# 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 |  |
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## 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
* 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: **Kelly Anderson**
* South Copeland Community Partnership chair: **Ged McGrath**
* Relevant Principal Local Authority representative **Bob Kelly**
* Millom Town Council representative: **David Billing**
* Sustainable Duddon representative: **John Sutton**

Due to the nature of this subgroup’s scope in relation to Withdrawal, Community Partnership Agreement, Membership and Test of Public Support, both Nuclear Waste Services and the relevant Principal Local Authority are essential members.

## 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 by the Secretariat.

**Actions**

All actions will be recorded by the Secretariat.

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 Subgroup is quorate only if representatives of Nuclear Waste Services and the relevant Principal Local Authority as well as one Community Member are present.

## Reporting

The Chair will report back to the Community Partnership including high level notes of recent subgroup meeting(s), any recommendations for consideration by the CP and any decision taken. The Chair may nominate a deputy to report to the community Partnership in their absence.