



**APSE Roads & Lighting Working Group
Friday 16th January 2009**

Present :

	Item	Action	Timescale
1	<p>Chairman's Welcome:-</p> <p>The chair welcomed everyone to the meeting and thanked Tayside Contracts for there hospitality in hosting this meeting in there new Perth Depot.</p>		
2	<p>Attendance & Apologies:-</p> <p>As attached list.</p>		
3	<p>Minutes of Meeting 29th Aug 2008</p> <p>Minutes of previous meeting accepted as true record.</p> <p>There were no matters arising.</p>		
4	<p>Presentation on Recycling within Tayside Contracts.</p> <p>Richard Cranny gave an excellent presentation on Tayside Contacts recycling initiatives. A good question and answer session followed. It was agreed by everyone present that the issue of recycling is becoming more and more important to us all.</p> <p>The chair thanked Richard for his extremely good presentation.</p>		

5	<p>APSE Secretariat Report:-</p> <p>Pat Taggart gave a full briefing on issues affect APSE at this time.</p> <p>Some research projects that are currently being undertaken by APSE were highlighted including the Economic Footprint work being carried out by APSE and West Lothian Council.</p> <p>Other future research project are:-</p> <p>Green Tendering Toolkit Sustainable Procurement work being undertaken by Falkirk Council in this field.</p> <p>APSE Services Update</p> <p>Training from APSE Lifelong Learning providing training on subject relevant to local authorities.</p> <p>Best Value Consultancy providing consultants to help with best value revues and other relative topics.</p> <p>Interim Solutions supplying experienced interim management if required.</p> <p>Performance Networks</p> <p>Pat expressed disappointment at this years awards as only 2 of the 22 awards came to Scotland. (Clackmannan, and Glasgow Councils)</p> <p>Pat introduced Garry Mooney Alistair Fildes replacement as Research and Advisory Officer. Garry can be contacted at gmoony@apse.org.uk</p>		
6	<p>Health and Safety Update</p> <p>Pat updated the group on the work being undertaken by the Building Services Group on Health and Safety issues such as HAV's</p>	Pat Taggart	

	<p>The next meeting of this group will be 12th March 2009 and any group members who wished to go along would be welcome.</p> <p>Pat also gave details of a Health and Safety Portal that he hopes to have established in the near future that would allow members of the group to exchange information on Health and safety matters.</p>		
7	<p>Working Group update:-</p> <p>Fleet utilisation working group.</p> <p>Andy Johnstone gave an update explaining that unfortunately the group had not yet met but his Authority West Lothian had undertaken work in this area. He would organise a group meeting in the near future and report to the next working group meeting in May.</p> <p>Shared Services Procurement working Group.</p> <p>Again the group had not met due to Scotland's Excels representative Mandy Shepard, who was going to lead the group, moving to a different post. Pat Taggart will contact Scotland Excel to discuss replacement for Mandy on this group.</p>	<p>Andy Johnston</p> <p>Pat Taggart</p>	
8	<p>Future Direction of the Group:-</p> <p>Graham Brown the secretary of the group passed out a draft Action Plan for consideration by all present.</p> <p>Graham explained that the plan was a way of focusing the direction of the group. Focusing on outcomes by establishing best practise, preparing guidance documentation, surveys etc, to the benefit of all group members.</p> <p>Additional topics for discussion were discussed and these have been added to the Action Plan. Draft action plan to be sent to all members of the group for comment.</p>	<p>Secretary</p> <p>Secretary</p>	<p>Attached to minutes</p>

	<p>For two of the topics raised, Winter levels of Service and Budget issues, it was decided to produce a questionnaire so that information can be gathered and collated for future discussion by the group.</p>	Secretary	Prior to next meeting
9	<p>AOCB:-</p> <p>Performance Networks.</p> <p>After a discussion on performance networks it was agreed that the group will look at all the indicators we currently provide. A meeting will take place after group meeting where the relevance of all current indicators will be looked at.</p> <p>Andy Johnston from West Lothian Council informed the group that following his Authorities Best Value Audit that Audit Scotland were very keen on performance measurement and Benchmarking with not only other Authorities but also external sources. This is an issue that the group should look at in future meetings. Andy agreed to update the group from his Authorities viewpoint at our meeting in May.</p> <p>A discussion on the next meeting including an overnight stay as was arranged in Oban last year. It was agreed that this was a good idea but no venue was arranged at this time.</p>	Andy Johnston	May 2009
10	<p>Date of next meeting</p> <p>21st May 2009 venue to be confirmed</p>	Secretary	

Distribution

