

21 October 2014



Dear Colleague,

**APSE 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:- **Burns Monument Centre, Kay Park, Kilmarnock, Ayrshire KA3 7RU.**

**Date:** Tuesday 11 November 2014  
**Time:**  
10:00 am Tea & coffee on arrival  
10:30 am Advisory group starts  
12:00 pm Performance Networks working group  
13:00 pm Buffet lunch  
14:00 pm Close

**Venue:** Burns Monument Centre, Kay Park, Kilmarnock, Ayrshire KA3 7RU

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](mailto: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 McMillan  
Principal Advisor (Scotland)  
Association for Public Service Excellence



**Association for Public Service Excellence**

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Fax back attendance form

**APSE Soft FM Advisory Group Meeting**

**Tuesday 11 November 2014 at Burns Monument Centre, Kay Park, Kilmarnock, Ayrshire KA3 7RU.**

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**.....

<b>Name</b>	<b>Email</b>	<b>To attend Advisory Group</b>	<b>Apologies for Advisory Group</b>
		<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**

<b>Title</b>	<b>First Name</b>	<b>Surname</b>
<b>Job Title</b>		<b>Authority</b>
<b>Department</b>		
<b>Address</b>		
		<b>Post Code</b>
<b>Telephone</b>	<b>Fax</b>	<b>Email</b>

**Tuesday 11 November 2014, 10:30am to 2:00pm, Tea/ Coffee from 10:00am**

**1. Welcome from Cllr Stephanie Primrose Chair of the Scottish Soft FM Group**

**2. Attendance & Apologies**

**3. Minutes of Previous Meeting held 16 September 2014**

**4. Matters Arising**

**5. Scotland Universal Free School Meals Evaluation**

**Speaker:** Rachel McAdams, Public Health Advisor (Evaluation), NHS Health Scotland

**6. Universal Infant Free School Meals – The English experience to date**

**Speaker:** Rob Bailey, Principal Advisor, APSE

**7. Green & Clean: East Ayrshire Council winner of APSE Service Award for Building Cleaning**

**Speaker:** Andrew Kennedy, Acting Head of Facilities Management, East Ayrshire Council

**8. APSE Update**

- National Issues
- Recent Briefings/Research

**Speaker:** Louise McMillan, Principal Advisor, APSE Scotland

**9. Issues Affecting Service Delivery**

**10. Date/Time of next meeting – February 2015 (Venue TBC)**

**11. Lunch**

**12. Performance Networks Working Group**

**Speaker:** Group discussion