

Date: April 2018



Dear Colleague,

APSE Scotland Soft FM Advisory Group

I am writing to inform you that the next meeting of the APSE Scotland Soft FM group will be held as follows:- Auditorium, Visitor Centre, Chatelherault Country Park, Carlisle Road, Ferniegair, Hamilton, ML3 7UE.

Date: Tuesday 1<sup>st</sup> May 2018  
Time:  
10:00 am Tea & coffee on arrival  
10:30 am Advisory group starts  
12:30 pm Buffet lunch  
1.30 pm Early learning and childcare – free school lunches  
3.30 pm Close

Venue: Auditorium, Visitor Centre, Chatelherault Country Park, Carlisle Road, Ferniegair, 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 (Scotland)  
Association for Public Service Excellence



**Association for Public Service Excellence**

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## APSE Scotland Soft FM Advisory Group Meeting

Tuesday 1<sup>st</sup> May 2018 **at** Auditorium, Visitor Centre, Chatelherault Country Park, Carlisle Road, Ferniegair, Hamilton, ML3 7UE. 10:30am to 3.30pm, Tea/ Coffee from 10:00am

1. Introduction & Welcome
2. Attendance & Apologies
3. Minutes of Previous Meeting held 6 February 2018
4. Matters Arising
5. Welfare Foods – Nursery Milk consultation including Healthy Start  
Speaker: Mandy Callaghan, Head of Promoting Prevention Team and Sarah Bruce, Policy Manager – Promoting Prevention Team, Scottish Government
6. Diet and Nutrition: Environmental Health project targeting obesity and eating habits within secondary school age children  
Speaker: Derek Oliver, Service Manager – Environmental Health, East Lothian Council (inv)
7. Annual payscale exercise for Catering, Cleaning & Janitorial – findings  
Speaker: Anne Hanlon, Business Manager, North Lanarkshire Council
8. Process Benchmarking - areas of focus for 2018/19  
Facilitated by: John Bedwell, Associate, APSE Solutions
9. APSE Update
  - National Issues
  - Recent Briefings/ResearchSpeaker: Louise Melville, Principal Advisor, APSE Scotland
10. Date of next meeting – To be confirmed following the Scottish AGM taking place on the 15<sup>th</sup> of June
11. Lunch
12. Early Learning and Childcare – Free school lunches  
Group Discussion