

**CONSTITUTION FOR THE BRADWELL  
LOCAL COMMUNITY LIAISON COUNCIL (LCLC)**

**ISSUE 4**

The Bradwell LCLC is an independent, local community-based body that is funded by the NDA. The LCLC is not a decision making body on matters regarding the site. 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 LCLC is to:

- Inform the public of activities on site and of the site operator.
- Act as a conduit for two-way information provision and flow.
- Act as a ‘clearing house’ for community concerns by providing independent interpretation of information in ways that carry the confidence and trust of the community.

The specific role and purpose of the LCLC is to:

- Act as a proactive, two-way channel of communication, gathering and disseminating views, between the operator and the local community.
- Provide an opportunity for questioning the operator.
- Provide an opportunity for questioning the regulators of the site.
- Receive and commission reports from the operator and other bodies.
- Receive and comment on emergency plans & arrangements.
- Scrutinise environmental plans & arrangements of the operator.
- Act as a proactive, two-way channel of communication, gathering and disseminating views, between the local community and the NDA.
- Receive reports from the NDA on the future of the site.
- Provide independent views and advice to the NDA and to regional and local planning authorities on the future of the site.
- Provide independent views and advice to the NDA on contracts with the operator.
- Provide independent views and advice to the NDA on the performance of the operator against those contracts. The LCLC will achieve this purpose through the following structure and arrangements:
  - **CHAIRMAN**
  - an independent, elected chairman and deputy-chairman elected by Voting Members (the Chairman should **not** be from non-voting ex-officio members, the operator, the NDA, regulators, etc).
    - The Chairman or a representative nominated by the Executive may attend relevant conferences, constituted to take a national perspective

- **MEMBERS**
  - voting Membership for democratically elected representatives or their nominees
  - membership by virtue of relevant organisational employment for others
  - temporary co-opting of specialists by invitation of the Chairman
  - a renewing membership, which is tailored to the operational state of the site
  
- **SECRETARIAT**
  - a Secretariat to support the LCLC, provided by the operator
  - funded by the NDA or their successors in title.
  
- **LOCATION**
  - meeting at locations, chosen by the LCLC, that suit the needs of the community
  
- **FREQUENCY**
  - a meeting frequency determined by the LCLC, which will allow it to meet its role and purpose
  - the Annual General Meeting will be held in June of each year
  
- **PROCESS**
  - a process based on the Code of Best 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 Council
  - the LCLC 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 LCLC on matters relating to emergency planning and can provide advice to the LCLC

**CODE OF BEST PRACTICE  
FOR THE BRADWELL LOCAL COMMUNITY LIAISON COUNCIL**

This document provides guidance on the practical interpretation of the Constitution of the LCLC, 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 LCLC members in the delivery of their purpose: “An independent, local community-based council, focussing on site-based issues, but taking account of wider policy issues and developments, and operating in an open & transparent way so that it is accessible to its communities.”

Whilst the Constitution is intended to be a long-lived, unchanging document, LCLC 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 LCLC’s ability to satisfy the needs of the local community, the operator and the NDA, and the LCLC’s ability to develop the agenda as decommissioning progresses.

**CHAIRMAN AND VICE CHAIRMAN**

The Chairman should:

- Be elected by Voting Members (the Chairman should **not** be from non-voting ex-officio members, the operator, the NDA, regulators, etc).
- Be of a calibre and background which inspires local trust and confidence.
- The term of office should be up to three years but be eligible for re-election for another term.
- Be re-confirmed in post annually at the Annual General Meeting by Voting Members.
- The Vice Chairman will act in the event of the Chairman’s absence.
- The Chairman is accountable for:
  - delivering the entirety of the Constitution (roles and mechanisms)
  - two-way access to all opinion within the community
  - ensuring a balance of views in the Council and its Sub-Committees
  - the management of the funding provided by the NDA
  - ensuring that the agenda meets forward-looking needs
  - developing the capability of the Membership
  - playing a full role in relevant conferences (addressing cross-LCLC and national issues)
  - upholding the LCLC Constitution and its Code of Best 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. Those who can vote, for example, are representatives of: Parish, Town, Borough or District Councils, Unitary or County Councils, MPs and MEPs.
- Non-voting Members:
  - representatives of Residents' Associations, Farming Representatives, Community, and Environmental Groups etc
  - representatives of stakeholder bodies, for example: Emergency Services, Regulators, Food Standards Agency, appropriate Health Bodies etc
  - representatives of the NDA, the Operator and site union representatives
  - observers, by agreement of the Chairman 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. In the spirit of openness set out previously. Such applicants would need to demonstrate that they represented a properly constituted organisation by producing a membership list, terms of reference or a constitution, and evidence that they had been democratically elected by the group to represent it at our LCLC meetings.
- Membership should be kept under review to ensure the correct balance of:
  - numbers
  - new blood/experience
  - mix of representation
  - the changing needs of the site 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 accountable for 2-way communication to their constituency, in whatever capacity they are present.
- Members, with assistance from fellow members, should be accountable for the development of their capability to discharge their duties, and so should identify and express their needs.

## **DECISION-MAKING**

- Any matters requiring resolution should be decided by the voting members of the LCLC by process of simple majority.

## **LOCATION**

- Should be selected to suit local community needs.
- The LCLC should consider moving meetings from venue to venue within the Maldon district, to improve accessibility and impact, however this will still include the option of holding a meeting based at the station if required.

## **TIMING**

- The Chairman should keep the timing of all meetings under consideration to meet the various needs of the members and of observers.
- The Chairman should determine the duration of meeting.

## **FREQUENCY**

- The Chairman should be mindful of the needs of the community, the operator and the NDA.
- As Bradwell is no longer generating, it is suggested that two meetings per year will be adequate (including the AGM).
- Sub-group meetings and Extraordinary General Meetings will be convened as deemed necessary by the LCLC Executive.
- 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 Council to convene at relatively short notice and outside the programmed meetings in order to respond promptly to specific issues.

## **CONTENT**

- The content of meetings should be set to ensure that all the duties included in the Constitution 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**

- The Council should consider operating by more than just a formal committee meeting. Options might include forming sub-groups, both permanent and temporary, to concentrate on specific areas of work or to deal with topical issues. The Council should consider holding workshops and discussions in order to develop understanding and to formulate opinions. The Council should undertake regular site and other visits, training and awareness sessions from experts, and should acquire expertise from other sites. It should conduct, when appropriate, its own surveys and information gathering exercises.

- The Council 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
- An open session could be held at the end of the formal meeting to enable the media and public to ask questions, which should be pre-notified. The length of such a session will be at the Chairman's discretion.
- Recording is not allowed. The media or the public may only bring recording equipment into any meeting or sub-group of the Council with the permission of the Chairman.
- The public may be allowed to speak on relevant subjects as they arise, with the permission of the Chairman.

#### **STRUCTURE**

- The Chairman 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 non-voting temporary members as appropriate may help get work completed efficiently.

#### **SECRETARIAT**

- The operator will provide a supporting Secretariat (using NDA funds at the disposal of the Chairman).
- The Secretariat should be accountable for:
  - maintaining an understanding of local needs and liaising with the Chair to develop the agenda for each meeting
  - producing and commissioning papers in suitable styles and language for Members
  - publishing LCLC reports, minutes, members' list etc. as agreed with the Chairman
  - circulating copies of regulatory and other appropriate reports to the LCLC membership
  - circulating reports from the Emergency Planning Consultative Committee (EPCC)
  - implementing a system for ease of identifying voting members at LCLC meetings.
  - clearly identifying voting and non-voting members on any published material such as minutes

## **ACCESSIBILITY**

- Email capability should be provided to all members to help with communications (though with exceptions as necessary).
- The Council should consider the use of multiple mechanisms for making information available locally. For example:
  - local newspapers
  - press releases
  - newsletters, including an LCLC Newsletter
  - websites, with comprehensive use of links
  - local radio
  - parish and other local magazines
  - advertising the time and place of next LCLC meeting
  - publishing promptly minutes of meetings and relevant reports
- The Council should consider developing a wide range of mechanisms for gathering information locally.
- The Bradwell LCLC Executive (Chairman, Deputy Chairman and Secretariat) can act as official spokespersons as and when required.

## **CAPABILITY**

- There should be a simple, local induction process for new members that includes at minimum:
  - an induction pack
  - a site visit
  - at least one meeting with the principal members of the LCLC at which current and forthcoming issues are explained
  - a review of the LCLC Constitution and Code of Best Practice
- To fulfil their accountability, 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 LCLC are accountable 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 LCLC need may need time and help to understand technical concepts.
- All bodies dealing with the LCLC need to appreciate that members are part-time and should keep their demands on time to an appropriate level.

## **COST REIMBURSEMENT**

The NDA will be prepared to consider the payment of an emolument to holders of this post (Chair and Vice Chair) on request, in accordance with published guidelines.

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

## **BRADWELL LCLC Constitution and Code of Practice**

### **Issue Status**

Issue 1	Adopted and Ratified at the 35 <sup>th</sup> Meeting of the LCLC	
Issue 2	Adopted and Ratified at the 39 <sup>th</sup> Meeting of the LCLC	June 2006
Issue 4	Adopted and Ratified at the 46 <sup>th</sup> Meeting of the LCLC. Adopted by the NDA	December 2008 November 2009