

<b>Meeting:</b>	NuLeAF Steering Group, 22 June 2006
<b>Agenda Item:</b>	6
<b>Subject:</b>	Organisational Developments
<b>Author:</b>	Christine del Corral
<b>Purpose:</b>	To provide an update on developments relating to the administration of NuLeAF

## **1 Introduction**

The Executive Director is now working 2 days per week on NuLeAF matters, which will increase to 3 days in July and August. Fred will become full time in September. Christine del Corral started as his PA on 15 May, based at Endeavour House in Ipswich, where Suffolk CC are hosting the position for two years. As part of Christine's familiarisation programme, Fred and Christine will be visiting Sellafeld at the end of July. The opportunity will also be taken to meet with colleagues from Allerdale, Copeland and Cumbria councils.

## **2. Hand-over of Administration**

Most aspects of the administration of NuLeAF are being handed over to the Executive Director's PA (Manchester City Council are continuing to hold NuLeAF's funds). Sue Crisp and Stewart Kemp have been extremely generous in assisting with the transition, for example, in providing contact lists forming the basis of the databases currently under development.

**It is suggested that the Steering Group put on record their thanks to Sue and Stewart, and to Cumbria County Council and Manchester City Council, for providing administrative support.**

## **3. Website**

The NuLeAF website is in the process of development. It has been initiated via the Eastspace initiative (a website initiative from the East of England Development Agency) for which NuLeAF qualifies thanks to the involvement of Suffolk CC. The domain name of "nuleaf.org.uk" has been purchased, and as soon as the website is in a suitable condition to be publicised, the new domain name will be "switched on". The current address is:  
<http://www.eastspace.net/nuleaf/>

## **4. E-bulletin**

It is proposed to produce, with immediate effect, an e-bulletin following each Steering Group meeting. This will be sent to member authority contacts and in addition will be available on the website.

## **5. Diary and Record of Meetings**

A diary of events is being collated which is available on the website. This includes the name of the NuLeAF officer or member authority attending the event.

**Attendees are asked to complete a feedback form and provide copies of papers from events, so that an effective central record can be kept.**

Christine will send out the proforma as a reminder to attendees one week prior to an event being attended on behalf of NuLeAF.

**If you become aware of events at which NuLeAF should be represented, could you please let Christine have the details.**

## **6. Database Development**

Work has started on a comprehensive database that includes details of Contributing and Corresponding Members, Local Authorities and Sites. It is vital that all member authority contacts are kept accurate so that they can receive communications. If Member Authorities are aware of any changes, could they please ensure that they let Christine know so that the database can be kept up to date.

It is also intended to develop a database of member authority reports on issues relating to nuclear legacy management. This will ensure that NuLeAF's work can be developed on the basis of a good understanding of member authority views. The database could also provide a useful resource for member authorities. It is intended that this database will be accessible to Contributing authorities via a 'member only' part of the website.

**Steering Group members are asked to supply Christine with copies of their authority's reports on aspects of nuclear legacy management (from January 2006, in electronic form), and to ensure that she is on the distribution list for copies of future reports.**

## **7. Brochure**

As part of the exercise of raising the profile of NuLeAF and attracting new Contributing Members, a brochure has been devised with the aim of being available for delegates at the fringe meeting of the LGA Conference on 5 July (see Annex 2 to item 4).