

Soft FM Advisory Group Meeting
Minutes 1 May 2018
Chatelherault Country Park, Hamilton

1. Introduction and welcome
Cllr Elena Whitham and Andrew Kennedy thanked all for attending and welcomed everyone to Chatelherault Country Park.
2. Attendance and apologies
See attached.
3. Minutes of last meeting (6 February 2018)
The minutes were agreed to be a true and accurate account of the last meeting.
4. Matters arising
There were no matters arising from the previous meeting.
5. Welfare Foods Nursery Milk consultation including Healthy Start
Mandy Callaghan and Sarah Bruce of Scottish Government presented to the group on the Welfare Foods consultation. Mandy began the presentation by providing some background on the Promoting Prevention team, with Sarah then providing some information on Welfare Food.

The presentation included information on the current UK Healthy Start scheme and Nursery Milk scheme as well as information on the consultation which wishes to gather views on how Scottish Government can take forward the devolved powers over Welfare Foods.

Mandy and Sarah highlighted as part of the presentation that Scottish Government wish to link Welfare Foods to expanded and enhanced early learning and childcare to create a unified package of nutrition for young people. They wish to make the current system easier for families to access and use, including creating a new smartcard and aligning the application process with the new Best Start Grant. Scottish Government also want to increase the weekly payments to families to cover the costs of ensuring their children get a healthy diet.

This is to be completed in two stages:-

- Phase 1 – Best Start Foods (to be introduced in Summer 2019)
- Phase 2 – Milk and under 5s (to be introduced as part of the early years expansion in 2020)

Following the close of the consultation, independent analysts will review and analyse the findings.

As part of this agenda item, there was a group discussion post presentation regarding the thoughts of the group as well as some of the potential challenges. These included the suggestion for Scottish Government to look at the administration and operation of fuel payment cards as a potential option for adopting a similar method for the welfare foods payment system. The importance of linking everything back to the nutritional guidance and the food standards document "Setting the Table" **as well as whether local authorities** would receive a budget for

the complete offering of meal, milk and snack. Another potential challenge raised was how budgets/ monies would be distributed to childcare providers, where a child attends more than one provider over the course of a day.

It was agreed that L Melville would circulate the link to the consultation post meeting to all attendees.

6. Diet and Nutrition: Environmental Health project targeting obesity and eating habits within secondary school age children

Derek Oliver provided a presentation to the group on the recent project which East Lothian Council undertook with Queen Margaret University around targeting obesity and eating habits within second year students.

The presentation included nutritional analysis of the small field of students within the project but it is hoped that there will be a further study of children within Primary Schools to gather information at this age. This would then allow for a bigger picture to be formed of the eating habits.

East Lothian Council like other authorities have/ are changing the school environments and are keen to engage with as many stakeholders as possible to continue to support the work of the Council on healthy eating and nutrition within schools.

7. Annual payscale exercise for Catering, Cleaning & Janitorial findings

Anne Hanlon confirmed that this exercise hadn't been completed in the past 2 years and therefore it was felt it would be good to re-visit to provide an up to date picture of the Soft FM payscales for all.

It was agreed that L Melville would re-issue the email regarding this post meeting in order for any authorities still to complete and return could do so.

It was also agreed that this information would be shared with the group when the collation and analysis had been completed, possibly a brief update could be provided at the next meeting taking place during the summer.

8. Process Benchmarking - areas of focus for 2018/19

There was a discussion on potential process benchmarking areas for both education catering and building cleaning. Giving the other areas of significant focus for the group at the moment it was felt that these options should be put on hold for the moment with a view to picking back up at a later date.

9. APSE update

Louise Melville provided an update on the current work of the Association, including the latest briefings, recent advocacy work, network queries, upcoming APSE Energy and APSE Training events in Scotland, the work of APSE Solutions and upcoming Scottish and National seminars including our Annual Seminar and Service Awards which this year takes place in Edinburgh.

10. Date of Next Meeting

The next meeting will be held on the 31st of July 2018 at the Hamilton Town House.

11. Lunch

12. Early Learning & Childcare – Free school lunches

There was a detailed discussion on the implementation of the early years expansion and impact on FM service. This included information on the upcoming Scottish Government Early Learning Years event taking place on 22nd May. L Melville will send a **copy of the agenda to all attendees'** post meeting for further information.

As part of these discussions it was noted that unfortunately due to other work commitments the snapshot of where each local authority is regarding early years had to date not been circulated by East Renfrewshire Council. L Melville confirmed she would be happy to circulate and collate this information on behalf of the group in order to be used at the next meeting of the advisory group (taking place at the end of July). L Melville will liaise with N Joiner at East Renfrewshire Council regarding the list of questions and then circulate to all to complete and return.

Attendance

Name	Council
Louise Melville	APSE
John Bedwell	APSE Associate
Margaret Campbell	Argyll & Bute Council
Laura Nisbet	City of Edinburgh Council
Pauline Pryde	City of Edinburgh Council
Prasun Barman	City of Edinburgh Council
Alan Mawson	Dumfries & Galloway Council
Carol Broll	Dumfries & Galloway Council
Shannon Quigley	Dumfries & Galloway Council
Wendy Watson	East Ayrshire Council
Cllr Elena Whitham	East Ayrshire Council
Andrew Kennedy	East Ayrshire Council
Mark Hunter	East Ayrshire Council
Wendy Anderson	East Dunbartonshire Council
Vanessa Sanal	East Lothian Council
Lorraine Faulds	East Lothian Council
Derek Oliver	East Lothian Council
Nicky Joiner	East Renfrewshire Council
Lorraine Lawrie	East Renfrewshire Council
Judith Borg	Falkirk Council
Gillian Johnston	Fife Council
Shona Grant	Fife Council
Keith Breasley	Fife Council
Jacqui Laing	Fife Council
Julia McCreadie	Glasgow City Council
Linda Andrew	Glasgow City Council
Elsbeth Tierney	Inverclyde Council
Una Doolan	North Ayrshire Council
Aileen Campbell	North Ayrshire Council
Cllr Colin Cameron	North Lanarkshire Council
Anne Hanlon	North Lanarkshire Council
Sharon Leslie	North Lanarkshire Council
Margaret Reid	North Lanarkshire Council
Susan McLean	Perth & Kinross Council
Alison Conn	Renfrewshire Council
Sharon Hughes	Renfrewshire Council
Kay Johnstone	Renfrewshire Council
Lynsey Gordon	Scotland Excel
Nikki Howie	Scotland Excel
Rebecca Green	Scotland Excel
Sarah Bruce	Scottish Government
Mandy Callaghan	Scottish Government

Hilary Iannotti	South Ayrshire Council
Lesley Leitch	South Lanarkshire Council
Sandy McGinness	South Lanarkshire Council
Karen Cockburn	Stirling Council
Donna Campbell	Stirling Council

Apologies

Name	Council
Jayne Jones	Argyll & Bute Council
Simon Farrer	Perth & Kinross Council
Anne Goldie	South Lanarkshire Council