

At a meeting of the West London Waste Authority held on Friday 24 January 2020 at 11.00 am at the Committee Room 5, Harrow Civic Centre, Station Road, Harrow, HA1 2XY.

Present:

Councillor Graham Henson (Chair)

Councillor Mik Sabiers (Vice-Chair)

Councillor Guy Lambert, Councillor Krupa Sheth and Councillor Julia Neden Watts

Apologies for Absence

Councillor Philip Corthorne

35. Apologies for absence

Apologies for absence were received from Councillor Philip Corthorne.

36. Declarations of interest

There were no declarations of interest from members of the Authority.

During the course of the meeting, Emma Beal, Managing Director, left the meeting whilst item 6, Governance Matters was considered and voted upon as it related to the job evaluation and salary attached to her post.

37. Minutes of the meeting held on 20 September 2019

RESOLVED: That the minutes of the meeting held on 20 September 2019 be taken as read and signed as a correct record.

38. 2020/2021 Budget

Members received a report which set out the 2020/21 budget proposal following consultation with the boroughs. The report included the key areas of focus for the next 12 - 60 months to deliver the targets on residual waste reduction.

Jay Patel, Head of Finance, outlined the background to the budget process the approach used and highlighted the proposed different way of dealing with reserves. This year, rather than just focussing on the year ahead, a more strategic approach had been taken.

A Member commented that the report was confusing in that it referred to it being desirable to increase residual waste tonnage. The Managing Director explained that the conflicting messages related to the requirement to reduce residual waste from households and the need to capture residual waste from businesses. It was hoped that the Authority could reap benefits from dealing with the growth in trade waste and promotion of recycling.

A Member welcomed the focus on food waste and recycling as this was key in terms of the climate emergency. She questioned how authorities could act more cooperatively in terms

of HRRCs and reducing the number of vehicles travelling around the boroughs to different sites. The authorities websites did not correspond with what was happening on the ground. The Chair acknowledged that this was a complicated area which required a 'joined up' approach and further discussion. He advised that the Corporate Directors of each authority met on a quarterly basis to discuss such issues. Ian O'Donnell, Treasurer, added that he had met with the borough Finance Directors to emphasise the benefits of working collaboratively but that Members should be mindful that there were issues in terms of fairness in the use of the £3m set aside for invest to save food projects as some boroughs were more advanced in dealing with food waste than others.

Sarah Ellis, Operations Manager, reported that Waste Minimisation Advisors were being recruited to work at HRRCs and would be trained with in-depth reuse and recycling knowledge. These staff would then, in turn, help train existing operatives at HRRCs. It was intended that the operatives could visit multiple sites in order to share best practice. The Managing Director added that efficiencies would arise if these staff were able to use technology as part of their role.

The Managing Director reported that the approach determined collectively by boroughs would be reported to the Authority for approval.

RESOLVED: That (1) the 2020/21 budget be approved;
(2) the Pay as You Throw (PAYT) rates, as set out in section 14 of the report, and the PAYT levy made up of two components totalling £48.8 million be approved;
(3) the Fixed Cost Levy (FCL) of £13.5 million, as set out in section 15 of the report, be approved;
(4) the new proposed capital budgets, as set out in section 17 of the report, be approved;
(5) the target level of reserves of £8.1 million to act as a buffer for managing risks and avoiding supplementary levies, as set out in section 18 of the report, be approved;
(6) the setting aside of £3 million of reserves to fund locally agreed invest to save initiatives to increase food waste collection only be approved.

39. Treasury Management

Members received a report which set out the treasury management plan for 2020/21.

RESOLVED: That (1) the treasury management plan for 2020/21 be approved;
(2) the prudential indicators and minimum revenue provision, as set out in section 3 of the report, be adopted.

40. Governance Matters

Members received the report which provided an update on and sought approval to a number of governance matters. The Managing Director left the room whilst her job evaluation and salary was considered and voted upon.

Jay Patel, Head of Finance outlined the content of the report in terms of the Managing Director's job evaluation and the Members travel and subsistence allowance. The purpose of the latter was to acknowledge the time and effort Members had to make in order to attend meetings of the Authority. This was welcomed by Members.

RESOLVED: That (1) the job evaluation and Managing Director's new annual salary at the CO1 scale point 11 (£134,544) be approved and backdated to April 2019 and capped at CO1 scale point 12;
(2) the work with the National Association of Waste Disposal Officers (NAWDO) be noted;

(3) the Members' Travel and Subsistence and Allowance Scheme be approved.

41. Budget Monitoring Report Period 8 (November)

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

RESOLVED: That (1) the current financial position and forecast for 2019/20 be noted;
(2) the Key Performance Indicators be noted;
(3) the financial decisions taken under the Scheme of Delegation to officers be noted.

42. Joint Municipal Waste Management Strategy Development

Emma Beal, Managing Director, introduced the report which provided details of a new Joint Municipal Waste Management Strategy for the Authority and the constituent boroughs for the years 2020-2035.

The Managing Director drew Members' attention to the Borough Priorities set out in the report, advising that these linked in with the earlier budget conversation about working collaboratively. She emphasised the need to be mindful of what lessons could be learnt from the previous 15 years and the existing Joint Municipal Waste Management Strategy (JMWMS).

The Managing Director then gave a presentation on carbon, outlined the high level vision for 2040 and the long term carbon reduction plan in order to reduce the carbon footprint. During the course of the presentation, Members were advised that

- embedded carbon in waste (1 million tonnes) dwarfed any emissions;
- it was a priority to develop an understanding of the relevant metrics
- the Authority needed to focus on emissions production and consumption;
- it was important to learn lessons from the waste market.

The Managing Director reported that there had been a discussion with borough climate emergency leads, the Environment Directors Board, the Greater London Authority and London Councils. There was a considerable breadth of knowledge within this group which could have influence at the West London Climate Emergency meeting. The Authority could facilitate and support this meeting.

Members thanked the Managing Director for the presentation, welcomed the ongoing discussions and the opportunity to work together on the strategy.

RESOLVED: That (1) the progress to date be noted;
(2) the direction of travel be approved.

43. Operations Update

Members received a report which provided an update on the Authority's operations.

RESOLVED: That the report be noted.

44. Projects Update

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

Mildred Jeakins, Waste Minimisation Manager, tabled a presentation on the London Wide

Food Waste Recycling Campaign. She gave the presentation and advised that, for the first time, the Authority were promoting a campaign across West London.

In response to Member's comment that flats in his borough did not currently have a food waste collection service, Peter Tilston, Projects Director, advised that the Food Waste Recycling Campaign project linked with the future roll out of the food waste collection from flats. Another Member suggested that that the service could be run as a pilot if residents were interested.

RESOLVED: That (1) the report be noted;
(2) the use of bin fill sensors to assist with continuous improvement projects be approved and a further report be submitted to the Authority on the project.

45. Contracts Update

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

RESOLVED: That (1) the report be noted;
(2) the following contracts be extended by 2 years from 1 May 2020:-
(a) West London Composting Ltd;
(b) CountryStyle Recycling Ltd;
(c) J Shorten & Sons Ltd;
(3) the Managing Director, following consultation with the Chair of the Authority, be authorised to award the dry mixed recycling contract, subject to confirmation of agreement from the London Borough of Ealing.

46. Waste Minimisation Update

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

RESOLVED: That the report be noted.

47. Any other urgent business

The Chair indicated that he wished to discuss an urgent item in that Keith Townsend had resigned from the role of Technical Adviser to the Authority in December 2019. The Managing Director advised that the purpose of the role was to support/enable 'joined up' working, finding similarities and encouraging solutions across the constituent boroughs.

Hugh Peart, Clerk to the Authority, advised that in the past, Members had appointed to the role of Technical Adviser via interview. It was now suggested that the officer appointed as the Chair of the Directors of Environment Board be appointed as the Authority's Technical Adviser. He added that the Authority did not have to appoint to the role and therefore it was a decision for Members.

Members expressed support for the proposal and requested that the appointment be reviewed in 12 months.

The Chair undertook to write to Keith Townsend to express the Authority's thanks for his work.

48. 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 for the reasons set out below:

<u>Item</u>	<u>Title</u>	<u>Reason</u>
13.	Contracts Update	Information under paragraph 3 (contains information relating to the financial or business affairs of any particular person (including the authority holding that information)).

49. Contracts Update

Members received a confidential update report.

RESOLVED: That the report be noted.

The meeting finished at 12.58 pm.

The minute taker at this meeting was Alison Atherton.