

WEST CUMBRIA SITES STAKEHOLDER GROUP

TERMS OF REFERENCE

(amendments discussed and ratified at the WCSSG meeting on 6th April 2006)

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 site operator and the Nuclear Decommissioning Authority (NDA).

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

Purpose:

The Group exists to:

- Provide an active, two-way channel of communication between the site operator, the NDA and local stakeholders.
- Give an opportunity for questioning the operator, the NDA and regulators.
- Allow stakeholders the opportunity to comment on and influence strategies and plans.
- Represent local views and input timely advice to the NDA.
- Comment on the performance of NDA and its contractor with regard to achievement of 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 such matters as 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 operator.
- Set up sub-groups to address specific issues relevant to the clean up programme.
- 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 site and needs of the NDA. On that basis the WCSSG should have provision to include.

- Elected representatives of the local community.

- Appointed representatives of relevant organisations such as regulators, local authorities, unions, emergency and health services.
- A representative of the NDA.
- Representatives of the site contractor/operator.
- Independent advice to support members as appropriate.
- Representation from members of the public and local environmental groups.

The core membership of the West Cumbria Sites Stakeholder Group should consist of:

Core Membership:

- Members and officers of Copeland Borough Council
- Members and officers of Allerdale Borough Council
- Members and officers of Cumbria County Council
- Representatives of the local parish councils
- Representative of the local supply chain
- Representative of the economic regeneration programme (NucIn)
- Representative of local NGO groups
- Representatives of Health Authorities
- Representative of Cumbria Constabulary
- Representative of Cumbria Fire Service
- Representative of Isle of Man Department of Local Government and the Environment
- Representative of Health and Safety Executive (NII)
- Representative of Environment Agency
- Representative of DEFRA
- Representative of FSA
- Representative of Government Office North West
- Representative of United Utilities
- Representative of National Farmers Union
- Representative of Whitehaven and District Trades Council
- Representatives of Site Operators (ie: British Nuclear Group, LLW at Drigg, Calder and UKAEA)
- Union Representatives of Site Operators

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

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 sub-committees.
- 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.

Secretariat:

The Site operator will provide secretarial support funded by the NDA as part of the Near Term Work Plan (NTWP) for the Sellafield Site. Support for the sub-committees will also come via this route with the exception of the Windscale sub-committee, which will be provided by the UKAEA.

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 sub committees 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 transcript 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:

- Meeting dates will be the first Thursday in April, July, October and January.
- The quarterly WCSSG meetings will review performance and ensure that stakeholder needs are built into forward planning.
- Sub-committees will provide input into two WCSSG meetings (April and October).

- 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 press 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.
- An calendar of events will be published twice a year to cover a 6 months period ie: January – June and July – December.
- Meetings will only be recorded for the purpose of producing a transcript.
- 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 10 working days in advance, together with any written reports to be presented during the meeting.
- Minutes are to be published 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.
- To augment routine reporting and monitoring mechanisms, the WCSSG should consider setting up sub-groups (both permanent and temporary) or holding special meetings to explore particular issues in more detail.

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 deadlock, the Chairman should have the casting vote.

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

Training:

To ensure effective operation of the WCSSG, new members should undergo an induction process that as a minimum would include an information pack and site visit. The pack should include the NDA charter and arrangements for stakeholder engagement as well as the WCSSG terms of reference. During their period of tenure, members should be afforded opportunities to visit the Sellafield and UKAEA 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 sub-committees 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.

The Chairman and Vice Chairman will therefore not claim out of pocket expenses as mentioned above.