

1.0	Membership of the South Yorkshire Waste Programme Board (SYWPB)
1.1	The SYWPB will consist of Portfolio Holders and Directors with responsibility for Waste Services (or their deputies) and will be chaired by a Portfolio Holder on an annually rotating basis.
1.2	Members will be identified at the annual general meeting in June each year.
1.3	The SYWPB Chairperson and Vice-Chairperson will be elected at the start of the first meeting of the SYWPB.
1.4	For the SYWPB to be quorate, a minimum of three (3) Portfolio Holders (or their deputies) must be present at the meeting.
2.0	Objective
2.1	The objective of the SYWPB is to “Work together towards efficiencies and the sharing of best practices and opportunities”.
3.0	Scope of the SYWPB
3.1	<p>The scope of the SYWPB is to:</p> <ul style="list-style-type: none"> ➤ consider the progress of the South Yorkshire Municipal Waste Strategy and provide direction, challenge, feedback and comments to the South Yorkshire Municipal Waste Strategy lead ➤ give due consideration to service reviews and recommend areas where Barnsley, Doncaster, Rotherham and Sheffield can work collaboratively to gain efficiencies in waste services ➤ make recommendations on projects where Barnsley, Doncaster, Rotherham and Sheffield should collaborate and agree the resources to be allocated to these from the individual South Yorkshire local authorities ➤ give due consideration to formalising joint working arrangements across South Yorkshire through an inter-authority agreement.
3.2	<p>The members of the SYWPB will be asked to:</p> <ul style="list-style-type: none"> ➤ provide strategic direction to any Project ➤ monitor the progress of agreed Projects against any Project plans ➤ agree allocation of funds for the Projects subject to approval by the South Yorkshire local authorities ➤ receive regular reports from the Project team and provide any comments and/feedback on these reports ➤ act as “critical friends” throughout the process by providing challenge, feedback and comments ➤ agree and assign resources to support any Projects and ensure sufficient priority is given to the Projects to allow them to progress ➤ provide a responsive decision-making group to the Project leads to ensure the Project timelines are achieved ➤ make approvals at key stages, subject to delegation by their local authority ➤ ensure that any Project is delivered on time and within budget ➤ review and manage the risks associated with projects.

3.3	Any procurement Project that is proposed as part of the actions for this SYWPB will be run in accordance with the lead authority's constitution, contract procedure rules and financial standing orders and will be conducted in accordance with the Public Contracts Regulations 2015 (SI 2015/102).
4.0	Format of Meetings
4.1	The SYWPB will be facilitated by either (a) a nominated Project team or (b) (where there is a programme approach to project management to cater for multiple future Projects) the Programme Manager and supported by the BDR Administrative Officer. The agenda and reports will be sent to Steering Group at least five (5) days in advance of the meeting.
4.2	The meetings will be held every quarter unless otherwise agreed at meetings. The venue for the meetings will be in the administrative area of the Chairperson.
4.3	Other officers and resources will be called upon and invited to attend as appropriate.
4.4	If SYWPB wish for specific issues to be considered these can be raised at the meeting and officers will research these issues and present them to a future meeting of the SYWPB.
5.0	Working Manner
5.1	The overriding principles for working together is that all Parties should: <ul style="list-style-type: none"> ➤ act in good faith ➤ be open, honest and transparent ➤ willing to contribute and commit ➤ treat everyone with respect ➤ mutually support and co-operate with each other ➤ share learning and best practice ➤ respect the mutual need for commercial confidentiality.
6.0	Review of the Terms of Reference
6.1	These terms of reference to be reviewed as the SYWPB group see fit.