

**West Cumbria Sites Stakeholder Group
Community Engagement Co-ordinating Sub-Committee
Terms of Reference**

Objectives

The objective of the Community Engagement Co-ordinating Sub-Committee (CECSC) is to enable the community to have a direct voice in the planning and execution of the NDA scope of work in West Cumbria.

Purpose :

The CECSC will seek to resolve any potential conflict between the industry sector's priorities for engagement and those of the public by:

- identifying topics for WCSSG consultation
- developing a priority list of community concerns
- providing support to single-issue consultation process as and when required
- evaluate and improve the consultation process if required

Engagement will focus on the four lifecycle baselines: Sellafield, Windscale, Low Level Waste Repository at Drigg and Calder Hall. Recognising capacity and time constrains the sub-committee will oversee a maximum of five consultations per year.

Output :

The CECSC will produce the WCSSG annual consultation schedule, establishing wide local consultation in West Cumbria on specific issues relevant to the decommissioning programme. The CECSC will report to the WCSSG quarterly meetings in an appropriate format e.g. a presentation or a workshop style discussion with public involvement, depending on time constraints.

Membership

The CECSC membership will have a core membership with specialists co-opted for a specific time to reflect consultation on single issues. Six core members are required for the meeting to be quorate.

Core membership :

- 1 member or officer from Copeland Borough Council
- 1 member or officer from Allerdale Borough Council
- 1 member or officer from Cumbria County Council
- 1 union representative from British Nuclear Group
- 1 union representative from United Kingdom Atomic Energy Authority (UKAEA)
- 1 representative from Nuclear Decommissioning Authority (NDA)
- 1 representative from United Kingdom Atomic Energy Authority (UKAEA)
- 1 representative from British Nuclear Group
- 1 Representative drawn from membership of the British/Irish Council
- 1 Representative from Westlakes Research Institute
- 1 Representative from West Cumbria business community (nominated by Westlakes Renaissance)
- 2 Representative from West Cumbria Parish Councils (nominated by CALC)
- 1 Representative from Non Governmental Organisations (NGO)

WCSSG/CECSC Terms of Reference

Both the Nuclear Installations Inspectorate (NII) and Environment Agency (EA) will maintain a watching brief and attendance will be guided by items where a contribution can benefit the engagement process.

The chairpersonship will be reviewed bi-annually. The sub-committee will select their own chairperson, self-nominations are invited within the following constraints: they must be an active member of the WCSSG, not a site operator or part of the NDA. The WCSSG will be informed of the selection.

Secretariat :

The site operator provides secretariat support for this sub-committee funded by the NDA as part of the Near Term Work Plan (NTWP) for the Sellafield Site.

The secretariat will be the first point of contact for any issue relating the Community Engagement Group and will operate an open and transparent policy.

The Secretariat will provide:

- Organisation of engagement process (including sub-committee meetings and single issue meetings) and general administration.
- Preparation of minutes. Minutes will be cleared by the Chairperson prior to distribution and ratification at the next meeting.
- Distribution of information.
- Provision of reports, minutes, agendas etc, to members.
- Maintenance of website and production of advertising materials.
- Management of membership lists and distribution lists.
- Additional services as determined by the sub-committee.

Meetings :

Meetings of the Community Engagement Group will be held monthly during the development of the engagement process, with additional meetings as required by the Chairman. After the initial development phase, the meeting frequency will be reviewed and determined by its membership.

Meetings will be held in the Copeland Centre (Copeland Borough Council Offices, Catherine Street, Whitehaven) under the following conditions :

- Meeting dates will be the last Friday in the month, unless revised in advance.
- Meetings will be advertised on the WCSSG website and as determined by the development of the engagement process.
- 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.
- Minutes are to be distributed for comment within 10 working days after the meeting and ratified at the following meeting.
- This meeting will predominately be held in public, unless agenda items dictate otherwise.
- These conditions may change to meet the requirements of the engagement process as it develops.

Review:

Update reports to be presented at main WCSSG meetings by the sub-committee chairperson.