

Soft FM Advisory Group Meeting

Minutes 9 May 2017

Chatelherault Country Park, Hamilton

1. Introduction and welcome

Andrew Kennedy, Secretary of the Soft FM group 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 (7 February 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 – Transforming a feeding culture to an eating culture: Discussion on potential response from APSE Soft FM

The group held a detailed discussion on the recent Obesity Action Scotland document which had been released. With one of the main themes highlighting any review needs to be based on how it works.

Robin Gourlay of Scottish Government, kindly provided some information on the "Scientific Advisory Committee" and the "Procurement Summit Taskforce". This included:-

Scientific Advisory Committee – A working group including HMIs and Food Standards Scotland which once initial work completed will then look at a more operational level bringing in other organisations including Scottish Government, APSE & ASSIST. This group will be looking at areas such as processed meats and high fats etc.

Procurement Summit Taskforce – This taskforce will look at what sort of foods are going into schools and work should be completed by the end of the year. The "Catering for Change" current guidance may change following the summit outcomes. Information may include asking the Procurement of Excellence what perhaps they are finding difficult to purchase from Scotland.

The group then discussed some of the wider issues for local authorities and how they try to feed into these other organisations including Obesity Action Scotland. It was agreed that there as a need to shift the balance in terms of lunch options. As part of these discussions it was also highlighted that there was a need for a language of discussion on the nutritional legislation through APSE & ASSIST. It was also noted that School Meal Uptake was key and that it was important to look at a phased approach.

Another point noted during discussions covered the issue of having too many restrictions on catering services and not enough on other organisations then how can we look at reviewing challenges as a whole?

As part of the discussions it was noted that it would be good to have a document/ publication which could be used to reference all of the good work local authorities are doing with regards to school meals and look to raise the profile of School Meals. Louise Melville confirmed that as part of the APSE

Scotland team could look at the Service Awards submissions for the past few years to hopefully build up some case studies which could be used. It was recognised that it's not just about uptake figures but also the wider benefits such as helping the attainment, ensuring a hot meal etc.

It was asked why so much energy goes into those meeting the guidance instead of focusing on the % which we can encourage to meet the nutritional standards through a healthy school meal.

It was highlighted that each Council has difficulties as every school has differing agendas and priorities therefore catering services need to see different marketing strategies.

It was proposed that Louise look to contact Obesity Action Scotland to see if they would be willing to speak with a small working group consisting of some volunteers from this group to discuss the issues raised today as well as highlight and help lobby the work of local authorities. This meeting would be confirmed for over the summer in order for a full update to be provided at the next full meeting of the advisory group which will be taking place in August.

Louise asked for volunteers and those confirming happy to participate were:-

- Andrew Kennedy
- Alan Mawson
- Loraine Lawrie
- Janice Fanning
- Anne Hanlon
- Hilary Iannotti

6. Soft Facilities Management Clinic: Resolving your service issues through debate and discussion with colleagues including network queries including:-

- Risk Management & Safe Working Practices
- Cash cafeterias
- School lets process

The group discussed the recent network queries above and agreed to complete a short survey on school lets during the lunch break. Anyone wishing information on the responses can contact the APSE office and the team will be happy to forward these on.

7. APSE Update

Louise Melville provided an update on the current work of the Association.

8. Potential process benchmarking topics

John Bedwell facilitated a discussion with the group in terms of potential areas for possible process benchmarking. It was agreed that John would look at a few areas highlighted and provide feedback at the next meeting of the group, due to take place in August.

9. Date/Time of next meeting

The next meeting will take place on 22 August 2017, venue to be confirmed.

10. Lunch

11. Performance Networks: Review of key drivers

John Bedwell facilitated a discussion on the key and secondary drivers for both Catering & Building Cleaning within the group.

12. Education Scotland updates including:-

- Pupil Equity Funding
- Published benchmarks
- Food for Thought Funding – Phase 5

Lorna Aitken provided a very informative presentation on the current work of Education Scotland. This included information on the key focus for Scottish Government in relation to the education attainment gap and the Scottish Attainment Challenge. As part of Lorna's presentation, she outlined the corresponding Attainment Advisor for each local authority.

The next area covered during the presentation was the Pupil Equity Funding. This included information on the amount of funding (£1,200 per pupil, based on number of pupils P1-P3 known to be eligible and registered for free school meals). Lorna highlighted that this funding was not to replace school services which had been cut e.g. not to replace teachers but Head Teachers do have the overall say in terms of how the money is spent within their school. Lorna also highlighted that some local authorities had requested proposals from schools in terms of how the school was going to spend their money.

In terms of the 2 funding opportunities Lorna highlighted that those within the meeting should focus on the Pupil Equity Fund as opposed to the Attainment Challenge. Funding for the pupil Equity is set to continue for the next few years although it's not 100% sure as to whether this will still be linked to school meal entitlement.

Lorna also signposted attendees to the National Improvement Hub which provides case studies for local authorities to use.

Finally, Lorna highlighted the Phase 5 food for thought to all and that they were looking for Food Education Projects. This is open until 31st May and all will be notified of the outcome by the end of June.

It was highlighted at the end of the presentation that all of this information provided within the presentation would be made available on the APSE website post meeting.

Attendance

Name	Local Authority/ organisation
Rose Turner	Aberdeen City Council
Gavin Freeland	Aberdeen City Council
Alex Fraser	Aberdeen City Council
Louise Melville	APSE
John Bedwell	APSE Solutions
Susan McIntyre	Clackmannanshire Council
Karen Kirkwood	Clackmannanshire Council
Alan Mawson	Dumfries & Galloway Council
Carol Broll	Dumfries & Galloway Council
Mark Hunter	East Ayrshire Council
Cath Nieto	East Ayrshire Council
Michael Hilarion	East Ayrshire Council
Jane Richmond	East Ayrshire Council
Andrew Kennedy	East Ayrshire Council
Lorraine Faulds	East Lothian Council

Nicky Joiner	East Renfrewshire Council
Lorraine Lawrie	East Renfrewshire Council
Lorna Aitken	Education Scotland
Jacqui Laing	Fife Council
Keith Breasley	Fife Council
Linda Andrew	Glasgow/ Cordia
Donna Harrison	Glasgow/ Cordia
Elspeth Tierney	Inverclyde Council
Jill Bryans	North Lanarkshire Council
Margaret Reid	North Lanarkshire Council
Anne Hanlon	North Lanarkshire Council
Simon Farrer	Perth & Kinross Council
Ross Crawford	Renfrewshire Council
Craig McIntyre	Renfrewshire Council
Robin Gourlay	Scottish Government
Hilary Iannotti	South Ayrshire Council
Joyce Goodwin	South Lanarkshire Council
Fiona Ross	Stirling Council
Karen Cockburn	Stirling Council
Janice Fanning	Stirling Council

Apologies

Name	Local Authority/ Organisation
Lynsey Gordon	Scotland Excel
Kenny Carlin	Scotland Excel
Margaret Campbell	Argyll & Bute Council
Lorraine Blair	Argyll & Bute Council
Margaret Mckenzie	Midlothian Council
Ibukun Strachan	Tayside Contracts
Alistair McIntyre	Scottish Borders Council
Gerry Donachie	South Lanarkshire Council