



WEST CUMBRIA SITES STAKEHOLDER GROUP (WCSSG) CALDER HALL SUB-COMMITTEE (CHSC)

TERMS OF REFERENCE

OBJECTIVES

The West Cumbria Sites Stakeholder Group – Calder Hall Sub-Committee provides a forum for representation of local community interests and acts as the main interface between the local community and the Site Operator (BNG).

Accountability for decision making will remain with the NDA or the Site Licensee.

PURPOSE

The purpose of the Sub-Committee meeting is to:

- Provide an active two-way channel of communication between the Site Operator and local Stakeholders.
- Provide the forum for the Site Licence Company to consult with local Stakeholders on site issues.
- Allow Stakeholders to comment on and influence strategies and plans.
- Report to the West Cumbria Sites Stakeholder Group meetings on Calder Hall specific issues.

MEMBERSHIP

Membership comprises of members of the WCSSG who have expressed an interest in joining the Calder Hall Sub-Committee. In addition there will be:

Site Manager, Calder Hall
NDA Site Manager
NII Inspector
EA Inspector



The Site Manager, Calder Hall retains the right to invite additional attendees to a Sub-Committee meeting where it is felt that they will add value to discussions and/or the consultation process.

THE CHAIR

The Chairman of the WCSSG Calder Hall Sub-Committee:

- Will be elected by members of the Sub-Committee and will be independent from the Site Operator.
- Will be elected by voting members of the Sub-Committee and re-appointed annually.
- Should be supported by an elected Deputy who should also be independent from the Site Operator.
- Is responsible for upholding the Terms of Reference of the WCSSG Calder Hall Sub-Committee in their entirety.
- Is responsible for ensuring that the needs of the Stakeholders and the Site Operator are addressed through the formal meeting Agenda and the conduct of the meeting.

SECRETARIAT

The meeting Secretary will be a representative from the Site Operator and will be nominated by the Site Manager, Calder Hall.

The meeting Secretary will:

- Collate reports for the WCSSG Calder Hall Sub-Committee meetings and make them available to the WCSSG Secretary (where appropriate) for posting on the WCSSG Website.
- Record Minutes of the Sub-Committee meeting, seek approval of the Chair and make the Minutes available to the WCSSG Secretariat for posting on the Website.
- Prepare the Agenda for the meeting in conjunction with the Site Operator and Chair.



- The Secretary should be the first point of contact for any issue relating to the WCSSG Calder Hall Sub-Committee.

QUORUM

The Quorum would be 5, however, this must consist of 3 elected members.

MEETINGS

The West Cumbria Sites Stakeholder Group – Calder Hall Sub-Committee will be held twice yearly on the 3rd Wednesday in February and August. (Location and time of the meeting will be determined by the Sub-Committee members.)

Additional adhoc meetings can be convened to consult on specific issues should the need arise.

The meeting dates are stated on the Calendar of Events.

The meetings will be open to the public and the press, however, the Chairman of the meeting retains the right to discuss items of a commercial nature or with security implications, out-with public scrutiny.

TRAINING

To ensure the effective operation of the Sub-Committee, the members of the Sub-Committee should be familiar with the Calder Hall site. This can be arranged through briefing information and site visits. This can be arranged through the meeting Secretary.

30 November 2005 (draft issued)
15 February 2006 (Agreed)