

## re<sup>3</sup> Senior Managers Group (SMG) TERMS OF REFERENCE

### Attendees:

Josie Wragg, Head of Community Services (Wokingham Borough Council)  
 Mark Smith, Head of Transport / Highways and Streetcare (Reading Borough Council)  
 Steve Loudoun, Chief Officer: Environment and Public Protection (Bracknell Forest Council)  
 Oliver Burt, re3 Strategic Waste Manager.

### Membership

- a) The Group shall be comprised of the nominated Senior Managers from Bracknell Forest, Reading and Wokingham Borough Councils and the re<sup>3</sup> Strategic Waste Manager (each as named above).
- b) The Council representatives must have sufficient seniority to commit organisational resources according to the needs the Group and in order to deliver the re<sup>3</sup> Strategy.
- c) The Group can invite any others to attend as considered necessary, either on a permanent or ad hoc basis.

### Objectives

- a) To oversee the creation and effective delivery of the re<sup>3</sup> Strategy and to ensure its renewal as appropriate
- b) To lead on the identification, development and delivery of waste related opportunities to the benefit of the re<sup>3</sup> authorities.
- c) To ensure the needs of the re<sup>3</sup> Partnership are met.
- d) To ensure, through a 'plan led' approach, the delivery of the needs of the re<sup>3</sup> authorities via the re<sup>3</sup> Strategy.
- e) To monitor all expenditure and agree budgets.
- f) To agree, support and monitor delivery of the re<sup>3</sup> Strategic Managers' Work Plan.

### Operation of the Group

- a) The Senior Managers will chair the group on a rotating basis for a 6 month term at a time.
- b) The Group will be responsible for agreeing its own secretarial arrangements.
- c) The Group will meet monthly unless otherwise agreed.
- d) In seeking optimal outcomes for the re<sup>3</sup> partnership, the Group will endeavour to recognise and accommodate, within their work and proposals, any differences in the organisational needs of the three authorities.
- e) Where necessary the Group will refer to the Joint Working Agreement and/or the Joint Waste Disposal Board for guidance.
- f) The Group is responsible to the Joint Waste Disposal Board for the delivery of the waste agenda as it impacts upon the three partner authorities and for ensuring joint working as per the Joint Working Agreement.
- g) The Group can set up joint working sub groups in order to deliver the overall objectives. The established sub groups are:
  - (i) The Joint Waste Officers Group  
Their Terms of Reference are attached.
- h) The Group is responsible in the collective to the Joint Waste Disposal Board and the Joint Chief Executives

**Joint Waste Officers Group (JWOG)**  
**TERMS OF REFERENCE**

**Membership**

- a) The Group shall be comprised of the following officers:  
Oliver Burt, re3 Strategic Waste Manager  
Anna Fowler, re3 Marketing and Communications Officer  
Janet Dowlman, Head of Environmental Services (Bracknell Forest Council)  
Dave Moore, Neighbourhood Services Manager (Reading Borough Council)  
Peter Baveystock, Service Manager, Cleaner and Greener (Wokingham Borough Council).
- b) The re3 Strategic Waste Manager shall be responsible for arranging and chairing the meeting.
- c) The Group can invite any others as considered appropriate, either on a permanent or ad hoc basis.

**Objectives**

- a) To facilitate the delivery of the re3 Contract so far as it relates to their employing authority.
- b) To advise the re3 Senior Managers' Group on the development of waste collection services and outcomes so far as they impact on the re3 Partnership.
- c) To coordinate waste collection activities across all three authorities such that opportunities can be identified for service improvement.
- d) To keep the re3 Senior Managers' Group apprised of developments in the waste collection and disposal industry.
- e) To coordinate and deliver, subject to established approvals, marketing and communication activities across the three authorities in support of the re3 Strategy.

**Operation of the Group**

- a) The Group will be responsible for agreeing its own secretarial arrangements.
- b) The Group will meet quarterly unless otherwise agreed by the Senior Managers' Group.
- c) The Group shall draft its own annual work plan for agreement by the Senior Officers' Group.
- d) In seeking optimal outcomes for the re3 partnership, the Group will endeavour to recognise and accommodate any differences in the organisational needs of the three authorities.
- e) The Group is responsible in the collective and shall give a quarterly progress report against work plan to the re3 Senior Management Group and thereafter the Joint Waste Disposal Board.