



TERMS OF REFERENCE FOR THE ASHINGTON TOWN COUNCIL – NORTHUMBERLAND COUNTY COUNCIL PARTNERSHIP COMMITTEE

1. Purpose

The Committee exists to provide strategic oversight, monitoring, and direction for the Partnership Agreement between Ashington Town Council (ATC) and Northumberland County Council (NCC), ensuring effective delivery of enhanced environmental services within Ashington for the benefit of residents and visitors.

2. Membership

2.1 Committee Composition

- Up to six elected members of Ashington Town Council
- NCC Area Manager (South East) Ashington, Blyth and Newbiggin
- NCC Senior Team Leader Neighbourhood Services
- NCC Team Leader Neighbourhood Services
- ATC Executive Officer/Responsible Financial Officer (RFO)

2.2 Additional Attendees

The Committee may invite additional officers or specialists to attend meetings as required, including but not limited to:

- NCC Divisional Manager, Neighbourhood Services
- NCC Environmental Enforcement Officers
- Other relevant stakeholders

3. Roles and Responsibilities

3.1 Strategic Direction

- Review and recommend the strategic direction of the Partnership Agreement
- Identify priority areas for environmental enhancement within Ashington
- Consider and propose amendments to service delivery models

3.2 Financial Oversight

- Monitor the operational budget for the Partnership Agreement
- Review quarterly financial reports on expenditure
- Make recommendations on the allocation of any operational underspend
- Consider the cost-effectiveness of enhanced services

3.3 Performance Monitoring

- Receive and scrutinise regular performance reports on service delivery
- Monitor key performance indicators including:
 - Street cleansing operations
 - Mechanical sweeper operations
 - Bin emptying and cleansing
 - Rapid Response fly-tipping removal
 - Environmental enforcement activities
 - LEQ (Local Environmental Quality) inspections

3.4 Service Improvement

- Identify areas for service improvement
- Recommend changes to service delivery models
- Review community feedback on environmental services
- Consider innovative approaches to environmental challenges



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4. Operational Procedures

4.1 Meeting Frequency

- The Committee shall meet quarterly, or more frequently if required
- Additional extraordinary meetings may be called by the Chair or at the request of at least three Committee members

4.2 Quorum

- The quorum shall be three elected members plus either the NCC Area Manager or their designated representative

4.3 Chair and Vice-Chair

- The Chair and Vice-Chair shall be elected from among the ATC Councillors on the Committee
- The Chair and Vice Chair shall serve for a period of one year
- The election of Chair shall be the first item of business. The outgoing Chair shall preside over that election if they have been elected to serve on the Partnership for the new term. If the outgoing Chair has not been elected to serve, the outgoing Vice Chair shall preside if they have been elected to serve on the Partnership for the new term. If neither the outgoing Chair nor the outgoing Vice Chair has been elected to serve on the Partnership for the new term, and where the vote for Chair results in a tie, the Chair shall be determined by draw of straws between the candidates nominated.

4.4 Reporting

- The Committee shall report its findings and recommendations to the Finance and General Services Committee
- Minutes of all meetings shall be prepared and circulated to Committee members as soon as possible after the meeting
- Performance reports shall be prepared quarterly

4.5 Decision Making

- Recommendations shall be made by consensus where possible
- Where a vote is necessary, each elected member shall have one vote
- In the case of an equality of votes, the Chair shall have a second or casting vote

5. Key Areas of Focus

5.1 Enhanced Services

- Street cleansing operations across all zones
- Mechanical street sweeping frequency and effectiveness
- Rapid Response fly-tipping removal
- Bin emptying and maintenance
- Weed control and grounds maintenance
- Special environmental initiatives

5.2 Problem Areas

- Station Road cleanliness and presentation
- Fly-tipping hotspots
- Dog fouling enforcement and prevention
- Back streets and areas inaccessible to mechanical sweepers



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5.3 Collaborative Working

- Coordinate with environmental enforcement activities
- Engage with community litter-picking initiatives
- Support public awareness campaigns
- Liaise with other relevant agencies and stakeholders

6. Review

These Terms of Reference shall be reviewed annually to ensure they remain fit for purpose and aligned with the strategic objectives of Ashington Town Council.