

**LEZ Leadership Group Meeting**  
**Wednesday 13 December 2017**  
**Scottish Parliament**

**Attendees**

Roseanna Cunningham	David Gellatly
Humza Yousaf	Mark Flynn
David Miller	Alan Ross
Hugh Gillies	Eric Owens
Janice Milne	Lesley McInnes
Stephen Thomson	Michael Thain
Colin Ramsay	Anna Richardson
Ross Grant	George Gillespie

Subject	Discussion and actions
<b>Agree Terms of Reference</b>	The Terms of Reference were reviewed, and alterations suggested by the Group
	<b>Action:</b> Change the purpose statement to: 'The purpose of the Leadership Group will be to support the implementation of low emission zones, ensuring that they are evidence based, robust, delivery air quality improvements and consequential wider benefits and that stakeholders and the public are both engaged and involved.'
	<b>Action:</b> 'Standing Members' section of Terms of Reference to be updated as follows: <ul style="list-style-type: none"> <li>○ Change Cllr Yvonne Allan to Cllr. Ross Grant. Cllr Grant is the Spokesman for Transport</li> <li>○ Change Cllr Mark Flynn role to 'Deputy Convenor of City Development'</li> <li>○ Change George Gillespie role to 'Executive Director (Acting) Land and Environmental Services</li> <li>○ Change Dr Colin Ramsey to Dr Colin Ramsay</li> </ul>
	<b>Action:</b> Key Deliverables section of the Terms of Reference to be updated as follows: Bullet point #5 to be amended to read: 'Ensure that a positive legacy is created from the delivery of the first four LEZs'
	<b>Action:</b> 'Working Arrangement' section of Terms of Reference to be updated as follows: <ul style="list-style-type: none"> <li>○ Change the Leadership group meeting schedule from 6 months to quarterly</li> <li>○ Leadership group members to be notified of any agenda item 2 weeks before the scheduled meetings</li> <li>○ Add a new line related to the publication of the LEZ Delivery Group meeting minutes</li> </ul>
<b>Remit of LEZ Leadership Group</b>	The following points were noted as the remit of the LEZ Leadership Group <ol style="list-style-type: none"> <li>1. Objectives of LEZs – alignment of national and city specific objectives</li> <li>2. Individual city approaches to considering LEZs</li> <li>3. Areas where national consistency of LEZ standards is required</li> <li>4. Funding and resources required to deliver LEZs</li> <li>5. Knowledge sharing</li> <li>6. Enforcement</li> <li>7. Mode hierarchy and bus provision</li> <li>8. Potential economic benefits</li> <li>9. Oversee evaluation of LEZ objectives</li> <li>10. Potential consequences, mitigation and inter-dependencies</li> <li>11. Public engagement</li> <li>12. Legislation and/or regulatory framework</li> </ol>

	<ul style="list-style-type: none"> <li>• The remit of the LEZ Leadership Group will remain live</li> <li>• Not all of the remit topics have to be covered at every LEZ Leadership Group meeting</li> </ul>
	<b>Action:</b> The Remit of LEZ Leadership Group should be recorded in the Terms of Reference and the minutes of the meeting.
<b>Meeting arrangement</b>	<ul style="list-style-type: none"> <li>• The Cabinet Secretary for Environment, Climate Change and Land Reform or the Minister for Transport and the Islands will chair the meeting</li> <li>• Cllr Ross Grant will replace Cllr Yvonne Allen</li> <li>• LEZ Leadership chair (RC) confirmed the names of the standing members</li> <li>• There should be a capacity to co-opt stakeholders into the Group as required on very specific issues</li> <li>• A 6 monthly meeting schedule was deemed to be too long between meetings. A quarterly meeting schedule was felt to be more appropriate, given the ground that has to be covered in 2018 in particular.</li> <li>• Bi-lateral meetings can take place outwith the LEZ Leadership Group, as agreed by group members.</li> <li>• Agenda's and meeting papers to be issued 2 weeks before each meeting</li> <li>• Minutes will be made public and must be agreed before publication</li> <li>• The location of the meetings will typically be in Edinburgh, at either the Scottish Parliament or St. Andrews House. There is an option to hold at least one meeting in Glasgow Chambers.</li> <li>• Date of the next meeting to be confirmed, with the next meeting in mid-March being preferred.</li> <li>• Dates of the summer and winter 2018 meeting may be difficult to agree upon, so a degree of flexibility is required</li> <li>• Meeting dates on Mondays should be avoided is possible.</li> <li>• LEZ Delivery group does not expect a briefing from the LEZ Delivery Groups, but the Leadership Group may ask for a presentation from the LEZ Delivery Groups as required</li> <li>• The purpose and Terms of Reference should be published from today's meeting, with the remit to be published in due course within the meeting minutes.</li> </ul>
	<p><b>Action:</b> Transport Scotland to issue a Doodle poll to identify dates, times for the quarterly 2018 meetings starting in March 2018.</p> <p><b>Action:</b> Transport Scotland to provide secretariat at the meetings and provide communications support</p> <p><b>Action:</b> Minister for Transport and the Islands to tweet picture from the 1<sup>st</sup> LEZ Leadership Group meeting.</p>
<b>Additional comments and observations</b>	<ul style="list-style-type: none"> <li>• LEZ Leadership Group members were encouraged to review the official Environment, Climate Change and Land Reform (ECCLR) committee reports, to be familiar with the questions asked by MSPs, as these are the types of questions that local elected members can be expected to answer too in the future.</li> <li>• In terms of public communications, the LEZ Leadership Group should be coming from the same place.</li> </ul>
	<b>Action:</b> TS to record all of the questions asked at ECCLR committee Air Quality meetings in 2017. These should be grouped into themes and questions, and the report circulated to the LEZ Leadership Group