



MINUTES FROM COMMUNITY PARTNERSHIP MEETING

HELD ON 23rd FEBRUARY 2022, 0830am – Teams

Attendees:

- Mary Bradley (MB) - Chair
- Charlotte Gleeson (CG) – Project Manager
- Gordon Grant (GG) – Community Engagement Manager
- Richard Miller (RM) – Chamber of Commerce
- Chris Shaw (CS) - Calc
- Marion Fitzgerald (MF) – Allerdale Borough Council
- Alison Beard (AB) – Community Engagement Co-ordinator
- Jason Flynn – Community Investment Funding
- Robin Kimber – Traverse
- John Evans – Contact Centre

Minutes: Linda Scott (LS) - Secretariat

Apologies: Suzanne Caldwell – Chamber of Commerce
 Deborah Naylor – Inspira

Item	Description	Action Lead	By when
1.	<p>WELCOME/APOLOGIES – Apologies received from Suzanne Caldwell and Deborah Naylor</p> <p>The Chair welcomed all to the meeting and invited Jason Flynn, Grants Manager and John Evans, Contact Centre to introduce themselves</p>	To note	
2.	<p>PREVIOUS MINUTES/ACTIONS</p> <p><i>Agree minutes from the previous meeting held on 8th February and review outstanding actions</i></p> <ul style="list-style-type: none"> • Minutes of the previous meeting were approved by the members • All actions completed 	To note	
3.	<p>SIGN OFF RECRUITMENT PACK – Previously distributed Pack</p> <ul style="list-style-type: none"> • Community Engagement Coordinator (CEC) shared and discussed the pack with all • Photograph (with Laura Kay) to be added on first page • CIF Funding Panel members para has been added • CP Members Applications to be forwarded from Contact Centre to LS • Contact Centre will deal with telephone queries and forward as appropriate <p>Application Form</p>	<p>AB</p> <p>AB</p> <p>To note</p> <p>JE/LS</p> <p>JE</p>	



	<ul style="list-style-type: none"> • Updated form to be put on Hub – forward to Secretariat • Digital version of application form in progress – CEC to share 	AB AB
	<p>Process</p> <ul style="list-style-type: none"> • Advertising is in process within the Times and Star and social media for 2 weeks from 7 March • Shortlisting will be carried out within the selection criteria and by following policy • Applications are encouraged from all groups • If individuals are unsuccessful with their application other options can be explored with them • Looking for ideas for Forums • Secretariat to send out email asking for Stakeholder suggestions to be made to CEC • Are Stakeholder Forums to consist of people within or out-with search area? – need for clarification • MF has agreed to be a representative on the interview panel • Members are happy to go ahead with the Recruitment Pack and the process 	LS AB/KA To note
4.	<p>CIF DISCUSSION – paper previously distributed</p> <ul style="list-style-type: none"> • Paper discussed with all • Need to set up CIF panel • Amendment needed to the front cover of the leaflet heading-discuss with CEM • Members are happy with the leaflet-subject to ‘GDF’ being removed • Members agreed on poster subject to amendments– Allerdale branding to be added and photograph to be changed, email addresses to be checked • Funding Fair taking place on 30th March • ‘Presentation box’ with accessible materials to be put together for any member to use at events • Documents need to make clear that grants are for groups which can benefit people within the search area • ‘Roles and Responsibilities’ of CIP should be consistent with Recruitment Pack/policy wording – discuss out-with this meeting • CIP members – recommendation 5 members – interim chair is to be the Chair of CP if first CIP meeting takes place before recruitment ends. Existing CP members can be part of CIP • CIF guidance needs to be clarified on application assessment • Initial Panel Meeting to be before end of March if needed to aid with any applications • Parties interested in funding have been noted but no funding applications have been received so far • CP members to raise any interest they have in joining CIP 	To note JF JF JF JF/KA JF/AB/GG JF JF
	<p>ToR</p> <ul style="list-style-type: none"> • Terms of Reference are still being checked internally and will be shared with members once completed • JF is taking over from Nichola Nelson Jones’ role in Allerdale CP • CP members to be kept informed of any potential funding awards 	All To note



5	<ul style="list-style-type: none">• Yearly funding stops on the anniversary of formation of CP• Onboarding dates to be set up for members• Further date to be scheduled for agreement of CIF progress <p>AOB</p> <ul style="list-style-type: none">• Interesting meeting with joint CP members last night and good content – re-run scheduled for 7th March 5-6:30pm – Secretariat to send invitation to MF/MB• It was thought that more CP members would have attended last night's meeting as it seemed to be top heavy with RWM staff• New Scientist meeting taking place tonight – Secretariat to forward joining link• Committee on Radioactive Waste Management, (CoRWM) are the scrutiny body for RWM and they are keen to promote their plenary meetings to Working Groups and CP members. If anyone wants to attend their next meeting on 15th March please let Secretariat know and the link to attend will be forwarded• Allerdale CP members are happy for proposed Yonder survey to go ahead• Hopefully future surveys will take into account how residents with no landlines can take part in any survey• Dream Placement meeting with 3 students took place last week – students were against youth panels but were keen to be involved in the wider discussion alongside and on a par with other participants. Also keen to do more with school engagements and GDF lego interactive days.• Community Engagement and Communications will be the 2 main agenda items for next meeting	AB JF/MB To note LS LS LS To note	
6	DATE OF NEXT MEETING – Thursday 10th March 8:30am	To note	