



Swansea Environment Forum Executive Committee Meeting
Thursday 19th September 2019 10am-12pm
Environment Centre, Pier Street, Swansea, SA1 1RY

PRESENT

Name	Role	Representing	Abbrev.
Deb Hill	Chair	CCS – Nature Conservation	DH
Alyx Baharie	Treasurer	Swansea CVS	AB
Philip McDonnell	Secretary	Swansea Built Heritage Group	PMD
Fran Rolfe		NRW	FR
Andrew Davies		ABMU Health Board	AD
Ruth Williams		Royal Institution of South Wales	RW

APOLOGIES

Name	Role	Representing	Abbrev.
Hamish Osborn	Vice Chair	Natural Resources Wales	HO
Heidi Smith		Swansea University	HS
Chris Howell		CCS - Waste Management and Parks	CH
Ant Flanagan		Gower Power	AF
Chris Lindley		CCS - AONB	CL
Steve Bolchover		The Environment Centre	SB

Item No		Action by
1.	Intros, Apologies and Conflicts of Interest Apologies were listed. No conflicts of interest were declared.	
2.	Minutes of last meeting These were accepted as a true record but it was pointed out that Andrew Davies surname was incorrectly spelled so would need correcting. There was a short discussion on the PSB. Uncertainty remains around where SEF can have continuing involvement with the PSB as it has not been invited to be part of the Joint Committee. RW reported that it was felt that Iolo was too expensive to have at an event - 2.5k plus expenses. DH queried if there was anyone else who could add money to help move it forward but everyone agreed that the cost was too great and would outweigh the benefits of an evening talk. AD asked about SEF organising a climate event and PMD confirmed that at the forward planning workshop it was agreed that the priority for SEF is	PM to correct minutes

	<p>the climate and ecological crises. The Council contract delivery plan heavily prioritises it, although not yet clear how SEF will deliver this. AD mentioned the new staff at senior level in Swansea University may be a useful partner for events, bringing in external speakers as they do with guest lectures at present.</p> <p>RW pointed out that 'aging well' is the new theme for RISW. DH asked if RW could send the latest RISW talks programme to PMD for circulation.</p>	PMD to circulate
3.	<p>SEF Funding, Finances and Governance</p> <p>a) Council contract: PMD updated on the latest draft delivery plan and the accompanying draft report for the first six months. Two amendments were suggested: A capital C for Council in the preamble at the top and titles for the table columns.</p> <p>It was agreed that if anyone had further comments on the delivery plan, they should forward to PMD by end of next week.</p> <p>b) Contracts Subgroup: (PMD left the room for this item.)</p> <p>DH provided a report from the recent Contracts Subgroup meeting. PMD's contract ended at the end of July and Exec needs to decide to extend or not. The budget allows for an SLA with PMD for 60 days. It was proposed to extend contract to March 2021, for 60 days per year, with a review in March 2020. It was reiterated that SEF must be open, transparent and fair regarding how we spend funding. The Core co-ordinator work covers PSB involvement, long-term sustainability, supporting the Exec and subgroup meetings, and other areas of work like bringing in new people to do updating of website, re-energising and improving SEF membership.</p> <p>It was also suggested that it be made explicit in the contract that external help is required to deliver items (like updating website) where they cannot be fulfilled by PMD. SEF Exec is also keen to make sure their duty of care is taken seriously, having consideration that the Contracts subgroup manages PMD and this support has been lacking in the past contract period. Where PMD gets his support must be written into the contract with a recommendation of impartial coaching and mentoring to provide support. It was also agreed there should be 6 monthly reviews, not just in March 2020, and need to separate the management arrangements for the contracts and the support of PMD. The contract should also contain what baseline is expected - the reviews must be clear what is up for review rather than going through a summary of the work completed.</p> <p>There was also a discussion on if the meeting was quorate and able to make decisions to extend contracts so it was agreed to make a decision subject to ratification at the next meeting and have a discussion via email with Exec. and any objections to be sent by email (excluding PMD's email address).</p> <p>Summary of actions agreed (subject to quorum ratification):</p> <ul style="list-style-type: none"> i. 2 year contract, in principle, with regular 6 monthly reviews 	<p>PMD to amend plan as agreed</p> <p>All to send comments by end of week</p> <p>PMD to check on quorate</p>

	<ul style="list-style-type: none"> ii. ongoing regular meetings for Contracts Subgroup (must explicitly set out regular meetings in the contract) iii. appropriate level of support to be explored and set out separately with fuller conversation with PMD on what support he needs iv. recommendation of external (to SEF) coach or mentor. <p>Also discussed the contract with Neil Barry for delivering the Swansea Community Green Spaces Project – budgeted for 50 days for the full year. In Contracts Subgroup meeting they proposed that his contract be extended to the end of March 2020. Total number of days for the year will be 50 days (which is similar to previous years). At the moment he has done around 20 days.</p> <p>There should also be S CGS Working Group meetings at least 4 times a year, written into the contract (every 3 months) to keep this work aligned with all other GI work in the county. Same caveat as above – subject to quorum ratification.</p> <p>c) Updated budget for 2019/20: PMD presented an update on the budget which shows a healthy balance of unrestricted funds.</p> <p>d) AGM and Annual Accounts: PMD presented a summary of the annual accounts for 2018/19. There was some uncertainty about why there were transfers from unrestricted to restricted funds and whether this needed to be shown. PMD was asked to approach the financial examiner about the reason for the way this is set out. Subject to quorum ratification, the Exec. approved the accounts.</p> <p>The AGM would normally be an evening in October but it was agreed that holding it in November would give more time to organise – the date of 19th November was agreed. PMD, CH, HS and AD are due to stand down on rotation. PMD normally represents the Built Heritage Group, which hasn't met in ages. Also, in light of his contract being extended, he would like to step down as an elected member. AD to stand as an individual. RW to stand for election. Helen Grey to be co-opted Co-optees have to be re-co-opted. Wheelrights would like to join the committee so Nick Guy may stand for election. There can be up to 27 on the Exec. with 18 elected spaces and potential for 9 to be co-opted. At the moment there are 10 elected members.</p> <p>Invites for election will go out with papers.</p> <p>e) Dates and format of future committee meetings: No dates are fixed for the following year and PMD asked if 10am on 3rd Thursday every 2 months is still okay. How, when and what frequency to be discussed at the following SEF Exec meeting but it was agreed to keep this format unless others feel a change is needed. PMD was asked to circulate dates as normal and they can be changed at the next meeting if there is a ground swell of opinion there is a need for change.</p>	PMD to speak to accountant
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		PMD to circulate suggested meeting dates for 2020
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4.	<p>Forward Planning Workshop (26th June)</p> <p>It was agreed that the focus for SEF will be the climate and ecological crises. RW suggested bringing forward proposals for the next Exec. to move it on from the forward planning workshop. In the next meeting, it was suggested that we go through the bullet points in the forward planning workshop notes (linked to the discrete projects in the delivery plan) and have a quick discussion on each one. What are the special projects, the extra things out of the climate and ecological crisis - what are we - SEF going to do about it?</p> <p>DH pointed out that Martin Nicholls is the director with overall responsibility for creating a council climate plan. SEF needs to get its act together on what it's doing on this as others are approaching the council (XR, one planet) with their ideas/campaigns. SEF offers the strategic element of this, the hard yards of practical implementation, which is slow, boring and too process driven for the community. SEF needs to work with XR, one planet, etc. to turn the enthusiasm into action.</p> <p>It was proposed that Martin Nicholls be invited to give short 15/20mins presentation on what the council's plan is for climate emergency so SEF can understand where the council are at and then SEF can debate what it wants to do to help deliver this. The council has declared climate emergency, now need a concrete plan with what we are going to do to deliver action. SEFs role is perhaps a broker in this relationship.</p>	<p>Action on the climate crisis to be on agenda of next Exec. meeting</p> <p>DH to invite Martin Nicholls to next SEF Exec.</p>
5.	<p>Stories from Around the Table: Members Networking</p> <p>a) Sharing updates and information – AD agreed to share a press release for Biophilic Wales. Quick uopdates were given on the Tree Forum and Green Infrastructure Strategy and DH updated on the corporate biodiversity group set up for the Council's corporate objective. It was suggested that Reena Owen be approached for an update on how the Swansea Bay Health Board are reporting on their obligations under the Environment Act.</p> <p>b) Forthcoming events and meetings – FR agreed to email Eventbrite link for a John Little talk. There was also a reminder of the NRW area statement event on 2nd October.</p> <p>c) Update on SEF projects and partnerships – PMD had circulated a written update prior to the meeting.</p>	<p>AD to send press release on Biophilic Wales</p> <p>FR to send info on John Little talk</p>
6.	<p>AOB No additional matters were raised.</p>	
7.	<p>Next SEF Exec. Meeting Thursday 21st November 2019, 10am at The Environment Centre</p>	