

ENVIRONMENT AGENCY STANDING COMMITTEE OF ANALYSTS

CHARTER

The Standing Committee of Analysts (SCA) will be governed and managed under a new charter to be set up by the Agency's National Laboratory Service. The aim is to set down guidelines and conditions under which SCA will operate. In this way, guidance is provided to indicate how SCA is to be managed in future.

SCA members

It will be expected that all SCA members will:

- attend meetings, as appropriate, or provide a deputy who will have full delegated authority;
- encourage and motivate other members by recognising, appreciating and using individual abilities;
- help to ensure good communications within the committees;
- participate actively and constructively within committee discussions;
- work by consensus, be committed to, and take ownership of, all committee decisions;
- allocate sufficient time for committee actions to be addressed in time for subsequent meetings;
- complete all actions within agreed time-scales; and
- encourage a culture of acceptable behaviour.

Roles within SCA

The following roles and associated responsibilities have been identified as being relevant to SCA activities.

Sponsor

The Environment Agency, within its National Laboratory Service, will sponsor SCA and provide management support to all committees. In addition, the Agency will be fully committed to decisions made by SCA and will ensure agreement and appropriate support and resources are secured to allow the programmes of work of the working groups and panels to be delivered. A Chairman for each working group will be appointed by the Agency for a period of up to 5 years. A panel Chairman will be nominated from the committee membership and will serve for a period of up to 5 years or until completion of the programme of work. The appointment of a Secretary for each committee will be carried out similarly.

The Agency will review and agree with working groups and panels, the role of Agency membership. An Agency representative will endeavour to attend every committee meeting. The Agency will review, and in consultation with the Chairman, decide membership of the committee.

Chairman

The Chairman will encourage all committee members to participate in meetings and take ownership of committee decisions. In addition, the Chairman will act impartially and ensure that discussions are fair and focussed, and that all members have an opportunity to contribute. The Chairman will ensure that meetings take place as necessary at agreed intervals and run to time. All decisions, and actions to be taken resulting from any discussions, will be detailed in the notes of the meeting produced by the Secretary.

The Chairman or Secretary of the working group or panel will act as the point of contact for other working groups or panels.

Secretary

The Secretary of the working group or panel, in consultation with the Chairman, will be responsible for arranging meetings and facilitating the conduct of the meeting. As a committee member, the Secretary will be responsible for the production of accurate notes of the meeting relating to all actions and decisions. In addition, the Secretary will arrange circulation to all committee members, preferably in electronic format, an agenda of the meeting and copies of any relevant papers and drafts. Where necessary and appropriate, the Agency will support this position and any consequent actions that may be required to be undertaken. Copies of any papers, including notes of the panel meeting will be made available to the appropriate working group.

Committee members

Committee members will be committed to achieving the working group or panel's programme of work and the agreed outputs. In addition, members will allocate appropriate time to achieve desired outputs and will ensure that their identified actions are completed within agreed time scales. Members will listen to and consider the opinions of others, will remain polite and support colleagues at all times, and will actively and constructively participate in committee discussions.

Environmental influences

The workings of committees will be undertaken in an environmental friendly manner. For example, meetings should be held only when necessary. In addition, where appropriate, public transport should be used to reduce the impact of traffic on the environment and copies of papers, when provided, should be printed on both sides of the paper. Wherever possible, electronic transfer of papers should be the first considered option.

Published documents

Whilst the opinion of individuals with expertise and experience is always to be welcomed, the procedures identified in publications should reflect best UK practice, recognising that procedures used in one organisation should not be foisted onto other organisations simply by inclusion into a method. A degree of flexibility should always be acknowledged. When procedures are identified using specific equipment, reagents or services, then this should not be interpreted as an endorsement of these products. It should always be pointed out that equivalent products could be used, provided the resulting performance is equal to or better than the

performance obtained using the stated products. The Agency or SCA will not endorse specific apparatus or products even though reference may be made to these products in published documents.