



## **JOINT WASTE MANAGEMENT BOARD (JWMB); TERMS OF REFERENCE**

### **Background**

The JWMB is constituted by the Staffordshire Local Government Association (SLGA) as the Member level discussion forum and decision-making body on all joint waste matters within the purview of Staffordshire Waste Partnership (SWP). SWP is a collaboration between the ten principal Authorities in Staffordshire and Stoke-on-Trent, who have decided to work together on waste management issues by agreeing a Joint Municipal Waste Management Strategy.

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

### **Purpose**

The JWMB meet in order to discuss relevant waste management issues, debate matters affecting multiple Partners and decide outcomes for collective projects, with the intension to enhance 2 tier working through collaborative working.

### **Membership**

The JWMB comprises representation from all ten SWP Authorities;

- Staffordshire Moorlands District Council
- East Staffordshire Borough Council
- Newcastle-under-Lyme Borough Council
- Stafford Borough Council
- Lichfield District Council
- Tamworth Borough Council
- Cannock Chase District Council
- South Staffordshire Council
- Staffordshire County Council
- Stoke on Trent City Council

Each Authority appoints one Member Representative to the Board and that Member holds the Waste Portfolio at their respective Council. However, substitute Members may attend meetings of the Board and vote where their respective Cabinet Portfolio Holder is not in attendance.

Meetings of the Board are chaired by a Member representative from a Partner Authority elected by the Membership at the Annual Meeting in June each year. A Member Vice-Chairman will also be elected at the Annual Meeting. There is no limit on the number of Terms of Office which may be held by Chairmen and/or Vice-Chairmen, subject to the decision of the Board.

The SWP and meetings of the Board are supported by the SWP Manager, Waste Officers, Directors and any additional staff from Partner Authorities as may be deemed necessary. The County Council appoints a Board Secretary who is responsible for arranging meetings, taking minutes and any other administrative work necessary to ensure the efficient transaction of business by the Board.



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### **Meeting Frequency and Access**

Meetings of the Board are held under the provisions of the Local Government Act 1972 (as amended) every three months (or more frequently if required) on a revolving locational basis between Partner Authorities. Access to meetings and Agenda by the public are subject to the provisions of the Act. Therefore, 'exempt' matters may be dealt with in private under Part Two of Agenda.

### **Objectives**

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

- Encourage and support partnership working between the local authorities within SWP on waste management collaborative projects,
- Develop and recommend a Joint Municipal Waste Management Strategy (JMWMS) for Staffordshire and Stoke-on-Trent for adoption by each of the local authorities,
- Oversee the implementation of the JMWMS, monitoring delivery against agreed targets and milestones,
- Encourage and support partnership working outside SWP, with other local authorities, government agencies, community groups and waste management companies where appropriate, both in the local region and elsewhere in the UK accordingly,
- Share best practice in waste management,
- Source solutions to joint concerns on waste issues, such as developing public education on recycling and waste minimization,
- 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,
- Working collaboratively on the joint procurement of large contracts, which may include the creation of local infrastructure.

### **Reporting**

The JWMB shall report to the Chief Executives and Leaders Group (CELG). Therefore, Members of the Board must report back outcomes of meetings to their respective CELG representatives, as necessary. In addition, Members of the Board must share all relevant information from their appointing Authorities with Partners to ensure effective operation of the SWP.

The Staffordshire Waste Officers Group (SWOG) reports to the JWMB through the SWP Manager, who sets Agenda for Board meetings in consultation with the Chairman, Vice-Chairman (For more information on SWOG, please refer to the SWOG Terms of Reference).

JWMB will work with the newly created Joint Sustainability Board where necessary on any collaborative waste projects, which help to tackle climate change.



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### **Decision making**

The Board is not a formal decision making body. As such, any large decisions (determined by financial or service impact) need to be referred, with recommendations from the Board, to the Chief Executives Group as required. The Board can make a decision for smaller, project-based decisions.

Whilst the expectation is that decisions of the Board are reached by consensus, where this is not possible, decisions are made by simple majority on the basis of the Member representative for each Partner Authority having one vote. Please note, other colleagues from Partner authorities and the SWP Manager do not hold the right to vote. In order to take a vote, attendance at the Board meeting must be quorate to ensure suitable representation from Member Authorities.

Where a decision requires approval by the Member's Council, the decision is referred to the next Board meeting to allow each Member Authority to seek said approval by their respective Authorities, as required.

Each Member Authority shall then be bound by the decisions taken by the Board.

### **Review**

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