

Working in Partnership Copeland**Minutes of the 11th meeting of the Copeland GDF Working Group**

Held at Microsoft Teams
On Thursday 12th August 2021
Commencing at 09.00

PRESENT:**Voting Members:**

Mark Cullinan	Independent Chair
Gary Bullivant	Irton Hall Ltd
Cllr David Moore	Copeland Borough Council, Councillor & Nuclear Portfolio Holder
Cllr Andy Pratt	Copeland District Association of Local Councils (CALC), Chair
Gillian Johnston	RWM Community Engagement Manager

Supporting Attendees:

Nick Gardham	Independent Facilitator
Chris Shaw	Copeland District Association of Local Councils, Liaison Officer
Pat Graham	Chief Executive Copeland Borough
Steve Smith	Copeland Borough Council, Nuclear Projects Manager
Rob Ward	Nuclear Sector Manager for Copeland Borough Council
Barnaby Hudson	RWM Siting Manager
Claire Dobson	RWM Copeland Community Coordinator
Craig Taylor	RWM Head of Regional Communications

In attendance:

Duncan Grimes	Traverse
Sue Shepherd	RWM Copeland Community Coordinator
Anne Broome	RWM Copeland Community Coordinator
Karen Agnew	RWM Secretariat Copeland Working Group

APOLOGIES:**Voting Members -**

Andy Ross (delegate)	Genr8 North
David Faulkner	Private Resident
Steve Wilkinson	RWM Project Manager
Gillian Thorne	RWM Working Group Communications Lead
Mark Walker	Genr8 North

WELCOME AND INTRODUCTIONS

- The Chair welcomed everyone to the meeting. Attendees confirmed and Apologies announced.

RWM new employees (Sue Shepard & Ann Broome) were introduced to the Working Group.

AGENDA 1: IDENTIFY VOTING MEMBERS OF THE WORKING GROUP, ANY CONFLICT OF INTEREST, MINUTES OF PREVIOUS MEETING.

- Recorded voting members from each organisation.
- Any changes to voting members to be notified.
- Assuming members attending the meeting hold the vote for themselves/their organisation unless they say declare otherwise.
- Minutes of previous meeting are a correct record – original minutes were amended following comments and recirculated prior to meeting.

Action: Illustrations of funding examples. This was shared after the previous Working Group meeting and will be recirculated.

- Confirmation of no required amendments to members declarations of interest.

**AGENDA 2:
OUTSTANDING ACTIONS AND REVIEWS**

Chair reviewed outstanding actions.

Ref 290721	Meeting Action Log	
CWG001	Amend 150721 Minutes	KA Completed
CWG005	RWM Policy checks on posting to Local Facebook Pages for community engagement. Ongoing and will report back at next week.	GJ Ongoing
CWG006	Include items 1 – 6 from the Workstream Action/Decision log to the August Agenda	KA Completed
CWG006	Include items 7 – 14 from the Workstream Action/Decision log to the September Agenda	KA Completed
CWG007	Comms statement around unitary boundaries to be prepared and shared. Focus of WG on existing boundaries	GT Completed
CWG008	Share Comms and Engagement slide deck with Working Group Shares	GT Completed

Q - Clarity sought in relation to application of Copeland Borough electoral ward boundaries for the Search Area following announcement of Government restructure.

A - The current position is to use the Copeland Borough electoral ward boundaries as defined in policy. The Working Group should be aware of any proposed changes going forward but this will be something that will be for consideration at Community Partnership(s).

The decision to form Community Partnership(s) could be taken before the end of the year and the recognition and adoption of any revised Unitary electoral ward boundaries is likely to be after the formation of a Community Partnership(s).

RWM

RWM provided a brief update with regards to the media attention received in Lincolnshire and Hartlepool where early initial discussions have been conducted with Interested Parties.



It was advised that further clarity could be provided to Working Group members by the Community Engagement Manager if requested.

Chair

The Chair attended the West Cumbria Sites Stakeholder Group and presented on behalf of the Working Group. It was an interesting and useful opportunity. After the main meeting, a further meeting was held with the Chair of Ponsonby Parish Council at request.

General

The Parish Council Bulletin and Letter from Chair had been distributed by CALC to Parish Councils.

AGENDA 3:

WORKSTREAM 3 – ITEMS FOR DECISION/REVIEW BY WORKING GROUP MEMBERS.

1. Agree template Community Partnership Agreement and Terms of Reference
2. RWM to Confirm Community Investment Funding mechanism in place
3. Confirm Interim Chair for up to 2 Community Partnerships
4. Agree selection process for Community Partnership(s) Interim Membership
5. Review Engine Room
6. Review Community Partnership Launch Readiness

It was acknowledged within previous meetings and the agenda that if Working Group progress was to be maintained there was a requirement for a number of decisions to be made relating to Workstream 3. It was confirmed that if an agreement cannot be reached by consensus then a vote may have to be taken.

Item 1 - Community Partnership Agreement

RWM intend to circulate a final draft to Working Group members by the end of this week. Following receipt of comments if required a final meeting may be arranged to resolve any outstanding comments. The requirement to agree a template Community Partnership Agreement and Terms of Reference was postponed to the next meeting.

Action – Item for decision to relating to template Community Partnership Agreement and Terms of Reference to be added to next meeting agenda.

Item 2 - Community Investment Funding (CIF)

RWM provided confirmation that the ability to dispense CIF is in place. Working Group acknowledged that funding mechanism are in place.

Q - Clarity sought with regards to appropriate timing for members of the Community Investment Panel selected?

A – Establishing a Community Investment Panel (subgroup) would be an objective and early task of the Community Partnership(s).

Action – Decision log to be updated to reflect RWM confirmed funding mechanism in place and this was noted by Working Group members.

Item 3 - Community Partnership Interim Chair

At previous Working Group meeting (16/06/21) the options to appoint an Interim Chair were discussed and it was agreed that the current Chair would be invited to join as interim Chair of the Community



Partnership(s). This would be for a limited period (circa 3months), with recruitment of a Chair being an objective of the Community Partnership(s).

The current Chair confirmed that he had agreed to accept the role of interim Chair of the Community Partnership and also made a Declaration of Interest to the Working Group. This declaration had been noted by RWM and documentation had been updated to reflect this.

Action – Decision log to be updated to reflect confirmation for Interim Chair for up to two Community Partnership(s) is in place.

Item 4 - Selection Process Community Partnership(s) Membership

- 4a) Membership of Working Group Selection Panel for Community Partnership(s)
- 4b) Selection Criteria to be used by Working Group Selection Panel
- 4c) Structure of Community Partnership Membership

4a) Membership of Working Group Selection Panel for Community Partnership.

Workstream 3 recommendation based on Policy is that the Selection Panel include: Independent Chair, RWM and Principal Local Authority with support provided by Secretariat who will not have a vote.

Chair sought a consensus, which was not initially achieved. Following discussion, it was decided that prior to initiating a vote, a review of the recommended Structure of the Community Partnership(s) Membership be discussed which may support a decision relating to the Selection Panel.

Following a review of the Community Partnership(s) Membership where it was confirmed that there will be further discussion within the Working Group regarding CALC and Interested Parties the Chair sought a consensus which was attained.

Action – Decision log to be updated to reflect agreed consensus with regards to Selection Panel membership.

4b) Selection Criteria to be used by Working Group Selection Panel.

The Policy states when identifying prospective members of the Community Partnership, the Working Group will need to consider the types of skills, knowledge and experience that the Community Partnership(s) may need. Workstream 3 have recommended a template selection criterion that the Selection Panel may use when considering prospective members.

The Chair noted that the criteria were broad and objective and therefore appropriate. Working Group Members were requested to provide suggestions if determined to be necessary.

Action – Decision log to be updated to reflect agreed consensus with regards to template Selection Criteria.

Action – Request for any comments to be provided to provide comments by 20th August.

4c) Structure of Community Partnership(s) Interim Membership.

Workstream 3 recommendation based on Policy is the Community Partnership(s) membership at launch should include:

- Independent Chair
- Principal Local Authority (Copeland Borough Council)
- RWM (the developer)
- Community Members – to be selected by the Selection Panel
- Town & Parish Council representation – to be selected by the Selection Panel

It was confirmed that CALC could represent Town & Parish Council in the Community Partnership(s).

It was confirmed that interested Parties (not included rPLA) could represent Community Members in the Community Partnership(s) if they wish to do so, but they could also opt out.

It was confirmed that an Interested Party could be invited to submit an application to join the Community Partnership by the Selection Panel.

A Working Group member stated that they were disappointed that CALC and any Interested Parties could be omitted from a Community Partnership(s) as the Partnerships purpose was to work with communities.

The Chair asked for clarification on the recommendation in terms of CALC and Interested Parties in terms of Community Partnership membership. The recommendation to the Working Group on the structure of the membership was confirmed.

It was requested that there be further discussions with the Working Group at 27th September meeting with regards to a recommendation to be presented to the Selection Panel regarding CALC and IP membership.

Action – Decision log to be updated to reflect agreed consensus with regards to Community Partnership(s) Membership.

Action – Item for discussion relating to CALC and Interested Parties to be added to next meeting agenda.

Item 5 – Review Engine Room

The recommended “Engine room” that been created in collaboration with Principal Local Authority and RWM is designed to demonstrate the resource required by the Community Partnership(s) for the first 6 months. (See Figure 1).

It is acknowledged, after 3 months, there may also be a requirement for a dedicated local event team.

Q – It was raised that the current “Engine Room” doesn’t acknowledge the support provided by CALC. It was acknowledged within Working Group CALC have provided support to maintain communication with Local Parishes.

A – It was explained that the “Engine Room” was reflective of early resource considerations and didn’t want to pre-empt the Community Partnership(s) Membership. It was agreed that an updated version of the “Engine Room” slide would be produced to acknowledge the agreed Community Partnership Membership. It was reiterated that CALC could represent the Town and Parish Councils.

Q - It was questioned why certain community elements, organisations, and groups e.g., industry and businesses don’t appear to be represented.

A – The Working Group were reminded that the decision was taken on representing the support required “Engine Room” and not the membership of a Community Partnership.

Action – “Engine Room” slide is to be updated to reflect agreed Community Partnership Membership and circulated for comment.

Engine Room slide was noted by Working Group Members.



Item 6 – Community Partnership Launch readiness

I was decided to covered item in Agenda Item 6.

It was confirmed that all items for this Agenda point had been covered at this meeting. It was acknowledged that to maintain progress there will be a number of key discussions and decisions required at the next meeting.

Chair thanked Working Group members for their contribution with regards to Workstream 3.

AGENDA 4: OPPORTUNITY FOR UPDATES FROM WORKING GROUP MEMBERS

Discussed in Agenda Item 2, no further updates.

AGENDA 5: WORKSTREAM (1 & 2) AND WORK PLAN UPDATES

Workstream 1

In the month Pop-Ups have taken place in the following locations with approximately 112 attendees. The objective of the Pop-Ups is to raise awareness of the Working Group and exhibitions planned in September.

- Cleator Moor
- Thwaites
- Whitehaven
- Egremont
- Seascale

The overall sentiment has been positive, with the exception of Thwaites. All questions will be collated and circulated to Working Group by 20th August. One event has been cancelled due to unforeseen issues preparing the venue. The Thwaites event has proven to be the most challenging with sentiment of visitors and limited staff. Staffing of pop ups has been reviewed for future events.

Action – Questions from pop-up events to be circulated to the Working Group by 20th August 2021

Future Events

A full borough leaflet drop will be sent out 12th August to mitigate expected postal delay. This should allow sufficient time for the leaflets to be delivered prior to the Live Exhibitions starting on the 1st September. Since the leaflets were printed, another venue has been added to the events and the people in the area will receive two mail drops.

RWM will endeavor to report on questioned raised from all events at the next Working Group meeting on the 27th September.

Workstream 2

The RWM technical team are preparing a series of documents to support the Working Group identify the Search Area(s). RWM are planning to circulate documents ahead of the next Working Group meeting on the 27th September.

Workplan

Each Workstream is making good progress towards forming a Community Partnership before the end of the year. It has been identified that additional meetings maybe required to support the Working Group in preparing for a progress review following the exhibitions in September.



Q - It was requested that to support progress and efficiency of the meeting on the 27th September that any documents be shared in advance would be prudent to allow prior reading.

Action – A meeting to be arranged with the Chair and Workstream conveners.

Acton – RWM Project Manager to review Working Group Progress Summary Report format and share with Chair in September.

AGENDA 6: COMMS AND ENGAGEMENT UPDATE -

Outline of the comms plan and the work over the coming weeks.

Media Round Up

There has been continuing media coverage with regards to initial conversations being conducted in Lincolnshire and Hartlepool. Some coverage includes passing reference to the Working Groups already established in Cumbria.

Media and Comms Next Steps

Launch of September Exhibitions

- Digital advertising
- Mail Shot
- Potential Press release
- Posters

Newsletters – broken through 300 barrier for subscribers. Increased by 10% approx. from people attending pop-ups.

Contact Center

The Contact Centre are receiving an increased volume of questions with more detailed answers required as well as the Community Engagement Team receiving direct questions from the public.

Action – RWM Community Engagement Manager and RWM Head of Regional Communications to arrange a meeting to discuss Community Partnership Launch readiness.

AGENDA 7: AOB

GJ on holiday until 23rd August.

AGENDA 8: DATE FOR NEXT MEETING

27th September 2021

The Chair would like to remind Working Group members to be as supportive as they are able to be during what is a very busy time.

Ref 120821	MEETING DECISION LOG	
CWG003	CIF Funding confirmation of mechanism recorded in Minutes	KA



CWG003	The CPA and ToR will not be signed by the Working Group as this will be at the discretion of the CP members	ALL
CWG003	The Chair confirmed that they would accept the role of interim Chair in a Community Partnership(s).	Chair
CWG003	Membership of Selection Panel – Consensus agreed	ALL
CWG003	Selection Criteria – Consensus agreed	ALL
CWG003	Interim Membership – Consensus agreed	ALL
CWG003	Include Town & Parish Councils in the wording of the relevant block within the Engine Room Slide and record decision in Minutes	RW/KA
CWG003	Workstream 3 progress to be presented to Working Group on 27 th September.	
Ref 120821	MEETING ACTION LOG	
CWG001	Illustrations of funding examples to be circulated after the meeting.	GJ
CWG003	Circulate CPA and ToR to Working Group Members	CD
CWG003	Arrange final review meeting with RWM and Legal regarding CPA and ToR	HC/CD
CWG003	Working Group agreement to CPA and ToR to be notes at meeting on 27 th September	KA
CWG003	Working Group members invited to suggest amendments	ALL
CWG003	Further discussion with Working Group to discuss the role of CALC and IP	ALL
CWG003	Engine Room slide to be circulated to Working Group Members	13 th August KA
CWG005	Questions from pop-up events will be circulated to the Working Group	20 th August KA
CWG005	A meeting to be arranged with the Chair and Workstream conveners.	KA /BH
CWG006	Comms Slides to be shared after meeting	KA
CWG006	RWM CEM and RWM HoRC to arrange meeting to discuss Launch Readiness presentation	CT/GJ