Winfrith Site Stakeholder Group (SSG) Constitution (February 2026)

1. Purpose

1.1 The Winfrith SSG is an independent standing forum which is part of formal arrangements for communication between the local community, Nuclear Restoration Services (NRS) as the site operating company, and the Nuclear Decommissioning Authority (NDA). This Constitution has been drafted in accordance with the NDA guidelines for SSGs issued on 26 June 2025.

1.2 The meeting has the overarching aim of ensuring that the NDA's interactions with the local community are conducted openly and transparently and that decisions taken by the NDA are informed by the views of the local community. The SSG will not have a formal decision-making role in respect of site activities, but it will be responsible for reflecting local views by inputting advice, expressing opinions and commenting on the progress of work on the site.

1.3 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.

1.4 The primary objectives of the 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.

2. Membership

2.1 Membership of the Winfrith SSG (see Appendix 1) will include elected representatives of the local community such as Parish, and Dorset councillors. Attendees may also include nominated Dorset Council officers, the Emergency services, regulators, union representatives, the business community, the NDA and other identified stakeholders as appropriate such as local resident associations, and education institutions. In particular, opportunity will be given for a representative of local Non-Governmental Organisations (NGO) to be a full member of the SSG. Organisations that warrant inclusion on the SSG must have a clearly defined local interest in the Winfrith site operations supported by a formal constitution and not duplicate the roles of other organisations.

2.2 All members of the SSG will be appointed and subject to renewal by agreement. The Chair and Vice Chair (independent of both the contractor and the NDA) will be elected from the main body of the SSG and be subject to re-appointment every 5 years. Election will be by simple majority vote of members.

2.3 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.

2.4 It will be the responsibility of the Winfrith SSG Chair and deputy to keep committee membership under review to maintain a correct balance of interests, experience and expertise as the site changes during decommissioning. Admission of new members will be an agenda item notified in advance and subject to a vote. The SSG will be required to agree (with the NDA) and publish this constitution, detailed terms of reference and code of conduct for meetings.

3. Duties of Members

3.1 As representatives of their constituents, Winfrith SSG members will be expected to fully represent their views and will be accountable for communicating both ways with their constituencies.

3.2 Members shall represent an organisation or community of interest which warrants inclusion on the SSG.

3.3 Be willing to abide by the code of conduct (appendix 2) of this constitution.

3.4 The Winfrith SSG meeting is open to the public who can ask questions and join discussions with members where appropriate. This participation is to be encouraged but is at the discretion of the Chair; only SSG members will have voting rights.

4. Duties of the Winfrith SSG Chair

4.1 The Chair is independent of the NDA group i.e not employed by the NDA or the operating company and is responsible for:

- Upholding the SSG's constitution in its entirety.
- Ensuring that the agendas meet the needs of stakeholders, SSG members, site operator and NDA in the context of the SSG objectives.
- Managing SSG meetings to ensure a balance of views is heard and that all members are able to contribute to discussions.
- Liaise 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 other meetings as required.
- Circulating updates to SSG members from any relevant meetings they attend.
- Assist the secretariat in assessing SSG activity requirements for the year ahead.
- Code of Conduct for SSG Chairs and Vice Chairs

4.2 Ensuring SSG subgroups are formed if and when required, following approval by the NDA. Consideration will be given to use of virtual platforms if appropriate to reduce costs and secretariat resources. Membership will reflect that of the SSG

as appropriate, and any outcomes will be fed back to the main SSG with an opportunity for discussion.

4.3 The Chair must be transparent about any conflicts of interest, by declaring them at the start of SSG meetings.

5. Duties of the Winfrith SSG Vice Chair

5.1 The Vice Chair is responsible for:

- Covering the accountabilities of the Chair in the Chair's absence.
- Provide support to the Chair.
- In conjunction with other nominees, representing the SSG at national level and other meetings as required.
- Upholding the SSG's constitution in its entirety.

5.2 The Vice Chair must be transparent about any conflicts of interest, by declaring them at the start of SSG meetings.

6. Duties of the Secretariat

6.1 NRS will provide secretarial support funded by the NDA through the site operation contract. The secretarial support would normally include:

- Administering Winfrith SSG meeting dates, venue 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 Deputy Chair
- Drafting and promptly publishing minutes from the SSG and other related meetings
- Circulating papers to members as required
- Organising site visits for members, inductions and training for new members

7. Funding of SSG Activities

7.1 In order to carry out its role effectively the Winfrith SSG will be funded by the NDA through the site contract (and budget) as an identified allowable expense, including the provision of secretarial/admin support. SSG activities and their associated costs will be included in the Near-Term Work Plan and be subject to review as with all other planned activities on site.

7.2 To reduce barriers to engagement, members of the SSG will be entitled to claim out of pocket expenses to attend meetings away from the Winfrith site. NDA will consider reimbursement of other expenses on a strictly case by case basis.

8. Frequency and Location of Meetings

8.1 The Winfrith SSG will meet at least twice per year but depending on site circumstances and the wishes of the meeting itself, the SSG may decide to meet more frequently, for example during periods of rapid change on the site, or to deal with specific issues. Depending on the needs of the local community, current issues and the status of the site, the SSG Chair will be expected to convene

special meetings at different times and in different locations to allow wider input of local views.

8.2 The Winfrith SSG, will normally meet in Winfrith Village Hall as it is the most easily accessible venue for Stakeholders. 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 the facility for presenters to call in via on line means to give presentations if they are not able to attend in person but it is recognised that Winfrith Village Hall may not be suitable for hybrid meetings.

9. Building Capacity

9.1 In order for the Winfrith SSG to function effectively, members will be given induction training to understand site activities and the processes used to manage decommissioning. In the event that the SSG decides to set up working groups to consider specific topics on behalf of the SSG or if there is a need to refresh member's knowledge, additional support or training will be given as necessary.

10. Representation at National Meetings

10.1 The Winfrith SSG will nominate two members to formally represent the SSG at the NDA National Stakeholder level. Although this would normally be the Chair plus Vice Chair each SSG has the ability to nominate whomsoever they like.

Signed …….. Barry Quinn (Winfrith SSG Chair)

Date: 1 March 2026

Appendix 1

Winfrith SSG Membership – August 2025

Organisation	No of Members
Dorset Council	2
Coombe Keynes Parish Meeting	1
East Stoke Parish Council	1
East Lulworth Parish Council	1
Owermoigne Parish Council	1
Moreton Parish Council	1
West Lulworth Parish Council	1
Winfrith Parish Council	1
Wool Parish Council	1
Tradebe – Inutec	1
Lulworth Estate	1
MOD	1
Prospect (Trade Union)	1
CPRE	1
Natural England	1
Dorset Wildlife Trust	1
Dorset Innovation Park	1

Appendix 2

Winfrith Site Stakeholder Group Code of Conduct

Participants of the Winfrith Site Stakeholder Group agree to adhere to the following 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.

Appendix 3:

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.