

At a meeting of the West London Waste Authority held on Friday 1 July 2016 at 10.00 am at the Committee Room 5, Harrow Civic Centre.

**Present:**

Councillor Bassam Mahfouz (Chair)

Councillor Amritpal Mann (Vice-Chair)

Councillor Pamela Fleming, Councillor Graham Henson and Councillor Eleanor Southwood

**Apologies for Absence**

Councillor Keith Burrows

**1. Apologies for absence**

Councillor Keith Burrows.

The Clerk advised that Councillor Burrows had provided reasons for his non-attendance at the meeting and reported these to the Authority. In accordance with Standing Order 5, Members of the Authority agreed that the reasons provided were sufficient and therefore the six month rule did not apply.

**2. Appointment of Chair**

**RESOLVED:** That Councillor Bassam Mahfouz be appointed as Chair for the 2016/17 municipal year.

**3. Appointment of Vice Chair**

**RESOLVED:** That Councillor Amritpal Mann be appointed as Vice Chair for the 2016/17 municipal year.

**4. Declarations of interest**

There were no declarations of interest.

**5. Minutes of the meeting held on 18 March 2016**

**RESOLVED:** That the minutes of the meeting held on 18 March 2016 be agreed as a correct record.

**6. Matters arising from the minutes**

Minute 58 – Corporate Governance

The Members were informed that, subject to completion of contract/ paperwork, Emma Beale had been appointed as Managing Director.

Members expressed their thanks to the officers for the work carried out in relation to the recruitment process.

## **7. Appointment of Chair and members of Audit Committee including Independent member**

**RESOLVED:** That (1) Councillor Amritpal Mann be appointed as Chair of the Audit Committee and that Councillors Keith Burrows and Eleanor Southwood be appointed as the other two members for the 2016/17 Municipal Year;

(2) the appointment of Andrea White as the Independent Member of the Audit Committee be re-confirmed.

## **8. Dates of meetings for 2016/17**

**RESOLVED:** That the following dates of meetings of the Authority and Audit Committee be confirmed:

Friday 27 January 2017 at 11.00am (Audit Committee at 10.00am)

Friday 24 March 2017 at 10.00am

Friday 23 June 2017 at 10.00am

Friday 22 September 2017 at 11.00am (Audit Committee at 10.00am)

Friday 8 December 2017 at 10.00am

## **9. Corporate Governance**

Members received a report of the Clerk which provided a review of the Authority's Corporate Governance and policies.

Jay Patel, Head of Finance, outlined the content of the report and, in response to a Member's comment, undertook to report back to the next meeting an addendum of an ethical clause to incorporate within the Tenders and Contracts Regulations.

**RESOLVED:** That (1) the changes to the Member Code of Conduct, Tenders and Contracts Regulations and Local Code of Corporate Governance be approved;

(2) it be noted that the Clerk would approve minor changes to other governance documents.

## **10. Draft Statement of Accounts for the year ending 31 March 2016**

Members received a report of the Treasurer which summarised the provisional outturn figures for 2015/16 and presented the draft Statement of Accounts for the year.

Jay Patel, Head of Finance, reported that the external auditors had reviewed the Authority's accounts in June and had been content with their findings. He drew Members' attention to the Annual Governance Statement contained within the report.

In response to a Member's question as to whether wood sent for energy re-use could be counted towards recycling and whether the Authority was looking towards more recycling and re-use. Some Members advised that the removal of wood from recycling figures had significantly reduced recycling percentages. Barry Lister, Interim Head of Service, reported that it was the intention to recycle all materials but that there were only a few outlets for some materials, including those for wood and carpets. He added that wood was difficult in terms of recycling as the bulk was grade C (including MDF and treated fence panels) which made it difficult to process with other products. Ken Lawson, Contract Manager, advised that the option of recycling chipboard had been explored but that, on testing, the levels of toxins were too high. The Authority diverted for recovery approximately 20,000 tonnes of wood per year. Members were advised that if treated incinerator bottom ash (IBA) including recovered metal

could be included towards recycling targets this would add approximately 6-7% per annum.

**RESOLVED:** That (1) it be noted that the Final Statement of Accounts would be presented for approval to the September Audit Committee and Authority meetings;

(2) the 2015/16 provisional out-turn figures and detailed in Appendix 1 to the report be noted;

(3) the Draft Statement of Accounts and Annual Governance Statement contained therein (Appendix 2) be noted;

(4) the Chair write to the Mayor of London about the positive impact of counting treated IBA and recovered metals arising from EfW plants would have on recycling rates.

## **11. Waste Prevention – Update on the Waste Prevention Action Plan for 2015/16**

Members received a report which presented the results of the Waste Prevention Action Plan for 2015/16.

Roger St Paul, Senior Waste Minimisation Officer, outlined some of the main activities undertaken, including those in primary schools. He reported that over 6,000 people had been reached through organised events/ activities and that suggestions to reduce waste had been well received. The team had won 'The Best Team of the Year' category at the Local Authority Recycling Advisory Committee (LARAC) 2015 Awards and the Authority had been finalists for the Best Waste Minimisation or Prevention Project at the same Awards event. In addition, the Authority had been a finalist at the National Recycling Awards 2015 for a Waste Prevention Award. He added that the Authority had achieved 7 out of 11 of its' activity targets.

Members congratulated officers on the achievements in this area and endorsed the work being done in schools, recognising the difficulties in relation to encouraging residents to use food waste pods. Prevention of food waste was to be encouraged and work in schools would assist in raising awareness. The view was expressed that the provision of food pod liners may encourage residents and that it would also be beneficial for the collectors. Roger St Paul advised that intervention activities would be taking place in Brent, Ealing, Hounslow and Richmond in the coming weeks. It was requested that Members of the Authority be advised when these activities were scheduled to take place.

**RESOLVED:** That the results of activities in 2015/16, as detailed in Appendix 1 to the report, be noted.

## **12. Health & Safety: Review 2015-2016 and Plan 2016-2017**

Barry Lister, Interim Head of Service, introduced a report which reviewed the Authority's Health and Safety arrangements for the year 2015/16 and presented the Authority's Health and Safety Plan 2016/17. He advised that the policy was kept under constant review and was available to view on the Authority's intranet. He also expressed his gratitude to the officer from the London Borough of Hounslow who provided advice on health and safety matters.

**RESOLVED:** That (1) the outcomes from the annual Health and Safety Review meeting held in April 2016 be noted;

(2) the actions achieved against the key issues for the Authority in 2015/16, as shown in Appendix 1 to the report, be noted;

(3) the Authority's Health and Safety Plan for 2016/17, as shown in Appendix 2 to the report,

be agreed;

(4) the schedule of the main Routine and Regular Items undertaken at the Twyford SWTS, as shown in Appendix 3 to the report, be noted.

### 13. Exclusion of Press and Public

Having re-ordered the agenda in order to consider item 16, Budget Monitoring Report Period 2 (May), before item 15, Joint Waste Management Strategy and Contracts Update, it was

**RESOLVED:** That in accordance with Part I of Schedule 12A to the Local Government Act 1972, the press and public be excluded from the meeting for the following items for the reasons set out below:

<u>Item</u>	<u>Title</u>	<u>Reason</u>
15.	Joint Waste Management Strategy and Contracts Update	Information under paragraph 3 (contains information relating to the financial or business affairs of any particular person (including the authority holding that information)).
16.	Budget Monitoring Report Period 2 (May)	Information under paragraph 3 (contains information relating to the financial or business affairs of any particular person (including the authority holding that information)).

### 14. Budget Monitoring Report Period 2 (May)

Members received a confidential report of the Treasurer which provided an update on the financial position of the Authority at the end of May, the key operational performance indicators (KPIs), delegated financial decisions and changes to accounting requirements.

**RESOLVED:** That (1) the current financial position in 2016/17 to Period 2 and Key Performance Indicators be noted.

(2) the financial decisions taken under the Scheme of Delegation to Officers be noted;

(3) the changes to accounting requirements, that is a shorter timeframe for approving the 2017/18 accounts (June 2018) be noted.

### 15. Joint Waste Management Strategy and Contracts Update

Members received a confidential report which provided an update on the Authority's various waste treatment arrangements.

Barry Lister, Interim Head of Service, outlined the content of the report and responded to questions and comments. He undertook to provide Members with an update prior to the next meeting.

**RESOLVED:** That the report be noted.

**The meeting finished at 11.14 am.**

The minute taker at this meeting was Alison Atherton.