

Working in Partnership Allerdale**Minutes of the 3rd meeting of the Allerdale Working Group (WG)****Held at** MS Teams**On** 31st March 2021**Commencing at** 09:30 AM**PRESENT:**

Jocelyn Manners-Armstrong(JMA)	Independent Chair
Naomi Diamond (ND)	Independent Facilitator
Andy Ross (AR)	Genr8 North Ltd
Marion FitzGerald (MF)	Allerdale Borough Council, Executive Member
Eva Chua (EC)	RWM Community Engagement Manager
Matthew Pixton (MP)	RWM Siting Manager

MINUTES:

Linda Scott, Secretariat

IN ATTENDANCE:

Katy Arnott (KA)	RWM Community Coordinator
Justin Chamberlain (JC)	RWM Head of Campaigns
Steve Wilkinson (SW)	RWM Project Manager
Duncan Flint (DF)	RWM Media Manager / Group Communication lead
Laura Kay (LK)	RWM Local Communications Lead
Owen Thomas (OT)	Yonder Representative
Kevin Littleton (KL)	Arvato, Contact Centre (meeting minutes taker)
Liz James (LJ)	Arvato, Contact Centre (meeting minutes taker)
Robin Kimber (RK)	Traverse – Independent Evaluator



1. AGENDA ITEM 1 – WELCOME AND INTRODUCTIONS	Action	By when
1.1. The Independent Chair welcomed everyone to the meeting 1.2. The new Secretariat introduced themselves		
2. AGENDA ITEM 2 – APOLOGIES Apologies were received from Samantha King, Head of Community Engagement and Site Evaluation		
3. AGENDA ITEM 3 – DECLARATIONS OF INTEREST No Declarations of Interest were made by any members. <ul style="list-style-type: none">• Members to declare interest if any business operations in the area• AR and MF to resubmit declaration forms• EC to submit personal declaration form	AR/MF EC	14/4 14/4
4. AGENDA ITEM 4 - ACTIONS FROM PREVIOUS MEETINGS NOT COVERED BY AGENDA AND NOTED AS CLOSED 4.1 RWM Community Engagement Manager to circulate Environment Agency materials to WG. – <i>Circulated on 25 February - closed</i> 4.2 RWM Community Engagement Manager to regularly liaise with Environment Agency representative on engagement workstreams. <i>In place – met on 26 February, meet again 6 April - closed</i> 4.3 Group Communication Lead to look at public-facing materials distributed by the Environment Agency and explore the possibility of adding a regulator section to the virtual exhibition. <i>Assigned to DF/LK, video from EA in virtual exhibition, ONR content needs further work – closed</i> 4.4 Subject to changes made, Group Communications Lead to distribute Media adverts to Campaign Team. <i>Complete-closed</i> 4.5 Working Group members to suggest content/themes for next newsletter. <i>Complete – closed</i>		



<p>4.6 Group communications lead to forward blog to AR for amendments. <i>Complete – closed</i></p> <p>4.7 RWM Project Manager to produce a Gantt chart to illustrate a timeline for Workstream 2, Workshop 1&2, allowing time for preparation and comprehension. <i>Discuss 31/3 – closed</i></p> <p>4.8 Independent chair to formulate structure proposal and wording on Stakeholder engagement and circulate to WG. <i>Discuss 31/3 - closed</i></p> <p>4.9 Group Communications Lead and Andy Ross to create fact sheet on radioactive waste for the WG. <i>In progress available for next WG meeting</i></p>		
<p><u>ITEMS FOR DECISION</u></p>		
<p>5. AGENDA ITEM 5 – APPROVAL OF MINUTES</p>		
<p>The minutes from WG Meeting 24.02.2021 were approved</p>	<p>To note</p>	
<p>6. AGENDA ITEM 6 MISSING FROM AGENDA</p>		
<p>AGENDA ITEM 7 - Workstream 1: Engagement Update:</p>		
<ul style="list-style-type: none"> • Engagement Plan on track • 1:1 Stakeholder meetings slow • Good progress on work plan • Three activities being scoped, mobile van exhibit, face to face events, possibility of shop front. • Discuss events programme at next week’s meeting • ND to circulate engagement plan 		
<p>7.1 ND shared Stakeholder Group Proposal on screen for discussion</p> <ul style="list-style-type: none"> • Purpose of Group – ToR has no mention of Stakeholder Group. Needs to be made clear that Stakeholder Group is not a subgroup of WG – <p>JMA to update ToR</p>	<p>ND</p> <p>JMA</p>	<p>7/4</p> <p>14/4</p>
<p>7.2 Structure</p> <ul style="list-style-type: none"> • Should Stakeholder Group sessions have independent facilitation? Provision of an independent facilitator should be the default and facilitator should be briefed on what is expected from them. <p>Proposal to be amended to include provision of Independent Facilitator.</p>	<p>ND</p>	<p>7/4</p>



<ul style="list-style-type: none"> • Do we need 'subject matter expert' at each meeting? Facilitator could record questions and replies given by subject expert in follow up. • Invitation should be made to stakeholders and then they can decide if they are interested in being part of community partnership • If Stakeholder Groups wish to create their own workshop we can provide a speaker 		
<p>7.3 Membership</p> <ul style="list-style-type: none"> • CALC will be invited to be part of Stakeholder Group • 'Membership' is a misleading term and should be changed to 'Participation' • How do we decide members of Stakeholder Group? An expression of interest form could be compiled for completion. WG's workstream leads to initially put forward proposals for review. • Stakeholder matrix can be used and revisited • DF to include section on stakeholder groups in next newsletter – subject to pre-election guidance permitting • Categorize groups of audience we want to reach – discuss at WS1 session 	<p>ND</p> <p>ALL</p> <p>DF To note</p>	<p>7/4</p>
<p>'Membership' agreed subject to amendments</p>	<p>ND</p>	<p>7/4</p>
<p>7.4 Schedule (4)</p> <ul style="list-style-type: none"> • Wording in first paragraph constrictive – change to 'suggest meeting a minimum of three times'. • Need to identify members for community partnership. <ul style="list-style-type: none"> ○ Gather information to understand geographical area- to discuss ○ Understand community issues and concerns – to discuss ○ Registration for community partnership – to discuss • Workshop dates 19 May and 16 June – retrospectively amended see item 9 • The Stakeholder Group proposal was APPROVED in principle, subject to amendments as discussed • Redraft last paragraph re community partnership- discuss at WS1 meeting next week 	<p>To note</p> <p>To note</p>	
<ul style="list-style-type: none"> • Proposal can be released to Chamber once agreed 	<p>ND</p>	<p>7/4</p>

<p>AGENDA ITEM 8 - Workstream 1: Presentation given by Duncan Flint</p> <ul style="list-style-type: none"> • PO Box address not available yet • Text audio service now implemented • Web chat in development – contact centre will administer • Media coverage very little • Virtual Exhibition – approval and launch decision required today • Unable to develop visitor book yet • Advertising campaign finished but can be used again • Amendments requested to virtual exhibition have been incorporated • Working group regarded as NGPB – Non Governmental Public Body almost an extension of RWM and NDA and not governed by local authority pre-election rules, therefore pre-election for NGPB is from 15th April to 7th May. Use of broadcast type channels should be avoided. • Website name changed to Allerdale GDF Working Group • New contact centre number updated on website and original number will default to new number. Relay service also added for those with hearing difficulties. • Webchat added in April • 2nd newsletter published – if you have not received a copy please let Laura know. Newsletter is also on website. • Suggestions for next newsletter to Laura/Duncan • Special edition newsletter being published just for launch • Portfolio of photographs based on original brief to be sent to group – these can hopefully be used for various events • Fact sheet being prepared and draft will be available before next WG meeting • DF asked if we can reinstate VE advertising - waiting for response • Consider full page advert in media magazines – DF send proposal to group <p>Virtual Exhibition, generic article, generic presentations were APPROVED</p> <ul style="list-style-type: none"> • Move minutes to WG area 	<p>To note</p> <p>All</p> <p>To note To note</p> <p>DF</p> <p>DF</p> <p>DF</p> <p>To note</p> <p>DF</p>	<p>31/3</p> <p>21/4</p> <p>21/4</p> <p>14/4</p>
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<p>9.0 AGENDA ITEM 9 - Workstream 2: Update The Workstream 2 plan was presented.</p> <p>9.1 Proposed timescale –</p> <ul style="list-style-type: none"> • 1st snapshot – 2nd June • 1st workshop – 16th June • 2nd snapshot – 23rd June • 2nd workshop – 7th July <p>Timescale was AGREED</p> <ul style="list-style-type: none"> • Search area should be agreed and validated hopefully by 5th August • More engagement activity needed April/May • Agree format of workshop and search area in next Workstream meeting <p><u>ITEMS FOR INFORMATION</u></p> <p>10.0 AGENDA ITEM 10 - Workplan: Summary of the whole Workplan to be sent as Slidepack</p> <ul style="list-style-type: none"> • SW forward workplan summary to all <p>11.0 AGENDA ITEM 11 - Presentation: Yonder Telephone Headline Results</p> <p>Owen Thomas gave presentation on screen</p> <ul style="list-style-type: none"> • Presentation to be distributed to all <p>12.0 AOB</p> <p>12.1 Before final Terms of Reference are uploaded to website DF to check group are happy for their details to be included.</p> <p>DATE OF NEXT MEETING:</p> <p>28th APRIL 2021</p>	<p>To note</p> <p>EC</p> <p>All</p> <p>SW</p> <p>To note LS</p> <p>DF</p>	<p>April/May</p> <p>7/4</p> <p>6/4</p> <p>6/4</p> <p>7/4</p>
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Circulation:

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Eva Chua
Matthew Pixton
Linda Scott
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Independent Chair
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Genr8 North Ltd
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Secretariat
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Chief Policy Advisor
Yonder Representative
Traverse – Independent Evaluator

Allerdale Working Group Meeting 31/3/21

Ref	Date raised	Minute ref	Owner	Co-owner	Action	Update from meeting on 31/3/21	Update for next meeting on 28/4/21
ACT10	24/02/2021 31/3/2021	4	AR		Group Communications Lead and Andy Ross to create fact sheet on radioactive waste for the WG.	In progress - available for next WG meeting	Complete
ACT11	31/03/2021	3	AR/MF		AR and MF to resubmit declaration forms	New action	Waiting for Andy to submit
ACT12	31/03/2021	3	EC		EC to submit personal declaration form	New action	Complete
ACT13	31/03/2021	7	ND		Circulate Engagement Plan	New action	Circulated 22 nd April – to be revised
ACT14	31/03/2021	7.1	JMA		Update Stakeholder Group Proposal to make clear that SG is not a sub group of WG	New action	Complete – JMA to forward copy
ACT15	31/03/2021	7.2	ND		Update SG proposal to include provision of Independent Facilitator by default	New action	JMA to revise
ACT16	31/03/2021	7.3	ND		Update SG proposal and change 'Membership' to Participation	New action	JMA to revise
ACT17	31/03/2021	7.3	DF		Include section on SG in next newsletter	New action	After 11 th May
ACT18	31/03/2021	7.4	ND		Schedule - change wording to 'suggest to meet'	New action	JMA to revise
ACT19	31/03/2021	7.4	ND		Redraft last paragraph re Community Partnership	New action	JMA to revise
ACT20	31/03/2021	8	All		VE and launch approval required 31/3	New action - approved	Complete
ACT21	31/03/2021	8	DF		Photograph portfolio-share with group	New action	Circulated 22 nd April
ACT22	31/03/2021	8	DF		Share draft factsheet before next WG meeting	New action	Circulated 27/4 – note this action is the same as action 10
ACT23	31/03/2021	8	DF		Move minutes to WG area	New action	In progress
ACT24	31/03/2021	9.1	EC		More engagement activity needed in April/May	New action	Ongoing
ACT25	31/03/2021	9.1	All		Agree format of workshop and search area in next WS meeting	New action	Completed 21 st April



ACT26	31/03/2021	10	SW		Forward workplan summary to all	New action	Distributed by LS 6/4/21
ACT27	31/03/2021	11	LS		Distribute Yonder presentation	New action	Distributed 06/04/21
ACT28	31/03/2021	12.1	DF		Before final ToR is uploaded to website DF to check group are happy for their details to be included.	New action	Complete pending marion's update