



Local Liaison Committee
**Terms of Reference and
Members Code of Conduct**
2014



Introduction

- This document sets out the Terms of Reference and Members' Code of Conduct for AWE's Local Liaison Committee, 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

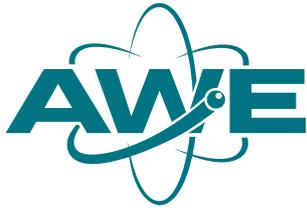
- LLC membership tenure is for a minimum of one year and thereafter should be reviewed every four years in line with the sponsoring bodies' election cycles.

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.



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AWE Aldermaston, Reading, Berkshire, RG7 4PR