



TERMS OF REFERENCE
updated 21/04/08

West Cumbria Sites Stakeholder Group
Commercial sub-committee

Objectives:

The Commercial sub-committee provides a forum for members of the committee to scrutinise and input into the operational, production and transport activities of the Site Licence Companies the WCSSG represents. It also gives the opportunity to scrutinise any potential Parent Body Organisation's commercial proposals – (once selected).

Purpose:

The committee will:

- Provide a forum whereby Site Licence Companies, the NDA and the Parent Body Organisation can be scrutinised with regard to their commercial / operational / transport activities.
- Give an opportunity to input views into commercial / operational plans.
- Provide views and comments on performance.

Membership:

Membership will be made up of representatives from the existing West Cumbria Sites Stakeholder Group. Representatives can also be co-opted for their expertise if felt appropriate.

Core membership:

In order for the meeting to be quorate, there should as a minimum be present at the meeting the following:

- The Chairman of the sub committee
- At least two other elected members of the sub committee
- A secretariat representative

The Chair:

The Chair of the sub committee should be:

- Independent of the site operators, the NDA or any potential PBO
- Elected by members of the committee and re-appointed bi-annually
- Supported by a formally elected Vice Chair (who must likewise be independent of the site operators, the NDA or any potential PBO)

Accountable for:

- Upholding the terms of reference
- Ensuring the needs of stakeholders are addressed through the agenda and conduct of the meetings
- Ensuring the meetings run in a professional manner
- Ensuring the forum is not used for any overtly political objectives

Secretariat:

The secretariat will be provided by the representatives of Sellafield Ltd.

The service the secretariat provides as a minimum is as follows:

- General administration for meetings
- Provision of reports/agendas/minutes etc to members
- Preparation of minutes/notes for the record
- Distribution of information to members
- Management of membership lists and distribution lists
- Liaison with the Chair to ensure delivery to the satisfaction of the Chair
- Management of the budget on behalf of the Chair

Meetings:

Meetings will take place twice a year prior to the main WCSSG scrutiny meetings

- Pre-determined dates and times will be identified
- Meeting agenda to be agreed by the Chair and distributed to members prior to the meetings
- Additional meetings will be convened if it is felt an issue is too urgent to wait until the following meeting
- The Chair or Vice Chair must be available to Chair proceedings for all meetings

Website:

The West Cumbria Sites Stakeholder Group website will be utilised to post information relevant to the commercial sub committee.

Voting rights:

Given the group has no accountability for decision making, voting should be avoided. Matters such as changes to the terms of reference, election of Chair/Vice Chair etc that require formal resolution should be put to the vote on the basis of simple majority, all members of the committee will be allowed to vote and in the event of deadlock, the Chair should have the casting vote, or in the absence of the Chairman, the Vice Chairman will have the casting vote.

Cost re-imburement:

The funding for the sub committee will derive from the WCSSG budget. Out of pocket expenses will be paid to members not already entitled to out of pocket expenses through the organisation that they represent.