

## **GDF COMMUNITY REPRESENTATION WORKING GROUP TERMS OF REFERENCE**

### **Purpose**

The purpose of the Community Representation Working Group (CRWG) is to support Ministers in reaching final policy decisions on practical approaches to community representation, engagement and investment, in accordance with the principles, and commitments made in the UK Government's 2014 White Paper, *Implementing Geological Disposal* (including a voluntarist approach based on working with communities that are willing to participate in the siting process).

### **Objectives**

The primary objective of the CRWG is to develop coherent, practical advice on the following issues.

- i. Community representation: Defining 'communities' in relation to GDF development, and defining effective processes for community representation, including how to involve different tiers of local government; defining roles and responsibilities for those community representatives including governance and decision making processes; and how those will evolve over time;
- ii. Test of public support: Providing clarity around the point at which a local test of public support would be considered appropriate, and the method(s) by which such a test could be carried out;
- iii. Community investment: Developing options for disbursement of community investment, including when payments should be made, management of the investment, criteria for assessment of any funding applications and the ability of communities to influence investment within their geographic areas.

### **Responsibilities**

The CRWG is responsible for:

- Setting direction for the work, developing and agreeing a work programme and timetable for delivery;
- Involving subject matter experts, as necessary, to develop potential options or approaches to addressing the issues;
- Development of an evidence base through literature review and stakeholder engagement;
- Agreeing evidence based advice for consideration by Ministers.

The group will be supported by:

- Local Partnerships, who will provide resource to gather evidence, draw together information and materials, deliver stakeholder engagement, and develop discussion papers.
- A DECC secretariat who will ensure day-to-day delivery of the work programme, management and funding of Local Partnerships, submission of papers to the CRWG and integration with the wider GDF Programme of work.

The group will meet approximately once every 6 weeks into 2016.

### **Working Group members' expenses**

The members of the group are expected to provide their time on a voluntary basis. DECC will pay reasonable travel and subsistence costs for all members of the CRWG. DECC will give sympathetic consideration to requests for recompense for loss of earnings in the case of panel members who are independent consultants<sup>1</sup>, on a basis to be agreed prior to confirmation of the membership of the CRWG. See Annex A for further detail.

### **Membership**

The CRWG is chaired by a DECC representative. As per the White Paper, the group also includes, but is not be limited to, individuals from the following organisations and backgrounds.

- Radioactive Waste Management Ltd (RWM)
- Relevant Government Departments
- Local Government
- Academia

Members details will be available via pen portraits on the DECC website.

The Committee on Radioactive Waste Management (CoRWM) will attend as observers.

The group may request input from other organisations and individuals at appropriate points in the work programme and this will depend on the topic(s) under consideration at the time.

### **Timetable**

As stated in the White Paper it is expected that the process for community representation will be ready in 2016. A detailed timetable for the work will be agreed by the CRWG in due course.

### **Review**

The role of the CRWG and its Terms of Reference will be reviewed periodically by DECC during its initial period of operation.

### **Working methods**

The White Paper makes it clear that work to develop further the detail of policy in this area will be undertaken in an inclusive, open and transparent way, with regular updates and public consultation, if necessary.

Minutes of the Working Group will be made public once they have been discussed by the Working Group and signed off for publication. A detailed communications approach will be developed by the CRWG in due course.

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<sup>1</sup> It is expected that academics taking on such work would do so as part of their normal portfolio of activities. Those working for companies should only be doing so with the support of their employer.

The CRWG is not a representative group promoting different interests; it is a group of people with the expertise and experience to help develop advice on processes for working with communities. The strength of the CRWG, and the likely robustness of its policy advice, will be based on having access to members with different backgrounds and a variety of views and professional experience, backed by wider engagement with interested groups.

It is an objective of the CRWG to develop coherent, practical advice covering the three issues set out above. This will require individual members of the group to

- Respect the views of other members,
- Work in a collaborative way,
- Contribute their own ideas in a balanced and timely way, as well as
- Challenge those ideas of advisors and other members of the group.

Working Group meetings will be chaired with the objective of getting the full input from all CRWG Members.

## Annex - Travel and subsistence guidance

### Process

We assume that members of the CRWG (or their parent organisations) will be making their own travel and accommodation arrangements, rather than this being managed centrally. DECC will meet the travel and subsistence costs, subject to the guidance outlined below.

All travel and subsistence claims should be made to DECC promptly, normally within one month of the date of travel. Claims must include explanation and justification of the expense. Receipts are required. Where no receipt is available this should be explained in the claim.

In exceptional circumstances the department may reimburse expenses that exceed the maximums detailed below – if, for example, a member has no choice where they can purchase a meal and it has cost more than the maximum.

### Travel

Before making travel arrangements, please consider:

- Whether the journey is really necessary, especially if it involves extensive travelling;
- Whether you could conduct business in any other way, e.g. video conference / phone;
- Maximising value for money e.g. by booking your ticket well in advance.

#### Rail travel

Members should travel using standard class only unless there is a clear business need for travelling by first class for example:

- Where first class is cheaper than standard class;
- Where there are no standard class seats left on the train in which you need to travel;
- Where there are no standard class facilities to accommodate disabled or other special needs requirements.

Members are expected to take advantage of concessionary rates and of advance booking where it is realistic to do so.

#### Air travel

For air travel all members should travel using economy class only unless there is a clear business or practical case for premium economy or business class. The air ticket obtained should be the cheapest that can be obtained.

All UK domestic air travel should be authorised **in advance**.

No first-class air travel can be authorised under any circumstances.

#### Taxi fares

Taxi fare may be reimbursed, but only where the circumstances relate to difficulties with relying on public transport (location or time of day, carrying heavy bags). Where

this is the case, it needs to be justified on the claim form. On the face of it, it is difficult to justify use of taxis in London, or into any city/town served by rail.

## **Accommodation and subsistence**

### Accommodation

Accommodation claims will be based on actual costs. Accommodation booked by a member, who intends to reclaim the cost from DECC, should be of the standard required to permit work to be done in comfortable, quiet conditions.

The maximum costs for hotel and bed and breakfast stays are £125 per night for London based establishments and £85 per night for those based outside of London.

### Subsistence

Claims should be made on the basis of actual expenditure. The best guide is that the cost of daytime meal(s) taken away from home should be *reasonable*.

By way of guidance, the below indicates the maximum costs that DECC will reimburse for their own staff during the period of required travel period:

Travelling during the day (no overnight stay):

- up to £4.50 for the cost of breakfast (if this is not provided);
- up to £4.50 for the cost of lunch or an additional meal (if this is not provided);
- up to £14.50 for the cost of dinner (if this is not provided);
- £5 for incidentals such as newspapers and laundry.