

Record of SCLF Executive Committee Meeting June 2011

Meeting Details 7 June 2011, 1400-1600hrs, University of Strathclyde, Glasgow

Reason for meeting: Regular Executive Committee Meeting

1. Attendees:

John Curran (Chair) (JC)	Soilutions
Paula Coopland (PC)	Coopland Consultancy
Dave Cooke (DC)	Independent Consultant
Caroline Thornton	SEPA (Observer)
Harry Preston (HP)	Stirling Council
Alison McKay (AM)	McKay Environmental
Zara Rostance (ZR)	Atkins
Bob Kalin	University of Strathclyde (Observer)

Apologies:

Roslyn MacIntosh (RM)	Inverclyde Council
Kenneth Ross (KR)	Brodies
Michael McNaughton (MM)	Clackmannanshire Council
Alex Hardie (AH)	Exova
Andrew MacKenzie (AMK)	ERS
Hugh Flowers (HF)	University of Glasgow (Observer)
David Balmer	WH Malcolm

2. Actions from previous meetings

Previous executive committee meeting minutes (Mar 2011) were accepted as a true record.

AM confirmed that the SCLF information was now posted on the CL:aire website along with other regional forums.

BK suggested videoing the forum meeting using a mounted camera with a view to posting or otherwise making available on the website. It was agreed that this should be trailed. BK also confirmed that integral video facilities were also available in room 6.13 but could only be used to record and not for live streaming.

It was noted that the accounts had yet to be audited and that this should be progressed with Shiela from the University of Strathclyde as soon as possible.

AM confirmed that the member spreadsheet to be used to track attendance at meetings and events had been compiled and was in the process of being populated.

All other actions completed or carried as noted in the action statement.

3 Financial Report

No financial report was available.

[Post meeting note from AMK indicated balance of £8, 075.90 with no outstanding commitments as of 7 June 2011]

4 September meeting

It was agreed that there would be no September forum meeting due to the conference in September.

5 Conference update

AM reported that 3 separate calls for abstracts had been issued which closed 3 June 2011. 15 abstracts had been received for oral presentations (as well as 2 informal representations to speak), as well as 9 submissions for posters. It was agreed to continue with the format of last year i.e. 12 oral presentations including the Chair address. AM to collate abstracts and send to sub-committee for review and selection of programme.

It was agreed that there would be no overall sponsorship of the conference but that up to 6 exhibitors would be sought. MMcN agreed to secure exhibitors for the conference. It was agreed that the conference rate would be £500. To include 2 delegate members and to be allocated on a first paid basis. AM noted interest by Agilent Technologies for exhibition space and also to present at conference.

AM confirmed that the university room bookings system could not take bookings until the end of June.

6 CLAG feedback

The most recent meeting was on the 3rd May 2011. Main items of note were:

- Proposal for research project on Risk and Human Health had been drafted by members of the group with Francis Brewis and was now with Scottish Government for approval.
- CLAG have formed a general response to be put forward to Defra in response to their proposed revisions to the statutory guidance in England and Wales. Francis Brewis thanks all those who contributed (including SCLF).
- The next steps for the group are to think about what might be contained within a Scottish Consultation. Following a general discussion of some of the key elements that may require revision in the Part IIA statutory guidance, it was agreed to hold a half day workshop in June to find areas of consensus among CLAG members.
- The groups terms of reference are being drafted and agreed upon.

7 SEPA Update

CT advised that the groundwater policy statement WAT/PS10?01 had been amended to account for some minor errors and also to provide additional detail. The revised version is available at

www.sepa.org.uk/land/contaminated_land/idoc.ashx?docid

CT also confirmed that the 'brown booklet' on pollution of controlled waters was being updated and was with the communications department in SEPA. CT to advise when released.

8 LA Update

CT advised that there were some discussions about the possibility of performance indicators for contaminated land activity. These are apparently being driven by the Society of Chief Environmental Health officers. More information to be sought from Ann Connolly at Edinburgh city council.

9 Photo competition

There were only 2 entries for the photo competition. It was agreed that each should receive a £10 voucher.

10 Consultations

None noted.

11 AOCB

It was agreed that the December AGM/Forum meeting would have similar format to last year with Quiz and review of the year by the chair. Depending on progress with the Part IIA statutory guidance revision, it may be appropriate to ask Francis Brewis from Scottish Government to speak.

DC to progress work up of hydrogeology training with Jacobs.

Meeting closed 1600hrs.

Dates for your diary

2011 forum meetings:

- 6th December
- 6 March 2012
- 5 June 2012

2011/12 Executive meetings:

- Forum meetings preceded by an Executive Committee meeting (unless there is a seminar that day in which case alternative dates will be provided).

Conference

8th September 2011

Action Statement

Ref	Description	Action By	Due by
Jun 2011/2.1	£10 voucher to be sent to the 2 competition entrants	PC	
Jun 2011/2.2	Video of forum meeting to be taken	BK	June 2011
Jun 2011/5.1	AM to collate abstracts and send to sub-committee for review and selection of programme.	AM	End June 2011
Jun 2011/5.2	Book venue for conference	AM	End June 2011
Jun 2011/5.3	MMcN to secure exhibitors for conference	MMcN	End Aug 2011
Jun 2011/7.1	CT to advise when revised 'brown booklet' is available	CT	-
Jun 2011/8.1	More information to be sought from Ann Connolly on PIs being developed by society of Chief EHOs	CT	End June 2011
Jun 2011/11.1			
Mar 2011/3.2	Audited balance sheet to be distributed to executive committee	AMK	ASAP
Mar 2011/5.1	Get provisional dates for CLEA course and start booking process	AM	ASAP
Nov 2010/6.1	Conference presentations to be uploaded to website	AM/PC	April 2011
Mar 2010/9.4	Spreadsheet to be produced of member participation	AM	Ongoing

Minute prepared by Alison McKay