

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.