Site Stakeholder Group

CONSTITUTION FOR THE BERKELEY SITE STAKEHOLDER GROUP

NOVEMBER 2025

1. Introduction

1.1 Our strategic objective is to build a better understanding of our mission among the public and our stakeholders and maintain their support, confidence and trust. Effective engagement with our broad range of stakeholders is central to achieving this objective.

1.2 The NDA Group recognises it cannot deliver its mission successfully without a social licence to operate from the communities in which it serves. This draft revision of the NDA's Guidance for Site Stakeholder Groups (SSGs) has been informed by independent third-party evaluation, feedback from a range of stakeholders and, crucially, consultation with the SSG community. It aims to build on the SSGs' success since the NDA was set up in 2005. Further consultation with the SSGs will follow before the final revised guidance document is adopted.

1.3 This Guidance defines the remit and roles of the independent Site Stakeholder Groups (SSGs) and describes what the Nuclear Decommissioning Authority (NDA) expects from the SSGs and what support the SSGs can expect in return. It also provides the basis of a generic constitution that SSGs are expected to adopt, or adapt, to inform their own Membership. The Guidance provides definitive clarity and consensus on the aims and operation of the SSG.

1.4 Within the context of the SSGs, independence is defined as being outside the formal organisational functions of the NDA Group and operating companies. As such, Chairs and Vice Chairs as Office Holders of the SSGs are expected to be independent of employment to work in these organisations and to declare any conflicts of interest resulting either from previous employment in the sector or from other links, including financial, to the nuclear industry. As such the SSGs receive public funding via the NDA and required to adhere to these agreed Guidelines.

1.5 The NDA recognises that each site is uniquely situated, has its own priorities and varied stakeholder interests. For example, Sellafield and Dounreay are Category 1 sites, with different security and safeguarding requirements from other sites in the NDA Group. The size and complexity of these sites results in complex and multi-faceted work programmes. There is, therefore, a need for some flexibility in the detailed arrangements that apply at each site. However, there is also a strong degree of commonality between the SSGs in terms of their scrutiny function. Through continued dialogue between the independent groups, the NDA, and our sponsoring department DESNZ, agreement to adhere to certain minimum standards in composition, conduct and operation is expected by all parties.

1.6 The SSGs organise a National SSG Chairs' Forum, with a Chair and Vice Chair elected periodically by the Chairs. Whilst this forum does not occupy a formal role in the accountability framework for the SSGs, and can help facilitate the sharing of best practice, the NDA recognises it has a useful function of allowing the Chairs to discuss matters of

Site Stakeholder Group

concerns and should relay these to the NDA along with written feedback and any agreed proposals or action points.

2. Purpose of the SSG

2.1 Before the NDA was set up in 2005, Local Community Liaison Committees (LCLCs) were the principal conduits for dialogue between the site operating companies and local communities. LCLCs were chaired by the Site Director, who set the meeting agenda and agreed who could attend the meetings.

2.2 The NDA facilitated the establishment of the SSGs to ensure more open and transparent dialogue with local communities and greater accountability of the NDA. A commitment to open and transparent engagement with stakeholders is included in the Energy Act 2004.

2.3 The SSG is a standing forum for communications between the NDA, NDA group operating company and the local community. It has the overarching aim of ensuring that the NDA Group's interactions with local communities are conducted openly and transparently and that decisions taken by the NDA are informed by the local community's views.

2.4 All SSGs are financed and resourced by the NDA Group, with Secretariat provided by the relevant Operating Company. Each SSG has a Chair and Vice Chair who receive remuneration in recognition of the additional time and work they undertake to ensure the views of their communities are represented, and that meetings are conducted in line with NDA expectations as detailed in these guidelines.

2.5 The NDA is committed to underpinning the right and ability of an SSG to scrutinise and hold the NDA Group to account on behalf of its community – but in return the NDA expects accountability for ensuring meetings are conducted in line with best practice and with the appropriate use of public funds.

2.6 The NDA also supports the view of the SSG Forum, that the meetings are fundamentally "open to all, and all are welcome." It is in the interests of the operators, the regulators, and not least the host community itself to aim for an inclusive approach to scrutinising the work of the nuclear industry, and its regulators.

2.7 The primary objectives of each SSG are:

	Objective	**Examples of how this could be delivered**
1	Scrutiny - To provide an opportunity for questioning the operators, NDA, operating company and regulators on behalf of the community.	Information circulated by NDA, operating company or regulators on local or national issues. Presentations, briefing papers and structured questioning time.
2	To receive and comment on progress reports and forward plans for the sites.	Receive updates on site progress. Request updates on issues of interest.

Site Stakeholder Group

3	To represent the views of the local community through the provision of timely advice to NDA, operators and regulators.	Represent local views at local and national level: e.g. National Stakeholder Summits, SSG Chairs' Forum, as well as SSG meetings and other ad hoc meetings Raising issues of local concern. Responding to NDA consultations. Input on site socio-economic fund applications.
4	To act as a two-way conduit for information between the Members and the operating company, NDA and the regulators.	Representatives are expected to give feedback from SSG meetings to members of their organisations in a timely and impartial manner; circulate the minutes of SSG meetings and other relevant paperwork to the organisations they represent; and represent the views of their organisations at SSG meetings, including asking relevant questions on their behalf.
5	Respond to NDA consultations (and other relevant consultations as required) in a timely manner.	Circulating the consultation and relevant supporting information to SSG members in good time to allow proper consideration of the issues at hand. Receiving presentations and/or briefings from NDA staff as required. Ensuring the SSG responds in a timely manner to consultations, reflecting the full balance of views expressed by the membership rather than trying to seek a consensus.

2.8 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.

2.9 Submissions to NDA group consultations (Objective 5) is an important part of the NDA'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.

2.10 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 (nuclear new build, including fusion and SMR projects, and any of the organisations that occupy the Harwell Campus, for example). In some instances, nuclear new build may directly impinge upon activity at an NDA or adjacent site: for example, where NDA land is directly involved or if the pace of decommissioning activity is affected by new build development. While the NDA accepts that SSG meetings should make appropriate time for discussion of these matters, it is expected that discussion on new build programmes will be conducted through other forums, if available, set up by the developer and that such issues should not dominate meeting agendas or prejudice the discussion of core SSG business.

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.

2.11 However, the NDA recognises that the SSG may sometimes touch on wider issues. It respects that SSGs have an independence of action and membership, and that issues affecting NDA land may impact local communities. Equally, the NDA cannot use taxpayer's money to step outside its vires. 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 operating company. 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 2 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.

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

3. Constitution and Code of Conduct

3.1 This guidance provides a standard foundation for the SSG constitution. Each SSG should develop its own constitution based on a common template provided by the NDA, reflecting specific local stakeholder requirements as needed. To ensure alignment with NDA Guidelines, each draft constitution will be submitted to the NDA for comment before adoption. New constitutions should be adopted and published on the website as soon as possible. All members of SSGs should receive a copy of their local constitution and the NDA Guidelines annually.

3.2 All SSGs are required to adopt a Code of Conduct and are required to adopt the Common Code of Conduct (provided at Appendix 1).

4. Membership and Public

4.1 Members SSG membership should reflect the local community and its interests, as well as the operational status of the site and requirements of the NDA. In this context, a local community is typically defined as living adjacent to site, although discretion should be applied on a site-by-site basis.[1]

4.2 The SSG, supported by the Secretariat to ensure that efforts have been made to engage with the community to ensure that all relevant stakeholders are represented on the SSG, On that basis, the SSG should have provision to include members from at least the following:

- Elected representatives (i.e. MPs, MSPs and members of the Welsh Parliament);

[1] Please refer to Section 2 of this Guidance: Purpose of the SSG.

- Representatives of Local Authorities, parish councils and community councils;
- Local community groups with an interest in the site, including environmental groups and non-governmental organisations (NGOs);
- Local resident associations or local residents with a declared interest in the site;
- Two site union/workforce representatives;
- Other local organisations such as businesses, the voluntary sector and educational institutions (such as local schools, colleges or training facilities);
- The Business Community – local business or trade associations or Chambers of Commerce; and
- Regional development organisations.

4.3 Criteria for membership Precise criteria for membership may vary between each SSG - and should be included in the SSG constitution - but they should be consistent with the overarching principles set out in this guidance and include the categories stated above. The accountabilities of each SSG member, including the community of interest they represent, should be carefully considered and clearly defined in the SSG's Constitution. From time-to-time, new organisations may wish to become members of the SSG. Votes to admit a new member to the SSG should be included as an item on the meeting agenda and notified to SSG members in advance of the meeting. Members should vote on a member's potential inclusion based on the following criteria. Those wishing to become SSG members are eligible if they:

- Represent an organisation or a community of interest that warrants inclusion on the SSG and doesn't replicate the roles of other organisations, thereby unbalancing representation;[2]
- Organisations must have a well-defined local interest in the site's operations and be supported by a formal constitution;
- Be willing and able to fulfil the roles and responsibilities of an SSG member as set out in the Guidance; and
- Adhere to the SSG's Constitution and Code of Conduct.

4.4 Official Representatives It is expected that representatives from the following organisations will also attend and provide updates to SSG meetings:

- Appointed representatives of relevant organisations such as the regulators, trades unions, emergency, health services and environmental organisations;
- A representative of the NDA, normally a member of the stakeholder relations team or a nominated deputy;
- Representatives of the site operators, normally the Site Closure Director/Station Manager or deputy;
- Officers from the local councils at County, District and Parish level or Community Councils in Scotland and Wales; and

4.5 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

[2] Please refer to Section 4.1 above.

Site Stakeholder Group

Chair to allow members of the public the opportunity to ask questions for an allocated, proportionate time-period following each agenda item.

4.6 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.

4.7 Appendix 4 shows the membership of the SSG in principle.

4.8 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,' 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; and
- 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.

4.9 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 will be detailed in the Constitution and should reflect the range of local community stakeholder views, not dominated by one particular viewpoint. 4.8 describes the process that should be followed for the election of the Chair and Deputy Chair. For votes on other matters, a simple show of hands should be sufficient.

4.10 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. An anonymous ballot vote should be held at the next meeting. 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.

4.11 Wider community engagement The NDA expects SSGs to make reasonable efforts to reach out to members of the wider community who do not routinely attend SSG meetings to raise the profile of the SSGs' activities. This work, including efforts to engage seldom heard groups, especially young people, could result in the SSG partnering with the NDA Group, or delivering bespoke packages of work if agreed in advance and suitably resourced by the NDA. Success of this outreach will be enhanced by adherence to a diversity of membership as illustrated in 4.2. From time-to-time, the NDA group may also undertake wider engagement with the community. In such instances, the NDA group 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. The NDA would expect to work in partnership with the SSG at community events or on outreach.

4.12 This work in the wider community could aim to encourage greater diversity among the SSG membership, ensure the sustainability of SSG membership and would be mutually beneficial for the SSG and the NDA Group.

5. Chair

5.1 The Chair of the SSG should:

- Be independent of the NDA group: i.e. not employed either by the NDA or by an operating company;
- Be aware of best practice in terms of length of office and ensure there is fair opportunity for elections at least every five years and encourage wider participation. However, the SSG eligible voting membership retain the right to vote on and select their independent chair.
- Be supported by a similarly elected Vice Chair; and
- Be transparent about any conflicts of interest, by declaring them at the start of SSG meetings.

5.2 The Chair is accountable to the SSG members through their formal election for:

- 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;
- Holding SSG members to account for reporting back to their constituent organisations, where appropriate, and encouraging membership from relevant local stakeholders;
- With support from the NDA Group, ensuring the SSG makes reasonable efforts to reach out to and promote the work the SSG to the wider community, including seldom heard groups and young people;
- In conjunction with other nominees, representing the SSG at national level and in other meetings as needed;[3]
- Circulating updates to SSG members from any relevant meetings they attend;
- Ensuring the SSG responds in a timely manner to NDA consultations;

5.3 Meeting once a year with the NDA to ensure these Guidelines are being adhered to, that SSG members, Chairs and Deputy Chairs are adhering to the Codes of Conduct and to discuss

[3] This includes representing views expressed on the SSG with which the Chair/Deputy does

areas of mutual benefit and support. Training, briefing updates as required should be offered to SSG Chairs and Deputy Chairs.

- Ensuring SSG subgroups (if applicable) update the full SSG meeting, with an opportunity for discussion.
- Assisting the Secretariat in assessing SSG activity requirements for the year ahead.
- Considering with the Secretariat how best to provide for smooth succession of the Chair post.

5.4 In considering the selection of a Chair, the SSG will want to 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.

5.5 At the beginning of each term of office, the NDA will brief the SSG Chair and Deputy Chair on the NDA Group's remit, its expectations of how the Chair and Deputy Chair will ensure the SSG fulfils its functions in line with NDA guidance and the support that the SSG can expect to receive from the NDA Group.

5.6 Should any issues arise that require discussion or resolution, the SSG Chair is expected to contact the Secretariat in the first instance. If the Secretariat is unable to resolve the matter, the SSG Chair should contact the Site Director via the Secretariat. If any issue requires further escalation, then the SSG Chair should contact the relevant NDA Stakeholder Lead.

5.7 All SSG Chairs are required to adhere to the Code of Conduct for SSG Chairs and Deputy Chairs at Appendix 2.

6. The Deputy Chair

6.1 The Deputy Chair of the SSG should:

- Be independent of the NDA group;
- Be subject to re-election at least every five years; see 5.1
- Provide support to the Chair;
- Be transparent about any conflicts of interest, by declaring them at the start of SSG meetings; and
- Comply with the SSG Chairs' and Deputy Chairs' Code of Conduct (Appendix 2)

6.2 The Deputy Chair is accountable for:

- Upholding the SSG's constitution in its entirety, with appropriate training and Secretariat support provided by the NDA Group;
- Respecting the boundaries of SSG business;
- Covering the accountabilities of the Chair in the Chair's absence (see section 5.3);
- In conjunction with other nominees, representing the SSG at national level and in other meetings as needed.

Site Stakeholder Group

7. Secretariat

7.1 The relevant operating company will provide Secretarial support funded by the NDA. Funding will be ring-fenced solely for SSG use, and made available by the operating company, on behalf of 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 payment for the Chair and Deputy Chair (see section 11); and
- Arrange minute-taking and, where applicable, simultaneous translation into Welsh;
- 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, and working with the SSG Chair and Deputy Chair to make best use of the website to publicise the activities of the SSG and encourage attendance from a wide range of local stakeholders;
- Circulating relevant papers to members promptly, including communications from relevant external bodies: e.g. the Office of Nuclear Regulation (ONR) and the Environment Agencies;
- 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 group; and
- Liaising with the Chair and with adjacent sites (where appropriate) to ensure that relevant issues are adequately covered on SSG agendas.

7.2 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?

7.3 Where sites are joint or closely adjacent and share, for historic reasons, an SSG (e.g. with EDF Energy at Dungeness, Hinkley Point, Hunterston and Sizewell and the MoD at Dounreay), the Secretariats or relevant Communications Officers should:

- Jointly input to agenda planning with the SSG Chair; and
- Recognise that, although sites may be owned and operated by different organisations, there is significant overlap and some common services on shared sites. The agenda

for SSG meetings should reflect this and allocate an appropriate proportion of time to each site, based on the needs and interests of the SSG members as well as the site operators themselves. The meetings are solely for the discussion of the delivery of the NDA Group's mission in decommissioning and waste management, and the relevant social value attached to that mission

8. Meeting Location and Frequency

8.1 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. For example, where the timing of meetings may prohibit attendance from certain stakeholders, consideration should be given to holding meetings outside of normal working hours. In the current tight fiscal circumstances relating to public funding, SSGs should endeavour to have more on-line meetings and reduce the number of in-person meetings, while still retaining an appropriate balance.

8.2 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;
- Provide seating and presentation facilities;
- Provide appropriate audio and visual equipment and catering facilities; and

8.3 The SSG, in discussion with the NDA group, 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, with perhaps half by virtual, on-line means. While the NDA Group supports face-to-face meetings, SSGs are encouraged to make more use of virtual or hybrid meetings on occasions, to enable attendance from as wide a range of stakeholders possible. Where possible there should be facility for presenters to call in via on-line means to give presentations if they are not able to attend in person.

8.4 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. Approved subgroups should seek to reflect SSG membership as set out in section 4.1 and be held virtually via online platforms to reduce cost and Secretariat resource. The work of all SSG sub-groups should be regularly shared with the relevant SSG and an appropriate opportunity for discussion given.

The Oldbury and Berkeley sites are in close proximity, therefore, joint meetings are held with the Chair being occupied alternately by the respective Chairs. This is particularly helpful for the regulators by minimising their meeting and travelling times, and also for those communities that are affected by both sites. Generally, three meetings are held each year alternately at sites in Berkeley and Oldbury.

Site Stakeholder Group

8.5 Appendix 3 sets out the protocol for NDA group attendance at SSG meetings during election periods.

9. Communications

9.1 Each SSG should have an online presence on an appropriate web platform.

9.2 As a minimum, the SSG website should be regularly updated to include:

- Dates, locations and agendas of future meetings;
- Past minutes and reports;
- Full list of members and who they represent;
- Key papers of interest to the community regarding SSG business;
- SSG Constitution and Code of Conduct;
- Reciprocal links to partner websites such as Local Authorities, NDA group etc.; and
- Dissemination of and links to key NDA Group publications, news and other documents as determined by the SSG that are relevant to the SSG's core business.

9.3 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.

10. Capacity Building

10.1 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 including: information about the history of the NDA Group and its remit; a sheet about the site, copies of this Guidance, the SSG Constitution and Code of Conduct and any relevant SSG policies; and
- Meeting the SSG Chair and Secretariat to welcome them on board and clarify any questions about the SSG and its Constitution.

10.2 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 or NDA will consider how best to address these requirements.

11. NDA Group Support

11.1 Chairs' and Deputy Chairs' payment Via the Secretariat, the NDA will provide payment to Chairs and Deputy Chairs that recognises their enhanced role on the SSGs. Payment acknowledges the extra work involved in the preparing for meetings related to the NDA's core mission, chairing meetings, undertaking appropriate follow- up actions from meetings, attending national events on behalf of the SSG and local car mileage associated with undertaking the role of SSG Chair or Deputy Chair and running an office. The payment will be reviewed periodically to take account of inflation and the additional costs of doing these roles.

11.2 Expenses Via the Secretariat, the NDA will meet out-of-pocket expenses when on SSG business, such as reasonable travel costs on pre-approved SSG business. Travel should only

take place if it is absolutely necessary to delivering SSG business. Less expensive, safer and environmentally responsible alternatives such as telephone or virtual meeting platforms 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.

11.3 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;
- Facilitate the attendance of SSG Chairs and Deputy Chairs at wider NDA meetings and nuclear industry events, where appropriate, to help build SSG capacity and expose Chairs and their Deputies to good industry practice;
- Provide oversight and advice regarding SSG operation, including maintaining an appropriate consistency of approach across the UK;
- Support an annual 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;
- To create an NDA/SSG Forum Working Group to discuss ongoing issues and challenges in supporting the independence and successful running of SSGs; and
- To create a co-working approach to engaging with a wider range of stakeholders within NDA communities, in response to feedback from NDA's Strategy 4 on engagement with seldom heard groups (see 4.9).

Site Stakeholder Group

12. Working in partnership

12.1 To ensure constant evolution and make best use of opportunities for improvement, the NDA commits to work with the SSGs on an informal review of these Guidelines at least every three years. This review must involve all SSG members, the NDA, operating company and potentially other interests depending on the circumstances of the site. The review should cover all aspects of the Constitution, including:

- Progress against objectives and towards achieving the SSG's primary function of providing a forum for open and transparent dialogue between the local community and the NDA Group and operating companies.

12.2 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.

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

Site Stakeholder Group

APPENDIX 1: 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 while 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 organisation you represent in mind at all times.
- Be prepared to contribute to the SSG on behalf of your organisation by reading meeting papers in advance of each meeting and, where possible, representing the agreed view of your organisation.
- 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.

Site Stakeholder Group

APPENDIX 2: CODE OF CONDUCT FOR SSG CHAIRS AND DEPUTY CHAIRS

- Uphold the SSG Constitution in its entirety.
- Ensure the SSG fulfils its primary functions and delivers the objectives agreed in the NDA Guidance.
- Ensure that SSG meeting agendas reflect the SSG's core business and that meetings run smoothly and to time.
- Ensure that SSG membership includes broad representation from the local community, including representation from the stakeholders identified in the agreed NDA Guidance, and is not dominated by one stakeholder opinion.
- Demonstrate that reasonable efforts are being made to encourage SSG attendance and representation from the wider community, including seldom heard groups.
- Lead an annual review of how the SSG is fulfilling its functions, preferably informed by 360˚ feedback from relevant stakeholders.
- Maintain an open and productive relationship with the NDA Group and Operating Groups to ensure that any issues arising are appropriately discussed and resolved, following the protocol set out in Section 5.6 of the agreed NDA Guidance.

Site Stakeholder Group

APPENDIX 3: Site Stakeholder Group Protocol for Pre-election Periods

1. The purpose and use of the protocol

This protocol is intended to aid timely decision-making on whether or not Site Stakeholder Group meetings should be postponed during any pre-election period and what agenda items can be covered. The protocol will need to reviewed and revised before use at future elections and referendums, in line with UK Government advice to public sector workers.

The pre-election period, or period of high sensitivity, is the time immediately before, and just after elections or referendums when specific restrictions on Government Department's activities and communications are in place. This protocol is applicable to representatives of the Nuclear Decommissioning Authority (NDA) Corporate Centre, its operating businesses and subsidiaries.

In the event of a pre-election period, discussions should take place (preferably well in advance of first scheduled meeting) between representatives from the NDA, relevant operating companies and subsidiaries (where appropriate) and the Chairman of the SSG and chairs of relevant Working Groups likely to be impacted. The discussions will be around the requirements of the guidance from Cabinet Office, and the implications for each SSG and working group scheduled to take place during the pre-election period.

The decision-making meeting, referred to below as 'the meeting', will be arranged by the SSG Secretary and will be chaired by the SSG Chairman, supported by the SSG secretary.

Government guidelines will be used to inform the discussions and the decision-making process.

2. **Discussions will focus on:**

- Government recommendations and how they are interpreted and implemented
- Appropriateness of NDA's and operating companies' attendance
- Each meeting will be discussed separately to ascertain, agenda items and whether they are likely to contravene the pre-election period guidelines
- The likelihood of meetings being attended by observers – (including the press)
- How pre-election period restrictions will be managed during proceedings – (through the Chair – if the meeting goes ahead).

3. **General conduct:**

- All attendees at the meeting will behave in a respectful manner towards each other
- Attendees will aim to reach an agreement that is in the best interests of all parties concerned
- Disagreements will be discussed in an open and constructive manner to generate the best solutions for all concerned
- The meeting will be chaired by the SSG Chairman who will manage proceedings in such a way to ensure relationships are intact following the meeting
- All parties concerned should respect the final outcome decision.

Site Stakeholder Group

4. Output:

- A joint decision will be made at the meeting as to whether the SSG meetings go ahead or be postponed / cancelled
- If no agreement is reached, the independent Chair will make the final decision as to whether the meeting will go ahead – (irrespective of representation from relevant organisations)
- The final outcome must have been decided having considered the key interests of all parties concerned
- Members will be informed as soon as possible if meetings are cancelled or postponed and the website will be updated to reflect those changes with an explanation of why
- Notifications and explanations may also be required for SSG members if agendas or discussions can be identified as being limited compared to the norm
- The Chairs of any SSG meetings that go ahead during the period will remind all present at the start of the meeting that pre-election period rules will apply and must be adhered to
- The Chairs of any SSG meetings that go ahead during the pre-election period will facilitate discussions to ensure pre-election protocol is not contravened.

5. Advice for NDA/operating companies attending SSG meetings

Consideration should be given to:

- The agenda for meetings, and potentially controversial policy or political discussions which may arise
- The extent to which NDA/operating companies will be required to comment on sensitive matters
- Those in attendance – for example, the involvement of election candidates
- Potential competition for public attention with election campaigns.

The standard Site Director updates on site progress, regulator updates and round-up of NDA group-wide news should be able to proceed, provided they avoid topics of controversy, and attendees are aware of the need to avoid this in questions. Care should also be taken around any important corporate matters and socio-economic updates or discussions.

Examples of topics to be avoided:

- future land use
- planning applications
- new build in general
- contentious contracts or commercial interests
- speculation of future projects
- and areas of local, regional or national political controversy

Site Stakeholder Group

APPENDIX 4 – SSG Membership

This Appendix supplements the generic information shown in Section 4.

Membership should comprise of representatives from the following bodies, who will have voting rights:

- MP for Stroud
- Gloucestershire County Council
- Stroud District Council
- Alkington Parish Council
- Berkeley Town Council
- Hamfallow Parish Council
- Ham and Stone Parish Council
- National Farmers' Union
- Campaign for Rural England

Representatives from the following organisations should be asked to attend:-

- Avon Fire Brigade
- Avon and Somerset Police
- Environment Agency Site Inspector
- Food Standards Agency
- Gloucester Harbour Trustees
- Natural England
- Nuclear Decommissioning Authority (NDA)
- Office of Nuclear Regulation (ONR)
- ONR Civil Nuclear Security (ONRCNS)
- Public Heath England - South West
- Site Operator