

The Sizewell C Project
Accommodation Working Group

Terms of Reference

This Group is established in accordance with paragraph 7 of Schedule 3 to the Deed of Obligation between (1) East Suffolk Council ('ESC') (2) Suffolk County Council ('SCC') and (3) Sizewell C Limited ('SZC Co') dated 08 October 2021 as varied by the first and second deeds of variation dated 13 April 2022 and 6 May 2022 respectively (the 'Deed of Obligation' or 'DoO').

This Terms of Reference includes the scope, obligations and agreed governance as set out within the DoO. Any revisions to the Terms of Reference have been agreed in accordance with the Terms of Reference themselves. Except where expressly stated otherwise, words and expressions used in this Terms of Reference will have the same meaning as defined in the Deed of Obligation.

1. Establishment

On or before Commencement, SZC Co shall establish the Accommodation Working Group which shall exist from the date of Commencement until the end of the Construction Period.

2. Purpose

The purpose of the Accommodation Working Group is to review and approve relevant Plans and allocation of monies from relevant Funds for the Project.

The Accommodation Working Group exists as one of three Social Working Groups reporting directly to the Social Review Group. The other groups are the Community Safety Working Group and the Health and Wellbeing Working Group.

The relationship between the Accommodation Working Group and other relevant groups is set out below.



3. Scope of Work

The Accommodation Working Group shall:

- determine the amount (if any) to be paid by SZC Co from the Housing Contingency Fund to Suffolk County Council for the relocation of residents in that residential care home at the first meeting of the Accommodation Working Group following the closure of the relevant residential care home;

- determine the amount (if any) to be paid by SZC Co from the Housing Contingency Fund to East Suffolk Council to be applied towards the Housing and Homelessness Services Resilience Measures;
- Agree with SZC Co any alternative arrangements should LEEIE Caravan Park or the Accommodation Campus not be delivered in line with the Deed of Obligation's commitments under paragraphs 4.1.1 and 4.2.1;
- approve and review the Tourist Accommodation Plan;
- provide recommendations to East Suffolk Council on how to apply the Housing Fund (to which East Suffolk Council should take account); and
- approve and review the Private Housing Supply Plan based on information provided by East Suffolk Council and SZC Co.

4. Membership

The Accommodation Working Group shall comprise:

- three representatives from SZC Co, which may include the Accommodation Co-ordinator;
- two representatives from East Suffolk Council; and
- one representative from Suffolk County Council,

or such alternates as may be nominated by those representatives from time to time.

5. Meetings and Quorum

The first meeting of the Accommodation Working Group shall be no later than three months after the Commencement Date.

The Accommodation Working Group shall subsequently meet at least twice a year, with such meetings to be:

- either virtual or in a convenient location in East Suffolk or Ipswich; and
- chaired by the representative of East Suffolk Council

Meetings of the Accommodation Working Group shall be quorate if at least two members of each of the following are present:

- one of which is a member representing SZC Co; and
- one of which is a member representing East Suffolk Council.

6. Decision Making and Escalation

Any decision must be made unanimously by the Quorate Members.

In the event that any of the Quorate Members of the Accommodation Working Group considers that a matter needs to be referred to the Social Review Group for urgent resolution, it shall notify the members of the Social Review Group accordingly to invoke the urgency process in Schedule 17, paragraph 6.2.7 of the Deed of Obligation.

The Accommodation Working Group shall refer to the Social Review Group for its determination any matter upon which the members of the Accommodation Working Group are unable to agree unanimously.

7. Reporting

The Accommodation Working Group shall prepare six monthly reports to the Social Review Group to provide information on:

- the effectiveness of monies spent in accordance with the Housing Fund, Private Housing Supply Plan, Tourist Accommodation Plan and Housing and Homelessness Services Resilience Measures as described in the Deed of Obligation; and

- relevant monitoring information provided to the Accommodation Working Group described in the Deed of Obligation.

8. Governance and Administration

The Accommodation Working Group shall make such terms of reference for its governance and administration as it considers appropriate at the first meeting of the Accommodation Working Group.

The Accommodation Working Group may make such further administrative arrangements and terms of reference as it considers appropriate for the proper and efficient functioning of the Accommodation Working Group from time to time, with such arrangements and terms of reference to be approved by the Social Review Group.

SZC Co shall be responsible for the administration of convening and holding meetings of the Accommodation Working Group.