

At a meeting of the West London Waste Authority held on Friday 29 March 2019 at 10.00 am at the Committee Room 5, Harrow Civic Centre, Station Road, Harrow, HA1 2XY.

**Present:**

Councillor Graham Henson (Chair)

Councillor Keith Burrows, Councillor Martin Elengorn, Councillor Guy Lambert, Councillor Mik Sabiers and Councillor Krupa Sheth

**62. Apologies for absence**

Apologies for lateness were received from Councillor Krupa Sheth.

**63. Declarations of interest**

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

**64. Minutes of the meeting held on 25 January 2019**

**RESOLVED:** That the minutes of the meeting held on 25 January 2019 be taken as read and signed as a correct record.

**65. Business Plan 2017- 2020**

Members received a report which provided details of the Authority's Business Plan for the year 2018/19 and a list of key activities commenced in 2017 which shaped the Authority's approach to market risk and maximising assets.

In introducing the report, Emma Beal, Managing Director, highlighted the main achievements including the cloud based infrastructure, the purchase of the Authority's new offices in West Drayton, the purchase of two transfer station sites, the appointment of a Projects Director, the creation of a Material Recycling Facility (MRF) project, improved data capture and increased efficiency. In terms of looking to the future, she advised Members that the focus would be on increasing waste reduction, increasing food waste recycling, recycling in flats and consideration of the street scene.

A Member sought clarification on the progress in terms of waste minimisation and, in particular, Composting and Anaerobic Digestion and was advised these were contracts that performed well. A variation to this contract had been negotiated which would develop gas powered vehicles.

Members commented that there were issues in relation to the boundary of the ultra low emission zone and the HRRC in Townmead Road, Kew and it was questioned whether the centre would become less appealing to residents as a result. It was suggested that the Authority make representation to Transport for London on this matter.

Emma Beal, Managing Director, confirmed that Members views on the Masterplan for

waste would be sought in the coming months. She advised that being informed as to the aims and ambitions of each constituent authority assisted the Authority in providing detail on how the services could be delivered and Member's feedback informed the project work undertaken. Members agreed that it would be useful to have a discussion at the next meeting and that the Environment Directors of each authority be invited to attend.

**RESOLVED:** That (1) the progress made in 2018/19 be noted;  
(2) the updates in the Business Plan 2017-20 be approved.

#### **66. Annual Procurement Plan 2019/2020**

Tom Beagan, Senior Contracts Manager, introduced the report which provided details of the Authority's Annual Procurement Plan for the year 2019/20 and provided a list of the contracts that would require action in year. The report also provided an update to the Authority's Contract Register.

In response to a Member's question on the collection of waste from allotments given the ban on bonfires, Emma Beal, Managing Director, undertook to look into the issue and provide a response. In response to a question about boroughs changing needs, she advised that in some contracts the Authority offered exclusivity and so, if there were changes in requirements, there were procedures in place to either vary or terminate the contract.

A Member commented that representations were being made in his authority as to the fairness of making those residents who composted at home pay for a green waste collection service that they did not need.

**RESOLVED:** That (1) the Annual Procurement Plan for 2019/20 be approved;  
(2) it be noted that Contracts Register for 2019/20 would be published on the Authority's website.

#### **67. Operations Update**

Sarah Ellis, Operations Manager, introduced the report which provided an update on the Authority's operations and business plan activities. She advised that the first meeting of the West London HRRC's best practice group would be held on 17 April 2019 and that she would welcome all boroughs attendance.

Emma Beal, Managing Director, confirmed that the Authority was keen to take responsibility for more HRRCs and that it was expected that both Ealing and Richmond sites would be taken on in 2020. The Authority was also interested in Space WayE and she would be happy to discuss this with Members.

In terms of the Abbey Road emergency plan, Sarah Ellis, Operations Manager, confirmed that there was, in her view, sufficient access to the plan as it was available on the site noticeboard and with 24 hour security it was easily accessible. She also reported that the Fire Brigade had visited the site and were satisfied with the checks it had made.

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

#### **68. Projects Update**

Members received a report which provided an update on the Authority's efficiency and joint working projects.

Peter Tilston, Projects Director, outlined the content of the report and advised that the implications of Brexit on the workforce had been included in the risk register. Emma Beal, Managing Director, added that changes in staffing, in particular drivers, had occurred since the Referendum. Further, the infrastructure in the UK was not sufficient in the event of a no deal Brexit and all waste authorities had been discussing this issue with DEFRA.

**RESOLVED:** That (1) the report be noted;  
(2) the MRF be considered by the Environment Directors in each constituent borough prior to submission to the Authority for approval.

## **69. Contracts Update**

Tom Beagan, Senior Contracts Manager, introduced the report which provide an update on the Authority's various waste treatment arrangements and procurements.

Members expressed concern that proposals in terms of train routes were still under review with only 3-4 weeks remaining until their introduction and discussed the options available. Tom Beagan advised that SUEZ were in discussion with Network Rail in terms of available slots, network capacity, the make up of the train and how the transfer stations were used. Emma Beal, Managing Director, acknowledged that whilst the position was not ideal, there were weekly meetings with Network Rail and SUEZ and officers were offering challenge to the proposals in order to ensure that consideration was given to its design and that all issues were addressed. In terms of risk, commercially the risk lay with SUEZ but due to the supply chain inevitably some risk would transfer to other parties. She advised that the Authority needed to be prepared to deal with the outcome of the discussions and officers would review the contract risks as well as considering what could be done to assist SUEZ.

A Member stated that it appeared that the likely outcome of the discussions with Network Rail and SUEZ was more pressure on the train line to Southhall. Emma Beal, Managing Director, advised that this had been discussed during the purchase process of the transfer station but accepted that this was a likely scenario.

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

## **70. Waste Minimisation Update**

Mildred Jeakins, Waste Minimisation Manager, introduced the report which provided an update on the Authority's waste minimisation activities.

A Member questioned the levels of take up in relation to food waste recycling and in particular the reduction in Richmond during weeks 15-18. Officers advised that there was a need to actively promote the recycling of food waste and to also keep residents engaged and enthusiastic. Feedback indicated that the main barriers were the lack of correct equipment and information.

Members also discussed initiatives in terms of

- textiles/ fashion recycling;
- kerbside recycling;
- WEEE and data security;
- Nappies, noting that Richmond was currently considering a fashion show involving Councillors babies in order to promote the reusable nappy service.

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

## **71. Budget Monitoring Report Period 10 (January)**

Members received a report which provided an update on financial and operational matters.

Jay Patel, Head of Finance, outlined the content of the report and advised that there had been three delegated decisions taken since the last meeting of the Authority. In terms of Key Performance Indicators (KPIs), these did change but that those currently reported provided a broad picture in terms of performance.

**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 be noted;

(3) the KPIs for 2018/19 be noted;

(4) the KPIs for 2019/20 be approved.

**The meeting finished at 11.15 am.**

The minute taker at this meeting was Alison Atherton.