



Working in Partnership Copeland

Minutes of the 1st Meeting of the Mid Copeland GDF Community Partnership

Held at Herdus House/Microsoft Teams

On Wednesday 1st December 2021

Commencing at 16.00

PRESENT:

Mark Cullinan	Independent Chair
Cllr David Moore	Copeland Borough Council, Councillor & Nuclear Portfolio Holder
Andy Pratt	Cumbria District Association of Local Councils (CALC), Chair
Julie Nugent	Beckermet with Thornhill Parish Council Chair
David Halliday	Seascale Parish Council
Gordon Smith	Haile and Wilton Parish Council
Bob Jones	Ponsonby Parish Council Chair
John Jennings	Drigg and Carleton Parish Council Chair
Gillian Johnston	RWM Community Engagement Manager – Mid Copeland Community Partnership

Supporting Attendees:

Gill Thorne	RWM Copeland Working Group/Partnership Communications Lead
Helen Conway	RWM Grants Manager

In attendance via Teams:

Karen Agnew	RWM Secretariat Copeland GDF Working Group
Serife Gunal	Traverse Independent Evaluators

APOLOGIES:

Mark Fussell	Gosforth Parish Council Chair
Barnaby Hudson	RWM Siting Manager

AGENDA 1: WELCOME AND INTRODUCTIONS

The Chair welcomed everyone to the meeting and the Independent Evaluators role was explained, it was established that members were happy for them to join the meeting. It was also confirmed that the current Chair is for an initial period of approximately 3 months as one of the first objectives of the Community Partnership is to recruit a new Chair. This can be a volunteer from the community or advertised as a paid position, the partnership will need to decide this. The Chair then encouraged everyone to go round the room and introduce themselves to the rest of the Community Partnership.

AGENDA 2: WORKING GROUP OBJECTIVES SUMMARY REPORT

The Chair gave the background on the Working Group Objectives Summary Report and its purpose in the formation of the Community Partnership. The Chair wanted to emphasise that the Working Group was a task and finish group and different to the Community Partnership which is a long-term process for the project, and he was keen to start off on the basis that we move at the pace



determined by the Community Partnership and the process needs to reflect that. The length of the project was discussed, and the fact that this is the first Community Partnership in the country.

One of the Working Group recommendations was to focus on the inshore area, the definition of which was explained to each member in their induction meeting. The Working Group recommended that seismic studies should be conducted in Summer 2022 and RWM is currently undertaking the procurement process. The Community Partnership members didn't raise any objections to this. It was put to the members that an RWM Seismic Subject Matter Expert (SME) could attend the next Mid Copeland Community Partnership meeting, and this was agreed.

Action – Seismic SME to be invited to attend the next meeting.

AGENDA 3: WORKING GROUP HANDOVER PACK

Whilst all new members have received an Induction and an Induction Pack, the Working Group recommended that further documents be included in a Handover Pack. These documents include the Declaration of Interest (DOI) and all members received a hard copy. The DOI was completed by all members of the Working Group and is a requirement for the Community Partnership members. It covers the ownership of land/property or business interests within Copeland. The Secretariat will manage the documents which are all subject to Freedom of Information (FOI) requests; home addresses and family members names will be redacted before being shared under such a request as had happened previously. There is an awareness that individuals' declarations will change and the DOI will be reviewed every 12 months and the Chair will ask if there have been any changes at the start of all future meetings. The Secretariat will circulate electronically a hard copy of the document to all members.

Action – Send an electronic copy of the DOI to all members.

Q – If a previous DOI has been completed by a former Working Group member, will this declaration carry forward to Community Partnership?

A – As the Working Group will shortly be formally terminated, the DOI is no longer applicable and a new one must be completed for Community Partnership.

Q – Who must declare, is it just us as the members, our spouses or family members?

A – A spouse will have to be included.

A – Within Working Group, the DOI covered the individual and their spouse, not family members.

Action – Check if family members are included in the DOI.

When completing the DOI support will be provided by the RWM team if required, please ask if assistance is required.

Membership Selection Criteria

The Membership Selection Criteria and Selection Panel members were decided by the Working Group. Should the Community Partnership members wish to make any changes then this can be actioned, the Working Group created these to provide a platform to move forward from. The Selection Criteria are the standards which potential applicants apply against and are favourable for those who have a connection with the local community.



Selection Panel

The current Selection Panel members were recommended by the Working Group and it is made up of the following members:

- Chair
- RWM Community Engagement Manager (CEM)
- Copeland Borough Council representative
- CALC representative

The membership of the Selection Panel is for the Community Partnership to decide. Questions were invited from members.

Q – What is the function of the Selection Panel?

A – It is anticipated that the Mid Copeland GDF Community Partnership will operate with a membership of no more than 20 and it is the current intention to advertise and invite applications for potential members. The Working Group suggested the Selection Criteria to ensure that applicants would be suitable and should there be more applicants than the Community Partnership could accommodate, there needs to be a body to sort through the applications, measure them against the criteria and select suitable members.

Q – If someone is unsuccessful, will feedback be provided and not just a blanket No? As I am a representee of the Parish Council and measured against the criteria, what if I do not meet the criteria?

A – There is a difference if someone is representing an organisation, it would be a matter of principal to welcome their chosen representative.

Selection Criteria

An application form would sit on the Community Partnership website for people to complete.

All candidates must be able to demonstrate a strong connection to the Search Area/its Community

- *Candidates must be able to demonstrate, as a minimum, at least one of the following skills:*
 - *Ability to act as a spokesperson for a local community / interest group / local stakeholder group*
 - *Ability to engage with members of the community on difficult or controversial issues*
 - *Ability to recruit volunteers for community / local stakeholder groups*
- *Candidates must be able to demonstrate, at least two of the following areas:*
 - *A positive and visible involvement in resolving one or more matters important to the local community of Copeland*
 - *Resident or place of work within the Search Area*
 - *Engagement with stakeholders representing local businesses / local causes.*
- *Candidates must be able to demonstrate some knowledge of at least two of the following subject matters*
 - *The operation of local government and how decisions are made in the Borough of Copeland*
 - *A broad understanding of the key issues that are relevant to the local community within the Search Area*
 - *The Siting Process for the Geological Disposal Facility.*



The criteria has been developed to focus on those who have some ability to take on a role, to understand the topics and have a strong interest in the local area. This will be followed by demographic criteria which will be referred to when we are working through the applications. Priority will be given to candidates who live/work within the Search Area to ensure that the membership reflects the local community. The criteria has been developed to be both broad and inclusive.

Q – How would we manage 30 applicants for the 20 member positions? What will happen if people decide to drop out of the Community Partnership, would we have a waiting list? Also, what happens if members join but don't turn up to meetings?

A – These are issues for the Community Partnership to resolve. To get the Community Partnership up and running the Working Group wanted to provide an initial platform for membership but recognised that this is the start of a project of works which could take up to 15 years. Your points are valid ones and will be dealt with as the Community Partnership develops.

Q – Is it the members of the Community Partnership now that can make this decision?

A – Yes. It needs to be recognised that the Community Partnership's membership will change as will the rules and processes. It would be remiss to set rules, processes, and requirements for potentially the next 15 years without recognising that change will occur.

Q – If a Parish Council joins the Community Partnership and their member has been selected but another Councillor from that Parish wishes to join, what is the protocol?

A - Any individual can apply, and, in that circumstance, they could apply as a member of the community and not the Parish Council. The Working Group are aware that in Copeland Borough there are many representatives of the Community who hold more than one position

A – The Community Partnership would need a good cross section of the community.

Q - Some caution and careful thinking is required as there are currently 9 members, how would we decide which additional members are required? The current members need to take time and look at the potential categories that they feel should have representation.

A – The RWM team have been working to gather the information on community organisations and will share this with you. It is broken down into various sectors, e.g. farming, youth, business, charitable organisations etc.

The current Selection Criteria was to provide a starting position for the Community Partnership, I would suggest that the members review the Selection Criteria and the Community Organisation Spreadsheet and form their own thoughts and feed their suggestions back to the membership.

Action – Circulate the Community Organisation Spreadsheet.

Action – Circulate the Selection Criteria

Action – Community Partnership members to review Selection Criteria and Community Organisation Spreadsheet and provide feedback prior to the January meeting.



Q - What is of the utmost importance is what message we convey to people; the process needs to be established before we go any further. Who is responsible for refining this, I presume its RWM who will come back with a proposal? If there a discussion and will RWM carry out the work?

A – RWM should be viewed as the support team for the Community Partnership. Once the members have fed back on the criteria the RWM team will action changes.

Q – We are working on the assumption that people will apply to become members, I am not sure that there will be an overwhelming number of applicants.

A – Policy states that there should be 12 members of a Community Partnership however, it was felt that 20 members would be more appropriate for the Mid Copeland GDF Community Partnership and we have already been approached by a couple of interested individuals who wish to join.

A – The membership needs to be as diverse as possible to ensure the Community Partnership’s credibility.

Decision – The Selection Panel as currently recommended will stand.

Decision – RWM will provide the information in relation to the community organisations.

Decision – The Community Partnership will review the selection criteria and the community organisation spreadsheet and give their feedback to RWM who will undertake additional work on the selection criteria after the January meeting.

Decision – Consider Sub and Stakeholder groups to accommodate those applicants who may be suited to these roles.

Action – Chair and RWM CEM to discuss timeframes offline

Programme of Activities

The Working Group recommended

- Launch a Community Partnership
- Recruit a permanent Chair
- Recruit Community Partnership members
- Develop a Programme of Activities
- Form a Community Investment Panel as access to funding commenced on the 11th Nov, funding will run annually until 10th Nov.
- Site evaluation
- Establish sub and stakeholder forums

Q - What is the timescale for this Programme of Activities?

A – The Programme of Activities is for the first 3 months

Q - Will the meetings always be held at Herdus House?

A – No, the Community Partnership to decide where the meetings are held.

Q - The Community Partnership should be meeting face to face and representatives should be prepared to attend, are there any objections?



A – Should a SME be required at a meeting, they may not always be available to travel to Mid Copeland so in the short term, meetings could be held at Herdus House as it has the technical capabilities to support a hybrid meeting format.

Q – Has there been a date and venue decided upon for the next meeting?

A – The preference is to cycle through the venues within the Search Area however, until a schedule has been formalised and suitable venues identified, the next meeting should be held at Herdus House.

Decision – Next meeting at Herdus House – Monday 17th January 3.30pm – 5.30pm

Action – Book meeting room and schedule invitations for next Community Partnership meeting.

CIF Principles of Operation and Terms of Reference

Principles of Operation

The Principles of Operation is a working draft document which has been produced in consultation with Copeland Borough Council and the Working Group, it will also be reviewed and approved by the Community Partnership. It is linked to the Working with Communities Policy which is a national policy and is split into 4 sections which are:

- Up to £1 million is initially accessible rising to £2.5 million for those communities that progress to the stage of deep borehole investigation. It has also been agreed that the fund year will run in line with the signing of the Community Partnership Agreement.
- Funding Principles – there are three principles from policy. The Community Partnership can identify their own locally specific priorities and criteria which must comply with the funding principles from policy.
- Community Investment Panel – the Panel may have it's own Terms of Reference and an example has been shared with the Working Group. The Partnership must review and approve the Terms of Reference.
- Administration – this is undertaken by the RWM Community Investment Team.
- Termination - If either the community or RWM withdraws from the siting process, the Community Investment Funding will end in that community

Q – When will the Principles of Operation be available for circulation to the Community Partnership members?

A – The document will be shared with the Community Partnership minutes.

Action – circulate the Principles of Operation with the Community Partnership minutes

Q – How will people know that the fund is available?

A – There is an advert and leaflet drop planned which will be covered in Agenda 5.

Q – Who can apply, can individuals apply for themselves?

A – As an example, if an individual applied for a Wi-Fi and a laptop to use at home it would be declined, if the application was through a Community Group and would benefit the Community then it may be approved.



The Community Partnership may choose to appoint additional members to the CIP which currently includes the Chair, Copeland Borough Council representative, CALC, RWM Community Engagement Manager, RWM Community Investment Manager.

The Community Investment team assists and supports the applicants, undertakes the due diligence and assessments, and prepares a report for the CIP to assist them in making the funding decisions.

Q – The funding for the 1st year terminates on the 10th November 2022, would it have to be spent or allocated by this date, for example for a project that is scheduled to end in February 2023?

A – It is awarded within that year but not necessarily spent. There will be an agreement that needs to be signed which will detail this (grant agreement).

Q – Does the funding have to be spent within the Search Area only?

A – No it doesn't, and some projects will demonstrate that although the funding will be spent outside the Search Area it benefits those communities within the Search Area.

Q – What if the CIP decide to undertake a major project for the whole of Copeland?

A – It has got to be demonstrated that it benefits the Search Area.

CIF Enquiries

There has been 6 individual funding enquiries and 9 different applications have been identified with potentially an additional 3, not all which are linked to the current funding year. The CIP are planning to sit in January 2022.

Example Terms of Reference

This document was discussed and will be shared with the Community Partnership, it covers the objectives of the Grants Panel; however, the main role of the CIP is to consider applications for CIF.

AGENDA 4: THE FIVE PRIORITIES OF THE COMMUNITY PARTNERSHIP

It was felt that this Agenda item had been covered in the other Agenda points.

AGENDA 5: COMMS AND ENGAGEMENT

The RWM Comms Lead provided guidance on the support available to the Community Partnership.

Action – circulate the Comms and Engagement Plan with the Community Partnership members.

Comms Protocol

This has been adapted from the Working Group Comms Protocol. All media enquiries are filtered to the RWM Comms Lead as this ensures a consistent approach. Whilst this is a transparent process, there may be some information which is confidential for a short time. If any members have any concerns or queries or are approached by the media, then contact the RWM Lead.

Comms and Engagement Plan

A draft plan was discussed which covers the intended Comms and Engagement with who, what, when and how this will be achieved. There may be additional Comms and Engagement activities, for example, events and these will be added to the timeline. There is a planned campaign for January



2022 which will include information on the Community Partnership priorities, CIF, increase Community Partnership membership and explaining what a Geological Disposal Facility (GDF).

The comms lead showed members an advert and a leaflet draft planned for January.

Q – Who would get the leaflet and what is its purpose?

A – Everyone in the Search Area, this will be a more detailed version of the advertisements, for example it will be made clear that the current Chair is an interim placement.

Q – Should we decide to proceed with this, would it be appropriate to move the deadline to the end of February?

A – It could be stipulated that the process to apply will be available shortly which is possible.

If the CIF and application for Community Partnership membership is included on the same leaflet, it could lead to some people applying to join the Community Partnership thinking they will get access to the funding.

Q – Would it be possible to have 2 leaflets, one which contains the information on CIF and a separate one inviting applications for additional Community Partnership members?

A – In principle yes, however this will have to be referred to RWM.

Action – refer the Community Partnership suggestion of 2 leaflet campaigns back to RWM.

It is important that the message is delivered to the Communities that the CIF is active and that there will be a process put in place inviting people to join a Community Partnership and be involved in subgroups.

Action – RWM Comms Lead will circulate the leaflet to Community Partnership members.

Decision – the advert and leaflet will have the invitation to apply to join the Community Partnership removed.

Action – Selection Criteria to be added to the Agenda for the Community Partnership meeting on the 17th January 2022.

AGENDA 6: AOB

It was suggested that until the minutes have been made public, that no information from the room was shared by the Community Partnership members.

Q – Would it be possible for the Secretariat to prepare a general report and circulate within 24 hours?

A – This would be possible.

Decision – The Secretariat will produce a meeting Summary Report which will be circulated to the Community Partnership members within 24 hours.



Action – The Secretariat will produce a Meeting Summary Report which will be circulated to the Community Partnership members within 24 hours.

Ref 011221	MEETING ACTION LOG	
Agenda 2 011221 01	Invite Seismic SME to attend the next Mid Copeland GDF Community Partnership meeting on the 17 th January 2022	Secretariat Completed
Agenda 3 011221 02	Circulate an electronic copy of the DOI to all Mid Copeland GDF Community Partnership members	Secretariat Completed 2/12/21
Agenda 3 011221 03	Check family members inclusion/exclusion in DOI	RWM CEM Completed 17/1/22
Agenda 3 011221 04	Circulate an electronic copy of the Community Organisation Spreadsheet to all Mid Copeland GDF Community Partnership members	Secretariat Completed 3/12/21
Agenda 3 011221 05	Circulate an electronic copy of the Selection Criteria to all Mid Copeland GDF Community Partnership members	Secretariat Completed 4/1/22
Agenda 3 011221 06	Mid Copeland GDF Community Partnership members to review the Community Organisation Spreadsheet and Selection Criteria and provide feedback to the RWM Community Engagement Team prior to the meeting on the 17 th January 2022	ALL
Agenda 3 011221 07	Chair and RWM Community Engagement Manager to consider timelines outside offline	Chair RWM CEM
Agenda 3 011221 08	Secure Meeting Room at Herdus House and send meeting invitation to Mid Copeland GDF Community Partnership members for the 17 th January 2022	Secretariat Completed but not required
Agenda 3 011221 09	Circulate an electronic copy of the CIF Principles of Operation to all Mid Copeland GDF Community Partnership members	RWM Grants Manager Secretariat 2/12/21
Agenda 5 011221 10	Circulate an electronic copy of the Comms and Engagement Plan to all Mid Copeland GDF Community Partnership members	RWM Comms Lead Secretariat 2/12/21
Agenda 5 011221 11	Refer the Mid Copeland GDF Community Partnership proposal that 2 separate leaflet campaigns take place	RWM Comms Lead
Agenda 5 011221 12	Circulate an electronic copy of the leaflet to all Mid Copeland Community Partnership members	RWM Comms Lead Secretariat
Agenda 5 011221 13	Add Selection Criteria to the Agenda of the Mid Copeland GDF Community Partnership meeting on 17 th January 2022	Secretariat Completed
Agenda 6 011221 14	The Secretariat will produce and circulate a Meeting Summary Report and circulate an electronic copy to all Mid Copeland GDF Community Partnership members	Secretariat Completed 2/12/21



Ref 011221	MEETING DECISION LOG	
Agenda 3	The Selection Panel member recommendation by the Working Group has been agreed by the Mid Copeland GDF Community Partnership members	
Agenda 3	RWM to continue to work on the Community Organisation Spreadsheet and circulate to Mid Copeland GDF Community Partnership members	
Agenda 3	The Mid Copeland GDF Community Partnership members will review the Selection Criteria and Community Organisation Spreadsheet and provide feedback to RWM Community Engagement Team prior to the meeting on 17 th January 2022	
Agenda 3	Mid Copeland GDF Community Partnership members to consider possible subgroups and Stakeholder Groups	
Agenda 3	The next meeting of the Mid Copeland GDF Community Partnership will be held on the 17 th January 2022 at 3.30 – 5.30pm and will take place at Herdus House	
Agenda 5	Amend the leaflet and advertisements to remove the invite to applicants to join the Mid Copeland GDF Community Partnership	
Agenda 6	The Secretariat will produce and circulate a Meeting Summary Report to all Mid Copeland GDF Community Partnership members within 24 hours of the meeting	