

## **Briefing** Leicestershire's Environment Board

The purpose of this document is to set out how a Leicestershire Together Environment Board will work. The aim is to be as **clear** and **brief** as possible about what it means in practical terms for the people and organisations involved. It has been developed after consideration of a comprehensive briefing pack, a draft set of terms of reference and crucially a series of face to face meetings with each council.

### **Why** establish an Environment Board

The move towards an Environment Board in Leicestershire arises from two insights:

1. All public services need assistance from other organisations to meet their goals and that in tough financial times it is more important than ever to demonstrate to the public that we are avoiding duplication and working well together.
2. Environmental partnership arrangements in Leicestershire were too disparate. Consequently there were strategic opportunities being missed and some issues being overlooked.

The Environment Board's remit will be Waste, Street Scene, Climate Change, Flood Risk, our natural and historic environments and green spaces.

### **What** will Leicestershire's Environment Board do?

Leicestershire's Environment Board will seek to

- Agree a prioritised list of environmental priorities for Leicestershire
- Build upon and share best practice
- Avoid duplication
- Emphasise 'action' not 'talk'!
- Save money
- Do what's best for each locality
- Tackle environmental problems in partnership – not in isolation
- Share and add capacity not drain it through process
- Identify policy and operational overlaps, ensuring key issues are not overlooked
- Assess on a case by case basis whether money can be saved and outputs improved through the collective commissioning of services or the better alignment of resources.

Whilst the intention will be for two-way dialogue within these arrangements, the priority will be 'bottom up', not 'top down' forming working relationships with the new locality executives as well as Leicestershire Together. It is also necessary to be clear about what Leicestershire's Environment Board will not do. It is

- Not about rejecting all of what has come before
- Not one size fits all – each partner/group of partners can opt in or out on a case by case basis.
- Not about the process
- Not about 'County take-over'
- Not about pooling budgets without a business case having been made and **then** agreed by each constituted spending authority.
- Not about a transfer of accountability

Please see a **mock Agenda** as to what an Environment Board might discuss in January 2012 attached as **Appendix A**.

### **How will the Environment Board work?**

It will work across three levels; specialist officer groups which will feed into a chief officer Executive, which will report to a political, member led Board.

- **Specialist Partnerships** – There are four - Flood Risk, Waste and Street Scene, Natural and Historic Environment, and Climate Change. These partnerships will be responsible for identifying opportunities for closer joint working or thorny issues that need further examination or issues that can't be resolved which will be passed to...
- **The Executive** – which will co-ordinate the work emerging from the four specialist partnerships so that the right information is collated so that...
- **The Board** – are able to make well-informed decisions on whether to endorse proposals before seeking approval from within their own spending authorities.
- **Leicestershire Together** – A nominee from the Executive and Board will attend Leicestershire Together's Commissioning Executive and Board respectively.

To enable this process to work, the Executive will co-ordinate the agenda management of Board papers which will be circulated 10 working days in advance of any Board meeting. No decisions can be made on a tabled paper or presentation. Most decisions, as currently in partnerships, will be made by consensus. When they require a vote, each authority will hold one vote. A simplified **Terms of Reference and Standing Orders** are attached as [Appendix B](#).

### **Who will make the Environment Board work?**

- **Specialist Partnerships** – These will be officer led and will include officers from all local authorities plus other specialist organisations.
- **The Executive** – will be chaired in rotation by a nominee from Leicestershire County Council's Environment and Transport Directorate and a District Chief Executive. Each of the four specialist partnerships will nominate a representative to sit on the Executive which will also have two representatives from the voluntary sector.
- **The Board** – will consist of the existing Waste Member Steering Group membership plus other portfolio holders from local authorities. Local charities and national organisations will also be invited to attend but will not be entitled to vote.

The Board will be administered by the Committee Services team at Leicestershire County Council. Policy, research and performance support will be available also from within Leicestershire County Council's Chief Executive's department but the bulk of the work will be done by the expertise across the partnership and within the local authorities. A full list of the **membership** who will be invited to Board and Executive level is attached as [Appendix C](#).

### **When, subject to agreement, will the Environment Board meet and how often?**

Should each local authority agree to the proposals as outlined in this briefing note and there is support for the proposals at the Member Steering Group on December 14<sup>th</sup>, the Environment Board would seek to meet for the first time on 30 January 2012. This will be so that any plans that partners wish to submit could be included within the [integrated commissioning](#) challenge process.

The Environment Board would meet as and when required – it will not meet automatically on a quarterly basis and equally could meet in relatively quick succession to manage a specific process.

## **A Appendix - Mock Agenda**

### Leicestershire's Environment Board

### Agenda January x<sup>th</sup>, 2012

#### 1. Apologies

#### 2. Agree terms of reference and standing orders

#### 3. Waste & Street Scene

a. **Waste Reduction Standard (Andrew Harper, Leicestershire Waste Partnership)**

*Members are asked to consider a proposal to extend the environmental impacts covered by the existing waste reduction standard to include areas such as energy use, business mileage, carbon reduction and water usage.*

b. **Opportunities for better service integration: Grass cutting, litter collection (Steve Atkinson, Hinckley & Bosworth Borough Council)**

*Members are asked to consider proposals to organise litter collection and grass cutting services.*

#### 4. Natural & Historic Environment Partnership

a. **Local Nature Partnership bid (Graham Walley, Leicestershire County Council)**

*Members are asked to consider and approve the plan for the establishment of a Leicestershire Nature Partnership and the deployment of the resource that this will make available.*

b. **Nature Improvement Area bid (Simon Bentley, Leicestershire Wildlife Trust)**

*Members are asked to consider and approve the plan for the establishment of a Nature Improvement Area between Charnwood Forest and along the Soar Valley, which may secure additional funding, or failing that, become a key plan for partners to pursue through other means.*

c. **Opportunities for better joint working: our record's centres**

*Members are asked to consider business models for the long term, sustainable management of the county's natural and historical record centres.*

#### 5. Climate Change

a. Members are asked to consider the proposed Climate Resilience Plan for Leicestershire (This will deliver the Leicestershire Together commitment to achieve Level 4 of the old national Indicator 188)

b. Members are asked to consider the Annual Performance Report on Climate matters and to consider revised performance targets for the future.

## **6. Cross hub opportunities**

- a. Social Impact Bonds: Energy efficiency, waste reduction (Holly Field, Leicestershire County Council)

*Members are asked to consider and approve the plan for a community based approach to advocating better energy efficiency and recycling in the county's priority neighbourhoods.*

## **7. Work Programme and Board Commissioning/Business Plan**

- a. Integrated Commissioning – a road map (Paul Maltby, Leicestershire County Council)

*Members are asked to consider what commissioning plans the Environment Board would wish to submit to the county wide integrated commissioning process (i.e., the items being discussed at this meeting).*

Draft

## **B Appendix - revised terms of reference**

### **PURPOSE**

The Environment Board will lead in seeking agreement and coordinating activity between partners cooperating on specific projects to ensure the delivery of agreed outcomes in response to the priorities of local people and government statutory and performance requirements on local authorities.

**The Environment Board is not a separate legal entity and has no formal decision making powers. Member bodies remain accountable for their own statutory responsibilities and their own legal and governance frameworks. The Board provides the means of achieving collectively agreed outcomes and member organisations will be expected to commit themselves to these and where appropriate ensure that the necessary decisions are agreed and delivered within their own organisations.**

In support of its agreed strategies and operational activities, the Board will:

- 1 **agree the environmental priorities for Leicestershire** and ensure that future commissioning/policy decisions and priorities are evidence based
- 2 **agree and monitor the production of strategies** facilitating the delivery of identified needs and priorities in a co-ordinated, planned and measurable way
- 3 **ensure effective communication and engagement** with local people to explain how our priorities can achieve the best possible environmental outcomes for the people of Leicestershire.
- 4 **recommend** the most effective use of **designated** resources, agreed by member authorities, to deliver the county's strategic environmental outcomes (this can be countywide or sub-county)
- 5 **advise the Leicestershire Together Commissioning Board & Executive** and its supporting boards of actions that they can take to deliver improved environmental outcomes and in what ways the Environment Board can support their aims.

The operation of the Board will be based on the following principles:

- Build upon and share best practice
- Emphasise 'action' not 'talk'!
- Avoid duplication
- Save money
- Share and add capacity not drain it through process
- Identify policy and operational overlaps, ensuring key issues are not overlooked
- Assess on a case by case basis whether money can be saved and outputs improved through the collective commissioning of individual services or the better alignment of resources.
- agree that the environment is too important to leave to any one partner, so partners will work together to improve the environment and opt in/out, as appropriate to local circumstances.

Whilst the intention will be for two-way dialogue within these arrangements, the priority will be 'bottom up', not 'top down'

## **Standing Orders**

1. The Chair and Vice Chair of the Board will be elected by the Board.
2. The quorum will be four and this must include a representative from three district councils and the county council.
3. Decision-making will normally be by consensus. However, where a vote is needed, a decision will be made by a simple majority of those present and entitled to vote
4. Meetings of the Partnership will take place when required and not necessarily in an even quarterly spread across the municipal year,
5. Meetings of the Partnership will be held in public subject to the public being excluded for the consideration of exempt items. The minutes of the meeting will be published on the Leicestershire Together website.
6. Normal rules of debate apply and the ruling of the Chair as to the application of these meeting procedure rules shall not be challenged at any meeting of the Partnership.
7. Board papers will be distributed 10 working days in advance of any Board meeting. No decisions can be made on a tabled paper or presentation. Most decisions, as currently in partnerships, will be made by consensus. When they require a vote, each authority will hold one vote.

## **Declaration of Interests**

8. Members of the Partnership must declare personal interests<sup>1</sup> in items on the agenda, either at the beginning of the meeting or at the beginning of any discussion of the item. Members must leave the meeting if that personal interest is also a prejudicial interest.
9. A member with a personal non-prejudicial interest can take a full part in all discussions and decisions, having declared that interest. A member with a personal and prejudicial interest should not take part in any discussions or decisions on the matter and should leave the room for the duration of any discussion.
10. Any declarations made will be recorded in the minutes of the meeting.

## **Role of Executive**

The Executive will provide co-ordination requirements from the Specialist Partnerships; to make representations to/support the work of the Environment Board; and to ensure the appropriate links are made in respect of future planning for related environment matters.

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<sup>1</sup> A member has a personal interest in a matter if a decision on it might reasonably be regarded as affecting the wellbeing or financial position of him or herself, a relative or friend to a greater extent than other people.

## C Appendix - who's who

### Leicestershire Environment Board

The following members will be invited to attend the Board meetings, but it will be for each organisation to decide how they will be represented at each meeting on the proviso that on the rare occasions a vote rather than a consensus will be required, each authority will have only one vote.

<b>Name</b>	<b>Organisation</b>	<b>Portfolio</b>
CLlr Jackson	Blaby	Waste Operations, Climate Change, Natural & Historic
CLlr Fryer	Charnwood	Cleansing & Open Spaces
CLlr Blain	Charnwood	Conservation & Landscape (lead on Climate Change)
CLlr Seaton	Charnwood (member champion)	Climate Change
CLlr Charlish	Harborough	Waste
<i>TBC</i>	<i>Harborough</i>	<i>Natural &amp; Historic (or closest fit)</i>
<i>TBC</i>	<i>Harborough</i>	<i>Climate Change</i>
CLlr Crooks	Hinckley & Bosworth	Refuse, Recycling & Rural Affairs
CLlr Cope	Hinckley & Bosworth	Environment & Housing
CLlr Mullaney	Hinckley & Bosworth	Parks and Open Spaces
CLlr Blunt	Leicestershire	Waste Management
CLlr Osborne	Leicestershire	Climate Action
CLlr Rhodes	Leicestershire	Planning and Historic and Natural Environment
TBC	Melton	Waste
TBC	Melton	Natural & Historic (or closest fit)
TBC	Melton	Climate Change
CLlr Smith	North West Leicestershire	Waste (inc Leisure & Culture)
CLlr Pendleton	North West Leicestershire	Climate Change
CLlr Brown	Oadby & Wigston	Waste, Climate Change
<i>Voluntary Sector rep 1</i>	<i>TBC</i>	<i>TBC</i>
<i>Voluntary Sector rep 1</i>	<i>TBC</i>	<i>TBC</i>
<i>TBC</i>	<i>Environment Agency</i>	<i>Climate Change, Natural and Historic, Flood Risk</i>
<i>TBC</i>	<i>Natural England</i>	<i>Natural and Historic</i>
<i>TBC</i>	<i>English Heritage</i>	<i>Natural and Historic</i>

*Members in italics would not have voting rights*

## Leicestershire's Environment Executive

Name	Organisation	Portfolio
Nominated District Chief Executive (currently Steve Atkinson)	Hinckley & Bosworth Borough Council	-
Nominated representative from LCC Environment & Transport (currently Holly Field)	Leicestershire County Council	-
Nominee from Waste and Street Scene (currently Andrew Harper, Waste Partnership Manager)	Leicestershire Waste Partnership	Waste
Nominee from Flood Risk Management Board (currently Mark Stevens)	Leicestershire County Council	Flood Risk
Nominee from Natural and Historic Environment Partnership (currently Lonek Wojtulewicz)	Leicestershire County Council	Natural and Historic Environment
Nominee from Climate Change Partnership (currently Peter Williams)	Leicestershire County Council	Climate Change
Two representatives from the local voluntary sector: Simon Bentley	Leicestershire Wildlife Trust	Natural and Historic Environment
Alan Diggles	Groundwork Leicestershire	Aspects of all