



Local Liaison Committee
Review Summary
December 2014



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Introduction

AWE's main link with the local community is through its Local Liaison Committee (LLC), which was established in 1993 following contractorisation of the AWE sites. This Committee, which meets on a quarterly basis, is made up of 32 representatives from local authorities in Berkshire and North Hampshire.

Terms of Reference for the LLC remained largely unchanged for a number of years during which time economic, environmental and community needs have moved on a pace, as have AWE operations.

In June 2012 members endorsed a proposal by AWE to undertake a review of the LLC, the objectives of which were to: 'ensure the role, focus and activity of the LLC fulfils the needs of the communities it represents and is an effective two-way communications forum between AWE and those local communities.'

A Joint Steering Group (JSG), comprising LLC members and AWE staff, and chaired by the LLC Members' Liaison Officer, was set up to oversee the review activity and determine recommendations to put forward to the full committee.

This report summarises the work carried out by the Review's JSG and outlines the improvement activities which have been implemented as a result of the JSG's recommendations. These focus on two main areas: strengthening and supporting the LLC; improving information to support LLC member communication with local communities. The effectiveness of the LLC will continue to be assessed and further improvements are being considered following the results of the wider community research conducted during 2014.

Councillor George McGarvie
Chairman of the LLC Review JSG and LLC Members' Liaison Officer.



The Role of AWE's **Local Liaison Committee**

At its inaugural meeting in 1993, the then Chief Executive, Brian Richards, said the LLC had been set up as part of the Company's aim of 'pursuing a policy of greater openness' and he emphasised AWE's 'commitment to developing closer relations with the community of which it forms an important part.'

'The Committee has been set up following detailed discussions with local councillors and officers to improve understanding between AWE's Aldermaston and Burghfield sites and the community to which they belong and to which they make a significant economic contribution both as a major employer and as a customer of local companies.'

'Meetings will offer the opportunity to discuss matters of particular interest to local people, such as emergency response and environmental and safety standards.'

Over the past 21 years, the LLC has continued to provide an important two-way communications forum between the organisation and representatives of the local communities adjacent to its sites. It has also played a key role in holding AWE plc to account for maintaining safe, secure and environmentally responsible operations.

The LLC now brings together 32 representatives of local authorities in Berkshire and Hampshire. The Committee meets quarterly to hear and discuss different aspects of AWE's operations and community involvement. Standing agenda items include updates on site development, environmental, health and safety performance along with wider stakeholder and community activity. In addition, and where appropriate and possible, site facility visits and demonstrations are arranged to enable members to gain a deeper appreciation of the work of the organisation, enabling them to be an informed and proactive source of information with the local communities they represent.

There has been an increased trend towards openness and transparency in information and dialogue between nuclear operators and the public over recent years. This is something which, within the confines of security constraints that it is required to operate under, AWE fully supports.

Over the last two years AWE and the current members of the LLC have worked closely together to look at what improvements AWE and the LLC members can make to the effectiveness of the committee.



Scope of the **LLC Review**

The purpose of the review was to ensure the role, focus and activity of the LLC fulfils the needs of the communities it represents and is an effective two-way communications forum between AWE and those local communities. A Joint Steering Group (JSG), comprising LLC members and AWE staff, and chaired by the LLC Community Liaison Officer, was set up to oversee the review activity and determine recommendations to put forward to the full committee. The AWE representatives were chosen for their specialist knowledge of site infrastructure, environmental protection, safety and emergency handling expertise. (JSG Members are listed in Appendix 1).

The scope of the review proposed by the JSG and endorsed by the full Committee, included

- Understanding current communication and engagement practice between LLC members and their local communities;
- Benchmarking AWE LLC against comparable nuclear site stakeholder groups and relevant 'best practice' guidance, such as that developed by the Nuclear Decommissioning Authority (NDA);
- Identifying potential improvements that are:
 - actionable within the terms of AWE's site licence, management contract and government/regulatory guidance or legislation.
 - Practical and advisable within the security and safety constraints AWE is required to maintain and safeguard; and
- Presenting recommendations for consideration by the full LLC



LLC Members Survey

The JSG agreed an important first step was to have a better understanding of how individual members' keep their local communities informed and connected with the work of AWE, recognising there may well be best practice that members could share and learn from each other.

All LLC members were sent a questionnaire seeking information on how they communicated with their local communities and ideas for the JSG to consider that would encourage a more consistent and proactive approach across the Committee in canvassing local community opinions and drawing out any issues or concerns they may have.

Over 80% of those who took part in the survey proactively provide their communities with regular updates on AWE's activities, with most representing a fixed agenda item at council meetings. In disseminating information outwards to the communities they represent, LLC members confirmed their core communication channels as local parish meetings and minutes, residents associations and websites, figure 1, 2 and 3.

Figure 1
Do you issue regular updates on AWE's activities?

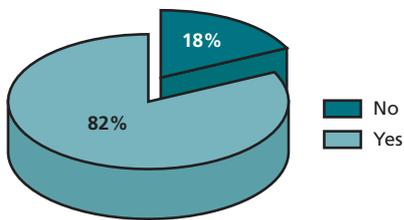
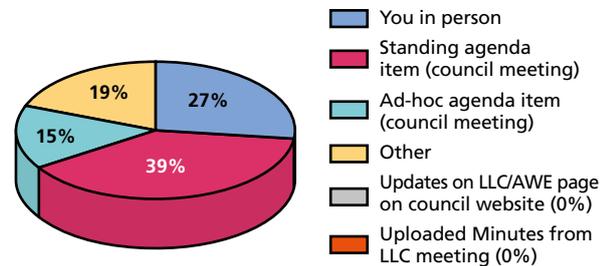


Figure 2
Do you issue regular updates on AWE's activities and if yes, are these via?



Just under a quarter of those responding confirmed that they had been contacted by a member of their community with an issue or concern in the last three years, figure 4, topics raised largely focused on the Detailed Emergency Planning Zones (DEPZ)/planning applications, traffic issues and site development activity.

Figure 3
How can your local community get in touch with you?

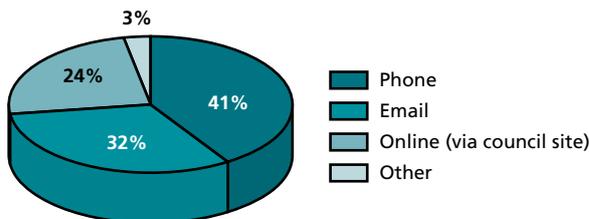
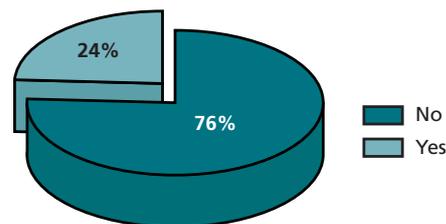


Figure 4
In the last three years have you been contacted by a local member of the community about issues/concerns?





Promoting the visibility of individual LLC members, through the use of council websites and community news letters, was suggested as a means of improving communication with the public.

Benchmarking other sites to establish what is best practice and making content of the meeting more challenging, subject to security constraints, were also suggested.

However concerns were expressed about making meetings accessible to the public as members felt the attendance of pressure groups may politicise the agenda to the detriment of local community issues.

Benchmarking Exercise

The aim of the benchmarking exercise was to assess the LLC's role, membership profile and activity against comparable nuclear site stakeholder groups and relevant best practice guidance, such as that developed by the NDA (Appendix 4). Whilst there is no statutory requirement to form a site stakeholder group (SSG), most sites have independently recognised the value of these forums in maintaining dialogue with local stakeholders.

Five sites were chosen from both the civil and defence sectors giving a comparison across six nuclear facilities in total, including AWE. Sites selected were: Sellafield, Dounreay, Harwell nuclear power stations, the nuclear submarine bases at Coulport and Faslane, and the Devonport Dockyard.

Feedback from the sites showed:

- All have an established stakeholder group in one form or another;
- Each group meets at least once a year, with three to four meetings annually appearing to be the norm;
- Membership numbers typically amount to 30-40, acting on behalf of their local areas in receiving and sharing information on topics of mutual interest and/or concern;
- Members naturally represent parish and county councils and local authorities; it is the role and responsibility of these members to ensure information from the meetings is fed back to their local businesses and communities;
- Regular and/or occasional attendees may include delegates representing regulators, emergency services, politicians and other government departments; and
- In recognition of specific security constraints, only some sites allow press and/or public presence.



Clearly the defence sites face different national security issues than their civil counterparts and this was reflected in the responses. However community concerns in relation to radioactive materials and emergency planning arrangements meant many of the same issues face all six organisations.

The exercise also reviewed websites and SSG Terms of Reference for other sites considered 'high-hazard' including Heathrow Airport and Barrow-in-Furness shipyard.

Recommendations

Following on from the LLC Members survey and site benchmarking exercise, a number of initial recommendations were put forward by the JSG. These were viewed as improvement opportunities that were both actionable within the terms of AWE's site licence, management contract and government/regulatory guidance or legislation, and being practical and advisable within the security and safety constraints AWE is required to maintain and safeguard.

These recommendations focus on two main areas:

- Strengthening and supporting the LLC; and
- Improving information to support LLC member communication with local communities.

The following were endorsed by the Committee:

Strengthening and supporting the work of the LLC	Status
<ul style="list-style-type: none">• Enhanced information to be provided by AWE to support members' communication with residents	On-going
<ul style="list-style-type: none">• Review and strengthen LLC Terms of Reference	Approved December 2013 (Appendix 3)
<ul style="list-style-type: none">• Introduce an LLC members' Code of Conduct	Approved December 2013 (Appendix 3)
<ul style="list-style-type: none">• Introduce a familiarisation programme for all new LLC members	Programme starts February 2015
<ul style="list-style-type: none">• Develop communication guidelines to improve consistency in communication between LLC members and their local community	Part of familiarisation programme February 2015



Making information more **accessible**

The JSG also looked at how day-to-day communications could be improved between AWE and the Committee, between LLC members and the public and directly between AWE and the local community. A number of these recommendations have already been implemented.

Status

- | | |
|--|---|
| • New Community Section on the AWE website including links to external reports e.g. regulators site updates community publication. | Launched November 2014 |
| • New LLC pages to be introduced on the AWE website including minutes of meetings, member profiles and their roles. | Launched November 2014
Member biographies due January 2015 |
| • Links to AWE press releases and media coverage to LLC members to share with residents. | Now routinely circulated to members |
| • General news items circulated. | Now routinely circulated to members |
| • Be open to staging public forums where there is a clear requirement to engage a wider cross-section of the local community. | To be staged when appropriate |

A further recommendation proposed a review of the profile and representation of local authorities on the Committee. This issue was extensively discussed both by the JSG and in full Committee over a number of meetings.

The JSG proposed that membership criteria should be on the basis of locality to the sites with each Parish and Town Council represented by one elected member. Exceptions to this criteria would apply to those Parishes/Town Councils that had larger residential populations and /or those more severely impacted by site traffic.

Additionally, each County Borough or Unitary Authority should have two representatives. Exceptions to this criteria apply to those that hold responsibilities specific to the site e.g Civil Contingencies lead at West Berkshire Council who is accountable for the Emergency Response Plan required under the Radiation Emergency Preparedness and Public Information Regulations (REPPPIR). In this instance the authority would have three representatives.

The JSG also proposed MPs whose constituencies close to the Aldermaston and Burghfield sites should also be invited to join.

The details of the new Terms of Reference, Code of Conduct and revised membership for the Local Liaison Committee are shown in Appendix 3.



Extending AWE's Community Engagement beyond the **LLC**

The LLC review has made some important improvements in the operation of the committee. Whilst the LLC clearly provides an important forum for local people to have a dialogue with AWE via their elected representatives there are other opportunities for AWE to build local community relationships outside of the LLC forum.

AWE's community publication Connect is sent to over 22,000 local firms and businesses. The newsletter, together with the company's website, are the two direct communication channels the organisation uses to keep local community informed and up to date on AWE's operational activities and community involvement. Immediate neighbours also receive personal letters of any activity, both on and off site, that may have a direct impact on them - such as night time working, alarm testing or know protestor activity. An email enquiries inbox (communityandschools@awe.co.uk) provides members of the public with a further direct link to ask questions or raise concerns.

This year AWE employed an independent research company to canvas the views of members of the local community. The aim of the study was to gauge community perceptions and understanding about AWE plc's operations and more generally its wider community communication and engagement approach. Participants included local residents, councillors and schools. The results of the survey which have just been published, are being used to help inform AWE's community relations programme. A summary of the survey results can be found on the AWE Community pages within the company website.



Appendices



Appendix 1 - LLC Joint Steering Group (JSG) Members 2012 - 2014

Council Members	Representing
Cllr George McGarvie (Chairman)	Pamber Parish Council/Members Liaison Officer
Cllr Carol Jackson-Doerge	West Berkshire Council
Cllr David Shirt	Aldermaston Parish Council
Cllr David Leeks	Tadley Town Council
Cllr John Chapman	Purley on Thames Parish Council
Cllr Royce Longton	West Berkshire Council
Cllr Richard Willis	Reading Borough Council
Cllr Irene Neill	West Berkshire Council
AWE Members	
Head of Corporate Communications	Fiona Rogers
Director Site	Steve Fussey and from 2013 Haydn Clulow
Head of Environment	Gareth Beard
Manager Emergency Response	Paul Cooper
Head of Site Control & Utilities, AWE	Graham Day



Appendix 2 - Previous LLC Terms of Reference (August 2010)

Functions

- To provide an effective means of Liaison between AWE and representatives of the local community, in the vicinity of AWE Aldermaston and Burghfield.
- To keep the local community informed about past, current and future operations of AWE, subject to the demands of security.
- To be a forum for discussions on matters of interest including the Emergency Plans.
- To ensure that AWE management is aware of local opinion and to provide an additional forum to respond to questions and issues concerning AWE.
- To meet quarterly.
- To issue minutes to members and to circulate those minutes to local libraries, MPs and the Houses of Parliament libraries and to display them on the AWE web site.

Scope of Discussions

The Committee shall be free to discuss matters of interest to AWE and the local community. All members shall be entitled to decline to discuss a matter if in their judgement issues of confidentiality or national security so require.



Membership

The membership shall comprise:

Chairman	AWE Executive Chairman or their nominee
Community Liaison Officer	Nominated by LLC members
Secretary	To be provided by AWE
Representatives from:	

Authority	Maximum number of Representatives
Basingstoke & Deane Borough Council	3
West Berkshire Council (WBC)	3
WBC Emergency Planning Officer	1
Hampshire County Council	3
Reading Borough Council	3
Wokingham Unitary Authority	3
Tadley Town Council	3
Aldermaston Parish Council	2
Baughurst Parish Council	1
Beech Hill Parish Council	1
Brimpton Parish Council	1
Burghfield Parish Council	2
Holybrook Parish Council	1
Mapledurham Parish Council	1
Mortimer West End Parish Council	1
Padworth Parish Council	1
Pamber Parish Council	1
Pangbourne Parish Council	1
Purley on Thames Parish Council	1
Shinfield Parish Council	1
Silchester Parish Council	1
Stratfield Mortimer Parish Council	1
Sulhamstead Parish Council	1
Swallowfield Parish Council	1
Theale Parish Council	1
Ufton Nervet Parish Council	1
Wasing Parish Council	1
Wokefield Parish Council	1
Woolhampton Parish Council	1



Appendix 3 - LLC Terms of Reference and Members Code of Conduct (August 2014)

Introduction

- This document sets out the Terms of Reference and Members' Code of Conduct for AWE's LLC, providing guidance on the purpose, scope structure and standards of the committee.

Purpose

- Established in 1993, AWE's LLC provides a vital communications forum between the organisation and local community in the vicinity of AWE Aldermaston and Burghfield, as well as playing a key role in holding AWE plc to account for maintaining a safe, secure and environmentally responsible operation.
- In summary the key functions of the LLC are:
 - To provide an effective means of liaison between AWE and representatives of the local community, in the vicinity of AWE Aldermaston and Burghfield;
 - To keep the local community informed about past, current and future operations of AWE, subject to the demands of security;
 - To be a forum for discussions on matters of interest to and/or raised by the local community;
 - To ensure that AWE management is aware of local opinion and to provide an additional forum to respond to questions and issues concerning AWE; and
 - To scrutinise AWE emergency and environmental plans.

Scope

- The LLC provides a regular forum for local people to liaise with AWE. It enables them to raise questions and issues about AWE's operations through their elected representatives who make up the membership of the committee. It is also a forum that allows AWE to keep in touch with local opinion on topics of mutual interest.
- Meetings are held on a quarterly basis and discussions focus on matters which are considered to be of interest to the public, including impact of general site operations, emergency planning arrangements and the Company's community outreach programme.



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- The meetings provide a regular forum for committee members to question AWE and its regulators on behalf of the community; to receive and to comment on progress reports and forward plans for the sites.
 - There are standard agenda items covering the latest information on company performance in environment, safety and health. The committee is briefed by AWE as well as receiving updates from representatives of the sites' main regulators (the Office for Nuclear Regulation (ONR) and the Environment Agency (EA)), that provide an independent view on Company performance and progress on safety and environmental impact.
 - LLC members are encouraged to submit agenda topics for discussion, which are considered to be of interest to their own local communities.
 - Government nuclear deterrent policy and associated scientific/technical operational matters fall outside the scope of the LLC agenda. As a government- owned, contractor- operated organisation, AWE's role is to carry out government policy effectively, efficiently, safely and securely. Nuclear defence policy issues are a matter for the Ministry of Defence.

Authority

- The LLC is primarily a two-way conduit for information, not a decision making body. It may offer opinion and advice to AWE plc Executive through the following mechanisms:
 - at the quarterly meetings, through the Chair;
 - in written form to the Chair; and
 - in any other form as specified by the Committee.

LLC Structure

Chair

- The LLC will be chaired by AWE's Managing Director or their nominated representative. The Chair is responsible for:
 - setting the quarterly LLC meeting agendas, ensuring both standard reports and member issues are covered appropriately;
 - managing LLC meetings to ensure a balance of views is heard and that all members are able to contribute to discussions;



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- appointing another Director or member of the leadership team to act on their behalf, if unavailable; and
 - ensuring AWE provides appropriate organisational support for the committee.

Members' Liaison Officer

- The Committee will have a members' elected representative who will act as a representative of the whole committee between the quarterly meetings. That person will:
 - be independent of the site operator;
 - be an elected community representative (i.e. a county, borough or parish councillor who represents one of the areas adjacent to the sites);
 - be formally elected by LLC members and be re-appointed at regular intervals;
 - be appointed for a tenure of five years, subject to their continued LLC membership eligibility; and
 - provide support to the Chair.

The Committee

- The composition of the committee should reflect the local community and its interests. It is made up of a body of elected representatives who are known as full members of the committee. It also has provision to include advisory and co-opted members who provide specialist or technical input.
- Full members will include representatives from national and local government. i.e. MPs, County, Borough, District, Unitary, Town and Parish Councillors who represent local people living close to the AWE sites. Full members will normally be the elected representatives of their respective organisation. However there is provision for Parish Councils to nominate a non-elected representative if this is deemed appropriate and as long as the nominated individual meets the criteria set out by the council.
- Full members will include the following representatives:



Parish and Town Councils

Each Parish and Town council represented is eligible to have one member on the committee unless exceptional criteria apply making them eligible for two members. Exceptional criteria have been defined as more severe traffic impact on residents due to close proximity or larger population. Only two councils, Aldermaston and Tadley, meet these criteria.

	Maximum number of Representatives
Aldermaston Parish Council	2
Ashford Hill with Headley Parish Council	1
Beech Hill Parish Council	1
Baughurst Parish Council	1
Brimpton Parish Council	1
Burghfield Parish Council	1
Holy Brook Parish Council	1
Mapledurham Parish Council	1
Mortimer West End Parish Council	1
Padworth Parish Council	1
Pamber Parish Council	1
Pangbourne Parish Council	1
Purley on Thames Parish Council	1
Shinfield Parish Council	1
Silchester Parish Council	1
Stratfield Mortimer Parish Council	1
Sulhamstead Parish Council	1
Swallowfield Parish Council	1
Tadley Town Council	2
Theale Parish Council	1
Ufton Nervet Parish Council	1
Wasing Parish Meeting	1
Wokefield Parish Council	1
Woolhampton Parish Council	1

All Borough, County and Unitary Authorities are eligible to have two representatives on the Committee with the exception of West Berkshire Council which has an additional member as it holds special responsibility for AWE's Off-site plan.

Borough, County and Unitary Authorities

	Maximum number of Representatives
Basingstoke and Deane Borough Council	2
Hampshire County Council	2
Reading Borough Council	2
West Berkshire Council	3
Wokingham Unitary Authority	2



Members of Parliament

	Maximum number of Representatives
Basingstoke	1
Newbury	1
North East Hampshire	1
North West Hampshire	1
Reading East	1
Reading West	1
Wokingham	1

Advisory Members

The nature of the regulated environment at AWE and its interaction with other statutory bodies makes it appropriate for other organisations to be routinely included at the committee meetings in an advisory capacity. Specifically this will include:

- Site Inspectors from key regulatory bodies, namely the Office for Nuclear Regulation (ONR) the Hazardous Installations Directorate (HID) and the Environment Agency (EA).
- Representatives of the local emergency and health services
- Other officers from the local councils at County, Borough, District and Parish level, when appropriate. (for example, Emergency Planning Officer at West Berkshire Council).

Co-opted Experts

- From time to time it may be necessary to co-opt temporary advisors with expert knowledge to help the LLC understand a specific issue. This will be done on an ad-hoc basis as appropriate and at the request of either the Chair or Members.

In attendance

Appropriate AWE Executive and Senior Management representatives will also attend each meeting at the request of the Chair. Regular attendees will include:

- Director, Site
- Head of Health & Safety
- Head of Corporate Communications
- LLC Secretary

Their attendance will normally be in support of standard or specific agenda items.



Support to the Committee

AWE will provide secretarial support for the Committee. This will include:

- Logistics planning and administration for the quarterly LLC meetings;
- Drafting, circulating and publishing approved minutes from LLC meetings to members and wider interested parties including an Executive Summary of key bullet points that members can pass on to their constituents;
- Maintaining the LLC meeting register of attendance;
- Initiating clearance process for all new members;
- Updating the LLC web page on www.awe.co.uk;
- Circulating papers to members as needed, including communications from external bodies;
- Organising an induction process for new LLC members that as a minimum would include:
 - a site visit
 - an information pack including the LLC Members Code of Conduct and Committee Terms of Reference
 - a meeting with key staff including the Managing Director
- Act as the first point of contact for all LLC enquiries and co-ordinate responses;
- Organising site visits for LLC members, where possible and within the security and safety constraints dictated by security level clearance; and
- Developing, controlling and reporting on the associated LLC budget.



Meeting Location, Frequency and Format

Meetings of the full LLC will take place on a quarterly basis and usually held at either AWE Aldermaston or AWE Burghfield sites. They will be chaired by AWE's Managing Director or his nominated representative.

Standing agenda items will include:

- Overview of company activity and progress that is of interest and relevance to LLC members
- Updates on emergency planning arrangements
- Updates on company performance in environment, safety and health
- Updates from independent regulators (the Office for Nuclear Regulation and the Environment Agency) on company performance and progress
- Updates on the Company's community outreach programme
- 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 LLC

The LLC may choose to set up sub-groups to address specific topics on behalf of the whole LLC. These sub-groups should seek to reflect LLC membership. Information from sub-groups should be regularly shared with the relevant LLC members and an appropriate opportunity for discussion given.

LLC Members are encouraged to table agenda items for consideration. Ideally, these need to be submitted to the Secretary of the Committee no later than six weeks prior to each quarterly meeting. Short notice requests which are deemed to be urgent will be dealt with under Any Other Business.

Communications

Ad-hoc updates for Members

The majority of the Committee's business will take place at the quarterly LLC meetings. However, if the need arises for any ad-hoc updates on topical issues which may be of local interest or concern, AWE will contact individual Members directly to enable them to update their communities of interest.

These ad-hoc communications may be via letters, emails or SMS text, whichever is deemed most appropriate in the circumstances.



Web page

The LLC has its own Community web page on the AWE website (www.awe.co.uk). As a minimum, the LLC webpage should be frequently updated with:

- Dates, locations and agendas of future meetings
- Past minutes and reports
- Full list of members and advisors and who they represent
- Key papers of interest to the community regarding LLC business
- Terms of Reference for the Committee and Code of Conduct for LLC members
- Reciprocal links to partner websites such as Local Authorities, ONR and EA
- Whilst decisions regarding the content of the LLC Community web page should be agreed by the LLC membership, it is expected that the Secretariat will manage day-to-day updates

LLC Members Code of Conduct

Roles and Responsibilities

- Members will represent their organisation or 'community of interest' actively on the LLC, including consulting them as appropriate before meetings on major agenda items
- Members will formally update the community they represent after LLC meetings, either verbally or in writing, ensuring the information that is disseminated is unclassified and a true reflection of the meeting discussion and formal minutes
- Members will attend every LLC meeting, where possible
- If a Member is unable to attend any meeting within any 12 month period, the community they represent will be asked to put forward an alternative representative
- Members will be expected to be fully familiar with all information circulated in advance of LLC meetings, to ensure maximum participation in the forum
- If a Member attends a sub-group meeting on behalf of the whole committee they will update other LLC members at the earliest opportunity.



Membership tenure

- LLC membership tenure is for a minimum of one year and thereafter should be reviewed every four years in line with the sponsoring bodies' election cycles.

Security constraints

- Members of the Committee will be escorted at all times during visits to the AWE sites. All information given to the LLC will be at an 'unclassified' security level and members will not be given access to restricted or sensitive areas of the sites.
- In the past any visitors coming to AWE on more than five occasions were required to undergo statutory Ministry of Defence Security Clearance so many LLC members hold this elevated level of clearance.
- Under new guidance (introduced on August 1 2014) this level of clearance will not be required in order to sit on the committee. However, all visitors will still require Company security screening. Subject to the appropriate approvals, visitors may now make up to 30 escorted visits to the sites within a 12 month period without completing statutory Ministry of Defence Security Clearance.
- When attending site, all Members will be issued with a Site Visitor pass on arrival which allows escorted access to designated areas.

Familiarisation with AWE

- During their period of tenure, LLC Members will be expected to undergo a formal familiarisation programme and participate in additional visits to the AWE site(s) for general familiarisation and to deepen their understanding and awareness of issues and activity that may be the subject of an LLC discussion.

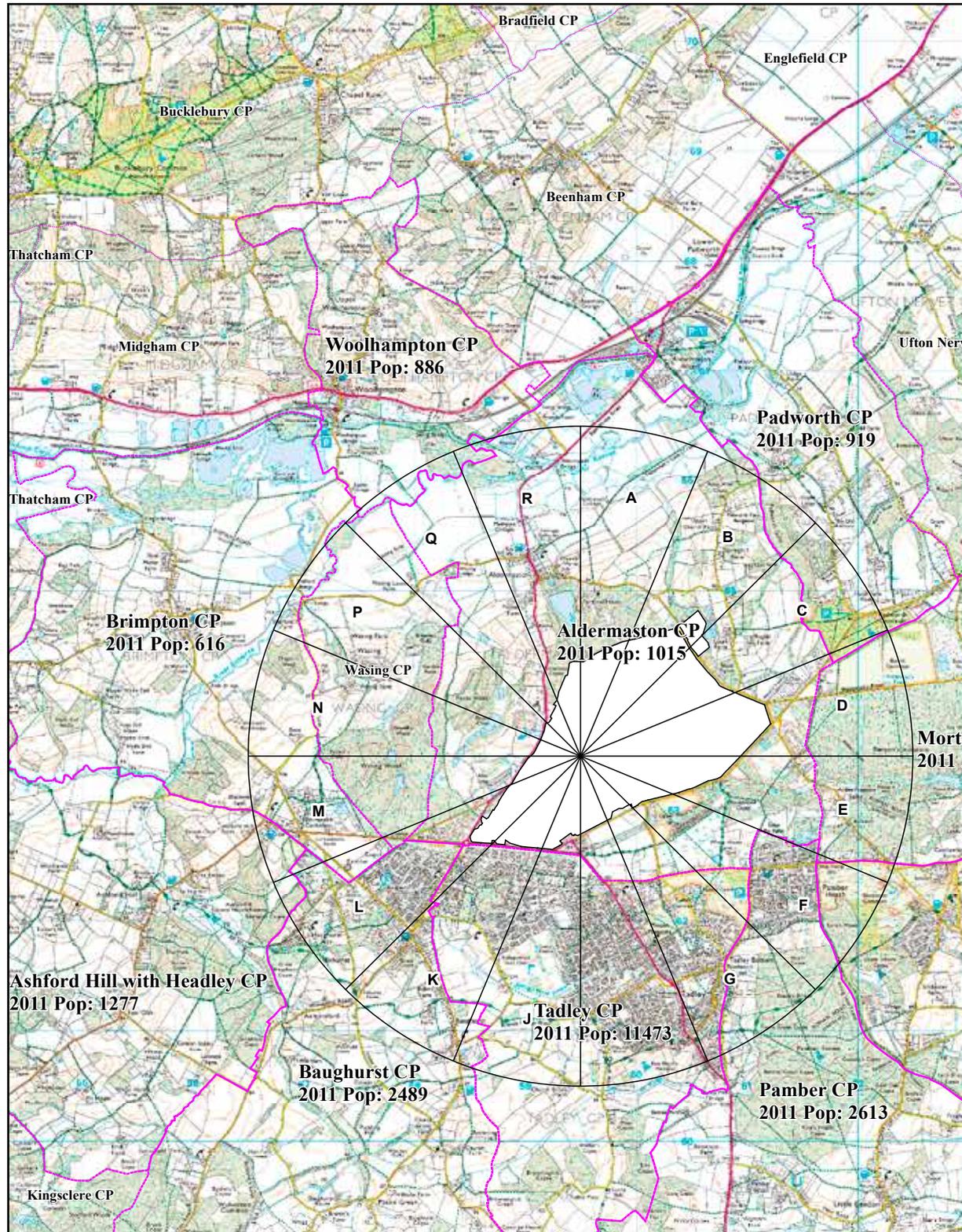


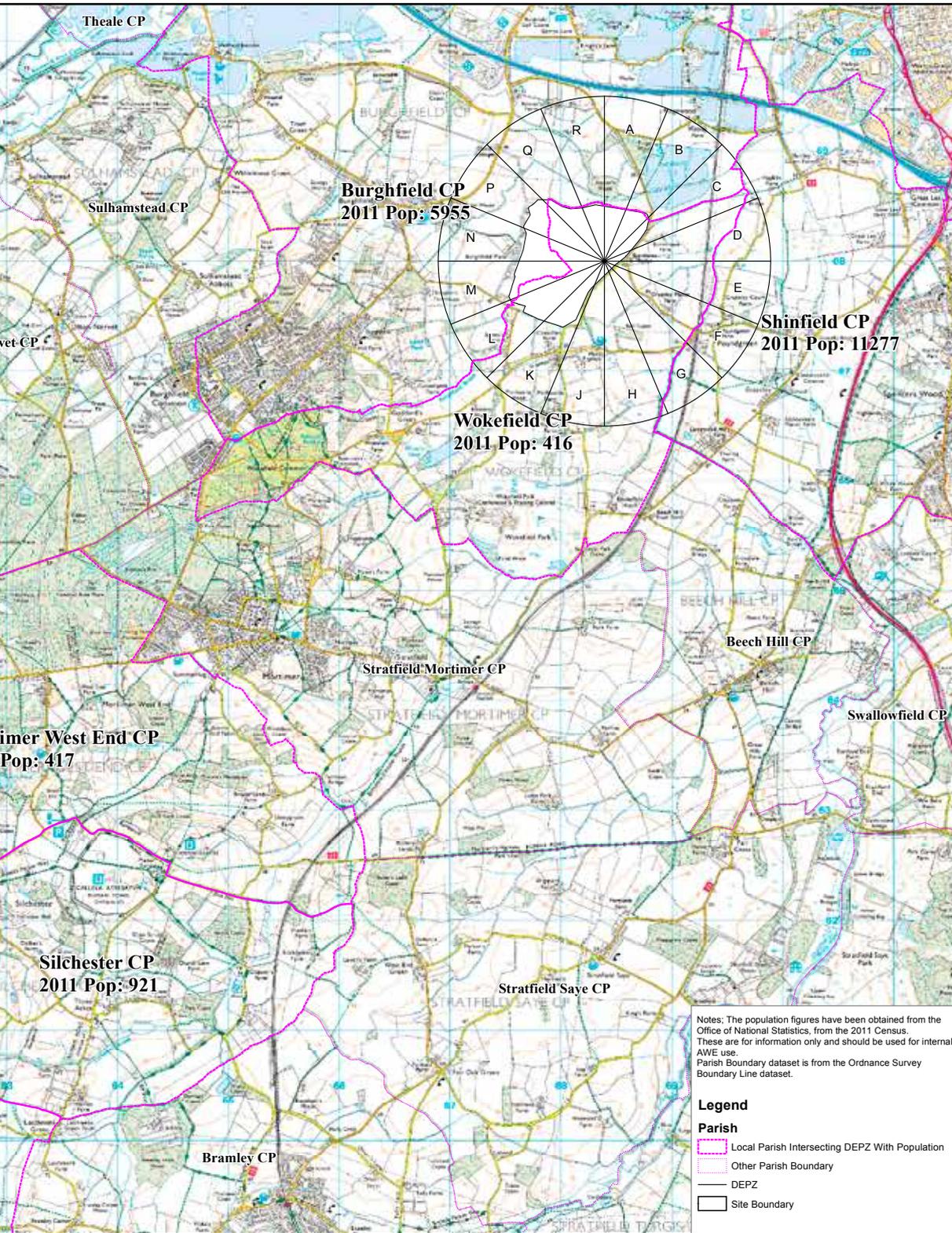
Appendix 4 - Summary of Nuclear Decommissioning Authority (NDA) Guidance for Stakeholder Groups

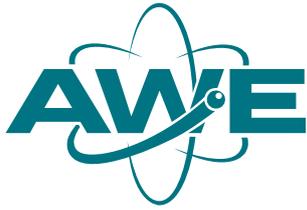
- Each site hosting a Site Stakeholder Group (SSG) may be uniquely situated, have its own priorities and need to manage different stakeholder interests. As such, there is a need for flexibility whilst deploying a clear, directive set of guidelines
- The overarching aim of a SSG is to ensure that decisions taken (by the NDA/ operators that affect NDA) are informed by the local community's views. Primary objectives may include:
 - An opportunity for questioning
 - Receipt and comment on progress reports/plans
 - Representation of views of the local community
- Each SSG should develop its own constitution and code of conduct
- SSG membership should reflect the local community and its interests whilst having provision to include representatives and/or co-opted advisors from other relevant bodies to provide advice as needed, together with members of the press or public where appropriate
- Roles and responsibilities of members, the Chair and Deputy Chair, should be outlined, monitored and enforced
- It is advised that the Chair should be independent of the site operator, be formally elected, be supported by a similarly Deputy Chair and consider standing down after 5 years
- The site operator will provide secretarial support together with an outline of its administrative role
- It is recommended that each SSG has a website as part of its communication channels to provide the necessary information and documentation regarding meetings, members, papers of interest and minutes
- It is suggested that a review of the SSG should take place at least every five years, covering all aspects of the constitution.

For details of the full report see
<http://www.nda.gov.uk/publication/lar3-guidance-for-site-stakeholder-groups/>

Appendix 5 – Map of Parish Boundaries







Local Liaison Committee Review Summary December 2014

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