

**JOINT SCRUTINY PANEL OF SOMERSET
WASTE BOARD (VIRTUAL MEETINGS)
Wednesday 23 June 2021
2.00 pm**



To: The members of the Joint Scrutiny Panel of Somerset Waste Board (virtual meetings)

Cllr R Bastable, Cllr A Boyden, Cllr H Bruce, Cllr M Dunk (Vice-Chair), Cllr I Dyer, Cllr B Hamilton, Cllr J Hassall, Cllr L Leyshon, Cllr T Munt and Cllr A Trollope-Bellow (Chair)

All Somerset County Council Members are invited to attend.

Issued By Scott Wooldridge, Strategic Manager - Governance and Democratic Services - 15 June 2021

For further information about the meeting, please contact Laura Rose - LXRose@somerset.gov.uk or 07790577336 or Julia Jones - jjones@somerset.gov.uk or 07790577232

This meeting will be open to the public and press, subject to the passing of any resolution under Regulation 4 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

This agenda and the attached reports and background papers are available on request prior to the meeting in large print, Braille, audio tape & disc and can be translated into different languages. They can also be accessed via the council's website on www.somerset.gov.uk/agendasandpapers

Are you considering how your conversation today and the actions you propose to take contribute towards making Somerset Carbon Neutral by 2030?



RNID typetalk

AGENDA

Item Joint Scrutiny Panel of Somerset Waste Board (virtual meetings) - 2.00 pm
Wednesday 23 June 2021

****Public Guidance notes contained in agenda annexe****

1 Annual Appointment of the Joint Waste Scrutiny Chair and Vice-Chair

The Governance Specialist of the Joint Waste Scrutiny will invite nominations from Board Members and preside over the election.

2 Apologies for absence

To receive Panel Members apologies.

3 Declarations of Interest

Details of all Members' interests in District, Town and Parish Councils can be viewed on the Council Website at [County Councillors membership of Town, City, Parish or District Councils](#) and this will be displayed in the meeting room (Where relevant).

The Statutory Register of Member's Interests can be inspected via request to the Democratic Service Team.

4 Minutes from the previous meeting held on 12 February 2021- To Follow

The Committee is asked to confirm the minutes are accurate.

5 Public Question Time

The Chair will allow members of the public to ask a question or make a statement about any matter on the agenda for this meeting. **These questions may be taken during the meeting, when the relevant agenda item is considered, at the Chair's discretion.**

6 Constitutional Matters, Waste Board Membership and Meeting Dates 2021/2022- To Follow

To Consider the report.

7 Finance update Q4 2020/2021- To Follow

To consider the report.

8 Performance Monitoring Report Q4 2020/2021- To Follow

Item Joint Scrutiny Panel of Somerset Waste Board (virtual meetings) - 2.00 pm
Wednesday 23 June 2021

To consider the report.

9 **Recycle More update- To Follow**

To consider the report.

10 **Update on decarbonising Somerset Waste Partnership Operation- To Follow**

To receive the report.

11 **Update on Schools: Education and Behaviour Change- To Follow**

To receive the report.

12 **Update on National Waste and Resources- To Follow**

To consider the report.

13 **Somerset Waste Board Forward Plan** (Pages 9 - 14)

To review the latest version and items of business for future meetings.

14 **Any other urgent items of business**

The Chair may raise any items of urgent business.

This page is intentionally left blank

General Guidance notes for Somerset County Council virtual committee meetings

1. **Virtual Council Public Meetings**

Please be advised that this committee meeting is not subject to the 1972 Local Government Act and therefore can continue to take place virtually.

2. **Inspection of Papers**

Any person wishing to inspect minutes, reports, or the background papers for any item on the agenda should contact Democratic Services at democraticservices@somerset.gov.uk or telephone 01823 357628.

They can also be accessed via the council's website on www.somerset.gov.uk/agendasandpapers.

3. **Members' Code of Conduct requirements**

When considering the declaration of interests and their actions as a councillor, Members are reminded of the requirements of the Members' Code of Conduct and the underpinning Principles of Public Life: Honesty; Integrity; Selflessness; Objectivity; Accountability; Openness; Leadership. The Code of Conduct can be viewed on the council website at [Code of Conduct](#).

4. **Minutes of the Meeting**

Details of the issues discussed, and recommendations made at the meeting will be set out in the minutes, which the Committee will be asked to approve as a correct record at its next meeting.

5. **Public Question Time**

If you wish to speak, please contact Democratic Services by 5pm 3 clear working days before the meeting. Email democraticservices@somerset.gov.uk or telephone 01823 357628.

A slot for Public Question Time is set aside near the beginning of the meeting, after the minutes of the previous meeting have been agreed. However, questions or statements about any matter on the agenda for this meeting may be taken at the time when each matter is considered.

At the Chair's invitation you may ask questions and/or make statements or comments about any matter on the Committee's agenda – providing you have given the required notice. You may also present a petition on any matter within the Committee's remit. The length of public question time will be no more than 20 minutes in total.

You must direct your questions and comments through the Chair. You may not take a direct part in the debate. The Chair will decide when public participation is to finish.

If there are many people present at the meeting for one particular item, the Chair may adjourn the meeting to allow views to be expressed more freely. If an item on the agenda is contentious, with a large number of people attending the meeting, a representative should be nominated to present the views of a group.

An issue will not be deferred just because you cannot be present for the meeting. Remember that the amount of time you speak will be restricted, to three minutes only.

In line with the council's procedural rules, if any member of the public interrupts a meeting the Chair will warn them accordingly.

If that person continues to interrupt or disrupt proceedings the Chair can ask the Democratic Services Officer to remove them as a participant from the meeting.

6. **Meeting Etiquette**

- Mute your microphone when you are not talking.
- Switch off video if you are not speaking.
- Only speak when invited to do so by the Chair.
- Speak clearly (if you are not using video then please state your name)
- If you're referring to a specific page, mention the page number.
- Switch off your video and microphone after you have spoken.
- There is a facility in Microsoft Teams under the ellipsis button called turn on live captions which provides subtitles on the screen.

7. **Exclusion of Press & Public**

If when considering an item on the agenda, the Committee may consider it appropriate to pass a resolution under Section 100A (4) Schedule 12A of the Local Government Act 1972 that the press and public be excluded from the meeting on the basis that if they were present during the business to be transacted there would be a likelihood of disclosure of exempt information, as defined under the terms of the Act.

If there are members of the public and press listening to the open part of the meeting, then the Democratic Services Officer will, at the appropriate time, ask participants to leave the meeting when any exempt or confidential information is about to be discussed.

8. **Recording of meetings**

The Council supports the principles of openness and transparency. It allows filming, recording and taking photographs at its meetings that are open to the public - providing this is done in a non-disruptive manner. Members of the public may use Facebook and Twitter or other forms of social media to report on proceedings. No filming or recording may take place when the press and public are excluded for that part of the meeting. As a matter of courtesy to the public, anyone wishing to film or record proceedings is asked to provide reasonable notice to the Committee Administrator so that the relevant Chair can inform those present at the start of the meeting.

We would ask that, as far as possible, members of the public aren't filmed unless they are playing an active role such as speaking within a meeting and there may be occasions when speaking members of the public request not to be filmed.

A copy of the Council's Recording of Meetings Protocol is available from the Committee Administrator for the meeting.

This page is intentionally left blank

Somerset Waste Board and Somerset Waste Partnership Forward Plan of Key Decisions

The Somerset Waste Board and Waste Partnership are required to publish a document which sets out details of planned key decisions at least 28 calendar days before they are due to be taken. This forward plan sets out key decisions to be taken at the Waste Board meetings as well as individual key decisions to be taken by an Officer.

Regulation 8 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 defines a key decision as an executive decision which is likely:

(a) to result in the relevant local authority incurring expenditure which is, or the making of savings which are, significant having regard to the relevant local authority's budget for the service or function to which the decision relates; or

(b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the relevant local authority.

Waste Board meetings are held in public at County Hall or at one of the District Councils unless the Board resolve for all or part of the meeting to be held in private in order to consider exempt information/confidential business. The Forward Plan will show where this is intended. Agendas and reports for Board meetings are also published on the County Council's website at least five clear working days before the meeting.

Individual key decisions are shown in the plan as being proposed to be taken within a ten-day period, with the requirement that a report setting out the proposed decision will be published on the County Council's website at least five working days before the date of decision. Any representations received will be considered by the decision maker at the decision meeting.

In addition to key decisions, the forward plan set out below lists other business that is scheduled to be considered at a Board meeting during the period of the Plan, which will also include reports for information. The Plan is updated on a weekly basis and the latest version is published on the Council's website usually on a Monday (except where this is a bank holiday). *Where possible the County Council will attempt to keep to the dates shown in the Plan. It is quite likely, however, that some items will need to be rescheduled and new items added as new circumstances come to light.* Please ensure therefore that you refer to the most up to date Plan.

The Waste Board meets regularly and comprises the following elected members:

Mendip District Council councillors: Matthew Martin and Tom Ronan

Sedgemoor District Council councillors: Janet Keen and Andrew Gilling

Somerset County Council councillors: David Hall and Clare Paul (Vice-Chair)

South Somerset District Council councillors: Sarah Dyke (Chair) and Tim Kerley

Somerset West and Taunton Council councillors: David Mansell and Andy Sully

For general enquiries about the Forward Plan:

- You can view it on the County Council web site at <http://democracy.somerset.gov.uk/mgListPlans.aspx?RPId=196&RD=0>
- Alternatively, copies can be obtained from the Democratic Services Team by emailing democraticservices@somerset.gov.uk

To view the Forward Plan on the website you will need a copy of Adobe Acrobat Reader available free at www.adobe.com
Please note that it could take up to 2 minutes to download this PDF document depending on your Internet connection speed.

To make representations about proposed decisions:

Please contact the officer identified against the relevant decision in the Forward Plan to find out more information or about how your representations can be made and considered by the decision maker.

The Agenda and Papers for each Somerset Waste Board meeting can be found on the County Council's website at:
<http://democracy.somerset.gov.uk/mgListPlans.aspx?RPId=196&RD=0>

Weekly version of plan published on 1 June 2021

FP Refs	Decision Date/Maker	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring it to be considered in private?	Contact Officer for any representations to be made ahead of the proposed decision
FP Refs / Date proposed decision published in Forward Plan	When decisions due to be taken and by whom (**)	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring a resolution for it to be considered in private and what are the reasons for this?	Contact Officer for any representations to be made ahead of the proposed decision
SWB/21/02/01 First published: 1 February 2021	Somerset Waste Board 25 Jun 2021 To consider the report	Issue: Finance Update Q4 2020/2021			Mickey Green, Managing Director - Somerset Waste Partnership Tel: 01823 625707
SWB21/02/02 First published: 1 February 2021	Somerset Waste Board 25 Jun 2021 to consider the report	Issue: Performance Q4 2020/2021			Mickey Green, Managing Director - Somerset Waste Partnership Tel: 01823 625707

Weekly version of plan published on 1 June 2021

FP Refs	Decision Date/Maker	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring it to be considered in private?	Contact Officer for any representations to be made ahead of the proposed decision
SWB/21/02/03 First published: 1 February 2021	Somerset Waste Board 25 Jun 2021 to consider the report	Issue: Recycle more update			Mickey Green, Managing Director - Somerset Waste Partnership Tel: 01823 625707
SWB21/02/06 First published: 1 February 2021	Somerset Waste Board 25 Jun 2021 To consider the report	Issue: Update on Decarbonising SWP Operations			Mickey Green, Managing Director - Somerset Waste Partnership Tel: 01823 625707
SWB/21/02/04 First published: 1 February 2021	Somerset Waste Board 25 Jun 2021	Issue: Constitutional Matters and 2021/22 Board Membership dates			Scott Wooldridge, Strategic Manager Governance & Risk and Council's Monitoring Officer Tel: 01823 359043

Weekly version of plan published on 1 June 2021

FP Refs	Decision Date/Maker	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring it to be considered in private?	Contact Officer for any representations to be made ahead of the proposed decision
SWB/21/05/01 First published: 24 May 2021	Somerset Waste Board 25 Jun 2021 To consider the report	Issue: Update on Schools: Education and behaviour change			Mickey Green, Managing Director - Somerset Waste Partnership Tel: 01823 625707
SWB 21/05/02 First published: 24 May 2021	Somerset Waste Board 25 Jun 2021 To consider the report	Issue: Update on national waste and resources consultations			Mickey Green, Managing Director - Somerset Waste Partnership Tel: 01823 625707
SWB/20/12/01 First published: 11 December 2020	Somerset Waste Board 24 Sep 2021 To consider the report	Issue: SWP Advice, Support and Enforcement Policy.			Mickey Green, Managing Director - Somerset Waste Partnership Tel: 01823 625707

