

NNB GENERATION COMPANY (HPC) LTD

CONTRACT BASELINE DOCUMENT

HPC SUPERVISORY SECTOR AGREEMENT (SSA) 2025

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APPROVAL: HPC SUPERVISORY SECTOR AGREEMENT (SSA) 2025

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HPC Company Document
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NOT PROTECTIVELY MARKED

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09	P1 – For Implementation	Clarification that Industry Sick Payments are made in addition to SSP.	Daniel Crampsie	30/06/2025

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SUPERVISORY SECTOR AGREEMENT

1 INTRODUCTION

1. This agreement (the Supervisory Sector Agreement) is made between:

NNB Generation Company Limited (the Client)

the Tier 1 contractors¹/ employers listed below:

..... (The Primary Contractors); and

the Trade Unions (Prospect and Unite - the Unions).

2. This agreement covers Supervisors (who have a direct management role in relation to a team of workers) and Superintendents (who oversee a number of Supervisors and/or who provide guidance and support to others in a supervisory role, both in discharging their role and in their development).
3. The Unions are the only Unions recognised on the Hinkley Point C construction site by the Client and the Primary Contractors in respect of supervision operating in the civil engineering and engineering construction sectors (except that working supervision under the civils sector agreement are subject to the union recognition arrangements applying under that agreement). Under this agreement: both Prospect and Unite are recognised for engineering construction sector Supervisors; and Prospect is recognised for Superintendents.
4. This agreement will come into effect on the commencement date of the MEH Alliance contract.
5. This Agreement will apply to every tier of contractor engaged on the project and their workforces: each Tier 1 Contractor is responsible for ensuring that their sub-contractors meet this requirement.
6. This agreement, although not legally enforceable in itself, has been entered into freely by the parties, who are all fully committed to its contents and aims. The parties intend it to be binding in honour and they undertake to ensure that their respective members and officials honour all its provisions. Further, the Client will ensure that appropriate language is included in its construction agreements with each of the Tier 1 Contractors to give full effect to its provisions.
7. The parties accept that this agreement has been made to cover the entire HPC construction period and that there will be no further economic claims during this period.

¹ The Tier 1 contractors include: MEH Alliance (Balfour Beatty, NG Bailey, Altrad Doosan, Cavendish Nuclear, Altrad)

2 PREAMBLE

8. The Client's nuclear new build programme is the most significant UK infrastructure investment in decades. To meet the challenge of delivering this programme successfully, our project collective agreements are designed to provide a best-in-class employment framework and a genuine approach of respect for people at all levels. In this enterprise, effective supervisory and leadership skills are a key prerequisite for success.
9. This agreement requires a team working approach within a planned project pathway linked directly to the delivery of the project's scope, schedule and cost requirements. It requires new working practices that reflect technological change, offsite manufacture and developments in on-site construction. Integrated teams of workers will include the required variety of skills and disciplines necessary for the efficient completion of the work. These teams will include adult trainees, apprentices and Hinkley Support Operatives.
10. Supervisors will be required to be "SQEP" (Suitably Qualified and Experienced Persons) as a minimum requirement for holding a supervisory role in the project and to engage with the project supervisory development programme to enhance their skills and capabilities and to achieve the standards required for project supervisors. The Client and the contractors will ensure that these standards of competence, qualification and experience are reflected in supervisory role and training profiles, in consultation with the Unions. (The current profiles are set out in the appendices). Supervisory capability will be assessed against these standards.
11. The intention of all our project collective agreements is to remove excuses for failure and to provide a framework of employment provision which promotes a positive team approach by all people involved within an interesting and fulfilling working environment. They also provide for social partnership and close working relationships between the parties.
12. Enshrined within our project collective agreements is the concept of a Social Covenant to provide the basic ethos of our project and a "benchmark" for working relationships and project industrial relations.

3 SOCIAL COVENANT

13. The Social Covenant is reproduced here to underline its importance in our project.
14. Our ambitions are to deliver the safest, most competitive, productive and sustainable project in the UK; to provide among the most desirable places to work and to deliver major socio-economic benefits to the local and wider UK communities. Given the scale, duration and legacy of our proposed Nuclear New Build Programme, it provides a great opportunity to achieve a step-change in the capability of the UK engineering and construction sectors. It is our collective desire for the HPC project to be the launch pad and an exemplar for future nuclear new build projects in the UK.
15. We see a close social partnership between the Client, contractors and the Unions as a fundamental pre-requisite for the success of Hinkley Point C and have developed this balanced "Social Covenant" to help ensure that everyone involved understands their contribution to the project and what they can expect in return.

16. Our guiding principles are as follows.

- a. The highest obtainable health, safety and welfare performance at the site, including the provision of an occupational healthcare scheme.
- b. Respect for individuals of all identities and cultures.
- c. A strong nuclear safety culture.
- d. Safely meeting or beating the project schedule.
- e. Effectively engaging with the workforce.
- f. Maximising employment opportunities for people from the regional and UK population.
- g. A project legacy of skills and capability, both locally and nationally.
- h. Innovative and effective skills training and grade structures to maximise career progression opportunities.
- i. 'Best in Class' employment terms and conditions.
- j. 'Best in Class' welfare and site facilities.
- k. An environmentally sensitive way of working.
- l. Quality, efficient and productive performance which delivers 'Right First Time, Every Time'.
- m. Direct employment². (Footnote: "Direct employment" means employed by the appropriate employer under a contract of employment, with the associated tax and NI status)
- n. Clear, fair and consistent site rules of conduct, and grievance and disciplinary procedures.
- o. Structured social partnership to support a constructive working environment and high levels of Union membership.
- p. Long term employment and job security.
- q. Continuous improvement and flexibility in response to project requirements.

4 TERMS AND CONDITIONS OF EMPLOYMENT

17. The scope of workers covered by this agreement is: Supervisors and Superintendents delivering the nuclear new build project at Hinkley Point C (except supervisors employed under the civils sector agreement). Any clarification required regarding the relative scope of Hinkley Point C sector agreements will be provided by the Joint Project Board (JPB)³.
18. Superintendents and Supervisors may be paid on either a weekly or monthly basis, by mutual agreement between the individual and employer.
19. All Supervisors and Superintendents within the scope of this Agreement will be directly employed by a Tier 1 Contractor or sub-contractor under a contract of employment⁴.
20. Employment on the site is conditional on the individual: holding and carrying at all times their individual Project Passport which will include their skills card, safety passport and security

² Direct employment" means employed by the appropriate employer under a contract of employment, with the associated tax and NI status.

³ Refer to Clarification Document No 2, which can be found in the Common Framework Agreement.

⁴ For guidance on the application of the agreements to non-UK contractors refer to Clarification Document No 11, which can be found in the Common Framework Agreement.

records; successfully passing through the appropriate stages of the employment brokerage process under the Employment Affairs Unit; and signing a written statement of employment particulars to confirm their acceptance of the terms of their contract of employment, including the requirement to comply with site procedures.⁵

21. The Client and its contractors are committed to a fair and transparent recruitment policy. All parties to this agreement will actively ensure that the engagement of labour is based on the individual's ability to meet the needs of the project and the specific task for which they are recruited. All parties agree that it is unlawful and unacceptable for any party to use or make reference to any form of blacklist.
22. Prior to working on site, all supervisors must have completed the security vetting process, site induction process and to have the required minimum standard of safety and supervisory qualifications and experience. (This minimum standard entails that the individual has either: fully completed the Site Supervisor Safety Training Scheme (SSSTS) and the ILM (Nuc); or fully completed the CITB Advanced Behaviours for Construction Supervisors (Nuclear) course and enrolled with the ILM). Attendance at site induction will be paid at the normal hourly rate. At the completion of induction, workers will receive the full standard project PPE equipment from their employer and will receive further PPE equipment as is required.
23. If, due to unforeseen requirements, a contractor or supplier needs to engage workers from a labour supply company, they must be employed on the terms and conditions of this agreement. Any such labour supply company must be drawn from a list of Joint Project Board (JPB)-approved supply companies and their engagement must be agreed by the JPB in advance of them coming onto site. No payroll companies, or any other organisations with an equivalent purpose, are to be used at HPC.
24. It is the intention of all parties that workers will be managed in a fair and socially-just manner; treated with the dignity and respect; and provided with the highest possible level of reward. In return, workers will be expected to positively contribute to the project's success by respecting managers, supervisors and project facilities; and working in accordance with the project ethos of high standards of safety (zero-harm), quality and productivity.

5 REWARD⁶

Hourly rates

25. Hourly rates from the effective date of this agreement will be as follows and are based on the HPC Rates and Allowances table provided by the Client.
26. Hourly rates from 6 January 2025 will be as follows and thereafter will be subject to the review mechanism specified in Clauses 43 and 44 below.

⁵ Skills cards and passports are important ways for contractors and the client to assure that workers are "SQEP" for the work which they undertake on site. All reasonable administrative costs associated with the acquisition of these cards and passports as part of the "on boarding" process, or their renewal for an existing worker on site, will be met by the appropriate employer. Refer to Clarification Document No 5, which can be found in the Common Framework Agreement.

⁶ Compliance with and pay benefits prescribed under this Agreement will be assured by the EAU. This will include audits. Payments made or benefits provided outside the provisions of the Agreement will be regarded as non-compliant. Payments made in accordance with the no detriment arrangements under Clause 53 will be deemed to comply.

Job classification	Annual Salary Range (£pa)
Supervisor	61,781.10 – 74,136.42
Superintendent	64,869.17 – 77,225.99

Job classification	Hourly rate (£) ⁷
Supervisor	31.27 – 37.52
Superintendent	32.83 – 39.098

6 OVERTIME

27. Additional overtime may be required as part of a planned work pattern, or otherwise subject to reasonableness (e.g. at least 24 hours' notice). The non-working Supervisor or Superintendent may not unreasonably refuse to work overtime. Overtime rates will be payable for hours worked above the basic working week (as specified in Clause 46) as follows:

- i. Monday to Friday above normal working hours for the day at rate A (rate x 1.4)
- ii. Saturdays above normal working hours for the first 4 hours at rate A and thereafter at rate B (rate x 1.8)
- iii. Sundays above normal working hours – rate B (rate x 1.8)

7 SHIFT PREMIUM

28. The contractor may require those in supervisory roles to undertake shift working. Shift payments will be made, where appropriate, on the basis of the following benchmarks.

Shift Pattern	Shift Premium (% of base pay)
Night shifts (4-5 day working between 20:00 and 08:00)	22.5%
Double day shifts (Monday to Friday) Morning	13.5%
Double day shifts (Monday to Friday) Afternoon	20%
Rolling shifts on days	17.5%
Rolling shifts on nights	28%

⁷ For hourly paid supervisors the rate has been calculated by using the following formula: (annual salary/52/basic weekly working hours of 38).

8 HINKLEY POINT C MILESTONE BONUS SCHEME

29. A milestone bonus scheme will be applied, based on satisfactory delivery to plan of specified project milestones. Where project milestones are achieved on this basis, a bonus of 15% of base pay for all hours worked will be payable to those in non-working supervisory roles. This scheme will be applied on a generic basis to all the contractor's workforce teams.
30. Milestone bonuses will be paid monthly in arrears and will be assessed by the relevant contractor on the basis of milestone delivery over the preceding rolling quarter. The first payment under the monthly paid element of bonus will be made in the 4th month after the employee has begun work on the project and any final monthly payment due will be made in the 2nd month following the employee ceasing to be employed on the project.
31. Contractors will act reasonably in determining bonus payments.

9 BONUS SCHEME CONDITIONS

32. All in a supervisory role are required to fully commit to the most effective possible productive performance in exchange for the bonus scheme.
33. The arrangements and requirements of the scheme will be open, transparent and readily understandable by all supervisors.
34. All queries or issues arising from the application of the scheme must be raised in the first instance with the appropriate line manager and, wherever practicable, resolved informally. The line manager will normally respond to such approaches within 3 working days. If the issue is not satisfactorily resolved through this informal process, it may be referred by the employee into the project grievance procedure or, where appropriate, into the collective difference's procedure.
35. If any unofficial industrial action is taken, then the employer has the right to withhold all bonus payments in respect of the entire week during which such action has taken place. Any decision to withhold bonus payments under this clause will only be taken following prior discussion with the appropriate Union FTO.

10 PENSIONS

36. Each employee will participate in a pension programme as a requirement under their contract of employment for the duration of their assignment on the Hinkley Point C project. They will be enrolled into the defined contribution scheme chosen by their employer and approved by the JPB.
37. The minimum contributions under this pension arrangement will be 5% of base pay from the employer and 5% of base pay from the supervisor, in both cases in respect of the 38-hour week (or pro rata for those working less than 38 hours in a week).

38. Additional voluntary contributions above the minimum contributions specified above may be made by the employee without matching employer contributions, subject to HMRC regulations.
39. Subject to HMRC regulations, the Tier 1 Contractor will operate a salary sacrifice scheme in respect of employee pension contributions enabling the worker to save on National Insurance contributions.
40. This agreement is not intended to worsen an employee's employer-provided pension arrangement. If an individual believes that they have a more favourable pension arrangement, they may (subject to employer consent) elect to continue with this arrangement while engaged on the Hinkley Point C construction project, instead of taking up the pensions offering in this agreement.

11 PAY REVIEW MECHANISM

41. Hourly rates will be reviewed annually and increased by RPI. Revised ranges will take effect from the first Monday of January.
42. The RPI figures used to calculate these increases will be the average of the monthly percentage increases for the 12-month period up to and including the October immediately preceding the review date.

12 BENEFITS AND ALLOWANCES

43. Contractors will apply welfare benefits, accommodation allowance, daily travel allowance and periodic travel allowances on the basis of the Engineering Construction Sector Agreement.

13 WORKING HOURS AND PRODUCTIVITY

44. A supervisor's basic working week is 38 hours with an additional hour per worked day of contractual overtime.
45. Work patterns, including the distribution of basic working hours over time, will be determined in accordance with clause 40 of the Common Framework Agreement (CFA).
46. It is a condition of employment that all non-working supervisors work the specified site hours and their integrated team's work pattern (determined in accordance with CFA clause 40).
47. All parties are committed to maximising the productive working time of the project hours available, including bell-to-bell working.

14 HOLIDAYS

48. The holiday entitlement is 25 normal working days (190 hours) plus public holidays.
49. The Client may fix up to 10 days' holiday for HPC workers around public holidays (e.g. Christmas and New Year). Any work undertaken on public holidays will be paid at Overtime Rate B and, in addition, the individual concerned will be entitled to an additional day's holiday in lieu. The timing of non-fixed holidays is subject to agreement between the individual and the relevant contractor and should be established as far in advance as possible.

15 SPECIAL LEAVE

50. Bereavement, paternity leave and maternity leave will apply on the basis of the Engineering Construction Sector Agreement.

16 NO DETRIMENT

51. Employees with contracts of employment which are overall more favourable than the terms of this agreement may elect to retain the terms of these contracts of employment instead of taking up the terms of this agreement while engaged on HPC, subject to prior notification of the JPB of these overall more favourable contract terms. In these circumstances, the employee in question will remain part of the collective bargaining unit covered by this agreement and in all other respects, the Common Framework Agreement and the Supervisory Sector Agreement will apply to them.⁸

17 SAFETY AND QUALITY CULTURE AWARENESS

52. All parties are committed to an on-going programme of safety and quality culture awareness and will ensure that appropriate training is given to all workers during the course of the project in support of this commitment.

18 SKILLS DEVELOPMENT

53. All parties fully recognise the need for a resurgent and much-improved UK construction process, and all agree to work jointly and harmoniously to effectively develop and deploy the skills development programme that is essential to the success of the project.
54. It is a condition and contractual requirement for all employees on the project, as part of their team, to assist and participate whenever and wherever reasonably required in the project training and individual skill development programme. This programme will be innovative, and it will reinforce the project productive performance ethos. (For supervision, it will include the

⁸ This clause does not in any way diminish the parties' joint commitment to providing employment and skills opportunities within the local region and the wider UK, in accordance with the Client's planning consent obligations. It does not imply any intention to recruit non-UK labour on terms and conditions that are inferior to those set out in this agreement.

project supervisory development programme). Apart from offsite training activity, the programme will be delivered through daily workplace activity. Individuals will require skills development and training support to assist them in realising their potential and developing their careers. Delivery of the skills development programme will be monitored by the JPB, through the EAU, with the full engagement of the appropriate accredited Union representatives, including accredited Union learning representatives.

55. The Client has a clear aspiration and responsibility to bring significant socio-economic benefit to both the regional and general UK population and to this end will agree with the Primary Contractors and the Unions meaningful and significant numbers of both traditional and adult apprentices for employment within the project workforce.
56. The Unions will, via their training, educational and skills departments, be offered the fullest possible involvement in developing and delivering the skills development programme.
57. Such a programme is designed to provide much-needed opportunity for UK local and regional people to join the project workforce, a new productive and successful approach to major UK construction projects and a lasting legacy of employment.
58. All parties are required to co-operate with and participate positively in the project training and skills development programmes; for example, by working together on the training of apprentices and adults who wish to enter the construction industry. The Unions will uphold the requirement for experienced craft workers and supervisors to take responsibility for apprentices assigned to them (e.g. to act as mentors) as part of our obligation to meet the future resource needs of the industry. We are committed to training at least 500 traditional and adult apprentices under this agreement over the period of the project. All parties will co-operate with local training establishments (e.g. at Bridgwater College and the Cannington Construction Skills Centre) to ensure that training courses are tailored to the needs of the Project. (Footnote: “apprentice” or “adult apprentice” means an employee of a contractor working under a JPB-approved apprenticeship scheme).
59. Traditional and adult apprentices are expected to progress through the grading structure during their training programme to meet the skills requirements of the integrated teams working on site. These programmes will define points during their training (e.g. successful completion of training modules) when they are ready to be considered for upgrading. All parties are committed to supporting workers to realise their potential and to progress their careers on the basis of the skills and resource requirements of the project.

19 KEY POINTS FROM THE COMMON FRAMEWORK AGREEMENT

60. A redundancy payments scheme will operate as follows, subject to minimum redundancy payments equal to those derived from the statutory redundancy payments scheme⁹.

Weeks' continuous service (statutory definition)	Weeks' pay (statutory definition)
Up to 26	1
Between 27 and 52 incl	2
Between 53 and 104 incl	4
105 and over	6

(Footnote: the statutory definitions of continuous service and a week's pay are defined in the Employment Rights Act 1996)

61. If a contractor contemplates redundancies, they will notify the EAU and the Unions and commence consultation in line with statutory requirements. Establishing arrangements for collective consultation does not negate the obligation (legal and moral) on the contractor to undertake consultation with the individuals potentially affected. The first priority will be to maintain employment of the potentially affected individuals; for example, by using the rebrokering facility within the site employment brokerage. If redundancies are unavoidable, redundancy handling and selection will give priority to supporting the individuals concerned; and to maintaining a balanced and productive workforce composed of employees whom management has assessed to have the skills and experience most needed to deliver the project productive pathway programme. Additional provisions regarding redundancy selection are set out in Appendix 7.

62. The project welfare facilities will be located as efficiently as possible in relation to the respective project work faces, to provide for the most efficient access and egress to and from the workforce

63. The grievance and disputes procedures must be readily understood by the workforce, readily accessible to them and must be speedy and robust in dealing with and resolving issues of concern.

64. The need for successful completion of this key project is recognised and understood by the Unions and to this end it is agreed that no industrial action whatsoever will be countenanced until all stages of the collective differences procedure have been exhausted. The Common Framework Agreement provides for a JPB final stage for any differences referred to it.

⁹ Refer to Redundancy Ready Reckoner in Appendix 8.

65. The Employment Affairs Unit (EAU) led by the Client will provide a “project compliance” structure to ensure that:

- a. Collective agreements are properly applied by all Primary Contractors and subcontractors
- b. Effective and harmonious working arrangements are established and maintained
- c. Disputes are avoided.

The Unions will have a close working relationship with the EAU. The EAU, acting on behalf of the JPB, will also oversee the operation of the grievance, disciplinary and performance support procedures, in full consultation with the contractors and Unions.

66. A project communications protocol will be developed to ensure well-managed workforce communications from the project joint bodies.

67. The Unions at General Secretary/ National Official level will join with the designated Client and Primary Contractor senior management representatives at the Joint Project Board - the Top Table Forum – as required under the JPB constitution. This body will provide oversight of the application of collective agreements on site and of the site industrial relations governance structure.

68. Each recognised Union will designate an FTO for the project and will provide the appropriate EAU representative with their name, credentials and contact details. Union FTOs wanting to visit the site will contact the appropriate EAU representative in advance to make appropriate arrangements.

69. The Unions will be granted all appropriate facilities required to represent and communicate with their members on the project. The Client and Primary Contractors will supply to the Unions appropriate facilities so as to allow them to carry out their project-wide functions and responsibilities, as specified in the Facilities Agreement (CFA Appendix 6).

70. Union membership will be encouraged and all appropriate facilities as required in accordance with the ACAS Code of Practice will be provided by all contractors / suppliers. This will include a Union input to the induction process and the provision of check-off arrangements for members upon completion of the appropriate documentation. The Client intends, in close consultation with all contractors and the Unions that every reasonable and practicable measure will be taken to ensure the highest possible level of Union membership.

71. Shop stewards and safety representatives will be accredited to the individual contractor/supplier by the appropriate Union official designated with responsibility for the project and all appropriate facilities and co-operation will be provided to these representatives in accordance with the ACAS Code of Practice. Only those accredited shop stewards and safety representatives will be recognised and afforded facilities.

72. The site industrial relations machinery provides a structure of communications and consultation between the Client, all contractor/suppliers and union representatives.

APPENDIX A ROLE PROFILES

Position	Supervisor
Reporting to	Superintendent
Location	Hinkley Point C

Job Purpose:

- Provide safe operational supervision of a work team, in accordance with the nuclear safety culture on site
- Ensure delivery of work to specification without compromise (including quality, productivity and waste control).
- Coordinate team activities.
- Resolve any technical (or other) issues on a day-to-day basis, escalating any problems where necessary.
- Manage motivation and discipline within the team.

This is a key post to enable the project to deliver its programme.

Dimensions:

- Supervises a team of workers on site. (Typically, it will be a team of 8-12).
- Reports with 3-5 other Supervisors to a Superintendent.
- These ratios will vary dependent on the scale and nature of the work
- Typically, these posts have a planning horizon of 1-2 weeks for team activities.

Principal Accountabilities:

- **Engendering a team culture of safety (zero harm), quality and productivity.** This involves acting as a champion for quality and safety in the team's activities; ensuring that the safety culture required to build a nuclear power plant is embodied in the team; delivering the safety brief in relation to the team's activities (where it is routine work with established precedent); and undertaking a minimum of daily inspections to ensure that the work delivered by the team is 100% compliant with technical specification, safety and quality instructions. Reporting on progress and highlighting any potential for hazard and/or delay.
- **Safely setting team members to work.** This includes allocating individual tasks amongst the team according to capability; delivering pre- and post-job briefings, checking understanding and receiving/ providing feedback on to ensure clarity about the delivery of tasks to specification.
- **Managing the team.** This includes: managing performance by positive engagement and effective feedback; managing motivation and discipline within the team (including time-keeping); taking informal and, where appropriate, initiating formal action (through their senior supervisor and in accordance with site procedures) to address problems, seeking appropriate professional advice in the process; monitoring the physical and emotional well-being of the team and making appropriate interventions where required, having sought appropriate professional advice; making referrals to the occupational health team if there is any doubt over a team member's fitness for duty; monitoring welfare facilities and ensuring that any problems are appropriately addressed to maintain "best-in-class" standards;

- **Effective, responsive and supportive communication and engagement with team members on an individual and a collective basis.** This includes effective communication and delivery of team weekly work schedules and project pathway targets; and timely and appropriate responses to any queries from team members and to any personal or operational problems raised.
- **Meeting the team's logistical needs.** This includes: ensuring a clear, clean and accessible workplace, with timely provision of all required drawings, materials and work instructions; ensuring that the team maintains a safe and clean working environment, controlling materials, waste and equipment; providing clarification to the team about work instructions and drawings; seeking further guidance where instructions seem unclear or ambiguous; planning team activities to ensure that materials and resources are in place for the team to deliver (for example, allocated crane lifts, availability of materials for the task) and that the need for repeated journeys across site is minimised; liaising with other teams to co-ordinate delivery (project schedulers, material stores, etc); developing a technical understanding of work instructions in order to resolve c.90% of questions the team raises; and timely recognition and resolution of problems affecting work schedule delivery (e.g. problems with materials, design drawings or workplace trade interfaces);
- **Ensuring team compliance with working time requirements.** This includes site working hours and designated tea/ meal breaks.
- **Effective application of the project industrial relations arrangements and ethos**
- **Effective and appropriate engagement with senior management.** This includes logging data on the completion of a task, ensuring that the information is passed on accurately and effectively; reporting on observed successes or areas for improvement, to enable the project to continually learn from experience; reporting progress in team project pathway delivery and any problems encountered; and positively engaging in collective project supervisory and management discussions to appreciate the team's position in the overall project pathway plan and to avoid "silo management".
- **Creating a positive team environment and facilitating effective team working,** encouraging team members readily to come forward with ideas for potential improvements in working practices and the workplace environment. This includes providing mentoring to team members to help develop their capability and understanding of the work area (or ensure it is delivered through others).

Knowledge, Skills, Qualifications & Experience:

- Technical competence to the equivalent of the trade competency qualifications associated with the individual post.
- Experience working on site delivering to safety, quality specific specification / instruction within technical area.
- Experience working within a team, with an understanding of the different capabilities required to deliver the activity.

Training:

Pre-requisite training requirements for the post:

- Client/Contractor National Safety Group Safety Passport [CCNSG]
- CCNSG Supervising Safety Course
- Triple Bar for Construction
- Site Safety Supervisors Training Scheme [SSSTS]

- NNB HPC Site Induction

Training requirements to be delivered in post (prescribed time limit to be agreed):

- Institute of Leadership & Management Level 2 Certificate in '@Team Leading' or,
- NECS Supervisory programme along with Operational Excellence
- EDF Energy Nuclear New Build Site Specific Module

Key Behavioural Competencies:

Problem Solving
Decision making
Communication and engagement
Building effective relationships

Health & Safety Responsibilities

Managers and supervisors carry both legal and company responsibilities for ensuring the health and safety of their employees, those under their control, and those who might be affected by the work undertaken, i.e. public, visitors and employees of other organisations. This includes briefing individuals working for them and ensuring there is the necessary understanding, competence and application of requirements to work safely and without harming the environment.

Employees are responsible for ensuring they fully understand the health and safety risks involved in their work activities and their responsibility to apply the controls needed to manage those risks to acceptable levels. Similarly, where work activities can have an adverse impact upon the environment, and particularly where there are legal requirements, employees are responsible for understanding those impacts and the controls they must ensure are applied.

Note: this job description is not an exhaustive list of the responsibilities and activities that the job holder may be required to undertake.

Position	Superintendent
Reporting to	As determined by the employer
Location	Hinkley Point C

Job Purpose:

- Promote and maintain health and safety, including site inspections to ensure safety rules are being implemented in support of a positive Nuclear Safety Culture.
- Provide oversight of the activity of a number of teams, each led by a Supervisor.
- Provide coordination of team activities to ensure delivery to specification (including safety, quality and schedule).
- Provide a safe working environment for Supervisors and their teams to go to work.
- Ensure Supervisors and their teams receive appropriate technical instruction and resources to deliver to specification.
- Provide advice, support and coaching to supervisors, both informally and as part of the supervisory development programme
- Posts will typically have line management accountability for non-working Supervisors and formal line management of their direct reports (for performance management, disciplinary activity, etc).

Dimensions:

- Leadership of multi-disciplined teams delivering within a specific area of the project.
- Typically supervises a team of 3 to 5 Supervisors, each with 8-12 direct reports. Ratio will vary dependent on the scale and nature of the work.
- Typically, these posts have a planning horizon of a month, developing and reviewing fortnightly programmes, over which to consider and plan the activity of the different teams.
- Superintendents will be accountable for managing their area and coordinating with other non-Superintendents, managing interfaces and interdependencies.

Principal Accountabilities:

- Act as the champion for quality and safety of the area's activity, ensuring a culture that supports safety and productivity across the area, and producing method statements.
- Deliver the safety brief and toolbox talks in relation to the activity, clearly setting out the agenda to cover any new activity or areas where the 1st Line Supervisors may be less familiar with the process. Ensure that the brief is received and understood.
- Coordinate and deliver pre- and post-job briefings to ensure clarity on the delivery of activity and tasks, and that feedback is incorporated into future plans.
- Ensure instructions are issued to the different teams in the area and that they are allocated to the appropriate teams.
- Monitor and check the work of the different teams to ensure adherence to safety, quality and time parameters.
- Identify, monitor and manage issues that affect the productivity of the area. Develop ways of working to improve performance.
- Produce programmes against the overall objectives of the area, ensuring this is translated into a schedule to inform the deployment of resources (e.g. calling forward stock, crane time, etc), so that the activity of the teams comply with the critical path of the project.

- Ensure that other teams from the project (materials, logistics, scheduling) are informed of progress so that activity on site is reported and schedules across the project are developed to maximise productivity.
- Develop and maintain strong relationships with the Engineering teams, to ensure technical questions coming from the operative teams are resolved quickly and efficiently, acting to coordinate a response from other technical teams in the project if required.
- Liaise with peers and colleagues from other teams to ensure the activity of the area is integrated with the broader project, making planning adjustments as necessary to incorporate changes and interdependencies.
- Lead the team, ensuring morale, discipline and productivity is managed (including timekeeping), identifying and dealing with issues that requires formal action, in accordance with corporate guidelines.
- Undertake formal performance management of the 1st Line Supervisors, and Operatives where appropriate, to manage the capability and talent within the area.
- Ensure training plans are designed and implemented for all 1st Line Supervisors and Operatives.

Knowledge, Skills, Qualifications & Experience:

- Experience being a team leader of operatives on-site.
- Commercial acumen relating to on site productivity, wastage, time/hours.
- Technical competence to the equivalent of the trade competency qualifications associated with the individual post.

Training:

Pre-requisite training requirements for the post:

- Client/Contractor National Safety Group Safety Passport [CCNSG]
- CCNSG Supervising Safety Course
- Site Safety Supervisors Training Scheme [SSSTS]
- NNB HPC Site Induction

Training requirements to be delivered in post (prescribed time limit to be agreed):

- Institute of Leadership & Management Level 3 Certificate in 'First Line Management' or
- NECS Supervisory programme along with Operational Excellence
- EDF Energy Nuclear New Build Site Specific Module

Key Competencies:

Problem Solving
Decision making
Communication and engagement
Building effective relationships

Health & Safety Responsibilities

Managers and supervisors carry both legal and company responsibilities for ensuring the health and safety of their employees, those under their control, and those who might be affected by the work undertaken, i.e. public, visitors and employees of other organisations. This includes briefing individuals working for them and ensuring there is the necessary understanding, competence and application of requirements to work safely and without harming the environment.

Employees are responsible for ensuring they fully understand the health and safety risks involved in their work activities and their responsibility to apply the controls needed to manage those risks to acceptable levels. Similarly, where work activities can have an adverse impact upon the environment, and particularly where there are legal requirements, employees are responsible for understanding those impacts and the controls they must ensure are applied.

Note: this job description is not an exhaustive list of the responsibilities and activities that the job holder may be required to undertake.

APPENDIX B BENEFITS AND ALLOWANCES

Welfare Benefits

- Employers are required to provide welfare benefits to the standard set out in the table below.

Sick Pay Cover - payable in addition to SSP (excluding first 7 days and payable for a maximum of 26 weeks in total)	Benefit
Week 2-14	£175.15
Week 15-27	£297.89
Death Benefit	
Death in Service Benefit	£35,000
Conditional Death Benefit	£50,000 #Cover extends to 6 months after termination of employment – provided person is not working
Accidental Death Benefit	£40,000
Personal Accident / Permanent & total Disability Benefit	
Loss of sight – one eye	£50,000
Loss of sight – two eyes	£100,000
Loss by amputation or permanent loss of use of:	
One limb	£50,000
Two or more limbs	£100,000
Big toe	£1,000
Any other toe	£500
Four fingers of a thumb	£2,000
Index fingers	£1,250
Any other finger	£750
Permanent disablement from resuming any occupation for remuneration or reward	£100,000

- Sick pay cover will be reviewed annually and increased by CPI. Revised rates will take effect from the first Monday of January. The CPI figures used to calculate these increases will be the average of the monthly-published annualised percentage increases for the 12-month period up to and including the October immediately preceding the review date.

APPENDIX C ACCOMMODATION AND TRAVEL ALLOWANCES¹⁰

Taxation of allowances

1. The allowances set out in this appendix follow provisions of the national construction national working rule agreements and apply to supervisors who work on site. The HMRC recognises the HPC Agreements as supplementary to the construction national working rule agreements. This is in the context of the HPC Agreements' policy of direct employment, with income tax and Class 1 National Insurance contributions deducted at source. The HPC Agreements do not permit the tax avoidance schemes that are otherwise prevalent in the UK construction industry, including bogus self-employment and the use of umbrella companies. Supervisors will be expected to provide and sign off information on forms provided by their employer and, where appropriate, to provide receipts. The purpose is to ensure that there is an audit trail to verify that allowances are paid legitimately and in compliance with HMRC expectations.

Accommodation Allowance

2. Where a supervisor and their employer agree (such agreement not to be unreasonably withheld) that the employee needs to live away from home to work on the project, they will either be paid an accommodation allowance or reimbursed reasonable accommodation expenses, as mutually agreed. Any supervisor whose travel time from home to the nearest project park and ride facility typically exceeds 1 hour will normally be expected to lodge and receive accommodation allowance. In circumstances approved (and periodically reviewed) by HM Revenue & Customs, accommodation allowance payments are tax-free. The accommodation allowance will be paid at the rate of £50.81 per day or £355.67 per week. Accommodation allowance will normally be paid weekly, other than where the working week is broken.
3. If the supervisor is required to make a payment to retain their accommodation when it is not occupied and the employee is absent with permission, they will be paid a retainer payment, subject to providing appropriate evidence of expenditure. For public holidays and periodic leave, the retainer will be £14.92 per day; for annual holidays and sickness absence, it will be £8.60 per day.
4. If a supervisor receiving accommodation allowance is sick during a work period on site and needs to remain in their accommodation, the allowance may continue to be paid for up to 14 days as a special arrangement.
5. When a supervisor receiving accommodation allowance returns home for periodic leave, the allowance will be paid for the day on which they travel home from the site and for the day of the return journey. On the intervening days of holiday, a retainer will be paid as in paragraph 3.

¹⁰ Travel and accommodation allowances in Appendix 3 & 4 are effective from 6 January 2025

6. If a supervisor remains in their accommodation over a holiday period, they will continue to receive accommodation allowance but not periodic leave transport expenses or travelling time payments.

Daily Travel Allowances

7. Supervisors are responsible for getting themselves to work and arriving on time.
8. Daily travel allowances, measured one way from home to site, are for travelling time and costs.
9. There are two types of travel allowance set out in the table below. Table 1 applies to distances travelled to the nearest park and ride centre by the supervisor's own means (in accordance with the table below): table 2 is payable for distances travelled on the free transport provided by the project. (The main park and ride centres are indicated on the site area map below¹¹).
10. Scale 1 allowance is payable to local supervisors (i.e. supervisors who are not eligible for accommodation allowance) whose home is more than 8 miles from the nearest project park and ride facility¹².
11. Enhanced scale 2 allowance (scale 2b) will be payable to supervisors who live at home outside the site area and do not receive accommodation allowance.
12. The distances used to calculate travel allowance will be measured by the fastest route option on Google Maps.¹³
13. Travel allowances will not be payable to: supervisors who are unavailable for work; or workers who arrive at work late or leave work early without the permission of their supervisor (such permission not to be unreasonably withheld).
14. Scale 1 travel allowance provides compensation both for: the cost of travelling daily to and from site; and for the time spent travelling. Scale 2 travel allowances provide compensation for travel time only and are payable to supervisors when travelling to work in transport provided free by the project.

¹¹ Table 1 allowance is not payable to supervisors who receive accommodation allowance, unless: accommodation is not available within 10 miles of a main park and ride centre; and the contractor is satisfied that they are living as near to site as is reasonably achievable.

¹³ Effective date of change 1/11/24

Travel Allowances effective from 6 January 2025.

Table 1

Miles		Travel from home to nearest project park & ride facility		
Over	Not over	Taxable (£ per day on site)	Tax Free (£ per day on site)	TOTAL (£ per day on site)
2	8	0.00	0.00	0.00
8	11	3.53	0.00	3.53
11	14	5.78	1.38	7.16
14	17	9.36	1.98	11.34
17	20	10.41	4.52	14.93
20	25	12.02	6.14	18.16
25	30	13.30	7.41	20.71
30	35	14.37	8.45	22.82
Over 35		15.35	9.46	24.81

Table 2

Miles		
Over	Not over	TOTAL (£ per day on site) (Bus Harmonisation Payment)
2	8	0.00
8	11	2.33
11	14	4.65
14	17	7.54
17	20	9.87
20	25	12.04
25	30	13.63
30	35	15.23
Over 35		16.64

Hinkley Point C Site Area Map



APPENDIX D - Periodic Travel

- Supervisors receiving accommodation allowance will be granted twelve paid weekend home visits each year. These visits will normally be scheduled once per month and arranged wherever possible to coincide with recognised holiday periods.
- On commencement and termination of employment, supervisors entitled to accommodation allowance will be paid transport expenses, comprising fares or vouchers, reimbursed at full standard class single rail fares between the main line stations nearest to the site and the supervisor's place of residence¹⁴. In the case of periodic travel, transport expenses, comprising fares or vouchers, shall be reimbursed at full standard class return rail fares between these stations.
- Supervisors receiving periodic travel expenses will also be paid travelling time of one hour at the basic rate for the first 30 miles and a half hour for each subsequent 20 miles or part thereof of the journey one way. Distances for the purpose of this clause are measured by the fastest route option on Google Maps.¹⁵
- Periodic travel expenses and travelling time are payable on the condition that the supervisor works up to normal finishing time prior to the periodic leave and returns to work on time on the next working day after the periodic leave.

¹⁴ For clarification of the calculation of rail fares refer to Clarification Document No 19 which can be found in the Common framework Agreement

¹⁵ Effective date of change 1/11/24

5. If a supervisor resigns from their job on the project, periodic travel expenses and travelling time are not automatically payable for their journey home. However, the contractor will use reasonable discretion where a resignation arises from health or family reasons.
6. Where workers have to travel long distances to their home and suitable air services are available, the employer, at his sole discretion, may agree to the employees travelling by air. Transport expenses will consist of the standard air fare between the airports nearest to the site and the employee's place of residence plus rail fares between the airport and the station nearest to the site or the employee's place of residence. Travel time for the air flight portion of the journey will be one hour each way at the employee's basic rate¹⁶.

¹⁶ For further information regarding the allocation of, payment for and taking of periodic leave, refer to Clarification Document 17 which can be found in the Common framework Agreement

APPENDIX D SPECIAL LEAVE

1. Bereavement leave will be granted to supervisors who suffer the death of a spouse, civil partner, child, parent, parent-in-law or sibling. In these circumstances, supervisors living at home will be granted up to 5 days' special leave: supervisors receiving accommodation allowance will be granted up to 10 days' special leave.
2. Contractors will use their discretion sympathetically in granting special leave in cases of bereavement. They will also use their discretion sympathetically in deciding whether or not to meet the cost of standard class return rail fare incurred by a supervisor in travelling home and back in such cases.
3. Special leave days will be paid for basic working hours that would otherwise have been worked, at basic rate.
4. Supervisors receiving their entitlement to statutory paternity pay will receive a top-up payment so that the total they receive for the special leave period equals gross pay at basic hourly rate for the normal hours they would otherwise have worked.
5. Maternity leave and maternity pay will be provided on the basis of the statutory maternity scheme. Contractors will ensure that pregnant supervisors are made aware of their maternity rights.
6. Contractors will use their discretion sympathetically and supportively when making decisions about requests for annual holiday or unpaid leave from supervisors who are not eligible for special leave but who need time off to care for family members.

APPENDIX E GUIDELINES FOR PAYING RESPECT ON THE DEATH OF A FELLOW WORKER¹⁷

1. Appropriate ways of paying respect on the death of a work colleague are:
 - a two-minute silence, agreed and communicated through the appropriate LJC;
 - attendance of a small number of work colleagues at the funeral, with sympathetic consideration given by the contractor to granting them paid special leave for the purpose under Appendix 2; and/or
 - collection of donations for the dependants of the deceased.
2. In the event of a death on site, contractors will use their discretion sympathetically in granting permission for workers in the immediate vicinity to leave the site for the remainder of the work period without loss of pay and allowances.
3. In the event of the death of a former work colleague (i.e. one who, at the time of their death, was not engaged to work on the site) contractors will use their discretion sympathetically in granting holiday or unpaid leave to a small number of ex-colleagues to attend the funeral.

¹⁷ For further information regarding Sympathy Stoppages and their qualifying conditions, refer to Clarification Document 16 which can be found in the Common framework Agreement

APPENDIX F REDUNDANCY SELECTION

1. Where a contractor contemplates redundancies, they should seek to establish a methodology for selection decisions based on objective and verifiable evidence. The proposed methodology should be a subject for consultation. Potentially reasonable selection criteria include:
 - performance against relevant specified measures. (These measures may include attendance, timekeeping or disciplinary/ performance support procedure records); and
 - skills, qualifications and experience required to maintain a balanced workforce with the capability to deliver the remaining requirements of the project
2. Length of service with the contractor may be a selection criterion where it is necessary to differentiate between individuals who cannot be readily differentiated through the methodology established under paragraph 1.
3. Workers will have recourse to an appeals procedure where they wish to challenge a selection decision made in relation to them.
4. A contractor will share with the relevant site co-ordinating stewards, on a confidential basis, the names of workers at risk of redundancy following the selection process. Priority will be given to re-brokering such workers on the project in preference to redundancy.

HPC Company Document
HPC SUPERVISORY SECTOR AGREEMENT (SSA)
NOT PROTECTIVELY MARKED

HPC Agreement redundancy payments ready reckoner

Notes

1. The statutory maximum of a week's pay for redundancy payment purposes is **£700** with effect from **6 April 2024**
2. Subject to the statutory maximum, a week's pay includes base pay, overtime and any bonuses.
3. Where pay is variable from week to week, an average of the previous 12 weeks' pay is used in the calculation.
4. The HPC Sector Agreements provides for redundancy payments as set out in the table below.
5. The HPC scheme provides more beneficial redundancy payments at the lower end of the service spectrum.
6. Continuous service generally means uninterrupted service with your **current** employer.

Service (years)	≤ 26 weeks	≤ 52 weeks	≤ 2	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Age (years)	1	2	4	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
18	1	2	4	6	6																	
19	1	2	4	6	6	6																
20	1	2	4	6	6	6	6															
21	1	2	4	6	6	6	6	6														
22	1	2	4	6	6	6	6	6	6													
23	1	2	4	6	6	6	6	6	6	6												
24	1	2	4	6	6	6	6	6	6	6	6											
25	1	2	4	6	6	6	6	6	6	6	6	6 1/2										
26	1	2	4	6	6	6	6	6	6	6	6	7	7 1/2									
27	1	2	4	6	6	6	6	6	6	6	6 1/2	7	7 1/2	8	8 1/2							
28	1	2	4	6	6	6	6	6	6	6 1/2	7	7 1/2	8	8 1/2	9	9 1/2						
29	1	2	4	6	6	6	6	6	6	7	7 1/2	8	8 1/2	9	9 1/2	10	10 1/2					
30	1	2	4	6	6	6	6	6	6	7	8	8 1/2	9	9 1/2	10	10 1/2	11	11 1/2				
31	1	2	4	6	6	6	6	6	6	7	8	9	9 1/2	10	10 1/2	11	11 1/2	12	12 1/2			
32	1	2	4	6	6	6	6	6	6	7	8	9	10	10 1/2	11	11 1/2	12	12 1/2	13	13 1/2		
33	1	2	4	6	6	6	6	6	6	7	8	9	10	11	11 1/2	12	12 1/2	13	13 1/2	14	14 1/2	
34	1	2	4	6	6	6	6	6	6	7	8	9	10	11	12	12 1/2	13	13 1/2	14	14 1/2	15	15 1/2
35	1	2	4	6	6	6	6	6	6	7	8	9	10	11	12	13	13 1/2	14	14 1/2	15	15 1/2	16
36	1	2	4	6	6	6	6	6	6	7	8	9	10	11	12	13	14	14 1/2	15	15 1/2	16	16 1/2
37	1	2	4	6	6	6	6	6	6	7	8	9	10	11	12	13	14	15	15 1/2	16	16 1/2	17
38	1	2	4	6	6	6	6	6	6	7	8	9	10	11	12	13	14	15	16	16 1/2	17	17 1/2
39	1	2	4	6	6	6	6	6	6	7	8	9	10	11	12	13	14	15	16	17	17 1/2	18
40	1	2	4	6	6	6	6	6	6	7	8	9	10	11	12	13	14	15	16	17	18	18 1/2
41	1	2	4	6	6	6	6	6	6	7	8	9	10	11	12	13	14	15	16	17	18	19
42	1	2	4	6	6	6	6	6	6 1/2	7 1/2	8 1/2	9 1/2	10 1/2	11 1/2	12 1/2	13 1/2	14 1/2	15 1/2	16 1/2	17 1/2	18 1/2	19 1/2
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44	1	2	4	6	6	6	6 1/2	7 1/2	8 1/2	9 1/2	10 1/2	11 1/2	12 1/2	13 1/2	14 1/2	15 1/2	16 1/2	17 1/2	18 1/2	19 1/2	20 1/2	21 1/2
45	1	2	4	6	6	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
46	1	2	4	6	6	6	7 1/2	8 1/2	9 1/2	10 1/2	11 1/2	12 1/2	13 1/2	14 1/2	15 1/2	16 1/2	17 1/2	18 1/2	19 1/2	20 1/2	21 1/2	22 1/2
47	1	2	4	6	6	6	7 1/2	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
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49	1	2	4	6	6	6	7 1/2	9	10 1/2	12	13	14	15	16	17	18	19	20	21	22	23	24
50	1	2	4	6	6	6	7 1/2	9	10 1/2	12	13 1/2	14 1/2	15 1/2	16 1/2	17 1/2	18 1/2	19 1/2	20 1/2	21 1/2	22 1/2	23 1/2	24 1/2
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59	1	2	4	6	6	6	7 1/2	9	10 1/2	12	13 1/2	15	16 1/2	18	19 1/2	21	22 1/2	24	25 1/2	27	28	29
60	1	2	4	6	6	6	7 1/2	9	10 1/2	12	13 1/2	15	16 1/2	18	19 1/2	21	22 1/2	24	25 1/2	27	28 1/2	29 1/2
61	1	2	4	6	6	6	7 1/2	9	10 1/2	12	13 1/2	15	16 1/2	18	19 1/2	21	22 1/2	24	25 1/2	27	28 1/2	30

APPENDIX G SIGNATURES OF AGREEMENT

CLIENT

.....
Robert Jordan

For and on behalf of NNB (HPC) Generation Company Limited

Date:

UNIONS

.....
Jason Poulter

For and on behalf of UNITE

Date

.....
Andy Jennings

For and on behalf of Prospect

Date