

## **Soft FM Advisory Group Meeting**

**Minutes 9 February 2017**

**Gartlea Community Centre, Airdrie**

### **1. Introduction and welcome**

Cllr Hugh Ross thanked all for attending and thanked Anne Hanlon and colleagues for their hospitality in hosting this morning's meeting in Airdrie.

### **2. Attendance and apologies**

See attached.

### **3. Minutes of last meeting (13 September 2016)**

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. South Ayrshire Council's training and development opportunities: SVQ 2 Professional Cookery course at Ayrshire Council**

Hilary Iannotti, Facilities Coordinator, South Ayrshire Council provided an interesting presentation on the training and development opportunities taking place within Catering services. Hilary highlighted that other Councils may be undertaking something similar and would therefore like to use this opportunity to learn from others around the room too. The presentation included information on:-

- SVQ level 2 professional cookery
- Refresher training for catering supervisors
- Nurture awareness training

The presentation included information on how the Facilities Management team introduced the SVQ level 2 training for their staff. This involved preparatory work with Ayrshire College as well as an information session with the catering staff. Following this the Council undertook an application process for any members of staff wishing to be considered for the training. At the end of a selection process and a learning commitment from those successful students started their training in August 2016.

As well as, this Hilary outlined the benefits to the training for staff which included:-

- Staff motivation
- Increased staff engagement
- Twilight course (between 2.30pm and 8.30pm)
- 2 year recognised course
- Fees are paid by South Ayrshire Council (£545 per annum)

Hilary highlighted that the staff involved in the training are keen to identify new skills by taking part in other Council catering events.

Hilary then went on to provide the group with information on both the refresher course and nurture awareness training which are currently at the development stage. In terms of the refresher training course for catering supervisors it is hoped that the training will help to improve performance, maintain consistent standards and improve customer satisfaction.

With regards to the nurture awareness training, management are currently working with catering staff as well as having input from a Principal Educational Child Psychologist. When the training pilot has been completed and the content fully agreed, this will be rolled out to all catering staff. This training is similar to nurture training which is undertaken by teachers and educational staff.

Following Hilary's presentation attendees discussed some of the training methods which were being used within other authorities. This included information on Argyll & Bute Council's video toolbox talks which are emailed to staff. This has proven successful as it provides an innovative way to provide training during times of reduced resources etc. Jayne Jones confirmed she would be happy to provide examples of the video links to APSE in order for these to be shared with attendees of the meeting. Similarly South Lanarkshire Council are currently providing safe systems of work and Health & Safety training using a 20 minute DVD. This training provides information to staff using a number of tasks which have been filmed by colleagues, enabling staff to see examples in action. Gerry Donachie, also agreed to provide DVDs to any colleagues interested in receiving a copy.

#### **6. Potential areas of focus for upcoming budget targets: Building Cleaning/ Janitorial and Catering Services**

The group held discussions on potential areas of focus which included potential ways of generating increased income within services including specialist cleaning. Other discussions included:-

- Potential of shared janitorial services
- Potential consolidation of lets
- Potential opportunities within frozen contracts
- Working jointly with other organisations including the NHS
- The importance of Local and National policies being aligned

Included in these discussions Louise Melville and Andrew Kennedy provided the group with information on potential funds which services could look to tap into:-

- Scottish Attainment Challenge
- Attainment Scotland Fund
- Pupil Equity Fund

It was agreed it would be good to look to have someone along to a future advisory group meeting to provide more information. Click here for further information on the funds:-

<http://www.gov.scot/Topics/Education/Schools/Raisingeducationalattainment>

#### **7. The Food, Mood and Health game: Educational developments for children around food**

Melvin Bell, Director of Focus Games began his presentation by providing a background on the company and the focus on educational games, this also included information on some of the partners which had been involved e.g. NHS and colleges. One of the main areas of focus was to look at play in a different context in order to develop educational discussions.

Melvin then provided the attendees with information on the Food, Mood and Health game which Focus Games worked with Highland Council and NHS Health Scotland. The game is developed through a series of questions both picture and oral. The game allows children as young as 8 – 10 to discuss issues around health and well-being and gives them a real understanding of how decisions are made. The game has also been used at college and university level, highlighting the varying age ranges in which it connects with.

Melvin confirmed that he would be happy to talk with any local authority interested in the game in more detail and Louise Melville has full contact details which Louise can provide if requested.

## 8. APSE Update

Louise Melville provided the group with an update on the latest work of the Association both in Scotland and UK wide. This included information on the two latest publications “Neighbourhood services poll undertaken by Survation on behalf of APSE” which found that the vast majority of the public want to see more of their taxes spent in the local area and “Work it Out: Creating Local Systems of Employability Support”, this report completed in collaboration with the NLGN, looks at the how local authorities are currently helping to tackle unemployment as well as how much more they could do if given the correct tools and incentives. Louise also covered the recent briefings, training and solutions work which has been undertaken, as well as the developments within PN.

## 9. Date and Time of Next Meeting

The next meeting of the group is scheduled for 9<sup>th</sup> May 2017 and will take place at Chatelherault Country Park in Hamilton.

## 10. Lunch

### Attendance

<b>Name</b>	<b>Council/ Organisation</b>
John Landragon	Aberdeen City Council
Rose Turner	Aberdeen City Council
Tracy Archibald	Aberdeen City Council
Kevin Masson	Aberdeen City Council
Louise Melville	APSE
Jayne Jones	Argyll & Bute Council
Margaret Campbell	Argyll & Bute Council
Cllr Hugh Ross	East Ayrshire Council
Andrew Kennedy	East Ayrshire Council
Cath Nieto	East Ayrshire Council
Nicky Joiner	East Renfrewshire Council
Lorraine Lawrie	East Renfrewshire Council
Jennifer Clepperton	Falkirk Council
Keith Breasley	Fife Council
Elsbeth Tierney	Inverclyde Council
Kirsteen MacCormick	North Ayrshire Council
Maria Gilmore	North Ayrshire Council
Margaret Reid	North Lanarkshire Council
Jill Bryans	North Lanarkshire Council
Kay Johnston	Renfrewshire Council
James McIntyre	Renfrewshire Council
Seonaid O’Neil	Renfrewshire Council
Hilary Iannotti	South Ayrshire Council
Gerry Donnachie	South Lanarkshire Council
Anne Goldie	South Lanarkshire Council
Karen Cockburn	Stirling Council
Janette Reid	Stirling Council
Lynda Dinnie	West Dunbartonshire Council
Jamie Fisher	West Lothian Council
Wendy Thomas	West Lothian Council

**Apologies**

<b>Name</b>	<b>Council/ Organisation</b>
Carol Broll	Dumfries and Galloway Council
Alan Mawson	Dumfries and Galloway Council
Jim Corrigan	East Dunbartonshire Council
Vanessa Sanal	East Lothian Council
Judith Borg	Falkirk Council
Margaret McKenzie	Midlothian Council
Craig Gillie	Midlothian Council
Simon Farrer	Perth and Kinross Council
Jean Brown	Renfrewshire Council
Robin Gourlay	Scottish Government
Ged Gilmartin	Tayside Contracts