

**THE ROLE, CONSTITUTION AND METHOD OF OPERATION OF
OLDBURY ON SEVERN POWER STATION AND BERKELEY NUCLEAR
LICENSED SITE
SITE STAKEHOLDER GROUPS**

1. PURPOSE

The Site Stakeholder Group (SSG) is the forum for the local community to interface with the Nuclear Site Operator

The group has the power to do whatever is necessary to protect and represent the interests of the local community in relation to the current activities and future intentions of the owners and operators of the nuclear site. It operates under the principles of openness and transparency, with the aim of being accessible to its communities. It is primarily site-focused, but takes account of wider policy issues and developments. It will manage itself accordingly, normally with the support, agreement and funding from the Nuclear Decommissioning Authority (NDA).

The overarching purpose of the Site Stakeholder Group is to:

- act as a proactive, two-way channel of communication, gathering and disseminating views, between the operator and the local community
- provide an opportunity for questioning the operator, the regulators of the site and the NDA
- receive and commission reports from the operator and other bodies
- receive and comment on emergency plans & arrangements
- To represent views locally and input timely advice to the NDA
- receive reports from the NDA on the future of the site
- provide views on the NDA contract and performance of the operator
- provide independent views and advice to the NDA on the performance of the operator
- to set up sub groups to address specific issues relevant to the clean up programme
- 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**
 - An independent, elected chairman and vice chairman
 - A chair and vice chair will be elected for a three year terms of office, to be re-confirmed each year at the Group Annual Meeting
- **MEMBERS**

- Voting membership from democratically elected & local community representatives including local environmental groups
- Non voting membership by virtue of relevant organisational employment for others (See Appendix B in Code of Practice)
- Temporary co-opting of specialists by invitation of the Chairman
- Group can reject nominated members if a majority considers there is a legitimate reason in the interests of the community

3. FUNDING

- A secretariat service to support the SSG will be provided by the operator, funded by the NDA
- Operating and administrative costs including expenses of Chair and Vice Chair will be funded by the NDA
- The NDA will meet out of pocket expenses claimed by members attending meetings of the SSG. It will also consider legitimate claims for additional expenses on a case by case basis

4. LOCATION

- Meeting at locations, chosen by the SSG, that suit the needs of the community

5. FREQUENCY

- A meeting frequency determined by the SSG, which will allow it to meet its role and purpose

6. PROCESS

- A process based on the Code of Best Practice
- A local induction for new members
- A programme for the development of competent, capable & informed members
- Ways of working which deliver efficiency and effectiveness
- Meetings that are open to the public and media
- A communication process that is accessible to the local community and that delivers openness and transparency for the work of the group
- The SSG will run alongside the Emergency Planning Consultative Committee (EPCC) which is a separately constituted committee whose responsibility is to co-ordinate the arrangements for emergency planning between those organisations responsible. The EPCC will continue to provide reports to the SSG on matters relating to emergency planning and can provide advice to the SSG

CODE OF PRACTICE FOR THE SITE STAKEHOLDER GROUP

This document provides guidance on the practical interpretation of the Constitution of the SSG, with the aim of assisting in its effective function. It is not prescriptive but intended for guidance and direction.

It incorporates a series of guidelines, best practices, and recommendations, all intended to assist SSG members in the delivery of their purpose:

“An independent, local community-based group, focusing on site related issues and operating in an open & transparent way so that it is accessible to its communities.”

Whilst the Constitution is intended to be a long-lived, guiding principle document, SSG members themselves will develop this Code of Best Practice through time, with their own amendments, and insertions of better practices.

The test of success will be the SSG's ability to satisfy the needs of the local community, the operator and the NDA, and the SSG's ability to develop the agenda as the transition from generating to defuelling and decommissioning progresses.

1. CHAIRMAN

The Chairman should:

- be elected by voting members from within their number (the Chairman should **not** be from non-voting ex-officio members, the operator, the NDA, regulators, etc.)
- be recruited from the community and be of a calibre and background which inspires local trust and confidence
- hold office for 3 years
- be re-confirmed at the Annual Group Meeting

- A new Chairman should be elected a year in advance of taking the post (to shadow the existing Chairman)
- There should be an elected independent Vice Chairman, to act in the event of the Chairman's absence

The Chairman is accountable for:

- delivering the entirety of the Constitution (roles and mechanisms)
- 2-way access to all opinion within the community
- ensuring a balance of views in the SSG and its Sub-Committees
- the management of the funding provided by the NDA
- ensuring that the agenda meets forward-looking needs
- developing the capability of the membership
- playing a full role in the Chairmen's Conference (addressing cross-SSG and national issues)
- upholding the SSG Constitution and its Code of Best Practice and to ensure that both are reviewed on a regular basis and revised if necessary

2. MEMBERS

Who are they?

- Voting Members should be representatives of the community rather than those representing official bodies. Those who can vote, for example, are representatives of: Parish, Town, Borough or District Councils, Unitary or County Councils, MPs (or Members of the Welsh Assembly), Residents' Associations, Farming Representatives, Community, Environmental Groups, local businesses, Oldbury Local Joint Council Staff/Trade Union Representatives, Chamber of Commerce Members etc. A list of full voting members can be found in Appendix A
- Non-voting Members should be representatives of stakeholder bodies, for example: Emergency Services, Regulators, Food Standards Agency, appropriate Health Bodies, Representatives etc. They will include representatives of the NDA and the Operator as of right. A list of recommended statutory bodies to send representatives is shown in Appendix B.
- Observers are members of the public and the press
- “Local” should be the guiding principle for membership, aiming to promote community discussion and openness. The interpretation of local is recognised as an important issue and needs to be addressed by the Committee. Potential members should not be excluded on an arbitrary basis; applicants should be allowed to make their case for membership which should be taken on merit and reviewed in the spirit of openness set out previously.
- Membership should be kept under review (perhaps by Membership Sub-Committee) to ensure the correct balance of:
 - numbers
 - new blood/experience
 - mix of representation
 - the changing needs of the site through the life-cycle
 - the need to be forward-looking and flexible to respond to upcoming requirements
 - the need to co-opt specialists from time-to-time
- Members should be accountable for 2-way communication to their constituency, in whatever capacity they are present
- Members should be accountable for the development of their capability to discharge their duties, and so should identify and express their needs
- Members can send substitute representatives from their own nominating authority with prior notice of two weeks

3. DECISION-MAKING

- Any matters requiring resolution should be voted on by the full SSG by process of simple majority. A quorum of sixty percent should be present when voting

4. LOCATION

- Should be selected to suit local community needs
- The SSG should consider moving meetings from venue to venue within the locality, to improve accessibility and impact

5. TIMING

- The Chairman should keep the timing of all meetings under consideration to meet the various needs of the members and of observers
- The Chairman should determine the duration of meeting

6. FREQUENCY

- The Chairman should be mindful of the needs of the community, the operator and the NDA
- Best practice suggests four meetings per year, but this depends on the specific needs of each individual site. One of these meeting should be deemed a Annual Group Meeting where the chairman is re-confirmed
- Pre-determined dates are preferable for accessibility, set one year in advance but flexibility is needed in order to respond to requests and events. Arrangements should be in place to allow the SSG to convene at relatively short notice and outside the programmed meetings in order to respond promptly to specific issues
- One meeting a year will be a joint meeting with Berkeley and Oldbury Power Stations on shared issues such as health, safety and the environment

7. CONTENT

- The content of meetings should be set to ensure that all the duties included in the Constitution are dealt with adequately and in the light of local site and community needs
- The meetings should be about looking forward, just as much as reviewing past performance

8. PROCESS

- The SSG should consider operating by more than just a formal committee meeting. Options might include forming sub-groups, both permanent and temporary, to concentrate on specific areas of work or to deal with topical issues. The SSG should consider holding workshops and discussions in order to develop understanding and to formulate opinions. The SSG should undertake regular site and other visits, training and awareness sessions from experts, and should acquire expertise from other sites. It should conduct, when appropriate, its own surveys and information gathering exercises.
- The SSG should adopt the following Rules 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
 - Chair to have right of sanction against Members
 - Declarations of interest/financial interest
- An open session should be held at the end of the formal meeting to enable the media and public observers to ask questions, which should be pre-notified. The length of such a session will be at the Chairman's discretion.
 - Recording equipment should not be brought into any meeting or sub-group of the SSG by the media or public, except at the discretion of the Chairman

9. STRUCTURE

- The Chairman should consider flexible, innovative ways of working
- Sub-committees or working groups should be used to work on the detail of issues as required such as:-
 - A joint sub group consisting of both Oldbury and Berkeley SSG members that looks at environmental issues in relation to both sites
 - A membership sub group
- Co-opting temporary members as appropriate may help get work completed efficiently

10. SECRETARIAT

- The operator will provide a supporting Secretariat (using NDA funds at the disposal of the Chairman)
- The Secretariat should be accountable for:
 - Maintaining an understanding of local needs and liaising with the Chair to develop the agenda for each meeting
 - Producing and commissioning papers in suitable styles and language for members
 - Publishing and circulating SSG reports, minutes, etc. as agreed with the Chairman
 - Circulating copies of the 'Quarterly NII Site Inspector Reports to the SSG
 - Circulating reports from the Emergency Planning Consultative Committee (EPCC)
 - Assisting the chairman in the monitoring of the funding for the SSG from the NDA

11. ACCESSIBILITY

- The SSG should consider the use of multiple mechanisms for making information available locally. For example:
 - Local newspapers
 - Press releases
 - Newsletters, including an SSG Newsletter
 - Websites, with comprehensive use of links
 - Local radio
 - Parish and other local magazines
 - Advertising the time and place of next SSG meeting
 - Publishing promptly minutes of meetings and relevant reports
 - E mails
- The SSG should consider developing a wide range of mechanisms for gathering information locally

12. CAPABILITY

- There should be a simple, local induction process for new members that includes at minimum:
 - An induction pack
 - A site visit, subject to security vetting
 - At least one meeting with the chairman of the SSG at which current and forthcoming issues are explained
 - A review of the SSG Constitution and Code of Best Practice
- To fulfil their accountability to the community, members need to be developed in their understanding of all the issues that come before them. A programme should be developed locally to meet members' needs
- All bodies providing information to the SSG are responsible for ensuring that the membership understands their communications, by using suitable language, by introducing suitable experts as appropriate and by helping raise the capability of members. There must be recognition by all parties that members of the SSG may need time and help to understand technical concepts.
- All bodies dealing with the SSG need to appreciate that members are both voluntary and part-time and should keep their demands on time to an appropriate level

APPENDIX A VOTING MEMBERS

OLDBURY SSG

Representing	No of Members
MP for Northavon	1
Bristol City (U)	2
Monmouthshire CC	1
Forest of Dean DC	2
South Gloucestershire (U)	4
Chepstow TC	1
Thornbury TC	1
Olveston PC	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 (E.g. Residents' Associations, Farming Representatives, Community Groups, Environmental Groups, local businesses, Chamber of Commerce Members etc.)	5
Oldbury Power Station Local Joint Council Staff/Trade Union Representative	1
Total	

APPENDIX A VOTING MEMBERS

BERKELEY SSG

Representing	No of Members
MP for Stroud	1
MP for Forest of Dean	1
Gloucestershire CC	1
Forest of Dean DC	2
Stroud DC	2
Berkeley TC	1
Lydney TC	1
Sharpness/Hinton PC	1
Stinchcombe PC	1
Alvington/Aylburton PC	1
Awre PC	1
Alkington PC	1
Ham and Stone PC	1
Hamfallow PC	1
Independent Members (E.g. Residents' Associations, Farming Representatives, Community Groups, Environmental Groups, local businesses, Chamber of Commerce Members etc.)	5
Berkeley Nuclear Site Local Joint Council Staff/Trade Union Representative	1
Total	

APPENDIX B

RECOMMENDED LIST OF STATUTORY BODIES TO SEND REPRESENTATIVES

Avon Fire Brigade
Avon Health Authority (Public Health Directorate)
Avon and Somerset Police
Bristol City Council (Senior Scientist)
Bristol Power Co (Environment Manager)
Environment Agency Site Inspector (EA)
Food Standards Agency
Health Protection Agency South West
MEB
National Assembly for Wales Environment Division
NRPB
Nuclear Installations Inspectorate Site Inspector (NII)
Office of Civil Nuclear Security (OCNS)
Site Operator
South Gloucestershire Council Environment Officer
Welsh Water
Nuclear Decommissioning Authority (NDA)