

April 2016



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:- **Townhead Community Centre, 65 Townhead Road, Coatbridge, ML5 2HT.**

Date: Tuesday 10 May 2016

Time:

10:00 am Tea & coffee on arrival
10:30 am Advisory group starts
12:15 pm Buffet lunch
1:30 pm Close

Venue: Townhead Community Centre, 65 Townhead Road, Coatbridge, ML5 2HT

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 Garry Lee on 01698 459 051; or [click here](#) to book online; by email to Glee@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

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
web: www.apse.org.uk

Fax back attendance form

APSE Scotland Soft FM Advisory Group Meeting

Tuesday 10 May 2016 at Townhead Community Centre, 65 Townhead Road, Coatbridge, ML5 2HT.

Please complete this form and return it to APSE as soon as possible via fax to Garry Lee, 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		
Telephone		Post Code
Fax	Email	

APSE Scotland Soft FM Advisory Group Meeting
Tuesday 10 May 2016 at Townhead Community Centre, 65 Townhead Road, Coatbridge, ML5 2HT. 10:30am to 1:30pm, Tea/ Coffee from 10:00am

1. Introduction & Welcome

2. Attendance & Apologies

3. Minutes of Previous Meeting held 9 February 2016

4. Matters Arising

The meeting will then split into two, allowing for attendees to focus either catering or cleaning/ janitorial services. These workshops will focus on service models and any changes/ initiatives which have been undertaken, as well as any monetary value associated with these changes to the service.

5. Catering Workshop

Speaker: Group Discussion

6. Cleaning/ Janitorial Workshop

Speaker: Group Discussion

7. APSE Update

- National Issues
- Recent Briefings/Research

Speaker: Louise Melville, Principal Advisor, APSE Scotland

8. Date/Time of next meeting – To be confirmed following the Scottish AGM which is scheduled for the start of June

9. Lunch