

STAKEHOLDER CONTACT REPORT

Group	Community Forum
Date & Time	31 March 2011 – 12 noon to 4pm
Venue	Queensferry Hotel
Format	PowerPoint presentation and discussion re Community Forums Terms of Reference
Attendees for FRC	David Climie (DC) (part), Ross Hornsey (RH), Anne-Marie Martin (AMM), Andy Pope (AP), Keavy O’Neill (KON), Allan Buchan - BIG (AB), Anna Gormley - BIG (AG).
Attendees for stakeholder(s)	Keith Giblet (KG) – QDCC, Martin Gallagher (MG) – QDCC, Jim George (JG) – NQCC, Bill King (BK) – Rosyth CC, Evelyn Woollen (EW) – Newton CC, Doug Tait (DT) – BRIGS, Les Chapman (LC) – BRIGS
Apologies	Steve Lee - Kirkliston Community Council, Dawn Keller Inverkeithing Community Council

	Consideration by:	Action by:
INFORMATION PROVIDED		
<p><i>DC and RH gave update on the project and highlighted community engagement commitments for both employer and contractor.</i></p> <p><i>DC highlighted that in mid-summer the relevant TS team members would co-locate with the main contractor at a temporary Contact & Education Centre as part of FETA’s offices.</i></p>		

KEY POINTS OF STAKEHOLDER FEEDBACK

Views on Forum

RH requested a brief overview from participants of what they hoped the Community Forum (CF) would deliver.

KG (QDCC) hoped CF would help communities engage with the contractors and obtain foresight of planned works so that QDCC can better inform the community it represents.

MG (QDDC) hoped CF would help bring residents' concerns to the contractor and represent the community.

JG (NQCC) highlighted concerns about the access to NQ and works around Ferrytoll. Hoped CF would help inform community re planned works. Also highlighted Deep Sea World car parking issue and the continued provision of an overflow car park. AMM advised that NQCC would sent information regarding the current position.

BK (RCC) main interest is in Fife ITS and sufficient advanced notice regarding works. Highlighted local concerns re recent lack of communication regarding removal of tress and difficulty in interpreting plans supplied by post - RH emphasised that advanced discussions at future CF meetings should help avoid such problems. BK highlighted community concerns re Compulsory Purchase Notices posted – AP explained rational for current notices.

EW (NCC) hoped forum would provide a mechanism for communities to be informed and to inform the decision making process (before decisions are taken). Welcomed the statement by DC that the CF will inform his decisions. EW highlighted concern that quarterly format may be insufficient to inform decision making, especially in early stages.

DT (BRIGS) – thanked TS for allowing BRIGS to participate. Clarified that BRIGS, although not a community council, was established following

KON sent JG
07.04.11

discussions with QDCC and was formed to ensure scale of support required by local residents on the FRC project could be met. Hopes that community concerns will be addressed and that CF will help in gathering/disseminating information.

LC (BRIGS) Highlighted requirement for frequent updates. Suggested there was scope for follow-up exhibition – RH clarified that further exhibitions/briefings would be undertaken once the final design had been confirmed by the contractor. AMM confirmed that the project is currently in a mandatory EU “stand still” period which ensures fairness for bidders and that the contract has yet to be signed by the preferred bidder. RH also confirmed that there are current restrictions on what can be issued during a pre- and post- election period. LC highlighted that it is important that any correspondence is dealt with at the soonest opportunity – RH emphasised response times to information requests were within deadline and it was a particularly busy period for project staff.

Agreed terms

Discussion focussed on options paper for developing the Forums – e.g.

- splitting forums geographically
- frequency of meetings

It was agreed that:

Structure/terms

- Three geographical forums would be established based on the three contracts
- Forums would be named Community Forums (CFs) rather than Community Council Forums
- The CFs would mainly focus on strategic issues including timetables of advanced works.
- Initially, individual complaints should be dealt with through complaints process rather than the CF (e.g the CF would only consider

unresolved issues). Feedback on complaints to be provided in advance of meetings.

- Meetings would be open but agenda items brought by main representative groups would be considered to ensure agenda can focus on agreed Terms of Reference.
- Members of public and district councillors can attend.
- Initially, the same Terms of Reference will be applied across all three community forums (and other planned FRC forums –e.g. Noise/Traffic). Each community forum can then adapt these as required.
- Time of meetings and venues for each forum would be based on member feedback – e.g. early evening?

Representation

- Representatives from all three contractors will attend all meetings.
- Representatives of each Forum can attend other forum meetings.

Reporting

- Agenda and papers for each Forum will be circulated in advance to members of all three.
- Draft minutes will be circulated to Forum members for their approval.
- Minutes will be issued (by email/post) to attendees and non-attendees from other forums.
- Minutes will be posted on the web

Frequency

- Quarterly meetings will be held with all three meetings taking place over a relatively short period (e.g within a few weeks). However, Forums may decide to meet more often, as appropriate.

Questions

Q How long will the temporary Contact &

<p>Education Centre operate?</p> <p>A The C&EC build should be completed by early Aug/Sept 2012. Until then, local residents will still be able to meet and talk with the contractor at the temporary facility.</p> <p>Q Will you share the community liaison aspects of the contract?</p> <p>A It should be possible to share non-confidential parts of the contract. The community liaison elements of the contract are covered in the Code of Construction Practice. Perhaps this could be an agenda item for the first Community Forum?</p> <p>Q When will final design and indicative timeline be produced?</p> <p>A Relatively soon (e.g. early summer) and it will be shared – summer briefings will be scheduled to support this.</p> <p>Q What is the TS definition of stakeholder?</p> <p>A Anyone who has an explicit interest in the project or might have an interest but does not realise this.</p> <p>Q Who will attend from TS? Will DC attend Forum meetings.</p> <p>A Senior representatives and specialists based on agenda items. Yes, DC will attend as appropriate.</p> <p>Q Will presentation materials be available in formats that are easy to pass on?</p> <p>Primary distribution method will be the formal reports issued in advance and minutes. There are, issues in forwarding, for example, PowerPoint materials where they are large file sizes or context is not provided because they are pictorially led. These will be made available if requested.</p> <p>Q How will data on complaints be provided – e.g. split into areas?</p> <p>A We have still to clarify this as we must ensure</p>		
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<p>individuals cannot be identified.</p> <p>Q Will reports to inform the Community Forums be published?</p> <p>A Yes</p> <p>Q Are you updating the Engaging with Communities document?</p> <p>A Yes, once the contract has been signed and main contractor consulted. This will be a summarised version of the Code of Construction Practice.</p>		
QUESTIONS FOR RESPONSE		
None		
AGREED ACTIONS		
Terms of Reference to be redrafted based on discussions and circulated for comment.		TS
Further feedback to be copied to all members.		All
In addition: TS to amend wording of point (e) in section 4 Principles – draft “for comment”.		TS
Forum members must comply with general principles of Community Councils "Code of Conduct" or the relevant Code of Conduct that a member is governed by (e.g. BRIGS representatives on the Forum are required to comply with the BRIGS Code of Conduct for Executive Committee Members)		TS
TS to add section highlighting how Terms of Reference are accepted and can be extended.		TS
Reference to Forums ability to invite evidence from experts (e.g EHO) to be added.		TS
Following approval, Terms of Reference to be published		TS/All
Meetings to be arranged for early June – where		All

formal adoption of Terms of Reference to be agreed.		
TS advised that representatives should forward emails to frcenquiries@transportscotland.gsi.gov.uk .		