



# Community Waste Forum

## Terms of Reference

### 1. Introduction

1.1 The main purpose of this Community Waste Forum is to facilitate communication, share information and engage in “balanced” discussions regarding the Isle of Wight environmental and waste service.

1.2 The Forum will operate throughout the lifetime of the service (where residents and community representatives wish to continue to participate).

1.3 The Forum will be the main point of community contact for all elements of the service, including operational updates and changes, planning developments and general community engagement and education awareness.

### 2. Objectives

2.1 To provide an ongoing forum to encourage discussion and exchange of information between interested parties (including residents and community representatives) on matters related to the environmental and waste service.

2.2 To communicate with members of the community on key service updates and milestones, to include but not limited to planning applications, construction updates, introduction of service changes and ongoing operations.

2.3 To give local residents and other interested parties an opportunity to discuss any matters related to the service and to feed back comments on behalf of the local community.

2.4 To enable any questions or comments to be addressed by Amey and regulatory bodies.

### **3. Aims of the Community Waste Forum**

3.1 Maintain liaison and engagement between Amey, Isle of Wight Council, parish and town councils and the local community.

3.2 To act as a key channel for distributing information and engaging with the community and answering questions.

3.3 Provide a forum for discussion and, where possible, a resolution of problems. Provide an opportunity to inform and seek feedback from interested parties of any new proposals relating to the service, or any submissions to amend or vary the approved scheme of operations.

3.4 Provide a forum to discuss particular aspects of the service and, where appropriate, invite participation by specialist bodies.

3.5 Provide a means of communicating matters related to any planning and construction processes where relevant, through site visits and discussion of regulatory bodies who are monitoring the sites; and Amey's compliance with the approved schemes of operation as detailed in the planning permission and where appropriate the Environmental Permit.

## 4. Membership

4.1 Membership will be open to all Isle of Wight residents with an interest in environmental or waste issues, particularly those living close to Amey's sites, as well as representatives of parish and town councils and community groups.

4.2 Isle of Wight Council will be invited to become a member.

4.3 Depending on Forum members' feedback, other regulators and/or specialists could be invited to attend on either an ad-hoc or permanent basis to discuss specific issues. Such organisations could include:

- Environment Agency
- Isle of Wight Council Environmental Health Officer
- Specialist bodies (ie air quality or technology experts)

4.4 Size of the group: We recommend a minimum six and maximum 20 (excluding Amey project team/Isle of Wight Council representatives) to allow for effective discussions. Where more than 20 members express an interest in joining the group, Amey and the Chair will review membership and may request some members (particularly in over-represented areas) share their attendance on a rotating basis.

4.5 If required, the Forum can create sub-committees to consider specific aspects of the service, such as our proposals for Forest Park. This would allow a sub-group of Forum members to specifically consider local elements related to the planning proposals and could incorporate a more localised membership, such as residents close to a specific site.

4.6 Members will attend as individuals or as representatives of parish and town councils / community groups on a voluntary and unpaid basis.

4.7 Members can join and leave the group at any time. Requests for membership should be made through Amey's Community Engagement Manager. Anyone resigning from the Forum should also notify the Community Engagement Manager.

## **4. Operation of the Community Waste Forum**

5.1 The first meeting will be facilitated by Amey, which will set out the way that the meetings are run. Amey will also support the agenda and minute taking of the Forum. These administrative tasks will be overseen by Amey's Community Engagement Manager.

5.2 It is intended the Forum will nominate its own Chair from within the group. Once a chair is established, the Amey team will oversee meeting booking / administrative arrangements and liaise with the Chair on suggested agendas (based on their understanding of what the group has requested and what is feasible to cover in the agreed time). If no Chair is agreed, Amey will continue to facilitate the Forum meetings.

5.3 Meetings will initially be held quarterly, however this can be varied by agreement at the Forum meeting. Members will be strongly encouraged to attend all meetings. More regular meetings can be scheduled if necessary.

5.4 The Forum will continue to meet throughout the duration of the service, unless members agree the group is no longer worthwhile.

5.5 In the event that members do not attend meetings, the group will continue to be administered by representatives of Amey, with relevant information sent out to residents and parish and town councils.

5.6 A local venue for the meetings will be arranged.

5.7 Meetings will usually be held in the early evening as convenient for Forum members, or during the day if a site visit is to be included.

5.8 Ground rules for behaviour at the meetings are agreed by the group to ensure the meetings go smoothly. These rules may include:

- Mobiles off when in the meeting

- One person speaks at a time during the meeting
- Listen as well as talk
- Abusive or threatening language or behaviour will not be tolerated

The list is open and can be added to and reviewed as needed.

5.9 During the meetings Amey will take minutes, which will form a report of each meeting. These reports will be circulated for review by the members before public issue.

## **6. Communications**

6.1 The minutes / reports of each meeting will ensure comments are not attributed to individuals or organisations without clear agreement. If additional information is requested to be included with the minutes/report by the group, it will be included as an appendix or clearly differentiated within the report as being added afterwards and not at the meeting.

6.2 Amey does not intend to produce media summaries. Amey may keep the press up to date with the process of the group, but point journalists to the meeting reports if they want to know more about specific conversations.

6.3 Minutes/reports from meetings will be made available to the public by posting them on Isle of Wight Council's waste web pages, as well as circulating them to interested parties upon request. This includes issuing the minutes/reports in response to FOI requests.

6.4 Minutes will be circulated for review by the members before public issue. Members will be provided a date by which to provide any comment, after which the minutes/reports will be made public.

6.5 Members are expected to discuss the issues raised at the meetings with others in their local community and bring their views to the meeting. This is part of their responsibility as representatives of other people in the community, and is an important aspect of ensuring meetings are effective for all participants, are not unduly long and provide the best environment for talking and listening.

6.6 All questions and feedback raised by members will be responded to by Amey. Responses will be provided at the next meeting unless otherwise agreed by the committee.

## **7. General**

7.1 Only matters relating directly to the environmental and waste service shall be discussed.

7.2 An agenda will be circulated at least one week before the next meeting.

7.3 The Forum is not empowered to take executive decisions in relation to Amey and its operations or the Isle of Wight Contract, or vote on any item discussed. It is intended solely as an information, update and communication exchange.