

**NORTH LONDON WASTE AUTHORITY**

**REPORT TITLE:**

APPOINTMENT OF MEMBERS TO COMMITTEES AND WORKING GROUPS

**REPORT OF:**

MANAGING DIRECTOR

**FOR SUBMISSION TO:**

NORTH LONDON WASTE AUTHORITY

**DATE:**

27 JUNE 2013

**SUMMARY OF REPORT**

The report outlines the matters that must be taken into account when establishing committees, details procedures relating to attendance at meetings and seeks decisions on appointments to the North London Waste Authority Urgency Committee, the LondonWaste Ltd Shareholder Group, Finance Working Group, Planning Sounding Board, Recycling Working Group and arrangements connected with communications.

**RECOMMENDATIONS**

That the Authority:

1. Notes the political balance requirements as they affect the Authority for the ensuing municipal year.
2. Establishes and appoints an Urgency Committee consisting of seven members as set out in paragraph 3.2
3. Appoints the Chair and Vice-Chairs of the Authority to the LondonWaste Ltd Shareholder Group as identified in paragraph 4.1
4. Agrees to maintain a Finance Working Group as set out in paragraph 5.2, appoints one Member from each Constituent Borough to form its membership and appoints one of these Members to chair the Group
5. Agrees to maintain the availability of a Planning Sounding Board as identified in paragraph 5.3 and initially appoints four Members to form its membership, with one Member each from the London Boroughs of Camden, Hackney, Islington and Waltham Forest
6. Agrees to maintain a Recycling Working Group as set out in paragraph 5.4, appoints three Labour Members and one Conservative Member to form its membership and appoints one of these Members to chair the Group.
7. Confirms that the Chair of the Authority will guide Officers in connection with the Authority's communication strategy and will be consulted on individual media communications of a sensitive nature.
8. Notes the position regarding attendance at meetings

**Managing Director:**

**DATE:** 18 June 2013

## **1.0 INTRODUCTION**

- 1.1 This report sets out the proposed Committee structure for the Authority for the next Municipal year and asks Members to deal with certain appointments in particular to Working Groups. It also deals with the issue of attendance at Authority meetings.

## **2.0 POLITICAL BALANCE**

- 2.1 The Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990 deal with the requirement that an Authority allocates places on its Committees, Sub Committees and other Bodies to each political group. The allocation must be in the same proportion as the number of Members of the Group bears to the Authority as a whole. Statutory Joint Waste Disposal Authorities are included in the bodies to be subject to these arrangements, and this Authority has a duty to review its political balance at its Annual Meeting (or as reasonably practical thereafter).

- 2.2 With the nominations made by constituent Councils for 2013/14, the Authority has the following number of members divided by party lines as follows:

- 2 Conservative Members
- 12 Labour Members

The percentages for each party are therefore 85.6% Labour and 14.4% Conservative.

## **3.0 COMMITTEE STRUCTURE**

### **Urgency Committee**

- 3.1 The Authority has operated in the past with an Urgency Committee to deal with any matters of urgent business which occur between Authority meetings. Its terms of reference (as quoted from the NLWA Standing Orders) are as follows:

“To act in respect of any matters within the jurisdiction of the Authority (referred to in A.2.1 of Standing Orders) and which will not admit of delay”.

- 3.2 In accordance with the Authority’s Standing Orders the Urgency Committee shall have a membership of seven to include the Chair and Vice Chairs and so that one Member is from each of the Constituent Boroughs. The quorum for meetings is three Members.

- 3.3 In terms of Member workload it should be noted that whilst the Urgency Committee is necessary it has only met twice in the last ten years.

## **4.0 LONDONWASTE LTD SHAREHOLDER GROUP**

- 4.1 The Shareholder Group was set up to carry out a number of functions related to the NLWA’s ownership of the Company. Since 2010/11, when first appointed, the Group has scrutinised the Company’s business plans, attended General meetings, and approved capital expenditure. The Chair

and Vice-Chairs agreed to form the Shareholder Group in previous years and it is suggested that this arrangement continues in 2013/14.

## **5.0 WORKING GROUPS**

### **5.1 Introduction**

At the Authority meeting on 23<sup>rd</sup> September 2010 Members considered a report from the Managing Director on the formation of Working Groups. Authorisation was given to the setting up of a Finance Working Group, a Planning Sounding Board and a Recycling Working Group. Additionally the Chair was authorised to guide officers in the development of a communication strategy and it was agreed that the Chair must be consulted on individual media communications of a sensitive nature.

The Work Groups and Sounding Board have no decision-making powers and meetings and other arrangements are not subject to the rules which otherwise apply to either full Authority meetings or meetings of the Authority's committees. Decisions which need to be made by the Authority are either made by the Authority itself, one of its duly delegated committees or a delegated Officer.

### **5.2 Finance Working Group**

At the Annual meeting in June 2012 it was resolved to maintain the Finance Working Group on the basis of one Member being nominated by each Constituent Borough. Councillor George Meehan has Chaired the Group since its formation in 2010. The Group meets 2-3 times each year to carry out a number of activities, including a review of the annual budget in advance of presentation to the Authority for approval in February and a review of the annual Statement of Accounts in advance of submission to the September meeting. The Group also reviews the Authority's risk registers and risk management arrangements and reports issued by its internal and external auditors. The Group is also updated at its meetings on the performance of LondonWaste Ltd and any other important matters of a financial nature.

It is proposed that the Finance Working Group continues and that nominations for membership and the Chair of the Group are sought from Authority Members.

The next meeting of the Group is scheduled to take place on Friday, 6 September 2013. It is currently envisaged that the Group will review the 2012/13 draft Statement of Accounts and the Annual Governance Statement before submission to the Authority in September for formal approval. Additionally, the Group will be requested to review the Authority's risk registers ahead of the annual review of risk management at the September meeting.

### **5.3 Planning Sounding Board**

It was agreed at the Annual meeting in June 2011 to maintain the availability of a Planning Sounding Board to the Managing Director but that it should only meet on an "as and when" basis. It was also felt that as the Authority or its contractor will be pursuing major planning applications for waste

management facilities at Pinkham Way and Edmonton, Members from Haringey, Barnet and Enfield should not be involved in the Planning Sounding Board. Accordingly if established the Planning Sounding Board would be set up with four Members, with one Member each from Waltham Forest, Camden, Hackney and Islington.

Based on the current Membership of the Authority this proposal is not in accordance with the requirement for political balance outlined in paragraph 2.1 above, however it is considered acceptable due to the informality of the group and in view of the Authority's interest in a waste facility at Pinkham Way.

Although the Planning Sounding Board has not met, its views have been sought during 2012/13 and it is proposed that it remains available and that nominations are sought for membership from the same four boroughs as agreed in June 2011.

#### **5.4 Recycling Working Group**

At the Annual meeting in June 2012 it was resolved to maintain the Managing Director's authority to establish a Recycling Working Group with three Labour Members and one Conservative Member. The Group met for the first time during 2012/13. Prior to this it had not met, largely due to uncertainty around the future strategies of the eight authorities as arrangements connected with the procurement are finalised. However, as key matters such as future borough collection activities are decided, it has become more appropriate for the Group to meet to help the drive to 50% recycling.

It is therefore proposed that the Managing Director's authority to maintain a Recycling Working Group is continued and that nominations for membership and Chair of the Group are sought with three Labour and one Conservative Members from the Authority.

#### **6.0 COMMUNICATION**

6.1 The Authority is engaged in a significant amount of communication activity with often tight deadlines for media information and press releases. It is therefore proposed that the Chair of the Authority continues to guide officers in connection with the Authority's communications strategy and is consulted on media communications of a sensitive nature.

#### **7.0 ATTENDANCE AT MEETINGS**

7.1 In the absence of regular formal committees it is only attendance at Authority meetings that can count in any assessment of Member attendance/non-attendance. The current arrangements including the mechanism for providing warnings prior to disqualification are as follows:

7.2.1 Under Section 85 of the Local Government Act 1972, if a Member fails to attend meetings throughout a period of six consecutive months from the date of the last attendance, they are disqualified from membership.

7.2.2 In 2000/2001 a mechanism was established to provide prior warning for Councillors at risk from disqualification. The process is for

Members and Constituent Councils to be sent an advisory letter if they risk disqualification from the Authority. This also gives the Member the opportunity to correct issues of non-attendance prior to disqualification coming into effect (e.g. attendance at a related meeting or other event not being taken into account).

7.2.3 The Standing Orders for the Authority state:

“A.3.3 Non-Attendance

(a) Members who do not attend any meeting of the Authority for a period of six months are disqualified from membership of the Authority, unless the reason for their non-attendance was approved by the Authority before the end of the six month period.

(b) Where the Deputy Clerk becomes aware that a Member has failed to attend a meeting of the Authority, its committees and/or its other subsidiary bodies for a period approaching six months, the Deputy Clerk will advise the member concerned and their constituent authority of their risk of disqualification.

(c) In the event of the Member concerned failing to attend a meeting of the Authority, the Authority will invite the constituent Council to appoint a replacement representative.”

**Appendix 1 to this report has a summary of the proposed membership of the above working groups etc.**

**8.0 FINANCIAL ADVISER’S COMMENTS**

8.1 The Financial Adviser has been consulted in the preparation of this report and has no further comments to add.

**9.0 LEGAL ADVISER’S COMMENTS**

9.1 The Legal Adviser has been consulted in the preparation of this report and has no further comments to add.

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## APPENDIX 1

Urgency Committee	7 Members, one from each borough, to include the Chair & Vice-Chairs
LondonWaste Limited Shareholder Group	3 Members – Chair and Vice-Chairs
Finance Working Group	7 Members, one from each borough
Planning Sounding Board	4 Members, one from each of the London Boroughs of Camden, Hackney, Islington and Waltham Forest
Recycling Working Group	4 Members, 3 Labour and 1 Conservative

**REPORT ENDS**