



## **THE CONSTITUTION OF BERKELEY SITE STAKEHOLDER GROUP (SSG)**

### **1. PURPOSE**

The Berkeley Site Stakeholder Group (SSG) represents the local community on issues relating to Berkeley site and provides a forum for the local community and other relevant interests to interface with the Nuclear Site owner (Nuclear Decommissioning Authority), licensee (currently Magnox) and regulators (ONR & EA).

The group is established to protect and represent the interests of the local community in relation to the current and future activities and intentions of the owners and operators of the nuclear site. It must operate under the principles of openness and transparency and must be accessible to its communities. It is primarily site-focused, but takes account of wider relevant policy issues and developments. It will manage itself accordingly, with the support, agreement and funding from the Nuclear Decommissioning Authority (NDA).

The purpose of the Berkeley Site Stakeholder Group includes:

- to act as a proactive, two-way channel of communication, gathering and disseminating views, between the owner, operator and regulators and the local community
- to provide an opportunity for questioning the operator, the regulators of the site and the NDA
- to receive and review relevant reports whatever the source
- to receive and review reports from the NDA to prepare, fund or resource reports on specific issues of concern to the local community
- to scrutinise environmental and emergency plans and arrangements
- to receive reports from the NDA, operators and regulators on the future of the site
- to respond to relevant consultation programmes
- to set up sub groups to address specific issues
- to support a wider local consultation via public meetings and other mechanisms as required

## **2. MEMBERSHIP**

The SSG will achieve this purpose through the following structure and arrangements:

- **CHAIRMAN**

The Chair of the SSG should be:

- independent of the site operator and NDA i.e. not currently employed by either
- formally elected by SSG members, and be re-appointed annually
- encouraged to stand down after a maximum of 5 years
- supported by a similarly elected deputy Chair
- transparent about any conflicts of interest, by declaring them at the start of SSG meetings
- an ex-officio member of all sub-groups and committees

The Chair is accountable to the SSG members, through formal election and annual re-election.

The Chair is accountable for:

- upholding the SSG's constitution in its entirety
- planning forward to ensure agendas meet the needs of stakeholders, SSG members, site operator and NDA
- managing SSG meetings to ensure a balance of views is heard
- liaising with the secretariat to enable the development of both new and existing members through appropriate training, site visits and other support
- in conjunction with other nominees, representing the SSG at national level and in other meetings as needed
- circulating updates to SSG members from any meetings they attend
- ensuring SSG sub-groups update the full SSG meeting, with an opportunity for discussion
- reviewing SSG performance and operation at least every three years with the NDA, site operator and SSG
- assisting the secretariat in assessing SSG activity requirements for the year ahead, including the programme, budget and resources required

- **MEMBERS**

SSG membership should reflect the local community and its interests, as well as the operational status of the site and needs of the NDA. On that basis the SSG should have provision to include members from:

- elected representatives from local councils at County, District and Parish level or equivalents based on a 6km radius from the site
- local community groups with an interest in the site, including environmental groups
- other local interests such as businesses

See Appendix A for details

- **ADVISORS**

The SSG should have provision to include representatives from the following bodies to provide advice to the SSG as needed:

- appointed representatives of relevant organisations such as regulators, unions, local authority officers, emergency and health services
- a representative of the NDA, normally the Site Programme Manager
- representatives of the site operator

See Appendix B for details

- **COOPTED ADVISORS**

The SSG may wish to co-opt advisors with specialist knowledge to help the SSG or a subgroup complete work more efficiently.

- **PUBLIC AND PRESS**

The public and press should be able to attend SSG meetings, asking questions and joining discussions with members when appropriate. This participation is to be encouraged but is at the discretion of the Chair.

Recording equipment should not be brought into any meeting or subgroup of the SSG by the media or public, except at the discretion of the Chair.

- **ROLE AND RESPONSIBILITY OF MEMBERS**

Being a Berkeley SSG member requires that:

- You represent their organisation or 'community of interest' actively on the SSG, including consulting them beforehand on major agenda items
- You formally update their organisation or community of interest after SSG meetings, either verbally or in writing
- You attend every SSG meeting, where possible, or send a nominated representative
- You read papers circulated in advance of SSG meetings
- You update other Berkeley SSG members promptly after representing them at other relevant meetings

- **DECISION MAKING**

Given that Berkeley SSG does not have responsibility for decision making, voting should be avoided. Any matters that require formal resolution should be put to the vote on the basis of simple majority. In the event of deadlock the chair will have the casting vote, except for their position. Only members with full voting rights can vote as per the membership list, Appendix A.

- **SECRETARIAT**

The site operator will provide secretarial support funded by the NDA through the site operation contract. This secretarial support would normally include:

- administering SSG meeting dates, venues and refreshments
- circulating each meeting agenda two weeks in advance of the meeting, and the minutes of each meeting one month afterwards
- reimbursing agreed out-of-pocket expenses for members on SSG business
- booking travel tickets and accommodation for members on SSG business
- administering the emolument agreed for the Chair and deputy Chair
- drafting and promptly circulating and publishing minutes from SSG meetings to members and wider interested parties, including a summary of key bullet points that members can pass on to their constituents
- managing and updating the SSG website
- circulating papers to members as needed, including communications from external bodies
- organising inductions for new SSG members
- organising site visits when useful for SSG members
- budgeting for, administering and paying for all costs involved in the above
- liaising with adjacent sites (where relevant) to ensure relevant issues are adequately covered on SSG agendas

### **3. MEETING LOCATION, TIME AND FREQUENCY**

- meeting at locations, chosen by the SSG, that suit the needs of the community
- the SSG should arrange the meeting's venue and time within the locality, to improve accessibility and impact
- the SSG should meet four times a year, including one joint meeting with Oldbury SSG for efficiency
- special meetings and subgroups will be set up as the need arises.

### **4. COMMUNICATIONS**

Each SSG should have a website. Information can be found on [www.magnoxsites.com/Berkeley/community](http://www.magnoxsites.com/Berkeley/community).

As a minimum, the SSG website should be frequently updated with:

- dates, locations and agendas of future meetings
- past minutes or reports
- list of bodies supplying members and advisors
- key papers of interest to the community regarding SSG business
- a link to the operator's current socio-economic plan

### **5. NDA SUPPORT AND FUNDING**

Operating and administrative costs, including expenses of Chair and Vice Chair will be funded by the NDA. It will also consider legitimate claims for additional expenses on a case by case basis.

#### **• CHAIRS' AND DEPUTY CHAIRS' EMOLUMENT**

Via the secretariat, the NDA will provide an emolument to Chairs and Deputy Chairs that recognises their enhanced role on SSGs. Chairs are entitled to claim £5500 and Deputy Chairs £1650 on a 'per annum' basis and this will be paid six monthly in arrears by the secretariat.

The emolument acknowledges the extra work involved in preparing for meetings related to the NDA's core mission, as well as actually Chairing them, and any appropriate follow-up.

- **OTHER SSG MEMBERS ATTENDING/CHAIRING MEETINGS**

Where another member of the SSG steps in to fulfil the role of the Chair or Deputy Chair, it is up to the SSG to decide how this should be compensated from within the SLC's existing budget for the SSG.

## **6. REVIEW OF SSG**

To ensure constant evolution and opportunity for improvement, SSG function and purpose should be reviewed at least every three years.

This review could be by an independent external expert, but must involve all SSG members, the NDA, SLC and other interests depending on the site characteristics. The review should cover all aspects of the constitution including:

7. membership
8. role and accountabilities of the Chair/Deputy Chair
9. administration and procedures
10. information and training needs for all members
11. website and communication
12. NDA and secretariat support

The results of each review should be made public on the website [www.magnoxsites.com/Berkeley/community](http://www.magnoxsites.com/Berkeley/community) so that learning can be shared across all SSGs.

Resource for the external review of each SSG can be made available by the NDA via the site operator contract, and should therefore be included in the SLC's relevant annual budget planning.

## **Appendix A: Site Stakeholder Group Voting Members**

MP for Stroud  
MP for Forest of Dean  
Gloucestershire County Council  
Gloucestershire County Council  
Forest of Dean District Council  
Stroud District Council  
Stroud District Council  
Lydney Town Council  
Hinton Parish Council  
Stinchcombe Parish Council  
Awre Parish Council  
Alkington Parish Council  
Ham and Stone Parish Council  
Hamfallow Parish Council  
Berkeley Town Council

### **Independent members (Farming, local businesses, land owners, community groups)**

Vale Vision  
Berkeley Vicar  
NFU  
Hamfields Leisure  
The Berkeley and Spetchley Estates  
Berkeley Site Joint Council Member (representing trade unions)

## **Appendix B: Recommended list of bodies to send advisors**

SGS College  
Oldbury SSG Chairman  
Environment Agency Site Inspector  
Food Standards Agency  
Lower Severn Drainage Board  
Nuclear Decommissioning Authority (NDA)  
Office of Nuclear Regulation (ONR)  
ONR Civil Nuclear Security (ONRCNS)  
Public Health England - South West  
Site Operator

## APPENDIX C

### CODE OF CONDUCT

The SSG should adopt the following Code of Conduct for all its dealings:

- Respect each person
- Be punctual attending meetings
- Declare interest/financial interest
- Listen constructively
- Keen an open mind
- Question and participate
- Challenge only ideas, **not** people
- Share responsibility