

## **West Cumbria Site Stakeholders Group Review.**

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### **Summary and Recommendation:**

This report provides a summary and update on the review and restructuring of the West Cumbria Site Stakeholders Group (WCSSG).

### **Recommendation:**

That the contents of the report are noted and members views sought on the proposals to restructure the WCSSG.

## **1. Background**

The West Cumbria Sites Stakeholder Group (WCSSG) provides a forum for representation of local community interests and is the interface between the community, Sellafield Ltd, Low Level Waste Repository site operators and the Nuclear Decommissioning Authority (NDA).

A workshop was called to examine the structure of the existing sub committees and the membership of the main WCSSG committee.

The workshop was held on 23<sup>rd</sup> September and was attended by representatives of the committee.

## **2. The Proposal**

Following a review of how group working and sub groups are structured, it was suggested that the following changes be implemented (For full details refer to Appendix 1):

*Sub committees, (to be renamed working groups)*

Three of the existing groups would continue as currently constituted.

- Emergency Planning
- Environmental Health

- Low Level Waste

Three of the committees would be dissolved and reformed into the new groups

- Decommissioning
- Commercial
- Socio Economic

Three new working groups:

- High hazard & Nuclear Materials
- Spent Fuel Management & Waste Management
- Decommissioning and End States

### **3. Way Forward**

Suggested changes to the proposals in (2) above are to be submitted to the secretary at Sellafield before the end of November 2011. The WCSSG Chairman, Vice Chairman and a representative from the Nuclear Decommissioning Authority will then meet again to discuss any of the proposed changes and to ensure any changes to the Terms of Reference are compatible with the overarching NDA guidelines. The final Terms of Reference will be put forward for ratification at a future meeting of the WCSSG.

### **4. Members of the WCSSG**

WCSSG membership will reflect the representational structure of the local community and its interests, along with the operational status of the site and needs of the NDA. On that basis the WCSSG should have provision to include: (for full details Refer to Appendix 2 Amended Constitution and terms of reference)

- Elected representatives of the local community.
- Local community groups with an interest in the site, including environmental groups.
- Appointed representatives of relevant organisations such as regulators, local authorities, unions, emergency and health services.
- A representative of the NDA.
- Representatives of the sites contractor/operator.
- Independent advice to support members as appropriate.
- Representation from members of the public and local environmental groups.
- Members of youth groups/schools/colleges etc.

### *Voting Members*

- 3 Elected members of Copeland Borough Council
- 1 Elected member of Allerdale Borough Council
- 3 Elected members of Cumbria County Council
- 4 Representatives of the local parish councils
- 1 Representative of Isle of Man Department of Local Government and the Environment
- 1 Representative of Churches Forum
- 1 GMB
- 1 Unite
- 1 Prospect
- 1 Cumbrians Opposed to a Radioactive Environment – CORE

*Advisors – the following will be represented at WCSSG main meetings but without voting powers:*

- Representative of Health and Safety Executive (ONR)
- Representative of Environment Agency (EA)
- Representative of Nuclear Decommissioning Authority
- Representatives of Site Operators (Sellafield Ltd and LLWR)
- Representative from National Nuclear Laboratories (NNL)
- Representatives from Civil Nuclear Constabulary
- Officers from Copeland Borough Council
- Officers from Allerdale Borough Council
- Officers from Cumbria County Council
- Chairs of sub committees

*Advisors: the following will be represented at WCSSG working groups –*

- Local authority members and officers
- Representatives of Health Authorities
- Representative of Cumbria Constabulary
- Representative of Cumbria Fire Service
- Representative of FSA
- Emergency Planning officers (County and Copeland)
- Representative of National Farmers Union

Members will be appointed for a two year period. They will be accountable for two way communication with their respective constituencies.

**Appendix 1: Chairman's sub-committee: revised constitution/ code of conduct**  
**Second meeting: 23 September 2011**

Attendees:

Prof John Haywood  
Prof Steve Jones  
Cllr Elaine Woodburn  
Cllr Peter Kane  
Cllr Henry Wormstrup  
Cllr Alistair Norwood  
Cllr Fee Wilson  
Richard Griffin  
Emma Law  
Shirley Williams

Background

The Chairman initiated a series of meetings to provide input into a revised constitution / code of conduct for the West Cumbria Sites Stakeholder Group (WCSSG), as required under the NDA Guidance for Site Stakeholder Groups (Ref: LAR3.0).

The first meeting built upon findings from a review conducted by David Collier Associates (Ref:) and reviewed the stakeholder group's purpose, structure, meeting frequency, communication etc (see attached).

The second meeting focussed on scrutiny/ sub-committee meeting "architecture", sub-committee structure, and membership of WCSSG.

This paper outlines the findings of that meeting and invites input/ comment by WCSSG membership.

This output will be combined with the findings from the first meeting into a draft revised constitution, which will be tabled at a future meeting of the WCSSG for ratification.

1 Sub-committee structure

- 1.1 It was agreed that the current Emergency Planning, LLWR and Environmental Health sub-committees would continue as currently constituted.
- 1.2 In order to scrutinise Sellafield Ltd delivery against the Performance Plan, the following sub-committees would be constituted and would replace the existing Decommissioning, Commercial and Socio-economic committees:  
*High hazard & nuclear materials*

*Spent Fuel Management & waste management  
Decommissioning & end states*

- 1.3 It was agreed that socio-economic impact would be a standing agenda item at main scrutiny meetings.
- 1.4 Safety and resilience are themed throughout the Performance Plan but not given separate consideration. The Environmental Health sub-committee will provide advice on where scrutiny of this area should sit and how it will be managed.
- 2 Annual meeting “architecture”  
  
See attached graphic for illustration.
- 3 Agenda items for scrutiny meetings  
  
3.1 It was agreed that there should be a standard agenda for the two annual scrutiny meetings:  
*NDA business plan: progress and issues, socio-economic impact update*  
*SLC performance plan: progress against targets, issues, socio-economic impact update*  
*LLWR performance plan: progress against targets, issues, socio-economic impact update*  
*Regulatory comment: issues arising from reports*
- 4 Membership  
  
4.1 Membership of the main WCSSG should reflect the local community and its interests and include members from:
  - Elected representatives and politicians at all levels
  - Local community groups with an interest in the site, including environmental groups
  - Other local interests such as businesses and the voluntary sector
- 4.2 Voting members are as follows and representatives will be nominated by their sponsor organisations:
  - 3 Copeland Borough Council elected members
  - 1 Allerdale Borough Council elected member
  - 3 Cumbria County Council elected members
  - 4 Local Parish Council representatives\*
  - 1 Isle of Man Government representative
  - 1 Churches’ Together representative
  - 1 GMB
  - 1 Unite
  - 1 Prospect

## 1 CORE

*\*one from each of the parishes sharing a boundary with the two nuclear sites, i.e. Beckermest, Ponsonby, Seascale and Drigg & Carleton.*

*NB: The secretariat will contact West Cumbria Business Cluster, the Copeland Disability Forum, Copeland Youth Forum and West Cumbria Tourism Partnership to seek their view on joining the committee.*

4.3 Advisors. The following organisations will be represented at WCSSG scrutiny meetings but without voting powers:

- A representative of the NDA
- Representatives of the site operators, Sellafield Ltd, LLWR, National Nuclear Laboratory (Site Managing Director or his deputy)
- Officers from the Copeland, Allerdale and County councils
- Environment Agency, ONR, OCNS
- Civil Nuclear Constabulary
- Chairs of the sub-committees

4.4 Advisors. The following organisations will be represented at WCSSG sub-committee meetings:

- Local authority members and officers
- Cumbria Constabulary
- Emergency planning officers (County and Copeland)
- Cumbria County Fire Service
- Health Protection Agency
- NFU
- Cumbria Sea Fisheries Committee

4.5 Via the secretariat, SSGs can request external support if needed, to complete a specific task.

## **Appendix 2 – AMENDED CONSTITUTION AND TERMS OF REFERENCE**

### **WEST CUMBRIA SITES STAKEHOLDER GROUP – DRAFT – NOVEMBER 2011**

#### *Objectives*

The West Cumbria Sites Stakeholder Group (WCSSG) provides a forum for representation of local community interests and is the interface between the community, Sellafield Ltd, Low Level Waste Repository site operators and the Nuclear Decommissioning Authority (NDA).

Accountability for policy and decision making will remain with the NDA or the site licensee and democratic overview remains with the elected local authorities.

#### *Purpose:*

The Group exists to:

- Provide an active, two-way channel of communication between the sites operators, the NDA and local stakeholders.
- Give an opportunity for questioning the operators, the NDA and regulators.
- Allow stakeholders the opportunity to comment on and influence strategies and plans.
- Represent local views and input timely advice to the NDA.
- Comment on the performance of NDA and its contractor with regard to achievement of performance plans, value for money etc.
- Commission and receive reports about site activities and their impact on for example safety, the environment and health.
- Review arrangements for matters including emergency response.
- Scrutinise and input into the prioritisation of work programmes.
- Provide views and comments to the NDA on the future of the site.
- Provide views on the NDA contract and the performance of the operators.
- Set up task groups to address specific issues as required.
- Set up wider local consultation via public meetings and other mechanisms as required.

#### *Membership:*

WCSSG membership will reflect the representational structure of the local community and its interests, along with the operational status of the site and needs of the NDA. On that basis the WCSSG should have provision to include:

- Elected representatives of the local community.
- Local community groups with an interest in the site, including environmental groups.

- Appointed representatives of relevant organisations such as regulators, local authorities, unions, emergency and health services.
- A representative of the NDA.
- Representatives of the sites contractor/operator.
- Independent advice to support members as appropriate.
- Representation from members of the public and local environmental groups.
- Members of youth groups/schools/colleges etc.

#### *Membership:*

#### *Voting Members*

- |   |  |
|---|--|
| 3 | Elected members of Copeland Borough Council                                      |
| 1 | Elected member of Allerdale Borough Council                                      |
| 3 | Elected members of Cumbria County Council  |
| 4 | Representatives of the local parish councils                                     |
| 1 | Representative of Isle of Man Department of Local Government and the Environment |
| 1 | Representative of Churches Forum   |
| 1 | GMB  |
| 1 | Unite  |
| 1 | Prospect   |
| 1 | Cumbrians Opposed to a Radioactive Environment - CORE                            |

*Advisors – the following will be represented at WCSSG main meetings but without voting powers:*

- Representative of Health and Safety Executive (ONR)
- Representative of Environment Agency (EA)
- Representative of Nuclear Decommissioning Authority
- Representatives of Site Operators (Sellafield Ltd and LLWR)
- Representative from National Nuclear Laboratories (NNL)
- Representatives from Civil Nuclear Constabulary
- Officers from Copeland Borough Council
- Officers from Allerdale Borough Council



- Officers from Cumbria County Council
- Chairs of sub committee

*Advisors: the following will be represented at WCSSG working groups –*

- Local authority members and officers
- Representatives of Health Authorities
- Representative of Cumbria Constabulary
- Representative of Cumbria Fire Service
- Representative of FSA
- Emergency Planning officers (County and Copeland)
- Representative of National Farmers Union

Members will be appointed for a two year period. They will be accountable for two way communication with their respective constituencies.

***The Chair:***

The Chair of the WCSSG should be:

- Independent of the site operators and the NDA.
- Elected by voting members and re-appointed every two years..
- Supported by a formally elected deputy chair (who must likewise be independent of the site operator and the NDA).
- A member of the main WCSSG.

***Accountable for:***

- Upholding the WCSSG'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 exists in the WCSSG and its working groups.
- Developing the capability of the members through training, site visits and support.
- In conjunction with other nominees, representing the WCSSG at National level.
- Management of any specific funding provided by the NDA.
- Protocol for media engagement.

***Secretariat:***

The Sellafield site operator will provide secretarial support funded by the NDA. Support for the working groups will also come via this route.

The secretariat should be the first point of contact for any issue relating to the WCSSG and should operate an open and transparent policy.

The service provided as a minimum is as follows:

- Organisation of meetings (including working groups and single issue meetings) and general administration.
- Preparation of minutes. Minutes will be cleared by the Chairman prior to distribution. In case of questions or concerns, the Chairman will check the minutes against the original wording of the verbatim tape recording and decide whether an amendment is required.
- Distribution of information.
- Provision of reports, minutes, agendas etc. to members.
- Maintenance of website.
- Provision of emergency information on a 24 hour basis.
- Management of membership lists and distribution lists.
- Management of budget on behalf of Chairman.
- Management of Travel and subsistence process

### ***Meetings:***

Meetings of the WCSSG should be held on a quarterly basis under the following conditions:

- Meeting will be held in February, May, August and November – to be agreed
- The quarterly WCSSG meetings will review performance and ensure that stakeholder needs are built into forward planning.
- Working groups will provide input into WCSSG meetings – through relevant site operator reports.
- Meetings will be advertised in the calendar of events which can be found on the WCSSG website.
- Meetings convened which are in addition to those advertised on the calendar of events will be advertised in the local media and on the WCSSG website.
- Meetings will 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 or special meetings to deal with particular issues that may fall outside the routine business of the WCSSG.
- A calendar of events will be published annually and sent to members electronically, dates of meetings can also be found on the WCSSG website.
- Meetings will be recorded for the purpose of producing a note for the record – consideration to be given to posting tape recording onto WCSSG website to alleviate the need for lengthy minutes.
- WCSSG members have the right to vote to exclude press and members of the public from a meeting, or part of a meeting, if they consider it necessary.

- A meeting agenda will be circulated to all members at least 10 working days in advance, together with any written reports to be presented during the meeting.
- Note for the record/tape recording to be posted onto WCSSG website within 15 working days after the meeting.
- 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.

### ***Voting rights:***

Given that the WCSSG 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 a tie, the Chairman should have the casting vote.

Voting members are listed above in the terms of reference. Site operators and regulators are specifically excluded from voting (see above for voting members).

### ***Training:***

To ensure effective operation of the WCSSG, new members if required, should undergo an induction process that as a minimum would include an information pack and site visit. The pack should include the NDA charter and arrangements for stakeholder engagement as well as the WCSSG terms of reference. During their period of tenure, members should be afforded opportunities to visit the Sellafield and LLW sites for general familiarisation and also to review specific items that may be the subject of WCSSG discussion.

Members should be encouraged to recognise their own needs to understand the issues that may come before them. This should include a programme of training and the use of experts to help the WCSSG or its working groups understand specific matters.

Material provided for information to the WCSSG should be understandable to the membership and meet their needs.

### ***Cost re-imburement:***

The WCSSG budget will cover out of pocket expenses claimed by members attending meetings. A T&S form can be found on the WCSSG website.

The Chairman and Vice Chairman will be paid an annual allowance to cover all duties carried out for WCSSG. The chairman will receive £5,000 per annum and the Vice Chair will receive £2,500 per annum.

## 5. Consultees

- Members of the Strategic Nuclear and Energy Board