

# SCOTTISH ENVIRONMENT PROTECTION AGENCY

## STRATEGY MEETING

The seventh Board Strategy meeting took place at 1.30 p.m. on Tuesday 20 March 2012 in the Board Room, Bremner House, Castle Business Park, Stirling.

### Present:

James Curran (Chief Executive)  
Ian Doig  
Fred Dinning  
Alison Hay

Bill McKelvey  
Lesley Sawers  
David Sigsworth (Chairman)  
Helen Zealley

### In Attendance:

Craig Buchanan	Better Environmental Regulation (to item 6)
Karen Cochrane	Executive Assistant
John Ford	Director of Finance and Corporate Services
Kieron Gallagher	Business Support Manager (item 9 only)
Dave Gorman	Better Environmental Regulation (to item 6)
Jo Green	Better Environmental Regulation (to item 6)
Martin Marsden	Head of Environmental Quality (item 8 only)
David Pirie	Acting Director of Science and Strategy
Calum MacDonald	Director of Operations
Jennifer McCulloch	Clerk to the Board
Rob Morris	Better Environmental Regulation (to item 6)
Mark Wells	Head of Strategic Communications
Jennifer Welsh	Head of Finance (to item 7)

### 1. Chairman's Opening Remarks

David Sigsworth welcomed the new Board members to their first Strategy meeting and reminded members that the meetings were established to provide for greater efficiency and more effective governance by allowing detailed discussions of draft documents before consideration in public.

James Curran advised the Board that, following a competitive recruitment process, David Pirie had been appointed as Director of Science and Strategy. The members offered their congratulations to David and wished him every success in his new role.

### 2. Apologies for absence

Apologies for absence were received from Richard Dixon, Keith Nicholson and Bob Downes.

### 3. Order of Business

The order of business was as detailed on the agenda.

### 4. Approval of minutes of meeting held on 13 December 2011

The minutes of the meeting held on 13 December 2011 were approved as an accurate record of that meeting.

## **5. Matters Arising**

There were no matters arising from the previous meeting.

## **6. Better Environmental Regulation**

Calum MacDonald introduced Craig Buchanan, Jo Green, Dave Gorman and Rob Morris who provided a verbal update on the Better Environmental Regulation programme. They drew attention, in particular, to the recently published report on progress on delivering better regulation [http://www.sepa.org.uk/about\\_us/publications/better\\_regulation.aspx](http://www.sepa.org.uk/about_us/publications/better_regulation.aspx).

Following the presentation the four better regulation representatives left the meeting.

**The Board noted the presentation.**

## **7. Draft Budget 2012/2013 and Financial Strategy 2012/2017 (STRAT 01/12)**

John Ford introduced the report and advised that the financial strategy was designed to support and deliver SEPA's priority outcomes set by the corporate plan for the period. He noted that the Grant in Aid (GiA) allocation for 2015 to 2017 was assumed to be the same as 2014/15 but that the GiA advised for the years 2013/14 and 2014/15 was indicative and would be subject to annual approval by the Scottish Government. He drew attention to paragraph 3 (key organisation drivers) and the situation relating to replacement offices and the output from the better regulation programme.

In connection with the draft annual budget 2012/13 (pages 9 to 15), John Ford advised that efficiency savings of at least 3% were expected to be set by the Scottish Government. He drew attention to paragraph 7.3 and SEPA's approach to directorate savings targets that have enabled efficiency savings to be identified in the year before the saving was needed, so that a balanced budget would be achieved in the next year. He noted the proposal that the Agency Management Team (AMT) would continue this financial strategy for each year of the corporate plan.

Following discussion the Board approved the draft budget 2012/2013 and financial strategy 2012/2017 and noted that this decision would be endorsed in public session at the Board meeting on 17 April 2012.

**The Board approved the report.**

Jennifer Welsh left the meeting.

## **8. Update on the Water Environment Restoration Fund (STRAT 02/12)**

Martin Marsden introduced the report and drew attention to the increasingly strategically nature of projects being allocated funds through the Water Environmental Restoration Fund.

**The Board noted the report.**

## **9. Board Engagement Activity (STRAT 03/12)**

Kieron Gallagher joined the meeting for this item and provided a verbal update on the process for the development and approval of the Corporate Plan 2012-2017 and Annual Operating Plan 2012-2013. He advised that the business planning team was keen to move on to develop the strategic planning process and to engage Board members as a key element of that development.

Following discussion it was agreed that Kieron Gallagher would contact the Board members individually outside the meeting to discuss possible involvement in the strategic planning process.

**Action: Kieron Gallagher**

Jennifer McCulloch introduced the report on Board Engagement Activity and noted that a written report of Helen Zealley and Richard Dixon's participation in the meeting on Better Environmental Regulation on 19 March (paragraph 2.2) had been tabled.

She drew attention to timetable of meetings and events relating to the Vision in Business for the Environment of Scotland (VIBES) awards also tabled. Alison Hay made a commitment to contact Gillian Bruce in connection with her possible involvement in the awards.

**The Board noted the report.**

**10. Action Note**

The action note was noted.

**12. Any Other Business**

Following a proposal from Ian Doig, it was agreed that a seminar on Freedom of Information would be included on the proposed list of seminar topics for the year.

**13. Date and time of next meeting: 26 June 2012, at 1.00pm**