

Appendix 2: South West Ward Waste Collections Review Group - Terms of Reference v1.1

Task and Finish Group: Terms of Reference

1 Background

- 1.1 The group will have responsibility steer this work and advise on its approach. This will include:
- Assisting with the designing of the research and community engagement into the analysis of waste collection satisfaction rates in the South West Ward of Gainsborough.
 - Assisting the council in the development of possible waste collection policy options in the area by an analysis of the evidence from the research and surveys, having regard to available budgets.

2 Purpose of the Task and Finish Group

To advise and steer the work being undertaken to investigate the effectiveness and satisfaction rate of the waste collection services (and not other issues and services) which are delivered in the area. To shape and comment on the final report to the Prosperous Communities Committee.

3 Scope and Focus of the Work

- 3.1 The scope of the work is set out in the Prosperous Communities Committee report. The engagement and assessment approach is suggested in Appendix 1, this group should refine this as appropriate and formulate the precise detail of the newsletter and satisfaction surveys.
- 3.2 The key questions which need to be addressed by the work of the Task and Finish Group are:
- a) To understand from service users their experience and satisfaction with the waste collection services provided in the area.
 - b) To understand from those providing the services how that service is delivered, its budget, performance indicators and barriers/difficulties in providing the services in this location.

- c) To look at best practice examples of how waste collection services are delivered in other parts of the country that are similar in nature.
- d) To assess alternative delivery models of providing waste collection services in this area.

4. Outputs

- 4.1 To shape the final report on how waste collection services delivered in the defined area are performing for local residents and how they could be improved. This report is to be presented to the Prosperous Communities Committee on 29th January 2019.

5 Membership of the Group

- 5.1 It is recommended that this should be a small, cross party steering group of councillors. Membership of the group including the chair to be established at the Prosperous Communities Committee on 11 September 2018:
- 5.3 The group will be supported by council officers.

6 Timescales

- 6.1 Timescales for this work and key report milestones are detailed in the Project Delivery Plan.

7 Frequency of meetings

- 7.1 It is recommended that the Task and Finish Group shall meet within 2 weeks of this Prosperous Communities meeting and then every 3 weeks after that according to an agreed schedule.

8 Amendments

- 8.1 Minor amendments to these Terms of Reference can be agreed by majority of the Task and Finish Group.