

Draft Terms of Reference of the Warwickshire County Council (WCC), Solihull Metropolitan Borough Council (SMBC) and Coventry City Council (CCC) Joint Working on Waste Member Advisory Panel

Introduction

WCC, SMBC and CCC have entered into a Memorandum of Understanding demonstrating commitment to each other to work together, as a Partnership, in all aspects of Waste Management, including the project to jointly procure a residual waste treatment facility.

In making that commitment, WCC, SMBC and CCC agreed that a Member Advisory Panel (Panel) be convened to provide strategic input and guidance at Elected Member level.

Overall Aim

The Partnership's overall aim is to work together in partnership wherever possible to help protect, maintain and enhance the environment through the provision of joint waste management services that meet local needs for the mutual benefit of all participants. The Panel's overall aim is to advise and contribute strategically to the Partnership.

Membership

The Panel is composed of 3 Members from each of the following Councils:

- (a) Warwickshire County Council
- (b) Solihull Metropolitan Borough Council
- (c) Coventry City Council

Councils may nominate such of their Elected Members as they, in their sole discretion, consider fit and shall be able to amend their nominations at any time. Any Member of the Panel may appoint an alternate to act in their stead. Any alternate will also be an Elected Member of the Council nominating the primary Panel Member.

At the first meeting of the Panel a Chair and Deputy Chair shall be nominated and selected from amongst the Panel. The Chair and Deputy Chair shall serve for a period of 1 year after which a new Chair and Deputy Chair shall be selected.

In addition, each Council shall be able to nominate any officers to attend Panel meetings as advisors and/or observers as they, in their sole discretion, consider fit.

Decision Making Arrangements

The principles of adding value and mutuality underpin the work of the Panel. The Panel's decisions will be based on the principles of consensus and consultation. Where it is not possible for a decision to be made unanimously a vote shall occur. In the event of a vote, this will be decided upon a show of hands and by a two-thirds majority of Panel Members present. The two-thirds majority shall include at least one Member nominated by each participating Council.

The Chair and Deputy Chair shall not have casting votes.

Panel meetings shall require fifty percent of Panel Members to be present, including at least one Member nominated by each participating Council, in order to form a quorum.

In taking its decisions, the Panel will, at all times, conduct its business openly and transparently. It will make rational decisions, based upon the principles of consultation, consensus and sustainability. Equally, the Panel will acknowledge the principle of subsidiarity where the need for more locally based decisions is appropriate.

Panel Meetings

The Panel shall provide strategic advice and guidance to the participating Councils and specifically shall:

- Receive written and verbal reports prepared by any participating Council or any combination of participating Councils relating to its role as a source of strategic advice and guidance to the Partnership on any aspect of waste management
- Receive written and verbal reports prepared by any participating Council or any combination of participating Councils relating to its role as a source of strategic advice and guidance to the Partnership with regards to the project to jointly procure a residual waste treatment facility.
- Receive written and verbal reports prepared by any participating Council or any combination of participating Councils relating to its role as a source of strategic advice and guidance to the Partnership with regards to the potential part funding of the project to jointly procure a residual waste treatment facility using Private Finance Initiative (PFI) credits and the application process through which PFI credits are secured.
- Respond to requests for strategic advice and guidance on any related issue made by any participating Council or any combination of participating Councils.

- Provide any feedback to the Partnership that the Panel consider likely to be helpful or informative.
- Approve any amendments to the present terms of reference.
- Authorise the formation of any Panel sub groups for the purpose of carrying out further work, including research into policy priorities

Nature and Frequency of Board Meetings

The Panel shall nominally meet quarterly but shall meet more often as demanded by Partnership progress. Any participating Council shall be entitled to call a Panel meeting to discuss urgent matters upon providing notice of at least 7 working days.

Administration and Support to the Panel

An officer or officers from WCC shall act as Clerk to the Panel and perform all relevant duties with the ambit of Clerking, including taking minutes to record the proceedings of the Panel.

Panel meetings shall be hosted in such places and at such times as Panel members agree is most convenient to the majority of Panel members.

Agendas and supporting documents will be issued at least one working week before the meeting. Minutes will be produced and circulated within ten working days of a Panel meeting. The minutes will be public documents and will be posted on the WCC's web site or otherwise as deemed appropriate by the Panel.

Accountability

The Panel will at all times seek to ensure that it is representative of and understands the priorities of the region and its people and is responding to their views and interests.

Panel meetings will/will not be public meetings.

The Panel will report to the Coventry Solihull Warwickshire Partnership and to the Warwickshire Waste Partnership and any other body considered relevant by the Panel for this purpose as deemed appropriate.

Each Panel Member remains accountable to his or her participating Council.