



# WASTE STRATEGY

FOR ESSEX

2024 - 2054

## Appendix 12 Essex Waste Partnership Terms of Reference

# 1. INTRODUCTION

**1.1** These Terms of Reference have been approved by each Partner Authority as Terms of Reference for the Essex Waste Partnership Board. The Partnership Authorities party to this agreement are:

- Basildon Borough Council;
- Braintree District Council;
- Brentwood Borough Council;
- Castle Point Borough Council;
- Chelmsford City Council;
- Colchester Borough Council;
- Epping Forest District Council;
- Essex County Council;
- Harlow District Council;
- Maldon District Council;
- Rochford District Council;
- Tendring District Council; and
- Uttlesford District Council.

## 2. AIMS & OBJECTIVES

**2.1** The Essex Waste Partnership Board will be responsible for the development and steering of all pan Essex waste management partnership working including, but not limited to: -

**2.1.1 Strategic planning** – including the development of a 25+ year strategic plan for Waste Management Partnership Working which takes account of new targets and legislation for waste management, changes in national policy direction and reflecting the status of waste infrastructure. Whilst the Essex Waste Partnership does not have Legal or S151 Authority, it will review expectations of relevant policy and legislation, including the Environment Act 2021, & recommendations from the member authority policies and commitments to reflect these in the strategy and ensure it is fit for purpose for future years.

**2.1.2 Financial framework** – including the development and maintenance of a consolidated Collection and Disposal authority financial model to allow decisions to be made with regard to the overall impact on the Essex taxpayer and not just the impact on either the Collection or Disposal Authority.

**2.1.3. Strategic Investment** – including the development of investment business cases for new or expanded infrastructure, equipment, or other resources.

Appendix 12 Essex Waste Partnership Terms of Reference

Full list of appendices can be found at <https://consultations.essex.gov.uk/rci/waste-strategy-for-essex-consultation/>

**2.1.4 Optimisation and Joint Working** – including research and best practice, performance and data management, procurement of waste services and optimisation of service delivery.

**2.1.5. Communication and Education** – The development of pan Essex waste reduction education and behaviour change initiatives and campaigns prioritising these in accordance with the waste hierarchy and to support transition to a circular economy.

**2.2.** Each of the Members of the Essex Waste Partnership Board wish to establish a clear and accountable forum for them to work together to promote effective, efficient, and economic waste management across the Partner Authorities. The Essex Waste Partnership Board will work together in a spirit of mutual trust, support, and respect and to ensure that when difficulties or differences of opinion arise, they are addressed quickly honestly and openly.

## **3. CONSTITUTION**

**3.1. The Essex Waste Partnership Board: -**

- shall have no legal identity or personality
- is not intended to be a joint board for the purposes of s101 of the Local Government Act
- cannot make decisions which bind, or are intended to bind, any Partner Authority
- at least 7 full member authorities must be present for a meeting decision to be quorate.

**3.2.** It is however recognised that, in the future, the potential delegation of (yet to be defined) powers and responsibilities, by the Partner Authorities, to the Board may be required to make the Board fully effective.

**3.3** The aims and objectives of the partnership will be supported through regular meetings and decisions will be taken at meetings or via virtual communication where needed (see section 7 for further detail).

**3.4** The Essex Waste Partnership Officer Group will support the function and decision making of the Essex Waste Partnership Board by advising and providing options and recommendations to support delivery of the objectives of the Essex Waste Partnership. It is expected that members of the Essex Waste Partnership Officer Group will provide reports and raise questions for decision at each meeting of the Essex Waste Partnership Board.

**3.5** The Essex Waste Partnership Board will set priorities, monitor and review progress for the activities of the Essex Waste Partnership Officer Group in line with the strategic priorities and objectives of the Essex Waste Partnership.

## **4. MEMBERSHIP AND APPOINTMENT OF THE ESSEX WASTE PARTNERSHIP BOARD**

**4.1.** The Essex Waste Partnership Board shall comprise each Partner Authority's Elected Member who is the Lead Member for Waste functions.

**4.2** Each Lead Member may appoint an alternate Member from their own Authority to act on their behalf. Such alternative member must have responsibility for, or suitable knowledge of, the waste functions of their Authority, and such alternate member will be treated for this purpose as if he/she were the Lead Member.

**4.3.** Each Partner Authority may at any time appoint another Member to be that partners Authorities' Lead Member and any member of the Essex Waste Partnership Board shall automatically cease to be a member of the Essex Waste Partnership Board upon ceasing to be a member of his/her Partner Authority.

**4.4** All appointments to Membership of the Essex Waste Partnership Board shall be made by notification in writing from the Partner Authority to the Secretary to the Essex Waste Partnership Board.

## **5. CHAIRMAN AND VICE-CHAIRMAN OF THE ESSEX WASTE PARTNERSHIP BOARD**

**5.1.** The Essex Waste Partnership Board shall make its own arrangements for the conduct of its meetings, including electing two Members of the Essex Waste Partnership Board; one to act as Chairperson and one to act as Vice-Chairperson at its meetings.

**5.2** The Chairperson will rotate annually between the Essex County Council lead member for Waste Reduction & Recycling and a lead member representative of another partnership authority.

## **6. SECRETARY TO THE ESSEX WASTE PARTNERSHIP BOARD**

**6.1.** The Essex Waste Partnership Board shall be supported by the secretary to Essex Waste Partnership Board.

**6.2.** The secretary to Essex Waste Partnership Board shall be an officer from the Democratic Service group in Essex County Council.

**6.3.** The functions of the secretary of the Essex Waste Partnership Board shall be: -

**6.3.1.** to maintain a record of membership of the Essex Waste Partnership Board;

**6.3.2.** to arrange meetings of the Essex Waste Partnership Board;

**6.3.3.** to prepare and send out the agenda for meetings of the Essex Waste Partnership Board in consultation with the Chairman;

**6.3.4.** to keep a record of the proceedings of the Essex Waste Partnership Board;

**6.3.5.** to take such administrative action as may be necessary to give effect to decisions of the Essex Waste Partnership Board; and

**6.3.6.** such other functions as may be determined by the Essex Waste Partnership Board.

## **7. CONVENING OF MEETINGS OF THE ESSEX WASTE PARTNERSHIP BOARD**

**7.1.** Meetings of the Essex Waste Partnership Board shall be held quarterly at such times, dates and places as may be notified to the members of the Essex

Waste Partnership Board by the secretary to the Essex Waste Partnership Board, being such time, place, and location as:

**7.1.1.** the Essex Waste Partnership Board shall from time-to-time resolve;

**7.1.2.** the secretary of the Essex Waste Partnership Board, in consultation where practicable with the Chairperson and Lead Members, shall determine in response to receipt of a request in writing addressed to the secretary of the Essex Waste Partnership Board from any member of the Essex Waste Partnership Board.

**7.2.** The secretary of the Essex Waste Partnership Board shall settle the agenda for any meeting of the Essex Waste Partnership Board with the Chairman and Vice Chair of the Board, and shall incorporate in the agenda any items of business and any reports submitted by any of the Lead Members.

**7.3.** By default, meetings will be held in person with a hybrid meeting option available for those that cannot attend in person.

# Essex Waste Partnership

This information is issued by Essex County Council on behalf of Essex Waste Partnership

To have your say on the draft Waste Strategy for Essex 2024-2054 and to see the full list of appendixes, visit <https://consultations.essex.gov.uk/rci/waste-strategy-for-essex-consultation/>

For help filling out the survey, call **0345 6037625**

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**RETHINKING**  
OUR WASTE