

## **The Overview and Scrutiny Waste contract Task and Finish Group: Terms of Reference and Rules**

### **1. Scope**

The Task and Finish Group within these terms of reference will consider the scope agreed at the Extraordinary meeting of the Overview and Scrutiny Committee held on 15 June 2021, as shown below:

1. To review the operation of the new Waste and Street Cleansing Contract with a focus on the route optimisation project (new collection routes started on 10/5/21), including staffing and Echo IT system.
2. To invite Veolia Senior Management to the task & finish group meeting to be set up during July 2021.
3. For Veolia to present detailed plans to recover service levels to the contracted standards for –
  - a. Refuse/Recycling/Food Collections
  - b. Assisted Collections
  - c. Communal Bin Collections
  - d. Garden Waste Collections
  - e. Street Cleansing
  - f. health and safety
  - g. environmental risks
4. To consider the council response in terms of
  - a. contract management,
  - b. customer services response
  - c. complaints handling.

### **2. Membership**

The chairman of the Task and Finish Group will be appointed by the Group during the first meeting.

All members of the Overview and Scrutiny Committee are invited to attend the Task and Finish Group.

The group will be supported by the Director of Place.

The Task and Finish Group is advisory and has no decision making powers. Officers will make the views of the group known to the Overview and Scrutiny Committee.

### **3. Methods of working**

Members of the Task and Finish Group are expected to work co-operatively and come to conclusions that are agreed by the group.

Formal votes should therefore be rare with recommendations from the Group made by general consent.

#### **4. Meetings**

The access to information procedure rules in the constitution do not apply. However members should receive any papers for the meetings in sufficient time for them to prepare for the meeting. There is a presumption that papers will be distributed electronically.

Proper records of the deliberations of the Task and Finish Group will be kept.

Three members of the Task and Finish Group must be present for the meeting to proceed.

#### **5. Frequency of Meetings**

After the initial preparatory meeting which will be held remotely, a meeting will be held in the Council Chamber, and the contractor will be invited to attend to answer the questions of the Group.

#### **6. Confidentially**

Those present will keep the discussions of the Task and Finish Group confidential unless the Group decides otherwise. The relationship between the Task and Finish Group and the media should follow the council's communications protocol at all times.

#### **7. Freedom of information / Environmental Information Regulations**

The papers and notes/minutes of a Task and Finish Group will be the subject of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 and will be documents that the public may have unless an exemption or exception applies.

#### **8. Interests**

Councillors should treat the Task and Finish Group as a formal meeting of the council for the purpose of the declarations of any interests and withdrawal from the meeting.