

January 2017



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:- Gartlea Community Centre, Hillfoot Road, Airdrie, ML6 9PL.

Date: Tuesday 7 February 2017

Time:

10:00 am Tea & coffee on arrival

10:30 am Advisory group starts

12:15 pm Buffet lunch

1.30 pm Meeting closes

Venue: Gartlea Community Centre, Hillfoot Road, Airdrie, ML6 9PL

Directions: There is a carpark onsite. Please [click here](#) to access google maps for directions.

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

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

web: www.apse.org.uk

Fax back attendance form

APSE Scotland Soft FM Advisory Group Meeting

Tuesday 7 February 2017 **at** Gartlea Community Centre, Hillfoot Road, Airdrie, ML6 9PL.

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 7 February 2017 **at** Gartlea Community Centre, Hillfoot Road, Airdrie, ML6 9PL.
10:30am to 1.30pm, Tea/ Coffee from 10:00am

1. Introduction & Welcome
2. Attendance & Apologies
3. Minutes of Previous Meeting held 13 September 2016
4. Matters Arising
5. **South Ayrshire Council's training and development opportunities: SVQ 2**
Professional Cookery course at Ayrshire College
Speaker: Hilary Iannotti, Facilities Coordinator, South Ayrshire Council
6. Potential areas of focus for upcoming budget targets: Building Cleaning/ Janitorial and Catering services
Speaker: Group discussion
7. The Food, Mood & Health game: Educational developments for children around food
Speaker: Melvin Bell, Director, Focus Games
8. APSE Update
 - National Issues
 - Recent Briefings/Research
 - PN updateSpeaker: Louise Melville, Principal Advisor, APSE Scotland
9. Date/Time of next meeting – 9 May 2017 venue to be confirmed
10. Lunch