

<b>Meeting:</b>	Annual General Meeting, 23 October 2013
<b>Agenda Item:</b>	5
<b>Subject:</b>	Draft Service Plan 2013-15
<b>Author:</b>	All Staff
<b>Purpose:</b>	To present the Draft Service Plan 2013-15 for consideration.

### **Introduction**

This paper outlines the Service Plan for delivery in years 2013-15.

### **Recommendation**

That the Steering Group accepts the Service Plan as the guide for NuLeAF's work programme 2013-15.

NuLeAF Service Plan  
November 2013 – October 2015

## Executive Summary

NuLeAF (the Nuclear Legacy Advisory Forum) is a Special Interest Group of the Local Government Association. We represent and support local authorities in England and Wales in dealing with nuclear waste and legacy issues. We:

- provide a mechanism to identify, where possible, a common, local government viewpoint on nuclear legacy management issues;
- represent that viewpoint, or the range of views of our member authorities, in discussion with national bodies, including Government, the NDA and the regulators;
- seek to influence policy and strategy for nuclear legacy management in the interests of affected communities; and
- develop the capacity of member authorities to engage with nuclear legacy management at a local level.

Recent years have seen the closure of many of the UK's nuclear stations, with the rest of the current generation due to close within the next 25 years. Decommissioning and clean up will cost many billions of pounds, take many decades and have significant impacts across the country. Local authorities and communities are affected by nuclear legacy and waste in a number of ways and have to be at the heart of all decision making around these issues. There is a need to:

- fund economic diversification and to ensure that the socio-economic benefits of decommissioning are maximised;
- address the impacts of decommissioning in terms of storage, transport, safety and environmental impacts; and
- engage with communities to develop the best possible solutions to complex problems and ensure their consent to waste management proposals.

All this requires that the voice of local authorities is clearly heard in the development of nuclear waste and legacy strategy, policy and practice. The capacity of local authorities to address these issues, and their awareness of national policy decisions, needs to be enhanced. NuLeAF's role is to support and facilitate these objectives.

This Service Plan is NuLeAF's work programme for the period November 2013 to October 2015. It sets out the work NuLeAF will undertake and how success in NuLeAF programme delivery will be measured.

All our work is intended to help achieve an overall Outcome, namely:

*'That policy, strategy and practice for all nuclear waste and legacy issues has the interests of local authorities as a central concern, leading to the best possible outcomes for the communities they serve.'*

To help meet this Outcome, we will work in a number of specific areas, namely to:

- participate in work intended to deliver a Geological Disposal Facility (GDF) for higher activity radioactive wastes
- engage with the Nuclear Decommissioning Authority (NDA) to help shape policy and strategy for, and with Site Licence Companies to help shape delivery of, the national decommissioning mission, and feedback developments in waste policy to our members;
- contribute to ongoing work on Low Level Waste (LLW) policy and implementation, represent the concerns of local authorities, help to shape a clear and coherent approach that meets local needs, and assist local authorities and operators to comply with developments in the national framework for LLW management and the planning process
- work with Government, the NDA and others to develop a clear and consistent approach to community benefits for those areas affected by waste and legacy management issues
- consider the legacy impacts of waste arisings from any new nuclear programme and the requirements for safety and resilience;
- advise MOD on the Submarine Decommissioning Programme; and
- respond to consultations and engage in other work to support our overall outcome

For each work stream the tasks we will undertake between 2013 and 2015 are set out in detail, along with the indicators we will use to measure our performance. We will report against these indicators annually.

## Who we are

NuLeAF is formally established as a Special Interest Group of the Local Government Association and supported by 107 local authorities and 3 national park authorities. NuLeAF's remit encompasses all aspects of the management of the UK's nuclear waste legacy. This includes the implications for legacy management of any developments that are likely to impact on that management. NuLeAF's terms of reference, constitution, and current membership can be found at [www.nuleaf.org.uk](http://www.nuleaf.org.uk).

## What we do

NuLeAF's primary objectives are:

- to provide a mechanism to identify, where possible, a common, local government viewpoint on nuclear legacy management issues;
- to represent that viewpoint, or the range of views of its member authorities, in discussion with national bodies, including Government, the NDA and the regulators;
- to seek to influence policy and strategy for nuclear legacy management in the interests of affected communities; and
- to develop the capacity of its member authorities to engage with nuclear legacy management at a local level.

## Priority Actions

Over the coming year to October 2014 NuLeAF will undertake a wide range of actions including:

- Fully engaging with the review of the MRWS siting process.
- Helping DECC and RWMD develop an informed national debate about the case for geological disposal.
- Continuing to advise and assist any local authority wishing to learn more about MRWS.
- Continuing to clarify the practical options available to NDA for integrated waste management and site restoration and how criteria for options assessment will be identified and applied locally.
- Where justified by scale, national significance, and long term impacts, continuing to make the case for Community Benefits additional to S106 'planning gain'.
- Monitoring revisions of local policies for radioactive waste management and encouraging consistency between policies for radioactive waste management within local development waste plans; and advising local authorities on developments in the national framework for radioactive waste and their implications
- Promote practices that secure high standards of public acceptability in LLW management through continued engagement with NDA, the Environment Agency and others.
- Advising members and proposing a response to publication of the Submarine Decommissioning Project (SDP) shortlist of ILW storage sites, and advising the SEA consultation on ILW disposal options.

The full list of actions is set out in the Work Programme below.

## Work Programme 2013-2015

Lead Officer	Workstream	2012/13 Key Tasks	Achievements to date	2013/14 Key Tasks	Performance indicators	2014/15 Projected Tasks
PM/SK	<b>NDA Strategy &amp; Operations</b>	<p>Represent local authorities and support member engagement with finalised IWM Strategy.</p> <p>Identify key issues for members resulting from NDA Strategy implementation including PBO competitions, community benefits, and waste storage consolidation proposals.</p> <p>Continue dialogue with NDA and SLCs via the NuLeAF/NDA/SLC Engagement Forum. Maximise local authority consultative opportunities through our engagement with the IWM and Site Restoration TOGs and advise members when new opportunities arise.</p> <p>Via above fora, continue to clarify the practical options available to NDA for site restoration and integrated waste</p>	<p>Contributed to 3 IWM TOGs (and 1 joint SR &amp; IWM TOG) Raised issues of stakeholder engagement; need for planning consents; and wide consultation on scoping SEA.</p> <p>Responded to NDA/Magnox on ILW Storage and FED Treatment options. Reported PBO developments through Steering Group. Lobbied NDA on socio economic criteria in PBO competition processes.</p> <p>Contributed to 3 Site Restoration TOG (and 1 joint SR and IWM TOG above). Raised issues of stakeholder engagement; need for planning consents; clarity on LA engagement timetable. Pressed for NuLeAF seat on nuclear materials and SF TOG (declined) and critical enablers TOG (accepted). Met NDA about its engagement strategy and LA concerns. Attended the NDA's annual Stakeholder Event.</p> <p>Represented LA concerns at above TOG meetings and with LAS, engaged in the</p>	<p>Continue to monitor and advise NDA and NuLeAF membership on IWM Strategy implementation. Continue to engage NDA TOGs representing the interests of LAs. Continue to engage with NDA/Magnox colocation options assessment to encourage fairness and equity in waste transfers inc. socio economic support as appropriate.</p> <p>Promote engagement between NDA/SLCs and host LAs to ensure site decommissioning and waste planning is consistent with LDPs.</p> <p>Continue to monitor and advise NDA and membership as required.</p> <p>Continue to engage with NDA to understand and communicate how the Value Framework informs NDA strategy implementation.</p>	<p>Conduct an annual survey of members to identify levels of satisfaction with NDA Strategy implementation, IWM Strategy process and NuLeAF performance. Report via 'Annual Report Card' to 2014 AGM.</p> <p>Maintain regular briefings to the membership.</p> <p>Through the NDA/SLC Engagement Forum, and other opportunities, ensure NDA explains, as necessary, how the Value Framework is applied in determining preferred options for decommissioning and radioactive waste management.</p>	<p>Continue to monitor and advise NDA and NuLeAF membership on IWM Strategy implementation. Continue to engage NDA via TOGs or other means available to represent the interests of LAs.</p> <p>When appropriate, engage with development of NDA Strategy III and encourage maximum engagement with NDA site host communities.</p> <p>Continue to promote engagement between NDA/SLCs and host LAs to ensure site decommissioning and waste planning is consistent with LDPs.</p> <p>Continue to monitor and advise NDA and membership as required.</p>

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		<p>management and how criteria for options assessment will be identified and applied, and communities impacted.</p> <p>Provide explanatory briefing paper about the 'value framework' for member authorities.</p>	<p>NDA/Magnox colocation options assessment. Circulated briefings via RWPGs, SGs, and electronic media.</p> <p>In hand.</p>			
PM	<b>Low Level Waste Strategy</b>	<p>Revise NuLeAF guidance to local authorities on model local policies in view of changes to legislation and national planning policy.</p> <p>Monitor revisions of local policies for radioactive waste management and encourage consistency between policies for radioactive waste management within local development waste plans.</p> <p>Promote practices that secure high standards of public acceptability in LLW management through continued engagement with NDA IWM TOG; Site Restoration TOG; LLW DOG; and V/LALLW Review Group. Engage with the Environment Agency and other regulators as appropriate.</p> <p>Continue to engage with regulators to align permissions for V/LLW disposals with LA planning permissions. Update NDA regularly of revisions to local planning policies relevant to this issue.</p>	<p>New interim guidance on planning has been prepared, drawing on discussions with RWPG and Government. This has been published and is available on NuLeAF website.</p> <p>Monitoring of local policies has been conducted. An up to date list of local policies was published as part of the new planning guidance.</p> <p>NuLeAF contributed to 3 IWM TOGs and 3 SR TOGS as well as 1 joint SR &amp; IWM TOG. Contributed to 2 LLW DOG meetings and 2 meetings of the LLW Regulators group as well as the V/LALLW Review Group.</p> <p>A successful seminar on Radioactive Waste Management and Spatial Planning was held in London in March 2013. Presentations were made by DECC, DCLG, LLWR and local government. Over 50</p>	<p>Engage with NDA, LLWR and Government on the development of a revised LLW Strategy for the nuclear industry, and also on the preparation of a non-nuclear LLW strategy for LLW and a NORM Strategy.</p> <p>Continue to attend IWM TOG, SR TOG, LLW DOG, LLW Regulators and V/LALLW Review group meetings and promote the NuLeAF and local authority position.</p> <p>Hold a workshop on Permitting involving the EA and ONR.</p> <p>Monitor revisions of local policies for radioactive waste management and encourage consistency between policies for radioactive waste management within local development waste plans.</p> <p>Continue to engage with regulators to align permissions for V/LLW disposals with LA planning permissions. Update NDA regularly of revisions to local planning policies relevant to</p>	<p>Conduct an annual survey of members to determine levels of satisfaction with LLW Strategy process over time. Report via 'Annual Report Card' to 2014 AGM.</p> <p>Monitor the extent to which LLW is disposed of in line with LLW national policy, NDA strategy, and key principles in radioactive waste management including (a) the proximity principle and (b) active engagement with local authorities and communities.</p>	<p>Continue to monitor and advise on developments in policy and the planning system that impact on LLW disposal.</p> <p>Continue to promote on or near site disposal for V/LALLW.</p> <p>Continue to encourage V/LALLW management in line with the requirements for community engagement set out in LLW National Policy and NDA Strategy.</p> <p>Monitor revisions of local policies for radioactive waste management and encourage consistency between policies for radioactive waste management within local development waste plans.</p> <p>Continue to engage with regulators to align permissions for V/LLW disposals with LA planning permissions. Update NDA regularly of revisions to local planning policies relevant to</p>

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		<p>Encourage SLCs to consult with communities impacted by site waste management plans (inc. 'Duty to Cooperate').</p> <p>Respond to consultations as appropriate and support members in preparing their own consultation responses.</p>	<p>people attended.</p> <p>Meetings were held between the NuleAF Co-Director, the EA and SEPA to discuss issues around permitting and planning. The Environment Agency also spoke at a meeting of the RWPG as part of a discussion on these issues. A paper on the key elements of the permitting was prepared.</p> <p>Funding was secured from LLWR Ltd for research on the Duty to Co-operate and wider issues about consultation on radioactive waste management and disposal. The final paper is due for publication in October 2013.</p> <p>Consultation responses on Dounreay's proposals for LLW disposal, the Northants Minerals and Waste Development Framework and the Cumbrian Minerals and Waste Local Plan were submitted.</p>	<p>this issue.</p> <p>Encourage SLCs to consult with communities impacted by site waste management plans.</p> <p>Respond to consultations as appropriate and support members in preparing their own consultation responses.</p>		<p>this issue.</p> <p>Encourage SLCs to consult with communities impacted by site waste management plans.</p> <p>Respond to consultations as appropriate and support members in preparing their own consultation responses.</p>
SK	<b>Geological Disposal Facility Siting</b>	<p>Continue to advise and assist any local authority wishing to engage with MRWS through Stages 1 to 3 or in Stage 4. Seek engagement with any future Community Siting Partnership to represent national local government views. Alert members to and advise upon relevant</p>	<p>Commented on draft RWMD 'stage 4' engagement plan and stakeholder map. Briefed via RWPGs, SGs, and electronic media. Reported to SG on Cumbria MRWS decisions. Submitted to</p>	<p>Fully engage with the review of the MRWS siting process and advise DECC and RWMD as appropriate.</p> <p>Respond to any consultation to develop a National Policy Statement for a Geological</p>	<p>Undertake annual membership survey to determine levels of satisfaction with progress on MRWS. Specifically, determine satisfaction levels of local authorities engaged in, or considering engagement with MRWS.</p>	<p>Advise DECC and RWMD as appropriate on the implementation of a revised MRWS siting process.</p> <p>Continue to assist in the application of WC Partnership advice, and</p>

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		<p>consultations.</p> <p>Advise planning authorities in the development of policies for higher activity waste storage and/or disposal.</p> <p>Advise Government and NDA with local government engagement nationally in MRWS Stage 4 and to identify any further interest in MRWS. Continue to represent wider local government opinion to CoRWM and RIMM, particularly in the development of the permissioning process and implementation of key MRWS principles.</p>	<p>DECC NuLeAF views on MRWS way forward. Re-established NuLeAF/DECC/NDA dialogue on MRWS implementation. Presented NuLeAF views on MRWS way forward to CoRWM and Westminster Conference. Contributed to 2 RWMD Sustainability Appraisal meetings. Advised RWMD on SEA practice, Issues Register Development, and 2013 Radwaste Inventory data presentation.</p> <p>Addressed through revised interim NuLeAF Planning Guidance.</p> <p>Presented to new CoRWM. Set out NuLeAF role, and views on MRWS way forward (see above). Contributed to 3 RIM meetings and commented further on regulators' permissioning schedule. Continuous engagement with DECC and NDA. Submitted NuLeAF views on MRWS 'lessons learned' in response to DECC 'call for Evidence'. Met DECC and NDA to discuss key issues for MRWS, inc. potential further NuLeAF work to communicate MRWS within local govt, and LA workshop during pending MRWS</p>	<p>Disposal Facility (GDF).</p> <p>Help DECC and RWMD develop an informed national debate about the case for geological disposal.</p> <p>Continue to support the interests of local authorities (including those hosting wastes earmarked for geological disposal) in the GDF process as it develops.</p> <p>Promote relevant aspects of the generic advice generated by the WCMRWS Partnership, and other learning from international experience, should other areas in England or Wales wish to consider engagement with MRWS.</p> <p>Advise planning authorities in the development of policies for higher activity waste storage and/or disposal.</p> <p>Continue to advise DECC, NDA and regulators in the delivery of Government policy for HLW locally. Seek to engage with any new Geological Disposal Implementation Board.</p> <p>Attend the EURADWASTE'13 conference in Vilnius, October 2013. Continue to monitor and contribute to relevant international programmes and disseminate international best practice.</p>	<p>Seek feedback on NuLeAF performance from Government, the NDA, CoRWM, regulators and others through existing fora and one to one meetings as appropriate, and report via 'Annual Report Card' to 2014 AGM.</p>	<p>other learning from international experience, should MRWS implementation continue in England or Wales.</p> <p>Seek engagement with any new Consultative Partnership to represent the national local government interest.</p> <p>Continue to monitor and contribute to relevant international programmes and disseminate international best practice.</p> <p>Continue to advise planning authorities in the development of policies for higher activity waste storage and/or disposal.</p> <p>Continue to advise DECC, NDA and regulators in the delivery of Government policy for HLW locally.</p> <p>Subject to funding for additional capacity, continue to sustain regular communications within the LA sphere to support informed MRWS decision making and broaden informed awareness.</p>

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		<p>Seek Regulators' briefing on their role in MRWS Stage 4 and disseminate as appropriate.</p> <p>Monitor and engage as appropriate with international programmes addressing key PSE issues, and identify resourcing opportunities.</p> <p>Prepare case study of WCMRWS process as exemplar for PSE in radwaste management issues.</p>	<p>review. Sought LGA support. Re-established regular NuLeAF/NDA/DECC engagement meetings. Contributed to RWMD's MRWS consultation Stakeholder Reference Group</p> <p>No action in view of Cumbria decisions.</p> <p>Contributed to MoDeRn Conference on role of repository performance, and post closure, monitoring for stakeholder confidence.</p> <p>Contribute to InSOTEC Stakeholder meeting to develop recommendations to EC on GDF best practice.</p> <p>Contribute to IPPA meeting to develop a better understanding of how public participation can assist in decision making on radioactive waste. Secured funding for attendance of NuLeAF group to EURADWASTE'13</p> <p>In hand, to inform NuLeAF response to DECC MRWS Review.</p>	<p><u>Subject to funding for additional capacity:</u></p> <ul style="list-style-type: none"> <li>• Produce regular briefing papers for local authorities to accurately explain GDF developments in the UK and overseas.</li> <li>• Produce other information materials and commentaries for LAs to ensure an accurate understanding of MRWS in the news and social media. Develop NuLeAF's own presence on Facebook, Twitter and develop NuLeAF's existing LinkedIn group.</li> <li>• Develop and maintain NuLeAF's own web pages dedicated to MRWS implementation.</li> <li>• Develop and maintain a wider local government network of interested senior officers and councillors in England and Wales who can speak authoritatively locally on MRWS developments supported by NuLeAF briefings and materials.</li> <li>• Engage more proactively with DECC/RWMD to support delivery of their work programmes and reflect local authority concerns and issues about MRWS policy implementation where these arise.</li> </ul>		

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				<ul style="list-style-type: none"> <li>Engage more proactively with: the LGA to ensure policy officers and Board members have an accurate understanding of MRWS policy; the local government press and media to ensure accurate reporting of MRWS policy and a balanced representation of the costs and benefits of geological disposal; relevant professional associations and other bodies within local government whose members have a professional interest in radioactive waste management; and conferences and seminars that address long term higher activity waste management issues.</li> </ul>		
SK	<b>Legacy Management Implications of Potential New Build</b>	<p>Liaise as appropriate with NDA and industry to monitor and engage with on-going developments in site specific SNF storage; radioactive waste management; and land use proposals at new build sites.</p> <p>Consider relevant aspects of HPC site Local Impact Report and NID consideration. Report to RWPG and take member advice about any proposed NuLeAF responses.</p> <p>Continue to liaise with NNLG and advise and assist as appropriate regarding radioactive waste management and SNF storage impacts at nuclear new build sites.</p>	<p>Continue to monitor developments. No specific actions in this period.</p> <p>Received presentation at RWPG. No further actions in this period.</p> <p>Contributed to NNLG Business Meeting in January and continue to inform NNLG of relevant radwaste developments.</p>	<p>Continue to support the interests of member authorities impacted by SNF and radioactive waste storage and disposal issues as a consequence of new nuclear build.</p> <p>Continue to liaise with NNLG and advise and assist as appropriate regarding radioactive waste management and SNF storage impacts at nuclear new</p>	<p>Demonstrate that NuLeAF has responded to all significant and relevant consultation opportunities. Report via 'Annual Report Card' to 2014 AGM.</p> <p>Meet with NDA, NNLG, DECC and other key stakeholders at least annually to review engagement practice. Report via 'Annual Report Card' to 2014 AGM.</p>	<p>Continue to support the interests of member authorities impacted by SNF and radioactive waste storage and disposal issues as a consequence of new nuclear build...</p> <p>Continue to liaise with NNLG and advise and assist as appropriate regarding</p>

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			Responded to EDF scoping consultation on Sizewell C (waste aspects only).	build sites		radioactive waste management and SNF storage impacts at nuclear new build sites
PM	<b>Submarine Dismantling Project</b>	<p>Advise members and propose a response to publication of SDP shortlist of ILW storage sites, and to the SEA consultation on ILW disposal options.</p> <p>Engage with SDP through MoD revised stakeholder engagement processes.</p>	<p>Shortlist not yet published but will advise members as and when it is, likely to be December 2013.</p> <p>Attended 3 meetings of the SDP Advisory Group. Secured place for NuLeAF on new Advisory Sub-Group, which will take the project forward through the next critical stages around site selection for the interim store. Attended 2 meetings of new Advisory Group</p>	<p>Advise members and propose a response to publication of SDP shortlist of ILW storage sites, and to the SEA consultation on ILW disposal options.</p> <p>Continue to participate in SDP Advisory Sub-Group meetings and represent the interests of affected local authorities. Report on progress to NuLeAF Steering Group and RWPG.</p>	Participation in meetings of the SDP stakeholder engagement process.	Continue to participate in SDP Advisory Group meetings and represent the interests of affected local authorities. Report on progress to NuLeAF Steering Group and RWPG.
PM	<b>Community Funds &amp; Socio-Economic Support</b>	<p>Where justified by scale, national significance, and long term impacts, continue to make the case for Community Benefits additional to S106 'planning gain'.</p> <p>Review NuLeAF's approach in the light of 'path finder' negotiations between NDA and Cumbrian authorities, developments within the wind industry, NNLAG and other comparable sectors.</p> <p>Prepare a case study on the waste management aspects of the S106 benefits package agreed between Somerset authorities and EDF for development of HPC.</p> <p>Prepare a case study on the</p>	<p>Work on Community Funds and Socio-Economic Benefits did not progress as originally envisaged in 2012/13. The key reasons for this were (a) the decision in Cumbria not to proceed to Stage 4 of the MRWS process and (b) the lack of agreement on a community benefits package for Sellafield which was potentially a model for other benefits packages.</p> <p>Issues around community benefits were reported regularly to NuLeAF Steering Group and RWPG. As noted above, this issue</p>	<p>Review the NuLeAF paper on community benefits in light of recent developments.</p> <p>Continue to support and represent local authorities in the development of CBC practice with a view to maximizing community benefits through S106, CIL and other mechanisms.</p> <p>Continue to assist member authorities as appropriate to ensure that effective engagement arrangements exist with SLCs and NDA, either through the local SSG or direct engagement.</p> <p>Continue to seek a consistent</p>	<p>Preparation of case studies on the community benefits packages agreed at HPC and at Sellafield.</p> <p>Meet with and support member local authorities who requests assistance in developing an approach to community benefit.</p> <p>Monitor and report on progress with inclusion of community benefits policies within local waste plans.</p> <p>Survey annually member views about progress with acceptance of Community Benefits to offset long term impacts additional to immediate development</p>	<p>Continue to support and represent local authorities in the development of CBC practice with a view to maximizing community benefits through S106, CIL and other mechanisms.</p> <p>Continue to assist member authorities as appropriate to ensure that effective engagement arrangements exist with SLCs and NDA, either through the local SSG or direct engagement.</p> <p>Continue to seek a consistent approach in the setting of socio-economic criteria for PBO management</p>

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		<p>community benefits package agreed between NDA, Cumbria CC and Copeland BC for development at Sellafield to support delivery of NDA Strategy.</p> <p>Continue to assist member authorities with licensed nuclear sites, as appropriate, to ensure that effective engagement arrangements with SLCs and NDA are in place, either through the SSG or direct engagement.</p> <p>Seek a consistent approach in the setting of socio-economic and environmental criteria for PBO management competition processes, and contract review processes, at NDA sites.</p>	<p>was also a central part of wider engagement with NDA and others around the MRWS process and the PBO competition.</p> <p>An overview paper on community benefits was prepared for the NuLeAF/NDA Stakeholder meeting held in September 2012. The issue of community benefits was also addressed in NuLeAF's revised interim Planning Guidance.</p>	<p>approach in the setting of socio-economic criteria for PBO management competition processes at NDA sites.</p>	<p>impacts. Report via 'Annual Report Card' to 2014 AGM.</p>	<p>competition processes at NDA sites.</p>
SK	<b>Major Accidents</b>	<p>Continue to monitor and report on impacts of 'Weightman' recommendations.</p> <p>Continue to monitor and report on changes to the Paris-Brussels Convention on nuclear liabilities management including whether the level of operator liability is sufficient and whether waste management facilities should be included.</p>	<p>Monitoring recommendations arising from Fukushima accident but no action in this period.</p> <p>Sought DECC clarification on scope and cost of revised Convention implementation. Briefed member authorities, RWPG and SG.</p>	<p>Continue to monitor and report on implementation of 'Weightman' recommendations. Continue to monitor and report on changes to the Paris-Brussels Convention on nuclear liabilities management including whether the level of operator liability is sufficient and whether waste management facilities should be included.</p>	<p>Report to Steering Group and members on key developments and seek member views on local impacts.</p>	<p>Monitor implementation of recommendations arising from Fukushima accident. Consider other safety and security issues relevant to radioactive waste management and decommissioning, where these have implications for local authorities.</p>
CD	<b>Business Support &amp; Member Services</b>	<p>Arrange:</p> <ul style="list-style-type: none"> <li>• 4 SGs &amp; AGM</li> <li>• 1/2 NDA/SLC Engagement meetings</li> <li>• 1 seminar</li> <li>• 3/4 RWPGs</li> </ul>	<p>Arranged:</p> <ul style="list-style-type: none"> <li>• 3 SGs &amp; AGM (Jan meeting cancelled at Chair's request)</li> <li>• no engagement meetings held</li> <li>• 1 seminar</li> <li>• 3 RWPGs. Dates for 2014 in the diary and rooms booked.</li> </ul>	<p>Arrange:</p> <ul style="list-style-type: none"> <li>• 4 SGs &amp; AGM</li> <li>• 1/2 NDA/SLC Engagement meetings</li> <li>• 1 seminar</li> <li>• 3/4 RWPGs</li> </ul> <p>Source venues and caterers as necessary. Circulate meeting invitations, coordinate</p>	<p>Successful delivery of the planned programme of meetings and events.</p> <p>Completion of minutes, notes and reports (inc finance) as required.</p>	

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		<p>Refresh and maintain website, develop social media opportunities.</p> <p>Monitor and report on finance. Prepare end of year accounts.</p> <p>Submit NuLeAF Annual Report to LGA.</p> <p>Support ExCoDs in delivery of work programme.</p> <p>Support Spatial Planning &amp; Partnership Manager in ensuring smooth transition with new ExCoDs.</p>	<p>LinkedIn page established.</p> <p>Quarterly reports to ExCoDs prepared. End of year accounts prepared and submitted to auditors.</p> <p>Annual Report prepared and submitted</p> <p>Ongoing</p> <p>Ongoing</p>	<p>attendance, service meeting and produce minutes/note in a timely fashion. Contact and liaise with speakers. Produce outline programme and publicity for seminar. Promote seminar and manage all operational aspects including producing supporting documentation, registering bookings and invoicing.</p> <p>Organise trip to Sellafield.</p> <p>Refresh and maintain website, develop social media opportunities.</p> <p>Monitor and report on finance. Prepare end of year accounts and liaise with auditors as necessary. Process all invoices and purchase orders as required. Liaise with Suffolk CC in order to ensure finances are managed correctly. Process Pcard receipts and ensure ExCoDs adhere to Suffolk CC policy. Draft financial guidelines in response to audit comments.</p> <p>Make all travel and accommodation arrangements for Executive Co-Directors and any other NuLeAF members travelling on NuLeAF business, including international travel, ensuring best value for money is obtained at all times.</p> <p>Submit NuLeAF Annual Report to LGA.</p>	<p>Website kept up to date.</p> <p>Report quarterly to ExCoDs and regain high standard classification from auditors.</p> <p>Confirmation of receipt of report from LGA.</p> <p>Positive feedback from ExCoDs at PDR</p> <p>Positive feedback from Spatial Planning &amp; Partnership Manager at PDR.</p>	

Lead Officer	Workstream	2012/13 Key Tasks	Achievements to date	2013/14 Key Tasks	Performance indicators	2014/15 Projected Tasks
				<p>Proofread and comment on all NuLeAF papers.</p> <p>Draft monthly newsletter and quarterly e-bulletin.</p> <p>Research and draft case studies and papers as appropriate.</p> <p>Draft Annual Report and Finance and Staffing paper to AGM.</p> <p>Draft Annual Report to LGA and submit in timely fashion.</p> <p>Ongoing monitoring of development of fracking and its implications for radioactive waste management (inc NORM strategy).</p> <p>Ongoing monitoring of developments in radioactive waste management advising ExCoDs as appropriate.</p> <p>Ongoing monitoring of government policy and strategy.</p> <p>Act as initial point of contact for NuLeAF members and external bodies providing information where appropriate.</p> <p>Create and circulate annual report card survey and collate responses.</p> <p>Support ExCoDs in delivery of work programme.</p> <p>Support Spatial Planning &amp;</p>		

Lead Officer	Workstream	2012/13 Key Tasks	Achievements to date	2013/14 Key Tasks	Performance indicators	2014/15 Projected Tasks
				Partnership Manager in any HR issues.		
PM/SK	<b>Other Consultations</b>	<p>Respond to draft NDA 2013-16 Business Plan.</p> <p>Monitor relevant national and local policy development; report on engagement opportunities to members. Prepare and submit NuLeAF comments as appropriate.</p>	<p>Responded to consultations and documents for comment as follows:</p> <ul style="list-style-type: none"> <li>- Scoping MOX 'Justification</li> <li>- ILW Storage in Central Scotland</li> <li>- LLW disposal at Dounreay</li> <li>- Cumbria M&amp;WLP</li> <li>- NDA Business Plan</li> <li>- Northants M &amp;W Development Framework Partial Review</li> <li>- DECC 'Call for evidence'</li> <li>- Magnox ILW Storage in E&amp;W</li> <li>- Magnox FED Treatment in E&amp;W</li> </ul>	<p>Respond to: draft NDA 2014-17 Business Plan; draft NDA Strategy 3; DECC MRWS Review; revised LLW (nuclear) Strategy And also the revised non nuclear strategy and NORM strategy.</p> <p>Monitor other relevant national and local policy development; report on engagement opportunities to members. Prepare and submit NuLeAF comments as appropriate.</p>	<p>Respond to all significant national consultations. Identify consultation outcomes. Report via 'Annual Report Card' to 2014 AGM.</p>	<p>Respond to: draft NDA 2015-18 Business Plan.</p> <p>Monitor other relevant national and local policy development; report on engagement opportunities to members. Prepare and submit NuLeAF comments as appropriate.</p>

## Engagement Calendar 2013/2014

Nov '13	Dec '13	Jan '14	Feb '14	Mar '14	Apr '14	May '14	Jun '14	Jul '14	Aug '14	Sep '14	Oct '14
	<b>NuLeAF RWPG</b>	<b>NuLeAF SG</b>		<b>NuLeAF RWPG</b>	<b>NuLeAF SG</b>		<b>NuLeAF RWPG</b>	<b>NuLeAF SG</b>		<b>NuLeAF RWPG</b>	<b>NuLeAF SG &amp; AGM</b>
SR TOG (Interim)	SR TOG	SR TOG (Interim)		SR TOG	SR TOG (Interim)		SR TOG	SR TOG (Interim)		SR TOG	SR TOG (Interim)
IWM TOG (Interim)	IWM TOG	IWM TOG (Interim)		IWM TOG		IWM TOG (Interim)	IWM TOG	IWM TOG (Interim)		IWM TOG	IWM TOG (Interim)
LLWR Regulators Group and Delivery Overview Group (DOG) meetings			LLWR DOG			Regulatory Meeting			LLWR DOG		
SDP	<b>SDP Advisory Sub group</b>	<b>SDP Advisory Sub group</b>		<b>SDP Advisory Sub group</b>		<b>SDP Advisory Sub group</b>		<b>SDP Advisory Sub group</b>		<b>SDP Advisory Sub group</b>	
	DECC/NDA MRWS Liaison	RIMM		DECC/NDA MRWS Liaison			DECC/NDA MRWS Liaison	RIMM		DECC/NDA MRWS Liaison	

Key: DOG = Delivery Overview Group, IWM = Integrated Waste Management, LLWR = Low Level Waste Repository, RWPG = Radioactive Waste Planning Group, SG = Steering Group. SR = Site Restoration, TOG = Theme Overview Group.

**Bold Type: confirmed** Standard Type: to be confirmed

## Finance for FY2013/2014 and FY2014/2015

### Budget Income FY 2013-14

Nuclear Decommissioning Authority	£75,000
Local Authority membership	£20,690
Seminar	£0
Commissioned work	£5,000
<b>Total</b>	<b>£100,690</b>

**Budget deficit FY 2013-14**                      **£11,580**

### Budget Income FY 2014-15

Nuclear Decommissioning Authority	£75,000
Local Authority membership	£15,040
Seminar	£1,000
Commissioned work	£5,000
<b>Total</b>	<b>£96,040</b>

**Budget deficit FY 2014-15**                      **£17,116**

### Budget Expenditure FY 2013-14

Salaries and wages	£95,324
Travel, accommodation & subsistence	£6,160
Room hire and catering	£4,800
Recruitment costs	£0
Printing, postage & stationery	£550
Staff office costs & expenses	£4,885
Audit costs	£551
<b>Total</b>	<b>£112,270</b>

### Budget Expenditure FY 2014-15

Salaries and wages	£96,278
Travel, accommodation & subsistence	£7,730
Room hire and catering	£4,900
Recruitment costs	£0
Printing, postage & stationery	£565
Staff office costs & expenses	£3,083
Audit costs	£600
<b>Total</b>	<b>£113,156</b>

## Risk Management

Project Risks	Mitigating Action	OWNER
There is a risk that insufficient funding can be attracted to maintain the existing level of service, or at the extreme, result in the organisation ceasing to operate	<ul style="list-style-type: none"> <li>• Agree and communicate NuLeAF work programme with key funders (LAs/NDA)</li> <li>• Seek new funding opportunities inc. SLCs and project work</li> </ul>	SK/PM
There is a risk that expenditure is not controlled resulting in an depletion of the reserves	<ul style="list-style-type: none"> <li>• Maintain active monitoring and reporting of income and expenditure</li> <li>• Ensure adequate mechanisms are in place to control expenditure</li> <li>• Ensure reimbursements are claimed wherever possible</li> </ul>	CD
There is a risk that agreed performance targets are missed	<ul style="list-style-type: none"> <li>• Ensure performance targets are understood, that staff competencies are maintained with appropriate training if required, and that staff remain motivated</li> </ul>	SK/PM
There is a risk that funders do not consider services are VFM	<ul style="list-style-type: none"> <li>• Regularly brief and consult funders on work programme prioritisation</li> <li>• Engage and respond promptly to member concerns</li> <li>• Proactively engage with officer and member contacts in contributing authorities</li> <li>• Undertake an annual survey of members views</li> </ul>	SK/PM
There is a risk of lower individual and workplace H&S protection for lone and remote working staff	<ul style="list-style-type: none"> <li>• Ensure staff access to appropriate H&amp;S advice &amp; training</li> <li>• Risk assess workplaces annually</li> <li>• Ensure communication between staff, supportive team working, and be alert to signs of work related stress</li> <li>• Allocate an agreed training and H&amp;S budget</li> </ul>	ALL
There is a risk to NuLeAF's membership through promotion of pro or anti nuclear views	<ul style="list-style-type: none"> <li>• Ensure neutrality in response at all times</li> </ul>	ALL
There is a risk of reputational damage if NuLeAF is perceived as being too close to external funders	<ul style="list-style-type: none"> <li>• Be clear about 'arms length' relationship with external funders and purpose to serve member authorities</li> </ul>	ALL
There is a risk of loss of expertise/knowledge through staff turnover	<ul style="list-style-type: none"> <li>• Ensure staff share information adequately. Procedures manuals to be kept up to date</li> </ul>	ALL
There is a risk of loss of data and operational capacity through ITC failure	<ul style="list-style-type: none"> <li>• Ensure resilience through the availability of secondary communications and regular back up data storage on the Suffolk server or in Dropbox</li> </ul>	ALL

## Contacts

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