



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:- Chatelherault Country Park, Carlisle Road, Fernigair, Hamilton ML3 7UE.

Date: Tuesday 9 May 2017
Time:
10:00 am Tea & coffee on arrival
10:30 am Advisory group starts
12:15 pm Buffet lunch
1.00 pm Performance Networks review of key drivers and Education Scotland update
3.00 pm

Venue: Chatelherault Country Park, Carlisle Road, 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 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

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web: www.apse.org.uk

Fax back attendance form

APSE Scotland Soft FM Advisory Group Meeting

Tuesday 9 February 2017 **at** Chatelherault Country Park, Carlisle Road, Fernigair, Hamilton ML3 7UE.

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 9 May 2017 **at** Chatelherault Country Park, Carlisle Road, Fernigair, Hamilton ML3
7UE. 10:30am to 3.00pm, Tea/ Coffee from 10:00am

1. Introduction & Welcome
2. Attendance & Apologies
3. Minutes of Previous Meeting held 7 February 2017
4. Matters Arising
5. Obesity Action Scotland – Transforming a feeding culture to an eating culture:
Discussion on potential response from APSE Soft FM
Speaker: Group discussion
6. Soft Facilities Management Clinic: Resolving your service issues through debate and
discussion with colleagues including network queries including:-
 - Risk Management & Safe Working Practices
 - Cash cafeterias
 - School lets processSpeaker: Group discussion
7. APSE Update
 - National Issues
 - Recent Briefings/ResearchSpeaker: Louise Melville, Principal Advisor, APSE Scotland
8. Potential process benchmarking topics
Facilitated by: John Bedwell, Associate, APSE
9. Date/Time of next meeting – The date of the next meeting will be confirmed
following the APSE Scotland AGM taking place in June.
10. Lunch
11. Performance Networks: Review of key drivers
Facilitated by: John Bedwell, Associate, APSE
12. Education Scotland updates including:-
 - Pupil Equity Funding
 - Published benchmarks
 - Food for Thought Funding – Phase 5Speaker: Lorna Aitken, Development Officer, Education Scotland