

15 January 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:** Wednesday 5 February 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 Lyndsey Downie on 01698 459 051; by email to [Scotland@apse.org.uk](mailto:Scotland@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**

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Hamilton ML3 6DA

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Fax back attendance form

**APSE Soft FM Advisory Group Meeting**

**Wednesday 5 February 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 Lyndsey Downie, on 01698 200 316.

**Authority:**.....

**Address:**.....

.....

**Post Code**.....

<b>Name</b>	<b>Email</b>	<b>To attend Advisory Group</b>	<b>Apologies for Advisory Group</b>
		<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**

<b>Title</b>	<b>First Name</b>	<b>Surname</b>
<b>Job Title</b>		<b>Authority</b>
<b>Department</b>		
<b>Address</b>		
		<b>Post Code</b>
<b>Telephone</b>	<b>Fax</b>	<b>Email</b>

**Wednesday 5 February 2014, 10:30am to 2:30pm, Tea/ Coffee from 10:00am**

**1. Welcome from Chair East Ayrshire Council**

**2. Attendance & Apologies**

**3. Minutes of Previous Meeting held 18 September 2013**

**4. Matters Arising**

**5. Scottish Government Free School Meals from January 2015 (p1-p3 pupils)**

**Speaker:** Andrew Kennedy, Acting Head of Facilities Management, East Ayrshire Council (followed by a group discussion)

**6. A whole school approach to recycling**

**Speaker:** Janice Fanning & Gordon McNeil, Site Services – Area Managers, Renfrewshire Council (inv)

**7. Monitoring performance within janitorial services**

**Speaker:** Group Discussion led by Moira Mason, Cleaning & Janitorial Compliance, Edinburgh City Council

**8. APSE Update**

- National Issues
- Recent Briefings/Research

**Speaker:** Louise McMillan, Principal Advisor, APSE Scotland

**9. Issues Affecting Service Delivery**

**10. Date/Time of next meeting – “Better Eating Better Learning” Scottish Government launch March 2014**

**11. Lunch**

**12. Performance Networks Working Group**

**Speaker:** Group Discussion with John Bedwell, Associate, APSE Solutions