Site Stakeholder Group

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Dungeness A & B Sites
Site Stakeholder Group
Constitution



Revision Register

Rev number		Approved by
1	Original Document	Col. George Smythe (Site stakeholder Group Chair)
2	Up dated to comply with Nuclear Decommissioning Authority (NDA) Guidance for Site Stakeholder Groups (SSGs) – June 2025	Graham Finn (Site Stakeholder Group Chair) July 2025

Site Stakeholder Group

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Site Stakeholder Group

Dungeness A Site and Dungeness B Power Station Site Stakeholder Group Constitution

Originally this Constitution was compiled after a detailed review of the previous Dungeness Site Stakeholder Group (SSG) Constitution and other directives and documents distributed over a number of years by the Nuclear Decommissioning Authority (NDA) and governing bodies. The foundation of this constitution is based upon the NDA Draft Revision LAR3.0. After the Site Stakeholder Groups had been running for 20 years the NDA conducted a review of the SSGs. This Constitution has been updated to ensure it is in line with the output of this review which was presented in the document 'Nuclear Decommissioning Authority (NDA) Guidance for Site Stakeholder Groups (SSGs) – June 2025 (reference 1). This document has been widely distributed for comment to all SSG Members for and these valid points have also been incorporated into this document.

Several previously used base documents which have been used as past references are listed below for reference:

- **Stakeholder Charter**
- **Dungeness A Site Stakeholder Group Constitution (Draft) July 2005 Dungeness A Site Stakeholder Group Constitution September 2009 SSG Membership and Voting Rights September 2009**
- **Constitution for Stakeholder Groups (NDA Document)**
- **NDA Guidance for Site Stakeholder Groups Revised June 2025**
- **Strategy Management System; Stakeholder Issues Baseline Document SMS/GEN/011/v1.0**

Graham Finn
Chairman Dungeness SSG

DUNGENESS
SITE STAKEHOLDER GROUP CONSTITUTION

Introduction to Constitution

This document is the Constitution for the Site Stakeholder Group (SSG) at Dungeness. This SSG covers Dungeness A site and Dungeness B power station. Dungeness A and Dungeness B are co-hosts and official representatives of the Dungeness SSG.

Given that each site is uniquely situated, has its own priorities and different stakeholder interests, it is recognised that there must be some flexibility in the detailed arrangements applied at each location. This document aims to define the minimum standards that Dungeness SSG should achieve.

Whilst recognising that this document defines the minimum standards that are required, this document can be varied via recourse to the SSG Independent Chair and the voting membership to ensure it reflects stakeholder requirements relevant to each site location.

This document has been approved by SSG Membership and acknowledged by the NDA and is published to allow access to all interested parties.

1. Purpose of the SSG

The SSG is an independent standing forum for communication between the NDA, Site Licence Company (SLC) and is a community-based group that is supported by the NDA, NRS and Dungeness B Power Station. It has the overarching aim of ensuring that the NDA's interaction with local communities is conducted openly and transparently and that decisions taken by the NDA are informed of local community views. It is primarily site focused, but takes account of wider policy issues and developments.

The primary objectives of the SSG are:

1.1 Scrutiny – To provide an opportunity for questioning the operators, NDA, operating company, regulators and SMEs (subject matter experts) on behalf of the community.
1.2 To receive and comment on progress reports and forward plans for the sites.
1.3 To represent the views of the local community through the provision of timely guidance and opinion to NDA, operators and regulator's
1.4 To act as a two-way conduit for information between the members and operating company, NDA and the regulators.
1.5 Respond to NDA consultations (and other relevant consultations as requires) in a timely manner.
1.6 To convene sub-groups to address specific and current issues relevant to programmes having gained prior authority from the NDA.
1.7 To set up wider local consultation on issues arising from the sites via public meetings and other mechanisms as required.

1.8 To represent local views at local and national events e.g. at National Stakeholder Summits and SSG Forums.

1.9 SSG Members should be aware that the SSG is not a decision making body and it is important to note and recognise that none of these arrangements remove accountability for decision-making, which will remain with the NDA or the site operators.

1.10 SSG membership should be aware its role is merely advisory. It does not hold a remit to enforce decisions, merely to express opinion – if collectively agreed by the SSG. However if a consensual view cannot be obtained by all voting member it should be highlighted where disagreements exist.

2. Membership and Public

Membership of the Dungeness SSG should reflect the structure of the local community and its interests, as well as the operational status of the sites and requirements of the NDA. Therefore, the SSG should have provision to include:

2.1 Elected representatives of the local community.

2.2 Appointed representatives of relevant organisations to include the regulators, local authorities, union representatives, emergency, health services, parish councils, community councils and local residence associations.

2.3 Representatives of the site operator/contractor

2.4 Independent advice organisations to support the SSG on specific matters when required and as appropriate

2.5 Local community groups with an interest in the site.

2.6 Local resident associations or local residents with a declared interest in the site.

2.7 Site union/workforce representatives.

2.8 Local Business Community – Local business or trade associations or Chamber of Commerce

2.9 Representation from members of the public, local organisation such as voluntary sector, educational institutions and Non-Government Organisations.

2.5 Members of the Public who attend the SSG Meeting are invited to ask questions and contribute to discussions providing the subject matter is relevant to the agenda.

2.6 Members of the SSG could be asked to attend meetings on behalf of the SSG, if appropriate.

2.7 All meetings should be open to all and all are welcome

3. The Chairman

3.1 The Chairman of the Stakeholder Group should be:

3.1.1 Independent of local bodies

3.1.2 Independent of the NDA group i.e. not employed by the NDA or by an operating company..

3.1.3 Elected every five years.

3.1.4 Appointed by voting members of the SSG.
3.1.5 If there is a disagreement, the matter should be put to a vote. See “Conduct of Business”.
3.1.6 Supported by a similarly elected Vice Chairman

3.1.7 The length of office may be less than five years if:
3.1.7.1 The Chairman resigns.
3.1.7.2 There is a majority vote of no confidence.

3.1.8 Authorised to exclude members for unacceptable behaviour.
3.1.9 Declare any conflict of interest at the start of SSG Meetings.

3.2 Accountable for:
3.2.1 Ensuring the requirements of stakeholders is addressed through the agenda and conduct of the meeting.
3.2.2 Ensuring a balance of views is represented in the SSG and its sub-committees.
3.2.3 Developing the capabilities of SSG members through seminars, site visits and support.
3.2.4 In conjunction with other nominees, represent Dungeness SSG at External events.
3.2.5 Monitoring of any specific funding provided for local community projects.
3.2.6 Upholding the Dungeness Constitution and reviewing it on a regular basis.

4. Vice Chairman

Working in conjunction with the Chairman, the role of the Vice Chairman is to deputise for the Chairman and support the Chairman.

The Vice Chair of the SSG should:

- Be independent of the NDA group or operating company
- Be subject to re-election at least every five years
- Be transparent about any conflicts of interest by declaring them at the start of SSG meetings
- Covering the accountabilities of the chair in the chairs absence.

5. The role of the Secretariat

The site operators will provide the secretariat support funded by the NDA and the site operators of Dungeness B.

The Secretariat will be responsible for:
5.1 Maintaining an understanding for local needs and liaising with the Chairman to

develop the agenda for each meeting.
5.2 Producing and commissioning papers in suitable styles and language for members.
5.3 Publishing and circulating SSG reports, minutes as agreed by the Chairman.
5.4 Circulating copies of the all ONR and EA Site Inspector reports for Dungeness A Site and Dungeness B Power Station to the SSG membership.
5.5 Disseminating appropriate and relevant information and requests from members, and raise to the chair and site directors any relevant points that they would like to be included in the agenda.
5.6 Post any relevant information onto the Dungeness Website.
5.7 Administering SSG meeting dates, venues, and refreshments.
5.8 Reimbursing agreed out-of-pocket expenses for members on SSG business
5.9 Booking travel tickets and accommodation members on SSG business
5.10 Arrange minute taking
5.11 Organising inductions for new SSG members
5.12 Organising site visits for SSG members.
5.13 Challenge organizations and individuals that submit information to the SSG to help ensure it is as useful and relevant as possible.

6. Frequency

6.1 The Chairman, in consultation with the SSG will decide on the frequency that recognises local needs and the programme of work on sites.
6.2 There will be one Annual General Meeting (AGM) open to the Public. The AGM should be held in a location that is freely accessible to members of the public.
6.3 Should the need arise; consideration should be given to holding additional or special meetings to deal with issues that may fall outside the routine business of the SSG.

7. Meeting Locations

7.1 Public meetings will be publicised and held in locations that are selected to suit local community needs.
7.2 The timings should be convenient to the stakeholders so that, as far as possible, they are not inhibited or prevented from attending.
7.3 The SSG Chairman may consider moving meetings from venue to venue within the locality, to improve accessibility and impact.
7.4 If possible use of virtual or hybrid meeting should be considered on occasions to enable as wide a range of stakeholders as possible and for presenters to call in via on-line means to give presentations if they are not able to attend in person.

8. Conduct of Business

The purpose of the SSG is to provide an active, two-way channel of communication.

Members are asked to pro-actively communicate SSG issues to the organisations they represent.

8.1 The Chairman should determine the duration of the meeting.
8.2 The agenda for meetings should be set to ensure that all matters contained in the Constitution are adequately addressed in the light of site and community requirements. In addition to reviewing past performance, meetings should look forward to ensure stakeholders' needs are considered in forward planning at all levels.
8.3 Given that the SSG does not have accountability for decision-making, voting should generally be avoided. Where formal resolutions are required, these will be put to a vote based on a simple majority. In the case of equality of votes, the Chairman will have the casting vote.
It is recognised that SSG submissions in response to consultations may not represent a consensus or collective view. Instead, they should reflect the range of perspectives within the group, including any areas of disagreement among members.
8.4 Listed in Appendix A to this Constitution is the current membership of the Dungeness SSG and the number of representatives permitted for each organisation. Also indicated are those organisations permitted to vote when a formal resolution is required. Nominated representatives attending as officers are not permitted to vote on issues.
8.5 At appropriate times in the meetings, participants should be afforded the opportunity to ask questions relevant to any reports and agenda points of the meeting.
8.6 To augment routine and monitoring mechanisms, the SSG should consider setting up sub-groups (both permanent and temporary) or holding special meeting to discuss issues in greater detail. Sub-groups might be requested to concentrate on specific subjects or to carry out work on behalf of the main SSG. The SSG should consider holding workshops and discussion with stakeholders to ensure a wider understanding and inclusion of broader opinion on matters of significant interest. It may also be appropriate to co-opt temporary members to bring outside expert knowledge to assist the SSG or its sub-groups to complete work more efficiently.
8.7 The SSG will run in parallel to 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 SSG on matters relating to emergency planning and provide expert advice to the SSG as and when required.

9. Capability

9.3 To ensure efficient operation of the SSG, new members should undergo an induction process that, as a minimum, would include an information pack provided by the Secretariat and a site visit. The information pack should include the SSG Constitution. During their period of tenure, members should be afforded opportunities to visit the sites for general familiarisation and review specific items that may be the subject of SSG discussion.
9.4 Members should be encouraged to identify their own requirements to understand the issues that may come before them. This could include a programme of seminars and the use

of experts to assist the SSG or its sub- groups to understand specific matters.

9.5 All organisations providing information to the SSG are responsible for ensuring it is a balanced view, presented in an easy to read format, is understandable to the membership and meets their needs.

10. Cost Reimbursement

10.1 The NDA will meet out-of-pocket expenses claimed by members attending meetings on behalf of the SSG. It will also consider legitimate claims for additional expenses on a case-by-case basis. All claims for expenses are to be submitted to the Secretariat who will process the claim and refund the amount due within the guidelines laid down.

10.2 In recognition of the enhanced role of the SSG Chair/Vice Chair, the NDA will arrange payment of an emolument to holders of these appointments within the terms outlined in the supporting document.

10.3 Nominated SSG members who attend events on behalf of the Chair/Vice Chair are also entitled to claim expenses. If members are approached directly to represent the SSG on National Groups or Workshops, prior authority must be agreed with the Secretariat with regards to expenses before attending.

Dungeness SSG Constitution

Appendix A

Organisation	No. of Representatives	Voting/Non-Voting
Independent Chairman	1	Deciding Vote Only
Independent Vice Chairman	1	Yes
Lydd Town Council	3	Yes
Kent Against a Radioactive Environment (KARE)	1	Yes
South East Region National Farmers' Union	1	Yes
Sussex Inshore Fisheries and Conservation Authority	1	Yes
Folkestone and Hythe District Council	3	Yes
Natural England	1	Yes
East Sussex County Council	1	Yes
Rother District Council	2	Yes
Hastings Borough Council	1	Yes
Lydd Airport	1	Yes
Kent Invicta Chamber of Commerce	1	Yes
MP for Folkestone & Hythe	1	Yes
Kent County Council	1	Yes
New Romney Town Council	3	Yes
Romney Marsh Countryside Project	1	Yes
Ashford Borough Council	1	Yes
Dungeness Residents Association	2	Yes
Dungeness Bird Observatory	1	Yes
Kent & Essex Inshore Fisheries and Conservation Authority	1	Yes
New Romney/Lydd-on-Sea / Littlestone Residents Association	1	Yes
Dymchurch Parish Council	1	Yes
Lydd Airport Action Group	1	Yes
Union Representative A Site	1	Yes
Union Representative B Power Station	1	Yes
Romney Marsh Partnership	1	Yes
Government Office South East	1	No
Marsh Academy	1	No
Radiological Protection & Research	1	No
Affinity Water	1	No
Kent Fire & Rescue Service	1	No

Kent Police	1	No
NHS Trust	1	No
Food Standards Agency	1	No
Kent & Canterbury Hospital	1	No

Definitions:

NDA	Nuclear Decommissioning Authority owners of Dungeness A site and all other Nuclear Restoration Services sites in the UK
Nuclear Restoration Services	Nuclear Restoration Services - Site Licence holder
EDF	Owners of Dungeness B site
Office for Nuclear Regulations (ONR)	ONR regulates the nuclear industry through its Nuclear Directorate (ND). The Directorate's primary goal is to ensure that those it regulates have no major nuclear accidents.
Environment Agency (EA)	The EA is an Executive Non- departmental Public Body responsible to the Secretary of State for Environment, Food and Rural Affairs and an Assembly Sponsored Public Body responsible to the National Assembly for Wales. The principal aims are to protect and improve the environment, and to promote sustainable development.

Site Stakeholders Group (SSG) Code of Conduct

- Respect each person both during and outside of the SSG Meeting.
- Prepare for the meetings by reading the agenda and reports.
- Participate fully in the meeting.
- Listen to what other attendees say and keep an open mind.
- Do not talk while others are talking – allow people to air their point of view.
- Contribute positively/constructively 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 the right to sanction against members.
- Have the best interest of the organisation you represent in mind at all time.
- Be punctual.
- Send apologies to the Secretariat if you are unable to attend and, where possible, nominate a deputy to attend on your behalf.
- Turn off mobiles and other electronic devices that may interrupt the proceedings.

Code of Conduct for SSG Chairs and Vice 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

References

Nuclear Decommissioning Authority (NDA) Guidance for Site Stakeholder Groups (SSGs) – June 2025