

APSE Scotland Building & Housing advisory group meeting

Chatelherault Country Park

19th April 2018

1. Introduction & Welcome

Cllr George Paul, Chair of the group welcomed all to the meeting and thanked South Lanarkshire Council for hosting.

2. Attendance & Apologies

See attached.

3. Minutes from previous meeting 15 November 2017

The minutes of the meeting on the 15th November 2017 were agreed as a true and accurate account.

4. Matters arising

The group were signposted to the Scottish Government Sprinkler consultation which was currently live. It was agreed that APSE would provide any consultation updates to the group at the next meeting.

5. Future format of the advisory group

Alistair Shaw provided the group with some background on this agenda item in terms of discussing with the group what they would like to get out of the meetings and how APSE/ West Lothian as Chair and Secretary could ensure these outcomes were achieved.

There was a detailed discussion around the room with a number of points being noted/ actions to take forward: -

- Group feel it is important for the presentations to leave adequate time for the any subsequent discussions on the topic/ theme of the presentation. It would be good for the presentations to be discussion presentations whereby questions etc can be taken as and when they arise during the presentations.
- Group felt it was important to give attendees adequate time to provide discussion items for any upcoming meetings. This was noted by Louise Melville and confirmed she would ensure this was action was completed for future meetings.
- It was agreed Louise and the team at the APSE office would ensure early notification of the dates for the meetings to provide enough lead in time for any presentations.
- It was noted that to ensure regular attendance from the largest possible number of Councils, APSE would seek to move the meetings around to ensure access for those further afield.
- As part of this it was agreed that it would be beneficial for any council hosting a meeting to provide a short 5/10-minute update on their key areas of work, best practice and any current challenges.
- It was also noted that it was important for all attending to input during discussions etc to ensure all gained from what they take away from the meeting.
- The group also noted that on some occasions authorities may have differing priorities in terms of times and other work activities, which can mean they are unable to attend all meetings. Therefore APSE/ West Lothian highlighted it was important for them to ensure the topics/ discussion items were the most relevant and timely for the group.

Following on from this the group discussed potential topics for the upcoming August meeting. Big issues included fire safety, sprinkler systems given the tragic outcome from Grenfell. It was agreed the group would be keen to hear from the Scottish Fire and Rescue Service with regards to what they are doing, as well as information on legally what all local authorities should be doing/ risk assessments.

Another topic for August was winter readiness. It was agreed that Colin McInnes would prepare a discussion presentation for the meeting in order for the group to discuss key considerations in the lead up to winter 2018/ 19.

Finally, within this agenda item the group discussed the way forward for the annual Scotland Building and Housing Seminar. Main areas/ actions noted included: -

- The group agreed that Dunblane Hydro hotel was a good location for the conference and all in the room confirmed they were happy for this to continue to be the venue for the event in 2019.
- Returning the building maintenance clinic to the Friday morning instead of having presentations, given the drop off of numbers staying until the close of the seminar.
- Group agreed to begin the clinic at an earlier time to enable a sharper finish time for the seminar to encourage all delegates to attend until the close of the conference.
- There was a discussion around the impact of the local authority budget meetings which are usually around mid to late February. Louise Melville confirmed although (given the APSE calendar of events) we would be unable to move the seminar to a new time of year, she would look to ensure the event was held at the start of February to minimise any impact.
- There was a discussion in relation to how APSE/ the group could look to increase the exhibition numbers for the event. Louise Melville noted that herself and the APSE team would welcome any contacts/ leads which the group were able to provide in order for contact to be made regarding the exhibition packages. Louise highlighted that this was an area in which local authority help would be greatly appreciated as local authorities were interacting with their suppliers on a daily basis and would know which companies would be most interested in attending this type of event.

6 Discussion items

The following items were reviewed by the group in terms of which they would be most interested in focusing on at the next advisory group meeting: -

- Modernisation plans
- Multi-skilling arrangements within Building Services
- Arrangements for out of hours emergency repairs
- Tenants portal who is using this for tenants to book repairs
- Customer surveys
- Services operating outside 8am 4pm (e.g. offering a twilight service to 8pm or on a Saturday morning)
- Fire inspections and fire risk assessments following recent events, and how each organisation has responded to this from both a public engagement and material/technical perspective

It was agreed that Multi-skilling arrangements within Building Services would be brought forward to the next meeting of the advisory group as a process benchmarking topic. Colin McInnes highlighted that this was something he was involved in during his time as an APSE Associate at Nottingham City Council. It was therefore agreed that Colin would email a copy of the matrix he compiled for

Nottingham City Council to Louise in order for this to be passed to the attendees of this meeting for their information/ use.

It was also agreed that Colin would work on this area and at the next meeting would provide information on how multi-skilling was carried out at Nottingham as well as information on any barriers during implementation etc.

Some of the other points noted during the discussion included:-

- What additional modules can you give the tradesmen to allow them to do additional work e.g. Plumber with a gas certificate
- Which councils if any have more informal arrangements for multi-skilling staff
- Instead of the term multi-skilling do any councils possibly use another e.g completion skills
- Need to consider the possibility that different trades have different payment rates
- The importance of noting it is about up-skilling not de-skilling staff
- Collaborative approaches with colleges

There were also discussions around Out of hours emergency services and Fire inspections.

7. APSE Update and Performance Networks

Louise Melville provided the group with an update on all of the recent work of the Association both in Scotland and UK wide. This included information on recent briefings and publications including a number of APSE Energy publications which focus on “Energy across the authority” and “ECO funding”. Louise also provided the group with information on the various areas of advocacy APSE were involved in, including Party Political Conferences. With the latest (SNP conference) which is to be held in Aberdeen at the start of June. As well as exhibiting at the conference APSE will also hold a fringe event on “Local Government Finance: Are we at a cliff edge?”. Finally, Louise provided information on the other services provided by APSE which included an update on the Annual Seminar & Service Awards this year taking place in Edinburgh.

8. AOCB

There was no other competent business.

9. Date for next meeting

Friday 17th August 2018, Fife.

10. Lunch

Attendee List

Name	Council
Louise Melville	APSE
Colin McInnes	APSE Associate
Richard Stewart	East Ayrshire Council
John Paul Rennie	East Dunbartonshire Council
Cllr John Jamieson	East Dunbartonshire Council
Allan Barclay	Fife Council
Steve Anderson	Fife Council
Ross Grieve	Fife Council
Cllr Judy Hamilton	Fife Council
Michelle Hendry	North Lanarkshire Council
Karen Sillars	Renfrewshire Council
Oliver Baylis	Renfrewshire Council
David Hainey	South Ayrshire Council
Heather Michael	South Ayrshire Council
Dougie McMillan	South Lanarkshire Council
Andy Romer	South Lanarkshire Council
Stewart Neville	South Lanarkshire Council
Jim Fraser	West Dunbartonshire Council
Duncan MacPherson	West Lothian Council
Marc Garland	West Lothian Council
Grant Taylor	West Lothian Council
Robert Stuart	West Lothian Council
Alistair Shaw	West Lothian Council
Cllr George Paul	West Lothian Council

Apologies

Steven Trotter	Dumfries & Galloway Council
Ronnie Dempster	Dumfries & Galloway Council
Derek Spence	East Ayrshire Council
Robert Fotheringham	Falkirk Council
Jim Thompson	Midlothian Council
Ian Cathcart	North Ayrshire Council
Elaine Scott	Renfrewshire Council
William Andrew	South Ayrshire Council