

# **SUTHERLAND SPACEPORT Ltd COMMUNITY LIAISON GROUP TERMS OF REFERENCE**

## **Role and Remit**

The primary purpose of the Sutherland Spaceport Ltd (SSL) Community Liaison Group is to be the main interface between the community, the Sutherland Spaceport project, construction contractor and the Launch Site Operator (LSO) for commercial operation (as appropriate to the stage of the project).

In this role it exists to:

- provide an interactive, two-way channel of communication between local stakeholders and different aspects of the project.
- provide regular updates both of community interests and views as well as updates from the SSL project and the LSO to the community.
- Scrutinise and comment on all aspects of the project, including (but not exhaustive to):
  - Progress of programme
  - Safety
  - Environment
  - Community benefit
  - Socio economics
- Provide views and comments on the future of the site.
- Facilitate participation with the wider local community to ensure two-way cascade of information.
- Recognising the various aspects of this project the roles/remit will be kept under view as the project reaches different phases (ie planning, construction, operation).

## **Community**

For the purposes of the community benefit/socio economics the community is defined as Melness, Tongue and Skerray (the community council area).

It is recognised that there will be other organisations/individuals interested in the environmental and safety aspects of the site and therefore the community definition is a broader one and cannot be defined by geography.

### **Membership**

Membership of the SSL Community Liaison Group should reflect the local community and its interests. The SSL Community Liaison Group should have the provision to include:

- Representatives of MCE
- Elected representatives of the local community (or a representative of them)
- Appointed representatives of relevant local stakeholder interests, such as but not exclusive to, education, community development, emergency services,
- Representatives from environmental groups

Membership will be reviewed on a 3 yearly basis and organisations will be requested to consider representation on the same timescale. Where new members cannot be recruited existing members can remain on the group until a replacement is found.

In addition, the group should have the provision to request representation from:

- Highlands and Islands Enterprise.
- Launch Site Operator.
- Others (as appropriate dependent on stages of project)

These groups/individuals would be invited, as appropriate, dependent on subject matter discussed. None of these representatives will have voting rights.

The core membership of the SSL Community Liaison Group should consist of representation from:

- Melness Crofters Estate
- Grazing Committee
- Highland Council
- Community Council representative
- Caithness Chamber of Commerce (representing business community)
- Up North Community Trust
- RSPB Scotland
- Education

The core membership would have voting rights at times when agreement cannot be reached, and a vote is required.

Others to be included in membership (dependent on subject matter) could include, but not exhaustive to:

- HIE Area Manager (C&S)
- Senior school pupil(s)
- Sutherland Community Planning Partnership
- Caladh Sona Action Group

Those indicated above would have no voting rights.

### **Industry and Site Representatives (attendance would dependent on stage of project)**

- Highlands and Islands Enterprise.
- Launch Site Operator.

### **Invite when required**

- MP for Caithness, Sutherland and Easter Ross
- MSP for Caithness, Sutherland and Easter Ross
- The Highland Council (representative from emergency arrangements or planning)
- Launch Service Providers
- Experts within space industry
- Regulators

The SSL Community Liaison Group would have the ability to co-opt individuals onto the group on a short-term basis for independent expert advice as appropriate.

### **The Chair and Vice-chair**

The Chair and Vice-chair of SSL Community Liaison Group should be:

- Independent of the site developer and site operator
- Elected by voting members from within their number and re-appointed every year.
- The tenure of the Chair and Vice-chair should be no longer than 3 years (however exceptional circumstances or full agreement from the group could allow these positions to extend beyond 3 years).
- If the Chair or vice-chair no longer finds themselves representing their respective organisation there should be a period of a 3 month handover or until a new incoming chair/vice-chair is nominated by the group to allow continuity in the intervening period.

- Transparent about any conflicts of interest, by declaring them at the start of SSL meetings.
- Represent the SSL Community Liaison Group on wider groups or at events.
- Accountable for:
  - Upholding the SSL Community Liaison Group's constitution in its entirety.
  - Respecting the boundaries of SSL business
  - Planning forward to ensure agendas meets the needs of stakeholders, in the context of SSL Community Liaison Group objectives.
  - Managing SSL Community Liaison Group meetings to ensure a balance of views is heard and that all members are able to contribute to discussions.
  - Liaising with the secretariat to enable the development of both new and existing members through appropriate training, site visits and other support.
  - In conjunction with other nominees, represent the Liaison group at national level and in other meetings as appropriate.
  - Circulating updates, via the Secretariat, in a timely manner with an opportunity for discussion.
  - Reviewing SSL Community Liaison Group's performance and operation at least every three years with the site developer and/or site operator.
  - Assisting the SSL secretariat in assessing SSL activity requirements for the year ahead.
  - Considering with the secretariat how best to provide for smooth succession of the Chair post.

### **Member's role and responsibilities**

SSL Community Liaison members are responsible for:

- Representing their organisation or 'community of interest' actively, including consulting on major agenda items.
- Formally updating their organisation or community of interest after meetings, either verbally or in writing.
- Attendance at meetings, where possible, or sending a nominated representative.
- Reading all paperwork circulated in advance of meetings.
- Updating other members promptly after representing them at another meeting.

### **Secretariat**

The Secretariat should be the first point of contact for any issue relating to the SSL Community Liaison Group and will operate an open and transparent policy.

Secretariat support would normally include:

- Administering meeting dates, venues, and refreshments
- Reimbursing agreed out of pocket expenses for members on SSL business (out with the county).
- Booking travel and accommodation where appropriate.
- Draft and promptly circulating and publishing minutes of meetings to members, including an executive summary which can be passed on to their constituents.
- Managing and upkeeping a website
- Circulating papers to members as required, including communications from external bodies.
- Organising inductions for new members
- Budgeting for, administering and paying for all costs involved in the above.

### **Meetings**

Full meetings of the group should be held at least biannually, with meetings being called throughout the year by the LSO or the Community Liaison Group as needed. These meetings will be held in Melness or Tongue with one meeting per year to be held in public.

Formal notice of the public meeting should be advertised in the Northern Times at least seven days prior to the date of meeting and on the website.

Meetings should be held in a location that is freely accessible to all members and public when attending. The timing should be convenient to stakeholders so that as far as possible they are not inhibited or prevented from attending.

As the need arises, consideration should be given to holding additional or special meetings to deal with particular issues that may fall outside the routine business of the SSL Community Liaison Group.

### **Conduct of business**

#### **Quorum**

For a meeting to be quorate the following conditions will be met:

- The chair and secretary or duly appointed substitutes must be present.
- No less than 3 voting members or their duly appointed substitutes must be present.
- If any member of the SSL Community Liaison Group is unable to attend any meetings, the person or body responsible for appointing such person as a member of the group shall be entitled to appoint another person to attend such

meetings as a deputy, provided this nominee is acceptable to the SSL Community Liaison Group. Where practical substitute members should be pre-registered with the secretary.

- If a member organisation does not send a representative to three consecutive full meetings the organisation may lose their place on the SSL Community Liaison Group.
- If a member no longer represents their respective organisation they can remain on the SSL Community Liaison Group, for handover purposes, for a period of 3 months or until a replacement is found.

## **Agenda**

The agenda for the meetings should be set to ensure that all matters contained in the terms of reference are adequately addressed in the light of local site and community needs.

Standard headings for the agenda should include.

- Chair's introduction
- Minutes of previous meetings
- Actions status
- Project updates
- Safety/Security
- Environment
- Programme
- Socio economics / community development
- Any Other Business

The agenda will be kept under review and amended dependent on the phase of the project.

The agenda will normally be published no less than 8 working days before a meeting. Any other business should be communicated to the Secretariat before the meeting.

Where possible, members of the group (and other interested stakeholders) should be encouraged to table questions ahead of the meeting via the Secretariat, if a question is unable to be answered at the meeting an action will be placed to ensure the response is noted at the following meeting.

Whereby the group will endeavour to reach consensus agreement there may be matters requiring formal decision or resolution. If such consensus cannot be agreed the issue

should be put to the vote on the basis of simple majority. In the event of a deadlock, the Chair should have a casting vote.

### **Executive summary**

An executive summary highlighting the main points of the meeting will be issued 5 working days following the meeting to allow representatives to cascade to members of their respective organisations. This summary will also be posted on the website in the same timescale.

### **Minutes**

The minutes will be approved by the Chair and shall normally be issued no less than 10 working days before the date of the next meeting. The draft minutes will be ratified at the next meeting and once endorsed shall be placed on the website.

### **Papers**

Papers will normally be issued to members no less than 5 working days prior to the date of the meeting at which they are scheduled to be taken. Reference numbers will be obtained from the Secretariat who will be responsible for issuing papers.

### **Sub-groups**

To augment routine reporting and monitoring mechanisms, the group may consider setting up subgroups (both permanent and temporary) or holding special meetings to explore particular issues in more detail. Subgroups might be requested to concentrate on a specific area or to carry out a specific work package on behalf of the main committee.

Subgroups should elect a subgroup chair who will carry out subgroup chair duties, including reporting progress at the full meeting. Subgroup chairs should be rotated on yearly basis.

Subgroups will only be formed if the need arises and with full agreement from the members.

Members of SSL CLG should also consider representation at other meetings that have been set up in order to take forward the project and dependent on subject matter will be agreed by this committee as to the most appropriate representation.

### **Annual public meeting**

The group will hold one public meeting per year, this meeting will not be an AGM.

### **Review**

The Terms of Reference will be kept under review on a yearly basis.

Any amendments to the Terms of Reference will be discussed and agreed by SSL CLG members.

When the phases of the project changes (from planning to construction to operation) the Terms of Reference will be considered to reflect any changes required to reflect the change of phase in project.

SSL CLG ToRs

Approved/Updated 19/09/2023