

## **NuLeAF: NUCLEAR LEGACY ADVISORY FORUM**

### **LGA SPECIAL INTEREST GROUP ON RADIOACTIVE WASTE MANAGEMENT AND NUCLEAR DECOMMISSIONING**

**Draft Minutes of the AGM held on 15 October 2015,  
Local Government House, Smith Square, London**

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**Present:**

Cllr Richard Smith MVO, Suffolk County Council (Chair)  
Cllr Brendan Sweeney, Barrow-in-Furness Borough Council (Vice-Chair)  
Cllr David Chubb, South Gloucestershire Council  
Cllr Geoff Holdcroft, Suffolk Coastal District Council  
Cllr Marcus Johnstone, Lancashire County Council  
Cllr David Moore, Copeland Borough Council  
Cllr Chris Morgan, West Somerset Council  
Cllr David Southward, Cumbria County Council  
Gillian Ellis-King, South Gloucestershire Council  
Richard Griffin, Cumbria County Council  
Katharine Harvey, Shepway District Council  
Sean Morris, Manchester City Council  
Guy Robinson, Somerset County Council  
John Pitchford, Suffolk County Council  
Steve Smith, Copeland Borough Council  
Lesley Stenhouse, Essex County Council  
Philip Matthews, NuLeAF  
Catherine Draper, NuLeAF

		ACTION
	Apologies were received from: Nik Hardy – Allerdale Borough Council, Mike Garrity – Dorset Borough Council, Rob Sellen – Hampshire County Council, Adrian Hurst – Hartlepool Borough Council, Bryan Geake – Kent County Council, Richard Sharples – Lancashire County Council, Cllr David Blackburn – Leeds City Council, Cllr Grace Fletcher-Hackwood – Manchester City Council, Phil Watson – Northamptonshire County Council, Peter Day and Trevor Brown – Oxfordshire County Council, Richard Conway – Purbeck District Council, Cllr Peter Downing & Doug Bamsey – Sedgemoor District Council, Cllr David Monk – Shepway District Council, Clive Pink – Suffolk Coastal District Council, Matt Meldrum - West Berkshire Council, Andrew Goodchild – West Somerset Council.	
<b>1</b>	<b>MINUTES OF THE 2014 AGM</b>	
1.1	The Minutes were agreed as a true record of the previous meeting and will be posted on the NuLeAF website.	CD

<b>2</b>	<b>MATTERS ARISING</b>	
2.1	All matters had been actioned with the exception of 5.4 which was ongoing and would be discussed under item 7.	
<b>3</b>	<b>APPOINTMENT OF CHAIR AND VICE-CHAIR</b>	
3.1	Councillor Richard Smith (Suffolk County Council) was elected unopposed as Chair.	
3.2	Councillor Brendan Sweeney (Barrow-in-Furness Borough Council) was elected unopposed as Vice-Chair.	
3.3	The Chair expressed his thanks to the meeting for their engagement with the work of NuLeAF and regular attendance at meetings, and thanked the staff for their work over the previous year.	
<b>4</b>	<b>DRAFT SERVICE PLAN FOR 2015-16 AND 2016-17</b>	
4.1	PM introduced the report which included a draft service plan for FY 2015-16. A number of changes to the format and content of the Service Plan were highlighted, namely: <ul style="list-style-type: none"> <li>• The Service Plan covers the financial year;</li> <li>• The plan now covers one year rather than two;</li> <li>• Tasks have been split out to reflect work done for RWM, NDA and members separately; and</li> <li>• Outputs and outcomes for each strand of work have been proposed.</li> </ul>	
4.2	It was agreed that details on work undertaken for local authorities should be added to the Priority Actions section e.g. promoting best practice in planning policy development.	PM
4.3	It was agreed that the section on Low Level Waste would be amended to include reference to working with central government on delivering Low Level Waste policy locally in a similar way to section 16.	PM
4.4	It was agreed that reference to exploring potential benefits from engagement with private industry should be added.	PM
4.5	It was agreed that a glossary would be provided or acronyms removed.	CD
4.6	It was suggested that it would be useful to calculate the amount of money NuLeAF saves for NDA/RWM by its	PM

4.7	<p>existence, and that comparisons could be drawn by the funding programmes of sister organisations in other countries. It was recognised that it may be difficult to calculate a figure for this but the Executive Director would look into it further and report back.</p> <p>The AGM agreed:</p> <ol style="list-style-type: none"> <li>1. That the annual Service Plan be realigned to align with the financial year.</li> <li>2. That the Constitution be amended to enable an EGM at the last Steering Group meeting of the current financial year to approve the Service Plan for the next financial year.</li> <li>3. That the AGM accepted the Service Plan presented to the meeting as the guide for NuLeAF's work programme 2015-16 subject to the amendments at 4.2-4.6.</li> </ol>	
<b>5</b>	<b>AMENDMENT OF THE CONSTITUTION</b>	
5.1	PM introduced the report which provided suggested rewording of the constitution to reflect the financial contribution of RWM and to realign the Service Plan with the financial year.	
5.2	Following discussion about the possible realignment of the Steering Group meeting schedule to avoid local elections and the purdah period, it was agreed that the Executive Director would give further consideration as to when the Service Plan would be presented to an AGM/EGM for approval.	PM
5.3	<p>The AGM agreed:</p> <ol style="list-style-type: none"> <li>1. The amendment of second bullet point of Section 4 to include RWM.</li> <li>2. That the work programme be brought in to line with the financial year.</li> </ol>	CD
<b>6</b>	<b>ANNUAL REPORT</b>	
6.1	PM introduced the paper which had been circulated prior to the meeting.	
6.2	It was noted that the 2015 NDA National Stakeholder meeting did not take place and should be deleted, and that the meeting with Ben Bridgewater also considered other waste streams.	CD
6.3	The AGM agreed that the report represented a true picture of NuLeAF's organisational developments and activities, subject to the amendments above.	

<b>7</b>	<b>REPORT ON FINANCES, FUNDING AND STAFFING</b>	
7.1	PM presented the report which provided an audited financial statement for 2014-15, the budget for 2015-16, prospects for future funding. Recommendations on staffing issues were included in the report supported by a supplementary paper from Suffolk County Council.	
7.2	The Chair reported to the meeting that he had successfully negotiated a £100 rebate from Suffolk County Council Auditors. He had also arranged for NuLeAF accounts to be privately audited by Peter Frost, Head of Internal Audit, for the foreseeable future.	
7.3	Following discussion on the on-going financial shortfall, the Chair proposed that all corresponding members should be approached for a contribution of £100. The meeting agreed that this should go ahead. The Chair asked for view of the letter before distribution.	PM/RS
7.4	<p>The AGM agreed:</p> <ol style="list-style-type: none"> <li>1. The out-turn statement for 2014-15.</li> <li>2. To hold the level of requested payments from contributing authorities in 2016-17 to the current rates.</li> <li>3. That the Steering Group keeps efforts to secure income under review at its meetings throughout 2016-17.</li> <li>4. In principle that it wishes to continue to secure the services of an Executive Director and a Director's Assistant on further two year contracts from May 2016 and April 2016 respectively.</li> <li>5. To ask the 'employing authority' (Suffolk County Council) to offer a contract extension to Philip Matthews.</li> <li>6. To ask the 'employing authority' (Suffolk County Council) to offer a contract extension to Catherine Draper.</li> <li>7. That at spring 2016, Suffolk County Council reviews the financial position and, if necessary, is empowered to reduce staff costs after consultation with the affected staff and the Chair and Vice-Chair of NuLeAF.</li> </ol> <p>The meeting closed at 13.05</p>	<p>JP</p> <p>JP</p> <p>JP</p>

	<b>ACTION</b>	<b>FOR</b>	<b>STATUS</b>
1.1	Post minutes of previous meeting on the website	CD	Done
4.2	Update Service Plan Priority Actions to include work for local authorities	PM	Done
4.3	Update Service Plan LLW section to include working with central government on delivery LLW policy locally	PM	Done
4.4	Add reference to exploring potential of working with private industry to Service Plan	PM	Done
4.5	Add glossary to Service Plan or remove acronyms	CD	Done
4.6	Calculate savings to NDA of NuLeAF's existence	PM	
4.6	Investigate funding of sister organisations in other countries	PM	Done.
5.2	Consider when Service Plan should be presented to AGM/EGM for approval in light of changes to meeting schedule	PM	Done. March 2016.
5.3	Publish updated constitution on website	CD	Done
6.2	Delete NDA National Stakeholder meeting from annual report and add other waste streams to Steering Group section	CD	Done. Updated report posted on website.
7.3	Draft letter to corresponding members asking for £100 contribution.	PM/RS	Done. Limited response.
7.4	SCC to offer two year contract extension to Philip Matthews	JP	Done
7.4	SCC to offer two year contract extension to Catherine Draper	JP	Done
7.4	SCC to review financial situation in spring 2016 and act to reduce staff costs if necessary following appropriate consultation	JP	Done.