

At a meeting of the West London Waste Authority held on Friday 21 September 2018 at 10.00 am at the Committee Room 5, Harrow Civic Centre.

**Present:**

Councillor Graham Henson (Chair)

Councillor Martin Elengorn and Councillor Guy Lambert

**Apologies for Absence**

Councillor Keith Burrows, Councillor Mik Sabiers and Councillor Krupa Sheth

**23. Apologies for absence**

Apologies for absence were received from Councillors Keith Burrows, Mik Sabiers and Krupa Sheth.

**24. Declarations of interest**

**RESOLVED:** There were no declarations of interest.

**25. Minutes of the meeting held on 29 June 2018**

**RESOLVED:** That the minutes of the meeting held on 29 June 2018 be taken as read and signed as a correct record.

**26. Contracts Update**

The Authority received a report which provided an update on the various waste treatment arrangements and procurements.

Ken Lawson, Contracts Manager, outlined the content of the report and officers responded to questions and comments from Members as follows:-

- An campaign would be considered for summer 2019 in relation to the fire implications of disposable barbecues and batteries being placed in household bins and at HRRCs;
- Historically boroughs had a collection contract for mattresses but the market was quite small and therefore options were limited. Government was being lobbied, mainly through NAWDO, with a view to producers taking responsibility for disposal. There was, however, currently a greater focus on plastics and packaging;
- Boroughs were being consulted on the collection and disposal of abandoned vehicles. The Authority would be re-procuring a solution.

**RESOLVED:** That (1) the report be noted; and  
(2) Emma Beal, Managing Director, be requested to write to the relevant Minister outlining the disposal cost implications of non-packaging items needing extended producer responsibility and to circulate the letter to Authority Members so that they could raise this issue with their MPs.

## **27. Operations Update**

The Authority received a report which provided an update on operations.

Sarah Ellis, Operations Manager, outlined the content of the report and provided an update on the health and safety plan. She advised that Councillor Mik Sabiers, Authority Member for the London Borough of Ealing, had submitted some questions in relation to fire prevention and that she could confirm work was underway. She added that Members were welcome to visit the sites and to also view the emergency plan.

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

## **28. Waste Minimisation Update**

Members received an update report on the Authority's waste minimisation activities.

Mildred Jeakins, Waste Minimisation Manager, outlined the content of the report drawing Members attention to the current activities/ campaigns being carried out by her team. In terms of food waste recycling, Emma Beal, Managing Director, advised that whilst it was generally reported by residents that vermin and smells were a barrier, lack of a food caddy was more likely to be the reason.

A Member suggested that further work could be done in terms of textiles and the re-use and repair of clothes/garments. Members were advised that officers were currently looking to work with Arcadia and other large corporations on this issue and were also giving consideration to extending manufacturer responsibility to the disposal of textiles. Further, it was intended that an analysis of the location and number of textile recycling banks be undertaken which was particularly relevant for occupants of flats/ apartments. A Member stated his concern in relation to unauthorised textile banks, details of which he would forward to officers.

Emma Beal advised that there was approximately £2 million risk in terms of textile waste disposal. The Authority was looking to increase choice in terms of how textiles could be recycled.

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

## **29. Budget Monitoring Report Period 4 (July)**

Jay Patel, Head of Finance, introduced the report, which also had a confidential element, and provided an update on financial and operational matters.

Jay Patel reported that in terms of the surplus, a view would be taken on the level of reserves (and disbursement to the boroughs) at the end of the financial year and a recommendation made in June – the usual annual process.

Members were informed that the Key Performance Indicator in relation to training days (KPI 16) was below target but that other KPIs were broadly on track.

**RESOLVED:** That (1) the current financial position in 2018/19 and Key Performance Indicators be noted;  
(2) the financial decisions taken under the Scheme of Delegation to Officers be noted;

(3) the internal controls update be noted.

### 30. Treasury Management

Members received an update on the Authority's treasury management activities.

In response to the level of funds currently held by the Authority in the bank, Jay Patel, Head of Finance, advised that this was due to the impending purchase of the transfer station site but that it was usual to retain 2 months funding within the account. He added that the cash balance was held by the London Borough of Ealing.

**RESOLVED:** That (1) the treasury management out-turn for 2017/18 be noted; (2) the update for the current year including the treasury management and prudential indicators be noted.

### 31. EXCLUSION OF THE PRESS AND PUBLIC

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

| <u>Item</u> | <u>Title</u>  | <u>Reason</u>   |
|-------------|---|---|
| 9.          | Purchase of Transfer Station Sites                              | Information under paragraph 3 (contains information relating to the financial or business affairs of any particular person (including the authority holding that information)). |
| 10.         | Joint Waste Strategy  | Information under paragraph 3 (contains information relating to the financial or business affairs of any particular person (including the authority holding that information)). |
| 11.         | West London Waste Authority Branding Exploration - Presentation | Information under paragraph 3 (contains information relating to the financial or business affairs of any particular person (including the authority holding that information)). |
| 12.         | Item from 2017/18 Budget Monitoring Report Period 4             | Information under paragraph 3 (contains information relating to the financial or business affairs of any particular person (including the authority holding that information)). |

### 32. Purchase of Transfer Station Sites

Members received a confidential report which provided an update on the freehold acquisition of two sites.

**RESOLVED:** That (1) the position in relation to the Heads of Terms be noted; (2) the access road position, as set out in paragraph 2.2 of the report, be noted;

(3) the negotiation approach for the site, as detailed in paragraph 2.3 of the report, be noted.

### **33. Joint Waste Strategy**

Members received a confidential presentation in relation to the West London Joint Waste Strategy.

During the course of the presentation Members made a number of comments/suggestions as follows:-

- The Authority should look to influence the design of new buildings/homes and housing estates in terms of accessing waste/ making it easier for residents to separate/sort/ dispose of waste/recycling;
- Planning needed to 'design in' reducing waste;
- Joint waste collection did not refer to commercial waste.

Keith Townsend, Chief Technical Officer, reported that the West London Alliance encouraged cross borough collaboration and that the London Environment Directors had discussed how the handling of waste and recyclables could be embedded in planning policy across all authorities.

Emma Beal, Managing Director, advised Members that she would welcome the opportunity take on responsibility for waste data flow for boroughs.

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

### **34. WLWA Branding Exploration**

Members received a confidential presentation on the branding of the Authority.

Mildred Jeakins, Waste Minimisation Manager, advised on the reasons for the branding exploration, logo ideas including colour and presented a draft logo for Members consideration. Members expressed their views on the draft and requested time for further consideration.

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

### **35. Item from 2017/18 Budget Monitoring Report Period 4**

Members received a confidential report in relation to an item from the period 4 budget monitoring report.

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

**The meeting finished at 12.15 pm.**

The minute taker at this meeting was Alison Atherton.