

West Cumbria Sites Stakeholder Group (WCSSG)

Community Engagement Co-ordinating Sub-committee

Minutes from the second Meeting of the Community Engagement Co-ordinating Sub-committee held on the 27th May 2005 at the Copeland Centre.

1 Welcome and apologies

Attendees:

Cllr E Woodburn (Chair)
Ms S Williams
Prof S Jones
Mr A Whittaker
Miss A MacMillan
Rev J Hetherington
Mr R Hargreaves

Apologies were given from: Mr F McMorrow, Mr R Roper, Mr K Thompson, Ms S Brown, Mr P McKenna, Cllr C McCarron-Holmes, Mr P Kane, Mrs F Wilson, Mr P Hallington, Mr J Knox,

Watching brief: Mr G Williams, Mr A Mayell,

2 Ratification of minutes from previous meeting

Minutes from previous meeting (13) were ratified, with minor amendments.

3 Actions from previous Community Engagement Co-ordinating Sub-committee held on the 29th April 2005. meeting (1)

Action 1.1 - AMac to arrange for the West Cumbria & Nuclear Presentation to be updated to reflect recent changes by the 17th May to be distributed to members by the 19th May.

- Presentation to be distributed to those who are undertaking a presentation at this current time whilst transforming WCSSG branding. **Complete**

Action 1.2: AMac to distribute a copy of the draft terms of reference for this group on the 3rd May, members are asked for comments by the 12th May for ratification at the next meeting.

- **Completed.** Agenda item 4

Action 1.3 - FMc, SJ, PH to produce a list suggesting the key areas for engagement that will require management of communications to obtain responses. JH to feedback to AMac by the 12th May.

- **Completed.** Sent with May agenda.

Action 1.4 - The group would like further feedback as to the viability and benefits of an external professional facilitator being retained for the single issue process (review with R. Harris).

- **Complete.** Agenda item 6

Action 1.5 - AMac to re-send the calendar of events to members for information with the draft minutes of this meeting.

- **Completed.**

Action 1.6 - Produce a timeline for the single issue process highlighting critical dates for discussion at the next Community Engagement co-ordinating sub-committee meeting on the 27th May.

- **Complete.** Agenda item 5

Action 1.7 - Phil Hallington (British Nuclear Group representative) to co-ordinate the industry representation for the Integrated Waste Strategy single issue topic.

Complete. Agenda item 5

Action 1.8 - Shirley Williams to explore and clarify scope details of the AGR Strategy request from M. Forwood. How are requests recorded in the framework document?

Complete. Agenda item 5

4. Review and ratification of the Terms of Reference

Members received the ToR for comment and further discussion.

Action 2.1 - A.Mac to amalgamate comments and re-circulate for final review by members prior to ratification at the next meeting. Final comments to be received by A.Mac by the 20th June 2005.

Membership

- The substantial resource input from CCC required has been recorded and noted.
- Discussions have been held with Allerdale chief executive requesting confirmation of committed representation on the WCSSG and sub-committees.
- PK queried if all core members of the CECSC should sit on the main WCSSG - determined not practicable.
- Alan Whittakar informed the group that he would not be part of the core membership in the future. It was hoped and encouraged that he would continue to attend the meetings as a member of the public. A suggestion was made that his experience would be better utilised by a single issue panel especially when discussing contaminated land and wet silos.

Action 2.2 - The chairman requested an official letter of thanks be drafted to send Alan Whittaker to recognise his efforts over the months. (EW/A.Mac)

- Core members will require to be formally invited to participate and secure a commitment. Certain core membership bodies will need to be nominated by groups to ensure openness and transparency.

Action 2.3 - Letters inviting core members to become involved in the CECSC to be drafted by the secretariat, to be circulated prior to the next meeting for comment and agreement.

5 Way forward - consultation process

Discussions covered Actions 1.6 - 1.8

Action 1.6 - Produce a timeline for the single issue process highlighting critical dates for discussion at the next Community Engagement co-ordinating sub-committee meeting on the 27th May.

Draft timeline discussed at the meeting, to be circulated with the minutes.

Develop Framework Document Timeline

Issue invite to participate	- 3 weeks
<u>Consultation Stage A</u>	
Panel Meetings (generation of feedback)	- 4 weeks
Close stage A	- 1 week
Issue summary document	- 4 weeks
<u>Consultation Stage B</u>	
Consultation period on summary document	- 8 weeks
Review responses	- 4 weeks

Publish final findings document

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Web-site

A mechanism for advertising the WCSSG, associated sub-committees and other forums will be managed and available by the end of June 2005.

- Group suggested the following mechanisms could be available on the web-site :
 - Feedback scope document should be available to publish information and provide visible comments.
 - Discussion board
 - Ability to start up topics of interest
- A suggestion was made to investigate the capacity of local libraries to provide facilities to accommodate internet access.
- It was noted that not everyone has access to the internet and there would be a requirement to factor paper publicity into any communication plan.
- Ensure facility for persons to receive paper copies if requested on the database.
- Shirley Williams to feed into consultation programme.
- Investigate who should be authorised to add information onto the site and what control is exercised to ensure regular up-to-date information is displayed.

Action 2.4 - John Hetherington to provide to British Nuclear Group, Sellafield secretariat regarding his views on web-site design for the WCSSG.

Action 2.5 - Shirley Williams to co-ordinate the CECSC's suggestions for the WCSSG mechanism of the consultation process. Provide an update of the development of the WCSSG web-site for individual comment and discussion at the next meeting. Agenda item.

A question was raised regarding the progress on the four NTWP's and what difficulties had been encountered. Would it be possible to receive or have access to a regular activity report detailing the % complete to date.

Action 2.6 - A.Mac to identify if a report exists to show progress on the 4 NTWP's and its location.

Peter Kane commented that the Trade Unions have a web-site with interesting information located at www.nUKlear21.com .

6 Topics and timetable for single issues

Action 2.7 - Shirley Williams to circulate clarified single issue topics that have been identified as topics for consultation. To be circulated prior to the next meeting.

It was identified that it would be the responsibility of the secretariat to commission and co-ordinate the framework document.

It was decided that the site end points would be the first single issue topic and input off-line would be required to produce a clear objective and populate the framework document.

Action 2.8 - Steve Jones and Ron Hargreaves to progress setting the question for the site end points framework document to be circulated prior to the next meeting.

Action 2.9 - Site end points framework document to be ready for comment at the next meeting on the 24th June.

It was highlighted that there is a requirement to secure external facilitation for initial single issue panels. Training will be provided to those who can commit to being available for a maximum of 4 meetings per year.

7 Discuss logistics and publicising future meetings in public

It was agreed the next meeting of the CECSC at the Copeland Centre is to be advertised as open to the public.

The next meeting will be held at the Copeland Centre on the 24^h June from 10.00 - 12.00.

Summary of Actions

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