

Meeting Minutes for Cleaner Air for Scotland Governance Group

Location: Transport Scotland, Port Dundas Road, Glasgow, G4 0HF
Date: 12 Oct 2016
Time: 10:00 – 13:00

Present

Janet Brown, JB (City of Edinburgh Council)	Martin Marsden, MM (SEPA)
Lorna Bryce, LB (SEPA)	Janice Milne, JM (SEPA)
James Curran, JC (Scottish Environment Link)	Eleanor Pratt, EP (SEPA/TS)
Colin Gillespie, CG (SEPA)	Neil Ritchie, NR (Scottish Government)
Emilia Hanna, EH (Scottish Environment Link)	Tom Stirling, TS (Dundee City Council)
Drew Hill, DH (Transport Scotland)	Andrew Taylor, AT (Scottish Government)

Chair

Neil Ritchie (Scottish Government)

Apologies

Graham Applegate, GA (SEPA)	Vincent McNally, VM (Glasgow City Council)
Aileen Brodie, AB (Aberdeen City Council)	Colin Ramsay, CR (Health Protection Scotland)
Gillian Dick, GD (Heads of Planning Scotland)	Stephen Thomson, ST (Transport Scotland)
Bruce Kiloh, BK (SPT)	Iris Whyte, IW (Dundee City Council)
Denise McCann, DM (SG Health Protection)	

Item	Title	Action
1.	<p><u>Welcome and introductions</u></p> <p>NR opened the meeting and welcomed TS, who was attending in place of IW.</p> <p>It was noted that the Programme for Government has been published since the group's last meeting, and that the Scottish Budget is due for publication on 15 December 2016.</p>	
2.	<p><u>Minutes and actions from last meeting</u></p> <p><u>Outstanding actions 2 Sep 2016</u></p> <p>Action 2: DH to update section 4 of NLEF programme (Delivery) to provide more detail on expected appraisal/assessment process and circulate – OPEN The programme is currently being updated and will be circulated when available.</p> <p>Action 6: DH to circulate NLEF SG meeting schedule to group/include in NLEF briefing note (supersedes Action 4 from June 10 2016) – OPEN The group is meeting monthly. It was requested that meeting dates are included in the briefing note when known.</p> <p>Action 7: NR to speak to SEA leads in SG re: whether LEZs will require a Strategic Environmental Assessment - CLOSED It is likely that an individual LEZ would be screened out of an SEA, as this would be implemented under existing legislation. However the wider NLEF may be within scope – DH will pursue further.</p>	

3. Delivery of 2018 Low Emission Zone

A meeting was held on 5 Oct 2016 between Transport Scotland, the CAFS local authority Environmental Health representatives, Regional Transport Partnerships and SEPA to discuss requirements for delivering an LEZ in 2018, as per the new Programme for Government. The meeting was chaired by Hugh Gillies (Director of Trunk Road and Bus Operations, Transport Scotland).

A draft note of the meeting is being produced and will be issued shortly. Key points of discussion included:

Technical

- NHS boards should be formally asked to consider their role.
- Traffic data requirements/collection.
- The need for local authorities to peer review the specific NLEF work packages as they develop.
- The need for NLEF standards to be effective/robust, and not 'watered down' by earlier delivery.
- Current staff resourcing constraints to implement schemes in local authorities.

Timescales

- Timeframes for delivery of NMF local models to feed into NLEF appraisal in 2017.
- Traffic Road Orders can take time to implement, particularly if challenged.
- Procurement – challenging timescales especially given new Procurement Regulations.

Communications/Engagement

- Challenges in building political consensus and support, particularly given upcoming local elections in May 2017 and lack of awareness amongst elected members of CAFS/NLEF.
- Business support – how to encourage/support commercial sector, bus companies etc. in implementing a LEZ. Engagement meetings with Confederation for Passenger Transport, Freight Transport Association and Road Haulage Association are being set up by Transport Scotland.
- The need to ensure that congestion rather than buses is seen as the 'villain' - consistent messaging is required.

Comments/additional points for consideration were invited from the CAFS GG members:

Timescales

The need for a revised NLEF timeline was highlighted (incorporating Road Traffic Orders/engagement etc.). A revised programme will be circulated once updated in light of the meeting on 5 October. It was noted that the

timetable that will be presented to ministers is intended to flag issues/priorities/opportunities etc. but will be caveated by the need for more detailed discussions with local authorities regarding delivery.

The phased approach of this work was also emphasised; 2018 is not the end but an important part of the wider journey.

Practical/Technical considerations

Concerns about resource constraints (i.e. staff) were raised. It was suggested, learning lessons from the flood risk management process, that this be turned into a positive. Limited resource drives the need for meaningful collaboration, but this needs to be formalised to be effective. The creation of a joint national team across all professions to support delivery for the 4 key cities was suggested. There may also be scope for SEPA to help identify people to support local authorities, but this requires further discussion.

At the upcoming meeting ministers will be advised as to the significant level of resource required for local authorities to deliver this work. NR asked the local authority representatives to consider how Scottish Government could support discussion within individual local authorities.

Procurement of construction services was highlighted as a key issue. It was suggested that Scottish Government and Transport Scotland procurement staff be approached to establish what support they can offer and how best to deliver procurement.

Action 1: ST/DH to approach Scottish Government and Transport Scotland procurement staff and develop proposals for consideration.

Engagement

It was noted that bus companies are currently unclear on the timetable, and what a '2018 LEZ' actually means. Engagement and associated communications with operators should be beginning now to ensure there is common understanding of the timeframes involved.

It was queried what activities Friends of the Earth Scotland (FoES) are carrying out at a local level. FoES are aiming to put air quality at the heart of the upcoming local authority elections, and are currently producing their manifesto 'asks' for commitment by candidates/parties – including delivery of LEZ(s) by 2018, and 10% of transport budgets to be allocated to active travel. They are also organising workshops in Glasgow and Dundee to train volunteers how to campaign on air quality. It was suggested that other Scottish Environment Link NGOs could be requested to do something similar to ensure consistent messages are reaching candidates. Currently there is consistent messaging across NGOs on active travel, but FoES are the only ones actively campaigning on LEZs.

It was noted that an inception meeting for the steering group managing the Sniffer project will take place on 25 October. This project will produce a

	<p>roadmap for engaging the various audience groups. The project will be completed by the end of the financial year, but will be producing other outputs in the meantime.</p> <p>Notes from the recent CAFS Communications workshop have been issued, and include a request for any local-level vehicles for comms to be flagged.</p> <p>It was highlighted that AT will be meeting with Ricardo to discuss their role in CAFS delivery, including management of the Scottish Air Quality website which will act as the repository for NMF/NLEF data, but also as the main CAFS communication platform.</p> <p>Action 2: AT/LB to invite Ricardo to future GG meeting to contribute to communications discussion.</p>	
4.	<p><u>Risks</u></p> <p>The group was invited to suggest headline risk factors for CAFS. Discussion at the meeting focussed on the NLEF/2018 LEZ, but members are encouraged to update the register being produced with wider CAFS risks.</p> <p><u>Engagement:</u></p> <ul style="list-style-type: none"> - Failure to manage public buy-in appropriately. - Failure to manage business/operator buy-in and unintended consequences such as operators passing on increased costs to consumers, resulting in reduced passenger numbers. - Failure to communicate co-benefits for health/planning etc. – too narrow a focus on air quality will lead to continued lack of understanding of synergies with other areas. - Failure to manage local authority buy-in at all levels – official and political – with different mitigation for both. No risk at national level, as commitment in Programme for Government. - Lack of clarity/understanding/consistency in messaging among key partners of what is being delivered <p><u>Process:</u></p> <ul style="list-style-type: none"> - Lack of clarity of objectives. - Failure to reverse major stakeholders’ resistance to change. - Lack of common/collective long term ‘vision’ in relation to transport. <p><u>Resource</u></p> <ul style="list-style-type: none"> - Lack of robust budget - Failure for partners to collaborate to overcome resource constraints. - Lack of resource to aid operators in delivery. <p>Action 3: EP to draw up risk register and circulate. ALL to provide comment/additions.</p>	

5.	<p><u>CAFS Climate Change Sub-group Report</u></p> <p>The draft report of the CAFS climate change sub-group (CAFS CCSG) on ‘Major potential synergies and tensions between climate change actions and air quality actions in Scotland’ was circulated in advance of the meeting. This report will be submitted to the team currently drafting Scotland’s Climate Change Action Plan (previously known as RPP3) at the end of October. The draft Climate Change Action Plan itself will be published in January 2017 for 3 month consultation. The CAFS CCSG will remain on ‘stand by’ to take comments/questions back from the RPP3 team, and intends to provide a consultation response to the draft Climate Change Action Plan when published, which will provide further opportunity to reinforce their report’s recommendations.</p> <p>It was acknowledged by the CAFS GG that this was a good report, given the limited time and resources available.</p> <p>Initial comments/suggestions included:</p> <ul style="list-style-type: none"> - Include an ‘elevator pitch’/key ask/what it means for the RPP3 sectors. - Executive summary should more clearly highlight the importance of air quality – begin with an air quality perspective, then make links to GHGs/CC. - Transport Scotland may be able to provide some additional evidence which could be referred to in the report. DH has circulated the report to TS colleagues – will provide comment back to JC. <p>Action 4: ST to set up a focussed session with climate change sub-group report authors and those involved in RPP3 (now Scotland’s Climate Change Plan) and National Transport Strategy refresh.</p> <p>After discussion it was agreed that the report should be submitted in the name of the sub-group, rather than the Governance Group. It is important the individual sub-groups ‘own’ their work – this will also be vital for the health and placemaking groups. The report will therefore state that it was commissioned by the Governance Group, with the intention to support work to develop the climate change plan and ensure appropriate recognition of air quality issues within it, but the content is the responsibility of the sub-group itself.</p> <p>Action 5: ALL to provide any detailed comments on the CAFS CCSG report to JC by Friday 21st October. Comments/suggestions should be as clear and focussed as possible, ideally ready for insertion direct to the report.</p>	
6.	<p><u>National Low Emission Framework/National Modelling Framework updates</u></p> <p><u>NLEF SG Remit</u></p>	

	<p>A draft remit document for the NLEF Steering Group (NLEF SG) was circulated in advance to the group. Comment was invited from the group and included:</p> <ul style="list-style-type: none"> - The need for a 'Governance' section to clarify how the NLEF SG links to the CAFS GG, whilst also acknowledging Transport Scotland lines to ministers. - Include high-level objectives and dates to provide context. - Andrew Taylor to be included as a steering group member. <p>It was also noted that SEPA would like the chance to meet with Atkins who are supporting Transport Scotland in developing the NLEF materials, to discuss what support they can provide in terms of air quality.</p> <p><u>NMF briefing</u></p> <p>It was acknowledged that the timelines in the NMF update circulated to the CAFS GG still need to be adjusted in Appendix 1 – CG will update and circulate once available. It was suggested a RAG colour scheme be used on all Gantt charts to indicate whether on/at risk/behind schedule.</p> <p>It was queried why the Scottish Air Quality Indicator (SAQI) currently under development is looking at average values for pollutants, rather than exposure to extreme values? CG explained that considering extreme values requires a narrow geographic focus e.g. on individual streets. The SAQI is however intended to provide a broader geographic focus and more holistic view across areas. Pollutants and their associated health effects are considered individually, then incorporated into wider data zones, although there may be scope in the future to develop the indicator further in order to consider extreme pollution levels.</p> <p>It was noted that group members have been identified to form the group coordinating delivery of the national/regional model (includes representatives from Regional Transport Partnerships and local authorities), but that the first meeting of the group is still to be arranged.</p>	
7.	<p><u>AOB</u></p> <p>Work has begun on the CAFS Annual Progress Report. Transport Scotland policy leads have been approached to provide input on the various transport actions. Notice was also provided to various Governance Group members that their input will be required.</p> <p>The next meeting of the CAFS GG on 21 November 2016 will be focussed on the NLEF.</p> <p>Action 6: EP to liaise with DH to develop structure of next meeting (to be focussed on NLEF), and consider whether to include Atkins/Ricardo.</p>	
8.	<p><u>Reflections on meeting</u></p> <p>It was felt that the group is beginning to work more effectively as a</p>	

	<p>Governance Group, with a better focus on programme management.</p> <p>It was suggested that there is however scope to develop more of a 'joint vision' (rather than only focussing on individual objectives e.g. LEZs), potentially leading to an increased ability to communicate/engage. Scope to develop a portion of a future meeting to 'visioning'. It was noted that the overarching CAFS vision for Scotland's air quality to be the best in Europe is in place, but that there is potential to develop more joint visions for transport, placemaking etc. also.</p>	
9.	Thanks and Close	