

**ITEM 3****Paper No. WRWA 22-19****WESTERN RIVERSIDE WASTE AUTHORITY**

<b>MEETING</b>	21 <sup>st</sup> September 2022
<b>REPORT AUTHOR/DATE</b>	General Manager <i>(Contact Mark Broxup - Tel. 020 8871 2788)</i> 12 <sup>th</sup> September 2022
<b>SUBJECT</b>	Report on the Authority's Forward Plan.
<b>CONTENTS</b>	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
<b>STATUS</b>	Open
<b>BACKGROUND PAPERS</b>	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 an Appendix to this report, has been divided into sections:
  - a. Consultations, Strategies and Policy Development
  - b. Operational and Other Matters
  - c. Corporate Governance
  - d. Finance
  - e. Waste and Procurement Strategy Timetables

### **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.

**e) Waste and Procurement Strategy Timetables**

7. If Members agree the timetables set out in Paper No. WRWA 22-26 elsewhere on this agenda, a new section will be added on the joint waste strategy with the constituent councils and the Authority's waste procurement strategy.

**RECOMMENDATION**

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

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M. Broxup  
GENERAL MANAGER

Western Riverside Transfer Station  
Smugglers Way  
Wandsworth  
SW18 1JS

12<sup>th</sup> September 2022

## APPENDIX

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

### MEETING DATES in 2022

Time*	Date	Location*	Type of Meeting
7pm	21 <sup>st</sup> September 2022	Hammersmith & Fulham Council Offices	Authority(Ordinary)
TBC	23 <sup>rd</sup> November 2022	TBC	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.

\*Note: Government responses are still expected in 2022 to the 2021 consultations on a deposit return scheme (DRS, and consistency in recycling collections.

### 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

<b>TITLE OF REPORT &amp; CONTACT</b>	<b>NATURE OF DECISION</b>	<b>INDICATIVE DECISION DATE</b>
<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**

<b>TITLE OF REPORT &amp; CONTACT</b>	<b>NATURE OF DECISION</b>	<b>INDICATIVE DECISION DATE</b>
<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</p> <p>Codes and Procedures</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 2025</p>
<p>Equality, Diversity and Inclusion</p>	<p>Annual Review</p>	<p>September 2022</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 15<sup>th</sup> 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>

<b>TITLE OF REPORT &amp; CONTACT</b>	<b>NATURE OF DECISION</b>	<b>INDICATIVE DECISION DATE</b>
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
The Authority's Statement of Accounts  Treasurer	To approve the Authority's Audited Accounts	Annually in June or September
The Annual Audit Letter  Treasurer	To receive the Annual Audit Letter for information	Annually in September or November

#### **WASTE AND PROCUREMENT STRATEGY TIMETABLES**

Subject to agreement – see Paper No. WRWA 22-26 elsewhere on this agenda.