

Document No:	301
Status:	Adopted
Author:	Cath Little
Title:	Notes of MRWS Steering Group meeting held on 9 th July 2012, Melbreak Hotel, Workington
Notes:	Published on 28 th August 2012

Present:

Cllr Elaine Woodburn (CBC), Steve Smith (CBC), Cllr Michael Heaslip (ABC), Richard Griffin (ABC), Paul Feehily (CCC), Cllr Keith Hitchen (CALC), Guy Richardson (CALC), Chris Shaw (CALC), Rhuari Bennett (3KQ), Richard Harris (3KQ), Helen Fisher (3KQ), Paul Gardner (Osprey Communications), Cath Little (CBC)

1. Apologies

Cllr Tim Knowles (CCC), Cllr Alan Smith (ABC), Paul Walker (CBC), Stuart Smith (Wood Holmes)

2. Actions & Minutes – Doc 283

	13 th June 2012 – All actions completed
	Notes adopted

3. Updates

3.1 Ipsos Mori report is now published, including the rural/urban and National Park analysis.

3.2 Comms plans. The PSE Sub-Group has agreed a schedule of 'closure' communications which are outlined below, together with a timeline of the work. It is anticipated that the wording of most of these communications would be signed off after the Partnership is complete, by the Bridging Group. The PSE Sub-Group has effectively finished its work now.

a) Communications after Final Report:

- * Press release –with Exec Summary – 20th July
- * Initial website update – 20th July
- * PDF publication – 13-15th August
- * Website update once Final Report doc ready with outline and Q&A - 15th August
- * E-bulletin once full doc ready – 15th August
- * Print version of final report ready 28th August
- * Press release on final print version of report – week of 28th August

- * Newsletter and advertorials – mid-September
- * Your Cumbria – possibly October (tbc depending on timing of publication)

b) Additional communications after the end of the Partnership:

- * Ongoing media relations
- * E-bulletins every 6-8 weeks, some may be quite short
- * Newsletter & advertorials if all three councils make a DaP
- * Plus Your Cumbria (TBC depending on timing of publication)
- * Website updates

3.3 The Geological Disposal Implementation Board (GDIB) met on 5th July. A request for relevant feedback was sent.

3.4 Documents to be published shortly on the Partnership website include :

- * The PSE3 Report
- * DMB decision making paper setting out a clear explanation of the legal position
- * Recent legal advice on voluntarism & public published shortly

3.5 The graphic design contract for the Final Report has been awarded to Pure Communication.

3.6 Paul Gardner gave an update on the situation regarding letters sent to the Whitehaven News and how replies from the Partnership would be handled.

4. Final Report

4.1 Steering Group members went through all final opinions and the major changes made to Draft 3 of the Partnership Final Report leading from the Partnership meeting on 25 June.

Suggested points of focus for the Steering Group were highlighted such as points of disagreement or difficulty, or new text about the Partnership's thinking.

The main issues discussed and marked for re wording action were:

6 - Over-arching Issues – para 6.18

It was agreed that para 6.18 be re worded

Chapter 13 - Various wording changes were suggested and discussed at length. It was agreed that Copeland, CALC and 3KQ would work on re-wording this chapter where necessary as soon as possible.

14.14 Indicator 1: Broad support for the Partnership's initial opinions.

It was agreed that paras 14.15 & 14.16 be re-worded.

4.2 Following discussion around the Executive Summary circulated for comment it was agreed that the draft was slightly too long. It was felt that the Exec

Summary should be very much on the lines of the planned newsletter that will be distributed to homes across West Cumbria.

Action: Paul Gardner to try before 19th July to draft 6 page newsletter, in order to inform Executive Summary.

5. 19th July Partnership meeting

Steering Group members discussed the proposed agenda and meeting plan for the final Partnership meeting on 19th July 2012.

Aim, agenda

Updates/actions

Agree:

- * Final report
- * Focus on text change
- * Text not renewed
- * Final Opinions Chapter by Chapter
- * Executive Summary
- * Bridging and Way Forward (including evaluation)
- * Confirm next steps/actions/contacts
- * Final words
- * Close (move to tea & cake)

Scenario A: Work to finish by 4pm

Scenario B: Work to finish by 6pm (latest)

A judgement on timings will be considered at lunchtime.

6. After completion

6.1 Bridging Group arrangements

All Steering Group members agreed with the Bridging Group arrangements as laid out in Final Report v3 draft 3 subject to sign off by the Partnership on 19th July.

6.2 Comms and publication dates

All Steering Group members agreed to revisit the email from Rhuari regarding communications and publication dates and send any comments to Paul.

Actions

	ACTION	WHO
<i>Agenda Item 3 - Updates</i>		
	None	
<i>Agenda Item 4 - Final Report</i>		
4.1	All areas identified by SG Members for re wording	3KQ
4.2	Paul Gardner to try before 19th July to draft 6 page newsletter, in order to inform executive summary.	PG
<i>Agenda Item 5 – 19th July Partnership meeting</i>		
	None	
<i>Agenda Item 6 – After completion</i>		
6.2	Revisit email sent by Rhuari Bennett re communications & publication dates and send comments to Paul Gardner.	All