



West London Waste Authority

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21 June 2018

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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 29 June 2018 at 10.00 am

### **MEMBERSHIP**

Councillor Keith Burrows, London Borough of Hillingdon  
Councillor Martin Elengorn, London Borough of Richmond  
Councillor Graham Henson, London Borough of Harrow  
Councillor Guy Lambert, London Borough of Hounslow  
Councillor Mik Sabiers, London Borough of Ealing  
Councillor Krupa Sheth, London Borough of Brent

### **AGENDA**

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

1. Apologies for absence
2. 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.

3. Minutes of the meeting held on 26 January 2018 **(Pages 5 - 8)**
4. Appointment of Chair, Vice Chair, Audit Committee and Independent Member(s)

5. Meetings for the Municipal Year 2018/19

The remaining dates of meetings of the Authority in 2018 are:

Friday 21 September 2018 at 10.00 am  
Friday 7 December 2018 at 10.00 am

Members are invited to agree the following dates of meetings of the Authority and Audit Committee for 2019 based on the existing pattern:

Friday 25 January 2019 at 11.00 am (Audit Committee at 10.00 am)  
Friday 29 March 2019 at 10.00 am  
Friday 28 June 2019 at 11.00 am (Audit Committee at 10.00 am)  
Friday 20 September 2019 at 11.00 am  
Friday 6 December 2019 at 10.00 am

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|-----|---|--------------------------|
| 6.  | Annual Internal Audit Report  | <i>(Pages 9 - 24)</i>    |
| 7.  | External Audit Report   | <i>(Pages 25 - 64)</i>   |
| 8.  | Risk Register   | <i>(Pages 65 - 70)</i>   |
| 9.  | Assurance Statements  | <i>(Pages 71 - 86)</i>   |
| 10. | Draft Statement of Accounts 2017/18                                   | <i>(Pages 87 - 140)</i>  |
| 11. | Business Plan 2017-2020   | <i>(Pages 141 - 152)</i> |
| 12. | Joint Municipal Waste Management Strategy Development                 | <i>(Pages 153 - 160)</i> |
| 13. | Health and Safety: Review 2017- 2018 and Plan 2018-2019               | <i>(Pages 161 - 166)</i> |
| 14. | Annual Procurement Plan 2018/19                                       | <i>(Pages 167 - 170)</i> |
| 15. | Waste Minimisation - The proposed Waste Minimisation Plan for 2018/20 | <i>(Pages 171 - 174)</i> |
| 16. | Contracts Update  | <i>(Pages 175 - 178)</i> |
| 17. | Operations Update   | <i>(Pages 179 - 182)</i> |
| 18. | Budget Monitoring Report Period 2                                     | <i>(Pages 183 - 188)</i> |

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

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|-----|--|--------------------------|
| 19. | Budget Monitoring Report Period 2 - Appendix 3 | <i>(Pages 189 - 190)</i> |
| 20. | Acquisition of transfer station sites update   | <i>(Pages 191 - 194)</i> |
| 21. | Contracts Update - Appendix 1                  | <i>(Pages 195 - 196)</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