

# Gloucestershire Resources and Waste Partnership

## Terms of Reference

(Version 0.3: November 2019)

### 1. Member Councils

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

- **GLOUCESTERSHIRE COUNTY COUNCIL** (the “Waste Disposal Authority” / “WDA”); and the following district councils of Gloucestershire (the “Waste Collection Authorities” / “WCAs”):
- **CHELTENHAM BOROUGH COUNCIL;**
- **COTSWOLD DISTRICT COUNCIL;**
- **FOREST OF DEAN DISTRICT COUNCIL;**
- **GLOUCESTER CITY COUNCIL;**
- **STROUD DISTRICT COUNCIL;** and
- **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 tasks set out in paragraph 1 hereof.

### 4. Status

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

- 1.2. 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.

## 5. Principles

- 1.1. The Council Members shall comply with the following shared principles:
  - 1.1.1. To treat waste as a resource and ensure that it is managed in accordance with the waste hierarchy;
  - 1.1.2. To work in partnership with each other in order to continuously improve waste management services within Gloucestershire;
  - 1.1.3. To consider and share plans for the development of future services with the GRWP ahead of service changes; and
  - 1.1.4. To work together to ensure waste management services are cost effective and minimise the overall cost to Gloucestershire taxpayers.

## 6. Objectives

- 1.1. The objectives of the GRWP are as follows:
  - To help the residents of Gloucestershire to live more sustainably;
  - To promote a circular economy, where waste is avoided and materials are kept in continual use;
  - To promote more sustainable production;
  - To improve local environmental quality;
  - To deliver high quality, safe and affordable waste management services; and
  - To measure the GRWP's progress against the agreed actions in the annual plan and communications plan

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

1. Role of the GRWP The role of the GRWP is as follows:

### 1.1.1. Strategic

- 1.1.1.1. To support the development of a strategic waste policy framework within which each Member Council can each discharge its statutory functions as a WDA or (as appropriate) as WCA.
- 1.1.1.2. To deliver the annual action plan and communications plan.
- 1.1.1.3. To develop proposals for the future development of waste management in Gloucestershire that achieves the above-mentioned GRWP objectives.

### **1.1.2. Financial**

- 1.1.1.1. To agree with each Member Council an annual action plan for each forthcoming financial year to include the proposed contribution (if any) from each Member Council, for consideration by the GRWP.

### **1.1.3. Operational**

- 1.1.1.1. To develop a strategic waste policy framework for Gloucestershire, for approval by the Member Councils, which shall contain the strategic priorities and policies for the management of waste within Gloucestershire;
- 1.1.1.2. To prepare an annual action plan and communications plan for approval by the Member Councils which may include commissioning work, research and surveys.
- 1.1.1.3. To issue such press releases and carry out such communications work subject to the prior approval of the relevant Member Council( s).

## **2. Representation and Composition of GRWP Board**

- 1.1. Two representatives may be appointed by each Member Council (each a “**Representative**”) to the GRWP Board with at least one such Representative for each Council Member being a Lead Member or Cabinet Member.
- 1.2. Member Councils may appoint another 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.
- 1.3. Any such substitute Representative may speak and vote at meetings.
- 1.4. The quorum for a meeting of GRWP Board shall be at least **[six]** Representatives.
- 1.5. Other individuals (such as guest speakers) may be permitted to attend meetings provided they have received a prior written invitation from the Chair.
- 1.6. A standing invitation will be extended to Ubico Ltd and other service providers to attend GRWP Board meetings.

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

- 1.7. A Chair and a Vice Chair of the GRWP Board will be appointed at the first GRWP Board meeting and then annually on a rotational basis. The Chair and Vice-Chair shall be elected only from Representatives of the Member Councils from time to time.

## **3. Meetings of the GRWP Board and Decision Making**

- 1.1. Meetings of the GRWP Board shall be held at least four times each financial year.
- 1.2. 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.

- 1.3. 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**

- 1.4. The Chair or two Representatives may call a Special GRWP Board Meeting at any time by giving not less than [five] clear working days notice.

### **Voting**

- 1.5. Every question shall be determined on a consensus basis by the voices of those voting Representatives present.
- 1.6. 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.

## **4. Officer Support**

### **Senior Managers Group**

- 1.1. The GRWP will be supported by a Senior Managers Group (SMG). This group will consist of up to [two] senior officers 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.
- 1.2. The functions of the SMG are as follows:
  - To develop a strategic waste policy for Gloucestershire for consideration by the GRWP Board and, if approved, recommended for adoption by each Member Council);
  - To prepare and deliver an annual GRWP action plan and communications plan;
  - To prepare and monitor GRWP annual budgets;
  - To prepare GRWP reports and recommendations for consideration by the GRWP Board.
- 1.3. The SMG will meet at least four times a year.
- 1.4. SMG meetings are informal with the aim of arriving at decisions by consensus, but always with the goal of delivering the Objectives of the GRWP set out above.

- 1.5. The SMG will be supported by a “Partnership and Community Engagement Officer” to be employed and funded by Gloucestershire County Council with no liability on the other Member Councils.
- 1.6. The SMG will oversee the work described in paragraph 1.7 to 1.11 carried out by the “Communications Working Group” and the work described in paragraphs 1.12 and 1.13 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

- 1.7. 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.
- 1.8. 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.
- 1.9. The CWG will deliver 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 WRAP (the Waste and Resources Action Programme).
- 1.10. The CWG will meet at least four times a year.
- 1.11. Meetings of the CWG are informal with the aim of arriving at decisions by consensus.

#### Gloucestershire Waste, Safety and Health (GWASH) group

- 1.12. The Gloucestershire Waste, Safety and Health (GWASH) group will consist of at least one officer from each Member Council. This group will report to and work under the guidance of the SMG. Waste collection, street cleaning and waste treatment contractors working for the Member Councils will also be invited to attend GWASH group meetings.
- 1.13. Meetings of GWASH group are informal with the aim of arriving at decisions by consensus.

## **5. Funding**

- 1.1. Each Member Council remains responsible for funding its own service costs.
- 1.2. A “Partnership and Communications Fund” (the Fund) will be generated and maintained in accordance with this paragraph 5 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.

- 1.3. Funding for the Fund will be generated by Gloucestershire County Council (GCC) allocating up to a £10,000 top slice from the discretionary Residual Waste Incentive Payments made by GCC to each of the other Member Councils to the fund. For each £10,000 top slice, a matching £10,000 payment will also be made by GCC into the Fund.
- 1.4. 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 unanimous agreement of the relevant member Councils.
- 1.5. GCC will provide budget monitoring information to the SMG on at least a quarterly basis.

## **6. Review**

- 1.1. These Terms of Reference may be reviewed and revised by the Member Councils on annual basis.

## 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.).

### 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);
- 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 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 anonymous data and performance information in an open and consistent way to facilitate benchmarking and continuous improvement.