



SCA TISSUE EUROPE - PRUDHOE MILL

SCA COMMUNITY CONSULTATION FORUM

1. Objective of the Community Consultation Forum (CCF)

The SCA Prudhoe Mill Community Consultation Forum is established to promote discussion and communication of issues and developments about the SCA Prudhoe Mill site, which are of interest to members of the local community.

2. Role of Community Consultation Forum

The forum will operate as a medium for sharing views and promoting an opportunity for dialogue with the local community through their representatives.

Such matters will include:

- SCA initiatives
- Prudhoe Mill priorities – plans related to the site.
- Community Activities
- Community Feedback and Input

Such matters will not include

- Matters relating to individuals
- Matters relating to SCA policy decisions.

3. Composition of Community Consultation Forum

The members of the Forum shall be:

SCA

- Factory & Site Manager or nominated deputy. (Chair)
- HR Manager
- PR Representative

Community Representatives

- Parish Councils from surrounding area: Wylam x1, Ovingham x1, Horsley x1
Broomley & Stocksfield x 1
- Town Council – Prudhoe x1
- Northumberland County Council x1
- Northumberland Fire Services x 1

In addition

- The Community Consultation Forum may invite other guests to attend when an issue is being discussed which concerns a development or initiative.

4 Meetings

- 4.1 The Community Consultation Forum will meet on a six monthly basis. These meetings will be arranged with as much notice as possible to ensure a quorum.
- 4.2 There must be at least five members of the Forum present at a meeting to constitute a quorum. This should be made up of three Community Representatives and two Company Representatives. In the event of there being less than five members present, the meeting will be postponed until a convenient date can be arranged.
- 4.3 Special meetings will be called to discuss urgent issues or give feedback on urgent or important issues.
- 4.4 Items for the agenda should be sent to the SCA Factory & Site Manager.
- 4.5 There may be occasions where a subject raised requires significant discussion. The Forum will have the ability to call an extraordinary meeting to discuss such a topic.
- 4.6 If a Forum member has a particular interest or has raised an issue and is unable to attend, then the subject or issue, if practical, will be held over to the next meeting.
- 4.7 Minutes of each meeting will be written up and circulated via the e-mail as soon as possible after each meeting. They will also be available on the internet.
- 4.8 In the event of larger specific items being discussed this information may also be communicated by directly by Management either by individual letter or alternative appropriate methods.

5 Appointment of Representatives

- 5.1 Community Representatives will be appointed on the basis of one per parish or town council.
- 5.2 Additional Representatives from appropriate organisations can be co-opted with the agreement of the Forum.

6 Constitution

- 6.1 Clauses in this constitution can only be altered, deleted or added to after the change has been discussed and agreed at a Forum meeting.
- 6.2 This Constitution will become effective April 2007 when the inaugural Forum Members will be asked to adopt and sign their acceptance of the Constitution.

Signed by:

Date:

Position