



**Incinerator Liaison Committee**  
**Terms of Reference (updated 24<sup>th</sup> November 2017)**

**Objective**

The objective of the ILC is to encourage discussion between interested parties on issues relating to the operation and maintenance of the EfW CHP Facility. It is intended to be a forum for the open exchange of information.

**Scope**

To raise issues affecting the local community with MVV, the regulator (Environment Agency) and other statutory bodies.

**Role**

The role of the ILC will be to:

- Provide a vehicle for communication and engagement with the local community
- Receive information about sponsorship applications and awards
- Understand local waste awareness / reduction initiatives and promote these where possible
- Promote and improve understanding of the operation of the EfW CHP Facility by challenging MVV when necessary, acting as ambassadors for the Facility and providing input into the annual newsletter

**Membership**

The ILC shall consist of:

- Up to 11 representatives from the local community, residents or environmental groups (from which the Chairperson shall be appointed)
- Up to two relevant local authority ward members (councillors)

In the event of a vote being required, only these members may take part and a quorum requires at least five voting members to be present.

Total membership of the ILC shall be limited to 12 voting members and reviewed annually. Members of the committee may send a substitute to meetings they cannot attend in person. In the event that a member fails to attend three consecutive



meetings (without sending apologies or a substitute) they will be deemed to have left the committee.

### **The Chairperson**

- Shall be appointed annually at the first meeting of the year and have a maximum term of office of three years
- Can be removed by a simple majority vote of the ILC members
- Has the right to invite other people to attend committee meetings as required

### **Organisation**

- The venue for meetings will be the Community Area of the Facility whenever possible, or a nearby community facility
- Meetings will be held quarterly on the third Thursday of the months of January, April, July and October unless otherwise required and agreed by ILC members
- An agenda will be prepared for each meeting and agreed with the Chairperson prior to the meeting
- Minutes will be recorded and distributed by MVV along with the next meeting agenda at least two weeks in advance of each meeting
- Meetings shall be limited to one hour

### **Representatives**

From the following list, representatives shall attend ILC meetings but will not have a vote:

- MVV, usually from the senior management team
- South West Devon Waste Partnership

From the following list, representatives may be invited to attend meetings or give a written report:

- The Environment Agency
- Relevant Local Authority officials
- Ministry of Defence
- Waste management operator(s)



## **Press and guests**

- ILC meetings will be advertised on MVV's website and from time to time in other forms of media
- Press and other guests should make their attendance known in advance to ensure that enough space is available for them

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