

ITEM 7**Paper No. WRWA 20-12****WESTERN RIVERSIDE WASTE AUTHORITY**

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|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| MEETING | 30 th June 2020 |
| REPORT AUTHOR/DATE | General Manager <i>(Contact Mark Broxup - Tel. 020 8871 2788)</i> 22 nd June 2020 |
| SUBJECT | Report on the Authority's Forward Plan. |
| CONTENTS | Page 1 Introduction Pages 1 to 2 Items reported on Page 2 Dates of Meetings Page 2 Recommendation Pages 3 to 6 Appendix – Forward Plan |
| 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 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, which is attached as Appendix A, has been divided into sections:
 - a. Consultations, Strategies and Policy Development
 - b. Operational and Other Matters
 - c. Corporate Governance
 - d. Finance

a) Consultations, Strategies and Policy Development

3. 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

4. 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

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

d) Finance

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

MEETING DATES

7. The meeting dates for 2020, as agreed at the November 2019 meeting of the Authority (Paper No. WRWA 897), are set out as an appendix to this report. However, due to Covid-19 impacts, future meetings may need to be held virtually.

RECOMMENDATION

8. Members are asked to receive this report as information.

M. Broxup
GENERAL MANAGER

Western Riverside Transfer Station
Smugglers Way
Wandsworth
SW18 1JS

22nd June 2020

APPENDIX

Note: all decisions are taken by the Authority unless indicated otherwise

MEETING DATES in 2020

| Time | Date | Location | Type of Meeting |
|--------|-----------------------------------------|----------------------|----------------------|
| 7 pm | Thursday, 23 rd January | Wandsworth Town Hall | Authority (Ordinary) |
| 4-30pm | Tuesday, 30 th June | Virtual | Authority (AGM) |
| 7 pm | Tuesday 29 th September | Wandsworth Town Hall | Authority(Ordinary) |
| 7 pm | Wednesday, 11 th November | Wandsworth Town Hall | Authority(Ordinary) |

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 – none currently ongoing. |

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 annually |

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

CORPORATE MANAGEMENT

| TITLE OF REPORT & CONTACT | NATURE OF DECISION | INDICATIVE DECISION DATE |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| <p>AGM Items</p> <p>Clerk</p> | <p>Membership of the Authority (for information)</p> <p>Appointment of the Chairman</p> <p>Appointment of the Vice-Chairman</p> <p>Appointments to Sub-Committees</p> | <p>Annually in June</p> |
| <p>Dates of meetings</p> <p>Clerk</p> | <p>Dates of meetings for the following calendar year</p> | <p>Annually in November</p> |
| <p>Governance Review</p> | <p>Periodic review of Governance and Management Arrangements last undertaken in September 2019.</p> | <p>September 2020 – review of the Clerk and Treasurer positions</p> |

FINANCE

| TITLE OF REPORT & CONTACT | NATURE OF DECISION | INDICATIVE DECISION DATE |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <p>The 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.</p> <p>Treasurer</p> | <p>For Information</p> | <p>Annually in November</p> |
| <p>Details of makeup of the General Waste Rate in the current and next financial years and update on savings proposals</p> <p>Treasurer</p> | <p>For Information</p> | <p>Annually in November</p> |
| <p>Budget and Levy for the next financial year and prospects for future years</p> <p>Treasurer</p> | <p>Setting the Budget and Levy for the next financial year</p> | <p>Annually in January or February (Statutory Deadline 15th February)</p> |
| <p>Treasury Management and Capital Strategy for next financial year</p> <p>Treasurer</p> | <p>Setting Authorised Borrowing Limit and Operational Boundary and agreeing the 'Minimum Revenue Provision' and the investment policy for the next financial year</p> | <p>Annually in January or February</p> |
| <p>Outturn Position for previous Financial Year</p> <p>Treasurer</p> | <p>For Information</p> | <p>June annually</p> |
| <p>Review of Risk Management Strategy</p> <p>Treasurer</p> | <p>For Information</p> | <p>June annually</p> |

| 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 | Normally June annually, however this year September |
| The Authority's Statement of Accounts Treasurer | To approve the Authority's Audited Accounts | Normally July annually, however this year September |
| The Annual Audit Letter Treasurer | To receive the Annual Audit Letter for information | Normally September annually, however this year November |