

**Report to Recycling and Waste Cabinet Panel Task and Finish Group**  
**1<sup>st</sup> February 2018**

**Terms of Reference**

**Submitted by** Executive Director – Operational Services

**Portfolio** Environment and Recycling.

**Wards Affected** All

**Purpose**

To approve the Terms of Reference in relation to the Cabinet Panel Task and Finish Group.

**Recommendations**

- a) **That the Terms of Reference as set out in the report be approved.**

**Reason**

This is the first meeting of the Panel; therefore, it is necessary to determine the Terms of Reference which will apply.

**1. Background**

1.1 The Councils Recycling and Waste Service underwent a major redesign and change in July 2016 with the introduction of weekly recycling collections, the in-sourcing of the previous recycling contract, a complete round redesign, procurement of a new fleet of collection vehicles, new material disposal contracts and establishment of a waste sorting and transfer facility at Knutton Lane Depot.

**2. Issues**

2.1 At its meeting on 4<sup>th</sup> January 2018, in response to a request from the Portfolio Holder, authority was given by Cabinet for the establishment of a politically balanced Cabinet Panel Task and Finish Group to examine the problems arising from the operation of the waste and recycling service and for the group to bring recommendations to a future Cabinet meeting.

2.2 Accordingly, the following Terms of Reference are recommended for adoption by the Panel subject to Approval by Cabinet:

1. To examine the current Recycling and Waste Service and identify potential service improvements that will enhance the reliability and quality of the service to residents.
2. To investigate best practice methods and their applicability to the Councils services.
3. To consider views of residents and suggestions for service improvement and development.

4. To make recommendations to Cabinet on proposed and report back on the planned service outcomes and cost implications of proposed improvements in the short to medium term.
5. To consider the longer term future direction of the service and identify options and recommendations for the Councils future Recycling and Waste Strategy.
6. Membership of the Panel will consist of nine members appointed on the basis of political proportionality, one of whom will be the Portfolio Holder for Environment and Recycling, who will chair the Panel.
7. The Panel will meet initially on a monthly basis. Additional meetings may be arranged as required.

**3. Financial and Resource Implications**

- 3.1 There are none deriving directly from approval of the Terms of Reference. All finance and resource implications arising from recommendations made by the Panel will be reported to Cabinet for their consideration.

**3. Earlier Cabinet/Council Resolutions**

Cabinet 4<sup>th</sup> January 2018.