Site Stakeholder Group

Chapelcross Site Stakeholder Group

AGENDA

Agenda for the SSG meeting to be held on Wednesday 20 August 2025

Annan Athletic Football Club
Galabank
North Street
Annan
DG12 5DG

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1. *(10:00 – 10:02)* **Chairman's welcome**
2. *(10:03 – 10:05)* **Announcements and apologies *(including any Declarations of Interest)***
3. *(10:06 – 10:08)* **Minutes of previous meeting and Matters Arising**
4. *(10:09 – 10:29)* **Chapelcross Site Director's Presentation *(including update on NRS Socio-Economic Scheme)- Richard Murray***
5. *(10:30 – 10:45)* **NDA Update - *David Wallace***
6. *(10:46 – 11:00)* **NDA Presentation - Dr James McKinney/ Koulis Efkarpidis**
7. *(11:01 – 11:15)* ***NRS Update – Bill Hamilton***
8. *(11:16– 11:45)* **Other reports from SSG bodies - ONR, SEPA, Scottish Government.**

   (11:46 – 12:00) **External Meetings and Invitations**
9. *(12:01– 12:15)* **CX Project Update - *Helen Emberson, CX Programme /Lead***
   SoSE Update - Donna Mounce
10. *(12:16 – 12:30)* **Any Other Business**
    SSG Guidelines
11. *(12:31 – 12:40)* **Public Forum**

Next Meeting - 10am, Wednesday 19 November2025

Site Stakeholder Group

MINUTES OF THE MEETING OF THE
CHAPELCROSS STAKEHOLDER GROUP (SSG)
HELD AT ANNAN ATHLETIC FOOTBALL CLUB, ANNAN
WEDNESDAY 12 MARCH 2025

Attendance/Apologies list

Attendance

Cllr Archie Dryburgh MBE	Annandale East and Eskdale (Chair)
Cllr Sean Marshall	Dumfries & Galloway Council
Willie McNairn	2km Resident Representative
Carol Midwood	Federation of Community Councils/Canonbie and District CC
Ian Park	NRS Trade Union Representative
Peter Dreghorn	Restoring Annan's Waters
Cllr Stephen Thompson	Annandale North

Operators and Officers

Claire Aitken	NRS
David Carson	Amentum
Colin Hargreaves	NRS
Philip Carson	NRS
Bill Hamilton	NRS
Richard Murray	Site Director, Chapelcross
Peter Hughes	ONR
David Wallace	NDA
Donna Mounce	SOSE
Jaime Nicholson	Dumfries & Galloway Council
David Thompson	Green Cat Hydrogen
Helen Emberson	Dumfries & Galloway Council, CX Programme Lead
David Stone	SEPA
Diane Hamilton	Scottish Government
Matthew Dent	Minute Taker

Apologies

Neil Carruthers	Royal Burgh of Annan Community Council
Cllr George Jamieson	Annandale South (Vice Chair)

1. CHAIR'S WELCOME

The Chair opened the meeting at 10.00. He noted that the vice-chair of Sizewell SSG and the vice-chair of Hinkley SSG had recently passed away, and Chapelcross SSG expressed its condolences.

2. ANNOUNCEMENTS AND APOLOGIES

Apologies for absence were received from Neil Carruthers and George Jaimeson.

There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETING AND MATTERS ARISING

The minutes of the previous meeting were proposed by Sean Marshall and seconded by Willie McNairn.

Claire Aitken noted an outstanding action around a site visit. She hoped to have some dates by the end of the week.

The consultation sub-group had met and taken forward a few actions around the skills agenda. A meeting had taken place with the college, and another was hopefully progressing with the NDA. There had also been some discussion around the role of SDS, which would be changing its format over coming years. Claire Aitken hoped to be able to report progress at the next SSG meeting.

4. CHAPELCROSS SITE DIRECTOR'S REPORT

A. Richard Murray (Site Director, Chapelcross)

Richard Murray presented his report.

There had been one accident since the last SSG in which a colleague had slipped over. The floor was non-slip when dry, but on this occasion, it had been damp with condensation. The individual had been off work for longer than seven days, which had meant it had been a reportable event to the HSE. Following an investigation, some non-slip tape had been applied, and other locations across the site were being investigated.

The target had been to retrieve six skips from the pond, and due to various issues, two had been retrieved so far. The target had been to remove 40 CXPP drums to store, and 40 had been removed. There were four to go that day, and there was an intention to complete a further two over the coming weeks. All of the waste consignments had been dispatched, meeting the stretch target. The cooling tower design was completed, and permission to commence active commissioning had been received in January. This was about a month behind the plan due to various planning issues. Active commissioning on CXPP lines had been completed. The asset care improvement plan was on target.

There had been a lot of communications around the business plan for the next financial year. Funding had gone from £520 million to £540 million, but taking inflation into account, this was a net decrease. For CX, everything that was being done in the current year would carry on in the next year.

There had been a number of site visits since the last SSG meeting. A team from Sellafield had visited, as had a team from UKEA JET.

The first two Zeolite skips had been removed from the pond. Once removed, the water had to be drained, and one of the teething issues had been around how quickly that drainage took place. NRS was working with a company called NSG to remove the fuel skips.

The programme around LLW had moved on significantly. 145 tonnes of rad metallics had been disposed of, as had 470 tonnes of rad non-metallics and 640 tonnes of non-radioactive waste. There had been 75 shipments from the site. There was a very low level of problematic waste on site that needed to be resolved.

Storm Éowyn had caused multiple areas of damage to the site, including missing cladding and missing windows. 105 individual pieces of work had been identified, constituting a significant amount of work that amounted to in excess of £150,000.

In terms of asset care, there had previously been discussion about removing the reactor blades, which had taken place. Reactor 4 would be completed by May, before moving into the east and west of the site. The potable water replacement works would be completed by August. Work was ongoing on a number of roofs and roads across the site.

On socio-economic funding, £28,900 had been spent in the local community in 2024/25 on various initiatives across Dumfries & Galloway.

Sean Marshall noted that on the Zeolite skips, two had been moved out of a target of six, but Richard Murray had mentioned there were over 50 in total. He queried how long it was expected to take to remove them all. Richard Murray anticipated that it would take two to three years. In the next year, the plan was to remove 17, and there was a learning curve to the process.

Sean Marshall noted good progress on the LLW legacy, and queried what percentage had been removed. Richard Murray stated that 90% to 95% of the programme had been completed. What was left was problematic waste, where there was a lack of knowledge of its history or a lack of a fingerprint for disposal.

Sean Marshall asked whether there had been any damage from Storm Éowyn to the new cladding and glazing. Richard Murray confirmed there had not been any damage, which demonstrated the benefit of having replaced it. Sean Marshall asked whether there had been any further progress on the old admin building. Richard Murray explained that the asbestos had been being stripped out. There was one further piece of asbestos, within the steam trenches below the roads.

Sean Marshall queried whether NRS still used agencies. Richard Murray confirmed that they did, but at the moment there were no vacancies. Ian Park queried the recruitment of trainees, and the availability of funding to replace recent and upcoming retirees. Richard Murray confirmed there was funding to replace people who were leaving. NRS was still looking to bring in trainees where possible.

5. NDA UPDATE

A. David Wallace (NDA)

David Wallace presented his report.

The spending review had been very challenging. In total, the NDA had been awarded just over £4 billion for the next year, an increase of £30 million over the previous year. The challenge would come in the year after next, on which discussions were taking place with the government. The outcome would not be known until the summer.

The Cross-Party Group in the Scottish Parliament on Civil Nuclear Industry would be coming to Annan Athletic Football Club on 24 March. A site visit was being arranged, for all of the MSPs in the Cross-Party Group. The meeting would happen at 13.30, and the agenda would be sent out shortly along with a Microsoft Teams link. A meeting of the Cross-Party Group had been held in December on the subject of waste policy, as a result of which the Cross-Party Group had written to the Cabinet Secretary for assurances around the upcoming public consultation, which had been given. Minutes from the meetings of the Cross-Party Group were available on the Scottish Parliament website.

Since the last SSG meeting, the UK government had announced a disposition centre to be built at Sellafield for plutonium to be moved into to be processed for a geological disposal facility. It was anticipated that the design stage would be five to 10 years, with construction creating around 3,000 jobs, and 500 to 600 jobs once the site was operational.

The NDA had put out a business plan to six-week consultation. There had been some revisions due to the spending review. The strategy five consultation would be issued imminently. A regular stakeholder survey had been issued. The SSG output review had been undertaken looking at best practice.

The Scottish Councils Committee on Radioactive Substances had been provided funding for an engagement officer, and a 12-month engagement plan had been agreed. SCCORS had not been active since COVID.

Sean Marshall noted that the last but one meeting of the Cross-Party Group had been around skills and had been attended by a number of members of the SSG. There was frustration across the board about skills development and a lack of effort by Skills Development Scotland in particular. The SSG had drafted a letter to the Scottish Government, the NDA and NRS to raise their concerns. David Wallace noted that the chair of the Cross-Party Group would report back on the responses they had received.

Sean Marshall noted the publication of the Chapelcross Masterplan, and that the NDA had a number of bids in around potential strategic partners. He queried whether there had been a healthy bidding process. David Wallace confirmed that there had, and the process was ongoing.

6. NRS UPDATE

A. Bill Hamilton (NRS)

Bill Hamilton presented his report.

For 2025/26, the settlement had ended up better than had been initially expected. There was an ongoing review for the following three years, with the outcome anticipated at some point in the summer.

NRS had just completed a restructure into three operating divisions, each led by an MD. These divisions were Dounreay, standalone sites, and sites with B stations. The idea behind this was to give site directors more direct access to MDs. These changes were purely internal.

NRS had been tasked by the NDA to investigate ways to work more innovatively and effectively, and to review the decommissioning strategy. The previous care and maintenance strategy had changed to rolling programme of reactor decommissioning, but this was expensive. Different ways of decommissioning were being investigated, with a new strategy still a few years away. NRS needed to engage better with communities, beyond the SSGs. A polling company had carried out polling around all NRS sites, particularly young people, which had shown that a lot of people believed the sites were shut, and did not know much about NRS. In response, NRS had decided to undertake deep dives into their communities. Polling had been undertaken, followed up by an exhibition. This had been in the car park of Tesco Annan since the previous day and until the following day from 10.00 to 16.00. Focus groups would be carried out with participants chosen by the polling company.

Sean Marshall asked whether this deep dive was an opportunity to look at how NRS communicated with the site communities. Bill Hamilton confirmed that part of the engagement was around how to communicate better.

Sean Marshall asked whether a future SSG meeting could see the restructure of NRS once it had been fully agreed. Bill Hamilton confirmed this.

Sean Marshall asked whether bad news from the comprehensive review would change decisions around spending for 2025/26. Bill Hamilton stated it would not. Programmes and projects for 2025/26 were agreed and locked down.

Ian Park noted that every time there had previously been a change there had been a lag which had led to losing people. He felt the approach was as close to correct as possible currently, and the danger with a change in strategy was a lot of money being wasted for a loss of efficiency. Bill Hamilton stated that at all NRS sites there was a decade or more of work to do. The discussions taking place were in respect of beyond that decade.

7. OTHER REPORTS FROM SSG BODIES

ONR

Peter Hughes presented his report.

A compliance inspection focused on training and baseline recruitment had taken place in October and been rated as adequate. The ONR had also been onsite in November for retrieval of the skips from the pond. A live fire safety inspection had also taken place in November, which had been rated adequate. Since the New Year, Peter Hughes had been onsite in February for an aging management inspection which had been rated adequate.

The ONR had removed some legacy specifications from when Chapelcross had been operational. This had removed unnecessary regulatory burden from the site. Peter Hughes would provide more detail in his report to the next SSG meeting.

There had been a reportable incident around a slip. ONR had taken a view that the actions by the site had been appropriate. During the last three months an unknown fragile surface had been discovered by a contractor. Q&A sessions had been held by the ONR with the site and the contractor and were currently formulating their response.

Sean Marshall queried whether there had been any specific issues around the routine inspections which had been carried out. Peter Hughes confirmed that there had not been any specific issues.

SEPA

David Stone presented his report.

In November, an inspection had been undertaken of procedures and equipment for the large article monitors used onsite. Suitable procedures had been in place, along with training and maintenance schedules. No issues had been identified.

SEPA had joined the ONR's inspection of the aging facilities. There had been a good outcome from this inspection.

A number of consultations were live on the SEPA website, including concerning the principles of radiological protection, the disposal of radioactive waste and the impact of radioactivity in groundwater. The Chair noted that the SSG sub-group would be looking at and responding to the consultations.

Scottish Government

Diane Hamilton presented her report.

Oliver Smith, who was a secondee from NRS, had returned to his role. The Scottish Government hoped for another secondee going forward.

On the review of the higher activity waste policy, there were a complexity of issues which required addressing, hence the timetable was felt to have been too ambitious. The intention was still to consult in the current year, but there was no date yet.

Claire Aitken queried whether a lot of comments had been received. Diane Hamilton confirmed that there had been, but not many from SSGs. Sean Marshall noted there had been good engagement outside of the consultation with the SSGs,

8. EXTERNAL MEETINGS AND INVITATIONS

The Chair noted there had been a number of meetings with SSG chairs and vice-chairs.

There was a Microsoft Teams meeting the following week with a company external to the NDA regarding the open consultations about the business plan.

9. CHAPELCROSS PROJECT UPDATE

Helen Emberson, Donna Mounce and David Thompson presented the report.

Site infrastructure that might be required had been looked at in terms of services, including roads. This would be moving forward in the 2025/26 financial year. The things which would include the case of need, the cost, design structure, organisation structure and interventions, the jobs it would bring, and the benefit to the larger region. The outline business case would then be submitted. The expenditure needed to have been incurred by 2031.

There had been a number of interested parties in contact, due to the market testing. There would be a formal approach to market shortly. David Thompson and his company were moving forward and making progress.

David Thompson introduced himself and Green Cat Hydrogen, which was a Scottish-based green hydrogen developer. The plans for the site were a green hydrogen production facility, using electricity from renewable sources to split water into hydrogen and oxygen. A 45MW facility was planned, which would be the largest planned hydrogen development in the UK. Green Cat Hydrogen were looking to take a 10.5-acre portion of the site, outside of the CX project itself, and were planning to be operational by 2028. The planning application had been submitted that week, with the first public consultation on 1 April.

Peter Dreghorn queried whether the consultation would be through a survey. David Thompson explained there would be link on the website and an option to submit views online and in person.

Stephen Thompson queried the location of the public consultations. David Thompson said more were planned and suggestions for venues would be welcomed.

Sean Marshall asked whether the masterplan for the SOSE site could be viewed by the SSG. This was confirmed. Sean Marshall asked whether improvements to roads were being looked at in the development. Helen Emberson confirmed this would be looked at after the first consultation. She could not offer guarantees, as it would depend on where the best interventions could be made.

Ian Park queried the likelihood that the jobs created would be locally employed people. Donna Mounce explained there was work ongoing to put in place upskilling for local people, which was the starting premise. David Thompson explained that the workforce had been part of the attraction of the Chapelcross site. Green Cat Hydrogen would be running 24 hours a day and the vision was that local people would be working at the plant. Ian Park noted that the road network to bring people to the site was not currently good enough. This was acknowledged. Donna Mounce noted that a lot of the work hinged on who the development partner would be, and their infrastructure needs.

10. ANY OTHER BUSINESS

There was no other business.

11. PUBLIC FORUM

There were no comments.

Next Meeting date: Wednesday 20 August 2025.

Actions from Chapelcross SSG Meetings

ACTIONS FOLLOWING SSG MEETING 12.03.25

ACTION	DETAIL	STATUS	DATE
Secretariat to arrange site visit for Site Stakeholder Group members wishing to attend – previous attempts to arrange had to be postponed.	**Site visit arranged for SSG members on 28 February 2024.** **Unfortunately this had to be postponed.** **Another date will be arranged in due course.**	**Ongoing**	
SSG Review to be circulated to all CX SSG members	**The report following the review of the SSGs is circulated as part of the meeting pack for the September meeting of the SSG. The Chair has also asked that this be an item on the agenda at the meeting**	**Complete**	**13.08.25**
Ironside Farrah Masterplan to be circulated to SSG members	**SOSE has provided a copy of the Ironside Farrah report to SSG Members**	**In progress**	
Richard Murray's presentation to be sent to SSG members following the meeting	**A copy of the Site Director's presentation is uploaded to the SSG website following the meeting where it can be accessed.**	**Complete**	**31.03.25**

NDA Update for CPX SSG

August 2025

Contents

NDA Stakeholder Update
Please find below a brief update on main points of interest since the last meeting.

Government Update

The Government Spending Review process informs decisions on public spending. NDA group funding is made up of the funding we receive from Government and the income we generate. We have already communicated on NDA group funding for 2025/26 which at just over £4bn includes increased Government funding, demonstrating significant public investment in our nuclear sites and facilities though this will not be without challenges.

We have now been advised of our allocation for 2026/27 through to 2029/30 from our Government sponsoring department, the Department for Energy Security and Net Zero (DESNZ). This gives the NDA long term visibility of our Government funding to the end of the decade.

Despite funding challenges, we’re focused on our nationally important mission to ensure the safe and efficient decommissioning of the UK's nuclear legacy, with much to deliver, including a Geological Disposal Facility (GDF), which remains government’s policy for the long-term storage solution for the most hazardous radioactive waste. Additionally, we are preparing for the transition of the Advanced Gas-Cooled Reactors (AGR) into our group for decommissioning, thereby expanding our responsibilities and scope. Our role in new nuclear initiatives remains important, highlighting our part in supporting the UK's energy security and sustainability goals.

Outreach activities

David Peattie, NDA Group CEO, Clive Nixon, Group Chief Nuclear Strategy Officer, and Holly Cresswell, International Relations Manager, represented the NDA at the recent UK-France Civil Nuclear Seminar. The event brought together senior figures to explore future collaboration between the UK and France in civil nuclear with panel sessions considering:

- Building a Workforce for the Future
- Ensuring a Responsible Nuclear Legacy
- Preparing for European Ambitions: Advanced Modular Reactors and Research

A key discussion point included the critical role of international collaboration in delivering our mission, particularly in tackling shared challenges in decommissioning, dismantling, and waste management. Whilst a key takeaway was the value of our partnerships—especially the knowledge exchange through Nuclear Waste Services (NWS) on radioactive waste and geological disposal. These relationships help us strengthen our technical capabilities and deliver more effectively for the UK public.

We also reaffirmed our long-standing cooperation with the French Alternative Energies and Atomic Energy Commission (CEA), agreeing to deepen collaboration on decommissioning and waste management—areas central to our work.

The nuclear industry has marked three significant anniversaries as His Majesty the King met with members of the Nuclear Decommissioning Authority (NDA) group in Caithness Scotland, during his annual visit to the region. The visit recognised the NDA group's progress in its national mission to safely decommission the UK's earliest nuclear sites, and its long-standing contribution to sustainability and economic development in the region and across the UK.

The visit coincided with the NDA group marking several significant milestones including the 20th anniversary of the NDA and 70 years for NRS Dounreay, which has been an enduring presence at the heart of the Caithness community. This year also marks 50 years for Pacific Nuclear Transport Ltd (PNTL). Founded in 1975, PNTL is the world's leading maritime nuclear transporter and part of NDA subsidiary, Nuclear Transport Solutions (NTS). The King also viewed the Pacific Heron, part of the PNTL fleet of ships designed to safely transport nuclear materials around the globe.

Anniversary Celebrations

HRH King Charles visited Scrabster Harbour to celebrate 3 important anniversaries – NDA's 20th, PNTL's 50th and Dounreay's 70th. Also attending was the Scottish Government's Cabinet Secretary for Climate Action and Energy.

Engagement priorities for 2025

As you are aware, the consultation on the NDA draft **Strategy 5** was launched on 7 August and will close on 29 September. Our strategy document is published every 5 years and describes our high-level approach to delivering our mission. Within that, we identify several critical enablers essential to the successful delivery of our mission including public and stakeholder engagement. Once this has concluded and we analyse comments the final document will be produced and published in March 2026.

As part of the consultation and engagement process for Strategy 5 there will be an online webinair on Friday 5 September.

Publications, public service and policy updates

The NDA Annual Report and Accounts 2024/25 sets out the progress we're making against our mission, from safely decommissioning existing sites to preparing to take responsibility for more, while managing radioactive waste for our existing programme and new nuclear.

As we mark our 20th anniversary, this year’s report reflects a strong year of delivery across the NDA group with continued progress on our mission: safely decommissioning our sites, managing radioactive waste, and preparing to take on new responsibilities.

Key highlights from the last 12 months include:

- Sellafield is now removing waste from all four legacy ponds and silos; a major milestone in hazard reduction.
- Nuclear Waste Services is progressing with final capping at the LLW Repository.
- Visible skyline changes across the estate, including the demolition of Sizewell A’s turbine hall.
- Ongoing work to identify a suitable site and community for a Geological Disposal Facility.
- Innovation in action: sail trials for NTS ships and autonomous security systems at Winfrith.
- Preparations continue for the transfer of the AGR fleet and potential decommissioning of the Vulcan site.

Additionally, we’ve seen improvements in safety, environmental performance, and cyber security, supported by the opening of a new cyber facility to boost collaboration.

2024/25 also saw another year of significant investment in our people and communities. We had a record early careers intake in 2025 with over 420 apprentices and 300 graduates. As well as that, we saw continued support for skills, schools, and supply chain development - part of our £49m annual investment.
And finally, we saw the continued ongoing delivery of our Inclusion Strategy, with real progress on equality, diversity, and inclusion.

Read the report here: Nuclear Decommissioning Authority: Annual Report and Accounts 2024 to 2025 - GOV.UK

Thank you for taking the time to read our update. If you have any questions, please feed-back through the Secretariat or raise with the NDA official at the SSG meeting.

Cross Party Group

The next Cross Party Group will focus on the decommissioning work at HNA/HNB A site visit will be followed by the CPG at Hunterston in the PM.

Nuclear
Decommissioning
Authority

The NDA group Draft Strategy

Published July 2025 for consultation

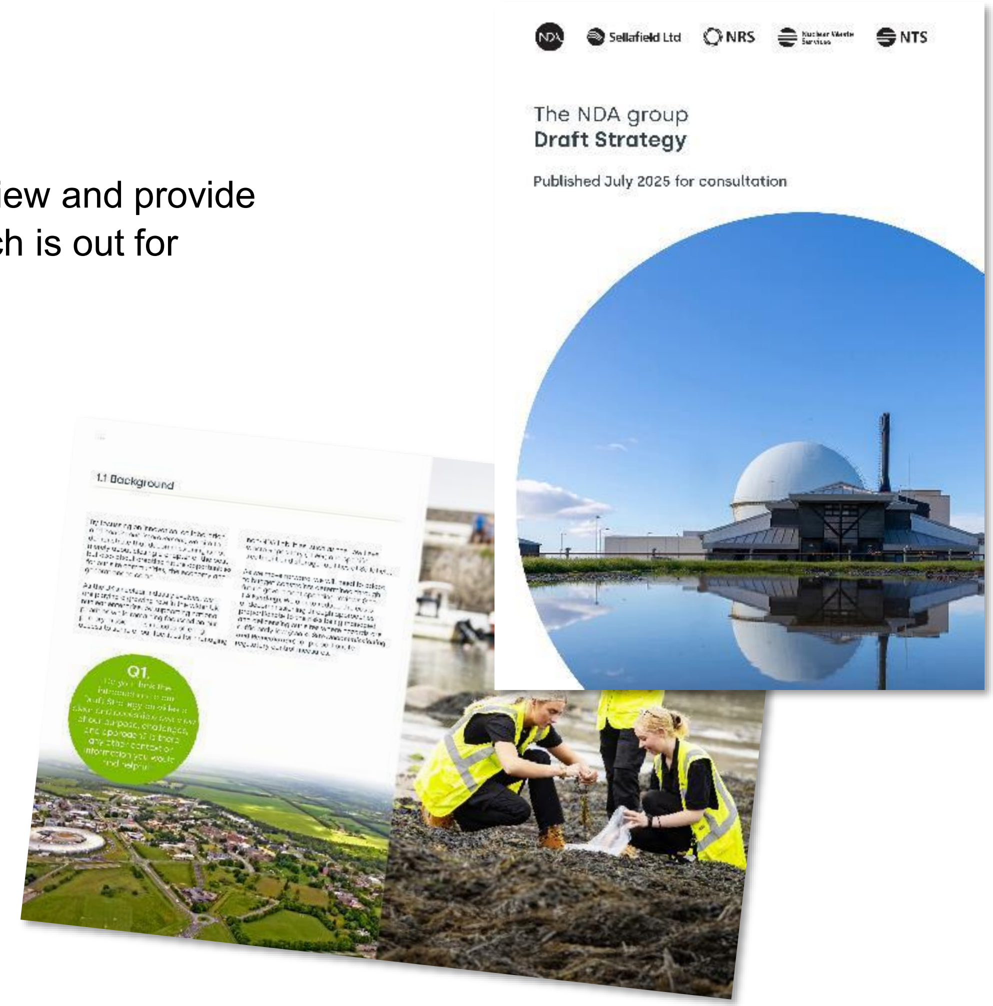
David Wallace
August 2025

Background

- This session will give a high-level overview and provide some context to our Draft Strategy, which is out for consultation until 29 September 2025

- We're here to inform you but also, more importantly, to listen, and gather feedback on NDA's future strategy

- We'll have a brief presentation and then there's a chance for questions and comments



Context

- Our mission is to clean-up the UK's earliest nuclear sites, safely, securely and cost-effectively
- We currently deal with 17 sites dating from the 1940s, and all their associated facilities, spent fuels, nuclear materials and waste
- Our strategy sets out how we'll manage these sites, fuels, materials and waste to an end point, while working with others in support of future aspirations on and around our sites
- The Energy Act (2004) requires us to develop a strategy for our mission and to review it at least every five years
- This is our fifth Strategy and will be published by March 2026. It will be reviewed again by March 2031

17 nuclear sites across the UK

17,500* employees across the group

947 hectares of designated land on nuclear licensed sites

800+ buildings to be demolished

* permanent employees

Strategy development

- Our review of strategy involves collaboration across the group and with our regulators and government
- We continuously keep our strategy under review, learning as we go and mindful of developments around us
- It guides our decision-making on delivering safe, sustainable decommissioning and remediation
- It outlines our role as a foundational organisation for the whole nuclear sector
- It aligns with UK government policy, safety and environmental standards, and public expectations
- In parallel we are also consulting on Integrated Impact Assessments (IIAs)

Structure

It's built around four driving themes:

Ensuring the safe, sustainable management of our estate, dismantling old facilities, and preparing land for future use

Ensuring the safe, secure and cost-effective lifecycle management of our Spent Fuels

Delivering long-term plans for materials like plutonium and uranium

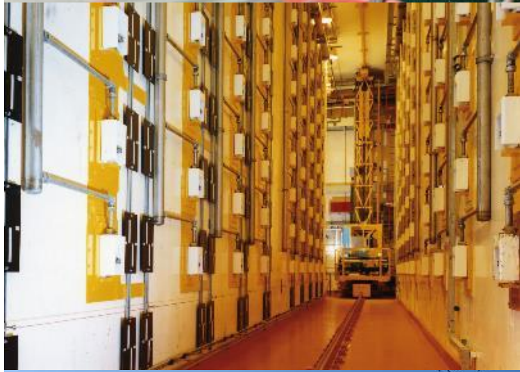
Ensuring consistent, safe handling and management of all waste across our estate

Supporting these are Critical Enablers – for example, People and Cyber Security.
Our strategy addresses our work across the group as well as our collaboration across the nuclear sector.

Progress

Since our last Strategy in 2021, we've made major progress:

- Completed reprocessing operations at Sellafield
- Commenced waste retrievals from all four legacy ponds and silos at Sellafield
- Consolidated nuclear materials for safer management
- Helped shape national nuclear decommissioning and waste policy
- Helped secure legislation to enable the proportionate regulation of decommissioning and clean-up
- Supported the UK Government to finalise and publish the plutonium disposition policy
- Been trusted to do more by government and expanded our remit to include decommissioning the fleet of Advanced Gas-cooled Reactors (AGR) and defence work
- We have also brought our group closer together, as One NDA establishing, among other things, Group Action Plans for our key strategic initiatives



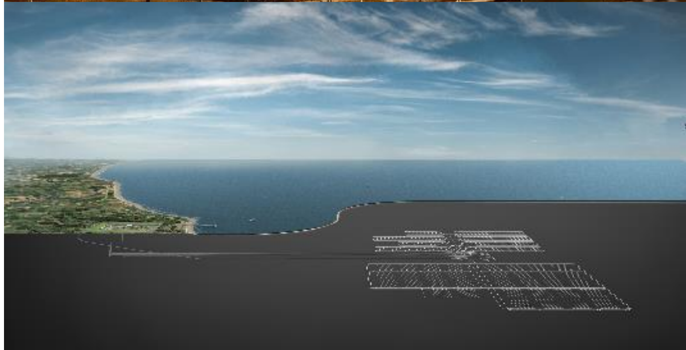
Ambitions

Our mission will take a long time to deliver – over a century

However, this Strategy sets out, for the first time, what we expect to achieve by 2050:

Over the next 25 years we expect to have:

- Retrieved most of our radioactive waste from high-hazard facilities at Sellafield
- Repackaged a proportion of plutonium and begun to convert it into a disposable form
- Delicensed most of our former Magnox reactor sites
- Established a number of new storage centres
- Identified a suitable site for a Geological Disposal Facility (GDF), and
- Enabled new development opportunities around our sites



Our guiding principles

To deliver our ambitions we will apply four guiding principles -

Mission first

We will always put the NDA mission first while recognising the need to enable the wider government nuclear enterprise and associated policy objectives. We will continue to work with government to understand and evaluate the potential impacts on our core mission and deliver our role in supporting the broader nuclear endeavour across civil energy and defence.

Proportionality

We will apply proportionate approaches to both the extent of decommissioning required to enable the next planned use, and the arrangements we put in place to achieve this.

Waste-informed decommissioning

We will progress the decommissioning of our assets unconstrained by unknowns in the latter lifecycle stages, specifically the uncertainties in some downstream final waste management routes. We will continue to be mindful of waste opportunities and to make best use of existing waste management routes.

Efficient use of group resources

We will share the people, assets and capabilities that make up our group resources where appropriate. This includes, for example, sharing waste treatment and storage capabilities to avoid constructing new facilities and reusing or repurposing facilities where economic and practicable.

What’s new

- Our previous Strategy recognised sustainability as an enabler. For the first time, we’ve now embedded **sustainability** throughout as a core principle guiding not only <u>what</u> we do but <u>how</u> we do it.
- We’ve **refined our Critical Enablers** to better reflect the key areas of focus needed to enable our mission delivery
- We’ve highlighted the transition from Parent Body Organisation to NDA group structure and its benefits
- We’ve highlighted we are playing a wider role in the UK’s nuclear future with an increased portfolio of work

What’s new

New Government Policy – Plutonium Disposition

- In 2025, Government confirmed immobilisation as the policy for UK civil separated plutonium
- Our Draft Strategy reflects this shift and outlines long-term delivery at Sellafield
- This will involve:
  - **Major facility investment at Sellafield**
  - **Long-term job creation and**
  - **Long-term investments to the region**

What's new

NDA's Role Across the UK Nuclear Enterprise

Draft Strategy formalises NDA's broader contributions:

- **Supporting national government programmes (e.g. net zero, energy security, defence, innovation)**
- **Making available infrastructure, assets, skills**

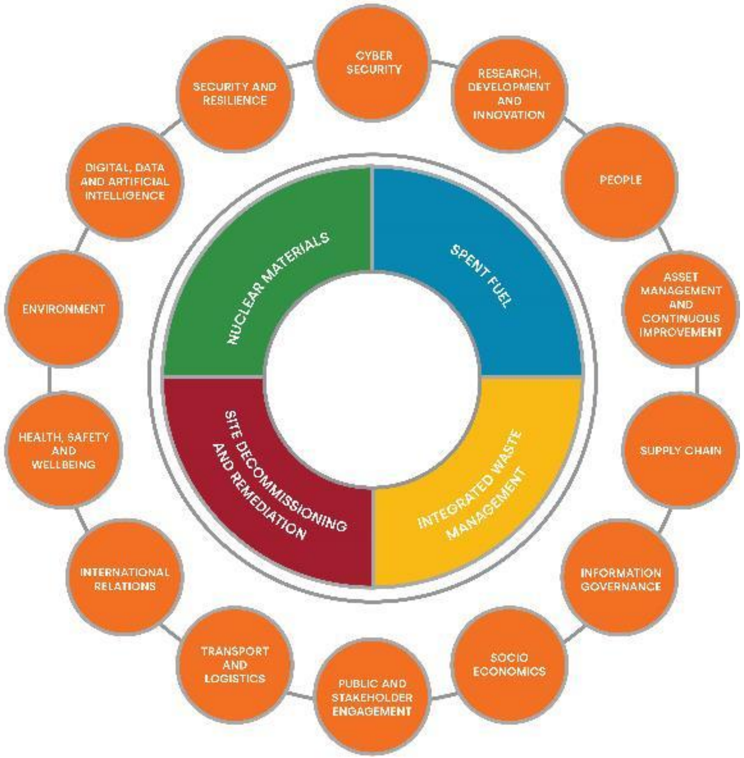
- Specific examples:
  - **AGR station transfers from EDF (starting with Hunterston B in 2026)**
  - **Proposed transfer of MOD's Vulcan site to NDA**
- Core mission remains unchanged: safe decommissioning is still the priority

What’s new

Refreshed Set of Critical Enablers

Critical Enablers support all strategic themes

- Key updates in the Draft Strategy include:
  - **Separation of *Health, Safety and Wellbeing* and *Environment into two***
  - **New enabler: *Digital, Data and AI***
  - **Repositioning of *Sustainability* as a cross-cutting principle**
  - **Grouping together of *Asset Management* and *Continuous Improvement***
  - ***The change from Supply Chain to Commercial and Supply Chain***
- Developed in consultation with stakeholders and reflect today’s challenges



Have your say

- We’ve asked questions to guide feedback and comment towards some of the changes we’ve made
- There are a total of nine under four headline topics
- These broadly cover:

  - Our strategic purpose and vision
  - Putting sustainability at the heart of what we do
  - Our roles in Safe Stewardship and Waste Management, and
  - How we’re working to enable our success

Q1.
Do you think the introduction to our Draft Strategy provides a clear and accessible overview of our purpose, challenges, and approach? Is there any other context or information you would find helpful?

Q4.
Do you think our aspirations for ‘Safe Stewardship’ – the safe and sustainable management of our estate – are clear and appropriate? What other aspirations should we consider?

Have your say

- We’re inviting your feedback through our 12-week public consultation, which ends on 29 September 2025.
- We’ve created two companion documents to help further understanding of our strategy (an Executive Summary of the Strategy and a set of case studies)
- We will have a deeper dive into the strategic themes through two webinars: 2nd and 5th September 2025
- Your feedback will help us refine the Strategy before it goes to government for approval and then publication in March 2026.
- Both the draft Strategy and our Integrated Impact Assessment reports are available on our website along with the companion documents
- Have your say: strategy5@nda.gov.uk

Thank you and let’s discuss

Nuclear Decommissioning Authority
www.nda.gov.uk

ONR site report

Nuclear Restoration Services – Chapelcross

ONR site report

Nuclear Restoration Services - Chapelcross

Report for period: 1 April – 30 June 2025

Authored by: Nominated Site Inspector

Approved by: Head of Regulation Decommissioning, Fuel and Waste

Issue: 1

Published: July 2025

Record reference: 2025/25692

Foreword

This report is issued as part of our commitment to make information about inspection and regulatory activities relating to the above site available to the public. Reports are distributed to members for the Chapelcross Site Stakeholder Group and are also available on our website: www.onr.org.uk/publications/regulatory-reports/site-specific-reports/llcssg-reports.

Our site inspectors usually attend Chapelcross Site Stakeholder Group meetings where these reports are presented and will respond to any questions raised there. Any person wishing to inquire about matters covered by this report should contact us via email at contact@onr.gov.uk.

Contents

1. Inspections

1.1. Date(s) of inspection

Our site inspector made inspections on the following dates during the report period 1 April – 30 June 2025:

18-19 June 2025

The ONR Security inspector inspected the site on the following date:

29 May 2025

2. Routine matters

2.1. Inspections

Inspections are undertaken as part of the process for monitoring compliance with:

- The conditions attached by ONR to the nuclear site licence granted under the Nuclear Installations Act 1965 (NIA65) (as amended);
- The Energy Act 2013;
- The Health and Safety at Work etc Act 1974 (HSWA74); and
- Regulations made under HSWA74, for example, the Ionising Radiations Regulations 2017 (IRR17) and the Management of Health and Safety at Work Regulations 1999 (MHSWR99).

The inspections entail monitoring the licensee's actions on the site in relation to incidents, operations, maintenance, projects, modifications, safety case changes and any other matters that may affect safety. The licensee is required to make and implement adequate arrangements under the conditions attached to the licence in order to ensure legal compliance. Inspections seek to judge both the adequacy of these arrangements and their implementation.

In this period, routine inspections of Chapelcross covered the following:

- Emergency preparedness inspection comprising witnessing the NRS contingency exercise.
- Radiological protection inspection across the site.
- Organisational learning for security.

Members of the public who would like further information on our inspection activities during the reporting period can view site inspection records on our website: www.onr.org.uk/publications/regulatory-reports/site-specific-reports/inspection-records.

Should you have any queries regarding our inspection activities, please email contact@onr.gov.uk.

Other routine matters discussed during this period included:

- Decommissioning progress on the site.
- Recent site safety matters.

2.2. Other work

Throughout this reporting period, ONR’s nominated site safety inspector held regular meetings with Chapelcross leadership team representatives to maintain situational awareness of matters related to nuclear safety. No significant issues were raised with ONR.

The site inspector held a periodic meeting with safety representatives, to support their function of representing employees and receiving information on matters affecting their health, safety and welfare at work.

3. Non-routine matters

Licensees are required to have arrangements to respond to non-routine matters and events. Our inspectors judge the adequacy of the licensee’s response, including actions taken to implement any necessary improvements.

There were no such matters or events of significance during the period.

4. Regulatory activity

We may issue formal documents to ensure compliance with regulatory requirements. Under nuclear site licence conditions, we issue regulatory documents, which either permit an activity or require some form of action to be taken. These are usually collectively termed licence instruments but can take other forms. In addition, inspectors may take a range of enforcement actions, to include issuing an enforcement notice.

The following licence instruments, enforcement notices and enforcement letters have been issued during the period. These letters were issued following the discovery of a fragile surface by a contractor during decommissioning activities on the site. An employee of the contractor (Altrad Services) was accessing a flat roof to construct a scaffold supporting future work. The employee stood on a surface which gave way under his foot exposing a hole. I issued enforcement letters to both NRS and the contractor to bring about improvement in the identification and management of fragile services.

Table 11: Licence instruments and enforcement notices issued by ONR during this period

Date	Type	Reference	Description
31/03/25	Enforcement Letter	ONR-EL-24-51	Fragile Surface Incident – Altrad Services
04/04/25	Enforcement Letter	ONR-EL-24-50	Fragile Surface incident – NRS

Reports detailing the above regulatory decisions can be found on our website: www.onr.org.uk/publications/regulatory-reports/site-specific-reports/project-assessment-reports.

5. News from ONR

For the latest updates and information on our work, please subscribe to our regular email newsletter, ONR News, at www.onr.org.uk/news/newsletter.

6. Contacts

Office for Nuclear Regulation
Redgrave Court
Merton Road
Bootle
Merseyside
L20 7HS
Website: www.onr.org.uk
Email: contact@onr.gov.uk

This document is issued by ONR. For further information about us, or to report inconsistencies or inaccuracies in this publication, please email contact@onr.gov.uk.

For published documents, the electronic copy on our website remains the most current publicly available version and copying or printing renders this document uncontrolled.

Chapelcross Site Stakeholder Group

SEPA Update- Chapelcross

20th August 2025

Regulation

Environmental Authorisations (Scotland) Regulations 2018 (EASR)- Radioactive Substances

Following on from the COVID-19 pandemic and its associated restrictions, telephone communication with the site has continued including formal monthly telephone calls. Routine teleconferences with the Chapelcross site and the corporate NRS (Magnox Ltd) team on strategic issues have also continued as before.

SEPA has undertaken a number of inspections at the Chapelcross site since the last SSG in February 2025.

SEPA undertook a joint inspection with ONR on the site's arrangements for the management and maintenance of aging infrastructure on the 26th February 2025. The inspection found that had in place adequate procedures and suitably qualified and experienced staff to ensure compliance with the relevant conditions in the EASR (2018) permit.

SEPA undertook an inspection of the site's radiochemistry laboratory on the 11th March 2025. The inspection looked at key analytical procedures, adequacy of staff resource and training and competence. The inspection found that the site had good procedures in place and that there was an adequate number of competent staff with appropriate training and competence to undertake the analyses necessary to ensure compliance with the relevant conditions in the EASR (2018) permit.

On the 26th March SEPA undertook an inspection of the site's procedures for bringing the Modular Active Effluent Treatment Plant (MAETP) into service. This looked at the training given to staff to ensure they were suitably qualified to operate the MAETP and the site's arrangements for the management of the maintenance of the MAETP. The inspection found that there was adequate training in place and that the maintenance schedule for the MAETP was adequate and had been captured by the site's management arrangements.

On the 24th April SEPA undertook an inspection of the site's arrangements for bringing their Modular Intermediate Level Waste Encapsulation Plant (MILWEP) into service. The inspection found that the site had adequate arrangements for the training of staff to operate the MILWEP, that there were adequate operating instructions in place and that the maintenance requirements were captured in the site's management system.

SEPA undertook an inspection of the site's arrangements for the assessment of gaseous discharges from the defueled reactors on site on the 2nd July. SEPA found that the procedures in place for sampling gaseous activity in the reactors and for making an assessment of the associated discharges were adequate to demonstrate compliance with the conditions of the site's EASR (2018) permit.

SEPA continues in determining the site's application for a variation to their EASR permit. This application relates to an increase in the site limit for the discharge of gaseous radionuclides excluding tritium. SEPA will inform the SSG when the public consultation starts.

Non-Rad Regulation

There have been no environmental issues relating to non-radioactive regulation since the last scheduled SSG meeting.

Environmental Events

There have been no environmental events reported to SEPA by the Chapelcross site since the last schedules SSG meeting.

Radioactivity in Food & the Environment (RIFE)

RIFE is a collaborative report on work carried out by SEPA, the other UK environment agencies, Food Standards Scotland and Food Standards Agency on the radiological monitoring of food and the environment in the UK. The RIFE reports aim to provide an in-depth assessment of radioactivity in food and the environment in the UK and the public's exposure to radiation, including in the vicinity of the Chapelcross site. The RIFE report incorporates the results from the analysis of a wide range of samples and key information on local habits to demonstrate both that food remains safe and that the public's exposure to ionising radiation is within legal limits.

The latest edition of RIFE has just been published. RIFE 29 covers the year 2023 and can be accessed electronically at Radioactivity in food and the environment (RIFE) report - GOV.UK

Dr David Stone

12/02/2025

SCOTTISH GOVERNMENT UPDATE TO CHAPELCROSS SITE STAKEHOLDER GROUP – 20th AUGUST 2025

SCOTTISH GOVERNMENT RADIOACTIVE SUBSTANCES AND NUCLEAR DECOMMISSIONING POLICY TEAM

Annual NDA meeting with Cabinet Secretary for Net Zero and Energy

The annual meeting between the Cabinet Secretary for Net Zero and Energy, the NDA Chair and NDA CEO, as set out in the NDA Framework document, took place on the 29th of April. This was a positive meeting covering the NDA's priorities, performance and its current and future activities. In particular, the NDA's 20th anniversary, Dounreay's 70th anniversary and the upcoming transfer of Hunterston B were highlighted. Also discussed was the ongoing SG Higher Activity Waste Policy review and NDA's input to this work.

Scottish Nuclear Sites Stakeholder Group Meeting (SSSG)

The next SSSG meeting has been scheduled for the 26th of August 2025 at 2pm. The meeting will be held at Victoria Quay, Edinburgh and via Teams. If you would like to attend the SSSG and are not currently on the distribution list, please contact me via email and I will add you to the list.

Scottish Councils Committee on Radioactive Substances (SCCORS) meeting

SCCORS had its first meeting in a number of years on 7th May. Dan Couldridge attended to provide a presentation with an overview of the Rad Subs team and the work we do. This was followed up with a short discussion on social attitudes to managing radioactive waste, skills and particular aspects of Scottish Government policy.

NDA Strategy V

Scottish Government have been part of work with the NDA on development of their Strategy V document to ensure that Scottish Policy and practices are properly reflected. The document is currently out for consultation and we will continue to work with the NDA as this progresses.

Chapelcross Site Visit

The SG team visited the Chapelcross site on the 23rd of July. It was very productive visit which helped to further our understanding of the decommissioning process and the issues localised to the Chapelcross site. We would like to thank Richard and his team for hosting us.

NDA/Dounreay Anniversary Event

Gillian Martin MSP, Cabinet Secretary for Climate Action and Energy, attended the NDA/Dounreay anniversary event at Scrabster Harbour on the 28th of July. The event was an excellent opportunity to network with stakeholders from across the NDA Group and highlight the importance of nuclear decommissioning in Scotland and joint working between Scottish Government and NDA.

Diane Hamilton
Scottish Government

Chapelcross Programme Update Report to Site Stakeholder Group

Date	29/07/2025	Stage	Outline Business Case

Progress this period

Summary
The Chapelcross programme is focussed on developing the site into a high quality, green energy-focussed regional employment centre acting as a transformational project within the region. Conditional funding of £15.3m has been given from the Borderlands Growth Deal towards the project. Together with funding of £5.5m, committed by Dumfries and Galloway Council, the capital investment will be used to unlock the site for development through servicing and road improvements to access the site.

Strategic Development Partner
Avison Young, land agent for the Nuclear Decommissioning Authority, released a Request for Proposal for the private sector to develop the northern area of the Chapelcross site. Responses were evaluated and a preferred development partner selected. A contract negotiation period is currently underway that should see the partner in contract with the Nuclear Decommissioning Authority late 2025. All partners have signed a Non-Disclosure Agreement to protect commercially sensitive information during this process.

Once in contract, the strategic development partner will work closely with all partners to define the optimal site interventions and scope of works for the Borderlands Inclusive Growth Deal funding.

Scottish Government – Regional Hydrogen Hub
Chapelcross is included in the Scottish Government Hydrogen Action Plan as a regional hub.

AI Growth Zones
DGC applied to UK Government for Eastriggs to become an AI Growth Zone; announcements are expected soon and the process remains open. Chapelcross is referenced as a site which would benefit from AI usage and low latency afforded by having an AI data centre in close proximity.

Activities Planned for Next Reporting Period

- Conclude strategic partner contract

29 July 2025

Chapelcross Energy Transition Zone (SOSE) Update Report to Site Stakeholder Group

Progress this period
Summary Purchase of Zone 3 (6.46 Ha) was successfully concluded in November 2023. Planning for roads, paths and drainage was granted in February 2025. Hardies was appointed as contractors and completed the initial phase of roads and servicing works in April. They are now back on-site completing SUDS ponds and SPEN is working on the installation of sub-stations. This work is anticipated to be completed in early August. Green Cat Hydrogen has an option on 10 acres and has concluded its pre-planning consultation activity and is preparing to submit a planning application for a hydrogen facility in the next few weeks. The remaining land is currently being marketed by DM Hall and can be found at For Sale - Serviced Industrial plots, Chapelcross, Annan - DM Hall Chartered Surveyors - Local property knowledge, expertly delivered
Activities Planned for Next Reporting Period
• Continue to work with interested parties to sell/lease the remaining plots.

Nuclear Decommissioning Authority (NDA) Guidance for Site Stakeholder Groups (SSGs)

June 2025

Contents

1. Introduction

1.1 Our strategic objective is to build a better understanding of our mission among the public and our stakeholders and maintain their support, confidence and trust. Effective engagement with our broad range of stakeholders is central to achieving this objective.

1.2 The NDA Group recognises it cannot deliver its mission successfully without a social licence to operate from the communities in which it serves. This draft revision of the NDA's Guidance for Site Stakeholder Groups (SSGs) has been informed by independent third-party evaluation, feedback from a range of stakeholders and, crucially, consultation with the SSG community. It aims to build on the SSGs' success since the NDA was set up in 2005. Further consultation with the SSGs will follow before the final revised guidance document is adopted.

1.3 This Guidance defines the remit and roles of the independent Site Stakeholder Groups (SSGs) and describes what the Nuclear Decommissioning Authority (NDA) expects from the SSGs and what support the SSGs can expect in return. It also provides the basis of a generic constitution that SSGs are expected to adopt, or adapt, to inform their own Membership. The Guidance provides definitive clarity and consensus on the aims and operation of the SSG.

1.4 Within the context of the SSGs, independence is defined as being outside the formal organisational functions of the NDA Group and operating companies. As such, Chairs and Vice Chairs as Office Holders of their own SSGs are expected to be independent of employment to work in these organisations and to declare any conflicts of interest resulting either from previous employment in the sector or from other links, including financial, to the nuclear industry. As such the SSGs receive public funding via the NDA and required to adhere to these agreed Guidelines.

1.5 The NDA recognises that each site is uniquely situated, has its own priorities and varied stakeholder interests. For example, Sellafield and Dounreay are Category 1 sites, with different security and safeguarding requirements from other sites in the NDA Group. The size and complexity of these sites results in complex and multi-faceted work programmes. There is, therefore, a need for some flexibility in the detailed arrangements that apply at each site. However, there is also a strong degree of commonality between the SSGs in terms of their scrutiny function. Through continued dialogue between the independent groups, the NDA, and our sponsoring department DESNZ, agreement to adhere to certain minimum standards in composition, conduct and operation is expected by all parties.

1.6 The SSGs organise a National SSG Chairs' Forum, with a Chair and Vice Chair elected every five years by the Chairs. Whilst this forum does not occupy a formal role in the accountability framework for the SSGs, and can help facilitate the sharing of best practice, the NDA recognises it has a useful function of allowing the Chairs to discuss matters of concerns and should relay these to the NDA along with written feedback and any agreed proposals or action points.

2. Purpose of the SSG

2.1 Before the NDA was set up in 2005, Local Community Liaison Committees (LCLCs) were the principal conduits for dialogue between the site operating companies and local communities. LCLCs were chaired by the Site Director, who set the meeting agenda and agreed who could attend the meetings.

2.2 The NDA facilitated the establishment of the SSGs to ensure more open and transparent dialogue with local communities and greater accountability of the NDA. A commitment to open and transparent engagement with stakeholders is included in the Energy Act 2004.

2.3 The SSG is a standing forum for communications between the NDA, NDA group operating company and the local community. It has the overarching aim of ensuring that the NDA Group's interactions with local communities are conducted openly and transparently and that decisions taken by the NDA are informed by the local community's views.

2.4 All SSGs are financed and resourced by the NDA Group, with Secretariat provided by the relevant Operating Company. Each SSG has a Chair and Vice Chair who receive remuneration in recognition of the additional time and work they undertake to ensure the views of their communities are represented, and that meetings are conducted in line with NDA expectations as detailed in these guidelines.

2.5 The NDA is committed to underpinning the right and ability of an SSG to scrutinise and hold the NDA Group to account on behalf of its community – but in return the NDA expects accountability for ensuring meetings are conducted in line with best practice and with the appropriate use of public funds.

2.6 The NDA also supports the view of the SSG Forum, that the meetings are fundamentally "open to all, and all are welcome." It is in the interests of the operators, the regulators, and not least the host community itself to aim for an inclusive approach to scrutinising the work of the nuclear industry and its regulators.

2.7 The primary objectives of each SSG are:

	Objective	**Examples of how this could be delivered**
1	Scrutiny - To provide an opportunity for questioning the operators, NDA, operating company, regulators and the supply chain on behalf of the community.	Information circulated by NDA, operating company or regulators on local or national issues. Presentations, briefing papers and structured questioning time.
2	To receive and comment on progress reports and forward plans for the sites.	Receive updates on site progress. Request updates on issues of interest.

3	To represent the views of the local community through the provision of timely advice to NDA, operators and regulators.	Represent local views at local and national level: e.g. National Stakeholder Summits, SSG Chairs' Forum, as well as SSG meetings and other ad hoc meetings. Raising issues of local concern. Responding to NDA consultations. Input on site socio-economic fund applications.
4	To act as a two-way conduit for information between the Members and the operating company, NDA and the regulators.	Representatives are expected to give feedback from SSG meetings to members of their organisations in a timely and impartial manner; circulate the minutes of SSG meetings and other relevant paperwork to the organisations they represent; and represent the views of their organisations at SSG meetings, including asking relevant questions on their behalf.
5	Respond to NDA consultations (and other relevant consultations as required) in a timely manner.	Circulating the consultation and relevant supporting information to SSG members in good time to allow proper consideration of the issues at hand. Receiving presentations and/or briefings from NDA staff as required. Ensuring the SSG responds in a timely manner to consultations, reflecting the full balance of views expressed by the membership rather than trying to seek a consensus.

2.8 SSGs are not executive decision-making bodies. The objectives above do not interfere with the accountability of relevant decision-making bodies on the sites or of statutory organisations such as the regulators and local authorities.

2.9 Submissions to NDA group consultations (Objective 5) are an important part of the NDA's remit. Submissions do not have to provide a consensual view of all SSG members but should aim to highlight where agreements and disagreements exist on the SSG and why they exist. The NDA and the SSG Secretariat will provide advance notice of major consultations to the SSGs: e.g. NDA Strategy and Business Plan consultations.

2.10 As representatives of their local communities, the NDA recognises that SSGs will be approached by organisations that wish to use SSG agenda time for matters that fall outside the NDA's core remit (nuclear new build, including fusion and SMR projects, and any of the organisations that occupy the Harwell Campus, for example). In some instances, nuclear new build may directly impinge upon activity at an NDA or adjacent site: for example, where NDA land is directly involved or if the pace of decommissioning activity is affected by new build development. While the NDA accepts that SSG meetings should make appropriate time for discussion of these matters, it is expected that discussion on new build programmes will be conducted through other forums, if available, set up by the developer and that such issues should not dominate meeting agendas or prejudice the discussion of core SSG business. Where the NDA Group wholly funds an SSG via the Secretariat, it expects discussion to focus on activity at NDA sites. While other issues may be of interest to the SSG, the NDA expects discussion at SSG meetings on such issues to be limited to brief updates and not take up significant agenda time.

2.11 However, the NDA recognizes that the SSG may sometimes touch on wider issues. It respects that SSGs have an independence of action and membership, and that issues affecting NDA land may impact local communities. Equally, the NDA cannot use taxpayers' money to step outside its vires. In all cases, common sense should prevail, but the SSG should not be used as the primary vehicle for community engagement by any organisation other than the NDA or the relevant operating company. A similar principle should be applied to invitations that SSG members may receive to attend conferences and other events – if the subject matter falls within the NDA's core remit and attendance would help the SSG to deliver the purpose and objectives in Section 2 of this guidance, then there is a reasonable expectation that any costs involved will be covered by the SSG Secretariat. If it does not, then funding support to cover attendance at the event concerned should be sought from the event organisers before accepting any such invitations and SSG members should discuss such matters with their Secretariat.

2.12 Any questions about any of the above should be addressed to the Secretariat, who will liaise with the NDA Stakeholder Relations Team as required.

3. Constitution and Code of Conduct

3.1 This guidance provides a standard foundation for the SSG constitution. **Each SSG should develop its own constitution** based on this Guidance, reflecting specific local stakeholder requirements as needed. To ensure alignment with NDA Guidelines, each draft constitution will be submitted to the NDA for comment before adoption. New constitutions should be adopted and published on the website as soon as possible. All members of SSGs should receive a copy of their local constitution and the NDA Guidelines annually.

3.2 All SSGs are required to adopt the Common Code of Conduct (provided at Appendix 1).

4. Membership and Public

4.1 <u>Members.</u> SSG membership should reflect the local community and its interests, as well as the operational status of the site and requirements of the NDA. In this context, a local community is typically defined as living adjacent to site, although discretion should be applied on a site-by-site basis.[1]

4.2 The SSG, supported by the Secretariat, should make efforts to engage with the community to ensure that all relevant stakeholders are represented on the SSG. On that basis, the SSG should have provision to include members from at least the following:

- Elected representatives (i.e. MPs, MSPs and members of the Welsh Senedd);
- Representatives of Local Authorities, parish councils and community councils;
- Local community groups with an interest in the site, including environmental groups and non-governmental organisations (NGOs);
- Local resident associations or local residents with a declared interest in the site;
- Site union/workforce representatives;
- Other local organisations such as businesses, the voluntary sector and educational institutions (such as local schools, colleges or training facilities);
- The Business Community – local business or trade associations or Chambers of Commerce; and
- Relevant economic development organisations.

4.3 Criteria for membership. Precise criteria for membership may vary between each SSG - and should be included in the SSG constitution - but they should be consistent with the overarching principles set out in this guidance and include the categories stated above. The accountabilities of each SSG member, including the community of interest they represent, should be carefully considered and clearly defined in the SSG's Constitution. From time-to-time, new organisations may wish to become members of the SSG. Votes to admit a new member to the SSG should be included as an item on the meeting agenda and notified to SSG members in advance of the meeting. Members should vote on a member's potential inclusion based on the following criteria. Those wishing to become SSG members are eligible if they:

- Represent an organisation or a community of interest that warrants inclusion on the SSG and does not replicate the roles of other organisations, thereby unbalancing representation;[2]
- Organisations must have a well-defined local interest in the site's operations and be supported by a formal constitution;
- Be willing and able to fulfil the roles and responsibilities of an SSG member as set out in the Guidance; and

[1] Please refer to Section 2 of this Guidance: Purpose of the SSG.
[2] Please refer to Section 4.1 above.

- Adhere to the SSG's Constitution and Code of Conduct.

4.4 Official Representatives. It is expected that representatives from the following organisations will also attend and provide updates to SSG meetings:

- Appointed representatives of relevant organisations such as the regulators, trades unions, emergency, health services and environmental organisations;
- A representative of the NDA, normally a member of the stakeholder relations team or a nominated deputy;
- Representatives of the site operators, normally the Site Closure Director/Station Manager or deputy;
- Officers from the local councils at County, District and Parish level or Community Councils in Scotland and Wales; and
- Principals or Head Teachers- from local educational institutions, especially where there is a particular socio-economic interest.

4.5 Public. The public should be able to attend SSG meetings, ask questions and contribute to discussions with members when appropriate. The NDA considers it good practice for the Chair to allow members of the public the opportunity to ask questions for an allocated, proportionate time-period following each agenda item.

4.6 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.

4.7 Role and responsibilities of members. Being an SSG member means that:

- You represent your organisation or 'community of interest' actively on the SSG, including consulting them beforehand on major agenda items and asking questions on their behalf;
- You formally update your organisation or 'community of interest,' after SSG meetings, either verbally or in writing;
- You attend every SSG meeting, where possible, or send a nominated representative;
- You read papers circulated in advance of SSG meetings; and
- You update other SSG members promptly after representing them at another meeting.

These responsibilities should be monitored by the Secretariat and enforced where possible by the Chair and/or Vice Chair.

4.8 Decision-making. Given that the SSG is not an executive body, voting should be avoided except on matters that require formal resolution: e.g. changes to the Constitution, the election of the Chair/Vice Chair and the admission of new Members. A list of organisations that have a voting member will be detailed in the Constitution and should reflect the range of local community stakeholder views, not dominated by one particular viewpoint. 4.9 describes the process that should be followed for the election of the Chair and Vice Chair. For votes on other matters, a simple show of hands should be sufficient.

4.9 Election voting process: The Secretariat will inform members at least one month before the meeting detailing the purpose and the process of the elections to appoint a Chair and a Vice Chair. Each Member is entitled to one nomination per position. Nominees must be SSG Members and should consent to their nomination. If only one named nomination is received, the person nominated shall be deemed to have been appointed and no election will be required. An anonymous ballot vote should be held at the next meeting. Elections will be decided on a simple majority basis. In the event of more than one candidate receiving the same number of votes, the successful candidate shall be decided by lot.

4.10 Wider community engagement. The NDA expects SSGs to make reasonable efforts to reach out to members of the wider community who do not routinely attend SSG meetings to raise the profile of the SSGs' activities. This work, including efforts to engage seldom heard groups, especially young people, could result in the SSG partnering with the NDA Group, or delivering bespoke packages of work if agreed in advance and suitably resourced by the NDA. Success of this outreach will be enhanced by adherence to a diversity of membership as illustrated in 4.2. From time-to-time, the NDA group may also undertake wider engagement with the community. In such instances, the NDA group will inform the SSG and engage with its members. This would allow the SSG to exercise influence without having to manage and deliver wider engagement activities themselves. The NDA would expect to work in partnership with the SSG at community events or on outreach.

4.11 This work in the wider community could aim to encourage greater diversity among the SSG membership, ensure the sustainability of SSG membership and would be mutually beneficial for the SSG and the NDA Group.

5. Chair

5.1 The Chair of the SSG should:

- Be independent of the NDA group: i.e. not employed either by the NDA or by an operating company;
- Be aware of best practice in terms of length of office and ensure there is fair opportunity for elections at least every five years and encourage wider participation. However, the SSG eligible voting membership retain the right to vote on and select their independent chair.
- Be supported by a similarly elected Vice Chair; and
- Be transparent about any conflicts of interest, by declaring them at the start of SSG meetings.

5.2 The Chair is accountable to the SSG members through their formal election for:

- Upholding the SSG's Constitution in its entirety;
- Respecting the boundaries of SSG business;

- Planning forward to ensure that agendas meet the needs of stakeholders, SSG members, the site operators and NDA in the context of SSG objectives;
- Managing SSG meetings to ensure that 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;
- Holding SSG members to account for reporting back to their constituent organisations, where appropriate, and encouraging membership from relevant local stakeholders;
- With support from the NDA Group, ensuring the SSG makes reasonable efforts to reach out to and promote the work the SSG to the wider community, including seldom heard groups and young people;
- In conjunction with other nominees, representing the SSG at national level and in other meetings as needed;[3]
- Circulating updates to SSG members from any relevant meetings they attend; and
- Ensuring the SSG responds in a timely manner to NDA consultations;

5.3 Meeting once a year with the NDA to ensure these Guidelines are being adhered to, that SSG members, Chairs and Vice Chairs are adhering to the Codes of Conduct and to discuss areas of mutual benefit and support. Training, briefing updates as required should be offered to SSG Chairs and Vice Chairs.

- Ensuring SSG subgroups (if applicable) update the full SSG meeting, with an opportunity for discussion.
- Assisting the Secretariat in assessing SSG activity requirements for the year ahead.
- Considering with the Secretariat how best to provide for smooth succession of the Chair post.

5.4 In considering the selection of a Chair, the SSG 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 this demanding role.

5.5 At the beginning of each term of office, the NDA will brief the SSG Chair and Vice Chair on the NDA Group's remit, its expectations of how the Chair and Vice Chair will ensure the SSG fulfils its functions in line with NDA guidance and the support that the SSG can expect to receive from the NDA Group.

5.6 Should any issues arise that require discussion or resolution, the SSG Chair is expected to contact the Secretariat in the first instance. If the Secretariat is unable to satisfactorily address

[3] This includes representing views expressed on the SSG with which the Chair/Deputy does not agree.

the matter, the SSG Chair should contact the Site Director via the Secretariat. If any issue still requires clarification, then the SSG Chair should contact the relevant Operating Company communications lead and, finally, the NDA stakeholder lead.

5.7 All SSG Chairs are required to adhere to the Code of Conduct for SSG Chairs and Vice Chairs at Appendix 2.

6. The Vice Chair

6.1 The Vice Chair of the SSG should:

- Be independent of the NDA group;
- Be subject to re-election at least every five years (see 5.1);
- Provide support to the Chair;
- Be transparent about any conflicts of interest, by declaring them at the start of SSG meetings; and
- Comply with the SSG Chairs' and Vice Chairs' Code of Conduct (Appendix 2)

6.2 The Vice Chair is accountable for:

- Upholding the SSG's constitution in its entirety, with appropriate training and Secretariat support provided by the NDA Group;
- Respecting the boundaries of SSG business;
- Covering the accountabilities of the Chair in the Chair's absence (see section 5.3);
- In conjunction with other nominees, representing the SSG at national level and in other meetings as needed.

7. Secretariat

7.1 The relevant operating company will provide Secretarial support funded by the NDA. Funding will be ring-fenced solely for SSG use, and made available by the operating company, on behalf of the NDA. This Secretarial support should 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 the payment for the Chair and Vice Chair (see section 11);
- Arrange minute-taking and, where applicable, simultaneous translation into Welsh;
- 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 organisation;

- Managing and updating the relevant website, and working with the SSG Chair and Vice Chair to make best use of the website to publicise the activities of the SSG and encourage attendance from a wide range of local stakeholders;
- Circulating relevant papers to members promptly, including communications from relevant external bodies: e.g. the Office of Nuclear Regulation (ONR) and the Environment Agencies;
- Organising inductions for new SSG members;
- Organising biennial (i.e. once every two years) site visits for SSG members or if there is a business need identified by the NDA group; and
- Liaising with the Chair and with adjacent sites (where appropriate) to ensure that relevant issues are adequately covered on SSG agendas.

7.2 Information volume and format. The Secretariat has an important role in challenging the organizations and individuals that submit information to the SSG to help ensure that it is as useful and relevant as possible. Questions to ask include but are not limited to:

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

7.3 Where sites are joint or closely adjacent and share, for historic reasons, an SSG (e.g. with EDF Energy at Dungeness, Hinkley Point, Hunterston and Sizewell and the MoD at Dounreay), the Secretariats or relevant Communications Officers should:

- Jointly input to agenda planning with the SSG Chair; and
- Recognise that, although sites may be owned and operated by different organisations, there is significant overlap and some common services on shared sites. The agenda for SSG meetings should reflect this and allocate an appropriate proportion of time to each site, based on the needs and interests of the SSG members as well as the site operators themselves. The meetings are solely for the discussion of the delivery of the NDA Group's mission and that of EDF at the joint sites and the relevant social value attached.

8. Meeting Location and Frequency

8.1 Meetings should be advertised and must be held in locations that are easily accessible to members of the public and press, ideally within easy reach of public transport and with suitable parking. The timing should be convenient to stakeholders so that, as far as possible, they are not inhibited or prevented from attending. For example, where the timing of meetings may prohibit attendance from certain stakeholders, consideration should be given to holding meetings outside of normal working hours. In the current tight fiscal circumstances relating to public funding, SSGs should endeavour to have more on-line meetings and reduce the number of in-person meetings, while still retaining an appropriate balance.

8.2 The SSG Chair will choose the venue and location of SSG meetings from a shortlist of appropriate venues produced by the Secretariat. Cost and the general suitability should be important considerations in selecting meeting venues. As a minimum, all venues should:

- Have appropriate capacity;
- Provide seating and presentation facilities; and
- Provide appropriate audio and visual equipment and catering facilities.

8.3 The SSG, in discussion with the NDA group, will determine the appropriate level of meetings per year taking account of the site's work programme. This is expected to be between one and four meetings a year, with perhaps half by virtual, on-line means. While the NDA Group supports face-to-face meetings, SSGs are encouraged to make more use of virtual or hybrid meetings on occasions, to enable attendance from as wide a range of stakeholders possible. Where possible, there should be the facility for presenters to call in via on-line means to give presentations if they are not able to attend in person.

8.4 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 SSG. Equally, the SSG may choose to set up subgroups to address specific topics on behalf of the whole SSG. Each request to convene a subgroup meeting must be submitted to the Secretariat and approved by the NDA. Approved subgroups should seek to reflect SSG membership as set out in section 4.1 and be held virtually via online platforms to reduce cost and Secretariat resource. The work of all SSG sub-groups should be regularly shared with the relevant SSG and an appropriate opportunity for discussion given.

8.5 Appendix 3 sets out the protocol for NDA group attendance at SSG meetings during election periods.

9. Communications

9.1 Each SSG should have an online presence on an appropriate web platform.

9.2 As a minimum, the SSG website should be regularly updated to include:

- Dates, locations and agendas of future meetings;
- Past minutes and reports;
- Full list of members and who they represent;
- Key papers of interest to the community regarding SSG business;
- SSG Constitution and Code of Conduct;
- Reciprocal links to partner websites such as Local Authorities, NDA Group etc.; and
- Dissemination of and links to key NDA Group publications, news and other documents as determined by the SSG that are relevant to the SSG's core business.

9.3 All organisations providing information to the SSG are responsible for ensuring it is accessible and useful to members and can be disseminated to members' organisations easily.

10. Capacity Building

10.1 Induction. To ensure the effective operation of the SSG, new members should undergo an induction process that, as a minimum, would include:

- An information pack including: information about the history of the NDA Group and its remit; a sheet about the site, copies of this Guidance, the SSG Constitution and Code of Conduct and any relevant SSG policies; and
- Meeting the SSG Chair and Secretariat to welcome them on board and clarify any questions about the SSG and its Constitution.

10.2 Information and skills gaps. Members should be encouraged to recognize their own needs to understand the issues that come before them. Additionally, SSGs should identify annually the information and skills gaps that prevent them fulfilling their objectives. The secretariat or NDA will consider how best to address these requirements.

11. NDA Group Support

11.1 Chairs' and Vice Chairs' payment Via the Secretariat, the NDA will provide payment to Chairs and Vice Chairs that recognises their enhanced role on the SSGs. Chairs are currently entitled to claim £7,111.13 and Vice Chairs £2,251.86 per annum. Payment acknowledges the extra work involved in preparing for meetings related to the NDA's core mission, chairing meetings, undertaking appropriate follow- up actions from meetings, attending national events on behalf of the SSG and local car mileage associated with undertaking the role of SSG Chair or Vice Chair. The payment will be reviewed periodically to take account of inflation and the

11.2 Expenses. Via the Secretariat, the NDA will meet out-of-pocket expenses when travelling out of the area on essential SSG business. Less expensive, safer and environmentally responsible alternatives such as telephone or virtual meeting platforms must have been considered as a first option before travelling is arranged. 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 cost. All travel must be agreed in advance with and booked via the Secretariat.

In line with NDA policy on travel expenses, SSG members travelling by rail on essential SSG business during normal working hours are entitled to travel first-class if the train journey time is longer than two hours. Legitimate claims for additional expenses will also be considered on a case-by-case basis. Claims may only be made with prior approval along with valid receipts and necessary paperwork.

11.3 The NDA Stakeholder Relations Team will:

- Ensure NDA representation at all SSG main meetings or arrange informed cover, except in exceptional circumstances;
- Offer regular meetings to the Secretariat and SSG Chair to clarify NDA Guidance, policies and plans;
- Ensure timely responses to SSG queries, including providing information upon request;
- Facilitate exchange visits between SSGs upon request, via the Secretariat;
- Facilitate the attendance of SSG Chairs and Vice Chairs at wider NDA meetings and nuclear industry events, where appropriate, to help build SSG capacity and expose Chairs and their Deputies to good industry practice;
- Provide oversight and advice regarding SSG operation, including maintaining an appropriate consistency of approach across the UK;
- Support an annual SSG Chairs' Forum meeting;
- Provide a Meeting Report from NDA national stakeholder events, with an Executive Summary for ease of circulation and reading;
- Clarify in advance when a response to a major consultation is required from the SSGs: e.g. Business Plan or Strategy consultation;
- Provide advice and expertise on public and community engagement;
- Keep SSG Chairs informed, where possible in advance, of announcements that are likely to generate interest locally;
- To create an NDA/SSG Forum Working Group to discuss ongoing issues and challenges in supporting the independence and successful running of SSGs; and
- To create a co-working approach to engaging with a wider range of stakeholders

within NDA communities, in response to feedback from NDA's Strategy 4 on engagement with seldom heard groups (see 4.9).

12. Working in partnership

12.1 To ensure constant evolution and make best use of opportunities for improvement, the NDA commits to work with the SSGs on an informal review of these Guidelines at least every three years.

12.2 The NDA will also introduce an annual review of all SSGs on an individual basis to discuss adherence to this Guidance and accountability. This review will include an annual written report from the SSG Chairs, a one-to-one accountability meeting with the NDA to underpin alignment and the opportunity for a 360˚ review giving SSG members and other stakeholders a chance to feed back their views on the meetings. The review should cover all aspects of the Constitution, including:

- Progress against objectives and towards achieving the SSG's primary function of providing a forum for open and transparent dialogue between the local community and the NDA Group and operating companies.
- Roles and accountabilities of the Chair/Deputy Chair;
- Administration and procedures;
- Information and training needs for all members;
- Adherence to the Codes of Conduct;
- Refer to NDA Respect at Work policy and use civil service best practice to support the Chairs in managing their SSGs;
- Website and communication; and
- NDA and Secretariat support.

12.3 The results of each annual review should be made public on the website so that learning can be shared across all SSGs. Where necessary, the NDA will provide resources required to undertake the external review.

APPENDIX 1: Site Stakeholder Group (SSG) Code of Conduct

- Respect each person both during and outside of the SSG meeting.
- Prepare for the meeting by reading the agenda and reports.
- Participate fully in the meeting.
- Listen to what others have to say and keep an open mind.
- Do not talk while others are talking – allow people their say.
- Contribute positively to the discussions.
- Try to be concise and avoid speeches.
- Challenge only ideas, not people.
- It is the Chair's responsibility to bring the meeting to order.
- The Chair has right of sanction against Members.
- Have the best interests of the organization you represent in mind at all times.
- Be prepared to contribute to the SSG on behalf of your organisation by reading meeting papers in advance of each meeting and, where possible, representing the agreed view of your organisation.
- Be punctual.
- Send apologies to the Secretariat if you are unable to attend a meeting and, where possible, nominate a deputy to attend on your behalf.
- Turn off mobile phones and other electronic devices that may interrupt the meeting.

APPENDIX 2: Code of Conduct for SSG Chairs and Vice Chairs

- Uphold the SSG Constitution in its entirety.
- Ensure the SSG fulfils its primary functions and delivers the objectives agreed in the NDA Guidance.
- Ensure that SSG meeting agendas reflect the SSG's core business and that meetings run smoothly and to time.
- Ensure that SSG membership includes broad representation from the local community, including representation from the stakeholders identified in the agreed NDA Guidance, and is not dominated by one stakeholder opinion.
- Demonstrate that reasonable efforts are being made to encourage SSG attendance and representation from the wider community, including seldom heard groups.
- Lead an annual review of how the SSG is fulfilling its functions, preferably informed by 360˚ feedback from relevant stakeholders.
- Maintain an open and productive relationship with the NDA Group and Operating Groups to ensure that any issues arising are appropriately discussed and resolved, following the protocol set out in Section 5.6 of the agreed NDA Guidance.

APPENDIX 3: Site Stakeholder Group Protocol for Pre-election Periods

The purpose and use of the protocol

This protocol is intended to aid timely decision-making on whether or not Site Stakeholder Group meetings should be postponed during any pre-election period and what agenda items can be covered. The protocol will need to reviewed and revised before use at future elections and referendums, in line with UK Government advice to public sector workers.

The pre-election period, or period of high sensitivity, is the time immediately before, and just after elections or referendums when specific restrictions on Government Department's activities and communications are in place. This protocol is applicable to representatives of the Nuclear Decommissioning Authority (NDA) Corporate Centre, its operating businesses and subsidiaries.

In the event of a pre-election period, discussions should take place (preferably well in advance of first scheduled meeting) between representatives from the NDA, relevant operating companies and subsidiaries (where appropriate) and the Chairman of the SSG and chairs of relevant Working Groups likely to be impacted. The discussions will be around the requirements of the guidance from Cabinet Office, and the implications for each SSG and working group scheduled to take place during the pre-election period.

The decision-making meeting, referred to below as 'the meeting,' will be arranged by the SSG Secretariat and will be chaired by the SSG Chair, supported by the SSG Secretariat.

Government guidelines will be used to inform the discussions and the decision-making process.

Discussions will focus on:

- Government recommendations and how they are interpreted and implemented;
- Appropriateness of NDA's and operating companies' attendance;
- Each meeting will be discussed separately to ascertain agenda items and whether they are likely to contravene the pre-election period guidelines;
- The likelihood of meetings being attended by observers – (including the press); and
- How pre-election period restrictions will be managed during proceedings – (through the Chair – if the meeting goes ahead).

General conduct:

- All attendees at the meeting will behave in a respectful manner towards each other;
- Attendees will aim to reach an agreement that is in the best interests of all parties concerned;
- Disagreements will be discussed in an open and constructive manner to generate the best solutions for all concerned;

- The meeting will be chaired by the SSG Chairman who will manage proceedings in such a way to ensure relationships are intact following the meeting; and
- All parties concerned should respect the final outcome decision.

Output:

- A joint decision will be made at the meeting as to whether the SSG meetings go ahead or be postponed / cancelled;
- If no agreement is reached, the independent Chair will make the final decision as to whether the meeting will go ahead – (irrespective of representation from relevant organisations);
- The final outcome must have been decided having considered the key interests of all parties concerned;
- Members will be informed as soon as possible if meetings are cancelled or postponed and the website will be updated to reflect those changes with an explanation of why;
- Notifications and explanations may also be required for SSG members if agendas or discussions can be identified as being limited compared to the norm;
- The Chairs of any SSG meetings that go ahead during the period will remind all present at the start of the meeting that pre-election period rules will apply and must be adhered to; and
- The Chairs of any SSG meetings that go ahead during the pre-election period will facilitate discussions to ensure pre-election protocol is not contravened.

Advice for NDA/operating companies attending SSG meetings during pre-election periods

Consideration should be given to:

- The agenda for meetings, and potentially controversial policy or political discussions which may arise;
- The extent to which NDA/operating companies will be required to comment on sensitive matters;
- Those in attendance – for example, the involvement of election candidates; and
- Potential competition for public attention with election campaigns.

The standard Site Director updates on site progress, regulator updates and round-up of NDA group-wide news should be able to proceed, provided they avoid topics of controversy, and attendees are aware of the need to avoid this in questions. Care should also be taken around any important corporate matters and socio-economic updates or discussions.

Examples of topics to be avoided:

- future land use;
- planning applications;
- new build;

- contentious contracts or commercial interests;
- speculation of future projects; and
- and areas of local, regional or national political controversy.