

ITEM 4

Paper No. WRWA **20-26**

WESTERN RIVERSIDE WASTE AUTHORITY

MEETING	11 th November 2020
REPORT AUTHOR/DATE	General Manager (Contact Mark Broxup - Tel. 020 8871 2788) 3 rd November 2020
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 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 2021 need to be agreed. Owing to the impact of Covid 19 future meetings may need to be held virtually. Whilst meetings are held virtually the proposal is that they will commence at 5.30 p.m. Once meetings resume to being 'physical' they will revert back to their normal start time of 7.00 pm and take place at Wandsworth Town Hall. Members are asked to formally agree the following dates which were circulated to them in advance of this meeting and to agree the proposed start times of virtual and physical meetings.

- 26th January 2021
- 29th June 2021 (Annual General Meeting)

RECOMMENDATION

8. Members are asked to:
 - a. agree the future meeting dates set out in paragraph 7 above; and
 - b. otherwise receive this report as information.

M. Broxup
GENERAL MANAGER

Western Riverside Transfer Station
Smugglers Way
Wandsworth
SW18 1JS

3rd November 2020

APPENDIX

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

MEETING DATES in 2021

Time	Date	Location	Type of Meeting
TBA	TBA	Wandsworth Town Hall	Authority (Ordinary)
TBA	TBA	Wandsworth Town Hall	Authority (AGM)
TBA	TBA	Wandsworth Town Hall	Authority(Ordinary)
TBA	TBA	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. Unless required sooner due to legislative or operational changes, these arrangements will be reviewed every 4 years.</p>	<p>Next review due September 2023</p>
<p>Authority Policies and Codes</p>	<p>Unless required sooner due to legislative or operational change, all Authority Policies and Codes will be reviewed every 4 years.</p>	<p>Next review due January 2021</p>
<p>Equality, Diversion and Inclusion</p>	<p>Annual Review</p>	<p>September 2021</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>Annually in June</p>
<p>Review of Risk Management Strategy</p> <p>Treasurer</p>	<p>For Information</p>	<p>Annually in June</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	Annually in June
The Authority's Statement of Accounts Treasurer	To approve the Authority's Audited Accounts	Annually in June
The Annual Audit Letter Treasurer	To receive the Annual Audit Letter for information	Annually in September