

**MEMORANDUM FOR THE OPERATION OF
LIAISON GROUPS FOR MINERAL WORKING,
WASTE MANAGEMENT & ENERGY SITES**

1. General purpose of the liaison group

The principal purpose of a liaison group is 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 should endeavour to foresee and overcome problems and strive to minimise conflict between the operation of the site and the local community. It is a forum to facilitate regular discussion between the local community and site operator. The Liaison Group has no decision making powers.

2. Members of a liaison group

(a) The following parties shall be represented on a liaison group:

- a planning officer; and
- the site operator.

(b) As a minimum, the site operator shall also send invitations to:

- City Council Councillors in whose ward the site is located;
- the parish council for the area;
- not more than two representatives from any locally based community organisation expressing an interest in participating;
- the site owner; and
- the Environment Agency in respect of waste sites.

(c) Individual membership of a liaison group is not allowed unless the individual is invited by the existing members of the liaison group, for example if that individual is affected in some specific and unique manner, such as living in a house near the boundary of the site.

(d) Community representatives shall be determined by the relevant organisation.

(e) Non-attendance shall not disqualify anyone from attending a meeting they are entitled to attend.

3. Administration

- (a) The site operator shall be responsible for arranging meetings of the liaison committee and providing an agenda of a meeting which shall be circulated **at least one week ahead of a scheduled meeting**. Within **2 weeks** of the date of a liaison meeting having taken place, the minutes shall be distributed by the site operator to: the City Council; the Environment Agency; ward members; all attendees of the meeting and; any other interested parties who have requested a copy of such. Minutes and agendas shall be distributed by post unless attendees or members of the group have supplied their email address to the operator and have agreed to receive correspondence via email.
- (b) A City Council Councillor in whose ward the site is located shall act as chairperson unless it is agreed otherwise by those present at the meeting.
- (c) The agenda of a liaison meeting shall include as a minimum:
- approval of the minutes of the previous meeting; and
 - a report by the site operator of recent and forthcoming events;
 - details of any complaints received since the preceding meeting and how these are being addressed; and
 - anything else which the operator wishes to raise.
- (d) The chairperson shall, in liaison with those present at the meeting, decide when next to meet but as a minimum meetings shall be held twice per year. Additional meetings may be requested by the chairperson following an extraordinary event that raises local concern.
- (e) The site operator shall ensure that a copy of the planning permission, approved plans / documents and Legal Agreement (if relevant) are available at all liaison meetings. If a Permit has been issued for the operation of the site then this shall also be made available.
- (f) Any valid complaints or concerns raised by attendees of the meeting relating to the operation of the site shall be minuted. The complaints or concerns raised shall be discussed at the meeting and a timescale agreed (including clear actions and responsibility) for investigation and / or resolution. The outcome of the investigation shall be reported at the next available meeting.

4. Accountability

- (a) No views of a liaison group shall be binding upon the operator, the owner or the City Council.