

**TAYSIDE BIODIVERSITY PARTNERSHIP
MANAGEMENT TEAM MEETING**

**WEDNESDAY 27 JULY 2005, 10AM
PERTH COLLEGE**

MINUTES OF MEETING

Present:

M Price (Chair)	CMS, Perth College
P Coutts	Angus Council
D Flint	Perth & Kinross Council
B Harris	Dundee City Council
C Lloyd	Tayside Biodiversity Partnership
M Strachan	Forestry Commission
C Warwick	Scottish Natural Heritage

In attendance:

Angela Paterson	CMS, Perth College
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Apologies:

M Smith	Dundee City Council
S Merone	Perth Quality of Life Trust

1	Apologies As above	
2	Minutes of Last Meeting on 8 June 2005 Approved Agenda – minutes of last meeting should have read 8 June 2005	
3	<p>Matters Arising</p> <p>4.16 Child Protection - CL has had no response yet</p> <p>5.2 BARS - CL has started but major job and will take time to complete. C Lloyd has met with Clackmannanshire Co-ordinator (Louise Bonds) who has already carried this out. P&KC admin support staff will assist with input. CL still to meet with Steering Group leaders. Revisit and ensure all Steering Group Leaders happy with SMART targets. CL to circulate all SMART targets to Steering Group Leaders.</p> <p>Review will be carried out next year for the UK BAP targets. BARS to be done by end of 2005. Review and feed this back locally and discuss the actions (consider as a workshop?)</p> <p>CL to split the 400 actions into UKBAP/local which relate to the Scottish Biodiversity Strategy and ignore those that are UKBAP at moment and concentrate on local ones.</p> <p>We need to get the Lead Partners engaged in this process. CL to approach the Sub Group Leaders and report back to the Steering Group Meeting on 31 August. Local actions should be divided amongst the Lead Partners to report back to CL directly. The three Local Authorities will have to meet and agree actions for cross boundary actions.</p> <p>Consider holding a half day workshop to give an introduction on what SMART actions are/list actions and discuss.</p>	CL

	<p>LBAP review – and amend if necessary,</p> <p>CL – don't put anything on BARS until after 31 August as actions may change. Ensure what goes on BARS is actually achievable and then can add to.</p> <p>If not achievable within timescale, may miss deadline</p> <p>7.00 Website has been updated: games now included and link to BBC website. CL will email number of hits to website to team</p> <p>10.3 LAGS - SNH Grant. This is a separate grant scheme from SITA. Use this as alternative funding for applications? May be able to use as added value.</p> <p>TBAF/Management Group should consider applying to LAGS. Block grant and then disperse to SITA applications as added value. CL to send details of Stirling scheme to CW to move forward. CW to investigate and consider for next year. CW reported that SNH will be introducing new Thematic Grants.</p> <p>Laptop – all issues now resolved.</p>	
5	<p>Co-ordinator's Report/Work Programme New format work programme circulated (includes Co-ordinator's report). Comments made:</p> <ul style="list-style-type: none"> • Actual column to be added – CL • Change to bullet points – CL • Circulate before management meetings • If concrete outcome, add in Key Output by date (eg completed) in bold <p>For next agenda add Work Programme/Co-ordinator's report</p>	
6	<p>Finances DF circulated 04/05 report and 06/07 budget. DF clarified P & KC's contribution, which is the same as the other two local authorities.</p> <p>DF to email to AP to circulate 04/05 final report to Steering Group.</p> <p>CL setting up spreadsheet to detail the £5,509 TBP core budget. £10,078 carried forward from Scottish Executive Planning Guide Keep 10% as contingency for core budget 06/07 report – carried forward for salary increase – add on comments AP to raise invoice for £1,00 for M Price as TBP Chair (and send to D Flint)</p>	
7	<p>SITA Funding MP now attends PQLT meetings Application form – still to be drawn up</p> <p>Guidance Notes - discussed in detail and amendments agreed. CL to update.</p> <p>Map for website - M Strachan has received information from S Merone. P Coutts/ B Harris to send Angus/Dundee information to him ASAP Hard copy of map should be available to send out with applications Talk to Stirling/Grampian local authorities for overlaps. DF will also send list to M Strachan.</p> <p>Launch of TBAF will be held on 12 September at 12 noon, location to be confirmed. Full pack to be available for them. A representative from the PAP to be there. S Merge to arrange.</p>	

	<p>Sustainability Checklist - MP/CL to discuss and agree</p> <p>MP read email from S Merone confirming that he has read the guidelines and checklist and has suggested including in the guidelines cross-references to questions and sections in the application form so applicants know where to include requested information.</p> <p>C Warwick indicated that SNH will support the launch by attending/speaking</p>	
7	<p>AOCB None</p>	
8	<p>Next Meeting Agreed Management Team & M Strachan to meet prior to Steering Group meeting on 31 august at 9.30am to finalise Guidelines. CL to check with S Merone that this will allow him sufficient time enough for arranging printing.</p> <p>Local Records Centre Meeting to follow on from the Steering Group meeting.</p> <p>Next Management Team Meeting subsequently rearranged for 3 November 2005 at 10am, Perth College (to include a working lunch) S Merone and M Strachan to be invited</p> <p>Steering Group meetings: 31 August 2005 at PKC 24 November 2005</p> <p>PQLT meeting 6 December</p>	