



## **Meeting papers**

**Gloucestershire Joint Waste Committee**

**Tuesday 3 October 2017 at 10.00 am**

**Cabinet Suite - Shire Hall, Gloucester**



<b>Gloucestershire Joint Waste Committee</b>	
<b>Tuesday 3 October 2017 at 10.00 am</b>	
<b>Cabinet Suite - Shire Hall, Gloucester</b>	
<b>AGENDA</b>	

<b>1</b>	<b>APOLOGIES FOR ABSENCE</b>	Andrea Clarke
<b>2</b>	<b>DECLARATIONS OF INTEREST</b> Please see note (a) at the end of the agenda.	Andrea Clarke
<b>3</b>	<b>MINUTES OF THE PREVIOUS MEETING - 20 JUNE 2017</b> (Pages 1 - 2)	Andrea Clarke
<b>4</b>	<b>ELECTION OF VICE CHAIRPERSON</b>	Cllr Sue Coakley
<b>5</b>	<p><b>PUBLIC QUESTIONS</b></p> <p>To answer any written or oral questions about matters which are within the powers and duties of the committee.</p> <p>The closing date/time for receipt of written questions is 6.00pm on 27 September 2017 (three clear working days before date of the meeting). Please send questions to the Democratic Services Unit, marked for the attention of Andrea Clarke (email: <a href="mailto:andrea.clarke@gloucestershire.gov.uk">andrea.clarke@gloucestershire.gov.uk</a>).</p> <p>An oral question may be asked by a member of the public if notice of the question is given by the questioner to Democratic Services at least 30 minutes prior to the start of the meeting.</p> <p>Depending on the nature of the questions asked it may not be possible to provide a comprehensive answer at the meeting, in which case a written answer will be supplied as soon as reasonably possible after the meeting.</p>	Chair
<b>6</b>	<p><b>MEMBER QUESTIONS</b></p> <p>To answer any written members' questions about matters which are within the powers and duties of the committee. The closing date/time for the</p>	Chair

	receipt of questions is 6.00pm on 27 September 2017 (three clear working days before the date of the meeting). Please send questions to the Democratic Services Unit marked for the attention of Andrea Clarke (email: <a href="mailto:andrea.clarke@gloucestershire.gov.uk">andrea.clarke@gloucestershire.gov.uk</a> ).	
7	<b>COMMUNICATIONS ACTIVITIES UPDATE</b> The committee to receive a verbal update.	David Dale
8	<b>HEALTH AND SAFETY UPDATE</b> (Pages 3 - 8)	Roger Smith
9	<b>MANAGEMENT ACCOUNTS MONITORING REPORT</b> (Pages 9 - 34)	Rachel Capon
10	<b>SERVICE/ACTION PLAN UPDATE</b> (Pages 35 - 40)	Scott Williams
11	<b>PERFORMANCE REPORT</b> (Pages 41 - 46)	Andy Pritchard

### FOR INFORMATION

Committee meetings in 2017/18: -

5 December 2017

20 February 2018

18 June 2018

9 October 2018

4 December 2018

All meetings start at 10am, and are held in the Cabinet Suite, Shire Hall, Gloucester, GL1 2TG.

**Membership** – *Cllr Nigel Moor, Cllr Ray Theodoulou, Cllr Sue Coakley (Cotswold District Council), Cllr Chris Coleman (Cheltenham Borough Council), Cllr Bruce Hogan (Forest of Dean District Council), Cllr Jim Mason (Tewkesbury Borough Council), Cllr Helena McCloskey (Cheltenham Borough Council), Cllr Chris McFarling (Forest of Dean District Council), Cllr Tina Stevenson (Cotswold District Council) and Cllr Mark Williams (Tewkesbury Borough Council)*

**Co-Opted Members** - *Cllr Richard Cook (Gloucester City Council), Cllr Paul Denney (Stroud District Council) and Cllr Simon Pickering (Stroud District Council)*

- (a) **DECLARATIONS OF INTEREST** – Please declare any disclosable pecuniary interests or personal interests that you may have relating to specific matters which may be discussed at this meeting, by signing the form that will be available in the Cabinet Suite. Completing this list is acceptable as a declaration, but does not, of course, prevent members from declaring an interest orally in relation to individual agenda items. The list will be available for public inspection.

Members requiring advice or clarification about whether to make a declaration of interest are invited to contact the Monitoring Officer (Jane Burns ☎ 01452 328472, email [jane.burns@gloucestershire.gov.uk](mailto:jane.burns@gloucestershire.gov.uk)) prior to the start of the meeting.

- (b) **INSPECTION OF PAPERS AND GENERAL QUERIES** - If you wish to inspect minutes or reports relating to any item on this agenda or have any other general queries about the meeting, please contact: Andrea Clarke, Senior Democratic Services Adviser



**(c) Co-opted Members**

Gloucester City and Stroud District Councils may each nominate up to two Co-opted Members to attend and participate in the Committee's meetings. Co-opted Members may take a full part in public debate where they are present, but may not vote. In the event of the Committee discussing confidential "exempt" non-public items the general presumption is that co-opted members shall leave the meeting, although should a co-opted member make a case to stay, this may be waived at the Chairman's discretion provided no voting member raises an objection. Co-opted Members may, in such circumstances, be asked to leave the meeting while the Chairman seeks views from Voting Members.

**(d) GENERAL ARRANGEMENTS**

1. Members are asked to sign the attendance list.
2. Substitution of members – Where a substitute member takes the place of a committee member who is an executive member of the appointing partner authority the substitute member must also be a member of the executive.
3. Quorum - The quorum for a meeting shall be five committee members, which shall include at least one member appointed by each of the five different partner authorities. No business shall be transacted unless quorum is reached. If quorum is not reached within 30 minutes of the start of the meeting, (or if quorum ceases to be present during a meeting), the meeting shall be adjourned to the same time and venue within five working days of the meeting or to a date determined by the Chairman.

**EVACUATION PROCEDURE** - in the event of the fire alarms sounding during the meeting please leave as directed in a calm and orderly manner and go to the assembly point which is **outside the main entrance to Shire Hall in Westgate Street**. Please remain there and await further instructions.