CONSTITUTION OF THE SIZEWELL A & B STAKEHOLDER GROUP

1. PURPOSE

1.1 The purpose of the Stakeholder Group is to:

a) Inform the public of activities on, or matters which may affect, the Sizewell A and B nuclear licenced sites and of the site owners, operators and regulators;
b) Act as a facilitator for two-way information provision and flow;
c) Act as an open forum for community concerns by providing independent interpretation of information.

2. MEMBERSHIP

2.1 Membership of the SSG will consist of elected representatives within the local authorities, Sizewell A / B site staff and politicians, local community groups with an interest in the Sizewell A and B sites and co-opted members.

2.2 Elected representatives within the local authorities, Sizewell A / B site staff and politicians (* denotes non-voting members):

Leiston-cum-Sizewell Town Council	2 members
Aldeburgh Town Council	1 member
Saxmundham Town Council	1 member
Aldringham-cum-Thorpe and Knodishall Parish Councils jointly	1 member
Middleton and Theberton Parish Councils jointly	1 member
Westleton Parish Council	1 member
East Suffolk Council	1 member
Suffolk County Council	1 member
The Member of Parliament for Suffolk Coastal Parliamentary Constituency or their representative	1 member
Suffolk Association of Local Councils	1 member
Sizewell A staff	2 members
Sizewell B staff	2 members
*MP for Mid Suffolk and North Ipswich Constituency	1 member
*MP for Waveney Constituency	1 member
*MP for Ipswich Constituency	1 member
*MP for South Suffolk Constituency	1 member

2.3 Properly constituted organisations that represent local people that could include:

Sizewell Residents	1 member
Representative from Leiston Business community	1 member
National Farmer's Union and Country Landowners' & Business Association jointly	1 member
Friends of the Earth (Suffolk Coastal branch)	1 member
TASC (Together Against Sizewell C)	1 member
Suffolk Wildlife Trust	1 member

2.4 A maximum of ten co-opted Members may be appointed by the Stakeholder Group who shall serve until the following Annual General Meeting, at which their membership shall be reviewed. Anyone wishing to be co-opted to the SSG should write to the Chairperson and explain their interest and experience. Co-optees may also be proposed by a Member or Members of the Stakeholder Group. Their co-option will become an Agenda item at the next SSG main meeting. In the event of there being more than 10 applications for co-option, the maximum number to be reviewed based on demand. Co-opted members have the same voting rights as representative members.

2.5 Local community groups who are properly constituted and have an interest in the work of Sizewell A and B sites should apply in writing to the Chairperson and it should be announced at the subsequent meeting of the SSG.

2.6 If a Member, other than a co-opted Member, is unable to attend, they may send a substitute. The substitute will have the same voting rights as the Member. The substitute's name will be recorded in the minutes.

3. DUTIES OF MEMBERS

3.1 All Members shall be responsible for reporting back fully to their respective bodies, and, in the case of Members representing two bodies, fully to both of those bodies.

3.2 Members representing an elected Council, Councils, Meeting or other body shall form an important link with the public through whom concerns and specific questions shall usually be channelled.

3.3 Being an SSG Member means that:

- You represent your organisation or 'community of interest' where appropriate, actively on the SSG, including consulting them before hand on major agenda items.
- 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.
- 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. CHAIRMAN AND DEPUTY CHAIRMAN

4.1 The Members of the Stakeholder Group shall elect triennially from within their number a Chairman and Deputy Chairman, who may be remunerated in recognition of their duties. Following a term of three years other nominations will be sought.

4.2 Members may hold a vote of no confidence for ether incumbent at any point.

4.3 During their term of office, should an incumbent leave the SSG then an election for the vacated role will be held at the next main meeting.

4.4. In the absence for whatever reason of both the Chairman and Deputy Chairman, the Minutes Secretary shall call for nominations from Members to chair that meeting only and, in the event of more than one nomination, a decision will be made by a show of hands.

5. DUTIES OF THE CHAIRMAN

5.1 In addition to duties mentioned above, the Chairman (or, in his / her absence, the Deputy Chairman) shall be the 'public face' of the Stakeholder Group and shall deal with enquiries from the press, the broadcast media and the public.

5.2 The Chairman shall liaise closely and often with the site director of Sizewell A and the station director of Sizewell B and all relevant Statutory Bodies, and report fully to the Stakeholder Group.

5.3 The Chairman shall arrange a detailed induction programme for all new Members of the Stakeholder Group so that they can attend their first meeting adequately briefed. The Chairman shall also remind all Members that tours of both A and B sites are available and to subsequently coordinate dates with the operators, as appropriate.

5.4 The Chairman shall receive secretarial and support services.

5.5 The Chairman and /or the Deputy Chairman or their nominees should attend all national liaison meetings.

6. FULL MEETINGS

6.1 A minimum of four meetings should be held each year of which one will serve as an Annual General Meeting. All meetings will be open to members of the public, press and broadcast media. The June meeting each year will serve as an Annual General Meeting at which the voting and non-voting membership for the forthcoming year will be confirmed. Meetings will be held on a rotating basis at a town or village within the area or vicinity of the membership.

6.2 Necessary experts and representatives from all relevant Statutory Bodies shall attend to speak to their reports and/or to be available to answer questions. The Site Director of Sizewell A, the Station Director of Sizewell B and representatives of the NDA and Regulators shall always be invited to attend all meetings. In the case of their being unable to attend, they should nominate a representative to attend in their place.

6.3 At an appropriate time (or times) in the meetings, members of the public will be afforded the opportunity to ask questions relevant to any reports and the business of the meeting.

6.4 Members of the public may also contact Members in advance of the meeting to ask them to raise matters or ask questions on their behalf.

6.5 The Minutes of each meeting shall be accurately recorded and then circulated to all Members as soon as possible after the meeting and shall be posted on the Group's website. Secretarial services will be funded by the Nuclear Decommissioning Authority via NRS. An appropriate annual contribution will be sought by NRS from EDF Energy to reflect the SSG's dual remit for the Sizewell A and Sizewell B sites.

6.6 Extraordinary Stakeholder Group meetings may be held if and when necessary, and will be open to members of the public, press and broadcast media.

7. SUB GROUP & WORKING PARTY MEETINGS

7.1 The Stakeholder Group may establish a temporary working party to explore particular issues in more detail or to carry out work on behalf of the main group. Working party membership will be selected by the SSG Members. Working party meetings shall not be open to the public, press and broadcast media.

7.2 All SSG Members are entitled to attend sub-group meetings. Sub-group meetings shall be open to the public, press and broadcast media.

7.3 Sub-group and working party meetings are not decision-making unless specifically instructed to be so by the SSG at their main meeting. Recommendations and decisions must be reported to the next full Stakeholder Group meeting where recommendations will be considered and decided upon.

8. CONDUCT OF BUSINESS

8.1 The Chairman or Deputy Chairman shall have sole responsibility for the agenda and for the proper conduct of each meeting.

8.2 The Chairman shall call attention to continued irrelevance, tedious repetition, unbecoming language, interruptions or any breach of order on the part of any attendee, and will direct the attendee to discontinue speaking immediately.

8.3 If an attendee misconducts by persistently disregarding the authority of the Chairman or by disturbing the business of the meeting, or by behaving irregularly, improperly or offensively, any Member may move “that the attendee named leave the meeting” or “that the attendee named be not further heard” in either case for the remainder of the meeting or for such less period as may be specified in the motion. Such motion, if seconded, shall be put and determined without discussion.

8.4 If such a motion is carried and the attendee named does not comply with the decision the Chairman may suspend the meeting for such period as is considered expedient and in addition may give such directions as is considered appropriate for the restoration of order. In the event of serious disorder or persistent disregard of the authority of the Chairman, the Chairman may direct that the meeting be abandoned.

8.5 An agenda and explanatory papers shall be circulated to each Member at least seven days before the date of each meeting.

8.6 All votes taken by the group shall be by a show of hands.

8.7 At meetings where a vote is taken and an equality of votes is recorded, the Chairman of the meeting shall have a second or casting vote.

8.8 Any proposed recording of a meeting must be notified to the Chairman and Secretariat in advance of the meeting (please see appendix for full details).

9. REVIEW

9.1 This Constitution is to be reviewed at least annually.

NOTE: THIS CONSTITUTION SHOULD BE READ IN CONJUNCTION WITH THE NDA GUIDANCE FOR SITE STAKEHOLDER GROUPS (Dated May 2025)

Appendix:

FILMING, VIDEOING, PHOTOGRAPHY AND AUDIO RECORDING AT MEETINGS

The Sizewell SSG supports the principles of openness and transparency; it allows filming, recording and taking photographs at its meetings that are open to the public. It also allows the use of social networking websites (such as Twitter and Facebook) and blogging to communicate with people about what is happening, as it happens.

As a courtesy to the public, the SSG would like to be given notice, in advance of the meeting, if filming or photography is to take place. The Chairman and SSG Secretariat should be made aware of any intention to record, film or photograph a meeting, in writing or via telephone before the start of the meeting. The Chairman can then be informed of what is to take place.
Where the SSG has been so notified, the Chairman will, at the beginning of the relevant meeting, make an announcement that the meeting will be filmed, recorded or photographed and will ask if anyone objects to this.

It should be noted that the Chairman of a meeting will have absolute discretion to terminate or suspend any of the above activities if, in their opinion, continuing to do so would prejudice the running of the meeting. The circumstances in which termination or suspension might occur could include:

- public disturbance, disruption or suspension of the meeting
- the meeting agreeing to formally exclude the press and public from the meeting due to the exempt/confidential nature of the business being discussed, in accordance with the Constitution.
- where it is considered that continued recording/ photography/ filming/ webcasting might infringe the rights or privacy of any individual, or intimidate them
- for any other reason which the Chairman considers reasonable in the circumstances.

In allowing recording, filming or photography to take place, the SSG requires those participating not to edit the recordings, film or photographs in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing an image or views expressed in a way that may ridicule, or show a lack of respect towards those being photographed, filmed or recorded.

Those intending to bring large equipment, or wishing to discuss any special requirements are advised to contact the SSG Secretariat in advance of the meeting to seek advice and guidance. The use of flash photography or additional lighting will not be allowed unless this has been discussed in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.