

# Gloucestershire Resources and Waste Partnership

## Terms of Reference

### 1 Member Councils

1.1 The membership of the Gloucestershire Resources and Waste Partnership (the “GRWP”) is comprised of the following councils:

(a) **GLOUCESTERSHIRE COUNTY COUNCIL** (the “Waste Disposal Authority” / “WDA”);

and the following district councils of Gloucestershire (the “Waste Collection Authorities” / “WCAs”):

(b) **CHELTENHAM BOROUGH COUNCIL;**

(c) **COTSWOLD DISTRICT COUNCIL;**

(d) **FOREST OF DEAN DISTRICT COUNCIL;**

(e) **GLOUCESTER CITY COUNCIL;**

(f) **STROUD DISTRICT COUNCIL;** and

(g) **TEWKESBURY BOROUGH COUNCIL.**

### 2 Vision

2.1 The vision of the GRWP is as follows:

*“We will work together to promote resource efficiency and provide sustainable, safe and cost effective waste management in order to respond to our climate emergency, to conserve natural resources and to protect our environment.”*

### 3 Purpose

3.1 The purpose of the GRWP is to provide countywide leadership and a framework for joint working between its Council Members on resources and waste related matters. The GRWP has been formed to develop and oversee the strategic, financial and operational roles set out in paragraph 7 hereof.

### 4 Status

4.1 The GRWP is a forum which considers the development and implementation of the Gloucestershire Resources and Waste Strategy.

- 4.2 The GRWP is not a legal entity, hence it does not itself have any statutory powers, functions or duties, nor is it under any statutory obligation pursuant to the Local Government Act 1972 to hold meetings in public or to provide public access to meetings.
- 4.3 These Terms of Reference are not intended to be legally binding, and no legal obligations or legal rights shall arise between the parties from these Terms of Reference. The parties enter into these Terms of Reference intending to honour all their obligations hereunder.

## **5 Principles**

- 5.1 The Member Councils shall comply with the following shared principles:
- 5.1.1 To treat waste as a resource and ensure that it is managed in accordance with the waste hierarchy;
  - 5.1.2 To put climate change considerations at the heart of our decision making.
  - 5.1.3 To work in partnership with each other in order to continuously improve waste management services within Gloucestershire;
  - 5.1.4 To consider and share plans for the development of future services with the GRWP ahead of service changes; and
  - 5.1.5 To work together to ensure waste management services are cost effective and minimise the overall cost to Gloucestershire taxpayers.

## **6 Objectives**

- 6.1 The objectives of the GRWP are as follows:
- 6.1.1 To help the residents of Gloucestershire to live more sustainably;
  - 6.1.2 To promote a circular economy, where waste is avoided and materials are kept in continual use;
  - 6.1.3 To promote more sustainable production;
  - 6.1.4 To improve local environmental quality;
  - 6.1.5 To develop and oversee high quality, safe and affordable waste management services; and
  - 6.1.6 To measure the GRWP's progress against the agreed actions within its annual plan and communications plan;

as described more particularly in Annex 1 to these Terms of Reference.

## **7 Role of the GRWP**

- 7.1 The role of the GRWP is as follows:

### 7.1.1 Strategic

- (a) To develop a strategic policy framework within which each Member Council can each discharge its statutory functions as a WDA or (as appropriate) as WCA.
- (b) To develop the annual action plan (described in paragraph 7.1.2) and the communications plan (described in paragraph 7.1.3(c)) and to link these to the individual Member Councils local plans.
- (c) To develop proposals for the future development of waste management in Gloucestershire that achieves the above-mentioned GRWP Objectives.

### 7.1.2 Financial

- (a) To develop and agree with each Member Council an annual action plan for each forthcoming financial year by 31<sup>st</sup> July each year to include the proposed contribution (if any) from each Member Council and to regularly report how these contributions are being spent.

### 7.1.3 Operational

- (a) To develop a strategy for Gloucestershire, for approval by the Member Councils, which shall contain the strategic priorities and policies for the management of waste within Gloucestershire;
- (b) To assist Member Councils in implementing such strategy once approved by them.
- (c) To develop an annual action plan and communications plan for approval by the Member Councils that is intended to deliver the Objectives set out in paragraph 6 hereof.
- (d) To continuously seek more efficient ways of delivering the GRWP's Objectives, including (without limitation) opportunities for joint procurement, asset sharing and shared service arrangements between the Member Councils.
- (e) To make recommendation regarding the commissioning of work, research and surveys into matters relevant to the GRWP Objectives set out in paragraph 6.
- (f) To agree press releases and carry out communications work subject to the prior approval of the relevant Member Councils.
- (g) To carry out such other activities that are intended to facilitate, or which are conducive or incidental to the objectives set out in this paragraph 7.

## 8 Representation and Composition of GRWP Board

- 8.1 Two representatives may be appointed by each Member Council (each a “**Representative**”) to the GRWP Board with at least one such Representative for each Member Council being a Lead Member or Cabinet Member (where such a governance structure exists at a Member Council).

- 8.2 Member Councils may appoint another elected Representative to act as a substitute for either of their appointed GRWP Representatives on the occasions where either of their appointed Representatives is unable to attend a GRWP Board meeting.
- 8.3 Any such substitute Representative may speak and vote at meetings.
- 8.4 The quorum for a meeting of the GRWP Board shall be Representatives from at least five Member Councils. Officers may not substitute for elected Representatives but may attend meetings (either in person or via video link) and support members as required.
- 8.5 Other individuals (such as guest speakers and service providers) may be permitted to attend meetings provided they have received a prior written invitation from the Chair.
- 8.6 All meetings of the GRWP Board will be minuted.
- 8.7 The June GRWP Board meeting or whichever GRWP Board meeting occurs soonest after June in any year shall be deemed to be the Annual General Meeting (AGM) of the GRWP Board.

### **Election of Chair and Vice Chair**

- 8.8 A Chair and a Vice Chair of the GRWP Board will be appointed at the first AGM. The Vice Chair shall assume the role of Chair at the next following AGM and a new Vice Chair shall be appointed. The Chair and Vice-Chair shall be elected only from Representatives of the Member Councils.
- 8.9 If a Chair or Vice-Chair ceases to be their Member Council's appointed Representative for any reason then they shall immediately relinquish the position of Chair or Vice Chair and a new Chair or Vice Chair will be appointed at the next meeting of the GRWP Board.
- 8.10 The responsibilities of the Chair and Vice Chair are:
  - 8.10.1 to oversee arrangements intended to ensure that the GRWP Objectives are achieved;
  - 8.10.2 to facilitate effective consideration, discussion and decision of items at GRWP Board meetings and ensure good order is maintained;
  - 8.10.3 to act as an ambassador for the GRWP and to represent it, as appropriate, to stakeholders and the media.

## **9 Meetings of the GRWP Board and Decision Making**

- 9.1 Meetings of the GRWP Board shall be held at least four times each financial year with dates to be agreed annually in advance at the AGM.
- 9.2 Such meetings will be hosted by the Chair's council (the "Host Council"). The Host Council will issue to the Representatives and supporting officers from each of the Member Councils an electronic copy of the agenda for each such meeting and the minutes of the previous meeting at least five clear working days in advance of each meeting. Questions to the board shall be submitted ten days in advance of the meeting.
- 9.3 Draft Minutes of GRWP Board meetings will be issued by the Host Council within ten clear working days following the relevant meeting.

## **Special GRWP Board Meetings**

- 9.4 The Chair or at least two Representatives may call a Special GRWP Board Meeting at any time by giving not less than five clear working days notice. Such call shall set out the proposed date of the Special Meeting and the business to be considered at such Special Meeting.

## **Voting**

- 9.5 Every question shall be determined on a majority basis by the voices of those voting Representatives present.
- 9.6 Only the appointed GRWP Representatives for each Member Council (or valid substituting Representative in the absence of the appointed Representative(s)) shall be entitled to vote at GRWP Board meetings.
- 9.7 If a proposal on which a vote is held is likely to have a direct financial impact on a Member Council or contravenes an adopted policy of a Member Council, then that proposal may only proceed if supported by the Representatives of the Member Council(s) affected.
- 9.8 Any Representative may request that votes are recorded.

## **10 Officer Support**

### **Senior Managers Group**

- 10.1 The GRWP will be supported by a Senior Managers Group (SMG). This group will consist of at least one senior officer from each Member Council. The Chair and Vice Chair of the SMG shall be from the same Member Councils as the Chair and Vice Chair of the GRWP Board.
- 10.2 The responsibilities of the SMG are as follows:
- 10.2.1 To develop a Joint Strategy for Gloucestershire for consideration by the GRWP Board and, if approved, recommend such strategy for adoption by each Member Council);
- 10.2.2 To prepare an annual GRWP action plan and communications plan;
- 10.2.3 To prepare and monitor GRWP annual budgets;
- 10.2.4 To prepare GRWP reports and recommendations for consideration by the GRWP Board;
- 10.3 The SMG will meet at least four times a year either in person or via video link.
- 10.4 SMG meetings are informal with the aim of reaching a consensus in respect of recommendations that will be put to the GRWP Board for its consideration. Such recommendations shall have as their purposes the delivery of the Objectives set out in paragraph 6 hereof.

- 10.5 The SMG will oversee the work described in paragraph 10.6 to 10.10 carried out by the “Communications Working Group” and the work described in paragraphs **Error! Reference source not found.** and **Error! Reference source not found.** carried out by the “Gloucestershire Waste, Safety and Health Group”. Other “task and finish” groups may be commissioned by the SMG as necessary for the achievement of the GRWP Objectives set out above.

### Communications Working Group

- 10.6 A Communications Working Group (“CWG”) will be created by the SMG, which shall be comprised at least one officer from each Member Council. This group will report to and work under the guidance of the SMG.
- 10.7 The CWG will be responsible for the development, implementation and monitoring of the annual GRWP Communications Plan containing details of planned joint communications work to be undertaken.
- 10.8 The CWG will develop communications campaigns under the “Gloucestershire Recycles” brand, with localised, district variations as appropriate. The purpose of such campaigns shall be to ensure that local campaigns are in keeping with and can benefit from the wider national campaigns delivered for government by the Waste and Resources Action Programme (WRAP).
- 10.9 The CWG will meet at least four times a year, either in person or via video link.
- 10.10 Meetings of the CWG are informal with the aim of arriving at decisions by consensus.

## **11 Funding**

- 11.1 Each Member Council remains responsible for funding its own service costs.
- 11.2 A “Partnership and Communications Fund” (the “Fund”) will be generated and maintained in accordance with this paragraph 11 in order to enable the GRWP to support the Member Councils in delivering the Objectives set out in paragraph 6 hereto. This fund will be held by Gloucestershire County Council on behalf of the GRWP.
- 11.3 Funding for the Fund will be generated by Gloucestershire County Council (GCC) allocating up to (but not more than) a £10,000 top slice per annum from the discretionary Residual Waste Reduction Incentive Payments that would otherwise have been paid by GCC to each of the other Member Councils. For each top slice of up to £10,000, a matching payment of up to (but not more than) £10,000 will be made by GCC into the Fund in addition thereto. Such funding shall be allocated to the Fund by GCC only during the period that such Reduction Incentive Payments continue to be payable by GCC to the other Member Councils.
- 11.4 The allocation of funding from the Fund will be decided by the GRWP Board as part of an annual action planning and communications planning process. The implementation of work agreed by the GRWP Board and related expenditure will be overseen by the SMG with regular progress reporting

to the GRWP Board. No additional expenditure will be incurred without the agreement of the relevant Member Councils.

- 11.5 GCC will provide budget monitoring information to the SMG on at least a quarterly basis.

## **12 Review**

- 12.1 These Terms of Reference shall be reviewed and revised by the Member Councils if two or more Member Councils send a request for such a review and revisions in writing to the Chair of the GRWP. A review of these Terms of Reference will also be undertaken annually.

## **13 Resignation**

- 13.1 Any Member Council may resign from the GRWP by giving at least 3 months prior written notice to the other Member Councils and the Chair of the GRWP. Any existing financial commitments made under the annual action plan and communications plan shall be honoured for the remainder of the relevant financial year.

## Annex 1 – GRWP Objectives

The GRWP shall:

### **1. Help residents to live more sustainably by:**

- a. Providing information and advice on waste prevention and reuse;
- b. Providing clear, consistent information and advice on the recycling services that we provide;
- c. Supporting local communities in their waste reduction efforts (such as supporting plastic free communities, repair and reuse initiatives, food redistribution schemes etc.);
- d. Supporting local residents to reduce waste (by promoting food waste avoidance, home composting, the use of real nappies etc.).
- e. Supporting the implementation of actions in line with the declared climate emergency.

### **2. Promote a circular economy by:**

- a. Providing recycling services for as many different material types as we can (through a combination of kerbside collections, bring systems and HRCs) where financially and operationally viable;
- b. Providing kerbside recycling services that collect a consistent set of dry recyclable materials from households;
- c. Providing recycling services that achieve high levels of material quality;
- d. Only collecting materials for recycling where sustainable, auditable end use markets are in place;
- e. Providing weekly, separate food waste collections;
- f. Providing separate collections for garden waste;
- g. Working in partnership with GFirst LEP and other stakeholders to develop and support local markets for reuse, remanufacture and recycling;
- h. Supporting local businesses to reduce, reuse and recycle their waste; and
- i. Reducing household residual waste and recovering energy from the residual waste that we do collect.

### **3. Promote sustainable production by:**

- a. Lobbying government for extended producer responsibility so that producers pay the full costs of managing materials (such as packaging) that they place on the market; and
- b. Lobbying government for better, more resource efficient product design (so that materials are more durable and/or more easily recycled).

**4. Improve local environmental quality by:**

- a. Developing communication campaigns (in conjunction with local businesses where possible) to reduce litter and fly-tipping;
- b. Sharing intelligence and best practice to tackle fly-tipping;
- c. Working together to coordinate the cleaning of fast roads; and
- d. Working with our service providers to reduce the emissions associated with our operations.

**5. Deliver high quality and affordable local waste management services by:**

- a. Providing good customer service;
- b. Providing regular, clear service information;
- c. Planning for future growth and development - working with planners and developers to provide efficient, easy to use collection services;
- d. Procuring services and managing contracts effectively (and jointly where a business case exists);
- e. Reviewing and planning for future waste collection, transfer, treatment and depot needs in a consistent and collaborative way in order to make best use of our assets;
- f. Developing income generation and cost saving initiatives;
- g. Prioritising Health, Safety and Environment management systems, regularly reviewing our performance;
- h. Recruiting, retaining and developing staff with the skills, abilities and qualities required to meet our objectives.

**6. Measure our progress by:**

- a. Developing a set of key waste management performance indicators that include not only traditional weight based measures, but also carbon accounting measures;
- b. Maintaining and seeking to continuously improve the collection and reporting of local authority collected waste data and performance trends;
- c. Measuring and reporting against Local Environmental Quality Measures;
- d. Working with government to streamline and improve national reporting requirements;
- e. Measuring and reporting contract and service delivery KPIs; and
- f. Sharing data and performance information in an open and consistent way to facilitate benchmarking and continuous improvement.