



Appendix 3 - Communications, Consultation and Community Engagement Strategy for 2013

December 2012

1. Introduction

This document sets out the North Wales Residual Waste Treatment Project's (NWRWTP's) communication and engagement activities during 2013 from post ISDS stage until the Preferred Bidder is appointed (this will be after all five partner authorities have approved the appointment following their internal approvals processes).

The aim of the next phase of communication is to build on progress to date, and continue to support the NWRWTP procurement process in preparation for the appointment of a preferred bidder.

It is essential that the NWRWTP ensures broad awareness across North Wales of the need for and context of the proposals for an energy from waste facility.

It is equally important that NWRWTP works hard in the local host community to engage with opinion formers and key stakeholders, including local residents and nearest neighbours, to address general issues of interest/concern and identify specific issues that the preferred bidder will need to attend to.

The table below gives an indication of the activities planned by the partnership and when they will be carried out. It should be noted that close and pro active liaison with the media will be important throughout all of the stages noted below.

Timescale	Activity	Comment
December 2012	<p>Set dates for two sessions for partner authority Members on health effects from EfW facilities. Welsh Government and Health Protection Agency to be present. One “east” session at County Hall, Mold and one “west” session at Bangor.</p> <p>Also offer individual authorities project updates / briefings for their Members.</p> <p>On going engagement with key political stakeholders throughout process.</p>	<p>Dates set for 6 & 7 February 2013 and venues booked.</p> <p>Invites to be sent to all Members by 14 December 2012.</p> <p>To be led by Lead Chief Executive, Colin Everett.</p>
December 2012	<p>Agree dates for public drop in sessions at Connah’s Quay. Likely to be two consecutive weeks - Friday afternoon’s (2pm – 8pm) and Saturday’s (10am – 4pm).</p>	<p>Dates to be set to complement the Member sessions.</p>
December 2012	<p>Write to Connah’s Quay Town Council (CQTC) to inform them of the Partnership’s communication and engagement strategy and activities planned for 2013.</p> <p>Letter to include contact details of Health Protection Agency to allow CQTC to organise their own session with them (independently of the NWRWTP). This to include proposing the setting up of a Community Liaison Group (CLG).</p>	<p>Write to CQTC before 14 December 2013</p>
December 2012	<p>Write to other Town and Community Councils to offer the NWRWTP project team attend a meeting with them to update them on the project.</p> <p>Meetings to follow as and when required.</p>	<p>Write prior to Christmas with a view to organising dates with other Flintshire Town and Community Council in early 2013</p>
January 2013	<p>Write Newsletter to stakeholders on database with update on Project (timetable, informing of drop in sessions etc).</p> <p>Pro-actively propose meetings with FoE, TCC, Chamber of Commerce, other key groups. Meetings to be held as when required.</p>	

January / February 2013	Advert in press 2-3 weeks in advance of drop-in sessions.	
January / February 2013	Meet with CQTC to set up GLC – Agree Terms of Reference, Agendas, programme etc	
February 2013	Host Member sessions on health effects of EfW facilities	Dates set for 6 & 7 February 2013 at Bangor and County Hall, Mold.
February 2013	Press release reminding public of drop in sessions, also include wider story – focus on project being one part of a wider process of change in how we manage our waste (Reduce, Re-use and Recycle).	
February 2013	Host public drop in sessions a Connah's Quay	
February / March 2013	Engage directly with Local Authorities and key stakeholders across the border in England (e.g. CHAIN – Cheshire Anti Incinerator Network). Pro actively propose meetings with relevant groups.	This work will be on going throughout the process after initial engagement.
March 2013	First meeting of CLG Further meetings of CLG will follow as agreed with the CLG.	
April 2013	Close of dialogue and issue of Call for Final Tender (CFT) Issue press release updating public on progress and on expected timetable. Also include further wider information such as potential local benefits.	
May / June 2013	Final tender evaluation and preparation of Final Business Case	
June 2013	Possible special pieces in local press (e.g. "Ask us a question" piece in local press where the public can submit questions and the partnership answer them (a double page spread, agreed in advance)).	

August 2013	Announcement of preferred bidder recommendation by Joint Committee:- <ul style="list-style-type: none"> • Press conference • Offer of site visits for press, CLG, Members (all separately) to similar type of facility (neutral) • Update information pack • Prepare press release accompany above • Prepare and announce drop in sessions as part of press release 	
September – December 2013	Individual partner authority approvals processes.	
September – December 2013	Site visits to similar type of facility (neutral)	
September – October 2013	Public drop in sessions across partnership area (more sessions in certain areas if required)	
January 2014	Announcement of preferred bidder appointment:- <ul style="list-style-type: none"> • Press conference • Update information pack (to reflect the fact that all partner authorities have approved appointment) • Prepare press release accompany above. 	

The Preferred Bidder will take on an active role with regards to communication and engagement from their appointment onwards, working in partnership with the NWRWTP.