

Meeting:	Annual General Meeting, 15 October 2015
Agenda Item:	4
Subject:	Draft Service Plan 2015-16 and 2016-17
Author:	Philip Matthews and Catherine Draper
Purpose:	To present the Draft Service Plan 2015-16 for consideration and report on the proposed Service Plan for 2016-17

Introduction

This paper outlines the draft Service Plan for delivery in years 2015-16.

A number of changes in the format and presentation of the Service Plan have been made. These are:

- The period covered by the Service Plan has been altered to financial year 2015/16 (April 2015-March 2016) and it is proposed that in future years the Service Plan will continue to be an annual plan covering the financial year. This will enable better planning as it ensures the commitments of the Plan are based on a clearer understanding of what funding (from NDA, RWM, members and other sources) will be available.
- The Plan has been changed from a two year plan to a one year plan. The commitments for action in the second year (in this case 2016/17) were by their nature vague due to both the lack of knowledge of the programme of DECC/NDA/RWM/SLCs that far in advance, and the inability to commit to work until the financial situation was clear. It is now proposed that the Service Plan for 2016/17 will be presented to Steering Group for consideration in early 2016, once discussions have been held with NDA and RWM on NuLeAF's funding for next financial year. According to the Constitution, it is the AGM which agrees the work programme for the year ahead, not a Steering Group meeting. It is therefore proposed the constitution is amended to reflect this change, with an EGM held in the last Steering Group meeting of the current financial year, to approve next years' Service Plan.
- At the request of RWM, the Plan has been altered to note which elements are intended to support the work of NDA, RWM and members, based on the relative proportion of funding from each source.
- Both output and outcomes for each strand of work have been proposed, to enable better monitoring and reporting of progress against objectives set.

Recommendations

That the AGM accepts the proposal to move to producing an annual Service Plan based on the financial year (April to March), to coincide with the funding cycle.

That NuLeAF's constitution is amended to enable an EGM, held in the last Steering Group meeting in the current financial year, to approve the Service Plan for the next financial year.

That a Service Plan for 2016/17 is presented to an EGM in early 2016, once the financial support from NDA and RWM for next financial year is confirmed.

That the AGM accepts this Service Plan as the guide for NuLeAF's work programme 2015-16.



NuLeAF Service Plan

April 2015 – March 2016

Introduction

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, RWM 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.

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. 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;
- work with and advise the regulators and NDA on institutional controls and the potential for the transfer of NDA sites to local authority control;
- contribute to the development of Strategy III and the planned Higher Activity Waste (HAW) Strategy and to ongoing work on Low Level Waste (LLW) policy and implementation. We will 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 radioactive waste 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.

5

For each work stream the tasks we will undertake between 2015 and 2016 are set out in detail, along with the indicators we will use to measure our performance in terms of outputs and outcomes. We will report against these indicators annually.

Who we are

NuLeAF is formally established as a Special Interest Group of the Local Government Association (LGA). We are directly supported by 108 local authorities and 3 national park authorities and also, on behalf of the LGA, represent the wider interests of all local authorities across England and Wales. 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.

Priority Actions

Over financial year 2015/16 NuLeAF will undertake a wide range of actions. All work supports local authority capacity and the NDA and RWM mission, but some elements have a specific focus.

6

For NDA funded activity

- Continue to clarify the practical options available to NDA for integrated waste management and site decommissioning and remediation, and how criteria for options assessment will be identified and applied locally.
 - Work with and advise the regulators and NDA on institutional controls and the issues around the potential for the transfer of NDA sites to local authority control.
 - Contribute to the development of Strategy III and the planned Higher Activity Waste (HAW) Strategy and to ongoing work on Low Level Waste (LLW) policy and implementation.
 - Where justified by scale, national significance, and long term impacts, continuing to make the case for community investment 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.

For RWM funded activity

- Work closely with DECC and RWM in taking forward GDF siting process work on communities, geology and land use planning.
- Help build awareness of the Geological Disposal Facility (GDF) siting process proposals among our members and wider local government audience, particularly in terms of the economic development opportunities.
- Help disseminate information to a wide local authority audience, including non-NuLeAF members, and facilitate feedback on the GDF siting process and allied issues.
- Be an active participant in consultations, meetings and other events intended to shape the final GDF siting process
- Continuing to advise and assist any local authority wishing to learn more about the GDF siting process.

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

Work Programme 2015-2016

Objective	Key Tasks 2015-16	Outputs	Outcomes	Comments
WORK IN SUPPORT OF NDA MISSION (33%)				
NDA Strategy & Operations				
1. Identify key issues for members resulting from NDA Strategy implementation including PBO competitions, community benefits, and waste storage consolidation proposals.	On behalf of the membership, play an active role in the Integrated Waste Management (IWM), Critical Enablers (CE) and Site Decommissioning and Remediation (SDR) Theme Overview Groups (TOGs); also liaise with the Nuclear Materials/Spent Nuclear Fuel (NM/SNF) TOG as appropriate. Engage through other means available to represent the interests of LAs.	Attend at least 80% of meetings of the IWM, CE and SDR TOGs Participate in update briefings on the NM/SNF TOG as appropriate. Regularly report to Steering Group on the TOG meetings and the wider work of the NDA. Attend the annual NDA Stakeholder event. Continue to engage with NDA to understand and communicate how the Value Framework informs NDA strategy implementation.	That NuLeAF member authorities have a high degree of awareness and understanding of NDA strategy, the work of the TOGs, and of Strategy implementation. That individual member authorities submit their own responses to consultations and use NuLeAF consultation responses, reports and guidance to help inform these consultations as appropriate. This is to be assessed through the bi-annual survey of members and feedback from Steering Group meetings.	The TOG meetings are an important means for NuLeAF (and thus local authorities) to gain a clear understanding of the current and future work of the NDA in developing strategy and on: <ul style="list-style-type: none"> • Site restoration • Storage and disposal of waste • Community benefits and investment • Wider socio-economic issues • Environmental protection
	Participate in the NDA's annual stakeholder event and report back to members.			
	Through the various engagement opportunities, ensure NDA explains, as necessary, how the Value	Conduct a bi-annual survey of members to identify levels of		

	<p>Framework is applied in determining preferred options for decommissioning and radioactive waste management.</p>	<p>satisfaction with NDA Strategy implementation and NuLeAF performance. Report to 2016 AGM. (last survey took place in October 2014)</p>		
<p>2. Engage with the development of NDA Strategy III and encourage maximum consultation with NDA site host communities.</p>	<p>Engagement will include:</p> <ul style="list-style-type: none"> • Feeding back on SIII from TOG discussions, and using the TOGs to raise NuLeAF member concerns and comments on the Strategy • Holding a session on SIII at the NuLeAF seminar in autumn 2015 • Participating in engagement events on SIII (e.g. Manchester in May 2015) and reporting to members • Responding to the SIII Consultation • Encouraging NuLeAF members to engage in SIII events and consultation • Participating in the Strategy III SEA process through 	<p>Submission of comments on Draft Strategy III.</p> <p>Submission of response to the formal Strategy III consultation.</p> <p>Submission of response to Strategy III SEA consultation.</p> <p>Hold a session on SIII at the NuLeAF seminar in autumn 2015</p> <p>Conduct of a bi-annual survey of members to identify levels of satisfaction with NDA Strategy implementation and NuLeAF performance. Report to 2016 AGM (last survey took place in October 2014)</p>		<p>Strategy III sets the strategic direction of the NDA over the next 5 years. Engagement to help ensure that SIII addresses local authority concerns is therefore vital.</p>

	attending workshop and responding to the consultation on the SEA			
3. Engage with the development of the Higher Activity Waste (HAW) Strategy and encourage maximum consultation with NDA site host communities.	Engage through TOGs and other meetings to represent local government views on the HAW Strategy and to feed back to members. Respond to the HAW consultation and encourage individual local authorities in responding.	Submission of HAW consultation response.		NuLeAF has long argued for the development of a Higher Activity Waste Strategy to compliment the LLW Strategy.
4. Continue to engage with NDA, SLCs, the regulators and host LAs on site restoration, interim and end states and IWM/FED storage.	Engage with Magnox/Cavendish Fluor Partnership to raise concerns about changes to plans for ILW/FED storage. On behalf of members, participate in meetings of the Site Decommissioning and Remediation (SDR) TOG and report back to Steering Group and RWPG.	Write to CFP Chief Executive on this issue Invite Magnox/CFP to present on ILW/FED to a NuLeAF Steering Group Attend at least 80% of SR TOG meetings.	Ensure engagement leads to greater clarity on proposals and higher satisfaction with what is proposed. This is to be assessed through the bi-annual survey of members and feedback from Steering Group meetings.	Following the engagement process carried out by Magnox on their original proposals for managing ILW and FED, it is currently unclear what consultation on the new proposals may take place. Local authorities need to understand the new proposals and consider whether they are acceptable in terms of direct impact on sites and wider impacts such as on transport.

				<p>It is recognised that leaving radioactive waste on-site is a contentious issue. The expectation of Planning Authorities regarding clean up and their understanding of the role of the environment agencies and the scope for different models of site management is thus an important issue. Dialogue is important.</p>
<p>5. Engage with and advise NDA and the regulators on institutional controls and the scope for the transfer of nuclear licensed sites to local authorities</p>	<p>Use the Steering Group and Radioactive Waste Planning Group to discuss and advise NDA and the regulators on the potential for the planning system to be employed to oversee nuclear licensed sites and any residual contamination.</p>	<p>NuLeAF to host discussion between the regulators and both Steering Group and the Radioactive Waste Planning Group (RWPG) on this issue.</p> <p>NuLeAF to provide a detailed response on the questions posed by the NDA and regulators.</p> <p>Regulators and NDA to prepare a briefing and a set of key questions for planning authorities.</p>	<p>Through drawing on the expertise of member authorities, and in particular the RWPG, ensure that:</p> <ul style="list-style-type: none"> • NuLeAF members have clarity on what is proposed by NDA and regulators in this regard and its implications for local government • NDA and regulators have clarity on current planning legislation and practice and the implications of this for any proposed change 	<p>The regulators and NDA are interested in the scope for transferring sites to local authority control at the point where the permit is surrendered .The regulators and NDA require expert advice on the potential for the planning system to be used to oversee site sand the barriers to this. NuLeAF’s Radioactive Waste Planning Group can be used as an expert forum for this.</p>

			in control and oversight of nuclear licensed sites.	
Low Level Waste				
6. Hold an annual meeting between LLWR, the industry and local authorities to discuss plans for disposal of VLLW/LALLW and explore issues of concern. Continue to encourage VLLW/LALLW management in line with the requirements for community engagement set out in LLW National Policy and NDA Strategy.	Following on from the pilot meeting in October 2014, work with LLWR to host an annual meeting between LLWR, the industry and local authorities in autumn 2015. NuLeAF to act as co-ordinator for local authority participation.	Meeting held and reported on.	That this active engagement leads to confidence among NuLeAF members, LLWR and the supply chain that engagement is in line with commitments in the NDA Strategy and an understanding of the issues of all parties involved. This is to be assessed through the bi-annual survey of members and feedback from Steering Group meetings.	Some NuLeAF members have expressed concern that engagement on VLLW/LALLW was not in line with the stated aims of the LLW Strategy. In response NuLeAF undertook research for LLWR which proposed actions to address this problem, including the annual meeting.
7. Continue to monitor and advise on developments in policy and the	NuLeAF will continue to highlight to DCLG, DECC and Defra the need for better integration of radioactive waste planning	Revised briefing paper on radioactive waste management and local plans published.	That over time, greater integration between radioactive waste policy and wider waste policy is achieved.	NuLeAF believes that there is a need for better integration of radioactive waste guidance and policy with wider waste

<p>planning system that impact on LLW disposal and build local government understanding of LLW management.</p>	<p>policy with wider planning policy.</p> <p>NuLeAF will organise a site visit to LLWR for members in July 2015.</p>	<p>Site visit to LLWR held.</p>		<p>policy. This would lead to radioactive waste issues being addressed with greater clarity within local plans.</p>
<p>8. 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>NuLeAF will monitor all revisions of local development and waste plans and regularly update a record of the policies on radioactive waste management in all relevant local plans.</p> <p>NuLeAF will submit consultation responses to all relevant local and waste plan revisions as appropriate and support members in preparing their own consultation responses.</p> <p>The RWPG will be used as a forum for local planners to update and discuss their local plans.</p>	<p>Revised briefing paper on radioactive waste management and local plans published.</p> <p>Response made to consultations on all major revisions to local plans and wastes plans that cover areas hosting an NDA site.</p> <p>Completion of annual update of record of the policies on radioactive waste in all relevant local plans.</p>	<p>That over time all local authorities with NDA sites establish clear policies on radioactive waste management within their local and waste plans.</p>	<p>Ensuring that local plans have clear policies on nuclear sites and the management of radioactive waste will prove useful to both local authorities and the NDA.</p>

WORK IN SUPPORT OF RWM MISSION (33%)				
Geological Disposal Facility Siting				
<p>9. Establish regular dialogue with DECC and RWM to take forward the GDF siting process, based on the 2014 White Paper on Geological Disposal.</p>	<p>Hold regular meetings with DECC and RWM to exchange information and identify how best to build the awareness and capacity of local government around the GDF siting process.</p> <p>Hold regular meetings with RWM to review progress of NuLeAF work in support of RWM's mission.</p>	<p>Regular (at least 8 in 2015/16) phone or face to face meetings held jointly with DECC and RWM</p> <p>At least 6 meetings with RWM (either face to face or by phone) held.</p> <p>Reporting and discussion of developments in the GDF siting process to become a standing item on the agenda of all NuLeAF Steering Group and RWPG meetings.</p>	<p>That, through a comprehensive programme of engagement with NuLeAF members and local authorities, and working in partnership with RWM and DECC:</p> <ul style="list-style-type: none"> The framework for the GDF siting process meets the needs of Government, RWM and local authorities, ensuring the highest possible level of involvement of local communities Local authority awareness of the potential opportunities presented by entering into the GDF siting process is as high as possible Barriers and concerns among local authorities about participating in the siting process are removed or reduced as far as possible 	<p>The development of a new framework for the GDF siting process is an issue of central importance to NuLeAF and local authorities. A regular exchange of information between DECC, RWM and NuLeAF is therefore vital. NuLeAF will seek to highlight issues of concern to local government and also act as a conduit back to local authorities, raising their awareness of the developing framework.</p>
<p>10. Build awareness of the GDF and the potential for local government to become involved, through work with the LGA and other organisations that support local authority working.</p>	<p>NuLeAF to:</p> <ul style="list-style-type: none"> Communicate directly and/or meet with the LGA Chief Executive and key officers to ensure awareness and support for NuLeAF's work with the wider LGA family. Deliver a presentation and/or present information on the GDF process and the opportunities for local 	<p>Direct communication and/or meetings with the LGA Chief Executive and key officers held. Report to RWM on relevant communication within LGA.</p> <p>Presentation or dissemination of information to the Superboard delivered.</p> <p>At least one article</p>	<p>This is to be assessed</p>	<p>Working with partners, NuLeAF will help reach out beyond the direct membership to heighten awareness of the GDF process with other local authorities and senior managers.</p>

	<p>government to the anticipated LGA 'Superboard' on Economy, Transport, Environment or Housing. This is expected to be constituted in autumn 2015.</p> <ul style="list-style-type: none"> • Prepare articles on the GDF siting process for LG First (LGA magazine). Respond to any feedback as appropriate. • Develop a database of contacts within the LGA, SOLACE, the LEP Network and ADEPT and share with RWM • Working with RWM and DECC, jointly host an event at the 2016 LGA Conference • Working with DECC and RWM, disseminate information materials to all attendees at the LGA conference • Engage with SOLACE to raise awareness of the GDF through offering to present to 	<p>published in LG First.</p> <p>Database of key contacts developed and passed to RWM</p> <p>Work towards delivering an event at 2016 LGA conference, held jointly with RWM and DECC. Materials provided to delegates at conference.</p> <p>Information materials or speaker provided to SOLACE and ADEPT events.</p>	<p>through:</p> <ul style="list-style-type: none"> • The bi-annual survey of members • Feedback from NuLeAF Steering Group meetings • Feedback from NuLeAF and joint events such as at the annual seminar and LGA conference • Numbers of users of social media groups and Knowledge Hub resources • Participation of local authorities in the 'Call for Evidence' and other consultation exercises 	
--	---	---	--	--

	<p>an event or through provision of information materials</p> <ul style="list-style-type: none"> Engage with ADEPT to raise awareness of the GDF through offering to present to an event or through provision of information materials 			
<p>11. Support the consultation activities on geological screening, working with communities and land use planning being taken forward over 2015/16</p>	<p>NuLeAF to prepare a submission to the 'Call for Evidence' on the community aspects of the GDF siting process; and build the capacity and awareness of local authorities to engage in the Call.</p> <p>NuLeAF to publicise DECC's Local Government workshop on the CRWG to be held in late 2015.</p> <p>NuLeAF's to provide regular updates to members on progress with the CRWG and seek their views on issues as appropriate.</p> <p>NuLeAF to continue to support work on the</p>	<p>Call for evidence response submitted. At least 3 NuLeAF member local authorities submit their own responses, drawing on the NuLeAF submission as appropriate.</p> <p>NuLeAF to hold a workshop on geology, open to all local authorities, as part of a Steering Group meeting.</p> <p>Reporting and discussion of developments in the GDF siting process to become a standing item on the agenda of all NuLeAF Steering Group and RWPG meetings.</p> <p>NuLeAF to submit a response to all relevant</p>		

	<p>geological aspects of the GDF siting process, building on the geology workshop held with RWM in early 2015. This will use NuLeAF meetings for engagement between RWM and local authorities as appropriate. NuLeAF will also submit responses to consultations on the geological aspects of the GDF.</p> <p>NuLeAF to promote all regional workshops held by RWM to member authorities and with the wider LGA.</p> <p>NuLeAF, and in particular the RWPG, to engage with and advise work on land use planning as appropriate.</p> <p>NuLeAF to engage with the advisory group for the NSIP process and the associated Appraisal of Sustainability.</p>	<p>consultations on the geological aspects of the GDF, and encourage local authorities to do so.</p> <p>NuLeAF to represent the LGA on workshops on planning aspects of the GDF. NuLeAF's participation to be informed by the RWPG and information from these meetings to be fed back to the RWPG.</p> <p>NuLeAF to represent the LGA on workshops and engagement on the Assessment of Sustainability (AoS) and Habitat Regulation Assessment (HRA) for the GDF.</p>		
--	--	--	--	--

<p>12. Focus part of the annual NuLeAF seminar on the revised GDF process</p>	<p>Working with DECC and RWM, identify the potential for using part of the NuLeAF seminar (held in September 2015) as a forum for discussion of the issues around the White Paper.</p> <p>This will give members and other local authorities the opportunity to engage with DECC and RWM on the key issues and opportunities the new process provides for local government and communities.</p>	<p>Seminar held, with discussion on the GDF White Paper and the implications for local authorities. At least 30 participants from across local government and partner organisations to attend.</p>		
<p>13. Develop online resources on the GDF for local government</p>	<p>Launch a NuLeAF Twitter feed to provide regular information on the GDF process and progress with decommissioning and waste management.</p> <p>Continue to disseminate information on the GDF siting process through NuLeAF's LinkedIn group.</p> <p>Establish an information resource on the GDF on the LGA's Knowledge Hub</p>	<p>Twitter feed launched.</p> <p>LinkedIn group to provide regular updates on developments in the GDF process.</p> <p>Knowledge Hub pages prepared and available online.</p>		<p>NuLeAF operates a successful LinkedIn group which provides regular updates to around 50 group members.</p> <p>The LGA operates an online Knowledge Hub, the UK's largest platform for Elected Members and staff to share knowledge, discuss issues and develop initiatives, with 180,000 members. There</p>

	and maintain and update it regularly.			is scope to develop a bespoke online information resource on the GDF for the Hub which would be backed by the factsheets and briefing paper previously mentioned.
14. Build awareness among local government in the UK of the approaches to GDF site selection being undertaken in other countries.	<p>Based on NuLeAF's paper on proposed international visits, identify with RWM whether there is scope in 2015/16 to send a small NuLeAF delegation to GDF repository sites, potentially in Sweden and/or Canada.</p> <p>Reports on these visits would be prepared and circulated to NuLeAF members, and the key learning points also presented and discussed at NuLeAF seminars and Steering Group/RWPG meetings.</p>	<p>NuLeAF to disseminate learning from any visits to NuLeAF members and across local government through the production of:</p> <ul style="list-style-type: none"> • Briefing Paper • Presentation at NuLeAF Steering Group • Presentation to LGA 2016 conference (depending on timing of visits) 		<p>The siting and development of a GDF will be an immensely complex undertaking, both in terms of the long time span, technical and engineering challenges and the socio-economic aspects of the project.</p> <p>Visits to GDF developments outside the UK will be very useful in helping local government understand this complexity, and explore the issues around the concept of 'community', the means of engaging the local population, and the wider issues around community investment, engineering and geology.</p>

<p>15. Continue to monitor and contribute to relevant international programmes and disseminate international best practice.</p>	<p>NuLeAF will consider the suitability of different international engagement opportunities as and when they arise. International visits will only take place if third party funding is provided.</p>	<p>Engagement by NuLeAF in international programmes on a case by case basis if funding available.</p> <p>The learning from any seminar or events will be reported back to members and the LGA.</p>		<p>NuLeAF has participated in a number of international programmes which seek to exchange information and build understanding of the approaches to radioactive waste management, storage and disposal in different countries. These have proved useful in helping appreciate the similarities and differences in the political environment, means of stakeholder/public engagement and technical processes undertaken in different nations.</p>
<p>16. Continue to advise planning authorities in the development of policies for higher activity waste (HAW) storage and/or disposal.</p> <p>Continue to advise DECC,</p>	<p>NuLeAF will monitor all revisions of local development and waste plans and regularly update a record of the policies on radioactive waste management in all relevant local plans.</p> <p>NuLeAF will submit consultation responses to</p>	<p>Consultation responses to all relevant local and waste plan revisions submitted.</p> <p>Annual update of record of the policies on radioactive waste in all relevant local plans completed.</p>		

<p>NDA, RWM and regulators in the delivery of Government policy for HAW locally.</p>	<p>all relevant local and waste plan revisions as appropriate and support members in preparing their own consultation responses.</p> <p>As noted above, NuLeAF will submit a response to the HAW Strategy consultation and participate in engagement events as appropriate.</p>			
<p>17. Support RWM's deliver mission through additional discrete projects.</p>	<p>Through regular engagement with RWM, identify extra support for the RWM mission that is above and beyond NuLeAF's core mission.</p> <p>Potentially this could include acting as management or commissioning agent for additional research and engagement activities. Actions could include:</p> <ul style="list-style-type: none"> • Research on the awareness or views of local government on the GDF process or aspects of it • Engagement with the media to raise 	<p>Performance indicators and timetable for other projects to be defined for each task as agreed.</p>		<p>NuLeAF has a dual role, seeking to represent the views of local government to DECC, RWM Ltd and NDA; and to help build the capacity of local authorities to engage effectively in discussions on all aspects of nuclear decommissioning and radioactive waste management.</p> <p>This gives the organisation a unique position in helping to ensure communications are presented in the most effective way for</p>

	<p>awareness and challenge misinformation</p> <ul style="list-style-type: none"> Disseminate information on the GDF process to the Local Enterprise Partnerships or commissioning a review of the Strategic Economic Plans of the 39 LEPs to identify whether the vision might be compatible with the development of a GDF 			<p>the local government audience, and to undertake research on the views of local authorities.</p>
--	---	--	--	--

WORK IN SUPPORT OF MEMBER LOCAL AUTHORITIES (33%)

Legacy Management Implications of Potential New Build

<p>18. 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>Engage with the NDA, EDF and other interested parties to raise any concerns NuLeAF members have on the impacts of New Build on radioactive waste management</p>	<p>NuLeAF to engage as appropriate.</p>	<p>That NuLeAF members are made aware of any issues arising out of nuclear new build that may impact on NDA sites and legacy waste management.</p>	<p>NuLeAF does not engage on the issues around new nuclear except in relation to their impact on existing NDA sites and on legacy waste management.</p>
--	--	---	--	---

<p>19. Continue to liaise with NNLAG and advise and assist as appropriate regarding radioactive waste management and SNF storage impacts at nuclear new build sites</p>	<p>Meet on with the NNLAG secretariat and/or membership as appropriate.</p>	<p>NuLeAF to attend at least one NNLAG meeting and liaise with the NNLAG secretariat as appropriate.</p> <p>Relevant updates on NNLAG to be reported to NuLeAF Steering Group as appropriate.</p>		
<p>Submarine Dismantling Project</p>				
<p>20. 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.</p>	<p>Following confirmation of the final shortlist of sites, NuLeAF to continue to:</p> <ul style="list-style-type: none"> • Participate in the SDP Advisory Group until the completion of the process in 2016 • Report on developments in the SDP to members 	<p>NuLeAF to attend at least 80% of SDP Advisory Group meetings.</p>	<p>That the process operates effectively in terms of engagement with local authorities and communities.</p>	<p>The SDP is seeking to identify a site for the ILW from the UK's 27 decommissioned nuclear powered submarines.</p> <p>This long process is almost complete and NuLeAF's engagement will not continue. The Ministry of Defence (MOD) meets all costs incurred in NuLeAF attending SDP meetings.</p>

Community Funds & Socio-Economic Support				
<p>21. Continue to support and represent local authorities in the development of community benefits with a view to maximizing community benefits and also planning gain through S106, CIL and other mechanisms</p>	<p>At the appropriate time, host a round table discussion on community benefits and investment with NDA, DECC and other interested parties.</p> <p>The timing of this is dependent on a number of factors and thus the meeting may be held over to a future year.</p>	<p>Round table meeting held within 2015/16 if appropriate.</p>		<p>Following the publication of a revised Briefing Paper on Community Investment, NuLeAF is seeking a discussion with NDA, DECC and other parties on this issue. This work is on hold pending the agreement on community benefits for the LLWR site.</p>
<p>22. 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>Use Steering group, RWPG and other engagement to identify member concerns and respond as appropriate.</p>	<p>NuLeAF to respond as appropriate.</p>		

<p>23. Continue to seek a consistent approach in the setting of socio-economic criteria for PBO management competition processes at NDA sites.</p>	<p>Engage with the new PBO for Magnox to represent NuLeAF member concerns on socio-economic issues and the provision of community investment.</p> <p>Continue to represent member interests with the NDA in relation to the new arrangements for Sellafield.</p>	<p>Invitation offered to Magnox to present to Steering Group on this issue and respond to member concerns.</p> <p>Engagement undertaken with the new management of Sellafield to highlight the issues of concern to members in relation to community benefits.</p>		
<p>Major Accidents</p>				
<p>24. 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>	<p>Monitor and respond as appropriate.</p>	<p>No specific work identified for 2015-16.</p>		<p>Accidents and safety around legacy waste are of significant concern to members. NuLeAF will continue to monitor developments and their implications for local authorities.</p>

Business Support & Member Services				
25. Support Executive Director in delivering GDF work programme	The Director's Assistant will attend, as appropriate, meetings with DECC and RWM and help take forward work agreed with RWM on the GDF White Paper process.	Actions to include: <ul style="list-style-type: none"> • Attendance at meetings as appropriate • Organisation of events and meetings as agreed • Background research and information gathering 	That NuLeAF delivers and effective programme of work in support of its aims and objectives, meeting the needs of local authorities and supporting the work of the NDA and RWM.	
26.Support Executive Director in delivering other aspects of NuLeAF work programme	Provide: <ul style="list-style-type: none"> • Ongoing monitoring of developments in radioactive waste management advising ED as appropriate. • Ongoing monitoring of government policy and strategy • Draft Annual Report and Finance and Staffing paper to AGM. • NuLeAF Annual Report to LGA • Act as initial point of contact for NuLeAF members and external bodies providing information where appropriate. Support Spatial Planning &	Annual report, LGA report and other information submitted.	This is to be assessed through the bi-annual survey of members, feedback from Steering Group meetings, and feedback from NDA and RWM.	

	Partnership Manager in any HR issues			
27. Support NuLeAF meetings and other events.	Deliver Steering Group meeting, annual seminar, AGM and RWPG meetings.	Arrangement of: <ul style="list-style-type: none"> • 4 SGs & AGM • 1 NDA/SLC Engagement meeting • 1 seminar • 3 or 4 RWPGs 		
28. Ensure effective web and new media communication.	<p>Draft monthly newsletter and quarterly e-bulletin.</p> <p>Research and draft case studies and papers as appropriate.</p> <p>Keep website and new media up to date</p>	<p>Production of 8 newsletters and 4 e-bulletins</p> <p>Website kept up to date to provide information resource for members and others.</p> <p>Twitter feed established</p> <p>New articles posted on LinkedIn site at least 4 times per month.</p>		
29. Oversee finance and accounts.	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.	Submission of finance reports and other information as required. Produce end of year accounts and submit to auditors.		

	<p>Process Pcard receipts and ensure ED adheres to Suffolk CC policy. Amend financial guidelines in response to audit comments, if required.</p> <p>Make all travel and accommodation arrangements for ED and any other NuLeAF members travelling on NuLeAF business, including international travel, ensuring best value for money is obtained at all times.</p>			
Other Consultations				
<p>30. Monitor other relevant national and local policy development; report on engagement opportunities to members. Prepare and submit NuLeAF comments as appropriate.</p>	<p>Respond as appropriate</p>	<p>NuLeAF to respond to other consultations as appropriate and report on this at the end of each financial year.</p>		<p>It is also important that NuLeAF engages with other related consultations as and when they arise.</p>

Engagement Calendar 2015/2016

14 May 2015, 23 July 2015, 15 October 2015, 28 January 2016	NuLeAF Steering Group meeting
4 June 2015, 2 September 2015, 2 December 2015, 4 March 2016	Radioactive Waste Planning Group meeting
30 September 2015	NuLeAF Seminar
22 July 2015	Site visit to Low Level Waste Repository
14 April 2015, 15 September 2015, 20 October 2015, 15 December 2015, 19 January 2016, 15 March 2016	Site Remediation & Decommissioning Theme Overview Group meeting
15 May 2015, 17 September 2015, 22 October 2015, 17 December 2015, 21 January 2016, 17 March 2016	Integrated Waste Management Theme Overview Group meeting
22 September 2015, 27 October 2015, 22 December 2015, 26 January 2016, 22 March 2016	Critical Enablers Theme Overview Group meeting
16 April 2015, 29 April 2015, 11 June 2015, 8 July 2015, 6 August 2015, 3 September, 19 November 2015	DECC/RWM liaison meeting/teleconference
2 June 2015, 10 December 2015	Low Level Waste Regulators meeting
19 May 2015	NDA Strategy 3 workshop
20 May 2015	Asbestos National Optioneering Study Gate A workshop
3 June 2015	Submarine Dismantling Project Advisory Sub-Group meeting
10 June 2015	Environment Agency conference
22 June 2015	Options for Regulatory and Legal Controls on Safeguarding Land Use
23 June 2015	Meeting of the Geological National Screening Survey Independent Review Panel
22 July 2015	Strategy Development Stakeholder Group meeting
25 August 2015	GDF Appraisal of Sustainability workshop

Finance for FY2015/2016

Finance for FY2015/2016

Budget Income FY 2015-16

Nuclear Decommissioning Authority	£37,500
Radioactive Waste Management Ltd	£37,500
Local Authority membership	£21,355
Seminar	£250
Commissioned work	£5,000

Total £101,605

Budget deficit FY 2015-16 £7,958

Budget Expenditure FY 2015-16

Salaries and wages	£98,347
Travel, accommodation & subsistence	£5,680
Room hire and catering	£3,100
Printing, postage & stationery	£360
Staff office costs & expenses	£1,450
Audit costs	£626

Total £109,563

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

Contacts

Executive Director

Philip Matthews

E: philip.matthews@nuleaf.org.uk

T: 07949 209126

Director's Assistant

Catherine Draper

E: catherine.draper@nuleaf.org.uk

T: 01473 264833

Correspondence:

NuLeAF, c/o Suffolk County Council, Endeavour House, 8 Russell Road, Ipswich, Suffolk, IP1 2BX