

WEST CUMBRIA SITES STAKEHOLDER GROUP – DRAFT – JANUARY 2012

TERMS OF REFERENCE

Objectives

The West Cumbria Sites Stakeholder Group (WCSSG) provides a forum for representation of local community interests and is the interface between the community, the Sellafield Ltd (including Windscale) and Low Level Waste Repository site operators and the Nuclear Decommissioning Authority (NDA).

Accountability for policy and decision making will remain with the NDA or the site licensee and democratic overview remains with the elected local authorities.

Purpose:

The Group exists to:

- Provide an active, two-way channel of communication between the sites' operators, the NDA and local stakeholders.
- Represent local views, input timely advice to the NDA and give an opportunity for questioning the operators, the NDA and regulators.
- Allow stakeholders the opportunity to comment on and influence strategies and plans.
- Comment on the performance of NDA and its contractor with regard to achievement of performance plans, value for money etc.
- Commission and receive reports about site activities and their impact on for example safety, the environment and health.
- Review arrangements for matters including emergency response.
- Scrutinise and input into the prioritisation of work programmes.
- Provide views and comments to the NDA on the future of the site.
- Provide views on the NDA contract and the performance of the operators.
- Set up working groups to address specific issues as required.
- Set up wider local consultation via public meetings and other mechanisms as required.

Membership:

WCSSG membership will reflect the representational structure of the local community and its interests, along with the operational status of the sites and needs of the NDA. On that basis the WCSSG should have provision to include:

- Elected representatives of the local community.
- Local community groups with an interest in the site, including environmental groups.
- Appointed representatives of relevant organisations such as regulators, local authorities, unions, emergency and health services.

- A representative of the NDA.
- Representatives of the sites contractor/operator.
- Independent advice to support members as appropriate.
- Representation from members of the public and local environmental groups.
- Members of youth groups/schools/colleges etc.

Membership:

Voting members:

- 3 Elected members of Copeland Borough Council
- 1 Elected member of Allerdale Borough Council
- 3 Elected members of Cumbria County Council
- 5 Representatives of the local parish councils

Advisors – the following will be represented at WCSSG main meetings but without voting powers:

- Representative of Office of Nuclear Regulation (ONR)
- Representative of Environment Agency (EA)
- Representative of Nuclear Decommissioning Authority
- Representatives of Site Operators (Sellafield Ltd and LLWR)
- Representative from National Nuclear Laboratories (NNL)
- Representative from Civil Nuclear Constabulary
- Representative from Cumbria Constabulary
- Officers from Copeland Borough Council
- Officers from Allerdale Borough Council
- Officers from Cumbria County Council
- Chairs of working groups
- Representative of Isle of Man Government, Department of Environment, Food and Agriculture
- Representative of Churches Forum
- GMB
- Unite
- Prospect
- Whitehaven & District Trades Council – TBC

Advisors: the following will be represented at WCSSG working groups –

- Representative from ONR
- Representative from EA
- Local authority members and officers
- Representatives of Health Authorities
- Representative of Cumbria Constabulary
- Representative of Cumbria Fire Service
- Representative of FSA
- Emergency Planning officers (County and Copeland)
- Representative of National Farmers Union

Members will be appointed for a two year period. They will be accountable for two way communication with their respective constituencies.

The Chair:

The Chair of the WCSSG should be:

- Independent of the site operators 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).
- A member of the main WCSSG.

Accountable for:

- Upholding the WCSSG's terms of reference in their entirety.
- Ensuring the needs of stakeholders are addressed through the agenda and conduct of the meeting.
- Ensuring a balance of views exists in the WCSSG and its working groups.
- Developing the capability of the members through training, site visits and support.
- In conjunction with other nominees, representing the WCSSG at National level.
- Management of any specific funding provided by the NDA.
- Protocol for media engagement *
- Reviewing SSG performance and operation at least every five years with the NDA, site operators and the SSG.

Secretariat:

The Sellafield site operator will provide secretarial support funded by the NDA. Support for the working groups will also come via this route.

The secretariat should be the first point of contact for any issue relating to the WCSSG and should operate an open and transparent policy.

The service provided as a minimum is as follows:

- Organisation of meetings (including working groups and single issue meetings) and general administration.
- Preparation of minutes. Minutes will be cleared by the Chairman prior to distribution. In case of questions or concerns, the Chairman will check the minutes against the original wording of the verbatim tape recording and decide whether an amendment is required.
- Distribution of information.
- Provision of reports, minutes, agendas etc. to members.
- Maintenance of website.
- Provision of emergency information on a 24 hour basis.

- Management of membership lists and distribution lists.
- Management of budget on behalf of Chairman.
- Management of travel and subsistence process

Meetings:

Meetings of the WCSSG should be held on a quarterly basis under the following conditions:

- Meetings will be held in February, May, August and November – to be agreed
- The quarterly WCSSG meetings will review performance and ensure that stakeholder needs are built into forward planning.
- Working groups will provide input into WCSSG meetings – through relevant site operator reports.
- Meetings will be advertised in the calendar of events which can be found on the WCSSG website.
- Meetings convened which are in addition to those advertised on the calendar of events will be advertised in the local media and on the WCSSG website.
- Meetings will be held in locations that are freely accessible to members of the public and press.
- The timing should be convenient to stakeholders so that as far as possible they are not inhibited or prevented from attending. As the need arises, consideration should be given to holding additional or special meetings to deal with particular issues that may fall outside the routine business of the WCSSG.
- A calendar of events will be published annually and sent to members electronically, dates of meetings can also be found on the WCSSG website.
- Meetings will be recorded for the purpose of producing a note for the record – consideration to be given to posting tape recording onto WCSSG website to alleviate the need for lengthy minutes.
- WCSSG members have the right to vote to exclude press and members of the public from a meeting, or part of a meeting, if they consider it necessary.
- A meeting agenda will be circulated to all members at least 5 working days in advance, together with any written reports to be presented during the meeting.
- Note for the record/tape recording to be posted onto WCSSG website within 15 working days after 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 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 a tie, the Chairman should have the casting vote.

Voting members are listed above in the terms of reference. Site operators and regulators are specifically excluded from voting (see above for voting members).

Training:

To ensure effective operation of the WCSSG, new members if required, should undergo an induction process that as a minimum would include an information pack and site visit. The pack should include the NDA's public and stakeholder engagement and communications strategy and the NDA guidance to SSG's as well as the WCSSG terms of reference. During their period of tenure, members should be afforded opportunities to visit the Sellafield and LLW sites for general familiarisation and also to review specific items that may be the subject of WCSSG discussion.

Members should be encouraged to recognise their own needs to understand the issues that may come before them. This should include a programme of training and the use of experts to help the WCSSG or its working groups understand specific matters.

Material provided for information to the WCSSG should be understandable to the membership and meet their needs.

Cost re-imburement:

The WCSSG budget will cover out of pocket expenses claimed by members attending meetings. A T&S form can be found on the WCSSG website.

The Chairman and Vice Chairman will be paid an annual allowance to cover all duties carried out for WCSSG. The chairman will receive £5,000 per annum and the Vice Chair will receive £2,500 per annum.

**** Media Engagement***

WCSSG meetings are open to the media. If required, the Chair or Vice Chair will respond to media requests for comment on issues related to WCSSG activities. When doing so, the Chair or Vice Chair will make it clear that they are speaking in their WCSSG role.

During the designated pre-election period, when asked to respond to media requests for comment on WCSSG matters, members will comply with the *Code of Recommended Practice on Local Authority Publicity*.