PAPER NO: WRWA 23-33

WESTERN RIVERSIDE WASTE AUTHORITY

MEETING	22nd November 2023
REPORT AUTHOR/DATE	General Manager *(Contact Mark Broxup - Tel. 020 8871 2788)* 14th November 2023
SUBJECT	Report on the Authority's Forward Plan.
CONTENTS	Page 1 Introduction Pages 1 to 2 Items reported on Page 3 Recommendations Pages 4 to 7 Appendix A – Forward Plan Pages 8 to 10 Appendix B – Decisions for next two meetings Page 11 Appendix C – Action Monitoring Log
STATUS	Open
BACKGROUND PAPERS	None

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INTRODUCTION

1. At the September 2019 meeting of the Authority, Members asked that a Forward Plan be produced to allow the Authority to identify future reports and see indicative dates of when decisions will need to be made, including, where possible, an indication of when decisions may need to be made by the Authority and, where applicable, Constituent Councils.

2. This report will be updated for every meeting and new and forthcoming items will be added to the list over time. The Forward Plan has been divided into sections with sections 'a' to 'f' in Appendix A:

    a. Consultations, Strategies and Policy Development
    b. Operational and Other Matters
    c. Corporate Governance
    d. Finance
    e. Waste and Procurement Strategy Timetables
    f. Other known Future Decision Dates

a) Consultations, Strategies and Policy Development

Consultations relating to waste planning policy developments and issues relating to waste management are kept under review. Where such consultations are identified, they are noted in this section of the Forward Plan; otherwise a general report is listed, and relevant policy developments and consultations will be included.

b) Operational and Other Matters

This section lists the on-going prevention, reduction, reuse, recycling, composting and energy recovery treatment of the wastes collected by the constituent councils, along with associated contract performance management and statutory reporting activities. Bids for financial support from external bodies will also come forward.

c) Corporate Governance

Governance and management arrangements are kept under review to ensure that the Authority always complies with its statutory duties and acts in the public interest. At the organisational level, the Authority continues to have regard to potential risks in its relationships with its contractors and constituent councils.

d) Finance

Budget approval reports and Accounts sign off by the Authority or the Audit Committee (when applicable) are included, together with the regular budget updates.

e) Waste and Procurement Strategy Timetables

Decisions for a new joint municipal waste strategy with the constituent councils and a procurement strategy for the Authority (this will be expanded for future meetings but includes the decisions known for September 2023).

f) Other known Future Decision Dates

The dates of known future Authority decisions, together with the Authority meeting they will first be discussed, are set out in a table.

DECISIONS AT NEXT TWO AUTHORITY MEETINGS

3. Appendix B summarises the known decisions that will be needed at the next two Authority meetings.

ACTION MONITORING LOG

4. Appendix C monitors outstanding actions from previous Authority meeting and how, and when, they were actioned.

FUTURE AUTHORITY MEETING DATES

5. The Authority has agreed the following dates for Authority meetings in 2024, to be held at Lambeth Town Hall with a start time of 6.30pm:

    - 8th February 2024 (Thurs) - Lambeth Town Hall (Ordinary)
    - 13th June 2024 (Thurs) - Lambeth Town Hall (AGM)

RECOMMENDATIONS

6. The Authority is asked to receive this report as information.

M. Broxup
GENERAL MANAGER

Western Riverside Transfer Station
Smugglers Way
Wandsworth
SW18 1JS

14th November 2023

APPENDIX A

MEETING DATES in 2023

Time	Date	Location	Type of Meeting
6-30pm	22nd November 2023 (Weds)	Lambeth Town Hall	Authority (Ordinary)
6-30pm	8th February 2024 (Thurs)	Lambeth Town Hall	Authority (Ordinary)
6-30pm	13th June 2024 (Thurs)	Lambeth Town Hall	Authority (AGM)

CONSULTATIONS, STRATEGIES AND POLICY DEVELOPMENT

TITLE OF REPORT & CONTACT	NATURE OF DECISION	INDICATIVE DECISION DATE
Produced as Required General Manager	To consider and approve draft responses to various waste consultations, as published and periodically develop waste strategies and policy.	As arising

OPERATIONAL AND OTHER MATTERS

TITLE OF REPORT & CONTACT	NATURE OF DECISION	INDICATIVE DECISION DATE
Report outlining progress with operations and other matters since the previous meeting of the Authority **General Manager**	Update on operational activities and performance together with matters that in themselves do not warrant production of a separate report.	Ongoing
	To consider funding bids to various bodies	As arising
	Approval of communication campaign(s) for the next financial year	November/January or February annually
Annual Report **General Manager**	Approve the Annual Report for the previous financial year	June or September annually

TITLE OF REPORT & CONTACT	NATURE OF DECISION	INDICATIVE DECISION DATE
Various Matters associated with the Authority's Waste Management Services Agreement with Cory Environmental Limited (trading as Cory Riverside Energy) **General Manager and Treasurer**	Updates on various contractual matters and generally considered in private session	Ongoing

CORPORATE MANAGEMENT

TITLE OF REPORT & CONTACT	NATURE OF DECISION	INDICATIVE DECISION DATE
AGM Items **Clerk**	Membership of the Authority (for information) Appointment of the Chairman Appointment of the Vice-Chairman Appointments to Sub-Committees Meeting Dates up to next AGM agreed.	Annually in June.
Governance Review **Clerk**	Periodic review of Governance and Management Arrangements last undertaken in September 2019. Unless required sooner due to legislative or operational changes, these arrangements will be reviewed every 4 years.	Next review due September 2023
Authority Policies Codes and Procedures **Clerk**	Unless required sooner due to legislative or operational change, all Authority Policies and Codes will be reviewed every 4 years.	Next review due January 2025
Equality, Diversity and Inclusion **Clerk and General Manager**	Annual Review	September 2024

FINANCE

TITLE OF REPORT & CONTACT	NATURE OF DECISION	INDICATIVE DECISION DATE
The overall budget forecast for the current financial year and the prospects for the Apportionment of Waste Disposal Costs (AWDC) rates and the Levy for the next financial year. **Treasurer**	For Information	Annually in November
Details of makeup of the General Waste Rate in the current and next financial years and update on savings proposals **Treasurer**	For Information	Annually in November
Overall Budget and Levy for the next financial year and prospects for future years **Treasurer**	Setting the Budget and Levy for the next financial year	Annually in January or February (Statutory Deadline 15th February)
Treasury Management and Capital Strategy for next financial year **Treasurer**	Setting Authorised Borrowing Limit and Operational Boundary and agreeing the 'Minimum Revenue Provision' and the investment policy for the next financial year	Annually in January or February
Outturn Position for previous Financial Year **Treasurer**	For Information	Annually in June
Review of Risk Management Strategy **Treasurer**	For Information	Annually in June
Review of Governance Arrangements and Publication of the Annual Governance Statement **Treasurer**	Approve the Annual Governance Statement For publication with the Authority's accounts	Annually in June or September
The Authority's Statement of Accounts **Treasurer**	To approve the Authority's Audited Accounts	Annually in September or November
The Annual Audit Letter **Treasurer**	To receive the Annual Audit Letter for information	Annually in November or January/ February

STRATEGY & PROCUREMENT

Next Authority Meeting for Discussion	Description	Decision Date
Procurement Strategy **General Manager**	Approving short list of future service delivery options and identifying critical 'success factors' for these options.	February 2024
Waste Strategy **General Manager**	Modelling Results and Vision Review sign off	February 2024

OTHER KNOWN FUTURE DECISION DATES

Next Authority Meeting for Discussion	Description	Decision Date
September 2024	Renew AWDC Levy Arrangement	Expires 31/03/2025
September 2024	Renew Abandoned Vehicle Agreement with Constituent Councils	Expires 31/03/2025
November 2024	Finalise Residual Value Terms	By 04/10/2026
January 2025	Finalise Residual Value Terms Longstop Date	04/08/27 then DRP possible
September 2026	Renew the Groundwork "Licence to Use" on Smugglers Way	Expires 26/01/2027
January 2027 September 2027 then annually in September	First Residual Value Calculation Date for 2032/33 Subsequent Calculation Dates	By 05/07/2027 By 1st January 2028 then annually
July 2027	EfW Annual Reserved Capacity Adjustment	Before 01/10/2027
September 2028	Renew Feathers Wharf Lease	Expires 7/10/2030

APPENDIX B

Known matters for decision at Authority Meeting on 8th February 2024

SECTION	TITLE OF REPORT & CONTACT	NATURE OF DECISION
Operational and Other Matters	Report outlining progress with operations and other matters since the previous meeting of the Authority **General Manager**	Updates on operational activities and performance together with matters that in themselves do not warrant production of a separate report.
	Various Matters associated with the Authority's Waste Management Services Agreement with Cory Environmental Limited (trading as Cory Riverside Energy) **General Manager and Treasurer**	Updates on various contractual matters and generally considered in private session
	Approval of communication campaign(s) BUDGET for the next financial year **General Manager**	Approval of communication campaign(s) BUDGET for the next financial year
Governance Review **Clerk**	Periodic review of Governance and Management Arrangements last undertaken in September 2019. Unless required sooner due to legislative or operational changes, these arrangements will be reviewed every 4 years.	4 year periodic review
Finance	The Authority's Statement of Accounts	To approve the Authority's Audited Accounts[1]
	Setting the Overall Budget and Levy for the next financial year	Annually in January or February (Statutory Deadline 15th February)
	Setting Authorised Borrowing Limit and Operational Boundary and agreeing the 'Minimum Revenue Provision' and the investment policy for the next financial year	Annually in January or February

[1] Please note the Authority's accounts would normally be approved at the September or November meeting of the Authority but the Authority is awaiting the external auditors report.

SECTION	TITLE OF REPORT & CONTACT	NATURE OF DECISION
Procurement Strategy **General Manager**	Approving short list of future service delivery options and identifying critical 'success factors' for these options.	February 2024
Waste Strategy **General Manager**	Modelling Results and Vision Review sign off	February 2024

Known matters for decision at Authority Meeting on 13th June 2024

SECTION	TITLE OF REPORT & CONTACT	NATURE OF DECISION
Operational and Other Matters	Report outlining progress with operations and other matters since the previous meeting of the Authority **General Manager**	Updates on operational activities and performance together with matters that in themselves do not warrant production of a separate report.
	Various Matters associated with the Authority's Waste Management Services Agreement with Cory Environmental Limited (trading as Cory Riverside Energy) **General Manager and Treasurer**	Updates on various contractual matters and generally considered in private session
	Approve the Annual Report for 2023/24 **General Manager**	June or September annually
AGM Items **Clerk**	Membership of the Authority (for information) Appointment of the Chairman Appointment of the Vice-Chairman Appointments to Sub-Committees Meeting Dates up to next AGM agreed.	Annually in June.
Finance	The Annual Audit Letter for 2022/23	To receive the Annual Audit Letter for 2022/23 for information[2]
	Outturn Position for previous Financial Year **Treasurer**	For Information
	Review of Risk Management Strategy **Treasurer**	For Information
	Review of Governance Arrangements and Publication of the Annual Governance Statement **Treasurer**	Approve the Annual Governance Statement For publication with the Authority's accounts

[2] Please note the Annual Audit letter would normally be approved at the November or February meeting of the Authority but is delayed due to the Authority's accounts for 2022/23 not being approved until February 2024.

APPENDIX C

Action Monitoring Log 2023/24

Meeting date	Agenda Item	Action	Owner	Closed
		NO MATTERS OUTSTANDING		