

**Gloucestershire Environment Partnership
Minutes of Interim Steering Group Meeting held on
Monday December 3rd 2007**

1 Present

Michael Heap, Simon Pickering, Nigel Riglar, Kaye Welfare, Gordon McGlone, Peter Wiggins, Sally Pickering

2 Minutes of Nov 6th

These are agreed as a true record.

Michael and Sally both reported a number of enquiries about the new Board structure. It was agreed that the role of the VCS Strategy Group needed to be stressed to VCOs as the route into their engagement with the Partnership.

3 LAA Refresh

Kaye and Peter have done lots of work on this. The Business Case for revised indicators has to be finalised by Dec 10th. There was discussion of proposed indicators at CSEB and everyone seemed happy with the proposed indicators so far, including GOSW, although it was recognised that there will be more negotiations to follow with GOSW.

Stan had proposed a review of the structure of the Glos conference with a new infrastructure and transport block, but there was little support for this so unlikely to happen.

Peter Bungard had expressed some concern that the LAA was mainly "business as usual". One way to make more of a difference would be to take 5% off each block's budget to use for new innovations.

There were few funding implications for the Environment Block, as there is little flexibility. If any cut had to be made, it would be from the Aggregates levy. It was agreed that one of the first tasks of the new Board will be to look at how funding is aligned and map what other work is going on that contributes to the targets in the LAA, for example in the VCS.

4 Board Membership

There had been some queries from the District Councils about being on the Board but they seemed OK about things now.

Peter has drafted letter from Julie Girling and DAbid Hagg inviting new Board members to first meeting. It will go out later this week. First two meetings will be: January 22nd 10am at Shire Hall.

March 18th 10am

Simon noted that he currently has two places on the Board and so another rep will be needed from the VCS Environment Strategy Group

Action Agreed :

P&P Project to ensure Strategy group nominates a rep.

Peter to send full contact list of Board to P&P Project when finalised.

5 Feedback from VCS Environment Strategy Group

Simon reported that there had been poor attendance and it was agreed that all the Board needed to encourage the VCS to engage through this strategy group. It was acknowledged that it would take time for people to understand the structure. The Group had, however, been quite pro-active and had written to the local authorities to ask them what their plans were for cutting CO2 emissions, and also to GCC re plans for the waste disposal. The meeting was concerned to see the Partnership tackle the issue of commercial waste.

6. Agenda for first full Board Meeting

It was agreed to include the following items on the agenda:

- Introduction and background to how we got to this point. It was agreed that Rob Ayliffe would be asked to give introduction to the wider Glos Conference and the LAA to put this Board into context. Michael would then give an update on the Environment Partnership to date and offer this Interim Steering group to continue to support the Board initially.
- Endorsement of the Board Structure (If there are any queries, it can be proposed that it is reviewed in a year's time, but it is important now to get on with the work and not dwell on the structure any longer.)
- Draft Job description and Terms of Reference for the Board. Peter will look at those used by the CYP and Health Partnerships to draw up a draft for discussion.
- Partnership Agreement
- Discussion of Proposals for Partnership business Plan – to include non LAA issues. It will be important to consider how the Board engages the full Partnership in this. Some proposed outcomes will be agreed at the next meeting of the Interim Board. It will be important to recognise that these outcomes could take several years to achieve and so will not be a threat to any existing commitments that GCC has.

Actions Agreed:

Peter to ask Rob Ayliffe to attend the meeting

Michael to meet with Julie Girling to brief her of progress to date.

Peter to draft JD and TOR for discussion

7 Role of Interim Board

It was agreed that Michael would offer the Interim Board to support the new Board initially and suggest that it become the working group for the Partnership to ensure that the Board can be strategic whilst the operational issues are dealt with elsewhere. Only Kaye and Simon will be on the new Board, so this continuity will be important.

It was also agreed that the Interim Group needs to meet once more to draft proposed outcomes from the Partnership.

8 Any Other Business

- It was agreed that it is important to keep wider Partnership engaged and informed.
- Peter said that funding had been confirmed for Partnership Development Manager and that Kaye and Peter would get on with recruitment.
- Peter confirmed that funding was agreed for this year for VCS Engagement and Development of the Partnership.
- It was noted that the University and the Agricultural College could be useful resources for research and needed to be involved, possibly around the adaptation agenda. Peter said he hoped to involve all public sector partners in a low carbon Partnership.

Actions agreed:

P&P Project to contact all who attended launch to encourage them to sign up for Glos Conference Newsletter to keep in touch with developments.

P&P Project to write update for Glos Conference Newsletter.

P&P Project to invoice GCC for funding for October – March.

Peter to contact Ruth Fitzjohn at the NHS re low carbon actions.

9 Future Meeting Dates

VCS Strategy Group :	Wednesday 9 th January 2pm at GAVCA
Interim Steering Group:	Monday January 14 th at 2pm at Ebley Mill.
Full Board :	Tuesday January 22 nd 10am Shire Hall
Full Partnership Meeting	Late spring