# PAPER NO: WRWA 24-30

# WESTERN RIVERSIDE WASTE AUTHORITY

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| **MEETING** | 4th December 2024 |
| **REPORT AUTHOR/DATE** | Interim General Manager<br>*(Contact Rachel Espinosa - Tel. 020 8871 2788)*<br>20th November 2024 |
| **SUBJECT** | Report on the Authority's Forward Plan. |
| **CONTENTS** | Page 1 Introduction<br>Page 1 Recommendations<br>Pages 2 to 4 Appendix 1 Forward Plan<br>Pages 5 to 6 Appendix 2 List of items annually and periodically reported.<br>Page 7 Appendix 3 Member Briefings |
| **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 may need to be made by the Authority and, where applicable, Constituent Councils. At previous Board meetings the Forward Plan has been divided into sections 'a' to 'f' (below) with an additional appendix summarising the known decisions that will be needed at the following two Authority meetings.

    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

2. To make it easier to see what is coming up at future Board meetings in one place, a revised format is adopted in Appendix 1, based on those commonly used by local authorities.

3. An additional section has been included at the end of the plan detailing forthcoming Member Briefings.

## RECOMMENDATIONS

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

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Western Riverside Transfer Station
Smugglers Way
Wandsworth
SW18 1JS

R. Espinosa
INTERIM GENERAL MANAGER

20th November 2024

## Appendix 1

| **WRWA Forward Plan 2024/25** | **Revised 20/11/24** | | |
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| **Authority Meeting** | **Decision** | **Notice first published** | **Lead Officer** |
| 4th December 2024 | **Joint Municipal Waste Management Strategy**<br>Results of public consultation | 28/3/24 | Rachel Espinosa Interim General Manager, rachel@WRWA.gov.uk |
| 4th December 2024 | **General Manager's Report** | 15/5/24 | Rachel Espinosa Interim General Manager, rachel@WRWA.gov.uk |
| 4th December 2024 | **Waste Management Services Agreement contractual matters**<br>Not for publication | 15/5/24 | Rachel Espinosa Interim General Manager, rachel@WRWA.gov.uk |
| 4th December 2024 | **Procurement Strategy**<br>Approving shortlist of future procurement options<br>Not for publication | 28/3/24 | Rachel Espinosa Interim General Manager, rachel@WRWA.gov.uk |
| 4th December 2024 | **Draft budget for 2025/26** | 23/4/24 | Sukvinder Kalsi<br>Treasurer<br>Sukvinder.kalsi@lbhf.gov.uk |
| 11th February 2025 | **Review of Policies, Codes and Procedures** | 23/4/24 | Rachel Espinosa Interim General Manager, rachel@WRWA.gov.uk |
| 11th February 2025 | **Waste Management Services Agreement contractual matters**<br>Not for publication | 15/5/24 | Rachel Espinosa Interim General Manager, rachel@WRWA.gov.uk |
| 11th February 2025 | **General Manager's Report** | 15/5/24 | Rachel Espinosa Interim General Manager, rachel@WRWA.gov.uk |
| 11th February 2025 | **Joint Municipal Waste Management Strategy** | 28/3/24 | Rachel Espinosa Interim General Manager, rachel@WRWA.gov.uk |

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| | **Approval of final strategy** | | |
| 11th February 2025 | **Procurement Strategy**<br>Update on Outline Business Case<br>Not for publication | 4/12/24 | Rachel Espinosa Interim General Manager, rachel@WRWA.gov.uk |
| 11th February 2025 | **Budget and Levy 2025/26** | | Sukvinder Kalsi<br>Treasurer<br>Sukvinder.kalsi@lbhf.gov.uk |
| 11th February 2025 | **Treasury Management and Capital Strategy 2025/26** | | Sukvinder Kalsi<br>Treasurer<br>Sukvinder.kalsi@lbhf.gov.uk |
| 11th February 2025 | **Risk Management Strategy update** | | Sukvinder Kalsi<br>Treasurer<br>Sukvinder.kalsi@lbhf.gov.uk |
| 11th February 2025 | **Statement of Accounts** | 6/8/24 | Sukvinder Kalsi<br>Treasurer<br>Sukvinder.kalsi@lbhf.gov.uk |
| 11th February 2025 | **Annual Audit Letter** | 23/4/24 | Sukvinder Kalsi<br>Treasurer<br>Sukvinder.kalsi@lbhf.gov.uk |
| 12th June 2025 | **Procurement Strategy**<br>Update on Outline Business Case<br>Not for publication | 23/4/24 | Rachel Espinosa Interim General Manager, rachel@WRWA.gov.uk |
| 12th June 2025 | **Waste Management Services Agreement contractual matters**<br>Not for publication | 15/5/24 | Rachel Espinosa Interim General Manager, rachel@WRWA.gov.uk |
| 12th June 2025 | **General Manager's Report** | 15/5/24 | Rachel Espinosa Interim General Manager, rachel@WRWA.gov.uk |

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| 12th June 2025 | **Joint Municipal Waste Management Strategy Implementation approved strategy** | 4/12/24 | Rachel Espinosa Interim General Manager, rachel@WRWA.gov.uk |
| September 2025 | **Annual Governance Statement** | 16/5/24 | Sukvinder Kalsi<br>Treasurer<br>Sukvinder.kalsi@lbhf.gov.uk |
| September 2025 | **General Manager's Report** | 31/1/24 | Rachel Espinosa Interim General Manager, rachel@WRWA.gov.uk |
| September 2025 | **Waste Management Services Agreement contractual matters**<br>Not for publication | 31/1/24 | Rachel Espinosa Interim General Manager, rachel@WRWA.gov.uk |
| September 2025 | **Procurement Strategy**<br>Update on Outline Business Case<br>Not for publication | 31/1/24 | Rachel Espinosa Interim General Manager, rachel@WRWA.gov.uk |

# Appendix 2
# Annual and Periodic Reports

| TITLE OF REPORT & CONTACT | NATURE OF DECISION | INDICATIVE DECISION DATE |
|---|---|---|
| General Manager's Report | Matters of information and decision not included in other reports on the agenda | Every Board meeting as required |
| Waste Management Service Agreement matters | Contractual matters, not for publication. | Every Board meeting as required |
| Treasury Management and Capital Strategy for next financial year<br>**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 |
| Overall Budget and Levy for the next financial year and prospects for future years<br>**Treasurer** | Setting the Budget and Levy for the next financial year | Annually in January or February (Statutory Deadline 15th February) |
| AGM items<br>**Clerk** | Membership of the Authority<br>Appointment of the Chair<br>Appointment of the Vice-Chair<br>Appointment to Sub-Committees<br>Meeting dates up to next AGM | Annually in June |
| Outturn Position for previous Financial Year<br>**Treasurer** | For Information | Annually in June |
| Review of Risk Management Strategy<br>**Treasurer** | For Information | Twice per year in June and January/February |
| Annual Report<br>**General Manager** | Approve the Annual report for the previous year | Annually in June or September |

| TITLE OF REPORT & CONTACT | NATURE OF DECISION | INDICATIVE DECISION DATE |
|---|---|---|
| Review of Governance Arrangements and Publication of the Annual Governance Statement<br>**Treasurer** | Approve the Annual Governance Statement<br>For publication with the Authority's accounts | Annually in June or September |
| Equality, Diversity and Inclusion<br>**Clerk and General Manager** | Annual review | September |
| The Authority's Statement of Accounts<br>**Treasurer** | To approve the Authority's Audited Accounts | Annually in September or November |
| 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.<br>**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<br>**Treasurer** | For Information | Annually in November |
| The Annual Audit Letter<br>**Treasurer** | To receive the Annual Audit Letter for information | Annually in November or January/ February |
| Governance Review<br>**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. | Every 4 years |
| Authority Policies, Codes and Procedures<br>**Clerk** | Unless required sooner eg by legislation review every 4 years<br>Last reviewed Jan 2021 | Every 4 years |

## Appendix 3
## Member Briefings

Regular Member Briefings:

held on the first Monday of each Month.

Additional Informal Briefings:

18th November 2024: Procurement Outline Business Case.

13th January 2025: Infrastructure Development.