



## Policy and Resources Committee – 15 February 2016

### Waste Project Board – Terms of Reference

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#### **Purpose of report**

This report seeks Member approval of the terms of reference for the Waste Project Board.

#### **Attachments**

Appendix 1: Draft Terms of Reference

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#### **1.0 Background**

- 1.1 The Waste Project Board has been formed to develop recommendations to be considered by the Policy and Resources Committee and the Council that will lead to the future delivery of waste, cleansing and ancillary services by this Council beyond August 2018, the expiry date of the current arrangements.
- 1.2 The Project Board will consist of five Elected Members and will be chaired by an Elected Member.
- 1.3 The Project Board will be facilitated by the Head of Environmental Services, The Waste Services Manager and supported by officers as appropriate.
- 1.4 The Project Board held its first meeting on 20 January 2016 and agreed terms of reference at that meeting (attached at Appendix 1).

#### **2.0 Equality and Diversity Implications**

- 2.1 There are no equality and diversity implications.

#### **3.0 Legal Implications**

- 3.1 There are no legal implications.

#### **4.0 Risk Management**

- 4.1 Risks relating to the provision of waste services are currently captured on the Council's risk register as:
  - RM ENV 001 – Failure to protect environmental quality in open spaces
  - RM ENV 003 – Inefficient or unsatisfactory waste collection service
  - RM ENV 005 – Excessively contaminated recycling stream
  - RM ENV 006 – Challenge to ENC position on Waste Regulation 12
  - RM ENV 007 – Reduction or withdrawal of recycling credits
- 4.2 Failure to provide adequate waste collections and street cleansing would result in
  - Failure to meet our statutory duties
  - Damage to reputation
  - Potential for financial sanctions

## 5.0 Resource and Financial Implications

5.1 There are no financial implications arising from the approval of the Terms of Reference.

## 6.0 Constitutional Implications

6.1 There are no constitutional implications as a result of this report.

## 7.0 Corporate Outcomes

7.1 The provision of good quality waste management arrangements supports the following corporate outcomes:

- Good Quality of Life – by ensuring that waste and recycling is collected in a safe, timely and efficient manner and contributing to a cleaner environment, which in turn has an impact on antisocial behaviour and general well being of residents.
- Good Value for Money – The waste collection service represents a significant portion of the Council's operational budget and it is critical that the provision of these services is done without unnecessary increases in cost.
- High Quality Service Delivery – The waste collection services is unique as it is the only service that every household experiences on a weekly basis, irrespective of any other needs or requirements. As a result the service is an ambassador for this Council and a perceived poor service results in poor satisfaction with the Council as a whole.

## 8.0 Recommendation

8.1 The Committee is recommended to approve the Terms of Reference of the Waste Project Board.

<b>Legal</b>	Power:				
	Other considerations:				
<b>Background Papers:</b>					
<b>Person Originating Report:</b> Charlotte Tompkins, Waste Services Manager ☎ 01832 742208 ✉ ctompkins@east-northamptonshire.gov.uk					
<b>Date: Oct 2015</b>					
<b>CFO</b>		<b>MO</b>		<b>CX</b>	



**reducereusecycle**  
in East Northamptonshire

## Waste Project Board Terms of Reference

<b>1.0</b>	<b>Role and Membership of the Project Board</b>
<b>1.1</b>	The Project Board will consist of five Elected Members and will be chaired by an Elected Member.
<b>1.2</b>	Members will be identified at the Annual Meeting.
<b>1.3</b>	The Project Board Chairperson and Vice Chairperson will be elected at the start of the first meeting of the Project Board.
<b>1.4</b>	For the Project Board to be quorate, a minimum of three elected Members must be present at the meeting.
<b>1.5</b>	The end date for the Project Board is 31 December 2018.
<b>1.6</b>	In accordance with the Council's constitution 4.1 rule 23 the Project Board has no formal powers of decision making and all proposals for changes to the service will be considered and approved by the Policy and Resources Committee which would then make recommendations within the budget and policy framework. The Project Board will present reports to the Policy and Resources Committee for all key decisions and milestones of the project.
<b>1.7</b>	<p>Whilst the Waste Project Board will not be a decision making body the Project Board will be asked to develop the approach to the provision of Waste Services from 01 August 2018 until 31 July 2025, by defining the following for consideration;</p> <ul style="list-style-type: none"> <li>• scope of the service</li> <li>• method of procurement of the service</li> <li>• specification of service</li> </ul> <p>It should be noted that during the life time of this project there are activities within Northamptonshire to identify large scale efficiencies to reduce the overall cost of waste management in the County. The Project Board should be kept aware of any emerging issues that relate to these activities and consider them as part of the wider context of waste management for Northamptonshire.</p>
<b>1.8</b>	<p>The requirements as defined in para 1.7 shall be in line with the Council's constitution and shall seek to contribute to the Corporate Outcomes of;</p> <ul style="list-style-type: none"> <li>• Clean           <ul style="list-style-type: none"> <li>• By identifying an appropriate level of specification to ensure that the Council's statutory duties are met with regard to clean streets and minimisation of litter.</li> <li>• By ensuring that waste and recycling collections are suitable for the locality and residents.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Healthy             <ul style="list-style-type: none"> <li>• By ensuring that waste management arrangements are continuous and have the appropriate business continuity plans in place.</li> </ul> </li> <li>• Safe             <ul style="list-style-type: none"> <li>• Areas where there is evidence of environmental crimes, such as litter, fly tipping and graffiti tend to have lower levels of public satisfaction and wellbeing. The service can contribute to improvements in public satisfaction by ensuring that incidents of environmental crime are responded to appropriately and in a timely manner.</li> </ul> </li> </ul>
<b>1.9</b>	Any procurement project that is agreed as part of the actions for this Project Board will be run in accordance with the Council's Procedure Rules (part 4.6 of the Constitution) and will be in accordance with The Public Contracts Regulations 2015.
<b>1.10</b>	<p>In addition the members of the Project Board will also be asked to;</p> <ul style="list-style-type: none"> <li>• Monitor the progress of the project against any agreed project plans.</li> <li>• Receive regular reports from the waste management team and senior officers and provide any comments and/feedback on these reports.</li> <li>• Act as 'critical friends' throughout the process by providing challenge, feedback and comments.</li> <li>• Act as the 'voice for the constituents' within the district to ensure that community views can be taken into account where required.</li> <li>• Give advice and suggestions on ways in which the community can be engaged with to ensure that the community are thoroughly informed and involved in any agreed projects.</li> <li>• Acts as 'champions' for the successful delivery of any agreed projects.</li> <li>• Undertaking tasks and activities as agreed and directed by the discussions of the Project Board.</li> </ul>
<b>2.0</b>	<b>Format of Meetings</b>
<b>2.1</b>	<p>The Project Board will be facilitated by the Head of Environmental Services, the Waste Services Manager and supported by officers as appropriate. The agenda and reports will be sent to Members at least 3 days in advance of the meeting. If Members wish for specific issues to be considered these can be raised at the meeting and officers will research these issues and present them to a future meeting of the Project Board.</p> <p>The Project Board will report to Policy and Resources Committee at key milestones during the project and for any decision for which the Project Board wishes the Council to consider.</p>