

The Sizewell C Project
Employment, Skills, and Education Working Group ("ESEWG")
Terms of Reference

This Group is established in accordance with paragraph 2.13 of Schedule 7 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 ESEWG, which shall exist from the date of Commencement until the end of the Construction Period.

2) Purpose

- The purpose of the ESEWG is to oversee the development and implementation of the Annual Skills Implementation Plans ("**ASIP**"), and its associated employment, skills, and education initiatives for the Project.
- The ESEWG is a core element of delivering Schedule 7 of the Deed of Obligation, which requires the Project to provide employment, skills, and education benefits to the local community, and to promote the development of a sustainable supply chain. The ESEWG is responsible for overseeing the development and implementation of initiatives to achieve these objectives.
- The ESEWG is one of three Economic Working Groups, existing under the Economic Review Group. The other two are the Supply Chain Working Group and Tourism Working Group.
- The relationship between the ESEWG and other relevant groups is set out below.



3) Scope of Work

a. Annual Skills Implementation Plans

- The ESEWG shall agree ASIPs provided by the Regional Skills Co-ordination Function.
- The ESEWG shall, where deemed appropriate in accordance with the relevant approved ASIP, meet and act in the form of thematic delivery-focussed groups (e.g. employment, young people and Apprenticeships, and skills) (see section b.), which shall guide and inform the decisions to be made by the ESEWG including members of ESEWG and may be used as vehicles for delivery of activities set out by the ASIP should that be agreed by the ESEWG.

b. Thematic Groups

- The proposed following thematic delivery-focussed groups will be established by the ESEWG initially to provide strategic insight, coordination, and delivery support to the ESEWG:
 - **Further Education and Higher Education Principals Forums** – being an inclusive forum bringing together education CEOs and Principals from Suffolk and the wider region (including Norfolk and Essex) to discuss and agree on strategic priorities feeding into Thematic Groups and the ESEWG, as required.
 - **Employment Outreach Thematic Group** – Its purpose is to facilitate job creation and workforce availability related to the Project, ensuring local communities benefit from employment opportunities and fostering economic growth in the region. The Thematic Group will be linked to support delivery of the Employment Outreach fund and Bursary scheme, as set out in the Deed of Obligation.
 - **Skills Infrastructure Thematic Group** – Its purpose to identify and address skill gaps and training needs in the workforce for the Project, collaborating with educational institutions, training providers, and industry partners to create tailored programs that ensure a skilled and capable workforce for the Project's construction and operation. The Thematic Group will be linked to support the delivery of the Asset Skills Enhancement Capability ("ASEC") Fund & ASEC Investments, as set out in the Deed of Obligation.
 - **Apprenticeship, Education, and Young People Thematic Group** – Its purpose to support and promote the development of apprenticeship programs and other inspiration, educational programmes, and pathways for young people, enabling them to acquire the necessary skills and training for successful careers in the Project and related industries. The Thematic Group will be linked to support the delivery of the Education Fund and Young SZC Co, as set out in the Deed of Obligation.
- The above thematic groups will operate for as long as the ESEWG agrees that they are relevant and effective. Additional thematic groups may be established as necessary in line with need.

c. Review and provide comments

- Young Sizewell C shall generate information and intelligence in order to capture those most at risk of being 'not in education, employment or training', which shall be reported to the Employment, Skills and Education Working Group in order to inform the development of Construction Workforce Delivery Strategies and Annual Skills Implementation Plan, as well as wider regional measures developed outside of the remit of the Project.
- The ESEWG may provide reasonable requirements on the Sizewell C Prospectus. SZC Co must review the Sizewell C Skills Prospectus at least every three years alongside the review of the relevant CWDS, taking account of:
 - (1) the content and review process of Construction Workforce Delivery Strategies; and
 - (2) any reasonable requirement agreed by the Employment, Skills and Education Working Group for use of the Sizewell C Skills Prospectus information by relevant stakeholders and for relevant purposes.
- The ESEWG may provide requirements on the Apprenticeship Strategy. SZC Co must review the Apprenticeship Strategy at least every three years alongside the review of the relevant CWDS, taking account of the following and which shall be submitted with the review of the relevant CWDS in accordance with paragraph 2.1.6:
 - (1) the content and review process of Construction Workforce Delivery Strategies; and
 - (2) any requirement agreed by the Employment, Skills and Education Working Group.
- The ESEWG may provide views on the any proposed changes to the Sizewell C Jobs Service. Sizewell C must consult with the Employment, Skills and Education Working Group on any proposed changes to the Sizewell C Jobs Service.
- The ESEWG shall provide SZC Co with its comments (if any) on the draft programme of Education and Inspiration Activities provided pursuant to paragraph Schedule 7 paragraph

2.11.2 of the Deed of Obligation within 20 Working Days (or such longer period as may be agreed by the ESEWG).

4) Membership

- The core membership of the ESEWG shall comprise:
 - one representative of the Regional Skills Co-ordination Function established by Suffolk County Council (Chair);
 - one representative of SZC Co;
 - one representative of Suffolk County Council;
 - one representative of East Suffolk Council; and
 - one representative of New Anglia Local Enterprise Partnership,

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

In addition to the core members, the following members will be invited as Observers to the ESEWG, comprising:

- One representative from the SZC Civils Supply Chain partners
- One representative from the SZC Mechanical, Electrical, and HVAC (MEH) Supply Chain partners
- One representative (the Chair) from the Further Education and Higher Education Principals Forum
- One representative from the SZC Social and VCSE partnership
- Observers will remain as non-voting members of the ESEWG, and their purpose is to provide information or strategic insight to allow for informed decision-making by the ESEWG

5) Meetings and Quorum

- The ESEWG shall:
 - meet no later than three months after the Commencement Date.
 - meet on a quarterly basis (or less frequently, where agreed by the members of the ESEWG).
 - meet either virtual or in a convenient location in East Suffolk or Ipswich to be identified by the Chair from time to time.
 - be chaired by a representative of the Regional Skills Co-ordination Function, unless otherwise agreed by the ESEWG.
- The meetings shall be quorate if at least three members (at least one of whom is a member representing East Suffolk Council, one of which is a member representing Suffolk County Council and one of which is a member representing SZC Co) are present.
- The ESEWG may invite relevant and appropriate third parties to the meeting as observers, including Tier 1 Contractors, local education and skills providers, colleges and industry bodies to attend any delivery-focussed groups which are formed in accordance with the above.
- SZC shall be responsible for the administration of convening and holding meetings of the
- ESEWG.

6) Decision Making

- The ESEWG shall make decisions by consensus wherever possible.

- The ESEWG shall ensure that all decisions are recorded in writing and communicated to the relevant parties.

7) Monitoring and Reporting

- The ESEWG shall review monitoring undertaken on the employment, skills, and education impacts of the Project and provide recommendations to the Economic Review Group on any identified requirement for mitigating actions.
- The ESEWG shall review the Construction Workforce Delivery Strategies (CWDS) and the Sizewell C Employment and Skills Prospectus, as well as the implementation of measures to promote local employment, skills, and training benefits.

8) Escalation

- The ESEWG shall report to and refer any matter upon which the members cannot agree to the Economic Review Group.
- If any of the Quorate Members of the ESEWG considers that a matter needs to be referred to the Economic Review Group for urgent resolution, it shall notify the members of the Economic Review Group accordingly to invoke the urgency process, as set out in Schedule 7, paragraph 2.12.8 of the Deed of Obligation. Should The Economic Review Group consider that a matter should be referred to the Delivery Steering Group, it will invoke the urgency process, as set out in Schedule 17, paragraph 3.8 of the Deed of Obligation.

9) Governance and Administration

- The ESEWG shall make such terms of reference for its governance and administration as it considers appropriate at the first meeting of the ESEWG.
- The ESEWG may make such further administrative arrangements and terms of reference as it considers appropriate for its proper and efficient functioning from time to time, with such arrangements and terms of reference to be approved by the Economic Review Group.