# CONSTITUTION FOR THE BRADWELL SITE
# LOCAL COMMUNITY LIAISON COUNCIL (LCLC)

**ISSUE 6**

The Bradwell LCLC is an independent, local community-based body that is funded by the Nuclear Decommissioning Authority (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-focused, 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 site operator, the NDA, and the local community.
- Provide an opportunity for questioning the site operator.
- Provide an opportunity for questioning the regulators of the site.
- Receive reports from the site operator and other bodies.
- Receive and comment on emergency plans & arrangements.
- Scrutinise environmental plans & arrangements of the site operator.
- 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 site operator.
- Provide independent views and advice to the NDA on the performance of the site operator against those contracts.

**Voting Members**

Elected representatives of the community, for example:

- Representatives of: Parish, Town, Borough or District Councils, Unitary or County Councils and MPs.
- Representatives of Residents' Associations, Farming Representatives, Community, and Environmental Groups etc.

**Non-Voting Members**

- Representatives of stakeholder bodies, for example: Emergency Services, Regulators, Food Standards Agency, appropriate Health Bodies, Local Businesses, etc.
- Representatives of the NDA, the Operator and site union representatives.

**The Public & Press**

Members of the public and the press may attend the LCLC meetings, and contribute to the discussions where appropriate.

**Criteria for Membership**

Those wishing to become members of the LCLC are eligible if they:

- Represent an organisation or a community of interest that warrants inclusion on the LCLC and it does not replicate the roles of other organisations, thereby unbalancing representation.
- Organisations must have a well-defined local interest in the sites operations and to be supported by a formal constitution.
- Be willing to fulfil the roles and responsibilities of an LCLC member and adhere to the LCLC constitution and codes of contact.

**Review**

- 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.

The LCLC will achieve this purpose through the following structure and arrangements:

**Chair and Vice Chair**

- To be appointed by the voting members of the LCLC.
- Are to be independent of the Site Operator and the NDA (i.e., not employed by either).
- Be of a calibre and background which inspires local trust and confidence.
- The term of office should be up to five years but be eligible for re-election for another term.
- The Vice Chair will act in the event of the absence of the Chair.

**Code of Conduct for SSG/LCLC Chairs and Vice Chairs**

- Uphold the SSG/LCLC Constitution in its entirety.
- Ensure the SSG/LCLC fulfils its primary functions and delivers the objectives agreed in the NDA Guidance.
- Ensure that SSG/LCLC meeting agendas reflect the SSG/LCLC's core business and that meetings run smoothly and to time.
- Ensure that SSG/LCLC 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/LCLC attendance and representation from the wider community, including seldom heard groups.
- Lead an annual review of how the SSG/LCLC 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.

**National representation**

In addition to Chairing the Bradwell LCLC meetings, the Chair and/or Vice-Chair are to represent local views at local and national level: e.g. National Stakeholder Summits, SSG/LCLC Chairs forums, as well as SSG/LCLC meetings and other ad hoc meetings.

**Decision-Making**

Any matters requiring resolution should be decided by the Voting Members by simple majority. In the event of a tie, the Chair will have a casting vote.

**Location**

Meeting venues should be selected to suit local community needs.

**Timing**

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

**Frequency**

- The Chair should be mindful of the needs of the community, the operator and the NDA.
- As Bradwell is no longer generating, 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.
- Virtual meetings will be allowed as circumstances dictate.

**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 LCLC 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 LCLC should consider holding workshops and discussions in order to develop understanding and to formulate opinions. The LCLC 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.
- Recording is not allowed. The media or the public may only bring recording equipment into any meeting or a group of the LCLC with the permission of the Chair.

- **Site Stakeholder Group (SSG)/Local Community Liaison Council (LCLC) 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 organization 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.

**Structure**

The Chair 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).

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 circulating papers in suitable styles and language for Members.
- Publishing LCLC reports, minutes, members' list etc. as agreed with the Chair.
- Circulating copies of regulatory and other appropriate reports to the LCLC membership.

- Administering the payment of the Chair and Vice Chair, payment of agreed expenses for members on LCLC business, and booking travel tickets and accommodation for members on LCLC business.
- 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**

The LCLC 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.
- Social Media.
- The LCLC should consider developing a wide range of mechanisms for gathering information locally.
- The Bradwell LCLC Executive (Chair, Vice Chair and Secretariat) can act as official spokespersons as and when required.

**Protocol for Pre-election periods** See APPENDIX 1.

**Capability**

There should be a simple, local induction process for new members that include, 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, and a review of the LCLC Constitution.
- 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 Reminbursement**

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

**APPENDIX 1**

**Site Stakeholder Group/Local Community Liaison Council 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/Local Community Liaison Council 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/LCLC 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/LCLC 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 Secretariat and will be chaired by the SSG/LCLC Chair, supported by the SSG Secretariat.

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); and

- 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/LCLC Chairman who will manage proceedings in such a way to ensure relationships are intact following the meeting; and
- All parties concerned should respect the final outcome decision.

**4. Output:**

- A joint decision will be made at the meeting as to whether the SSG/LCLC 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/LCLC members if agendas or discussions can be identified as being limited compared to the norm;
- The Chairs of any SSG/LCLC 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; and
- The Chairs of any SSG/LCLC 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; and
- 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;
- contentious contracts or commercial interests;
- speculation of future projects; and
- and areas of local, regional or national political controversy.