

**Minutes of Board update meeting on 30 April 2021
(Held on MSTeams)**

Present

Jim Martin (JM)	Chair
Richard Dixon (RD)	Member
Marie Fallon (MF)	Member
Paul McAleavey (PM)	Member
Annalisa Savaresi (AS)	Member

In attendance

Transition Team:

Brendan Callahan (BC)	Interim CEO
Neil Langhorn (NL)	Head of Interim Strategy Development
Jamie McGrandles (JMcG)	Head of Investigations
Rebecca Peppiette (RP)	Head of Secretariat

1	Board closed session
2	Welcome
	<p>RD declared an interest in that, as part of his remit with Friends of the Earth Scotland, he takes part in air quality and transport related campaigning and manages their air pollution campaigner. RD and AS have also previously been members of the steering group that carried out the independent review of the Scottish Government's Cleaner Air for Scotland Strategy.</p> <p>The minutes from 26 March 2021 were approved, with the addition of a line within Section 4: Scottish Government environment strategy initial monitoring framework.</p> <p>The running list of matters arising was reviewed.</p>
3	Mission, vision, values and principles update
	<p>The proposed ESS mission statement, vision, values and principles were approved and will be published on the ESS website. The internal values will be kept under review by BC, with a view to considering proactive and innovative values going forward. The Board thanked MF and NL for their work.</p>
4	Transition plan
	<p>RP outlined progress to date on: accommodation; core services; communications; and elements of the transition plan in general. In addition, RP reported that interviews are underway for new senior investigation officers who will start in August 2021. These new roles and other transition posts will be considered as part of the wider ESS recruitment strategy.</p>

	<p>The draft Scottish Government framework will be brought to the May Board meeting for in-principle approval.</p> <p>The Board approved the proposal for accommodation in-principle and asked for this to be progressed through the development of the Scottish Government business case.</p> <p>SG internal audit have now offered ESS a shared service and a meeting to scope the Audit and Risk Committee role will be set up. A communications / PR company procurement process is also now underway for an initial period of up to one year.</p> <p>As part of the recruitment strategy, it was agreed that flexibility would need to be maintained pre and post vesting, and that consideration should be given to in-house communication and analytical posts.</p> <p>As part of the communications update, it was agreed that articles of interest and published reports would be considered further as part of the work programme, to assess if this information would inform any future investigations.</p> <p>PM updated the Board on progress with the EU-UK Trade and Cooperation agreement work to trigger Article 74.6 on the supervisory bodies dialogue.</p>
5	Investigation planning
	<p>JMcG introduced a discussion on investigation planning, in particular focusing on air quality, with an outline of the process that would need to take place to consider this further. The Board also discussed the EU environmental law infringements proceedings against the UK pending at the time of EU exit as of 31st December 2020.</p> <p>The Board agreed that they are content that there are issues around air quality which fall within the remit of ESS. The Board asked the executive team to consider whether or not there are areas that should be considered for investigation, to scope out what that might mean, which bodies might be involved, and to come back to the Board at an early meeting to allow the Board to determine how to proceed in this area.</p>
6	Any Other Business
	<p>Future schedule of meetings:</p> <p>Friday 21 May 2021, Friday 25 June 2021, Friday 30 July 2021, Friday 27 August 2021.</p>

James Martin
Chair, Environmental Standards Scotland
21 May 2021