



THE CONSTITUTION OF OLDBURY POWER STATION STAKEHOLDER GROUP (OSG)

1. PURPOSE

The Oldbury Stakeholder Group (OSG) represents the local community on issues relating to Oldbury site and provides a forum for the local community and other relevant interests to interface with the Nuclear Site owner (Nuclear Decommissioning Authority), operator and regulators.

The group is established to protect and represent the interests of the local community in relation to the current activities and intentions of the owners and operators of the nuclear site. It must operate under the principles of openness and transparency, must be accessible to its communities. It is primarily site-focused, but takes account of wider relevant policy issues and developments. It will manage itself accordingly, with the support, agreement and funding from the Nuclear Decommissioning Authority (NDA).

The purpose of the Oldbury Stakeholder Group includes:

- to act as a proactive, two-way channel of communication, gathering and disseminating views, between the owner, operator and regulators and the local community
- to provide an opportunity for questioning the operator, the regulators of the site and the NDA
- to receive and scrutinise relevant reports whatever the source.
- to request the NDA to prepare, fund or resource reports on specific issues of concern to the local community
- to scrutinise environmental and emergency plans & arrangements
- to receive reports from the NDA, operators and regulators on the future of the site
- to respond to relevant consultation programmes
- to set up sub groups to address specific issues eg socio-economic funding applications
- to set up wider local consultation via public meetings and other mechanisms as required

2. MEMBERSHIP

The SSG will achieve this purpose through the following structure and arrangements:

- **CHAIRMAN**

The Chair of the SSG should be:

- independent of the site operator and NDA i.e. not currently employed by either
- formally elected by SSG members, and be re-appointed annually
- encouraged to stand down after a maximum of 5 years
- supported by a similarly elected deputy Chair
- transparent about any conflicts of interest, by declaring them at the start of SSG meetings
- an ex-officio member of all sub-groups and committees

The Chair is accountable to the SSG members, through formal election and annual re-election.

The Chair is accountable for:

- upholding the SSG's constitution in its entirety
- planning forward to ensure agendas meet the needs of stakeholders, OSG members, site operator and NDA
- managing OSG meetings to ensure a balance of views is heard
- liaising 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 OSG at national level and in other meetings as needed
- circulating updates to OSG members from any meetings they attend
- ensuring OSG sub-groups update the full OSG meeting, with an opportunity for discussion
- reviewing OSG performance and operation at least every three years with the NDA, site operator and OSG
- assisting the secretariat in assessing OSG activity requirements for the year ahead, including the programme, budget and resources required

- **MEMBERS**

OSG membership should reflect the local community and its interests, as well as the operational status of the site and needs of the NDA. On that basis the OSG should have provision to include members from:

- elected representatives from local councils at County, District and Parish level or equivalents based on a 6km radius from the site
- local community groups with an interest in the site, including environmental groups
- other local interests such as businesses

See Appendix A for details

- **ADVISORS**

The OSG should have provision to include representatives from the following bodies to provide advice to the OSG as needed:

- appointed representatives of relevant organisations such as regulators, emergency and health services
- a representative of the NDA, normally the Site Programme Manager
- representatives of the site operator

See Appendix B for details

- **COOPTED ADVISORS**

The OSG may wish to co-opt advisors with specialist knowledge to help the OSG or a subgroup complete work more efficiently.

- **PUBLIC AND PRESS**

The public and press should be able to attend OSG meetings, asking questions and joining discussions with members when appropriate. This participation is to be encouraged but is at the discretion of the Chair.

Recording equipment should not be brought into any meeting or subgroup of the OSG by the media or public, except at the discretion of the chairman

- **ROLE AND RESPONSIBILITY OF MEMBERS**

Being an OSG member requires that:

- they represent their organisation or 'community of interest' actively on the OSG, including consulting them beforehand on major agenda items
- they formally update their organisation or community of interest after OSG meetings, either verbally or in writing
- they attend every OSG meeting where possible or send a representative
- they read papers circulated in advance of OSG meetings

- they update other OSG members promptly after representing them at another meeting
- **DECISION MAKING**

Any issues that go to a vote will be decided on the basis of a simple majority of members. In the event of a deadlock, the Chair has an additional casting vote.

- **SECRETARIAT**

The site operator will provide secretarial support funded by the NDA through the site operation contract. This secretarial support would normally include:

- administering OSG meeting dates, venues and refreshments
- circulating each meeting agenda two weeks in advance of the meeting, and the minutes of each meeting one month afterwards
- reimbursing agreed out-of-pocket expenses for members on OSG business
- booking travel tickets and accommodation for members on OSG business
- administering the emolument agreed for the Chair and deputy Chair
- drafting and promptly circulating and publishing minutes from OSG meetings to members and wider interested parties, including an Executive Summary of key bullet points that members can pass on to their constituents
- managing and updating the OSG website
- circulating papers to members as needed, including communications from external bodies
- organising inductions for new OSG members
- organising site visits when useful for OSG members
- budgeting for, administering and paying for all costs involved in the above
- compilation and publication of an annual site Stakeholder Engagement Plan, in liaison with the OSG, to ensure clarity and visibility of local engagement
- liaising with adjacent sites (where relevant) to ensure relevant issues are adequately covered on OSG agendas

3. FUNDING

Operating and administrative costs including expenses of Chair and Vice Chair will be funded by the NDA. The NDA will also meet out of pocket expenses claimed by members attending meetings of the OSG. It will also consider legitimate claims for additional expenses on a case by case basis

4. MEETING LOCATION, TIME AND FREQUENCY

- meeting at locations, chosen by the OSG, that suit the needs of the community
- The OSG should arrange the meeting's venue and time within the locality, to improve accessibility and impact
- the OSG should meet four times a year, including one joint meeting with Berkeley SSG for efficiency
- special meetings and subgroups will be set up as the need arises

5. COMMUNICATIONS

Each SSG should have a website. This can either be at www.sitestakeholdergroups.org.uk (which the NDA hosts and pays for) or alternatively SSGs can make their own arrangements as long as a link is created from the central site for ease of navigation.

As a minimum, the OSG website should be frequently updated with:

- dates, locations and agendas of future meetings
- past minutes or reports
- list of bodies supplying members and advisors
- key papers of interest to the community regarding OSG business
- constitution of OSG
- a link to the operator's current socio-economic plan
- reciprocal links to partner websites such as Local Authorities, SLC etc

6. NDA SUPPORT

• CHAIRS' AND DEPUTY CHAIRS' EMOLUMENT

Via the secretariat, the NDA will provide an emolument to Chairs and Deputy Chairs that recognises their enhanced role on SSGs. Chairs are entitled to claim £5000 and Deputy Chairs £1500 on a 'per annum' basis and this will be paid six monthly in arrears by the secretariat.

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.

- **OTHER OSG MEMBERS ATTENDING/CHAIRING MEETINGS**

Where another member of the OSG steps in to fulfil the role of the Chair or Deputy Chair, it is up to the OSG to decide how this should be compensated from within the SLC's existing budget for the OSG.

7. REVIEW OF OSG

To ensure constant evolution and opportunity for improvement, OSG function and purpose should be reviewed at least every three years.

This review could be by an independent external expert, but must involve all OSG members, the NDA, SLC and other interests depending on the site characteristics. The review should cover all aspects of the constitution including:

- membership
- role and accountabilities of the Chair/Deputy Chair
- administration and procedures
- information and training needs for all members
- website and communication
- NDA and secretariat support

The results of each review should be made public on the OSG website or www.sitestakeholdergroups.org.uk so that learning can be shared across all SSGs.

Resource for the external review of each OSG can be made available by the NDA via the site operator contract, and should therefore be included in the SLC's relevant annual budget planning.

APPENDIX A MEMBERS

OLDBURY SG

Representing	No of Members
MP for Northavon	1
Gloucestershire CC	1
Monmouthshire CC	1
Forest of Dean DC	1
Stroud DC	1
South Gloucestershire (U)	2
District Councillor for Severn ward	1
Chepstow TC	1
Thornbury TC	1
Olveston PC	1
Alveston OC	1
Aust PC	1
Oldbury on Severn PC	1
Rockhampton PC	1
Hill PM	1
Tidenham PC	1
Woolaston PC	1
Falfield PC	1
Independent Members:	
National Farmers Union	1
Thornbury Chamber of Commerce	1
Friends of the Earth	1
Country Landowners Association	1
Oldbury Power Station Site Joint Council Staff/Trade Union Representative	1
Site Industrial Chaplain	1
Total	25

APPENDIX B

RECOMMENDED LIST OF STATUTORY BODIES TO SEND ADVISORS

Avon Fire Brigade
Avon and Somerset Police
Civil Nuclear Constabulary
Environment Agency Site Inspector (EA)
Food Standards Agency
Gloucester Harbour Trustees
Health Protection Agency South West
Lower Severn Drainage Board
Nuclear Decommissioning Authority (NDA)
Nuclear Installations Inspectorate Site Inspector (NII)
Office of Civil Nuclear Security (OCNS)
Site Operator
South Gloucestershire Council – Specialist Environmental Protection
South Gloucestershire PCT
Natural England

APPENDIX C

CODE OF CONDUCT

The OSG should adopt the following Code of Conduct for all its dealings:

- Respect each person
- Share responsibility
- Challenge only ideas, **not** people
- Keep an open mind
- Question and participate
- Listen constructively
- Be punctual attending meetings
- Declarations of interest/financial interest