

August 2015



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, Carlisle Road, Ferniegair, Hamilton, ML3 7UE.**

**Date: Tuesday 8 September 2015**

**Time:**

10:00 am Tea & coffee on arrival  
10:30 am Advisory group starts  
12:15 pm Buffet lunch  
1:30 pm Performance Networks working group  
2:30 pm Close

**Venue: Chatelherault Country Park, Carlisle Road, Ferniegair, 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 Garry Lee on 01698 459 051; or [click here](#) to book online; by email to [Glee@apse.org.uk](mailto:Glee@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**

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)

Fax back attendance form

**APSE Soft FM Advisory Group Meeting**

**Tuesday 8 September 2015 at Chatelherault Country Park, Carlisle Road, Ferniegair, Hamilton, ML3 7UE.**

Please complete this form and return it to APSE as soon as possible via fax to Garry Lee, 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>

**Tuesday 8 September 2015, 10:30am to 2:30pm, Tea/ Coffee from 10:00am**

- 1. Welcome from Cllr Jim Buchanan Chair of the Scottish Soft FM Group**
- 2. Attendance & Apologies**
- 3. Minutes of Previous Meeting held 12 May 2015**
- 4. Matters Arising**
- 5. APSE Service Awards 2015: Catering submissions key service developments**
  - Cordia
  - Dumfries & Galloway Council
  - North Ayrshire Council
  - Scottish Borders Council

**Speaker:** Group discussion

- 6. APSE Service Awards 2015: Building cleaning submissions key service developments**
  - North Ayrshire Council
  - Tayside Contracts

**Speaker:** Group discussion

**7. APSE Scotland Soft FM Seminar: Topics & Speakers**

**Speaker:** Group discussion

- 8. APSE Update**
  - National Issues
  - Recent Briefings/Research

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

- 9. Issues Affecting Service Delivery & recent network queries**
  - Mobile Traders Food Hygiene National Standards Consultation
  - School Meal Charges & Incentivising Payment Systems
  - Staffing formulae - School Catering

**10. Date/Time of next meeting – APSE Soft FM seminar Thursday 5 November 2015  
Westerwood Hotel**

**11. Lunch**

- 12. Performance Networks working group**
  - APSE accreditation system for catering (Gold, Silver and Bronze) update
  - New APSE Performance Networks reports and how these can be used

**Speaker:** Louise McMillan/ Rob Bailey, Principal Advisors, APSE