

Date: July 2019



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 30th July 2019

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 30th July 2019 **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. Minutes of Previous Meeting held 30 April 2019
4. Matters Arising

5. Commercialisation: Developing your Soft FM idea into a business case key considerations and lessons learnt
Speaker: Andy Mudd, Head of Solutions, APSE

6. Review of implications from the Consultation on Nutritional Requirements for Food and Drink in Schools
Speaker: Group Discussion

7. Exploring potential areas of collaboration (including allergies, nutritional information and training or marketing)
Discussion facilitated by: Andrew Kennedy, Head of Facilities and Property Management, East Ayrshire Council and Gerry Donachie, Facilities Services Manager, South Lanarkshire Council

8. APSE Update
 - National Issues
 - Recent Briefings/ResearchSpeaker: Louise Melville, Principal Advisor, APSE Scotland

9. Date of next meeting – Tuesday 19th November Soft FM Seminar

10. Lunch