMillan provided a comprehensive update on the work of the Association. This included an update on the research projects which APSE would be working on over 2014 as well as the recent briefing papers.

The group were also informed that APSE had provided both written and oral evidence to Cosla in relation to their commission on the future of local democracy, were now a member of the Improvement Service Roads Collaboration framework group and had attended the Scottish Party Conferences in Perth & Aberdeen.

Louise also updated the group on APSE Solutions, APSE Training, Performance Networks and the upcoming seminars. In particular the upcoming Scottish events for May which include the fleet, waste & grounds seminar in Aviemore; the Better Eating Better Learning seminar in Edinburgh and the Scottish AGM.

9. **Items for discussion at future advisory group meetings**
The group agreed to contact Louise with any topics/ or speakers they would like to hear at future meetings.

10. **AOCB**
There was no other competent business raised at the meeting.

11. **Date/Time and venue for next meeting**
To be confirmed following the AGM on 30 May 2014

12. **Lunch**

13. **Benchmarking Group**
Margo Blair provided the group with a comprehensive update on the various areas of work the process benchmarking group were involved in.

This included the SMV analysis and the draft asset management questionnaire.

Kenny Gillespie then provided the group with an update on the discussions held at the Peebles process benchmarking meeting (one of the sessions at the conference).

This included asking the group to provide names of any volunteers wishing to join the working group to look at the Scotland report and PIs to see if anything should be changed/ amended and possible new areas to focus on. Volunteers included:-

Kenny Gillespie, Falkirk Council
Bruce Patrick, Dundee City Council
Duncan MacPherson, Dumfries & Galloway Council
Leigh-Ann Mitchell, North Ayrshire Council
Lynne Harper, East Ayrshire Council
Ross Grieve, Fife Council

It was agreed that Louise McMillan would contact Kenny Gillespie to agree some possible meeting dates which would be sent to the volunteers in order for a meeting to be held over the summer.

Name	Council	Count
Louise McMillan	APSE	1
Garry Lee	APSE	1
Cllr Les Sharp	Clackmannanshire Council	1
Ahsan Khan	Clackmannanshire Council	1
Margo Blair	APSE solutions	1
Wallace Galloway	Dumfries & Galloway Council	1
Heather McInnes	Dumfries & Galloway Council	1
Roy Ferries	Dumfries & Galloway Council	1
Alastair King	Dumfries & Galloway Council	1
Jim Fenton	Dundee City Council	1
Martin Wallace	Dundee City Council	1
Bruce Patrick	Dundee City Council	1
Derek Spence	East Ayrshire Council	1
Richard Stewart	East Ayrshire Council	1
Kenny Gillespie	Falkirk Council	1
Moira Fitzsimmons	Falkirk Council	1
Robert Fotheringham	Falkirk Council	1
Allan Barclay	Fife Council	1
Ross Grieve	Fife Council	1
Colin McInnes	Lidare Consultancy Services	1
Leigh-Ann Mitchell	North Ayrshire Council	1
Audrey Green	North Ayrshire Council	1

Billy Borthwick	North Ayrshire Council	1
Linda Murray	North Lanarkshire Council	1
Paul McConnochie	Renfrewshire Council	1
Dougie McMillan	South Lanarkshire Council	1
Gillian Simpson	South Lanarkshire Council	1
Robert Boal	West Lothian Council	1

Total 28

Apologies

Jim Thomson	Midlothian	1
Duncan MacPherson	West Lothian Council	1

Total 2