

**London Waste and Recycling Board**

Minutes of the meeting of the London Waste and Recycling Board held on 17 March 2016 at 2.00pm, in Committee Room 3, City Hall, The Queen’s Walk, London SE1 2AA.

**Part A – Public Session**

**Board Members Present:**

- Richard Tracey AM – Chair
- Melville Haggard
- Bassam Mahfouz
- Nicholas Paget Brown
- Barbara Anderson
- Matthew Pencharz
- David Williams

Approved at LWARB Board Meeting on 13/03/2017

Signature: .....  
Chair

**Also Present**

- Adam Leibowitz, LWARB
- Wayne Hubbard, LWARB
- Antony Buchan, LWARB
- James Lanman, LWARB

**Apologies**

Apologies were received from Clyde Loakes.

**Welcome**

Richard Tracey welcomed everyone to the meeting, and noted that this would be his last as Chairman of the Board.

**Declarations of Interest**

No declarations of interest were made over and above those recorded in the Board’s standing Register of Interests.

**Minutes of the Previous Meeting (19 November 2015)**

Minutes of the Part A of the LWARB meeting held on 19 November 17/03/16 2015 were agreed.

## **01 Chief Operating Officer's Report (Paper: 17/03/16 – 1)**

Wayne Hubbard introduced the paper.

### *Staffing*

Wayne Hubbard noted that the new Head of Investment (Stuart Ferguson) and Business Development Officer (Jessica Brodrick) would start in April or May. Joe Berry is to remain engaged for a few further months to ensure a smooth handover. Wayne Hubbard said that Stuart Ferguson would take over as LWARB's representative on the LRL Board but thought it sensible to retain Joe Berry as LWARB's Plascrecycle board member.

Antony Buchan confirmed that Gemma Scott's maternity leave was due to begin in the summer.

### *Investment Committee Membership*

Barbara Anderson noted that she had worked with Steve Hacking previously and that she was happy to recommend him as an Investment Committee member. Melville Haggard supported his appointment. Wayne Hubbard said that he would bring some knowledge of small businesses to the Committee.

### *Business Plan*

Wayne Hubbard explained that LWARB is required by statute to publish an annual business plan by 31<sup>st</sup> March each year, and proposed that the current business plan simply be restated with the revised budget as provided in the appendix to the paper.

### *Finance Reports*

Melville Haggard asked where the return of funds from East London Biogas was recorded in the finance reports. James Lanman explained that this was shown as return from a 'commercial loan' in paragraph 6 of the December 2015 report.

## **Decision**

The Board:

- Noted the matters discussed in the report.
- Approved the Business Plan and revised budget as presented in the paper.
- Approved the appointment of Steve Hacking to the Investment Committee until 31 August 2016.

## **02 Audit Committee Update (Paper: 17/03/16 – 2)**

David Williams introduced the paper and noted that there would be one more meeting of the Audit Committee before his term of office comes to an end in August.

David Williams noted that the risk register represents the output of the September Risk Management Workshop and is much slimmed down compared to its predecessor. David Williams stressed that this register remains a live document that is reviewed regularly by officers and the Audit Committee.

David Williams noted the internal audit reports giving substantial and significant assurance to LWARB's procedures and thanked the team, in particular James Lanman and Adam Leibowitz for their contributions to achieving these assessments, now and in previous years.

Regarding the treasury management proposal, David Williams noted that while LWARB is not going to be a formal part of the fund, it will receive the benefits of being in the fund, but as GLA will hold LWARB's funds as a loan, the risk involved remains miniscule. Melville Haggard queried when LWARB would be able to formally join the fund. Wayne Hubbard noted that this would be unlikely in the short term as it would require an amendment to the GLA Act.

## **Decision**

The Board:

- Noted the matters reported.
- Approved proceeding with arrangements for the management of LWARB's funds as outlined in Appendix 3 of the paper presented; and delegated to the Head of Finance to sign off on the agreement, subject to consultation with the Chief Operating Officer and the Chair of the Audit Committee.

## **03 Resource London Update (Paper: 17/03/16 – 3)**

Antony Buchan introduced the paper on behalf of Clyde Loakes, and noted that there had been a meeting of the Resource London Partnership Board in March and the paper presented to this meeting was a summary of the year's activities. Antony Buchan highlighted that over the past year, Resource London had met with all of London's waste authorities and had worked with a number on a 1-1 basis.

Antony Buchan noted that consultants had been appointed to look at the domestic rental sector and multiply occupied buildings in particular. Barbara Anderson asked whether this work would include looking at the psychology of behaviour changes. Antony Buchan explained that that would not be considered by this piece of work.

Antony Buchan noted that the London Conference had been a success with 36 of London's 38 waste authorities present and had focussed on harmonisation.

Antony Buchan noted that the Resource London Partnership Board had agreed a programme plan for the coming year, as described in the paper. Melville Haggard asked whether an ultimate objective of Resource London was to achieve harmonisation of waste services across London's boroughs. Antony Buchan confirmed this and agreed that this would take a long time given the current contract timetables. Melville Haggard noted that if such harmonisation could be achieved, it would go a long way towards mitigating the need for communications campaigns. Barbara Anderson noted that harmonisation need not mean a 'one size fits all' approach as there were real differences to accommodate in housing stock. Antony Buchan agreed, but suggested that some elements, such as colour coding, could be standardised.

Nicholas Paget Brown asked whether the contamination survey considered only rates self-reported by the boroughs. Antony Buchan confirmed that this was the case but in the coming year WRAP would be analysing MRF data directly.

Antony Buchan reported that LWARB was facilitating a tour of waste facilities for the Head of Waste Policy at Defra. Richard Tracey asked whether councillors would be included in this. Antony explained that they would not as this was intended to be an educational opportunity for Defra staff.

Matthew Pencharz asked whether LWARB was monitoring borough savings arising from LWARB activity. Antony Buchan said that the savings on from the Efficiency Programme had been recorded but year-on-year savings are not.

### **Decision**

The Board noted:

- The progress of the delivery of the Resource London Programme and associated work streams.
- The agreed 2016/17 Resource London Delivery Plan.

## **04 Circular Economy Programme Update (Paper: 17/03/16 – 4)**

Wayne Hubbard introduced the paper.

Wayne Hubbard noted that work is continuing on the development of the chapters to the Route Map, but that, due to the pre-election period, these would not be published until after the election.

Wayne Hubbard noted that the Ellen MacArthur Foundation Study Day and Circular Cities Conference had been very successful and had attracted good attendance. Wayne Hubbard thanked the GLA for hosting the conference.

Melville Haggard stressed the importance of linking the policy development in the circular economy to the deal flow of investments. Wayne Hubbard agreed and noted that the very early stages of circular economy development are currently missing, and LWARB is currently working on an SME support programme to address this.

### **Decision**

The Board noted the update on LWARB's circular economy programme.

**05 Papers Approved by Written Resolution (Paper: 17/03/16 – 5)**

**Decision**

The Board noted the approval of paper WR 15/16 – 02 under the written resolution procedure.

**Part A Any Other Business**

Mathew Pancharz asked whether Emissions Performance Standards are used in LWARB's evaluations as these can be much more useful than simple tonnage. Antony Buchan confirmed that they are used and are worked into Resource London's key objectives, and that Resource London is working with GLA methodologies.