

## Schedule A: Functions of the Liaison Committee

The primary objectives and functions of the Committee are to:

- Receive the operational year in review report prepared by the BDR Manager and the Contract Manager, and ask for investigation of any matters arising from it identifying any learning points and corrective action requirements
- Review the Service Delivery Plans and Annual Performance Plans (and any other annual reports required as part of the Contract) submitted by the Contractor
- Receive and review the proposed forthcoming operation of the Contract based upon a report prepared by the Contract Manager in consultation with the BDR Manager
- Review the fit between the project's outputs and the strategic objectives especially in relation to waste management, energy efficiency and carbon management
- Review the effectiveness of the contract management arrangements and identify any necessary changes
- Consider any issues relating to contract management that should be escalated to the Joint Waste Board
- Review a report from the BDR Manager on the effectiveness of the Governance arrangements in terms of managing the relationship between the client and the contractor
- Provide direction to the BDR Manager and the Contract Manager in relation to the production and content of future reports
- Promote an effective and constructive relationship.
- Identify any opportunities for enhancing Partnership working
- Identify any development opportunities that could improve operational, financial or environmental performance
- Consider the impact on operational, financial or environmental performance of any forthcoming legislation, policy changes, or budgetary changes and notify the Joint Waste Board accordingly
- The Liaison Committee will meet at least twice a year.
- Emergency meetings may be convened as and when required.

**Attendees:**

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Organisation</u></b>
Jonathan Sime	Head of Project Development	Scottish Southern Electricity
Alastair Brookes	Head of UK PFI Finance	Renewi UK Services Limited
Simon Lund	Contracts Director	Renewi UK Services Limited
Matthew Gladstone	Executive Director of Development, Environment and Culture	Barnsley MBC
Paul Castle	Service Director of Environment and Transport and Deputy for Matthew Gladstone	Barnsley MBC
Paul Woodcock	Strategic Director, Regeneration & Environment	Rotherham MBC
Tom Smith	Assistant Director, Community Safety and Street Scene and Deputy for Damien Wilson	Rotherham MBC
Peter Dale	Executive Director of Environment Services	Doncaster MBC
David Coulson	Assistant Director for Environment Services and Deputy for Peter Dale	Doncaster MBC
Lee Garrett	Head of Service – Highways and Deputy for Gill Gillies	Doncaster MBC