

August 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:- Avon Room, Hamilton Town House, 102 Cadzow Street, Hamilton, ML3 6HH.

Date: Tuesday 13 September 2016

Time:

10:00 am Tea & coffee on arrival  
10:30 am Advisory group starts  
12:15 pm Buffet lunch  
12.45 pm Performance Networks  
3.00 pm Meeting closes

Venue: Avon Room, Hamilton Town House, 102 Cadzow Street, Hamilton, ML3 6HH

Directions: There are two small pay & display car parks right next to Hamilton Town House (both on Auchingramont and Lower Auchingramont Road) as well on street parking. There is also a larger public car park (directly next to the Hamilton central train/bus station) approximately 5-10 minute walk from the venue, more details on this and other nearby car parks can be found by [clicking here](#). Please note parking within Hamilton car parks are all now pay & display.

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

Brandon House Business Centre  
Units 18-20, 23-25 Brandon Street

Hamilton ML3 6DA

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web: [www.apse.org.uk](http://www.apse.org.uk)

Fax back attendance form

APSE Scotland Soft FM Advisory Group Meeting

Tuesday 13 September 2016 **at** Avon Room, Hamilton Town House, 102 Cadzow Street, Hamilton, ML3 6HH.

Please complete this form and return it to APSE as soon as possible via fax to Lyndsey Moffat, on 01698 200 316 or email [Lmoffat@apse.org.uk](mailto:Lmoffat@apse.org.uk)

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 \_\_\_\_\_  
 \_\_\_\_\_ Post Code \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

## APSE Scotland Soft FM Advisory Group Meeting

Tuesday 13 September 2016 **at** Avon Room, Hamilton Town House, 102 Cadzow Street, Hamilton, ML3 6HH. 10:30am to 3.00pm, Tea/ Coffee from 10:00am

1. Introduction & Welcome
2. Attendance & Apologies
3. Minutes of Previous Meeting held 10 May 2016
4. Matters Arising
5. Feedback/ Recap on discussion from previous advisory group (held on 10<sup>th</sup> May) and follow up working group  
Speaker: Andrew Kennedy, Head of Facilities & Property Management, East Ayrshire Council and Secretary for of the Scottish Soft FM group
6. **“Speed dating”** – ideas generator & networking: get to know your colleagues and **who’s doing what across Soft FM**  
Speaker: Group Discussion
7. Quick Wins Fast Fails – 2 minute pitch (a fixed and timed pitch): Shared learning **from what worked and what hasn’t**  
Speaker: Group discussion
8. Seminar topics and future speakers suggestions – Your involvement in shaping the key questions for the Soft FM Seminar and future Advisory Group topics  
Speaker: Group discussion
9. APSE Update
  - National Issues
  - Recent Briefings/Research
  - New commercialisation advisory groupSpeaker: Louise Melville, Principal Advisor, APSE Scotland
10. Date/Time of next meeting – Scotland Seminar Wednesday 23 November 2016
11. Lunch
12. Performance Networks  
This will provide the opportunity to review the primary drivers as well as the Scotland only report in terms of any potential changes or additions which may need to be made.  
Facilitated by: John Bedwell, APSE Associate