



**TAYSIDE BIODIVERSITY PARTNERSHIP
MANAGEMENT TEAM MEETING**

Tuesday 17th April 2007

Perth College

MINUTES OF MEETING

Present:

M Price (Chair)	CMS, Perth College
J Milne (Secretary)	CMS, Perth College
P Coutts	Angus Council
D Flint	Perth & Kinross Council
B Harris	Dundee City Council
P Sandwell	Dundee City Council
Carolyn Warwick	SNH
C Lloyd	Tayside Biodiversity Partnership

1	<p>Welcome</p> <p>On behalf of the Management Team, MP welcomed Peter Sandwell in his capacity as line manager to CL at DCC.</p>	Action
2	<p>Grant offer and conditions</p> <p>CW went through the conditions of the SNH grant aid and stressed the need for the co-ordinators work programme to be linked to specific outputs in this next round.</p> <p><u>ACTION:</u> Circulate copy of SNH Grant Aid agreement to Management Team</p>	CW
3	<p>Review of 2006-07 work programme</p> <p>CL went through the work programme highlighting areas of significant over- and under-allocation of time. The main area of over-allocation was sub-group support. It was pointed out that this reflects the Business Plan focus on practical implementation and should be reflected in the next year's programme. In general the allocation of time has balanced out well although there are a small number of actions that were not achieved or remain unfinished – i.e., SE Planning Manual, final publication of HAPs and SAPs, BARS recording. CL pointed out that she is awaiting the UKBAP review in order to complete the TBAP review before entering actions to BARS.</p>	
4	<p>2007-08 work programme</p> <p>DF stressed that the next phase of TBP must be focused on practical implementation although it was felt that this was already evident in the past year's Work Programme. CL's time must be targeted where most effective. DF suggested that the work programme needs to be restructured to reflect a greater emphasis on implementation through work with the sub-groups. It was agreed that Section 3 should be the core of the work programme. CW said programme should also include column for 'outcomes'. The team agreed that these outcomes should relate specifically to actions carried out by the co-ordinator. Team recognised need for flexibility to respond to new opportunities. Agreed that CL should bring any new potential projects requiring a significant input of her time to the Management Team before taking them on.</p> <p><u>ACTION:</u> Email examples of outcomes and time allocations to CL</p>	CW

	<p>ACTION: Restructure Work Programme to reflect greater emphasis on delivering actions related to species and habitats through the sub-groups. Include outcomes (specific to co-ordinator's work). Circulate draft to Management Team for comment one week before next meeting.</p>	CL
5	<p>Administrative post – duties</p> <p>There was some discussion about the duties that the new administrative post should take on. CL had previously circulated the list of work undertaken by PKC staff in the past 5 years and hoped a similar level of expertise would be available within DCC. PS pointed out that care must be taken to avoid adding too many duties that may affect the grading of the post. It was agreed that this issue needs further discussion at the next meeting.</p>	
6	<p>DATE OF NEXT MEETING</p> <p>10th May (rescheduled from 21st May). 12.45 pm, Perth College</p>	