



**TAYSIDE BIODIVERSITY PARTNERSHIP  
MANAGEMENT TEAM MEETING**

Thursday 10<sup>th</sup> May, 2007

Perth College

**DRAFT 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
C Lloyd	Tayside Biodiversity Partnership
C Deasley	SNH

1	<p><b>APOLOGIES</b></p> <p>None</p>	Action
2	<p><b>SITA TAYSIDE BIODIVERSITY ACTION FUND – PROJECT ASSESSMENT PANEL</b></p> <p>PQLT have not been able to confirm what will happen with the funding beyond the initial three years of SITA TBAF. Money for the second year of the current round has already been allocated. Funds for the third year of the current round will not be available until September 2007.</p> <p>4 new applications have been received. (CL tabled “SITA TBAF Latest funding applications –comments”)</p> <ol style="list-style-type: none"> <li>1. Ref. 7033 Lunan Park Resource Centre – application will need restructuring to focus on named UKBAP species. Could steer towards bats.</li> <li>2. Ref. 7137 Inchewan Burn Restoration Project – application mainly for felling with a small amount of planting, together with interpretation and seating. Therefore not especially relevant to TBAF.</li> <li>3. Ref. 7131 Tummel Shingle Sands – request for funding for three years to tackle invasive species (Japanese Knotweed, Himalayan Balsam). Application has named many UKBAP species that will benefit but ENTRUST requires there to be a focus on one priority species. Also concerned that they may not be planning to start far enough up the catchment to ensure long-term success.</li> <li>4. Perthshire Barn Owl Project Phase 2 – Douglas Calderwood has said that funding a second phase is ok in principle.</li> </ol> <p>All of these applications need some further work and TBAF funding will not be available until September so these applications remain tabled for the present.</p> <p><b>ACTION: CL to check information relating to Nos. 1, 3 and 4 in time for the next SITA TBAF Round.</b></p>	CL
3	<p><b>LOCAL BIODIVERSITY FUNDING</b></p> <p>Referring back to previous minutes, CD restated that SNH may be able to offer additional support to projects from their biodiversity budget. Projects would be assessed on a case-by-case basis.</p> <p>80% of last year’s SNH promotions budget was spent in the last two months which was administratively difficult. In order to avoid such a last minute rush, this year’s promotions</p>	

	<p>budget will be given out on a first-come-first-served basis.</p> <p>CD requested that sub-groups be encouraged to identify strategic financial requirements and approach SNH early on to facilitate budget allocation. MP suggested this should be raised at next Steering Group meeting.</p> <p><b>ACTION: Put Local Biodiversity Funding on SG agenda</b></p>	JM/AP
4	<p><b>MINUTES OF LAST MEETING</b></p> <p>15<sup>th</sup> February 2007 – agreed 17<sup>th</sup> April 2007 - agreed</p>	
5	<p><b>MATTERS ARISING</b></p> <p>None</p>	
6	<p><b>WORK PROGRAMME/CO-ORDINATOR'S REPORT</b></p> <p>Discussion about section 2.1 of programme. Committee felt that it was difficult to justify CL spending a lot of time attending shows and exhibitions when there is no indication of how effective this is. This was the reason CL's attendance at shows/exhibitions was reduced a few years ago. Perhaps this time should be reduced and focused instead on targeting new audiences. Wherever possible, CL should continue to seek the Partnership's representation with Partners/organisations already exhibiting at shows and ensure appropriate leaflets and displays are available, rather than attending in person.</p> <p>DF applauded the improved structure of the work programme but expressed a general concern that there still needs to be better linkage between actions, outputs and outcomes. It is important that TBP can begin to understand and demonstrate the effect of actions carried out. BH agreed that there should be columns in the work programme for both outputs and outcomes. MP suggested that it is not possible to define specific outcomes for every action. DF proposed the programme be further focused on the work of the sub-groups. To this end, CL should talk to the sub-group leaders and get them to help identify the specific outcomes that they would like to achieve and how CL can best contribute to those.</p> <p><b>ACTION: Liaise with sub-group leaders over desired outcomes and co-ordinator's input. Ask for feedback by 25<sup>th</sup> May. For sections 5 and 6, liaise with Local Authorities via email to agree programme. Work programme to be finalised by 8<sup>th</sup> June.</b></p>	CL
	2.10pm - DF left the meeting	
7	<p><b>ADMINISTRATIVE POST – DUTIES</b></p> <p>PS reported that 5 people were to be interviewed for the post on 11<sup>th</sup> May. DCC require Disclosure which could take a month so expect post to start at the end of June. The post is a basic clerical one with a broad administrative remit which should cover the majority of the needs for supporting CL. However there are potentially two areas of uncertainty.</p> <ol style="list-style-type: none"> <li>1. Design and production of posters and leaflets is not a clerical duty and could not be covered by the new post. However, DCC may be able to offer support through their graphics department. This requires discussion and negotiation.</li> <li>2. Attending and taking minutes at meetings. This is possibly beyond the call of duty of a normal clerical post if it involves out-of-hours working and transportation issues. This is something that interviewees will be asked about at interview.</li> </ol>	PS/CL  PS/CL
8	<p><b>FINANCES</b></p> <p>Now transferred to DCC</p>	

9	<b>LONG TERM PLANNING</b>  Remove from agenda	<b>JM/AP</b>
9	<b>AOCB</b>  10.1 CL was presented with a gift voucher and a statement of praise and thanks to CL for her excellent work over the previous years was read out by the Chairman along with best wishes for the next three years at DCC. 10.2 CL tabled a list of participants in the Tayside Swift Nestbox Trials Project being run by the Tayside Swift Interest Group, and also some newspaper clippings about the project. This project was funded by SNH from its Promotions Budget. CD expressed concern that this project had become disconnected from the urban sub-group. Things that were agreed for action by the sub-group did not happen (e.g., wide media release). This could undermine the role of the sub-group to which the Swift Interest Group reports. The next step should be to go back to the sub-group to agree the way forward. 10.3 Annual Report. This is a requirement of grant aid from SNH and should link directly to the outputs identified in the previous year's work plan and also identify priorities for the next year. MP pointed out that next year's work programme will need to be finalised during the fourth quarter of the current year and that CL should ensure that the time required for writing work plans and annual reports should be allocated in the current work programme under section 1.1.	CL
10	<b>DATE OF NEXT MEETING</b>  3 August 2007, Perth College.	