

2023 – 2024 REPORT

Activity Report

Nuleaf Activity Plan

2023-24 Report

- On target
- Partially completed
- No action due to external influences
- Action yet to be completed

Work carried out in 2023-24

Objective 1: Engage with NDA Strategy implementation and business planning, representing the views of our members and raising their awareness of developments.

1.1 On behalf of our membership, play an active role in the 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 Theme Overview Group as appropriate. Engage through other means to represent the interests of Local Authorities.

During the year Nuleaf attended 3 meetings of the CE TOG, 1 IWM TOG and 1 Joint IWM/SDR TOG. Nuleaf also participated the NDA's IWM Industry Forum and an NDA Workshop on the Management of Asbestos.

1.2 Participate in NDA stakeholder events & report back to members.

A number of Nuleaf members joined the virtual NDA Summit on the 12th of December 2023.

1.3 Respond to the consultation on the NDA Business Plan 2024-27.

A response was circulated to members for comment before submission to the NDA.

Objective 2. Use our Steering Group, RWPG meetings and other ad-hoc topic-based events to engage with the NDA Group and reflect our members views to them.

2.1 Use our Steering Group and Radioactive Waste Planning Group (RWPG) meetings for reports and discussion on the work of the NDA and wider national developments in radioactive waste management. Use our meetings as a platform for NDA corporate centre, Sellafield, Magnox, Nuclear Waste Services (NWS) and other elements of NDA Group to meet with local government as and when required. One particular priority for 2023/24 will be to use our meetings as a platform for discussion on the developing plans for AGR decommissioning.

During the year we held 3 online and 1 in-person Steering Group meeting and 4 online meetings of the Radioactive Waste Planning Group. Meeting topics included:

- Workshop on the waste and legacy implications of Advanced Modular Reactors (AMRs)
- Consultation on the NDA Social Value and Communities Strategy
- AGR Decommissioning seminar
- Update on the work of the Committee on Radioactive Waste Management (CoRWM) in support the GDF siting process
- Update on progress with the GDF programme
- The Code of Practice for determining the timing and pace of decommissioning
- Consultation on EIA and EIADR
- Annual meeting with NWS on Low Level Waste (LLW) management
- Update on operations at the Low-Level Waste Repository (LLWR)
- NDA work on land use and waste planning
- Climate Change and the NDA estate
- Progress with the Winfrith Masterplan
- Presentation on the National Policy Statement (NPS) for the GDF.

Our Annual Gathering for members was held in September 2023 in Workington, Cumberland. The event incorporated site visits to Sellafield and the LLWR and a guest dinner with after-dinner speeches from Martin Walkingshaw of NWS and Mark Fryer, Leader of Cumberland Council.

We held a well-attended workshop on AGR decommissioning involving EDF, NRS and the NDA and provided regular updates on AGR decommissioning within our Steering Group and RWPG papers. Our Planners group heard updates from Somerset Council and Folkestone and Hythe Council on AGR decommissioning at Hinkley and Dungeness.

2.2 Work with our members and the Directors of Stakeholder Engagement at NDA, Magnox and NWS to identify further opportunities to host webinars and other standalone meetings in response to new consultations/initiatives.

We held a successful meeting on Advanced Modular Reactors (AMRs) involving presentations from DESNZ, National Nuclear Laboratory (NNL), Office for Nuclear Regulation (ONR), Committee on Radioactive Waste Management (CoRWM) and the University of Greenwich.

Objective 3. Provide support for the NDA's stakeholder engagement

3.1 Engage with NDA in the development and delivery of any planned consultation or discussion on changes to the current approach to Public and Stakeholder Engagement (PSE).

Our Executive Director met monthly with the NDA engagement lead and regularly discussed PSE issues. Towards the end of 2023/24 the NDA commissioned a review of Site Stakeholder Groups (SSGs) and Nuleaf commissioned independent research on PSE. Both these reports will be published in the current financial year.

3.2 Work with NDA to help shape plans for their University Roadshows, four of which are planned during the year. Speak at one or more of the roadshows on behalf of Nuleaf.

Achieved. Nuleaf's Executive Director chaired a session at the roadshow held in Cumberland in summer 2023.

3.3 Discuss with NDA the opportunities and timing for engagement around technology and innovation issues.

Limited dialogue undertaken.

3.4 Provide opportunities for engagement between our members and the NDA on Site End States and Near Surface Disposal as required.

Nuleaf facilitated engagement session between the NDA and our members on these issues during the year. Nuleaf's Executive Director held 2 meetings with the NDA staff leading on Near Surface Disposal.

Objective 4. Promote the development by the NDA of an effective approach to socio-economics, sustainability and net zero carbon.

4.1 Through our Steering Group and RWPG, provide a forum for ongoing discussion & comment on socio-economics, Social Value, sustainability and Net Zero Carbon.

These issues were regularly discussed at meetings. Within 2023/24 much of the focus was on the refresh of the NDA Social Value and Communities Strategy.

4.2 Engage directly with the NDA in the review and refresh of their Group Socio-economic plan, ensuring the NDA addresses local government perspective and priorities.

Nuleaf played an active role in engaging NDA as they developed their plan (re-titled as the Social Value and Communities Strategy). Jamie Reed, NDA Group Director, presented to Nuleaf members on the draft Strategy and discussed their comments. Nuleaf prepared a detailed consultation response which was circulated to our members before submission. Dialogue with the NDA has continued.

4.3 Continue to advocate the development of a coherent approach to community benefits across the NDA estate, using all available fora.

Nuleaf regularly raised this issue, for example in our consultation responses to the Social Value and Communities Strategy, the NDA Business Plan and the UK Policy on Decommissioning and Radioactive Substances.

4.4 As required, commission research into decommissioning and waste management to help inform our engagement with Government, NDA, Magnox and NWS.

No such research commissioned in 2023/24 as research on public and stakeholder engagement was prioritised.

Objective 5. Engage with Government and the NDA to ensure proper dialogue with local authorities on land use and waste planning.

5.1 Use the Steering Group and Radioactive Waste Planning Group to discuss and advise DESNZ, NDA and the regulators on the potential for the planning system to be employed to oversee nuclear licensed sites and manage any residual contamination.

Our RWPG met 4 times during the year and incorporated regular discussions on land use and waste planning with Government, the NDA and Regulators. Specific topics discussed included: The Code of Practice for determining the timing and pace of decommissioning; Consultation on EIA and EIADR; Annual meeting with NWS on LLW management; NDA work on land use and waste planning; Climate Change and the NDA estate; Progress with the Winfrith Masterplan; and the NPS for the GDF.

5.2 Attend the Site Decommissioning and Remediation (SDR) TOG meetings and feed into discussions on this issue.

The joint IWM/SDR TOG was attended during the year.

5.3 Engage with NDA to facilitate better direct engagement between local authority planning officers and DESNZ/NDA, enabling expert input into discussions on land use and waste planning. A key element of this will be ongoing work with NDA to shape the NIGLQ-Planning Group and ensure local authority representation.

Outside our meetings we have engaged regularly with NDA and others on planning, this leading to closer working between local planning authorities and NDA/NRS/NWS. It is expected that this relationship will develop further in the current year.

Objective 6. Provide support and advice on development of Local Plans

6.1 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.

The compendium of radioactive waste policies included in Briefing Paper 11 was updated during the year.

6.2 Nuleaf will submit consultation responses to all relevant local and waste plan revisions as appropriate and support members in preparing their own consultation responses.

No relevant consultations identified during the year.

6.3 The Radioactive Waste Planning Group will continue to be used as a forum for local planners to update and discuss their local plans and related issues such as the Duty to Co-operate. In 2023/24 a new secure section of the Nuleaf website will be launched to enable our members to share planning documents and other information.

All RWPG meetings include updates from officers on developments in their area. A new secure area of website was launched and has proved popular with our members.

Objective 7. Engage with the UK Government in their review of policy for radioactive substances and nuclear decommissioning.

7.1 Participate in meetings of the UK Government's Radioactive Substances Policy Group (RSPG).

The Executive Director was unable to attend the RSPG meetings during this period due to other commitments. However, meetings were held with DESNZ officials and input provided into key agenda items such as around the new Policy.

7.2 Engage in discussion of the policy through the NDA's Theme Overview Groups (TOG) meetings.

Nuleaf contributed to discussion on the policy review at TOG meetings.

7.3 Prepare a response to the consultation on the draft Policy. This will be informed by an event in March 2023 where our members engaged with DESNZ on proposals. It will also be informed by feedback on a draft consultation response circulated in March 2023.

Detailed response to the consultation submitted. Further engagement undertaken with DESNZ officials and additional comments provided on the final draft Policy.

7.4 Continue wider dialogue with DESNZ officials.

Meetings with DESNZ officials held as required.

7.5 Invite Andrew Bowie MP, Minister for Nuclear and Networks, to address our Steering Group

Invitation extended to the Minister but declined.

Objective 8. Continue to engage with NDA Group, regulators and host Local Authorities on site restoration, interim and end states and Integrated Waste Management.

8.1 Engage in dialogue with NDA, Sellafield, Magnox and NWS around Site End States and Lifetime Plans.

NRS attended the December meeting of the Steering Group and provided an update regarding lifetime plans.

8.2 On behalf of members, participate in meetings of the Site Decommissioning and Remediation Theme Overview Group and report back to Steering Group and Radioactive Waste Planning Group.

Nuleaf participated in a Joint SDR/IWM TOG.

8.3 Use the Steering Group and RWPG to host discussion with ONR and the environmental regulators as required. During 2023/24 this is likely to include a discussion with the Environment Agency on the GRA.

Sessions with the ONR (on Proportionate Regulatory Control) and with the Environment Agency (EA) on GRA were due to take place but were postponed due to delays in both work strands. It is hoped that these sessions will take place in 24/25.

8.4 Meet regularly with ONR and engage with the Environment Agency (EA) and Natural Resources Wales (NRW) as appropriate.

Quarterly meetings were held with senior ONR comms and engagement staff. The Executive Director also attended ONR's Annual Meeting and an ONR workshop on Proportionate Regulatory Control (PRC).

Objective 9. Represent local government to help shape an optimal approach to the decommissioning of the Magnox sites.

9.1 Engage with DESNZ, NDA and Magnox to ensure that the overall approach and the proposals for individual sites are developed in full consultation with local authorities and communities and meet their needs.

NRS attended the December meeting of the Steering Group and provided an update regarding lifetime plans. Engagement with DESNZ and the NDA continued on related issues around in-situ disposal and storage of waste.

9.2 In 2023/24, provide support for engagement on on-site/in situ disposal proposals at the Trawsfynydd and Winfrith sites. A particular focus of this will be to raise understanding of GRR policy with our members (councillors and officers).

Discussion on the Winfrith site and Master-planning approach held at RWPG meeting, involving NRS, Environment Agency and Dorset Council. Discussion on GRR incorporated into a number of sessions with members.

9.3 Continue to promote a strategic planning approach to the management of Magnox sites along with other mechanisms such as Planning Performance Agreements (PPAs) where these are appropriate. Seek an effective approach to the development of plans for Interim and Final Site End States (SES) that maximises opportunities for reuse and activities of benefit to communities.

Joint meeting with Nuleaf's RWPG and Nuclear Industry Group Land-use Quality – Planning (NIGLQ-P) held, along with other discussions between NDA, Avison Young and Nuleaf land use and waste planners on a variety of related issues.

Objective 10. Work with Magnox to enhance dialogue and engagement with local government.

10.1 Invite, annually, senior Magnox staff to present to a Nuleaf Steering Group meeting. In 2023/24 this engagement will focus on future decommissioning plans and the ongoing expansion of Magnox. Use our Steering Group, RWPG and bespoke/stand-alone meetings as a focus for engagement between Magnox and our members as and when required.

NRS attended the December meeting of the Steering Group and provided an update regarding lifetime plans and on the rebranding of Magnox as Nuclear Restoration Services (NRS).

10.2 Hold an annual meeting for our Welsh member authorities; also involving other key stakeholders such as the Welsh Government, Magnox, ONR and Natural Resources Wales (NRW).

A Welsh member meeting was not held during year. It was decided to defer this given that the Nuleaf Annual Gathering in June 2024 was taking place in North Wales and would focus on socio-economic issues and decommissioning around Trawsfynydd and Wylfa. It is planned to hold a dedicated Welsh member meeting in early 2025.

10.3 Support and facilitate the building of positive relationships between Nuleaf, Magnox and the new Somerset Council. Support dialogue between Magnox and the new Cumbrian authorities if required.

Engagement undertaken. This included a presentation by Nuleaf's Executive Director to Cumberland's Nuclear Issues Board (NIB) in January 2024 and the participation of the Leader and Chief Executive of Cumberland Council in Nuleaf's Annual Gathering in Workington in autumn 2023. Dialogue with Members and officers at Somerset Council also undertaken.

Objective 11. Engage with Magnox, NDA and EDF to help shape plans for the decommissioning of the AGR stations.

11.1 Use the Steering Group, Radioactive Waste Planning Group and other engagement routes to identify member concerns and respond as appropriate.

Updates on decommissioning at AGR stations are provided to meetings. A meeting was held with EDF staff, NDA and NRS as part of the 13th March 2024 Steering Group, enabling members to discuss plans for defueling and decommissioning the AGR stations.

11.2 Engage regularly with EDF operations and communications staff, and with Magnox, to discuss developments in AGR decommissioning and highlight issues raised by our members.

Two meetings were held with EDF staff during the year.

11.3 Facilitate dialogue between Nuleaf, Magnox and those local authorities that host an AGR site but don't have a Magnox/A site.

As focus during 2023/24 was on the Hunterston, Dungeness and Hinkley sites, this was not progressed. It is planned to reach out to the local authorities around Hartlepool and Heysham as their sites move closer to defueling.

Objective 12. Work with Nuclear Waste Services (NWS) and the NDA Group to facilitate engagement on Integrated Waste Management as a whole.

12.1 Host an annual meeting on Low Level Waste (LLW) management between NWS and local authorities. This will cover the work of the LLW Repository and the management, storage and disposal of LLW across the country. It will also consider the implications of the UK Policy review for LLW management and the Repository site.

Paul Skelton of NWS spoke at the RWPG meeting on October 31st 2023, and provided our land use and waste planners with an update on developments at the Low-Level Waste Repository (LLWR). A site visit for members to the LLWR was held as part of Nuleaf's Annual Gathering in September 2023.

12.2 Nuleaf to attend meetings of the Integrated Waste Management Industry Forum and other meetings as appropriate.

During the year Nuleaf attended 1 IWM TOG and 1 Joint IWM/SDR TOG. Nuleaf also participated the NDA's IWM Industry Forum and an NDA Workshop on the Management of asbestos.

12.3 Report on developments in IWM to Steering Group and RWPG meetings. Contribute to the NDA's developing work on Integrated Waste Management. This will include using Nuleaf meetings as a platform for discussion on the implications of IWM for local authorities and communities.

Developments in IWM regularly report on and discussed at Steering Group and RWPG meetings.

12.4 Engage with NWS in the development of their Strategy, ensuring that local authorities are clear about proposals and are able to reflect their concerns.

No consultation held with NWS on their Strategy – the document was not publicly consulted on. Dialogue on the Strategy has been undertaken since its publication.

Objective 13. Engage with NWS and the NDA on proposals for Near Surface Disposal.

13.1 Nuleaf will submit a full response to the consultation on UK Policy on Managing Radioactive Substances and Nuclear Decommissioning. This will set out our view on Near Surface Disposal and in particular the concerns of our members on issues such as planning, community benefits and engagement/consent.

Full consultation response submitted, and follow-up meetings held with DESNZ officials on issues of concern to Nuleaf members. Detailed comment on Near Surface Disposal as parts of consultation response.

13.2 We will engage with NWS and NDA Corporate Centre on Near Surface Disposal as appropriate.

Two meetings on NSD were held with the lead NDA staff during the year.

Objective 14. Maintain regular dialogue with NWS and the Department of Energy Security and Net Zero (DESNZ) to take the Geological Disposal Facility siting process forward.

14.1 Hold regular meetings with (a) senior NWS staff and (b) senior DESNZ officials to exchange information on the Geological Disposal Facility siting process.

Quarterly meetings held with Simon Hughes of NWS. Dialogue with DESNZ officials on an ad hoc basis.

14.2 Out with formal meetings, maintain clear communication channels between Nuleaf and NWS. Alert NWS to any issues or concerns that local authorities have in relation to the GDF siting process.

Regular dialogue with Simon Hughes and Simon Napper of NWS. Contact with other NWS staff including Sam King and Bruce Cairns during the year.

14.3 Ensure regular reports and discussion of developments in the Geological Disposal Facility siting process at Nuleaf Steering Group and Radioactive Waste Planning Group meetings.

Reports on the GDF process tabled at every Steering Group and RWPG meeting. Chris Keenan of NWS updated members on progress with the GDF siting process at the Steering Group meeting on 14th December 2023, while Ruth Letourneur addressed the RWPG on 31st January 2024 on the National Policy Statement (NPS) and planning aspects of the GDF process.

14.4 Hold a discussion on GDF site evaluation work to build understanding of what is and is not proposed.

Chris Keenan of NWS updated members on the site evaluation aspects of the GDF siting process at the Steering Group meeting on 14th December 2023.

Objective 15. Build awareness of the Geological Disposal Facility and the potential for local government to become involved in the new siting process.

15.1 Maintain regular dialogue with key officials within the LGA.

Nuleaf reports provided to LGA. No meeting with LGA officials held during this year.

15.2 Use our Steering Group and RWPG meetings to discuss and explore all aspects of the GDF siting process and the role of local authorities within it.

Paper on GDF siting process presented to every Steering Group and RWPG meeting. Presentations with NWS staff as detailed above.

15.3 Act as an independent and impartial advisor to any local authorities interested in entering the siting process.

Following the establishment of a Working Group at South Holderness, contact was sought with the East Riding of Yorkshire Council. However, the process ended before a meeting could be arranged. Informal discussions held with others in local authorities as requested.

Objective 16. Maintain and develop online resources on the Geological Disposal Facility for local government.

16.1 Maintain a LinkedIn group and Twitter feed to provide regular information on the Geological Disposal Facility process and progress with decommissioning and waste management.

Nuleaf maintains and regularly updates our popular Twitter/X feed (264 followers) and LinkedIn Group (76 members).

16.2 Use our website as a resource to inform local authorities and communities on the GDF siting process. Our website includes a blog which can be used by NWS to share articles on aspects of the siting process.

Our website contains a wide range of resources of geological disposal and on nuclear decommissioning and waste management in general. In 23/24 we published blog posts from the Environment Agency and Office for Nuclear Regulation on their involvement in the GDF siting process.

16.3 Undertake a review of our suite of GDF related Briefing Papers and revise and update Papers as required.

Light touch review undertaken. More detailed review planned for summer 2024.

Objective 17. Provide support and advice to NWS and to any local authorities that enter the GDF process.

17.1 Continue to hold quarterly meetings of our GDF Local Authority Group. This involves all local authorities engaged in Community Partnerships and provides a useful forum for discussion and debate.

Quarterly meetings held involving Cumberland and Lincolnshire Council.

17.2 Engage with the new Cumberland Council, which hosts 3 of the 4 current Community Partnerships, and support and advise them as necessary. Provide similar support to Lincolnshire Council and engage with Community Partnership meetings as appropriate.

Engagement in 2023/24 included a presentation by the Executive Director to the Cumberland Nuclear Issues Board in January 2024. Regular dialogue undertaken with officials at Cumberland and Lincolnshire County Council. In July 2023 Nuleaf's Executive Director spoke at a meeting of the Theddlethorpe GDF Community Partnership (CP). Discussion has been ongoing with NWS about other potential support for this CP.

17.3 Providing independent advice any local authority entering the GDF siting process.

No further authorities joined the process. However, a meeting was held with the Leader of East Lindsey Council, to discuss the support that Nuleaf could provide.

17.4 Using our Steering Group and RWPG meetings as a forum for the discussion of the issues that arise and reflecting our member concerns back to NWS and Government.

The GDF siting process is a standing item on the agenda for Nuleaf's Steering Group and RWPG meetings.

17.5 Exploring with NWS the scope for Nuleaf to support international visits to communities that are engaged in GDF siting processes.

This issue was discussed. At this time NWS has opted to run these engagement visits directly.

Objective 18. Participation and engagement in international networks on decommissioning and waste management.

18.1 Participate and contribute to meetings of the GMF Presidium. Play an active role in shaping the work programme and outlook of the GMF network. Participate in planned GMF meetings in Slovakia and Belgium (with the European Commission) during 2023/24. Engage as part of a GMF Europe delegation, in an international nuclear conference being held in Paducah, USA in May 2023.

Nuleaf's Executive Director continued to serve as a Vice President of GMF Europe and participated in GMF meetings in Slovakia and Belgium. He also attended the international nuclear meeting in Paducah Kentucky and participated as an online panel member in an international meeting on decommissioning held in Washington State, USA in December 2023.

18.2 Participate in the meetings of the Civil Society group of the EURAD research programme and report back to NWS and our members as appropriate. Of particular relevance will be a visit to the Bure site in April 2023.

The Executive Director participated in the Bure visit and in other EURAD meetings either online or in person in Belgium and France.

18.3 Continue to engage with the IAEA as they develop proposals for a forum on the local and community dimensions of all stages of the nuclear fuel cycle. Engage as appropriate with the NEA through its Forum for Stakeholder Confidence and other events.

Nuleaf attended the IAEA Technical Meeting on local engagement in Vienna in October 2023, during which the Executive Director (ED) was part of a delegation that met the IAEA Director General Mariano Grossi. The ED has continued dialogue with IAEA officials in the lead up to the next planned technical meeting in October 2024. No engagement was undertaken with the NEA during the year.

Objective 19. Continue to support the interests of member authorities impacted by proposals for all forms of nuclear new build that have implications for NDA sites and waste management.

19.1 Provide a forum for our members to engage with DESNZ, the NDA, EDF, UKAEA, CoRWM and other interested parties as appropriate.

Nuleaf hosted a seminar on Advanced Modular Reactors (AMRs) involving a range of experts and interested parties including DESNZ, the NDA and CoRWM. Other new nuclear issues discussed regularly at Steering Group and RWPG meetings.

19.2 Monitor developments in proposals for Small/Advanced Modular Reactors (SMR/AMR) and fusion reactors and their potential to impact on site end states and waste facilities.

Developments were monitored and reported to members through meetings and newsletters.

19.3 Liaise with the New Nuclear Local Authorities Group (NNLAG) secretariat and/or membership as appropriate.

Contact with NNLAG maintained. NNLAG members invited to AMR seminar.

Objective 20. Continue to monitor work on the Submarine Dismantling Project (SDP) as the project moves into the delivery phase. Report issues and progress to Nuleaf Steering Group and Radioactive Waste Planning Group.

20.1 Report on developments in the Submarine Dismantling Project to members. Highlight any members concerns to the MOD and Government on the approach taken or the progress being made.

SDP monitored but no activity necessary during the year.

Objective 21. Monitor other relevant national and local policy development and alert members on engagement opportunities. Prepare and submit Nuleaf comments as appropriate.

21.1 Nuleaf will develop detailed responses to all relevant consultations, circulating draft responses to members for comment and hosting discussion at Steering Group and RWPG meetings. This will ensure high quality and informed submissions will be prepared.

Responded to consultations on: NDA Draft Business Plan 2024-27; the NDA Social Impact and Communities Strategy; and the NPS for new Nuclear.

Objective 22. Support Executive Director in delivering other aspects of Nuleaf work programme

22.1 Provide:

- On-going monitoring of developments in radioactive waste management advising Executive Director as appropriate.
- On-going monitoring of government policy & strategy.
- Draft Annual Report and Finance paper to AGM.
- Prepare Nuleaf Annual Report to Local Government Association

Act as initial point of contact for Nuleaf members and external bodies providing information where appropriate.

All actions completed.

21.2 Support Head of Planning at Suffolk County Council in dealing with any HR issues.

No issues required action.

21.3 Support member engagement during Covid pandemic.

Pandemic ended. Most member meetings moved online during Covid and have remained so due to member support for online engagement.

Objective 23. Support Nuleaf meetings and other events.

23.1 Deliver Steering Group meeting, seminar (if scheduled), AGM and Radioactive Waste Planning Group meetings.

Four Steering Group meetings including AGM and site visit, and four meetings of the Radioactive Waste Planning Group were held.

23.2 Assist in organising other topic-based meetings as appropriate.

In depth meeting on Advanced Modular Reactors (AMRs) held.

Objective 24. Ensure effective web and new media communication.

24.1 Draft monthly newsletter and quarterly e-bulletin; Research and draft case studies and papers as appropriate; Keep website and online media up to date. Consider potential articles for the website Blog; Prepare an Annual Report for members and funders.

During the year:

- 5 Editions of the newsletter and 3 of the e-bulletin were produced.
- An Annual Report was published and sent to members and stakeholders.

Objective 25. Oversee finance and accounts.

25.1 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 County Council in order to ensure finances are managed correctly. Process Pcard receipts and ensure Executive Director adheres to Suffolk County Council policy. Amend financial guidelines in response to audit comments, if required.

During this period:

- Expenditure reviewed on a regular basis and reported to Executive Director
- Accounts prepared and submitted to auditor
- All day-to-day financial transactions processed in a timely manner

25.2 Make all travel and accommodation arrangements for staff and any Nuleaf members travelling on Nuleaf business, including international travel, ensuring best value for money is obtained at all times.

Travel arrangements were made for Nuleaf members travelling to the Nuleaf Annual Gathering in Workington. There were also a number of international visits for the Executive Director. The majority of meetings are still taking place online, so the amount of domestic travel has reduced significantly.

25.3 Work with the Executive Director, the Chair and Vice-Chair to explore all suitable avenues for new or additional funding for Nuleaf.

Additional funding secured from the NDA to support consultancy work on Public and Stakeholder Engagement (PSE). Discussions ongoing with NDA about the scope for Nuleaf to support the SCCORS network (Scottish equivalent of Nuleaf) which may result in an additional staff member.