



## **HARWELL SITE STAKEHOLDER GROUP**

Constitution – revised April 2014

### **1. Purpose**

The Harwell Site Stakeholder Group is a regular public meeting which is part of the formal arrangements for the interface between the Nuclear Decommissioning Authority (NDA) the site licence company (RSRL) and stakeholders including the local community and the wider Harwell Oxford campus. The SSG will not have a role in the formal decision making in respect of the site activities, but it will be responsible for reflecting local views by inputting advice, expressing views and commenting on the progress of work on site. Campus organisations are invited to provide information about new development and operations on the campus.

### **2. Terms of Reference**

- Comment, question and discuss the performance of the NDA, RSRL and its contractors with regard to decommissioning plans, achievements and value for money.
- Provide a forum for receiving regular reports from RSRL, regulators and the NDA, and for discussing issues with them.
- Consider RSRL's emergency plan and response arrangements.
- Commission (subject to NDA approval) and receive reports about decommissioning site activities and their impact on, for example, safety, the environment and health.
- To represent the views of the local community through the provision of timely advice to the NDA, operators and regulators.
- Provide views on the NDA contract and the performance of RSRL.
- Set up sub-groups to address specific issues relevant to the clean-up programme as required.
- Set up wider consultation via public meetings and other mechanisms as required.

### **3. Membership (see Appendices I - III)**

The voting Membership, which is outlined in Appendices I-III, of the SSG reflects the representational structure of the local community around the campus and its leading interests, the operational status of the licensed site and the aims of the NDA.

Members are responsible to their sponsoring organisations, which will decide on the tenure of its representatives on the SSG. Members should be willing to abide by the code of conduct, see Appendix VII.

#### **Deputies**

Members may nominate deputies to cover their absence and notify the Secretary of these in advance of meetings. Deputies of Members will be allowed to cast their organisation's vote.

### **4. Chairman/Deputy Chairman (see Appendix VI)**

The Chairman and Deputy Chairman need not be technical experts but should have a general knowledge of the licensed site and the nature of the work being carried out there.

The Chairman and Deputy Chairman will be independent<sup>1</sup> of the NDA, RSRL and campus organisations.

The Deputy Chairman will abide by these criteria and shadow the Chairman in the business of the SSG. In the absence of the Chairman, the Deputy will chair meetings of the SSG and have the casting vote in the case of tied votes.

## **5. Secretariat**

RSRL will provide secretarial support funded by the NDA through the RSRL contract. The secretarial support would normally include:

- Administering SSG meeting dates, venue and refreshments.
- Reimbursing agreed out-of-pocket expenses for members on SSG business. The NDA will consider reimbursement of other expenses on a case by case basis.
- Booking travel tickets and accommodation for members of SSG business.
- Administering the emolument which is determined by the NDA for the Chair and Deputy Chair.
- Drafting and publishing minutes from the SSG meetings.
- Circulating papers to members as needed, including communications from external bodies.
- Organising site visits for members, inductions and training for new members if required.

## **6. Conduct of Business**

The Agenda shall be drawn up by the Chairman/Deputy Chairman and Secretary and set to ensure that all matters contained in the terms of reference are adequately addressed in the light of local stakeholder needs.

- The date, time, venue of the SSG meetings and its agenda will be publicised in the local press, through local parish councils and to SSG Members and Observers at least two weeks in advance of the meeting.
- Meetings shall review past performance and forward plans to ensure that stakeholders and the NDA's needs are considered.
- Any matters requiring formal advice shall be proposed and seconded by Members and put to the vote on the basis of a simple majority of organisations having a single vote each. In the event of deadlock, the Chairman<sup>2</sup> will have a deciding vote.
- At appropriate times in the meeting as agreed by the Chairman, members of the public may raise relevant questions.
- To augment routine reporting and monitoring mechanisms the SSG may set up sub-committees/groups; hold special meetings or workshops to explore particular issues in more detail and with a wider local audience if required.
- The SSG may invite experts to bring expert knowledge to help the work of the SSG or its sub-groups, remunerating where appropriate.
- Members may claim reasonable 'out of pocket' expenses for attendance and other business required by the SSG, by application to the Secretary.

## **7. Observers/Regulators (see Appendix IV)**

This is a public meeting and anyone may attend SSG meetings as an observer.

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<sup>1</sup> Ex-staff of RSRL and campus organisations may be nominated provided they have not been employed by them during the previous two years

<sup>2</sup> Hereafter all references to "Chairman" include "Deputy Chairman" when deputising for the Chairman

**8. Frequency, Notice and Venue of Meetings**

- Subject to requirement, there shall be three meetings a year, with one meeting being held in the evening.
- The date, time, venue of SSG meetings and its agenda will be publicised in the local press, through local parish councils, RSRL webpages and to SSG Members and observers/regulators.
- Meetings will be held at a suitable location.

The Site Stakeholder Group accepted this revised Constitution

Signed by SSG Chairman .....

Dated .....

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## APPENDICES

### Appendix I

Membership is drawn from three categories – Harwell Oxford campus organisations excluding RSRL, local government authorities and the local community including non-governmental organisations. The Members will receive specific invitations to the meetings. Members vote on the basis of ONE Voting Card for each organisation, council and group. For voting purposes only, there will be a majority vote of members present.

<b>MEMBERS</b> - representing organisations on the Harwell/Chilton campus who employ more than 100 staff excluding RSRL or have been voted on by members
Science Technology Facilities Council
Diamond Light Source Ltd
Ricardo AEA
Medical Research Council
Public Health England
Nuvia

Number of members = 6

### Appendix II

<b>MEMBERS representing local councils/MP's</b>
Ardington & Lockinge Parish Council
Blewbury Parish Council
Chilton Parish Council
Didcot Town Council
East Hendred Parish Council
Grove Parish Council
Harwell Parish Council
Oxfordshire County Council
South Oxfordshire District Council
Steventon Parish Council
Sutton Courtenay Parish Council
Upton Parish Council
Vale of White Horse District Council
West Berkshire County Council
West Hagbourne Parish Council
The Member of Parliament for the Wantage Constituency
Others - as may apply and be considered by, or be invited by the Chairman

Number of members representing local councils = 16

### Appendix III

<b>MEMBERS representing local interest groups, NGOs and environmental groups/landowners</b>
Hendred House
Oxfordshire Federation of Women's Institutes
Wantage Chamber of Commerce
Trade Union representatives (Representing RSRL and other major employers on the campus)
*Others on application and as confirmed by a vote of the SSG

Number of other members = 4

\* NB Individuals from any group may attend meetings as a member of the public and/or apply for membership.

**Total CLSG Membership = 26**

### **Appendix I**

**These organisations are invited to attend as Observers**

<b>OBSERVERS/REGULATORS</b> (Having no voting rights)
Nuclear Decommissioning Authority
Office for Nuclear Regulation (ONR)
The Environment Agency
RSRL
The United Kingdom Atomic Energy Authority
Prorsus/Development Securities
Chilton Primary School
VWHDC Environmental Health Officer
SODC Environmental Health Officer
Food Standards Agency
Oxfordshire & County Newspapers
CNC
Didcot First

### **Appendix VI**

#### **JOB DESCRIPTION FOR THE INDEPENDENT CHAIRMAN (AND DEPUTY) OF THE HARWELL STAKEHOLDER GROUP**

##### **Commitment**

1. The Chairman/deputy Chairman need not be a technical expert but should have a general knowledge of the licensed site and the nature of the work carried out there. He/she will be mindful of the multi-tenant and multi-ownership of the campus and sensitive to the different objectives of the campus organisations. The NDA has a formal involvement with the NDA-designated site but not with the other organisations.
2. The Chairman commit to attend three meetings of the SSG each year. One of these meetings will be held in the evening. There is also a requirement to represent the SSG at national level, by communications and attendance at a national meeting, which may entail an overnight stay (arrangements are made and paid for by the NDA).
3. The Chairman is provided with secretarial/technical support and is expected to have regular contact with the SSG Secretary and usually during normal working hours.
4. The Chairman will meet with other major campus organisations and other relevant organisations as required.
5. It is anticipated that the Chairman would be expected to commit an average of four hours of his/her time per week.
6. The Chairman may be interviewed by the local media. The Secretary will provide appropriate support and screen the calls where possible.
7. The travelling and other out of pocket expenses incurred by the Chairman will be reimbursed.
8. An emolument determined by the NDA is paid by the secretary.

## **Duties**

The Chairman/Deputy of the Site Stakeholder Group should be:

- Independent of RSRL, the NDA and campus organisations. (NB Ex-staff members of these organisations are eligible to serve provided their employment ceased with them two years previously).
- Elected by voting members of the SSG and supported by a formally elected Deputy Chairman.
- Accountable for :
  - Upholding the SSG's terms of reference and code of conduct.
  - Ensuring the needs of stakeholders are addressed through the agenda and conduct of the meeting.
  - Ensuring a balance of views exists in the SSG and any sub-committees.
  - Developing the capability of the members.
  - Managing any specific funding that may be provided by the NDA.
- The Chairman will approve the Agenda and Minutes prior to their publication.

## **Selection and Election**

- The vacancy or re-election of the Chairman (and deputy) will be advertised to the members of the SSG who may inform their organisation's membership.
- Nominations can be made by all Member organisations, subject to eligibility, who may propose/second candidates and vote in the elections of Chairman and Deputy Chairman.
- A candidate may be nominated for both posts but will stand down for the post of Deputy Chairman if elected as Chairman.
- Nomination(s) to be supported by a Proposer and a Secunder from among the SSG Members as defined in Appendices I-III. The nomination(s) shall be supplied to the Secretary 10 working days before the SSG meeting that includes the election giving time for the Secretary to notify the SSG committee and produce Ballot Papers for the meeting.
- Nominations will be supported by brief details of themselves and their relevant experience, as supplied by the candidate(s)
- Candidates should be present at the appropriate meeting of the SSG for the election of Chairman/Deputy Chairman
  
- Should more than one candidate be nominated for election, then the Secretary will conduct a secret ballot of all Members attending the meeting, the result being determined by simple majority.
  
- In the event of a tied vote, the election will be re-run after removing the names of all but the tying candidates. If still tied then lots will be drawn
- The Chairman remains in post for five years
- He/she may seek re-appointment after five years.

## **Appendix VII**

### **Harwell Chilton Campus Local Stakeholder Group Code of Conduct**

Participants of the Harwell Chilton Campus Local stakeholder group agree to adhere to the following code of conduct:

- Members should aim to attend all meetings and be prepared to complete any advance preparations. Any member unable to attend in person may appoint an appropriate substitution from their organisation to attend on their behalf who can express their views.
- There will be no tolerance for harassment or discrimination and participants must treat each other openly, honestly and respectfully.
- Participants should arrive on time for meetings and aim to stay for the duration of the meeting
- Any issues of contention shall be addressed through the Chair via the Secretariat and dealt with in a timely manner.
- Communications in meetings will be clear, timely and conducted via the Chair. Only one person should speak at a time, sticking to the topic in hand and not dominating the discussion.
- Participants should turn off mobile phones and familiarise themselves with building safety arrangements.

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