

Coylton Greener Grid Park

Terms of Reference

Introduction

In order to facilitate dialogue between communities and the team working to develop Coylton Greener Grid Park, Statkraft is seeking to establish a Community Liaison Group (CLG). The CLG, will operate throughout the construction phase of development.

Objectives

- The primary purpose of the group is to facilitate dialogue between Statkraft, local representatives, communities, organisations and stakeholders with an interest in the development of Coylton Greener Grid Park.
- The CLG is a forum for Statkraft to communicate updates about the construction of the site, including latest progress and upcoming events.
- The CLG is an opportunity for local representatives to ask questions of the project team and give feedback on construction management measures.
- The CLG will contribute to any consultation required as a result of the ongoing development of the site.
- The CLG will have the opportunity to provide input into plans to engage the community around construction issues.
- The CLG's functions are separate to the administration of the Community Benefit Fund for the site. Any matters relating to the Fund should be addressed through Grantscape.

Membership

- Membership of the CLG should be well balanced and representative with no particular interest group dominating; inclusive and open to all stakeholder groups from across the local community. No member should be turned away and prevented from participating, unless they breach the code of conduct (see later).
- In order to keep the CLG at a manageable size, membership will be limited to representatives of stakeholder groups rather than being extended to individuals. However, individuals will be able to monitor the progress of the CLG through the project website, and will be invited to make representations to the CLG through the CLG Chair, the website's online feedback mechanism or through another CLG member.
- It is intended that members of the CLG will liaise with members of the organisations they represent, both to pass on information discussed at meetings of the CLG and to represent their member's comments or concerns at CLG meetings and to Statkraft representatives.

- The initial invite list has been prepared by the project team. This should be confirmed by agreement at the first meeting of the Community Liaison Group.
- The CLG may decide to add further representatives as the construction project proceeds, by unanimous agreement of all current members.
- Membership will be a standard agenda item for each CLG meeting so that any new organisations that are established in the local community will have the opportunity to join the group.

Initial invitees

The CLG shall initially include representatives invited from:

- Ochiltree Community Council (two representatives)
- Drongan Community Council (two representatives)
- Statkraft
- Relevant current contractors on-site (arranged in liaison with Statkraft)
- East Ayrshire Ward Councillors

Chair

- The CLG will initially be chaired and administered by Statkraft. However, subject to the agreement of the first meeting of the CLG, the chair will be passed over to a community representative, such as parish council or ward member, not later than the third meeting of the group.
- The Chair's purpose will be to facilitate discussion, allowing diverse local voices to be heard.
- The role of Chair is to chair the meeting in a fair and inclusive manner and ensure that its business is conducted properly, in accordance with the terms of reference.
- The Chair will ensure that all members are fully involved and encouraged to contribute to discussion at the CLG, and that principles of equal opportunities and valuing diversity are applied.
- Additionally, the Chair will ensure that meetings are planned and run effectively, focus on key issues and priorities of the group and that the decisions of the CLG are reached in an open and transparent manner.

Administration

- Statkraft will be responsible for the administration of the group, including the arrangement of meetings and the issuing of agendas and minutes in collaboration with the Chair.
- Agendas should be issued to members at least one week prior to a CLG meeting.
- Minutes should be issued to members not later than one week following a CLG meeting, and published on the project website not later than two weeks following a CLG meeting.
- Any costs associated with administration such as printing and venue hire are the responsibility of Statkraft.

Meetings

- The CLG will decide where it would like meetings to take place, with the typical expectation that they will be held in a convenient and accessible location close to the site, or virtually.
- Meetings will take place on a quarterly basis.
- Agendas for subsequent meetings will be discussed at each meeting and must conform to the terms of reference.
- All CLG members have the right to suggest items for the meeting agenda and Statkraft will attempt to ensure that relevant members of the project team attend each meeting so that items are fully discussed.
- Agendas and minutes will be available to the public on the project website.

Code of Conduct

- All CLG members will be expected to sign up to a code of conduct to ensure that the group is run in an orderly and professional manner, where members respect the views of others and are able to express themselves without fear or intimidation or their opinions appearing in the media.
- An open and inclusive discussion is essential for the effective functioning of the group and disruptive behaviour will not be tolerated.
- If members break the code of conduct, the Chair will issue a warning and if such behaviour continued, the Chair has the right to exclude them from the meeting. The CLG will then vote if this is a temporary or permanent exclusion.
- If uninvited guests turn up at the meeting, providing there is room to accommodate them, they will be allowed to listen to the proceedings but not to interfere or disrupt. If disruptive guests do not moderate their behaviour, then the Chair will have the right to suspend the meeting and reconvene at a later date.

Date Agreed: