

**DRAFT MINUTES ( [REDACTED] (VERSION B)) OF THE MEETING OF  
THE WESTERN RIVERSIDE WASTE AUTHORITY  
HELD VIRTUALLY ON  
TUESDAY, 26TH JANUARY, 2021 AT 5.30 P.M.**

**NOTE:** These minutes are to be read in conjunction with the agenda papers relating to the meeting on 26<sup>th</sup> November 2021.

**PRESENT**

- |   |   |
|---|---|
| <b>Hammersmith &amp; Fulham Council</b> | – Councillor W. Harcourt                                  |
| <b>Kensington and Chelsea Council</b>   | – Councillor J. Husband (Chairman)<br>– Councillor Palmer |
| <b>Lambeth Council</b>                  | – Councillor C. Holland<br>– Councillor J. Meldrum        |
| <b>Wandsworth Council</b>               | – Councillor G. Senior<br>– Councillor Mrs. S. Sutters    |

In attendance:

**WRWA**

Mark Broxup – General Manager  
Chris Buss – Treasurer  
Martin Walker – Clerk

Katherine Burston – Deputy Treasurer  
Shirley Cruse – Principal Finance and  
Administration Officer  
Sharon Ross – Deputy General Manager  
Thayyiba Shaah – Deputy Clerk

**Hammersmith & Fulham Council**

Bram Kainth – Chief Officer for Public Realm  
David Goodship – Waste and Recycling  
Manager, Street Environmental Services  
Richard Shwe – Assistant Director  
Environment - Recovery

**Kensington and Chelsea Council**

Matthew Lawrence – Head of Waste and  
Street Enforcement

**Lambeth Council**

Bayo Dosunmu - Strategic Director – Resident  
Services (Deputy Chief Executive)

Doug Perry – Assistant Director Environment  
Public Protection & Regulatory Services

**Wandsworth Council**

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

**Shakespeare Martineau**

John Chandler – Shakespeare Martineau -  
Consultant  
Justin Smallman – EY - Assistant Director,  
Strategy and Transactions

**APOLOGIES FOR ABSENCE**

None received.

**DECLARATIONS OF INTEREST**

None declared.

**MINUTES OF THE MEETING OF THE AUTHORITY HELD ON  
11<sup>th</sup> NOVEMBER 2020**

On item 1 it was –

**RESOLVED** - That Version A (the closed version) of the minutes of the Authority held on 11<sup>th</sup> November 2020 be confirmed and signed as a correct record, and that version B be confirmed as the open summary of the minutes.

**AUTHORITY'S BUDGET AND LEVY FOR 2021/22 AND THE PROSPECTS FOR  
2022/23 AND BEYOND (PAPER NO. WRWA 21-01)**

On item 2 (Paper No. WRWA 21-01) the Treasurer introduced the report. It was then

**RESOLVED** to approve:

- (a) a revised gross expenditure budget for the Authority of £51.7 million for 2020/21 (£47.0m directly determined by direct tonnage delivered and £4.7 million paid for by the Levy) and £54.6 million for 2021/22 (£49.5 million directly determined by direct tonnage delivered and £5.1 million paid for by the Levy), as presented in the Budgets for Direct costs and Levy costs in Appendices B and C;
- (b) the AWDC rates to apply for 2021/22 as detailed on page 6;

- (c) the transfer of £3.0 million from the proposed underspend as a result of the finalisation of the insurance dispute to the Loan Repayment Reserve;
- (d) the basis of cost recovery as set out in the report, including the residual Levy figure of £4.405 million for 2021/22 for the Treasurer to apportion and issue the levy among the constituent councils in line with the actual constituent council's council tax bases for 2021/22; and
- (e) the Authority's proposed use of reserves for the period to 2024/25, which will be subject to review annually when budgets are set.

### **TREASURY MANAGEMENT AND CAPITAL STRATEGY FOR 2021/22 (PAPER NO. WRWA 21-02 - ATTACHED)**

On item 3 (Paper No. WRWA 21-02) the Treasurer introduced the report. It was then

#### **RESOLVED** to:

- (a) adopt an Authorised Borrowing Limit and Operational Boundary for 2021/22 of £5 million;
- (b) agree to the borrowing policy outlined in paragraph 13;
- (c) agree to the MRP policy in 2020/21 and 2021/22 outlined in paragraphs 1415;
- (d) agree to the investment policy outlined in paragraph 16;
- (e) note the 'Prudential Indicators' contained in the Appendix to this report, including newly specified borrowing and investment policies and the capital strategy; and
- (f) otherwise receive this report as information.

### **GENERAL MANAGER'S REPORT (PAPER NO. WRWA 21-03)**

On item 4 (Paper No. WRWA 21-03) the Deputy General Manager introduced the report and highlighted the following:

- The Environment Agency has approved the permit amendment submitted by Cory. Therefore, clinical swabs and cartridges from the constituent councils may now be delivered to Smugglers Way.
- Bookinglab have been appointed to undertake the trial and introduce the booking system. In consultation with the Chairman, it has been agreed to delay the start date of the booking system to 1<sup>st</sup> March. This would allow sufficient time to test the system and publicise the new system. The Authority was advised that the booking system being introduced was very similar to the one in place in Kent and Hampshire. In response to questions, the Deputy General Manager confirmed the success of the scheme could be measured on responses from the public and the savings made on disposal costs as those not

within the jurisdiction would be excluded. In relation to what communication would be available/sent to the constituent boroughs, the Deputy General Manager advised that the changes would be advertised from the 1<sup>st</sup> February via:

- Leaflets to be handed out at the HWRC – would have the most impact
- Electronic signage at the HWRC
- Social Media – Nextdoor and Twitter
- Paid for advertising on Facebook
- The Authority's website and Borough websites

In addition, full page adverts have been placed in the following local publications:

- Brightside – March edition (distribution from 11th March 2021).
  - Lambeth Talk – Spring edition (distribution set for 22nd March 2021)
  - KCW - 9th March edition
- The interim Carbon Metric report has been delayed, partly due to delays in gathering the data, but also because of the impact of Covid on Wood PLC. However, the report is expected to be completed by mid-February at the latest. In response to a request, it was agreed that an informal briefing on the interim paper, once received, would be given to Members.
  - Two awards from Cory's Community Fund have been made to organisations within the Authority area:
    - Doorstep Library Network, a mobile children's library - £3,625
    - Groundwork London, relates to re-work in Smugglers Way - £7,700

It was then

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

## **THE AUTHORITY'S STAFF CODES AND PROCEDURES (PAPER NO. WRWA 21-04)**

On item 5 (Paper No. WRWA 21-04) the Clerk introduced the report and advised that the codes and procedures were reviewed every four years unless there was a need to do so any earlier. The Clerk highlighted that:

- The Absence Management Code (Appendix C) had been updated to reflect the Equality Policy approved by the Authority at its meeting in September 2020. The Code had been strengthened in relation to disability discrimination and the duty to make reasonable adjustments.
- Flexible Working Code (Appendix D) has been updated to reflect the potential for home-working in light of officers' experiences during Covid.
- Procurement Code (Appendix I) has been updated to reflect the immediate post Brexit requirements. The Green Paper "Transforming Public Procurement" has been published. In addition, as the Government's intentions are to further simplify public procurement, consultation on this is underway and will end on 10<sup>th</sup>

March 2021. Therefore, it is expected that by the end of this year this Code will need to be amended to reflect the new regulations.

During discussion, the Clerk advised that the Codes do apply to both the Clerk and Treasurer and cited as an example the “Unsatisfactory Performance Procedure”. The Clerk clarified that the Constitution related to Governance arrangements of the Authority.

The Clerk suggested an amendment to recommendation a.; and that the word ‘Policies’ should be inserted before Procedures in both recommendations. The Amendments are set out below – additions shown in bold:

- a. agree each of the updated codes/**policies** and procedures attached as appendices A to P to this report **subject to authorising the Clerk and General Manager to make any textual amendments;**
- b. instruct the Clerk to distribute the updated codes/**policies** and procedures to all staff as soon as possible; and

It was then

**RESOLVED** to:

- a. agree each of the updated codes/policy and procedures attached as appendices A to P to this report subject to authorising the Clerk and General Manager to make any textual amendments;
- b. instruct the Clerk to distribute the updated codes/policies and procedures to all staff as soon as possible; and
- c. otherwise receive this report as information.

**FORWARD PLAN (PAPER NO. WRWA 21-05)**

On item 6 (Paper No. WRWA 21-05) the General Manager introduced the report. In response to the question why there was a large gap between meetings, the General Manager confirmed that this issue had been raised before, but could be reviewed. However, the Authority was advised that the dates of the meetings were dictated by the financial timetable of the Authority; and that it was always possible to convene a special meeting should the need arise. In relation to the possibility of meetings being held at Lambeth, the General Manager advised that that would be for the new Clerk to consider once he is in post and post ‘covid’.

It was then

**RESOLVED** to:

- a. agree the future meeting dates as set out below; and
  - Wednesday, 29<sup>th</sup> September 2021 at 5.30 p.m.

- Wednesday, 10<sup>th</sup> November 2021 at 5.30 p.m.

b. otherwise 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 8 (Waste Management Services Agreement and potential redevelopment of the Cringle Dock Transfer Station (Paper No. WRWA 21-06)) is 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.

## **WASTE MANAGEMENT SERVICES AGREEMENT AND POTENTIAL REDEVELOPMENT OF THE CRINGLE DOCK TRANSFER STATION (PAPER NO. WRWA 21-06)**

On item 8, (Paper No. WRWA 21-06) the General Manager introduced the report. Following discussion, it was

**RESOLVED** to approve the recommendations in paragraph 67 of the report.

The Chairman thanked Mr. Walker for his services of more than five years to the Authority. He wished Mr. Walker the very best for a long, happy and healthy retirement.

The meeting ended at 7.30 p.m.