

Meeting:	NuLeAF Steering Group, 30 April 2008
Agenda Item:	9
Subject:	Progress Report
Author:	Fred Barker
Purpose:	To provide updates on liaison with the LGA, staffing, finances, international projects and conferences

1 Liaison with the LGA

On 13 March, the Deputy Chair and Executive Director met with the LGA (Cllr Manton and Alice Roberts) to discuss ways of improving liaison between NuLeAF and the LGA Environment Board. The following actions were agreed:

- NuLeAF to provide more regular updates to the Environment Board, including reports from the NDA's LLW Strategy Group (see item 5 above);
- liaison meetings to be arranged between NuLeAF and Environment Board waste portfolio holders (eg 3 times per year);
- waste portfolio holders to be invited to NuLeAF Steering Group meetings;
- abridged versions of NuLeAF policy statements on (a) repository siting and (b) LLW management to be provided for potential adoption by LGA; and
- a joint press statement and LG First article to be published at the time of the launch of the MRWS White Paper (see item 4 above).

2 Staffing

Catherine Draper takes up the post of PA and Administrator on 28 April and will be attending the SG meeting. Catherine's e-mail address is catherine.draper@nuleaf.org.uk.

Catherine will have a short period of overlap with Christine del Corral for induction purposes. Christine's last day in the post is 14 May. The SG will no doubt wish to place on record its thanks to Christine for her substantial contribution to NuLeAF's work.

3 Finances

Statement for Financial Years 07/08 and 08/09

During the course of the last financial year, NuLeAF's 'accounting authority' changed from Manchester City Council to Suffolk County Council. The form of presentation of the attached financial statement has therefore been revised to ensure consistency with Suffolk County Council's financial management system.

The audited out-turn for 07/08 includes an expenditure of £136,160 and income of £129,310. The deficit of £6850 has been met from reserves.

It was agreed at the AGM in October 07 that NuLeAF's accounts be audited by Suffolk County Council on an annual basis. The first annual audit has recently been undertaken. The main findings are that:

- NuLeAF expenditure is monitored and coded appropriately
- Supporting documentation for all expenditure has been verified by Audit Services
- The reserve carried forward at 31 March 08 is £81,200

The projections for 08/09 are an estimated expenditure of £135,900 and income of £129,000. The deficit can be met from reserves. The SG will note that a 'staff redundancy contingency' of £10,000 has been included in the projections for 08/09. When this is taken into account, the available reserve carried forward to 09/10 is estimated to be £64,300.

Prospects for Funding in 08/09

The primary sources of income in 08/09 are anticipated to be as follows:

- DEFRA: the department has written to the Executive Director confirming that £50,000 will be paid in the current financial year, on the basis of NuLeAF's contribution to the MRWS programme set out in the report to the SG under item 4.
- NDA: the Executive Director has written to the NDA requesting a financial contribution of £50,000 in the current financial year. The letter sets out a detailed case for continued funding, so that NDA can consider this in its current review of spending plans.
- Member Authorities: Following the increase in contributing authorities from 9 to 18 in the last financial year, a modest increase of income from member authorities to £25,000 has been assumed.

During the course of the year, the secretariat will also explore the potential for further applications to Trust Funds.

3 International Projects

COWAM in Practice (CIP)

The second meeting of the UK CIP stakeholder group took place on 5 February. The meeting reviewed progress in the project, including a report from researchers on the proposed scopes of work to be undertaken on the governance issues identified as priorities by the first meeting. Opportunity was provided for the group to comment on the proposed scopes of work to influence development of the project. The report of the meeting will be published shortly at [COWAM In Practice \(CIP\) UK National Stakeholder Group](#).

4 Conferences

The SG's attention is drawn to two forthcoming conferences:

- 'Communities in Transition: Sustainability and Structural Change', 29-30 May, New Lanark, organised by Westlakes Research Institute in collaboration with the West Cumbria Strategic Partnership ([Conference details](#)).
- '20th Low Level Radiation and Health Conference', 6-8 June, University of Cumbria ([LLRH Programme and Registration](#))

NuLeAF out-turn for FY 2007/08 and projections for 2008/09

	2007/08 Actual	2008/09 Estimates
EXPENDITURE		
Salaries and Wages ¹	117,400.00	96,000.00
Travel expenses, accommodation and subsistence ²	11,890.00	14,500.00
Conference & Meeting Attendance ³	1,400.00	1,500.00
Consultancy ⁴	1,150.00	15,000.00
Room hire & catering ⁵	2,500.00	5,000.00
Hospitality ⁶	70.00	200.00
Print, design, postage & stationery	900.00	2,000.00
Staff office costs & expenses ⁷	850.00	1,000.00
Audit costs	-	700.00
TOTAL	136,160.00	135,900.00
INCOME		
NDA ⁸	50,000.00	50,000.00
Local authorities ⁹	13,850.00	25,000.00
Reimbursements for conference and meeting attendance ¹⁰		1,500.00
Direct recharge to Manchester City Council ¹¹	13,460.00	-
DEFRA ¹²	50,000.00	50,000.00
Regional Seminars ¹³	2,000.00	2,500.00
TOTAL	129,310.00	129,000.00
Balance +/-	-6,850.00	-6,900.00
Reserves b/f	88,050.00	81,200.00
Reserves c/f	81,200.00	74,300.00
Staff redundancy contingency		10,000.00
Available Reserve c/f	81,200.00	64,300.00

¹ For 07/08, includes Exec Director salary and 'on costs' (pension and NI), Project officer salary and 'on costs' (employed between 5 February and 4 November 07), PA salary and 'on costs', and costs of recruitment for new PA. For 08/09, estimates include ED and PA salaries and 'on costs'.

² Covers travel, accommodation and subsistence expenses incurred by NuLeAF staff.

³ Costs for attendance that are reimbursed by meeting organisers

⁴ Figure for 07/08 includes final instalment to Hetherington Nuclear Consulting of £1,145.30. Estimate for 08/09 has been increased to provide additional scope for commissioning project work.

⁵ Includes Steering Group meetings, Officer Working Group meetings and seminars

⁶ For 07/08, covers costs of evening meal for speakers at NuLeAF/LGA Conference. Modest provision is made for hospitality costs in 08/09.

⁷ Included in office costs are telephone charges, website lease, domain name registration and sundry expenses

⁸ NDA made a contribution of £50,000 in 07/08. Funding bids have to be made each year.

⁹ For 07/08, this covers the income from contributing authorities received by Suffolk County Council after becoming accounting authority. Total income from member authorities (and reimbursements) in 07/08 was £20,500 (see note 10).

¹⁰ For 07/08, reimbursements were included under 'income received from authorities'. These will be separately specified for 08/09.

¹¹ For 07/08, this is income received from Manchester City Council while accounting authority to cover NuLeAF staff costs and general expenditure. This item will not occur in 08/09.

¹² DEFRA funding for 08/09 will be paid in 3 tranches: August 08, 1 December 08 and 28 February 09. Funding bids have to be made each year.

¹³ For 08-09, calculated on basis of 30 attendees at each of 2 seminars (with 30 registrations at no fee, 10 at £50 each and 20 at £100 each).

