

Date: August 2016



Dear Colleague,

APSE Parks, Grounds & Street Services Advisory Group

I am writing to inform you that the next meeting of the Scottish parks, grounds & street services group will be held as follows:- Chatelherault Country Park, Carlisle Road, Fernigair, Hamilton ML3 7UE

Date: Wednesday 24 August 2016

Time:

10:00 am Tea, coffee and arrival

10:30 am Advisory group commences

12:30 pm Lunch

1:15 pm Process benchmarking

3.00pm Close

Venue: Chatelherault Country Park, Carlisle Road, Fernigair, Hamilton ML3 7UE

The agenda for the meeting is enclosed.

The meeting is open to elected members and officers from every council in Scotland.

Please ensure you confirm your attendance either by telephoning Lyndsey Moffat on 01698 459 051; or [click here](#) to book online; by email to [Lmoffat@apse.org.uk](mailto:Lmoffat@apse.org.uk) or by faxing the attached form to 01698 200 316 in order that the necessary arrangements can be made.

Yours faithfully,

Louise Melville  
Principal Advisor  
APSE Scotland



**Association for Public Service Excellence**

Brandon House Business Centre  
Units 18-20, 23-25 Brandon Street  
Hamilton ML3 6DA  
telephone: 01698 459051  
fax: 01698 200316  
email: [enquiries@apse.org.uk](mailto:enquiries@apse.org.uk)  
web: [www.apse.org.uk](http://www.apse.org.uk)

Fax back attendance form

APSE Parks, Grounds & Street Services Advisory Group Meeting

Wednesday 24 August 2016, Chatelherault Country Park, Carlisle Road, Fernigair, Hamilton ML3 7UE

Please complete this form and return it to APSE before as soon as possible via fax to Lyndsey Moffat, on 01698 200 316.

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"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Please help us keep our records up-to date

- Persons contact details have changed, please amend as indicated
- Please add name and details to your database
- Person has left the company (if so please complete the details below for the replacement)

Please print details

Title \_\_\_\_\_ First Name \_\_\_\_\_ Surname \_\_\_\_\_  
Job Title \_\_\_\_\_ Authority \_\_\_\_\_  
Department \_\_\_\_\_  
Address \_\_\_\_\_  
Post Code \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

## APSE Parks, Grounds & Street Services Advisory Group Meeting

Wednesday 24 August 2016, 10:30 – 15.00, Tea/ Coffee from 10:00 at Chatelherault Country Park, Carlisle Road, Fernigair, Hamilton ML3 7UE

1. Welcome from Cllr Norman Hampshire, Chair of Group
2. Attendance & Apologies
3. Minutes of Previous Meeting (2 March 2016)
4. Matters arising
5. Inspiring litter prevention strategies  
Speaker: Emma Leel, Sector Manager Litter & Flytipping, Zero Waste Scotland
6. Trunk road litter management  
Open discussion led by: Stuart Pryde, Principal Amenity Officer, East Lothian Council
7. **Member feedback on any other managers' forums/ focus groups**  
Speaker: Group discussion
8. APSE update
  - National Issues
  - Briefings/ research
  - New Scottish Commercialisation advisory groupSpeaker: Louise Melville, Principal Advisor, APSE Scotland
9. Evidence, data & state of the market  
Speaker: Debbie Johns, Head of Performance Networks, APSE
10. Date and venue for next meeting (2 November 2016)  
Potential topics will include
  - Biodiversity & Eco-systems
  - Procurement and Buy Smart
  - Community Empowerment Bill (Allotments)
11. A.O.C.B
12. Lunch
13. Process benchmarking meeting  
Facilitated by: Debbie Johns, Head of Performance Networks & Louise Melville, Principal Advisor, APSE Scotland