

COMMUNITY LIAISON GROUP AGREED TERMS OF REFERENCE

1) General Purpose

The liaison committee exists to discuss any issue which arises at a site of relevance to the operation of the site and its effect on the environment and local people living or working nearby. It will endeavour to foresee and overcome problems and strive to minimise conflict between the operation of the site and the local community.

2) Our Aim:

- a) The group is established for the purpose of providing a good neighbour liaison during the construction, operational and de-commissioning phases of the Recycling and Energy Recovery Facility (RERF) development on Pontefract Lane, Cross Green, Leeds.
- b) Veolia Environmental Services will inform members of the group of the various stages and elements of the development of the RERF.
- c) Members of the group will become knowledgeable about the proposed facility and the current and proposed way to handle Leeds' black bag waste and C&I waste.
- d) Veolia will become knowledgeable about local issues and develop a better understanding of how the local community feels in relation to the development and its operations and how this might affect/contribute to the local community.

2) The Group:

- a) The group will share information and engage in discussions about the issues regarding Veolia's permission to build and operate the RERF at Cross Green, Leeds without prejudice to people's positions on the permission.
- b) Members will represent the interests of groups rather than attend as individuals and will use their local knowledge or experience to suggest how this impacts on the local community. Not more than two representatives from any locally based community organisation expressing an interest in participating shall attend. This is considered to be the most effective method of disseminating information throughout the local community. Representatives from local community organisations expressing an interest to participate in the Group shall attend subject to the agreement of the existing members of the committee (as detailed in 3f below).
- c) The group will inform Veolia's plans for wider consultation to ensure that the consultation process reaches people who want to find out more and voice an opinion.
- d) Staff from Veolia will attend all meetings and will participate in discussions.
- e) Representatives from the Local Planning Authority and relevant departments of the City Council (e.g. Waste Management Team) and The Environment Agency shall be invited to all meetings
- f) During discussions, it is expected that members of the group will make their views known by raising questions, points of concern and alternative suggestions. Veolia (along with their specialist contractors) will respond to these.
- g) The aim of the group is not to change peoples' minds or achieve consensus.
- h) Membership of the group in no way implies your personal support of or objection to the construction or operation of the facility
- i) No decision or view of the liaison committee shall be binding upon Veolia or the City Council.

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3) Membership:

- a) The group will consist of members of the public and other interested parties invited by Veolia to represent the Leeds RERF's neighbours. Members should represent a cross section of views.
- b) Members will operate in accordance with 2b) with those individuals representing the interests of the local community. However, individual membership is allowed when an individual is invited by the liaison committee (for example if that individual is affected in a specific and unique manner)
- c) The following groups will additionally be invited to attend as appropriate:
 - City Council councillors in whose ward the site is located and adjacent Wards, also
 - The Environment Agency
- d) Size of the group: There will be no limit on the number of members in the reference group and there will be a maximum of 15 members in the core group to allow effective discussions but also a good balance and representation from local residents.
- e) Membership is on a voluntary basis. Should a member wish to leave, the need for an appropriate replacement will be discussed within the group a replacement then determined by the relevant organisation.
- f) The liaison committee may co-opt any person it wishes to co-opt who has a relevant interest in the site and shall be empowered to withdraw co-option if it wishes, at any time.
- g) Non-attendance shall not disqualify anyone from attending a meeting they are entitled to attend.

4) Operation:

- a) The meetings will be independently facilitated by a Chairperson. The 'chair' will plan the way that the meetings are run. The chair will also suggest an agenda based on their understanding of what the group has requested and what is feasible to cover in the agreed time. The agenda shall consistently as minimum cover:
 - Approval of the minutes of the previous meeting,
 - A report by Veolia of recent and forthcoming events,
 - Anything else of notable interest which Veolia wishes to raise, and
 - Discussion (all members).
- b) The role of the chairman shall also include a periodic check on the reporting arrangements for community representatives.
- c) The liaison committee shall have a meeting annually to elect a chairperson and vice chairperson, neither of whom shall be a representative from Veolia or the City Council and neither shall be able to vote. This meeting may coincide with the quarterly liaison meetings.
- d) Veolia will be responsible for setting up the liaison committee meetings to be held at the Richmond Hill Community Centre during construction and then at the RERF when operational. The Richmond Hill Community Centre or an alternative venue (agreed with the liaison committee) shall be used during the decommissioning phase. On occasions meetings may take place elsewhere and at different times e.g. to enable a visit to an operational Energy Recovery Facility.
- e) The committee shall decide when next to meet but as a minimum must meet twice a year.

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- f) Agendas and minutes will be circulated in advance and after each meeting to the liaison group. Minutes will be circulated to members within 4 weeks of the date of a liaison meeting having taken place and placed on the Veolia Leeds website for public viewing.
- g) Members may submit comments and questions to be raised during the meeting by contacting Veolia through the free phone helpline 0800 085 8980, emailing Leeds.Enquiries@veolia.co.uk, or writing to FREEPOST VEOLIA.
- h) Ground rules for behaviour at the meetings are agreed by the group to ensure the meetings run smoothly. Currently these rules include:
 - Mobiles off when in the meeting
 - One person speaks at a time in the meeting
 - Listen as well as talk
 - During the presentations, make a note of your questions and ask at the end
 - Local administration is to be undertaken by Veolia who will make the necessary logistical arrangements for the group.

This list is open and can be added to and reviewed as needed.

5) Communications:

- a) The content of the full meeting report will be transcribed by Veolia. Comments will not be attributed to individuals or organisations without clear agreement. If additional information is requested to be included with the report by the group it is included as an appendix or clearly differentiated within the report as being added afterwards & not at the meeting.
- b) Veolia may keep the press up to date with the process of the group, but direct journalists to the meeting reports if they want to know more about specific conversations.
- c) Reports from meetings will be sent to the wider reference group and will be made available to the public by posting them on the Veolia Leeds website as well as circulating them to interested parties.
- d) Members are expected to discuss the issues raised at the meetings with others and bring their views to the meetings. This is part of their responsibility as representatives of other people in the community.

4. Accountability

The City Council reserves the right to dissolve a liaison committee and reconstitute a new one.

JC
7th August 2013