

COMMUNITY LIAISON GROUP (CLG) - TERMS OF REFERENCE

1.1 *Aims and Purposes*

The objective of the Community Liaison Group (CLG) is to encourage discussion between interested parties of issues relating to the construction, operation and restoration of Woodhouse Colliery in Whitehaven. It is intended to be a forum for the open exchange of information.

The Community Liaison Group may raise issues with West Cumbria Mining (WCM) and will be kept informed by WCM.

The role of the Community Liaison Group is to:

- Provide a vehicle for communication and engagement with the local community
- Provide a forum to discuss local views, concerns and aspirations regarding the development
- Promote and improve understanding of the operation of the Woodhouse Colliery
- Provide a communications channel for WCM to report on actions taken in response to suggestions, recommendations or concerns raised through the group or from any other medium
- Contribute to the monitoring, updating and implementation of the Health Impact Assessment (HIA) and Travel Plans

1.2 *Membership*

Membership of the Community Liaison Group comprises of interested parties and may ordinarily include the following:

- Representatives of WCM, usually from WCM's senior management team
- Representative of external agencies eg the Environment Agency, Police
- Relevant officials from local authorities
- Representatives from the local community eg residents and local groups
- Relevant local authority ward members (councillors).

Total membership of the Community Liaison Group shall be limited to 20 people.

Membership will be reviewed annually by the Group.

The Chairperson is a representative of West Cumbria Mining. The Chairperson has the right to invite other people to attend the Committee as required. Members of the Group may send a substitute to meetings that they cannot attend in person. In the event that a member fails to attend three consecutive meetings (without sending apologies or a substitute) their place will be offered to another suitable person.

1.3 Operation

Meetings are held every two months unless otherwise required and agreed by Community Liaison Group members.

An agenda is prepared for each meeting and agreed with the Chairperson prior to the meeting. All points to be raised at a meeting should be submitted in writing to the Chairperson at least 14 days before the meeting (at the discretion of the Chairperson), to allow time for all parties to prepare.

1.3.1 Standard Agenda

The standard agenda for the meeting is: -

- Safety Brief
- Actions from Previous meeting
- Update by WCM
- Feedback from CLG members
- Specific agenda item 1
- Specific agenda item 2
- Date of Next meeting

1.3.2 Voting

In the general course of events, the meeting is not expected to require a vote.

In the event that a vote is required, the chairperson will frame the question to be voted on, and only those members of the CLG present will be eligible to vote. WCM attendees do not have a vote.

1.4 Accountability

The CLG may be dissolved and reconstituted by Cumberland Council if it is not operating effectively.

1.5 Publicity of Meetings;

The venue for meetings is, where possible, at WCM's office at the Haig Pit Museum, or a nearby community facility. The date and time of the meeting are publicised on the WCM website at least 14 days prior to each meeting.

1.6 Recording of Meetings and Access to the Record of Meetings

Minutes are recorded and distributed by WCM and published on the WCM website.