

CONSTITUTION OF SPRINGFIELDS SITE STAKEHOLDERS GROUP

The Springfields Site Stakeholder Group (SSG) is established for the purposes of monitoring operations, communication and application of Socio Economic funding on the Springfields Site.

The Springfields SSG is an independent, local community-based body. It operates under the principles of openness and transparency, with the aim of being accessible to its communities. Although primarily focussed on the Springfields site activities, it will take account of wider policy issues and developments at the Springfields site, including activities associated with other occupants. e.g. National Nuclear Laboratories (NNL) and Uranium Asset Management Ltd. (UAM).

Purpose

Notwithstanding the above, the Site Stakeholder Group shall fulfil the following roles and purposes, namely:

- Acting as a channel of communication between the local community, Springfields Fuels Ltd (Site Operator) and the Nuclear Decommissioning Authority (the Customer).
- Facilitating exchange of views and information among the local community, the Customer and those statutory regulating authorities having responsibility for nuclear installations;
- Receiving reports from the Site Operator, the Customer and Regulatory Authorities;
- Scrutinising all emergency and environmental plans to the Springfields operation;
- Facilitating contact between the local community and the Nuclear Decommissioning Authority (NDA) including receiving reports from the NDA on their scrutiny of the Springfields site;

Membership

Voting Members

Site Stakeholder Group membership should reflect the local community and its interest, as well as the operational status of the site and needs of the NDA. On that basis the Springfields SSG should include the following members :

	Number of representatives
• Member of Parliament for Fylde	1
• Member of Parliament for Preston	1
• Member of Parliament for South Ribble	1
• Elected Representative from Lancashire County Council	3
• Elected Representative from Fylde Borough Council	2
• Elected Representative from South Ribble Borough Council	2
• Elected Representative from Preston City Council	2
• Elected representative from the West Lancashire District Council	2
• Elected Representative from Newton & Clifton Parish Council	1
• Elected Representative from Lea Parish Council	1
• Elected representative from the Lancashire Association of Local Councils	1
• Representative from the Fylde Local Strategic Partnership	1
• Representatives from local environmental/interested groups	4
• Representative from the North and Western Lancashire Chamber of Commerce	1
• Chair of the Springfields Site Stakeholder Group	1

****No substitutes will be allowed for members shown above, in the event of a vote being carried out .***

Criteria for membership

From time to time the Site Stakeholder Group may wish to consider introducing new members to the Group. New members will be introduced on a majority vote by existing voting members. New members should:

- Represent a local organisation or community of interest which warrants inclusion on the Springfields SSG. 'Local' to be defined as an individual who lives or represent a group/organisation within the districts of Fylde, Preston & South Ribble.
- Be willing to abide by the roles, responsibilities and code of conduct set out in this Constitution.

Voting

Each voting member shall be entitled to vote in the event of a vote being called for at any meeting. In the event of a tied vote, the Chairman shall exercise a casting vote. Where a vote is called for the motion must be proposed and seconded. Where a matter under discussion has been the subject of a vote it may not be raised again within a period of six months unless a two-thirds majority of those attending and entitled to vote agree to discuss the matter again. *The voting members of the Group are as stated above.*

Advisors (Non-Voting Members)

Springfields Site Stakeholder Group will include representatives from the following bodies to provide advice to the Site Stakeholder Group as needed:

- Nuclear Decommissioning Authority (NDA), normally the Site Programme Manager 1
- Springfields Fuel Ltd.:
 - Head of Site 1
 - Quality, Environment, Health & Safety Manager 1
 - Secretary 1
 - Minutes secretary 1
 - Employee representatives 2
- Uranium Asset Management Ltd (UAM) 1
- National Nuclear Laboratory (NNL) 1
- Lancashire Ambulance Service 1
- Lancashire Constabulary 1
- Lancashire County Council, Emergency Planning 1
- Lancashire Fire and Rescue 1
- Cumbria & Lancashire Health Protection Unit 1
- Local Primary Care Trusts 1
- Site Inspector from the Health & Safety Executive (NII) 1
- Site Inspector from the Environment Agency 1
- Food Standards Agency 1
- Officers from local District Councils 3
- RADMIL 1
- F2 Chemicals Ltd. 1
- Civil Nuclear Constabulary (CNC) 1

Other bodies may attend the meeting as agreed by the Group.

Chair/Vice Chair

The Chair/Vice Chair of the Site Stakeholder Group should be:

- A voting member of the Springfields SSG
- Independent of the Site Operator and NDA i.e. Not currently employed by either
- Formally elected by Springfields SSG members, every four years, at the first meeting in the calendar year.
- Transparent about any conflicts of interest, by declaring them at the start of the SSG Meetings

The Chair/Vice Chair is accountable to the Springfields SSG members through the formal election every four years of the Chair/Vice Chair

The Chair/Vice Chair is accountable for:

- Upholding the Springfields SSG's constitution in its entirety
- Planning forward to ensure Agendas meet the needs of stakeholders, Site Stakeholder Group members, Site Operator and NDA in the context of the Site Stakeholder Group objectives.
- Managing Site Stakeholder Group meetings to ensure a balance of views is heard.
- Liaise 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 Site Stakeholder Group at national level and in other meetings as needed.
- Circulating updates to Site Stakeholder Group members from any meetings they attend.
- Reviewing Site Stakeholder Group performance and operation at least every two years with the NDA, Site operator and Site Stakeholder Group
- Assist the Secretariat in assessing Site Stakeholder Group activity requirements for the year ahead.
- Consider with the Secretariat how best to provide for smooth succession of the Chair/Vice Chair Posts.

In considering the selection of a Chair/Vice Chair, the Site Stakeholder Group will want to consider qualities such as independence, local reputation, experience in chairing groups of this sort, and having the time, interest and willingness to fulfil these demanding roles.

Chair/Vice Chair Emolument

Chairs are entitled to claim £5,000 and Deputy Chairs £1,500 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 SSG members attending/chairing meetings. Where another member of the SSG steps in to fulfil the role of the Chair or Deputy Chair, it is up to the SSG to decide how this should be compensated from within the SLC's existing budget for the SSG.

Duties of Members

- All members shall be responsible for reporting back fully to their respective bodies, and represent the views of the respective bodies.
- Members representing local Councils or other Community Representatives will form an important link with the public through whom concerns and specific questions shall usually be channelled.

Expenses

Via the secretariat, the NDA will meet out-of-pocket expenses of SSG members when on SSG business, such as reasonable travel costs.

- Travel should only take place if it is critical to maintaining or improving SSG performance. Less expensive, safer and more environmentally responsible alternatives such as telephone and videoconferences must have been considered as a first option prior to travelling.
- When travelling on SSG business, SSG members should choose their mode of transport based upon what is safe, time effective and best value for money. When selecting their method of travel they should consider the practicalities of the journey in terms of relevance to the SSG, their own time and other related costs, as well as the actual transport costs.
- All travel must be agreed in advance with and booked via the secretariat.
- Legitimate claims for additional expenses will also be considered on a case by case basis. Such claims should be agreed in advance via the secretariat.
- Expenses can also be claimed by Chairs and Deputy Chairs in addition to the emolument.

Secretariat

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

- Administering Site Stakeholder Group meeting dates, venues and refreshments.
- Reimbursing agreed out of pocket expenses for members on Site Stakeholder Group Business
- Booking travel tickets and accommodation for members on Site Stakeholder Group business
- Administering any emoluments agreed for by the Chair/Vice Chair
- Draft and promptly circulating and publishing minutes from Site Stakeholder Group 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 pages on the Springfields Website
- Circulating papers to members as needed, including communications from external bodies
- Organising inductions for new Site Stakeholder Group members
- Organising site visits when useful for Site Stakeholder Group members
- Budgeting for, administering and paying for all costs involved in the above
- Liaising with and advising other sites (where relevant) to ensure relevant issues are adequately covered on Site Stakeholder Group agendas and best practice shared

The Secretariat has an important role in challenging the organisations and individuals that submit information to the Site Stakeholder Group so that it is as useful to the Site Stakeholder Group as possible. The Secretariat should determine:

- Is the information for noting, discussion or a decision?
- Can the information be presented in a more useful way for Site Stakeholder Group members given their time constraints and technical background?
- What information would they like passed to Site Stakeholder Group members' constituents? Is the information in a suitable format to easily allow this?
- Are there specific questions that merit further discussion by members' constituents?

The decision of the Chairman shall be final in agreeing whether a matter shall be submitted for discussion at any meeting.

Meetings, Location and Frequency

The Full Group shall meet no less than two times in any twelve month period, being agreed at the preceding meeting and publicly advertised. These meeting will receive and comment on formal reports from the site operator and regulators

Two additional meeting will usually be held in any twelve month period to cover specific agenda items.

As the need arises, consideration should be given to holding additional or special meetings to deal with particular issues that may fall outside of routine business of the Site Stakeholder Group. Equally, the Site Stakeholder Group may choose to set up Sub-Groups to address specific topics on behalf of the whole Site Stakeholder Group, e.g. Business Strategy and Socio Economics

Wherever possible, meetings shall be held in venues readily accessible to the whole community and at times convenient to the members and to the public

Communications

The Springfields Site Stakeholder Group to have 'pages' available on the Springfields website, which should be maintained and frequently updated. It is expected that the Secretariat cover the day to day management and updates.

Agenda Items

As stated above, Springfields Fuels Ltd. shall act as Secretariat. Any member wishing to raise business at a meeting shall submit details to the Secretariat no later than fourteen days in advance of the meeting.

The media and public shall be encouraged to submit, in writing, questions prior to the meeting. Where possible, these questions will be answered by the relevant person during the course of the meeting, if this is not possible, they will be answered at a future meeting or by written reply.

An 'Open Forum' shall be available on each agenda, to allow membership to raise matters or ask specific questions on behalf of the public who have contacted them in advance, followed by questions from the public.

Publicity

The meetings of the group shall be open to the public unless it shall be agreed by a majority of those members attending and entitled to vote that a matter should be discussed in private, due to the confidential nature of the subject matter.

Code of Conduct for the Site Stakeholder Group

The Site Stakeholder Group will operate in the spirit of the following Code of Conduct for the Site Stakeholder Group :

- 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
- Allowing Members, the media or the public to bring recording equipment into any meeting of the Site Stakeholder Group should be at the discretion of the Chair

Amendment to the Constitution

The terms of this Constitution may be amended at any Site Stakeholder Group Meeting. Notification of a motion to amend the Constitution shall be issued by the Secretariat in accordance with the above rules.