

# CONSTITUTION OF THE SIZEWELL A & B STAKEHOLDER GROUP

## **1. PURPOSE**

- 1.1. The purpose of the Stakeholder Group is to:
- a) Inform the public of activities on the Sizewell A and B nuclear licenced sites and of the site owners, operators and regulators,
  - b) Act as a facilitator for two-way information provision and flow,
  - c) Act as an open forum for community concerns by providing independent interpretation of information.

## **2. MEMBERSHIP**

- 2.1. The SSG shall consist of the following Members to be reviewed at the annual general meeting.

2.2.	Leiston-cum-Sizewell Town Council	2 members
	Aldeburgh Town Council	1 member
	Saxmundham Town Council	1 member
	Aldringham-cum-Thorpe and Knodishall Parish Councils jointly	1 member
	Middleton and Theberton Parish Councils jointly	1 member
	Westleton Parish Council	1 member
	Suffolk Coastal District Council	1 member
	Suffolk County Council	1 member
	The Member of Parliament for Suffolk Coastal Parliamentary Constituency or their representative	1 member
	Suffolk Association of Local Councils	1 member
	Sizewell Residents	1 member
	Leiston Business Association	1 member
	National Farmer's Union and Country Landowners' & Business Association jointly	1 member
	Friends of the Earth (Suffolk Coastal branch)	1 member
	Sizewell A staff	2 members
	Sizewell B staff	2 members
	Co-opted	8 members maximum

### **2.3. Membership without Voting Rights**

MP for Mid Suffolk and North Ipswich Constituency	1 member
MP for Waveney Constituency	1 member
MP for Ipswich Constituency	1 member
MP for South Suffolk Constituency	1 member

- 2.4. If a Member, other than a co-opted Member, is unable to attend, they may send a substitute. The substitute will have the same voting rights as the Member. The substitute's name will be recorded in the minutes.

- 2.5. A maximum of eight co-opted Members may be appointed by the Stakeholder Group who shall serve until the following Annual General Meeting, at which their membership shall be reviewed.

- 2.6. Co-options can be made at any time. Co-optees may be proposed by a Member or Members of the Stakeholder Group, or they may themselves apply to the Stakeholder Group to be co-opted. Such applications must be made to the Chairman of the Stakeholder Group at least six weeks before the meeting at which their co-option will be considered. Co-optees will be elected by a show of hands. A person who is

unsuccessful in their bid for co-option cannot reapply until a period of 12 months has elapsed.

### **3. CHAIRMAN AND DEPUTY CHAIRMAN**

- 3.1. The Members of the Stakeholder Group shall elect annually from within their number a Chairman and Deputy Chairman, who may be remunerated in recognition of their duties.
- 3.2. In the absence for whatever reason of both the Chairman and Deputy Chairman, the Minutes Secretary shall call for nominations from Members to chair that meeting only and, in the event of more than one nomination, a decision will be made by a show of hands.

### **4. MEETINGS**

- 4.1. A minimum of four meetings should be held each year of which one will serve as an Annual General Meeting. All meetings will be open to members of the public, press and broadcast media. The June meeting each year will serve as an Annual General Meeting at which the voting and non-voting membership for the forthcoming year will be confirmed. Meetings will be held on a rotating basis at a town or village within the area or vicinity of the membership.
- 4.2. Necessary experts and representatives from all relevant Statutory Bodies shall attend to speak to their reports and/or to be available to answer questions. The Site Director of Sizewell A, the Station Director of Sizewell B and the Sizewell A Site Programme Manager of the Nuclear Decommissioning Authority shall always be invited to attend all meetings. In the case of their being unable to attend, they may nominate a representative to attend in their place.
- 4.3. At an appropriate time (or times) in the meetings, members of the public will be afforded the opportunity to ask questions relevant to any reports and the business of the meeting.
- 4.4. Members of the public may also contact Members in advance of the meeting to ask them to raise matters or ask questions on their behalf.
- 4.5. The Minutes of each meeting shall be accurately recorded and then circulated to all Members as soon as possible after the meeting and shall be posted on the Group's website. Secretarial services will be funded by the Nuclear decommissioning Authority via Magnox. An appropriate annual contribution will be sought by Magnox from EDF Energy to reflect the SSG's dual remit for the Sizewell A and Sizewell B sites.
- 4.6. An agenda and explanatory papers shall be circulated to each Member at least fourteen days before the date of each meeting.
- 4.7. All votes taken by the group shall be by a show of hands.
- 4.8. At meetings where a vote is taken and an equality of votes is recorded, the Chairman of the meeting shall have a second or casting vote.
- 4.9. Extraordinary Stakeholder Group meetings may be held if and when necessary, and will be open to members of the public, press and broadcast media.

## **5. SUB GROUP & WORKING PARTY MEETINGS**

- 5.1 The Stakeholder Group has a sub-group and may establish a temporary working party to explore particular issues in more detail or to carry out work on behalf of the main committee.
- 5.2 All SSG Members are entitled to attend sub-group meetings. Working party membership will be selected by the SSG Members. Working party meetings shall not be open to the public, press and broadcast media. Sub-group meetings shall be open to the public, press and broadcast media.
- 5.3 Sub-group and working party meetings are not decision-making unless specifically instructed to be so by the SSG at their main meeting. Recommendations and decisions must be reported to the next full Stakeholder Group meeting where recommendations will be considered and decided upon.
- 5.4 For sub-group meetings, an agenda and explanatory papers shall be circulated to each Member at least seven days before the date of each meeting.
- 5.5 All votes taken by the sub-group shall be by a show of hands and where the necessary the Chairman of the meeting shall have a second or casting vote.

## **6. CONDUCT OF BUSINESS AT MEETINGS**

- 6.1 The Chairman or Deputy Chairman shall have sole responsibility for the agenda and for the proper conduct of each meeting.
- 6.2 The Chairman shall call attention to continued irrelevance, tedious repetition, unbecoming language, interruptions or any breach of order on the part of any attendee, and will direct the attendee to discontinue speaking immediately.
- 6.3 If an attendee misconducts by persistently disregarding the authority of the Chairman or by disturbing the business of the meeting, or by behaving irregularly, improperly or offensively, any Member may move "that the attendee named leave the meeting" or "that the attendee named be not further heard" in either case for the remainder of the meeting or for such less period as may be specified in the motion. Such motion, if seconded, shall be put and determined without discussion.
- 6.4 If such a motion is carried and the attendee named does not comply with the decision the Chairman may suspend the meeting for such period as is considered expedient and in addition may give such directions as is considered appropriate for the restoration of order. In the event of serious disorder or persistent disregard of the authority of the Chairman, the Chairman may direct that the meeting be abandoned.

## **7. DUTIES OF THE CHAIRMAN**

- 7.1 In addition to duties mentioned above, the Chairman (or, in his / her absence, the Deputy Chairman) shall be the 'public face' of the Stakeholder Group and shall deal with enquiries from the press, the broadcast media and the public.
- 7.2 The Chairman shall liaise closely and often with the site director of Sizewell A and the station director of Sizewell B and all relevant Statutory Bodies, and report fully to the Stakeholder Group.
- 7.3 The Chairman shall arrange a detailed induction programme for all new Members of the Stakeholder Group so that they can attend their first meeting adequately briefed. The Chairman shall also remind all Members that tours of both A and B sites are available and to subsequently coordinate dates with the operators, as appropriate.

- 7.4. The Chairman shall receive secretarial and support services.
- 7.5. The Chairman and /or the Deputy Chairman or their nominees should attend all national liaison meetings.

## **8. DUTIES OF MEMBERS**

- 8.1. All Members shall be responsible for reporting back fully to their respective bodies, and, in the case of Members representing two bodies, fully to both of those bodies.
- 8.2. Members representing an elected Council, Councils, Meeting or other body shall form an important link with the public through whom concerns and specific questions shall usually be channelled.
- 8.3 Being an SSG Member means that:
- You represent your organisation or 'community of interest' where appropriate, actively on the SSG, including consulting them before hand on major agenda items.
  - You formally update your organisation or community of interest after SSG meetings, either verbally or in writing.
  - You attend every SSG meeting, where possible, or send a nominated representative.
  - You read papers circulated in advance of SSG meetings.
  - You update other SSG Members promptly after representing them at another meeting.

## **9. REVIEW**

- 9.1. This Constitution is to be reviewed at least annually.

**NOTE: THIS CONSTITUTION SHOULD BE READ IN CONJUNCTION WITH THE *NDA GUIDANCE FOR SITE STAKEHOLDER GROUPS* (REF LAR 3.0) DATED 27 MARCH 2009**

***Approved on 2<sup>nd</sup> September 2013 by the Sizewell A & B Stakeholder Group***