

NORTH LONDON WASTE AUTHORITY

REPORT TITLE: APPOINTMENT OF MEMBERS TO COMMITTEES AND WORKING GROUPS

REPORT OF: MANAGING DIRECTOR

FOR SUBMISSION TO: AUTHORITY MEETING

DATE: 25TH JUNE 2026

SUMMARY OF REPORT:

The report outlines proposals to amend the committee structure of the Authority, seeks decisions on appointments to the Authority's Audit and Governance Committee and arrangements for Authority Working Groups, arrangements for communications, and details attendance requirements for meetings for noting.

RECOMMENDATIONS:

The Authority is recommended to:

- A. Establish and appoint to an Audit and Governance Committee with the terms of reference as set out in paragraphs 2.2 to 2.5 and membership consisting of all Members of the Authority and Conrad Hall as an Independent Member, noting proposals for a second Independent Member, and delegate authority to the Managing Director to make all necessary changes to Standing Orders;
- B. Agree to the removal of Urgency Committee and Programme Committee from the committee structure as outlined in paragraphs 2.6 to 2.7, and delegate authority to the Managing Director to make all necessary changes to Standing Orders;
- C. Agree to maintain the Working Groups as set out in Section 3, comprising all Members of the Authority and on the Finance Working Group the Independent Member of the Audit and Governance Committee;
- D. Confirm 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; and
- E. Note the position regarding attendance at meetings.

SIGNED:  Managing Director

DATE: 15 June 2026

1. INTRODUCTION

- 1.1. This report sets out the proposed committee structure for the Authority for the next municipal year and asks Members to make appointments to committees and working groups. It also deals with the issue of attendance at Authority meetings.
- 1.2. The political landscape has changed, with more parties elected to the Authority and split delegations from some constituent councils. To reflect this and the focussed nature of the Authority's business, in making appointments to committees, officers consider the most democratic approach would be to enable all Members to participate in all discussions and decisions.
- 1.3. The changes detailed below are designed to reflect the above aspiration of full participation by all members.

2. APPOINTMENT TO COMMITTEES

- 2.1. Authority meetings provide the forum at which decisions are taken relating to the Authority's responsibilities. The Authority's Standing Orders also provide that decisions can be taken in Committees; in the latter case in accordance with their individual terms of reference.

Audit and Governance Committee

- 2.2. The Authority's Standing Orders provide for an Audit and Governance Committee to meet the requirement for approval and publication of audited accounts, as required by the English Devolution and Community Empowerment Act 2026. Its terms of reference (as quoted from the NLWA Standing Orders) are as follows:

"To consider and approve the audited accounts to enable publication of those accounts each year to meet statutory deadlines.

To keep under review and to offer advice upon the Authority's corporate governance arrangements including its arrangements for managing risk (including fraud) and systems of internal control".

- 2.3. In accordance with the Authority's existing Standing Orders, the Audit and Governance Committee has previously had a membership of seven so that one Member was from each of the Constituent Boroughs. The quorum for meetings is four Members. The other Member from the relevant Constituent Council that was not appointed to the Audit and Governance Committee was able to attend that meeting as a substitute.
- 2.4. As noted above it is proposed that in future all Members of the Authority will participate in all decisions. To enable this, while providing for a level of independence, it is proposed that all Members of the Authority will be appointed

to the Committee but that the Chair and Vice-Chair elected by the Committee must differ from that of the Authority.

- 2.5. At the AGM in June 2023, the Authority agreed to the appointment of an Independent Member of the Audit and Governance Committee, approved the appointment process and delegated authority to the Director of Corporate Services to appoint. The Independent Member has no voting rights and therefore will not count towards the quorum of a meeting but otherwise is a full member of the Committee. Since the previous AGM, Conrad Hall has been appointed as the Independent Member of Audit and Committee. It is proposed that the Authority confirm Conrad Hall in his appointment for a further year, until the 2027 AGM. It is further proposed that an additional Independent Member be recruited and that an appointment process be brought to the next meeting of the Authority.

Urgency and Programme Committees

- 2.6. It is proposed to remove the Authority's Urgency Committee and Programme Committee from Standing Orders. The Urgency Committee was established to deal with matters of urgent business but the last time it met was 2012. Standing Orders provides for Extraordinary Meetings of the Authority to be called to handle urgent business. The Chair, following consultation with the Clerk or Managing Director, may call an extraordinary meeting of the Authority, or at least three Members of the Authority may request the Chair call an extraordinary meeting of the Authority in line with provisions in Standing Orders. The usual requirements regarding notice of meeting apply, with a summons being issued five clear days before the day of meeting.
- 2.7. The Programme Committee was established to consider matters related to the North London Heat and Power Project (NLHPP). With the new constitution of the Authority, officers recommend that all project decisions are in future considered by the full Authority.

3. WORKING GROUPS

- 3.1. Since 2010, the Authority has run two working groups dealing with Finance and Recycling. They allow Members the opportunity to keep up to date and to input into ideas and plans at an early stage.
- 3.2. These groups have no decision-making powers and are not subject to the Authority's Standing Orders, allowing them flexibility in timing, location (including on-line) and consideration of materials. The following arrangements are suggested, subject to review in 6 months.
- 3.3. The Finance Working Group routinely meets three to four times each year to carry out a number of activities, including review progress towards 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 Audit and Governance Committee. The Group also reviews the Authority's risk registers and risk management arrangements and reports issued by the internal and external auditors. The Group is also updated at its meetings on the performance of LondonEnergy Ltd and any other important financial matters.

- 3.4. It is proposed that the Finance Working Group continues, made up of all Members of the Authority including the Independent Member of Audit and Governance Committee.
- 3.5. It is proposed that the Recycling Working Group is continued, renamed as the Circular Economy Working Group (which reflects the breadth of its activities), and made up of all members of the Authority. In practice the working group considers all matters which help to contribute to a reduction in residual waste including waste prevention, reuse, repair, education activity, development of the Authority's community fund and measures to increase recycling of materials collected.
- 3.6. As noted, the working groups are informal and not decision making. They do provide an excellent opportunity for Members to have additional briefings – particularly between formal meetings and they do inform later reports to the Authority. It is accepted that not all Members will be able to attend every meeting.
- 3.7. In addition to working groups which meet on a regular basis, officers have agreed with the Chair when it has been beneficial to provide ad hoc briefings to keep Members abreast of key developments and give Members an opportunity to ask questions on live issues. These briefings include borough officers as appropriate. This has happened, for example, in relation to the North London Heat and Power Project as contracts and construction has progressed. It is proposed that the Managing Director continue to liaise with the Chair on future potential briefings.

4. COMMUNICATION

- 4.1. At the Authority meeting on 23rd September 2010, its Chair was authorised to guide officers in the development of a communication strategy and it was agreed that the Chair should be consulted on individual media communications of a sensitive nature. 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.

5. ATTENDANCE AT MEETINGS

- 5.1. 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.

- 5.2. Members should note that it is only attendance at formal NLWA meetings, including formal committee meetings, which can count in any assessment of Member attendance/non-attendance. Attendance at meetings of working groups or other informal briefings do not count for these purposes.
- 5.3. Should a member be at risk of breaching the '6 month rule' they and their Constituent Borough will be sent an advisory email so they can avoid it taking effect.
- 5.4. Reflecting the above the Standing Orders for the Authority state:

“Non-Attendance

- A.3.4 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.
- A.3.5 Where the Managing Director and Deputy Clerk (in these Standing Orders called “the Managing Director”) 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 Managing Director will advise the Member concerned and their Constituent Borough of their risk of disqualification.
- A.3.6 In the event of the Member concerned failing to attend a meeting of the Authority, the Authority will invite the Constituent Borough to make a new Member appointment.”

6. EQUALITIES IMPLICATIONS

- 6.1. There are no equalities implications.

7. COMMENTS OF THE LEGAL ADVISER

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

8. COMMENTS OF THE FINANCIAL ADVISER

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

List of documents used:

No documents required to be listed.

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