



West London Waste Authority

Hugh Peart
Clerk
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23 June 2016

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West London Waste Authority

A meeting of the West London Waste Authority will be held in Committee Room 5, Harrow Civic Centre on Friday 1 July 2016 at 10.00 am

MEMBERSHIP

Councillor Keith Burrows, London Borough of Hillingdon
Councillor Pamela Fleming, London Borough of Richmond
Councillor Graham Henson, London Borough of Harrow
Councillor Bassam Mahfouz, London Borough of Ealing (Chair)
Councillor Amritpal Mann, London Borough of Hounslow (Vice-Chair)
Councillor Eleanor Southwood, London Borough of Brent

AGENDA

PART I - ITEMS FOR CONSIDERATION WHILE THE PRESS AND PUBLIC ARE IN ATTENDANCE

1. Apologies for absence
2. Appointment of Chair

Members are invited to appoint a Chair for the municipal year 2016/17.

3. Appointment of Vice Chair

Members are invited to appoint a Vice Chair for the municipal year 2016/17.

4. Declarations of interest

Members are reminded that if they have a pecuniary interest in any matter being discussed at the meeting they must declare the interest. They may not take part in any discussion or vote on a matter in which they have a pecuniary interest.

5. Minutes of the meeting held on 18 March 2016

(Pages 5 - 8)

6. Matters arising from the minutes

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

The Audit Committee is expected to meet on two occasions on the same date as the Authority. The first meeting will be held on 23 September at 10.00am.

Members are invited to appoint a Chair and two other members for the municipal year 2016/17.

Members are also recommended to reconfirm the existing appointment of the Independent member of the Audit Committee, Andrea White. Her term of office is until 31 August 2016.

8. Dates of meetings for 2016/17

The remaining dates of meetings of the Authority in 2016 are:

Friday 23 September 2016 at 11.00am (Audit Committee at 10.0am)
Friday 9 December 2016 at 10.00am

Members are invited to agree the following dates of meetings of the Authority and the Audit Committee for 2017 based on the existing pattern:

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 **(Pages 9 - 52)**

10. Draft Statement of Accounts for the year ending 31 March 2016 **(Pages 53 - 102)**

11. Waste Prevention – Update on the Waste Prevention Action Plan for 2015/16 **(Pages 103 - 126)**

12. Health & Safety: Review 2015-2016 and Plan 2016-2017 **(Pages 127 - 134)**

13. Urgent business

Any other items which the Chair accepts for consideration on the grounds of urgency.

PART II - ITEMS FOR CONSIDERATION AFTER THE EXCLUSION OF THE PRESS AND PUBLIC

14. Exclusion of Press and Public

That the public and press be asked to leave the meeting during discussion of the following item because exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 is likely to be made known.

15. Joint Waste Management Strategy and Contracts Update **(Pages 135 - 146)**

16. Budget Monitoring Report Period 2 (May) **(Pages 147 - 152)**

Recording and reporting on public meetings

Please note that members of public can choose to record or report in other ways, on this public meeting. If you wish to do so then please read the Authority's protocol which can be found [online](#). Copies of the protocol are also available at the meeting.

The Authority asks that you avoid recording members of the audience who are not participants at the meeting. The Authority will seek to facilitate this. However, anyone attending a public meeting does so in the knowledge that recording may take place and that they may be part of that record.

Hugh Peart
Clerk to the Authority

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At a meeting of the West London Waste Authority held on Friday, 18 March 2016 at 10:00 am at the Civic Centre, Lampton Road, Hounslow.

Present:

Councillor Bassam Mahfouz (Chair)

Councillors Pamela Fleming, Amritpal Mann and Eleanor Southwood.

Apologies for Absence

Councillors Keith Burrows and Graham Henson.

53. Declarations of interest

There were no declarations of interest.

54. Minutes of the meeting held on 29 January 2016

The minutes of the meeting held on 29 January 2016 were confirmed.

55. Matters arising from the minutes - Circular Economy (minute 50 refers)

Jim Brennan, Director, confirmed that initial discussions had already taken place with the constituent boroughs and there would be a further meeting in April where the Circular Economy would be discussed.

56. Budget Monitoring Report Period 10 (January)

See report of the Director and Treasurer (agenda item 4).

Jay Patel, Head of Finance and Performance, was pleased to report a favourable variance of £2.4 million on the budget. He explained the main shifts in expenditure which had led to the variance. The Authority was in a position to disperse this balance back to the constituent boroughs whilst still maintaining a prudent level of reserves. He was hoping to report on this matter to the June meeting of the Authority. In response to a question, he stated that there were no identified capital investment needs which might justify retention of the surplus. Investment next year was budgeted for and there were good cash reserves. Councillor Bassam Mahfouz stated that the Authority was now much more confident about its financial position.

Jay Patel referred to the fact that there was uncertainty regarding the pension valuation which relied upon an assessment by the actuary and examination by the auditors. However if there were to be a requirement for an increased contribution, it would be a fairly small change.

Jay Patel reported that operational performance was on track with the exception of the Twyford recycling rate which was on Amber. This KPI target was quite optimistic and he suggested that Members might wish to review this in the future. Since the report was prepared the final internal audit report on assets and inventory had been produced. It gave reasonable assurance and there were no high priority recommendations. He asked

Members to note the delegated decision taken by officers with respect to asbestos management arrangements.

Resolved -

- (a) That the current financial position in 2015/2016 to Period 10 and Key Performance Indicators be noted.
- (b) That the financial decision taken under the scheme of delegation to officers be noted.

57. Annual Procurement Plan

See report of the Director (agenda item 5).

Jim Brennan, Director, introduced the report. He reported that a final version of the tender and contract regulations would be brought to the next meeting of the Authority for approval. He summarised the key issues relating to procurement proposals as set out in the report.

Resolved -

- (a) That the Annual Procurement Plan for 2016/2017 be approved.
- (b) That that the Authority's contract register be approved for publication on the Authority's website as attached at appendix 1.
- (c) That it be noted that the procurements listed in paragraph 6 of the report will be carried out by the Director under the Authority's scheme of delegation.
- (d) That the contracts and information set out in paragraph 7 of the report be noted and the Director be authorised to exercise the extension options as necessary subject to the procedures and requirements as contained within the Authority's Tender and Contract Regulations.
- (e) That the potential contract set out in paragraph 8 of the report be noted and, if it becomes necessary, the Director be authorised to commence the procurement, tendering and award of the contract subject to the procedures and requirements as contained within the Authority's Tender and Contract Regulations.
- (f) That the Director be authorised to put in place suitable arrangements and or use existing framework contracts for the various miscellaneous and ad hoc waste and recycling arrangements and activities of the types identified in paragraph 9 of the report.

58. Corporate Governance

See report of the Director, Clerk and Treasurer (agenda item 6).

Jim Brennan, Director, introduced the report. A review of the Code of Corporate

Governance would be reported to the next meeting. The arrangements for the provision of committee support services would be changing from 1 April 2016. Meetings of the Authority would be supported and hosted by the London Borough of Harrow. The Chair and Committee wished to express their thanks to Mike Smith for his support and service to the Authority as the committee clerk over a long period of time. It was noted that the date of the next meeting would be moved to 1 July 2016 to avoid any clash with the EU Referendum.

A new timetable had been set up for recruitment of the new managing director. Councillors Bassam Mahfouz, Graham Henson and Patricia Fleming would form the appointment panel. The same recruitment consultant from Penna would continue to support the process. In the meantime, it would be necessary to appoint an Interim Managing Director. It was proposed that the appointment decision be delegated to the Chair in consultation with other Members.

Members noted that there had still been no movement from Defra and DCLG on the proposal for the appointment of deputy members. This was a matter which the Authority might return to at some future point.

The Chair and other members of the Authority wished to record a vote of thanks to the outgoing Director, Jim Brennan. He had been truly exceptional in his achievement on the procurement of the residual waste contract which had successfully secured a viable future for waste disposal in West London. His vision and work in promoting recycling had led to the Authority been very successful in this area. His trust and integrity was highly valued. Jim Brennan in his turn wished to acknowledge the support he had received from Members and the great team of staff in the Authority and his colleagues in the constituent boroughs.

Resolved -

- (a) That the business plan for 2016/2019 set out in appendix 1 be approved.
- (b) That the arrangements for provision of committee services from 1 April 2016 be noted.
- (c) That a vote of thanks be recorded to Hounslow Council Committee Services for their work for the Authority, and in particular to Mike Smith who has been the Committee clerk to the Authority since 1989.
- (d) That the date of the next Authority meeting be changed to Friday, 1 July 2016.
- (e) That authority to appoint the Interim Head of Paid Service, and any other related arrangements required, be delegated to the Chair in consultation with other Members.

59. Exclusion of Press and Public

Resolved -

That the public and press be asked to leave the meeting during discussion of the following item because exempt information as defined in Paragraph 3 of Part 1 of

Schedule 12A of the Local Government Act 1972 is likely to be made known.

60. Joint Waste Management Strategy and contracts update

See the report of the Director and Chief Technical Adviser (agenda item 8).

Kenneth Lawson, Contracts Manager, introduced the report. He updated Members of the latest position regarding the commissioning of the Waste from Energy Plant which was being closely monitored. It was hoped that there could be a site visit for Members of the Authority in September or October 2016.

He reported that progress in finding a solution regarding HS2 access at the Victoria Road Waste Transfer Station was promising. In the light of this, the presentation of the Authority's Parliamentary petition was currently deferred.

Resolved -

- (a) That the report be noted.
- (b) That authority be delegated to the Clerk to submit a petition against the HS2 Bill to the House of Lords to protect the Authority's interest at Victoria Road Waste Transfer Station in the event that an agreement cannot be reached.

The meeting finished at 10:47 am.

Corporate Governance**SUMMARY**

This report provides a review of the Authority's Corporate Governance documents and policies.

RECOMMENDATION(S)

The Authority is asked to:-

- 1) Approve the changes to the following Corporate Governance documents:
 - Member Code of Conduct
 - Tenders and Contracts Regulations
 - Local Code of Corporate Governance
- 2) Note the approval of minor changes to other governance documents by the Clerk

1. Introduction

The principles of good corporate governance require the Authority to undertake its functions in a way that is completely open and inclusive, demonstrates the utmost integrity in all its dealings and is fully accountable to the public it serves.

A range of policies and documents provide the framework for the application of good governance. It is important to keep the Authority's governance and these documents under constant review, to keep them up to date and to reflect the current legislative position and organisational structure.

2. 2016/17 Review

The latest review has incorporated both legal and procurement advice from Harrow Council and was undertaken by the Clerk, Chief Officers and Senior Managers. The following documents have been reviewed and updated:

- Standing Orders
- Member Code of Conduct
- Scheme of delegation to Officers
- Financial Regulations
- Tender and Contracts Regulations
- Audit Committee Terms of Reference
- Local Code of Corporate Governance
- Protocol on Relationships between Authority Members and Officers
- Access to Information Policy and Procedure Rules

All of these documents will be available from the elected members pages on our intranet. A summary of the purpose of the documents and the key changes can be found in the table in Appendix1.

Most of the documents only required minor changes which do not affect their substance e.g. changes to reflect the new post titles, spelling, cross referencing to other documents etc. The Clerk has delegated authority to approve minor changes to these documents and the table details when these were approved by the Clerk.

Only the Member Code of Conduct, the Tenders and Contracts Regulations and the Local Code of Corporate Governance required changes needing the Authority's approval. These can be found in Appendix 2, Appendix 3 and Appendix 4.

3. Financial Implications – These are no financial implications as a result of this report.

4. Legal Implications – There are no legal implications as a result of this report.

5. Impact on Joint Waste Management Strategy – Good Corporate Governance provides the framework for delivering the objectives of the Joint Waste Management Strategy.

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Appendix 1

Document Title	Purpose	Changes from last version	Approval
Standing Orders.	Essentially provides the rules that define the constitution of the Authority. This includes the composition of its governing body (the constituent boroughs), the manner of conducting business proceedings (meetings and decision making) and standards (personal interest).	Minor changes to reflect updated version of legislation (although worth noting that the requirements are unchanged), cross referencing with the member code of conduct, clearer definition of a related party and tidying of section numbers.	Clerk – June 2016
Member Code of Conduct and Member Complaints Procedure (incorporating terms of reference of Standards Committee).	Identifies the principles/behaviours expected of members in accordance with the Localism Act. It provides the rules around declaring interests and procedure for dealing with standards' allegations and complaints.	This document has been re-structured to improve the flow and previously missing parts have been added. It can be found in Appendix 2. The new draft clarifies which Member interests should be disclosed and when, and how interests impact on involvement in decision making. It sets out a process for dispensations from disclosures and explains the position in relation to sensitive interests. Disclosable pecuniary interest is defined with related rules around participation. The gifts and hospitality part of the document has been updated to provide consistency with requirements for the Authority's employees. The complaints procedure has been updated and now makes clear that the standards committee is an 'as and when' committee and that the capacity of the independent person is advisory / non-voting.	Authority – July 2016 (Appendix 2)
Scheme of Delegation to Officers	For the proper running of a business, powers are delegated from a governing body to management. This document identifies the powers the Authority has delegated to the Managing	Very minor changes to post titles (Managing Director) and to reflect the updated tenders and contract procurement regulations.	Clerk – June 2016

	Director, Clerk and Treasurer and includes Urgency procedures.		
Financial Regulations	Provides the framework for managing finances and safeguarding assets. It details the roles, responsibilities and procedures for each area of financial activity and asset management	Very minor changes to post titles, reference to the appropriate pieces of legislation, consistency with updated policies (tenders and contracts regulations) and clarification around the use of consultants.	Clerk – June 2016
Tenders and Contract Regulations	Specifies the rules and regulations to be followed for procurement activities including authorisation limits and requirements for quotes, tenders and application of OJEU rules. The document contains a helpful table summarising the authorisation rules / limits.	This document has been updated to reflect the latest procurement legislation. In particular the new rules around the advertising of opportunities on the governments “Contracts Finder” portal. Financial control has also been strengthened by including segregation of duties and a hierarchy of approval limits replacing the previous single higher limit. The regulations can be found in Appendix 3 and includes a useful summary table (at the start) defining the requirements and limits.	Authority – July 2016 (Appendix 3)
Audit Committee Terms of Reference	Sets out the role and responsibilities in relation to assurance and the scope of work to be undertaken	Very minor change to clarify the position of the non-voting members and reflect last year’s the change of frequency to 2 meetings year.	Clerk – June 2016
Local Code of Corporate Governance	This document outlines the principles of corporate governance identified within the CIPFA’s local government framework document – delivering good governance. The local code also details the monitoring and reporting arrangements. The principles contained in this document underpin all other corporate governance documents.	The CIPFA Framework and Guidance for Delivering Good Governance were published at the end of April. These introduce new outcome focussed principles for good governance. The Local Code has been re-written to identify the Authority’s activities, structures and documentation which demonstrate compliance with the new code. The local code can be found in Appendix 4.	Authority – July 2016 (Appendix 4)

Protocol of Relationships between Councillors and Officers	This document identifies the roles and responsibilities of Councillors and Officers and the processes to ensure effective running of the Authority	Very minor changes to post titles (Managing Director) and correcting typos.	Clerk – June 2016
Access to Information Policy and Procedure Rules	Sets out the rules that apply to meetings of the Authority and Audit Committee including timescales for publishing papers minutes etc	Very minor change to define the Authority	Clerk – June 2016

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WEST LONDON WASTE AUTHORITY

MEMBER CODE OF CONDUCT AND MEMBER COMPLAINTS PROCEDURE

Draft Proposed for Adoption in July 2016.

Contents.

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3. Effect of Disclosable Pecuniary Interest on Participation.
4. Personal Interests.
5. Dispensations.
6. Registration of Members' Interests.
7. Sensitive Interests.
8. Gifts and Hospitality.
9. Arrangements for Dealing with Member Standards Allegations.

Appendix 1 – definition of DPIs.

1. Background and Principles.

- 1.1 References in the document to 'Members' includes co-opted Members.
- 1.2 Members of the West London Waste Authority ('the Authority') have a responsibility to represent the interests of the community in relation to the disposal of waste in west London and work constructively with Authority staff and partner organisations to secure better social, economic and environmental outcomes for all.
- 1.3 Members will behave in a manner that is consistent with the following principles to achieve best value for residents and maintain public confidence in the authority.

SELFLESSNESS. Act solely in the public interest with no financial or other material benefit for themselves, their family, or their friends.

INTEGRITY. Have no financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

OBJECTIVITY. In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, choices should be made on merit.

ACCOUNTABILITY. Be accountable for decisions and actions to the public and submit to scrutiny where appropriate.

OPENNESS. Be as open as possible about decisions and actions. Give reasons for decisions and restrict information only when the wider public interest clearly demands.

HONESTY. Declare any private interests relating to public duties and take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP. Promote and support these principles by leadership and example.

2. General Obligations

2.1. Members must comply with this Code whenever they are acting in their capacity as Member.

2.2. Members will act in accordance with the principles below.

2.2.1. Championing the needs of residents –putting their interests first.

2.2.2. Listening to the interests of all parties, including relevant advice from statutory and other officers, taking all relevant information into consideration, remaining objective and making decisions on merit.

2.2.3. Being accountable for decisions and co-operating when scrutinised internally and externally, including by local residents and constituent boroughs.

2.2.4. Contributing to making this Authority's decision-making processes as open and transparent as possible to enable residents and constituent boroughs to understand the reasoning behind those decisions but restricting access to information when the wider public interest and the law requires it.

2.2.5. Behaving in accordance with legal obligations, alongside any requirements contained within this Authority's policies, protocols and procedures, including on the use of the Authority's resources.

2.2.6. Always treating people with respect, including other Members, officers, those from other organisations and members of the public.

2.2.7. Never disclose confidential information gained in the capacity as an Authority Member unless authorised or required to do so by law.

2.2.8. Never use position as a Member improperly to confer advantage on themselves or on any other person.

2.2.9. Never behave in a manner which could bring the Authority into disrepute.

3. Effect of Dislosable Pecuniary Interests on Participation

3.1 Disclosable Pecuniary Interest ['DPI'] is defined at Appendix 1 of this document.

3.2 Unless dispensation has been granted, Members may not participate in any discussion of or vote on, any matter in which they have a DPI.

3.3 Where a Member present at a meeting is aware that they have a DPI in any matter to be considered, or being considered, then

- 3.3.1 if the interest is not entered on the Council's register of interests the Member must (subject to the provision relating to sensitive interests) disclose the interest to the meeting, and
- 3.3.2 if the interest is not entered on the Council's register of interests and is not the subject of a pending notification the Member must notify the Clerk of that interest before the end of 28 days beginning with the date of disclosure and;
- 3.3.3 subject to any current dispensation, the Member may not
 - 3.3.3.1 participate (or participate further) in any discussion of the matter at the meeting or
 - 3.3.3.2 participate in any vote (or vote further) taken on the matter at the meeting or
 - 3.3.3.3 remain in the room in which the meeting is being held while the item is in progress.

4 Personal Interests

- 4.1 'Personal interests' are those interests which relate to an item of business in the Authority where:
 - 4.1.1 a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing of the Member, or their family member, or a person with whom the Member has a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the Authority's administrative area; or
 - 4.1.2 it relates to or is likely to affect any of the interests listed in Appendix 1 of this Code, but in respect of a family member of the Member (other than the Member's spouse, civil partner or cohabitee) or a person with whom the Member has a close association; and
 - 4.1.3 the interest is not a DPI.
 - 4.1.4 If the Member attends a meeting at which an item of business is to be considered, and the Member has a personal interest in that item, then they must make a verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent.

5 Dispensations

- 5.1 In cases where a Member has a DPI, they may still be able to participate and vote at a meeting if they have obtained a dispensation from the Standards Committee in accordance with the provisions set out below.
- 5.2 There are 5 circumstances in respect of which a dispensation may be granted, namely:

- 5.2.1 that so many Members of the decision-making body have disclosable pecuniary interests in a matter that it would impede the transaction of the business;
 - 5.2.2 that without the dispensation, the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business;
 - 5.2.3 that the standards committee considers that the dispensation is in the interests of persons living in the Authority's area;
 - 5.2.4 that without a dispensation, no Member of the Board would be able to participate in this matter, or
 - 5.2.5 that the authority considers that it is otherwise appropriate to grant a dispensation.
- 5.3 The Member must make verbal declaration of the existence and nature of any dispensation granted to him or her at or before the consideration of the item of business, or as soon as the interest to which the dispensation relates becomes apparent. In the event of a blanket dispensation granted to all Members on a particular matter, this should be declared by the Chair at the commencement of the meeting.

6 Registration of Members' Interests

- 6.1 Within 28 days of taking office Members must notify the Authority's Clerk of any DPI. The definition of DPI is at Appendix 1 of this document.
- 6.2 The interest will be entered into the Member Register of Interests, unless it is a sensitive interest as defined below.
- 6.3 Entries in the register are not required to be retained where the Member no longer has the interest or where the Member has ceased to be a Member of the authority.
- 6.4 The Member must inform the Clerk within 28 days of any change of circumstances regarding any existing registration or need for further registration.

7 Sensitive Interests

- 7.1 Where the Member has a DPI or personal interest and the Clerk considers it is of such a nature that disclosure of the details of the interest could lead to the Member or person connected to the Member being subject to violence or intimidation then:
 - 7.1.1 if the interest is entered in the Authority's register, copies that are made available for inspection and any published version of the register must not include details of the interest but may state that the Member has an interest details of which have been withheld in accordance with this Code.
 - 7.1.2 if by virtue of this Code the Member is required to disclose an interest at a meeting then that requirement shall be amended to only require disclosure that such an interest exists in respect of the matter concerned, but not the terms of that interest.

8. Gifts and Hospitality

- 8.1 It is a criminal offence to receive gifts (or any other advantage) intended to influence official conduct. Acceptance of gifts and hospitality can compromise positions and are open to allegations of corruption.
- 8.2 The general expectation is that Members will decline offers of gifts or hospitality. There may be situations where it is legitimate to accept a gift or hospitality. Examples include:
- Where an offer of moderate hospitality is in the normal course of good business relations.
 - Where gifts or hospitality is of nominal value (e.g. pen, diary, box of chocolates, modest lunch).
- 8.3 Gifts or hospitality with a value over £100 must be declared at the earliest opportunity. Failure to declare gifts or hospitality may result in reference to the Standards Committee.
- 8.4 The Clerk will enter the gift or hospitality into a register that will be open to inspection by the Public.

9 Arrangements for Dealing with Standards' Allegations

- 9.1 The following arrangements constitute the Authority's adopted procedure for dealing with complaints that a Member has failed to comply with the Authority's Code of Conduct.
- 9.2 A Standards Committee will be convened as and when necessary. The Committee will consist of 3 Members of the Authority by invitation of the Clerk. The invitation to the committee will be on a rotational basis, subject to any considerations of conflict. In addition the Authority will also appoint two Independent Persons in accordance with the provisions of the Localism Act 2011 one of whom will be invited to the Standards Committee meetings as and when convened. The independent person will attend in an advisory and non voting capacity.
- 9.3 The Chair of the Committee will be appointed by the Members of the Standards Committee.
- 9.4 The terms of reference for the Committee will be:-
- 9.4.1 The promotion and maintenance of high standards of conduct by the Members of the Authority, through:
- 9.4.1.1 Assisting the Clerk in publicising and educating on application of the Code of Conduct;
- 9.4.1.2 Advising and supporting the Clerk in relation to investigations and allegations as requested.
- 9.4.1.3 To deal with any ancillary matters relating to Standards and Conduct including replying to consultations, training etc.
- 9.4.2 To hear and determine standards complaints made against the Authority's Members.

- 9.4.3 To impose such sanctions as it thinks fit in accordance with paragraph 9.15 below in relation to matters found to be breaches of the Code.
- 9.4.4 To hear and determine applications for dispensations.
- 9.5 A complaint must be made in writing in the first instance to the Authority's Clerk and addressed for the personal attention of Hugh Peart, Civic Centre, c/o Harrow Council, PO Box 2, Civic Centre, Station Road, Harrow, HA1 2UH. Complaints may only be submitted by individuals, and not by organisations.
- 9.6 The Clerk will consider the complaint taking into account the criteria set out in Section 10 below before making a decision. That decision can include the deferral of the matter for a period of up to 6 weeks where the complaint coincides with an election.
- 9.7 Should the Clerk be minded to investigate the complaint he/she will in the first instance, refer the complaint to the subject, who will respond within 28 days to confirm whether they agree with the complaint (and any action they have taken to resolve the issue) or that they disagree with the complaint, setting out their reasons why.
- 9.8 If the Clerk, after consultation with the Independent Person, then decides not to refer the complaint for investigation or for some other action (e.g. seeking mediation or an apology), they will provide a summary of the reasons for his / her decision to both parties.
- 9.9 If the Clerk decides that the complaint warrants investigation, the Clerk may if he or she considers appropriate appoint a person independent of the Authority, to investigate and to report back to him/her. The Clerk will then consider the conclusion of the investigator's report.
- 9.10 If the conclusion of the investigation is that there has been no breach of the Code and the Clerk considers that that is a reasonable conclusion then he/she, after consulting the Independent Person, will write to the complainant and the Member concerned to inform them that there will be no further action.
- 9.11 If the investigation or information available to the Clerk indicates that there is evidence of a breach of the Code then the Clerk will consult the Independent Person and make a decision either to:-
- 9.11.1 resolve the matter without the need for a hearing or
- 9.11.2 to request the Chair of the Standards Committee to convene a meeting to hear the matter.
- 9.12 The procedure at the hearing will be in accordance with standing orders adopted by the Authority. All 3 Members must be present for the meeting to be quorate. The Independent Person will attend in a non voting and advisory capacity. The Chair shall be responsible for maintaining order and the effective conduct of business at meetings of the Committee. Meetings shall be convened by the Clerk, following consultation with the Chair. Members of the press and public may attend the committee unless the Chair determines that it should be heard in private, but in any event there shall be no public speaking.

- 9.13 The Committee shall, whenever possible, come to a consensus view. Where this is not possible, voting shall be on a simple majority by a show of hands.
- 9.14 If the hearing concludes that there has been no breach of the Code then the matter is resolved. There is no provision for appeal or review of that decision by the Authority or any other person.
- 9.15 If the hearing concludes that there has been a breach of the Code the Committee will consider whether and what sanction it might be appropriate to impose on the Member found to be in default. These are as follows:-
- 9.15.1 Report the outcome of the hearing to the Authority (or Constituent Borough) for information.
 - 9.15.2 Recommend to the Constituent Borough that the Member be removed from any or all Committees of the Authority
 - 9.15.3 Instruct the Clerk to (or recommend the Authority) arrange training for the Member.
 - 9.15.4 Censure or reprimand.
- 9.16 There is no appeal against either the finding or the sanction imposed by the Standards Committee as part of this procedure.

10 Criteria for the receipt and assessment of complaints

- 10.1 Complaints in writing about alleged breaches of the Code of Conduct will be received and considered by the Clerk.
- 10.2 In the event that there is a conflict of interest or other circumstances where it would not be appropriate for the Clerk to consider the complaint, for example where the Clerk has advised the Member who is the subject of the complaint about the matter complained of, then the Clerk will nominate a suitably qualified colleague to consider the matter on his/her behalf.
- 10.3 In relation to any complaint the Clerk should be satisfied that
- 10.3.1.1 it is a complaint in relation to the conduct of one or more named Members of Authority
 - 10.3.1.2 the relevant Member was in office at the time of the alleged conduct
 - 10.3.1.3 that, if proved, the Member, acting in his or her capacity as a Member of the Authority, would have failed to behave consistently with one or more of the requirements set out in the Code.
- 10.4 The Clerk may take the following into account in deciding whether to investigate the complaint
- 10.4.1.1 is the matter serious enough to warrant the time and expense of further investigation;

- 10.4.1.2 does the complaint appear to be politically motivated;
 - 10.4.1.3 does the complaint appear to be malicious, vexatious or otherwise an abuse of the process;
 - 10.4.1.4 Is the complaint in respect of a decision of a body, rather than the conduct of a Member;
 - 10.4.1.5 is it about something that happened so long ago that there would be little benefit in taking action now;
 - 10.4.1.6 is the outcome including the availability of any likely sanction sought by the complainant one that the Authority is empowered to deliver;
 - 10.4.1.7 if proven, would a finding of breach of the Code assist the Authority in its duty to promote and maintain high standards of conduct;
 - 10.4.1.8 had the Member acted on the advice of an officer or the Independent Person in relation to the conduct complained of;
 - 10.4.1.9 did the conduct arise from lack of experience or training;
 - 10.4.1.10 had the Member apologised for the conduct or was he or she willing to apologise; and
 - 10.4.1.11 is the subject matter of the complaint being dealt with through any other complaints, legal or regulatory process.
- 10.4.2 The Clerk will consult the Independent Person (and may consult the Chair of the Standards Committee) on any or all of the above and will take their views into account in reaching a decision whether to investigate.

10.5 The Clerk may determine for any one or more of the above reasons (or in consultation with the Independent Person for another reason) that an investigation is not required. The Clerk may instead request that some other action, such as the Member making an apology, be taken. Should the Member refuse to take such action the Clerk may still proceed to an investigation if he/she, in consultation with the Independent Person, thinks it is appropriate.

Appendix 1.

Definition of Disclosable Pecuniary Interest.

Note that the interest may be that of the Member or the Member's partner (spouse, civil partner or cohabitee).

'Relevant person' means the Member or the Member's partner (spouse, civil partner or cohabitee)

'Authority' means the West London Waste Authority.

1. Employment, office, trade, profession or vocation.

Any employment, office, trade, profession or vocation carried on for profit or gain.

2. Sponsorship.

Any payment or provision of any other financial benefit (other than from the Authority) made or provided within the relevant period in respect of any expenses incurred by the Member in carrying out duties as a Member, or towards the election expenses of a Member. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

3. Contracts

Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the Authority—

- (a) under which goods or services are to be provided or works are to be executed; and
- (b) which has not been fully discharged.

4. Land

Any beneficial interest in land which is within the area of the Authority.

5. Licences

Any licence (alone or jointly with others) to occupy land in the area of the Authority for a month or longer.

6. Corporate tenancies

Any tenancy where (to the Member's knowledge)—

- (a) the landlord is the Authority; and
- (b) the tenant is a body in which the relevant person has a beneficial interest.

7. Securities

Any beneficial interest in securities of a body where—

- a) that body (to the Member's knowledge) has a place of business or land in the area of the Authority; and
- b) either
 - I. the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - II. if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

“Securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

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WEST LONDON WASTE AUTHORITY

Contracts and Procurement Rules

1 July 2016

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1. SUMMARY OF CONTRACTS AND PROCUREMENT RULES

Estimated Value	Procurement Process	Documentation Required	Decision to tender and recommendation of Award	Decision to award and Contract Signature
0 - £5k	Minimum of 1 quotation required	Quotation must be kept on file	Responsible Officer	Managing Director/ Senior Assistant Director/ Head of Finance & Performance <i>(Cannot be the same as the Responsible Officer)</i>
£5k - £25k	Supplier selected from and in accordance with Borough select lists, purchasing organisations or framework agreements Or Minimum of 3 quotations required.	Maintain record of Borough select list etc Quotation must be kept on file Must demonstrate most economically advantageous tender.		
£25k – £164k (2016 OJEU threshold is £164,000 for services)	Supplier selected from and in accordance with Borough select lists, purchasing organisations or framework agreements Or Minimum 3 quotations / tender submissions required Where advertised the opportunity and award must also be published in contracts finder.	Maintain record of Borough select list etc Quotation must be kept on file Must demonstrate most economically advantageous tender Maintain record of publication and award in contracts finder As a minimum the Terms & Conditions of Contract must be issued with the Purchase Order or equivalent document. For values above £50k, a contract must be signed by WLWA and the Supplier.	Annual Procurement Plan (and Budget) / Contract Manager / Senior Assistant Director / Head of Finance	Managing Director
£164k - £1m Public Contracts Regulations 2015 tendering process must be followed where above OJEU threshold (2016 threshold: £164k for services and £4m for works).	Below OJEU threshold (works) Supplier selected from Borough select lists, purchasing organisations or framework agreements Or A tender should be undertaken and the opportunity must be published in contracts finder and where appropriate other tender portals or	Maintain record of Borough select list etc Invitation to tender documents will include: terms & conditions of contract, service specification, method statement questions, pricing document, information to tenderers including clear evaluation criteria and sub criteria. Financial status of bidders to be considered as part of tender evaluation. Requirement for	Annual Procurement Plan (and Budget) / Managing Director	Any 2 of the Chief Officers. Contract to be signed by the Managing Director

Estimated Value	Procurement Process	Documentation Required	Decision to tender and recommendation of Award	Decision to award and Contract Signature
	<p>publication route.</p> <p>Where required standstill period must be observed prior to award of contract.</p> <p>Above OJEU threshold</p> <p>Procurement of supplies, services and works over the OJEU value thresholds require OJEU advertising. See link below for current thresholds and guidance. http://www.ojec.com/thresholds.aspx;</p> <p>When required standstill period must be observed prior to award of contract.</p> <p>Opportunity must be published in contracts finder and where appropriate other tender portals or publication route</p>	<p>a bond or guarantee to be considered.</p> <p>Maintain record of publication and award in contracts finder. A contract must be signed by the Authority and the Supplier.</p> <p>Invitation to tender documents will include: terms & conditions of contract, service specification, method statement questions, pricing document, information to tenderers including clear evaluation criteria and sub criteria.</p> <p>Financial status of bidders to be considered as part of tender evaluation. Requirement for a bond or guarantee to be considered.</p> <p>Award report to Authority is required.</p> <p>OJEU and Contracts Finder contract Notice and Contract Award notice (if applicable)</p> <p>A contract must be signed by the Authority and the Supplier.</p>		
<p>Over £1m</p> <p>Public Contracts Regulations 2015 tendering process must be followed where above OJEU threshold (2016 threshold: £164k for services and £4m for works).</p>	<p>As £164k - £1m requirements</p>	<p>As £164k - £1m requirements</p>	<p>Annual Procurement Plan / Managing Director</p>	<p>The Authority. Contract to be signed by the Managing Director</p>

Key Requirements:

- Borough select lists means any list that a constituent borough maintains and that contains the names of contractors, suppliers, consultants and the like from whom works, goods, supplies, services, etc. can be obtained without the need to advertise or otherwise seek expressions of interest. Generally competitive quotes or tenders will still be necessary when using names contained within a Borough Select List. In all cases the Authority's Contracts and Procurement Rules must still be complied with. The Authority may ask a number of companies from these lists to submit quotations to optimise the outcome.
- No commitment must be given to a Supplier for goods or services prior to a Purchase Order or equivalent document being raised.
- Financial disaggregation of Estimated Procurement Value in order to avoid compliance with these and the Public Procurement Regulations is prohibited.
- All Contracts, whether income or expenditure, should be captured on the Authorities Contracts Register as required by the Transparency Code.
- Where a framework agreement is being used to make an award under the rules of the framework this only requires an award to be written for approval of award recommendations.

2. INTRODUCTION

- 2.1 The West London Waste Authority (the "**Authority**") undertakes a range of procurements each year. The Contracts and Procurement Rules (the "**Rules**") set out the rules that are required to be followed when undertaking the various kinds of procurements.
- 2.2 Effective Procurement depends on ensuring that:
- Requirements are accurately determined; and
 - An appropriate approach is taken to the Procurement that complies with the EU Procurement Rules as defined by the UK Public Contracts Regulations 2015 where necessary.
- 2.3 The Rules support the delivery of the Authority's Annual Procurement Plan and are intended to:
- Secure best value for the Authority;
 - Provide those involved in spending public money with clear and transparent procedural requirements;
 - Ensure fairness to those seeking to Contract with the Authority;
 - Prevent fraud and corruption or the suspicion of it; and
 - Ensure the Authority complies with the law.
- 2.4 The Authority has a responsibility to ensure that, as a minimum, Supplies, Works and Services are of a good quality and are competitively but sustainably priced.
- 2.5 The Authority must at all times act with integrity and comply with statutory requirements.
- 2.6 Officers must at all times act transparently and avoid acting in an unfair and / or discriminatory way.
- 2.7 Officers have a duty to report breaches of the Rules to any one of the following: the Head of Finance, Treasurer, Clerk.
- 2.8 If officers fail to comply with the Rules, which lay down minimum mandatory requirements when engaging in procurement activity, disciplinary action may be considered.

3. APPLICATION

- 3.1 The Rules provide the governance structure within which the Authority may procure Works, Supplies and Services. The aims of these Rules are to ensure:
- 3.1.1 Commitment to the principles of transparency, fairness, proportionality and equal treatment within the procurement process;
- 3.1.2 Value for Money and propriety in the spending of public money;
- 3.1.3 Works, supplies and services are delivered effectively and efficiently without compromising the Authority's ability to take strategic decisions;

The Authority is not exposed to unnecessary risk or challenge arising from non-compliant procurement activity;

3.1.5 Compliance with legislation, and relevant guidance including Procurement Policy Notes issued by the Cabinet Office; and

3.1.6 The delivery of economic, environmental and social value through procurement.

3.2 All officers must comply with the Authority's scheme of delegation.

3.3 All officers must undertake Procurement in a manner which avoids any potential conflicts of interest and must follow the Authority's procedure for declaring interests.

4. SCOPE

4.1 The Rules apply to all Procurement activities including the receipt of income or where funding is received by the Authority from external sources.

4.2 A Contract includes any agreement to provide supplies, services or works in exchange for a consideration (this is usually a payment). These contracts include but are not limited to:

- Purchase orders (or equivalent documents);
- Leasing arrangements;
- Engaging agency workers; and
- Engaging outside experts or consultants.

4.3 The following contracts are **exempt** from these Rules:

- Employment contracts;
- Contracts relating solely to the disposal or acquisition of an interest in land including leasehold interests;
- Contracts that are entered into in a situation where the Authority's Urgency Procedure has been activated for the provision of goods or services that are necessary to enable the Authority to discharge its responsibilities in such a situation; and
- Inter Authority Agreements and Service Level Agreements with the Constituent Boroughs.

4.4 Framework Agreements that have been established by other Public Sector Bodies that are lawfully accessible to the Authority should be used in accordance with the terms and conditions of the relevant Framework Agreement.

5. DETERMINING CONTRACT VALUE

5.1 The Rules that need to be followed for each Procurement depend upon the estimated value of the Contract to be let over its entire term including any potential extensions.

5.2 Before commencing a purchasing or tendering process an estimate of the value of the Contract must be prepared. If known in advance it must be and included in the Annual Procurement Plan.

- 5.3 This should be based on a genuine estimate of the value all payments to be made, or potentially to be made to the contractor, for the whole of the Contract period including any potential extension period(s).
- 5.4 Contracts must not be artificially disaggregated to avoid the application of the Public Contracts Regulations and/or these Rules.
- 5.5 To comply with the Public Contracts Regulations 2015, the Authority is required to divide large contracts into lots with the aim of enhancing competition. If the Authority is unable to do so, it must document the main reasons for its decision not to subdivide into lots.
- 5.6 Where a Contract is to be let that does not involve the making of payments by the Authority for the provision of a service (e.g. where the Authority is receiving income from a contractual arrangement or is procuring a service that is not paid for by the Authority); Legal and Procurement advice should be sought in estimating the Contract value.

6. WAIVERS

- 6.1 Circumstances may arise where permission is required to waive one or more of the Rules. Waivers are reserved for exceptional circumstances and will only be approved where good and sufficient reason has been demonstrated. A waiver will not be granted simply on the grounds of convenience or because of inadequate forward planning.
- 6.2 A waiver is a permission granted by the Clerk to commence a Procurement process or award a Contract without applying one or more of the rules set out in these Rules.
- 6.3 A waiver will only be granted in specific situations and will not be granted without a cogent reason.
- 6.4 The granting of a waiver for the commencement of a Procurement process or award of a Contract in can only be granted for sub OJEU values. The Clerk can only waive the Rules established by the Authority – neither the Clerk or the Authority can waive UK Law or the Public Contracts Regulations.
- 6.5 The Managing Director shall keep a register of all waivers to these Rules which shall be available for inspection by members of the Authority and the public, by appointment.
- 6.6 Waivers to any of the Authority's rules must be sought in advance of any contractual agreement, order placement, use of Works, Services or purchase of Supplies.
- 6.7 A waiver of the requirements to follow a tender or quotation procedure (i.e. permission to award a Contract directly to a supplier without genuine competition) **may** be granted in the following circumstances:
- In new and/or emerging markets where little or no competition exists or to pilot/trial new opportunities, technologies or innovation;

- An emergency involving danger to life or health or serious damage to property that requires goods or services to be obtained that would be otherwise possible if the tender or quotation procedure were followed;
- The goods or services can, only be obtained from one supplier;
- Acquiring goods or services from a different supplier would result in incompatibility with existing goods or services or disproportionate technical or operational difficulties;
- Where a grant received is time limited or includes a recommendation as to the supplier; and/or
- If there are exceptional circumstances in which it would not be in the Authority's best interests to follow the tender or quotation procedure.

6.8 A waiver of these Rules is not required in the following circumstances:

- Where an order is being placed for goods or services under an existing Contract or a Contract put in place by one of the constituent boroughs that the Authority may use; or
- Legislation requires the Authority to let a Contract differently from these Regulations.

6.9 The Public Contracts Regulations requirements cannot be waived where the value of the Contract requires compliance with the Public Contracts Regulations to be followed.

7. ROLES AND RESPONSIBILITIES

7.1 Responsibilities of all officers undertaking procurements:

- 7.1.1 All officers involved in procurements are responsible for familiarising themselves with the Authority's Contract and Procurement Rules and seeking financial, legal, Procurement and HR advice as appropriate;
- 7.1.2 All officers must declare to their line manager any interest, which could, or be seen to, influence their judgement in any Procurement or Contract matter; and
- 7.1.3 All officers must report to their line manager or other responsible senior officer any concerns about improper conduct or breach of procedures during a Procurement exercise.

7.2 Responsibilities of the Managing Director

The Managing Director shall:

- 7.2.1 Be responsible for the purchasing undertaken by the Authority and providing the associated information required for reporting purposes;
- 7.2.2 Ensure that Members, WLWA Management Board and any Project Board set up for the Procurement, are consulted as necessary on issues arising as part of a Procurement exercise;
- 7.2.3 Be responsible for ensuring that all procurements are appropriately scoped and follow an appropriate Procurement exercise;

- 7.2.4 Be accountable to the Authority for the performance of his/her duties in relation to Procurement;
- 7.2.5 Comply with the Authority's decision making processes;
- 7.2.6 Designate a Responsible Officer for leading each Procurement in excess of £25,000;
- 7.2.7 Take immediate action in the event of breach of these Regulations being identified to rectify the breach; and
- 7.2.8 Ensure the integrity of the Procurement process.

7.3 Role and Responsibilities of the Responsible Officer

The officer designated as the Responsible Officer is responsible for:

- 7.3.1 Ensuring the integrity of the Procurement process;
- 7.3.2 Where necessary, seeking appropriate advice to ensure compliance with these Rules and the formulation of an appropriate strategy for the Procurement;
- 7.3.3 Ensuring that there is appropriate analysis of the service requirement, risks associated with the Procurement, the estimated Contract value, timescales, procedure and documentation to be used;
- 7.3.4 Consulting with the Constituent Boroughs if appropriate and ensuring that their views are reflected in the Procurement process as appropriate;
- 7.3.5 Ensuring that the officers involved in the Procurement process understand the service requirement and the strategy to be adopted for the Procurement;
- 7.3.6 Quantifying any cost savings arising from the Procurement and ensuring these are reported and delivered;
- 7.3.7 Compliance with the Authority's approvals and decision making processes
- 7.3.8 Compliance with record keeping requirements;
- 7.3.9 Ensuring that value for money is achieved;
- 7.3.10 Ensuring that a business continuity plan is in place and, where considered necessary, appropriate security (such as a bond or guarantee) is taken to protect the Authority in the event of non-performance of the Contract;
- 7.3.11 Ensuring that the contractor has sufficient and appropriate security protocols in place for the storage, use and transmission of sensitive data where this is necessary for the performance of the Contract;
- 7.3.12 Ensuring that a framework for the management of the Contract is put in place prior to Contract award;

- 7.3.13 Ensuring that the Authority's Contract register is updated when the Contract is awarded;
- 7.3.14 Ensuring that the opportunity and award is published on Contracts Finder where necessary; and
- 7.3.15
- 7.3.16 Providing information about the Contract that is required to be published under access to information and contract award notice requirements.

7.4 Engaging advisors to Procurement processes

- 7.4.1 Where a consultant or other advisor is to be engaged to provide specialist or technical advice to support a Procurement process (e.g., by assisting in the preparation of a specification):
- These Rules must be applied as appropriate to the value of the consultant's contract; and
 - There must be a clearly defined schedule of requirements that sets out the advisor's role in the Procurement exercise.
- 7.4.2 Unless specifically authorised to do so, advisors to the Authority are not generally allowed to:
- be designated as or act as the Responsible Officer for the Procurement;
 - tender for contracts being let as part of that Procurement process;
 - communicate directly with bidders unless that communication has been authorised by the Authority's Responsible Officer; and
 - represent the Authority at any meeting with potential suppliers unless the Authority's Responsible Officer is also in attendance at that meeting and is taking a lead role in that meeting.
- 7.4.3 The Responsible Officer must ensure that the requirements set out in these Rules are applied including the use of appropriate Authority Procurement documentation.
- 7.4.4 Legal advice should be sought on the terms and conditions of all contracts with a total value estimated to be in excess of £164,000.

7.5 Project Boards

- 7.5.1 For significant and complex procurements the Authority may, on recommendation of the Authority's Management Board, set up a Project Board to manage the Procurement.
- 7.5.2 Membership of the Project Board shall be decided by the Authority and will usually include some or all of the Authority's officers, one of whom will normally be appointed by the Authority as Chair of the Board.
- 7.5.3 Other members will usually be senior officers of the constituent boroughs, although the Authority may appoint Project Board members from other bodies such as central government.

8. COMPLIANCE

- 8.1 Every Contract entered into on behalf of the Authority must comply with:
- these Rules;
 - all relevant EU and UK legislation.
- 8.2 The Responsible Officer must consider the public sector equality duty and whether a full Equalities Impact Assessment is required.
- 8.3 **All contracts must be documented in writing.** Please refer to Table 1 of these Rules which specifies the documentation required for the various values of procurement.
- 8.4 All contracts over £25,000 in value over the life of the Contract must be recorded on the Authority's Contracts Register. The Managing Director must ensure that the Contracts Register is updated at the end of the Procurement process.
- 8.5 Failure to comply with the Rules can lead to disciplinary action.

9. PROCUREMENT METHODS

- 9.1 Approved Officers must treat suppliers equally and without discrimination and must act in a transparent and proportionate manner.
- 9.2 Before commencing a Procurement procedure, Approved Officers may conduct market consultations with a view to preparing the Procurement and informing Suppliers of their Procurement plans and requirements provided that it does not have the effect of distorting competition and does not result in a violation of the principles of non-discrimination and transparency. Officers may, for example, seek or accept advice from independent experts or authorities or from market participants.
- 9.3 The default position in acquiring Works, Supplies and Services should always be open competition through competitive tendering. Please refer to Table 1 of these Rules to determine the Procurement process that should be used.
- 9.4 All opportunities for Works, Supplies and Services over £25,000 if advertised must be published on Contracts Finder in accordance with Table 1.
- 9.5 The E-Procurement portal must be used for any Procurement where the lifetime value of the Contract exceeds £164,000.
- 9.6 The use of Pre Qualification Questionnaires is only required for contract values above the EU Threshold. Suitability Assessment Questions may be asked as appropriate for contract values below the EU Threshold.

Frameworks

- 9.7 The Managing Director must approve accessing externally established Framework Agreements. Approval for subsequent call-offs from the approved Framework Agreements will be subject to the requirements of these Rules and compliance with the rules for call-off set out in the Framework Agreement. (See Procurement Guidance document).

- 9.8 The Authority may utilise the corporate contracts of any of the constituent boroughs for the provision of goods or services that need to be purchased from time to time.
- 9.9 The Authority may be able to procure services through a framework agreement that has been let by a third party:
- 9.9.1 Framework agreements may offer access to a single supplier or to multiple suppliers who can provide a service, services or particular goods. Each framework agreement will set out the process for drawing services off the framework and there will be restrictions as to the extent to which the Authority can vary the service specification, any service level agreements, terms and conditions or other contractual documents.
- 9.9.2 Where a potential framework agreement has been identified:
- Legal advice must be sought to confirm that the framework agreement can be used by the Authority;
 - The scope of the services that can be drawn off the agreement and their associated service levels and terms and conditions need to be investigated to ensure they meet the Authority's needs; and
 - The process for using the framework agreement must be understood and complied with.
 -

Collaborative Arrangements

- 9.10 The Authority can proceed with procurements that have been undertaken through collaborative arrangements with other public bodies:
- 9.10.1 Each collaborative Procurement will have a lead or contracting authority. This is the body that will be responsible for letting and awarding the Contract. The Procurement process will usually be undertaken in accordance with that body's contracting regulations.
- 9.10.2 Each participating authority's role and responsibilities in any collaborative Procurement must be clearly defined.
- 9.10.3 The responsibilities of officers of this Authority will vary depending on whether:
- The Authority is designated as the contracting authority or whether another body is the contracting authority;
 - It is intended that the Authority **will** use the Contract for the provision of goods or services;
 - The Authority is engaged in a collaborative Procurement exercise to award a Contract that it **may** utilise for the provision of goods and services.

10 SPECIALIST PROCUREMENT REQUIREMENTS – WASTE SERVICES

- 10.1 Procurement of all waste services must be compliant with the requirements of the Greater London Authority (GLA) Act 1999 as amended by the GLA Act 2007.
- 10.2 The Mayor for London must be informed in writing of the Authority's intention to procure waste services a minimum of 108 days before an OJEU notice is issued. Any

direction provided by the Mayor for London in response to such notice of intention must be complied with by the Authority under the GLA Act 1999.

11 AUTHORISATION

West London Waste Authority as the Contracting Authority

11.1 Where it is proposed that West London Waste Authority will be the contracting authority for the Procurement:

11.1.1 Authorisation to commence the Procurement process must be obtained in accordance with these Rules;

11.1.2 The Procurement must be undertaken in accordance with these Rules and this Authority's Procurement documentation;

11.1.3 The Project Team that leads the procurement must consult with legal and/or Procurement;

11.1.4 The roles and responsibilities of the participating authorities must be clearly defined and necessary written agreements or memoranda of understanding entered into;

11.1.5 The Procurement timetable should allow for the participating authorities to obtain necessary approvals in accordance with their regulations;

11.1.6 There should be appropriate consultation with the participating authorities on the Procurement process; and

11.1.7 Authorisation to award the Contract must be obtained in accordance with these Rules.

Collaborative Procurement where the Authority is not the Contracting Authority

11.2 If the Authority is committed to using the Contract once it has been awarded, authority to participate in the Procurement process must be obtained prior to the placing of any notice advertising the Procurement.

11.3 The Responsible Officer must ensure that relevant officers within this Authority are provided with an opportunity to comment on the approach to the Procurement and specification.

11.4 Once the Contract has been awarded by the contracting authority, approval to draw down goods or services from the Contract must be obtained.

11.5 If the Authority is not committed to using the Contract, approval to draw down goods or services from the Contract must be obtained before the Contract is awarded.

12. Interpretations and Definitions

Advisor	means a consultant or other specialist who is appointed to provide the Authority with technical or other specialist service related advice as part of a Procurement process
Annual Procurement Plan	means the Plan that is approved by the Authority that lists the procurements to be undertaken by the Authority in a particular time period
Commissioning	means specifying a need or outcome
Contract	means any written agreement to provide supplies, services or works in exchange for a consideration (this is usually a payment)
Contract Management	means managing a Contract to achieve a need or outcome
Contracts Finder	means the method where procurements above £23,500 needs to be advertised
Contract Value	means a genuine estimate of the value all payments to be made, or potentially to be made to the contractor, for the whole of the Contract period including any potential extension period
Constituent Boroughs	The Constituent Boroughs of the West London Waste Authority means the London Boroughs of Brent, Ealing, Harrow, Hillingdon, Hounslow and Richmond upon Thames
Managing Director	means the Managing Director for the time being of the Authority or such other person as the Authority shall appoint as Managing Director for the purpose of these Regulations
Authority Procurement Documentation	means that documentation to be used to undertake the Procurement process adopted by the Authority
Procurement Regulations	means the Public Contracts Regulations 2015 as amended from time to time

Services Threshold	means the threshold specified under the Public Contracts Regulations 2015 for the award of supplies and services contracts as amended from time to time. (Updated for 2016 - threshold is £164,176 net of VAT (Note: the threshold is usually reviewed on the 1 st January every other year and was last amended on 1 st January 2016)
Works Threshold	means the threshold specified under the Public Contracts Regulations 2015 for the award of works contracts as amended from time to time. Updated for 2016 £4,104,394 threshold (Note: the threshold is usually reviewed on the 1 st January every other year and was last amended on 1 st January 2016)
Framework Agreement	means an agreement between one or more contracting authorities and one or more suppliers which fixes the terms and conditions under which the supplier will enter into one or more specific contracts with a contracting authority under the term of the framework agreement, which must be no longer than four years.
OJEU	means the Official Journal of the European Union). This is the publication in which all notices from the public sector which are valued above a certain financial threshold according to the Public Contracts Regulations, must be published
Procurement	means the process for satisfying a need or outcome
Project Board	means a Board set up to manage a specific procurement
Purchase Order	means the Authority's official order form or equivalent document for the purchase of works, goods or services.
Quotation	means a description as to how a supplier intends to meet the Authority's requirements and, where appropriate, as set out in the Authority's specification and accompanied by a schedule of costs of the works, goods or services to be provided to meet the Authority's specification
Rules	means these Contracts and Procurement Rules 2016

Responsible Officer	means an officer with responsibility for procuring the purchase of works, supplies or services on behalf of the Authority. This shall include the Managing Director and other officers who are exercising the necessary delegated powers on behalf of the Managing Director
Standing Orders and Scheme of Delegation	means the currently adopted Standing Orders and Scheme of Delegation
WLWA Management Board	means the Clerk, Treasurer, Managing Director and Chief Technical Advisor, who will oversee Contract awards and management within the Authority.

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Local Code of Corporate Governance

West London Waste Authority

July 2016

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1.0 INTRODUCTION

- 1.1 Corporate governance is the system by which the West London Waste Authority (the Authority) directs and controls its functions and relates to the community it serves.
- 1.2 It is a framework of arrangements i.e. policies, management systems, procedures, structures, culture and values that together, direct and control the way in which the Authority manages its business, determines its strategies and objectives, and sets about delivering its services to meet those objectives for the greater good of its community. This extends to how the organisation accounts to, engages with and, where appropriate, leads its community.
- 1.3 The Authority is committed to demonstrating good corporate governance. To this end the Authority applies the principles identified by CIPFA and SOLACE in their April 2016 publication/guidance “Delivering Good Governance”.
- 1.5 The Authority will report periodically on its intentions, performance and financial position as well as on the arrangements in place to ensure good governance is always exercised and maintained.

2.0 THE PRINCIPLES OF CORPORATE GOVERNANCE

- 2.1 CIPFA and SOLACE identify 7 core principles:
- A. Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law
 - B. Ensuring openness and comprehensive stakeholder engagement
 - C. Defining outcomes in terms of sustainable economic, social, and environmental benefits
 - D. Determining the interventions necessary to optimise the achievement of the intended outcomes
 - E. Developing the entity’s capacity, including the capability of its leadership and the individuals within it
 - F. Managing risks and performance through robust internal control and strong public financial management
 - G. Implementing good practice in transparency, reporting, and audit to deliver effective accountability

Appendix 1 lists the key arrangements in place to ensure the application of these principles of good governance.

3.0 MONITORING, REPORTING AND REVIEW

- 3.1 Ensuring good corporate governance is the responsibility of the whole

Authority. However to formalise the process, the Authority has an Audit Committee that is primarily responsible for monitoring and reviewing the corporate governance arrangements.

- 3.2 The Audit Committee supports the Authority in its responsibilities for issues of risk control and governance. This Committee is tasked with ensuring that an effective system of internal control operates throughout the organisation. The Committee recommends to the Authority a suitable Annual Governance Statement.
- 3.3 Annually it will review the effectiveness of its system of internal control. This review seeks to -
- identify principal risks to the achievement of Authority objectives
 - identify and evaluate key controls to manage principal risks
 - obtain assurances of the effectiveness of key controls
 - evaluate assurances and identify gaps in control/assurances

This review is part of the preparatory process for the Annual Governance Statement which the Committee will recommend to the Authority. The Audit Committee receives assurance on the effectiveness of controls from the Head of Internal Audit (Hillingdon).

- 3.4 Following the annual review of effectiveness of the system of internal control an Annual Governance Statement (AGS) will be published as part of the Annual Financial Statements (Final Accounts) for the Authority. The AGS will provide an overall assessment of the corporate governance arrangements in the Authority.
- 3.5 To reflect the Authority's commitment to the continuous improvement of its system of internal control an Action Plan will be drawn up in response to any significant control weakness identified in the AGS. The Audit Committee will monitor progress on this Action Plan.
- 3.6 The governance arrangements will be reviewed regularly to ensure they are relevant and up to date

Appendix 1

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Local Code of Corporate Governance							
Examples of systems, processes, documentation and other arrangements demonstrating compliance with the CIPFA principles. The Authority:	A. Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law	B. Ensuring openness and comprehensive stakeholder engagement	C. Defining outcomes in terms of sustainable economic, social, and environmental benefits	D. Determining the interventions necessary to optimise the achievement of the intended outcomes	E. Developing the entity's capacity, including the capability of its leadership and the individuals within it	F. Managing risks and performance through robust internal control and strong public financial management	G. Implementing good practice in transparency, reporting, and audit to deliver effective accountability
Approves an Annual Governance Statement affirming the effectiveness of governance arrangements and compliance with the code	✓					✓	✓
Operates in accordance with Standing Orders, a constitution which defines the manner of conducting business including standards, meetings, declarations, scrutiny and decision making	✓	✓	✓	✓	✓	✓	✓
Applies a Member Code of Conduct which identifies the values and behaviours and provides the rules in relation to standards and complaints	✓						
Follows a Protocol on Relationships between Councillors and Officers providing clarity about the relevant roles and responsibilities together with communication processes	✓		✓	✓	✓		

Works to the Officer / Staff Code of Conduct which sets the expected standards and behaviours	✓						
Requires Member and employee declaration of any interests or gifts in the Staff and Member Registers of Interest and Register of Gifts & Hospitality	✓						
Requires annual Member and Officer declarations in relation to related party transactions	✓						
Provides protection to employees and a process for raising concerns through a Whistleblowing policy	✓						
Sets the role, responsibilities and scope of audit Committee activities and membership	✓					✓	
Sets the rules and regulations for undertaking financial activities within the Authority	✓					✓	
Gives clarity to employees around lawful activity through an Anti-Bribery and Counter Fraud policy	✓				✓		
Applies HR Policies and Procedures covering recruitment, job descriptions, training , induction of new employees and members, appraisal and discipline	✓				✓		
Ensures fair treatment and equal opportunity through an Equalities and Diversity Policy	✓						
Shares values with Members, employees and the community through a Communication Strategy	✓	✓					
Provides a channel for complaints and feedback to improve what we do	✓	✓					
Publishes agenda and minutes from Authority meetings including decision making		✓	✓			✓	✓
Publishes key governance documents showing how the Authority operates and is governed		✓					✓
Reviews, prepares and publishes a business plan detailing		✓	✓	✓	✓		✓

the visions and setting out the objectives for the medium term							
Sets and publishes the financial strategy through the long and medium term financial plans which reflect the application and deliverability of the business plan		✓	✓	✓			✓
Prepares and publishes annual Budget setting out the plans for the year and budget monitoring information showing performance		✓	✓	✓	✓		✓
Consider and evaluate options and opportunities to ensure achievement of goals				✓			
Publishes annual Accounts detailing the annual performance and financial position and benchmarking results, with particular emphasis on costs		✓			✓	✓	✓
Publishes information providing transparency in accordance with the local government transparency code		✓					✓
Holds public meetings and require good reason for agenda items to be treated confidentially		✓	✓				
Works with unions to agreed wide ranging employment policies including how staff and their representatives are consulted and involved in decision-making		✓	✓				
Identifies key stakeholders and holds regular Borough Partnership meetings which include monitoring, scrutiny and engagement opportunities		✓	✓				
Invites Borough Partners to participate in in procurement activities		✓	✓				
Maintains the Authority website providing access to information and services		✓					✓
Operates and develops a Joint Waste Management Strategy in partnership with constituent Boroughs		✓	✓				

Scrutinises regular reports monitoring the progress towards its goals			✓				
Undertakes procurement and capital investment in accordance with Tenders and Contracts Regulations requiring analysis and full specification of long terms considerations			✓	✓			
Manages its risks through the operation of a Risk Management Policy and regular consideration and review of risks at meetings of Chief Officers and Audit Committee meetings			✓		✓	✓	
Operate a Scheme of Delegation to Officers to ensure the proper running of the business				✓			✓
Uses the Access to Information Policy and Procedure Rules to set out the requirements for information including timescales				✓		✓	
Sets targets and monitors key performance indicators to ensure operations are undertaken effectively to deliver annual targets, taking corrective action where necessary				✓	✓	✓	
Engages and shares knowledge with comparable organisations and groups (National Association of Waste Disposal Officers)					✓		
Sets an IT Strategy to ensure the business has the technology and tools for the effective delivery of operations and services					✓		
Uses the six constituent boroughs' member development and training plans build capacity within the Authority					✓		
Undertakes formal risk assessments at each of the locations of employment and for a range of activities and where appropriate utilising health and safety and other						✓	

advisors							
Produces a forward plan of all the information to be considered at Authority meetings and requirements for Officer reports to support decision making						✓	
Sets an annual internal audit plan and revolving medium term plan to ensure assurance is obtained and reported to Audit Committee regarding all areas of the Authority's activities						✓	✓
Employs a Manager to act as the designated person responsible for data protection, data management, policies and procedures						✓	

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Draft Statement of Accounts for the year ending 31 March 2016

SUMMARY

This report summarises the provisional out-turn figures for 2015/16 and presents the draft Statement of Accounts for the year

RECOMMENDATION(S)

The Authority is asked to:-

- 1) Note that the **Final** Statement of Accounts will be presented for approval to the September Audit Committee and Authority meetings
- 2) Note the 2015/16 provisional out-turn figures and detail in Appendix 1
- 3) Note the **Draft** Statement of Accounts and Annual Governance Statement contained therein (Appendix 2)

Introduction

1. It is a statutory requirement to publish signed and certified Statement of Accounts by 30 September. To achieve this, a draft was produced in May. This was followed by Ernst & Young, our external auditors, undertaking the majority of their external audit work. No significant issues were identified, only minor presentational changes. However, it should be noted the audit is still in progress.
2. The final audited Statement of Accounts will be reported to the 23 September Audit Committee meeting and will be accompanied by:
 - A report from the External Auditors, Ernst & Young
 - A report from the Internal Auditors, The London Borough of Hillingdon
 - An Assurance Statement from Chief Officers of the Authority
3. Immediately following consideration by the Audit Committee, the Statement of Accounts will be presented to the Authority at its 23 September meeting for approval. It requires signing by the Chair, Clerk and Treasurer at the meeting. Our external auditors will then certify it. The signed and certified Statement of Accounts will then be published by the statutory deadline of 30 September.

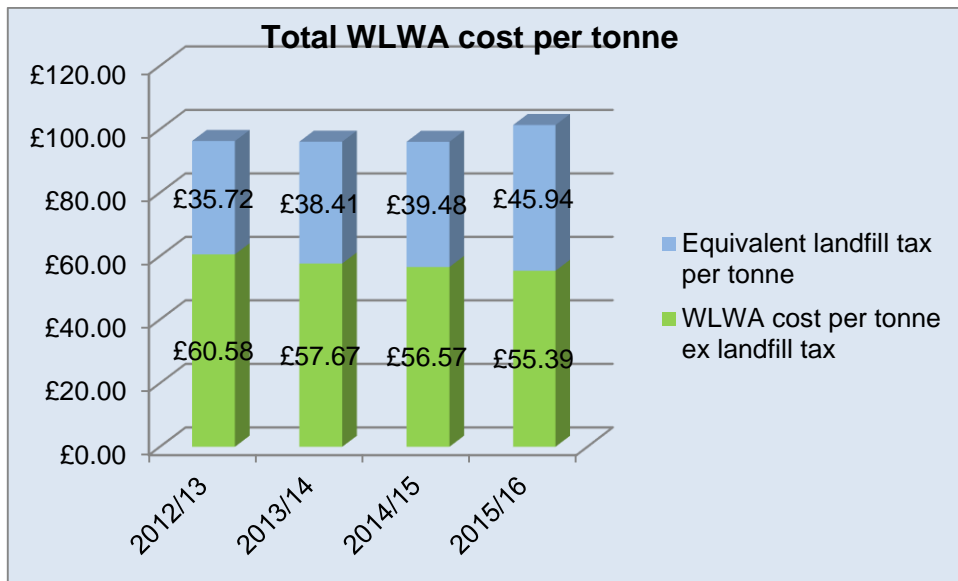
Provisional out-turn 2015/16

4. The financial performance during 2015/16 is provided in the table over the page and compares the actual performance to the budgeted level in the usual format.

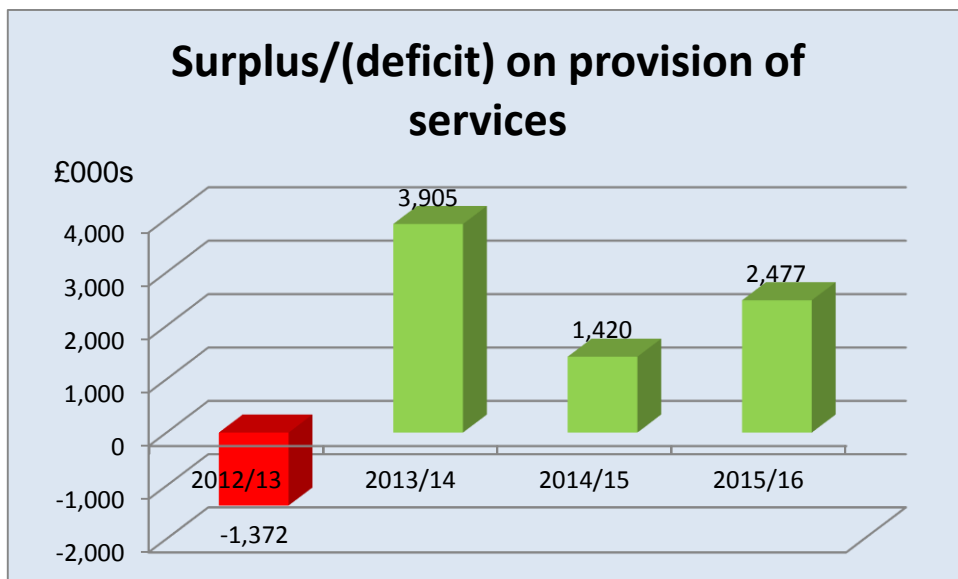
Financial Performance 2015/16	2015/16 Budget £000s	2015/16 Actual £000s	Variance £000s
Expenditure			
Employees	1,548	1,852	304
Premises	2,369	2,242	-127
Waste, Transport and Disposal	56,726	53,378	-3,348
Other supplies	921	1,174	253
Depreciation and Impairment	409	95	-314
Financing	0	194	194
	61,973	58,935	-3,038
Income			
Levies	-60,345	-59,125	1,220
Trade	-1,202	-1,856	-654
Agency	-426	-431	-5
	-61,973	-61,412	561
Surplus on provision of services	0	-2,477	-2,477
Actuarial gain on pension liability	0	-1,193	-1,193
Contribution to reserves	0	-3,670	-3,670

5. The operational performance above delivered a surplus of £2.477 million. Effective financial control has ensured this is broadly in line with the forecasts in previous reports.
6. The key variances are as reported throughout the year and relate to benefits of lower than forecast contract pricing inflation, lower than forecast residual waste and borough service changes reducing the overall organic, green and kitchen waste. Appendix 1 provides a split between PAYT and FCL activities and details the main variances contained within the above financial performance.
7. To provide context and a better strategic perspective, it helps to look at the financial performance over a period of time. Therefore on the following page the chart “WLWA cost per tonne” looks at how effectively the Authority has managed its costs. The total cost of delivering services (including disposal and treatment costs of all waste materials, overheads and financing etc.) is divided by the total tonnes of waste (all materials) disposed by the Authority, to provide an overall cost per tonne figure. And this has been plotted over a four year period.

8. The key feature illustrated by this chart is that the WLWA cost per tonne excluding landfill tax has reduced over the last four years. This reflects the effective control of costs and spending over the period. This has gone a long way to mitigating the effect of government's increase in landfill tax rate during the same period.



9. It is also useful to consider how the operational performance (i.e. surplus / deficit on provision of services) has moved over the same period of time. This is illustrated in the chart below which shows that from a deficit position where the Authority operated at a significant risks of being unable to access cash readily to meet obligations, the position has been improved to ensure that sufficient funds are being generated from day to day activities to meet day to day obligations.



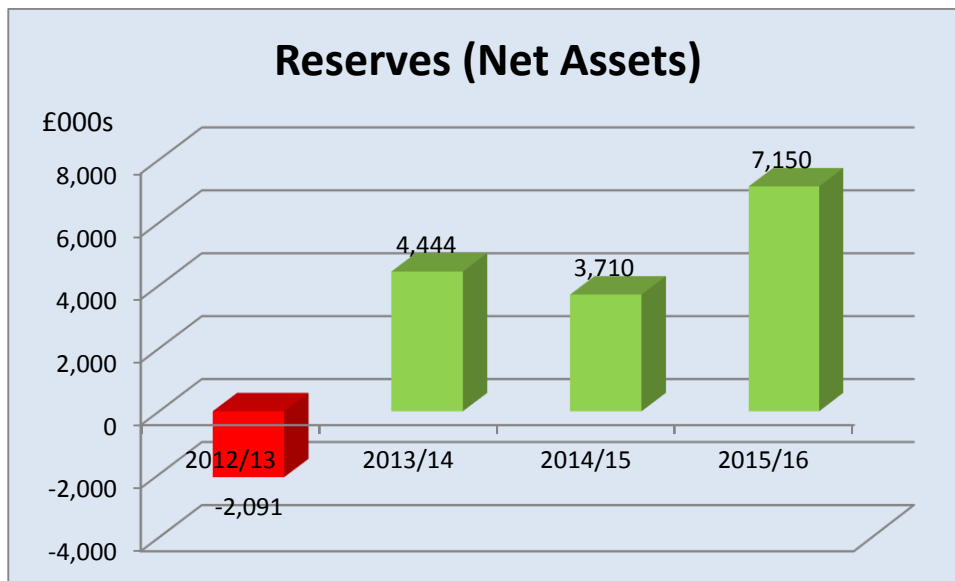
10. Both of the charts above show that from strategic longer term perspective and also from the individual year's results, the financial performance has been good.

11. As well as performance, it is also important to consider the financial strength of the Authority. A good indicator of financial strength is the level of reserves. The table below outlines the change in the Authority's reserve position during the year.

Reserves

Reserves b/f	3,710
Surplus from provision of services	2,477
Pension valuation IAS19 adjustments	1,193
Other property adjustments	(230)
Reserves c/f	7,150

12. Once again, by considering reserves over a longer timeframe, provides a more strategic perspective. So the following chart plots the “Reserves (Net Assets)” over the same four year period.



13. This chart illustrates that in 2012/13 the Authority had more obligations or liabilities than it did assets and therefore held a negative reserve position. From 2013/14 the Authority improved this and maintained reserves as a financial buffer and therefore has been in a better position to manage any unexpected risks.

Year-end pension valuation

14. One interesting point to note is the pension valuation adjustment. At the end of year, the LPFA’s actuaries undertake a desktop exercise to value the pension fund for accounting purposes. This results in an adjustment to the Authority’s overall reserves position. This year saw a £1.2 million favourable adjustment.

15. It should be noted that pension valuation adjustments can be arbitrary depending on market conditions at a particular snapshot in time, illustrated by the fact that we’ve experienced gains and losses in alternative years. These changes seem to mirror the markets view of discount rate (return on assets) which follow a similar pattern of movement, rising this year.

16. These adjustments are therefore notional and reflect timing differences. The valuation is for accounting purposes only and does not represent direct income or cost to the Authority. In

reality the LPFA will adjust the annual pension contributions to be paid by the employer (and employee) to ensure the pension fund is fully funded by 2026.

Draft Statement of Accounts (Appendix 2)

17. The Draft Statement of Accounts can be found in Appendix 2. At the time of writing, the majority of external audit work has been complete with no significant issues being identified, only minor presentational changes. It is expected that the final Statement of Accounts will be substantially the same as the draft accounts. The key sections of the draft accounts are explained below:
18. Narrative Statement (page 2) – This section provides background about the Authority's operations. It also summarises the financial position and performance for the year.
19. Statement of Responsibilities for the Statement of Accounts (page 13) - This is a brief statement outlining the Authority's requirements in relation to the Accounts and the role and responsibility of the Treasurer, principally to ensure the accounts present a true and fair view of the Authority's finances. This is where the Treasurer certifies the Statement of Accounts and the Chair signs them on behalf of the Authority.
20. Comprehensive Income and Expenditure Statement (page 14) – This is a core financial statement. It shows the financial performance during the year. The operating performance is highlighted in the surplus on provision of services of £2.477 million. The pension valuation adjustment of £1.193 million then follows, resulting in a net gain in reserves or the total comprehensive income and expenditure of £3.670 million.
21. Balance Sheet (page 15) – This is another core financial statement. It shows the financial position or strength of the Authority at the end of the year. The overall picture of the balance sheet is strong with a positive net worth of £7.150 million. Continuing the healthy trend, this means the Authority has more assets than liabilities. The most significant changes to the financial position since last year result from the WLRWS contract. The target date for completion is November 2016 representing a 3 month slippage as detailed elsewhere in today's agenda. The construction cost to the end of March is reflected in the Balance Sheet's capital work in progress figure of £152.1 million. The Authority has paid £52.5 million funded by loans from four London Boroughs. £99.6 million was paid by the SITA consortium, identified as a long term liability in the Authority's accounts.
22. Notes to the Core Financial Statements (pages 19 – 35) – provide details, breakdown and analyses for most of the items identified in the above 2 core statements.
23. Annual Governance Statement (page 36) – This is a key statement within the Accounts that outlines the Authority's view of the effectiveness of its governance and internal control framework. The statement identifies the Authority's duties and lists the elements of the corporate governance framework which have been reported to Authority meetings during the year. Authority members should scrutinise the statement and ensure they have received sufficient information to be assured that the current arrangements are fit for purpose. This is signed on behalf of the Authority by the Chair and Clerk.

30. Financial Implications – These are detailed in the report.

31. Legal Implications – It is a statutory requirement for the Authority to produce annual financial statements.

32. Impact on Joint Waste Management Strategy – The draft Statement of Accounts set out in this report demonstrates that the Authority is supporting the boroughs to deliver improved value for money to its residents in line with Policy 7 and demonstrate partnership working as set out in Policy 8

Policy 7: The West London Waste Authority and constituent Boroughs will seek to provide waste management services that offer good value, that provide customer satisfaction and that meet and exceed legislative requirements

Policy 8: The West London Waste Authority and constituent Boroughs will work together to achieve the aims of this strategy and are committed to share equitably the costs and rewards of achieving its aims.

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PAYT - WLWA Outturn 2015-16

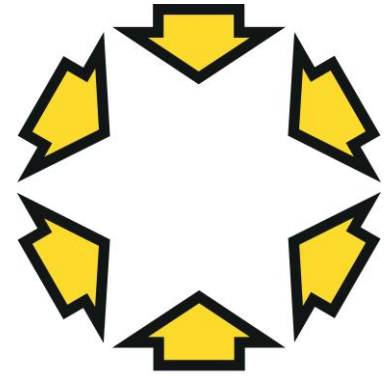
	Budget £ 000s	Actual £ 000s	Variance £ 000s	Commentary
Waste - Residual	34,611	33,299	-1,312	7.3K tonnes less than budgeted for and favourable pricing variance
Waste - Residual: EfW Bulked	6,847	6,710	-137	400 tonnes over budget offset by favourable pricing variance
Waste - Residual: EfW Delivered	3,791	3,757	-34	
Waste - Food*	278	451	173	7K tonnes over budget due to borough service changes
Waste - Mixed Organic*	2,742	1,879	-863	15.7K tonnes under budget resulting from borough service changes
Waste - Green*	797	811	14	1K tonnes over budget due to borough service changes
PAYT Levy income	-49,066	-47,846	1,221	PAYT rebate
PAYT Net Expenditure	0	-938	-938	

FCL - WLWA Outturn 2015-16

	Budget £ 000s	Actual £ 000s	Variance £ 000s	Commentary
Employees	1,548	1,852	304	Restructure cost 215K and pension fund adjustment 152K offset by underspend on salaries due to maternity leave and reduced hours
Premises	2,369	2,242	-127	Lower than budgeted rent and rates costs
Waste - Residual	4,777	4,258	-519	1.3K tonnes less than budgeted
Waste - Green	677	304	-373	8K tonnes less than budgeted
Waste - Recyclables	2,206	1,908	-298	Main variances due to less than budgeted rubble and carpet disposal
Other Supplies	921	1,174	253	SUEZ dispute settlement 290K
Depreciation/impairments	409	95	-314	Based on review of assets at end of the year
Finance costs	0	194	194	Pension valuation adjustment
Trade Waste and Other Income	-1,202	-1,856	-654	300K exceeded trade waste, 300K Stobart wood processing recharges
Agency Income	-426	-431	-5	
FCL Levy income	-11,279	-11,279	0	
Fixed Cost Levy Net Expenditure	0	-1,539	-1,539	

* 2.5K tonnes green and 2.4K tonnes food waste included in mixed organic tonnage as were disposed at mixed organic rates

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**West
Waste**

West London Waste Authority

Statement of Accounts

For the year ended 31 March 2016

On behalf of the Authority, I am satisfied that these draft Statement of Accounts provide a true and fair view of:

- the financial position of the Authority at the end of the financial year to which they relate and
- the Authority's income and expenditure for the year.

Ian O'Donnell, Treasurer

20 May 2016

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Narrative Statement

Introduction

West London Waste Authority (WLWA) is a statutory joint waste disposal authority established on 1 January 1986 to undertake the waste disposal functions set out in the Waste Regulation and Disposal (Authorities) Order 1985 made under the Local Government Act 1985, Section 10.

WLWA undertakes the waste disposal function for its six constituent boroughs in west London and its administrative area covers a population of approximately 1.7 million and an area of 38,000 hectares.

The six boroughs are responsible for the collection of waste in their areas and the Authority's statutory responsibility is to arrange for the provision of:

- facilities for the receipt, recycling and disposal of waste which is collected by the six constituent boroughs;
- transport and disposal of waste which the constituent boroughs receive at their household reuse and recycling centres;
- household reuse and recycling centres; and
- the storage and disposal of abandoned vehicles which are removed by the constituent boroughs.

The Authority is governed by six Councillors, one from each of the six constituent boroughs: the London Boroughs of Brent, Ealing, Harrow, Hillingdon, Hounslow and Richmond-upon-Thames. The members of the Authority usually meet five times each year. They are supported by an Audit Committee that meets regularly during the year to consider matters of risk, control and governance. Additionally, there are regular Borough Partnership Meetings between officers of the Authority and officers of the constituent boroughs.

The main administrative offices of the WLWA are located in Hounslow Civic Centre. At the end of the year WLWA employed 33 staff (previous year: 32). WLWA is headed by the Director and three part-time chief officers – The Clerk, Treasurer and Chief Technical Adviser, who are also full time chief officers employed in the constituent boroughs. Having close working relationships with the boroughs has enabled the Authority to receive support in specialised areas from borough staff as follows:

- London Borough of Hounslow – legal, human resources, health and safety, occupational health advice and committee administration;
- London Borough of Ealing – procurement, communications, treasury, payroll, ICT, finance systems;
- London Borough of Harrow – insurance;
- London Borough of Hillingdon – internal audit.

These arrangements have not only provided relevant expertise but have also helped deliver value for money in back office functions.

In recent years there has been a major shift of focus on how waste is disposed of – moving from the landfilling of waste towards increased reuse, recycling, composting and recovery of energy and materials. The Authority has taken on the role of coordinating waste minimisation, that is, the prevention of waste arising. This work requires close co-operation with the constituent boroughs, achieved through an agreed Joint Waste Management Strategy.

In west London, working in partnership with constituent boroughs, the Authority has procured cost effective and long term contracts that will see most of the constituent boroughs' waste that cannot be recycled or composted used to produce energy. Work is progressing on the construction of a new energy from waste recovery centre and from 2016 this will provide for 300,000 tonnes of waste per year to be treated, in addition to the 90,000 tonnes already going to energy recovery. The electricity generated will be sufficient to power over 50,000 homes.

Crucially this new approach will mean that a minimum of 96% of waste will not go to landfill so avoiding 83,000 tonnes of carbon dioxide emissions each year.

Activity

The principal statutory responsibility for the Authority is to receive, treat, transport and dispose of waste collected by boroughs from their households. A breakdown of the borough's collected waste for 2015-16 is provided in the table below. This shows a 0.2% fall in volume of borough collected waste being received by the Authority to 559,000 tonnes for 2015-16. During 2015-16, 50.8% of waste was recycled, reused, composted or converted to energy. The table below provides a breakdown of the waste tonnages.

	2015-16	2014-15
	Tonnes	Tonnes
Recycling and reuse	66,000	71,000
Composting	84,000	92,000
Energy recovery	134,000	144,000
Landfill	275,000	266,000
Total waste	559,000	573,000

The Authority arranges for the constituent boroughs to provide the household reuse and recycling centres for residents to deposit their waste. Some of these centres also take in trade waste and other borough collected waste such as street cleansing and fly tipping. The Authority is responsible for arranging the transport and composting or disposal of all the waste received at these sites except for the waste that the boroughs recycle. The above total includes the waste collected and disposed from these sites.

There are seven household reuse and recycling centres. The boroughs operate six of these (either directly themselves or through contractors) for which the Authority arranges transport and disposal through contracts with the private sector. The remaining site is operated by the Authority as agents of one of the boroughs.

In 2015-16 residual waste sent for disposal from these centres totalled 77,000 tonnes. Of this householders deposited 42,000 tonnes; 22,000 tonnes was trade waste and 13,000 tonnes was borough collected waste. A breakdown is provided below.

	2015-16	2014-15
	Tonnes	Tonnes
Household residual waste	42,000	39,000
Household recycle and re-used waste	26,000	25,000
Household composted waste	14,000	15,000
Trade residual waste	22,000	18,000
Borough residual street cleansing waste	13,000	11,000
Total Household Re-use and Recycling Centre waste	117,000	108,000

Financial Performance

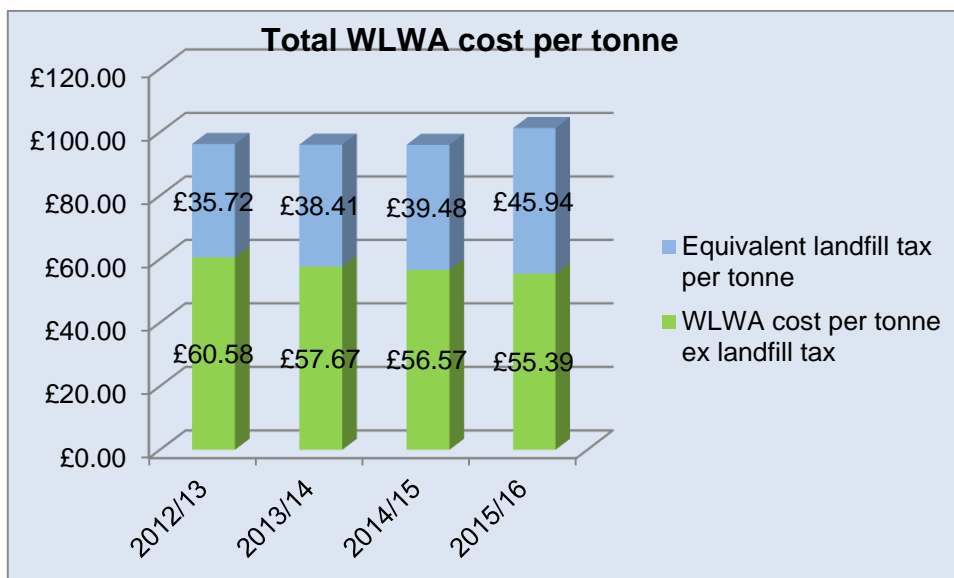
WLWA is primarily financed by an annual levy on the constituent boroughs. Other income is generated from sources such as charges paid by the boroughs and businesses for the disposal of non-household waste. For the levy, boroughs' tonnages are the basis for the majority of the apportionment with some fixed costs allocated according to Council Tax Base (i.e. the number of Band D properties). Authority expenditure is primarily related to waste treatment and transport contracts with the private sector and landfill tax.

During the year, the Authority raised an annual levy on the constituent boroughs of £59.1 million, an increase from £56.5 million in 2014-15. The net cost of services for the year was £56.5 million, an increase of £1.6 million from the previous year's £54.9 million, due to the rise in the government's landfill tax rate. The overall result showed that the surplus on provision of services rose to £2.5 million from £1.4 million in the previous year.

An actuarial gain on the pension liability valuation of £1.2 million (compared to an actuarial loss of £2.6 million in 2014-15) has resulted in an overall surplus for the year of £3.7 million (2014-15: deficit of £0.7 million).

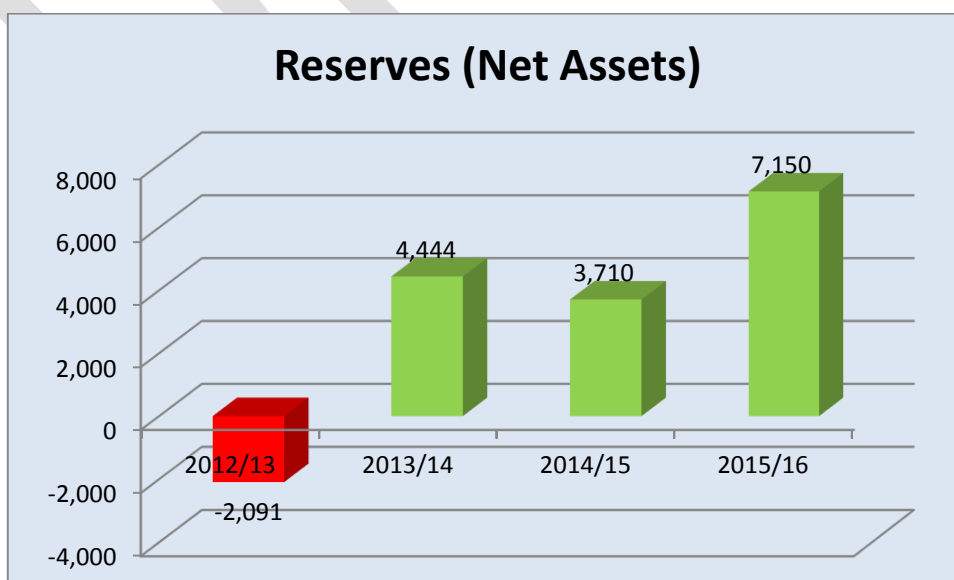
The Authority's aim for 2015-16 was to break even and maintain reserves as a buffer against unexpected budget pressures – so reducing the risk of having to request additional in-year funding from Boroughs. The Authority has achieved this target.

To put the numbers into context and provide a better perspective of financial performance, it helps to look at results over time. To this effect, the key measure is the Authority's cost per tonne. This looks at how effectively the Authority has managed costs and is a key measure of efficiency and performance, particularly when splitting out landfill tax which is a result of government policy / tax rates. The total cost of delivering services (Net Cost of Services and Financing) is divided by the total tonnes of waste (all materials) disposed by the Authority, to provide an overall cost per tonne figure. This has been plotted over a four year period in the chart that follows.



The key feature illustrated by this chart is that the Authority’s cost per tonne excluding landfill tax has reduced over the last four years from £60.58 per tonne to £55.39 per tonne. This reflects the effective control of costs and spending over the period and improving efficiency. This has gone a long way to mitigating the effect of the government’s increase in the landfill tax rate during the same period.

Once again, by considering a longer timeframe, the level of reserves provides better perspective about the Authority’s financial health. So the chart below considers the Authority’s Total Reserves over the same period. It illustrates that in 2012-13 the Authority had more obligations and liabilities than it did assets and therefore held a negative reserve position. From 2013-14 the Authority improved from this position building reserves as a financial buffer and therefore has been in a better position to manage any unexpected risks, particularly important in context of the £180 million project to construct an Energy from Waste plant currently in progress.



Energy from Waste Recovery Centre

As part of the West London Residual Waste Service contract with the Suez consortium, most of the waste is collected at transfer stations they operate on behalf of the Authority. Currently, interim arrangements are in place for the waste to be transported and disposed at landfill sites during the construction period of the new energy recovery centre.

When construction is complete in 2016, waste will be transported to the new energy recovery facility and through modern processes the waste will be used to generate enough electricity to power approximately 50,000 homes. The revenue generated from the sale of the power and recycling produced at the facility will offset some of the cost of the operations.

To continue building the new energy recovery centre, capital contributions in 2015-16 of £15.8m (2014-15: £22.4 million) from the Authority have been funded by loans from 4 of the constituent Boroughs. The Suez consortium has also made capital contributions of £32.9 million (2014-15: £46.8 million). Together with capitalised interest of £3.2 million (2014-15: £1.5 million) the total capital work in progress of £152.1 million (2014-15: £100.2 million) forms part of the Authority's long term assets. The capacity that this new plant provides, in addition to the 90,000 tonnes currently being converted to energy under the Residual Waste Services contract with Viridor, will bring to an end the Authority's reliance on landfilling waste.

Financial performance is reported to the Authority on a regular basis and matters of financial control are considered by the Audit Committee. The financial outturn and performance for the year shows that the Authority has achieved a position of financial stability, with operating performance delivering surpluses and a strong balance sheet reflected in net assets and positive reserves. The Authority's long term capital investment also effectively manages the longer term risks of increasing landfill costs and tonnages and the Authority is now well placed to deliver good value for money services to boroughs for the foreseeable future.

Accounting Policies

General

The accounts have been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom that is recognised by Statute as representing proper accounting practices. They are also in line with the Accounts and Audit Regulations (2015).

Borrowing costs

Borrowing costs that can be directly attributed to the construction or manufacture of an asset for which a substantial period is required to bring the asset to its intended usable condition are capitalised as part of the costs of the relevant asset. All the other borrowing costs are expensed as incurred. Borrowing costs are the interest and other costs incurred by the Authority in connection with borrowing funds.

Capital Adjustment Account

This account sets out amounts set aside from revenue resources, or capital receipts, to finance expenditure on fixed assets or for the repayment of external loans and certain other capital financing transactions.

Capital Work in Progress

Assets in the course of construction are carried at cost, less any recognised impairment loss. Depreciation of these assets commences when the assets are ready for their intended use.

Cash and Cash Equivalents

The Authority manages its own cash balances and holds balances during the year within its bank account and deposits funds under a service level agreement with the London Borough of Ealing.

Debtors and Creditors

The accounts are prepared on an accruals basis. Outstanding debtors and creditors are brought into the accounts at year-end. Where exact amounts are unknown at the time of closing the accounts, accruals are supported by activity and pricing data.

Depreciation

Depreciation is charged so as to write off the cost of assets, other than land and assets under construction, using the straight-line method, over their estimated useful lives, as follows:

Type of Asset	Years
Buildings	21-25
Fixed Plant	8-12
Vehicles and equipment	7-8

Financial Instruments

Financial instruments represent transactions, with a contract, which result in a financial asset for one entity and a financial liability for another. Financial instruments cover both financial liabilities and assets.

Financial liabilities are recognised on the Balance Sheet when the Authority becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value and carried at their amortised cost. Annual charges to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest payable are based on the carrying amount of the liability multiplied by the effective rate of interest of the instrument.

For most of the borrowings that the Authority has, this means that the amount presented in the Balance Sheet is the outstanding principal repayable (plus accrued interest); and interest charged to the Comprehensive Income and Expenditure Statement includes the amount payable for the year according to the loan agreement.

The Authority's financial assets comprise of bank balances and loans and receivables. Loans and receivables are financial assets that have a fixed or determinable payment, but are not quoted on an active market. Loans and receivables are recognised on the Balance Sheet when the Authority becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value. They are subsequently measured at their amortised cost. Annual credits to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest receivable are based on the carrying amount of the liability multiplied by the effective rate of interest of the instrument.

Going Concern

The Authority's Statement of Accounts have been prepared on a Going Concern basis, i.e. the accounts have been prepared on the assumption that the Authority will continue in operational existence for the foreseeable future. This conclusion is supported by the Authority's 3 year Business Plan and also its medium to long term Financial Model which covers a period of 25 years from the balance sheet date of these accounts.

Government Grants and Other Contributions

Whether paid on account, by instalments or in arrears, government grants and third party contributions and donations are recognised as due to the Authority when there is reasonable assurance that:

- The Authority will comply with the conditions attached to the payments, and
- The grants or contributions will be received.

Impairments

Assets are assessed at each year end as to whether there is any indication that an asset may be impaired. Where indications exist and any possible differences are estimated to be material, the recoverable amount of the asset is estimated and where this is less than the carrying amount of the asset, an impairment loss is recognised for the shortfall.

Leasing - The Authority as Lessee

Leases are classified as finance leases whenever the terms of the lease transfer substantially all the risks and rewards of ownership of the asset to the lessee. All other leases are classified as operating leases. Where a lease covers both land and buildings, the land and buildings elements are considered separately for classification. Arrangements that do not have the legal status of a lease but convey a right to use an asset in return for payment are accounted for under this policy where fulfilment of the arrangements is dependent on the use of specific assets.

Finance Leases

Items of property, plant and equipment held under finance leases are recognised on the Balance Sheet at the commencement of the lease at their fair value measured at the lease's inception (or the present value of the minimum lease payments, if lower). The asset recognised is matched by a liability of the obligation to pay the lessor. Initial direct costs of the Authority are added to the carrying amount of the asset. Premiums paid on entry into a lease are applied to writing down the lease liability. Contingent rents are charged as expenses in the periods in which they are incurred.

Lease payments are apportioned between:

- A charge for the acquisition of the interest in the property, plant or equipment – applied to write down the lease liability, and
- A finance charge (debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement).

Items of property, plant and equipment recognised under finance leases are accounted for using the policies applied generally to such assets, subject to depreciation being charged over the lease term if this is shorter than the asset's estimated useful life (where ownership of the asset does not transfer to the Authority at the end of the lease period).

Operating Leases

Rentals paid under operating leases are charged to the Comprehensive Income and Expenditure Statement as an expense of the services benefitting from use of the leased property, plant or equipment. Charges are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (e.g. if there is a rent free period at the commencement of the lease).

Minimum Revenue Provision (MRP)

Under Part IV of the Local Government and Housing Act 1989 the Authority is required to set aside a minimum revenue provision (MRP) as part of the means to finance capital expenditure.

The Authority's policy is to apply, as prescribed, either the asset life or depreciation method and is based on 4% of the capital financing requirement.

Pension Scheme

WLWA does not manage its own pension scheme but is an admitted body in the London Pensions Fund Authority (LPFA). This enables all WLWA staff to participate in the LPFA Pension Fund, which is a defined benefit statutory scheme, administered in accordance with the Local Government Pension Scheme (Administration) Regulations 2008.

The scheme rules define the benefits independently of the contributions payable, and the benefits are not directly related to the investments of the scheme. For a defined benefit scheme changes in actuarial deficits or surpluses arise because:

- Events have not coincided with the actuarial assumptions made for the last valuation (experience gains and losses); or
- The actuarial assumptions have changed.

The liabilities of a defined benefit scheme reflect the estimated outgoings due after the tri-annual valuation date (31 March 2013). The WLWA is committed to provide for service benefits up to the valuation date.

The Code of Practice on Local Authority Accounting requires the Authority to apply accounting principles and to make disclosures under International Accounting Standard 19, Employee Benefits (IAS19). Details are provided to the Authority by the LPFA's Actuary (currently Barnett Waddingham). The Notes to the Core Financial Statements provide details of how the Authority has met these requirements.

Post Balance Sheet Events

Events after the balance sheet date are those events, both favourable and unfavourable that occur between the end of the reporting period and the date when the Statement of Accounts is authorised for issue.

Two types of events can be identified:

- Those that are indicative of conditions that arose after the reporting period – the Statement of Accounts are not adjusted to reflect such events, but where a category of events would have a material effect, disclosure is made in the notes of the nature of the events and their estimated financial effect.
- Those that provide evidence of conditions that existed at the end of the reporting period – the Statement of Accounts is adjusted to reflect such events.

No events have been identified to the date of the signing of these accounts.

Public Private Partnership Contracts

Public Private Partnership (PPP) and similar contracts are agreements to receive services, where the responsibility for making available the Property, Plant and Equipment needed to provide the services passes to the contractor.

As the Authority is deemed to control the services that are provided under its PPP schemes, the Authority carries the assets used under the contracts on its Balance Sheet as part of Property, Plant and Equipment. The original recognition of these assets at fair value (based on the cost to purchase the Property, Plant and Equipment) is balanced by the recognition of a liability for amounts due to the contractor to pay for the capital investment. Non-current assets recognised on the Balance Sheet are revalued and depreciated in the same way as Property, Plant and Equipment owned by the Authority and measured at current value.

The amounts payable to the PPP contractor each year are analysed into four elements:

- Fair value of the services received during the year – debited to the relevant service in the Comprehensive Income and Expenditure Statement.
- Finance cost – an interest charge on the outstanding Balance Sheet liability, debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.
- Contingent rent – increases in the amount to be paid for the property arising during the contract, debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.
- Payment towards liability – applied to write down the Balance Sheet liability towards the PPP contractor.

(The profile of write-downs is calculated using the same principles as for a finance lease)

Property, Plant and Equipment

All property, plant and equipment assets are measured initially at cost, representing the costs directly attributable to acquiring or constructing the asset and bringing it to the location and condition necessary for it to be capable of operating in the manner intended by the Authority.

All property, plant and equipment are used in operations and measured at current value. The carrying values of tangible fixed assets are reviewed for impairment in periods if events or changes in circumstances indicate the carrying value may not be recoverable. The costs arising from financing the construction of the fixed asset are normally not capitalised (other than major projects spanning multiple years) but are charged to the Comprehensive Income and Expenditure Statement in the year to which they relate.

Land and buildings are re-valued every five years applying Fair Value assumptions using independent professional valuations to reflect the current value to the Authority in their existing use. The last valuation was undertaken by Vail Williams, Consultant Surveyors in March 2015. Non-property assets will be carried at historical cost as a proxy for current value.

Subsequent expenditure relating to an item of property, plant and equipment is recognised as an increase in the carrying amount of the asset when it is probable that additional future economic benefits or service potential deriving from the cost incurred to replace a component of such item will flow to the Authority and the cost of the item can be determined reliably.

Where subsequent expenditure enhances an asset beyond its original specification, the directly attributable cost is added to the asset's carrying value.

Where a component of an asset is replaced, the cost of the replacement is capitalised if it meets the criteria for recognition above. The carrying amount of the part replaced is de-recognised.

Other expenditure that does not generate additional future economic benefits or service potential, such as repairs and maintenance is charged to the Comprehensive Income and Expenditure Statement in the period which it is incurred.

Provisions

Bad debt provisions are included within the Accounts based on the ageing of debt and management judgement where there is uncertainty regarding bad and doubtful debts.

Revenue Recognition

Levy Income is recognised on an accruals basis. Additionally the Authority operates a Pay as you Throw (PAYT) system with partner boroughs. Under this system boroughs are initially billed on estimated tonnages to be disposed of. On a quarterly basis reconciliation is performed on actual tonnages and boroughs are reimbursed or charged additionally, based on difference between estimated and actual tonnage. The trade, agency and other income recognised for the year is based on revenue generated from actual tonnages.

Service Borough Costs

Administrative costs charged to the Authority by constituent boroughs are based on the time spent in respect of services rendered (e.g. financial, legal and technical). There are service level agreements in place where appropriate.

VAT

All income and expenditure is shown net of VAT.

Statement of Responsibilities for the Statement of Accounts

The Authority is required:

- To make arrangements for the proper administration of its financial affairs and to ensure that one of its officers has the responsibility for the administration of those affairs. For WLWA, that officer is the Treasurer;
- To manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets; and
- To approve the Statement of Accounts.

The Treasurer's Responsibilities:

The Treasurer is responsible for the preparation of the Authority's Statement of Accounts in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom (the Code).

In preparing this Statement of Accounts, the Treasurer has:

- Selected suitable accounting policies and then applied them consistently;
- Made judgements and estimates that were reasonable and prudent; and
- Complied with the local authority Code.

The Treasurer has also:

- Kept proper accounting records which were up to date; and
- Taken reasonable steps for the prevention and detection of fraud and other irregularities.

The Treasurer is also responsible for the maintenance and integrity of the financial information included on the Authority's website.

Statement of the Treasurer

I certify that the Statement of Accounts presents a true and fair view of the Authority's income and expenditure for the year ended 31 March 2016 and the Authority's financial position as at 31 March 2016.

Ilan O'Donnell
Treasurer
23 September 2016

Audit Committee

I can confirm that these Accounts were considered by the Audit Committee at their meeting on Friday, 23 September 2016 and recommended for Approval by the Authority. The accounts were approved by the Authority on 23 September 2016.

Signed on behalf of West London Waste Authority
Councillor Bassam Mahfouz (Chair)
23 September 2016

Comprehensive Income and Expenditure Statement

This Statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices:

	Note	2015-16 £'000	2014-15 £'000
Gross expenditure			
Employees		(1,852)	(1,690)
Premises		(2,242)	(2,156)
Waste transport and disposal		(53,378)	(50,986)
Other supplies and payments		(1,174)	(1,048)
Impairments	6	(27)	(828)
Depreciation	6	(68)	(334)
Total		(58,741)	(57,042)
Gross income			
Trade waste		1,308	1,134
Agency		431	545
Miscellaneous income		548	459
Total		2,287	2,138
Net cost of services			
		(56,454)	(54,904)
Financing and investment income and expenditure	5	(194)	(133)
Levies on constituent councils	16	59,125	56,457
Total		58,931	56,324
Surplus on provision of services			
		2,477	1,420
Revaluation gain on properties		0	477
Actuarial gain/(loss) on pension liability	19	1,193	(2,631)
Other comprehensive income and expenditure		1,193	(2,154)
Total comprehensive income and expenditure		3,670	(734)

Balance Sheet

The Balance Sheet shows the value as at the balance sheet date of the assets and liabilities recognised by the Authority. The net assets/(liabilities) of the Authority (assets less liabilities) are matched by the reserves held by the Authority. Reserves are reported in two categories. The first category of reserve is usable reserves, i.e. those reserves that the Authority may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use. The second category of reserves is those that the Authority is not able to use to provide services. This category of reserves includes reserves that hold unrealised gains and losses (for example the revaluation reserve), where amounts would only become available to provide services if the assets are sold; and reserves that hold timing differences shown in the Movement in Reserves Statement line "Adjustments between accounting basis and funding basis under regulations".

		2015-16	2014-15
		£'000	£'000
Property, plant and equipment	6	5,166	5,486
Capital work in progress	7	152,149	100,156
Long Term Assets		157,315	105,642
Cash and cash equivalents	9	12,458	8,317
Short term debtors	10	3,295	3,474
Current Assets		15,753	11,791
Total Assets		173,068	117,433
Short term creditors	11	(6,081)	(5,056)
Current Liabilities		(6,081)	(5,056)
Long term borrowing	12	(52,495)	(33,474)
Other long term liabilities	18	(99,619)	(66,683)
Pension fund liability	19	(7,723)	(8,510)
Long Term Liabilities		(159,837)	(108,667)
Net Assets		7,150	3,710
Usable Reserves		12,091	9,500
Unusable reserves	13	(4,941)	(5,790)
Total Reserves		7,150	3,710

Movement in Reserves Statement

This statement shows the movement in the year on the different reserves held by the Authority, analysed into "usable" reserves (i.e. those that can be applied to fund expenditure) and other reserves. The surplus (or deficit) on the provision of services line shows the true economic cost of providing the Authority's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. The net increase/decrease before transfers to earmarked reserves shows the statutory General Balance before any discretionary transfers to or from earmarked reserves undertaken by the Authority.

	Total Usable Reserves £'000	Unusable Reserves £'000	Total Authority Reserves £'000
Balance at 1 April 2015	9,500	(5,790)	3,710
Surplus on provision of services (accounting basis)	2,477	0	2,477
Other comprehensive expenditure	0	1,193	1,193
Total comprehensive expenditure	2,477	1,193	3,670
Other adjustment	(230)	0	(230)
Adjustments between accounting basis and funding basis under regulations (Note 4)	344	(344)	0
Increase/(decrease) in year	2,591	849	3,440
Balance at 31 March 2016	12,091	(4,941)	7,150

Cash Flow Statement

The Cash Flow Statement shows the changes in cash and cash equivalents of the Authority during the reporting period. The statement shows how the Authority generates and uses cash and cash equivalents by classifying cash flows as: operating, investing and financing activities. The amount of net cash flows arising from operating activities is a key indicator of the extent to which the operations of the Authority are funded from the recipients of services provided by the Authority. Investing activities represent the extent to which cash outflows have been made for reserves which are intended to contribute to the Authority's future service delivery. Cash flows arising from financing activities are useful in predicting claims on future cash flows by providers of capital (i.e. borrowing) to the Authority:

	2015-16 £'000	2014-15 £'000
Net surplus on the provision of services	2,477	1,420
Adjustments to net surplus	1,644	(4,314)
Net cash generated from/(used in) operating activities	4,121	(2,894)
<i>Investment activities</i>		
Payments for capital work in progress	(15,773)	(22,418)
Payments for plant and equipment	(45)	(342)
Proceeds from disposal of plant and equipment	5	75
Interest received	61	0
Net cash used in investment activities	(15,752)	(22,685)
<i>Financing activities</i>		
Interest paid	0	0
Loans raised	15,772	22,418
Loans repaid	0	0
Other	0	(440)
Net cash generated from financing activities	15,772	21,978
Net movement in cash and cash equivalents	4,141	(3,601)
Opening balance	8,317	11,918
Cash and cash equivalents at end of year	12,458	8,317

Cash Flow Statement

	2015-16 £'000	2014-15 £'000
Adjustments to net surplus for non-cash movements		
Depreciation and impairments	95	1,162
IAS 19 non-cash pension entries	406	374
Decrease/(increase) in short term debtors	179	(2,581)
Increase/(decrease) in short term creditors	1,025	(3,350)
Other adjustments	0	(52)
Sub Total	1,705	(4,447)
Adjustments for items included in financing/investing activities		
Interest received	(61)	(106)
Interest paid	0	239
Total Adjustments	1,644	(4,314)

Notes to the Core Financial Statements

The notes to the core financial statements (notes to the accounts) are provided to give additional information about items included in the core statements. The notes expand on some of the information and provide further explanation of a number of matters prescribed by Statement of Recommended Practice (SORP).

1. Critical Judgements in Applying Accounting Policies

In applying the Accounting Policies set out in the financial statements, the Authority has had to make certain judgements about complex transactions or those involving certainty about future events. The critical judgements made in the Statement of Accounts are:

- Influences on going concern, such as future funding levels and long term contracts;
- Whether contracts need to be accounted for as service concessions or with embedded leases;
- The calculation of debtor and creditor accruals; and
- The recognition of assets and calculation of depreciation

2. Assumptions made about the future and other major sources of estimation uncertainty

The Statement of Accounts contains a number of estimates that are based on assumptions made by the Authority about the future or that are otherwise uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors. However because balances cannot be determined with certainty, actual results could be materially different from the assumptions and estimates.

The items in the Authority's Balance Sheet at 31 March 2016 for which there may be a risk of material adjustment in the forthcoming financial year are as follows:

Item	Uncertainties	Effect if actual results differ from assumptions
Pensions Liability	Estimation of net pension liability depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged by the London Pensions Fund Authority to provide expert advice about the assumptions to be applied.	The effects on the net pension's liability of changes in individual assumptions can be measured and are illustrated in note 19.

3. Events after the Balance Sheet Date

The Statement of Accounts is authorised for issue by the Treasurer of the Authority on 23 September 2016. Events taking place after this date are not reflected in the financial statements or notes. Where events taking place before this date provided information about conditions existing at 31 March 2016 they have been taken into account.

There are no events after the reporting date to note.

4. Adjustments between Accounting Basis and Funding Basis under Regulations

	2015-16 £'000	2014-15 £'000
Amounts included in the Comprehensive Income and Expenditure Account but required by Statute to be excluded:		
Depreciation* (note 6)	68	334
Impairments* (note 6)	27	828
Reversal of items relating to IAS19 Retirement Benefits	409	257
	504	1,419
Amounts not included in the Comprehensive Income and Expenditure Account but required by Statute to be included:		
Statutory provision for the Repayment of Debt* (note 13)	(110)	(112)
Revenue financing to Capital (note 13)	(48)	(342)
	(158)	(454)
Transfer (from)/to general reserves		
Accumulated Absences Account (note 13)	(2)	(5)
	(2)	(5)
Net additional amount to be credited to general balances for the year	344	960

* Adjustments impact capital adjustment account (unusable reserve)

5. Financing and Investment Income and Expenditure

	2015-16	2014-15
	£'000	£'000
Interest payable and similar charges	0	4
Pensions interest and expected return on pensions assets	255	235
Interest receivable and similar income	(61)	(106)
	194	133

6. Property, Plant and Equipment

	Land and Buildings Freehold	Land and Buildings Leasehold	Fixed Plant and Vehicles	TOTAL
	£'000	£'000	£'000	£'000
Gross book value at 1 April 2015	5,080	0	3,508	8,588
Adjustment			(2,591)	(2,591)
Additions	45			45
Disposals			(157)	(157)
Impairments			(27)	(27)
Gross book value at 1 April 2016	5,125	0	733	5,858
Accumulated depreciation brought forward	(80)	0	(3,022)	(3,102)
Adjustment			2,359	2,359
Disposals			119	119
Depreciation charge for the year	(20)		(48)	(68)
Accumulated depreciation carried forward	(100)	0	(592)	(692)
Net book Value at 31 March 2016	5,025	0	141	5,166
Net book Value at 31 March 2015	5,000	0	486	5,486

7. Capital Work in Progress

	2015-16	2014-15
	£'000	£'000
Energy from waste facility:		
Opening balance	100,156	29,386
Expenditure in year	48,745	69,230
Interest capitalised in year	3,248	1,540
Closing balance	152,149	100,156

The Suez consortium commenced (in December 2013) the construction of an Energy from Waste facility in Severnside, South Gloucestershire. Construction is expected to take approximately 3 years with an estimated completion date in October 2016. West London Waste Authority is required to make total capital contributions of £60 million during the construction phase, with the consortium contributing £125 million. Under the PPP agreement, on completion of the construction, the Authority will hold the rights to this asset.

To build the new energy recovery centre, during the year £15.8 million of capital contributions from the Authority have been funded by loans from 4 of the constituent London Boroughs. The consortium has also made capital contributions of £32.9 million.

8. Financial Instruments

Accounting regulations require the "financial instruments" (investment, lending and borrowing of the Authority) shown on the Balance Sheet to be further analysed into various defined categories. The investments, lending and borrowing disclosed in the Balance Sheet is made up of the following categories of "financial instruments". There are no significant differences between the carrying value and the fair value of these items.

	Long term		Current	
	2015-16	2014-15	2015-16	2014-15
	£'000	£'000	£'000	£'000
Financial Assets				
Cash and bank balances	0	0	12,458	8,317
Loans and receivables	0	0	0	20
Financial Liabilities				
Long Term Borrowing	52,495	33,474	0	0
Financial Liabilities at amortised cost	(99,619)	(66,683)	0	0

Fair Values of Assets and Liabilities

Financial liabilities and financial assets represented by loans and receivables and long term debtors and creditors are carried in the Balance Sheet at amortised cost. Their fair value can be assessed by calculating the present value of the cash flows that will take place over the remaining term of the instruments, using the following assumptions:

- An interest rate of 7.604% at 31 March 2016 for loans from Boroughs
- No early repayment or impairment is recognised
- Where an instrument will mature in the next 12 months, carrying amount is assumed to approximate to fair value
- The fair value of trade and other receivables is taken to be the invoiced or billed amount

	2015-16		2014-15	
	Carrying amount	Fair value	Carrying amount	Fair value
	£'000	£'000	£'000	£'000
Borough Loans (note 16)	52,495	55,059	33,474	35,199

The fair value of outstanding borough loans is greater than the carrying amount due to fixed rate loans having interest rates higher than rates available for similar loans in the market at balance sheet date. The valuation of financial instruments is classified into 3 levels according to the quality and reliability of the data used to determine fair values. Loans are valued at Level 2 as the valuation of the underlying debt is derived from observable inputs and not from quoted prices in active markets. The valuation is derived from a predefined and predictable cashflow resulting from loans, using a net present value approach.

Nature and Extent of Risks arising from Financial Instruments

Overall Procedures for Managing Risk:

The Authority’s overall risk management programme focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the resources available to fund its services. The procedures for risk management in relation to key financial instruments are set out through the legal framework detailed within the Local Government Act 2003 and associated regulations. These require the Authority to comply with the CIPFA Prudential Code, the CIPFA Treasury Management in the Public Services Code of Practice and Investment Guidance.

In order to comply with the requirement that the Authority is required to set a balanced budget (Local Government Finance Act 1992) this is reported at the same time as the levy setting meeting. The annual Treasury Management Strategy outlines the detailed approach to managing risk in relation to financial instrument exposure. Actual performance is compared to the strategy and reported annually to members.

The Treasurer is responsible for all of the Authority’s banking, borrowing and investment activities. Under the Authority’s new service level agreement (effective from April 2014), the London Borough of Ealing provides a low risk option for investing balances.

The Authority’s activities expose it to a variety of financial risks:

- Credit risk – the possibility that other parties might fail to pay amounts due to the Authority.
- Liquidity risk – the possibility that the Authority might not have funds available to meet its commitments to make payments.
- Refinancing and Maturity risk – the possibility that the Authority might be required to renew a financial instrument on maturity at disadvantageous interest rates or terms.
- Market risk – the possibility that financial loss might arise for the Authority as a result of changes in such measures as interest rates and stock market movements.

Credit Risk

Credit risk for the Authority arises from deposits with banks and credit exposures to debtors. Deposits are not made with banks unless they are rated independently and meet the Authority’s credit criteria, which are restricted to the upper end of the independent credit rating criteria. The credit risk around debtors is set out in Note 10.

Liquidity Risk

The Authority manages its liquidity position through the risk management procedures above (the setting and approval of prudential indicators and the approval of the treasury and investment strategy reports), as well as through a comprehensive cash flow management system, as required by the Code of Practice. This seeks to ensure that cash is available when it is needed.

Through the Local Government Finance Act 1992, the Authority is required to provide a balanced budget, which ensures sufficient monies are raised to cover annual expenditure. There is no significant risk that the Authority will be unable to raise finance to meet its commitments.

Refinancing and Maturity Risk

The Authority’s approved Treasury strategy is set to avoid the risk of refinancing on unfavourable terms. The maturity analysis for borrowing is set out in Note 12. All trade and other payables are due to be paid in less than one year.

Market Risk

As at the 31 March 2015 the Authority holds no variable rate borrowings as they are all fixed rates. Therefore there is no predicted impact for this on the Comprehensive Income and Expenditure Statement.

9. Cash and Cash Equivalents

The balance of cash and cash equivalents is made up of the following:

	2015-16	2014-15
	£'000	£'000
Bank balance (HSBC)	3,458	3,817
Deposit placed with the London Borough of Ealing	9,000	4,500
	<hr/>	<hr/>
Total	12,458	8,317
	<hr/>	<hr/>

10. Short Term Debtors

	2015-16	2014-15
	£'000	£'000
Other Local Authorities	83	193
Central Government Bodies	2,654	2,558
Other Entities and Individuals	117	366
Prepayments	441	360
	<hr/>	<hr/>
Sub - Total	3,295	3,477
	<hr/>	<hr/>
Less provision for bad debts	0	(3)
	<hr/>	<hr/>
Total	3,295	3,474
	<hr/>	<hr/>

In determining the recoverability of Short Term Debtors, the Authority considers the credit quality of the receivable. Credit risk is considered to be low as the majority of balance relates to the HMRC.

Provisions for doubtful debts are recognised against trade receivables, based on estimated irrecoverable amounts determined by debt analysis and management judgement. Short Term Debtors disclosed above include amounts (see below for aged analysis) that are past due at the end of the reporting period.

Age of receivables due	2015-16	2014-15
	£'000	£'000
< 90 days	200	12
90 – 180 days	0	119
> 180 days	0	0
	<hr/>	<hr/>
Total	200	131
	<hr/>	<hr/>

11. Short Term Creditors

	2015-16	2014-15
	£'000	£'000
Other Entities and Individuals	(4,871)	(4,168)
Other Local Authorities	(1,210)	(888)
	<hr/>	<hr/>
Total	(6,081)	(5,056)
	<hr/>	<hr/>

12. Long Term Borrowing

The Authority's capital expenditure for the project to build a residual waste to energy plant is financed by loan arrangements with four constituent Boroughs (Brent, Ealing, Harrow and Richmond). The interest charged was 7.604% and will be repaid over 25 years with interest being charged on the reducing balance basis. The table below reflects the long term portion of these loans.

	2015-16	2014-15
	£'000	£'000
Opening balance	(33,474)	(9,602)
Loans in year	(15,773)	(22,418)
Interest accrued	(3,248)	(1,454)
	(52,495)	(33,474)
Analysis by maturity	2015-16	2014-15
		£'000
5 years or less	(4,348)	(2,773)
Between 5 and 10 years	(6,315)	(4,027)
10 years or more	(41,832)	(26,674)
Long term liability	(52,495)	(33,474)

13. Unusable Reserves

	2015-16	2014-15
	£'000	£'000
Revaluation reserve	(1,185)	(1,186)
Capital adjustment account	(1,609)	(1,544)
Pensions reserve	7,723	8,510
Accumulated absences account	12	10
	4,941	5,790

(i) Revaluation Reserve

The Revaluation Reserve contains gains made by the Authority arising from increases in the value of its Property, Plant and Equipment. The balance is reduced when assets with accumulated gains are:

- re-valued downwards or impaired and the gains are lost;
- used in the provision of services and the gains are consumed through depreciation; or
- disposed of and the gains are realised.

The reserve contains only revaluation gains accumulated from 2010-11 (Revaluation Reserve brought forward from earlier years was nil). Accumulated gains arising before that date are consolidated into the balance on the Capital Adjustment Account.

	2015-16	2014-15
	£'000	£'000
Balance as at 1 April	(1,185)	(707)
Revaluation gains	0	(580)
Revaluation losses set off against previous year's gains	0	102
	<hr/>	<hr/>
Balance at 31 March	(1,185)	(1,185)
	<hr/> <hr/>	<hr/> <hr/>

(ii) Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions.

The Account is debited with the cost of acquisition, construction or enhancement and depreciation, impairment losses and amortisations are charged to the Comprehensive Income and Expenditure Statement.

The Account is credited with the amounts set aside by the Authority as finance for the costs of acquisition.

	2015-16	2014-15
	£'000	£'000
Balance as at 1 April	(1,544)	(2,252)
Depreciation	68	334
Statutory provision for repayment of debt	(110)	(112)
Impairment	27	828
Net written out amount of the cost of non-current assets consumed in the year	(1,559)	(1,202)
Revenue financing to capital	(48)	(342)
	<hr/>	<hr/>
Balance at 31 March	(1,607)	(1,544)
	<hr/> <hr/>	<hr/> <hr/>

(iii) Pensions Reserve

The Pensions Reserve absorbs the timing differences arising from the different arrangements for accounting for post-employment benefits and for funding benefits in accordance with statutory provisions. The Authority accounts for post-employment benefits in the Comprehensive Income and Expenditure Statement as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits

earned to be financed as the Authority makes employers' contributions to pension funds or eventually pays any pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a substantial shortfall in the benefits earned by past and current employees and the resources of the Authority has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

	2015-16	2014-15
	£'000	£'000
Balance as at 1 April	8,510	5,621
Actuarial gains or losses on pension assets and liabilities	(1,193)	2,631
Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	725	610
Employer's pensions contributions and direct payments to pensioners payable in the year	(319)	(352)
Balance at 31 March	7,723	8,510

(iv) Accumulated Absences Account

The Accumulated Absences Reserve reflects untaken leave balances outstanding as at the 31 March 2015. This reserve absorbs the differences that would otherwise arise in the General Fund from accruing for compensated absence earned but not taken in the year, e.g. annual leave entitlement carried forward at 31 March. Statutory arrangements require that the impact on the General Fund is neutralised by transfers to or from the Account.

	2015-16	2014-15
	£'000	£'000
Balance as at 1 April	10	15
Amounts accrued at the end of the current year by which remuneration charged to the Comprehensive Income and Expenditure Statement on an accrual basis is different from remuneration chargeable in the year in accordance with statutory requirements	2	(5)
Balance at 31 March	12	10

14. Officers' Remuneration

The remuneration paid to the Authority's senior employees is as follows:

	Salary and Termination Benefits (£)		Pension Contributions (£)		Total (£)	
	2015-16	2014-15	2015-16	2014-15	2015-16	2014-15
	Director (ending 31/3/2016)	89,847	84,829	12,174	15,269	102,021
Clerk (ending 9/4/2015)	276	11,025	50	1,985	326	13,010
Clerk (commencing 10/4/2015)	9,750	0	1,755	0	11,505	0
Technical Advisor	10,000	10,000	1,800	1,800	11,800	11,800
Treasurer	10,000	10,000	1,800	1,800	11,800	11,800

The number of employees including Senior Officers whose remuneration, excluding employer's pension contributions, was £50,000 or more in bands of £5,000 were:

Remuneration Band	2015-16	2014-15
	No of employees	No of employees
£50,000 to £54,999	1	1
£65,000 to £69,999	1	1
£80,000 to £84,999	1	2
£85,000 to £89,999	1	0

During the year following a restructure and compulsory redundancies to deliver long term savings, 2 employees including the Director received redundancy payments within the £20,000 to £40,000 band. Both analyses above include these redundancy payments.

Members Allowances

No member allowances have been paid in year.

15. External Audit Fees

The audit fees reflected in the accounts are as follows:

	2015-16	2014-15
	£'000	£'000
Audit of the Authority	20	20
Total Fees	20	20

16. Related Party Transactions

This disclosure has been prepared after considering the requirements of "related party transactions" in accordance with the Authority's interpretation and understanding of International Accounting Standard 24 (IAS 24) and its applicability to the public sector utilising current advice and guidance. Any disclosure under IAS 24 is designed to set out relationships with other parties that might materially affect the Authority. The Authority is composed of one Councillor from the six constituent boroughs, the London Boroughs of Brent, Ealing, Harrow, Hillingdon, Hounslow and Richmond-upon-Thames and is financed by an annual levy on the constituent boroughs.

The Authority has sought and received declarations from Members, the advisors and senior officers of any "related party transaction" in which they or their related parties have been engaged in during 2015-16. No related party transactions were declared. During 2015-16 the officer in the post of Clerk to the Authority is also Chief Officer at the Borough of Harrow. The Treasurer and the Technical Advisor are also Chief Officers at the Borough of Ealing. The Authority pays the individuals directly for the services they provide. The Authority also receives support services from Ealing, Hillingdon, Hounslow and Harrow, and the cost of these support services are set out below and are included in the Comprehensive Income and Expenditure Account.

	Brent	Ealing	Harrow	Hillingdon	Hounslow	Richmond	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Income							
Pay as you Throw	8,624	11,301	6,229	8,077	7,882	5,733	47,846
Fixed Cost Levy	1,787	2,256	1,721	1,967	1,699	1,849	11,279
Total Levies	10,411	13,557	7,950	10,044	9,581	7,582	59,125
Agency and other income	472			520	230		1,222
Total 2015-16	10,883	13,557	7,950	10,564	9,811	7,582	60,347
Total 2014-15	10,493	12,778	7,644	10,031	9,074	6,982	57,002
Expenditure							
Waste Transport and Disposal Costs	44	3		72	34	2	155
Rent and Rates	77			331	38		446
Support Services		79	10	10	16		115
Other	111	144	107	122	106	115	705
Total 2015-16	232	226	117	535	194	117	1,421
Total 2014-15	191	121	18	415	413	3	1,161

	Brent	Ealing	Harrow	Hillingdon	Hounslow	Richmond	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Debtors 2015-16	0	83	0	0	0	0	83
Debtors 2014-15	0	20	0	119	54	0	193
Creditors 2015-16	149	252	329	288	147	45	1,210
Creditors 2014-15	42	142	84	398	130	92	888
Loans 2015-16	13,124	13,124	13,124			13,124	52,496
Loans 2014-15	8,369	8,369	8,368	0	0	8,368	33,474
Investments 2015-16	0	9,000	0	0	0	0	9,000
Investments 2014-15	0	4,500	0	0	0	0	4,500

17. Leases

Finance Leases

The Authority is committed to making minimum payments under these leases comprising settlement of the long term liability for the interest in the property acquired by the Authority and finance costs that will be payable by the Authority in future years while the liability remains outstanding.

All finance leases concluded in 2014-15.

Operating Leases

The Authority uses plant and equipment financed under the terms of operating leases, with typical lives ranging from five to ten years. The Authority's operating leases for plant and machinery, analysed by years are:

	2015-16	2014-15
	£'000	£'000
Within 1 year	147	169
Between 2 and 5 years	59	157
Total	206	326

In addition, The Authority has rental leases at the main transfer station sites. Values shown are annual rents for each site.

	2015-16	2014-15
	£'000	£'000
Victoria Road (until March 2098)	540	540
Transport Avenue (until September 2020, with rights to extend to 2098)	700	700
Total	1,240	1,240

18. Other Long Term Liabilities

The project to build an energy from waste plant includes investment by the Suez consortium which the Authority will benefit from over the life of the contract. A liability is recognised as project assets are completed, equal to the fair value of each asset less any capital contribution. This benefit will be realised when the plant becomes operational, over the life of the contract.

	2015-16	2014-15
	£'000	£'000
Energy from waste facility:		
Opening balance	66,683	19,871
Developer's contribution	32,936	46,812
Closing balance	99,619	66,683

The twenty seven year, £900 million contract provides for up to 300,000 tonnes of waste that West London's residents haven't recycled to be treated each year. Crucially, the new approach will mean a minimum of 96% of waste will not go to landfill.

19. Defined Benefit Pension Scheme

The West London Waste Authority (WLWA) does not manage its own pension scheme but is an admitted body in the London Pensions Fund Authority. This enables all WLWA staff to participate in the London Pensions Fund Authority (LPFA) Pension Fund, which is a defined benefit statutory scheme, administered in accordance with the Local Government Scheme Regulations 1997.

The Scheme rules define the benefits independently of the contributions payable, and the benefits are not directly related to the investments of the scheme. For a defined benefit scheme changes in actuarial deficits or surpluses arise because:

- Events have not coincided with the actuarial assumptions made for the last valuation (experience gains and losses); or
- The actuarial assumptions have changed

The liabilities of a defined benefit scheme reflect the estimated outgoings due after the tri-annual valuation date. The WLWA is committed to provide for service benefits up to the valuation date.

The Code of Practice on Local Authority Accounting requires the Authority to apply accounting principles and to make disclosures under International Accounting Standard 19, Retirement Benefits (IAS 19) in respect of retirement benefits. Details are provided to the Authority by the Actuary (currently Barnett Waddingham) via the LPFA. The notes to the Core Accounts provide details of how the Authority has met these requirements.

As part of the terms and conditions of employment of its officers, the Authority makes contributions towards the cost of post-employment benefits. Although these benefits will not actually be payable until employees retire, the Authority has a commitment to make the payments that need to be disclosed at the time that employees earn their future entitlement.

The cost of retirement benefits is recognised in the reported cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. The charge that is required to be made is based on the cash payable in the year, so the real cost of post employment/retirement benefits is reversed out of General Fund via the Movement in Reserves Statement.

Changes in the net pension liability arising as a result of past events which are not concurrent with the assumptions made in the course of the last actuarial valuation, or as a result of revised actuarial assumptions are charged to the Pensions Reserve.

The following transactions have been made in the Comprehensive Income and Expenditure Statement and the Total Reserves via the Movement in Reserves Statement during the year:

Balance sheet disclosure

	2015-16	2014-15
	£'000	£'000
Present value of funded obligation	(22,445)	(23,474)
Fair value of Scheme Assets (bid value)	14,926	15,185

Net Liability	(7,519)	(8,289)
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Present value of unfunded obligations	(204)	(221)
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Net Liability in Balance Sheet	(7,723)	(8,510)
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Comprehensive Income and Expenditure Statement

	2015-16	2014-15
	£'000	£'000
Service costs	447	352
Net interest on defined liability	255	235
Administrative expenses	23	22
	725	609

Reconciliation of the present value of the scheme liabilities:	2015-16	2014-15
	£'000	£'000
Opening balance as at 1 April	23,694	20,295
Current service cost	447	341
Interest cost	724	871
Change in financial assumptions	(1,778)	2,966
Change in demographic assumptions	0	0
Experience (gain)/loss on liabilities	0	2
Liabilities assumed/extinguished on settlements	0	0
Estimated benefits paid net of transfers in	(808)	(1,189)
Past service costs including curtailments	0	11
Contributions by scheme participants and other employers	383	410
Unfunded pension payments	(13)	(13)
	22,649	23,694
Closing balance as at 31 March	22,649	23,694

Reconciliation of fair value of the scheme (plan) assets:	2015-16	2014-15
	£'000	£'000
Opening balance as at 1 April	15,185	14,674
Interest on assets	469	636
Return on assets less interest	(585)	337
Other actuarial gains	0	0
Administration expenses	(23)	(22)
Employer contributions	318	352
Contributions by scheme participants and other employers	383	410
Benefits paid	(821)	(1,202)
Settlement prices received/(paid)	0	0
	14,926	15,185
Closing balance as at 31 March	14,926	15,185

Assumptions

As at	31 March 2016		31 March 2015		31 March 2014	
	% p.a.	Real	% p.a.	Real	% p.a.	Real
RPI increases	3.1%	-	3.1%	-	3.5%	-
CPI increases	2.2%	-0.9%	2.3%	-0.8%	2.7%	-0.8%
Salary increases	4.0%	0.9%	4.1%	1.0%	4.5%	1.0%
Pension increases	2.2%	-0.9%	2.3%	-0.8%	2.7%	-0.8%
Discount rate	3.5%	0.4%	3.1%	0.0%	4.4%	0.9%

Sensitivity analysis	£'000	£'000	£'000
Adjustment to discount rate	+0.1%	0.0%	-0.1%
▪ Present value of total obligation	22,296	22,649	23,008
▪ Projected service cost	364	371	378
Adjustment to long term salary increase	+0.1%	0.0%	-0.1%
▪ Present value of total obligation	22,688	22,649	22,610
▪ Projected service cost	371	371	371
Adjustment to pension increases and deferred revaluation	+0.1%	0.0%	-0.1%
▪ Present value of total obligation	22,937	22,649	22,330
▪ Projected service cost	378	371	364
Adjustment to mortality age rating assumption	+1 Year	None	-1 Year
▪ Present value of total obligation	23,353	22,649	21,967
▪ Projected service cost	380	371	362

Re-measurements in other comprehensive income	2015-16	2014-15
	£'000	£'000
Return on plan assets in excess of interest	(585)	337
Other actuarial gains/(losses) on assets	0	0
Change in financial assumptions	1,778	(2,966)
Change in demographic assumptions	0	0
Experience gain/(loss) on defined benefit obligation	0	(2)
Total	1,193	(2,631)

Projected pension expense for next year	2016-17
	£'000
Service cost	371
Net interest on the defined liability/(asset)	265
Administration expenses	22
Total	658
Employer contributions	321

20. Contingent Liabilities

At 31 March 2016 there were no contingent liabilities (2014-15: £649,158).

Annual Governance Statement 2015-16

1. Scope of Responsibility

The WLWA is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

The Authority also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging its responsibilities the Authority is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, and which includes arrangements for the management of risk.

The Authority has approved and adopted a code of corporate governance, which is consistent with the principles of CIPFA/SOLACE Framework *Delivering Good Governance in Local Government*. A copy of the Authority's code can be obtained from WLWA's website (<http://westlondonwaste.gov.uk>). This statement explains how the Authority has complied with the code and also meets the requirements of Accounts and Audit (England) Regulations 2015, regulation 6(1) which requires all relevant bodies to prepare an annual governance statement.

2. The Purpose of the Governance Framework

The governance framework comprises the systems and processes, culture and values by which the Authority is directed and controlled and its activities through which it accounts to, engages with its stakeholders. It enables the Authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate services and value for money.

The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aim and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness.

The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Authority's policies, aims and objectives, to evaluate the likelihood and potential impact of those risks being realised, and to manage them efficiently, effectively and economically.

3. The Governance Framework

The key elements of the Governance Framework include

- Production of a three year business plan and long term financial forecasts
- Performance monitoring information (Key Performance Indicators)
- Statement of Accounts
- Schemes of delegation for Officers
- Monthly scrutiny of operations at Chief Officer's meetings
- Audit Committee
- Internal Audit
- Whistle Blowing Policy
- Financial Regulations and Related Policies
- HR Policies providing a framework for the organisation culture
- Health & Safety Policy and annual action plans
- Public meetings, except for confidential items
- Clear communication with stakeholders
- Joint Waste Management Strategy

4. Review of Effectiveness

The Authority has responsibility for conducting, at least annually, a review of the effectiveness of its Governance Framework including the system of internal control. The review of effectiveness is informed by the work of the senior managers within the Authority who have responsibility for the development and maintenance of the governance environment, the internal auditor's annual report, and also by comments made by the external auditors.

The work of the Audit Committee includes monitoring the progress of action plans and ensuring appropriate systems of governance and internal control. The Audit Committee considered reports from the internal auditors on:

- Contracts and Procurement
- Waste Tonnage Data
- Assets and Inventories
- Trade Waste

All reports provided reasonable assurance and there were no high risk recommendations. All recommendations have been implemented.

Risk registers were regularly reviewed at all levels within the Authority and were considered at each Audit Committee meeting. Financial performance was scrutinised and a strong focus on controlling spending delivered efficiency savings.

The Authority has been advised on the implications of the result of the review of the effectiveness of the Governance Framework by the Officers and Audit Committee and that it is agreed that the current arrangements can be regarded as fit for purpose in accordance with the Governance Framework. The areas already addressed and those to be specifically addressed with new actions planned are outlined below:

- Develop contract monitoring and control processes in relation to the PPP and other contracts

5. Significant Governance Issues

There are no significant governance issues.

Councillor Bassam Mahfouz,
Chair to the Authority
23 September 2016

Hugh Peart,
Clerk
23 September 2016

Independent Auditor's report to the Members of West London Waste Authority

1. Opinion on the Authority financial statements

We have audited the financial statements of West London Waste Authority for the year ended 31 March 2015 under the Audit Commission Act 1998. The financial statements comprise the Movement in Reserves Statement, the Comprehensive Income and Expenditure Statement, the Balance Sheet, the Cash Flow Statement, and the related notes 1 to 22. The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2014/15.

This report is made solely to the members of West London Waste Authority in accordance with Part II of the Audit Commission Act 1998 and for no other purpose, as set out in paragraph 48 of the Statement of Responsibilities of Auditors and Audited Bodies published by the Audit Commission in March 2010. Our audit work has been undertaken so that we might state to the Authority those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Authority, as a body, for our audit work, for this report, or for the opinions we have formed.

2. Respective responsibilities of the Treasurer and auditor

As explained more fully in the Statement of Responsibility, the Treasurer is responsible for the preparation of the Statement of Accounts, which includes the financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom, and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

3. Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Authority's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Treasurer; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the explanatory foreword to identify material inconsistencies with the audited financial statements.

If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

4. Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the financial position of West London Waste Authority as at 31 March 2015 and of its expenditure and income for the year then ended; and
- have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2014/15.

5. Opinion on other matters

In our opinion, the information given in the explanatory foreword for the financial year for which the financial statements are prepared is consistent with the financial statements.

6. Matters on which we report by exception

We report to you if:

- in our opinion the annual governance statement does not reflect compliance with 'Delivering Good Governance in Local Government: a Framework' published by CIPFA/SOLACE in June 2007;
- we issue a report in the public interest under section 8 of the Audit Commission Act 1998;
- we designate under section 11 of the Audit Commission Act 1998 any recommendation as one that requires the Authority to consider it at a public meeting and to decide what action to take in response; or
- we exercise any other special powers of the auditor under the Audit Commission Act 1998.

We have nothing to report in these respects.

7. Conclusion on Authority's arrangements for securing economy, efficiency and effectiveness in the use of resources

We are required under section 5 of the Audit Commission Act 1998 to satisfy ourselves that the Authority has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. We are also required by the Audit Commission's Code of Audit Practice to report any matters that prevent us being satisfied that the audited body has put in place such arrangements.

We have undertaken our audit in accordance with the Code of Audit Practice and, having regard to the guidance issued by the Audit Commission, we have considered the results of the following:

- our review of the annual governance statement;
- the work of other relevant regulatory bodies or inspectorates, to the extent the results of the work have an impact on our responsibilities; and
- our locally determined risk-based work.

As a result, we have concluded that there are no matters to report.

8. Delay in certification of completion of the audit

We cannot formally conclude the audit and issue an audit certificate until I have completed the work necessary to issue our assurance statement in respect of the authority's Whole of Government Accounts consolidation pack. We are satisfied that this work does not have a material effect on the financial statements or on our value for money conclusion.

Helen Thompson
Executive Director
for and on behalf of Ernst & Young LLP
Appointed Auditor
Wessex House, Southampton. SO14 3QB.

23 September 2016

Waste Prevention – Update on the Waste Prevention Action Plan for 2015/16**SUMMARY**

This report presents the results of the Waste Prevention Action Plan for 2015/16

RECOMMENDATION(S)

The Authority is asked to:-

- 1) *Note the results of activities in 2015/16 (as at appendix 1)*

- 1. Introduction** – In 2010 it was agreed that the Authority should take the lead role to deliver the campaigns agreed by the constituent boroughs in the Waste Prevention Strategy (2011 – 15) and yearly Waste Prevention Action Plans (WPAP). The Waste Minimisation (WM) Team delivers the campaigns which target the 5 key waste streams of food, textiles, waste electrical and electronic equipment, furniture and nappies. The WM Team is also responsible for the Authority's website, intranet, social media, and media communications.
- 2. Background** – Each year a new WPAP is developed in consultation with the constituent boroughs. The Waste Prevention Strategy, yearly action plans and the progress against actions in the plan are reported to the constituent boroughs and published on the Authority's [website](#).
- 3.** All actions in the WPAP are focused on giving residents quick and easy options to make changes at home, school or work, showcasing inspirational ideas, and encouraging a person to think more about waste or rather how an item is not waste after all. It seeks to help individuals and families find something that they can do and that they might want to do without telling them what action to take. Many of the actions people take after speaking to the team or interacting with them on-line will reduce the amount of waste they put in their bin and can increase recycling.
- 4. The results of the Waste Prevention Action Plan in 2015/16** – Appendix 1 contains the end of year report setting out all the activities undertaken by the team and the results of the activities against the targets set for the year. Out of the 11 activities in the plan, 7 were given a green status as fully completed while 4 actions were designated amber. The highlights of the annual review in appendix 1 include:
 - **Food** – Love Food Hate Waste Library Tour passing through 25 libraries and our 8 #secondchancesmoothie events engaged with almost 4,000 people.
 - **Textiles** – our *getswishing.com* website had just under 3000 visitors and over 1600 items, weighing half a tonne, were diverted away from landfill through our 14 Swish events.

- **Electricals** – Just over 6 tonnes of electrical items was collected over the year for recycling with 14 primary schools engaging in our Waste Week and Recycle Week activities.
- **Social Media** – Our reach on Twitter and Facebook increased to just over 8 million – a 60% increase on the previous year.
- **Events** – The team attended 94 events and spoke to over 6000 people, exceeding our target considerably both in number of overall events and in residents engaged with.
- **Awards** – Winner of ‘*Best Team of the Year*’ at the 2015 Local Authority Recycling Advisory Committee (LARAC) Awards and finalist for ‘*Best Waste Minimisation/Prevention Project*’ at both the 2015 Local Authority Recycling Advisory Committee (LARAC) Awards and the ‘*Waste Prevention Award*’ at the 2015 National Recycling Awards.

5. Financial Implications – The WP budget for 2015/16 was £200,960. The amount actually spent was £163,505.

6. Staffing implications – There were some changes to the team structure during the year to reflect the needs of the team and the activities being carried out.

April 2015 to October 2015	December 2015 to March 2016
Waste Minimisation Co-ordinator x 1	Waste Minimisation Co-ordinator x 1 (maternity leave)
Waste Minimisation Officers x 2	Senior Waste Minimisation Officer x 1
Events Assistant (p/t) x 1	Events Assistant x 2 (f/t x1 & p/t x1)

7. The 2016/17 WPAP – The activities for the 2016/17 WPAP have already commenced. Some of the activities planned and booked to date include:

- Food waste intervention recycling project with the boroughs of Brent, Ealing, Hounslow and Richmond with funding from Recycle for London. 6000 households in each borough that currently receive a food waste collection service will receive– a sticker on their bin (excluding Richmond) reminding them to recycle, a roll of free compostable caddy liners and a leaflet to help them increase or start using their food waste recycling service.
- There are currently 30 library visits booked in for our 2016 Love Food Hate Waste Library Tour from July to October 2016
- Recruitment - 3 part time Event Assistants have been recruited to assist us in completing our busy schedule of events over the summer and autumn period.

8. The 2017/18 WPAP – Discussions with the constituent boroughs will begin in August. Best practice will be reviewed with forward plans for borough services and the national Waste Prevention Programme helping drive the development of the new plan.

9. Health and Safety implications – There are no significant health and safety risks arising from the WPAP. The Authority has in place procedures for lone working and staff working at third party events.

10. Impact on Joint Municipal Waste Management Strategy – Waste prevention activities are in line with the following policies:

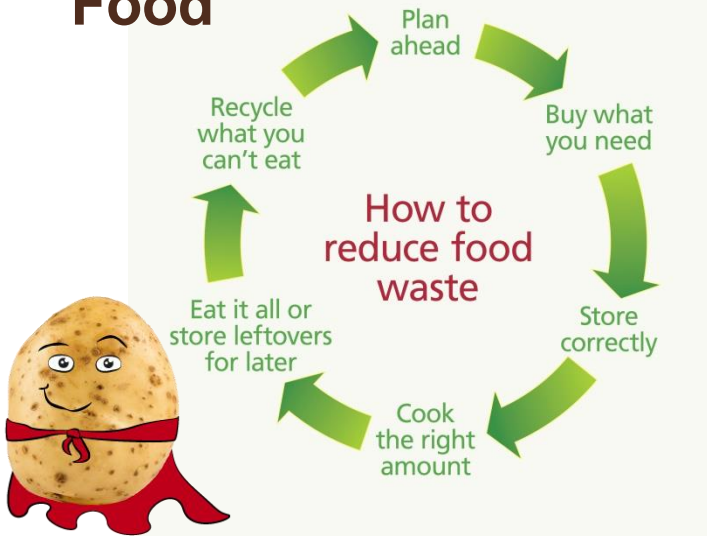
Policy 7: The WLWA and constituent boroughs will seek to provide waste management services that offer good value. That provide customer satisfaction and that meet and exceed legislative requirements.

Policy 8: The WLWA and constituent boroughs will work together to achieve the aims of this strategy and are committed to share equitably the costs and rewards of achieving its aims.

Background Papers	Waste Prevention Action Plan 2015-16 Waste Prevention strategy 2011 - 2015
Contact Officer	Roger St Paul, Senior Waste Minimisation Officer 020 8825 5677 rogerstpaul@westlondonwaste.gov.uk Keith Townsend, Chief Technical Advisor WLWA 020 8825 6306 townsenk@ealing.gov.uk

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Food



Waste Prevention Action Plan annual review April 2015 to March 2016

GET SWISHING

Textiles



Electricals



Furniture



Nappies



Foreword

Each year, West London Waste Authority (WLWA) in partnership with our six west London boroughs (Brent, Ealing, Harrow, Hillingdon, Hounslow and Richmond upon Thames) have a programme of activities to inspire our residents to do something differently at home, work or school, to reduce the impact of their waste on the environment.

Our activities focus on 5 key materials – food, textiles, electrical items, furniture and nappies and what we do is set out in our annual Waste Prevention Action Plan. This year we've continued to build on the different activities we've carried out in previous years. You can read all about these plans and what we've done so far in the waste prevention section of our website www.westlondonwaste.gov.uk.

Throwing away items that can still be used or recycled in to something else costs us all money and is a terrible waste of resources. Disposing of all of the waste in west London cost the six councils and residents of west London £52 million and there's the impact on the environment too. Between 2014/15 and 2015/16 the amount of rubbish the 622,000 homes in west London sent for disposal decreased by 1% - this 3,500 tonne reduction is a brilliant achievement and we know there will be even more done in the next year.

Over the past year, topics such as food and textile waste have grown in popularity with more people increasing their awareness of the things we waste the most of. Our residents have also increased their own awareness by engaging with us at outdoor events, swapping their clothes at our swish events, sharing food waste reduction tips and recycling even more of their broken electricals. Through talks, events, social media and website interaction, our residents are showing that awareness breeds action and they are keen, not only to share our Reduce Re-use Recycle messages but to take part as well.

Our waste prevention programme, has proved popular not only with residents but with industry colleagues as well. In delivering last year's waste prevention program the team won '*Best Team of the Year*' at the Local Authority Recycling Advisory Committee (LARAC) 2015 Awards. The volume of events and team work it took to complete the program meant their efforts didn't go unrecognised.

Congratulations to everyone who has been involved this year – remember you can take part at any time, just visit our website for details of events and lots of useful ideas.

Cllr Bassam Mahfouz

Chair
West London Waste Authority

Food

Second Chance Smoothie Events

After successful smoothie events in 2014-15, this year we bought a smoothie bike of our own and took it along to a number of outdoor events. Residents really engaged with us and it proved to be a big hit at every location.

People attending the event were encouraged to come over and pedal for their smoothie, or try a small sample and learn more about Love Food Hate Waste. From various supermarkets, we sourced bananas, berries and other soft fleshed fruit that were reduced in price and destined for the bin. These events showed just how easy it was to make a delicious smoothie from something that would otherwise have been thrown away.



Residents pedalled for their **#SecondChanceSmoothies** at:

- Richmond May Fair (9th May)
- Hanwell Carnival (20th June)
- Greenford Carnival (4th July)
- St Margaret's Fair (11th July)
- Ealing Jazz Festival (1st August)
- OPP Presents at Inwood Park (8th August)
- Brentford Festival (6th September)
- Queens Park Day (13th September)

The smoothie bike has proven very popular with residents and many of them have commented on how fun and engaging our stand is and shared with us the hints, tips and ideas they were willing to try back at home.



In fact **3,433 residents** spoke to us across the 8 **second chance smoothie events** we attended. They also took away over **1800 tools** - spud/slice leaflets, recipe cards, spaghetti measurers and bag clips – encouraging them to try one thing to help reduce food waste at home.



Love Food Hate Waste Library Tour

Libraries in many local communities provide an essential resource for many residents. Whether they are being used as meeting places for mother & toddler groups and coffee mornings or residents just want to borrow books, libraries see a wide section of the community come through their doors. As our aim is to engage with as many residents and sections of the community to spread our Love Food Hate Waste messages, we 'toured' as many libraries as we could to engage with even more residents.



Between July and October, our *Love Food Hate Waste Library Tour* visited **25 different** libraries across **5 boroughs**.

Collaborating with each library, we set up a stall or gave a pre-arranged talk to whichever group or individual was visiting on that particular day.

Residents were happy to talk to us with almost **500 people** (496) engaging with us on the tour. Additionally, they took away


a total of almost **2,500 items** to use at home which included recipe cards, bag clips, spaghetti measurers, leaflets and food waste diaries.

The Libraries visited were:

- Brent – Ealing Road, Harlesden and Kilburn
- Ealing – Greenford, Jubilee Gardens, Southall, West Ealing and Wood End
- Harrow – Gayton, Kenton, Pinner and Roxeth
- Hillingdon – Manor Farm, Northwood Hills, Oak Farm, Ruislip Manor and Uxbridge
- Richmond – Castelnau, East Sheen, Ham, Hampton, Hampton Hill, Richmond, Teddington and Whitton

Love Food Hate Waste West London Library Tour

COOK,
MASH AND
FREEZE ME...



just don't
bin me!

For more ways to #lovefoodsave money, visit www.savesthepud.co.uk

Pinner Library

Thursday 3rd September
Drop-in between 2pm-5pm

Come along and visit our stall, we'll be sharing practical hints, tips and ideas to help make the most of the food that you buy.

We'll be bringing along loads of information and things for you to take home that can help you save money, so why not come check us out!

West London Waste
Let's be resourceful.

www.westlondonwaste.gov.uk
@WestLondonWaste West London Waste Authority

Love Food Hate Waste West London Library Tour

FREEZE,
TOAST AND
EAT ME...



just don't
bin me!

For more ways to #lovefoodsave money, visit www.savestheice.co.uk

Ham Library

Friday 21st August 2015
Drop-in between 10am-1pm

Come along and visit our stall, we'll be sharing practical hints, tips and ideas to help make the most of the food that you buy.

We'll be bringing along loads of information and things for you to take home that can help you save money, so why not come check us out!

West London Waste
Let's be resourceful.

www.westlondonwaste.gov.uk
@WestLondonWaste West London Waste Authority

Compost Celebrations

In an effort to expand the reach and value of our compost activities, we collaborated with a number of different organisations at our 'Compost Celebrations' this year.

During *Compost Awareness Week* – which ran from 3rd – 9th May 2015 – as the starting point, we coordinated *Compost Celebration* events in 5 boroughs – Ealing (16th May), Brent (24th May), Hounslow (30th May), Harrow (31st May) and Richmond upon Thames (6th June).



Working with *Keep Britain Tidy*, *Rubbish Diet*, *Field to Fork Organics*, *Groundwork* as well as WLWA staff and Recycling Teams from the boroughs, we engaged with 625 people across the 5 events. A number of resources were also used at the events including compost information sheets, compost bin offer leaflets and 'how to' compost leaflets.



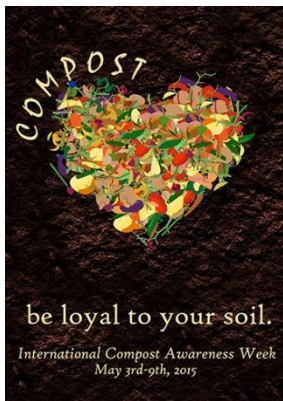
West London Waste
@WestLondonWaste
Compost heap looks a little dry, just as well we've got #secondchancesmoothie peelings to add! #compostwatch

In addition to these events WLWA promoted composting at home with #compostwatch on both Twitter and Facebook charting the development of our own compost heap. There was also series of web articles looking at getting started and getting the most from your compost including dealing with common problems.



Reply to West London Waste

The events were supported by promotion on our WLWA website, social media accounts from WLWA and the boroughs and online local publications such as *GetWestLondon*, *Harrow Times* and the *Chiswick Herald*.



More detail about these activities is in our full [Compost Awareness Week report](#) in the waste prevention section on our website.

Good news for gardeners as great compost giveaway returns to Ealing

13:02, 9 MAY 2015 BY A001074AN.DODDERS

20 tonnes of compost is available free as part of Compost Awareness Week

Receive more news by e-mail

93 Shares

Revisited: Top 10 names and jobs for getting in London

Ex OPR footballer in the running for Mr England title

Win Brighton your home with £250 B&Q voucher!

Royal Ascot: Chelsea & Kensington's 'most respected faces' turn heads in hats

Win Family pass to K&Zania at Westfield White City

Gardening enthusiasts will be able to get their hands on some free compost as part of Ealing Council's annual giveaway in [Walsgate Park](#) on May 16.

The event begins at 8.30am and runs to 4pm or until the 20 tonnes of free compost is all gone. It comes at the end of Compost Awareness Week which ran earlier this month.

Richmond.gov.uk

Services The Council My Richmond Search website

The Council News Press office Press release archive May 2015 Dig deep at compost celebration

Dig deep at compost celebration

Release Date: 27/05/2015

Keen gardeners across the borough can get their hands on some free compost during a one-off event next month as part of the great 'Compost Giveaway'.

West London Waste and Richmond Council's Recycling Team are holding the compost celebration event on Saturday 6 June from 10am to 2pm at Palewell Common in East Sheen.

At the event, attendees will be able to speak to compost experts, get information about how to reduce food waste and take home free, nutrient rich compost.

There will be 10 tonnes up for grabs on the day. Each resident can take home up to 100 litres of compost – just remember to bring your own bag and a spade.

Compost experts will be on hand to answer your queries and give you information on how to start your own compost bin or heap as well as tips to maintain your compost. You can also find out how to buy a compost bin at a

Compost Celebration & Giveaway – Brent

Date and time
Sunday 24 May 2015
10.00am – 3.00pm

Location
Roundwood Park
Willesden,
London

Description

May this year is all about compost – and we're celebrating it. West London Waste will be joined by Brent Council's waste and recycling partner – Veolia to host this year's compost giveaway.

This year you can speak to compost experts, grab some free compost to take home with you from our giveaway and get more information about reducing food waste and food waste recycling.

We will have 10 tonnes of compost being delivered on the day and residents will be able to take home about 100 litres of free compost – please remember to bring your own bag and a spade.

As well as the compost giveaway, we will be answering any questions you may have about composting. Compost experts will be on hand to answer any queries you have and give information on how to start your own compost bin or heap. Sign to maintain your compost and more. You'll also be able to find out how you can buy your own reduced price compost bin.

Field to Fork organics, a local co-operative based in north west London, will also be looking on on the day. To find out more about

Other Food Events

In October we organised two Love Food Hate Waste trolley parades in Hounslow and Harrow high streets. Working with Barclays Bank volunteers, Rubbish Diet, Love Food Hate Waste, Recycle for London and the Recycling Teams from both boroughs, we pushed trolleys containing the amount of food thrown away from the average home each year up and down the High Street. We gave out tips, hints and messages to shoppers about how they could reduce their food waste at home.



You're invited...
To our Ready, Steady...Love Food Evening!

A community event to:

- introduce you to the west London wide campaign to help families and communities reduce the amount of food that is thrown in the bin
- link community groups to FareShare so they can access surplus supermarket food.

LOVE FOOD hate waste

Where: Dominion Arts Centre, 112 The Green, Southall UB2 4BQ
When: Thursday 25 February 2016, 7pm to 9:30pm (doors open 6:45pm)
What's happening: An evening packed with fun and food tastings! There will be presentations, activities and cooking demonstrations to explore how to make the most of your food plus the chance for West London community groups to find out how to access quality surplus food from supermarkets.
Why come:

- test your food know-how
- taste delicious food made from the most commonly thrown away food items
- exchange ideas on how to save money by reducing food waste
- help community groups supporting vulnerable people to access food from FareShare

To reserve your free space, you can register via this [Eventbrite](#) link, email Info@westlondonwaste.gov.uk or call 020 8825 9468 today!

This event is brought to you by:

FareShare London **West London Waste** Let's be resourceful

In February 2016, we brought together local community groups, residents and interested parties in a special Love Food Evening event to look at what individuals and groups can do to pass on ideas, hints and tips to help others reduce food waste.

Beginning with a special welcome by Councillor Bassam Mahfouz and presentations by WLWA Director Jim Brennan and FareShare London, attendees were able to tuck into a number of meals prepared from ingredients that may have otherwise gone to waste.



Chefs from Let's Get Cooking and Bain-Marie put on a spectacular culinary show and provided attendees with a number of tasty dishes on the night using foodstuff that would have otherwise gone to waste.



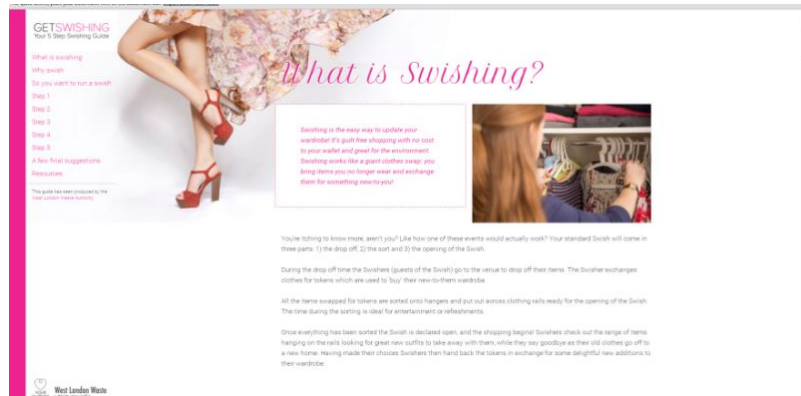
Working with FareShare, a charity who redistributes unsold food from supermarkets, we collected a wide range of items for the chefs to use in their cooking. Ingredients included a variety of vegetables, lemons, oranges, various types of bread, soya milk, cereal, pasta, stir in sauces and juices.

38 people attended either as individuals or from organisations such as Southall Transition, local WI's and Plan Zeroes.



Textiles

Get Swishing.com – our online swishing guide



Since its launch in 2014, our new swishing website guide getswishing.com has seen impressive growth with more and more online visitors.

The guide takes you through the 5 steps needed for anyone to organise and run their own swishing event.

Whether it's a small event for just family and friends or something bigger to bring people in the community together, the guide is there for everyone to use. As well as a FAQ section, there are also helpful downloads to make planning really easy.

In its full first live year of operation between April 2015 and March 2016, a total of **2,990 visitors** have accessed our guide on the website to find out all they can about swishing.

The number of likes on our getswishing facebook page also increased to 191 - a **30% increase** from the previous year.

Little Big Swish

This year we made three of our swishes a little bigger than usual. Our Little Big Swishes were an occasion, a full evening out with different venues, prize giveaways, talks and workshops in addition to the clothes swap itself.

One main highlight of our Little Big Swishes has been the talk and refashioning workshops given by Gema Ensenat who writes the Sequins and Slippers online refashioning blog. Gema showed attendees how easy it is to update clothes that you might otherwise discard using a few nifty tricks and was really popular with the attendees.



YOU ARE INVITED TO GETSWISHING

Bring clothes, shoes and accessories you no longer wear and use them as currency to take home something you'll love!

DATE
Thursday 2nd July

PLACE
The New Inn Pub, W5 5EX

TIME
7:30 - 8:00 Clothes drop off
8:00 - 8:30 Refashioning session with Sequins and Slippers blogger Gema Ensenat
8:30 - 9:30 The Swish is open!

IT'S LIKE SHOPPING, BUT FREE!

1. Each person must bring at least one good quality item of clothing, shoes or accessories to take part - maximum 5 please
2. As you arrive exchange your items for Swishing tokens (1 item = 1 token)
3. Nightwear, swimwear and underwear including socks will not be accepted
4. All items must be in a good condition - something that has shrunk, is stained or needs repairing (e.g. missing buttons, broken zips, loose sequins or beading, rips, tears, fabric pulls or holes, bobby bits, disintegrating seams or hems, lint or fluff) will not be accepted
5. Guests are asked not to browse the rails whilst items are being prepared for Swishing.
6. When the Swish is declared open clothes can be taken on a first come first served basis. But please no biting, scratching or hair pulling!
7. Tokens are then returned in payment as clothes are taken from the event.
8. Swishing credits from previous events will be accepted.

For information and event updates join the Facebook event Little Big Swish - Ealing See you there!

West London Waste
LAW 30 1000000000

For more information visit: www.getswishing.com
Facebook: www.facebook.com/getswishing Twitter: @getswishing
West London Waste Authority
020 892 8010 8010





There were also competitions for attendees e.g. bags made out of recycled materials like old coffee sacks and recycled leather purses.



Our Swishes were promoted online via our Facebook *Getswishing* page, local papers and through invites handed out locally at libraries, notice boards in public buildings and local businesses. The boroughs also contributed to the promotion of our Swish events by retweeting and sharing our events on their own social media accounts.

Our team attended **14 different Swishes** with **9 different organisations** in total - including the 3 Little Big Swishes. Over **200 people** attended our events swapping **1688 items** over the year and diverting over **half a tonne of textiles** (594kg) from landfill.

SWISHING
Get rid & get new

Uxbridge Library
Saturday 5th September

Bored of what's hanging in your closet? Then it's time to GET SWISHING!
Dig out those clothes lurking at the back of your wardrobe and use them as currency to get clothes you will wear.
Bring up to 10 items of clothing you no longer want, which are clean and in a good condition to swap.
Drop them off from **11:00am - 11:30pm** in exchange for tokens (1 item = 1 token).
The Swish opens from **12:00pm to 1:00pm** then it's time to shop!
Browse the rails and use your tokens to take away a fabulous new outfit.

West London Waste
Let's be resourceful.

HILLINGDON
LONDON

www.hillingdon.gov.uk/libraries

GET Swishing
Community

23 likes +9 this week
Roger Wilva

51 post reach this week

View Pages Feed
See posts from other Pages

Invite friends to like this Page

Reach a new milestone
100 Likes
Promote Page

3 Scheduled Posts
Next post scheduled for tomorrow at 15:19. See posts.

GET Swishing
Published by Emma Wilva (7) · 14 October at 09:52

Exciting news everyone, it's competition time!
For the next 3 weeks one lucky west London resident has the chance to win a beautiful upcycled bag, handmade out of an old coffee sack.
To enter all you need to do is like our Facebook page
www.facebook.com/getswishing

Furniture



This year we provided funding to the London Borough of Ealing to promote their re-use hotline. This was originally run by the charity Furnish through the London Re-use Network (LRN) but this was discontinued by LRN. A new bespoke Re-use hotline, co-ordinated and run by Furnish on behalf of LB Ealing, commenced in September 2015

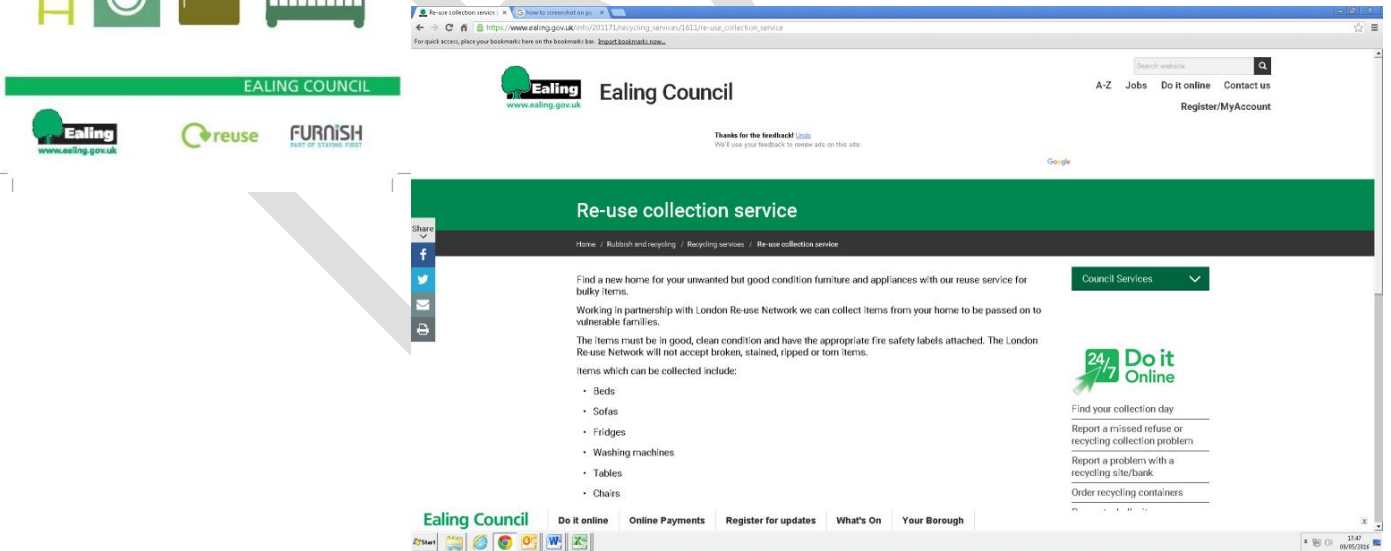
Don't throw it out
Let us pick it up

Donate your unwanted furniture, appliances and household items



Promotion of the hotline and service was done via leaflets sent out in the borough magazine, *Around Ealing* and online via the Ealing Council main website.

A total of 246 collections were made from homes with 861 items, weighing a total of 20.2 tonnes, available for reuse.



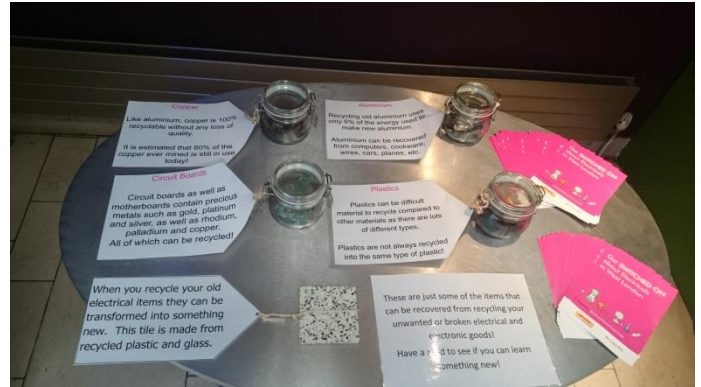
Electricals

WEEE Recycling Bring Events

Our waste electrical ‘Don’t bin it, Bring it’ events make it really easy for residents to recycle their small electrical items. By taking the collection points out into local community buildings it’s easier for residents to recycle their broken small WEEE instead of it ending up in the bin.

This year events were held at:

- Camrose Baptist Church (Harrow) – May 2015
- Alexandria Park (Harrow) – Jun 2015
- Civic Centre (Richmond) – Jun 2015
- Tricycle Theatre (Brent) – Jun 2015 & Jan 2016
- Harrow Weald Recreation Ground – Sep 2015
- Hounslow Libraries (Feltham, Heston, Chiswick and Hounslow Central) – Jan 2016
- Ealing Libraries (Ealing Central and West Ealing) - Jan 2016
- Harrow Library (Gayton) – Feb 2016
- Civic Centre (Harrow) – Feb 2016
- Environmental Awareness Week (Harrow College - Wealdstone & Harrow on the Hill campuses) – Feb 2016
- Civic Centre (Richmond) – Mar 2016



These **17 events** resulted in the collection of more than **1,500 items** (1503) weighing just under **3 tonnes** (2,950 kg).

Recycle Week & Waste Week – School Competitions

For both *Recycle Week* (June 2015) and *Waste Week* (February 2016), we ran a week long competition with all west London primary schools.

Pupils were given bags to collect any unwanted and broken small waste electricals from their homes and bring it back to school for collection. The school that collected the most WEEE per pupil would win vouchers worth £500 to spend in the Wastebuster

exchange store on school equipment.

Recycle Week – 4 schools took part and collected a total of 706 items weighing just over 1 tonne (1270 kg).



Recycle Week
22–28 June 2015
RECYCLING
around the
HOME

In addition to the vouchers, the winning school - Stanley Primary School - also won a donation of £100 to be given to a local charity of their choice.

The Greenwood Centre in Hampton Hill was the charity chosen by Stanley Primary School to receive the £100 donation.

Waste Week – 11 schools took part in our Waste Week competition and a total of **1780 kg** was collected by the students. Waste Week is run by EDF Energy's education programme The Pod, and is a UK wide week-long campaign around recycling.



St Edmunds Catholic Primary emerged as the overall winner, collecting **91kg** per pupil. The school's eco-team were on hand to collect their winning prize and certificate at a special morning school assembly.



Our WEEE recycling events are becoming more and more popular across west London with an uptake in requests from residents and community groups to hold more events across the boroughs. In addition to requests in our boroughs, we have also been consulted about how to run WEEE bring events from organisations located in other London boroughs e.g. Hammersmith & Fulham, Westminster, Kingston and Wandsworth.



In total, all our electrical recycling events across the year has resulted in us collecting **over 6 tonnes** (6090 kg) of waste electricals for recycling which may have otherwise ended up in the bin.

Nappies

This year, our promotion for washable nappies was mainly through our website and web articles shouting about the benefits of swapping to washables. Using social media we engaged with residents and organisations such as Go Real and Real Nappies for London to help promote washable nappies.



Our online promotion on social media reached over 46,000 people through our online channels. This included promotion of Real Nappy Week which ran from 20th April – 26th April as well as three web articles that appeared in the news section on our website.



Communications

Website

In the last year the number of visitors to our westlondonwaste.gov.uk website decreased by 300 with a total of **64,873 visitors** – an average of **5,406** a month.

Staffing changes in the latter months of 2015 meant that website promotion, content and activity dipped significantly compared to other months. This impacted on our total annual visitor numbers to the website.

Month	Visits
April	5278
May	6266
June	5619
July	5117
August	5315
September	5427
October	5176
November	4626
December	4558
January	5141
February	6081
March	6269
Total	64,873



Newsletters

12 newsletters were sent out this year. Copies can be viewed via our [website](#). In April 2015 there were 415 subscribers; by March 2016 this had increased to 644 – a **55% increase** in our subscriber base.

Social Media

Continuing on from last year's success our social media targets for the year have been exceeded again. The number of organisations/people following @WestLondonWaste on Twitter **increased by 29%** from 1644 followers to 2124. Our followers have also liked more and more of the content that we've put out and our re-tweet rate for the year reached the highest rate achieved so far at **80%**.

On Facebook our likes also increased. We had 144 in April 2015 and 191 likes at the end of March 2016 – a **32% increase**.

Overall, our social media reach has **increased by 60%** from the previous year to **8,473,311**.

Month	Tweets	Followers	Re-Tweets	Reach (OTS)
April	100	1674	67 (67%)	1,386,953
May	272	1726	205 (75%)	694,262
June	155	1764	101 (65%)	806,411
July	120	1800	84 (70%)	543,782
August	169	1844	108 (64%)	541,102
September	203	1870	142 (70%)	729,646
October	203	1918	121 (60%)	720,444
November	130	1962	84 (65%)	553,019
December	184	1996	112 (61%)	626,111
January	116	2030	134 (116%)	609,581
February	142	2078	212 (149%)	615,796
March	148	2124	147 (99%)	646,204
Total	1942			8,473,311

The Rubbish Diet

The Rubbish Diet continued raising awareness of the things residents can do to reduce their waste at home. They ran four campaigns at different times of the year:

- **Beyond The Bin** – supporting residents to understand what happens after waste is collected e.g. visits to West London Composting and SWEEEP
- **Festival of Repair** – events celebrating the repairing of items ran in September 2015
- **Food Challenge** – a food waste reduction challenge to coincide with the release of Hugh Fernley Whittingstall's *War on Waste* television programme in October 2015
- **New Year's Revolution** campaign – a call to declutter in the New Year and sign up to the diet.



489 residents put their bins on a diet this year, with an average **reduction in content of 31%** - equivalent to **59 tonnes** of avoided waste. Since its launch last year, there has been a cumulative reduction of **291 tonnes** over the **3 years** the Rubbish Diet has been running in west London.



Once signed up, residents made small permanent changes to their habits helping their bins to remain slim. Changes include either starting to plan or planning more of their meals and buying items looking at the type and quantity of packaging and on how easy it is to reuse or recycle it.

The Rubbish Diet team attended **36 events** (8 of these they hosted themselves) and spoke with **835 people**.

There was also a focus this year on creating 'hubs' in different boroughs based on the prevalent interest among their community champions –

- Repair in Harrow and Hillingdon – Restart Parties, Denim Repair Workshop & Save a Bike Skill Share
- Food in Ealing – Bhangra Disco Soup and Love Food Evening
- Swishing in Hounslow – Age UK swish

The Online Diet

This year saw their newsletter grow to **893 subscribers** by the end of March 2016 – up from 485 in the previous year. A separate Twitter feed for west London dieters grew to **731 followers** and the Facebook page also added over 600 likes to end up on 1387 likes as of the end of March 2016.

The Food Challenge

There wasn't as much press coverage for the diet as there was in the previous 12 months but there were articles in local newspapers such as the *Harrow Times* and the *Watford Observer*. This was mainly due to many local newspapers consolidating across west London and others shutting down and moving to online only publications.

On the Rubbish Diet website there were monthly features such as news and tips and a west London specific blog showing dieters own hints, tips and ways they were reducing waste at home.

Community Champions

Community champions are those committed to doing something extra in addition to signing up for the Rubbish Diet itself. This year **79 champions** completed **99 separate actions** and contributed more than **360 volunteer hours over the year**. Some of these actions included:

- Planning, promoting and contributing to the Bhangra Disco Soup
- Skill sharing at the Denim Repair Workshop
- Attending 'Beyond the Bin' visits



Events

Speaking to people face to face is very important to us, having conversations helps us understand what our residents are thinking and gives us the opportunity to share with them some of the many tips, hints and ideas that we know and that others tell us. It also helps us to spread the word about what is happening in their local borough and is a way for them to let us know what else is happening.

The team attended **94 separate events** and **spoke to 6006 people** across the year. The events include a wide variety of community group talks about reduce, re-use and recycle, re-use sessions with scouts and children's play groups, community days and large fair and fete events.

Brent	8 events	715 residents
Ealing	18 events	1707 residents
Harrow	17 events	623 residents
Hillingdon	10 events	240 residents
Hounslow	20 events	1451 residents
Richmond	17 events	1348 residents

Staffing

This year there have been changes to the staffing structure of the team to reflect the needs of the plan and staff development.

April 2015 to October 2015	December 2015 to March 2016
Waste Minimisation Co-ordinator	Waste Minimisation Co-ordinator (maternity leave)
Waste Minimisation Officers x 2	Senior Waste Minimisation Officer
Events Assistant (p/t) x 1	Events Assistant x2 (f/t x1 & p/t x1)

The team have continued to develop closer working relationships with Recycling Officers from the London Boroughs of Brent, Ealing, Harrow, Hillingdon, Hounslow and Richmond, as well as Veolia Brent. As a result, we have developed closer links with these teams resulting in increased sharing of information and the opportunity to share best practise between us.

Awards & Plaudits

- Best Team of the Year – LARAC Awards 2015 – **Winner**
- Best Waste Minimisation or Prevention Project – LARAC Awards 2015 – **Finalist**
- Waste Prevention Award – National Recycling Awards 2015 - **Finalist**

This year the team won the '**Best Team of the Year**' category at the Local Authority Recycling Advisory Committee (LARAC) 2015 Celebration Awards held in Nottingham on October 14th 2015.

Being finalists in the '**Best Waste Minimisation or Prevention Project**' category also meant that WLWA were the only entrants to be recognised finalists in multiple categories.



Continuing in 2016-17

This year we spent £163,505 on the activities you've been reading about. A new action plan has been agreed for next year with a budget of £217,677.

Next year you'll be able to come along to more Love Food events, there'll be lots of promotion of food waste recycling, there'll be a washable nappy trial kit being launched and lots more electrical recycling events coming to locations near you. We'll also still be out there sharing ideas on Facebook, Twitter and our website. You can sign up to receive our newsletter too.

To see the full plan visit the waste prevention page on our website.

Summary of 2015/16 targets and activities

Food	
<p>Shout about the benefits of planning, storage, understanding dates, perfect portions and lovely leftover recipes.</p> <ul style="list-style-type: none"> • Face to face engagement with residents to give them tips, hints and ideas to reduce food waste and save money • At least 6 #SecondChanceSmoothie events interacting with over 2400 people • Love Food Hate Waste Library Tour across our boroughs • High St trolley dash events • Love Food Evening celebration with local chefs and invited guests 	<p>Total cost: £5,437</p>
<p>Compost - Plan, promote and staff compost giveaways during Compost Awareness Week to be held in at least 4 boroughs interacting with 300 people per event</p> <ul style="list-style-type: none"> • Events held in Brent, Ealing, Harrow, Hounslow and Richmond • At least 10 tonnes of compost given away per event • Engage with 300 people per event 	<p>Total cost: £5,068</p>
Textiles	
<p>Swishing is a fantastic way to meet your local community and re-vamp your wardrobe. We are going to support community groups and local organisations to run their own swishing events</p> <ul style="list-style-type: none"> ▪ Hold 10 regular swishing events ▪ Hold 3 larger scale events 	<p>Total cost: £2,556</p>
Furniture Re-use	
<p>Promotion of Re-use hotlines in the boroughs</p> <ul style="list-style-type: none"> • Increase collections/re-use by 5% 	<p>Total cost: £4,079</p>
Electricals	
<p>Promote local re-use and recycling services for residents in conjunction with DHL Envirosolutions, our WEEE compliance scheme partner. Various activities to encourage residents to recycle more, dispose of properly, donate large items for re-use and buy second-hand.</p> <ul style="list-style-type: none"> • Hold 14 WEEE bring events 	<p>Total cost: £0</p>

Nappies	
<p>Support the promotion of washable nappies. Information about washable nappies will be provided on our website</p> <ul style="list-style-type: none"> ▪ Produce and publish 2 web articles 	Total cost: £0
Communications	
<p>Website - Maximise the use of <i>www.westlondonwaste.gov.uk</i> to bring engaging and interesting content to residents.</p> <ul style="list-style-type: none"> • 10% increase in unique visitors to the website • Returning visitors to the website increase by 4% 	Total cost: £50
<p>Newsletter - We're going to make it even easier for others to find out what we're doing by continuing to produce newsletters that residents can sign up to and boroughs can promote.</p> <ul style="list-style-type: none"> • Increase the number of people signed up by 10% 	Total cost: £92
<p>Social Media - We're going to make it even easier and interesting for others to find out what we're doing:</p> <ul style="list-style-type: none"> • Increase Twitter followers by 20% • 35% of tweets to be re-tweeted • OTS 300,000 per month 	Total cost: £0
<p>Rubbish Diet - Rubbish Diet will support all residents who sign up, they'll respond to their questions and link people and groups to resources available from WLWA including our talks and events.</p> <ul style="list-style-type: none"> • 500 sign-ups for an online Diet for all boroughs • 80 active community champions 	Total cost: £30,000
<p>Events - We're going to attend events to promote our Reduce Re-use Recycle messaging.</p> <ul style="list-style-type: none"> • Engage with 1000 people • Attend 25 events 	Total cost: £639

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WEST LONDON WASTE AUTHORITY

Report of the Interim Head of Service

1st July 2016

Health & Safety: Review 2015-2016 and Plan 2016-2017

SUMMARY

This report reviews the Authority's Health & Safety arrangements for the year 2015-2016 and presents the Authority's Health & Safety Plan for 2016-2016.

RECOMMENDATION(S)

The Authority is asked to:-

- 1) Note the outcomes from the annual Health & Safety Review meeting held in April 2016
- 2) Note the actions achieved against the key issues highlighted for the Authority in 2015-2016 as shown at Appendix One
- 3) Agree to the Authority's Health & Safety Plan for 2016-2017 as shown at Appendix Two
- 4) Note the schedule of the main Routine and Regular Items undertaken at the Twyford SWTS as shown at Appendix 3

1. **Introduction** – Under Health & Safety (H&S) legislation as well as its own procedures the Authority has a number of responsibilities and duties to fulfil. This includes an annual review of Health & Safety issues and the production of a Health & Safety Plan for the coming year. This is in addition to maintaining a suite of documents ranging from risk assessments and safe working practices to an Authority-wide Health & Safety Policy and a Statement of Responsibilities.
2. **WLWA Health & Safety Policy** – The current H&S Policy was approved by Members at the Authority meeting in September 2014. It sets out what is expected of each person in the Authority at every level and includes duties such as regular checks, liaison with staff safety representatives and ensuring that contractors comply with Health & Safety requirements and issues. The Policy is kept under regular review by both the Director and the Authority's external Health and Safety Advisor to ensure that it reflects current practice and procedures and remains relevant to operational requirements. At the present time the Policy as approved in September 2014 remains current. A copy of the current Policy is available for Members to view and download on the Authority Intranet via the following link - http://westlondonwaste.gov.uk/staff/wp-content/uploads/downloads/2014/10/WLWA_Health-and-Safety-Policy-2014.pdf
3. **Annual Health & Safety Review** – The annual H&S Review was held at Twyford Waste Transfer Station on 20th April 2016. It was attended by the Authority's senior management team, the Twyford site manager, the Authority's health & safety advisor the staff side H&S/Union representative and the GMB Regional Official.
4. The review considered H&S matters in respect of the operations at Twyford transfer station & HRRC site and the activities of the head office staff based at Hounslow Civic Centre.

Although this is a somewhat reduced exercise compared to past years, the review remains an essential and important aspect of the Authority's role in complying with its H&S responsibilities and duties

5. The review looked back over the preceding 12 months at both Twyford and the Head Office. The actions and progress against the 2015-2016 Plan are shown on the attached Appendix One. Potential activities and actions for 2016-2017 were considered, discussed and agreed for incorporation into the Authority's Health & Safety Plan for 2016-2017 which is attached as Appendix Two for information and agreement.
6. The review included:
 - A general assessment of H&S matters over the previous 12 months.
 - Examining the details of any significant incidents and near misses for Twyford and Head Office. The only RIDDOR within the period related to an alleged insect bite to a member of staff at Twyford resulting in more than 7 days absence from work due to the wound becoming infected.
 - Assessing the details and requirements of the regular programme of carrying out risk assessments, safe methods of work, checks and inspections.
 - Examining any identified potential amendments to risk assessments, safe methods of working, including those for any new activities that are being undertaken
 - Reviewing the staff training activities undertaken during the year

The forward-looking element focused on:

- Any promulgated revisions, amendments or changes to H&S legislation, regulations, codes of practice and the like
 - Implementation of any new Authority policies
 - Any new and proposed processes or procedures which may require new or amended risk assessments
 - The planned programme of inspections and risk assessments
 - Any issues highlighted by staff or others which may require action
 - Discussing potential actions for 2016-2017 and considering their incorporation into the Authority's Health & Safety Plan for 2016-2017, which is attached as Appendix Two for your approval
7. The review noted that from a health and safety perspective 2015/16 had been a successful year with no foreseeable accidents or incidents occurring. All of the staff are to be congratulated for their contribution in achieving this. The main areas of action are in connection with the staff training needs and the on-going programme for inspections/assessments.
 8. In addition to the major focus health and safety items there are a also number of scheduled health and safety issues that are routinely undertaken at the Twyford SWTS. A list of the main items that are carried out under this heading are shown at Appendix 3.
 9. The services provided by LB Hounslow as the Authority's Health & Safety Advisors were discussed. Everyone agreed that that the service continues to provide excellent value and delivers pragmatic and proportionate advice to meet the needs of the service. The importance in retaining this objective, independent external advice (a "fresh pair of eyes"), particularly in relation to developing and undertaking risk assessments in the waste management sector

was considered essential. It is worth reiterating that the internal audit team from the London Borough of Hillingdon who recently undertook a risk based critical review of the Authority's H&S practices highlighted this as an area of notable practice.

10. Financial and Risk Implications – There is an intrinsic link between risk and Health & Safety. It therefore follows that a rigorous Health & Safety regime will minimise risk. Additionally, adopting this approach can reduce financial expenditure through lower insurance premiums and the reduced probability of legal claims. The Authority pays a fee of approximately £5K per annum to LB Hounslow for the provision of H&S advice and Occupational Health referral support. The service delivered in respect of both disciplines has been more than satisfactory and these arrangements continue for 2015/2016.

11. Legal Implications – The Authority has to comply with Health & Safety legislation and there are a number of duties and responsibilities placed upon it. The Statement of Responsibilities in the H&S Policy clearly outlines all the roles and responsibilities at every level of the Authority, from frontline staff to Authority Members.

12. Impact on Joint Waste Management Strategy (JWMS) – Health & Safety will impact on and be influenced by all the JWMS policies, but in particular:

Policy 7: The West London Waste Authority and constituent Boroughs will seek to provide waste management services that offer good value, that provide customer satisfaction and that meet and exceed legislative requirements.

Background Papers	Health & Safety Review report to Authority, 26 th June 2015	
Contact Officers	Barry Lister Interim Head of Service barrylister@westlondonwaste.gov.uk	020 8825 9468
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HEALTH & SAFETY REVIEW OF 2015-2016 ACTION PLAN

APPENDIX ONE

Reference	Action	Responsibility	Target timescale	Progress/Comments
i.	Continue with random Drug & Alcohol testing regime for all staff	Head of Finance & Performance.	Random before 31/03/201	Completed April 2015
ii.	Regular review of Contractors H&S Policies	SAD(O)	On-going	Originally assessed in tender evaluation procedure and discussed annually as part of the contract review meetings.
iii.	Refresher and/or familiarisation/initial training to be undertaken as necessary. This will include driving and plant operation; first aid; fire marshal's; etc.	SAD(O) and Head of Finance & Performance.	On-going	All new staff received relevant training. A matrix is maintained which identifies on-going needs of all site and HQ staff.
iv.	Site Rule Book to be reviewed and where required updated to reflect new or revised requirements i.e. hard hat policy other necessary revisions identified.	Site Manager and H&S Advisor	July 2015	H&S Advisor has completed initial review but due to proposed works to the site an Interim version is being prepared to be completed Summer 2016. Final revision to be prepared when site works completed and revised traffic management arrangements implemented – expected Spring 2017.
v.	Continuation of Dust monitoring at Twyford.	SAD(O) & Site Manager.	July 2015	Completed. Tests in July and October 2015. Second tests included full operation of wood shredding. All results acceptable. To be kept under on-going review.
vi.	Staff Driving licence and insurance checks	Head of Finance & Performance.	On-going	Completed in 2015-16 for all staff using their private vehicle on Authority business.
vii.	Review Twyford traffic management including looking at separation of pedestrian walkways from traffic lanes. Possible implementation of a pedestrian safety policy and procedure.	Site Manager and H&S Advisor	Summer 2015	New segregated pedestrian walkways and crossings constructed. Possible further works to be assessed when other activities completed - See iv. above
viii.	Staff health checks to be undertaken.	Head of Finance & Performance	May 2015	Completed April 2015
ix.	Site plant driver "D4" medical assessments to be undertaken.	Head of Finance & Performance and	June 2015	Completed May 2015 Further testing to be undertaken to comply with same provisions as DVLA HGV timescales

HEALTH & SAFETY REVIEW OF 2015-2016 ACTION PLAN

APPENDIX ONE (Cont/d)

Reference	Action	Responsibility	Target timescale	Progress/Comments
ix.	Site plant driver "D4" medical assessments to be undertaken.	Head of Finance & Performance and Site Manager	June 2015	Completed May 2015 Further testing to be undertaken to comply with same provisions as DVLA HGV timescales
x.	Canvass for interest in staff willing to be H&S Reps at both HQ and Twyford.	Head of Finance & Performance and Site Manager	September 2015	Reps appointed at both locations
xi.	Compliance with GLA London Safer Lorry Scheme	SAD(O)	On-going	All confirmed already in compliance or will have in place by operative date of September 2015

Reference	Action	Responsibility	Target timescale for completion	Comments
1.	Test all staff in accordance with the Authority's Drugs and Alcohol Policy	Head of Finance & Performance	Random <31/03/2017	To be arranged for a random date and time during 2016-2017
2.	On-going review of contractors' H&S policies	SAD(O)	On-going	Initially checked as part of tender evaluation process. Annually reviewed as part of regular contract meetings
3.	Twyford Site Rule Book to be reviewed and where required updated to reflect new and revised requirements i.e. hard hat policy other necessary revisions identified.	Site Manager & H&S Adviser	Interim ("DIY" Version) July 2016 & Final Version when works completed anticipated March 2017	There is a need to issue a site rule book highlighting requirements under the current site layout & arrangements. An interim ("DIY") version will be produced for use until the site works are complete. Once site works are complete the rule book will be reviewed to reflect any changed layout & operational arrangements. A revised version will be issued to reflect new arrangements & compliance with H&S requirements
4.	Review of pedestrian and vehicular interfaces at Twyford to reduce potential conflict issues and introduce separation.	Site Manager & H&S Adviser	September 2016	All visitors to the site are greeted by Operatives who direct and provide guidance to visitors and pedestrians.. Pedestrian separation and while line corridors being introduced.
5.	Dust monitoring of operational activities at Twyford	Site Manager & H&S Adviser	When necessary	Being kept under review and will be implemented if deemed necessary.
6.	Appropriate on-going refresher training for all staff and suitable induction training for new staff. To include driving & plant operations, fire marshals & first aid	Site Manager	On- going	Existing staff requirements being assessed. New staff as and when
7..	Health checks to be performed on all staff	Head of Finance & Performance	31/03/2017	Last completed April 2015.

Main Regular/Routine Items at Twyford SWTS

Ref	Action/Item	Responsibility	Comments
a.	Legionella Testing	Site Manager	All shower heads tested every three months. Water sampling and main tanks tested and cleaned annually.
b.	PAT testing	Site Manager	Appliances annually. Fixed wiring every 5 years.
c.	Fire Safety	Site Manager & Site Supervisor(O)	Alarm Testing – Fortnightly: Fire drill assembly – twice a year: Fire awareness training – completed: Fire Marshall training – in place
d.	Fire Plans	Site Manager & Site Supervisor(O)	Fire Risk assessments in place and kept under review. Complete re-assessment completed every 5 years. Next re-assessment due 2018
e.	Driver Competence Checking	Site Manager & Site Supervisor(A)	Certificates checked every 3 or 5 years as appropriate. All currently in place and valid
f.	First Aid Provision	Site Manager	Training/refresher every 3 years as required. Additional two first aiders volunteered for training.
g.	Visual Site Inspection	Site Supervisor(O)	Daily visual inspection to check the site condition for safety and operational purposes
h.	Personal health and safety matters	Site Manger & Site Supervisors(O)&(A)	Issues in connection with PPE, Manual Handling and similar H&S matters are monitored on an on-going basis to ensure suitable provision is in place
i.	Annual site inspection and risk assessment	Site Manager and H&S Adviser	An annual review at Twyford

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