

Lower Thames Crossing
6.3 Environmental Statement
Appendices
Appendix 2.2 – Code of
Construction Practice
including Register of
Environmental Actions and
Commitments (REAC), First
Iteration of Environmental
Management Plan
Annex D – Community Liaison
Group - Initial Terms of
Reference

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Annex D – Community Liaison Group - Initial Terms of Reference

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Annex D Community Liaison Groups – Initial Terms of Reference

D.1 Introduction

- D.1.1 National Highways will work closely with relevant stakeholders on the membership of the proposed Community Liaison Groups (CLGs), which will include representation from the local community. Attendance and membership will be published on the A122 Lower Thames Crossing (Project) website.
- D.1.2 The detailed Terms of Reference with the CLGs will be co-produced with local community participants in advance of construction commencing and would be reviewed annually to ensure relevance.

D.2 Purpose

- D.2.1 The scope of the CLGs will be to ensure that local residents are appropriately informed and therefore prepared for forthcoming changes and construction activities, and to assist in ensuring local communities are aware of the opportunities (such as those regarding employment and training) that the Project is promoting. CLGs will also enable communities to raise concerns relating to construction in a timely way to help explore local solutions.
- D.2.2 The number of CLGs required and topics covered by the groups will be dependent on Project phase and need. The location of individual CLGs will focus on identified geographic areas of high sensitivity to construction changes. CLGs will cover the needs of a range of stakeholders and have specific regard for groups covered by the Equalities Act 2010.

D.3 Membership

- D.3.1 As the exact topics to be covered by the CLGs are not yet determined, membership at this stage cannot be prescriptive. As a minimum, they will likely comprise the following:
- a. Representative from National Highways
 - b. Traffic manager
 - c. Travel Plan Manager
 - d. Chair Workers Accommodation Working Group
 - e. Local councillors and relevant officers

f. Relevant stakeholder representatives (this will be dependent on the remit of the individual CLG)

g. Members of the public

D.3.2 Membership will be reviewed annually by the Chair to ensure that those members (particularly where they are members of the public) are able to commit to being an active participant in the group.

D.4 Meetings, working arrangements, timing and frequency

D.4.1 Each CLG would meet on a monthly basis, unless otherwise agreed. Whether this is a virtual or in-person meeting will be decided based on the need of the particular CLG and membership thereof. Meeting duration would vary depending on need.

D.5 Roles and responsibilities

D.5.1 A Chair of each CLG would be appointed. The Chair would be responsible for:

- a. Organising and leading CLG meetings
- b. Developing agendas, briefing papers and minutes for the CLG meetings and circulating these to Travel Plan Liaison Group (TPLG) members
- c. Seeking advice from members on any conflict of interest, including pecuniary ones
- d. Coordinating consensus on any recommendations

D.5.2 CLG members would be responsible for:

- a. Regularly attending and actively participating in meetings, or providing a nominated delegate at each meeting in their absence
- b. Representing their relevant organisation or group at meetings and providing expert advice, direction and endorsement to deliver appropriate outcomes for their respective group
- c. Consulting within their organisation or community to communicate CLG actions, outcomes and next steps including sharing endorsed minutes within a week of publication

D.5.3 A notice of each meeting confirming the agenda and relevant attachments would be forwarded by the Chair to each member prior to the meeting date.

D.5.4 Meetings would cover progress with and close out of the previous meeting's actions.

D.5.5 An invitation to suggest items for the agenda will be sent out two weeks ahead of each meeting. The agenda will then be circulated prior to the meeting.

D.6 Nominated delegates

D.6.1 To ensure consistency and continuity, the use of nominated delegates should be avoided if at all possible. If nominated delegates are to be used, this should be notified and agreed in advance by the CLG. Nominated delegates should be of a broadly equivalent position/status as the relevant CLG member in terms of knowledge and experience of the group's work and should be fully briefed in advance by the nominated group member and have full authority to act on the group member's behalf.

D.7 Subgroup meetings

D.7.1 It would be for the CLG to determine whether it is appropriate to set up subgroups to deal with particular identified issues, or identify group members to represent the CLG at other working groups and forums.

D.8 Review and reporting

D.8.1 Reporting would be captured through meeting minutes which will be published and circulated to the CLG members. Any actions arising from the CLG meetings would be documented in the minutes and reviewed again at the next meeting.

D.8.2 CLG minutes will be published online (the exact location of publication will be confirmed depending on the Engagement and Community Plan) to ensure full transparency and access to communities affected.

D.9 Outcomes

D.9.1 The National Highways representative will be responsible for taking and circulating the minutes of the meeting to the CLG. These would capture and document any decisions, advice or recommendations.

D.9.2 Outcomes across the CLGs are likely to be varied. However, it is expected that the following types of outcomes would be monitored and reported:

- a. Key decisions made and outcomes of decisions
- b. Identify key issues and their current status, including whether they have been successfully resolved

- c. Record of further community engagement pursued

D.10 Code of Conduct

- D.10.1 It is expected that positive participation and a collaborative approach would be taken and that the Nolan Principles (HM Government, 1995) for committee meetings would be adhered to.

D.11 Reimbursement of costs/expenses of CLG members

- D.11.1 The CLG would reimburse reasonable travel costs or expenses (including costs incurred in booking meeting venues/facilities, etc.) for CLG members participating voluntarily. This would include relevant community stakeholders and members of the public. This would reduce barriers to participation.

D.12 Media and public comment

- D.12.1 CLG members would not be restricted from discussing issues with or providing their own opinions to the media.

D.13 Governance/performance monitoring

- D.13.1 A detailed Terms of Reference will be created for the CLGs as part of the Engagement and Communications Plan. This will cover an overall approach to the CLGs under the headings above. There will also be consideration for any particular community need within each CLG established, with the Terms of Reference offering flexibility to include any particular principles that apply to a specific topic area.

D.14 Interrelationship with other working groups/forums

- D.14.1 The interrelationship with other working groups and forums will be confirmed within the ECP. The topic area covered by the CLG will determine its interaction with other working groups and forums and may require sub-group attendance.

D.15 Funding/securing mechanism

- D.15.1 National Highways would fund the preparation, implementation and operation of the CLGs, including the activities related to the implementation of the CLG.

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