

Trawsfynydd Site Stakeholder Group

Terms of Reference

1. Purpose of the Site Stakeholder Group

The overarching purpose of the Site Stakeholder Group is to be the prime interface between the community, the site operator and the NDA. In this role it exists:

- To provide an active, two-way channel of communication between the site operator, the NDA and local stakeholders.
- To give an opportunity for questioning the operator, the NDA and regulators.
- To allow stakeholders the opportunity to comment on and influence strategies and plans.
- To represent local views and input timely advice to the NDA.
- To comment on the performance of the NDA and its contractor with regard to achievement of plans, value for money etc.
- To commission and receive reports about site activities and their impact on for example safety, the environment and health.
- To review arrangements for such matters as emergency response.
- To scrutinise and input into the prioritisation of work programmes.
- To provide views and comments to the NDA on the future of the site.
- To provide views on the NDA contract with and the performance of the operator.
- To set up sub-groups to address specific issues relevant to the clean-up programme.
- To set up wider local consultation via public meetings and other mechanisms as required.

N.B. It is important to recognise that none of these arrangements remove accountability for decision making, which will remain with the NDA or the site licensee.

2. Membership

- Members should be appointed for a specified period during which they remain accountable for 2-way communication with their respective constituencies.
- Voting rights (V) should be accorded only to democratically elected representatives of the community or community organisations as opposed to other members who represent official bodies.
- SSG membership should reflect the representational structure of 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:
 1. Site Management & Operations Contractor Site Manager
 2. NDA Site Representative



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3. Such officers that the Site Management & Operations Contractor shall appoint for the purpose of providing information to the SSG on matters relating to the site.
4. Up to 4 elected representatives of Gwynedd County Council – Ffestiniog, Penrhyndeudraeth, Talsarnau and Trawsfynydd & Maentwrog (V)
5. Three officers of Gwynedd County Council i.e. Emergency Planning, Planning & Economic Development & Environment, Public Protection
6. One elected representative of each community council whose administrative area includes any property within a range of 5 miles measured from the boundary fence of the site – Trawsfynydd, Llanfrothen, Penrhyndeudraeth, Ffestiniog, Maentwrog and Talsarnau (V)
7. Two representatives appointed to the staff side of the Local Joint Council for the decommissioning site
8. One representative from each of:
 - Prysor Angling Association (V)
 - Merched y Wawr – Meirionnydd Area Region (V)
 - National Farmers Union – Meirionnydd Area Region (V)
 - Farmers Union of Wales – Meirionnydd Area Region (V)
 - Women’s Institute – Meirionnydd Area Region (V)
 - Local Community Groups
 - Deudraeth Cyf (V)
 - Trawsnewid (V)
 - Cyfle Ffestiniog (V)
 - Seren (V)
 - Snowdonia National Park Authority
 - Member of Park Authority (V)
 - Officer from Management Team
 - Officer from Sustainability Section
9. In addition the following persons or one representative of the following bodies shall be entitled to attend any meeting of the SSG as observers and to present reports as appropriate:
 - The Member of Parliament for Dwyfor Meirionnydd
 - The Welsh Assembly Member for Dwyfor Meirionnydd
 - The Member of the European Parliament
 - The Office for Nuclear Regulation
 - Natural Resources Wales
 - The Office of Civil and Nuclear Security (OCNS)
 - Betsi Cadwaladr Community Health Council
 - The North Wales Police Authority
 - The North Wales Fire and Rescue Service
 - National Assembly for Wales
 - Maentwrog Power Station
 - Rail Operators
 - Student from Coleg Meirion Dwyfor

3. The Chair

The Chair of the Stakeholder Group should be:

- Independent of the site operator and the NDA
- Elected by voting members from within their number, and re-appointed annually
- Supported by a formally elected deputy Chair
- Accountable for
 - Upholding the SSG'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 exist in the SSG and its sub-committees
 - Developing the capability of the members through training, site visits and support
 - In conjunction with other nominees, representing the SSG at National level
 - Management of any specific funding provided by the NDA

In considering the selection of an independent Chair, the SSG might consider approaching the following:

- Appointed officers from Local Authorities
- Academics, magistrates, retired business people etc
- Members of the local community

4. Secretariat

- The site contractor will provide secretariat support funded by the Nuclear Decommissioning Authority as part of the budget for the site.

5. Meeting location and frequency

- Meetings should be advertised and must 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 and special meetings to deal with particular issues that may fall outside the routine business of the SSG.
- Against a minimum requirement of holding at least two meeting each year, the SSG should decide on a frequency that recognises local needs and the programme of work on the site.



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6. Conduct of Business

- The agenda for meetings should be set to ensure that all matters contained in the terms of reference are adequately address in the light of local site and community needs.
- In addition to reviewing past performance, meetings should also look forward to ensure stakeholder needs are considered in forward planning, both at site and NDA level.
- Given that the SSG 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 a casting vote.
- 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 SSG should consider setting up sub-groups (both permanent and temporary) or holding special meetings to explore particular issues in more detail. Sub groups might be requested to concentrate on specific areas or to carry out work on behalf of the main committee.
- The SSG should also consider holding workshops and discussions with stakeholders to ensure wide understanding and the inclusion of broader opinion on matters of significant interest. It may also be appropriate to co-opt temporary members to bring expert knowledge to help the SSG or its sub-groups to complete work more efficiently.
- Press/Media Protocol – Views can only be expressed through the chair, no other views will be taken into consideration.

7. Capacity building

- To ensure effective operation of the SSG, new members should undergo an induction process that as a minimum should include an information pack and site visit. The pack should include the NDA charter and arrangements for stakeholder engagement as well as the SSG terms of reference.
- During their period of tenure, members should be afforded opportunities to visit the site for general familiarisation and also to review specific items that may be the subject of SSG discussion.
- Members should be encouraged to recognise their own needs to understand the issues that may come before them. This could include a programme of training and the use of experts to help the SSG or its sub-groups understand specific matters.
- All organisations providing information to the SSG are responsible for ensuring it is understandable to the membership and meets their needs.

8. Cost reimbursement

- Via the site contract the NDA will meet out-of-pocket expenses claimed by members attending meetings of the SSG. It will also consider legitimate claims for additional expenses on a case by case basis.
- In recognition of the enhanced role of the SSG Chair, the NDA will be prepared to consider the payment of an emolument to holders of this post on request.



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Reviewed 22 September 2014

Trawsfynydd SSG Chairman Isgoed Williams

Trawsfynydd SSG Secretariat Ian Edwards

** Updated Terms of Reference 22.09.14 supersedes version dated 27.07.05*
