



West London Waste Authority

Hugh Peart
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14 June 2017

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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, Station Road, Harrow, HA1 2XY on Friday 23 June 2017 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 2017/18.

3. Appointment of Vice Chair

Members are invited to appoint a Vice Chair for the municipal year 2017/18.

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 24 March 2017

(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 22 September 2017 at 10.00am.

Members are invited to appoint a Chair and two other Members for the municipal year 2017/18.

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 30 June 2018.

8. Dates of Meetings for 2017/18

The remaining dates of meetings of the Authority in 2017 are:

Friday 22 September at 11.00am (Audit Committee at 10.00am)
Friday 8 December 2017 at 10.00am

Members are invited to agree the following dates of meetings of the Authority and Audit Committee for 2018 based on the existing pattern:

Friday 26 January 2018 at 11.00am (Audit Committee at 10.00am)
Friday 23 March 2018 at 10.00am
Friday 29 June 2018 at 11.00am (Audit Committee at 10.00am)
Friday 21 September 2018 at 10.00am
Friday 7 December 2018 at 10.00am

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| 9. Head Office Re-location | <i>(Pages 9 - 18)</i> |
| 10. Replacement IT Service | <i>(Pages 19 - 22)</i> |
| 11. Communications Strategy | <i>(Pages 23 - 26)</i> |
| 12. Operations Update | <i>(Pages 27 - 30)</i> |
| 13. Draft Statement of Accounts for the year ending 31 March 2017 | <i>(Pages 31 - 84)</i> |
| 14. Health and Safety: Review 2016-2017 and Plan 2017-2018 | <i>(Pages 85 - 132)</i> |
| 15. Waste Prevention - Update on the Waste Prevention Action Plan for 2016/17 | <i>(Pages 133 - 152)</i> |
| 16. Budget Monitoring Report Period 2 (May) | <i>(Pages 153 - 156)</i> |

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

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| 17. Budget Monitoring Report Period 2 (May) | <i>(Pages 157 - 158)</i> |
| 18. Contracts Update Report | <i>(Pages 159 - 162)</i> |

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