Item 4

BDR Joint Waste Board

Terms of Reference

1.0	**Membership of the BDR Joint Waste Board**
1.1	The BDR Joint Waste Board will consist of Portfolio Holders with responsibility for Waste Services (or their deputy) and will be chaired by a Portfolio Holder on an annually rotating basis.
1.2	Members will be identified at the June Annual Meeting of the BDR Joint Waste Board.
1.4	For the BDR Joint Waste Board to be quorate, a minimum of three Portfolio Holders (or their deputies) must be present at the meeting.
1.5.	The end date for the Joint Waste Board is the expiry of the BDR PFI Contract, or such other date as unanimously agreed in writing.
2.0	Objective is to Work together towards efficiencies and the sharing of best practices and opportunities
3.0	**Scope of the BDR Joint Waste Board**
3.1	The scope of the BDR Joint Waste Board is to: - ➢ consider the performance of joint contracts i.e. o BDR PFI and Royalty Deed o Household Waste Recycling Centres o Organic o Treatment and disposal ➢ Consider the effectiveness of management of the above contracts. ➢ Develop a procurement strategy to gain further opportunities from joint working. ➢ Agree resources for projects to deliver efficiencies/savings including allocation of budgets. ➢ Agree the Operational Management Budget for the BDR PFI Contract ➢ Agree proposed communication strategies for joint working. ➢ Recommend items for consideration by Steering Committee and the Joint Waste Team
3.2	The members of the BDR Joint Waste Board will be asked to: - ➢ Give due consideration to the management of the BDR Operational Management Budget ➢ 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 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 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 Joint Waste Board will be run in accordance with the Lead Authorities Procedure Rules and will be in accordance with The Public Contracts Regulations 2015.
4.0	**Format of Meetings**
4.1	The Joint Waste Board will be facilitated by the BDR Manager and supported by the BDR Senior Contracts Manager and Technical/Admin Officer. The agenda and reports will be set by the Joint Waste Board Chairperson in consultation with the BDR Manager and sent to the Joint Waste Board at least 5 days in advance of the meeting.
4.2	The meetings will be held every 4 months (3 times per year) unless otherwise agreed at meetings. The venue for the meetings will be in the administrative area of the Chairperson.
4.3	The following may be invited to attend meetings: ➢ Waste Service Managers ➢ Legal Officers ➢ Finance Officers ➢ Communication Officers ➢ Development Planning Officers ➢ Technical Advisors ➢ Legal Advisors ➢ Financial Advisors ➢ Waste Infrastructure and Development Transactor ➢ Contractors Representatives The above list is not exhaustive
4.4	➢ If BDR Joint Waste Board wish 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 Joint Waste Board. ➢ The Joint Waste Board will report key milestones during any project, and any decision the Joint Waste Board wishes their Individual Authorities to take, to their individual Councils. ➢ The internal approvals process that is necessary for any specific project should be provided to the Project Lead Officer for inclusion in the overall project plan.
5.0	**Working Manner**

5.1	The overriding principle for working together is that all parties should: - ➢ 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. ➢ seek to fully motivate Officers to act with drive, enthusiasm, and a determination to succeed
6.0	Review of the Terms of Reference
6.1	These terms of reference to be reviewed every two years, at the written request of an Authority or if a significant change occurs