

27 August 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:- **Chatelherault Country Park, Fernigair, Hamilton ML3 7UE.**

Date: Tuesday 16 September 2014
Time:
10:00 am Tea, coffee & hot rolls on arrival
10:30 am Advisory group starts
12:30 pm Buffet lunch
1:30 pm Performance Networks working group
2:30 pm Close

Venue: Chatelherault Country Park, Fernigair, 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 Garry Lee on 01698 459 051; 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 McMillan
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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Fax back attendance form

APSE Soft FM Advisory Group Meeting

Tuesday 16 September 2014 at Chatelherault Country Park, Fernigair, Hamilton ML3 7UE.

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		
		Post Code
Telephone	Fax	Email

Tuesday 16 September 2014, 10:30am to 2:30pm, 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 5 February 2014

4. Matters Arising

5. Better Eating, Better Learning – continuation of discussions

- Food & Learning, The Dining Experience etc.
- Beyond the school gate

Speaker: Group discussion

6. Food Information Regulations 2014 – Allergen Labelling

Speaker: Dr Marnie Sommerville, The Nutrition Training Company followed by a group discussion

7. APSE Update

- National Issues
- Recent Briefings/Research

Speaker: Louise McMillan, Principal Advisor, APSE Scotland

8. Issues Affecting Service Delivery

9. Date/Time of next meeting – 11 November 2014 (Venue TBC)

10. Lunch

**11. Performance Networks Working Group –
Janitorial & care taking services survey response update**

Speaker: Louise McMillan, Principal Advisor, APSE Scotland
(followed by group discussion)