



Site Stakeholder Group

Dungeness A & B Sites Site Stakeholder Group Constitution

September 2009





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DUNGENESS A SITE and DUNGENESS B POWER STATION SITE STAKEHOLDER GROUP CONSTITUTION

Preface

This Constitution has been compiled after a detailed review of a considerable number of previous Dungeness Site Stakeholder Group (SSG) Constitutions, other directives and documents distributed over a number years by the Nuclear Decommissioning Authority (NDA) and governing bodies. The foundation of this constitution is based upon the NDA draft Arrangements for Stakeholder Engagement and takes into account comments received during regional stakeholder workshops held in 2004. Also it takes into account the NDA workshop held in November 2004 and work completed by sub-committees, which had been assembled, by many Local Community Liaison Committees (LCLC) and Local Liaison Councils (LLC) at Birmingham in 2003.

Since its conception, the question of SSGs and their Constitutions have been discussed at numerous meetings and different management levels including National Stakeholder Group (NSG) meetings. All of these have been recorded and are freely available for members on the website. In addition, a number of previously used base documents and more recent documents which have been produced are listed below for reference:

Stakeholder Charter

Dungeness A Site Stakeholder Group Constitution (Draft) July 2005

Dungeness A Site Stakeholder Group Constitution November 2005

SSG Membership and Voting Rights 2006

Constitution for Stakeholder Groups (NDA Document)

NDA Guidance for Site Stakeholder Groups LAR2.5 November 2008

**Strategy Management System; Stakeholder Issues Baseline Document
SMS/GEN/011/v1.0**

Consideration has also been given to the fact that each site is uniquely situated, has its own priorities and different stakeholder interests; and it is recognised that there has to be some flexibility in the detailed arrangements applied at each site. This document aims to define the minimum standards that all Dungeness Stakeholders require the SSG to achieve.

Col. George Smythe, OBE

Chairman Dungeness SSG



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DUNGENESS SITE STAKEHOLDER GROUP DRAFT CONSTITUTION

Introduction to Constitution

This document is the Constitution for the Site Stakeholder Group (SSG) at Dungeness. This SSG covers Dungeness A site and Dungeness B power station.

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. This document aims to define the minimum standards that Dungeness SSG should achieve.

Whilst recognising that this document defines the minimum standards that are required, this document can be varied via recourse to the SSG Independent Chair and the voting membership to ensure it reflects stakeholder requirements relevant to each site location.

Following approval by the SSG Membership and acknowledgement by the NDA this document will be published to allow access to all interested parties.

1. Purpose of the SSG

The SSG is an independent, community-based group that is supported by the NDA and Dungeness B power station. 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 and the NDA. In this role it exists:

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



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- 1.6 To provide comments to the NDA on the future of the site.
- 1.7 To commission and receive reports with regard site activities and their impact on safety, the environment, health and local issues.
- 1.8 To review arrangements for such matters as emergency response procedures in place.
- 1.9 To review, influence and input to the prioritisation of work programmes when there is an impact on the local community.
- 1.10 To provide views and give feedback on the performance of both sites and their operators.
- 1.11 To convene sub-groups to address specific issues relevant to programmes including clean up.
- 1.12 To set up wider local consultation via public meetings and other mechanisms as required.
- 1.13 To remain abreast of development of matters related to New Build

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

2. Membership

Membership of the Dungeness SSG should reflect the structure of the local community and its interests, as well as the operational status of the sites and requirements of the NDA. Therefore, the SSG should have provision to include:

- 2.1 Elected representatives of the local community
- 2.2 Appointed representatives of relevant organisations to include the regulators, local authorities, union representatives, emergency and health services
- 2.3 A representative of the NDA
- 2.4 Representatives of the site operator/contractor
- 2.5 Independent advice organisations to support the SSG when required and as appropriate
- 2.6 Representation from members of the public, local environmental groups and Non Government Organisations

Members of the SSG could be asked to attend meetings on behalf of the SSG.



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3. The Chairman

- 3.1 The Chairman of the Stakeholder Group should be:
 - 3.1.1 Independent of the site operator, regulator and the NDA.
 - 3.1.2 Elected every three years.
 - 3.1.3 Appointed by voting members of the SSG.
 - 3.1.4 If there is a disagreement, the matter should be put to a vote.
see below "Conduct of Business".
 - 3.1.5 Supported by a similarly elected Vice Chairman.
 - 3.1.6 The length of office may be less than three years if:
 - 3.1.6.1 The Chairman resigns.
 - 3.1.6.2 There is a majority vote of no confidence.
 - 3.1.7 Authorised to exclude members for unacceptable behaviour.
- 3.2 Accountable for:
 - 3.2.1 Upholding the SSG's Constitution.
 - 3.2.2 Ensuring the requirements of stakeholders are addressed through the agenda and conduct of the meeting.
 - 3.2.3 Ensuring a balance of views is represented in the SSG and its sub-committees.
 - 3.2.4 Developing the capabilities of SSG members through seminars, site visits and support.
 - 3.2.5 In conjunction with other nominees, represent Dungeness SSG at external events.
 - 3.2.6 Monitoring of any specific funding provided for local community projects.
 - 3.2.7 Upholding the Dungeness Constitution and reviewing it on a regular basis.

4. Vice Chairman

Working in conjunction with the Chairman, the role of the Vice Chairman is to deputise for the Chairman and support the Chairman.



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5. The role of the Secretariat

The site operators will provide the secretariat support funded by the NDA and the site operators of Dungeness B.

The Secretariat will be responsible for:

- 5.1 Maintaining an understanding for local needs and liaising with the Chairman to develop the agenda for each meeting.
- 5.2 Producing and commissioning papers in suitable styles and language for members.
- 5.3 Publishing and circulating SSG reports, minutes as agreed by the Chairman.
- 5.4 Circulating copies of the all NII Site Inspector Reports for Dungeness A site and Dungeness B power station to the SSG membership.
- 5.6 Circulating reports from the Emergency Planning Consultative Committee (EPCC)
- 5.7 Liaising with the Chairman in monitoring the funding of the SSG.
- 5.8 Disseminating any other relevant information

6. Frequency

- 6.1 The Chairman in consultation with the SSG should decide on the frequency that recognises local needs and the programme of work on site.
- 6.2 There will be one Annual General Meeting (AGM) open to the General Public. The AGM should be held in a location that is freely accessible to members of the public.
- 6.3 Should the need arise, 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.

7. Meeting Locations

- 7.1 Public meetings will be publicised and held in locations that are selected to suit local community needs.
- 7.2 The timings should be convenient to the stakeholders so that, as far as possible, they are not inhibited or prevented from attending.



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- 7.3 The SSG Chairman may consider moving meetings from venue to venue within the locality, to improve accessibility and impact.

8. Conduct of Business

The purpose of the SSG is to provide an active, two-way channel of communication. Members are asked to actively communicate SSG issues to the organisations they represent.

- 8.1 The Chairman should determine the duration of the meeting.
- 8.2 The agenda for meetings should be set to ensure that all matters contained in the Constitution are adequately addressed in the light of site and community requirements. In addition to reviewing past performance, meetings should look forward to ensure stakeholders' needs are considered in forward planning at all levels.
- 8.3 Given that the SSG does not have accountability for decision-making, voting should be avoided. However any such matters that require formal resolutions will be put to a vote on the basis of a simple majority. In the case of equality of votes, the Chairman should have the casting vote.
- 8.4 Listed on Appendix A to this Constitution is the current membership of the Dungeness SSG and the number of representatives permitted for each organisation. Also indicated are those organisations that are permitted to vote when a formal resolution is required. Nominated representative who are attending for official members are not permitted to vote on issues.
- 8.5 At appropriate times in the meetings, participants should be afforded the opportunity to ask questions relevant to any reports and agenda points of the meeting.
- 8.5 To augment routine and monitoring mechanisms, the SSG should consider setting up sub-groups (both permanent and temporary) or holding special meeting to discuss particular issues in greater detail. Sub-groups might be requested to concentrate on specific subjects or to carry out work on behalf of the main SSG. The SSG should consider holding workshops and discussion with stakeholders to ensure a wider understanding and inclusion of broader opinion on matters of significant interest. It may also be appropriate to co-opt temporary members to bring outside expert knowledge to assist the SSG or its sub-groups to complete work more efficiently.



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- 8.6 The SSG will run in parallel to 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 also provide expert advice to the SSG as and when required.

9. Capability

- 9.3 To ensure efficient operation of the SSG, new members should undergo an induction process that, as a minimum, would include an information pack provided by the Secretariat and site visit. The information pack should include the SSG Constitution, and the arrangements for stakeholder engagement. During their period of tenure, members should be afforded opportunities to visit the sites for general familiarisation and also review specific items that may be the subject of SSG discussion.
- 9.4 Members should be encouraged to identify their own requirements to understand the issues that may come before them. This could include a programme of seminars and the use of experts to assist the SSG or its sub-groups to understand specific matters.
- 9.5 All organisations providing information to the SSG are responsible for ensuring it is presented in an easy to read format and is understandable to the membership and meets their needs.

10. Cost Reimbursement

- 10.1 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. All claims for expenses are to be submitted to the Secretariat who will process the claim and refund the amount due within the guidelines laid down.
- 10.2 In recognition of the enhanced role of the SSG Chair/Vice Chair, the NDA will be prepared to consider the payment of an emolument to holders of this appointment within the terms outlined in the supporting document.
- 10.3 Nominated SSG members who attend events on behalf of the Chair/Vice Chair are also entitled to the emolument of the person that they are representing. If members are approached directly to represent the SSG on National Groups or Workshops, prior authority must be agreed with the Secretariat with regards expenses before attending.



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Dungeness SSG Constitution

Appendix A

Organisation	No. of Representatives	Voting/Non Voting
Independent Chairman	1	Deciding Vote Only
Independent Vice Chairman	1	Yes
Lydd Town Council	3	Yes
Kent Against a Radioactive Environment (KARE)	1	Yes
South East Region National Farmers' Union	1	Yes
Sussex Sea Fisheries	1	Yes
Shepway District Council	3	Yes
Natural England	1	Yes
East Sussex County Council	3	Yes
Rother District Council	2	Yes
Hastings Borough Council	1	Yes
London Ashford Airport	1	Yes
Shepway Chamber of Commerce	1	Yes
MP for Folkestone & Hythe	1	Yes
Kent County Council	1	Yes
New Romney Town Council	3	Yes
Romney Marsh Countryside Project	1	Yes
Ashford Borough Council	1	Yes
Dungeness Residents Association	2	Yes
Dungeness Bird Observatory	1	Yes
Kent & Essex Sea Fisheries	1	Yes
New Romney/Lydd-on-Sea/Littlestone Residents Association	1	Yes
Dymchurch Parish Council	1	Yes
Lydd Airport Action Group	1	Yes
Union Representative A Site	1	Yes
Union Representative B Power Station	1	Yes
Ashford Police	1	No
Government Office South East	1	No
Radiological Protection & Research	1	No
Environment Agency	1	No
Folkestone & Dover Water Services	1	No
Kent Fire & Rescue Service	1	No
Kent Police	1	No
NHS Trust	1	No
Lydd Police	1	No
Food Standards Agency	1	No
Kent & Canterbury Hospital	1	No



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NII Inspector (Dungeness A)	1	No
Health Protection Agency	1	No
Dungeness A Site	As Required	No
Dungeness B Power Station	As Required	No
Nuclear Decommissioning Authority	2	No
NII Inspector (Dungeness B)	1	No
Independent Representative (Co-opted as required)		No

Definitions:

NDA	Nuclear Decommissioning Authority owners of Dungeness A site and all other magnox sites in the UK
MxS	Magnox South Ltd - Site Licence holders for Dungeness A site
EnergySolutions	Site Management Company for Dungeness A site
British Energy part of EDF Energy	Owners of Dungeness B site
Nuclear Installations Inspectorate (NII)	HSE regulates the nuclear industry through its Nuclear Directorate (ND). The Directorate's primary goal is to ensure that those it regulates have no major nuclear accidents.
Environment Agency (EA)	The EA is an Executive Non-departmental Public Body responsible to the Secretary of State for Environment, Food and Rural Affairs and an Assembly Sponsored Public Body responsible to the National Assembly for Wales. The principal aims are to protect and improve the environment, and to promote sustainable development.



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