

Mossmorran & Braefoot Bay Independent Air Quality Monitoring Review Group

APPENDIX 1. THE REVIEW GROUP: CONSTITUTION AND TERMS OF REFERENCE

The Review Group reports to Fife Council, which requires its operating costs to be financed by ExxonMobil Chemical Limited (ExxonMobil) and Shell UK Limited (Shell). The Review Group members are appointed by Fife Council.

Professor Sibbett continues as Independent Chair, with representatives from Fife Council, SEPA and the Institute of Occupational Medicine (IOM) participating as members. The Review Group also includes a representative from NHS Fife, Public Health Department and two members represent the local Community Councils. This is designed to ensure that timely and informative communications can be provided in respect of any relevant health issues that might arise in the local communities. Representatives of ExxonMobil and Shell attend the Review Group meetings by invitation.

The full constitution and terms of reference of this reconstituted group are given below. Briefly, the Review Group's approach to carrying out its functions has been re-assessed, allowing it to take less involvement in the monitoring of air quality, but instead to focus attention on the review of such data. Of particular relevance are issues relating to any health concerns raised by residents within the local communities and a key role is assisting with the communication of information regarding environmental air quality.

Detailed Constitution and Terms of Reference

1.0 TITLE

1.1 The Group is known as the Mossmorran & Braefoot Bay Independent Air Quality Monitoring Review Group (referred to below as the Review Group).

2.0 INTRODUCTION

2.1 The Review Group was formed to provide advice and recommendations to Fife Council (formerly Fife Regional Council and Dunfermline and Kirkcaldy District Councils) regarding the monitoring of air emissions arising from the operations at the Mossmorran plants and the Braefoot Bay terminal facilities. Specific terms of reference which previously pertained were as required by planning conditions applying to the operation of the plants.

2.2 The Review Group's approach to carrying out its functions has been re-assessed, allowing it to take less involvement in the monitoring of air quality, with its primary responsibilities being re-directed towards reviewing such data. Of particular relevance are issues relating to any health concerns raised by residents within the local communities, **34** Mossmorran and Braefoot Bay Independent Air Quality Monitoring Review Group 2018 Annual Report

and a key role is assisting with communications of air quality related information.

3.0 TERMS OF REFERENCE

3.1 The Review Group (as reconstituted in terms of para. 2.2 above) has the following remit:

- (i) To provide advice on air quality related monitoring arrangements.
- (ii) To review air quality monitoring data obtained at sites in the vicinity of the Mossmorran complex and the Braefoot Bay terminal.
- (iii) To consider, advise and make recommendations on the outcome of monitoring data. The Review Group intends by inclusion in its membership of public health representation that timely and informative communications can be provided in respect of any relevant health issues that might arise in the local communities.
- (iv) To submit reports to Fife Council and to make presentations as appropriate to representatives of the Community Councils that are local to the Mossmorran plants and the Braefoot Bay terminal. The Review Group intends inclusion in its membership of representation from the local Community Councils to assist with this communications related responsibility.

3.2 These terms of reference shall not imply any responsibility for, control over, or restriction of the statutory or common law positions of Fife Council, Shell UK Limited (Shell), ExxonMobil Chemical Limited (ExxonMobil), or any other local authority, statutory authority or agency, or company, or institution, nor derogate from the rights, powers and responsibilities of such authorities, agencies, companies or institutions.

4.0 APPROACH

4.1 The Review Group's approach will be based on:

- (i) Making the Minutes of its meetings publicly available;
- (ii) Ensuring that all reports produced by, or on behalf of, the Review Group are fully documented and contain source references to all relevant data;
- (iii) Providing regular and non-technical summaries on its activities;

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- (iv) Informing the local communities through submissions to existing liaison structures (i.e. primarily the Mossmorran & Braefoot Bay Community & Safety Committee) and through direct presentations by Review Group members as appropriate, and
- (v) Being open to approaches from local communities and individuals.

5.0 MEMBERSHIP

5.1 Membership of the Review Group comprises appropriate representation from the following:

- An Independent Chair
- Fife Council officials
- Institute of Occupational Medicine (IOM)
- Scottish Environment Protection Agency (SEPA)
- NHS Fife Public Health Department
- Community Councils on the Mossmorran & Braefoot Bay Community & Safety Committee (inland and coastal)

5.2 The Review Group will invite representatives of Shell and ExxonMobil to attend meetings, and may invite others to address group members on issues related to the terms of reference set out at paragraph 3.1 above.

5.3 The Review Group Secretary (see para. 6.2 below) shall maintain a current register of members, for distribution and information purposes.

5.4 ExxonMobil and Shell maintain a list of Community Council contacts who are notified of flaring.

6.0 OFFICE BEARERS

6.1 The Independent Chair may be nominated by any member of the Review Group. If any change in the appointment as Chair is proposed, the agreement of Fife Council will be required.

6.2 The Review Group approves the appointment of a Secretary, who prepares a record of meetings and is responsible, in consultation with the Chair, for preparing agenda papers, summoning the meetings, and circulating a record of meetings to the membership.

6.3 The finalisation of reports by the Review Group shall be as determined by the Chair.

7.0 MEETINGS **36** Mossmorran and Braefoot Bay Independent Air Quality Monitoring Review Group 2018 Annual Report

7.1 The Review Group will meet as frequently as is considered necessary by the Chair (normally at least once a year), having regard to the remit set out at paragraph 3.1 above.

7.2 The Secretary shall send to all members and others, as appropriate, a record of the previous meeting, together with notice and agenda papers for all meetings of the Review Group, at least seven days before the day of the meeting.

7.3 Business shall be in keeping with the terms of reference set out at paragraph 3.1 above.

8.0 FINANCE

8.1 The companies, having met the cost of monitoring work previously undertaken in fulfilment of planning conditions, shall meet relevant costs based on the advice of the Review Group.

8.2 The local authority shall meet any reasonable costs of the administration of the Review Group.

APPENDIX 2. MEMBERSHIP OF THE REVIEW GROUP

This Appendix contains information provided by Fife Council, membership as at December 2018. **Name**

**Designation/
Representing**

Address

A. MEMBERS

| | | |
|----------------------|---|--|
| Prof. Wilson Sibbett | Independent Chair | School of Physics & Astronomy, University of St Andrews |
| Mary Stewart | Major Business & Customer Service Fife Council | Enterprise, Planning and Protective Services, Glenrothes |
| Kenny Bisset | Fife Council (Enterprise, Planning and Protective Services) | Enterprise, Planning and Protective Services, Glenrothes |
| Dr Karen Galea | Institute of Occupational Medicine (IOM) | Research Avenue North, Riccarton, Edinburgh |
| Ian Brocklebank | Scottish Environment Protection Agency (SEPA) | Operations Technical Support Unit East, Scottish Environment Protection Agency, Edinburgh Office, Silvan House, 231 Corstorphine Road, Edinburgh, EH12 7AT |
| Dr Chris McGuigan | NHS Fife (Public Health) | Cameron House, Windygates |
| Elizabeth Beattie | Crossgates & Mossgreen Community Council | Crossgates (Inland) |
| William Dryburgh | Aberdour Community Council | Aberdour (Coastal) |

B. BY INVITATION

| | | |
|-------------------|------------------------------|---------------------------------|
| Norman White | Shell UK Limited | Fife NGL Plant, Mossmorran |
| Teresa Waddington | Shell UK Limited | Fife NGL Plant, Mossmorran |
| John Raine | Shell UK Limited | Fife NGL Plant, Mossmorran |
| Ben Lindsay | Shell UK Limited | Aberdeen |
| Isabel Matson | Shell UK Limited | Fife NGL Plant, Mossmorran |
| Jan Prentice | Shell UK Limited | Fife NGL Plant, Mossmorran |
| Kylie Bishop | Exxon Mobil Chemical Limited | Fife Ethylene Plant, Mossmorran |

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| Gillian Doel | Exxon Mobil Chemical Limited | Fife Ethylene Plant, Mossmorran |
| Catherine Cubitt | Exxon Mobil Chemical Limited | Fife Ethylene Plant, Mossmorran |