



**Runcorn Energy from Waste Facility (Runcorn EfW)
Local Liaison Forum**

TERMS OF REFERENCE

Function and Purpose of Forum

- i. The Runcorn EfW Local Liaison Forum is required under the Section 106 Agreement dated 25 January 2008 between Halton Borough Council and INEOS Chlor Limited:

“The owner agrees not to Implement the Permission until it has submitted to the Council a scheme detailing the membership and frequency of meetings to be held by a local liaison forum and the Council has approved in writing the said scheme and to carry out the scheme in accordance with the Council’s approval unless otherwise agreed in writing with the Council.”

- ii. The purpose of the Forum is to provide an open channel of communication between Viridor, TPSCo, Halton Borough Council and community stakeholders from those areas located nearest to the Runcorn EfW facility. This will be a two-way process to ensure that residents (and other parties with an interest or role in the operation of the site or services) are informed about the ongoing operations at the facility and to provide a vehicle for the asking and answering of questions concerning the facility. Viridor will undertake to provide an immediate response to such queries where possible, and a rapid and formal response where otherwise appropriate. Viridor will use the group to provide regular updates on developments relating to operations and where possible, to consult the wider community in advance of site developments.
- iii. The key deliverable of the Forum will be effective communication between all interested parties. This will be achieved through open and honest discussion based on matters directly relevant to the Runcorn EfW facility.
- iv. Although Forum meetings will not be open to members of the public, the minutes of the meetings will be available to the public, and it is envisaged that Forum representatives will report back to their respective organisations/areas.
- v. The Forum be chaired by the Viridor Waste Management Limited, as operator of the facility.
- vi. The Forum may, by prior agreement only, invite other organisations to address its meetings where their contribution would be directly relevant. These organisations would not become permanent to the Forum and their attendance at meetings would be strictly limited.

- vii. The Forum will have no executive authority or collective authority, no funding, and no access to the Developers' records or information that it considers to be commercially confidential.
- viii. The purpose of, and need for, the Forum will be subject to periodic review by Halton Borough Council

Membership

Halton Borough Council – 2 officers
Halton Borough Council – 6 elected members
Viridor - 1 representative
TPSCo – 1 representative
Environment Agency - 1 representative

All representatives will be named individuals.

Secretariat

Viridor will provide all secretariat services for the Forum, including chairing the meetings.

Minutes and Public Access

Minutes will be taken at each Forum meeting. These minutes will be circulated following each meeting, for sign off at a later date.

Although the Forum meetings will not be open to the public or the media, the minutes will be available for public inspection via the Runcorn EfW website, or in hard copy upon request.

Frequency of Meetings

Forum meetings will be held every three months. However, the Forum can decide on the appropriate frequency of meetings. In addition, communication with Forum representatives will be undertaken outside of meetings as and when appropriate/necessary.

Venue and Timing

The suggested venue would be Runcorn ERF with a starting time of 4.00pm. The meeting will last for approximately 2 hours or for as long as is necessary.

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