

ITEM 5

WRWA **894**

WESTERN RIVERSIDE WASTE AUTHORITY

MEETING	25 th November 2019
REPORT AUTHOR/DATE	General Manager <i>(Contact Mark Broxup - Tel. 020 8871 2788)</i> 15 th November 2019
SUBJECT	Report on the Authority's Forward Plan.
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STATUS	Open
BACKGROUND PAPERS	None

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INTRODUCTION

1. At the previous 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. 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 Audit Committee (when applicable) are included, together with the regular budget updates.

RECOMMENDATIONS

7. Members are asked to receive this report as information

M. Broxup
GENERAL MANAGER

Western Riverside Transfer Station
Smugglers Way
Wandsworth
SW18 1JS

15th November 2019

APPENDIX A: FORWARD PLAN

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

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 no 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/February annually
Annual Report General Manager	Approve the Annual Report for the previous financial year	June annually
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 the Audit Committee	Annually in June
Dates of meetings Clerk	Dates of meetings for the following calendar year	Annually in November
Governance Review	Periodic review of Governance and Management Arrangements last undertaken in September 2019.	September 2020 – review of the Clerk and Treasurer positions

FINANCE

TITLE OF REPORT & CONTACT	NATURE OF DECISION	INDICATIVE DECISION DATE
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. 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
Budget and Levy for the next financial year and prospects	Setting the Budget and Levy for the next financial year	Annually in January or February

TITLE OF REPORT & CONTACT	NATURE OF DECISION	INDICATIVE DECISION DATE
for future years Treasurer		(Statutory Deadline 15 th 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	June annually
Review of Risk Management Strategy Treasurer	For Information	June annually
Review of Governance Arrangements and Publication of the Annual governance Statement Treasurer	Approve the Annual Governance Statement For publication with the Authority's accounts	June annually
The Authority's Statement of Accounts Treasurer	AUDIT COMMITTEE – to approve the Authority's Audited Accounts	July annually
The Annual Audit Letter Treasurer	To receive the Annual Audit Letter for information	September annually