

## **CONSTITUTION OF CHAPELCROSS SITE STAKEHOLDERS GROUP**

The Chapelcross Site Stakeholders Group is a standing forum for communications between Nuclear Decommissioning Authority (NDA), Site operator and the local community. It has the overarching aim of ensuring decisions taken by the NDA, or operators that affect NDA sites, are informed by the local community's views.

### **1. Purpose**

The Site Stakeholder Group shall fulfil the following roles and purposes, namely:

### **2. Criteria for Membership**

Site Stakeholder Group membership will reflect the local community and its interest, as well as the operational status of the site and needs of the NDA. On that basis the Site Stakeholder Group should have provision to include members from:-

- Member of Parliament for Dumfriesshire, Clydesdale and Tweeddale
- Member of Scottish Parliament for Dumfries Constituency
- Elected representatives of Dumfries & Galloway Council from Annandale South, Annandale North, Annandale East and Eskdale wards.
- 2 representatives from the Annandale and Eskdale Federation of Community Councils
- Maximum of 2 local residents who must reside within 2Km of the Chapelcross Site
- Maximum of 2 nominated members of Annan Chamber of Commerce or equivalent

*\*No substitutes will be allowed for voting members shown above.*

### **3. New Members**

From time to time the Site Stakeholder Group may wish to consider introducing new members to the Group eg representative of a local environment group. New members will be introduced on a majority vote by existing voting members.

#### **4. Advisors**

Chapelcross Site Stakeholder Group will include representatives from the following bodies to provide advice to the Site Stakeholder Group as needed.

- Site Operator Director
- Site Operator Representatives
- Representative of the NDA, normally the Site Programme Manager
- Dumfries & Galloway Constabulary
- Dumfries & Galloway Fire & Rescue Service
- Dumfries & Galloway National Health Service Trust
- Dumfries & Galloway Emergency Planning Unit
- Dumfries & Galloway Council, Annandale and Eskdale Area Manager
- Scottish Environment Protection Agency (SEPA)
- National Farmers Union Representative
- Scottish Enterprise South of Scotland Representative
- Chapelcross Trade Union Representatives (up to three)
- Nuclear Installations Inspectorate (NII) Representative
- Scottish Government, Environmental Quality Directorate
- Office for Civil Nuclear Security

Other bodies may attend the meeting as agreed by the Group.

#### **5. Voting**

Each member shall have one vote. Voting will be on the basis of a simple majority and in the event of an equality of votes the Chair will have the casting vote. Where a vote is called for, the motion must be proposed and seconded. Where a matter under discussion has been the subject of a vote it may not be raised again within a period of six months unless a two-thirds majority of those attending and entitled to vote agree to discuss the matter again.

#### **6. Term of Office/Election Bearers**

The term of office for the Chair/Vice Chair is 4 years. The election of office bearers will be every 4<sup>th</sup> year following local government elections.

In considering the selection of a Chair/Vice Chair, the Site Stakeholder Group will want to consider qualities such as independence, local reputation, experience in

chairing groups of this sort, and having the time, interest and willingness to fulfil these demanding roles.

## **7. Declarations of Interest**

Conflicts of interest should be declared at the start of the SSG Meetings

## **8. Chair/Vice Chair**

The Chair/Vice Chair of the Site Stakeholder Group should be:

- A voting member of the Site Stakeholder Group
- Independent of the Site Operator and NDA ie. not currently employed by either

The Chair/Vice Chair is accountable for

- Upholding the Site Stakeholder Group's constitution in its entirety
- Planning forward to ensure Agendas meet the needs of stakeholders, Site Stakeholder Group members, Site Operator and NDA in the context of the Site Stakeholder Group objectives.
- Managing Site Stakeholder Group meetings to ensure a balance of views is heard.
- Liaise 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 Site Stakeholder Group at national level and in other meetings as needed.
- Circulating updates to Site Stakeholder Group members from any meetings they attend.
- Reviewing Site Stakeholder Group performance and operation at least every two years with the NDA, Site operator and Site Stakeholder Group
- Assist the Secretariat in assessing Site Stakeholder Group activity requirements for the year ahead.
- Consider with the Secretariat how best to provide for smooth succession of the Chair/Vice Chair Posts.

## **9. Chair/Vice Chair Emolument**

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.

Via the secretariat, the NDA can also provide an emolument to Chairs and Deputy Chairs that recognises their enhanced role on SSG's. Chairs are entitled to claim £5000 and Deputy Chairs £1500 on a "per annum" basis and this will be paid six monthly in arrears by the secretariat.

## **10. Duties of Members**

All members shall be responsible for reporting back fully to their respective bodies, and represent the views of the respective bodies.

Members representing Community bodies will form an important link with the public through whom concerns and specific questions shall usually be channelled.

## **11. Secretariat**

The Site Operator will provide secretarial support funded by the NDA through site operation contract. The secretarial support would normally include

- Administering Site Stakeholder Group meeting dates, venues and refreshments.
- Reimbursing agreed out of pocket expenses for members on Site Stakeholder Group Business
- Booking travel tickets and accommodation for members on Site Stakeholder Group business
- Administering any emoluments agreed for by the Chair/Vice Chair
- Draft and promptly circulating and publishing minutes from Site Stakeholder Group meetings to members and wider interested parties, including an Executive 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 Site Stakeholder Group members
- Organising site visits when useful for Site Stakeholder Group members
- Budgeting for, administering and paying for all costs involved in the above
- Compilation and publication of an annual Site Stakeholder Engagement Plan in liaison with the Site Stakeholder Group to ensure clarity and visibility of local engagement
- Liaising with and advising other sites (where relevant) to ensure relevant issues are adequately covered on Site Stakeholder Group agendas and best practice shared
- The decision of the Chairman shall be final in agreeing whether a matter shall be submitted for discussion at any meeting.

The Secretariat has an important role in challenging the organisations and individuals that submit information to the Site Stakeholder Group so that it is as useful to the Site Stakeholder Group as possible. The Secretariat should determine

- Is the information for noting, discussion or a decision?
- Can the information be presented in a more useful way for Site Stakeholder Group members given their time constraints and technical background?
- What information would they like passed to Site Stakeholder Group members' constituents? Is the information in a suitable format to easily allow this?
- Are there specific questions that merit further discussion by members' constituents?

## **12. Meetings, Location and Frequency**

The Group shall meet no less than four times in any twelve month period, at such time agreed at the preceding meeting and publicly advertised. Wherever possible, meetings shall be held in venues readily accessible to the whole community and at times convenient to the members and to the public

Additional or special meetings to deal with particular issues that may fall outside of routine business of the Site Stakeholder Group. The Site Stakeholder Group may choose to set up Sub-Groups to address specific topics on behalf of the whole Site Stakeholder Group.

### **13. Communications**

Each Site Stakeholder Group should have a website, which should be maintained and frequently updated.

### **14. Agenda Items**

Any member wishing to raise business at a meeting shall submit details to the Secretariat no later than fourteen days in advance of the meeting.

Where the NDA wholly funds an SSG, it expects discussions to focus on activity at NDA Sites.

An item on each agenda shall be available for the membership to raise matters or ask specific questions on behalf of the public who have contacted them in advance.

- Acting as a channel of communication between the local community, Magnox North Chapelcross (Site Operator) and the Nuclear Decommissioning Authority (the Customer).
- Facilitating exchange of views and information among the local community, the Customer and those statutory regulating authorities having responsibility for nuclear installations;
- Receiving reports from the Site Operator, the Customer and regulatory authorities;
- Scrutinising all emergency and environmental plans to the Chapelcross operation;
- Facilitating contact between the local community and the Nuclear Decommissioning Authority (NDA) including receiving reports from the NDA on their scrutiny of Magnox North Chapelcross;
- Making submissions to NDA or Magnox North consultations;

## **15. Publicity**

The meetings of the group shall be open to the public unless it shall be agreed by a majority of those members attending and entitled to vote that a matter should be discussed in private, due to the confidential nature of the subject matter.

## **16. Code of Conduct for the Site Stakeholder Group**

The Site Stakeholder Group will operate in the spirit of the below Code of Conduct for the Site Stakeholder Group.

- Respect each person
- Share responsibility
- Challenge only ideas, not people
- Keep an open mind
- Question and participate
- Listen constructively
- Be punctual attending meetings
- Chair to have right of sanction against Members
- Questions from the public will be taken at convenient times during the meetings
- Allowing Members, the media or the public to bring recording equipment into any meeting of the Site Stakeholder Group should be at the discretion of the Chair

## **17. Amendment to the Constitution**

The terms of this Constitution may be amended at any Site Stakeholder Group Meeting. Notification of motion to amend the Constitution shall be included on the Agenda with the details of the amendment.