

February 2010



Dear colleague,

APSE national building cleaning advisory group followed by performance networks benchmarking group meeting

I am writing to inform you that the next meeting of the national building cleaning and catering advisory group and performance networks benchmarking group meeting will be held as follows:

Date: Monday 22 March 2010
Time: 10:00am Tea, coffee and arrival
10:30am Advisory group commences
12:30pm Buffet lunch
01:15pm Benchmarking group commences
02:30pm Close
Venue: Committee Room 1, Manchester Town Hall

The agendas for both meetings are enclosed. The minutes of the previous meeting will be available on the day.

The advisory group is open to elected members, all officers with an interest in building cleaning, policy officers and trade union representatives of associate member trade unions.

The performance networks benchmarking group meeting following the advisory group provides a forum for APSE performance networks members to share best performance based on the performance reports, facilitate group discussions on performance indicator trend analysis and develop process benchmarking.

Please ensure you confirm your attendance either by telephoning Michael Egerton 0161 772 1810; by email to megerton@apse.org.uk or posting/faxing the slip overleaf to Michael on 0161 772 1811 **before 17th March 2010** so that the necessary arrangements can be made.

Yours faithfully

Rob Bailey
Principal Advisor



Association for Public Service Excellence

2nd floor Washbrook House
Lancastrian Office Centre
Talbot Road, Old Trafford
Manchester M32 0FP
telephone: 0161 772 1810
fax: 0161 772 1811

email: enquiries@apse.org.uk
web: www.apse.org.uk



INVESTOR IN PEOPLE



GB 11409



GB 11132



GB 14074

APSE building cleaning advisory group

Monday 22nd March 2010, 10:00am for tea/coffee and registration. Commences 10:30am to 12:30pm
Committee Room 1, Manchester Town Hall, M60 2LA

Agenda

1. Welcome from the Chair of Group
2. Apologies for absence
3. **'New opportunities for building cleaning –the domiciliary care market'**, Kate Sumner, Telford & Wrekin Borough Council
 - Challenges and the financial reward
 - Winning contracts against the private sector
 - Gaining support from councillors and officers
4. **'Innovation in cleaning equipment'** – Chris Lea, Victor floor Care
 - Battery powered scrubber, polishers
 - Increasing productivity through technology
 - Is there a benefit to colour coding?
5. **'Daytime working – A discussion'** – Ken Goodspeed, Birmingham City Council
 - Birmingham's success to date
 - What have been the benefits and savings?
 - Open question session on implementing daytime working.
6. National APSE Update on latest policy issues, lobbying activity, briefing papers, publications, Performance Networks etc
7. Future topics/areas of work for the groups
8. Any other business
9. Dates for the future
 - 28th June 2010

APSE performance networks benchmarking group agenda

Monday 22nd March 2010 (after lunch) approx 1.15pm to 3pm

Committee Room 1, Manchester Town Hall, M60 2LA

Agenda

1. Welcome
2. Matters arising
3. Best and most improved performers 2008 publication
4. Year 12 data collection
5. Template amendments for 2009/10
6. Process benchmarking – equipment and materials
7. Dates for 2010
 - 28th June 2010
 - PN Seminar – December 2nd/3rd 2010
8. Any other business

Fax back attendance form

APSE national building cleaning advisory group followed by performance networks building cleaning benchmarking group meetings

Monday 22nd March 2010, Committee Room 1, Manchester Town Hall, M60 2LA

Please complete this form and return it to APSE **before 17 March 2010** via fax to Michael Egerton, on 0161 772 1811.

Authority:.....

Address.....

.....

.....

Post Code.....

| Name | Email | To attend Advisory Group | Apologies for Advisory Group | To attend PN group | Apologies for PN Group |
|------|-------|--------------------------|------------------------------|--------------------------|--------------------------|
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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- 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**
