

**WEST CUMBRIA SITES STAKEHOLDER GROUP
EMERGENCY PLANNING SUB COMMITTEE**

TERMS OF REFERENCE

(Revision: Draft 3– including feedback from members –April 2011)

Objectives:

The Emergency Planning Sub-Committee (EPSC) of the West Cumbria Sites Stakeholder Group (WCSSG) exists in order to provide the community of West Cumbria with regular opportunities to understand and question the effectiveness of arrangements to protect the safety of the population and the environment in the event of any off-site hazard arising from operations on any nuclear licensed sites within West Cumbria.

Accountability for decision making will remain with the NDA or the site licensee.

Purpose:

The Group exists to:

- To provide the community of West Cumbria with information on the emergency and security arrangements covering the nuclear licensed sites within West Cumbria.
- To provide a forum in which the community can ask questions about the Sellafield (including Windscale) Off-Site Emergency Plan and other plans concerned with ensuring safety and security at the nuclear licensed sites.
- To provide advice on community issues relating to the nuclear licensed sites' emergency planning issues, particularly infrastructure.
- To provide community scrutiny and learning from events and exercises of the on and off site emergency plans.
- Allow stakeholders the opportunity to comment on and influence relevant strategies and plans.
- To report views and concerns to the main WCSSG.

Membership:

To meet this remit, the EPSC should include as a minimum:

- Nuclear licensed sites' officers with responsibility for emergency planning and security.
- NDA officer with responsibility for emergency planning and security.

- A senior Cumbria County Council emergency planning officer.
- A local district Emergency Planning Officer
- A representative from Cumbria Constabulary
- A representative from Cumbria Primary Care Trust
- A representative from Cumbria Fire Service
- A representative from Sellafield Ltd Fire and Rescue
- A representative from the Health Protection Agency
- A representative from the Office for Nuclear Regulation
- A representative from OCNS
- An representative from the Environment Agency (EA)
- A representative of the Civil Nuclear Constabulary (CNC)
- A trade union representative
- Three independent members.

The independent members may be appointed by the main WCSSG. Once selected, the sub-committee shall choose its own chairperson, who must be one of the three independent members

The Chair:

The Chair of the Emergency Planning sub committee should be:

- Independent of the site operator and the NDA.
- Elected by voting members and re-appointed every two years.
- Supported by a formally elected deputy chair (who must likewise be independent of the site operator and the NDA).

Accountable for:

- Upholding the EPSC terms of reference in their entirety.
- Ensuring the needs of stakeholders are addressed through the agenda and conduct of the meeting.

- Ensuring any security sensitive issues are discussed in the appropriate manner taking guidance from the OCNS.
- Conduct of meetings at all times.

Conduct of meetings

Meetings of the EPSC should be held twice a year under the following conditions:

- Meeting dates will be the second Monday of March and September.
- Meetings will be advertised in the calendar of events which can be found on the WCSSG website.
- Meetings that are convened which are additional to those advertised on the calendar of events will be advertised in the local press and on the WCSSG website.
- Meetings will be held in locations that are freely accessible to members of the public and press.
- Minutes of the meeting will be produced and a summary report will be made available to the main WCSSG meeting.
- The Chair has the right to exclude press and members of the public from a meeting or part of a meeting, if he considers it necessary – (eg:: for reasons of security).
- A meeting agenda will be circulated to all members at least 10 working days in advance, together with any written reports to be presented during the meeting. (caveat: reports which constitute a security issue if distributed within the public domain may be produced on the day at the meeting).
- At an appropriate time (or times) in the meeting, members of the public should be afforded the opportunity to ask questions relevant to any reports and the business of the meeting.

Voting rights:

Given that the WCSSG EPSC does not have accountability for decision making, voting should be avoided. However any matters such as changes to the constitution, election of the Chair etc., that require formal resolution should be put to the vote on the basis of simple majority. In the event of deadlock, the Chairman should have the casting vote. Regulators do not have voting rights.