



Date: June 2024

To: All Contacts, APSE Scotland

Dear Colleague,

APSE Scotland AGM, 10.30am start (registration opens at 10am), Friday 12 July 2024, Recital Room, City Halls & Old Fruit Market, 100 Candleriggs, Glasgow, G1 1NQ

As you will be aware, the AGM provides an invaluable opportunity for APSE in Scotland to review its activities over the last year. It also provides a critical role in ensuring that any identified future goals and objectives of the Association are directly linked to the views of the membership. Full AGM papers are enclosed.

The AGM will also include important presentations from:

Strive to Thrive: Councillors' reflections on local democracy

- Background to our latest APSE report
- APSE recommendations: Findings of our research workstreams
- Next Steps and for whom?

Speaker: Mo Baines, APSE Chief Executive

Promoting a mentally healthy workplace for frontline services

- The importance of a mentally healthy workforce
- What has driven the service to change
- What steps the service is taking to promote mental health and change attitudes

Speaker: Sandy Anderson, Service Manager – Waste Operations, Fife Council

Annual report by secretariat: Scotland year in review 2023/24

- Key areas of work for the Association
- Advocacy
- Future focus

Speaker: Louise Melville, Principal Advisor, APSE Scotland

You should note that following the meeting which is expected to close around 12.30pm, with lunch and refreshments available.

We hope you can attend the AGM and see on a first-hand basis the work of APSE in helping deliver continuous improvement across public services, as well as share experiences of the pivotal role local authorities continue to play across frontline services. Please note that should you have any proposed motions, then these should be forwarded to the APSE office at least 21 days prior to the event.

The AGM is open to all Scottish member authorities, Tayside Contracts and Scotland Excel, with equal representation welcome from both **elected members and officers**.

It would be greatly appreciated if you could please [click here](#) to confirm your participation or submit apologies for this event.

Please do not hesitate to contact the Association if you have any enquires regarding the enclosed.

Yours sincerely,



Louise Melville
Principal Advisor APSE Scotland



SCOTLAND AGM 2024

Association for Public Service Excellence

10.00am for 10.30am start

12 July 2024

**Recital Room, City Halls & Old Fruit Market,
100 Candleriggs, Glasgow, G1 1NQ**

AGENDA

1. Attendance and apologies
2. Minute of AGM held on 14 July 2023 (see appendix 1 below)
3. Matters arising
4. Annual report by services (to be tabled on the day)
 - **Housing, construction & building maintenance services**
 - **Commercialisation network**
 - **Parks, grounds & street services**
 - **Climate & renewables network**
 - **Highways & street lighting services**
 - **Soft facilities management services**
 - **Fleet, transport & vehicle maintenance services**
 - **Waste & recycling services**
5. Finance reports and accounts (to be tabled on the day)
 - including subscriptions
6. Motions
7. Nominations
 - To ratify National Chair Elect
 - To ratify National Secretary Elect
 - Scottish Secretary
 - Financial Advisor

8. National constitutional amendments (see appendix 2 – attached PDF)
9. APSE Scotland constitutional amendments (see appendix 3 – attached PDF)
10. Confirmation/ Election of National Council delegates (7 places)
10. **Strive to Thrive: Councillors' reflections on local democracy**
 - Background to our latest APSE report
 - APSE recommendations: Findings of our research workstreams
 - Next Steps and for whom?**Speaker: Mo Baines, APSE Chief Executive**
11. **Promoting a mentally healthy workplace for frontline services**
 - The importance of a mentally healthy workforce
 - What has driven the service to change
 - What steps the service is taking to promote mental health and change attitudes**Speaker: Sandy Anderson, Service Manager – Waste Operations, Fife Council**
12. **Annual report by secretariat: Scotland year in review 2023/24**
 - Key areas of work for the Association
 - Advocacy
 - Future focus**Speaker: Louise Melville, Principal Advisor, APSE Scotland**
13. Any other competent business
14. Closing remarks

Appendix 1 – Agenda Item 2

ASSOCIATION FOR PUBLIC SERVICE EXCELLENCE

ANNUAL GENERAL MEETING (SCOTLAND)

MINUTE OF MEETING

14 July 2023
Royal Concert Hall
Glasgow

1. Attendance and Apologies

Please **see below**.

2. Minute of AGM held on 15 July 2022

Minutes agreed.

3. Matters arising

No matters arising.

4. Regional constitutional amendments

There were no regional constitutional amendments.

5. National constitutional amendments

There were no National Constitutional amendments.

6. Elections

The following nominations were considered and agreed by the meeting:-

Scottish Chair

Cllr Lynne Short of Dundee City Council. There being no other nominations Cllr Short was duly elected.

Scottish Vice Chair

Cllr Judy Hamilton of Fife Council. There being no other nominations Cllr Hamilton was duly elected.

Scottish Secretary

Russell McCutcheon of North Ayrshire Council. There being no other nominations Russell McCutcheon was duly elected.

Scottish Financial Advisor

Andrew Kennedy of East Ayrshire Council. There being no other nominations Andrew Kennedy was duly elected.

Scottish Building & Housing Advisory Group

Cllr George Paul of West Lothian Council. There being no other nominations Cllr Paul was duly elected.

Scottish Commercialisation Advisory Group

Cllr Anthony Gurney of North Ayrshire Council. There being no other nominations Cllr Gurney was duly elected.

Scottish Parks, Grounds & Streets Advisory Group

Cllr Norman Hampshire of East Lothian Council. There being no other nominations Cllr Hampshire was duly elected.

Scottish Renewables & Energy Efficiency Advisory Group

Cllr Rachel Nunn of Stirling Council. There being no other nominations Cllr Nunn was duly elected.

Scottish Roads & Street Lighting Advisory Group

Cllr Ruairi Kelly of Glasgow City Council. There being no other nominations Cllr Kelly was duly elected.

Scottish Soft FM Advisory Group

Cllr Jim McMahon of East Ayrshire Council. There being no other nominations Cllr McMahon was duly elected.

Scottish Transport & Mechanical Advisory Group

Cllr Tomm Conn of West Lothian Council. There being no other nominations Cllr Conn was duly elected.

Scottish Waste & Recycling Advisory Group

Cllr Mark McGeever of South Lanarkshire Council. There being no other nominations Cllr McGeever was duly elected.

Prospective National Chair Elect

Cllr Archie Dryburgh of Dumfries & Galloway Council. There being no other nominations Cllr McGeever was duly elected.

Prospective National Secretary Elect

Russell McCutcheon of North Ayrshire Council. There being no other nominations Cllr McGeever was duly elected.

National Council

It was agreed and confirmed by the AGM that the following 7 representatives by appointed to National Council:-

Cllr Archie Dryburgh, Dumfries & Galloway Council
Cllr Lynne Short, Dundee City Council
Cllr Judy Hamilton, Fife Council
Cllr Ruairi Kelly, Glasgow City Council
Russell McCutcheon, North Ayrshire Council
Cllr George Paul, West Lothian Council
Cllr Tom Conn, West Lothian Council

The following delegate was agreed and confirmed as substitute:-

Cllr Rachel Nunn, Stirling Council

7. Finance reports and accounts

A Kennedy, APSE Scotland Financial Advisor, presented the accounts which detailed the income and expenditure for APSE Scotland for the year 2022/23. **(see below)**. Following the difficulties of COVID, the finances were now recording a much healthier position with all physical events back up and running.

8. Motions

There were no motions tabled at the meeting on the day.

9. Frontline Matters: A sustainable workforce for the next era of public services

M Baines gave a detailed presentation on the future of the local government workforce. Please [click here](#) to access the full presentation slides.

10. Here to listen strategy: suicide prevention and helping to keep people safe

D Doran gave a powerful and informative presentation on the work of East Ayrshire and keeping people safe. Please [click here](#) to access the full presentation slides.

11. Annual report by secretariat: Scotland year in review 2022/23

L Melville provided a detailed presentation of APSE Scotland's year in review. Please [click here](#) to access the full presentation slides.

12. Any other competent business

No other competent business.

13. Closing remarks

Councillor L Short closed the meeting and thanked everyone for attending.

Scottish AGM
14 July 2023
Attendee List

Mo Baines	APSE
Louise Melville	APSE
Cllr Archie Dryburgh	Dumfries & Galloway Council
Cllr Lynne Short	Dundee City Council
Cllr Jim McMahon	East Ayrshire Council
Andrew Kennedy	East Ayrshire Council
Mark Hunter	East Ayrshire Council
David Doran	East Ayrshire Council
Cllr Ruairi Kelly	Glasgow City Council
Andy Waddell	Glasgow City Council
Gillian Pagani	Glasgow City Council
Russell McCutcheon	North Ayrshire Council
Thomas Reaney	North Ayrshire Council
Cllr George Paul	West Lothian Council
Cllr Tom Conn	West Lothian Council
Grant Taylor	West Lothian Council
Scott Blyth	West Lothian Council

Apologies

Cllr Kairin van Sweeden	Aberdeen City Council
Jayne Jones	Argyll & Bute Council
Charlie Devine	Dundee City Council
Cllr Norman Hampshire	East Lothian Council
Ross Grieve	Fife Council
Elaine Schendel	South Ayrshire Council
Cllr Mark McGeever	South Lanarkshire Council
Kirsty McGuire	South Lanarkshire Council
Cllr Rachel Nunn	Stirling Council
Ewan Prentice	Stirling Council
Jim Jack	West Lothian Council

2:05 PM

10/05/23

Accrual Basis

APSE Scotland
Profit & Loss
 April 2022 through March 2023

	Apr '22 - Mar 23
Ordinary Income/Expense	
Income	
Seminar Income	
Exhibition, Accom & Sponsorship	302,451.75
Delegate Fees	66,401.00
Total Seminar Income	368,852.75
Regional Fees	6,800.00
Total Income	375,652.75
Gross Profit	375,652.75
Expense	
Chairs Travel Expenses	3,969.61
Bad Debts	245.00
Chairs Fees	14,100.00
Meeting Expenses	250.00
Office Costs	
Stationery	93.97
Office Costs - Other	439.53
Total Office Costs	533.50
Party Political Conference Exp	
Exhibitor Fees	1,000.00
Fringe/Food	560.00
Party Political Conference Exp - Other	521.50
Total Party Political Conference Exp	2,081.50
Rent	14,272.50
Salaries	72,464.00
Seminar Expenditure	
Speaker Expenses	665.03
Awards	264.72
Entertainment	4,086.74
Gifts	5,965.00
Hotel	185,198.98
Printing	2,828.00
Seminar Miscellaneous	2,773.81
Seminar Expenditure - Other	55.71
Total Seminar Expenditure	201,837.99
Travel Expense	1,788.81
Miscellaneous	676.60
AGM	943.50
Total Expense	313,163.01
Net Ordinary Income	62,489.74
Other Income/Expense	
Other Expense	
Suspense	0.00
Total Other Expense	0.00
Net Other Income	0.00
Profit for the Year	62,489.74

2:05 PM

10/05/23

Accrual Basis

APSE Scotland
UK Balance Sheet - Standard
As of 31 March 2023

	31 Mar 23
ASSETS	
Current Assets	
Accounts Receivable	
Accounts Receivable	8,523.99
Total Accounts Receivable	8,523.99
Cash at bank and in hand	
Clydesdale Bank	342,445.42
Total Cash at bank and in hand	342,445.42
Total Current Assets	350,969.41
Current Liabilities	
Accounts Payable	
Accounts Payable	124,045.68
Total Accounts Payable	124,045.68
Other Current Liabilities	
Conference Pre Payments	140,016.70
VAT Liability	-12,846.22
Total Other Current Liabilities	127,170.48
Total Current Liabilities	251,216.16
NET CURRENT ASSETS	99,753.25
TOTAL ASSETS LESS CURRENT LIABILITIES	99,753.25
NET ASSETS	99,753.25
Capital and Reserves	
Unrestricted Net Assets	-189,780.65
Share Capital Account	227,044.16
Profit for the Year	62,489.74
Shareholder funds	99,753.25