



STAFFORDSHIRE WASTE OFFICERS GROUP (SWOG); TERMS OF REFERENCE

Partnership

Staffordshire Waste Partnership (SWP) is an informal collaboration of the ten councils in Staffordshire and Stoke-on-Trent to work together on waste management issues. Staffordshire (excluding the city of Stoke-on-Trent) is a two tier administrative area comprising 8 district or borough councils and the County Council. The City of Stoke on Trent operates in a single tier administration. All ten councils have agreed to work collaboratively by signing the Joint Municipal Waste Management Strategy for Staffordshire and Stoke-on-Trent.

SWP is supported by the SWP Manager, who acts as the impartial project manager for any collaborative projects, ranging from joint procurement to legal disputes, to strategic planning, to communications.

Membership

SWOG comprises officers from all ten authorities in Staffordshire and Stoke on Trent, making up representation of all parties in SWP and on the Joint Waste Management Board (JWMB).

The group is Chaired by the SWP Manager, who then reports into other groups as required, as the impartial representative of the Waste Officers. . The group secretary is a nominated officer or support staff, on a revolving basis through the councils.

Meeting frequency

The group meets every 2 months (or more frequently if required) on a revolving locational basis or online via video conferencing.

Purpose

SWOG meets in order to gather together the officers from the councils in SWP to allow discussion on the relevant waste management issues, debate matters affecting multiple authorities and decide outcomes for collective projects.

Objectives

SWOG will, on behalf of each of the local authorities in the partnership:

- Share best practice in waste management, including health and safety
- Source solutions to joint concerns on waste issues, such as developing public education on recycling and waste minimisation.
- Encourage and support partnership working between the local authorities within SWP
- Encourage and support partnership working outside SWP, with local authorities, government agencies, community groups and waste management companies where appropriate, both in the local region and elsewhere in the UK accordingly
- Develop and recommend a Joint Municipal Waste Management Strategy (JMWMS) for Staffordshire and Stoke-on-Trent for adoption by each of the local authorities



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- Oversee the implementation of the JMWMS, monitoring delivery against agreed targets and milestones
- Ensure that Staffordshire and Stoke-on-Trent are represented both regionally and nationally on waste management issues and that opportunities to influence the regional and national agenda are pursued effectively
- Through a joint bidding approach, ensure opportunities are explored to secure external funding, and agree arrangements for the management and distribution of external monies secured
- Providing to JWMB professional advice to inform collective decision making
- Working collaboratively on the joint procurement of large contracts, which may include the creation of local infrastructure.

Reports to

Collectively, SWOG reports to the JWMB. Each officer must report to SWOG any relevant information from their Local Authority and in turn, report back to their respective authorities appropriately, to ensure effective governance of the waste management agenda.

Decisions

SWOG is an informal decision making group, which advises senior groups and provides the appropriate information for formal decisions that require approval via the full council process. The SWOG decision making is informal and as such is relevant only to minor decisions (for example, to continue an ongoing project), undertaking a democratic approach with a majority ruling (1 vote per council, all relevant councils to vote, with a two thirds majority). In order to hold a vote, the meeting must be quorate, with attendance from 7 out of the 10 authorities.

Where the minor decision is a collective financial decision (for example, SWP funding), the aforementioned democratic rules apply and the council representatives attending SWOG to vote on such decisions will hold the authority to determine budget holding decisions (should the budget holder not be present at the relevant meeting, the appointed deputy is given the authority).

Please note that as the impartial SWOG Chair, the SWP manager does not hold decision making powers and therefore does not get a vote in the democratic process.

Additional responsibilities

SWOG are also responsible for the direct management of the Partnership Manager, and any associated financial aspects derived from the shared SWP put of money, held at East Staffordshire Borough Council, as the host council for SWP.

Review

These Terms of Reference will be reviewed regularly and as deemed necessary by Officers.