

Meeting Minutes for Cleaner Air for Scotland Governance Group

Location: SEPA, Strathallan House, Castle Business Park, Stirling, FK9 4TZ
Date: 6 May 2016
Time: 10:00 – 13:00

Present

Graham Applegate, GA (SEPA)	Martin Marsden, MM (SEPA)
Aileen Brodie, AB (Aberdeen City Council)	Vincent McNally, VM (Glasgow City Council)
Lorna Bryce, LB (SEPA)	Janice Milne, JM (SEPA)
James Curran, JC (Scottish Environment Link)	Eleanor Pratt, EP (SEPA/TS)
Gillian Dick, GD (Heads of Planning Scotland)	Neil Ritchie, NR (Scottish Government)
Colin Gillespie, CG (SEPA)	Stephen Thomson, ST (Transport Scotland)
Drew Hill, DH (Transport Scotland)	Iris Whyte, IW (Dundee City Council)
Bruce Kiloh, BK (SPT)	

Chair

Stephen Thomson (Transport Scotland)

Apologies

Janet Brown, JB (City of Edinburgh Council)
 Emilia Hanna, EH (Scottish Environment Link)
 Denise McCann, DM (SG Health Protection)
 Colin Ramsay, CR (Health Protection Scotland)
 Andrew Taylor, AT (Scottish Government)

Item	Title	Action
1.	<p><u>Welcome and Introductions</u> New members welcomed:</p> <ul style="list-style-type: none"> - Gillian Dick - Development Plan Group, Glasgow City Council and chair of Development Planning sub-group for Heads of Planning Scotland (HOPS), representing HOPS. - Neil Ritchie Environmental Quality Division, representing Scottish Government in AT's absence. - Bruce Kiloh - Head of Policy and Planning, Strathclyde Partnership for Transport (SPT), representing the Regional Transport Partnerships (RTPs). <p><u>Summary of RTP roles (BK)</u></p> <p>SPT is one of seven RTPs in Scotland, established by the Transport (Scotland) Act 2005. All seven RTPs are statutory, independent, strategic transport planning bodies with the primary objective of producing and implementing a regional transport strategy. This is a statutory document within the land use planning system, which planning and local transport strategies must take account of. Some (such as SPT and SWestrans) are both public transport authorities (operating parts of the transport network such as the subway and bus stops), <u>and</u> transport planning bodies. Others are transport planning</p>	

	<p>bodies only.</p> <p>RTPs work with LAs on a range of issues, such as funding LA scheme infrastructure (e.g. park and rides, active travel networks etc.) and policy (e.g. providing secretariat for Freight Quality Partnerships and Statutory Quality Bus Partnerships).</p> <p>BK will be representing the RTPs on the CAFS GG and feeding back to the other RTP lead officers on CAFS work. There are huge opportunities to use RTPs as vehicles to deliver CAFS:</p> <ul style="list-style-type: none"> - Regional Transport Strategies (RTS) - these are statutory local strategies; not enough is currently made of such a strong vehicle. - Statutory Quality Partnerships (SQPs) - those RTPs who are public transport authorities could be given a stronger arm for dealing with bus companies. - Good relationships/contacts with LAs. - European Regional Development Funding (ERDF) via Transport Scotland for low carbon transport hubs. <p>BK also noted the need to ensure funding is directed appropriately i.e. to RTPs, which are statutory bodies, rather than charities.</p>	
2.	<p><u>Timeline and Prioritised Actions</u></p> <p>MM provided a summary of the key tasks overview developed as a result of discussion at the last meeting. Tasks grouped into 3 main workstreams:</p> <ul style="list-style-type: none"> - <u>Developing information</u> (now to end-2017) – Focus on improving understanding via modelling, monitoring, defining benefits and reaching a consensus on key messages. - <u>Selling the Story</u> (mid-2017 onwards) – Communicating with decision makers, the public and operators, influencing, and discussions on measures in the key cities. By the end of 2018 will have first LEZ defined/declared, with implementation more likely by 2020. The result should be a commitment at national and local level to taking action. - <u>Delivery of Measures</u> (early 2019) – Delivery of measures and air quality improvements up to 2020. <p>Scottish Local Authority elections in 2017 need to be added to timeline.</p> <p>It was highlighted that it is key to ensure the foundations of this timeline are strong; need coherent information with a clearly defined step-by-step process. Consider lessons learned from e.g. Edinburgh congestion charge. Grassroots information (engagement with public and operators) is also vital – Elected Members respond to pressure from their local constituents: this is what drives action.</p> <p>Air quality has been highlighted as a key challenge/opportunity as part of the</p>	

new ministerial briefing. Ideally we should consider presenting something to ministers in the first '100 days' that shows progress towards delivery of CAFS and illustrates ambition and delivery; perhaps around key public messages.

Discussion of timeline workstreams:

DEVELOPING INFORMATION (NMF model development, monitoring and definition of benefits):

Development of models

NMF local/city model to be complete by mid-2017, with traffic data collected by end of 2016 (Glasgow data collection now complete). Discussion around need for models to be updated annually to ensure new information (e.g. changes to infrastructure) is incorporated, and the need for scenario testing/projection.

Monitoring

Monitoring requirements are likely to be generated by the modelling. The 'story' will be a combination of the modelling and monitoring data. AT has been considering mobile monitoring units. Questions around type, funding, where to position mobile monitors etc. Lots to consider.

Definition of benefits

Provides the story on multiple benefits when talking to public, government, etc.

Comments:

- Input to RPP3 dates to be adjusted (extended to mid-2017)
- New [Place Standards tool](#) could be used for benchmarking for particular cities – covers health, public transport etc.
- Include a task to input to other major strategies e.g. NPF, Economic Strategy etc., although need to ensure we are only feeding into things which have a direct impact on CAFS work, and keep an eye on the rest from a strategic perspective.
- Keep this timeline high-level, with a more detailed work programme for each delivery group.

SELLING THE STORY (Communications):

'Selling the story' should begin now, with internal communications between key organisations. The CAFS Communication Working Group met yesterday. LB will create a Comms Group workplan for the first year, covering internal partners, then for external partners later in the year.

Internal engagement with LAs on the city model development will be carried out via the city-specific NMF delivery groups. LAs will also be engaged collectively on where an LEZ pilot might be. Scottish Government can help manage that dialogue with Elected Members, rather than LAs having to do so

	<p>from the ground up. First priority should be to sell the wider air quality story to the public (as well as communicating how the CAFS actions are being delivered). This work can sow seeds about future solutions e.g. LEZs, but shouldn't communicate anything substantive/specific until the NMF work is further progressed and we have confidence in what actions are required.</p> <p>There is a need to determine the <u>impact</u> of 'selling the story' – e.g. via a questionnaire/feedback from decision makers on how effective these messages are.</p> <p>The need for engagement with planners to embed air quality principles at a strategic level, including these in guidance etc. for development managers to implement was highlighted.</p> <p>DECISIONS ON MEASURES (NLEF):</p> <p>Initial critical point is the production and tender of the NLEF consultant brief. There will be a pre-appraisal process meeting with the 4 cities on the NMF/NLEF and transport modelling next month.</p> <p>There will be a meeting held with the 4 cities on NMF/NLEF and transport modelling in the next month which will also provide more detail on the pre-appraisal process.</p> <p>It was suggested that we consider the terminology being used for this work – the term 'Low Emission Zones' may be overstimulating, and we could consider the use of 'Urban Access Control'/'Urban Vehicle Access Regulations (UVARS)/NLEF Options etc. instead. This makes it clear that LEZs are only one of a suite of options, which may facilitate more political buy in at a local level.</p> <p>DELIVERY OF MEASURES:</p> <p>Need to prepare ground for where investment may be required in the 4 cities. Yellow blocks on timeline indicate critical decision making where slippage has knock on effects. It was highlighted that there is a finite period for inputting to Transport Scotland policy leads – needs to happen now to influence funding decisions for 2017/8.</p> <p>It was suggested that a critical path analysis could be undertaken for this work to identify 'hard stop' points based on the headline actions.</p> <p>Action 1: EP to update timeline as per comments above, and circulate to Management Group.</p> <p>Action 2: EP to speak to GD and JC re: inserting Placemaking and Climate Change key tasks to timeline.</p>	<p>EP</p> <p>EP</p>
<p>3.</p>	<p><u>Transport Scotland-led CAFS Actions</u></p> <p>At the last meeting there was a call for a focus on the CAFS Transport actions and how the CAFS GG could get more engagement with Transport Scotland policy leads. A summary was provided from each policy lead to summarise</p>	

	<p>their progress (circulated). Goal of this session was to establish how GG can have input to each of these by end of 2016.</p> <p>CAFS actions T3, T4, T7 and T14 were prioritised by the GG at the last meeting - these have a narrow window in 2016 during which we can input to these actions to ensure air quality interests are represented.</p> <p>What do we want in terms of engagement with the TS policy leads?</p> <ul style="list-style-type: none"> - To map/understand the relevant policy levers in order to maximise impacts through regulation, guidance etc., and to ensure no duplication with other work. - To be clear on our offer in terms of what we can provide (e.g. providing input in terms of improving air quality, feeding into spending reviews and helping to demonstrate the multiple benefits of interventions), as well as what we want. - To understand the policy background beyond transport and where interventions outside environmental health (e.g. planning) can influence air quality. - To understand the European dynamic. - To create a dialogue and look at opportunities collectively. <p>Briefing material for the TS policy leads should be produced in advance about the current situation (focus on multiple benefits and establishing interconnections between various policies/strategies, key priorities/'asks'/questions for each of these priority Transport actions), then meet to discuss what can be offered, where the synergies are etc.</p> <p>Action 3: ST/EP to arrange for key TS policy leads to attend next CAFS GG meeting 10 June 2016.</p> <p>Action 4 (supersedes Action 5 from previous meeting): EP to develop 1 page brief for each priority CAFS Transport action providing background to air quality/CAFS, what we can offer in the way of support, and what we would ask them to consider when progressing these actions.. ALL to send suggestions for content to EP.</p> <p>The 'Measures requiring further investigation and research' (s6.31 and 6.32 of CAFS), which are potential research/lobbying topics rather than CAFS actions should not be forgotten about. ST is keen to provide an update on these at the STEP conference in November, but also need to manage expectations about what can be achieved due to current resource limitations.</p> <p>Action 5: ALL to let ST know if they have an interest in any of these topics, and would like to progress further.</p>	<p>ST/EP</p> <p>EP</p> <p>ALL</p>
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NLEF and LAQM

NLEF Consultant brief

A first draft of the Transport Scotland consultant brief to develop the National Low Emission Framework (NLEF) has been produced (attached to EP email of 6 May), detailing various work packages, each with a series of specific tasks. The output from each task will be a concise technical brief, which will collectively constitute the NLEF technical guidance and tools required for the NLEF process to be undertaken. The CAFS GG needs to feed into the definition of these packages and tasks. An example of an NLEF 'tool' was given as a decision tree for LAs to work through various NLEF options. Principles will be based on the [Scottish Transport Appraisal Guidance \(STAG\)](#).

There is a need for a project/steering group to ensure consultants remain on-track, to include Local Authority members to ensure the final product is of use to LAs and links well to the existing LAQM processes. This group will also include Regional Transport Partnerships (RTPs) and Strategic Development Planning Authorities (SDPAs). ST plans to meet on NLEF once/month between now and December to ensure progress keeps to the timeline.

Action 6: ST to put together NLEF programme for tendering to consultant, set-up of project group, procurement process etc. to provide clarity on timescales.

It was queried whether only existing Transport Scotland consultants will be given a chance to tender, and whether they have appropriate skills. The consultants can be engaged either using the TS Environmental Assessment and Auditing framework (which ST controls) which would give the bid to the 'next' consultant in the chain (from CH2M, Jacobs or Atkins), or issue as an open tender between these 3 consultants to get a competitive bid – more likely option.

The brief needs to ensure the consultant produces a multidisciplinary team covering transport, planning, health etc. A robust set of conditions/terms of reference should be produced to ensure the consultants understand what is expected and have the correct expertise to deliver.

Likely final cost of the brief will be £50-80k, although the brief in its current iteration would likely total £100k. It was suggested that the work packages regarding funding and Cost Benefit Analysis could be removed and carried out separately as joint work by TS/LAs and partners, rather than including them in the original brief.

Action 7: ALL to provide initial comments on NLEF consultant brief to ST as tracked changes by COP on Friday 13 May 2016.

ST

ALL

	<p><u>LAQM diagram</u></p> <p>The final draft of the diagram illustrating links between the NLEF/NMF and LAQM system was reviewed. This diagram is aimed at the technical professionals involved in this work (particularly LAs), and will be a live document which can be updated as the CAFS frameworks continue to develop.</p> <p>Comments:</p> <ul style="list-style-type: none"> - Needs proper title and indication of purpose. - Could be developed into a foldout with supporting information on the frameworks, CAFS etc. - Could be hosted on the Scottish Air Quality website, with interactive 'click-through' features embedded in the Scot AQ website. - Needs to take the new LAQM policy and technical guidance into account. <p>Action 8: Transport Scotland to work up final version and EP to assist with producing handout with framework summaries.</p>	TS
5.	<p><u>Funding/Resources</u></p> <p>£3.1million is available from the SG air quality budget (which was protected from last year) in 2016/7 to provide tools and support improvements in air quality e.g. funds to support LAs/LAQM, Scottish Air Quality website, monitoring etc. Need to consider monies required for future work e.g. data collection, NLEF development etc.</p> <p>In terms of delivering improvements in air quality there is a need to ensure synergies with other areas of Scottish Government and elsewhere – although we have a limited pool of 'air quality' money there are wider resources available. Ideally should avoid ring fencing funding – better to identify multiple benefits of actions to be delivered and include them as standard, rather than something 'new'.</p>	
6.	<p><u>Previous Minutes</u></p> <p>Previous minutes agreed.</p> <p><u>Outstanding Actions</u></p> <p>Previous action (6 April 2016): EP to engage with SOCOEH – still to complete.</p> <p>Previous Action (19 Feb 2016): AT to draft letter from core chairs (SG/TS/SEPA jointly) to LA chief executives requesting a permanent member to attend CAFS GG meetings.</p> <p>Discussion on why this letter was required in the first place. LA representatives are participating in the GG in their capacity as Environmental Health, as per the CAFS GG ToRs. This letter was intended to address the lack</p>	

	<p>of engagement on air quality across all the professions. Currently the onus is still on Environmental Health officers to establish the level of engagement required to deliver CAFS the rest of the LA – but officers not in a position to do so – this needs someone with an appropriate level of delegated authority to engage cross-professionally at a strategic level within the 4 key LAs represented on the GG.</p> <p>This letter should also raise the profile of CAFS to ALL chief execs and highlight the multiple disciplinary nature of air quality work, with a suggestion that they could consider identifying leads on this, and to coordinate communication across the professions on CAFS. Letter could also be sent to HOPS, SOCOEHS, SCOTS, RTPi etc.</p> <p>At some point in the future CAFS should also be presented to SOLACE (Society of Local Authority Chief Executives).</p> <p>Action 9: AT to re-draft letter to all LA Chief Executives highlighting CAFS, the role of the CAFS GG, and the importance of multi-disciplinary working with councils on air quality. For the 4 key cities this letter should also suggest that chief execs nominate someone with appropriate delegated authority to engage across the professions within their LA on CAFS. Letter to be circulated to LA CAFS reps before distribution.</p>	AT
7.	<p><u>AOB</u></p> <p><u>Sub-group Membership</u></p> <p>JC and CG requested the GG’s input to potential members for the Climate Change and NMF sub-groups.</p> <p>Action 10: ALL to provide suggestions to JC for Climate Change sub-group members ASAP</p> <p>Action 11: All to provide suggestions to CG for NMF sub-group members, particularly strategic development planners and transport planners. Include request to HOPS.</p> <p><u>Comms Group Update (provided in writing by LB)</u></p> <p>Comms meeting took place on Wednesday 4 May. The focus was on scoping out a short term work plan and adding details to the comms strategy. Key outputs the group is progressing:</p> <ul style="list-style-type: none"> • Consolidation of current communications knowledge and resources. <p>The group agreed that CAFS itself provides a lot of good information for communications. Scottish Government (Neil) is going to produce a blog based on this material. The group will seek ways to repurpose the content from CAFS into engaging communications to start raising awareness of CAFS and air quality in Scotland. Reviewing CAFS for communications purposes will lead to a knowledge base of key facts, headlines, graphics and examples that</p>	ALL ALL

	<p>provide quick access to develop communications from.</p> <ul style="list-style-type: none"> • Audit on resources available Members of the group will consider channels (internally and externally) available to them and provide a high level timeline of using these channels to deliver initial CAFS messages. • Identify quick wins The group will identify existing campaigns and topics that CAFS messages can be included in. • Scottish Air Quality website The group agreed that the Scottish Air Quality website is central to communications. The preference is to use this website as the central channel for campaigns but at the least the content should be consistent with CAFS messages and content. Scot Gov (Neil) is going to liaise with Andrew Taylor over the logistics of this (action completed). Following feedback from Scot Gov the comms group will develop a proposal for how this website could be used in CAFS delivery. • SNIFFER opportunities The group considered the opportunity to contract work to SNIFFER to support CAFS delivery. A range of options were considered (including parliamentary receptions, campaign work, stakeholder engagement) and it was agreed that SNIFFER would be best placed to scope out communication requirements to introduce NLEF. That package of work will form the basis of design and campaign work. Some of this work may include parliamentary receptions. A more detailed proposal will be discussed by the group at the next meeting and then a meeting with SNIFFER will take place between that meeting and the next, with the aim of SNIFFER attending the latter meeting. <p>Next meetings:</p> <ul style="list-style-type: none"> • Telecon – Mid June • Meeting – end August 	
8.	<p><u>Reflection on Meeting</u></p> <ul style="list-style-type: none"> - Need to structure agenda round delivery programme with technical detail discussed at delivery groups. - Still need to establish ways to develop commonality of understanding. 	
9.	<p>Thanks and Close</p>	