



The Constitution of Oldbury Site Stakeholder Group (SSG)

1. PURPOSE

The Oldbury Site Stakeholder Group (SSG) represents the local community on issues relating to Oldbury Nuclear Power Station Site and provides a forum for the local community and other relevant interests to interface with the Site Owner (Nuclear Decommissioning Authority), the Site Licensee (currently Magnox) and Regulators (ONR & EA).

It has the overarching aim of ensuring that the NDA's interactions with local communities are conducted openly and transparently and that decisions taken by the NDA and Magnox are informed by the local community's views.

The primary objectives of the SSG include

- To act as a proactive, two-way channel of communication gathering and disseminating views, between the owner, operator and regulators and the local community
- To provide an opportunity to question and provide comment to the operator, owner and regulators on monitoring and progress reports, forward plans and the future of the site
- To understand and cooperate with on and off site emergency plans and arrangements
- To identify local views for representation at national and local meetings and workshops, e.g. National Stakeholder Summits, SSG Chairs Forum, and response to NDA, Magnox, regulators and Government consultations regarding Nuclear issues
- To assist in the dissemination of accurate information regarding the Site, Magnox and NDA activity to the community through SSG meeting reports and minutes and press releases where appropriate
- To cooperate in wider local consultation and public meetings where appropriate on specific issues and future plans
- To promote and support NDA and Site socio-economic policy
- To encourage good relations between the existing site and any potential new build developer for the best interest of the local community and environment.

SSGs are not executive decision-making bodies. The objectives above do not interfere with the accountability of relevant decision-making bodies on the sites or of statutory organisations such as the regulators and Local Authorities.

Submissions to NDA or SLC consultations are an important part of the SSG's remit. Submissions do not have to provide a consensual view of all SSG members but should aim to highlight where agreements and disagreements exist on the SSG and why they exist.

The NDA and the SSG Secretariat will provide advance notice of major consultations to the SSGs: e.g. NDA Strategy and Business Plan consultations.

SSG activity that is not in direct support of the above objectives should be agreed in advance by the NDA (via the SSG Secretariat and NDA Stakeholder Relations Team).

As representatives of their local communities, the NDA recognises that SSGs will be approached by organisations that wish to use SSG agenda time for matters that fall outside the NDA's core remit. Where the NDA wholly funds an SSG, it expects discussion to focus on activity at NDA sites. While other issues may be of interest to the SSG, the NDA expects discussion at SSG meetings on such issues to be limited to brief updates and not take up significant agenda time. In all cases, common sense should prevail but the SSG should not be used as the primary vehicle for community engagement by any organisation other than the NDA or the relevant SLC. A similar principle should be applied to invitations that SSG members may receive to attend conferences and other events – if the subject matter falls within the NDA's core remit and attendance would help the SSG to deliver the purpose and objectives in Section 1 of this guidance, then there is a reasonable expectation that any costs involved will be covered by the SSG Secretariat. If it does not, then funding support to cover attendance at the event concerned should be sought from the event organisers before accepting any such invitations and SSG members should discuss such matters with their Secretariat.

Any questions about any of the above should be addressed to the Secretariat, who will liaise with the NDA Stakeholder Relations Team as required.

2. MEMBERSHIP

- SSG Membership should reflect the local community and its interests, and the operational status of the Site and the needs of the NDA and / or SLC. On that basis the SSG should have provision to include members elected or appointed to represent them by:-
- Local Authorities, Parish, and Community Councils based on +/- 6 kms from the Site. For Oldbury this includes relevant Councils north of the Severn Estuary.
- Local community groups with an interest in the Site, including environmental groups and non-governmental organisations (NGOs).
- Local Resident Associations and local residents with a declared interest in the Site.
- Relevant local organisations such as businesses, industries and voluntary groups
- Site staff representative.
- Appropriate Local Authority Officers.
- Co-opted Members, the SSG may wish to co-opt advisors with specialist knowledge.

ROLE and RESPONSIBILITIES of MEMBERS

Being an SSG member means that:

- You represent your organisation or 'community of interest' actively on the SSG, including consulting them beforehand on major agenda items and asking questions on their behalf
- You formally update your organisation or 'community of interest', as appropriate, 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
- These responsibilities should be monitored by the Secretariat and enforced where possible by the Chair and/or Deputy Chair

Decision-making - Given that the SSG is not an executive body, voting should be avoided except on matters that require formal resolution: e.g. changes to the Constitution, the election of the

Chair/Deputy Chair and the admission of new Members. A list of organisations that have a voting member are detailed in Annex B. Voting will be with a simple show of hands, with the exception of the positions of chair and vice chair of which the process is detailed below.

Election voting process: The Secretariat will inform members at least one month before the meeting detailing the purpose and the process of the elections to appoint a Chair and a Deputy Chair. Each Member is entitled to one nomination per position. Nominees must be SSG Members and should consent to their nomination. If only one named nomination is received, the person nominated shall be deemed to have been appointed and no election will be required. If there is more than one nomination, an anonymous ballot vote should be held at the next meeting. Postal votes shall only be used in exceptional circumstances by prior arrangement with the Secretariat. Elections will be decided on a simple majority basis. In the event of more than one candidate receiving the same number of votes, the successful candidate shall be decided by lot.

Wider community engagement: From time-to-time, the NDA or SLC may undertake wider engagement with the community. In such instances, the NDA and SLC will inform the SSG and engage with its Members. This would allow the SSG to exercise influence without having to manage and deliver wider engagement activities themselves.

CRITERIA for MEMBERSHIP

Members must be formally appointed by a Local Community Organisation or Body with a formal constitution and a well-defined interest in the Site, its operation, its local impact and its future. They must be willing and able to fulfil the roles and responsibilities of an SSG member as set out in this Constitution and adhere to its Code of Conduct.

New organisations wishing to be represented should apply through the Secretariat so that the application can be included on the next SSG Agenda circulated in advance of the meeting at which Members will vote on the new membership subject to compliance with this constitution.

See Annex B.

OFFICIAL ATTENDEES

The SSG should have provision to include representatives from the following bodies to provide advice and guidance to the SSG as needed:

- NDA - normally a member of the Stakeholder Relations Team or nominated Deputy
- Site Operator - normally the Site Closure Director/Station Manager or Deputy
- Regulators - normally ONR and EA Inspectors or Deputies.
- Local Authority - relevant Officers
- Trades Unions, Emergency Services, Health, Environment, Safety Monitoring organisations
- New Build Project Promoter (Horizon) - to assist in obtaining optimum integration where possible between existing Site and New Build, as expressly desired by local community
- Other relevant expert bodies.

See Annex C.

3. PRESS & PUBLIC

Public. The public should be able to attend SSG meetings, ask questions and contribute to discussions with members when appropriate. The NDA considers it good practice for the Chair to allow members of the public the opportunity to ask questions for an allocated, proportionate time period following each agenda item.

Press. The press should be able to attend SSG meetings and ask questions at least at the end of the meeting. This is at the discretion of the Chair.

4. CHAIR & DEPUTY CHAIR

- The Chair and Deputy Chair should be independent of the NDA and SLC i.e. Not employed by either organisation
- They should be formally elected by SSG Members and be subject to re-election at least every three years
- They should be transparent about any conflicts of interest, by declaring them at the start of SSG meetings
- They are accountable to the SSG Members through their formal election

The Chair is accountable for:

- All Sub-groups and committees as an ex-officio member
- Upholding the SSG's Constitution in its entirety
- Respecting the boundaries of SSG business
- Planning forward to ensure that agendas meet the needs of stakeholders, SSG members, the site operators and NDA in the context of SSG objectives
- Managing SSG meetings to ensure that a balance of views is heard and that all members are able to contribute to discussions
- Liaising with the Secretariat to enable the development of both new and existing members through appropriate training, site visits and other support
- In conjunction with other nominees, representing the SSG at national level and in other meetings as needed
- Circulating updates to SSG members from any relevant meetings they attend
- Ensuring SSG subgroups update the full SSG meeting, with an opportunity for discussion
- Reviewing SSG performance and operation at least every five years with the NDA, SLC and SSG
- Assisting the Secretariat in assessing SSG activity requirements for the year ahead
- Considering with the Secretariat how best to provide smooth succession of the Chair post.

In considering the selection of a Chair, the SSG should consider qualities such as independence, local reputation, experience in chairing groups of this sort and having the time, interest and willingness to fulfil this demanding role.

Support to the Chair by the Deputy Chair

5. SECRETARIAT

The SLC will provide Secretarial support funded by the NDA. This Secretarial support should include:

- 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
- Arrange minute-taking
- Promptly circulating and publishing minutes from SSG meetings to members and wider interested parties, including an Executive Summary of key bullet points that members can pass on to their organisation
- Managing and updating the relevant website
- Circulating relevant papers to members promptly, including communications from relevant external bodies: e.g. the Office of Nuclear Regulation (ONR) and the Environment Agencies or others presenting to the SSG
- Organising inductions for new SSG Members
- Organising biennial (i.e. once every two years) site visits for SSG members or if there is a business need identified by the NDA or SLC
- Liaising with the Chair to ensure that relevant issues are adequately covered on SSG agendas.

Information volume and format. The Secretariat has an important role in challenging the organisations and individuals that submit information to the SSG to help ensure that it is as useful and relevant as possible. Questions to ask include but are not limited to:

- Is the information relevant?
- Does the information assist the SSG in fulfilling its purpose and remit?
- Is the information for noting, discussion or a decision?
- Can the information be presented in a more useful way for SSG members given their time constraints and technical background?
- What information would they like to be passed to SSG members' constituents?
- Is the information presented in a suitable format to easily allow this?
- Are there specific questions that merit further discussion by members' constituents?

6. MEETING LOCATION and FREQUENCY

Meetings should be advertised and must be held in locations that are easily accessible to members of the public and press, ideally within easy reach of public transport and with suitable parking. The timing should be convenient to stakeholders so that, as far as possible, they are not inhibited or prevented from attending.

The SSG Chair will choose the venue and location of SSG meetings from a shortlist of appropriate venues produced by the Secretariat. Cost and the general suitability should be important considerations in selecting meeting venues. As a minimum, all venues should:

- Have appropriate capacity
- Be accessible to those with disabilities
- Provide seating and presentation facilities
- Provide appropriate audio and visual equipment and catering facilities
- Be able to receive payment by BACS or credit card

The SLC, in discussion with the NDA and SSG members, will determine the appropriate level of meetings per year taking account of the site's work programme. This is expected to be between one and four meetings a year.

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. Equally, the SSG may choose to set up subgroups to address specific topics on behalf of the whole SSG. Each request to convene a subgroup meeting must be submitted to the Secretariat and approved by the NDA. The work of all SSG sub-groups should be regularly shared with the rest of the SSG and appropriate opportunity for discussion given.

7. COMMUNICATIONS

The SSG should have an online presence on an appropriate web platform which is managed by the secretariat. Currently this is www.magnoxsites.com/oldbury/community

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

- Dates, Times, locations and agendas of future meetings
- Past minutes and reports
- Key papers of interest to the community regarding SSG business
- SSG Constitution which includes Membership list and Code of Conduct.
- Reciprocal links to partner websites such as Local Authorities, SLC, NDA etc.

All organisations providing information to the SSG are responsible for ensuring it is accessible and useful to members and can be disseminated to members' organisations easily.

8. CAPACITY BUILDING

Induction. To ensure the effective operation of the SSG, new members should undergo an induction process that, as a minimum, would include:

An information pack issued by the secretariat including: general information about the site, copies of the NDA guidance, this Constitution, the Code of Conduct and any relevant SSG policies;

Meeting the SSG Chair and Secretariat to welcome them on board and clarify any questions about the SSG and its Constitution.

Information and skills gaps. Members should be encouraged to recognise their own needs to understand the issues that come before them. Additionally, SSGs should identify annually the information and skills gaps that prevent them fulfilling their objectives. The secretariat, SLC and NDA will consider how best to address these requirements.

9. NDA SUPPORT

Chairs' and Deputy Chairs' emolument. Via the Secretariat, the NDA will provide an emolument to Chairs and Deputy Chairs that recognises their enhanced role on the SSGs. Chairs are entitled to claim £5,500 and Deputy Chairs £1,650 per annum, which will be paid six monthly in arrears by BACs. The emolument acknowledges the extra work involved in the preparation for meetings related to

the NDA's core mission, chairing meetings, undertaking appropriate follow-up actions from meetings and local car mileage associated with undertaking the role of SSG Chair or Deputy Chair.

Expenses. Via the Secretariat, the NDA will meet pre-approved out-of-pocket expenses when on SSG business, such as reasonable travel costs. Travel should only take place if absolutely necessary to delivering SSG business. Less expensive, safer and environmentally responsible alternatives such as telephone or videoconference must have been considered as a first option before travelling is arranged. When travelling on SSG business, SSG members should choose their mode of transport based upon what is safe, time-effective and best value for money. When selecting their method of travel they should consider the practicalities of the journey in terms of relevance to the SSG, their own time and other related costs, as well as the actual transport cost. All travel must be agreed in advance with and booked via the Secretariat.

In line with NDA policy on travel expenses, SSG members travelling by rail on essential SSG business during normal working hours are entitled to travel first-class if the train journey time is longer than two hours. Legitimate claims for additional expenses will also be considered on a case-by-case basis. Claims may only be made with prior approval along with valid receipts and necessary paperwork.

The NDA Stakeholder Relations Team will:

- Ensure NDA representation at all SSG main meetings or arrange informed cover, except in exceptional circumstances
- Offer regular meetings to the Secretariat and SSG Chair to clarify NDA Guidance, policies and plans
- Ensure timely responses to SSG queries, including providing information upon request;
- Facilitate exchange visits between SSGs upon request, via the Secretariat
- Provide oversight and advice regarding SSG operation, including maintaining an appropriate consistency of approach across the UK
- Support an SSG Chairs' Forum meeting
- Provide a Meeting Report from NDA national stakeholder events, 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
- Provide advice and expertise on public and community engagement
- Keep SSG Chairs informed, where possible in advance, of announcements that are likely to generate interest locally.

10. REVIEW of SSG

To ensure constant evolution and opportunity for improvement, SSG progress should be reviewed at least every five years. A prompt for this review could be when a new Chair is elected. This review must involve all SSG members, the NDA, SLC and potentially other interests depending on the circumstances of the site. The review should cover all aspects of the Constitution, including:

- Progress against objectives
- Membership
- Roles and accountabilities of the Chair/Deputy Chair
- Administration and procedures
- Information and training needs for all members

- Website and communication
- NDA and Secretariat support.

The results of each review should be made public on the website so that learning can be shared across all SSGs.

Where necessary, the NDA will provide resources required to undertake the external review.

Arrangements for engaging with local communities during care and maintenance will be discussed and agreed between the SSG, local community, SLC and NDA prior to a site entering care and maintenance.

10 SITE STAKEHOLDER GROUP (SSG) Code of Conduct

As per Annex A attached

Annex A: Site Stakeholder Group (SSG) Code of Conduct

- Respect each person both during and outside of the SSG meeting.
- Prepare for the meeting by reading the agenda and reports.
- Participate fully in the meeting.
- Listen to what others have to say and keep an open mind.
- Do not talk whilst others are talking – allow people their say.
- Contribute positively to the discussions.
- Try to be concise and avoid speeches.
- Challenge only ideas, not people.
- It is the Chair's responsibility to bring the meeting to order.
- The Chair has right of sanction against Members.
- Have the best interests of the organization you represent in mind at all times.
- Be punctual.
- Send apologies to the Secretariat if you are unable to attend a meeting and, where possible, nominate a deputy to attend on your behalf.
- Turn off mobile phones and other electronic devices that may interrupt the meeting.

Annex B: Site Stakeholder Group Voting Members

Representing

MP for Thornbury & Yate
MP for Forest of Dean
Gloucestershire CC
Monmouthshire CC
Forest of Dean DC
Stroud DC
South Gloucestershire (U)
South Gloucestershire (U)
District Councillor for Severn ward
Bristol City Council
Chepstow TC
Thornbury TC
Olveston PC
Alveston OC
Aust PC
Oldbury on Severn PC
Oldbury on Severn PC
Rockhampton PC
Hill PM
Tidenham PC
Woolaston PC
Falfield PC
Country Landowners Association
Glos Association of Parish & Town Councils
National Farmers Union
Thornbury Chamber of Commerce
Friends of the Earth (local)

Annex C: Recommended list of bodies to send advisors

Avon Fire Brigade
Avon and Somerset Police
Environment Agency Site Inspector
Food Standards Agency
Gloucester Harbour Trustees
Lower Severn Drainage Board
Natural England
Nuclear Decommissioning Authority (NDA)
Office of Nuclear Regulation (ONR)
ONR Civil Nuclear Security (ONRCNS)
Public Health England - South West
Horizon
Site Operator
South Gloucestershire Council - Specialist Environmental Protection
South Gloucestershire Council – Planning