

Paper No. WRWA **24-20****WESTERN RIVERSIDE WASTE AUTHORITY**

<b>MEETING</b>	29 <sup>th</sup> July 2024										
<b>REPORT AUTHOR/DATE</b>	Interim Clerk 24 <sup>th</sup> July 2024										
<b>SUBJECT</b>	A Report confirming, for 2024/25, the appointment of members of the Authority, the setting of meeting dates, the establishment of sub-committees (if required), the appointment of Authority representatives for each Constituent Council and various other procedural matters.										
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<b>STATUS</b>	Open										
<b>BACKGROUND PAPERS</b>	None										

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**EXECUTIVE SUMMARY**

1. This report confirms the membership of the Authority for the year 2024/25, establishes sub-committees (should they be required), appoints an Authority Representative for each Constituent Council and other procedural matters.

**MEMBERSHIP OF THE AUTHORITY**

2. Each of the Constituent Councils has confirmed that their appointments to the Authority are as follows:

**Hammersmith & Fulham Council**

Councillor W. Harcourt (Deputy Chair 2023/24) and Councillor S. Holder

**Royal Borough Kensington and Chelsea Council**

Councillor S. Mackover and Councillor R. Weeden-Sanz

**Lambeth Council**

Councillor R. Chowdhury (Chair 2023/24) and Councillor J. Meldrum

**Wandsworth Council**

Councillor J. Gasser and Councillor L. Cooper

**MEETING DATES**

3. The Authority is asked to agree the dates and times of its future meetings in 2024/25 and the date of the 2025/26 AGM. From information on constituent council websites the following are recommended:

6-30pm, 3<sup>rd</sup> October (Thurs) 2024 Lambeth Town Hall (Ordinary)  
6-30pm, 4<sup>th</sup> December (Weds) Lambeth Town Hall (Ordinary)  
6-30pm, 27<sup>th</sup> February (Thurs) 2025 Lambeth Town Hall (Ordinary)  
6-30pm, 12<sup>th</sup> June (Thurs) 2025 Lambeth Town Hall (AGM)

**SUB-COMMITTEES**

4. If a sub-committee is formed the Authority will stipulate its terms of reference. Sub-Committees will consist of one appointed Authority member from each of the Constituent Councils but, if an Authority member nominated to a committee is unable to attend, the other Authority member for that Constituent Council may act as an alternate. If the Chairman and/or Deputy Chairman is appointed to a sub-committee they perform their respective roles on the sub-committee, and the standing orders relating to the conduct of meetings and voting which apply to Authority meetings also apply to sub-committees.
5. Currently the only known upcoming business that requires the Authority to establish a sub-committee is for the appointment of senior officers and Managing Director. Members will be contacted to agree arrangements for these sub-committees in the coming months.

**APPOINTMENT OF AUTHORITY REPRESENTATIVES**

6. Section 41 of the Local Government Act 1985 requires the Authority to put in place arrangements:

*“for enabling questions on the discharge of the functions of a joint authority to be put in the course of the proceedings of any constituent council by members of that council for answer by a member of it who is also a member of the authority and is nominated by the authority for that purpose.”*

7. The Authority is asked to nominate, from its membership, one Member from each of the Constituent Councils to answer questions on behalf of the Authority, put by other Members of his/her Constituent Council in the course of council proceedings, pertaining to the discharge of the Authority’s functions for the year 2024/25.
8. Each constituent council has suggested that the following be nominated for their council:

<b>Council</b>	<b>Member</b>
Hammersmith & Fulham Council	Councillor W. Harcourt
Royal Borough Kensington and Chelsea Council	TBC
Lambeth Council	Councillor R Chowdhury
Wandsworth Council	Councillor J. Gasser

**ALTERNATE ARRANGEMENTS**

9. Unless a member resigns, a month must elapse between the termination and appointment of a new Authority member by a Constituent Council. If a member resigns the Authority will inform the Constituent Council which has 30 days to appoint a replacement. There is no mechanism that permits a Constituent Council to appoint a deputy or substitute Authority members.

**RELATED PARTY TRANSACTIONS**

10. The Code of Practice on Local Authority Accounting places a statutory obligation on Authority Members and Senior Officers to declare what are termed 'Related Party Transactions' ("RPT") with the Authority. The Code requires all local authorities to attach RPTs as a note to their audited annual accounts. Advice from the Authority's external auditors is that Members and senior officers need a signed declaration at the end of each financial year. A declaration form and an explanatory note was sent to all members and senior officers in relation to the 2023/24 financial year and all the requested RPT forms have been received.

**DISCLOSABLE PECUNIARY INTERESTS**

11. Paragraph 36(i) of the Authority's Standing Orders requires all members of the Authority to register annually any disclosable pecuniary interests as defined in regulations issued under the Localism Act 2011.
12. The Interim Clerk will send disclosure forms to all Authority members for 2024/25 on 30 July 2024 asking for completed forms to be returned by 30 August 2024. Officers will report back to the September Committee, should any forms remain outstanding at that time.

**RECOMMENDATIONS**

13. It is recommended that the Authority:
  - a) agree the meeting dates set out in paragraph 3 above;

- b) appoint the members, as suggested by each constituent council, to be the Authority representatives to answer questions on behalf of the Authority put by other Members of his/her Constituent Council in the course of council proceedings, as set out in paragraph 8; and
  - c) otherwise receives this report as information.
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24<sup>th</sup> July 2024