

**National Stakeholder Group  
Chairmen's forum**

**DRAFT TERMS OF REFERENCE  
Including amendments discussed at the first meeting on 21<sup>st</sup> November 2007**

***Objectives***

The National Stakeholder Group Site Stakeholder Groups Chairmen's committee provides a forum for the Chairmen and Vice Chairmen or nominated representatives of all the existing Site Stakeholder Groups representing the relevant nuclear licensed site under the remit of the Nuclear Decommissioning Authority across the country. It provides the opportunity to share concerns/experiences and to ensure consistency throughout the SSG's.

Accountability for decision making will remain with the NDA or the site licensee.

***Purpose:***

The group exists to:

- Provide an active channel of communication between the site stakeholder group Chairmen at a national level.
- Give an opportunity for questioning the NDA on a national level.
- Provide the opportunity to comment on and influence strategies and plans.
- Represent local views at national level and input timely advice to the NDA.
- Comment on the performance of NDA with regard to achievement of plans, value for money etc.
- Provide views and comments to the NDA on the future of the sites.
- Discuss concerns and issues.
- Ensure consistency of arrangements between all the SSG's.
- Provide advice and clarity when required between each other.
- Provide strategic overview of the operations of all the SSG's

***Membership:***

Membership will be made up of all the Chairmen and Vice Chairmen from the existing Site Stakeholder Groups throughout England, Scotland and Wales or appropriate representative.

***Core Membership:***

- Chairman and Vice Chairman, West Cumbria Sites Stakeholder Group
- Chairman and Vice Chairman, Oldbury Site Stakeholder Group
- Chairman and Vice Chairman, Berkeley Site Stakeholder Group
- Chairman and Vice Chairman, Hinkley Point Site Stakeholder Group
- Chairman and Vice Chairman, Dungeness Site Stakeholder Group
- Chairman and Vice Chairman, Bradwell Site Stakeholder Group
- Chairman and Vice Chairman, Sizewell Site Stakeholder Group
- Chairman and Vice Chairman, Chapelcross Site Stakeholder Group
- Chairman and Vice Chairman, Trawsfynydd Site Stakeholder Group
- Chairman and Vice Chairman, Hunterston Site Stakeholder Group
- Chairman and Vice Chairman, Wylfa Site Stakeholder Group
- Chairman and Vice Chairman, Springfields Site Stakeholder Group
- Chairman and Vice Chairman, Capenhurst Site Stakeholder Group
- Chairman and Vice Chairman, Dounreay Site Stakeholder Group
- Chairman and Vice Chairman, JET Site Stakeholder Group (Culham)
- Chairman and Vice Chairman, Harwell Site Stakeholder Group
- Chairman and Vice Chairman, Winfrith Stakeholder Group

***The Chair:***

The Chair of the Group should be:

- Independent of the site operators and the NDA.
- Elected by members of the committee and re-appointed bi-annually.
- Supported by a formally elected deputy chair (who must likewise be independent of the site operators and the NDA).

Accountable for:

- Upholding the terms of reference.
- Ensuring the needs of stakeholders are addressed through the agenda and conduct of the meeting.
- Ensuring feedback to the NDA following the meeting.

***Secretariat:***

The secretariat will be provided by the Secretary of the Site Stakeholder Group that the elected Chairman represents.

***Funding : to be discussed at meeting – the question was raised whether funding could be made available to hold extra events if required : ie: a visit to one of the other sites.***

The service provided by the secretariat as a minimum is as follows:

- General administration for meetings – (meeting venues to be arranged by NDA convenor)
- Preparation of minutes. Minutes to be cleared by the Chairman prior to distribution.
- Distribution of information.
- Provision of reports, minutes, agendas etc to members
- Management of membership lists and distribution lists.
- Management of budget on behalf of Chairman – (*this needs discussed with NDA – where is budget coming from*)

***Meetings:***

Meetings will take place twice a year prior to the NDA National Stakeholder Group meetings.

- Dates to be set by the NDA to ensure no clashes with existing SSG meeting dates.
- Meetings to be held in private. Observers – (including members of the press) can be invited at the discretion of the group.
- Meeting agenda to be sent out prior to the meeting for comment by members.
- The Chairman is able to convene a meeting outside of the twice yearly meetings if thought necessary.

***Website:***

The NDA website will be utilised to post minutes/agendas. Individual SSG's with their own website can create a link to the NDA website to direct their members to the relevant documentation

***Voting rights:***

Given the group has no 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. (all members will be allowed a vote). In the event of deadlock, the Chairman should have the casting vote.

***Cost re-imbusement:***

The NDA will cover out of pocket expenses via the National Stakeholder Group process.

