

## Meeting Minutes for Cleaner Air for Scotland Governance Group

**Location:** Dundee House, 50 North Lindsay Street, Dundee, DD1 1NB  
**Date:** 21 Nov 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)
Lorna Bryce, LB (SEPA)	Eleanor Pratt, EP (SEPA/SG)
James Curran, JC (Scottish Environment Link)	Stephen Thomson, ST (Transport Scotland)
Colin Gillespie, CG (SEPA)	Andrew Taylor, AT (Scottish Government)
Drew Hill, DH (Transport Scotland)	Paul Taylor, PT (Atkins)
David Kernohan, DK (SG Health Protection)	Iris Whyte, IW (Dundee City Council)

### Chair

Stephen Thomson (Transport Scotland)

### Apologies

Janet Brown, JB (City of Edinburgh Council)	Martin Marsden, MM (SEPA)
Emilia Hanna, EH (Scottish Environment Link)	Colin Ramsay, CR (Health Protection Scotland)
Gillian Dick, GD (Heads of Planning Scotland)	Neil Ritchie, NR (Scottish Government)
Bruce Kiloh, BK (SPT)	

Item	Title	Action
1.	<p><b><u>Welcome and introductions</u></b></p> <p>ST opened the meeting and welcomed all.</p> <p>DK attended the meeting on behalf of the Scottish Government Health Protection team which covers environmental public health and therefore has an interest in LEZs.</p> <p>PT is the air quality and emissions technical lead at Atkins, who are supporting the development of the NLEF guidance documents.</p>	
2.	<p><b><u>Minutes and actions from last meeting</u></b></p> <p><u>Outstanding actions 12 Oct 2016</u></p> <p><b>Action 1: ST/DH to approach Scottish Government and Transport Scotland procurement staff and develop proposals for consideration (i.e. central vs local procurement approach for NLEF):</b> DH advised that preliminary discussions had been held with Transport Scotland directors and staff, but continued engagement is required. OPEN</p> <p><b>Action 2: AT/LB to invite EAE Ricardo to a future GG meeting to contribute to communications discussion</b> – update to be provided by LB under Communications item.</p> <p><b>Action 3: EP to draw up risk register and circulate. ALL to provide comment/additions.</b> Draft register circulated – still awaiting comment/input</p>	

	<p>from GG. OPEN</p> <p><b>Action 4: ST to set up a focussed session with climate change sub group report authors and those involved in RPP3 (Scotland’s Climate Change Action Plan) and National Transport Strategy refresh.</b> ST advised it would be preferable/more productive to wait until the consultation on the climate change action plan is open (Jan/Feb 2017), before setting up an initial meeting with transport colleagues, followed by one with the RPP3 team. OPEN.</p> <p>Open actions from previous meetings – see CAFS action log attached to papers.</p>	
<p><b>3.</b></p>	<p><b><u>National Low Emission Framework work packages/guidance documents</u></b></p> <p>DH provided an update on progress with the NLEF – further detail can be found in the NLEF briefing note circulated prior to the meeting. New NLEF steering group members have been identified, including a representative from the Energy Saving Trust transport team. The structure of the NLEF Appraisal Guidance document has been defined, with working chapter headings, objectives, aims etc., and work has begun on writing the document.</p> <p>Key tasks for December include finalising the key objectives, roles and responsibilities of the NLEF – there is the intention to hold a meeting of the NLEF steering group in the second week of December to discuss both this and the shape/format of the workshop, now to be held in January 2017.</p> <p>A meeting was held with ministers in late October to discuss the ‘twin track’ approach to this work; seeking early adopters to meet the challenging 2018 deadline, while also developing the wider NLEF document. A ‘state of readiness’ report is being produced for Transport Scotland directors (see note of further discussion under AOB). The issue of resource was discussed, and ST has been asked by his directors to clarify what resource is required to deliver this work, both in terms of admin and technical support. Funding for implementation will not be clarified until the central and Scottish budgets are published. However a detailed business case is being prepared, outlining the scale and scope of funding that will likely be required to implement LEZs in Scotland from late 2018 onwards, which will be presented to a Transport Scotland Investment Decision Making Board in early 2017.</p> <p>The NLEF programme is still to be updated, based on these latest developments. It was acknowledged that there had been further slippage on some tasks which is not yet reflected in the programme, but that Transport Scotland is continuing to push for further resource.</p> <p><b>Action 1: DH to update NLEF Programme ASAP.</b></p> <p>Concerns were expressed that the Governance Group is not being kept informed of which elements are being pushed back (for both NMF and NLEF),</p>	

and what mitigation is in place.

**Action 2: NLEF and NMF technical leads to include RAG system on programmes to allow better understanding of slippage.**

The need for the Governance Group to understand which organisations are represented on the NLEF Steering Group, and its meeting schedule was discussed, as was the frequency of updates provided to the NLEF Steering Group on progress/discussions with Atkins.

**Action 3: DH to include NLEF SG current membership and meeting schedule in future NLEF briefing notes.**

**Action 4: DH to produce weekly update email for NLEF Steering Group members with summary of discussions with Atkins and key points of progress.**

PT of Atkins provided an overview of the NLEF document (see Appendix 1, NLEF briefing note Nov 2016), which comprises a staged appraisal process, followed by detailed guidance on implementation and enforcement. Each stage of the guidance will be supported by technical reports. The guidance documents will be written by Atkins, before handing over to Transport Scotland for compiling/consultation. This was followed by discussion around where in these documents the detailed NMF models will sit, and the need to ensure those in Atkins who are drafting the documents are well connected to those developing the NMF.

**Action 5: DH to include either GA or CG on weekly catch up calls with Atkins.**

**Action 6: DH to set up meeting between ST/SEPA/LAs and Atkins to clarify NLEF/NMF/LAQM links.**

NLEF Workshop

The NLEF workshop previously scheduled for November is now intended to take place in the third week of January 2017. This will be an all day workshop to consider the objectives and approach within the NLEF and get input to the NLEF appraisal guidance. Attendees to be discussed at next NLEF Steering Group meeting, but intended to number approx. 60 and include heads of RTPs, local authorities, Strategic Development Planning Authorities, and other stakeholders such as FTA, RHA, etc. It was noted that this will be an important way to engage/inform local authorities on NLEF, outside of the four key cities. After this workshop the document will be tightened up, prior to a 6-week consultation via the Scottish Government website.

4.

## Communications

LB provided an update on the various CAFS Communications workstreams.

### Sniffer engagement project

The project steering group met 2 weeks ago, and includes the technical NMF/NLEF leads, FoES, Scottish Government, Health Protection Scotland and NHS Health Improvement representatives. The original intention for the project was to focus on delivering NLEF and general CAFS communications actions, however given the timeframes involved the project is now focussed on helping to deliver the 2018 LEZ.

Key deliverables are a stakeholder map and suggested timeline of engagement. Stakeholder 'personas' will also be produced to allow partners to understand what kind of messages/comms certain stakeholders react best to, and the best communications channels to reach that kind of audience.

It is hoped a draft output of the timeline will be produced before the end of the calendar year. Resource issues for this work in terms of managing the contract were highlighted.

### Scottish Air Quality website

It was agreed at previous meetings that Scottish Government's 'Air Quality in Scotland' website would be the central resource for CAFS information. SEPA have discussed opportunities for this site with EAE Ricardo. Ricardo are intending to deliver a regular newsletter to website subscribers (likely technical audience rather than general public), which can be used as a CAFS vehicle. LB has asked rather than a PDF, that software e.g. Mailchimp be used to track how many people reading, forwarding it on etc.

Content for the website will be developed by the CAFS Comms group by the end of the calendar year. This will include a CAFS summary, progress with implementation and key events, and needs to be a live page to ensure stakeholders are kept aware of the strategy and progress.

Ownership of content of the website was discussed - it is a government website, managed by Ricardo, but the CAFS page/content will be the responsibility of the CAFS Comms sub-group, although the Governance Group will be invited to provide input/comment. The purpose of the website should be to inform/engage, rather than to record issues and challenges, which could instead be considered in the CAFS Progress Report. The web page will also include details for people to request minutes, terms of reference etc. Ricardo will also be invited to a future Governance Group meeting.

**Action 7: LB to circulate draft SAQ website content to Governance Group by end of November.**

	<p><u>Air quality exhibit at Glasgow Science Centre</u></p> <p>An air quality exhibit funded by Scottish Government is being installed at the Glasgow Science Centre in January. The exhibit is linked to the 'Learn About Air Quality' teaching package for schools. It was agreed to hold the January meeting of the CAFS GG at the Science Centre to coincide with the launch of the exhibit, and provide an opportunity to tie the exhibit to positive press/messages about CAFS.</p> <p><u>2018 LEZ Communication</u></p> <p>The need for coordinated high-level communication on the 2018 LEZ for CAFS GG partners to share was highlighted (e.g. small articles for newsletters, tweets, etc.), as to date there has been nothing from the GG publicly supporting the 2018 date. Lines also need to be produced to answer potential enquiries on the back of any statements on the 2018 LEZ. A CAFS briefing note was also produced for the STEP Conference and will be circulated.</p> <p><b>Action 8: LB to develop 2018 LEZ materials ASAP and liaise with EP re: tying into publication of CAFS progress report</b></p>	
5.	<p><u>Risk Register</u></p> <p>The draft risk register was discussed. This is intended to be a high-level register for CAFS, rather than a detailed register of risks associated with individual work-streams. Risks associated with specific work streams could be recorded in separate tabs within the master register. It should be a live tool, and will be included as a standing item at future meetings, tied to programme review. It was noted that wording of risk descriptions and controls needs further consideration and input from other Governance Group members.</p> <p><b>Action 9: EP to circulate risk register again, ALL to contribute to wording to more clearly communicate risks, controls etc. To be included as a standing item on future meeting agendas.</b></p>	
6.	<p><u>AOCB</u></p> <p>EP noted that dates for the 2017 Governance Group meetings will be sent out shortly.</p> <p>A portion of the January meeting will be dedicated to reviewing programmes/slippage, and the risk register.</p> <p>The CAFS Progress Report will be circulated for comment over the next few weeks.</p> <p>Transport Scotland directors have requested a 'state of readiness' report on what will be required to deliver a 2018 LEZ, which will be submitted to the Transport minister. This will be an internal document, drawing on comments</p>	

	<p>made at the 5 Oct meeting with RTPs and local authorities. There is the intention for Transport Scotland to hold further meetings with the local authorities (transport, planning and environmental health officials) before the end of January 2017 to provide input to this report.</p> <p><b>Action 10: ST to contact CAFS GG local authority representatives ASAP to set up 'state of readiness meetings' before end of Jan 2017 to input to state of readiness report.</b></p> <p>DH's note of the meeting on 5 October between Transport Scotland, RTPs, local authorities and others was discussed. It was noted that this meeting preceded the request for a 'state of readiness' report from directors, and it was suggested the note be retitled (e.g. 'Meeting with LA and RTP representatives') to reflect this. DK also noted that framing of the point regarding health boards and their budgets needs to be given careful consideration.</p>	
7.	<b>Thanks and Close</b>	