
Review of CCA Waste Forum Terms of Reference and proposed changes to support groups.

1. Background

At the November 2005 JWOG meeting it was agreed that the RECAP Memorandum of Understanding be revised in the light of the current updating of the Municipal Waste Management Strategy, the introduction of CPA and the Waste PFI.

It was also agreed that the work of the Cambridgeshire Councils Association Waste Forum (CCAWF) would be reviewed as a first step to agreeing a renewed focus for RECAP.

The Waste Forum subsequently agreed to support a proposal from JWOG to widen the role and scope of their activities and set out key work areas.

A small officer working group was set up early this year to develop new terms of reference for the Waste Forum and associated support groups and identify how the widened role could be successfully introduced.

The working group made a final report to JWOG in August 2006.

2. Proposals

2.1 Vision Statement

It is proposed that the Waste Forum should adopt a vision statement to help establish its new, broader focus:

“Working in partnership to help protect, maintain and enhance the environment through the provision of excellent services that meet local needs.”

It is also felt that the Waste Forum should change its title to the *Waste & Environment Forum* to reflect this vision.

2.2 Scope of Activities

A small further revision is proposed to the definition of the revised work of the Waste Forum, to simplify the roles and avoid using the term “street scene” which was felt to be confusing to the public.

The areas of work were revised to:

- Waste collection, treatment and disposal
- Recycling & Waste Minimisation
- Local Environmental Services including:
 - Street cleansing

- Reduction of Environmental Crime
- Building Community Empowerment

It is also proposed that two small additions are made to clarify the key areas of focus, adding "consultation with service users" and "consistency of approach."

Therefore the key areas for work focus were revised to:

- Securing external funding for the partnership
- Investigating how services can be delivered in a more economic and efficient way, including joint procurement.
- Promoting common messages and common themes to ensure a consistent approach.
- Securing both corporate and political support within each constituent authority and the CCA.
- Influencing regional / national affairs
- Seeking recognition of partnership achievements and celebrating success
- Promoting benchmarking and performance management of services.
- Agreeing an annual work programme.
- Managing jointly funded resources.
- Consulting with service users.

2.3 Initial Work Programme 2006-08

Considering the key areas of focus of the Waste Forum, JWOG consider that the Forum's ongoing work programme for 06-08 should consist of developing the following areas:

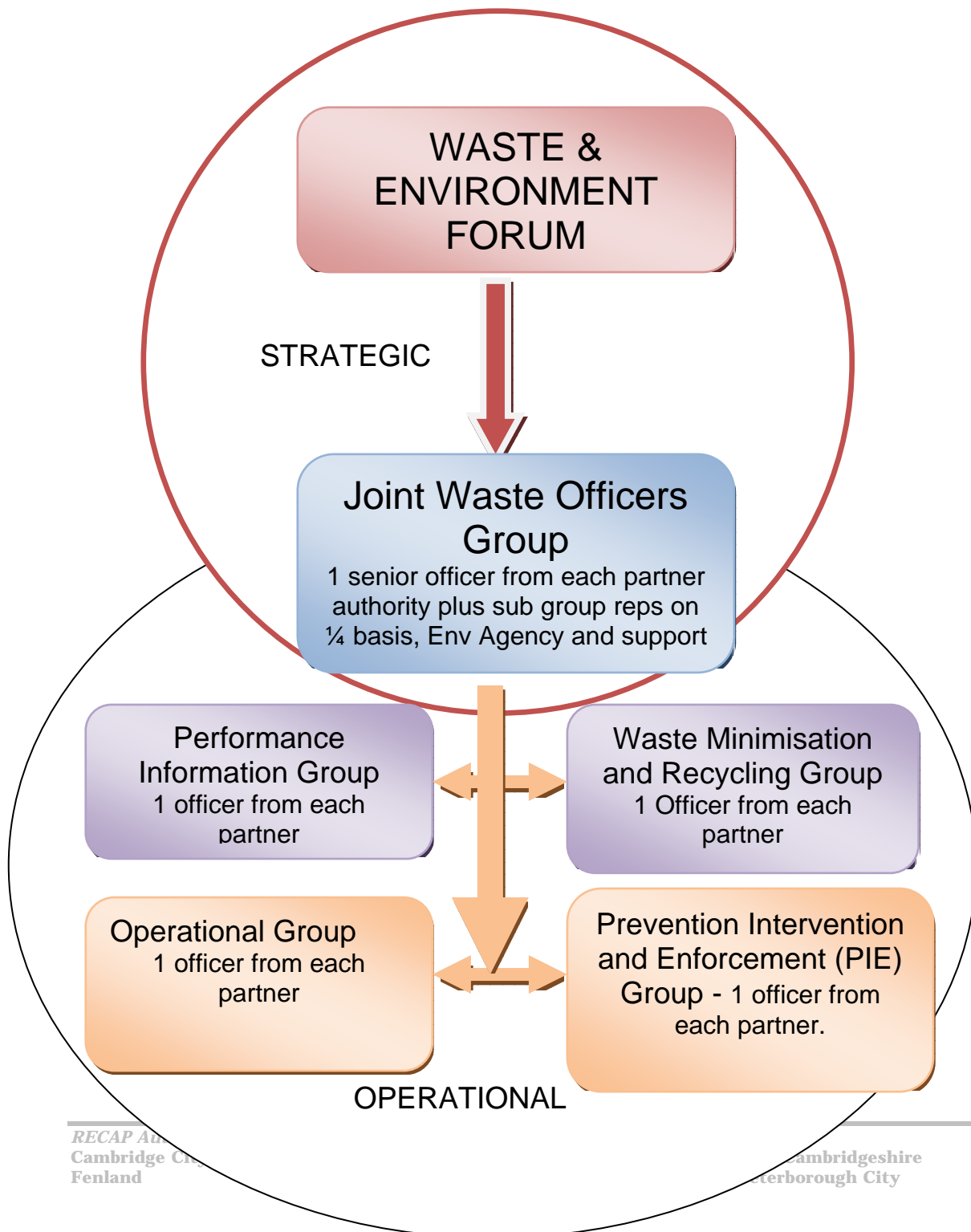
- Review of Joint Municipal Waste Strategy
- Partnering Agreement
- Beacon Programme
- Joint Communication Programme
- Performance monitoring and reporting on performance – including trend analysis
- Waste planning policy guidance
- PFI Progression
- Trade Waste Recycling
- Fly Tipping Enforcement Trial
- Consultation responses relating to the national agenda.

The meeting also considered that the following new areas be added to the work programme:

- Cleaner Neighbourhoods
 - Enforcement toolkit development
 - Joint communication / consultation on FPN powers.
 - Enforcement of domestic waste issues

- Litter – focus on smoking, fast food and gum.
- Dog fouling
- Fly Tipping
 - Joint protocol with EA.
 - Joint enforcement opportunities with EA.
 - Review of Fly Tipping Enforcement Pilot.
- Abandoned Vehicles Group – review of activities.
- Domestic Waste Minimisation.
- Impact of the emerging national waste strategy.

2.4 Structures and Resources



JWOG propose the following structures and key roles:

- Waste & Environment Forum to agree an annual work programme, supported by the Joint Waste Officers Group.
- Joint Waste Officers Group supported by four operational sub-groups looking at Performance Information, Waste Minimisation & Recycling, Operational Issues and Prevention / Intervention & Enforcement.
- Joint Waste Officers Group to set up a performance management framework to ensure work programme is delivered each year. Four sub-groups to attend JWOG and report on progress against the workplan on a quarterly basis.
- The partnership funds 3 posts that support the RECAP authorities. The role of the officer posts will be reviewed to ensure they support this renewed focus for RECAP.

The JWOG recognise that the broadened role of the Waste Forum will require a further review to ensure that the deployment of our joint RECAP resources are most effective.

Taking the matters raised at the review meetings, a proposed revised TOR for the Waste Forum is attached as Appendix A.

3. Recommendations.

That the Waste Forum agrees;

1. The proposed revisions to the role, scope and terms of reference of the Waste Forum and associated structures, as set out in this report.
2. That the existing partnership Memorandum of Understanding be updated to take these revisions into account.
3. That JWOG be requested to prepare a report to recommend the revised Memorandum of Understanding to the partner authorities.

Appendix A

Revised Waste & Environment Forum Terms of Reference

1. Constitution

- 1.1 The Forum will consist of one elected Member representative from each of the five District Councils (waste collection authorities) in the county of Cambridgeshire, the County Council (waste disposal authority) and Peterborough City Council (waste collection and disposal authority).
- 1.2 Each representative may attend with their officers of the Joint Waste Officers Group or may appoint a deputy, as appropriate, for any particular item. Such attendance should have regard to the size of the meeting and the efficiency and effectiveness of the discussion.
- 1.3 Representatives from other (non Cambridgeshire local authority) organisations may attend meetings by invitation only.
- 1.4 The Chairman of the Forum shall be elected annually and shall be eligible at re-election.

2. Authority

- 2.1 The Forum will operate with the agreement of the Member local authorities. Members shall be appointed by their authority.
- 2.2 The agenda will be prepared in advance, in writing or in electronic form, by the Joint Waste Officer Group and all authorities will have free access to contribute to the matters for consideration and discussion
- 2.3 Minutes of the meeting will be produced by Cambridgeshire County Council Democratic Services staff agreed as correct at the next meeting.
- 2.4 Minutes of each meeting will be forwarded to the following meeting of the Joint Waste Officer Group.
- 2.5 The work of the Forum shall be reviewed by the constituent Councils on an annual basis.

3. Scope of Activities

- 3.1 The role of the Forum is to assist the parent authorities to work in partnership to help protect, maintain and enhance the environment through the provision of excellent services that meet local needs.

3.2 The scope of activities shall include:

- Waste collection, treatment and disposal
- Recycling & Waste Minimisation
- Local Environmental Services including:
 - Street cleansing
 - Reduction of Environmental Crime
 - Building community engagement

4. Terms of Reference

4.1 The Forum's terms of reference shall be:-

- to act as the focus for discussion and to deliver a political perspective to the scope of activities undertaken by the parent authorities.
- to establish and implement a process of partnership and joint working on issues included within the scope of activities, seeking consensus within the budgets delegated by the constituent Councils, whilst respecting the individual council policies and authorisations of individual members.
- to investigate ways of working to deliver services provided by parent authorities in a more economic and efficient way, including the investigation of joint procurement where applicable.
- to promote benchmarking of the local environmental services provided by the parent authorities and others in order to identify best practice.
- to agree and recommend to the appointing authorities, the breakdown of the financial contribution to be made by respective Councils towards the coordination and development of the work of the Forum.
- to identify opportunities for external funding for work undertaken by the Forum or parent authorities.
- to agree an annual work programme and recognise the achievements of the Forum by regularly reporting on progress to the Councils.
- to promote common messages and common themes to ensure a consistent approach between the parent authorities, while recognising the diversity of the Councils and their ways of working.
- to contribute to the process of public consultation and public debate in relation to the services included in the scope of activities.
- to consider the impact of legislation and national policy development and to make recommendations on the implications for, and response of, parent authorities.