

# PAPER NO: WRWA 23-12

## WESTERN RIVERSIDE WASTE AUTHORITY

<b>MEETING</b>	14 <sup>th</sup> June 2023
<b>REPORT AUTHOR/DATE</b>	General Manager (Contact Mark Broxup - Tel. 020 8871 2788) 6 <sup>th</sup> June 2023
<b>SUBJECT</b>	Report on the Authority's Forward Plan.
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<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 Authority and, where applicable, 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 has been divided into sections with sections 'a' to 'f' in Appendix A:
  - 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

**a) Consultations, Strategies and Policy Development**

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**

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**

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

- d) **Finance**  
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**  
Decisions for a new joint municipal waste strategy with the constituent councils and a procurement strategy for the Authority (this will be expanded for future meetings but includes the decisions known for September 2023).
- f) **Other known Future Decision Dates**  
The dates of known future Authority decisions, together with the Authority meeting they will first be discussed, are set out in a table.

### **DECISIONS AT NEXT TWO AUTHORITY MEETINGS**

3. Appendix B summarises the known decisions that will be needed at the next two Authority meetings.

### **ACTION MONITORING LOG**

4. Appendix C monitors outstanding actions from previous Authority meeting and how, and when, they were actioned.

### **FUTURE AUTHORITY MEETING DATES**

5. At its meeting in November 2022, the Authority approved the following dates for Authority meetings in 2023, to be held at Lambeth Town Hall with a start time of 6.30pm:
- 27<sup>th</sup> September 2023 (Wednesday)
  - 22<sup>nd</sup> November 2023 (Wednesday)
6. Elsewhere on this agenda (Paper No. WRWA 23-11) the Authority is asked to confirm these meetings and set further meeting dates for 2024 up to and including the 2024 AGM.

## **FUTURE COMMITTEE MEETING DATES AND DECISIONS**

7. At its meeting in January 2023 (Paper No. WRWA 23-04) the Authority agreed to set up an Appointments Committee to appoint a new Treasurer to the Authority, see Paper No. WRWA 23-11 elsewhere on this agenda.
8. Dates for this committee are to be decided but its decisions will be reported to the Authority at its meeting in September 2023.

## **RECOMMENDATIONS**

9. The Authority is asked to receive this report as information.

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M. Broxup  
GENERAL MANAGER

Western Riverside Transfer Station  
Smugglers Way  
Wandsworth  
SW18 1JS

6<sup>th</sup> June 2023

## APPENDIX A

### MEETING DATES in 2023 agreed to date

Time	Date	Location	Type of Meeting
6-30pm	27 <sup>th</sup> September (Weds)	Lambeth Town Hall	Authority (Ordinary)
6-30pm	22 <sup>nd</sup> November 2023 (Weds)	Lambeth 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. <sup>1</sup>	As arising

### 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 <b>General Manager</b>	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 <b>General Manager</b>	Approve the Annual Report for the previous financial year	June or September annually

<sup>1</sup> \*Note: Government responses are still expected in 2023 to the consultations on a deposit return scheme and consistency in recycling collections.

TITLE OF REPORT & CONTACT	NATURE OF DECISION	INDICATIVE DECISION DATE
Various Matters associated with the Authority's Waste Management Services Agreement with Cory Environmental Limited (trading as Cory Riverside Energy) <b>General Manager and Treasurer</b>	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 <b>Clerk</b>	Membership of the Authority (for information) Appointment of the Chairman Appointment of the Vice-Chairman Appointments to Sub-Committees Meeting Dates up to next AGM agreed.	Annually in June.
Governance Review <b>Clerk</b>	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.	Next review due September 2023
Authority Policies Codes and Procedures <b>Clerk</b>	Unless required sooner due to legislative or operational change, all Authority Policies and Codes will be reviewed every 4 years.	Next review due January 2025
Equality, Diversity and Inclusion <b>Clerk and General Manager</b>	Annual Review	September 2023

## 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><b>Treasurer</b></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><b>Treasurer</b></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><b>Treasurer</b></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><b>Treasurer</b></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><b>Treasurer</b></p>	<p>For Information</p>	<p>Annually in June</p>
<p>Review of Risk Management Strategy</p> <p><b>Treasurer</b></p>	<p>For Information</p>	<p>Annually in June</p>
<p>Review of Governance Arrangements and Publication of the Annual Governance Statement</p> <p><b>Treasurer</b></p>	<p>Approve the Annual Governance Statement For publication with the Authority's accounts</p>	<p>Annually in June or September</p>
<p>The Authority's Statement of Accounts</p> <p><b>Treasurer</b></p>	<p>To approve the Authority's Audited Accounts</p>	<p>Annually in September or November</p>
<p>The Annual Audit Letter</p> <p><b>Treasurer</b></p>	<p>To receive the Annual Audit Letter for information</p>	<p>Annually in November or January/ February</p>



## STRATEGY & PROCUREMENT

<b>Next Authority Meeting for Discussion</b>	<b>Description</b>	<b>Decision Date</b>
Waste Strategy <b>General Manager</b>	To confirm Vision Statement	September 2023
Procurement Strategy <b>General Manager</b>	Approving long list of future service delivery options and identifying critical 'success factors' for these options.	September 2023
Waste Strategy <b>General Manager</b>	Modelling Results and Vision Review sign off	February 2024

## OTHER KNOWN FUTURE DECISION DATES

<b>Next Authority Meeting for Discussion</b>	<b>Description</b>	<b>Decision Date</b>
September 2024	Renew AWDC Levy Arrangement	Expires 31/03/2025
September 2024	Renew Abandoned Vehicle Agreement with Constituent Councils	Expires 31/03/2025
November 2024	Finalise Residual Value Terms	By 04/10/2026
January 2025	Finalise Residual Value Terms Longstop Date	04/08/27 then DRP possible
September 2026	Renew the Groundwork "Licence to Use" on Smugglers Way	Expires 26/01/2027
January 2027	First Residual Value Calculation Date for 2032/33	By 05/07/2027
September 2027 then annually in September	Subsequent Calculation Dates	By 1 <sup>st</sup> January 2028 then annually
July 2027	EfW Annual Reserved Capacity Adjustment	Before 01/10/2027
September 2028	Renew Feathers Wharf Lease	Expires 7/10/2030

**Known matters for decision at Authority Meeting on 27<sup>th</sup> September 2023**

SECTION	TITLE OF REPORT & CONTACT	NATURE OF DECISION
Operational and Other Matters	Report outlining progress with operations and other matters since the previous meeting of the Authority <b>General Manager</b>	Updates on operational activities and performance together with matters that in themselves do not warrant production of a separate report.
	Annual Report <b>General Manager</b>	Approve the Annual Report for the previous financial year
	Various Matters associated with the Authority's Waste Management Services Agreement with Cory Environmental Limited (trading as Cory Riverside Energy) <b>General Manager and Treasurer</b>	Updates on various contractual matters and generally considered in private session
Corporate Management	Governance Review <b>Clerk</b>	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.
	Equality, Diversity and Inclusion <b>General Manager</b>	Annual Review
Finance	The Authority's Statement of Accounts <b>Treasurer</b>	To approve the Authority's Audited Accounts
Strategy & Procurement	Waste Strategy <b>General Manager</b>	To confirm Vision Statement
Strategy & Procurement	Procurement Strategy <b>General Manager</b>	Approving long list of future service delivery options and identifying critical 'success factors' for these options.

**Known matters for decision at Authority Meeting on 22<sup>nd</sup> November 2023**

<b>SECTION</b>	<b>TITLE OF REPORT &amp; CONTACT</b>	<b>NATURE OF DECISION</b>
<b>Operational and Other Matters</b>	Report outlining progress with operations and other matters since the previous meeting of the Authority <b>General Manager</b>	Updates on operational activities and performance together with matters that in themselves do not warrant production of a separate report.
	Various Matters associated with the Authority's Waste Management Services Agreement with Cory Environmental Limited (trading as Cory Riverside Energy) <b>General Manager and Treasurer</b>	Updates on various contractual matters and generally considered in private session
<b>Corporate Management</b>	AGM Items <b>Clerk</b>	Membership of the Authority (for information) Appointment of the Chairman Appointment of the Vice-Chairman Appointments to Sub-Committees Meeting Dates up to next AGM agreed.
<b>Finance</b>	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. <b>Treasurer</b>	For Information
	Details of makeup of the General Waste Rate in the current and next financial years and update on savings proposals <b>Treasurer</b>	For Information
	The Authority's Statement of Accounts <b>Treasurer</b>	To approve the Authority's Audited Accounts
	The Annual Audit Letter <b>Treasurer</b>	To receive the Annual Audit Letter for information

## Action Monitoring Log 2022/23

Meeting date	Agenda Item	Action	Owner	Closed
09.02.23	6- Appointment of Treasurer	Agree date for Appointments Committee	Wayne Chandai	See Paper No. WRWA 23-11 elsewhere on this agenda
09.02.23	7 – General Manager’s Report	Officers to provide members with a clear definition of what the Authority considered to be textiles versus clothing, for the purposes of recycling	Mark Broxup	22.02.23
09.02.23	8 – Procurement of Technical Advisors	Officers to liaise with Members regarding their availability for attending interviews for the procurement of technical advisors.	Rachel Espinosa	20.02.23