Site Stakeholder Group

TRAWSFYNYDD SITE STAKEHOLDER GROUP
CONSTITUTION 2025

1. Purpose of the Site Stakeholder Group

The overarching purpose of the Site Stakeholder Group (SSG) is to be the prime interface between the community, the Site Licence Company (SLC) and the Nuclear Decommissioning Authority (NDA). The primary objectives of the SSG are to:

- Provide an active, two-way channel of communication between the Site Licence Company, regulators, the NDA and local stakeholders;
- Provide an opportunity for questioning the Site Licence Company, the NDA and regulators;
- Give stakeholders the opportunity to receive and comment on progress reports and plans;
- Represent local views and input timely advice to the NDA and regulators;
- Comment on the performance of the NDA and its contractor with regard to achievement of plans, value for money etc;
- Review arrangements for such matters as emergency response;
- Provide views and comments to the NDA on the future of the site;
- Provide views on the NDA contract and the performance of the operator;
- Set up sub-groups to address specific issues relevant to the clean up programme;
- Set up wider local consultation via public meetings and other mechanisms as required.

NB. 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. Membership and Public

SSG membership should reflect the representational structure of the local community and its interests, as well as the operational status of the site and needs of the NDA. Voting rights should be accorded only to democratically elected representatives of the community or community organisations as opposed to non-voting members who represent official bodies. On that basis the SSG voting membership should have provision to include representatives as follows:

2.1 Voting Members = 21

Elected representatives from the following:

- Gwynedd County Council – Teigl x 1
- Gwynedd County Council – Bowydd a Rhiw x 1
- Gwynedd County Council – Diffwys a Maenofferen x 1

- Gwynedd County Council – Penrhyndeudraeth x 1
- Gwynedd County Council - Harlech a Llanbedr x 1
- Gwynedd County Council – Trawsfynydd x 1
- Trawsfynydd Community Council x 1
- Maentwrog Community Council x 1
- Llanfrothen Community Council x 1
- Penrhyndeudraeth Town Council x 1
- Talsarnau Community Council x 1
- Blaenau Ffestiniog Town Council x 1
- Prysor Angling Association x 1
- National Farmers Union – Meirionnydd Region x 1
- Farmers Union of Wales – Meirionnydd Region x 1
- Merched y Wawr - Meirionnydd Region x 1
- Trawsnewid x 1
- Seren x 1
- Member of Snowdonia National Park Authority x 1
- Deudraeth Cyf x 1
- Cyfle Ffestiniog x 1

2.2 Advisors (Non-voting members)

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

- Site Closure Director
- NDA Representative
- Such officers that the Site Management and Operations Contractor shall appoint for the purpose of providing information to the SSG on matters relating to the site
- Three officers of Gwynedd County Council i.e. Emergency Planning, Public Protection, Planning and Economic Development
- Two representatives appointed to the staff side of the Site Joint Council
- A representative from Snowdonia Enterprise Zone
- A representative from Natural Resources Wales
- A representative from Betsi Cadwaladr Community Health Council
- The Member of Parliament for Dwyfor Meirionydd
- The Welsh Assembly Member for Dwyfor Meirionydd
- The HSE Office for Nuclear Regulation
- National Assembly for Wales
- The Environment Agency
- The North Wales Police Authority
- The North Wales Fire and Rescue Service
- Maentwrog Power Station
- Snowdonia National Park Authority – Officer from the Management Team
- Snowdonia National Park Authority – Officer from the Sustainability Section
- Student from Coleg Meirion Dwyfor
- Representative from Young Farmers Prysor ac Eden

2.3 New members

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;
- Organisations must have a well-defined local interest in the site's operations and be supported by a formal constitution;
- Are willing and able to fulfil the roles and responsibilities of an SSG member as set out in the Guidance;
- Adhere to the SSG's Constitution and Code of Conduct.

2.4 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.

2.5 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.

3. 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;
- You update other SSG members promptly after representing them at another meeting.

3.1 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/Deputy Chair and the admission of new Members. A list of organisations that have a voting member are detailed in 2.1 of the Constitution.

Section 3.2 describes the process that should be followed for the election of the Chair and Deputy Chair. For votes on other matters, a simple show of hands should be sufficient.

3.2 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 Deputy Chair. Each voting member is entitled to one nomination per position. Nominees must be SSG voting 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.

A public 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.

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

3.3 The Chairman's Role

The Chair of the Stakeholder Group should be:

- Independent of the SLC and the NDA i.e not employed by either;
- A local, well respected member of the community, elected by voting members, and subject to re-election at least every 3 years;
- Supported by a formally elected Deputy Chair;
- Transparent about any conflicts of interest, by declaring them at the start of meetings.

The Chair is accountable 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;
- In conjunction with other nominees, representing the SSG at national level and in other meetings as needed;
- Circulating updates to SSG members from any relevant meetings they attend;
- Ensuring SSG subgroups 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.

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.

3.4 The Deputy Chair's role

The Deputy Chair of the SSG should:

- Be independent of the SLC and NDA: i.e. not employed by either;
- Be formally elected by voting SSG members and be subject to re-election at least every three years;
- Provide support to the Chair;
- Be transparent about any conflicts of interest, by declaring them at the start of SSG meetings.

The Deputy Chair is accountable for:

- Upholding the SSG's constitution in its entirety;
- Respecting the boundaries of SSG business;
- Covering the accountabilities of the Chair in the Chair's absence;
- In conjunction with other nominees, representing the SSG at national level and in other meetings as needed.

3.5 The Secretariat's role

The SLC will provide Secretarial support funded by 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 emolument for the Chair and Deputy 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;
- 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 or SLC;

- Liaising with the Chair and with adjacent sites (where appropriate) to ensure that relevant issues are adequately covered on SSG agendas.

4.0 Wider community engagement

From time-to-time, the NDA or SLC may undertake wider engagement with the community. In such instances, the NDA and SLC 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.

5.0 Meeting location and frequency

Meetings should be advertised and must be held in locations that are freely accessible to members of the public and press. The timing should be convenient to stakeholders so that as far as possible they are not inhibited or prevented from attending. The meeting should, where possible, be conducted bilingually, in Welsh and English, with simultaneous translation facilities available.

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;
- Provide appropriate audio and visual equipment and catering facilities;
- Be able to receive payment by BACS or credit card.

The SLC, in discussion with the NDA, will determine the appropriate level of meetings per year taking account of the site's work programmed. This is expected to be between one and four meetings a year.

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 2.1. The work of all SSG sub-groups should be regularly shared with the relevant SSG and an appropriate opportunity for discussion given.

6.0 Conduct of Business

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

7.0 Capacity Building

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

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

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

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

8.0 Communications

Each SSG should have an online presence on an appropriate web platform. As a minimum, the SSG website should be frequently updated with:

- Dates, locations and agendas of future meetings;
- Past minutes and reports;
- 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, SLC, NDA etc.

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.

9.0 NDA Support

9.1 **Chairs' and Deputy Chairs' emolument**. Via the Secretariat, the NDA will provide an emolument to Chairs and Deputy Chairs that recognises their enhanced role on the SSGs. Chairs are entitled to claim £7,111 and Deputy Chairs £2,251 per annum, which will be paid six monthly in arrears by BACs. The emolument acknowledges the extra work involved in the preparation for meetings related to the NDA's core mission, chairing meetings, undertaking appropriate follow-up actions from meetings and local car mileage associated with undertaking the role of SSG Chair or Deputy Chair.

9.2 **Expenses**. Via the Secretariat, the NDA will meet pre-approved out-of-pocket expenses when on SSG business, such as reasonable travel costs. Travel should only take place if absolutely necessary to delivering SSG business. Less expensive, safer and environmentally responsible alternatives such as telephone or videoconference 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.

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 speak 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 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.