Western Riverside Waste Authority

CONSTITUTION

A. Constitution

B. Standing Orders

C. Scheme of Delegations

(Revised October 2025)

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The Westen Riverside Waste Authority was established by the Local Government Act 1985 and the Waste Regulation and Disposal (Authorities) Order 1985 to dispose of waste collected by the Boroughs of Hammersmith and Fulham, Kensington and Chelsea, Lambeth and Wandsworth and to provide centres for residents to dispose of their rubbish.

Objective. The objectives of the Authority shall be to:

- work with its constituent councils (as the waste collection authorities for the WRWA area) to create effective strategies for waste management;

- support and facilitate waste prevention and waste minimisation;

- provide places for the deposit of waste and to dispose of or make use of waste delivered to those places;

- encourage reclamation and recycling of waste and to provide facilities for such reclamation and recycling;

- recover energy from waste that cannot be recycled or composted;

- maintain civic amenity site facilities for use by the public which allow for separating out of materials that can be recycled, composted or reused;

- educate and inform the public about waste management, and in particular how they can prevent waste, minimise the waste they do produce, and reuse recycle or compost where possible;

- assist in achieving regional self-sufficiency in waste management for the London area;

- undertake its waste management activities in ways that minimise disruption to others and be a “good neighbour” in managing waste facilities; and

- achieve best value and practical environmental options for waste management that do not involve excessive cost.

Membership. The Membership of the Authority shall comprise two elected Members appointed by each constituent Council. The term of office of each appointed Member of the Authority shall be until the next annual meeting of the constituent Council making the appointment, or until notification in writing by a constituent Council of a change in their appointment(s) before their next annual Council meeting.

No substitution of Members is permitted except through the replacement processes described in these Standing Orders.

Clerk, Treasurer and Monitoring Officer. The Authority shall appoint a Clerk to discharge the responsibilities set out in section C And a Treasurer to be responsible for the proper administration of its financial affairs. The Treasurer will be a member of a recognised accountancy body and will discharge the responsibilities set out in section C. The Authority shall seek the services of a Monitoring Officer by way of a Service Level Agreement with one of the constituent boroughs and the appointed Officer shall have the responsibilities set out in section C.

The Authority may review the above appointments at any time, and once every two years it will formally ask each constituent council if it considers such a review to be necessary and, if so, a paper will be prepared for the Authority's next annual meeting, recommending a way forward.

B

STANDING ORDERS

PART A – STANDING ORDERS

1. Chair and Deputy Chair of the Authority

(a) The Chair and Deputy Chair of the Authority shall be appointed annually by the Authority from among the Members.

(b) The appointment of the Chair and Deputy Chair shall be the first business transacted at the annual meeting of the Authority.

(c) The person presiding at the commencement of the annual meeting of the Authority shall be the preceding year's Chair or, in the absence of the Chair, the Deputy Chair or, in the absence of both, another Member chosen by those present.

2. Deputy Chair of the Authority

Subject to any standing orders made by the Authority, anything authorised or required to be done by or in relation to the Chair, may be done by or in relation to the Deputy Chair in the absence of the Chair.

MEETINGS OF THE AUTHORITY

3. Meetings to be Held

The following meetings shall be held in every year:-

(a) an annual meeting of the Authority which shall be held on such day in the months of, May, June or July as the Authority may fix and such ordinary meetings of the Authority as the Authority directs for the transaction of ordinary business, subject to the requirement that the Authority meets at least four times each calendar year; and

(b) such extraordinary meetings as may be called by the Chair or by two members of the Authority in accordance with Standing Order No. **5** if the Chair is in default.

4. Calling an Authority Meeting

(a) At least five clear days before a meeting of the Authority, notice of the time, place venue, agenda and reports for the meeting, signed by the Clerk shall be sent to the usual place of residence of each Authority Member.

Provided that –

(i) Want of service of a summons on any Member of the Authority shall not affect the validity of a meeting; and

(ii) If a Member of the Authority gives notice in writing to the Clerk that they wish the summons to be sent to some address specified in the notice other than their place of residence, any summons sent by post to the address so specified shall be deemed sufficient service of the summons.

(c) The Technical Officers of the constituent councils shall be sent a set of agendas, non-confidential papers and minutes of a meeting of the Authority 5 clear days prior to the meeting

(d) The Monitoring Officer, in consultation with Clerk shall determine whether Constituent council Technical Officers should receive confidential papers.

5. Calling an Extraordinary Authority Meeting

(a) The Chair of the Authority may call an extraordinary meeting of the Authority at any time.

(b) If 2 Members of the Authority present a signed request to the Chair to call an extraordinary meeting of the Authority but the Chair does do so for 7 days, the 2 Members may forthwith call such a meeting provided that before issuing the notice they shall first consult the Clerk as to whether the proposed date and venue for the meeting are appropriate.

6. Presiding at Meetings of the Authority

(a) At a meeting of the Authority the Chair of the Authority, if present, shall preside unless they declare an interest in a matter which makes it inappropriate for them to do so, or if they vacate the Chair in relation to one or more items for any other reason.

(b) If the Chair of the Authority is absent from a meeting of the Authority the Deputy Chair of the Authority, if present, shall preside (unless they declare an interest in a matter which makes it inappropriate for them to do so, or if they wish to vacate the Chair in relation to one or more items for any other reasons.

(c) If the Chair and Deputy Chair are both absent from the meeting, or are unable to preside for any other reason, another Member of the Authority chosen by members of the Authority present shall preside. The person so elected may exercise all the powers of the Chair under these standing orders in relation to presiding at meetings. In the event that person declares an interest in a matter which makes it inappropriate for them to preside or if they wish to vacate the Chair in relation to one or more items for any reason the meeting shall elect another Member to chair the meeting.

7. Record of Attendance at Meetings

The names of the Members present at a meeting of the Authority shall be recorded.

8. Quorum

(a) No business shall be transacted at a meeting of the Authority unless at least two Members of the Authority from different Boroughs are present. Any Member may be accompanied by one or more officers from their 'host' Borough

(b) If (i) at the commencement of any meeting or (ii) during any meeting, there is not a quorum, the meeting shall stand adjourned for 15 minutes to enable a quorum to be sought. If at the end of that time there is still no quorum, the meeting shall end and the remaining business shall stand referred to the next meeting.

9. Voting at Meetings

(a) Where a matter appears to be opposed by any Member, the person presiding shall take a show of hands vote and announce the result. Before the vote is taken, any three Members of the Authority may request a recorded vote.

(b) The question shall then be put by the Chair and the Clerk shall call each Member to indicate their vote and the total of votes for, against and abstaining shall be announced by the Chair.

(c) On request, a Member's personal dissent or abstention shall be recorded in the minutes.

(d) In the case of an equality of votes, the person presiding at the meeting shall have a second and casting vote.

10. Disorderly Conduct by Members at a Meeting

If a Member disregards the Chair's ruling, the Chair may order the Member to end their speech, or may move "that the Member be not further heard" and the motion if seconded shall be put and determined without discussion. If, following such a resolution the Member continues in a disorderly manner the Chair may suspend the meeting for such period as they feel appropriate.

11. Admission of Public and Press

All meetings of the Authority and its committees or other appointed decision making bodies shall be open to the press and public provided that the Authority may by resolution exclude the press and public from a meeting (whether during the whole or part of the proceedings) whenever it is likely in view of the nature of the business to be transacted or the nature of the

proceedings that if members of the public were present during that item, there would be disclosure to them of exempt information within the terms of Part 1 of Schedule 12A to the Local Government Act 1972 and the Authority is of the view (where required) that the public interest in excluding the public outweighs the public interest in admitting them.

12. Disorderly Conduct from Public Galleries

The Chair, after warning the person(s) concerned, may order the removal from the galleries of any member of the public causing a disturbance. The Chair may, if they consider it appropriate, suspend the meeting for such period as they consider necessary to enable this to be done.

13. Rulings by the Chair

The Chair shall decide all questions of order (having consulted the Clerk and/or Monitoring Officer) and their ruling upon all such matters and interpretations of these Standing Orders and upon any matters arising during debate shall not be open to challenge at a meeting of the Authority.

BUSINESS AT MEETINGS

14. Order of Business

(a) At the Annual Meeting of the Authority the order of business as specified in the summons shall be:-

(i) Appointment of Chair and Deputy Chair;

(ii) Minutes;

(iii) Special announcements by the Chair and reports by the Chair of any communications:

(iv) Dates of ordinary meetings of the Authority.

(v) Date of any committees of the Authority

(vi) Other items of business may be included on the agenda for the Annual Meeting as necessary where in the judgement of the Clerk, in consultation with the Chair, they are required to be brought before the Authority.

(b) The order of business specified in the summons for every ordinary meeting of the Authority, including the meeting at which the Budget and Levy is approved shall be:–

(i) The minutes of the Authority's previous ordinary meeting; and
(ii) Those items of business which, in the judgment of the Clerk, in consultation with the Chair, require to be brought before the Authority.

(c) The order of business may be varied at the discretion of the Chair, or upon a motion put without discussion and carried by a majority vote of the Members present at the meeting.

15. Limit to Business

Except in the case of business required to be transacted or in the case of a matter of urgency no business shall be transacted at a meeting of the Authority other than that specified in the summons.

16. Minutes

Minutes of the proceedings of a meeting of the Authority shall be drawn up by the Clerk and shall be signed at the next meeting of the Authority by the person presiding upon all members agreeing.

17. Length of Meetings

The Authority may, at any time after it has sat for 2 hours, determine to dispose of the remaining business on the agenda by voting upon such business, including any business then under debate, without further debate.

18. Presentation of Reports

(a) The Managing Director or report author shall introduce each item of business on the agenda, explaining both key points and the recommendations before members. The Clerk, Treasurer and Monitoring Officer may also make comments and offer advice.

(b) The Chair shall then invite questions from members present on the report, such questions to be put through the Chair. The Chair shall take the questions in the order they are put by members. It is a matter for the Chair to determine how many questions are put on any item.

(c) When all questions have been answered to the satisfaction of the Chair, they shall invite members who so wish to express views on the report contents and the recommendations.

(d) Provided such a proposal is seconded, a member may suggest an amendment to a recommendation. An amendment shall be to

(i) leave out words;

(ii) to leave out words and insert or add others;

(iii) to insert or add other words.

but any such amendment must not have the effect of introducing a new proposal or of merely negating the recommendation.

(e) Each amendment moved to a recommendation shall be discussed and voted on separately. If an amendment is carried the recommendation as amended shall take the place of the original recommendation.

19. Speaking at Meetings

(a) No speech, unless permitted by the Chair, shall exceed 5 minutes.

(b) A Member wishing to speak shall address the Chair and direct their speech to the question under discussion. While a Member is speaking no Member may interrupt except that a Member may speak on a point of personal explanation if the current debate, in the opinion of the Chair, warrants it. A Member may interrupt another Member's speech to raise a point of order which shall be dealt with immediately. No other interruption of a speech shall be permitted unless the speaker is prepared to give way.

(b) If a Member rises to raise a point of order, they shall indicate to which Standing Order their point of order is directed.

20. Procedural Motions

A Member may move at the end of another Members' speech without comment –

(a) That the recommendations be put to a vote

(b) That the debate be adjourned

(c) That the Authority proceeds to the next item of business.

If the motion is seconded (without speech), the Chair, if they are satisfied that the item of business has been adequately debated, shall put the procedural motion to the vote.

21. ADJOURNMENT OR SUSPENSION OF MEETINGS

The Chair of a meeting may at any time, if they think it desirable in the interests or order, suspend the meeting for a time they determine.

22. PRIVACY OF DOCUMENTS

The Monitoring Officer shall classify all documents for presentation to meetings of the Authority. Documents which they consider contain confidential or exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 shall not be released to the press and public unless in the case of exempt information the Authority specifically resolves that the documents be made public.

Members shall not refer to such confidential or exempt documents or their contents in public.

23. ABSENCE FROM MEETINGS

Subject to the exceptions prescribed by statute as regards members of HM Forces, etc. during war or emergency, if a Member of the Authority fails throughout a period of six consecutive months from their last attendance to attend a meeting of the Authority, they shall, unless the failure was due to some reason approved by the Authority before the expiry of that period, cease to be a Member of the Authority.

24. RESIGNATIONS

A member may at any time resign their office by written notice delivered to the Clerk and their resignation shall take effect immediately upon receipt by that Officer.

25. SEAL OF THE AUTHORITY

(a) The Seal of the Authority shall be kept in a safe place secured by a lock, and the key shall be kept by the Clerk of the Authority.

(b) The Clerk (or their authorised representative) shall affix the seal to any document which requires to be sealed for the transaction of the functions of the Authority. The document shall be signed by the Clerk (or their authorised representative).

(c) The Clerk shall maintain a record of sealings which may be inspected by members.

26. CANVASSING

Members of the staff and applicants for employment may not canvass Members.

27. DISCLOSABLE PECUNIARY INTERESTS

All members of the Authority shall register annually with their host borough any disclosable pecuniary interests as defined in regulations issued under the Localism Act 2011. They shall also declare any such interest to any meeting where an item of business relates to, or is likely to affect, that interest. Where a member, or their spouse or civil partner, has a disclosable pecuniary interest in any such matter, they shall:-

(i) withdraw from the room or chamber where the meeting is being held;

(ii) not take part in any debate on, or vote on, that matter; and

(iii) not seek improperly to influence a decision about that matter.

(iv) within 28 days of receipt, any Member of the Authority must notify the Clerk in writing of any gift or hospitality with an estimated value of £50 or more, regardless of whether that gift or hospitality was accepted or rejected. In addition they shall disclose any such offer of a gift or hospitality of that value to any meeting where an item of business relates to, or is likely to affect, the interests of any person or body from whom such gift or hospitality has been offered

28. NOLAN PRINCIPLES

(a) In all matters Members shall follow the "Nolan Principles" as prescribed by the Committee on Standards in Public Life.

(b) Members are under a duty to exercise independent judgement with an open mind in the interests of the Authority whilst at all times acting in accordance with the law and having regard to all relevant professional advice.

(c) Members shall exercise their powers:

(i) to achieve the objectives of the Authority;
(ii) to ensure that the Authority does not incur avoidable loss or fail in its statutory duties; and
(iii) in the interests of the residents of the Authority's area as a whole by reaching decisions objectively and based on merit.

(d) This document shall be kept under review by the Clerk who shall ensure it is available to Members and to members of the public.

29. COMMITTEES

(a) The Authority may delegate to Committees of Members of the Authority such of its powers as it so chooses provided that the Committee may only make such decisions as are consistent with the Authority's policy and provided that any expenditure authorised can be met from financial estimates approved by the Authority. Such Committees shall report on each of their meetings to the earliest possible meeting of the Authority.

(b) The Standing Orders of the Authority as to conduct of debate and as to pecuniary and other interests, shall mutatis mutandis apply to Committee meetings, subject to any procedural rules the Authority may make on the appointment of a Committee.

(c) In respect of each Committee, the Authority shall appoint a Chair and Deputy Chair.

(d) A Committee may appoint a sub-Committee comprising Members of that Committee subject to the approval of the Authority.

C

SCHEME OF DELEGATIONS

AUTHORITY DELEGATED TO CLERK AND TREASURER

(a) There shall be specifically delegated to the Clerk and the Treasurer acting together, the authority to take such action on behalf of the Authority in any matter which is required to ensure the proper functioning of the Authority.

(b) Before exercising the power set out in para(a) the Clerk & Treasurer shall consult the Chair and shall wherever possible take their views on the proposal into account, including specifically on when and how the matter should be reported to the Authority members.

(c) Where the Clerk or Treasurer is unable to act through absence or otherwise, this delegated authority may be exercised by the officer who, by reason of holding the office of deputy or otherwise appointed by the Clerk/Treasurer, is authorised to act in their place.

CLERK TO THE AUTHORITY

A.

(i) The Clerk, and whenever they are unfit or unable to act, the Deputy Clerk is responsible for:-

(a) Attending all meetings of the Authority

(b) The preparation, signature and dispatch of a summons to attend an Authority meeting.

(c) Receiving notice in writing from Member(s) of the Authority requesting that summonses to attend Authority meetings to be sent to an address specified other than their place of residence.

(d) The preparation and dispatch of a summons to attend an Extraordinary Authority meeting on the refusal by the Chair to call such a meeting and on a requirement of two Members of the Authority.

(e) The provision at each meeting of the Authority of an attendance record

(f) The provision of advice to the Chair on all questions of order at meetings of the Authority, together with the interpretation of Standing Orders

(g) Ensuring a minute is prepared of each meeting of the Authority.

(h) Receiving from Members of the Authority notice in writing of items, or amendments to be considered/debated at meeting of the Authority (Standing Orders Nos. 19 and 23).

(i) Receiving notices of changes of membership of the Authority.

(j) Keeping the key to the lock of the Seal of the Authority.

(k) Affixing the Seal to any document which requires to be sealed for the transaction of the functions of the Authority and maintaining a record of sealings.

(l) Receiving and recording any offers of gifts or hospitality, made by any Member of the Authority and the Managing Director.

(m) Ensuring a written summary of the proceedings at a meeting where members of the public were excluded is provided so as to provide them with a reasonably fair and coherent record of those proceedings.

(n) In liaison with the Treasurer undertake the performance management of the Manging Director, agreeing with them in consultation with the Chair their annual performance objectives and the annual review of them.

(o) The certification of a resolution of the Authority.

(p) At the request of the Managing Director and in consultation with the Chair and Treasurer, approving any additional expenditure that is necessary to ensure in general the proper functioning of the authority that is in excess of the annually approved budget up to the value of £250,000. Any such expenditure shall be reported to a meeting of the authority at the earliest opportunity.

TREASURER TO THE AUTHORITY

The Treasurer, and whenever they are unfit or unable to act, the Deputy Treasurer to the Authority, is responsible for the proper administration of the Authority's financial affairs and shall attend all meetings of the Authority.

The Treasurer is responsible for

(a) Administering the Authority's banking and payment arrangements.

(b) Authorising the writing off of irrecoverable debts not exceeding £10,000 in any individual case.

(c) Swearing affidavits in bankruptcies and liquidation proceedings.

(d) Making arrangements with debtors for payments to be made by instalments.

(e) Borrowing funds as necessary for any purpose for which the Authority is empowered and specifically to:-

(i) raise, repay, renew and otherwise vary the terms of loans, and

(ii) enter into any collateral agreements necessary to facilitate effective debt management.

(f) Negotiating and entering into leasing agreements in order to finance the acquisition of vehicles, plant and equipment and to enter into any collateral agreements necessary to facilitate an effective leasing policy.

(g) Investing any surplus balances of the Authority's funds and selling investments for the purpose of reinvestment or to meet the needs of the Authority.

(h) Making suitable insurance arrangements on behalf of the Authority including the variation of the scope of insurance policies in force from time to time to give appropriate cover.

(i) Settling claims arising under the Authority's insurance policies.

(j) Implementing any decision of a recognised negotiating body awarding an increase in pay or salary to Authority staff who are subject to the scheme and conditions of service prescribed by that body.

(k) Paying arrears of pay to former employees in respect of qualifying retrospective pay increases agreed after the termination of their contract of employment but with effect from a date before their employment ended, provided a written claim for payment is submitted to the Treasurer within six months of the notification of the date of settlement of the award.

(l) Qualifying increases are:-

(i) Pay increases resulting from a job evaluation assessment.

(ii) Special recognition payments and acting-up allowances for additional duties carried out.

(iii) National and London salary and wage awards as agreed by the appropriate National Joint Council.

(iv) London Weighting awards as agreed by the appropriate National Joint Council.

(v) Local agreements concerning pay and allowances.

(m) Setting up of such systems and the adoption of such procedures as the Treasurer considers appropriate, to ensure the proper function of the financial affairs of the Authority.

(n) At the request of the Managing Director and in consultation with the Chair and Clerk, approving any additional expenditure that is necessary to ensure in general the proper functioning of the authority that is in excess of the annually approved budget up to the value of £250,000. Any such expenditure shall be reported to a meeting of the authority at the earliest opportunity.

MONITORING OFFICER TO THE AUTHORITY

The Monitoring Officer and whenever they are unfit or unable to act, the Deputy Monitoring Officer to the Authority, shall perform the functions set out in Section 5 of the Local Government Act 1989, and shall be responsible for

a) All legal advice to the Authority.

b) Instituting or defending any legal or other action by or against the Authority as may be authorised by the Managing Director.

c) Attending all meetings of the Authority

d) Ensuring that Members behave in a way that delivers the Authority's objectives and does not bring the Authority into disrepute.

e) Ensuring that any complaints about Members' behaviour are effectively dealt with

f) Reviewing and offering written advice and comments on all reports being presented to Authority meetings including Committee meetings

   (i) Classifying all documents for presentation to meetings of the Authority. Documents which they consider contain confidential or exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 shall not be released to the press and public unless in the case of exempt information the Authority specifically resolves that the documents be made public.

   (ii) Determine which papers are to be background papers for a report and ensure an appropriate list is included in each report.

DEPUTIES

The Clerk, Treasurer and Monitoring Officer shall each, in consultation with the Chair, appoint a Deputy to act in their place in the event that they are unfit or unable to act.

Managing Director

The Managing Director, or, in their absence, the relevant Director (see below), is authorised to exercise the powers and functions of the Authority as follows:-

(a) To act as the Authority's Head of Paid Service.

(b) To maintain effective relationships with constituent councils and external stakeholders.

(c) To take such emergency action as may be necessary, having first consulted with the Clerk where possible, to protect the public and the Authority's interest.

(d) To approve expenditure necessary to ensure the continued operation of the transfer stations or necessary to ensure in general the proper functioning of the Authority, up to a value of the annual budget approved by the Authority at its annual meeting.

(e) In consultation with the Chair, Clerk and Treasurer, to approve any additional expenditure that is necessary to ensure in general the proper functioning of the authority that is in excess of the annually approved budget up to the value of £250,000. Any such expenditure shall be reported to a meeting of the authority at the earliest opportunity.

(f) To obtain tenders for any scheme or costed proposal which has previously been approved by the Authority. Such action to be carried out in accordance with the Code of Practice for Contracts approved by the Authority.

(g) To issue interim and final certificates for payment of contractors' accounts for work(s) carried out (except where a dispute arises) and to authorise related payments to contractors/suppliers).

(h) In consultation with the Treasurer, to authorise the disposal of the Authority's unwanted/obsolete goods or materials where the value does not exceed £50,000.

(i) In consultation with the Clerk, to make temporary acting appointments to any post, below that of Managing Director and to make such other consequential appointments as may be necessary because of the temporary absence of the postholder(s) concerned or in the case of a post(s) becoming vacant. Any appointment of a Director shall be reported to the Authority for information as soon as practicable.

(j) To deal with staff management matters in accordance with the powers specified in the Authority's various Codes, Guidelines and Procedures, namely:-

Employees' Disciplinary Code; Procedure for handling staff grievances; Codes of practice for staff sickness; Procedures for dealing with cases of unsatisfactory performance; Harassment

Policy; Whistleblowing Code and Code of Conduct; Probation Code.

(k) To make all arrangements for the recruitment of staff, except the Managing Director (which is exclusively made by the Authority).

(l) To authorise such additional payments as are prescribed/permitted under the National Scheme of Conditions of Service and other appropriate schemes.

(m) The granting of salary sacrifice schemes/allowances to staff of the Authority in accordance with arrangements that are from time to time approved by the Authority.

(n) The nomination of staff to attend conferences.

(o) The granting of training, including day release facilities for staff.

(p) The granting of special leave of absence in accordance with arrangements that are from time to time approved by the Authority.

(q) Authorising extensions of sick pay for up to six months beyond the expiry of normal entitlement under the National Scheme of Conditions of Service.

(r) The granting of ex-gratia claims up to a value of £1,000.

(s) To respond on behalf of the Authority to requests from statutory bodies etc. for the Authority's comments on individual matters.

(t) To represent and express the views of the Authority at meetings, seminars and conferences.

The Strategic Director for Projects and Procurement is formally delegated to act on behalf of the MD in their absence.

In exceptional circumstances where both the Managing Director and the Director of Projects and Procurement are absent and/or one or both posts are vacant and it is not practicable to wait for the return / appointment of either postholder, the Director of Waste Management, may exercise any of the Managing Director's delegations.