



Thorp Management Centre
B582/2
Sellafield
Cumbria
CA20 1PG

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Life Cycle Base Line Sub-committee

Third Meeting: 28th April 2004

Attendees

Cllr E Woodburn (Chair)
Ms S Williams (Secretary to SLIC)
Cllr C McCarron-Holmes
Mr F McMorrow
Dr P McKenna
Prof. S Jones
Mr A Whittaker
Mr R Hargreaves
Mr K Thompson
Mr P Barlow
Ms F Wilson
Dr MJ Edmondson

Apologies were received from Peter Kane. The Chair welcomed two new members to the group: Ms Fee Wilson of the UKAEA and Dr Michael Edmondson of BNFL. The minutes of the March meeting were accepted.

Actions from March meeting

1 Consider asking media representative to join the sub-committee. SW

SW recommended using the editor of the Whitehaven News. The need to include all the press that covered local areas was stated but it was agreed that a one representative from the press would be beneficial. However, concern was expressed that a member of the press may inhibit discussion.

Action: SW to arrange a meeting with Whitehaven News to discuss the possibility of joining the committee and outlining concerns and seeking assurances regarding their potential impact. The outcome of this meeting is to be reported at the next committee.

2 *Develop terms of reference for the committee. SW*

A page of terms of reference was presented to the committee. A copy, incorporating the recommended amendments, of this is attached to these minutes

3 *Develop programme of forward meetings. SW*

Future meetings were agreed for the following dates (based on most convenient dates on or around the last Friday of each month):

Friday 28th May
Friday 25th June
Friday 30th July (day after facilitation workshop)
Friday 27th August
Friday 1st October

4 *Organise input of independent facilitator to help develop a robust stakeholder engagement process on behalf of the sub-committee. SW*

Presentation by SW.

SW held a meeting with Richard Harris (An independent consultant) who suggested that the LCBL sub-committee develop a process whereby the members become self-sufficient to develop their own stakeholder engagement process.

To allow this RH has distributed a proposal document and suggested a one-day workshop. 29th July 2004 was agreed as the most suitable date and it was suggested that Cllr David Moore should also be invited. **Action:** Secretary to arrange.

A meeting to be held 18th May 2004 (p.m.) was also agreed to scope out what was required from this workshop.

Communications Tools

SW presented two slides illustrating the breakdown of a potential communications structure and Key Messages that the SLLC should be communicating.

Figure one illustrates how the communications strategy is broken down. The SLLC effectively provide an introduction to the LCBL (and possibly a one page insert or similar into the individual site documents) process. The different contractors can then produce their own content at more detail for each site under a common format.

Specific communications to do with individual projects can then be co-ordinate by the site contractors themselves.

The Sellafield / Windscale etc documents shouldn't be completely independent – they should be presented in a similar format and badged separately to show that they are related yet allow the individual contractors to highlight their efforts

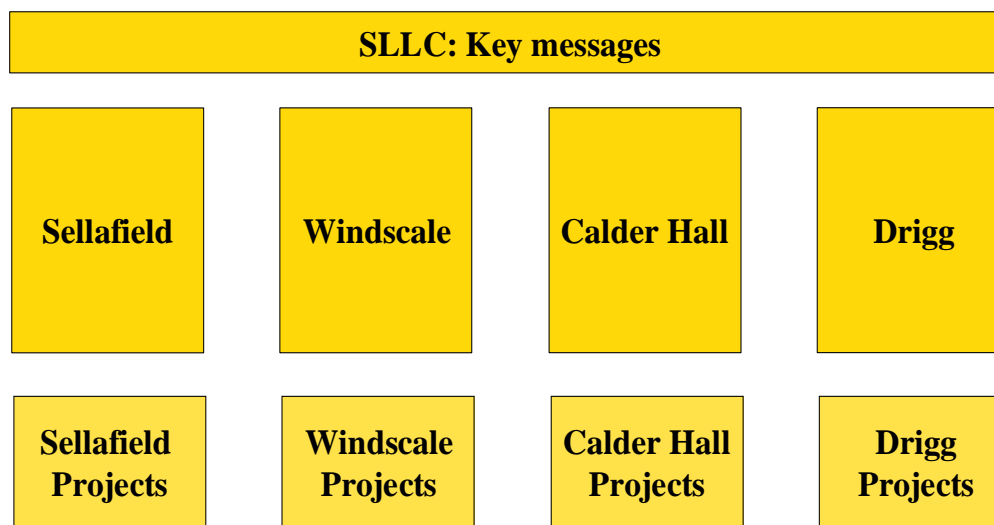


Figure 1 Breakdown of communications:

The Key Messages were endorsed although some minor wording changes were suggested and it was agreed that there was a need to manage expectation.

SLLC LCBL Sub-committee Key Messages:

The NDA is coming.

The NDA brings new challenges and opportunities.

Site operators will make public their vision for the future including decommissioning.

There is a commitment to take account of stakeholders' views.

The SLLC as the community watchdog; strives to ensure that the community has the opportunity to:

- access information
- ask questions/gain an understanding of the issues
- input its views



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Comments/ discussions

- FW stated that the UKAEA were keen to engage with this committee. However, the UKAEA has LCBLs for sites throughout the UK which were being co-ordinated together and she was conscious that the LCBL associated with the Sellafield site should not fall behind.

Action: FW to report on the compatibility of the programme being adopted here with that for the UKAEA as a whole.

- FW asked that Richard Roper (UKAEA) also be invited to future meetings of this committee.

Action: Secretary to invite.

- Alternative descriptions (future plans, site restoration, clean-up) to aid the understanding of the 'life cycle base line' were briefly discuss, however it was agreed that this would be a good 'icebreaker' for discussion at the facilitation workshop and should be decided there.
- A DTI stakeholder engagement workshop is being held on 11th May 2004 and those committee members attending are asked to provide feedback to this committee.

Actions

1. SW to arrange a meeting with Whitehaven News.
2. Secretary to arrange a one-day meeting to scope out the requirements from the facilitation workshop
3. FW to report on the compatibility of the programme being adopted here with that for the UKAEA as a whole.
4. Secretary to invite Richard Roper to future meetings



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SLLC Life Cycle Base Line Sub-committee

Terms of Reference

Responsibilities

To develop an engagement framework on the four West Cumbrian life cycle base lines (Sellafield, Windscale, Drigg, Calder Hall) for endorsement by the main SLLC group.

To ensure content and delivery of the engagement process meets community needs, allowing local people to understand the timetable and develop the capacity to become constructively engaged.

The SLLC is the community watchdog; strives to ensure that the community has the opportunity to:

- access information
- ask questions/gain an understanding of the issues
- input its views

Membership

Volunteers were invited to join the sub-committee at the request of the SLLC Chairman at the December 2003 public meeting. Cllr Elaine Woodburn was invited to take the chair.

The current membership is outlined in the most recent set of minutes and other members may be co-opted onto the committee as appropriate.

Quorum

Consists of 6 members including the chair.

Meetings

One per month during development of engagement process.



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Additional meetings as required by the Chairman.

Post initial development phase, meeting frequency to be determined by membership.

Accountability

To the Sellafield Local Liaison Committee (SLLC).

Review

Update reports to be presented at main SLLC meetings by the sub-committee chairman.

April 2004