Paper No. WRWA 25-14

WESTERN RIVERSIDE WASTE AUTHORITY

MEETING	12th June 2025
REPORT AUTHOR/DATE	Interim General Manager *(Contact Rachel Espinosa - Tel. 020 8871 2788)* 29th May 2025
SUBJECT	A Report outlining progress with operations and other matters since the previous meeting of the Authority.
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STATUS	Open
BACKGROUND PAPERS	None

EXECUTIVE SUMMARY

1. This paper brings Members up to date on operational and other matters, which, in themselves, do not warrant the production of a separate paper. The majority of these matters are for Members' information, but where approval is sought, this is referred to in the report and summarised at the end. The specific matters covered in this report are:-

    a) Operations
    b) Receipt of DIY Waste at the HWRC
    c) Performance Monitoring
    d) Recruitment Update
    e) Staff Codes
    f) National and Regional Government Policy Update
    g) Simpler Recycling
    h) MRF Sampling
    i) Contamination in Co-mingled Recycling
    j) Waste Composition Survey
    k) Constituent Council New Recycling Initiatives
    l) Items costing between £5,000 and £30,000
    m) Comments of the Treasurer

RECOMMENDATIONS

2. The Authority is asked to:

    a) delegate authority to the Interim General Manager, Treasurer and HR advisor in consultation with the Chair, to undertake a review of the Clerk job description and remuneration;
    b) instruct the Interim General Manager to run a recruitment exercise for a permanent Clerk position (see paragraphs 16 to 20 below);
    c) approve the extension of the Interim Clerk's contract until a permanent Clerk is in place, with the objective that this be by the end of August 2025;
    d) instruct the Clerk to distribute the updated Staff Codes (detailed in paragraph 24 below) on 7th July 2025 ;
    e) approve the draft Acceptable Use of Equipment and Data Policy and instruct the Clerk to distribute the Policy to all staff on 7th July 2025;
    f) approve officers draft response to the Mayor's London Plan consultation (attached as Appendix 5);
    g) approve that the Interim General Manager enter into a 2-year Contract with a suitable supplier to provide a sampling programme (four waste composition surveys) as a total cost of between £121,200 and £161,400 see paragraphs 52 to 57 below) ; and

h) otherwise receive this report as information.

OPERATIONS

3. Since the last Authority meeting, Smugglers Way has experienced two interruptions to normal operations.

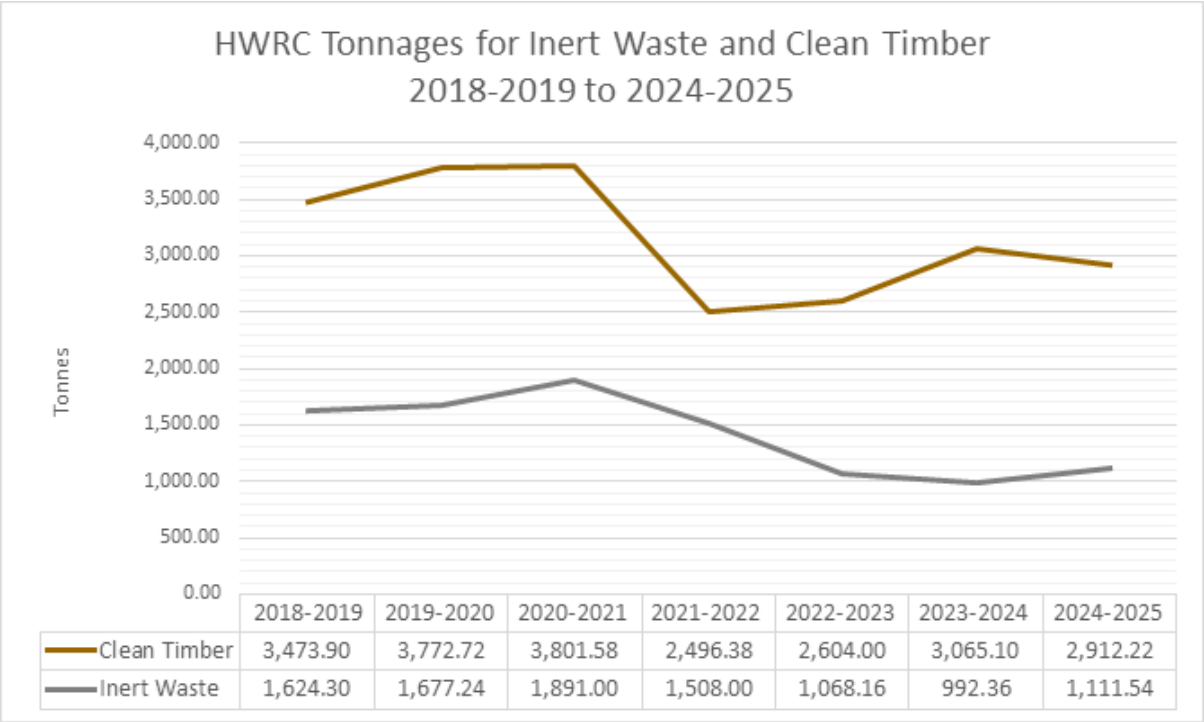
4. Disruption occurred due to planned Thames Water works at the north end of Wandsworth Bridge/Carnwath Road junction on 14th to 17th April 2025. The temporary traffic lights in place, brought the surrounding road network to a slowdown, resulting in Borough refuse collection vehicles experiencing some difficulties in accessing and exiting the Smugglers Way Transfer Station. At 8.41am on the 15th Authority officers confirmed to Boroughs that all waste and recycling vehicles could deliver to Cringle Dock if they would like to. The slowdown of traffic in the surrounding roads continued throughout the duration of the works with normal delivery patterns resuming on 18th April 2025. The same problems were experienced by members of the public using the Household Waste and Recycling Centre with some being delayed in exiting the Centre until after 6pm (the Centre closes at 4pm on a weekday). To alert residents to possible congestion in the local road network, a mass email communication was sent out to all residents who had booked a HWRC visit during this period to alert them to possible delays and the Authority's website was also updated.

5. On the evening of Wednesday, 14th May there was a breakdown in the MRF, resulting in MRF staff being unable to process material until the morning of the 15th, resulting in higher than normal bunker levels. With this in mind, Lambeth Council officers were notified at 6.06am that all Lambeth mixed recycling vehicles should be instructed to tip at Cringle Dock for that day. At 7.31am the following day, Lambeth were notified that normal tipping arrangements could resume.

RECEIPT OF INDUSTRIAL WASTE (DIY TYPE WASTE) AT THE HWRC

6. Since January 2024, officers have been monitoring the deliveries of DIY materials into the HWRC to establish whether an amendment to the current HWRC Booking Form was required to limit excessive deliveries by any one household.

7. Both Inert Waste and Clean Timber tonnages are trending downwards year-on-year, with Inert down -23.39% and Clean Timber down -41.22% from their highs in 2020-2021.



	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Clean Timber	3,473.90	3,772.72	3,801.58	2,496.38	2,604.00	3,065.10	2,912.22
Inert Waste	1,624.30	1,677.24	1,891.00	1,508.00	1,068.16	992.36	1,111.54

PERFORMANCE MONITORING

Introduction

8. Detailed tonnage and performance information is attached as Appendix 1 to this report, alongside illustrative charts highlighting parts of the information. The tables shown set out:

    a) The outturn tonnages of each waste type (including co-mingled recycling contamination) delivered by each constituent council for 2024/25; and

    b) Comparisons of the tonnages of each major waste type handled by each constituent council on an annual basis.

Points to Highlight

9. Annual total waste delivered decreased overall between 2023/2024 and 2024/2025, with declining general waste tonnages contributing significantly to this. General Waste delivered in 2024/2025 decreased from three of the constituent councils (Hammersmith and Fulham -2,411 tonnes, Lambeth -2,006 tonnes, and Wandsworth -3,358 tonnes), with Kensington and Chelsea showing a slight increase of 335 tonnes. Inverse changes in Co-mingled Waste delivered for 2024/2025 were also seen, with increases from the same constituent councils

(Hammersmith and Fulham 909 tonnes, Lambeth 642 tonnes, and Wandsworth 2,631tonnes), and Kensington and Chelsea showing a slight decrease of 270 tonnes.

10. DEFRA statistics published on May 8th 2025 stated that household general waste tonnage in England was estimated to have decreased by 1% between 2019 and 2023, noting national progress towards the target of 333kg per person per year by 31st January 2028, and 247kg per person per year by 31st December 2042, from the 2023 Environmental Improvement Plan and Environmental Targets (Residual Waste) (England) Regulations 2023. In this same 2019 to 2023 timeframe, the partner Boroughs have seen the household general waste percentage changes and kilograms per resident per year presented in the table below. These figures are based on Waste Data Flow submissions for household (HH) general waste.

Borough	**HH General Waste Percentage Change 2019/2020 to 2023/2024**	**HH General Waste 2023/2024 (kg/person/year)** [1]	**HH General Waste Percentage Change 2023/2024 Q1-Q3 to 2024/2025 Q1-Q3**	**HH General Waste 2024/2025 Q1-Q3 (kg/person/period)** [2]
Hammersmith & Fulham	-9.81%	164.65	8.26%	130.03
Kensington & Chelsea	-3.78%	242.15	1.26%	186.02
Lambeth	-15.31%	140.66	-3.20%	274.52
Wandsworth	-0.43%	215.02	-4.54%	218.12

[1] 2023/2024 population data sourced from the 2023 ONS Mid-year Population Estimates.

[2] 2024/2025 population data sourced from: 2022 ONS Mid-year Population Estimate for Hammersmith & Fulham multiplied by the 2022 GLA 10-year trend population forecast for London from 2022 to 2024; Kensington & Chelsea's Joint Strategic Needs Assessment; Lambeth Demography webpage; Wandsworth Joint Strategic Needs Assessment.

11. The charts included in the Appendix illustrate the trends in the total HWRC & delivered general waste and co-mingled recycling from 2019/2020 to 2024/2025 per Borough, and the total HWRC and delivered waste streams other than general waste and co-mingled recycling.

RECRUITMENT UPDATE

Clerk Appointment

12. The Authority is required to appoint a Clerk, who reports directly to the Chair of the Authority, advising and supporting her in the Administration and Governance of the Authority. Their position in the management structure is at Appendix 2.

13. Following an internal and external recruitment process in December 2024, the Authority secured the current Clerk, on an interim basis for a six-month period, commencing January 2025. Given the interim nature of the position, Officers propose to commence a recruitment process to secure a permanent Clerk as soon as possible. In the meantime, and to ensure continuity, it is proposed to extend the interim contract by two months until a permanent Clerk is in place, with the objective that this be by the end of August 2025.

Role of the Clerk

14. The main requirements of the role are:

- Ensuring the effective and efficient administration of Authority business;
- Acting as Monitoring Officer for the Authority under Section 5 of the Local Government and Housing Act 1989; and
- Carrying out the Proper Officer functions as set out in Standing Orders.

15. The detailed Functions, Duties, Person Specification and remuneration of the role are attached as Appendix 3 and reflect practice in other London Waste Authorities. Notwithstanding that, the role has not been reviewed during the last five years and it is therefore reasonable to undertake a review of the job description and remuneration prior to commencing recruitment.

Recruitment Process

16. The previous permanent recruitment process took place in Summer 2020 and it is recommended to follow the same process. In recruiting to the post, the Authority in required under Section 34(8) of the Local Government Act 1985 to "*have regard to the desirability of that person being the chief officer of a constituent council of the authority.*"

17. The role will be promoted to the Constituent Councils via their Chief Executives and to external candidates through advertisement in suitable periodicals and websites e.g. Public Law Jobs, The Law Society and the Guardian. The process will

progress with specialist HR support provided by the Authority's HR advisor, Axis HR.

18. Candidates will be short listed by the Treasurer, Interim General Manager and HR advisor for interview. It is proposed that the Authority establish an Appointments Committee, consisting of one Member from each Constituent Council, to be chaired by the Authority's Chair, with the power to make a permanent appointment of a Clerk to the Authority.

19. Should this exercise fail to produce a new post holder by August 2025 then the role would be re-advertised, but additionally a specialist recruitment firm would be engaged to assist with the process.

20. It is proposed to delegate authority to the Interim General Manager, Treasurer and HR advisor in consultation with the Chair, to undertake a review of the Clerk job description and remuneration. Following that, it is proposed that the Interim General Manager be instructed to run a recruitment exercise for the post.

Other Recruitment

21. A report elsewhere on this agenda (Paper No. WRWA 25-15) details the recruitment process for the new Managing Director position.

22. Since January 2025, recruitment processes have been undertaken for a Performance Information Officer, an Administrative Assistant and an Education Officer. All three positions are now successfully filled and recruitment for the recently approved Communications Officer position will commence during the coming months.

STAFF CODES, POLICIES AND PROCEDURES

23. Unless obviously required sooner, due to changes in legislation or other circumstances, the Authority's staff codes and procedures are periodically reviewed on a quadrennial basis to ensure that:

    - all references are up to date;
    - they are in line with all current laws; and
    - they match the prevailing staff structure.

24. The following policies/codes/procedures have been reviewed and require no more than minor changes to reflect the current staff structure, so these will be finalised and distributed to staff on 7th July 2025.

a) Dress Code
b) Sexual Harassment Code
c) Menopause Code

25. With the upcoming review of senior level staffing, it does not seem sensible at this time to update other Codes with the prevailing staff structure as it is expected that these will change later this year, and the Codes will very quickly become out of date. They will of course be updated should legislation require, prior to the change in the staffing structure.

26. Officers have produced a new Policy – the Acceptable Use of Equipment and Data Policy – a draft of which is attached as an Appendix 4 to this report. Authority staff have been consulted on the draft report and comments have been incorporated. Authority officers are now seeking Member approval of the Policy and an instruction to the Interim Clerk to distribute the Policy to all Authority employees.

NATIONAL AND REGIONAL GOVERNMENT POLICY UPDATES

Deposit Return Scheme

27. The Deposit Return Scheme is due to go live in England in October 2027 and includes single-use plastic and metal drinks containers between 150ml to 3 litres in size as in-scope materials. The UK Deposit Management Organisation (UK DMO) has been announced as the operator of the scheme and will be responsible for designing and operating the systems that make the scheme work, e.g. producer registration, logistics and finance.

Extended Producer Responsibility

28. WRWA has been approached by DEFRA's new PackUK team, to take part in a pilot Improvement Action Plan (IAP) process, to enable testing and improvements to be made to the IAP process. The pilot is planned to take place between June and November 2025 and the Authority will be allocated a 'Support Organisation' that will lead on the process.

29. In future years of the pEPR scheme, local authorities will be required to meet efficient and effectiveness standards and IAPs will be used to highlight areas for improvement. The effectiveness of services will be used to calculate the level of payments made going forward.

30. Taking part in the pilot is an opportunity for Officers to gain early insights into the IAP process and shape it. Going through a test IAP will also provide useful insight into areas for improvement and provide an understanding of potential implications for future pEPR payments.

Digital Waste Tracking

31. The UK Government intends to introduce a system to make it easy to track movements of waste and resources in real time, through a new Digital Waste Tracking service. The intention is that the new service will join up and digitise currently fragmented systems to provide a single comprehensive way of tracking waste arisings and their journey through the waste system to final destinations. It is planned for the digital waste tracking system to come into force from April 2026.

London Plan Revisions

32. The London Plan provides the policy framework on key issues that affect London, such as new homes, workplaces, public transport and also includes waste management policies. It is a legal requirement for the Mayor of London to produce an up to date Plan every 5 years and the next review is due.

33. The Mayor of London launched a 6-week consultation period on Friday 9th May 2025, which closes on Sunday 22nd June 2025.

34. The consultation document 'Towards a new London Plan' seeks views on each section of the Plan. Section 5 'London's infrastructure, climate change and resilience' seeks views on waste and circular economy matters. Consultees are asked to read a summary paragraph and submit their comments online.

35. The Authority's draft response is in

36. Appendix 5 and Members are asked to endorse the content.

SIMPLER RECYCLING

37. As advised at the last Authority meeting (Paper No. WRWA 25-06), Authority officers had held discussions with Cory who had confirmed that they were in a position to receive plastic film into the MRF, via co-mingled collections.

38. It was also reported that all four Borough Technical Officers expressed an interest in being involved in trial collections and for these to progress during Spring 2025.

39. Following further discussions with Cory, they have provided a list of soft plastics that can be separated for recycling now, based on the current available reprocessing markets. This does not include all the flexible plastics in use by manufacturers and producers, as not all types are currently recyclable. Technical Officers were informed of the list of soft plastics that could be recycled and included in the Trial now. The unanimous feedback was that the list was too complex and would prove difficult to communicate to residents.

40. At a Technical Officer Meeting on 21st May 2025, a number of options were discussed, with the most pragmatic being to request Cory to commence separations in the MRF of soft plastics that there is currently a market for. This will provide useful tonnage data and operational testing for handling these materials in preparation for the introduction of Soft Plastics recycling from households by 31st March 2027.

41. Therefore, Cory have been requested to recycle all soft plastics received in the MRF, that meet the specification agreed by their reprocesser for the proposed Trial, namely:

    - all plastic bags - Supermarket carrier bags, frozen food bags, bread bags
    - bubble wrap and cling film and
    - outer layer bags and wrapping - Multi-pack wrapping, toilet and kitchen roll, magazine and newspaper wrapping

42. These materials will be removed at the start of the sorting process along with the clear recycling sacks. As these materials are currently regarded as 'non-target' materials they are classed as contamination, however they will be treated as recycled for the purposes of the Trial.

43. Authority officers are progressing discussions with Cory regarding the receipt of Foil, ahead of the Simpler Recycling deadline of 31st March 2026 for receipt of this material for recycling from all households in England.

MRF SAMPLING

44. As previously reported, from 1st October 2024, the Environmental Permitting (England and Wales) (Amendment) Regulations 2023 came into force. The Regulations require Materials Recovery Facilities (MRFs) to improve waste sampling, providing more detailed and more frequent sampling and compositional analysis.

45. Members will already be aware of the contaminants we have in our Recycling Stream and that since October 2024, there has been an increase in contamination rates at the Materials Recovery Facility (MRF) across all four Boroughs.

46. Authority officers, Cory management and Technical Officers have agreed that an independent review of the MRF Sampling protocols and procedures would be appropriate.

47. A scope of work has been produced which includes a review of the Sampling Procedure and recommendations for revisions that also align with the 2023 Environmental Permitting Regulations. Requests for quotes were sought from independent consultants to support the work. Verde Research and Consulting Ltd. were the successful bidder. The consultancy work is planned to take place during June - July 2025 and to provide a full report of the findings by the end of July 2025.

CONTAMINATION IN CO-MINGLED RECYCLING

48. As reported at our last Committee meeting, Cory management are experiencing an increasing quantity of more problematic contaminants in dry mixed recycling loads, posing a Health and Safety risk to on-site staff at the MRF, as well as reducing the quality of the recycled materials and causing damage to machinery, which in turn affects operations. Vapes, batteries and WEEE and gas canisters were highlighted.

49. It was also reported that during a regular Environment Agency (EA) inspection in August 2024, a significant amount of vapes were found. The glass in the vapes had broken and mingled in with the main glass material destined for recycling i.e. glass bottles and jars. As vapes contain hazardous material, the EA advised that the glass loads destined for recycling may need to be reclassified as hazardous waste, unless the level of Vape contaminants is reduced. In order to avoid this, MRF staff are concentrating on removing vapes from the glass product. The EA returned for an on-site inspection on 20th May 2025 but at the time of writing, Cory have not received a report of their findings, on the glass product, in particular.

Anti-Contamination Workstream

50. To progress anti-contamination work, officers have held a number of meetings with Technical Officers and have delivered an in-person workshop with Borough Technical Officers and senior Cory managers at Smugglers Way on 12th March

2025. The workshop included observations of the MRF sampling process and the scale of contaminants gathered during one 6-hour shift of the MRF operation.

51. A follow up Workshop is being Scheduled for July 2025. This Anti-Contamination programme will examine the whole waste system i.e. from household collection to material processing and identifies actions along the chain that have the potential to reduce contamination.

WASTE COMPOSITION SURVEYS

52. At the Authority meeting in July 2024, it was agreed to increase the scope and to review the frequency of waste composition surveys commissioned by the Authority.

53. Previously surveys have been carried out every 15 months to analyse both dry mixed recyclables and general waste delivered to the Authority. This analysis has helped to inform WRWA policies and the new Joint Resources and Waste Strategy highlighting areas where improvements in waste management are necessary.

54. With fast changing policies on waste collection and disposal we now need more information to ensure compliance, minimise potential costs eg from the proposed Emissions Trading Scheme (ETS) and optimise our income from the Extended Producer Responsibility scheme.

55. The ETS proposes charges based on the fossil carbon content of waste treated at Energy from Waste (EFW) plants. Under the current proposals this additional cost may be passed on to local authorities for their waste. It will be important therefore to have robust data to measure the carbon content of WRWA waste sent to Belvedere and the Calorific Value of that waste because that influences the efficiency of EfW plants and could be influential in any related contract negotiation. The current guidance for EPR for waste disposal authorities indicates that future government payments will depend on Materials Recovery Facilities (MRF) effectiveness so analysis of the recycling waste stream before and after MRF processing will be important.

56. Composition surveying typically samples waste at the kerbside and at the transfer station. If structured correctly this can provide representative waste composition information that can be used by the constituent councils to identify patterns within their areas.

57. The proposal is to procure a sampling programme initially for a 2 year period, with 4 sampling events (to account for changes in composition related to seasonality). It is proposed to allow for the possibility of an extension to the

contract for a further 2 years. The granting of any extension would be based on performance during the first contract period.

58. Officers have contacted suppliers to assess the potential cost of a suitably enhanced sampling programme that indicates a cost for a 2-year programme of between £121,200 and £161,400 ie £60,600- £80,700 pa.

CONSTITUENT COUNCIL NEW RECYCLING INITIATIVES

59. At the meeting of the Authority on 22nd September 2010 (Paper No. WRWA 669A) Members instructed the Clerk to write to each of the constituent councils to inform them that, in future, should they wish to make arrangements themselves to recycle any significant tonnage of waste then, in accordance with Section 48 of the Environment Protection Act 1990, they must, as soon as reasonably practicable, notify the Authority in writing. The Authority will then approve or object to any such proposal at its next available meeting. The Clerk wrote to the constituent councils, as instructed, on 27th October 2010.

60. The constituent councils have not formally notified the Authority of any new initiatives since the previous Authority meeting.

ITEMS COSTING BETWEEN £5,000 AND £30,000

61. The reportable items of expenditure authorised by officers under delegated powers within the band range of £5,000 to £30,000 since the last Authority meeting.

		£
Shakespeare Martineau	Legal Advice – Cory Decarbonisation Project	90,373.50
SLR	Advice on Cory Decarbonisation Project	18,448.92
Bevan Brittan	Legal Advice on Multiple Projects	19,680.20
KPMG	External Audit Services - 2023/24	16,338.75
Browne Jacobson	Cringle Dock project	17,289.35
Ernst and Young LLP	Financial Advice and Cory Decarbonisation Project	68,030.50

Public Works Loan Board	Interest Payable	18,450.00
A. J. Gallaghers Insurance Brokers	Review of Insurance Cover	5,250.00
Proactis Tenders Limited	Tendering Platform – Annual Charge	5,899.00
Corporation of London	Hazardous Waste Collection Service	6,895.44

COMMENTS OF THE TREASURER

62. All the work programmes/activities outlined in this report will be met from within the approved WRWA staffing/non-staffing budgets for 2025/26.

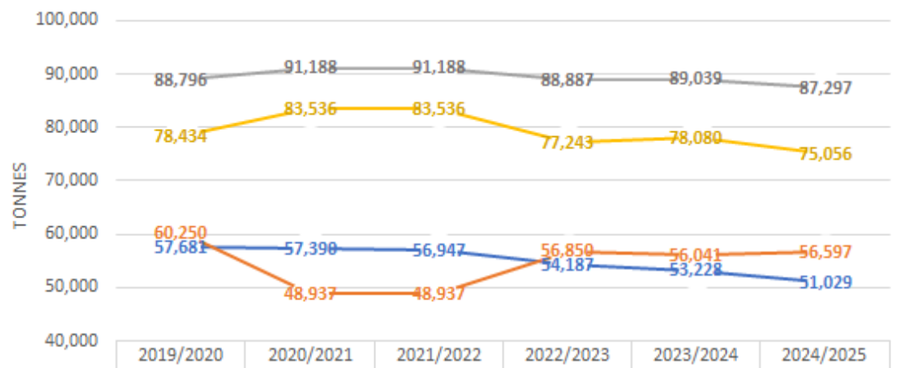
63. The expenditure on the proposed composition survey work is estimated at a maximum of £161,400 over a 2-year period. This will need to be funded from the annual provision of £900,000 that is set aside in our approved budgets for external technical advisory services. The expenditure on this budget will be monitored as part of the standard financial reports and issues reported as necessary.

R ESPINOSA
INTERIM GENERAL MANAGER

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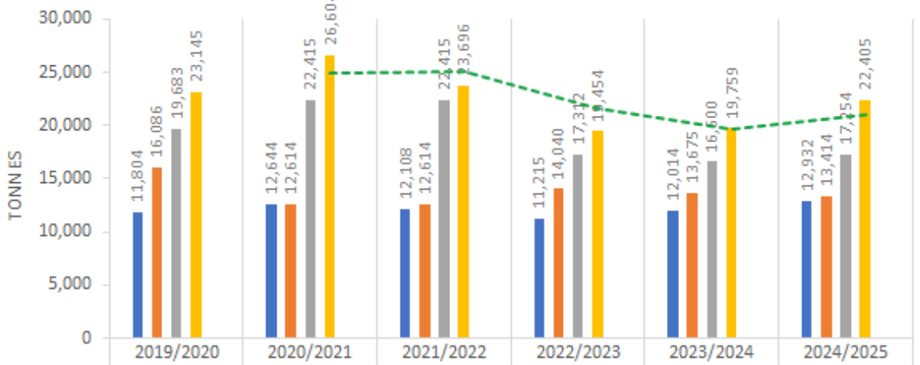
29th May 2025

GENERAL WASTE
IN DECLINE OVERALL



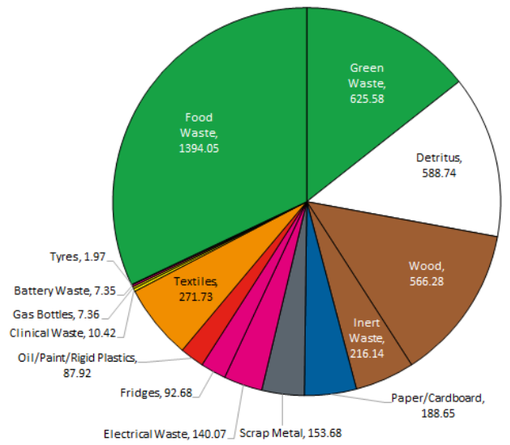
	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
Hammersmith & Fulham	57,681	57,390	56,947	54,187	53,228	51,029
Kensington & Chelsea	60,250	48,937	48,937	56,850	56,041	56,597
Lambeth	88,796	91,188	91,188	88,887	89,039	87,297
Wandsworth	78,434	83,536	83,536	77,243	78,080	75,056
TOTAL	285,161	281,050	280,607	277,167	276,388	269,979

CO-MINGLED RECYCLING
REBOUNDING TOWARDS 2020/2021 HIGHS

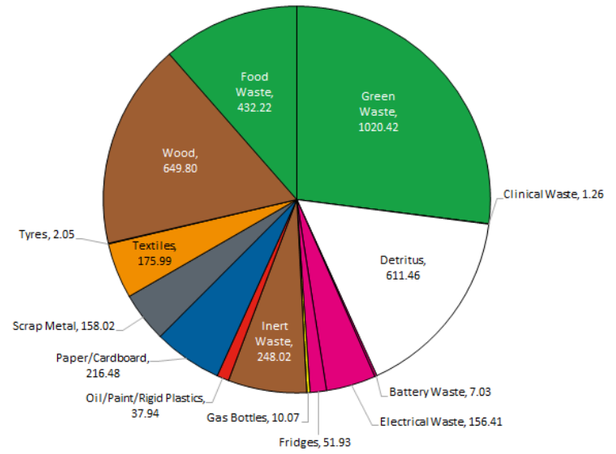


	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
Hammersmith & Fulham	11,804	12,644	12,108	11,215	12,014	12,932
Kensington & Chelsea	16,086	12,614	12,614	14,040	13,675	13,414
Lambeth	19,683	22,415	22,415	17,312	16,600	17,254
Wandsworth	23,145	26,604	23,696	19,454	19,759	22,405
TOTAL	70,718	74,276	70,832	62,021	62,047	66,005

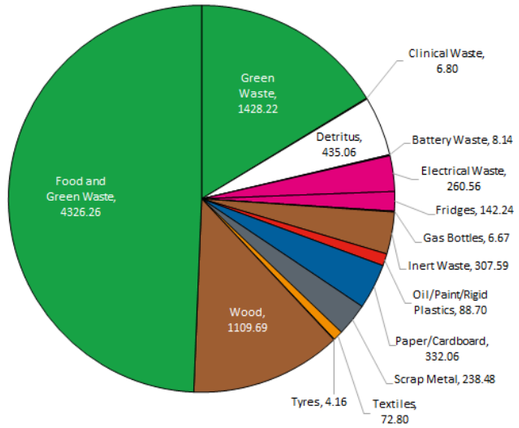
HAMMERSMITH & FULHAM
Q1-Q3 2024/2025 TONNAGE
ALL DELIVERED, 3RD PARTY & HWRC WASTE, EXCLUDING GENERAL WASTE AND CO-MINGLED RECYCLING



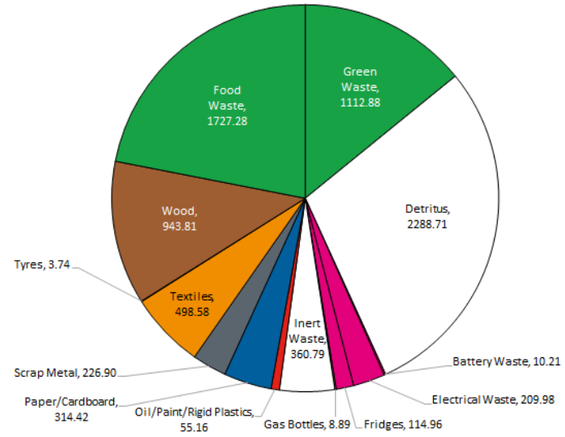
KENSINGTON & CHELSEA
Q1-Q3 2024/2025 TONNAGE
ALL DELIVERED, 3RD PARTY & HWRC WASTE, EXCLUDING GENERAL WASTE AND CO-MINGLED RECYCLING



LAMBETH
Q1-Q3 2024/2025 TONNAGE
ALL DELIVERED, 3RD PARTY & HWRC WASTE, EXCLUDING GENERAL WASTE AND CO-MINGLED RECYCLING



WANDSWORTH
Q1-Q3 2024/2025 TONNAGE
ALL DELIVERED, 3RD PARTY & HWRC WASTE, EXCLUDING GENERAL WASTE AND CO-MINGLED RECYCLING



Waste Type	General Waste	Co-Mingled Recycling	Food Waste	Green Waste	Clinical Waste	Detritus*	Battery Waste	Electrical Waste	Fridges	Gas Bottles	Carpet	Inert Waste	Oil/Paint/ Rigid Plastics	Paper/ Cardboard	Scrap Metal	Textiles	Tyres	Wood
WRAP Material & Colour Code	Non-recyclables	Mixed Recyclables	Household Organics	Household Organics	Hazardous Materials	Non-recyclables	WEEE/ E-cigarettes & Vapes	WEEE/ E-cigarettes & Vapes	WEEE/ E-cigarettes & Vapes	Hazardous Materials	Other Recyclables	Building Materials	Plastics	Paper and Card	Metals	Other Recyclables	Automotive Waste	Building Materials

The above charts only include Q1 to Q3 3rd Party sources (Food, Food and Green Waste, Textiles, Electrical Waste, Media), as Q4 3rd Party data was not available at time of writing.

*Detritus is categorised by WRAP as Non-recyclable waste, however Detritus delivered to WRWA is sent for processing at Sweeptech, where recyclable materials are separated out and sent for recycling.

After 1 month of 2025/2026

General Waste Delivered (Tonnes)

	2021/2022	2022/2023	2023/2024	2024/2025	TO DATE 2025/2026
HF	55,435	52,852	51,793	49,382	4,016
KC	53,842	55,272	54,370	54,705	4,169
LA	87,517	87,083	87,112	85,107	6,829
WA	78,795	75,004	75,669	72,311	6,014
HWRC	7,939	6,958	7,444	8,471	750
Total	283,526	277,170	276,389	269,976	21,778
Change		- 6,357	- 781	- 6,413	
Percentage Change		-2.24%	-0.28%	-2.32%	

	Change 2023/2024 to 2024/2025 Tonnes	%
HF	- 2,411	-4.66%
KC	335	0.62%
LA	- 2,006	-2.30%
WA	- 3,358	-4.44%
HWRC	1,027	13.79%
Total	- 6,413	-2.32%

Co-Mingled Waste Delivered (Tonnes)

	2021/2022	2022/2023	2023/2024	2024/2025	TO DATE 2025/2026
HF	12,030	11,149	11,959	12,868	1,047
KC	14,076	13,962	13,611	13,342	1,025
LA	20,728	17,223	16,527	17,169	1,641
WA	21,842	19,343	19,667	22,299	1,852
HWRC	407	344	283	329	34
Total	69,082	62,022	62,047	66,006	5,599
Change		- 7,061	26	3,959	
Percentage Change		-10.22%	0.04%	6.38%	

	Change 2023/2024 to 2024/2025 Tonnes	%
HF	909	7.60%
KC	- 270	-1.98%
LA	642	3.89%
WA	2,631	13.38%
HWRC	46	16.19%
Total	3,959	6.38%

Co-Mingled Contamination (Percentage) based upon 12mnth Avg

	2021/2022	2022/2023	2023/2024	2024/2025	TO DATE 2025/2026
HF	16.93%	16.88%	16.93%	16.69%	17.04%
KC	11.48%	12.29%	10.75%	10.65%	10.82%
LA	16.59%	15.23%	14.23%	14.25%	14.03%
WA	14.12%	12.67%	13.52%	13.23%	13.24%
HWRC	13.52%	13.76%	15.03%	10.21%	9.60%

	Change 2023/2024 to 2024/2025 Percentage	%
HF	-0.25%	-1.46%
KC	-0.10%	-0.90%
LA	0.02%	0.15%
WA	-0.29%	-2.16%
HWRC	-4.82%	-32.04%

Co-Mingled Contamination (Tonnes) based upon 12mnth Avg

	2021/2022	2022/2023	2023/2024	2024/2025	TO DATE 2025/2026
HF	2,036	1,881	2,025	2,147	178
KC	1,616	1,716	1,463	1,421	111
LA	3,439	2,623	2,351	2,446	230
WA	3,084	2,450	2,660	2,951	245
HWRC	55	47	43	34	3
Total	10,230	8,719	8,542	8,999	768
Change		- 1,511	- 177	457	
Percentage Change		-14.77%	-2.03%	5.35%	

	Change 2023/2024 to 2024/2025 Tonnes	%
HF	122	6.04%
KC	- 42	-2.86%
LA	95	4.05%
WA	291	10.93%
HWRC	- 9	-21.04%
Total	457	5.35%

Green Waste Delivered (Tonnes)

	2021/2022	2022/2023	2023/2024	2024/2025	TO DATE 2025/2026
HF	78	98	74	145	19
KC	514	469	486	469	29
LA	574	853	805	789	41
WA	325	287	301	312	4
HWRC	2,647	2,058	2,355	2,471	256
Total	4,139	3,764	4,020	4,187	349
Change		- 374	256	166	
Percentage Change		-9.04%	6.79%	4.14%	

	Change 2023/2024 to 2024/2025 Tonnes	%
HF	71	96.56%
KC	- 17	-3.44%
LA	- 16	-1.94%
WA	11	3.67%
HWRC	116	4.94%
Total	166	4.14%

Clinical Waste Delivered (Tonnes)

	2021/2022	2022/2023	2023/2024	2024/2025	TO DATE 2025/2026
HF	14	12	10	10	1
KC	1	1	2	1	0
LA	6	6	5	7	1
WA	75	73	74	-	-
HWRC	-	-	-	-	-
Total	96	92	91	18	2
Change		- 4	- 0	- 73	
Percentage Change		-4.40%	-0.46%	-79.75%	

	Change 2023/2024 to 2024/2025 Tonnes	%
HF	- 0	-0.19%
KC	- 1	-29.21%
LA	1	27.82%
WA	- 74	-100.00%
HWRC	-	0.00%
Total	- 73	-79.75%

Detritus Waste Delivered (Tonnes)

	2021/2022	2022/2023	2023/2024	2024/2025	TO DATE 2025/2026
HF	434	469	513	589	39
KC	707	666	641	611	35
LA	562	458	522	435	36
WA	2,613	2,481	2,456	2,289	160
HWRC	-	-	-	-	-
Total	4,316	4,074	4,131	3,924	270
Change		- 243	58	- 207	
Percentage Change		-5.62%	1.41%	-5.02%	

	Change 2023/2024 to 2024/2025 Tonnes	%
HF	76	14.84%
KC	- 29	-4.58%
LA	- 87	-16.66%
WA	- 167	-6.80%
HWRC	-	0.00%
Total	- 207	-5.02%

Battery Waste Delivered (Tonnes)

	2021/2022	2022/2023	2023/2024	2024/2025	TO DATE 2025/2026
HF	0	1	0	1	-
KC	-	-	-	-	-
LA	-	-	-	-	-
WA	-	-	-	-	-
HWRC	26	22	27	32	3
Total	26	23	28	33	3
Change		- 4	5	5	
Percentage Change		-13.52%	20.44%	18.64%	

	Change 2023/2024 to 2024/2025 Tonnes	%
HF	1	577.78%
KC	-	0.00%
LA	-	0.00%
WA	-	0.00%
HWRC	4	14.96%
Total	5	18.64%

Electrical Waste Delivered (Tonnes)

	2021/2022	2022/2023	2023/2024	2024/2025	TO DATE 2025/2026
HF	13	10	14	14	1
KC	15	8	2	12	1
LA	70	91	71	93	0
WA	1	1	1	2	2
HWRC	673	575	564	627	50
Total	772	686	651	748	53
Change		- 86	- 34	96	
Percentage Change		-11.19%	-4.99%	14.79%	

	Change 2023/2024 to 2024/2025 Tonnes	%
HF	0	1.17%
KC	10	440.74%
LA	22	31.37%
WA	1	188.57%
HWRC	63	11.19%
Total	96	14.79%

Fridge Waste Delivered (Tonnes)

	2021/2022	2022/2023	2023/2024	2024/2025	TO DATE 2025/2026
HF	88	78	78	82	7
KC	45	42	33	40	2
LA	151	132	92	129	11
WA	59	71	89	98	11
HWRC	56	51	46	53	5
Total	400	375	339	402	37
Change		- 25	- 37	63	
Percentage Change		-6.13%	-9.76%	18.62%	

	Change 2023/2024 to 2024/2025 Tonnes	%
HF	5	5.80%
KC	7	20.07%
LA	37	40.05%
WA	9	9.53%
HWRC	7	14.16%
Total	63	18.62%

Gas Bottle Waste Delivered (Tonnes)

	2021/2022	2022/2023	2023/2024	2024/2025	TO DATE 2025/2026
HF	1	1	2	3	0
KC	2	5	5	5	1
LA	2	2	1	1	0
WA	1	0	1	1	0
HWRC	24	27	17	23	-
Total	30	36	26	33	1
Change		6	- 10	7	
Percentage Change		20.17%	-27.60%	26.36%	

	Change 2023/2024 to 2024/2025 Tonnes	%
HF	1	51.06%
KC	- 0	-7.92%
LA	- 0	-29.79%
WA	0	38.78%
HWRC	6	36.71%
Total	7	26.36%

Carpet Waste Delivered (Tonnes)

	2021/2022	2022/2023	2023/2024	2024/2025	TO DATE 2025/2026
HF	-	-	-	-	-
KC	-	-	-	-	-
LA	-	-	-	-	-
WA	-	-	-	-	-
HWRC	281	-	-	-	-
Total	281	-	-	-	-
Change		- 281	-	-	
Percentage Change		-100.00%			

	Change 2023/2024 to 2024/2025 Tonnes	%
HF	-	0.00%
KC	-	0.00%
LA	-	0.00%
WA	-	0.00%
HWRC	-	0.00%
Total	-	0.00%

Inert Waste Delivered (Tonnes)

	2021/2022	2022/2023	2023/2024	2024/2025	TO DATE 2025/2026
HF	-	-	-	-	-
KC	-	-	-	-	-
LA	5	5	55	20	-
WA	-	-	1	1	-
HWRC	1,508	1,068	992	1,112	117
Total	1,513	1,073	1,048	1,132	117
Change		- 439	- 26	85	
Percentage Change		-29.05%	-2.41%	8.09%	

	Change 2023/2024 to 2024/2025 Tonnes	%
HF	-	0.00%
KC	-	0.00%
LA	- 34	-63.04%
WA	-	0.00%
HWRC	119	12.01%
Total	85	8.09%

Oil/Paint/Rigid Plastics Waste Delivered (Tonnes)

	2021/2022	2022/2023	2023/2024	2024/2025	TO DATE 2025/2026
HF	0	0	23	55	-
KC	-	-	-	-	-
LA	6	27	29	45	3
WA	-	-	0	0	-
HWRC	39	151	213	170	2
Total	45	179	265	270	5
Change		134	86	5	
Percentage Change		301.08%	48.30%	1.75%	

	Change 2023/2024 to 2024/2025 Tonnes	%
HF	32	138.52%
KC	-	0.00%
LA	16	55.89%
WA	-	0.00%
HWRC	- 43	-20.28%
Total	5	1.75%

Paper/Cardboard Waste Delivered (Tonnes)

	2021/2022	2022/2023	2023/2024	2024/2025	TO DATE 2025/2026
HF	-	-	-	-	-
KC	-	-	1	-	-
LA	323	239	220	81	6
WA	-	-	-	-	-
HWRC	1,023	876	910	970	76
Total	1,346	1,115	1,130	1,051	82
Change		- 231	15	- 79	
Percentage Change		-17.15%	1.32%	-6.96%	

	Change 2023/2024 to 2024/2025 Tonnes	%
HF	-	0.00%
KC	- 1	-100.00%
LA	- 138	-63.04%
WA	-	0.00%
HWRC	61	6.67%
Total	- 79	-6.96%

Scrap Metal Waste Delivered (Tonnes)

	2021/2022	2022/2023	2023/2024	2024/2025	TO DATE 2025/2026
HF	16	21	36	18	1
KC	4	0	3	2	-
LA	61	62	57	58	0
WA	-	-	-	0	0
HWRC	684	589	638	699	68
Total	764	672	733	777	69
Change		- 92	61	44	
Percentage Change		-12.09%	9.11%	5.99%	

	Change 2023/2024 to 2024/2025 Tonnes	%
HF	- 18	-50.17%
KC	- 1	-31.82%
LA	1	2.08%
WA	0	0.00%
HWRC	61	9.60%
Total	44	5.99%

Textile Waste Delivered (Tonnes)

	2021/2022	2022/2023	2023/2024	2024/2025	TO DATE 2025/2026
HF	-	-	-	-	-
KC	-	-	-	-	-
LA	-	-	-	-	-
WA	-	-	-	-	-
HWRC	260	250	251	282	23
Total	260	250	251	282	23
Change		- 11	1	31	
Percentage Change		-4.13%	0.40%	12.33%	

	Change 2023/2024 to 2024/2025 Tonnes	%
HF	-	0.00%
KC	-	0.00%
LA	-	0.00%
WA	-	0.00%
HWRC	31	12.33%
Total	31	12.33%

Tyre Waste Delivered (Tonnes)

	2021/2022	2022/2023	2023/2024	2024/2025	TO DATE 2025/2026
HF	2	0	0	0	-
KC	-	-	-	-	-
LA	7	7	1	2	0
WA	1	1	4	1	-
HWRC	12	11	7	9	-
Total	22	20	12	12	0
Change		- 2	- 8	- 0	
Percentage Change		-9.86%	-40.06%	-0.17%	

	Change 2023/2024 to 2024/2025 Tonnes	%
HF	- 0	-18.18%
KC	-	0.00%
LA	1	53.45%
WA	- 3	-79.23%
HWRC	2	33.33%
Total	- 0	-0.17%

Wood Waste Delivered (Tonnes)

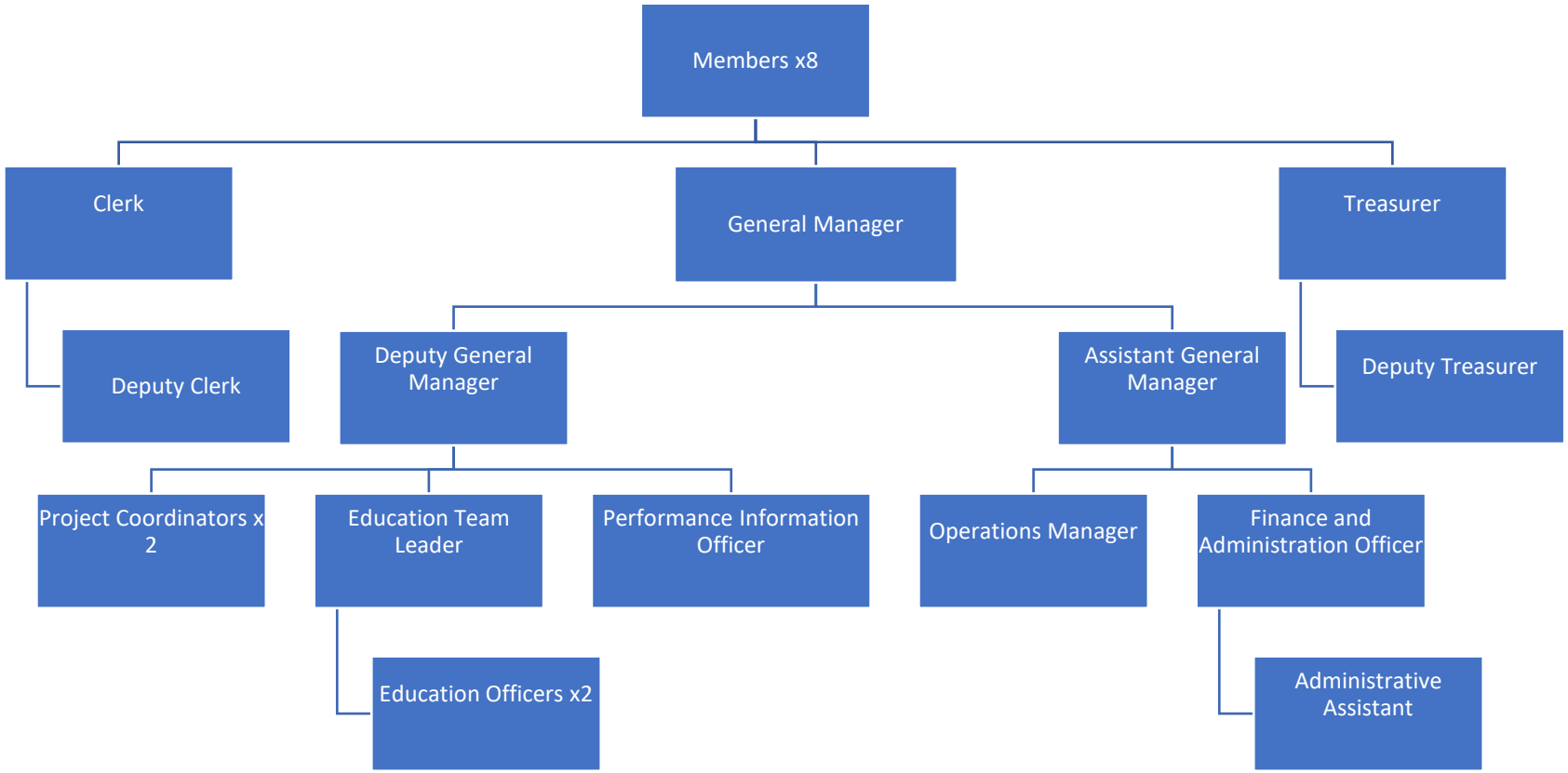
	2021/2022	2022/2023	2023/2024	2024/2025	TO DATE 2025/2026
HF	-	-	-	-	-
KC	-	-	-	-	-
LA	58	259	327	357	30
WA	-	-	-	-	-
HWRC	3,298	3,025	3,065	2,912	-
Total	3,356	3,284	3,392	3,269	30
Change		- 72	108	- 123	
Percentage Change		-2.15%	3.29%	-3.63%	

	Change 2023/2024 to 2024/2025 Tonnes	%
HF	-	0.00%
KC	-	0.00%
LA	30	9.12%
WA	-	0.00%
HWRC	- 153	-4.99%
Total	- 123	-3.63%

Total Waste Delivered (Tonnes)

	2021/2022	2022/2023	2023/2024	2024/2025	TO DATE 2025/2026
HF	68,112	64,691	64,501	63,167	5,130
KC	69,206	70,426	69,155	69,187	5,262
LA	110,069	106,448	105,822	104,291	8,600
WA	103,711	97,262	98,262	97,313	8,043
HWRC	18,877	16,005	16,812	18,160	1,384
Total	369,975	354,833	354,552	352,119	28,418
Change		- 15,142	- 281	- 2,434	
Percentage Change		-4.09%	-0.08%	-0.69%	

	Change 2023/2024 to 2024/2025 Tonnes	%
HF	- 1,334	-2.07%
KC	32	0.05%
LA	- 1,531	-1.45%
WA	- 948	-0.97%
HWRC	1,347	8.01%
Total	- 2,434	-0.69%


Members x8
Clerk
General Manager
Treasurer
Deputy Clerk
Deputy General Manager
Assistant General Manager
Deputy Treasurer
Project Coordinators x 2
Education Team Leader
Performance Information Officer
Operations Manager
Finance and Administration Officer
Education Officers x2
Administrative Assistant

CLERK TO THE AUTHORITY

Western Riverside Waste Authority

June 2025

INTRODUCTION

1. The Western Riverside Waste Authority is required to have a Clerk to the Authority. The Clerk Job Description is attached as Appendix A. The Clerk Delegations and Proper Officer Functions are attached as Appendix B.

Functions and Duties

2. The Clerk reports directly to the Chair of the Authority advising and supporting her in the administration and Governance of the Authority. The main requirements of the role of Clerk are that the appointed person is able to effectively carry out the three main functions of the role:

    a) ensuring an effective and efficient administration of Authority business;

    b) acting as Monitoring Officer for the Authority under Section 5 of the Local Government and Housing Act 1989; and

    c) carrying out the other delegated Proper Officer functions as set out in the Standing Orders of the Authority (a copy attached to this report at Appendix B).

3. The Clerk provides strategic and policy advice to the Authority on decisions of a non-technical and operational nature and ensures the decisions taken by the Authority follow from presentation of properly set out reports covering all relevant professional advice. The role also requires that the Clerk ensures that the Authority has sufficient and suitably organised staff and services to discharge its functions effectively.

4. As Monitoring Officer, the Clerk must ensure that the Authority, or any office holders, do not contravene any rule of law or enactment, or give rise to acts of maladministration or injustice. Some main issues for consideration under this role will have a legal source.

5. The Clerk has a number of Proper Officer functions delegated to her/him, including:

    a) a number of administrative functions in connection with duties such as formally dealing with meetings, and appointments to the Authority;

    b) matters such as the Monitoring Officer role;

c) taking urgent action under the Standing Order 38 process (with the Chair notifying her/his concurrence); and

d) joint approval of necessary expenditure of up to £30,000.

Personal Specification

6. It is essential that the Clerk:

a) has experience of similar local authority work at a senior level, and in particular leading a team of different professions (which may include outside professional firms for legal and valuation etc. advice);

b) understands Local Government law and current administrative practice and has a clear understanding of the role of Members;

c) is able to engage with the constituent councils at Chief Executive level; and

d) has the personal skills to give leadership, whilst taking substantial advice and delegating appropriately, but when necessary has the capacity to give a more specific lead to the officer team and to advise Members.

Remuneration

7. The current remuneration for the Clerk's post is £12,528 (2023/24) with the amount increasing in accordance with the Joint Negotiating Committee for Chief Officers annual pay awards. The Authority also pays any overhead costs related to this sum such as National Insurance contributions.

Appendix A

JOB DESCRIPTION

Job Title: Clerk to the Western Riverside Waste Authority

Reports to: Chair of the Western Riverside Waste Authority

Role Purpose:

To advise and support the Chair in the administration and governance of the Western Riverside Waste Authority (WRWA).

Key relationships:

1. Chair of the WRWA
2. Members of the WRWA
3. General Manager of the WRWA
4. Treasurer to the WRWA
5. Constituent council Chief Executive's and other relevant officers
6. WRWA contractors, legal advisers and other relevant organisations and individuals

Accountabilities:

1. To ensure the Authority is properly advised in terms of procedure, adherence to its constitution, standing orders and scheme of delegations and conformity with standards of good governance.

2. To contribute at Authority meetings, supporting the Chair and Members in weighing the importance of different issues and achieving a clear consensus.

3. Chair the WRWA management team, working closely with the Treasurer and General Manager.

4. In liaison with the Treasurer, undertake the performance management of the General Manager, agreeing with her/him following consultation with the Chair, her annual objectives and undertaking her annual performance assessment with the Treasurer.

5. Liaise regularly and as necessary with the four constituent councils at Chief Executive level, meet with them every six months or as required, provide relevant and timely briefings as appropriate and generally ensure that constituent councils are properly involved in the Authority's key decisions.

6. On behalf of the Authority, commission external advice where necessary, for example on contractual and legal matters.

7. Subject to (1) above, protect the Authority's interests and, so far as possible, the boroughs' interests in negotiations with other parties, ensuring that the Members' decisions are fully respected and carried out.

8. When required, support the General Manager in the management of the day-to-day operations, including where necessary involvement in staff management issues.

9. When required, advise the Chair and Authority members on the recruitment and appointments process for the General Manager and Treasurer.

10. Maintain general awareness of matters relating to waste disposal services, especially with a view to the promotion of value for money and continuous improvements.

11. To exercise delegated authority with respect to Proper Officer and other functions.

Appendix B

DELEGATIONS AND PROPER OFFICER FUNCTIONS

CLERK TO THE AUTHORITY

A. PROPER OFFICER FUNCTIONS

(i) The Clerk to the Authority is the Proper Officer of the Authority to perform functions in relation to:-

(a) The preparation and dispatch of a summons to attend an Authority meeting (Standing Order No. 5).

(b) Receiving notice in writing from Member(s) of the Authority desiring summonses to attend Authority meetings to be sent to an address specified other than his/her place of residence (Standing Order No. 5).

(c) 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 (Standing Order No. 6).

(d) The provision at each meeting of the Authority of an attendance record (Standing Order No. 8).

(e) The provision of advice to the Chair on all questions of order at meetings of the Authority, together with the interpretation of Standing Orders of the Authority (Standing Order No.14).

(f) The preparation of a minute of each meeting of the Authority (Standing Order No.17).

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

(h) Classifying all documents for presentation to meetings of the Authority (Standing Order No. 29).

(i) Receiving notices of changes of membership of the Authority (Standing Order No. 31).

(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 (Standing Order No. 32).

(l) Receiving any disclosures of family relationships in connection with the appointment, promotion, settlement of individual conditions of service or termination of employment of a relation (Standing Order No. 34).

(m) Receiving and recording any registration of pecuniary interests, or of receipt of gifts or hospitality, made by any Member of the Authority (Standing Order No. 36).

(n) Acting as the Authority's monitoring officer for the purpose of Section 5 of the Local Government and Housing Act 1989.

(o) Deciding whether a document discloses certain types of the exempt information described in Schedule 12A to the Local Government Act 1972 which would mean that the document is not required to be open to inspection by a Member of the Authority (Section 100F(2) of the Local Government Act 1972).

(p) Signing a summons to attend a meeting of the Authority. (Paragraph 4(2)(b) of Part 1 of Schedule 12 of the Local Government Act 1972).

(q) Receiving notice in writing from a Member of the Authority of their wish for summonses to attend meetings of the Authority to be sent to an address specified in the notice other than his place of residence. (Paragraph 4(3) of Part 1 of Schedule 12 of the Local Government Act 1972).

(ii) The Clerk to the Authority is also the Proper Officer of the Authority to perform the following specific provisions in the Local Government Act 1972 where they are additional to the Standing Orders of the Authority:-

(a) Not used.

(b) The Officer who shall decide which documents, other than reports being supplied to the Authority in connection with an item on an agenda, should be supplied to newspapers (Section 100B(7)(c)).

(c) The Officer who shall make a written summary of the proceedings or report of the proceedings at a meeting where members of the public

were excluded so as to provide them with a reasonably fair and coherent record of those proceedings (Section 100C(2)).

(d) The Officer who shall compile a list of the background papers for a report (Section 100D(1)(a)).

(e) The Officer who shall decide which papers are to be background papers for a report (Section 100D(5)(a) and (b)).

(f) The Officer who shall make a statutory declaration in connection with entering and verifying any change in the name and identity of the Authority (Section 146).

(g) The Officer with whom documents of any description shall be deposited, who shall receive and retain such documents and shall make such notes or endorsements on, and give such acknowledgments and receipts in respect of, the documents as may be directed in accordance with Section 225 of the Act.

(h) The Officer who shall certify, for production in evidence, the authenticity of the photographic copies of documents held by the Authority or which have been destroyed while in the custody of the Authority (Section 229).

(i) The Officer who shall sign on behalf of the Authority any notice, order, or other document which the Authority is authorised or required to give, make or issue except where another officer of the Authority has been designated the Proper Officer for a particular purpose (Section 234).

(j) The Officer who shall certify a resolution of the Authority (Schedule 14, Part II, para 25(7)).

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B. DELEGATIONS

The Clerk to the Authority, or in her/his absence an officer duly appointed by her/him, is authorised to exercise the powers and functions of the Authority as follows:-

(a) To carry out all the functions required of her/him in her/his capacity as the "Proper Officer".

(b) To take action on behalf of the Authority in any matter which is either urgent or is routine. This power shall be exercised in accordance with the terms of Standing Order No. 38.

(c) In conjunction with the Treasurer, to approve expenditure on various items of plant, works, services and supplies that exceeds £5,000 but is less than £30,000 (or such other upper limit as shall be agreed by the Authority) and is necessary to ensure the continued operation of the transfer stations etc.

(d) To share all relevant documents and information with the constituent councils and lead on maintaining close co-ordination and co-operation with them.

Acceptable Use of Equipment and Data Policy

DRAFT

12th June 2025

Introduction

This Acceptable Use Policy aims to ensure that staff members understand their responsibilities for the appropriate use of WRWA's information technology resources. Understanding what is expected will help staff members to protect themselves, colleagues and WRWA's equipment, information and reputation and ensure that there is clear accountability.

Scope

All WRWA equipment and information (all information systems, hardware, software, and channels of communication, including telephone, social media, video, email, instant messaging, internet). User's personal information which is processed by WRWA equipment is also subject to this policy.

Who this policy applies to?

All WRWA staff members with access to WRWA's information and information systems and assets.

1. Acceptable Use Principles

1. General Principles

Staff members must:

1.1 Confirm that they agree to complying with this policy and understand that breaching this policy may result in disciplinary procedures.

1.2 Be responsible for their own actions and act responsibly and professionally, at all times.

1.3 Immediately report any breach of this Acceptable Use Policy to their line manager.

1.4 Never undertake illegal activity, or any activity that would be harmful to WRWA's reputation or jeopardise staff and/or resident's data, on WRWA technology.

1.5 Understand that WRWA reserve the right to monitor the use of officer equipment, internet usage and communication.

DRAFT

1.6 Understand that they can use the WRWA Whistleblowing Code, and raise a concern, if it is believed that someone is misusing WRWA assets, information, or electronic equipment.

1.7 Undertake education and awareness training on security when using WRWA information and technology, when contacted to do so by the WRWA Finance and Administration Officer, in order to support their understanding of recognising and reporting threats, risks, vulnerabilities and incidents.

2. User IDs and Passwords

Staff members must:

2.1 Protect usernames and passwords appropriately.

2.2 Create secure passwords following relevant WRWA instructions. Passwords must not be stored in shared folders or written down.

2.3 Not log on to any WRWA systems using a colleague's credentials.

2.4 Log out of all computer devices connected to WRWA's internal network during non-working hours, i.e., at the end of the working day.

3. Managing and Protecting Information

Staff members must:

3.1 Understand that they and WRWA have a legal responsibility to protect personal and sensitive information and must not misuse their official position to further private interests, or those of others.

3.2 Ensure that all information is created, used, shared, and disposed of in line with business need.

3.3 Not attempt to access anyone's personal data unless there is a legitimate business need that is appropriate to their job role.

4. Personal Use of WRWA IT

Staff members must:

4.1 Understand that they are personally accountable for what they do online and with WRWA technology.

4.2 Understand that WRWA does not allow personal use of its IT resources in contracted hours or in an employee's own time when not on official duty.

4.3 Not access personal webmail accounts on WRWA equipment.

4.4 Follow the WRWA Employee Code of Conduct and must not:

- Trade or canvass support for any organisation on official premises, whether it is for personal gain from any type of transaction or on behalf of external bodies,
- Provide unauthorised views or commitments that could appear to be on behalf of WRWA,
- Use behaviour that is discriminatory in any sense (e.g., on the grounds of sex, sexual orientation, gender, race, age, religious beliefs, or disability),
- Download software onto WRWA devices with the exception of those permitted by WRWA which will always be from an official source and appropriately licensed. This software must not compromise the performance or security of the device,
- Download music, video or other media-related files for non-business purposes or store such files on network drives.

5. Email/Communication Tools

Staff members must:

5.1 Only use professional Communication and appropriate language in messages, emails and recordings.

5.2 Not disclose sensitive and confidential information through emails or any other communication tools.

5.3 Not alter the content of a third party's message when forwarding it unless authorised to do so i.e. it is necessary to redact personal information.

5.4 Be vigilant to scam targeting communications especially phishing emails and know how to spot and report suspicious emails.

5.5 Not use their WRWA email address for personal use. Only use your WRWA email address for WRWA business related activities and linked organisational activity (e.g. Trade Union activity and other officially provided Internet links).

6. Websites and Social Media

Staff members must:

6.1 Use social media appropriately and understand that the principles covering the use of social media by WRWA staff in either their official or personal capacity are the same as those that apply for any other activity and that they are responsible for the content they post.

6.2 Only use approved WRWA social media accounts for official business and where appropriate, use WRWA branding and a professional image or persona on such accounts.

6.3 Understand that their social media content/footprint may be available for anyone to see, indexed by Google and archived for posterity.

6.4 Only access appropriate content using WRWA technology and not intentionally visit sites or news groups that are obscene, indecent or advocate illegal activity.

7. Devices, Systems and Networks

7.1 Only use systems, applications, software, and devices (including USBs, laptops, and smart phones), which are approved, procured and configuration managed by WRWA when undertaking official business, and apply WRWA standards and guidance in their use.

7.2 Staff members with WRWA mobile phones must always install the most up to date software when it becomes available as this ensures the device has the latest security updates installed.

7.3 When staff members are required to generate a two-factor authentication onetime password to access a WRWA system, use of a personal device is permitted in the absence of a WRWA device.

7.4 The use of personal Bluetooth headsets, keyboards and mice are permitted when paired with WRWA devices that are enabled to support the connectivity. Bluetooth connection must be compatible with WRWA devices and staff members must not download any software onto WRWA devices to conduct the pairing of Bluetooth.

7.5 WRWA permits the use of personal mobile phones and personal landline numbers for voice calls in exceptional circumstances only, which include internal calls to colleagues within WRWA, other Government Departments, Local Authorities, and the supply chain/business partners however personal

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or sensitive information should not be discussed. Where a staff member has access to a WRWA phone or a Softphone (Avaya) on their WRWA device, these must be used as they are the WRWA's preferred method of communication. Employees must not use personal phones to contact residents or their appointed agents as this still remains prohibited.

7.6 WRWA permits connecting WRWA devices, laptops etc., by Wi-Fi (or Ethernet) to the internet from anywhere e.g., home or a hotel. However, WRWA devices must not be connected to the internet via Captive Portals, for security reasons. WRWA devices are set up so they do not connect to Captive Portals.

7.7 WRWA permits wirelessly connecting a WRWA device to a WRWA, or personal, mobile phone via a personal hotspot for the purpose of acquiring an internet connection (tethering) for work purposes. Tethering a personal mobile phone is permissible but WRWA cannot be held liable for this use of a personal mobile phone including any data charges, and so any use of a personal phone for this purpose is the individual's choice.

7.8 Do not use any personal wallpapers or screensavers. The use of personal background settings (e.g., MS Teams), images (e.g., Outlook profile) etc. is permitted on WRWA devices but must be respectful and must not contain any inappropriate or offensive material that may bring the individual or WRWA into professional disrepute.

7.9 Staff members should raise all software requests through the Finance and Administration Officer.

8. Physical Security

Staff members must:

8.1 Be responsible for keeping all portable devices assigned to them safe and secure and immediately report any loss or damage of their equipment to the Finance and Administration Officer.

8.2 Bring the equipment to the office for PAT testing when requested to do so.

8.3 Protect WRWA equipment appropriately when travelling e.g.

- Laptops must always be carried as hand luggage
- Never leave a portable device visible in parked vehicles

• Never leave equipment unattended in a public place e.g., on public transport.

8.4 Return all WRWA assets when leaving WRWA. Failure to return equipment could lead to steps being taken to recover the cost, which could include legal action through the civil courts.

8.5 The Finance and Administration Officer must complete all appropriate exit procedures with leavers.

9. Compliance

9.1 If for any reason staff members are unable to comply with this policy, or require use of technology which is outside its scope, this should be discussed with their line manager in the first instance.

9.2 Line managers are responsible for ensuring that staff members understand their responsibilities and consequences as defined in this policy and continue to meet its requirements for the duration of their employment with WRWA. This does not remove responsibility from staff members, who must ensure that they too understand their responsibilities as outlined in this policy and continue to meet the requirements. It is a line manager's responsibility to take appropriate action if staff members fail to comply with this policy.

9.3 WRWA will regularly assess for compliance with this policy and may need to inspect physical locations, technology systems, design and processes and speak to people to facilitate this. All WRWA staff members will be required to facilitate, support, and when necessary, participate in any such inspection.

9.4 Failure to report a security incident, potential or otherwise, could result in disciplinary action.

9.5 Breaching this policy may result in disciplinary prosecution.

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London Plan Consultation

Section 5: London's infrastructure, climate change and resilience

London’s growth needs to be supported by a range of infrastructure. This includes critical energy, water, and waste capacity and the green and social infrastructure that are so important to health and quality of life. Planning for London’s growth also means planning for the infrastructure and utilities capacity London needs. This includes land and development capacity to support growth and the drive to net zero and local energy planning. However, infrastructure has a cost, and it is also important to consider how it is funded. Developments have a finite capacity to fund public benefits. Providing infrastructure through the planning process cannot fund all the infrastructure needed and competes with other social benefits such as affordable housing.

The climate emergency also means we need infrastructure that is resilient to severe weather, protects the health and livelihoods of Londoners and promotes self-sufficiency. Increasing London’s resilience to heat risk and flood risk are crucial to adapt to the impacts of a changing climate.

Carbon reduction and economic growth can go hand in hand. London has reduced its carbon emissions since they peaked in 2000, despite population and economic growth. London’s per capita emissions have more than halved over that period and are the lowest of any region in the UK. However, much more is needed if we are to meet national and international targets to limit global warming. In 2019, the UK became the world's first major economy to pledge to hit net zero greenhouse gas emissions by 2050. The Mayor has pledged to make London a net zero city by 2030.

The adopted pathway to net zero will mean insulating and cooling existing buildings, using more heat pumps, and moving away from fossil fuel powered transport. It also means decarbonisation of the national electricity network (Footnote 2). London’s existing homes and buildings are also still a major contributor to overall carbon emissions. For example, the 2021 census found that natural gas is still used to heat 71 per cent of London’s homes.

New construction in London is also a major contributor to carbon emissions. London Plan policies are currently leading to significant savings in carbon over what is required by national building regulations.

Since the current London Plan, there have been major changes at national level to legislation and policy to try to speed up our transition to net zero. This includes new legislation on energy, heating and cooling and updated building standards, as well as a consultation on changes to national planning policy. Further national changes are expected. These include changes to building standards such as phasing out new gas boilers and a uniform approach to Net Zero Carbon Building Standards.

Several requirements in London go beyond national standards in recognition of the need to continue to drive towards net zero and tackle climate change. Many stakeholders have told us they would like the next London Plan to go further. This would avoid later costs of retrofit or replacement and recognise the wider cost to society and the economy of climate change. However, industry have also told us

development costs and housing delivery can be impacted by these requirements, particularly cumulatively.

We welcome views, evidence, and experience of implementation to help inform our approach to delivering net zero. Whatever policies are included, we need to look at streamlining their implementation and use assessments and measures that are already well used by industry. This will avoid unnecessary delay or cost.

Footnote 2: The Accelerated Green Pathway as set out in the Analysis of a Net Zero 2030 Target for Greater London Jan 2022 Element Energy Limited.

Paragraph 5.3: Whole life-cycle carbon (WLC) and Circular Economy (CE)

The Circular Economy approach is based on the principle that materials should be kept at their highest and best use for as long as possible. This extracts the most value from them prior to recycling or disposal. This also applies to buildings, where carbon emissions can be calculated to provide Whole Life-Cycle Carbon scores. This includes those resulting from materials, construction and use over a building's entire life, including demolition and disposal.

The current London Plan has led the way in promoting an ambitious approach. We want to understand from Londoners and stakeholders the benefits and costs of the approach and whether to adapt it in the next plan.

For example, a key aim is to address the embodied carbon in existing and new buildings and waste generated by demolition. However, there is some uncertainty about the circumstances when existing buildings should be retained or demolished for redevelopment. Different approaches are now emerging in individual London boroughs. The London Plan could provide a framework for assessing different retention or demolition options for a site. This would help to understand the carbon impacts of different proposals. It would also need to be considered alongside other planning considerations. These include the need to meet London’s sustainable growth demands, innovation and economic growth, heritage considerations and the need for new housing (particularly on brownfield sites and previously developed land).

The current London Plan requires assessment and reporting of WLC and CE elements in planning proposals. There are currently no specific targets in the policies, although for WLC, development proposals are compared to benchmarks set out in guidance. The London Plan could include WLC and CE benchmarks. This would make it clearer for everyone to know when a development proposal has adequately addressed these matters. The approach could also incentivise meeting benchmarks, for example by reducing the information that needs to be submitted with an application. This could be like the current threshold approach for affordable housing.

We welcome evidence and experience of implementation to help inform this approach.

The London Plan could set out what types of premises are needed to keep materials out of the waste stream. This includes facilities for reuse, upcycling, and repair, including temporary premises for construction-related materials processing. This would enable materials and products to be reused for as long as possible before

recycling, and support London's transition to a fully circular economy. We welcome evidence and views about what approaches might be used in the London Plan.

If you have any comments, please add them here.

Paragraph 5.4: Waste

The London Plan already commits to reducing waste and using resources more efficiently, with the Mayor aiming for London to be waste self-sufficient by 2026. However, national reforms under the government's Extended Producer Responsibility (EPR) scheme and the Deposit Return Scheme (DRS) for packaging are set to reshape waste collection and management. These initiatives will put more responsibility on producers to finance the collection and recycling of packaging. The DRS will incentivise consumers to return single-use containers like bottles and cans.

These changes could require an evolving approach to waste policy in London. This would recognise the land pressures that continue to threaten the loss of waste management sites, reducing London's capacity to process its own waste.

The new London Plan will address these challenges by updating borough-level waste apportionment targets, ensuring they align with the latest data and policy reforms. This should enable smarter, more sustainable waste solutions that support London's growth and environmental goals.
If you have any comments, please add them here.

WRWA Draft Response to Section 5:

WRWA supports the Mayor of London's objectives to tackle climate change and ensure resilience and notes that there is cross-over with the Thames Estuary 2100 plan. The Plan embeds its requirements into local planning policy, such as:

8.2 The Greater London Authority (GLA), Port of London Authority (PLA) and Thames Estuary Growth Board (TEGB) will ensure that the requirements of the Thames Estuary 2100 Plan are embedded in the:

- *London Plan and supporting strategies (GLA)*
- *Thames Vision 2050 (PLA)*
- *Green Blue Workplan (TEGB)*

This will ensure that future development of the riverside is sustainable and supports increased river use.

8.3 Local planning authorities will ensure there is no inappropriate development in tidal flood risk areas.

WRWA supports the transition away from fossil fuel powered transport. The Authority has championed river-based transport for its residual waste for many years and the tugs utilise HVO fuel as an alternative to diesel. Another integral aspect of the Authority's contribution to reducing carbon emissions is through its two centrally located riparian transfer stations, designed to minimise road haulage distances for its

four Constituent Councils and local businesses, by providing localised consolidation hubs for municipal and commercial/industrial waste arisings.

WRWA supports the pledge to make London net zero by 2030. All four of the Authority's Constituent Councils have pledged to achieve net zero in alignment with the Mayor's targets and the Authority's new Joint Resources and Waste Strategy introduces an Action Plan to contribute to the Mayor's net zero target.

There are a number of tools in use to measure carbon emissions and monitor activity towards net zero and in particular for measuring the impact of waste activities. The Environmental Services Association's Net Zero Strategy put forward a consistent approach of quantifying carbon emissions from waste activities that has a clear, accountable methodology. The UK waste industry has pledged to adopt it and WRWA plans to align with the methodology. London Plan policies should recognise the importance of consistent and accountable methods to measure progress towards net zero.

Paragraph 5.3:

Furthering a Circular Economy for waste requires additional infrastructure for dedicated re-use and repair facilities that are currently not available at scale due to the constraints of existing waste sites and the lack of new / alternative sites. New developments to meet housing needs have the potential to crowd out waste and circular economy activities by placing pressure on existing waste sites which are vital to maintaining and improving local health and amenity. London Plan policies should recognise the criticality of CE waste activity and support the provision of the necessary space for re-use hubs etc. beyond the existing allocated waste capacity. This underscores the importance of preserving strategically located Protected Waste Sites, and allocating sufficient additional land to meet the future needs of London's growing population.

Paragraph 5.4:

London Plan policies should support the adaptation of existing waste infrastructure and the development of new infrastructure to meet all Government waste reforms including Simpler Recycling and the proposed application of the Emissions Trading Scheme to Energy from Waste facilities. As is the case with re-use and repair this will require additional land and capacity, along with the ability to adapt and intensify activity at existing sites (e.g. increased throughput and extended operational hours), which needs to be supported by London Plan policies. A further consideration is the maintenance of long-term resilient waste services through the re-development of existing waste sites, which will require support, not least in terms of adjacent lay-down areas, but also in terms of temporary facilities and alternative arrangements to maintain service continuity while redevelopment works are carried out. Here, WRWA has a case in point at Cringle Dock which has operated continuously since its establishment by the GLC in the late 1960s, and is now required to be replaced.

In addition, reinforcing the vital importance of critical waste infrastructure is also necessary to address the trend of high-density residential developments being

established in close proximity to pre-existing waste sites, potentially displacing long-standing waste and recycling operations.