



**NOTES OF MEETING
MONDAY 12 JUNE 2006
WILDFOWL & WETLANDS TRUST, PENCLACWYDD, LLANELLI**

Present

Deb Hill (DH), CCS (Chair)
Rebecca Wright (RW), CCW
Jane Hodges (JH), PCNPA
Phil Coates (PC), SWSFC (Notes)
Simeon Jones (SJ), Carms CC
Blaise Bullimore (BB), EMS Officer designate (except for item 4) (additional notes)

1 Welcomes & apologies

Apologies: J Morgan (DCWW), K Collins (EA), T Theobald (Pembrokeshire CC), Z Otto (CCW)

DH welcomed SJ who replaces David Poulter. The RAG acknowledged DP's contribution over several years and DH would write offering thanks. **ACTION: DH**

2 Notes of meeting 11 May 2006

Received with no major amendment.

3 Matters arising & not on the agenda:

Regulation 33 advice. RW reported that there was no current deadline but a finalised package was expected by end September/early October.

PCNPA financial contribution. JH to enquire. **ACTION: JH**

Cockle mortality at Llanelli 2005. KC not present to report back on EA findings **ACTION: KC**

4 EMS Officer contract

BB left the meeting.

DH reported that the Support Group had met to consider two matters that had arisen when an offer of employment had been made to BB as mandated by the last meeting: (a) possibility of four day week working primarily based from home. (b) spinal point of appointment.

DH said that the Support Group felt that there was scope to move on both within the finances available which had themselves changed arising from a home/office working set up agreed since the last meeting which necessitated some extra costs. Carmarthenshire CC had offered a desk + facilities at Spillman Street for 1-2 days/week, similarly EA a 'hot desk' with fewer facilities at Haverfordwest. This was in addition to the minimum 1 day/week requirement to attend the CC Swansea office (all travelling between home and CCS office to be at employee's expense).

DH/RW said that BB was confident that the work could be achieved within the two year contract dependent on adequate participation by Group members, which was a fundamental point. It was noted that the grant period had already commenced and RW agreed to consider whether CCW conditions precluded running the contract on. Other contributory agencies had previously identified no problem with this. **ACTION: RW**

Additional job support costs were discussed including transport, GIS licence, home H&S assessment, telecom costs, publicity and IT options.

Following which it was *agreed* to support a 4/5th position working from home base and offer a mid point SO1 grading with DH being given discretion of +1 SP at or around this so as to contain revised 2 year contract costs within budget. DH would develop the points discussed within a contract of employment.

BB rejoined the meeting.

DH confirmed the need to establish an EMS Officer Support Group and suggested this be DH, CCW x1, Carms CC plus one additional from either PCNPA or PCC. EA/DCWW to consider if they wish to participate. **ACTION: ALL**

5 RAG work programme

RW apologised for not finding time to redraft the last programme but she summarised her thoughts on a two year timetable to deliver a final agreed Management Scheme document by June 2008, incorporating stages for information collection, activities and issues collation and debate, drafting of a management scheme with RAG involvement, and then public consultation. RW to prepare and circulate a draft work programme for consideration at next RAG. **ACTION: RW**

JH reminded members that the key purpose for the Management scheme document is to provide a framework for the relevant authorities, to assist them in discharging their functions independently and severally, and that the scheme should be drafted in the most appropriate way to enable this purpose to be met. Members agreed that a draft model management scheme should be compiled and presented to the RAG by the end of October 2006. **ACTION: BB**

The requirements for a 'working practices' guidance note describing, duties and obligations of relevant and competent authorities was discussed. Reference was made to material made available by David Tyldesley Associates at several fora. The potential value of officer and member workshops / seminars to raise awareness of the EMS and the obligations of the Habitats Directive amongst a broader spectrum of relevant authority staff and members was discussed and generally agreed.

The extent of public liaison involving leaflets and/or website was discussed. DH reported that a leaflet had been partially drafted.

It was agreed that the EMS Officer had a potential role in informing Relevant and Competent Authorities at both member and officer levels.

6 Project Officer work programme

To be largely led by the milestones within the above. It was agreed to keep the plans simple and not develop a dedicated Project Officer work programme.

As soon as contracts were signed BB could commence work on activities review, reviving liaison contacts, continue working up issues, and on induction training/IT/and other activities required to establish the position. The next meeting would establish the RAG work programme. Liaison could also commence with other SAC officers. The RAG considered that a presentation of 'lessons learned' would be useful.

7 Vice Chair

Deferred to next meeting. Members agreed that the Vice Chair ought to be drawn from one of the Support Group members.

ACTION: ALL

8 Other business

PC reported that mortality of Burry Inlet cockles had commenced last week (now 4th successive year); causes and extent unknown. A range of agencies had been contracted so that any initial sampling needs could be identified and consideration might be given to long-term study needs.

RW reported CCW the Helwick Bank aggregates public inquiry would commence on Tuesday 12th June.

9 Dates of next meetings

July 14th and August 15th, 13.30, at WWT Penclacwydd unless stated.