



Site Stakeholder Group

**WYLFA POWER STATION**

**SITE STAKEHOLDER GROUP**

**TERMS OF REFERENCE (November 2009)**

**Purpose of the Site Stakeholder Group**

The overarching purpose of the Site Stakeholder Group is to be the prime interface between the community, the site operator and the NDA. In this role it exists:

- To provide an active, two-way channel of communication between the site operator, the NDA and local stakeholders.
- To give an opportunity for questioning the operator, the NDA and regulators.
- To allow stakeholders the opportunity to comment on and influence strategies and plans.
- To represent local views and input timely advice to the NDA.
- To comment on the performance of the NDA and its contractor with regard to achievement of plans, value for money etc.
- To commission and receive reports about site activities and their impact on for example safety, the environment and health.
- To review arrangements for such matters as emergency response.
- To scrutinise and input into the prioritisation of work programmes.
- To provide views and comments to the NDA on the future of the site.
- To provide views on the NDA contract with and 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.

N.B. It is important to recognise that none of these arrangements remove accountability for decision making, which will remain with the NDA or the site licensee.

## **Membership**

SSG membership should reflect the representational structure of the local community and its interests, as well as the operational status of the site and needs of the NDA. Members who are appointed as the elected representatives of their constituency shall be voting members. Members who are appointed by virtue of their knowledge or profession shall be non-voting members. On that basis the SSG membership should include:

Voting Members:

- Two elected representatives from each of the neighbouring Community Councils Llanbadrig, Mechell, and Cylch y Garn.
- One elected representative from each of the neighbouring Ynys Môn County Council wards – Amlwch Rural, Llanbadrig, Mechell and Llanfaethlu.
- One elected representative from Amlwch Town Council
- Three elected members of Ynys Môn County Council nominated by the Council.
- Two elected representatives of the staff side of the Site Joint Council (SJC) of Wylfa Power Station.
- The Chair.

Non-voting members:

- Site Manager
- NDA Site Representative
- Such officers that the Site Management & Operations Contractor shall appoint for the purpose of providing information to the SSG on matters relating to the site.
- Chief Executive of Ynys Môn County council or his nominee.
- A representative of the Anglesey Economic Regeneration Partnership
- A representative from the Countryside Council for Wales.
- A representative from the Cemaes Trade and Tourism Group.
- A representative from the Wylfa Retirees Association
- A member of the Board of Governors of Ysgol Syr Thomas Jones
- A member of the Board of Governors of Cemaes School
- A representative of Welsh Water.
- The local Police Authority representative
- The local representative of Merched y Wawr
- The local representative of the Women's Institute
- The local representative of the Country Land and Business Association (formerly the Country Landowners Association)
- The local representatives of the NFU and FUW
- Representative of Cwmni Cemaes Cyf

Members should be appointed for the period during which they hold the relevant office and remain accountable for 2-way communication with their respective constituencies or organisations. Voting rights should be accorded only to democratically elected representatives of the community or community organisations as opposed to other members who represent official bodies

In addition the following persons or one representative of the following bodies shall be entitled to attend any meeting of the SSG as observers and to present reports as appropriate:

- The Member of Parliament for Ynys Mon

- The Welsh Assembly Member for Ynys Mon
- The local Member of the European Parliament
- The Nuclear Installations Inspectorate
- The Environment Agency
- The Food Standards Agency
- The Office of Civil and Nuclear Security (OCNS)
- The North Wales Area Health Authority
- The North Wales Police Authority
- The North Wales Fire and Rescue Service
- National Assembly for Wales/WDA/Wales Tourist Board
- North Western & N Wales Sea Fisheries
- Women's Royal Voluntary Service
- Council for the Protection of Rural Wales
- Local Representatives of Greenpeace / Friends of the Earth
- Maentwrog Power Station
- Rail Operators
- Students from local schools and colleges
- A representative of PAWB

### **The Chair**

The Chair of the Stakeholder Group should be:

- Independent of the site operator and the NDA
- A local, well respected member of the community, elected by voting members, and re-appointed every 2 years.
- Supported by a formally elected deputy Chair
- Accountable for
  - Upholding the SSG'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 exist in the SSG and its sub-committees
  - Developing the capability of the members through training, site visits and support
  - In conjunction with other nominees, representing the SSG at National level
  - Management of any specific funding provided by the NDA

In considering the selection of an independent Chair, the SSG might consider approaching the following:

- Appointed officers from Local Authorities
- Academics, magistrates, retired business people etc
- Members of the local community

### **Secretariat**

The site contractor will provide secretariat support funded by the NDA as part of the budget for the site.

Secretariat support would normally include:

- Administering SSG meeting dates, venues and refreshments
- Reimbursing agreed out-of-pocket expenses for members on SSG business.
- Booking travel tickets and accommodation for members on SSG business.
- Administering any emolument agreed for the Chair and/or Vice Chair.
- Drafting and promptly circulating and publishing minutes from SSG 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 SSG website.
- Circulating papers to members as needed, including communications from external bodies
- Organising inductions for new SSG members.
- Organising site visits when useful for SSG 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 SSG, to ensure clarity and visibility of local engagement plans.
- Liaising with adjacent sites (where relevant) to ensure relevant issues are adequately covered on SSG agendas.

### **Meeting location and frequency**

Meetings should be advertised and must 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. The meeting should, where possible, be conducted bilingually, in Welsh and English, with simultaneous translation facilities available.

Against a minimum requirement of holding at least two meeting each year, the SSG should decide on a frequency that recognises local needs and the programme of work on the site.

### **Conduct of Business**

The agenda for meetings should be set to ensure that all matters contained in the terms of reference are adequately addressed in the light of local site and community needs. In addition to reviewing past performance, meetings should also look forward to ensure stakeholder needs are considered in forward planning, both at site and NDA level.

Voting should be restricted to matters such as changes to the constitution, election of the Chair and adoption of principles derived from sub-groups set up by the SSG. Matters that require formal resolution should be put to the vote on the basis of simple majority. In the event of deadlock, the Chairman should have a casting vote.

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.

To augment routine reporting and monitoring mechanisms, the SSG should consider setting up sub-groups (both permanent and temporary) or holding special meetings to explore particular issues in more detail. Sub groups might be requested to concentrate on specific areas or to carry out work on behalf of the main committee. The SSG should also consider holding workshops and discussions with stakeholders to ensure wide understanding and the inclusion of broader opinion on matters of significant interest. It may also be appropriate to co-opt temporary members to bring expert knowledge to help the SSG or its sub-groups to complete work more efficiently.

### **Press**

The press should be able to attend SSG meetings and ask questions at least at the end of the meeting. This is at the discretion of the chair.

### **Capacity Building**

To ensure effective operation of the SSG, new members should undergo an induction process that as a minimum should include an information pack and site visit. The pack

should include the NDA stakeholder charter and arrangements for stakeholder engagement, the NDA Guidance for Site Stakeholder Groups as well as the SSG terms of reference. During their period of tenure, members should be afforded opportunities to visit the site for general familiarisation and also to review specific items that may be the subject of SSG discussion.

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

All organisations providing information to the SSG are responsible for ensuring it is understandable to the membership and meets their needs.

## **Schedule 1**

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

The SSG will operate in the spirit of the below Code of Conduct for the SSG

- 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
- Questions from the public will be taken at convenient times during the meetings
- Allowing members, the media or the public to bring recording equipment into any meeting of the SSG should be at the discretion of the Chair
- Must observe confidentiality