

Meeting Minutes for Cleaner Air for Scotland Governance Group

Location: SEPA, Strathallan House, Castle Business Park, Stirling
Date: 2 Sep 2016
Time: 10:00 – 13:00

Present

Graham Applegate, GA (SEPA)	Vincent McNally, VM (Glasgow City Council)
Aileen Brodie, AB (Aberdeen City Council)	Janice Milne, JM (SEPA)
Janet Brown, JB (City of Edinburgh Council)	Eleanor Pratt, EP (SEPA/TS)
Lorna Bryce, LB (SEPA)	Colin Ramsay, CR (Health Protection Scotland)
Colin Gillespie, CG (SEPA)	Neil Ritchie, NR (Scottish Government)
Emilia Hanna, EH (Scottish Environment Link)	Andrew Taylor, AT (Scottish Government)
Drew Hill, DH (Transport Scotland)	Stephen Thomson, ST (Transport Scotland)
Martin Marsden, MM (SEPA)	Iris Whyte, IW (Dundee City Council)

Chair

Martin Marsden (SEPA)

Apologies

James Curran, JC (Scottish Environment Link)
 Gillian Dick, GD (Heads of Planning Scotland)
 Bruce Kiloh, BK (SPT)
 Denise McCann, DM (SG Health Protection)

Item	Title	Action
1.	<u>Welcome and introductions</u>	
2.	<p><u>Timeline for delivery of National Low Emission Framework options</u></p> <p>The timeline for delivery of the NLEF options was discussed and it was noted there was an expectation that a commitment to introducing a Low Emission Zone in Scotland by the end of 2018 would feature in the Programme for Government.</p> <p>In terms of NLEF delivery the planned timetable: Mid 2017: NLEF guidance/tools produced, data collected, and NLEF pre-appraisal carried out. Mid/late 2017: NLEF site appraisal, commencement of site selection and LA committee sign-off. End 2018: 1st LEZ on the ground. End 2020: Implementation of further NLEF options</p> <p>The 2018 LEZ will strengthen the final NLEF package through lessons learned/success criteria etc.</p> <p>In discussion it was stated that ultimate responsibility for delivering this commitment resides with Scottish Government working with others, not the CAFS Governance Group.</p> <p>It was agreed that a focussed meeting with local authority representatives</p>	

was needed to follow up the discussion and to consider practicalities etc., given the challenging timescale.

Initial thoughts/concerns on implementing a LEZ by 2018 were sought from the local authority representatives and included:

- Time/resource to conduct what may be quite a complicated appraisal process properly.
- How to gather robust source apportionment information within this timeframe in order to confirm an LEZ will deliver required impact on pollution levels.
- Final decision rests with local authority committee elected members.
- Suitable notice is required for businesses and fleet operators.
- Practicalities such as procurement, internal/external engagement, enforcement and whether national approaches would be more effective and efficient.
- Would be preferable to go through the process nationally (e.g. via a national focus on buses) rather than identifying one area just to 'tick a box'.
- Acknowledged scope/opportunity for local authority to show leadership on this issue.
- The appraisal process has potential to be conducted quite quickly, provided resources are available (across planners/transport/environmental health) but subsequent steps for implementation have strict timelines which will be difficult to condense into the required timeframe.
- Clarity on vehicle emission standards is required in order to predict future concentrations and inform option appraisal.

It was noted that funding was being considered as part of the forthcoming Spending Review. However resource, rather than funding will likely be the main challenge in terms of appraisal/engineering/consultation/procurement – lack of people within local authorities available to deliver this.

The key role of the Comms sub-group was highlighted, and the need to match the NLEF timeline for engagement with key audiences noted.

Pathways of potential action were discussed, such as a phasing-in of progressively tougher emission standards over time; both in terms of the first LEZ and the subsequent delivery of the NLEF. The need for a more detailed NLEF programme with a critical path illustrating a phased approach to implementation was highlighted.

Concerns were expressed about the pre-appraisal process potentially delaying implementation. As much of the source apportionment information is already available via LA air quality action plans, there is scope for the pre-appraisal process to be relatively light-touch, and could perhaps happen in parallel to running potential LEZ options through the models to identify the best scenarios, provided the NLEF guidance and local NMF models are in

	<p>place.</p> <p>It was suggested that Matt Eastwood of the Energy Saving Trust be approached for input, given their involvement in the development of London’s Low Emission Zone.</p> <p>Action 1: EH to provide contact details and DH to engage Matt Eastwood (Energy Saving Trust).</p> <p>It was highlighted that any LEZ should be designed to support a range of other actions such as demand management, congestion charging, targeting CO2 reductions as well as air pollution etc.</p> <p><u>Summary</u></p> <ul style="list-style-type: none"> - Huge opportunity but challenging timeframe. - Workshop to be scheduled in early November 2016 to present the NLEF guidance. - By December 2016 an NLEF ‘checklist’ for appraisal should be in place along with the local NMF models which will allow running of potential LEZ scenarios. - Mid 2017 – appraisal complete and decision taken by local authority technical officers. - November 2017 – elected member sign-off <p>Section 4 of the NLEF programme (Delivery) on the Stage 1 and 2 Assessment process will be made more detailed to allow LAs to begin internal discussions on what will be required to deliver under this timeframe.</p> <p>Action 2: DH to update section 4 of NLEF programme spreadsheet (Delivery) to provide more detail on expected appraisal/assessment processes and circulate.</p> <p>Action 3: EP to set up meeting with Local Authority representatives to discuss specific requirements.</p> <p>Action 4: EP/NR to produce diagram summarising planned Governance Group/NLEF/NMF meetings to ensure appropriate frequency.</p> <p>The issue of local authority representation on the NLEF Steering Group was raised again. While it was acknowledged that there is ongoing engagement with heads of transport and planning in the 4 ‘key’ local authorities, it was requested that more clarity be provided regarding NLEF steering group members, particularly given the membership of this group will continue to evolve over the coming months.</p> <p>Action 5: DH to provide list of NLEF steering group members to Governance Group for clarity and include current member organisations on each NLEF briefing note.</p>	
3.	<u>CAFS Communications Work</u>	

LB provided a summary of the Comms workshop held on 1 September in Edinburgh. This workshop involved organisations to be engaged in the CAFS comms work, such as FoES, Sustrans, British Lung Foundation etc., but which do not form part of the 'core' comms sub-group. This was an informal workshop intended to begin conversations with this 'outer tier' of stakeholders. It included a session on 'user journeys' to identify where these organisations send their own stakeholders for air quality information, and to confirm that they are content to refer people to the Scottish Air Quality website, which will be used as a central repository for CAFS materials.

There appeared to be little appetite for a CAFS 'briefing pack' with agreed headline messages, but it was agreed that some shared collateral/resources around CAFS and its aims would still be of value. Standard text with CAFS core messages to be used for air quality events, such as the recent Venture Jam event, will be produced.

There was discussion at the workshop about the use of statistics, and the need for these to be relevant to the audience being addressed, with robust sources provided.

On FAQs/Q&As it was acknowledged that the FAQs produced by Sniffer for Elected Members require work to bring these up to date and ensure they are relevant to broader audiences.

A key action resulting from the workshop was for the Scottish Air Quality website to be brought up to date and made fit for purpose. Ricardo have been re-awarded the contract for this website, so scope for updating soon.

At the workshop Sniffer reflected back on their project brief, which will be managed by a steering group going forwards:

- Desk top research of what exists in terms of existing research on messaging and air quality.
- Test reactions within audience groups to NLEF options via focus groups.
- Road map of engagement to be produced, illustrating key points of engagement with key audiences in the timeline to NLEF delivery. Will provide resource for GG and partners on what to say when/where in order to have most impact.

It was highlighted that NLEF-specific comms needs to be considered immediately, as the CAFS Comms strategy is beginning to be superseded by changes in the political landscape.

Comms group 'ownership' of NLEF messages needs discussion to better understand how these communications will be managed at a national/local level. The Sniffer work will deliver some tools for use by others, including local authorities, but needs further consideration. Ideally this would involve one to one engagement with local authorities, but the CAFS Comms group currently has no capacity to deliver this – further discussions on comms

	<p>resourcing are scheduled.</p> <p>Defra's work on communicating the impacts of air pollution and advice for directors of public health was suggested as a resource. It was noted that Health Protection Scotland have reviewed this report, and that Scotland's situation is different as directors of public health don't sit within local authorities, as they do in England. Will be considered when health sub group is set up.</p>	
4.	<p><u>Queries re: National Modelling Framework and National Low Emission Framework briefing notes</u></p> <p>Further discussion on NLEF steering group membership – to be clarified in future briefing notes. Aberdeen and Glasgow already have representation on the group – there is a need for Dundee and Edinburgh to be included also.</p> <p>It was noted that it is vital the appraisal documents be reviewed by Environmental Health. It is possible that the city-specific NMF groups may develop into NLEF delivery groups, as membership likely to be very similar.</p> <p>Action 6: DH to circulate NLEF SG meeting schedule to group/include in NLEF briefing note (supersedes Action 4 from previous meeting 10 June 2016).</p>	
5.	<p>Minutes and actions from last meeting</p> <p><u>Outstanding actions from meeting 2 Sep</u></p> <p>Action 5: ST to map out key points for engagement with TS policy leads - OPEN</p> <p>Action 6: ALL to provide input to EP re: key points to be communicated to TS leads - OPEN</p> <p>Action 8: ST to provide summary of progress with other areas of investigation and link to European LES guidance being produced - OPEN</p> <p>Action 13: LB to turn comms activities timeline into resource planner for circulation - OPEN</p>	
6.	<p><u>AOB</u></p> <p>It was queried whether LEZs will require a Strategic Environmental Assessment, and if so how this will impact the CAFS action on revising SEA guidance on air quality.</p> <p>Action 7: NR to speak to SEA leads in SG.</p> <p>It was confirmed that the Governance Group will see the draft CAFS progress report.</p>	
7.	<p>Thanks and Close</p>	