

MINUTES FROM ALLERDALE WORKING GROUP MEETING

HELD ON 3rd November 2021, 10am – Teams

Attendees: Jocelyn Manners-Armstrong (JMA)
Mary Bradley (MB)
Andy Ross (AR)
Annabelle Lillycrop (AL)
Eva Chua (EC)
Dot Kirk Adams (DKA)
Nik Hardy (NH)
Richard Griffin (RG)

Minutes: (KA)

Apologies Marion Fitzgerald (MF)

Item	Description	Action Lead	By when
1.	<p>WELCOME/APOLOGIES – Apologies received from Marion Fitzgerald,</p> <p>CONFIRM ATTENDANCE OF VOTING MEMBERS OF THE WORKING GROUP, ANY CONFLICT OF INTEREST Voting members confirmed as present: Nik Hardy (Allerdale Borough Council), Mary Bradley (CALC), Andy Ross (Genr8 North), Annabelle Lillycrop (RWM), Jocelyn Manners-Armstrong (Independent Chair) Conflict of Interest: No Conflicts Declared</p>	To note To note	
2.	<p>PREVIOUS MINUTES/ACTIONS - minutes from the previous meeting held on 20th October and 27th October were approved. Outstanding actions from the 27th October were reviewed.</p> <p>Outstanding actions updated:</p> <ul style="list-style-type: none"> • <i>Action 99 – action removed</i> • <i>Action 100 - updated in meeting - Agenda item 3.</i> • <i>Action 104 - Selection Criteria and R&R has been uploaded on to the website. Concern raised that it is not clear how potential future members can get involved.</i> • Action: Wording of the Selection Criteria published on the Website to be reviewed using Policy as reference. • <i>Action 101 - in progress</i> 	To note To note LK/AL	

	<ul style="list-style-type: none"> • <i>Action 103 - Complete. Note: Action: Remove screen shot from Summary Report, P.13</i> 	AB	
3.	<p>COMMS UPDATE</p> <ul style="list-style-type: none"> • LK presented Comms November update. Topics covered: <ul style="list-style-type: none"> ○ November Engagement Overview ○ A look back over the last ten months at all engagement Activities - website, social media, advertising, direct mailings ○ Press mentions and headlines ○ Contact Centre cases ○ Pulse Survey summary ○ Potential Community Partnership comms planning ○ Action: Update Summary Report with latest comms figures 	LK	
4.	<p>COMMUNITY PARTNERSHIP (CP) MEMBERS</p> <ul style="list-style-type: none"> • Selection panel to make recommendation for initial CP members to WG. <ul style="list-style-type: none"> ○ The Selection Panel met and interviewed 3 prospective Community Partnership members. They have demonstrated the required attributes. The Selection Panel recommended the appointment of representatives from CALC, Inspira and Cumbria Chamber of Commerce. ○ Decision: All 3 proposed prospective CP members were approved by the Working Group. ○ Action: Invitation letters will be sent from the Chair to the 3 prospective Community Partnership members. ○ The representation of environmental interests from within the Search Area was discussed and some potentially suitable groups were identified. It was agreed that this was an important issue for the Community Partnership to address as part of its ongoing work to ensure that the membership was reflective of the community within the proposed Search Area. 	<p>To note</p> <p>To note</p> <p>EC/JMA</p> <p>To note</p>	
5	<p>WORKING GROUP OBJECTIVES</p> <p>Summary Report was reviewed on 27th October. Updated report noted for Workstreams 1, 2 & 3</p> <ul style="list-style-type: none"> • Workstream 1 <i>Objective 1- Begin to engage with people in the area to understand the local area and to understand the issues, questions and concerns that they may have about a GDF.</i> <ul style="list-style-type: none"> ○ EC presented summary of how the objectives have been met through 10 months of Engagements, including face-to-face drop-in sessions, on-line discussion forums, Stakeholder Group Sessions, newsletters and social media. 		

	<ul style="list-style-type: none"> ○ Engagements identified local concerns around safety, human health and environment. ○ Awareness levels of the Working Group continues to rise ○ Youth engagement - events happening this week and into the new year. ○ Summary Report will be updated with most recent engagement information and shared. It will be kept as a live document and included in the Community Partnership handover pack. Some activities will be recommended for further development in Community Partnership. ○ Stakeholder Group participants expressed an interest to work with the Community Partnership Members if a Community Partnership is formed. <p>● Workstream 1: have objectives been met?</p> <p>Decision: The Working Group unanimously agreed that the Workstream 1 objectives have been met.</p> <p>● Workstream 2</p> <p><i>Objective 2: Identify the Search Area(s) the geographical area or areas encompassing all the electoral wards within which Radioactive Waste Management (RWM) will be able to search for potential sites for a GDF)</i></p> <ul style="list-style-type: none"> ○ AR (Workstream 2 Lead) presented a summary of how the objectives have been met. ○ Search Area was identified in two-day workshop. All parties agreed on the Search Area (8th July 2021). ○ Working Group commissioned RWM to produce Search Area Evaluation Report. ○ Search Area Evaluation Report was shared with Working Group (29th September 2021). ○ Search Area was announced (5th October 2021). ○ Search Area Evaluation Report was published on website (15th October 2021). ○ Objective 2 output: Search Area Evaluation Report <p>● Workstream 2: have objectives been met?</p> <p>Decision: The Working Group unanimously agreed that the Workstream 2 objectives have been met.</p> <p>● Workstream 3</p> <p><i>Objective 3: Identifying prospective members of a Community Partnership (including reference to Para 6.35 of policy)</i></p>	<p>To note</p> <p>To note</p> <p>To note</p> <p>To note</p>	
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	<ul style="list-style-type: none"> ○ JMA presented a summary of how the objectives have been met. ○ Small initial membership agreed by WG (11th August) - right people with right skills and networks to evolve the CP into a fully reflective CP ○ Initial members: (agreed by WG on 20th October) RPLA (if agree to join), RWM, CALC, Inspira, Cumbria Chamber of Commerce plus a third sector group if willing ○ Socio-economic information and issues gathered ○ Selection Panel established and selection criteria/attributes and roles document developed and published ○ Interviews completed and candidates met criteria/attributes ○ Interim Chair to be agreed between initial CP members (before 17th Nov) ○ Draft CP Agreement developed <ul style="list-style-type: none"> ● Workstream 3: have objectives been met? <p>Decision: The Working Group unanimously agreed that the Workstream 3 objectives have been met.</p> <ul style="list-style-type: none"> ● Chair closing remarks <ul style="list-style-type: none"> ○ The Chair delivered the Closing Remarks verbally. They will be added to the Summary Report. The Working Group members gave thanks to the Chair. <ul style="list-style-type: none"> ● Working Group recommendation to propose the formation of a Community Partnership <p>Decision: The Working Group unanimously agreed to propose the formation of a Community Partnership.</p> <ul style="list-style-type: none"> ● Process for communicating the recommendation to Relevant Principal Local Authorities- <ul style="list-style-type: none"> ○ The Working Group members agreed to write to the 2 RPLA's- Allerdale Borough Council (ABC) and Cumbria County Council (CCC) to inform them of the Working Group's proposal to form a Community Partnership. ○ NH (ABC) suggested that a letter would be sufficient. ○ The Working Group Members agreed that the Summary Report did not need to be included in the RPLA's mailing. ○ The Working Group members agreed that the Summary Report should be available to the public as evidence of how the Working Group made the decision to recommend the formation of a Community Partnership. 	<p>To note</p> <p>To note</p> <p>To note</p> <p>To note</p>	
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6.0	<ul style="list-style-type: none"> ○ Action: A final version of the Summary Report will aim to be ready to publish on the Working Group website, 16th November - to align with the publication of Allerdale Borough Council's Exec Meeting agenda. ○ Action: JMA to sign letter to go to RPLA's- ABC and CCC. EC to send out on behalf of JMA <p>● Progress against schedule and update</p> <p>CG presented the Schedule. Decisions to note:</p> <ul style="list-style-type: none"> ○ Review of Handover Pack ○ Onboarding of initial members ○ Selection of interim Chair ○ Interim website ○ Invite proposed Community Partnership members to future Working Group meetings <p>AOB</p> <ul style="list-style-type: none"> ● Draft Community Partnership Agreement (CPA) - Chair raised concern that the draft CPA requires more work. ● Draft Minutes from this meeting will be circulated to the Working Group Members for comment/approval by midday Thursday 4/11. All members are required to return comment/approval by close of day 4/11. ● Action: Final meeting minutes – aim to publish on the Working Group Website 5/11 ● LK will brief local MP's Thursday 4/11, and issue press statement on Monday 8/11 ● The Virtual Exhibition has been updated. Working Group Members approved the updates. <p>DATE OF NEXT MEETING: 10th NOVEMBER</p>	<p>EC/AB</p> <p>JMA/EC</p> <p>To note</p> <p>To note</p> <p>To note</p> <p>KA</p> <p>To note</p>	
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Allerdale Working Group Actions 03/11/2021							
Ref	Date raised	Minute ref	Owner	Co-owner	Action	Update from meeting on 03/11/2021	Update for next meeting 10/11/2021
ACT	03/11/2021	2	LK	AL	Wording of the Selection Criteria published on the Website. to be reviewed using Policy	New action	
ACT	03/11/2021	2	AB		remove screen shot P.13 from Summary Report	New action	
ACT	03/11/2021	3	LK		Update Summary Report with latest Comms Figures	New action	
ACT	03/11/2021	4	EC	JMA	Invitation letters to be sent from The Chair to the 3 prospective Community Partnership members.	New action	
ACT	03/11/2021	4	EC	AB	A final edited version of the Summary Report will aim to be ready to publish on the Working Group website, 16th November- to align with the publication of the Allerdale Borough Council's Exec Meeting Agenda.	New action	
ACT	03/11/2021	4	EC	JMA	JMA to sign letter to go to RPLA's- ABC and CCC. EC to send out on behalf of JMA	New action	
ACT	03/11	5	KA		Final Meeting Minutes- to be published on the Working Group Website 5/11	New action	