

Date: January 2020



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 18th February 2020

Time:

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

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

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 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 18th February 2020 at Avon Room, Hamilton Town House, 102 Cadzow Street, Hamilton, ML3 6HH. 10:30am to 3.30pm, Tea/ Coffee from 10:00am

1. Introduction & Welcome

2. Attendance & Apologies

3. Matters Arising

4. Review of Nutritional Requirements for Food and Drink in Schools including

- Update and feedback from ASSIST caterer development session (21st Jan)
- Update and feedback from latest Scottish Government working group meeting (30th Jan)

Speaker: Group Discussion

5. North Lanarkshire Council's free school meals uptake project

Speaker: Anne Dhir, Project Director, Snook and Karen MacFarlane, Digital Services Manager, North Lanarkshire Council

6. Performance Networks: Review of Scotland reports for Catering & Building Cleaning

Speaker: John Bedwell, Associate, APSE Solutions

7. APSE Update

- National Issues
- Recent Briefings/Research

Speaker: Louise Melville, Principal Advisor, APSE Scotland

8. Date of next meeting – Tuesday 5th May 2020 (venue TBC)

9. Lunch