# Terms of Reference

**Operations Subgroup**

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| **Rev** | **Date** | **Version** | **Description** | **Owner** | **Approver** |
| 1 | January 2023 | Draft | Document created | Rob Ward |  |
| 2 | February 2023 | Draft | Updated following Legal review | Rob Ward |  |
| 3 | June 2023 | Draft | Updated to include comments from John S |  |  |
| 4 | Feb 2024 | V4 | Updated from subgroup meeting | Anne Broome |  |
| 5 | March 2024 | V4.1 | Updated from subgroup meeting | Anne Broome |  |
| 6 | April 2024 | Final | Approved11/4/24  For review April 2025 | Anne Broome | Operations subgroup |

## Introduction

These Terms of reference must be read in conjunction with the overarching Terms of Reference for Subgroups.

## Scope

To develop and implement Operational Activities including but not limited to:

* Management of processes relating to Chair Recruitment
* Management of processes relating to Community Partnership Membership
* Development and Management of all Community Partnership processes & procedures
* The Membership panel will be a subset of this subgroup.
* Management of changes to Community Partnership Agreement/Terms of Reference
* Development of a Programme of Activities and progress reporting
* Exit strategy arrangements for Withdrawal from the GDF siting process
* Arrangement for a Test of Public Support
* Partnership Meeting Planning

## Membership

**Chair**

The Chair of the Subgroup will regularly report to the Community Partnership on the progress of the Subgroup, including any decisions taken and recommendations made.

**Membership**

Initial Subgroup membership shall be:

* Nuclear Waste Services representatives
* South Copeland Community Partnership chair
* Relevant Principal Local Authority representative
* Millom Town Council representative
* Sustainable Duddon representative
* Whicham Parish Council representative
* Drigg Parish Council representative

**Supporting attendees**

* Operations Manager
* Community Engagement Coordinator or Secretariat

Due to the nature of this subgroup’s scope as a minimum the Subgroup will comprise of four members, one of which must be a representative from the Developer and one representative from the Relevant Principal Local Authority.

## Working Arrangements

**Meetings**

Meeting dates, times and frequency (minimum quarterly) will be agreed by the Subgroup.

Meetings will take place face-to-face or virtually (if face-to-face, the NWS Risk Assessment and booking procedure must be followed). Meetings will not be held in public.

**Agendas and Papers**

Agenda items will be determined by the Subgroup, or as requested by the Community Partnership.

The agenda and any relevant papers will be circulated 5 days prior to the meeting.

**Actions**

All actions will be recorded and circulated to Subgroup members within one week of any meeting.

Actions will be monitored by the Subgroup Chair.

**Decisions**

In relation to decisions to be taken by the Subgroup or recommendations to be made to the Community Partnership, the decisions would only stand if representatives of Nuclear Waste Services and the relevant Principal Local Authority as well as two Community Members agree them.

If any Community Partnership voting member feels that a decision or recommendation of a subgroup is significant enough to warrant full member scrutiny, it will be raised at the full Community Partnership meeting.

## Reporting

The Chair of the Subgroup shall report to the next Community Partnership meeting on the progress of the Subgroup, any decisions taken and any recommendations made. The Chair may nominate a deputy to report to the Community Partnership in their absence.