

Soft FM Advisory Group Meeting
Minutes 22 August 2017
Chatelherault Country Park, Hamilton

1. Introduction and welcome
Andrew Kennedy and Cllr Elena Whitham thanked all for attending and thanked South Lanarkshire Council for their hospitality in hosting this morning's **meeting in Chatelherault**.
2. Attendance and apologies
See attached.
3. Minutes of last meeting (9 May 2017)
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. Obesity Action Scotland meeting update
Andrew Kennedy provided an update on **APSE's recent meeting with Obesity Action Scotland**.
6. Updating of the School Premises (General Requirements and Standards) (Scotland) Regulations 1967 – Scottish Government Consultation
Andrew Kennedy led a discussion on the current school premises consultation. It was agreed that those in the room would share their individual responses with APSE to allow APSE to submit a coordinated response to this consultation, and if possible request for a working group to be setup and for APSE to have involvement in this.
7. Education Scotland – further developing inspection and self-evaluation approaches
Laura Wilson from Education Scotland provided an update on inspection findings during 2016-17, introduced proposals for the development of a self-evaluation framework for school food and an update on key policies in education.

The 2016/17 inspections found that half of secondary schools selling items didn't **meet food** and drink standards with or outwith lunch, and that non-compliant drinks in secondary schools were concern in almost a third of inspections. All standards were only met in 24% of primary schools and 19% of secondary schools. Positive aspects of the inspections included that the quality of meals were good or better in almost all schools, that relationships between staff and children were positive in most schools, that FSM payment systems duty were being met in almost all schools and that almost all primary schools were promoting the uptake of meals well. Other areas where improvements could be made were in promoting uptake in more than half of secondary schools, and the need to improve menu and pricing displays in around half of secondary schools.

Laura also promoted a recent publication by University of Leeds and Leeds Beckett University on how simple nudges can be effective in promoting better food choices, an update on the Review of School Food Regulations, information on the introduction of universal free school lunches for 3 and 4 year olds, and information on the Pupil Equity Fund.

8. Topic suggestions for the APSE Scotland Soft FM seminar 2017
The group gave their feedback and topic suggestions for the upcoming APSE Scotland Soft FM seminar. These were noted by APSE, and it was agreed that the group's **secretary and chair** would have further discussions about these suggestions in the near future.
9. Soft Facilities Management Clinic
The Soft FM clinic provided an opportunity for attendees to share their issues and get feedback from other members. Topics discussed included school crossing patrol services and letting arrangements in different local authorities.
10. APSE update
Garry Lee provided an update on the current work of the Association, including the latest briefings, the recent APSE Scotland publication '**Doing local politics in Scotland**', the APSE/ITN '**Redefining Neighbourhoods**' programme, recent advocacy work, network queries, deadlines for Performance Networks data returns, upcoming APSE Energy and APSE Training events in Scotland, the work of APSE Solutions and upcoming Scottish and National seminars.
11. Process benchmarking
APSE Associate John Bedwell led the session on process benchmarking for the Soft FM advisory group. He provided an overview of what other advisory groups had undertaken, and made suggestions on what the group might like to focus on. It was agreed that initially the group would like to focus on productivity in building cleaning and education catering, and that a small working group would be formed and would meet before the APSE Soft FM seminar 2017 in November with John Bedwell to drill down further.
12. APSE Scotland Soft FM / Better Eating Better Learning publication
Garry Lee spoke to the group about the planned APSE Scotland Soft FM publication that APSE is planning to put together using case studies from Scottish local authorities. He highlighted that a short survey linking back to each of the different elements of the Better Eating, Better Learning Scottish Government report would be issued to attendees shortly. A small working group will then go through suggested case studies and decide what should be included.
13. Food For Life – feedback on potentially including APSE Performance Indicators in the evaluation criteria
Sarah Duley from the Soil Association came along to the meeting to ask about the potential of using APSE's **Performance Indicators as part of the evaluation criteria for Food For Life**. Sarah explained to the group that they wanted to use the data to build a national picture of catering and the intention wouldn't be to **generate individual reports** that may highlight any local authorities in a negative light. After further discussions and a questions and answers session with attendees, it was agreed that the next step would be to issue a letter to each local authority that would detail what the Soil Association are asking for access to and why, and that local authorities would have the option to either opt in or opt out.