

**The Sizewell C Project**  
**Tourism Working Group ('TWG')**  
**Terms of Reference**

This Group is established in accordance with paragraph 5 of Schedule 15 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 Tourism Working Group which shall exist from the date Commencement until the end of the Construction Period.

**2) Purpose**

The purpose of the Tourism Working Group is for the local authorities, key organisations involved in tourism in East Suffolk and the Project to meet and discuss the effects of the Project's construction activity of the tourist economy in Suffolk, and to ensure that the Tourism Fund is properly directed and effective, in-line with its functions and parameters set out within the Deed of Obligation.

The relationship between the TWG and other relevant groups is set out below.



**3) Scope of Work**

The function of the Tourism Working Group is to approve the draft Annual Tourism Fund Implementation Plans (Schedule 15, Paragraph 4.1 of the Deed of Obligation).

**Annual Tourism Fund Implementation**

- East Suffolk Council shall procure that the Tourism Programme Manager shall produce the first draft Annual Tourism Fund Implementation Plan for the approval of the Tourism Working Group no later than three months following the Commencement Date.
- The Tourism Working Group shall draw upon the Tourism Monitoring Information to review the first Annual Tourism Fund Implementation Plan and shall approve the same within three months of receipt, PROVIDED THAT the split of funding meets the minimum funding amounts set out in paragraphs 3.3 and 3.4 of Schedule 5 of the DoO.
- Following the approval of the first Annual Tourism Fund Implementation Plan in accordance with paragraph 4.2 of Schedule 5 of the DoO, East Suffolk Council shall procure that the Tourism Programme Manager shall produce a subsequent draft Annual Tourism Fund Implementation Plan for the approval of the Tourism Working Group before the end of January in each calendar year of the Construction Period and for three years following the end of the Construction Period, and the Tourism Working Group shall draw upon the Tourism Monitoring Information to review and approve such subsequent draft

Annual Tourism Fund Implementation Plan before 30 April in that same year, PROVIDED THAT the split of funding meets the minimum funding amounts set out in paragraphs 3.3 and 3.4 of Schedule 5 of the DoO.

- East Suffolk Council shall procure that the Tourism Programme Manager shall implement each Annual Tourism Fund Implementation Plan approved by the Tourism Working Group pursuant to paragraph 4.2 or paragraph 4.3 (as relevant) from 1 May of that year.
- Where appropriate, the Tourism Working Group and Tourism Programme Manager may determine that particular Tourism Plans, Projects and Programmes may benefit from extending across multiple funding periods and this will be made clear in each of the Annual Tourism Fund Implementation Plans relevant to such periods.

### **Scope of Meetings**

The TWG meetings shall be structured as follows based on the anticipation that it will receive the Annual Tourism Implementation Plan and then have three months within which to approve it:

a. Introduction

- Briefing on the progression of the Project at each meeting, including a forward look ahead at matters that may be relevant to tourism, such as workforce mobilisations.  
*Action: SZC Co.*
- Briefing on any challenges being faced by the industry (whether or not related to the Project) or opportunities (e.g. upcoming events or campaigns) that may be relevant, in order to ensure that the Tourism Working Group is working in the context of the wider tourism economy and not in isolation. *Action: All non-SZC Co members.*

b. Update from Tourism Programme Manager:

- (Where relevant) preparation, development, feedback related to the preparation and implementation of the Annual Tourism Fund Implementation Plan(s);
- Scoping, procurement and implementation of the Tourism Plans, Projects and Programmes Work to promote the Tourism Fund and Tourism Plans, Projects and Programme;
- Engagement with businesses and organisations to encourage potential applicants to apply for funding from the Tourism Fund;
- Any support or information requested from members of the Tourism Working Group required on the above or to assist in the preparation of the Annual Tourism Implementation Plan;
- Where relevant, any Tourism Strategies and Action Plans that will support the Tourism Working Group in its decision-making function; and
- Tourism Monitoring Information (including monitoring information across socio-economic, environmental and transport indicators that may be relevant to potential effects on tourism).

Reporting on:

- the implementation of other mitigation under the Deed of Obligation relevant to the tourist economy;
- similar funds provided in connection with other developments in East Suffolk;
- opportunities for complementary activities with other mitigation activities elsewhere in the Deed of Obligation, and risks of duplication of funding;
- the effects of the Project on the tourist economy, as supported by monitoring and market research procured as Tourism Plans, Projects and Programmes by the Tourism Fund or from third parties;
- the delivery and effectiveness of funded Tourism Plans, Projects and Programmes; and

- annual and cumulative expenditure from the Tourism Fund.
- c. Update from Tourism Marketing Manager
- d. Discussion
  - Discuss the Tourism Monitoring Information (which includes monitoring information across socio-economic, environmental and transport indicators that may be relevant to potential effects on tourism and information reported to the Tourism Working Group by the Tourism Programme Manager) in order to consider the potential relationship between the Project's construction activity and the tourist economy in Suffolk.
    - Report this to the **Economic Review Group** bi-annually.
  - Discuss the effectiveness of previous annual contributions from the Tourism Fund and where appropriate, alongside the Tourism Programme Manager, determine whether particular Tourism Plans, Projects and Programmes may benefit from extending across multiple funding periods (if so, this will be made clear in each of the Annual Tourism Fund Implementation Plans relevant to such periods):
    - Report this expenditure of previous annual contributions from the Tourism Fund and the effectiveness of such contributions to the **Economic Review Group** bi-annually.
  - Draw on the Tourism Monitoring Information to review and approve the first Annual Tourism Fund Implementation Plan within three months of receipt and subsequent draft Annual Tourism Fund Implementation Plans before 30 April in that same year, provided that the split of funding meets the minimum funding amounts set out in Schedule 15, paragraphs 3.3 and 3.4 of the Deed of Obligation. In meetings for which an ATFIP is to be approved – this will be provided to attendees at least 1 month ahead of the Working Group and attendees must review it in advance of the meeting.

#### 4) Membership

The Tourism Working Group shall comprise:

- one representative in a department or service relevant to economic development and planning/projects to be nominated by East Suffolk Council;
- one representative in a department or service relevant to economic development and planning/projects to be nominated by Suffolk County Council;
- one representative to be nominated by The Suffolk Coast Limited;
- one representative to be nominated by Visit Suffolk;
- one representative to be nominated by SCHAONB Partnership;
- one representative to be nominated by New Anglia Local Enterprise Partnership; and
- 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 TWG shall:

- be chaired by the representatives of East Suffolk Council
- meet bi-annually either virtually or in a convenient location in East Suffolk or Ipswich to be identified by S2C Co from time to time
- meet no later than three months after the Commencement Date and thereafter,.

Meetings of the TWG shall be quorate if at least three members (at least one of which is a member representing S2C Co and one of which is a member representing East Suffolk Council and one of which is a member representing Suffolk County Council) are present.

Observers may attend a meeting of the TWG at the invitation of the TWG.

## **6) Decision Making**

Any decision must be made unanimously by the Quorate Members.

## **7) Escalation**

In the event that any of the Quorate Members of the Tourism Working Group 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 in Schedule 7, paragraph 2.12.8 of the Deed of Obligation.

The TWG shall refer to the Economic Review Group for its determination any matter upon which the members of the Tourism Working Group are unable to agree unanimously, including but not limited to any failure of the Tourism Working Group to approve a draft Annual Tourism Fund Implementation Plan in accordance with paragraphs 4.2 or 4.3 of Schedule 15 of the DoO.

## **8) Reporting**

The TWG shall report to the Economic Review Group bi-annually on the following matters:

- the potential relationship between the Project's construction activity and the tourist economy in Suffolk following discussion of the Tourism Monitoring Information; and
- expenditure of previous annual contributions from the Tourism Fund and the effectiveness of such contributions.

## **9) Governance and Administration**

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

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

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