

APSE Building and Housing Advisory Group Meeting

Friday 28 October 2016

Fife Council Building Services Business Centre

1. Welcome & Introduction

Cllr Jim Stalker thanked all for attending today's meeting and thanked Fife Council for hosting the meeting here at their impressive apprentice training centre.

2. Attendance & Apologies

See attached.

3. Minutes of meeting 26 August 2016

The group approved the minutes as a correct record from the day.

4. Matters arising from previous minutes

There were no matters arising from the minutes.

5. Chartered Management Degree Apprenticeship: What opportunities are available, developments in Scotland and the Levy

Simon Openshaw, Employer Relationship Manager opened his presentation with an overview of the Chartered Management Institute (CMI) including the areas of business for the organisation and information on their research which is used to develop various programmes of work. The presentation also included information on some of the challenges facing the organisations which included a lack of management development and the changing technology.

Simon then went on to provide some detail to the group regarding the Apprenticeship Levy and the potential changing landscape for Scotland, this included information on funding changes UK wide and what Scottish Government's aims are in terms of a programme of work for 2016/17. CMI are currently working alongside Skills Development Scotland and are currently looking at Graduate Level Apprenticeships in Business and Management.

The presentation was concluded with information on a number of apprenticeship programmes currently available and an outline of the course and qualifications obtained when completed.

6. North Ayrshire's re-let process: how we are reducing the number of days

Stephen Kean, Intelligent Coordination Centre Manager for North Ayrshire Council provided a detailed presentation in terms of the Council's re-let process. Stephen began his presentation by providing attendees with information on how the department developed a new process to help tackle re-lets. The old process was averaging at 66 days per property, with a number of stages in the process before the keys were handed over and the property let.

The department created a small working group to look at the current process and network with Councils currently highlighted as best performers. Following analysis of all of the information gathered in consultation with the Housing, Technical and Building Services a new process with targets was agreed. The team agreed to pilot the process in two areas in the first instance with a view to roll out using a phased introduction.

Stephen then went on to talk about how the process works and the important areas to consider when looking at changing this process including staff involvement and ownership, streamlining everything and prioritising by demand of property. It was highlighted that for North Ayrshire the cost was not top priority therefore this may impact on the number of other authorities able to adopt a similar process.

The group were then able to see some of the performance figures for the VOID process from 2001/02 to 2015/16 and Stephen confirmed that the new process had reduced the re-let process to an average of 16 days.

Following the presentation a number of questions were taken from the floor including Asbestos procedures average cost of a VOID.

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

This next agenda item provided an interactive session in terms of current issues facing colleagues and the sharing of best practice and experiences. Some of the topics covered included:-

Utilities

There was agreement within the group that utility companies still provided a number of challenges for building and housing services as well as Councils as a whole. Allan Barclay of Fife Council provided an update on a pilot which was currently underway for the Council to install the smart meters on behalf of Scottish Power.

It was agreed that the perfect opportunity for local authorities to carry out this work would be during VOIDS. Others within the group noted that although Fife have had success with this, other local authorities have not been as successful.

CDM regulations

There was a general discussion with regards to CDM and risk assessments particularly in relation to scaffolding/ roofing. It was agreed for Renfrewshire Council to send their working from height information to Louise for circulation to the group post meeting.

Commercialisation

The group discussed potential opportunities for commercialisation within their services and some of the challenges which they face in proceeding with these. It was the agreement of the group that it was important for APSE to keep highlighting commercialisation and income generation to local authorities particular elected members and Chief Executives in order for all to be kept up to date on what best practice and innovation was taking place in other authorities (including down south).

Louise highlighted that APSE Scotland had a new Commercialisation advisory group and Colin agreed to keep the building group up to date on activities being discussed at this forum. Louise also highlighted that a number of English local authorities had attended Scottish meetings (Full Association and Scottish AGM) to provide presentation on their commercialisation journeys including Peterborough City Council and Nottingham City Council (these presentations are all available on the APSE website).

Finally, it was noted that Gavin Stevenson, Chief Executive of Dumfries & Galloway Council would be attending and presenting at the upcoming Dunblane seminar on their journey towards commercialisation. There will also be a presentation on Robin Hood Energy as part of the conference.

It was agreed that it would be good for Fife Council to provide a presentation on the smart meter progress at Dunblane and for the CDM regulations discussion to be added to the clinic at the conference.

The group also highlighted it would be good to engage with SOLACE and elected members, Louise agreed to work on this with a hope to have invite representatives to the Dunblane event in February 2017.

8. APSE update

Louise Melville provided the group with an update on the work of the association included the newest piece of research "Work it out: Creating local systems of Employability support". This collaborative report from APSE and NLGN scrutinises the current place of local authorities in tackling unemployment. Louise also provided the group with information on APSE's new Promoting Excellence You Tube programme which looks at a number of innovative case studies from local authorities including Liverpool and Aberdeen City. Finally, Louise provided information on the other services provided by APSE including Energy, Solutions, Training, Performance Networks and events.

9. AOCB

There was no other competent business raised at the meeting.

10. Date/Time and venue for next meeting

The date for the next meeting will be our Scottish Building, Housing & Renewables seminar taking place at the Dunblane Hydro on the 16 -17 February 2017.

11. Lunch including a tour of the apprentice training facilities

12. Officers Group & Process Benchmarking

The group looked in more detail at the current process benchmarking underway for building maintenance.

Attendees List

Louise Melville	APSE
Cllr Jim Stalker	Clackmannanshire Council
Colin McInnes	APSE Solutions
Stephen Kean	North Ayrshire Council
Ross Grieve	Fife Council
Steve Anderson	Fife Council
Scott Cairns	City of Edinburgh Council
Mark Smith	South Ayrshire Council
Paul McConnachie	Renfrewshire Council
Elaine Scott	Renfrewshire Council
Carrie Brown	Fife Council
Robert Norrie	Fife Council
Bruce Patrick	Dundee City Council
Duncan MacPherson	West Lothian Council
Robert Boal	West Lothian Council
Robert Fotheringham	Falkirk Council
Jim Sharp	Clackmannanshire Council
Colin Meldrum	Clackmannanshire Council
Michelle Hendry	North Lanarkshire Council
Simon Openshaw	Chartered Management Institute

Apologies

Ronnie Dempster	Dumfries & Galloway Council
Steven Trotter	Dumfries & Galloway Council
Richard Stewart	East Ayrshire Council

Derek Spence	East Ayrshire Council
Kenny Gillespie	Falkirk Council
Cllr Judy Hamilton	Fife Council
Karen Sillars	Renfrewshire Council
Dougie McMillan	South Lanarkshire Council