

The Sizewell C Project
Health and Wellbeing Working Group ('HWWG')
Terms of Reference

This Group is established in accordance with paragraph 6 of Schedule 6 to the Deed of Obligation between (1) East Suffolk Council ('ESC') (2) Suffolk County Council ('SCC') and (3) Sizewell C Limited ('SJC 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, SJC Co shall establish the Health and Wellbeing Working Group which shall exist from the date of Commencement until the end of the Construction Period.

2. Purpose

The purpose of the Health and Wellbeing Working Group is for the local authorities, health stakeholders (as identified in the Deed of Obligation) and the Project to meet to discuss the effects of the Project on health and wellbeing in East Suffolk, as well as wider local and regional health and wellbeing issues and campaigns, so the occupational health service can support and accommodate these where applicable.

East Suffolk is part of two Integrated Care Boards ("ICB") and whilst the Project is physically located in the Suffolk and North East Essex ICB area it is in close proximity to the Norfolk and Waveney ICB area. The Health and Wellbeing Group will meet to interface what we commission as the ICB's, as a result of the effects of the project on health & wellbeing of residents in East Suffolk.

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



3. Scope of Work

SJC Co shall provide to the Health and Wellbeing Working Group the information specified in Part 1 of the Health and Wellbeing Key Performance Indicators for each meeting of the Health and Wellbeing Working Group (or at such other frequency as the Health and Wellbeing Working Group may agree).

The HWWG shall agree any changes to the key responsibilities of the "Health and Wellbeing Officer" appointed and employed by NHS Suffolk and North East Essex Integrated Care Board during the Construction Period whose role will be developed with key responsibilities being (but not limited to) the following unless otherwise agreed with the Health and Wellbeing Working Group:

- engage proactively with Szc Co to ensure that the Health and Wellbeing Working Group has a comprehensive understanding of the Project;
- develop, agree and monitor the Health and Wellbeing Key Performance Indicators with relevant stakeholders and Szc Co, to ensure impact on the local health economy is understood and mitigated as required.
- ensure stakeholders within the integrated care system including the Ipswich and East Suffolk Alliance, Norfolk & Waveney Integrated Care System and Suffolk Health & Wellbeing Board receive timely and relevant information in relation to the Project, seeking support and decisions as required;
- engage proactively with system partners specifically the East of England Ambulance Service NHS Trust and Public Health Suffolk representatives to ensure they receive timely and relevant information, reports and progress in relation to the outlined objectives of the Health and Wellbeing Working Group and have the opportunity to provide feedback where required, and provide support to their reporting functions as necessary;
- prepare for all Health and Wellbeing Working Group meetings, ensuring as far as practicable that agendas and relevant papers are circulated at least two weeks in advance of each meeting, and collate written information to be reported to the Health and Wellbeing Working Group and Social Review Group (including the information at Part 2 of the Health and Wellbeing Key Performance Indicators);
- attend meetings of the Community Safety Working Group where the agenda is relevant to health and wellbeing, reporting back to stakeholders and the Health and Wellbeing Working Group relevant information and actions as required; and
- ensure effective use of and investment of the Residual Healthcare Contribution and provide reports on the performance of the measures introduced pursuant to funding by the Residual Healthcare Contribution to the Health and Wellbeing Working Group;

The HWWG shall be consulted on the development of "Sizewell Health" which means the private occupational healthcare service to be located on the Szc Development Site and to be provided on behalf of Szc Co to members of the Sizewell C Construction Workforce during the Construction Period, which will provide a package of risk prevention, health promotion and treatment initiatives in accordance with the specification in Volume 2 Appendix 28A of the Environmental Statement, and which will include Sexual Health Service Provision.

Scope of Meeting

a. Introduction

Briefing on the progression of the Project at each meeting, including a forward look ahead at matters that may be relevant to health and wellbeing, such as workforce mobilisations. Action: Szc Co.

Briefing on any relevant issues / feedback from within the Community from other attendees. Action: ESC / SCC / GP / SNEE ICB / N&W ICB

Briefing on any relevant issues arising in other Working Groups Action: HWO and Szc Co.

b. Update from "Sizewell Health" (Szc Co)

This will include a general update / look forward as well as reporting on the Health and Wellbeing Key Performance Indicators outlined below as per Annex E of the Deed of Obligation – this represents the minimum set of key performance indicators that will be used. The Health and Wellbeing Working Group may agree additional measures from time to time:

Part 1: Szc Co shall provide the following information:

- Total Sizewell Health appointments

- Sizewell Health appointments in respect of the following:
 - Treatment services
 - Health surveillance
 - Fitness for work
 - GP and OH physician
 - Case management
 - Drug and alcohol testing
 - Pre-placement
 - Physio
 - Display Screen Equipment
- On-site GP appointments:
 - Total
 - Non-home-based referrals to local GP
 - Homebased
- GP Onward Referrals and Investigations:
 - Private prescriptions
 - Private x-ray
 - Private ophthalmology
 - Private blood tests
 - Private physio
- Treatment interventions:
 - Non-home based referrals - hospital
 - Home-based referrals - hospital
 - Ambulance call-outs (and conveyance)
- Sizewell C Construction Workforce:
 - Total number of construction workers
 - Home-based / non-home-based split
 - Total number of dependants / families (including age for Workforce Children)
- Health and Wellbeing Incidents - So far as it is appropriate for SIZC Co to share the following information with the Health and Wellbeing Working Group and at the sole discretion of SIZC Co:
 - number of incidents resulting in the need for medical intervention;
 - summary of preventative initiatives such as health promotion campaigns, training events being undertaken (if any); and
 - analysis of incidents and measures being taken to avoid or reduce the risk of future incidents (if any).

b. **Update from the Health and Wellbeing Officer**

Part 2: The Health and Wellbeing Officer shall provide the following information:

- Population Health - to include but not be limited to:
 - Identification of opportunities to align other mitigation measures, such as the Sizewell C Community Fund, with the ambitions of the Suffolk and North East

Essex Integrated Care System and Norfolk & Waveney Integrated Care System (<https://www.sneeics.org.uk/thinking-differently/overview/>) to promote improved health and wellbeing and reduce health inequalities.

- Review of population health data and trends to identify change in local circumstance and healthcare provision.
- Explore how collaboration with the Project could deliver positive change aligned to wider population health campaigns / initiatives such as the Integrated Care System Anchor Programme (<https://www.sneeics.org.uk/thinking-differently/anchor-institutions/>).
- The usage and effectiveness of the Residual Healthcare Contribution.

4. Membership

The Health and Wellbeing Group shall comprise:

- one representative to be nominated by East Suffolk Council;
- one representative to be nominated by Suffolk County Council;
- two representatives to be nominated by Public Health Suffolk;
- up to four representatives to be nominated by Ipswich and East Suffolk Integrated Care Board (or successor body), one of which shall be the nominated Chair, one of which shall be the Health and Wellbeing Officer (if different from the Chair) and one of which shall be a GP from a practice that is based within East Suffolk; and
- up to two representatives to be nominated by S2C Co,

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

5. Meetings and Quorum

The HWWG shall:

- meet on a quarterly basis (or less frequently where agreed by the members of the Health and Wellbeing Working Group) either virtually or in a convenient location in East Suffolk or Ipswich to be identified by S2C Co;
- meet no later than three months after the Commencement Date
- be chaired by a representative nominated by Ipswich and East Suffolk Clinical Commissioning Group (or successor body) unless otherwise agreed by the Health and Wellbeing Working Group from time to time.

The Health and Wellbeing Working Group may invite third parties or other experts to attend its meetings from time to time in order to observe and participate in discussions or present information to the Health and Wellbeing Working Group when specific issues are being discussed, who may include but will not be limited to representatives from Primary Care, Ipswich & East Suffolk Alliance, Healthwatch Suffolk, East of England Ambulance Service NHS Trust and NHS England.

Meetings of the Health and Wellbeing Working Group shall be quorate if:

- Provided that the NHS Suffolk & North East Essex Integrated Care Board (or successor body) has entered into a Deed of Covenant, at least four members of each of the following are present:
 - one of which is a member representing S2C Co;
 - one of which is a member representing Ipswich and East Suffolk Clinical Commissioning Group (or successor body);
 - one of which is a member representing East Suffolk Council; and
 - one of which is a member representing Suffolk County Council.
- In the event that the Ipswich and East Suffolk Clinical Commissioning Group (or successor body) has not entered into a Deed of Covenant, at least three members of each of the following are present:

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

6. Decision Making

Any decision must be made unanimously by the Quorate Members.

7. Escalation

Any matter which the members of the Health and Wellbeing Working Group are unable to agree unanimously should be referred to the Social Review Group.

In the event that any of the Quorate Members of the Health and Wellbeing 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.

8. Reporting

The Health and Wellbeing Working Group shall determine a reporting protocol to ensure transparency, consistency and independence and prepare and deliver reports to the Social Review Group bi-annually and not less than 5 Working Days before the relevant meeting of the Social Review Group, unless otherwise agreed between the Social Review Group and the Health and Wellbeing Group.

The reports will be on the following:

- the performance of the Project against the Health and Wellbeing Key Performance Indicators (or such other key performance indicators as may be agreed by the Health and Wellbeing Working Group from time to time);
- the identified effects of the Project on healthcare demands in East Suffolk;
- the usage and effectiveness of the Residual Healthcare Contribution; and
- collaborative working undertaken in support of the delivery of local public health objectives.

9. Governance and Administration

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

The Health and Wellbeing Working Group may make such further administrative arrangements and terms of reference as it considers appropriate for the proper and efficient functioning of the Health and Wellbeing 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 Health and Wellbeing Working Group.