

June 2018



Dear Colleague,

To all members of the FM & building cleaning advisory group

I am writing to inform you that the next meeting of the national catering advisory group and performance networks benchmarking group meeting will be held as follows:

Date: Thursday 28 June 2018
Time: 10:00am Tea, coffee and arrival
10:30am Advisory group commences including
Performance networks benchmarking group
1:00pm Buffet lunch
Venue: The Castlefield Hotel, Liverpool Road, Manchester, M3 4JR

The agenda is enclosed. The advisory group is open to elected members, all officers with an interest in local authority catering, policy officers and trade union representatives of associate member trade unions.

Please ensure you confirm your attendance either by telephoning Vicky Starmer on 0161 772 1810; by email to vstarmer@apse.org.uk or posting/faxing the slip overleaf to Vicky on 0161 772 1811 **before Friday 22 June 2018** so that the necessary arrangements can be made.

Yours faithfully

A handwritten signature in black ink, appearing to read "Vickie Hacking".

Vickie Hacking
Principal Advisor



GB 11409



GB 11132



GB 14074



INVESTOR IN PEOPLE

Association for Public Service Excellence

2nd floor Washbrook House
Lancastrian Office Centre
Talbot Road, Old Trafford
Manchester M32 0FP

telephone: 0161 772 1810

fax: 0161 772 1811

email: enquiries@apse.org.uk

web: www.apse.org.uk

APSE national FM & building cleaning advisory group

Thursday 28 June 2018
Castlefield Hotel, Manchester

Agenda

1. Welcome from the Chair of Group
2. **Importance and Impact of Risk Assessment**
 - Examine your own process
 - Examine how we may improve
 - Understand the hidden business benefits

Speaker: Tim Briggs MA, School of Clinical and Applied Sciences, Leeds Beckett University.
3. **Why the race to the bottom needs to end?**
 - The challenges to public sector building cleaning
 - Quality in cleaning
 - Mechanisation and the future of cleaning

Speaker, Ben Parson, APSE Solutions, Senior Consultant
4. **Caerphilly - Most Improved Building Cleaning Service**
 - Background and context
 - The journey to Improvement
 - Future plans and challenges

Speaker, Kirsty Thomas, Caerphilly County Borough Council
5. **APSE State of the Market**
 - Workshop session - Review of the questionnaire.
6. APSE Update, Briefings, e-mail queries, publications etc – Vickie Hacking - Principal Advisor, APSE
7. Future topics/areas of work for the group
8. Dates for future meetings

APSE national FM & building cleaning advisory group

Thursday 28 June 2018 at

The Castlefield Hotel, Liverpool Road, Manchester, M3 4JR

Please ensure that you confirm your attendance or apologies for both meetings by posting/faxing/emailing the slip overleaf to Vicky Starmer on 0161 772 1811 (vstarmer@apse.org.uk) before **Friday 22 June 2018**

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"/>

In order to process this booking, please give permission for APSE to store your contact details.

Yes I agree

**Our GDPR Policy:*

We will hold your details on the APSE database until you tell us you wish to be removed. We will action all requests for changes to your details as soon as possible but we will not take longer than 30 days.

We will not sell or pass on your details for commercial gain to any third party.

We may need to pass your name and organisation details to some third parties. Examples include hotels or other accommodation providers if you book a residential seminar or training event, a mailing house so you can receive APSE research, APSE's member magazine or other member information, or provide details to venues for health and safety purposes or for reasonable purpose to ensure we continue to provide a service to our member authority contacts like you. We will include delegate names and their organisation in seminar delegate packs, training packs, and performance reports, and network queries or other service based information. As APSE is a networking organisation this will help all our members make the most of the network. You will need to specifically ask us not to do this if you object to your inclusion.



APSE FM & building cleaning advisory group
Thursday 28 June 2018
Tea/Coffee from 10:00am, 10:30am start
The Castlefield Hotel, Liverpool Road, Manchester, M3 4JR

Venue information, public transport routes and parking to Castlefield Hotel

The Castlefield Hotel is circled on the map below.

The car park entrance is located on Potato Wharf, M3 4JR which runs along the rear of the hotel directly off Liverpool Road. Charges are £7.00 for all day.

When leaving please get your ticket validated at the hotel reception within 10 minutes prior to leaving the car park. Reception will issue you with a swipe card.

For 'sat nav' purposes M3 4JR will direct you to the hotel.

[View Map Online](#)

