

MINUTES FROM ALLERDALE WORKING GROUP MEETING

HELD ON 29th September 2021, 0930am - Teams

Attendees: Eva Chua (EC)
Jocelyn Manners-Armstrong (JMA)
Marion Fitzgerald (MF)
Mary Bradley (MB)
Charlotte Gleeson (CG)
Annabelle Lillycrop (AL)
Alison Beard (AB)
Daniel Rigg (DR)
Robin Kimber (RK)
Craig Taylor (part)

Minutes: Linda Scott (LS)

Apologies: Andy Ross (AR)
Dot Kirk-Adams
Laura Kay

Item	Description	Action Lead	By when
1.	WELCOME/APOLOGIES – Apologies received from Andy Ross, Dot Kirk-Adams and Laura Kay		
2.	PREVIOUS MINUTES/ACTIONS - minutes from the meeting held on 8 th September were agreed <i>The updates on previous actions were noted. Points to note/further actions agreed were as follows:</i> <ul style="list-style-type: none"> ACT90 – status updated to ‘Complete’ 		
3.	RWM Authorised Representative Annabelle Lillycrop would take on the role of RWM authorised representative from 27 th September. Annabelle confirmed that Eva Chua would remain as the Community Engagement Manager for the group and the local representative for RWM.	To note	
4.	COMMUNICATIONS UPDATE – Craig Taylor shared comms proposal – previously distributed <ul style="list-style-type: none"> Pre-briefing for members representing wards of the search area is essential. Council will arrange meeting with those members – 4th October – RWM to be present Charlotte Gleeson will organise to talk to Trudy Harrison 11am on 5th October official announcement to press etc. Stakeholder emails to be sent out after press announcement Jocelyn can be available for interview pm on 5th 	To note CG	

	<ul style="list-style-type: none"> • Mary will inform parish councillors at 7pm on 5th • 20 Parish Councils and 3 town councils in the area • 6th and 7th October – direct mail will be circulated to all residents within the search area • Newsletter will be issued on 15th October • Dan preparing slides for Mark Jenkinson discussion • FAQ for media finalised by Monday 4th October • Members keep afternoon of 5th and morning of 6th free in case of press contact – interviews can be pre-recorded on 5th if needed • Discussion on the announcement to be added to agenda for 6th • Pulse survey results from Yonder will be available by 11th October • Website content will contain map and information on search area, link to the Search Area report will be available by 8th October. Charlotte to flag up on website when report will be available • Copeland Working Group will announce proposal for 2 search areas later today <p>5. WS1 UPDATE– activities update against plan, confirmation of any changes to plan, confirmation of public events</p> <ul style="list-style-type: none"> • Multi-Cultural Cumbria have invited Allerdale Working Group to take part in Cultural Bazaar planned for April 2022. Multi-Cultural Cumbria have offered to help link us to wider projects that they are working on in the area • Silloth event planned for 30th October • Propose holding event at Workington on 9th November • Need more opportunities for people to engage with us and have their say • Need to agree on clear message if we have more pop-up events • Explore additional appropriate opportunities • Lack of signage at events • Keep an eye out for any big events that are known in the area to consider if we should try and hold an event on same day <p>Decisions required:</p> <ul style="list-style-type: none"> - Agree wording for social media promotion for events (previously distributed) – Wording was agreed by all subject to the role of ‘RWM’ being explained - Agree Workstream delivery plan (previously distributed) <p>Agreed to sign off Workstream 1 delivery plan and schedule.</p> <ul style="list-style-type: none"> - The WG will continue to look out for suitable opportunities that may arise however the workstream 1 delivery plan is now signed off. - Any activities not achievable due to factors beyond WG control would be included in the CP handover pack. 	<p>To note</p> <p>DR</p> <p>To note</p> <p>LS</p> <p>CG</p> <p>To note</p> <p>To note</p> <p>To note</p> <p>To note</p>	
6.	<p>WS2 UPDATE (to include revised SAID Workshop notes) – Confidential</p> <ul style="list-style-type: none"> • JMA to forward SAER to DR with minor amends • Declaration of Interests to be updated 	<p>JMA</p> <p>To note</p>	

	<ul style="list-style-type: none"> • Wording on how Search Area was arrived at needs to be clear – geological maps from the workshop can be used for clarification – DR to provide clear briefing <p>Decisions required: - Approval of Workshop notes from 7/8 July (previously circulated) – Approved by all - Agreement of comms for Search Area announcement (previously circulated) – Agreed, EC to distribute final doc - Confirm announcement of search area by WG on 5th October – Agreed subject to pre brief with Allerdale Borough Council - WG to note (& acknowledge receipt of) Search Area Evaluation Report (report confirms the Search Area has potential to host a GDF) – Receipt acknowledged by all</p> <p>7. WS3 UPDATE – review of plan, update on progress - Ratification of convening of Selection Panel – change of members to note - Discussion of Socio-economic report – how to use this to inform appointment selection (previously distributed)</p> <ul style="list-style-type: none"> • CG shared Schedule of Activities • Community Partnership Roles and responsibilities doc with legal • Selection panel to meet on 1st October • Change of Selection Panel members – members will now consist of Annabelle Lillycrop, Marion Fitzgerald and Jocelyn Manners-Armstrong • CP Selection Criteria agreed in principle, subject to final document being circulated and Roles and Responsibilities doc to be reviewed and agreed by email once back from legal • Initial CP members for a potential CP to consist of RWM/ABC/CALC plus 2 selected community members (+/-1) • Look at trends from mapping exercise by ward and help identify potential CP reflective groups • Socio economic report to be discussed at Friday’s meeting • Proposed initial CP membership and approach to be added to agenda <p>Decisions required: -Approach to selecting and appointing initial CP members – agreement required SELECTION CRITERIA AND ROLES & RESPONSIBILITIES AGREED SUBJECT TO PLAIN ENGLISHING AND OUTSTANDING QUERIES WITH LEGAL TEAM - Identifying potential community members and approach to be discussed by Selection Panel on Friday 1st October</p> <p>It was noted that there are groups that have systems in place for identifying members. For example there is a third sector process.</p> <p>- Agree approach to informing Relevant Principal Local Authorities of WG’s intentions - To be added to agenda on 6th October for discussion. AL to draft email</p>	<p>DR</p> <p>To note To note To note To note AB To note LS</p> <p>JMA/MF/AL</p> <p>LS/AL</p>	
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	- Agree Community mapping is sufficient- AGREED -Agree Schedule of Activities – AGREED SUBJECT TO AMENDMENTS MADE IN MEETING	To note To note	
8.	AGREEMENT OF SCHEDULE OF FUTURE WS1 AND WS3 MEETINGS Agreed future meetings will cover both Workstreams and any other urgent ongoing subjects	To note	
9.	AOB – n/a		
10.	DATE OF NEXT MEETING: 28 OCTOBER 2021	To note	

