

Terms of Reference for the Efficiencies Committee

The London Waste and Recycling Board (the “Board”) was established under section 356A of the Greater London Authority Act 1999 (as amended) and the London Waste and Recycling Board Order (Statutory Instrument 2008 No. 2038) (the “Order”).

The Order provides that the Board may establish committees (article 8) and delegate certain functions to a committee of the Board (article 12). The Efficiencies Committee is a Committee of the Board under article 8 of the Order.

The Efficiencies Committee along with the format, membership and remit of the Committee was established by a decision of the Board at its meeting on 8 November 2012.

The Board has delegated certain functions to the Efficiencies Committee, set out here as the Terms of Reference.

Membership

The Efficiencies Committee membership will include eight members:

- An LWARB Board Member – Chair
- 2 London Borough councillors nominated by London Councils
- A London Borough Environment Director nominated by London's Environment Directors' Network
- A London Borough Chief Executive nominated by Chief Executives London Committee
- A London Borough Finance Director nominated by the London Senior Finance Officers Forum
- A Senior officer representative of the Greater London Authority
- A Senior officer representative of the London Councils.

The membership of the Committee will aim to represent London geographically such that no individual borough is represented more than once in its membership.

The chair and membership of the Committee is to be approved by the Board.

Quorum

A quorum will be constituted provided that at least one third of the members entitled to be present, or four, whichever is greater, are in attendance.

Authority

In all other respects (including without limitation with regard to voting and procedural matters) the Efficiencies Committee shall be governed by the Board's Standing Orders.

Responsibilities

The Board sets the overall strategic direction for borough and efficiencies work. In this context “Efficiencies” relates to savings or service improvements that can be made in the delivery of waste collection and treatment services offered by waste authorities in London. The Efficiencies Committee is set up in a “Commission” style role to put forward proposals and advice to the Board on how London can make significant progress in the field of efficiencies, and to provide the Board with updates on activity including yearly business planning, and on going projects.

The Efficiencies Committee's main roles are:

- to provide operational direction to the on-going development of the Efficiencies Programme;
- monitor the budget set by the Board and approve any budget changes within this and approve any items of expenditure above the COO's delegated authority.
- to be the main conduit between London Boroughs and LWARB – it is envisaged that the Committee would invite a range of different attendees to these meetings so as to canvas a range of opinions, as well as galvanise activity, acting as a rolling Commission on the state of efficiencies in waste management in London, and;
- to lobby and advocate for the efficiencies agenda in the capital.

Frequency of meetings

The Efficiencies Committee will meet at least four times a year, approximately one month before each Board meeting, to enable the consideration of current Programme activity and preparation of any recommendations to the Board.

Reporting Procedures

The Efficiencies Committee will receive and consider, inter alia, the following reports:

- Minutes of previous Efficiencies Committee meetings;
- Information on applications received for support;
- Information in respect of the portfolio of projects supported and of their performance.

The Chairman of the Efficiencies Committee shall provide a report on its activities to each of the full Board meetings.

Remuneration

Members of the Committee other than the Chair will not be remunerated. The Committee Chair will be remunerated at the Board's standard rate for Committee Chairs. All Committee members will be reimbursed for expenses incurred under the Board's expenses scheme..

Period of appointment

The members of the Committee will be appointed for a period of two years, however the Board will reserve the right to amend this.

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