

Radioactive Waste Planning Group

TERMS OF REFERENCE

1. Purpose/role of the group

1.1 NuLeAF is a Special Interest Group of the Local Government. It was established in 2003 by a group of local authorities with common concerns around radioactive waste management and nuclear decommissioning.

1.2 The Radioactive Waste Planning Group (hereafter referred to as 'the Group') was established by NuLeAF in 2010 following the decision to expand the brief of the former Low Level Waste Group, which it replaced. The aim was to allow the Group to address issues pertaining to other classifications of radioactive waste, along with other legacy issues such as socio-economic engagement and community benefits.

1.3 The Group will act as a forum for the sharing of best practice and experience in the field of radioactive waste planning and other legacy issues amongst NuLeAF member authorities.

1.4 The Group will act as a forum for the consideration and discussion by NuLeAF member authorities of strategic radioactive waste issues relating to the preparation, monitoring and review of waste local plans and to specific development proposals, and thereby assist member authorities in meeting the Duty to Co-operate.

1.5 The Group will work to develop best practice in radioactive waste planning and to disseminate this to all NuLeAF member authorities, and to promulgate this amongst non-member authorities when possible.

2. Membership

2.1 Membership of the group is open to any officer from a NuLeAF member authority.

3. Accountability

3.1 The Group reports to the NuLeAF Steering Group through the NuLeAF secretariat.

4. Working methods / ways of working

4.1 Meetings

1. The group will meet 3-4 times per annum.
2. Meetings will be organised by NuLeAF secretariat and chaired by the Executive Director.

3. The secretariat will distribute a draft agenda with the initial meeting invitation 6 weeks prior to the meeting. Members wishing a particular topic to be addressed should notify the secretariat sufficiently in advance of the meeting for adequate preparation.
4. Papers will be circulated one week prior to the meeting.
5. As, and when, appropriate, external speakers will be invited to give presentations and take questions on topics of interest to the group. Any member of the group may suggest a speaker/topic.
6. NuLeAF secretariat will take a note of the meeting, which will be posted on the NuLeAF website when agreed as a true record at the subsequent meeting.
7. Copies of presentations will be posted on the NuLeAF website when available.
8. Standing Agenda items will be:
 - a. Duty to Co-operate on waste local plans
 - b. Developments at local sites
 - c. National developments in radioactive waste management

4.2 Sharing of information and resources (including confidential materials)

1. The group may use the NuLeAF LinkedIn webpage to share information or seek input from peers, or may circulate information via the secretariat.
2. Confidential information should be shared via the secretariat. All group members should respect the confidentiality of fellow members.

5. Definition of terms

5.1 NuLeAF is the Nuclear Legacy Advisory Forum, a Special Interest Group of the Local Government Association. Its remit is the management of radioactive waste and the decommissioning of nuclear power stations in England and Wales.

5.2 Member authority is any local authority which has contributing or corresponding membership of NuLeAF.