

Date: July 2018



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 31<sup>st</sup> July 2018

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.

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 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

telephone: 01698 459051

fax: 01698 200316

email: [enquiries@apse.org.uk](mailto:enquiries@apse.org.uk)

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

## APSE Scotland Soft FM Advisory Group Meeting

Tuesday 31<sup>st</sup> July 2018 **at** Avon Room, Hamilton Town House, 102 Cadzow Street, Hamilton, ML3 6HH. 10:30am to 1.30pm, Tea/ Coffee from 10:00am

1. Introduction & Welcome
2. Attendance & Apologies
3. Minutes of Previous Meeting held 1 May 2018
4. Matters Arising
  
5. Annual payscale exercise for Catering, Cleaning & Janitorial – update  
Speaker: Anne Hanlon, Business Manager, North Lanarkshire Council
  
6. Feedback/ **review of “Early Years snapshot” questionnaire**  
Speaker: Group discussion
  
7. Connections event - **get to know your colleagues and who’s doing what across**  
catering, cleaning, janitorial and school crossing patrol  
Speaker: Group discussion
  
8. Seminar topics and speaker suggestions – your involvement in shaping the key  
questions for the Soft FM Seminar (20<sup>th</sup> November Westerwood Hotel)  
Speaker: Group discussion
  
9. Minimising waste and litter in schools and public buildings  
Speaker: Emma Leel, Sector Manager, Zero Waste Scotland
  
10. APSE Update
  - National Issues
  - Network Queries
  - Recent Briefings/ResearchSpeaker: Louise Melville, Principal Advisor, APSE Scotland
  
11. Date of next meeting – 20<sup>th</sup> November (Soft FM Seminar)
  
12. Lunch