PAPER NO: WRWA 25-19

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	Report on the Authority's Forward Plan.
CONTENTS	Page 1 Introduction Page 1 Recommendations Pages 2 to 4 Appendix 1 Forward Plan Pages 5 to 6 Appendix 2 List of items annually and periodically reported. Page 7 Appendix 3 Members' 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.

Western Riverside Transfer Station
Smugglers Way
Wandsworth
SW18 1JS

R. Espinosa
INTERIM GENERAL MANAGER

29th May 2025

Appendix 1

WRWA Forward Plan 2024/25		
Authority Meeting	**Decision**	**Lead Officer**
12th June 2025	**AGM matters**	Hugh Peart Interim Clerk Hugh@wrwa.gov.uk
12th June 2025	**Appointment of Managing Director.**	Hugh Peart Interim Clerk Hugh@wrwa.gov.uk
12th June 2025	**WRWA Audit sub-committee**	Hugh Peart Interim Clerk Hugh@wrwa.gov.uk
12th June 2025	**Procurement Strategy (A)** Update on Outline Business Case Open	Rachel Espinosa Interim General Manager, rachel@WRWA.gov.uk
12th June 2025	**Procurement Strategy (B)** Update on Outline Business Case Not for publication	Rachel Espinosa Interim General Manager, rachel@WRWA.gov.uk
12th June 2025	**Waste Management Services Agreement (A)** Contractual matters Open	Rachel Espinosa Interim General Manager, rachel@WRWA.gov.uk
12th June 2025	**Waste Management Services Agreement (B)** Contractual matters Not for publication	Rachel Espinosa Interim General Manager, rachel@WRWA.gov.uk
12th June 2025	**General Manager's Report**	Rachel Espinosa Interim General Manager, rachel@WRWA.gov.uk
12th June 2025	**Joint Resources and Waste Strategy**	Rachel Espinosa Interim General Manager, rachel@WRWA.gov.uk

	Implementation Plan Open	
12th June 2025	**Financial Outturn for 2024/25** Open	Sukvinder Kalsi Treasurer Sukvinder.kalsi@lbhf.gov.uk
12th June 2025	**Audit Plan for 2024/25 Accounts** Open	Sukvinder Kalsi Treasurer Sukvinder.kalsi@lbhf.gov.uk
October 2025	**Annual Governance Statement** Open	Sukvinder Kalsi Treasurer Sukvinder.kalsi@lbhf.gov.uk
October 2025	**Budget forecast 2025/26** Open	Sukvinder Kalsi Treasurer Sukvinder.kalsi@lbhf.gov.uk
October 2025	**Risk Management Strategy update** Open	Sukvinder Kalsi Treasurer Sukvinder.kalsi@lbhf.gov.uk
October 2025	**General Manager's Report** Open	Rachel Espinosa Interim General Manager, rachel@WRWA.gov.uk
October 2025	**Joint Resources and Waste Strategy** Open	Rachel Espinosa Interim General Manager, rachel@WRWA.gov.uk
October 2025	**Waste Management Services Agreement (A) Contractual matters** Open	Rachel Espinosa Interim General Manager, rachel@WRWA.gov.uk
October 2025	**Waste Management Services Agreement (B) Contractual matters** Not for publication	Rachel Espinosa Interim General Manager, rachel@WRWA.gov.uk
October 2025	**Procurement Strategy (A)** Update on Outline Business Case	Rachel Espinosa Interim General Manager, rachel@WRWA.gov.uk

	Open	
October 2025	**Procurement Strategy (B)** Update on Outline Business Case Not for publication	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 **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 **Treasurer**	Setting the Budget and Levy for the next financial year	Annually in January or February (Statutory Deadline 15th February)
AGM items **Clerk**	Membership of the Authority Appointment of the Chair Appointment of the Vice-Chair Appointment to Sub-Committees Meeting dates up to next AGM	Annually in June
Outturn Position for previous Financial Year **Treasurer**	For Information	Annually in June
Review of Risk Management Strategy **Treasurer**	For Information	Twice per year in June and January/February
Annual Report **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 **Treasurer**	Approve the Annual Governance Statement For publication with the Authority's accounts	Annually in June or September
Equality, Diversity and Inclusion **Clerk and General Manager**	Annual review	September
The Authority's Statement of Accounts **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. **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
The Annual Audit Letter **Treasurer**	To receive the Annual Audit Letter for information	Annually in November or January/ February
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.	Every 4 years
Authority Policies, Codes and Procedures **Clerk**	Unless required sooner eg by legislation review every 4 years Last reviewed Jan 2021	Every 4 years

Appendix 3

Member Briefings

Regular Member Briefings:

Held on the first Monday of each Month.