



Dear Colleague,

APSE Scotland Commercialisation Advisory Group

I am writing to inform you that the first meeting of the Scottish commercialisation advisory group will be held at:- Saltcoats Town Hall, 17-21 Countess St, Saltcoats, KA21 5HP.

Date: Wednesday 20 September 2017

Time:

10.00 Tea/ coffee on arrival

10:30 Advisory group commences

12:15 Buffet lunch

13.00 Meeting ends

Venue: Saltcoats Town Hall, 17-21 Countess St, Saltcoats, KA21 5HP.

Map: [Click here for map & to access directions](#)

Parking: [Click here for information on nearby parking](#)

The agenda for the meeting is enclosed. The meeting is open and free to elected members and officers from APSE Scotland members.

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 or by faxing the attached form to 01698 200 316 in order that the necessary arrangements can be made.

Yours faithfully,

A handwritten signature in grey ink that reads "Garry Lee". The signature is written in a cursive, slightly slanted style.

Garry Lee
Acting Principal Advisor
APSE Scotland



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Fax back attendance form

APSE Scotland Commercialisation Advisory Group Meeting

Wednesday 20 September 2017 at Saltcoats Town Hall, 17-21 Countess St, Saltcoats, KA21 5HP.

Please complete this form and return it to APSE 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. If your contact details have changed or you or a colleague would like to be added to the contact list, please complete the section below.

Please print details

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

Scotland Commercialisation advisory group

Wednesday 20 September 2017 10.30 to 13.00, Tea/Coffee from 10.00 at Saltcoats Town Hall,
17-21 Countess St, Saltcoats, KA21 5HP.

1. Introduction & Welcome from Chair
2. Attendance & Apologies
3. Minutes of previous meeting (Tuesday 25 April 2017)
4. Matters arising from previous meeting (Tuesday 25 April 2017)
5. Case study: **North Ayrshire's** recent winning catering tender
Speaker: Ken Campbell, Service Manager, North Ayrshire Council
6. Case study: Dumfries and Galloway's **commercialisation projects currently**
underway
Speaker: Ronnie Dempster, Head of Enterprising Services, Dumfries & Galloway Council
7. Commercialisation strategies for 2017-18 and 2018-19
Speaker: General discussion
8. APSE Update
 - National issues
 - Briefings/researchSpeaker: Garry Lee, Acting Principal Advisor, APSE Scotland
9. AOCB
10. Date of next meeting – Wednesday 29 November 2017 - Location/Venue TBC
11. Lunch