

# HARWELL-CHILTON CAMPUS LOCAL STAKEHOLDER GROUP

Constitution – revised August 2009

## 1. Purpose

The Campus Local Stakeholder Group (CLSG) is a forum at which organisations on the Harwell Science and Innovation Campus<sup>1</sup> can communicate with local stakeholders. The CLSG provides the formal arrangements for the interface between the local community, the NDA site licence company (RSRL) and the Nuclear Decommissioning Authority (NDA). It also provides the interface between the local community and the nuclear licensed site operated by GE Healthcare. Other campus organisations are invited to provide information to the Group meetings.

## 2. Constitution

Requirements deriving from Harwell NDA-designated Site

In respect of the RSRL's NDA-designated site on the campus the CLSG will:

- Comment on and discuss the performance of the NDA, RSRL and its contractors with regard to achievement of decommissioning plans, value for money, etc.
- Provide a forum for receiving regular reports from nuclear operators, regulators and the NDA, and for discussing issues with them.
- Consider RSRL's emergency plan and response arrangements.
- Commission (subject to NDA approval) and receive reports about decommissioning site activities and their impact on, for example, safety, the environment and health.
- Represent local views and provide timely advice to the NDA and RSRL on the decommissioning plans.
- Scrutinise and comment on the prioritisation of decommissioning programmes.
- Provide views and comments to the NDA on the future of the Harwell nuclear site(s).
- Provide views on the NDA contract and the performance of RSRL.
- Set up sub-groups to address specific issues relevant to the clean-up programme as required.
- Set up wider consultation via public meetings and other mechanisms as required.

General campus matters

- The CLSG will act as an active two-way channel of communication between RSRL and campus organisations with their local stakeholders. Stakeholders include campus organisations, elected members of the local community, local organisations and the local public.
- The CLSG will be informed about operations and new developments on the campus from outside the RSRL site.
- It will ensure that key organisations on the campus are made aware of local views on, for example, the future of the campus.

This Constitution shall be reviewed at intervals of not more than three years and any changes notified in advance and agreed by the CLSG members.

---

<sup>1</sup> Hereafter referred to as "campus"

### **3. Membership (see Appendices I - III)**

The Membership of the CLSG reflects the representational structure of the local community around the campus and its leading interests, the operational status of the campus and the needs of the NDA. Membership shall include:

- An elected and independent Chairman and Deputy Chairman
- Representatives of the major organisations on the campus
- The Member of Parliament for the Wantage Constituency
- Appointed local County, District and Parish councillors.
- Representatives of local interest groups and non-governmental organisations (NGOs).
- Others as may be decided and voted on by the Membership

Members are responsible to their sponsoring organisations, which will decide on the tenure of its representatives on the CLSG. The CLSG will be offered visits to the RSRL site. All new Members will receive a 'welcome pack' of information, e.g. a recent set of minutes, CLSG Constitution, glossary of technical words, site brochures and other material, and if requested a site tour and briefing. All organisations providing information to CLSG shall ensure it is understandable to the membership and meets their needs.

### **4. Chairman**

The Chairman and Deputy Chairman need not be technical experts but should have a general knowledge of the campus and the nature of the work being carried out there. The Chairman and Deputy Chairman will be independent<sup>2</sup> of the NDA, RSRL and campus organisations.

- The Chairman and Deputy Chairman will be elected by the CLSG membership and consider standing down after five years, subject to annual confirmation by the CLSG.
- In the rare event of a vote arising during a CLSG meeting the Chairman does not vote but in the event of a tied vote the Chairman may provide a casting vote.
- A formally elected Deputy Chairman will support the Chairman by deputising in his/her absence and accompanying the Chairman on visits and to briefing meetings as required.
- The Chairman (and Deputy) will be accountable for:
  - Upholding the terms of reference of the CLSG.
  - Ensuring the needs of stakeholders are addressed through the agenda and conduct of the meetings.
  - Ensuring a balance of campus and local community views exists in the CLSG and any sub-committees.
  - Developing the capability of the members.
  - Representing the CLSG at National level as required.
  - Management of any specific funding that may be provided by the NDA.

#### **Election of Chairman and Deputy Chairman**

Candidates for the posts of Chairman and Deputy Chairman will be encouraged to stand from within the membership of the CLSG, but non-members may be nominated. Employees of the campus organisations and RSRL are not eligible to stand. Nominations can be made by all Member organisations who may propose/second candidates and vote in the elections of Chairman and Deputy Chairman.

---

<sup>2</sup> Ex-staff of RSRL and campus organisations may be nominated provided they have not been employed by them during the previous two years

Candidates seeking election can obtain a written job description of the post from the Secretary, and will publish details of their candidature to the Membership through the Secretary. A candidate may be nominated for both posts but will stand down for the post of Deputy Chairman if elected in the vote for Chairman.

The Chairman and Deputy Chairman will be elected by simple majority in a vote of Members by secret ballot at a full meeting of the CLSG: one vote being cast from each participating organisation, county, district and parish council and local interest group. Observers do not vote in the election of Chairman and Deputy Chairman. In the event of a tied result the ballot will be repeated eliminating the names of all but the tying candidates. If still tied then lots will be drawn.

The successful candidates will serve for five years, subject to annual confirmation by the membership. Any former representation by them on the CLSG (eg as a parish council representative) can be filled by their sponsoring organisation during their tenure.

The Deputy Chairman will abide by these criteria and shadow the Chairman in the business of the CLSG. In the absence of the Chairman, the Deputy will chair meetings of the CLSG and have the casting vote in the case of tied votes.

## **5. Secretariat**

RSRL will provide secretarial support funded by the NDA through the RSRL contract. The secretarial support would normally include:

- Administering SSG meeting dates, venue and refreshments
- Reimbursing agree out-of-pocket expenses for members of CLSG business
- Booking travel tickets and accommodation for members of CLSG business
- Administering the emolument for the Chair and Deputy Chair
- Drafting and promptly publishing minutes from the CLSG meetings.
- Circulating papers to members as needed, including communications from external bodies
- Organising site visits for members, inductions and training for new members

The secretariat has an important role in challenging the organisations and individuals that submit information to the CLSG so that it is as useful as possible. Questions to ask include but are not limited to:

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

## **6. Conduct of Business**

The Agenda shall be drawn up by the Chairman and Secretary and set to ensure that all matters contained in the terms of reference are adequately addressed in the light of campus and local stakeholder needs.

- The date, time, venue of a CLSG meetings and its agenda will be publicised in the local press, through local parish councils and to CLSG Members and Observers at least two weeks in advance of the meeting.

- Meetings shall review past performance and look forward to ensure that stakeholders' needs at campus and NDA level are considered.
- Any matters requiring a formal decision shall be proposed and seconded by Members and put to the vote on the basis of a simple majority of organisations having a single vote each. In the event of deadlock, the Chairman<sup>3</sup> will have a deciding vote.
- At appropriate times in the meeting as agreed by the Chairman, members of the public may raise relevant questions.
- To augment routine reporting and monitoring mechanisms the CLSG may set up sub-committees/groups; hold special meetings or workshops to explore particular issues in more detail and with a wider local audience if required.
- The CLSG may invite experts to bring expert knowledge to help the work of the CLSG or its sub-groups, remunerating where appropriate.
- Members may claim reasonable 'out of pocket' expenses for attendance and other business required by the CLSG, by application to the Secretary.

## **7. Observers (see Appendix IV)**

Anyone may attend CLSG meetings as an observer. They do not vote and will include:

- Those representing appropriate official and regulatory bodies.
- Officers of Local Government Authorities.
- Representatives of local organisations (not specified in Appendix II), having a pertinent interest and invited by the Chairman for a particular meeting of the CLSG.
- Any other person invited by the Chairman to attend CLSG meetings.
- Members of the public.
- Representatives of the RSRL, NDA and UKAEA.
- Representative(s) of the local media.
- The CLSG Secretary.

## **8. Frequency, Notice and Venue of Meetings**

- There shall be a minimum of three meetings a year normally held in March, July and November with the July meeting being held in the evening.
- The date, time, venue of a CLSG meetings and its agenda will be publicised in the local press, through local parish councils and to CLSG Members and observers who request notification at least two weeks in advance of the meeting.
- Meetings will be held at a suitable venue on the campus, with easy access to public transport and free car parking (e.g., the Health Protection Agency)

## **9. Deputies**

Members may nominate deputies to cover their absence and notify the Secretary of these in advance of meetings. Deputies of Members will be allowed to cast their organisation's vote.

## **10. LSG Business**

The general scope of business is described below.

- Reports arising from RSRL activities
- Reports from the Nuclear Installations Inspectorate (NII) and Environment Agency (EA).
- RSRL's annual report on safety performance.

---

<sup>3</sup> Hereafter all references to "Chairman" include "Deputy Chairman" when deputising for the Chairman

- RSRL’s annual report on radioactive discharges and environmental monitoring.
- An annual report on environmental monitoring from the Food Standards Agency and EA.
- Other reports as may be required by the NDA or CLSG

General items

- Update on Campus news, through reports at each meeting, including information on activities that may have potential local impact.
- Annual reports on campus activities which have longer term impact (e.g. groundwater remediation)
- Update on campus development, at each meeting, particularly on items that may require planning permission.
- Presentations, from time to time, of particular projects or work activities from campus organisations.

**11. Outline Agenda**

1. Chairman’s Remarks
2. Minutes of the previous meeting
3. Matters arising
4. RSL Licensed Site Matters
5. Reports
  - NII
  - NDA
  - Environment Agency
  - Annual Food Stands Agency Report
6. Campus Matters
  - Goodman
  - Science and Technology Facilities Council
  - Diamond Light Source
7. Any Other business
8. Date of Next Meeting

The Campus Local Stakeholder Group accepted this revised Constitution

Signed by CLSG Chairman .....

Dated .....

Angela Vincent  
Secretariat

Research Sites Restoration Limited, Harwell Science and Innovation Campus  
392.10 Rutherford Avenue, Didcot, Oxon, OX11 0DF

Telephone: 01235 435234      Email: [angela.vincent@research-sites.com](mailto:angela.vincent@research-sites.com)

## APPENDICES

### Appendix I

Membership is drawn from three categories – the Harwell/Chilton campus organisations excluding RSRL, local government authorities and the local community including non-governmental organisations. The Members will receive specific invitations to the meetings. Other representatives are Observers (see Appendix IV). Members vote on the basis of ONE Voting Card for each organisation, council and group. For voting purposes only there will be a majority vote of members present.

<b>MEMBERS</b> - representing organisations on the Harwell/Chilton campus who employ more than 100 staff or are a nuclear licensee excluding RSRL or have been voted on by members	<b>Number invited</b>
Science Technology Facilities Council	2
Diamond Light Source Ltd	1
Medical Research Council	1
Health Protection Agency	1
AEA Technology plc	1
GE Healthcare plc	1
NUKEM	1
REVISS	1

Number of members = 9

### Appendix II

<b>MEMBERS representing local councils and MP</b>	<b>Number invited</b>
Member for the Parliamentary Constituency of Wantage	1
Oxfordshire County Council	3
Vale of White Horse District Council	3
South Oxfordshire District Council	1
West Berks Unitary Authority (Newbury)	1
Didcot Town Council	1
Harwell Parish Council	1
Chilton Parish Council	1
East Hendred Parish Council	1
Sutton Courtenay Parish Council	1
West Hagbourne Parish Council	1
Upton Parish Council	1
Blewbury Parish Council	1
Ardington & Lockinge Parish Council	1
Steventon Parish Council	1
Others - as may apply and be considered by, or be invited by the Chairman and Secretary	1 each

Number of members representing local councils and MP = 19

### Appendix III

<b>MEMBERS representing local interest groups, NGOs and environmental groups</b>	<b>Number invited</b>
Oxfordshire Federation of Women's Institutes	1
Wantage Chamber of Commerce	1
Didcot Chamber of Commerce	1
Chilton County Primary School	1
Hendred Estate	1
Trade Union representatives (Representing UKAEA and other major employers on the campus)	3
*Others on application and as confirmed by a vote of the CLSG	1 each

Number of other members = 8

\* NB Individuals from any group may attend meetings as a member of the public and/or apply for membership, which membership shall be determined by vote of the CLSG.

**Total CLSG Membership = 36**

### Appendix IV

<b>OBSERVERS (Having no voting rights)</b>	<b>Number invited</b>
Nuclear Decommissioning Authority	1
RSRL	10
UKAEA	2
HM Nuclear Installations Inspectorate (Harwell)	1
HM Nuclear Installations Inspectorate (GE Healthcare)	1
The Environment Agency	2
VWHDC Environmental Health Officer	1
SODC Environmental Health Officer	1
Oxfordshire County Council Executive	1
Food Standards Agency	1
Oxfordshire & County Newspapers	1
CNC	1
Office for Civil Nuclear Security	1
Others, as may apply to the Chairman/Secretary	1 each

### Appendix V

<b>Officers</b>	<b>Number</b>
Independent Chairman - has a casting vote in the event of a tied vote	1
Independent Deputy Chairman - has a casting vote when deputising	1
Secretary of the CLSG - does not vote	1

**TOTAL CLSG COMMITTEE = 39 representatives plus observers**

### Appendix VI

## **JOB DESCRIPTION FOR THE INDEPENDENT CHAIRMAN (AND DEPUTY) OF THE CAMPUS LOCAL STAKEHOLDER GROUP**

### **Commitment**

1. The Chairman/deputy Chairman need not be a technical expert but should have a general knowledge of the Harwell Science and Innovation Campus and the nature of the work carried out there. He/she will be mindful of the multi-tenant and multi-ownership of the campus and sensitive to the different objectives of the campus organisations. The NDA has a formal involvement with the NDA-designated site but not with the other organisations.
2. The Chairman commit to attend three meetings of the CLSG every year - comprising approximately 51 members and observers and lasting approximately three hours each. One of these meetings will be held in the evening. There is also a requirement to represent the CLSG at national level, by communications and attendance at a national meeting, which may entail an overnight stay (arrangements are made and paid for by the NDA).
3. The Chairman is provided with secretarial/technical support and is expected to have frequent (weekly or more as necessary) contact with the CLSG Secretary and usually during normal working hours.
4. The Chairman will meet with other major campus organisations as required, through familiarisation and other visits organised by the Secretary, and in other ways.
5. It is anticipated that the Chairman would be required to commit a minimum of four hours of his/her time per week. (NB The Secretary supplies one day per week)
6. The Chairman may be interviewed by the local media. The Secretary will provide appropriate support and screen the calls where possible.
7. The travelling and other out of pocket expenses incurred by the Chairman will be reimbursed.

### **Duties**

The Chairman of the Stakeholder Group should be:

- Independent of RSRL, the NDA and campus organisations (NB Ex-staff members of these organisations are eligible to serve provided their employment ceased with them two years previously)
- Elected by voting members of the CLSG and supported by a formally elected Deputy Chairman
- Accountable for :
  - Upholding the CLSG's terms of reference and code of conduct
  - Ensuring the needs of stakeholders, including the campus organisations and the general public, are addressed through the agenda and conduct of the meeting
  - Ensuring a balance of views exists in the CLSG and any sub-committees
  - Developing the capability of the members
  - Managing any specific funding that may be provided by the NDA
- The Chairman will approve the Agenda and Minutes with the Secretary prior to their publication.

### **Selection and Election**

- The vacancy or re-election of the Chairman (and deputy) will be advertised to the members of the CLSG who may inform their organisation's membership.
- Nominations can be made by all Member organisations who may propose/second candidates and vote in the elections of Chairman and Deputy Chairman.

- A candidate may be nominated for both posts but will stand down for the post of Deputy Chairman if elected as Chairman.
- Nomination(s) to be supported by a Proposer and a Secunder from among the CLSG Members as defined in Appendices I-III. The nomination(s) shall be supplied to the Secretary 10 working days before the CLSG meeting that includes the election giving time for the Secretary to notify the CLSG committee and produce Ballot Papers for the meeting.
- Nominations will be supported by brief details of themselves and their relevant experience, as supplied by the candidate(s)
- Candidates should be present at the appropriate meeting of the CLSG for the election of Chairman/Deputy Chairman.
- Should more than one candidate be nominated for election, then the Secretary will conduct a secret ballot of all Members attending the meeting, the result being determined by simple majority.
- The Chairman remains in post for three years, subject to annual confirmation by CLSG. He/she may seek re-appointment after three years.
- In the event of a tied vote, the election will be re-run after removing the names of all but the tying candidates. If still tied then lots will be drawn.