SWANSEA ENVIRONMENTAL FORUM
Executive Committee

Minutes of the meeting held on Friday 14th March 2008
At 9.30am at Swansea Metropole, Mount Pleasant, Swansea

MEMBERS PRESENT

ACTION

Acting Chair	Rebecca Wright	Countryside Council for Wales
	Phil McDonnell	Environment Consultant
	Steve Brown	Swansea Area Manager - The Environment Agency
	Anne Sennett	External Relations Officer - The Environment Agency
	Jenny Edwards	Assistant Manager - The Environment Centre, Swansea
	Elizabeth May	Environment Manager, Swansea Metropole University
	Helen Grey	Project Lead Officer - Sustainable Swansea
	Sian Jones	National Trust, Wales
	Kate Sinclair	Housing Enabling Officer, CCS
	Roy Jones	Chairman of Friends of the Earth
	Phil Marks	Regional Development Officer - Cylch
	Tanya Nash	Head of the Sustainable Development Unit – CCS
	Terry Scales	Mumbles Development Trust

1. Apologies

Reena Owen	Director of the Environment, CCS
Karen Shadrach	Community Strategies Co-ordinator – CCS
Elfed Roberts	Grwp Gwalia Cyf

2 Ben Reynolds – Development Contract

Ben Reynolds and his team from Hallaitkin were present and gave an update on actions taken so far. The points highlighted:-

1. Ben had attended an inception meeting with the Sub-group of the Executive Committee.
2. Key documentation had been reviewed.
3. The key stakeholders had been established.
4. 17 interviews with individual Executive Members.
5. Six other examples of strategic environmental forums across the UK -were being looked at and the information derived from this will be in the final report.

From these actions the following had been identified:

1. An agreement of purpose is needed.
2. Lots of good work has been achieved.
3. There are some tensions – strategic/ delivery, environmental/sustainability, pro-active/reactive
4. The Environment Strategy is a good piece of work and has been well accepted. Is it what defines SEF?
5. Is SEF going to use this Stategy as a guide to who does what. Eg CCS and SEF.
6. What is SEF's role?
7. There is a lack of a SEF brand.
8. There is confusion between SEF, the Evvironment Centre and Sustainable Swansea. There is no clarity where the lines are.
9. Success has not been effectively publicised.
10. There is no strategy for communication.
11. The relationship between SEF and Sustainable Swansea needs to be clear.
12. Staff management, training and development. Who is responsible for this?
13. Communication with other sub-forums – the linkage is not formalised.

Operations

1. SEF operation is relatively informal.
2. It is vulnerable to a loss of individuals.
3. The right people are involved and on the Executive Committee.
4. The private sector role needs to be assessed.
5. The role of the wider SEF membership needs consideration.
6. The Role of SEF needs to be decided and identified first.

Capacity

1. There is sufficient knowledge in the organisation.
2. Insufficient resource base, time and money.
3. Overly reliant on goodwill.
4. Reactive when accessing funding.

Key Issues

1. What are the aims and objectives of SEF?
2. Currently a broad consensus.
3. Not clearly defined.
4. Consider the role of the Environmental Strategy.

At this point a workshop was held.

3 Confirmation and Matters Arising from the minutes of the meeting 24th Jan 08.

Decided: Deferred until the meeting 17th April 08.

4 Finances.

Reported: JE
Approximately £3500 of core money that is remaining at the end of year is not ring-fenced.

The sub-group is meeting next week and can look at the headings and amounts to ensure everything entered and how much to spend on promotional materials.

Reported PM :
Next year CCW money £12,000 is committed. 65% rate for match funding so will have to find £6500, but should still source other sources of funding. Whether SEF should actually employ someone needs to be decided.
Who is going to take on the role? Whether a co-ordinator or to contract out the work needs to be decided. Is this a job for the Contract Sub-group? The sub group will look at managing the development work, the Action Plan and Administration.

The Sub-group to have delegated powers to decided the promotional material eg Logo, which may mean an extension to the Development Contract. Decided to Agenda next meeting 17th April 08.

Reported: JE
Included in the Development Contract tender is 1 days time of a marketing expert from Hallaitkin. 27th March 08 12 til 2pm at the Environment Centre. A sub-group of the Executive Committee to consist of 6-8 members.

Decided: Ben Reynolds to come to the next meeting to discuss the completed report, which may be an additional cost. Agenda next meeting. JE
Decided: the Swansea Environment strategy Action Plan to be completed by the 30th April 08. PM

Executive Committee meeting agenda items:
It was agreed following a suggestion from TN to invite Jackie Thomas from the Life Plus Programme to do a short presentation to raise awareness. Decided: Agenda Item European Funding. SC

Forum Meeting agenda items:
The Gloucester Room had been booked for the 23rd April 08 for the Full forum Meeting.

Considered: What does a carbon neutral Swansea look like? Dr Kalvin Jones to speak at the April Forum Meeting.
Decided: Carbon Neutral Swansea – Invite Dr Kalvin Jones TN
Also invite a representative from SERP – Michelle and Dave McKenna (Community Strategies/LSB) JE

Transition Town representatives could also be invited.

Meeting ended 1pm