

NUCLEAR FREE LOCAL AUTHORITIES SERVICE PLAN 2017

(Approved by NFLA 2016 AGM)



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1. OVERVIEW

1.1 Overview of the Nuclear Free Local Authorities

The Nuclear Free Local Authorities (NFLA) has been, and remains, the primary voice in local government in the UK and Ireland in interacting and influencing across the national and international nuclear policy agenda. The organisation is well-known within local government and is seen as a legitimate stakeholder with central government, the wider nuclear sector and nuclear regulators. The NFLA has also developed strong international links around the issues of nuclear weapons and proliferation through its close co-operation with the Mayors for Peace, and its Secretariats in Hiroshima and Ypres; around concerns with the impact of radioactive discharges into the marine environment with KIMO International, with its Secretariat in Lerwick; and around challenging the need for new nuclear facilities around Europe with the Network of Cities for a Nuclear Free Europe (CNFE), with its Secretariat in Vienna.

The NFLA was established through the passing of resolutions in 1980/81 by a large number of Councils across England, Scotland and Wales. The officially agreed resolution by Manchester City Council on 5th November 1980 noted that the Council was highly concerned over the expansion of nuclear weapons in the UK and the safety of nuclear power reactors. By declaring itself 'nuclear free' it sought to build up an association of like-minded Councils to raise common concerns about nuclear policy issues and seek sustainable alternatives to a nuclear weapons-laden world and the nuclear fuel cycle. It also sought to establish an organisation of like-minded Councils with similar aims. That remains its primary purpose today. The organisation quickly grew leading to the creation of a formal NFLA Secretariat in Manchester in 1981. *National NFLA Forums* were also established from 1983 with member Councils providing Secretariat support and reporting in to a *NFLA Steering Committee* of nominees from each Forum to determine formal NFLA policy. In 2005 a NFLA All-Ireland Forum was formally established with local authorities from Northern Ireland and the Republic of Ireland after a series of UK and Ireland Conferences on Nuclear Hazards. It challenges the Northern Ireland and Republic of Ireland Governments and agencies to be pro-active in challenging nuclear and radiation matters that can impact on the island of Ireland.

In 1999 Manchester City Council became a Vice President of the Hiroshima and Nagasaki-led International Mayors for Peace, which campaigns for the elimination of nuclear weapons. In 2014, Manchester City Council agreed to a request from Hiroshima to become a 'Lead City' of Mayors for Peace. In 2015 a UK and Ireland Mayors, Provosts and Leaders for Peace Chapter was instituted and became the first cross-national chapter of the organisation. NFLA is also a formal supporter of the UK branch of the International Campaign to Ban Nuclear Weapons (ICAN-UK); a formal supporter of the International Campaign to Ban Uranium Weapons (ICBUW); and a supporter of the 'Rethink Trident' initiative, which brings together disarmament groups, faith groups, trade unions, leading cross-party politicians and prominent personalities from the arts to seek a rethinking of the need for Trident replacement.

The NFLA has developed a close relationship with the international local government marine pollution group, KIMO International. KIMO has its Secretariat in Lerwick, Shetland Islands and represents coastal local authorities across Northern Europe. The NFLA Secretary provides specialist assistance on nuclear policy matters to KIMO when required, including involvement with the OSPAR Radiation Substances Committee.

Since 2012 the NFLA has also formally agreed to co-operate with a new network of Cities for a Nuclear Free Europe led by Vienna City Council. CNFE campaigns for a 'nuclear free' Europe in the medium term, and the promotion of alternative renewable energy, energy storage and energy efficiency solutions. It particularly seeks to achieve this by full engagement with the European Commission and the European Parliament. In a similar vein, NFLA cooperates with the NGO Green Cross International, which works to raise the issues around the Fukushima incident, and the International Chernobyl Network, who do likewise for the Chernobyl accident.

2017 will remain a challenging year for the NFLA, as local government across England, Scotland, Wales, Northern Ireland and the Republic of Ireland continue to face the largest cuts to their budgets in a generation. Despite these cuts, NFLA increased membership levels in 2016, partially due to an added interest in the nuclear debate across England, Scotland, Wales and Ireland. There will be ‘all-out’ Council elections in May 2017 in Scotland, Wales and with English County Councils.

2017 will also remain a pivotal year in important debates over new nuclear build, nuclear safety, radioactive waste management, renewable alternatives to nuclear power, Trident replacement and nuclear weapons non-proliferation. The decision for the UK to leave the European Union needs also be fully considered as negotiations commence in the spring. NFLA aims to be heavily involved in all of these issues and support its members keep a powerful local government voice in the national and international nuclear policy framework.

1.2 NFLA Terms of Reference and Governance

The 2013 Annual General Meeting of the NFLA Steering Committee formally agreed a new constitution. It was slightly amended in 2015. It works to the following long-standing set of objectives:

“To further the policies of the Annual General Meeting of Nuclear Free Local Authorities between Annual General Meetings and to report back to the Annual General Meeting on its actions in the interim.

With a view to implementing this general objective:

1. To consider and recommend action which can be taken by local authorities to promote the well being of their areas by reducing hazards in or potentially affecting their areas.
2. To obtain and provide information and assistance to local authorities that can inform their understanding of the risks from nuclear hazards.
3. To consider and recommend action which can be taken by local authorities and others to support and / or enable:
 - efforts to prevent the retention and proliferation of nuclear weapons and technology assisting that proliferation;
 - the safe phase-out of nuclear power in the shortest practicable time;
 - the minimisation of the production of all types of radioactive waste and materials resulting from military and energy applications of nuclear power and the minimisation of all risks to humans and the environment from such waste and other nuclear hazards;
 - energy conservation and the use of renewable sources of energy and other steps to reduce climate change without resort to nuclear power; and
 - sustainable economic development outside the nuclear sector, including the development of local authority energy policies / companies for the promotion of decentralised energy generation, energy efficiency and energy storage projects.”

The full NFLA constitution is available from the NFLA Secretariat and is on the NFLA website – <http://www.nuclearpolicy.info>.

The NFLA is structured through long established governance processes for the pursuit of its policy work with its NFLA Steering Committee and four national NFLA Forums.

NFLA Secretariat and NFLA Steering Committee

The NFLA Secretariat is based in Manchester City Council and is staffed by a full-time NFLA Secretary, Sean Morris, who has been in post since 2008. The NFLA Secretariat is funded through external annual affiliations from member authorities, based on population size. 20% of the NFLA Secretary's time is specifically directed (and paid for) to work for Manchester City Council on its local peace policy, Mayors for Peace and some international relations work, which is directly funded by Manchester City Council.

The NFLA Secretary reports five times a year to the NFLA Steering Committee, which is made up of nominated representatives from NFLA National Forums in England, Wales, Scotland and Ireland (Northern Ireland and Republic of Ireland). The Committee has a Chair, elected annually, and national Vice Chairs representing each Forum. Meetings are usually held in Manchester, though the AGM rotates between the four national NFLA Forums on an annual basis (in 2017 it will be held in Wales).

The NFLA Chair elected for 2017 is Councillor Ernie Galsworthy from Merthyr Tydfil County Borough Council. Steering Committee Vice-Chairs / Forum Chairs appointed for 2017 are:

- All Ireland Co-Chairs – Councillor Mark Dearey from Louth County Council and Councillor Michael Carr from Newry, Mourne & Down District Council;
- England – Councillor David Blackburn from Leeds City Council ;
- Scotland – Councillor Norman McDonald from Western Isles Council is a Vice Chair of the Steering Committee, with Councillor Bill Butler from Glasgow City Council the Convenor of NFLA Scotland (the NFLA Scotland AGM takes place in February 2017 where it will determine these posts);
- Wales – Councillor Ernie Galsworthy of Merthyr Tydfil County Borough Council and Councillor Ed Bridges of Cardiff City Council are Co-Chairs of the NFLA Welsh Forum.

All these posts were approved and endorsed at the NFLA 2016 AGM, which took place in Dublin City Hall on the 25th November 2016.

The NFLA Secretary, in conjunction with the NFLA Chair and Vice Chairs / Forum Chairs, and line management in Manchester City Council, determines day-to-day policy work on the Secretariat, where appropriate.

NFLA National Forums

The NFLA is made up of 4 national Forums that formally report to the NFLA Steering Committee. The national Forums develop local policies, seminars and events that mirror workstreams of the NFLA Steering Committee. The NFLA Scotland Forum is serviced by Glasgow City Council and the NFLA All-Ireland Forum is serviced by Newry, Mourne & Down District Council. The NFLA English Forum and NFLA Welsh Forum are serviced by the NFLA Secretariat in Manchester, though discussion is taking place with Leeds City Council and Cardiff City Council over providing some administrative support to the Forums. NFLA Scotland retains a small percentage of additional resources to fund a Policy Advisor, Pete Roche, to develop specific local policy.

NFLA national Forums meet 2 - 4 times a year with business meetings and seminars on relevant nuclear policy issues. These are hosted by individual NFLA members – in 2016 these included being in Swords, Dublin, Glasgow, Dunfermline, Manchester and Bridgend.

1.2 Key priorities and work programme for the NFLA

The key priorities for the NFLA Secretariat are to:

- Provide a high quality research, consultancy and informative nuclear policy service to all NFLA member authorities.

- Influence the national and international nuclear policy agenda by responding to Government and nuclear industry policy consultations, attending relevant stakeholder dialogues and national and international nuclear policy conferences.
- Provide an update of major nuclear policy issues to the NFLA Steering Committee and national NFLA Forum meetings.
- Promote, where practical, alternatives to nuclear energy and the benefits of renewable energy, microgeneration and energy efficiency projects in a strategy to provide reliable energy security and mitigate the effects of climate change.
- Organise an Annual Policy Briefing Seminar and an Annual General Meeting to showcase the NFLA and highlight key elements of the NFLA nuclear policy agenda.
- Publish regular policy briefings, media releases, updates to the NFLA website and NFLA newsletters to member authorities on different aspects of nuclear policy.
- Support national NFLA Forums through policy work and the organisation of seminars on issues of local importance across different aspects of nuclear policy.
- Engage with the LGA's Nuclear Legacy Advisory Forum (NuLeAF) in England and Wales and COSLA's Scottish Councils Committee on Radioactive Substances (SCCORS).
- Develop efficient links with NFLA member authorities through nominated elected members and officers and answer all NFLA member queries.
- Build up links with a national and international network on nuclear policy issues with councillors, MPs, TDs, MEPs, MSPs, AMs, MLAs, official government and nuclear industry groups, journalists and like-minded local government, non government organisations and public interest groups.
- Develop formal partnerships with the Mayors for Peace, KIMO International and Cities for a Nuclear Free Europe.
- Provide a resource centre for queries, a daily 'nuclear news' service, official letters and releases to the media.
- Produce high quality responses on nuclear policy issues for member authorities on their request.

The work programme for the NFLA in 2017 is influenced particularly by the UK Government's ongoing policy to develop new nuclear power stations and a national deep-level repository for the storage of intermediate and high level radioactive waste. It also seeks to promote its own alternative energy policy of the promotion of a wide renewable energy mix, increased efforts at energy efficiency and the expansion of microgeneration projects. It is particularly keen to promote the positive role local councils can play in developing innovative local energy policies.

It also seeks to influence the nuclear / energy policy agendas of the Scottish, Welsh and Northern Irish Governments and the non-nuclear policy of the Republic of Ireland Government.

On the issue of nuclear weapons non-proliferation it seeks to continue work with the Mayors for Peace and other like-minded groups to lobby the UK and Irish Governments, particularly through the United Nations Nuclear Non-Proliferation Treaty Conference regime. In 2017, the UN will be holding two conferences to discuss the development of a nuclear weapons ban treaty, and NFLA will work with ICAN and Mayors for Peace to promote this welcome initiative. In 2017 the UK and Ireland Mayors, Provosts and Leaders for Peace Chapter will also seek to continue to develop its structure and remit. This group will be independent of, but have positive links with, the wider NFLA.

The work programme relies on the work of the NFLA and National Forum Secretariats, the NFLA Scotland Policy Advisor, assistance from NFLA nominated councillors and officers and the occasional commissioning of research by independent consultants.

The NFLA work programme therefore is guided by specific policy themes as follows:

Theme	Date
New nuclear build -	
Respond to Government new build policy agenda and, with CNFE, lobby European Commission and European Parliament over new nuclear build in the EU. Challenge the need, safety and waste issues relating to new nuclear build Attend meetings of the DECC NGO Forum. Improve links with supportive Parliamentarians.	Ongoing
Research and provide regular updates / briefings to the NFLA Steering Committee and NFLA member authorities.	Quarterly, as required
Develop a common strategy with like-minded organisations on responding to the Government and nuclear industry agenda for new build.	Ongoing
Research and promote alternatives to nuclear energy, such as renewable energy, combined heat and power, district heating networks, micro-generation projects, carbon capture and storage and the benefits of energy efficiency in reducing fuel poverty. A new part of this strategy will be to encourage the development of Local Authority Energy Service Companies.	Quarterly
Research issues around the design and safety of new nuclear reactors and the ongoing Generic Design Assessment process.	Ongoing
Radioactive waste management and decommissioning -	
Respond and challenge the UK Government, Scottish and Welsh Government's policy on radioactive waste management.	Ongoing
Respond to official consultations and meetings of the Nuclear Decommissioning Authority (NDA) and the Committee on Radioactive Waste Management (CORWM).	As required
Interact and influence the policy agendas on radioactive waste management of NuLeAF and SCCORS.	Quarterly
Research and provide regular updates / briefings to the NFLA Steering Committee and NFLA member authorities.	Quarterly, as required
Continue to remain involved with the MOD's public interface on the dismantling of redundant nuclear submarines.	Ongoing
Radiation safety standards, radiation discharges and low level radiation -	
Respond to official consultations and meetings of Government, such as reports of the Committee on the Medical Aspects of Radiation in the Environment (COMARE) and reports of Public Health and environment bodies in Britain and the Environmental Protection Agencies Radioactive Substances Advisory Committee in Ireland.	As required
Research and provide regular updates / briefings to the NFLA Steering Committee and NFLA member authorities.	Quarterly, as required
Commission or comment on original research on low level radiation and health.	As required
In co-operation with KIMO International, research the effects of marine radioactive discharges into the Irish Sea and North East Atlantic and, if required, produce reports to the OSPAR Commission Radiation Substances Committee and the UK and Republic of Ireland Governments.	Ongoing, annual OSPAR RSC meeting
Commission further research on the radioactive discharges from a new nuclear build programme.	As required
Nuclear safety, transportation and emergency planning -	
Respond to official consultations and meetings of Government, and lobby through the ONR NGO Forum.	As required
Research and provide regular updates / briefings to the NFLA Steering Committee and NFLA member authorities.	Quarterly, as required
Follow-up findings of NFLA nuclear emergency planning reports.	Ongoing
Co-operate with Vienna's European Network to influence nuclear safety policy at the European level	Ongoing

Nuclear weapons and proliferation -	
Respond to official consultations and relevant meetings of the UK and Irish Governments and groups like the Nuclear Education Trust and ICAN-UK in reference to the humanitarian consequences of nuclear weapons. Cooperate with groups involved with the Rethink Trident initiative.	As required
Research and provide regular updates / briefings to the NFLA Steering Committee and NFLA member authorities.	Quarterly, as required
Interact with the International Mayors for Peace through the ongoing development of a UK & Ireland Mayors for Peace Chapter. Attendance at international Mayors for Peace meetings as appropriate.	Six monthly, as required
Assist in the improvement of organisational and financial capacity in the Mayors for Peace at the national and international level.	Ongoing

Each policy area will include regular reports to the NFLA Steering Committee and NFLA National Forums, and provides subject areas for seminars, conferences and events, attendance at stakeholder dialogues and the production of NFLA Policy Briefings for member authorities.

1.3 NFLA actors, partners and associates

The NFLA interact with a large amount of nuclear policy stakeholder organisations on a regular basis, which is divided into 'actors' – who the NFLA directly interacts with; 'liaison partners' – who the NFLA closely links with and its member authorities; and 'associates' – public interest and community citizen groups in the nuclear policy area.

NFLA actors –

Organisation	Interaction
UK Government and Regulatory Agencies -	
Department of Business, Energy and Industrial Strategy	Energy policy consultations and quarterly stakeholder dialogue meetings between BEIS and NGOs
Department of Environment, Food and Rural Affairs	Environmental safety and permitting regulations
Ministry of Defence	Nuclear weapons convoys and the decommissioning of redundant nuclear powered submarines
Foreign and Commonwealth Office	Nuclear weapons non-proliferation
Department of Health	Radiation health and public health
Home Office	Nuclear security policy
Cabinet Office Civil Contingencies Secretariat	Nuclear emergency planning
Department of Transport	Nuclear material transportation
Office for Nuclear Regulation	Nuclear regulation and safety and attendance at twice yearly ONR NGO Forums
Office for Civil Nuclear Security (now within ONR)	Nuclear security
Environment Agency	Radiation safety and discharges
Public Health bodies in England, Scotland, Wales and Northern Ireland	Radiation safety limits
Food Standards Agency	Radiation in food safety limits
Committee on Medical Aspects of Radiation in the Environment (COMARE)	Effects of low level radiation
Devolved national assemblies and Regulatory Agencies-	
Scottish Government	Devolved nuclear policy matters
Scottish Environment Protection Agency	Radiation safety and discharges

Welsh Government	Devolved nuclear policy matters
Natural Resources Wales	Radiation safety and discharges
Northern Ireland Government	Devolved nuclear policy matters
Republic of Ireland Government and Regulatory Agencies -	
Department of Environment, Heritage and Local Government	Radiation safety consultations
Department of Communications, Energy and Natural Resources	Energy policy consultations
Department of Foreign Affairs	Nuclear weapons non-proliferation
Environmental Protection Agency Radiation Issues Committee	Radiation safety issues and impacts on Ireland
European Government -	
European Commission & European Parliament	Euratom Treaty and nuclear safety
Nuclear Industry and other agencies -	
Nuclear Decommissioning Authority	Radioactive waste management
Committee on Radioactive Waste Management	Radioactive waste management
OSPAR inter-governmental commission	Radioactive discharges into the sea
United Nations Disarmament Commission	Nuclear weapons proliferation

NFLA direct liaison partners –

Organisation	Interaction
NFLA member authorities	Direct support from the NFLA Secretariat
Nuclear Legacy Advisory Forum (NuLEAF)	Involvement and presence on nuclear policy in England and Wales
Scottish Councils Committee on Radiation Substances (SCCORS)	Involvement and presence on nuclear policy in Scotland
Mayors for Peace	Nuclear weapons and proliferation
Manchester City Council	Practical support for Secretariat
KIMO (International Marine Pollution Local Authority Association)	Marine radiation discharges
Cities for a Nuclear Free Europe	Nuclear safety, nuclear free Europe, alternatives to nuclear power

NGO associates that NFLA may interact and liaise with –

Organisation	Interaction
Nuclear weapons NGOs – such as CND, ICAN-UK, Parliamentarians Against Non-proliferation and Nuclear Weapons, CADU / ICBUW, Nukewatch, Oxford Research Group, BASIC, Acronym Institute	Ongoing liaison and relevant co-operation
Nuclear power and Environment NGOs – such as Greenpeace, Friends of the Earth, Nuclear Waste Advisory Associates, Nuclear Consulting Group, Green Cross International, SERA, Low Level Radiation and Health Conference, Stop New Nuclear Network and local groups campaigning against new nuclear build.	Ongoing liaison and relevant co-operation

2. KEY ACHIEVEMENTS IN 2016

The NFLA Secretariat successfully maintained the operation of the NFLA throughout 2016. The NFLA website and NFLA Annual Newsletter shows an exhaustive list of the large number of consultation submissions, original policy research briefings, media releases and monthly newsletters it undertook on behalf of its members in 2016.

Some of the key achievements for the NFLA in 2016 include:

- Increasing the level of membership of NFLA member authorities, with an additional number of Councils now actively considering membership.
- The NFLA Secretary, Chair and / or national Forum Chairs met or interacted over the year with ministers and / or officials from the UK Government, the Republic of Ireland Government, Scottish Government, Welsh Government and Northern Ireland Government to discuss mutual issues of interest and concern.
- The NFLA actively engaged with the Irish Environmental Protection Agency through its nominated representative Dr Paul Dorfman to its Radiation Substances Advisory Committee.
- The NFLA Secretary, through the BEIS (formerly DECC) NGO Nuclear Policy Forum, has been nominated to liaise with Government over nuclear emergency planning and nuclear security issues.
- The NFLA Secretariat assisted with a review and relaunching of the ONR NGO Forum, which assisted in the successful development of this group.
- The NFLA Secretariat organised two successful meetings in the UK Parliament, one with a keynote address by the former Prime Minister of Japan, Naoto Kan, and the other with a keynote address from the Green Cross International CEO Professor Dr Alexander Likhotal, on behalf of the former President of the Soviet Union, Mikhail Gorbachev.
- The NFLA Secretary was asked to speak at the IPPNW Germany Conference on 'Remembering Chernobyl and Fukushima' in Berlin.
- The NFLA Secretary was asked to speak at CND's Annual Conference on new campaigning techniques in Manchester.
- The NFLA was thanked by Green Party Co-Leader Caroline Lucas in her Leeds International Peace Lecture for their excellent leadership and cooperation with the anti-nuclear local government movement, nationally and internationally.
- The NFLA Secretariat cooperated with a number of other groups to organise four linked events under the banner 'Beyond Nuclear' to commemorate the 30th anniversary of Chernobyl and the 5th anniversary of Fukushima. The conference brought together leading independent experts on radiation health and the environment and on delivering sustainable non-nuclear energy solutions. This process is now considering the development of a 'Beyond Nuclear' network or organisation with bids to charitable trusts and foundations.
- The NFLA Scotland Policy Advisor continues to attend the Scottish Government's Project Board on implementing its policy on managing higher activity radioactive waste. He has been joined by Edinburgh's NFLA representative in his role as Chair of SCCORS.
- The NFLA Secretariat's ongoing work on the development of decentralised energy and Local Authority Energy Service Companies has taken the NFLA's policy further forward by encouraging Councils to get more definitively involved in energy policy. In November 2016, NFLA published two reports showing over 30 best practice case studies of Councils in England, Scotland and Wales who have successfully developed dynamic and imaginative energy projects; and a parallel report encouraging the Northern Ireland and Republic of Ireland Governments and Irish Councils to also pursue similar policies.
- Provided detailed, coherent and cogent responses to Governments, the NDA and regulatory bodies which have provided a powerful, independent view of nuclear policy fully supported by its member authorities.
- By co-operating with Cities for a Nuclear Free Europe, have provided a cogent voice challenging the push in Europe for new nuclear facilities and the promotion of alternative renewable energy policies. This has included the NFLA Secretary engaging with officers in the Berlin Energy Agency. Vienna officers have also spoken at NFLA meetings in 2016.
- By co-operating with KIMO International, NFLA remains able to influence the debate over radioactive substances going into the marine environment and concerns over the

safety of nuclear transports by sea. Joint media releases, letters and meetings have been held on this subject matter.

- By co-operating with Mayors for Peace, NFLA have assisted in the development of its structural, organisational and financial capacity, its continuing increase in membership and its effective lobbying at the United Nations level. This has led to the ongoing development of a UK and Ireland Mayors, Provosts and Leaders for Peace Chapter. In October 2016, the Chapter hosted a special joint symposium with ICAN, CND, Quakers Peace and Social Witness, Med-act and Religions for Peace bringing to London survivors of the Hiroshima and Nagasaki atomic bombings for two events, one of which was held in the Houses of Parliament.
- Over 40 events took place across the UK and Ireland to commemorate the 71st anniversary of the Hiroshima and Nagasaki atomic bombings.
- Provided member authorities with an excellent series of informative NFLA national Forum and Steering Committee seminars bringing engaging speakers and informative updates on all aspects of nuclear and energy policy.
- Attended NuLEAF meetings and engaged with its interaction on the radioactive waste management issue in England and Wales.
- Advised Edinburgh City Council as it formally took on the role of host Secretariat of SCCORS.
- Attended the NDA and RWM's National Stakeholder Dialogues influencing its policy agenda in reference to local government's role in nuclear decommissioning and radioactive waste management.
- Attended stakeholder events looking at the process for delicensing nuclear facilities when they are fully decommissioned.
- Interacted effectively with the Ministry of Defence's Submarine Dismantling Project providing advice on stakeholder engagement and assistance for member authorities. This 15 year public consultation concluded in 2016 with a decision that was broadly acceptable to stakeholders and brought the Ministry of Defence into one of its most effective stakeholder engagements in its history.
- Provided a large number of informative seminars across the four NFLA Forums, monthly newsletters and a detailed website.
- Ensured the NFLA continue to be seen as a legitimate stakeholder across all aspects of the nuclear policy agenda.

3. OBJECTIVES AND OUTCOMES FOR 2017

There follows below a list of the ten main objectives for the NFLA in 2017, the measure to judge them by and the desired or actual outcomes. This covers the large majority of work undertaken by the NFLA Secretariat. They will be regularly reviewed by the NFLA Steering Committee and were formally approved at the 2016 NFLA AGM in November 2016, where this 2017 Service Plan was formally approved.

3.1 Develop ongoing strategy for successful membership retention and recruitment

Strategic goal: To retain and seek to increase NFLA membership at a time of severe economic pressures in local government

In-year Objective	Measure	Desired / actual outcome
Improve visibility and communications with existing members	Website and regular email improvements, publication of briefings & consultations, deal with queries. Development of a NFLA Facebook page.	Retain membership – work very closely with members when invoices go out and discuss carefully timeliness of invoices
Develop membership recruitment pack	Pack of useful information on the NFLA	Issue to non members – pack regularly updated
Develop annual 2016 and	Annual 6 page newsletter	Dissemination of newsletter

monthly 2017 newsletters to outline all NFLA policy work	summarising NFLA work and monthly 3 page newsletter emailed to members / other supporters	by member and officer reps within their authorities and through environmental / proliferation policy NGO networks
Produce financial report for AGM and SC meetings	Outline financial priorities and economies and a detailed plan of action	Approval and ongoing monitoring by Steering Committee
Provide a set and tightly controlled 2017/18 operational budget	Keep to a set amount of resources and aim for a balanced budget	Balanced budget for 2017/18 and 2018/19
Embed new administrative arrangements following inter-departmental transfer	Enhanced admin support as NFLA Secretary takes on a limited amount of MCC international relations matters	Improved local Manchester City Council administrative arrangements
Recruit student interns / placement and apply to Society of Friends 'Peace Workers' scheme	Continue with encouraging 1 or 2 student interns from Manchester University and Leeds Beckett University to provide assistance and discrete project work / apply to Society of Friends scheme for a 1 year funded placement	Reasonable administrative and project support to NFLA Secretary
Advertise seminars, public meetings and reports to non members	Email / write to non members (database of all councillors for each Forum)	All NFLA seminars / conference open to non members
Encourage NFLA members to contact non members	Email and personal contact	NFLA members contacted as appropriate to undertake this role
Keep costs of seminars to the minimum	Forum seminars free where possible, in accessible locations and slightly reduced but as informative as possible	All seminars to be free where possible
Review number of meetings to save Councillor expenses and concentrate central resources	Retain 5 SC meetings and AGM for 2016. 2-3 Welsh, English and Irish Forum meetings in 2016 and 3-4 Scottish meetings.	Seminars remain a major membership recruitment opportunity
Keep NFLA affiliation fee increase at sensible levels in 2017/18 and 2018/19 – increase by the inflation rate only	Emphasise the value for money of the NFLA fee	Assist all NFLA members to successfully process annual fee
Contact and lobby non members about the benefits of NFLA	Letters / emails / direct contact as appropriate	Letters / emails sent prior and after seminars
Look at alternative streams of funding – contact trade union councils, charitable trusts, NGOs and one-off fund-raising events such as occurred with the 2016 Beyond Nuclear events	Contact trade union councils and supportive union representatives. Consult with NGOs and about joint bids to charitable trusts and foundations	Creating levels of extra income for policy and campaigning work

3.2 Deliver a high quality, flexible Secretariat to member authorities

Strategic goal: To deliver a high quality service to NFLA members		
In-year Objectives	Measure	Desired / actual outcome
Regular updates on all aspects of nuclear policy	E-mail updates, newsletter, briefings	Monthly newsletters Annual newsletter Regular Policy Briefings Weekly email updates Daily Nuclear News service
Respond to member queries	Daily presence in NFLA Secretariat office	5 day a week presence and / or remote working
Develop student intern / placement scheme	Support the NFLA Secretary	Recruit if possible again in 2017
Cooperate with MCC City Policy colleagues on relevant issues and bring additional support to the NFLA Secretary	Support the NFLA Secretary	Enhance useful and helpful cooperation in 2016 into 2017
Update NFLA website and monthly NFLA newsletters	Continue to keep the NFLA website informative and up-to-date	Monthly website updates and newsletters
Produce regular policy briefings and consultation responses	Monthly briefings	Achieving regular NFLA policy briefings by email, post and on the website
Issue media releases and letters to the media	Regular releases / letters as opportunity arises	At least 1 – 2 monthly media releases and 3 - 5 letters to the media per month
Produce Annual Seminar and Annual General Meeting	Successful seminar, AGM and SC organised in Wales in 2016	Similar format as for the 2016 AGM

3.3 Support the work of the NFLA Steering Committee and NFLA National Forums

Strategic goal: To provide practical support to NSC / NFLA Forums		
In-year Objective	Measure	Desired / actual outcome
Organise NFLA Steering Committee meetings	Organise meetings, send meeting papers out	Meetings in early Feb, late Mar, June and October 2017 and AGM in December 2017.
Attend / support 2 / 3 national Forum meetings in England	Organise meetings, recruit speakers and encourage new membership and NGO participation	Develop at least one northern and one southern meeting.
Attend / support 3 / 4 national Forum meetings in Scotland	Organise meetings, recruit speakers and encourage new membership and NGO participation	AGM in Glasgow in February 2017. At least 1-2 seminars in 2017.
Attend / support 2 national Forum meetings in Ireland	Organise meetings, recruit speakers and encourage new membership and NGO participation	Looking at meetings in the north and the Republic in 2017.
Work with existing Irish members to increase membership perhaps with cooperation of local government associations	Maintaining membership or new or expanded local authorities – contact AILG and NILGA	Maintaining and potentially increase Irish membership

Attend / support 2 / 3 national Forum meetings in Wales	Organise meetings, recruit speakers and encourage new membership and NGO participation	Looking at meeting in north and Forum meeting in south Wales in 2017.
Organise AGM, Annual Seminar with a NFLA SC.	Recruit speakers, promote to members	2017 meeting in a Welsh Member Council.
Press releases and letters to media from national Forums	Regular media releases as appropriate	Media release for each Forum event and around specific issues, regular letters to regional and national media via what appears on 'Nuclear News' service

3.4 Influence Government and nuclear industry agenda

Strategic goal: To critically analyse and influence official nuclear policy in UK and Ireland		
In-year Objective	Measure	Desired / actual outcome
Attendance at Government stakeholder dialogues	<ul style="list-style-type: none"> • BEIS NGO Forum stakeholder meetings • DEFRA radioactive discharges meetings • MOD submarine dismantling meetings) • Scottish Government radioactive waste dialogue • Irish / Welsh Government meetings as relevant 	Attend all government nuclear policy meetings where possible / practical
Attendance at nuclear regulator dialogues	Attend ONR NGO Forum and other meetings as appropriate	Attend meetings where possible / practical
Attendance at NDA / RWM Stakeholder events	Attend NDA Stakeholder Dialogue and other ad hoc meetings	Attend meetings where possible / practical
Attendance at CoRWM plenary meetings and seminars	Attend NGO dialogue meeting and plenary meetings if practical	Attend meetings where possible / practical
Attendance at NuLEAF meetings	Attend meetings	Attend meetings where possible / practical
Attendance at SCCORS meetings	Attend meetings	Attend meetings where possible / practical
Attendance at OSPAR Government meetings	Attend Annual Radioactive Substances meetings if budgets allow	Attend if possible
Assist development of Cities for a Nuclear Free Europe	Co-operate with Vienna City Council as appropriate with potentially an Annual Conference	Development of meetings and / or policy responses at European level
Correspondence to government and nuclear bodies	Regular correspondence as appropriate	Letters / Emails sent after each Steering Committee
Response to consultations	Respond to all key major consultations as announced, seek to pool resources with other groups to maximise specialised knowledge	Consultation responses on key aspects of nuclear policy (all placed on NFLA website)

Innovative policy briefings	High quality research on specific issues using the network of support available to the NFLA Secretariat	<ul style="list-style-type: none"> • New Nuclear Monitor • Radioactive Waste Briefing • General nuclear policy briefings • Mayors for Peace briefings (all placed on the NFLA website)
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3.5 Production of high quality research and consultation responses

Strategic goal: To produce high quality, well-informed nuclear policy research		
In-year Objective	Measure	Desired / actual outcome
Provide overview of new build debate	Briefing papers	New Nuclear Monitor as required, updates to NFLA SC meeting
Provide updates on radioactive waste management strategy	Briefing papers	Radioactive Waste briefings as required, updates to NFLA SC meeting
Provide updates on relevant nuclear policy issues	Briefing papers	Nuclear Policy briefings as required, updates to NFLA SC meeting
Provide updates on Mayors for Peace and nuclear weapons issues	Briefing papers	Nuclear Policy briefings as required, updates to NFLA SC meeting
Provide updates on NFLA Steering Committee meetings	Briefing papers	Produce summary after every meeting and place on NFLA website
Respond to Government, CoRWM and NDA consultations	Full consultation responses	Responses as and when required (all placed on website when complete)
Commission research as required	Briefing papers as appropriate	Regular briefings as required

3.6 Anticipate major changes in the nuclear policy agenda

Strategic goal: To anticipate major changes in nuclear policy		
In-year Objective	Measure	Desired / actual outcome
Overview of nuclear policy issues in NFLA briefings	NFLA Policy Briefings	Briefings provided on regular basis (on website)
Secretariat discussion on 'horizon scanning' of major nuclear policy issues	Discussion at the NFLA Steering Committee	Regular updates at NFLA Steering Committee meetings
Anticipate and respond swiftly to the Government's Nuclear Policy statements	NFLA meetings with NGOs NFLA Policy Briefings	Thorough response to new nuclear policy consultations
Develop briefings for and liaison with MPs, MSPs, MLAs, AMs, TDs and MEPs and political party groupings	Provide and email a briefing pack for Parliamentarians and identify sympathetic supporters for questions / events	Improve Parliamentary liaison to have greater impact with decision-makers
Influence the European nuclear policy agenda through	Further co-operation and analyse European nuclear	Joint meetings / policy briefings

Vienna's network	policy framework / engage with members of the FOE European email network	
NFLA dialogue with nuclear site NGOs and liaison with national groups like NCG, Greenpeace, Friends of the Earth, CND, ICAN and Green Cross International	Regular meetings / online and email discussions	Develop joint events, pooling of expert resources, anticipate the nuclear policy agenda and co-operate where and when appropriate
Highlight policy concerns to Government / public	Letters to Government / media releases / public invited to seminars / website as public face of NFLA	Seek high public impact of NFLA policy work
Highlight concerns over nuclear safety	Develop links and events with emergency planning officers	Follow-up questionnaire and policy paper on nuclear emergency planning
Seek to initiate new research	Produce innovative research	Briefings produced as appropriate and where opportunity arises
Dynamic media releases	Issue media releases and letters to media to highlight NFLA views	Sent as appropriate (placed on website)

3.7 Encourage local energy revolution and positive policies to mitigate climate change

Strategic goal: To encourage a local energy revolution and positive policies to mitigate climate change		
In-year Objective	Measure	Desired / actual outcome
Highlight UK and Ireland Council examples of best practice in renewable energy and energy efficiency, and promote the development of LA Energy Service Companies	Ongoing NFLA briefing papers / Media releases / letters / meetings	<ul style="list-style-type: none"> Ongoing briefings and seminars on NFLA preferred energy policy Regular releases / letters Co-operate with renewable energy officers Develop and update NFLA decentralised energy papers
Co-operate with Council officers in Environment Policy	Develop email and direct links. Encourage attendance at seminars	Good links with officers in NFLA authorities (email groups established). Forum seminars to highlight climate change
Consider alternatives to nuclear energy and promotion of renewables booklet / leaflet	Consider costs and research local government sites – look for joint funding bid to charitable trusts / LGA / ACC	NFLA booklet / leaflet to consider. Contact LGA / COSLA / NILGA / ACC / individual Councils
Respond to consultations and policy announcements	Respond as appropriate	Post on NFLA website

3.8 Interaction with Mayors for Peace and Manchester City Council – the ongoing development of a UK and Ireland Chapter

Strategic goal: To co-operate with Mayors for Peace and with Manchester City Council, the host of the NFLA Secretariat		
In-year Objective	Measure	Desired / actual outcome
Be involved in all relevant Mayors for Peace board meetings and Skype meetings	Manchester and Glasgow are invited to attend these meetings	Attendance dependent on cost and location – one meeting likely to be a Skype videoconference
Encourage ongoing development of the Mayors for Peace UK & Ireland chapter	Hold at least 2 meetings in 2017 and process voluntary membership fees	Improved organisation capacity and deepened membership of both M4P and NFLA
Issue Mayors for Peace voluntary invoices	Send to NFLA members and Mayors / councillors likely to process them	Invoices to be processed to as many UK and Irish M4P members as possible
Support the 70 th anniversary year of the Hiroshima-Nagasaki A-bomb commemoration	Annual commemoration event encouraged for NFLA members to participate in – discuss further with M4P	Publicise all UK and Ireland events and consider special national event
Support Hiroshima-Nagasaki A-bomb exhibition tour	Encourage NFLA members to host exhibition	Exhibition available for members to use
Support Hiroshima gingko seeds project	5 Councils now received seeds, encourage others to follow	Key NFLA / M4P members receiving gingko tree seeds
Issue letters to non members of Mayors for Peace	Joint letters with membership packs emailed in England, Wales, Scotland and Ireland	Recruitment letters and voluntary invoice will go out after January 2015 meeting
Consider joint NFLA / Mayors for Peace fundraising event	Consider reception with Mayors for Peace celebrity patrons and prominent supporters	Raise additional income for the NFLA and Mayors for Peace – to be discussed in February 2017
Lobby UK and new Irish Government on its nuclear weapons non-proliferation policy	Monitor and interact with Trident Commission and NET Trident Alternative study	Attending relevant meetings and encourage interactions
Attend Scottish Parliament's cross-party Nuclear Weapons Group	Attend quarterly meetings on request of this group – nominated NFLA member	Greater influence on Scottish nuclear weapons policy stance
Develop robust administrative, financial and line management arrangements in Manchester	Review administrative, line management and finance arrangements in Council following internal transfer of departments	Admin review with support of new line manager and MCC HR. Budget reviewed on a regular basis.
Improve internal communication between NFLA & Manchester CC	Increase internal links within Manchester City Council	Regular meeting with Manchester's NFLA and Mayors for Peace representatives. Ad hoc meetings with appropriate Cabinet members. Regular meetings with line management and increase links with appropriate sections in the Council

Promote the Manchester City Centre Peace Trail and interact with European Peace Trail project	Disseminate 5000 Manchester booklets and promote local works	Joint booklet and website which can be advertised across local government
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3.9 Develop and enhance existing and new coalitions of support to raise new funds and increase profile

Strategic goal: To improve co-operation and effectiveness of the NFLA by working with like-minded organisations on mutual interests where and when practical		
In-year Objective	Measure	Desired / actual outcome
Recruit high profile figures as Ambassadors for NFLA and Mayors for Peace	Increase number of UK and Irish based Ambassadors	High profile support for NFLA and Mayors for Peace
Develop joint Parliamentary events and cooperation with other groups	Due to success of previous events look to do seminars in UK, Irish, Scottish and Welsh Parliaments	Relevant events held in Parliament to influence political agendas
Develop joint events with ICAN-UK	Support funding bid for campaigns	Co-organise events if funding bid successful
Consider co-operation with other groups for party conferences	Joint stall / fringe event at party conferences	Improved liaison with wider pool of sympathetic MPs, MEPs and councillors
Develop joint bid for funds across different aspects of nuclear policy	Discuss potential for joint funding bid	Increased external income
Consider developing other international links	Enhance links with CNFE, KIMO and Mayors for Peace and consider other links	Wider local government international solidarity on nuclear issues and possible income generation

3.10 Develop a communications strategy and consider name and remit / image of the NFLA

Strategic goal: To develop a robust communications strategy		
In-year Objective	Measure	Desired / actual outcome
Review name of NFLA to take into account its wider involvement in renewable energy	Sub-group to consider profile of NFLA and whether any of its image needs an overhaul	Review and decision by the NFLA SC after wider consideration
Develop NFLA newsletters	Monthly newsletters Annual newsletter summary	Production of monthly newsletters and an Annual Newsletter summary.
NFLA website development after successful funding bid	New website continues to receive more interest	Regular updates to keep website updated and attractive to a general and expert audience
NFLA media release strategy	Thoroughly update media contacts across all forms of media	All lists updated and sent to press, TV, radio, internet
NFLA pre-emptive media work	NFLA innovative research to appear in media	Create pool of sympathetic journalists
NFLA letters to the media	Ensure regular correspondence to letters pages	3 – 5 letters per month as appropriate

Co-operation with media requests	Co-operate with any media requests	Increase media coverage in 2017
Social media	Develop Facebook, Linked in and possible Twitter feed	Improved communication with wider area of the public

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