



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:- Chatelherault Country Park, Carlisle Road, Fernigair, Hamilton ML3 7UE.

Date: Tuesday 22 August 2017
Time:
10:00 am Tea & coffee on arrival
10:30 am Advisory group starts
12:15 pm Buffet lunch
1.00 pm Process benchmarking
3.15 pm

Venue: Chatelherault Country Park, Carlisle Road, 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 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,

Garry Lee
Acting 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

Fax back attendance form

APSE Scotland Soft FM Advisory Group Meeting

Tuesday 22 August 2017 **at** Chatelherault Country Park, Carlisle Road, Fernigair, Hamilton ML3 7UE.

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

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 22 August 2017 **at** Chatelherault Country Park, Carlisle Road, Fernigair, Hamilton
ML3 7UE. 10:30am to 3.15pm, Tea/ Coffee from 10:00am

1. Introduction & Welcome
2. Attendance & Apologies
3. Minutes of Previous Meeting held 9 May 2017
4. Matters Arising
5. Education Scotland – further developing inspection and self-evaluation approaches
Speaker: Laura Wilson, Education Scotland
6. Updating of the School Premises (General Requirements and Standards) (Scotland) Regulations 1967 – Scottish Government Consultation
Speaker: General discussion
7. Topic suggestions for the APSE Scotland Soft FM seminar 2017 (23rd November)
Speaker: Group discussion
8. Obesity Action Scotland meeting update
Speaker: Andrew Kennedy, East Ayrshire Council
9. Soft Facilities Management Clinic: Resolving your service issues through debate and discussion with colleagues including network queries including:-
 - Janitorial service models
 - Quality Meat Scotland butcher meat percentages used
 - Keeping pupils on site during lunchtime
 - Cook then freeze methods
 - School Crossing Patrol ServiceSpeaker: Group discussion
10. APSE Update
 - National Issues

- Recent Briefings/Research

Speaker: Garry Lee, Acting Principal Advisor, APSE Scotland

11. Date/Time of next meeting – 23 November 2017, Soft FM seminar, Westerwood Hotel, Cumbernauld

12. Lunch

13. Process benchmarking

Facilitated by: John Bedwell, Associate, APSE

14. Food For Life – getting feedback on potentially including APSE Performance Indicators in the evaluation criteria

Speaker: Sarah Duley, Soil Association