

## Meeting Notes: PSE Sub-Group 16 March 2012

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### Next PSE Sub-Group meeting dates

- **9<sup>th</sup> May** 1.30pm to 4.30pm (lunch at 1), Copeland Centre.
- **30<sup>th</sup> May** 9.30am to 4.30pm, Carlisle, Hallmark Hotel.

### 1 – Printing and graphic design

Discussed future needs including:

- PSE3 report – minimal design required.
- Final report – lots of graphic design required.
- Newsletters.
- Any other potential items including e.g. possibly banners/posters for Whitehaven Festival.

**Graphic Design** – It was agreed that two separate specifications should be prepared to put out for at least three quotes each – one for the final report (larger companies only), and one for the smaller pieces of work including newsletters, banners, advertising etc.

**Printing** – It was agreed that CCC's framework contract will be used for print production of the final report and newsletters.

### **ACTIONS:**

- **Helen/Jane** – Put specs together for procurement of graphic design and confirm/agree with Ian/Kieran. Include estimates on e.g. length of report, number of days required, timing, number of iterations of changes, cost of contingency time for extra changes/run-on of process, contingency for principal consultant not being available etc.
- **Paul** – Input to above specs for newsletters, banners/posters and other smaller items.
- **Ian/Cath/Jane** – Confirm logistics, costs and requirements of procurement process.
- **Cath** – Confirm cost of graphic design for PSE3 consultation document.
- **All** – Advise Jane of any further recommendations regarding companies/individuals to approach re quoting for design.
- **Jane/Kieran** – Discuss how to work through CCC for printing.
- **Jane (with input from Helen)** – Write print spec for final report including quantities, paper grade etc.

## **2 – Consultation progress**

- More than 3,200 consultation packs and 135,000 overview docs distributed.
- Over 600 responses to date including 230 comments slips, 380 responses by form/online input/letter etc.
- School responses starting to come in.

Group responses are being counted in the above as one response but the report will summarise the number of people represented in those groups where this information is available. School responses are being logged separately as they are not always in the standard format.

CALC advised that some parishes have told them that they are not intending to respond because they cannot agree what the parish response is, and some others do not believe the repository will ultimately be in their area. CALC are liaising about whether to chase parishes further about responding.

### **ACTIONS:**

- **Jane (with Helen, Cath, Chris, Paul)** – Cross-check what has been submitted or heard about re parish responses to date and circulate table for all to add to.
- **All** – Flag any grey areas re responses to Helen e.g. responses that come in where it may not be clear who is represented.

## **3 – Reporting**

The following information will be sent out to Partnership members and PSE Sub-Group members:

- 28<sup>th</sup> March – Full set of raw responses that have been input and a draft summary of views in preparation for 16<sup>th</sup> and 26<sup>th</sup> April Partnership workshops.
- 11<sup>th</sup> April – Later responses (i.e. those not input online on 23<sup>rd</sup> March).
- Later – Full draft report with the aim that the summary views will be signed off at 22<sup>nd</sup> May Partnership meeting, and the full PSE3 Report including Partnership responses on 25<sup>th</sup> June.

It was agreed that PSE Sub-Group members will be asked to focus on specific sections of the responses/draft summary of views. Individual calls will be booked with Helen Fisher prior to the 16<sup>th</sup> April Partnership to discuss the extent to which the draft summary of views is a full and accurate summary of the raw submissions (excluding the late responses).

If confirmation has not been received for 2012-2013 funding from DECC the consultation responses will not be sent out on 28<sup>th</sup> March.

### **ACTIONS:**

#### **Helen:**

- Determine content split and advise Sub-Group members accordingly.
- Remind PSE Sub-Group members what each of the meetings is about and what preparation is needed.
- Book individual telephone calls.

## **4 – Updates**

**4.1 – Webcast** – Watched by between 90-150 people. Paul Gardner is carrying out further statistical analysis with Webcast including how many people logged on during and for how long, as well as tracking how many people watch it on demand afterwards.

**4.2 – Briefings** – Meetings that Partnership members have attended/taken part in are:

- Friends of the Lake District
- Two union meetings at Sellafield
- Workington Constituency Labour Party
- Britain's Energy Coast Business Cluster
- Western Lake District Tourism Partnership
- Cumbria Chief Executive's Group
- National Trust (Monday 19 March)
- Cumbria Leadership Board (Friday 23 March) [This meeting was subsequently cancelled]

It was noted that Western Lake District Tourism Partnership discussed the impacts of the loss of Sellafield Visitor Centre, and the benefits that could derive from a new tourist/educational facility embracing the whole energy coast including wind power etc.

### **4.3 – Intermediaries**

- **ACT** – Have run 7 sessions
- **Cumbria Farmers Network** – They agreed that they would include the consultation as an agenda item at regular meetings. They are struggling to get interest, mainly because people have already heard about the consultation and feel they have had enough opportunity to respond. They are still hoping to run 2 groups and have also passed on Young Farmer contacts.
- **CVS** – Have run 4 (were due to run 6).
- **Connexions** – Anticipating that will run the 20 sessions that they committed to with support from Copeland's Youth Engagement Officer. Also carried out a lot of work trying to get schools to agree to do sessions.
- **AWAZ** – Have run 1 session.
- **Trades Hall** – Have run 9 sessions and hoping to do more before the end of the consultation.

### **4.4 – Schools**

- Proactive contact has been made by 10 schools, five of which came to community events.
- Discussed possibility in future of one big youth conference rather than trying to go directly through schools.
- One Youth Council session has been run by South Lakes Youth Council.

### **4.5 – Other**

- It was discussed and agreed that it would be useful to write up learning from the PSE programme including general learning about which things have worked well/not so well.

## **ACTIONS**

### **Jenny:**

- Follow up with Richard Greenwood about what happened at the earlier Cumbria Tourism meeting.
- Liaise with Helen Fisher about compilation of activities that Partnership members have been doing within their own organisations for the PSE3 Report.
- Contact Emma Dickinson re submitting any responses that she has already got and for an update on Youth Councils.
- Write up learning about working with school groups and intermediaries and options for the future.

### **5 – Post-PSE3 communications plan**

Comms to the end of the Partnership, including notification of publication of the final report, will include:

- Continuing use of social media.
- 1 newsletter when final report published.
- Advertorials.
- Ongoing e-bulletins.
- Press releases if needed.
- Ongoing updates to website.

A discussion was held about the issues around who communications will come from post-Partnership if the Partnership is disbanded after publication of the final report as agreed at the last Partnership meeting.

### **ACTIONS:**

- **Paul** – Cover post-PSE3 comms at next Steering Group on 29<sup>th</sup> March including issues about post-Partnership comms. Also discuss with Guy Richardson in advance.
- **Paul** – Set out new paper looking at practicalities/issues of post-Partnership comms for April 24<sup>th</sup> Steering Group.
- **Paul/Rhuari** – Put together a post-closure plan setting out how things will work.

### **6 – Other actions**

- **Jane** – Book meeting room for 30<sup>th</sup> May in Carlisle.
- **Cath** – Book meeting room for 9<sup>th</sup> May at Copeland Centre.