

SCOTTISH ENVIRONMENT PROTECTION AGENCY

STRATEGY MEETING

The fifteenth Board Strategy meeting took place at 1.00 p.m. on Tuesday 18 March 2014 in the Board Room, Angus Smith Building, Eurocentral, Lanarkshire.

Present:

James Curran
Bob Downes
Michelle Francis
Jackie Hyland

Nick Martin
Trisha McAuley
Bill McKelvey
David Sigsworth (Chairman)

In Attendance:

Robin Andrews	Head of Procurement, Facilities and Estates
Donna Brodie	Corporate Officer
George Burgess	Deputy Director of Environmental Quality, Scottish Government
Neil Deasley	Unit Manager (agenda item 7)
Jo Green	Head of Change Delivery (agenda item 9)
Calum MacDonald	Executive Director
Richard McLeod	Scottish Government (agenda item 9)
David Pirie	Executive Director
Allan Reid	Clerk to the Board
Anne Turner	Business Strategy Unit Manager (agenda items 1 to 7)
Neil Watt	Scottish Government (agenda item 9)
Mark Wells	Head of Strategic Communications

Private Session

Board members and members of the Agency Management Team met in private session prior to the meeting.

1. Chairman's Opening Remarks

The Chairman welcomed everyone to the meeting and introduced George Burgess from the Scottish Government. He outlined the schedule for the meeting and reminded board members that the minutes from today's meeting are published on SEPA's website.

He took the opportunity to thank board members for handling board business by correspondence and confirmed that papers would be submitted to the Agency Board meeting in April in order to formalise the decision reached.

2. Apologies for absence

Apologies for absence were received from Richard Dixon, Keith Nicholson and Lesley Sawers.

3. Order of Business

The order of business was confirmed as that on the agenda and no any other business was indicated.

4. Approval of the minutes of meeting held on 10 December 2013

The minutes of the meeting held on 10 December were approved as an accurate record of that

meeting.

5. Matters Arising

There were no matters arising.

6. Approach to Risk Management (STRAT 01/14)

David Pirie provided background to this agenda item and referred to earlier discussions held at the Audit Committee. He introduced Anne Turner who presented to the Board. She reported on the review of risk management undertaken in May 2013 and the proposal for a new approach to risk management. She also drew the Board's attention to the results map, included in the supporting paperwork, and indicated a proposed three year timescale for complete implementation.

The Board welcomed the presentation and the supporting paperwork and was keen to see quicker progress in implementing the approach across the organisation where appropriate.

In response to questions, Anne Turner clarified the timescales for training and highlighted the pilot being undertaken. She also confirmed that the next steps would be communication with staff, defining of roles and responsibilities and establishing a strategic approach to risk appetite.

The Board and Scottish Government offered expertise to implement the approach and it was agreed that Anne Turner would follow this up outwith the meeting.

The Board **supported** the approach proposed.

7. Greenhouse Gas Roadmap

Neil Deasley attended the meeting and presented on the current issues in relation to SEPA's greenhouse gas emissions against a target to reduce emissions by 42% by 2020 from a 2006/7 baseline. He drew the Board's attention to SEPA's current position in relation to achievement of the target and what further action would be required to achieve it. Members of the Board were invited to comment on the proposed strategic direction in achieving the 2020 target.

The Chairman re-iterated the challenge of a target set against a baseline of 2006/7, given the fact that since then SEPA has had to grow significantly to deliver new duties, which required more buildings, staff and travel. However, he stressed that this very challenging target has been agreed by SEPA, and every effort to move towards achievement must be taken.

There was some discussion around the issue of Scottish conversion factor and a suggestion that consideration should be given to reporting using this factor on a voluntary basis. It was agreed that some additional data should be circulated and that a small sub-group should consider potential options for target reduction.

Action: David Pirie/Neil Deasley

The Board **noted** the update.

8. Change Update

Calum MacDonald introduced Jo Green, Richard MacLeod and Neil Watt who subsequently presented to the Board on recent developments concerning SEPA's statutory purpose and statutory guidance.

Prior to this, Calum MacDonald updated the Board on the progress being made with the revised funding model, including some discussion on the charging scheme and stakeholder events. He advised that a more detailed report will be submitted to the Agency Board in April 2014 and that

a major stakeholder event will be held in June 2014. . He reported that the project was reaching a critical stage in terms of stakeholder engagement and sought board member support. It was agreed that expressions of interest should be submitted to Calum MacDonald by 25 March 2014.

Action: All

There was discussion around the high level purpose statements in relation to environment, health and wellbeing and sustainable economic growth. It was agreed that consideration should be given to a future board seminar session on natural capital and ecosystems services and that James Curran and Michelle Francis should discuss opportunities around the seminar.

Action Allan Reid

Trisha McAuley left the meeting.

The Board **noted** the update.

9. Strategic Partnerships

Allan Reid provided an update on discussions that have taken place with Board members in relation to board engagement and thanked the board members for their contributions to date. He indicated that there were a few meetings are still to be held and that the intention is to present a proposed forward programme in due course.

The Board **noted** the update.

10. Action Note

There are no currently outstanding actions. The Board **agreed** the action note.

11. Any other business

Brief update provided by George Burgess on current topics of mutual interest and some discussion ensued.

12. Date and time of next meeting: 24 June 2014 at 1.00pm, Angus Smith Building