

## **CONSTITUTION OF HUNTERSTON SITE STAKEHOLDERS GROUP**

*(Revised March 2018)*

The Hunterston Site Stakeholders Group (the Group) is established for the purposes of monitoring operations, on the Hunterston sites, of the Hunterston A Site operated by Magnox Ltd and Hunterston B Power Station with the agreement of EDF and the parties referred to below.

### **Purpose**

Notwithstanding the above, the group shall fulfil the following roles and purposes, namely:

- Acting as a channel of communication between the local community, Magnox Ltd and /EDF(the Operators);
- Facilitating exchange of views and information among the local community, the Operators and those statutory regulating authorities having responsibility for nuclear installations;
- Receiving reports from the Operators and regulatory authorities;
- Scrutinising all emergency and environmental plans to the Hunterston operation;
- Facilitating contact between the local community and the Nuclear Decommissioning Authority (NDA) including receiving reports from the NDA on their scrutiny of Magnox Ltd

SSGs are not executive decision-making bodies. The objectives above do not interfere with the accountability of relevant decision-making bodies on the sites or of statutory organisations such as the regulators and local authorities.

### **Membership**

Membership of the group shall be open to representation from the following:

- North Ayrshire Council Elected Members (5)
- Fairlie Community Council (1)
- West Kilbride Community Council (1)

- Largs Community Council (1)
- Cumbrae Community Council (1)
- Saltcoats Community Council (1)
- National Farmers Union (1)
- Hunterston Estate (1)
- Hunterston A Workforce Trade Union Representative(1)
- Hunterston B Workforce Trade Union Representative(1)
- The Operators i.e. Hunterston A, Hunterston B Sites(2) \*
- Police Scotland (1) \*
- Scottish Fire and Rescue Services (1) \*
- Civil Nuclear Constabulary (1) \*
- North Ayrshire Council Environmental Health Service (1) \*
- Office for Nuclear Regulation (ONR) (2) \*
- North Ayrshire Emergency Planning Services(1) \*
- NHS Ayrshire & Arran (1) \*
- Scottish Government (1) \*
- Scottish Environment Protection Agency (2) \*
- Regional Director of NDA or their nominee (1) \*

***Note: Those marked \*are non voting members***

The Group may at its discretion accept nominations for inclusion in the voting membership of the SSG from individuals acting as a representative of larger organisations in the area of the SSG. (eg. Local Traders/Small Business Association, etc).

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

Voting members of the SSG may co-opt individual members with expertise helpful to the SSG. Co-opted members may not be afforded votes as they have not been elected to represent any group.

In line with the current guidance issued by the NDA, that individual representatives should represent and report back to groups within the

Community, individual non voting membership will be on the basis of relevant expertise and by invitation of the group.

Members should adhere to the SSG Constitution and Code of Conduct

### **Term**

All voting members of the group will be appointed for period of four years. Elected members can only hold membership / office of the group during their term as an elected representative.

### **Declaration of Interest**

Any voting member who has the potential to gain either financially or otherwise from either the site or NDA funding are required to make this known to all members. Conflicts of interest should be declared at the start of the SSG meetings.

### **Chair/Vice Chair**

The Group, at its first meeting, shall elect from its members at an Extraordinary General Meeting of voting members, a Chair who shall hold office for a period of four years from the date of his / her election. Once the term of office as Chair has been served they will stand down, they may if proposed be re-elected. Similarly, a Vice-chair shall be elected who shall hold office for a period of four years from the date of his/her election, they will then stand down but may if proposed be re-elected.

In considering the selection of a Chair/Vice Chair, the Group should consider qualities such as independence, local reputation, experience in chairing meetings and having the time and interest to fulfil those demanding roles.

### **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 provide an emolument to Chairs and Vice Chairs that recognises their enhanced role on SSG's. Chairs are entitled to an emolument of £5,500 and Vice Chairs up to £1650 on a 'per annum' basis, paid bi-annually.

### **Duties of the Chair/Vice Chair**

- The Chair, or in his/ her absence the Vice-chair, shall have sole responsibility for the proper conduct of each meeting.
- The Chair, or in his/ her absence the Vice-chair, shall represent the Group and shall deal with enquiries from the press, the broadcast media and the public.
- The Chair/Vice Chair/Nominated Representative shall liaise closely and often with the site manager of each site and all relevant Statutory bodies, and report fully to the Group in a timely fashion.
- Liaise with the Secretariat to enable the development of both new and existing members through appropriate training, site visits and other support.
- The Chair, or the Vice-chair or representatives, may attend national liaison meetings and other relevant meetings, where appropriate.

### **Duties of Group Members**

- All members shall be responsible for reporting back fully to their respective bodies.
- Members representing an elected Local Authority, Community Council, or other body shall form an important link with the public through whom concerns and specific questions shall usually be channelled.

## **Secretariat**

A Magnox Ltd representative shall act as Secretariat to the Group and shall be responsible for calling the meetings as described below, issuing agendas, draft minutes and reports etc. at least fourteen days before the date of each meeting and for recording the meeting in a minute form. Following the meeting, promptly circulating and publishing draft minutes from SSG meetings to members and wider interested parties, including an Executive Summary of Key Bullet Points which Members can pass onto their organisations. This shall be circulated as soon as possible after the meeting to members and be made available to the public. It shall also be updated on the NDA website.

## **Meetings**

The Group shall meet no less than four times in any twelve month period, the location of each meeting being agreed in advance 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.

No business will be transacted at a meeting unless one quarter of the voting members are present.

In order to ensure effective meetings, the following principles shall apply:

- The Chair should keep the timing of all meetings under consideration to meet the various needs of members;
- The Chair should determine the duration of the meeting;
- At an appropriate time, in the meeting, members of the public should be afforded the opportunity to ask questions relevant to any report being considered at that meeting.

Additional or special meetings to deal with particular issues that may fall out with the routine business of the Group may be held following receipt of a request signed by at least three voting members. Such meetings shall be held within 14 days of such request by the Chair. The Group may set up sub-groups to address specific topics on behalf of the Group, following authorisation from the NDA.

Representatives from Statutory Bodies who attend shall speak to their reports and be available to answer questions from members and, during the designated session, the public.

The Group shall hold an Extra Ordinary Meeting once every four years for the purpose of electing a Chair and Vice Chair. Notification of such Extra Ordinary Meeting shall be issued by the Secretary at least twenty-one days in advance.

An item will be posted on each SSG agenda to allow members of the public to ask questions of the representatives and statutory bodies present at that meeting.

### **Voting**

Each voting member shall be entitled to vote in the event of a vote being called for at any meeting. In the event of a tied vote, the Chairman shall exercise a 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.

The voting members of the Group shall be the elected Local Authority Members, the elected Community Councillors, the representative of the National Farmers Union, the representative of Hunterston Estates, and the named Trade Union representatives, and other community representatives as designated by the group.

No vote should go ahead unless at least seven of the voting members are present.

Given that the SSG is not an Executive body, voting should be avoided except on matters that require formal resolution: i.e. changes to the constitution, the election of the Chair/Deputy Chair and the admission of new members. A list of organisations that have a voting member will be detailed in the constitution. For the election of chair and vice chair positions the below process should be

followed, for all other voting occurrence, for example new members, a simple show of hands is sufficient.

### **Election Voting Process – Chair and Vice Chair**

The secretariat will inform members at least one month prior to the meeting detailing the purpose and process of the elections to appoint a new SSG Chair and SSG Vice Chair. Each member is entitled to one nomination per position. Nominees must be SSG members and should consent to their nomination. If only one named nomination is received, the person nominated shall be deemed to have been appointed and no election will be required.

An anonymous ballot vote should be held at the next meeting. Postal votes shall only be in exceptional circumstances by prior arrangement with the secretariat. Elections will be based on a simple majority basis. In the event of more than one candidate receiving the same number of votes the successful candidate shall be decided by lot.

### **Business to Discuss**

As stated above, Magnox Ltd shall act as Secretariat. 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. The decision of the Chair shall be final in agreeing whether a matter shall be submitted for discussion at any meeting.

### **Publicity**

The business of 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 an item should be discussed in private, due to the confidential nature of the subject matter. The Press should be able to attend SSG Meetings and ask questions at the appropriate juncture and at the discretion of the Chair.

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

Whilst the Constitution has primacy as interpreted by the Chair, with agreement of the Group, the Group will operate in the spirit of the attached Code of Conduct for the Site Stakeholder Group issued by the Nuclear Decommissioning Authority.

### **Amendment to the Constitution**

The terms of this Constitution may be amended at any Extra Ordinary Meeting. Notification of a motion to amend the Constitution shall be issued by the Secretariat in accordance with the above rules.

## **HUNTERSTON SITE STAKEHOLDER GROUP**

### **Code of Conduct**

- Respect each person both during and outside of the SSG meeting
- Prepare for the meeting by reading the agenda and reports
- Participate fully in the meeting
- Listen to what others have to say and keep an open mind
- Do not talk while others are talking – allow people their say
- Contribute positively to the discussions
- Try to be concise and avoid speeches
- Challenge only ideas, not people
- It is the Chairperson's job to bring the meeting to order
- The chair has right of sanction against Members
- Have the best interests of the organisation you represent in mind at all times
- Be punctual
- Send apologies to the secretariat if you are unable to attend
- Turn off mobile phones and other electronic devices which may interrupt the meeting