

Purpose

The Site Stakeholder Group (SSG) is an independent, local community-based body that is funded jointly by the nuclear site operators at Hinkley Point. 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 Site Stakeholder Group (SSG) is to be the prime interface between the local community, the site operators of Hinkley A, Hinkley B, and any additional nuclear developments at Hinkley Point and the NDA (Nuclear Decommissioning Authority).

The specific role and purpose of the SSG is:

- To provide an active, two-way channel of communication between the site operators, the NDA and local stakeholders.
- To provide an opportunity for questioning the operators, the NDA and regulators on behalf of the community.
- To allow stakeholders the opportunity to comment on and influence strategies and plans.
- To represent local views and input timely advice to the operators, the NDA and the regulators.
- To comment on the performance of the operators and the NDA.
- 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 provide views and comments to the NDA on the future of the decommissioning site
- To set up sub-groups to address specific issues.
- To set up wider local consultation via the operators as required.
- To do the above in a clear and concise manner, using Plain Simple English with a clear explanation of any acronyms used.

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

Membership

The SSG will achieve this purpose through the following structure and arrangements:

The chair and deputy chair

- An independent, elected Chair.
- Supported by a formally elected deputy chair.
- The chair and deputy chair will be elected by voting members from within the group and re-appointed annually.
- The chair and deputy chair should consider standing down after five years.

Members

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

- Elected (voting) representatives of the local community and local environmental groups which meet the requirements of the codes of practice.
- Appointed (non-voting) representatives of relevant organisations such as regulators, local authorities, unions, emergency and health services.
- Representatives of the site operators (non-voting).
- A representative of the NDA (non-voting).
- Independent advice to support members as appropriate.

- A renewing membership, which is tailored to the operational state of the sites.
- Provision can be made for co-opted members (non-voting).

Funding

The SSG will be jointly funded by the site operators. This will include emoluments for the chair and deputy chair as well as any reasonable expenses incurred while carrying out SSG business.

Location

- Meeting at locations agreed by voting members of the SSG that suits the needs of the community.

Frequency

- A meeting frequency determined by the SSG which will allow it to meet its role and purpose. (Minimum of two per year).

Process

- A process based on the codes of practice.
- A local induction for new members.
- A programme for the development of competent, capable & informed members.
- Ways of working which deliver efficiency and effectiveness.
- Meetings that are open to the public and media.
- A communication process that is accessible to the local community and that delivers openness and transparency for the work of the group.
- A quorum of one third of the current voting members should be in attendance for a vote to take place.
- 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.

Codes of practice for the site stakeholder group

This document provides guidance on the practical interpretation of the constitution of the SSG with the aim of assisting in its effective function. It is not prescriptive but intended for guidance and direction.

It incorporates a series of guidelines, best practices and recommendations, all intended to assist SSG members in the delivery of their purpose:

“An independent, local community-based group, focusing on site related issues and operating in an open and transparent way so that it is accessible to its communities.”

While the constitution is intended to be a long-lived, guiding principle document, SSG members themselves will develop this code of best practice through time, through their own amendments and insertions of better practices.

The test of success will be the SSG’s ability to satisfy the needs of the local community, the operators and the NDA, and the SSG’s ability to develop the agenda.

Chair and deputy chair

The chair and deputy chair should:

- Be elected by members from within their number (they should not be an appointed representative of relevant organisations such as regulators, unions, emergency services the operators, the NDA, etc.).
- Be recruited from the community and be of a calibre and background which inspires local trust and confidence.
- Be re-confirmed in post annually.
- A new chair should be elected in time to shadow the existing chair for a sufficient period to enable them to carry out the duties associated with the role.
- There should be an elected independent deputy chair, to act in the event of the chair’s absence.
- The deputy chair would normally be seen as a successor to the current chair

The chair and deputy chair are responsible for:

- 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.
- Representing the SSG at national level in conjunction with other nominees.
- Assisting in the management of any funding provided by the operators or 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.

Members

- Voting members should be elected representatives of the community rather than those representing official bodies. This should include elected representatives of: parish, town, district and county councils, MPs, farming representatives, community groups, environmental groups, residents associations etc. Groups wishing to be considered for membership must have a recognised constitution and hold meetings open to the public. A list of voting members can be found in Appendix A.
- Non-voting members should be appointed officers from stakeholder bodies. This should include emergency services, regulators, Food Standards Agency, health bodies, appointed officers of local councils, NDA representatives and representatives from the operators of the sites. A list of recommended statutory bodies that should send representatives is shown in Appendix B.

- Members can send a substitute representative as long as the SSG has been informed of the name of the substitute in advance of the meeting.
- Observers are members of the public and the press.
- “Local” should be the guiding principle for membership, aiming to promote community discussion and openness. The interpretation of local is recognised as an important issue and needs to be addressed by the committee. Potential members should not be excluded on an arbitrary basis; applicants should be allowed to make their case for membership which should be taken on merit and reviewed in the spirit of openness set out previously. Acceptance of membership will be via a recommendation of the steering group and formal agreement with the SSG voting members.
- Membership should be kept under review by the steering group to ensure the correct balance of:
 - Numbers.
 - New blood/experience.
 - Mix of representation.
 - The changing needs of the sites through the life-cycle.
 - The need to be forward-looking to upcoming requirements.
 - The need to co-opt specialists from time-to-time.
 - Members should be confirmed on an annual basis.

Role and responsibilities of members

All members of the SSG should:

- Represent their organisation or community of interest actively on the SSG, including consulting them beforehand on major agenda items.
- Formally update their organisation or community of interest via their own local communication routes (village newsletters, council meetings etc).
- Attend SSG meetings where possible or send a nominated representative.
- Read papers circulated in advance of SSG meetings.
- Update other SSG members promptly after representing them at another meeting.

Decision-making

- Given that the SSG does not have accountability for decision making, voting should be avoided where possible. Any matters such as annual election of the chair and deputy chair, changes to the constitution or substantial alterations to the code of practice 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.
- A quorum of one third of the current voting membership should be in attendance at a meeting in order for a vote to count.

Location

- Should be selected to suit local community needs.
- Should be held in locations that are freely accessible to members of the public and press.
- The SSG should consider moving meetings from venue to venue within the locality, to improve accessibility and impact.

Timing

- The chair should keep the timing of all meetings under consideration to meet the various needs of the members and of observers.
- The chair should determine the duration of meeting.
- At an appropriate time (or times) in the meeting, members of the public should be afforded the opportunity to ask questions relevant to any reports and the business of the meeting.

Frequency

- The chair should be mindful of the needs of the community, the operators and the NDA.
- The SSG should meet a minimum of twice per year, the group should decide on a frequency that recognises local needs and the programme of work on the sites.
- The October meeting each year should be deemed an Annual Group Meeting (AGM) where the chair and deputy chair are appointed or re-confirmed by voting members.
- Pre-determined dates are preferable for accessibility, but flexibility is needed in order to respond to requests and events. Arrangements should be in place to allow the SSG to convene at relatively short notice and outside the programmed meetings in order to respond promptly to specific issues.

Content

- The agenda for meetings should be set to ensure that all matters included in the constitution and codes of practice are dealt with adequately and in the light of local site and community needs.
- The meetings should be about looking forward, just as much as reviewing past performance

Process

- 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 should adopt the following rules of conduct for all its dealings:
 - Respect each person.
 - Share responsibility.
 - Challenge only ideas, not people.
 - Keep an open mind.
 - Question and participate.
 - Listen constructively.
 - Be punctual attending meetings.
 - Chair to have right of sanction against members.
 - Declarations of interest/financial interest.
- An open session should be held at the beginning of the formal meeting to enable the media and public to ask questions, which should be pre-notified where-ever possible. The length of such a session will be at the chair's discretion.
- Allowing members, the media or the public to bring recording equipment into any meeting or sub-group of the SSG should be at the discretion of the chair
- An attendance register will be kept of each meeting and fed back to appropriate councils/organisations.

Structure

- The chair should consider flexible, innovative ways of working.
- Sub-committees or working groups should be used to work on the detail of issues as required.
- Co-opting temporary members as appropriate may help get work completed efficiently.

Secretariat

The operators will provide a supporting secretariat using the funding provided. The secretariat should be responsible for:

- Maintaining an understanding of local needs and liaising with the chair to develop the agenda for each meeting.
- Administering SSG meeting dates, venues and refreshments.
- Reimbursing agreed out-of-pocket expenses for members on SSG business.
- Booking travel tickets and accommodation for members on SSG business.
- Administering the emolument for the chair and deputy chair.
- Drafting and promptly circulating and publishing minutes from SSG meetings to members and wider interested parties.
- Managing and updating the SSG website or the relevant page on www.sitestakeholdergroups.org.uk.
- Circulating papers to members as needed, including copies of the quarterly NII site inspectors reports, reports from the Emergency Planning Consultative Committee (EPCC) and communications from external bodies.
- Organising inductions for new SSG members.
- Organising site visits when useful for SSG members.
- Budgeting for, administering and paying for all costs involved in the above.
- Liaising with adjacent sites (where relevant) to ensure relevant issues are adequately covered on SSG agendas.

Capability

There should be a simple, local induction process for new members that includes at minimum:

- An induction pack to include the SSG constitution and codes of practice.
- A site visit.
- At least one meeting with the chair of the SSG at which current and forthcoming issues are explained.
- A review of the SSG constitution and code of practice.
- To fulfil their responsibility to the local community, members need to be developed in their understanding of all the issues that come before them. A programme should be developed locally to meet members' needs.
- All bodies providing information to the SSG are responsible for ensuring that the membership understands their communications, by using suitable language, by introducing suitable experts as appropriate and by helping raise the capability of members. There must be recognition by all parties that members of the SSG may need time and help to understand technical concepts.
- All bodies dealing with the SSG need to appreciate that members are both voluntary and part-time and should keep their demands to an appropriate level.

Accessibility and Communications

The SSG should consider the use of multiple mechanisms for making information available locally. As a minimum, information relating to the SSG should be published on a website. The website address that is currently used by the Hinkley Point SSG is hosted and paid for by the NDA (www.sitestakeholdergroups.org.uk)

As a minimum, the SSG website should be frequently updated with:

- Dates, locations and agendas of future meetings.
- Past minutes and reports.
- List of members and who they represent.
- Key papers of interest to the community regarding SSG business.
- SSG constitution and code of practice.
- Contact information for chair, deputy chair and secretariat.

Other mechanisms should be considered for making information relating to the SSG available. For example:

- Local newspapers
- Press releases
- Local radio
- Parish and other local magazines
- E mails

Site operators and NDA support

- The chair and deputy chair will be entitled to claim an emolument via the secretariat. This is to recognise their enhanced role on the SSG. The chair will be entitled to claim £5,000 and deputy chair £1,500 on a per annum basis. This will be paid six monthly in arrears by the secretariat.
- Expenses can also be claimed by chairs and deputy chairs when carrying out SSG business in addition to the emolument.
- Where another member of the SSG steps in to fulfil the role of the chair or deputy chair, it is up to the SSG to decide how this should be compensated from within the existing budget for the SSG.
- Legitimate claims for additional expenses will also be considered on a case by case basis.
- Such claims should be agreed in advance via the secretariat.

The site operators and the NDA's local team will:

- Ensure representation at all SSG meetings.
- Offer regular meetings to the SSG chair to clarify guidance, policies and plans.
- Provide a rapid response to SSG queries and requests for information.
- Discuss with NDA head office any issues arising that may have implications for consistency of SSG operation across the UK.

The NDA stakeholder relations team at head office will:

- Provide oversight and advice regarding SSG operation, including maintaining appropriate consistency of approach across the UK.
- Fund and support SSG chairs' forum meetings.
- Provide a meeting report from NSG meetings, with an executive summary for ease of circulation and reading.
- Clarify in advance when a response to a major consultation is required from the SSGs e.g. business plan or strategy consultation.
- Facilitate exchange visits between SSGs upon request.
- Provide advice and expertise on public and community engagement.
- Provide advance warning, where possible, to SSG chairs, site operators representatives and site programme managers of announcements that are likely to generate interest locally.

Appendix A – Elected Voting Members

Representing	No of Members
MP for Sedgemoor & West Somerset	1
West Somerset District Council	6
Sedgemoor District Council	5
North Somerset District Council	2
Mendip District Council	1 (Not currently represented)
South Somerset District Council	1 (Not currently represented)
Taunton Deane District Council	1 (Not currently represented)
Somerset County Council	4
Bridgwater Town Council	1
Cannington Parish Council	1
Chilton Trinity Parish Council	1 (Not currently represented)
Fiddington Parish Council	1
Holford Parish Council	1 (Not currently represented)
Kilve Parish Council	1
Nether Stowey Parish Council	1
Otterhampton Parish Council	1
Over Stowey Parish Council	1 (Not currently represented)
Pawlett Parish Council	1 (Not currently represented)
Spaxton Parish Council	1
Stockland Bristol Parish Council	1
Stogursey Parish Council	1
Wembdon Parish Council	1
East Quantoxhead Parish Meeting	1
Country Landowners Association	1
English Nature	1
National Farmers Union	1
Parents Concerned About Hinkley (PCAH)	1
Stop Hinkley	1
Bridgwater & District Trade Unions	1
West Hinkley Action Group	1
Sedgemoor & West Somerset Green Party	1
Friends of Quantock	1
Forum 21	1

Appendix B – Appointed Non-voting members

Representing	No of Members
West Somerset District Council	4 Officers
Sedgemoor District Council	4 Officers
North Somerset District Council	1 Officer
Somerset County Council	3 Officers
Nuclear Installations Inspectorate	2 (1 for each site)
Environment Agency	2 (1 for each site)
Food Standards Agency	1
Wessex Water	1
Somerset Health Protection	1
Somerset Fire Services	2
Avon & Somerset Constabulary	1
Government Office for South West (DEFRA)	3
National Assembly for Wales	1
Hinkley Point A Site Director and other representation as required to satisfy technical content of agendas.	As required
Hinkley Point B Station Director and other representation as required to satisfy technical content of agendas.	As required
Nuclear Decommissioning Authority (NDA)	2