

DOUNREAY STAKEHOLDER GROUP (DSG)

TERMS OF REFERENCE

Role and Remit

The primary purpose of the Dounreay Stakeholder Group (DSG) is to be the main interface between the community, the site operator and the Nuclear Decommissioning Authority (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 represent local views and input timely advice to the NDA and site operator
- To comment on the performance of NDA and site operator with regard to achievement of plans, value for money, etc.
- To commission and receive reports about activities and their impact on, for example, safety, the environment and local economy.
- To review arrangements for such matters as emergency response.
- To scrutinise and input into the prioritisation of work programmes.
- To scrutinise and input into the priorities of socio economic activities by the NDA, PBO and the site licence company and how these link into the Caithness & North Sutherland Regeneration Partnership.
- To provide views and comments to the NDA and site operator on the future of the site.
- To provide views on the NDA contract and the performance of the operator.
- To set up sub-groups to address specific issues relevant to the clean up programme.
- To facilitate participation in the wider local consultation via public meetings and other mechanisms as required.

The group will also function as the Local Liaison Committee for the Vulcan Naval Reactor Test Establishment, providing a formal interface between the Ministry of Defence operator, the Naval Superintendent Vulcan and the local community. In this role it exists:

- To provide an active, two-way channel of communication between the Ministry of Defence and local stakeholders.
- To give an opportunity to question the Ministry of Defence operator and Defence site regulators on site operational matters
- To review arrangements for such matters as emergency response.
- To provide views and comments to the Ministry of Defence operator on the future of the site.

Community

For the purposes of operations and environmental issues relating to the site the community is deemed to go beyond the Dounreay Travel to Work area and is anyone who has an interest in the decommissioning activities of the site.

For the purposes of the socio economic impact of the operations and decommissioning of the site the local community is deemed to be the “Dounreay Travel to Work” area (west to Tongue and south to Helmsdale).

Membership

The Dounreay Stakeholder Group should reflect the local community and its interests. The Dounreay Stakeholder Group should have provision to include:

- Elected representatives of the local community.
- Appointed representatives of relevant local stakeholder interests, such as but not exclusive to, site trade unions, emergency and health services.
- Independent advice to support members as appropriate.
- Representation from members of the public and environment groups.

The DSG representative of a member organisation will be accountable for two-way communication with their respective constituencies. All members of the Dounreay Stakeholder Group will have voting rights.

Membership will be reviewed on a 3 yearly basis and organisations will be requested to consider representation on the same timescale.

In addition, the group should have provision to include representation from:

- The NDA
- The site operator
- The regulators (ONR and SEPA)
- Vulcan Naval Reactor Test Establishment
- Scottish Government
- Highland Council, Planning
- Civil Nuclear Constabulary

None of these representatives will have voting rights.

The core membership of the Dounreay Stakeholder Group should consist of:

Core Membership:

Highland Councillors
Other Local authorities (Orkney and Shetland)
Community Councils
Business representation
Trade Unions
Health Service
Local Enterprise company
Non Government Organisations
Community representatives

Voluntary sector
Local residents

Industry & Site Representation

Vulcan Site Representative (MoD)
Dounreay Site Representative
NDA Site Representative

Regulators

Office of Nuclear Regulation (for Dounreay and Vulcan)
Defence Nuclear Safety Regulator
Scottish Environment Protection Agency

Highland Council Planning

Invite when required:

MP for Caithness and Sutherland & Easter Ross
MSP for Caithness and Sutherland & Easter Ross
The Highland Council – Representative from Emergency Arrangements
Food Standards Agency

The DSG has the right to co-opt up to 5 members of the public if circumstances arise that additional representation is required. This will be considered where capacity on certain topics are limited by existing membership. Representation will be re-advertised, reviewed and renewed on a 3 yearly basis.

In addition DSG can co-opt individuals on a short term basis for independent expert advice as appropriate.

The Chair and Vice-Chair

The Chair and Vice-Chair of the Stakeholder Group should be:

- Independent of the site operator and the NDA (ex-employees should have 3 years clear of the industry before they would be eligible).
- Elected by voting members from within their number, and re-appointed annually.
- The tenure of Chairman and Vice-chair should be no longer than five years.
- If the Chair or Vice-Chair no longer finds themselves representing their respective organisation there should be a period of a 3 months handover or until the AGM for the incoming chair/vice chair to allow continuity in the intervening period. Where the exiting Chairman no longer represents an organisation they will be invited to become an honorary member.
- Transparent about any conflicts of interest, by declaring them at the start of DSG meetings.
- Accountable for:

- Upholding the DSG's constitution in its entirety.
- Respecting the boundaries of DSG business.
- Planning forward to ensure agendas meet the needs of stakeholders, DSG members, the site operators and NDA in the context of DSG objectives.
- Managing DSG meetings to ensure a balance of views is heard and that all members are able to contribute to discussions.
- 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 DSG at national level and in other meetings as appropriate.
- Circulating updates to DSG members from any relevant meetings they attend.
- Ensuring DSG sub groups update the full DSG meeting, with an opportunity for discussion.
- Reviewing DSG performance and operation at least every three years with the NDA, site operators and SSG.
- Assisting the secretariat in assessing DSG activity requirements for the year ahead.
- Considering with the secretariat how best to provide for smooth succession of the Chair post.

Member's roles and responsibilities

DSG members are responsible for:

- representing their organisation or 'community of interest' actively on the DSG, including consulting them beforehand on major agenda items.
- Formally updating their organisation or community of interest after DSG meetings, either verbally or in writing.
- Attendance at DSG meetings, where possible, or sending a nominated representative.
- Reading all paperwork circulated in advance of DSG meetings.
- Updating other DSG members promptly after representing them at another meeting.

Secretariat

The site operator will provide secretarial support, funded by the NDA, as part of the budget for the site.

The Secretariat should be the first point of contact for any issue relating to the Dounreay Stakeholder Group (DSG) and should operate an open and transparent policy.

Secretariat support would normally include:

- Administering DSG meeting dates, venues and refreshments
- Reimbursing agreed out-of-pocket expenses for members on DSG business.
- Booking travel tickets and accommodation for members on DSG business.
- Administering any emolument agreed for the Chair and/or Vice Chair.

- Drafting and promptly circulating and publishing minutes from DSG 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 DSG website.
- Circulating papers to members as needed, including communications from external bodies
- Organising inductions for new DSG members.
- Organising site visits when useful for DSG 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 DSG, to ensure clarity and visibility of local engagement plans.
- Liaising with adjacent sites (where relevant) to ensure relevant issues are adequately covered on DSG agendas.

Meetings

Full meetings of the group should be held in public and normally at least four times a year. These meetings will be held in Thurso. Formal notice of the meetings should be advertised in the John O’Groat Journal, Caithness Courier, Northern Times, Moray Firth Radio , Caithness FM and the Dounreay Stakeholder Group web-site at least seven days prior to the date of the meeting.

Meetings should 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. As the need arises, consideration should be given to holding additional or special meetings to deal with particular issues that may fall outside the routine business of the Dounreay Stakeholder Group.

Conduct of Business

Quorum

For a meeting to be quorate the following conditions will be met:

- The Chairman and Secretary or duly appointed substitutes must be present.
- No less than 8 other members or their duly appointed substitutes must be present.
- If any member of the Dounreay Stakeholder Group is unable to attend any meetings of the group, the person or body responsible for appointing such person as a member of the group shall be entitled to appoint another person to attend such meetings as his deputy, provided this nominee is acceptable to the DSG. Where practicable substitute members should be pre-registered with the secretary.
- If a member organisation does not send a representative to three consecutive full meetings or sub group meetings, the organisation may lose their place on the DSG.
- If a member no longer represents their respective organisation they can remain on the DSG, for handover purposes, for a period of 3 months or until the AGM, whatever is the soonest.

Agenda

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.

Standard headings for the Agenda should include:

- Chairman's report
- DSG business meeting report, which will include as appropriate:
 - Terms of Reference
 - Budget
 - Procedures
 - Membership
 - Communications
 - Website structure
 - Community Engagement
 - Liaison with other stakeholder groups (national/Scottish forums)
 - Attendance
 - Overview of the workload of sub groups
 - Agenda setting for DSG meetings
 - Overview of forward programme
- Site Restoration sub group report, which will include as appropriate:
 - Site programme
 - Site performance
 - Safety, environment and security performance
 - Operational issues
 - Contractual obligations
 - ONR Report for Dounreay and Vulcan NRTE
 - DNSR report for Vulcan NRTE
 - DSRL Report
 - Vulcan NRTE report
 - SEPA report
 - Site Emergency procedures
 - Infrastructure issues
 - Discharge authorisation
 - Transport/storage issues
 - Site End Point
 - Particles in the environment
 - Waste issues
 - Fuel issues
- Socio Economic sub group which will include as appropriate:
 - Dounreay socio economic alliance plan
 - Baseline study
 - Employment for the community

- Training
- Research and development
- Diversification
- NDA's site funding allocations
- Dounreay Community Fund requests
- Contractual issues

The draft Agenda will normally be published no less than 10 working days before a meeting. Any other business should be communicated to the Secretariat before the meeting.

Any matters requiring formal decision or 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 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. Where possible, members of the group, the general public and press would be encouraged to table questions ahead of the meeting via the Secretariat; if a question was unable to be answered at the meeting the answer will be communicated afterwards and posted on the DSG web-site.

Executive summary

An executive summary highlighting main points from full DSG meeting will be issued 10 working days following the meeting to allow representatives to cascade to members of their respective organisation. This summary will also be posted on the website in the same timescale.

Minutes

The minutes will be approved by the Chairman and shall normally be issued not less than one month before the date of the next meeting. A copy shall also be placed on the DSG web-site and in local libraries.

Papers

Papers will normally be issued to members no less than 5 working days prior to the date of the meeting at which they are scheduled to be taken. Paper numbers shall be obtained from the Secretariat who will be responsible for issuing papers.

Sub-groups

To augment routine reporting and monitoring mechanisms, the Dounreay Stakeholder Group 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 a specified work package on behalf of the main committee.

Permanent sub groups should elect a sub group chairperson who will carry out sub group chair duties, including reporting progress at the full meeting. Sub group chairpersons should be rotated on a yearly basis.

The Dounreay Stakeholder Group 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 Group or its sub-groups to complete work more efficiently. If research or expert advice is required the costs should be borne from the DSG budget or DSG would have to go back to the NDA to request additional funding.

Capacity building

To ensure effective operation of the Dounreay Stakeholder Group, all members should undergo an induction process that as a minimum would 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 Dounreay Stakeholder Group terms of reference. During their period of tenure, members should be afforded opportunities to visit the site for general familiarisation in the form of Briefing Sessions and also to review specific issues that may be the subject of Dounreay Stakeholder Group 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 Dounreay Stakeholder Group or its sub-groups understand specific matters as and when required.

All organisations providing information to the Dounreay Stakeholder Group are responsible for ensuring it is easily understandable to the members in plain language and meets their communication needs.

Cost Reimbursement

The NDA, through its funding of the site operator will meet legitimate out-of-pocket expenses incurred by members attending national meetings on behalf of the Dounreay Stakeholder Group. It will also consider legitimate claims for additional expenses on a case by case basis.

The finances of the Dounreay Stakeholder Group will be reviewed on a quarterly basis and audited by the site operator at the end of each financial year.

The Chairman (or Vice Chairman in the absence of the Chairman) will receive a responsibility allowance of £5k in addition to other out-of-pocket expenses. This will be paid on a quarterly basis, in arrears.

The vice-chair may receive an emolument of up to £1500 per annum. This would be dependent on the number of meetings attended outwith the area, the workload for the DSG and at the discretion of the DSG business meeting.

Representation at National Meetings

The Dounreay Stakeholder Group will be able to nominate members, through the DSG Business meeting, to formally represent the Group at the NDA National Stakeholder level and other UK/Scottish meetings.

22nd March 2016