

## SiLC Professional and Technical Panel Meeting

### Minutes

**Date:** 12<sup>th</sup> November 2008

**Venue:** CIWEM, St John Street, London

**Start time:** 11.00

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#### Present:

Phil Crowcroft, Chairman  
Claire Lea, (IEMA) minutes  
Jane McLauchlin (RSC)  
Paul Beckwith (CIWEM)  
Justin Taberham (CIWEM)  
Anwen Hughes  
Matt Whitehead (GeolSoc)  
Howard Price (CIEH)  
Peter Witherington  
Paul Nathanail, Joined at 11.40 (GeolSoc)

#### Apologies:

Colin MacDonald  
Hugh Mallett  
Gareth Jones

#### 1. Welcome and Apologies

PC welcomed the Committee members to the meeting.

#### 2. Minutes of the last meeting

The minutes of the last meeting need to be amended to remove the 'Y' from Jane McLauchlin's name in the list of members present. The minutes of the last meeting were otherwise agreed as a true and accurate record.

**Action: CL to amend the minutes of the last meeting to reflect the correct spelling of Jane McLauchlin.**

**Action: CL to post confirmed minutes on the SiLC website and send a weblink to SiLCs.**

#### 3. Actions arising

Action	Responsibility	Current status
SiLC register on the SiLC website	Claire Lea	Complete.
To include the SiLC training day LCR example on the website	Claire Lea	Awaiting copy from HM/PW
Review the status and applicability of non-UK Professional Qualifications	PB representatives	Complete

To check the text in the original guidance and compare that with the text in the revised LCR.	Paul Beckwith	Outstanding
Invite IOM3 to join the SiLC PTP.	Phil Crowcroft	Outstanding
IEMA to review the timing of the SiLC examinations scheduled for July/August from 2009.	Claire Lea	Complete
Write to REHIS to invite them to the SiLC PTP.	Phil Crowcroft	Outstanding
Circulate the SiLC PTP response to the draft Brownfield Skills Strategy.	Claire Lea	Complete
Revise business plan and issue for comment via CL	Phil Crowcroft	Complete
Revise and circulate the appeals procedure to the SiLC PTP.	Claire Lea	Complete
Check if the SiLC fees are on the SiLC website.	Claire Lea	Complete
Add a news item to the SiLC website requesting reports/data for use during in examinations.	Claire Lea	Outstanding
SiLC PTP to identify potential data sets for use in the examination.	SiLC PTP	Outstanding
SiLC Funding Press release to be developed and sent to PBs for circulation.	?	Outstanding
Draw up job spec and seek comments from PTP	Phil Crowcroft and Claire Lea	Complete
To advise CLAIRE of PTP response to statement presented at last meeting	Phil Crowcroft	Complete
Propose dates for the 2009 Annual Forum.	Claire Lea	Confirmed date: <b>3<sup>rd</sup> February 2009</b> , Eland House, London

**Action: CL to issue to SiLC PTP response to the Guiding Principles consultation to all SiLCs.**

#### **4. SiLC Profile Update**

- Environment Agency Ecological Risk Framework for Soils launch (AH, MW, PB).

**Action: AH to produce a short description on the Ecological Risk framework for SiLC News, to be sent to CL. CL to add to SiLC News on SiLC website.**

- Brownfield briefing event – Panel discussion on competence and qualifications
- Yorkshire Contaminated Land Group this week (PC)
- Taiwanese event last week (PC)

**Action: PC to provide a short summary of the promotional activities undertaken.**

- Environment Business and Geotechnique articles
- SustainabilityLive!

SiLC to have a contra deal with SustainabilityLive! Members of the Committee confirmed they had been contacted by Lee Greenhill at the IEMA in relation to speaking at the event.

**Action: CL to follow up on the contra deal with SustainabilityLive!.**

## **5. Business Plan and Working Group Update**

A discussion was held regarding the future development of SiLC. The discussion confirmed the content of the business plan and the need for a Champion to promote SiLC. It was also noted that there is a need to ensure that SiLC is broader than the Land Condition Record.

The SiLC PTP considers there is a need for wider recognition of SiLC. PPS23 currently suggests that SiLC is a suitably qualified person. The PTP would like to see a transition arrangement. The suggestion is that by 2015, for example, it will be a strong recommendation or requirement for the work to be undertaken by a SiLC, not just desirable. It was noted that Welsh and Scottish equivalents of PPS23 do not include a reference to SiLC. SiLCs are encouraged to respond to consultations in due course.

The development of a promotional campaign for SiLC was discussed. This should be both to existing SiLCs, organisations that currently do not have any SiLCs and SAGTA.

It was suggested that a link with UKELA could be beneficial in engaging the legal profession with SiLC. This should be explored, with consideration of UKELA joining the SiLC PTP.

**Action: SiLC PTP to send comments to Peter Witherington on the value of SiLC by 19/11/08.**

The promotional material should include:

- Quotes from organisations specifying or requiring SiLCs
- Design and purchase of banner stands
- A brand for SiLC which is communicated
- Fliers of different form to put over message for dissemination widely
- Clarification on 'What is a SiLC?'
- The link with the LCR needs to be reduced, with the PTP reviewing the function of the LCR at the end of 2009

**Action: PW to contact internal department for the design and print of the promotional material.**

**Action: SiLC PTP to provide copies of articles written that reference SiLC to Claire Lea.**

### **a) SiLC Champion Working Group**

The job outline for the SiLC Champion was included in the papers for the meeting. No changes were noted. It was noted that this process should be complete by year end. No changes to the proposed job description were noted at the meeting.

**Action: SiLC PTP to feedback to Phil Crowcroft with comments on the SiLC Champion job description by 12<sup>th</sup> November 2008.**

**Action: PC to draft a job advertisement for the post of SiLC Champion. CL to circulate job advertisement to SiLC PTP members.**

**Action: Professional Body Representatives to advertise the post of SiLC Champion in their networks, where possible. Adverts should be placed in Brownfield Briefing, Professional Body websites, SiLC website.**

#### **b) Skills Framework**

MW outlined the current position with regard to this development. MW confirmed that he had contacted those listed in the brownfield Skills Strategy, developed a business case and outlined what the framework is trying to achieve. The Steering Group are due to provide comments back by the 14<sup>th</sup> November 2008.

MW noted that the approximate timeframe is to have the skills framework in place by the end of 2009.

MW has contacted the professional bodies to request training / skills development framework to provide a basis for the work.

**Action: Professional Bodies that have information to contribute to the Skills Framework are asked to send to MW by 21/11/08.**

#### **c) Disciplinary Procedure**

A discussion was held regarding the development of a formal complaints and disciplinary procedure. It was noted that at present there is no complaints or disciplinary procedure in place for SiLC. It was agreed that this work would be lead by Phil Crowcroft. It was noted that at present the individual professional bodies would need to deal with a disciplinary situation.

**Action: PC to draft a process for complaints by the 26<sup>th</sup> November. Comments should be provided back to PC within two weeks.**

**Action: Paul Beckwith to send Code of Practice Slides that compare the Professional Bodies CoP to CL.**

#### **6. SiLC Appeals Procedure**

The SiLC Appeals procedure was agreed subject to the clarification of 'Panel' in the procedure, typographical corrections identified by AH and moving 'within 10 working days' to the beginning of the sentence under item 4.0 of the draft SiLC Appeals procedure.

**Action: AH to send comments on the appeals procedure to CL.**

**Action: CL to amend the Appeals Procedure and implement.**

## **7. LCR Update and action plan**

The SiLC PTP provided some general feedback on the revised LCR. It was noted that the revised LCR is easier to explain at the Introduction Days. It was suggested than an example of a completed LCR on the website.

The draft LCR has been used in the most recent round of assessments and by Hugh Mallett and Peter Witherington at the Introduction Days.

**Action: CL to issue most recent WORD version of the LCR to Paul Beckwith and Paul Nathanail to test.**

**Action: PW and HM to provide feedback to CL on the draft LCR.**

It was decided that the Electronic platform for the LCR would be a word document. Therefore may be little further work needed to finalise.

**Action: CL to request feedback from the examiners on the use of the LCR**

## **8. SiLC Qualifications and National Qualifications Framework (NQF)**

The SiLC PTP reviewed the request for consideration of recognition fo SiLC against National Qualifications frameworks in devolved administrations. The SiLC PTP is not considering this at the present time.

## **9. Next SiLC exam paper**

It was agreed that Phil Crowcroft would lead the development of the 2009A exam paper.

**Action: CL to email SiLC Assessors to request support for preparing the 2009A exam paper.**

## **10. SiLC Annual Forum 2009**

The following Programme was agreed for the SiLC Annual Forum.

### **Assessor morning:**

- Launch of revised LCR
- SiLC beyond the LCR
- Skills Development Framework for Land Condition Professionals
- SiLC Champion Update
- Business Plan Update

## **Afternoon Programme:**

Speaker suggestions:

- Welcome from SiLC (PC)
- Tom Coles from DEFRA (PC to invite)
- Nottingham University Student/Local Authority Officer c/o (PN to invite) – Liz Hammer from North East Lincolnshire Council
- Paul Walker from National Grid (PW to invite)
- Mark Rolls and the application of SiLC in the planning process (PC to invite)
- Stephen Tromans (CL to invite)
- Environmental Insurance (on hold)
- Professional Indemnity Brokers, HSBC? (on hold)

**Action: CL to circulate SiLC annual forum brief and date to the Professional Institutions for their events diaries.**

### **11. SiLC Dates for 2009**

Exam Schedule for 2009 was provided for information only.

### **12. Any other business**

#### **a) 2008B Exam results (PC)**

A discussion was held on the recent SiLC assessments. The breadth and depth of knowledge and general awareness was lacking in some candidates.

**Action: CL to review the individuals who have attended training days and subsequently not applied for SiLC registration.**

#### **b) Society for Brownfield Risk Assessment (AH)**

A discussion was held regarding the development of the Society. It was noted that several societies potentially cover the ground that this society intends to cover. One concern was raised regarding the inconsistency between the name of the society and the constitution.

#### **c) SiLC PTP meeting dates for 2009**

- 4<sup>th</sup> February 2009 (ICE, London)
- 19<sup>th</sup> May 2009 (Environment Agency, York) - potential conflict with SustainabilityLive! 2009
- 16<sup>th</sup> September (CIWEM, London)
- 8<sup>th</sup> December (ERM, Salford)

**Action: CL to provide an update on the PTP representative term of office for Phil Crowcroft**

#### **d) Brownfield Briefing (PC)**

- Option for SiLC access to the Website

- Remediation innovation awards, young brownfield professional of the year
- Brownfield Careers Guide – Spring 2009

**Action: PC to meet with BB and feedback on these proposals**

**Meeting Closed 15.25**