

Terms of Reference

Advisory Council Terms of Reference

Status	Approved
Last Review	10 January 2018
Review period	1 Year

Revision record

Rev	Date	Description	Owner	Approver
0	26 January, 2018	First issue.	Cherry Tweed	Advisory Council Chair and RWM Managing Director

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1 Purpose and Scope

The Advisory Council's role is to provide expertise, balanced perspective and strategic advice to support Radioactive Waste Management (RWM) as it moves into a significant phase of its programme to deliver a Geological Disposal Facility. Working through the Managing Director, members of the Advisory Council provide good quality advice, sound judgement and expert opinion in order to contribute, enhance and add value to the quality of decision making.

The responsibilities of the Advisory Council are to:

- Broaden RWM's understanding of the delivery of a major radioactive waste disposal programme and working with communities on difficult public policy issues
- Provide unbiased insights and ideas from an external point-of-view (not involved in the operation of the business)
- Provide quality advice and make recommendations for how best practice is adopted and used across the entire programme
- Inform the overall direction and priorities of the GDF programme by providing advice on how best to reach short, medium, and long term priorities
- Encourage, support and provide constructive challenge on issues raised by RWM;
- Assist exploration of innovative ideas that can help frame better understanding and decision making in the delivery of a major radioactive waste disposal system
- With the prior agreement of the RWM Managing Director, act as an ambassador, raising the profile of the GDF programme and building stakeholder support

The Advisory Council is strictly an advisory body, and has no executive powers, nor does it have any monitoring role which is the purview of the Non-Executive Directors.

2 Membership

The Council will comprise up to 12 members, including the Chair and Deputy Chair, with expertise and experience at a senior level across a broad range of relevant interests:

- Delivery of complex major infrastructure projects
- Radioactive waste management and disposal systems
- Geological challenges of working in an underground environment
- Stakeholder management, especially in relationship to utilities and land issues
- Community engagement
- Local government
- Planning
- Environmental impacts and mitigation
- Regeneration and economic development
- Public sector procurement
- Strategic communication of sensitive issues

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3 Resource commitments

Members will provide up to twelve days of support per year in order to:

- Attend Advisory Council meetings and allocate adequate time for preparation for these meetings
- Contribute to and review the reports from the Council, in particular the Annual Report
- Assist the work of the Council by carrying out review work between meetings
- Be a member of a sub-committee if required and attend their meetings
- Commit sufficient time to attend induction meetings and site visits, which may include overseas travel

In addition, the roles of Chair and Vice Chair will be expected to require additional days of effort.

4 Meetings

The Council will hold four one-day or two-day meetings each year.

The MD of RWM will attend or nominate a director to attend in their place.

The other RWM Directors will attend when items for which they have responsibility are planned on the agenda. Other RWM staff may attend for specific agenda items with the pre agreement of the Chair.

It may be appropriate to constitute topic-specific subgroups that comprise a mixture of relevant parties.

5 Reporting

The Secretary will generate short written reports of the meetings (within 28 days of meeting). The Advisory Council will also prepare an Annual Report. All reports will be made available on the RWM website.

6 Conflicts of interest

Council members shall declare any perceived or potential conflicts of interest with their Advisory Council role as soon as they become aware of them so that any appropriate action may be taken to ensure that the work of the Council is not compromised.

The Advisory Council will maintain a register of members' interests and a record of gifts and hospitality offered to Council Members that have relevance to their role.

7 Review

These Terms of Reference will be reviewed by the Council and agreed with RWM once a year.