Site Stakeholder Group

The Constitution of

Hinkley Point Site Stakeholder Group (SSG)

PURPOSE

The Hinkley Point Site Stakeholder Group (SSG) is an independent, local community- based body that is funded jointly by the nuclear site operators at Hinkley Point. 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 Site Stakeholder Group (SSG) is to be the prime interface between the local community, the site operators of Hinkley A, Hinkley B and the NDA (Nuclear Decommissioning Authority).

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, regulators and the supply chain 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.
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.

The SSG may also:

- Set up sub-groups, when appropriate, to address specific issues;
- Set up wider local consultation via the operators as required;
- Do the above in a clear and concise manner, using Plain Simple English with a clear explanation of any acronyms used.

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 group consultations (objective 5) are 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.

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 (eg. New build or SMR's). 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 programs 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 via the secretariat, 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.

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 taxpayers' 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 this Section 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.

MEMBERSHIP

Members-voting.

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.

The SSG, supported by the Secretariat, should make efforts 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);
- 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;
- 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
- Relevant economic development organisations.

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 fulfill the roles and responsibilities of an SSG member, as set out in this Constitution, and adhere to its Code of Conduct.

The SSG may also wish to co-opt members with specialist knowledge. A maximum of three co-opted members may exist as part of the SSG.

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

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 does not replicate the roles of other organisations, thereby unbalancing representation;
- 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 fulfill 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.

Official Representatives (non-voting).

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, national trades union officials, emergency, health services and environmental organisations;
- A representative of the NDA, normally a member of the stakeholder relations team or a nominated deputy.

PUBLIC and PRESS

The public should be able to attend SSG meetings, ask questions and contribute to discussions with members when appropriate. Members of the public have the opportunity to ask questions for an allocated time (20 minutes) at the start of the meeting. The press should be able to attend SSG meetings and ask questions at the discretion of the Chair.

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. Continued non-attendance will lead to a review of membership;
- You read papers circulated in advance of SSG meetings;
- You update other SSG members promptly after representing them at another meeting;
- Members have a duty to factually report the proceedings of meetings to their represented bodies, the public and the media. Misrepresentation by a member would be viewed as a serious matter and appropriate action would be taken by the chair and could lead to the suspension of that member.
- 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/Vice Chair and the admission of new Members. A list of bodies and groups who have a voting member(s) are detailed in Annex A. 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 Vice- 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.

WIDER COMMUNITY ENGAGEMENT.

Hinkley SSG will, periodically, 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. 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.

This work in the wider community could aim to encourage greater diversity among the SSG membership, ensure the sustainability of SSG.

THE CHAIR

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;
- 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 must be a voting member; and
- Comply with the SSG Chairs' and Vice Chairs' Code of Conduct (Appendix 2).

The Chair is accountable 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;
- 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;
- 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;
- Assisting the Secretariat in assessing SSG activity requirements for the year ahead.

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 fulfill this demanding role.

VICE CHAIR

The chair of the SSG should:-

- Be independent of the NDA group;
- Be subject to re-election at least every five years, accountable to the SSG Members through their formal election;
- Provide support to the Chair;
- The vice chair must be a voting member; and
- Comply with the SSG Chairs' and Vice Chairs' Code of Conduct (Appendix 2)

The Vice 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
- In conjunction with other nominees, representing the SSG at national level and in other meetings as needed.

SECRETARIAT

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 emolument for the Chair and Vice-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 organization;
- Managing and updating the relevant website and working with the SSG Chair and Vice 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 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 group; and
- 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?
- Jointly input to Agenda planning with the Chair

- 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.

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.

The SSG, 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. While the NDA Group supports face-to-face meetings, SSGs are encouraged to explore use of virtual or hybrid meetings on occasions.

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 rest of the SSG and appropriate opportunity for discussion given.

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

COMMUNICATIONS

The SSG should have an online presence on an appropriate web platform. 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 and Code of Conduct;
- Reciprocal links to partner websites such as Local Authorities, SLC, NDA etc.
- 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.

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.

CAPACITY BUILDING

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 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 to welcome them and clarify any questions about the SSG and its Constitution.

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.

NDA GROUP SUPPORT

Chairs' and Vice Chairs' payment Via the Secretariat, the NDA will provide payment to Chairs and Vice Chairs that recognises their enhanced role on the SSGs. Chairs are currently entitled to claim £6,615 and Vice Chairs £2,094 per annum. P a yme n t acknowledges the extra work involved in 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 Vice Chair. The payment will be reviewed periodically to take account of inflation.

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 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 traveling 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 traveling 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.

Working in partnership

To ensure constant evolution and make best use of opportunities for improvement, the NDA commits to work with the Hinkley SSG on an informal review of these Guidelines at least every three years.

The NDA will also work with Hinkley SSG Chair and Vice-chair on an annual basis to produce & publish an annual review. This review will include an annual written report from the SSG Chair, a one-to-one accountability meeting with the NDA to underpin alignment and the opportunity for a 360° review giving SSG members and other stakeholders a chance to feed back their views on the meetings. 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. Roles and accountabilities of the Chair/Deputy Chair; Administration and procedures; Information and training needs for all members; Adherence to the Codes of Conduct; Refer to NDA Respect at Work policy and use civil service best practice to support the Chairs in managing their SSGs; Website and communication; and 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, operating company and NDA prior to a site entering care and maintenance.

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 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.
- 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.
- 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.

APPENDIX 2: 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.

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 Secretariat and will be chaired by the SSG 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 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 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; and
- 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; 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
- areas of local, regional or national political controversy.

APPENDIX 4: Hinkley Point Site Stakeholder Group Voting Members

Representing	No of Members
MP for Minehead and Tiverton	1
Somerset County Council	5
Bawdrip Parish Council	1
Bridgwater Town Council	1
Cannington Parish Council	1
Chilton Trinity Parish Council	1
Fiddington Parish Council	1
Holford Parish Council	1
Kilve Parish Council	1
Nether Stowey Parish Council	1
Otterhampton Parish Council	1
Over Stowey Parish Council	1
Pawlett Parish Council	1
Spaxton Parish Council	1
Stockland Bristol Parish Meeting	1
Stogursey Parish Council	1
Wembdon Parish Council	1
Country Landowners Association	1
English Nature	1
National Farmers Union	1
Stop Hinkley	1
West Hinkley Action Group	1
Sedgemoor & West Somerset Green Party	1

A Station Unite	1
B Station Unite	1
Co-opted Members	3

APPENDIX 5: Recommended list of bodies to send advisors

Representing	No of Members
Somerset County Council	3 Officers
Office for Nuclear Regulation	2 (1 for each site)
Environment Agency	2 (1 for each site)
Food Standards Agency	1
Wessex Water	1
Somerset Health Protection	1
Devon & Somerset Fire & Rescue Service	1
Avon & Somerset Constabulary	1
Hinkley Point A Site Director and other representation as required to satisfy technical content of agendas.	As required
Hinkley Point B Station Director and other representation as required to satisfy technical content of agendas.	As required
Nuclear Decommissioning Authority (NDA)	1