

Extract from the minutes of PSG meeting 8 (31 July 2006)

8. PRACTICAL FLOW DIAGRAMS

CIRIA introduced a discussion on the SD:SPUR practical flow diagrams, inviting those present to consider the key stages in waste management decision making, from national clean-up objectives, through national and site waste strategies, to project planning and implementation. These broad stages were presented to the PSG on a flip chart (pdf available in the members section of the website) to aid consideration of where SD:SPUR fits into the bigger picture and to facilitate discussion on the development of the flow diagrams.

8.1 CIRIA introduction

The current SD:SPUR guidance is a strategic level document and as a result does not explicitly demonstrate when and how the guidance should apply to the key stages of asset and waste management, at a level below that of site wide strategy. The current work plan intends to begin to address this gap by producing a flow diagram that sets out the key stages of asset and waste management, allowing SD:SPUR to:

- Update the SD:SPUR guidance to demonstrate when and how the guidance applies to the key stages of asset and waste management decision making.
- Enable SD:SPUR to provide practical information on the links to other relevant initiatives (C&EWG CoP, WRAP Quality Protocol, ICE Demolition protocol etc.)
- Highlight when and how the SD:SPUR key principles apply.
- Highlight when and how elements (and potentially supporting guidance) such as record keeping and stakeholder engagement apply.

When fully developed and incorporated in the guidance, the flow diagrams will enable stakeholders to go to a site and ask 'where are you in this process?' and site waste managers to keep tabs on processes and delegate responsibilities.

8.2 PSG comments

- (a) The SAFEGROUNDS Learning Network have been through a similar process. Perhaps the biggest barrier to the production of the flow diagrams has been nomenclature/ terminology. Given the breadth of stakeholders involved it is important that the flow diagrams and the guidance avoid jargon and vague terms e.g. 'strategy' and 'contamination' which mean different things to different people.
- (b) IWS is a key to the NDA's approach to waste management. SD:SPUR and IWS use similar language – openness and transparency – stakeholder engagement – protection of people and the environment – responding to peoples concerns – sharing good practice etc.
- (a) The flow diagrams simply set out a generic process. The key will be to show how SD:SPUR fits in.
- (e) The Mod/De process will not be that dissimilar.
- (f) It was agreed that relevant non-SD:SPUR documents e.g. C&EWG CoP, should be referenced. However, consideration needs to be given to how this is done, such that it is made clear that SD:SPUR is not necessarily endorsing the referenced information.
- (g) The purpose of the flow diagram and any guidance based on the diagram is **not** to provide sites with a tick-list that if completed could be used as a defence against any accusation of wrong doing. The guidance will simply seek to set out best practice as identified by statutory and non-statutory stakeholders.

8.3 Way forward

It was agreed that a working group be set up to guide the development of the flow diagrams.

ACTION: CIRIA