



**TAYSIDE BIODIVERSITY PARTNERSHIP  
MANAGEMENT TEAM MEETING**

**WEDNESDAY 8 JUNE 2005  
PERTH COLLEGE**

**MINUTES OF MEETING**

**Present:**

M Price (Chair)	CMS, Perth College
D Flint	PKC
B Harris	DCC
C Lloyd	TBP
S Roberts	AC
C Warwick	SNH

**Observer:**

S Merone	PQLT
M Strachan	Forestry Commission

**In attendance:**

A Paterson	CMS, Perth College
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**Apologies:**

P Coutts	AC
M Smith	DCC

1	<b>Apologies</b> As above	
2	<b>Minutes of Last Meeting on 21 March 2005</b> Minutes were approved. For next minutes, Action Page to be included	AP
3	<b>Matters Arising</b> 4.3 Community Project, Arbroath – quiet at the moment  4.6 Planning Manual – in hand  4.9 LBAP Officers' Network – waiting on new Biodiversity Implementation Team to take over, to be finalised Sept 05  4.11 BAGS - C Lloyd written 8/9 letters of support.  4.13 Admin – working well  4.15 Work Plan – C Lloyd/D Flint monthly review not yet started  4.16 Child Protection – ongoing, C Lloyd to go directly to Child Protection Team  5.2 BARS – C Lloyd hoping to do in July. Next tranche targets have to be SMART before going out. Each sub group leader needs to meet with C Lloyd to discuss. Action – each lead partner to review and focus on local ones (not UK BAP targets).	CL             CL

	<p>C Lloyd to action. If possible, make actions SMART before next Steering Group Meeting. C Lloyd to go through 400 and sort into local/national.</p> <p>C Warwick requested that C Lloyd advise her dates of sub group meetings and add to distribution list.</p> <p>6.3 SITA funding, map of landfill sites. Majority of Perth &amp; Kinross area covered (not north of Kinloch Rannoch or Glenshee), Dundee and Angus covered (northern glens may not be covered). Agreed that a consolidated map should go on the website. S Merone has one for P&amp; K (digital) and Angus Environmental Trust has one (S Roberts). M Strachan to check if the Forestry Commission can produce a consolidated map. All to pass info to M Strachan.</p> <p>7.0 Website – now launched and in Press. C Lloyd to ensure box added showing number of visits to the website</p> <p>10.3 Local Action Grant Scheme – carry forward (action – CW)</p> <p>C Lloyd's laptop – problems reported connecting to UKF files and files from previous computer. C Lloyd/D Flint to discuss with PKC IT staff.</p>	<p>CL</p> <p>MS SM SR</p> <p>CL</p> <p>CW</p> <p>CL/DF</p>
<b>4</b>	<p><b>Co-ordinator's report</b></p> <p>C Lloyd discussed (<i>copy attached</i>)</p>	
<b>5</b>	<p><b>Work Programme</b></p> <p>5.1 Work programme discussed and following amendments suggested:</p> <p>5.3 Biodiversity Action Fund project management, general advice on funding: increase from 10 to 11 days</p> <p>6.1 Promote biodiversity in local authorities: decrease from 18 to 16 days</p> <p>6.2 Promote biodiversity with other TBP partners: increase from 5 to 6 days</p> <p>6.4 Advice &amp; guidance to businesses (not TBP members): increase from 7 to 8 days</p> <p>Establish core set of priorities and put in bold: BARS;HAPS/SAPS; SITA; Planning Manual/leaflets; Project Implementation</p> <p>C Lloyd to update as above.</p> <p><i>Revised Work programme 05/06 for C Lloyd and Key Outputs 04/05 attached (note – total number of working days calculated for 05-06 have allowed an overall increase in days as per list above)</i></p> <p>Add Priorities for Work Programme to Agenda for next Steering Group Meeting</p>	<p>CL</p> <p>AP</p>
<b>6</b>	<p><b>Finances</b></p> <p>Income &amp; Expenditure report circulated. D Flint explained difference in Income figures from Councils.</p> <p>Finance queries from Steering Group to be emailed to D Flint as soon as possible.</p> <p>D Flint to email updated Income &amp; Expenditure Report with comments added in against Supplies &amp; Services.</p>	<p>AP</p> <p>DF</p>
<b>7</b>	<p><b>SITA Funding</b></p> <p>The process and timeframe need to be agreed for SITA funding. The May 05 document 'Investing in Biodiversity projects in Tayside in partnership with the Tayside Biodiversity Partnership, Tayside Biodiversity Action Fund' to form the basis of the process.</p> <p>The above document was discussed and the following comments made:</p>	

	<p>Need to ensure adequate representation from a biodiversity expert in PQLT. M Price agreed to be this link.</p> <p>Establishment of a Project Assessment Panel (PAP) to comprise: 3 council partners, Forestry Commission and Scottish Natural Heritage (ie TBP Management Team + Forestry Commission). Each representative should identify a 'second' to attend meetings to ensure a quorum is achieved. M Price to Chair the PAP</p> <p>C Lloyd will attend meetings but not as part of the PAP</p> <p>Quorum agreed at 3</p> <p>Review composition of PAP annually</p> <p>All to declare any conflicts of interest at each meeting and withdraw where necessary</p> <p>All recommendations will go to PQLT</p> <p>Funding, Application &amp; Administration process Flowchart to be split into 2 charts (Process and Admin) with sequence numbers added. (S Merone)</p> <p>Above document intended for internal use and not public</p> <p>Route to Funding last paragraph add in ... split in three equal shares between the three local authority areas <b>over the 3 years of the funding.</b></p> <p>Guidelines: We need to draw up clear guidelines/checklist to send out to applicants and to provide specific targets for monitoring purposes. C Lloyd to produce draft guidelines. (Action - SITA/PQLT to forward English Guidelines to use as template)</p> <p>Applicants will be sent out: application form, additional form if capital project, guidance notes, Assessment Framework, Sustainability Form and Standard Conditions of Funding.</p> <p>Copies of all current forms to be emailed to Management Group/M Strachan (<i>emailed 9/6/05</i>).</p> <p>Biodiversity criteria to be added to Assessment Framework.</p> <p>Discussion took place about whether Groups need to be constituted. If not, they can go under PQLT.</p> <p>As an appendix to the Guidelines, include the list of habitats &amp; species (ie Red and Amber list for Tayside)</p> <p>Need to include how we will prioritise projects as a biodiversity issue</p> <p>£100K contribution for 05/06 with no deadline for the money to be spent but would need to have commitment and spend within 2 years.</p> <p>Applicants should produce 3 quotes for capital projects if possible.</p> <p>Consider developing list of FAQs for applicants</p> <p>Include 'project contributions from the Fund from £500 - £50,000 annually will generally be considered'.</p> <p>Encouragement should be given to the long term management of projects.</p> <p>C Lloyd to update document and produce draft guidelines to be circulated to all on 13 June.</p> <p><b>Copy of updated document including Assessment Criteria attached.</b></p>	<p>SM</p> <p>CL SM</p> <p>AP</p> <p>CL</p>
7	<p><b>AOCB</b></p> <p>C Lloyd would like to join ALGE (Association of Local Government Ecologists) at a cost</p>	

	of £25 – membership approved	
8	<p><b>Next meeting</b></p> <p>The next management team meeting will be held on Wednesday 27 July at 10am at Perth College in the main Brahan Building, Room 202 (working lunch will be provided). SITA to be the first item on the Agenda, to allow participation by Mike Strachan (and if desired, Serge Merone) on SITA issues before going on to the other business of the management team.</p> <p>The next Steering Group Meeting will be held on Wednesday 31 August at Perth &amp; Kinross Council offices.</p> <p>For information, the next PQLT meeting will be held on 13 September, and the launch of the Biodiversity Fund will be on 12 September (around noon).</p>	AP



**ACTIONS FROM TBP MANAGEMENT TEAM MEETING, 8 JUNE 2005**

Name	Details	Action Taken
C Lloyd:	<ul style="list-style-type: none"> <li>• Child Protection – ongoing, C Lloyd to go directly to Child Protection Team</li> <li>• BARS – C Lloyd hoping to do in July. Next tranche targets have to be SMART before going out. Each sub group leader needs to meet with C Lloyd to discuss. Action – each lead partner to review and focus on local ones (not UK BAP targets). C Lloyd to action. If possible, make actions SMART before next Steering Group Meeting. C Lloyd to go through 400 and sort into local/national.</li> <li>• C Warwick requested that C Lloyd advise her dates of sub group meetings and add to distribution list</li> <li>• 7.0 Website – now launched and in Press. C Lloyd to ensure box added showing number of visits to the website</li> <li>• C Lloyd's laptop – problems reported connecting to UKF files and files from previous computer. C Lloyd/D Flint to discuss with PKC IT staff.</li> <li>• Work programme discussed and amendments suggested. C Lloyd to update</li> <li>• SITA Guidelines: C Lloyd to produce draft guidelines, to be circulated to all on 13 June.</li> </ul>	
D Flint	<ul style="list-style-type: none"> <li>• C Lloyd's laptop – problems reported connecting to UKF files and files from previous computer. C Lloyd/D Flint to discuss with PKC IT staff.</li> <li>• D Flint to email updated Income &amp; Expenditure Report with comments added in against Supplies &amp; Services.</li> </ul>	
M Strachan S Roberts S Merone	<ul style="list-style-type: none"> <li>• SITA funding, map of landfill sites. Agreed that a consolidated map should go on the website. S Merone has one for P&amp; K (digital) and Angus Environmental Trust has one (S Roberts). M Strachan to check if the Forestry Commission can produce a consolidated map. All to pass info to M Strachan.</li> </ul>	
S Merone	<ul style="list-style-type: none"> <li>• Funding, Application &amp; Administration process Flowchart to be split into 2 charts (Process and Admin) with sequence numbers added</li> <li>• SITA Guidelines: SITA/PQLT to forward English Guidelines to use as template</li> </ul>	
C Warwick	<ul style="list-style-type: none"> <li>• 10.3 Local Action Grant Scheme – carry forward</li> </ul>	
A Paterson:	<ul style="list-style-type: none"> <li>• For next minutes, Action Page to be included</li> <li>• Add Priorities for Work Programme to Agenda for next Steering Group Meeting</li> <li>• Finance queries from Steering Group to be emailed to D Flint as soon as possible</li> <li>• SITA/PQLT: Copies of all current forms to be emailed to Management Group/M Strachan (<i>emailed 9/6/05</i>).</li> <li>• Next meeting 27/7/06, SITA to be the first item on the Agenda</li> </ul>	