

Aberdeen Energy from Waste Stakeholder Group

AGREED TERMS OF REFERENCE

December 2015

1) General Purpose

The objective of the Group is to encourage discussion between interested parties of issues relating to the proposal to develop an Energy from Waste facility at East Tullos, Aberdeen. It will endeavour to ensure there is relevant and appropriate communication with the local community throughout the process.

The Stakeholder Group does not have any enforcement or decision making role. The Group will be able to raise relevant issues with Aberdeen City Council, and will be kept informed about progress of the project.

The Stakeholder Group will continue for as long as:

1. The community wants and needs it.
2. There are matters to be discussed.

2) Our Aim:

a) The group is established for the purpose of providing good liaison during the planning phase for the facility and will consider how the group may continue if the facility moves to the construction and operation phases.

b) Aberdeen City Council will inform members of the group of the various stages and elements of the planning process.

c) Members of the group will become knowledgeable about the proposed facility and the current issues surrounding waste management, and in particular energy from waste, in the north east of Scotland. This may include site visits to comparable facilities in other areas.

d) Aberdeen City Council and its partners 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 Aberdeen City Council's proposal to build and operate the EfW at East Tullos, Aberdeen without prejudice to people's positions on the permission.

b) The aim of the group is not to change peoples' minds or achieve consensus.

c) Members will represent the interests of groups or organisations 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 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 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).

d) The group will inform Aberdeen City's plans for wider consultation to ensure that the consultation process reaches people who want to find out more and voice an opinion.

e) During discussions, it is expected that members of the group will make their views known by raising questions, points of concern and alternative suggestions. Aberdeen City Council (along with their specialist contractors) will respond to these.

f) No decision or view of the stakeholder group shall be binding upon Aberdeen City Council.

g) Membership of the group in no way implies your personal or organisation's support of or objection to the construction or operation of the facility

3) Membership:

a) The group will consist of members of the public and other interested parties invited by Aberdeen City Council to represent local community interests. 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 will be invited to attend as appropriate:

- Staff from Aberdeen City Council's Waste & Recycling Team who will attend all meetings and will participate in discussions.
- Representatives from the Planning Authority and relevant departments of the City Council (e.g. Roads & Transport, Community Planning, Environmental Health, Housing) and the Scottish Environment Protection Agency shall be invited to all meetings.
- City Council councillors in whose ward the site is located and adjacent Wards,
- The Scottish Environment Protection Agency
- Representatives from the local business community
- Community councils representing the local communities
- Charities/Third sector groups (e.g. Friends of the Earth)
- Other relevant organisations as agreed by the group

d) There will be a limit of 25 members in the Stakeholder Group to allow effective discussions but also a good balance and representation from the local community.

e) Membership is on a voluntary basis. Should a member wish to leave, the need for a replacement will be discussed within the group and a replacement then determined by the relevant organisation.

f) The liaison committee may co-opt any person it wishes to co-opt that 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,
- An update report by Aberdeen City Council and details of any forthcoming events,
- Anything else of notable interest which Aberdeen City Council wishes to raise, and
- Discussion (all members).

b) The role of the chairman shall also include a periodic check on the reporting arrangements for representatives in the group.

c) Aberdeen City Council will be responsible for setting up the liaison committee meetings. The first meeting will be held at the Town House, Broad Street, Aberdeen. The venue for further meetings will be agreed by the group at the inaugural meeting on 8th December 2015.

d) The committee shall decide when next to meet but as a minimum must meet four times per year.

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 Energy from Waste website for public viewing (www.abzre.net).

g) Members may submit comments, agenda items and questions to be raised during the meeting by contacting Aberdeen City Council by emailing: wastestrategy@aberdeencity.gov.uk or by telephone on 01224 489344. Agenda items should be submitted not less than 7 days before the meeting date.

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
- Local administration is to be undertaken by Aberdeen City Council 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) Minutes will be taken at each meeting. Comments will not be attributed to individuals or organisations without clear agreement.

b) Aberdeen City Council may keep the press up to date with the process of the group, but will direct journalists to the meeting reports/ minutes if they want to know more about specific conversations.

c) 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.