

DUNGENESS A SITE STAKEHOLDER GROUP CONSTITUTION

Introduction to Constitution

This document describes the Constitution for the Nuclear Decommissioning Authority (NDA) Site Stakeholder Groups (SSG) at Dungeness. This SSG covers Dungeness A and Dungeness B power stations.

It is based on the NDA draft Arrangements for Stakeholder Engagement and takes into account comments received during the regional stakeholder workshops held in 2004. It also draws on the NDA workshop held in November 2004 and work done by sub-groups that have been set up by many Local Liaison Committees (LLC) and Local Community Liaison Councils (LCLC) since their Birmingham workshop held in July 2003.

Given that each site is uniquely situated, has its own priorities and different stakeholder interests, it is recognised that there has to be some flexibility in the detailed arrangements applied at each location. On that basis this document aims to define the minimum standards that the NDA requires each SSG to achieve.

Whilst recognising that this document defines the minimum standards that the NDA requires, this document can be varied via recourse to the SSG Independent Chair and the voting membership (see below for definition) to ensure it reflects stakeholder requirements relevant to the site situation.

Following acceptance by the NDA these documents will be published along with a code of conduct for meetings.

Purpose of the SSG

The SSG is an independent, community-based body that is funded by the NDA. It operates under the principles of openness and transparency, with the aim of being accessible to its communities. It is primarily site-focussed, but takes account of wider policy issues and developments.

The overarching purpose of the SSG is to be the prime interface between the community, the site operators (British Nuclear Group and British Energy) and the NDA. In this role it exists:

- ◆ To provide an active, two-way channel of communication between the site operator, the NDA and local stakeholders.
- ◆ To give an opportunity for questioning the operator, the NDA and regulators.
- ◆ To allow stakeholders the opportunity to comment on and influence strategies and plans.
- ◆ To represent local views and input timely advice to the NDA.
- ◆ To comment on the performance of NDA and its contractor with regard to achievement of plans, value for money etc.

- ◆ To commission and receive reports about site activities and their impact on for example safety, the environment and health.
- ◆ To review arrangements for such matters as emergency response.
- ◆ To scrutinise and input into the prioritisation of work programmes.
- ◆ To provide views and comments to the NDA on the future of the site.
- ◆ To provide views on the NDA contract with and the performance of the operator.
- ◆ To set up sub-groups to address specific issues relevant to the clean up programme.
- ◆ To set up wider local consultation via public meetings and other mechanisms as required.

N.B. It is important to recognise that none of these arrangements remove accountability for decision making, which will remain with the NDA or the site licensee.

Membership

SSG membership should reflect the representational structure of the local community and its interests, as well as the operational status of the site and needs of the NDA. On that basis the SSG should have provision to include:

- Elected representatives of the local community
- Appointed representatives of relevant organisations such as regulators, local authorities, unions, emergency and health services
- A representative of the NDA
- Representatives of the site contractor/operator
- Independent advice to support members as appropriate
- Representation from members of the public and local environmental groups

We welcome local environmental groups, and encourage discussion and their contribution to the work of the SSG. There is an open invitation to Non Governmental Organisations to become members of the SSG if they so wish.

Members should be appointed for a specified period during which they remain accountable for 2-way communication with their respective constituencies. Voting rights should be accorded only to democratically elected representatives of the community or community organisations as opposed to other members who represent official bodies.

The Chair

The Chair of the Stakeholder Group should be:

- Independent of the site operator, regulators and the NDA
- Appointed by voting members or group appointed by the SSG, and re-appointed annually. If there is disagreement the matter should be put to a vote, see below under "Conduct of Business".
- Supported by a similarly appointed Vice Chair
- Accountable for
 - Upholding the SSG's constitution in its entirety

- Ensuring the needs of stakeholders are addressed through the agenda and conduct of the meeting
- Ensuring a balance of views exists in the SSG and its sub-committees
- Developing the capability of the members through training, site visits and support
- In conjunction with other nominees, representing the SSG at National level
- Management of any specific funding provided by the NDA
- Upholding the SSG Constitution and its Code of Practice and to ensure that both are reviewed on a regular basis and revised if necessary

In considering the selection of an independent Chair, the SSG might consider approaching the following

- Appointed officers from Local Authorities
- Academics, magistrates, retired business people etc.
- Members of the local community

Secretariat

The site contractor will provide secretarial support funded by the NDA as part of the budget for the site.

Meeting location

Meetings should be publicised and must be held in locations that are freely accessible to the public and press. The timing should be convenient to stakeholders so that as far as possible they are not inhibited or prevented from attending.

Frequency

Against a minimum requirement of holding at least two meetings each year, the SSG should decide on a frequency that recognises local needs and the programme of work on the site.

As the need arises, consideration should be given to holding additional or special meetings to deal with particular issues that may fall outside the routine business of the SSG.

Conduct of business

The agenda for meetings should be set to ensure that all matters contained in the constitution are adequately addressed in the light of local site and community needs. In addition to reviewing past performance, meetings should also look forward to ensure stakeholder needs are considered in forward planning, both at site and NDA level.

Given that the SSG does not have accountability for decision making, voting should be avoided. However any matters such as changes to the constitution, election of the Chair etc., that require formal resolution should be put to the vote on the basis of simple majority. In the event of deadlock, the Chairman should have a casting vote.

At an appropriate time (or times) in the meeting, participants should be afforded the opportunity to ask questions relevant to any reports and the business of the meeting.

To augment routine reporting and monitoring mechanisms, the SSG should consider setting up sub-groups (both permanent and temporary) or holding special meetings to explore particular issues in more detail. Sub groups might be requested to concentrate on specific areas or to carry out work on behalf of the main committee. The SSG should also consider holding workshops and discussions with stakeholders to ensure wide understanding and the inclusion of broader opinion on matters of significant interest. It may also be appropriate to co-opt temporary members to bring expert knowledge to help the SSG or its sub-groups to complete work more efficiently.

The SSG will run alongside the Emergency Planning Consultative Committee (EPCC) which is a separately constituted committee whose aim is to co-ordinate the arrangements for emergency planning between those organisations responsible. The EPCC will continue to provide reports to the SSG on matters relating to emergency planning and can provide advice to the SSG

Capability

To ensure effective operation of the SSG, new members should undergo an induction process that as a minimum would include an information pack and site visit. The pack should include the NDA charter and arrangements for stakeholder engagement as well as the SSG Constitution. During their period of tenure, members should be afforded opportunities to visit the site for general familiarisation and also to review specific items that may be the subject of SSG discussion.

Members should be encouraged to recognise their own needs to understand the issues that may come before them. This could include a programme of training and the use of experts to help the SSG or its sub-groups understand specific matters.

All organisations providing information to the SSG are responsible for ensuring it is understandable to the membership and meets their needs.

Cost reimbursement

Via the site contract the NDA will meet out-of-pocket expenses claimed by members attending meetings of the SSG. It will also consider legitimate claims for additional expenses on a case by case basis.

In recognition of the enhanced role of the SSG Chair, the NDA will be prepared to consider the payment of an emolument to holders of this post on request.

The term "Operator" used in these documents may refer either to the Nuclear Site Licence Holder or to the Contractor or to both.

Dungeness SSG May 2005