

**DRAFT MINUTES (OPEN VERSION (VERSION B)) OF THE MEETING OF THE  
WESTERN RIVERSIDE WASTE AUTHORITY  
HELD VIRTUALLY ON  
TUESDAY, 29TH SEPTEMBER, 2020 AT 5.30 P.M.**

**NOTE:** These minutes are to be read in conjunction with the agenda papers relating to the meeting on 29<sup>th</sup> September 2020.

**PRESENT**

- |   |  |
|---|--|
| <b>Hammersmith &amp; Fulham Council</b> | <ul style="list-style-type: none"> <li>- Councillor W. Harcourt</li> <li>- Councillor D. Morton</li> </ul>     |
| <b>Kensington and Chelsea Council</b>   | <ul style="list-style-type: none"> <li>- Councillor J. Husband (Chairman)</li> </ul>                           |
| <b>Lambeth Council</b>                  | <ul style="list-style-type: none"> <li>- Councillor C. Holland</li> <li>- Councillor J. Meldrum</li> </ul>     |
| <b>Wandsworth Council</b>               | <ul style="list-style-type: none"> <li>- Councillor G. Senior</li> <li>- Councillor Mrs. S. Sutters</li> </ul> |

In attendance:

- |   |   |
|---|---|
| <b>WRWA</b>                             | <ul style="list-style-type: none"> <li>Mark Broxup – General Manager</li> <li>Chris Buss – Treasurer</li> <li>Martin Walker – Clerk</li> <br/> <li>Katherine Burston – Deputy Treasurer</li> <li>Shirley Cruse – Principal Finance and Administration Officer</li> <li>Sharon Ross – Deputy General Manager</li> <li>Thayyiba Shaah – Deputy Clerk</li> </ul> |
| <b>Hammersmith &amp; Fulham Council</b> | <ul style="list-style-type: none"> <li>Bram Kainth – Chief Officer for Public Realm</li> <li>David Goodship – Waste and Recycling Manager, Street Environmental Services</li> <li>Richard Shwe – Assistant Director Environment - Recovery</li> <li>Sharon Lea – Strategic Director - Environment</li> </ul>  |
| <b>Kensington &amp; Chelsea Council</b> | <ul style="list-style-type: none"> <li>Matthew Lawrence – Head of Waste and Street Enforcement</li> </ul>   |
| <b>Lambeth Council</b>                  | <ul style="list-style-type: none"> <li>Doug Perry – Assistant Director Environment Public Protection &amp; Regulatory Services</li> </ul>   |

Venetia Reid-Baptiste – Interim Director of Environment and Streetscene

**Wandsworth Council**

Wale Adeyoyin – Head of Waste and Street Cleansing  
Ishbel Murray – Assistant Head of Environment and Community Services

**External Auditors**

Benjamin Sheriff - Director  
Maltiti Al-hassan – Audit Manager

**APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Palmer.

**DECLARATIONS OF INTEREST**

None declared.

**ORDER OF AGENDA**

At the suggestion of the Chairman, the Authority agreed to deal with agenda items 4, 5 & 6 after item 1 before returning to the numerical order of the agenda.

**MINUTES OF THE MEETING OF THE AUTHORITY HELD ON 30<sup>th</sup> JUNE 2020**

On item 1 it was –

**RESOLVED** - That Version A (the closed version) of the minutes of the Authority held on 23<sup>rd</sup> January 2020 be confirmed and signed as a correct record, and that version B be confirmed as the open summary of the minutes.

**EXTERNAL AUDIT PLAN FOR 2019/20 & OTHER MATTERS RELATING TO EXTERNAL AUDIT (REDMOND REVIEW) (PAPER NO. WRWA 20-17)**

On item 4 (Paper No. WRWA 20-17) the Treasurer introduced the report and advised the Authority that one of the recommendations from the Redmond Review was reverting back to the deadline of 30<sup>th</sup> September each year for publishing audited local authority accounts.

It was then

**RESOLVED** to:

- (a) accept the level of materiality and misstatement outlined on page 9 of the plan;
- (b) otherwise receive this report as information

**REVIEW OF THE AUTHORITY'S GOVERNANCE ARRANGEMENTS AND PUBLICATION OF THE ANNUAL GOVERNANCE STATEMENT FOR 2019/20 (PAPER NO. WRWA 20-18)**

On item 5 (Paper No. WRWA 20-18) the Treasurer introduced the report. It was then

**RESOLVED** to approve the proposed Annual Governance Statement for 2019/20 for signature and publication with the Authority's accounts for 2019/20.

**ANNUAL ACCOUNTS (PAPER NO. WRWA 20-19)**

On item 6 (Paper No. WRWA 20-19) the Treasurer introduced the report. Mr. Sheriff, Director (Deloitte) addressed the Authority and advised that the audit had been undertaken in accordance with the plan. He referred to the 'open areas' on page 62 of the agenda in relation to the completion of the audit of the pension scheme.

Mr. Sheriff highlighted that property valuations this year were different from previous years in view of Covid-19. He advised that in response to the pandemic, the RICS had issued a valuation notice to all valuers which stated that the information available was limited, and this was reflected in the Authority's disclosures within the financial statements.

Councillor Senior noted that the Authority's pension contributions compared to Wandsworth and Richmond were pretty low and questioned if these should be increased or a lump sum paid at some point. The Treasurer advised that in terms of the 2019 valuation the Authority's proportion of the LPFA was in surplus and therefore, as determined under the LGPS there was no need to make any further provision in the immediate future. However, under the ISA19 accounting criteria a deficit figure is shown. The Treasurer added that a reserve has been set aside, and re-iterated that there was no need to increase on a voluntary basis contribution to the LPFA.

The Treasurer concluded by stating that year 2 with this firm of auditors had been smoother than year 1 probably because there had been no significant changes to the WMSA. The Treasurer added that there was an on-going dialogue with Deloitte in relation to their fees.

It was then

**RESOLVED** to:

- (a) note the draft report from Deloitte relating to the Accounts for 2019/20 (Appendix B)

- (b) authorise the Treasurer to sign the Letter of Representation (Appendix C), and if there are any matters arising after the meeting, to delegate to the Treasurer authority to agree the final version of this Letter
- (c) approve the Authority's Statement of Accounts (Appendix A), and if there are any minor amendments as a result of the completion of the audit, to delegate to the Treasurer authority to approve any such amendments
- (d) otherwise receive this report for information

**PROPOSED EQUALITY, DIVERSITY, AND INCLUSION POLICY (PAPER NO. WRWA 20-15)**

On item 2 (Paper No. WRWA 20-15) the General Manager introduced the report and highlighted that:

- The Policy Statement had been circulated to all Members and Technical Officers in July; it has been incorporated into the Annual Report which was published today.
- Paragraph 5.4 of the Policy document has been amended to reflect the changes made to flexible working arrangements to balance individual staff circumstances.
- Paragraph 4 of the paper requests the Authority to sign up to the 'Disability Confident Employer Scheme'.

In response to the Chairman's request for the document to be reviewed, the General Manager advised that it was included in the Forward Plan and therefore would be subject to review annually.

The General Manager agreed to include the following suggestions put forward by Councillor Meldrum, who welcomed the paper:

- mechanism for monitoring equality aspects of the Authority's work;
- providing a safe environment for staff to include direct and indirect staff such as contractors and Authority Members (the General Manager advised that staff and contractors were already included);
- in relation to procurement, to build in an equalities criterion for the tendering process.

Councillor Holland also thanked officers for the paper and fully supported the paper. In response to Councillor Holland's request, the General Manager assured the Authority that the Authority endeavoured to ensure that equality and diversity is pursued in all contracts.

It was then

**RESOLVED** to:

- a) approve the Equality, Diversity, and Inclusion Policy attached at Appendix A;
- b) sign up to the Disability Confident Employer Scheme;
- c) approve the 'Other Types of Leave' guidance note attached at Appendix B; and
- d) otherwise receive this report for information.

**GENERAL MANAGER'S REPORT (PAPER NO. WRWA 20-16)**

On item 3, (Paper No. WRWA 20-16) the General Manager introduced the report and highlighted that in relation to the second wave contingency planning, officers were in discussion with Cory to have plans in place to ensure services remained operational; and also were in discussion with Cory in relation to potential difficulties of getting recyclables through ports when the Brexit transition period ends on 31<sup>st</sup> December 2020.

The General Manager added that a degree of caution must be exercised when reviewing the forecasts presented on page 54 of the agenda.

The General Manager advised the Authority of Cory's Community Fund, which offered grants of up to £7,500 for projects that would benefit the community, and that these projects did not have to be waste related.

The General Manager clarified that Cory's Community Fund had nothing to do with the Western Riverside Environmental Fund (WREF). The WREF was in the process of winding up because of a lack of funding. The delay in winding up was because a number of projects were in abeyance because of Covid. Councillor Senior advised that Wandsworth had already advertised Cory's Community Fund.

Councillor Meldrum thanked the General Manager, his team and Cory for providing a service throughout Covid. Councillor Meldrum questioned whether LWARB could keep London informed of what could and could not be recycled; and undertake a study on people's attitudes to recycling given that more people were working from home.

During discussion of the paper and in response to questions, the General Manager advised:

- That the use of dumb barges to transport tonnage has the advantage over transport by road by being significantly more environmentally friendly.
- In relation to Covid, it was confirmed that it was difficult to predict what would happen to waste arisings in the four Boroughs.
- With respect to the Schools Education programme, the Authority was advised that in view of Covid the number of people coming onsite was being restricted. Consequently, the Education Team have changed their focus to some outdoor visits to schools, but were primarily concentrating on virtual tours, the first one taking place next week. The virtual tours were confirmed as being interactive with a question and answer session after the tour. It was noted virtual tours would also be available to the public. The Deputy General Manager agreed to provide Councillor Holland with further details about virtual toolkits for schools.
- It was confirmed that at present Covid dominated any communication. However, the request for greater communication on recycling was noted.

It was then

**RESOLVED** to receive this report as information.

### **PROPOSAL TO COMMENCE A HOUSEHOLD WASTE AND RECYCLING CENTRE BOOKING SYSTEM TRIAL (PAPER NO. WRWA 20-20)**

On item 7, (Paper No. WRWA 20-20) the Deputy General Manager introduced the report and highlighted the benefits of the booking system as set out in paragraph 19 of the report. The potential risk from the scheme was if there was a technical failure, however, this would mean reverting to the current system. The Deputy General Manager advised that she was open to ideas as to how residents gain access to the HWRC.

In response to questions, the Deputy General Manager confirmed that the system was accessible to all in that there would be pedestrian access for those visiting on foot and they would not need to book. The booking system would apply to cars and vans as it aimed to reduce traffic issues.

**RESOLVED** to approve the commencement of:

- a) a procurement process to commission a booking system which meets the needs of the Authority;
- b) a six-month trial on Monday 1st February 2021; and
- c) to otherwise receive this report as information.

### **FORWARD PLAN (PAPER NO. WRWA 20-21)**

On item 8, (Paper No. WRWA 20-21) the General Manager introduced the report. It was then

**RESOLVED** to receive this report as information.

### **EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED -**

That, under Section 100A(4) of the Local Government Act 1972, members of the public and the press be excluded from the meeting whilst items 10 (Various matters associated with operational matters and the Authority's Waste Management Services Agreement (WMSA) with Cory Environmental Limited (Paper No. WRWA 20-22)) and 11 (Report Outlining Potential Options For Roles Of Clerk And Treasurer (Paper No. WRWA 20-23)) are being considered because exempt information, as described in paragraphs 3 and 5 of Part 1 of Schedule 12A to the Local Government Act 1972, is likely to be disclosed.

### **VARIOUS MATTERS ASSOCIATED WITH OPERATIONAL MATTERS AND THE AUTHORITY'S WASTE MANAGEMENT SERVICES AGREEMENT (WMSA) WITH CORY ENVIRONMENTAL LIMITED (TRADING AS CORY RIVERSIDE ENERGY)**

**AND THE POTENTIAL REDEVELOPMENT OF THE CRINGLE DOCK TRANSFER STATION (PAPER NO. WRWA 20-22)**

On item 10, (Paper No. WRWA 20-22) the General Manager introduced the report. Following discussion, it was

**RESOLVED** to receive this report as information.

**REPORT OUTLINING POTENTIAL OPTIONS FOR ROLES OF CLERK AND TREASURER (PAPER NO. WRWA 20-23)**

On item 11, (Paper No. WRWA 20-23) the General Manager introduced the report.

Following discussion, it was then

**RESOLVED** to approve the recommendations in paragraph 29 of the report.

The meeting ended at 7.00 p.m.