

## Welsh Air Quality Forum

### Business Plan 2009 – 2012

#### 1. Introduction

The Welsh Air Quality Forum (WAQF) was set up in 1994 by the Panel of Chief Environmental Health Officers – now the Directors of Public Protection Wales who represent Local Authority regulatory services that directly affect the health, safety and well-being of local communities in Wales. The Forum reports to the Directors of Public Protection Wales as shown in Figure 1 in the Appendix. The membership is made up of a wide range of stakeholders including:

- Local Authorities
- Welsh Assembly Government
- Public Health Wales
- Environment Agency
- Academic Institutions
- LACORS

This Plan sets out our Common Purpose and outlines our objectives and lists the key priorities that we will focus on over the next three years. The Plan also includes an annual work programme with clearly defined, measurable, objectives. This approach applies the principles of performance management to our work and can be monitored and reviewed by our constituent members and other stakeholders.

The Forum's Terms of Reference are listed on page 8 in the Appendix.

#### 2. Overall Aims

The overall aims of the WAQF are:

- (i) To improve the timely collation, coordination and dissemination air quality information in Wales so as to make the information widely available in a suitable format.
- (ii) To improve the data capture and quality control of air quality measurements.
- (iii) To provide advice and support to Local Authorities and other stakeholders on air quality issues in Wales.
- (iv) To establish closer links with European research developments in policy and research at the Wales, UK and European levels as well as with other agencies, transport planners and industry to enhance the measurement, management and communication of information on air quality in Wales.
- (v) Promoting the adoption of air quality indicators when assessing the state of the environment, sustainability and public health.

### 3. Objectives

- (i) To continue to facilitate the collection, dissemination and co-ordination of air quality monitoring information in Wales.
- (ii) To provide a forum for members to discuss air quality queries and exchange ideas.
- (iii) To improve reliability and inter-comparison of local authority data by development, evaluation and improvement of quality control procedures.
- (iv) To provide a forum for a co-ordinated response from Local Authorities and other public bodies in Wales to consultations on new measures, policies and processes on air quality at the EU, UK and Wales levels.
- (v) To report regularly to the Directors of Public Protection Wales.

### 4. Resources

#### Forum Members:

The Forum has access to a wide range of participating professionals holding a variety of qualifications and with extensive experience in the field of local air quality management. Members have a responsibility to actively contribute to the work programme and objectives of the Forum. The Chair is nominated from the Directors of Public Protection Wales and the Secretary appointed from the Forum membership.

#### Contractor Provided Resources:

An air quality consultant is contracted by the Welsh Assembly Government for a three year period to:

- Maintain a secure database of local air quality monitoring data for Wales, including a comprehensive archive of automatic and non-automatic data provided by Welsh Local Authorities.
- Provide Quality Assurance, Quality Control and data ratification for 12 automatic monitors that provide spatial coverage for a range of air pollutants in Wales.
- Provide and keep updated a dedicated Welsh Air Quality website containing the database of air quality monitoring data that provides secure access to progress and technical reports for forum members, a facility and support for Local Authorities to upload air quality monitoring data to the database and a targeted suite of air quality information for public stakeholders.
- Provision and technical management of an interactive website functionality to facilitate the production of reports, other publications and consultation responses by and on behalf of forum members.
- Produce an annual report of local air quality monitoring in Wales detailing the Forum's activities alongside major policy, technical and scientific developments in air quality within Wales, the UK and more widely.
- Organise one air quality training seminar per year aimed at Forum members and other relevant professionals for whom air quality has involvement within their remit and add presentations on the website.

**Financial:**

The Welsh Assembly Government provides the financial resource and project management for an appointed air quality consultant to undertake the activities above.

**5. Delivery Structure**

The Welsh Air Quality Forum is made up of members representing the organisations listed in the introduction. All 22 Unitary Councils in Wales are represented and the business of the forum is progressed by an appointed Chair and Secretary. The Forum meets four times a year and also holds an annual training seminar. The appointed air quality consultant is primarily responsible for the organisation of the latter, with input and participation from Forum members. The contractor also produces quarterly progress reports on the database and website and six monthly QA/QC data ratification reports for the 12 automatic sites covered by the contract.

Delivery against objectives and actions is also provided by outputs generated via co-ordinated input from Forum members using the interactive website functionality. Forum members are responsible for providing input to relevant consultations highlighted via the website in order to provide an overall response that is submitted to the consulting body. In addition, the Forum also produces a series of technical reports and publications each year highlighting activities and work of individual or several members or even across Wales. The aim of these reports are to communicate best practice for air quality management between members and more widely within the air quality field, to illustrate novel ideas and technical approaches undertaken by members and to highlight particular air quality issues within Wales.

From time to time an executive group is set up to act on a task and finish basis to deal with certain issues arising at Forum. This group is comprised of specified representatives, including the Chair and Secretary.

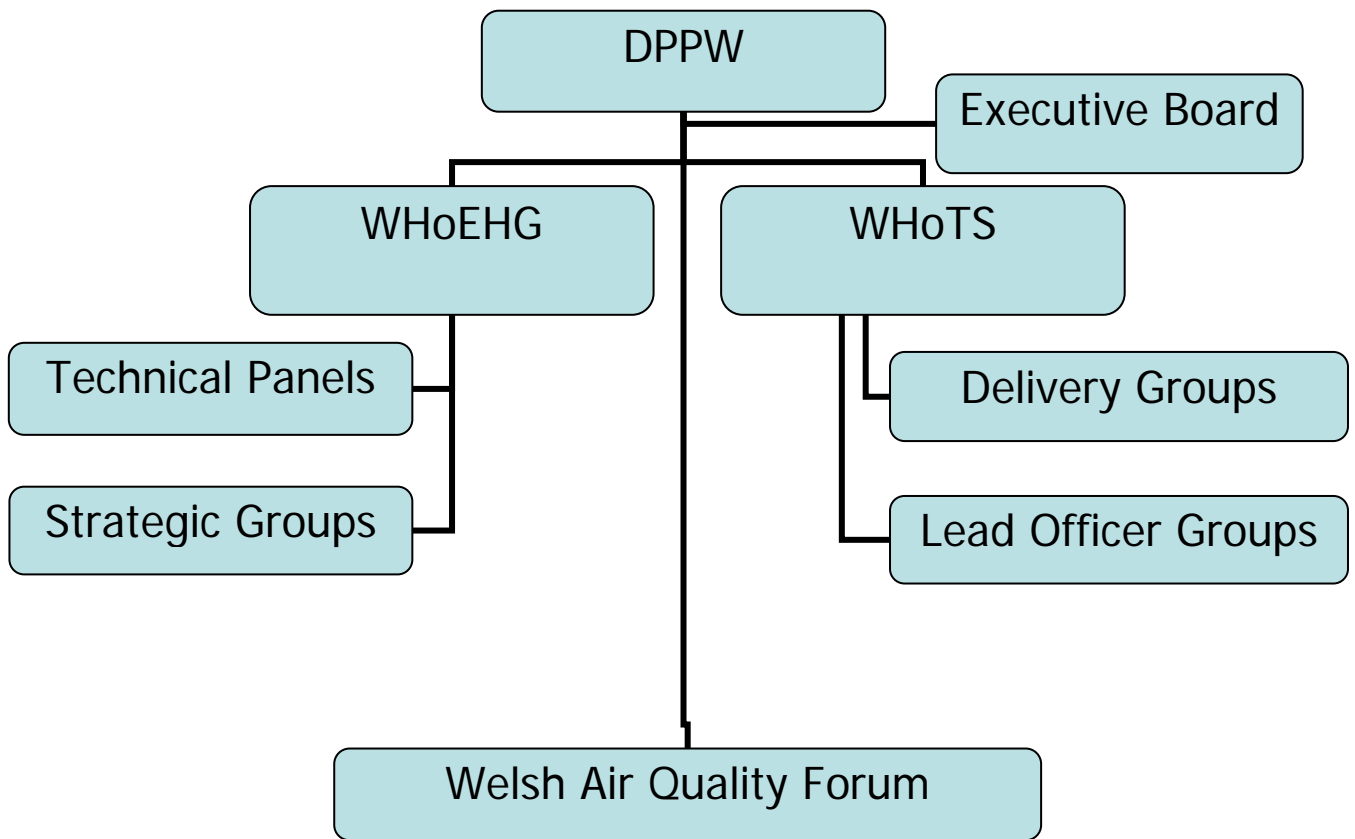
## 6. Action Plan

Key Obj. No.	Key Tasks/Actions	Responsibility	Delivery Date
1	<p>Submitting a Welsh Air Quality Form Response to consultations that are relevant to the Forum's objectives and aims, activities and expertise and experience of members. Consultations may be issued at European, UK, Wales or local levels. Types of consultations include:</p> <ul style="list-style-type: none"> <li>- Introduction of new or amendment of Policy proposals, strategies and action plans.</li> <li>- legislative proposals and amendments.</li> <li>- Policy and technical guidance documents for managing air quality and air pollutants</li> <li>- Statutory reporting documents to the European Commission on air quality and air pollutants.</li> <li>- Draft or published research documents from relevant organisations and expert groups</li> </ul>	<p>Contractor and WAG – to highlight consultation documents and specific sections and questions of relevance via structured discussion area of the WAQF website; to amalgamate Forum responses into a structured consultation response and submit to appropriate consulting body Forum – to provide comments/input to defined consultation and to sign off finalised response prior to submission.</p>	<p><i>Within consultation period</i></p>
2	<p>To prepare short reports/ papers/ briefings/ presentations that detail novel, innovative, improve working practices or provide solutions to specific issues from WAQF members experience and knowledge of undertaking local air quality management or air quality research in Wales. Topics covered include:</p> <ul style="list-style-type: none"> <li>- Pollutant monitoring activity.</li> <li>- Data analysis work.</li> <li>- Dispersion modelling work.</li> <li>- Site-specific issues of note or interest.</li> <li>- Research work undertaken by members organisations.</li> <li>- Examples of collaborative working.</li> </ul>	<p>Contractor/WAG – to identify possible topic and make contact with relevant WAQF member(s); to develop short report on the basis/ with the input of WAQF member(s); To publish report on either members area of public area of WAQF website Forum – specific members to work with contractor/ WAG in providing input/ information to specific reports; to sign off final reports; to decide on publication process for report; to proactively disseminate report to appropriate/ relevant stakeholders.</p>	<p>To produce at least one publication per year as well as others as information becomes available or issues arise.</p>

<b>3</b>	<p>Review welsh air quality website to develop more diverse formats for dissemination of air quality information which shall include:</p> <ul style="list-style-type: none"> <li>- A structured members only discussion facility to facilitate more structured Forum activities (as detailed in 1 and 2).</li> <li>- A more informal members only online discussion facility to enable frequent interaction and discussion between members on LAQM and other air quality issues</li> <li>- Implementation of Google Earth and Google Maps functionality to enhance the look and web based tools/ functionality</li> </ul>	Contractor /WAG/Forum	2009/10
<b>4</b>	<p>Annual monitoring report to be produced to monitor progress and achievements with set objectives in this business plan and highlight air quality issues in Wales. Report Submitted to the Directors of Public Protection and published on the WAQF website.</p>	<p>Contractor/ WAG – complete monitoring report and provide to Forum Forum – sign off report and submit to Directors of Public Protections</p>	Annually
<b>5</b>	<p>Monitoring data collection and reporting and disseminating actions. To include:</p> <ul style="list-style-type: none"> <li>- Maintenance and updating of automatic and non-automatic monitoring database.</li> <li>- Provision of QA/QC and data ratification for 12 automatic monitors in Wales</li> <li>- Provision of monitoring data and information on Forum website.</li> <li>- Production of annual WAQF report.</li> <li>- Holding of annual WAQF seminar.</li> </ul>	<p>Contractor – Maintenance of database; processing and presentation of data on Forum website from automatic and non-automatic monitoring data collection/ submission; 6 monthly QA/QC of 12 automatic sites in Wales and publication of report on Forum website; Contractor/ WAG – development of structure and content for annual report; development of topic and speakers for annual seminar Forum – Timely submission of automatic and non-automatic data to database from monitoring activity within their jurisdiction; resolving issues associated with monitoring equipment and data from within their jurisdiction; contribution as required to annual report; contribution as required to annual seminar.</p>	Production of quarterly progress reports, 6 monthly QA/QC data ratification reports, holding of annual seminar.
<b>6</b>	Annual review of business plan and amend/update as necessary	Forum	1/9/2010

## APPENDIX

Figure 1 Relationship of Air Quality Forum to other groups



Notes: WWhoEHG – Wales Heads of Environmental Health Group  
WWhoTS – Wales Heads of Trading Standards

## WELSH AIR QUALITY FORUM

### TERMS OF REFERENCE

1. To facilitate the collection, interpretation dissemination and co-ordination of air quality monitoring information in Wales to a range of stakeholders, including the public.
2. To provide advice and assistance in the response of local authorities to the UK National Air Quality Strategy in assessing and managing air quality in Wales.
3. To improve reliability, accuracy and intercomparison of Local Authority data by evaluation, improvement and development of quality control procedures.
4. To establish closer links with European research developments, other agencies, transport planners and industry, and for promoting indicators of the state of the environment, sustainability and public health for air quality.
5. To promote air quality at local level and regular to the Society of Directors of Public Protection Wales.

### OBJECTIVES

1. To continue to operate the Welsh Air Quality Database in order to collate monitoring information from all local authorities in Wales with a view to maintaining a register of historical air quality monitoring data.
2. To regularly review the information systems in place for the input and dissemination of data, and where necessary develop improved systems.
3. To develop operational procedures to facilitate automatic data collection from all continuous monitoring equipment in Wales.
4. To continue to facilitate remote access links to the database by Local Authorities and the Welsh Assembly Government
5. To continue to operate a Welsh Air Quality Website providing comprehensive data and information about air quality in Wales to a wide range of stakeholders and interested parties.
6. To continue to establish mutually acceptable quality assurance criteria regarding monitoring procedures, sample analysis and assessment of results with a view to securing compatibility of data collected.
7. Support existing Geographical Information Systems to enable input and presentation of air quality.
8. To provide a forum for timely co-ordinated responses from Local Authorities and other public bodies in Wales to consultations on new measures, policies and processes on air quality in Wales, the UK and EU.
9. To organise annual seminars to facilitate the dissemination of relevant information to stakeholders.

10. To continue to develop routine and information systems to calculate spatial trends in air quality and to use the interpolation routines to provide predictive models of pollutant trends.
11. To identify the gaps in current air quality monitoring in Wales and to promote initiatives to encourage a co-ordinated monitoring response across Wales.
12. To assist and advise Local Authorities in the response to the changing requirements of the UK National Air Quality Strategy.
13. To interpret and disseminate emerging research on air quality in Wales and identify gaps requiring further study.

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