

MINUTES FROM ALLERDALE WORKING GROUP MEETING

ALLERDALE WORKING GROUP

24th November 2021, 0930 – Teams

Attendees: Eva Chua (EC)
Jocelyn Manners-Armstrong (JMA)
Dot Kirk-Adams (DKA)
Annabelle Lillycrop (AL)
Laura Kay (LK)
Charlotte Gleeson (CG)
Dan Rigg (DR)
Katy Arnott (KA)
Alison Beard (AB)
John Evans (JE)
Mary Bradley (MB)
Justin Chamberlain (JC)
Richard Mayne (RM)

Minutes: Katy Arnott
Apologies: Marion Fitzgerald, Andy Ross, Linda Scott

item	Description	Action Lead	By when
1	WELCOME/APOLOGIES AND INTRODUCTIONS. Apologies received from Marion Fitzgerald, Andy Ross, Linda Scott	To note	
2	PREVIOUS MINUTES/ACTIONS - minutes from the meeting held on 17 th November were agreed subject to Action 67 amendment below. Amended Action 67 to update as follows: <i>DKA to respond to the member of public who emailed (regarding a petition), to inform them to contact the Contact Centre who will deal with an official response.</i> The updates on previous actions were noted and updated	To note KA KA	 26/11 26/11
3	REFLECTIONS - LESSONS LEARNED/MIRO BOARD <ul style="list-style-type: none"> Working Group members agreed to postpone Agenda item 3 to a future meeting as insufficient Working Group members were present. Potential new date for Reflection Workshop (2 hours) -Wed 15th December. Attendees list to prepare. Aim to include all Working Group Members and representatives from RWM's Core Team, Policy, Geology, Campaigns, CIF and the Contact Centre. 	To note KA KA	 26/11 26/11

	<ul style="list-style-type: none"> • Dot to facilitate and send questions to attendees of the Reflection Workshop to enable thought and time to be given to the questions posed. To enclose Traverse reports. 	DKA	8/12
4	<p>COMMUNITY PARTNERSHIP PREPARATION –</p> <ul style="list-style-type: none"> • Update from last week’s meeting re: Welcome pack/Handover pack by EC • On the 19th November an introductory meeting took place with the prospective Community Partnership (CP) members. • The draft Community Partnership Agreement (CPA) was reviewed. The prospective CP members were happy with the document on the understanding that it will be reviewed periodically as and when new members join. • The Working Group Chair’s comment regarding the right of withdrawal was highlighted during the review. The prospective Community Partnership members were satisfied that this is covered in policy. Reference- Working with Communities Policy Ref: 6.91 • The draft CPA is being prepared for final review by Allerdale Borough Council’s legal team. • The CPA will include a named representative plus a deputy for each CP member organisation. • MB noted that she’d had recent discussions with RWM re: Personal Liability and confirmed that a satisfactory way forward had been agreed. It will not be included in the CPA document and will be a separate note. RWM will confirm its response. • The CP Handover Pack will be reviewed by the Working Group once completed and will not be handed over until a Community Partnership is potentially formed. • The welcome letter for the initial CP members will come from RWM but going forward will come from the CP Chair. <p>Accessibility</p> <ul style="list-style-type: none"> • Equality, Diversity and Inclusion (EDI) and Accessibility background work is in progress. • To ask prospective CP members to raise any accessibility issues and training requirements in future planning sessions. • Regular onboarding sessions provisionally planned. The contents will consider the EDI and Accessibility options. • Note that Allerdale Borough Council are not involved currently and so the Working Group should be aware not to plan too much in advance until they can fully participate should a CP be formed. • DKA to prepare her ideas around visioning and share with Working Group. 		
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	<ul style="list-style-type: none"> • DKA to prepare her ideas around visioning and share with Working Group. 	DKA	8/12



5	<p>COMMS UPDATE</p> <ul style="list-style-type: none">• Update from recent Comms activities by LK. Presentation Topics - Social Media, Media Coverage and Potential Community Partnership Launch Comms Planning.• Until the decision from Allerdale Borough Council (ABC) is known the comms plan was agreed to continue as low key and prepare for a potential bigger plan to launch CP in the new year post ABC's decision.• Responsive lines were presented for 3 different scenario's pending Allerdale Borough Council's decision whether to join a potential Community Partnership.• Scenario 1 – to add additional wording to reflect gap over Christmas.• JMA agreed to be the spokesperson should the press contact the Working Group pending Allerdale Borough Council's decision whether to join a Community Partnership.• Next newsletter issue date - 10th December- possible contents suggested hydrology, marine geological surveys, BBC news Finland, Community Partnership decision.	LK	25/11
6	<p>SCHEDULE</p> <ul style="list-style-type: none">• Update of Key Schedule activities presented by CG• Schedule includes 2 options for Interim CP Chair nominations based on the pending decision from Allerdale Borough Council whether to join a CP and contingency planning for a possible delay.• Agendas for future Working Group meetings will be based on schedule activities.• CP launch planning meetings should ideally involve the prospective CP members and include an ABC Representative.• The option of arranging a joint session for WG members and prospective CP members to discuss transition and launch plans was discussed.• To ask the prospective CP members if they are willing to attend sessions leading up to launch of CP. DKA possibly facilitate.• Provisional launch date for potential Community Partnership -18th January 2022. This date has moved due to the extended lead-time of the onboarding of the interim Chair.• Schedule to be updated post Allerdale Borough Council decision. • WG members posed a question -What resources and funding parameters would be available if a potential Community Partnership was to be formed?• AL stated that the potential Community Partnership would be supported by the resources of an RWM Core Team similar to the one already experienced by the Working Group. The	EC	30/11



7	<p>CP Programme of Activities once developed would be costed and agreed with RWM. Other areas of expenditure that could use local supply chain could be discussed with the needs of a Community Partnership and this conversation would be kept open with the potential CP.</p> <ul style="list-style-type: none">• MB discussed that initial discussions with the prospective CP members would need to be planned to determine the overall purpose of the Partnership and how CP members would be involved and how the CP would interact with RWM. <p>AOB</p> <ul style="list-style-type: none">• Potential CP Website updates by Richard Mayne.• Link to mock site requested to be sent to WG members• To include Website update on next Agenda -8th Dec- JC MH• WG Members agreed interim CP Logo – Option B with an exposition for WG to agree. <ul style="list-style-type: none">• Working Group Engagements to continue as per Workstream 1 delivery plan.	RM LS	25/11 26/11
8	DATE OF NEXT MEETING: 1st DECEMBER, 10am		



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