

Winfrith Site Stakeholder Group (SSG) Constitution (October 2016)

1. Purpose

The Winfrith SSG is a regular public meeting which is part of formal arrangements for the interface between the local community, the nuclear site operator (Magnox) and the Nuclear Decommissioning Authority (NDA). The SSG will not have a formal decision making role in respect of 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.

2. Terms of Reference

- 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 represent local views and input timely advice to the NDA.
- To comment on the performance of NDA and its contractor with regard to achievement of plans, value for money etc.
- To commission and receive reports about activities and their impact on for example safety, the environment and health.
- 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 cleanup programme.
- To set up wider local consultation via public meetings and other mechanisms as required.

3. Membership

Membership of the SSG (see Appendix 1) will include elected representatives of the local community such as Parish, Borough and County councils. It can also include nominated Council officers, the Emergency services, regulators, union representatives, the NDA and other stakeholders as appropriate. In particular, opportunity will be given for a representative of local Non Governmental Organisations (NGO) to be a full member of the SSG.

3.1 All members of the SSG will be appointed to serve for a period of up to 5 years, subject to renewal by agreement. The Chair and deputy chair (independent of both the contractor and the NDA) will be elected from the main body of the SSG and be subject to re-appointment every 3 years. Election will be by simple majority of members.

It will be the responsibility of the SSG to keep committee membership under review to maintain a correct balance of interests, experience and expertise as the site changes during decommissioning. Similarly each SSG will be required to agree (with

the NDA) and publish this constitution, detailed terms of reference and code of conduct for meetings.

1.2. Duties of Members

- As representatives of their constituents, SSG members will be expected to fully represent their views and will be accountable for communicating both ways with their constituencies.
- Members shall represent an organisation or community of interest which warrants inclusion on the SSG.
- Be willing to abide by the code of conduct (appendix 2) of this constitution.

The SSG meeting is open to the public who can ask questions and join discussions with members where appropriate. This participation is to be encouraged but is at the discretion of the Chair; only SSG members will have voting rights.

1.3. Duties of the Chair

The Chair is responsible for;

- Upholding the SSG's constitution in its entirety
- Ensuring that the agenda's meet the needs of stakeholders, SSG members, site operator and NDA in the context of the SSG objectives.
- Managing SSG meetings to ensure a balance of views is heard and that all members are able to contribute to discussions.
- 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 SSG at national level and other meetings as required.
- Circulating updates to SSG members from any relevant meetings they attend
- Ensuring SSG subgroups are formed when required and feedback any outcomes with an opportunity for discussion.
- Assist the secretariat in assessing SSG activity requirements for the year ahead.

1.4. Duties of the Secretariat

Magnox will provide secretarial support funded by the NDA through the site operation 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
- Booking travel tickets and accommodation for members on SSG business
- Administering the emolument for the Chair and Deputy Chair
- Drafting and promptly publishing minutes from the SSG and other related meetings
- Circulating papers to members as required
- Organising site visits for members, inductions and training for new members

4. Funding of SSG Activities

In order to carry out its role effectively the SSG will be funded by the NDA through the site contract (and budget) as an identified allowable expense, including the provision of secretarial/admin support. SSG activities and their associated costs will be included in the Near Term Work Plan and be subject to review as with all other planned activities on site.

To reduce barriers to engagement, members of the SSG will be entitled to claim out of pocket expenses to attend meetings. NDA will consider reimbursement of other expenses on a strictly case by case basis.

5. Frequency and Location of Meetings

The SSG will meet at least twice per year but depending on site circumstances and the wishes of the meeting itself, the SSG may decide to meet more frequently, for example during periods of rapid change on the site, or to deal with specific issues. Depending on the needs of the local community, current issues and the status of the site, the SSG Chairman will be expected to convene special meetings at different times and in different locations to allow wider input of local views.

6. Building Capacity

In order for the SSG to function effectively, members will be given induction training to understand site activities and the processes used to manage decommissioning. In the event that the SSG decides to set up working groups to consider specific topics on behalf of the SSG or if there is a need to refresh member's knowledge, additional support or training will be given as necessary.

7. Representation at National Meetings

Each SSG will nominate two members to formally represent the SSG at the NDA National Stakeholder level. Although this would normally be the Chairman plus one other member, each SSG will have the ability to nominate whom so ever they like.

Signed ...Sandra I Ellis (Winfrith SSG Chairman)

Date 1st October 2016.....

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Appendix 1

Winfrith SSG Membership – October 2016

<u>Organisation</u>	<u>No of Members</u>
Dorset County Council	2
Purbeck District Council	2
Winfrith Parish Council	1
Wool Parish Council	1
Owermoigne Parish Council	1
Tradebe – Inutec	1
Lulworth Estate	1
Prospect (TU)	1
CPRE	1
Natural England	1
Dorset Wildlife Trust	1

Appendix 2

Winfrith Site Stakeholder Group Code of Conduct

Participants of the Winfrith Site 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 preparation. 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. One person should speak at a time, sticking to the topic at hand and not dominating the discussion.
- Participants should turn off mobile phones and familiarise themselves with building safety arrangements.

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