Constitution – revised January 2026

1. Purpose

The Harwell Site Stakeholder Group holds regular public meetings which are part of the formal arrangements for the interface between the Nuclear Decommissioning Authority (NDA), the site licence company NRS and stakeholders including the local community and the wider Harwell Oxford campus. The SSG will not have a role in the formal decision making in respect of the site activities, but it will be responsible for reflecting local views by inputting advice, expressing views and commenting on the progress of work on site. Campus organisations are invited to provide information about new development and operations on the campus particularly where they are relevant to NDS activities.

2. The Primary Objectives

- To comment, question and discuss the performance of the NDA, NRS and its contractors with regard to decommissioning plans, achievements and value for money.
- Provide a forum for receiving regular reports from NRS, regulators and the NDA, and for discussing issues with them.
- Commission (subject to NDA approval) and receive reports about decommissioning site activities and their impact on, for example, safety, the environment and health.
- To represent the views of the local community through the provision of timely advice to the NDA, operators and regulators.
- To respond to relevant consultations in a timely manner
- Set up sub-groups to address specific issues relevant to the clean-up programme as required (subject to approval).
- Set up wider consultation via public meetings and other mechanisms as required (subject to approval).

3. Membership (see Appendices I - III)

The voting Membership, which is outlined in Appendices I-III, of the SSG reflects the representational structure of the local community around the campus (including non-governmental organisations and further education institutions) and its leading interests, the operational status of the licensed site and the aims of the NDA.

Members are responsible to their sponsoring organisations, which will decide on the tenure of its representatives on the SSG. Members should be willing to abide by the code of conduct, see Appendix VII.

SSG meetings are also open to non-voting members, the public and press, who may attend, 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.

Members and attendees 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.

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

4. Chairman/Deputy Chairman (see Appendix VI)

The Chairman and Deputy Chairman need not be technical experts but should have a general knowledge of the licensed site and the nature of the work being carried out there. The Chairman and Deputy Chairman will be independent[1] of the NDA, NRS and campus organisations.

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

5. Secretariat

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

- Administering SSG meeting dates, venue and refreshments.
- Reimbursing agreed out-of-pocket expenses for members on SSG business. The NDA will consider reimbursement of other expenses on a case by case basis.
- Booking travel tickets and accommodation for members on SSG business.
- Administering the emolument which is determined by the NDA for the Chair and Deputy Chair.
- Drafting and publishing minutes from the SSG meetings.
- Circulating papers to members as needed, including communications from external bodies.
- Organising site visits for members, inductions and training for new members if required.

6. Conduct of Business

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

- The date, time, venue of the SSG meetings and its agenda will be publicised to SSG Members and Observers at least two weeks in advance of the meeting.
- Meetings shall review past performance and forward plans to ensure that stakeholders and the NDA's needs are considered.
- Any matters requiring formal advice shall be proposed and seconded by Members and put to the vote on the basis of a simple majority of organisations having a single vote each. In the event of deadlock, the Chairman[2] will have a deciding vote.
- At appropriate times in the meeting as agreed by the Chairman, members of the public may raise relevant questions.
- To augment routine reporting and monitoring mechanisms the SSG may set up sub- committees/groups; hold special meetings or workshops to explore particular issues in more detail and with a wider local audience if required.
- The SSG may invite experts to bring expert knowledge to help the work of the SSG or its sub-groups, remunerating where appropriate.

- Members may claim reasonable 'out of pocket' expenses for attendance and other business required by the SSG, by application to the Secretary.

7. Observers/Regulators (see Appendix IV)

1. Ex-staff of NRS and campus organisations may be nominated provided they have not been employed by them during the previous two years
2. Hereafter all references to 'Chairman' include 'Deputy Chairman' when deputizing for the Chairman

This is a public meeting and anyone may attend SSG meetings as an observer.

8. Frequency, Notice and Venue of Meetings

- Subject to requirement, there shall be two meetings a year with the option for special meetings if required and approved by NDA.
- The date, time, venue of SSG meetings and its agenda will be publicised.
- Meetings will be held at a suitable location.

The Site Stakeholder Group accepted this revised Constitution.

Signed by SSG Chairman ……..

Dated: ……..

APPENDICES

Appendix I

Membership is drawn from three categories – Harwell Oxford campus organisations excluding NRS site, local government authorities and the local community including non-governmental organisations. The Members will receive specific invitations to the meetings. Members vote on the basis of ONE vote for each organisation, council and group.

MEMBERS – representing key organisations on the Harwell/Chilton campus.
Science Technology Facilities Council
Diamond Light Source Ltd
RAL Space
Medical Research Council Harwell
Public Health England
Nuvia

Number of members = 6

Appendix II

MEMBERS representing local councils/MP's
Ardington & Lockinge Parish Council
Blewbury Parish Council
Chilton Parish Council
Didcot Town Council
East Hendred Parish Council
West Hendred Parish Council
Grove Parish Council
Harwell Parish Council
Oxfordshire County Council
South Oxfordshire District Council
Steventon Parish Council
Sutton Courtenay Parish Council
Upton Parish Council
Vale of White Horse District Council
West Berkshire County Council
West Hagbourne Parish Council
The Member of Parliament for the Wantage Constituency
Others - as may apply and be considered by, or be invited by the Chairman

Number of members representing local councils = 17

Appendix III

MEMBERS representing local interest groups, NGOs and environmental groups/landowners
Hendred Estate
Oxfordshire Federation of Women's Institutes
Wantage Chamber of Commerce
Trade Union representatives (Representing NRS and other major employers on the campus)
*Others on application and as confirmed by a vote of the SSG

Number of other members = 4* NB Individuals from any group may attend meetings as a member of the public and/or apply for membership.

Total CLSG Membership = 27

Appendix IV

These organisations are invited to attend as Observers.

OBSERVERS/REGULATORS (Having no voting rights)
Nuclear Decommissioning Authority (NDA)
Office for Nuclear Regulation (ONR)
The Environment Agency
NRS
The United Kingdom Atomic Energy Authority
Harwell campus
Chilton Primary School
VWHDC Environmental Health Officer
SODC Environmental Health Officer
Food Standards Agency
Oxfordshire & County Newspapers
CNC
Didcot Garden Town

Appendix VI

JOB DESCRIPTION FOR THE INDEPENDENT CHAIRMAN (AND DEPUTY) OF THE HARWELL STAKEHOLDER GROUP

Commitment

1. The Chairman/deputy Chairman need not be a technical expert but should have a general knowknowledge of the licensed site and the nature of the work carried out there. He/she will be mindful of the multi-tenant and multi-ownership of the campus and sensitive to the different objectives of the campus organisations. The NDA has a formal involvement with the NDA-designated site but not with the other organisations.
2. The Chairman must commit to attend three meetings of the SSG each year. One of these meetings may be held in the evening. There is also a requirement to represent the SSG at national level, by communications and attendance at a national meeting, which may entail an overnight stay (arrangements are made and paid for by the NDA).
3. The Chairman is provided with secretarial/technical support and is expected to have regular contact with the SSG Secretary.
4. The Chairman may meet with other major campus organisations and other relevant organisations as required.
5. It is anticipated that the Chairman would be expected to commit an average of four hours of his/her time per week.
6. The Chairman may be interviewed by the local media. The Secretary will provide appropriate support and screen the calls where possible.
7. The travelling and other out of pocket expenses incurred by the Chairman will be reimbursed.
8. An emolument determined by the NDA is paid by the secretary.

Duties

The Chairman/Deputy of the Site Stakeholder Group should be:

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

Selection and Election

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

- A candidate may be nominated for both posts but will stand down for the post of Deputy Chairman if elected as Chairman.
- Nomination(s) to be supported by a Proposer and a Seconder from among the SSG Members.
- Nominations will be supported by brief details of themselves and their relevant experience, as supplied by the candidate(s).
- Candidates should be present at the appropriate meeting of the SSG for the election of Chairman/Deputy Chairman.
- Should more than one candidate be nominated for election, then the Secretary will conduct a secret ballot of all Members attending the meeting, the result being determined by simple majority.
- In the event of a tied vote, the election will be re-run after removing the names of all but the tying candidates. If still tied then lots will be drawn.
- The Chairman remains in post for three years. He/she may seek re-appointment after three years.

Appendix VII

Harwell SSG Code of Conduct

Participants of the Harwell SSG agree to adhere to the following 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