

Soft FM Advisory Group Meeting

Minutes 31 July 2018

Hamilton Town House, Hamilton

1. Introduction and welcome
Cllr Elena Whitham and Andrew Kennedy thanked all for attending and welcomed everyone to the Hamilton Town House.
2. Attendance and apologies
See attached.
3. Minutes of last meeting (1 May 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. Annual payscale exercise for Catering, Cleaning & Janitorial update
At the previous meeting of the group Anne had highlighted that this piece of work hadn't been completed in the past 2 years and felt it would be worthwhile to re-visit to provide an updated picture of the payscales for all providing figures.

Gordon Robertson and Anne Hanlon provided the group with information on their annual payscale exercise for catering, cleaning and janitorial services. It was agreed that should any other authorities be interested in providing their information for this, Gordon & Anne would look to provide an updated report to all providing information.

It was agreed that Louise Melville would issue the information on how to provide your figures should you wish to be included in this piece of work post meeting.

6. **Feedback/ review of "Early Years snapshot" questionnaire**
Following the APSE Early Years questionnaire which was issued following the last meeting with the help of Nicky Joiner at East Renfrewshire Council. A hard copy of the report was issued to all in attendance in order for the responses received to be discussed in more detail.

Louise provided the responses on a powerpoint presentation and the group reviewed each question and held an open and detailed discussion on any of the questions they wished to concentrate on.

The discussions around the room provided the opportunity for all to hear in a little more detail from respondents as well as any particular challenges/ issues to be discussed with colleagues providing their own experiences for help and support to others.

Anyone wishing to submit responses that currently hadn't done so can contact the APSE Scotland team post meeting for a link to the questionnaire for completion. If further responses are received an updated report will be circulated.

7. Connections event – **get to know your colleagues and who's doing what across catering,** cleaning janitorial and school crossing patrol

The advisory group were put into smaller working groups in order for each table to discuss in more detail their own services including structure, current changes, area of interest/ concern etc.

After 10 minutes a number of delegates from each table to the next table within the room and the process was completed again. This was repeated until all within the meeting had heard from a number of different local authorities.

There were a variety of areas covered during this agenda item which included:-

- School crossing provision and who carried this out within schools
- New technologies
- Cleaning frequencies
- Merging of services e.g. janitors and cleaners
- Service reviews
- School food legislation
- Allergies within catering

8. Seminar topics and speaker suggestions – your involvement in shaping the key questions for the Soft FM seminar (20th November, Westerwood hotel)

It was agreed that the big areas for potential coverage at the seminar were continuing around previous themes of poverty and inequality etc and the impact Soft FM services can have on these. It was also noted that innovations around technology and cleaning operations would be beneficial.

It was agreed that Louise would look at potential areas along with Cllr Whitham and Andrew **Kennedy for November's event.**

9. Minimising waste and litter in school and public buildings

Emma Leel of Zero Waste Scotland provided a presentation on the new CoPLAR guidance and highlighted the importance of whole council approach to litter etc and not just for the cleansing services teams. The new guidance provides more of an emphasis on prevention and highlighted to the group some of the initiatives local authorities were getting involved in including litter action plans.

Emma noted that the Zero Waste Scotland team were currently visiting as many local authorities as possible to speak to wide ranging services including catering & cleaning, licensing, planning, street cleansing, housing etc etc to help support local authorities tackle the issue of litter.

Should anyone require any further information then please contact Emma Leel on Emma.Leel@zerowastescotland.org.uk

10. 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.

11. Date of Next Meeting

The next meeting will be held on the 20th November at the Westerwood hotel (Soft FM seminar).

12. Lunch

Attendance

Louise Melville	APSE
Margaret Campbell	Argyll & Bute Council
Karen Kirkwood	Clackmannanshire Council
Susan McIntyre	Clackmannanshire Council
Cllr Elena Whitham	East Ayrshire Council
Andrew Kennedy	East Ayrshire Council
Wendy Anderson	East Dunbartonshire Council
Nicky Joiner	East Renfrewshire Council
Lorraine Lawrie	East Renfrewshire Council
Keith Breasley	Fife Council
Elsbeth Tierney	Inverclyde Council
Una Doolan	North Ayrshire Council
Margaret Reid	North Lanarkshire Council
Anne Hanlon	North Lanarkshire Council
Gordon Robertson	North Lanarkshire Council
Simon Farrer	Perth and Kinross Council
Jean Brown	Renfrewshire Council
Iain Grice	Renfrewshire Council
Seonaid O'Neil	Renfrewshire Council
Rebecca Green	Scotland Excel
Zoe Brawn	Scotland Excel
Lynsey Gordon	Scotland Excel
Karen Rodgerson	Scottish Borders Council
Deborah Hosie	Scottish Borders Council
Hilary Iannotti	South Ayrshire Council
Gerry Donachie	South Lanarkshire Council
Anne Goldie	South Lanarkshire Council
Lynda Dinnie	West Dunbartonshire Council
Betty Wood	West Lothian Council
Gary Borthwick	West Lothian Council
Emma Leel	Zero Waste Scotland

Apologies

Name	Council
Carol Broll	Dumfries & Galloway Council
Margaret Mckenzie	Midlothian Council
Jayne Jones	Argyll & Bute Council
Sue Nield	Highland Council
Jane Richmond	East Ayrshire Council
Jacqui Laing	Fife Council
Jeff Jacobs	Fife Council
Julia McCreadie	Glasgow City Council
Linda Andrew	Glasgow City Council