

TERMS OF REFERENCE

WEST CUMBRIA SITE STAKEHOLDER GROUP LOW LEVEL WASTE REPOSITORY SUB-COMMITTEE

Objectives:

The Low Level Waste Repository (LLWR) Sub-committee provides a forum for representation of local community interests and acts as an interface between the local community, interested stakeholders and the site operators. It aims to inform the site contractors and the Nuclear Decommissioning Authority (NDA) about community concerns and feed community views into the decision making process.

Purpose:

The group will:

- Provide a forum for consultation on issues relating to the LLWR.
- Provide a mechanism for the host community to feed LLWR specific issues into the main WCSSG.
- Allow stakeholders to comment on, and influence strategies and plans.

Membership:

Membership will reflect the representational structure of the local community and its interests, along with the operational status of the site and the needs of the NDA. It will encourage participation from members of the general public, the media and activist groups like CORE etc.

Core membership of the LLWR Sub-committee to consist of:

- Member and Officer of Cumbria County Council (x 2)
- Member and Officer of Copeland Borough Council (x 3)
- Representatives of Drigg & Carleton Parish Council (x 4)
- Representatives of the 6 Parish Council Group excluding DC&PC covered in bullet three above (x 5)
- Representative from GMB Union (x 1)
- Representative from Amicus Union (x 1)
- Representative from Prospect Union (x 1)
- Adviser from Environment Agency (EA) (x 1)
- Adviser from the Nuclear Installations Inspectorate (NII) (x 1)
- Adviser from the Nuclear Decommissioning Authority (NDA) (x 1)
- Adviser from BNGSL + provision of secretariat (x 2)

Voting rights will be accorded to democratically elected representatives or community organisations. Site operators and regulators are specifically excluded from voting.

Chairmanship:

The Chair and Vice-Chair should be elected by voting members and appointed on an annual basis. They should be independent of the site operator and the NDA.

The Chair and Vice-Chair are accountable for:

- Upholding the LLWR Sub-committee Terms of Reference in their entirety.
- Ensuring that the needs of the stakeholders are addressed through the agenda and conduct of the meeting.
- Setting the agenda, directing the secretariat and approving minutes/papers etc.
- Providing a report to the main WCSSG meetings.
- Developing the capabilities of the members through training, site visits, appropriate support.
- The Chair/Vice-Chair may call special meeting on topics of key interest.
- The Chairman to have a casting vote in the event of deadlock.

Secretariat:

The Site Operator will provide secretarial support funded by the NDA as part of the Near Term Work Plan (NTWP).

The Secretariat should be the first point of contact for any issue relating to the LLWR Sub-committee and should operate an open and transparent policy.

The service provided as a minimum is as follows:

- Organisation of meetings and general administration.
- Preparation of minutes. Minutes will be cleared by the Chairman prior to distribution.
- 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 the Chairman.

Meetings:

To be held on the second Wednesday in March, June, September and December. Times should be alternated between afternoons and early evening to encourage participation by members of the general public.

Venue: Drigg Village Hall.

Training:

Any training needs identified by the LLWR Sub-committee to be referred up to the West Cumbria Site Stakeholder Group for consideration/funding..