

PAPER NO: WRWA 23-22

WESTERN RIVERSIDE WASTE AUTHORITY

MEETING	26 th October 2023
REPORT AUTHOR/DATE	General Manager (Contact Mark Broxup - Tel. 020 8871 2788) 4 th October 2023
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 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:
- 22nd November 2023 (Weds) - Lambeth Town Hall (Ordinary)
 - Date in Feb 2024 to be agreed at this meeting - Lambeth Town Hall (Ordinary)
 - 13th June 2024 (Thurs) - Lambeth Town Hall (AGM)

6. The Authority meeting in February 2024 was originally scheduled for the 15th February 2024 but the Authority must legally set its levy for 2024/25 before the 15th February 2023. A new date is currently being sought.

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. A date has now been set for Tuesday, 31st October 2023 and its decisions will be reported to the Authority at its meeting in November 2023.

RECOMMENDATIONS

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

M. Broxup
GENERAL MANAGER

Western Riverside Transfer Station
Smugglers Way
Wandsworth
SW18 1JS

4th October 2023

MEETING DATES in 2023

Time	Date	Location	Type of Meeting
6-30pm	22 nd November 2023 (Weds)	Lambeth Town Hall	Authority (Ordinary)
6-30pm	February 2024 - tbc ¹	Lambeth Town Hall	Authority (Ordinary)
6-30pm	13 th June 2024 (Thurs)	Lambeth Town Hall	Authority (AGM)

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. ²	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 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 or September annually

¹ Subject to agreement at this meeting

² *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) 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 Sub-Committees Meeting Dates up to next AGM agreed.	Annually in June.
Governance Review Clerk	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 Clerk	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 Clerk and General Manager	Annual Review	September 2023

FINANCE

TITLE OF REPORT & CONTACT	NATURE OF DECISION	INDICATIVE DECISION DATE
The overall 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
Overall Budget and Levy for the next financial year and prospects for future years Treasurer	Setting the Budget and Levy for the next financial year	Annually in January or February (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	Annually in June
Review of Risk Management Strategy Treasurer	For Information	Annually in June
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 September or November
The Annual Audit Letter Treasurer	To receive the Annual Audit Letter for information	Annually in November or January/ February

STRATEGY & PROCUREMENT

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

OTHER KNOWN FUTURE DECISION DATES

Next Authority Meeting for Discussion	Description	Decision Date
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 st 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 22nd November 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 General Manager	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) General Manager and Treasurer	Updates on various contractual matters and generally considered in private session
	Approval of communication campaign(s) for the next financial year General Manager	Approval of communication campaign(s) for the next financial year
	Approve the Annual Report for 2022/23 General Manager	Put back from July/September
Finance	The overall 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
	Details of makeup of the General Waste Rate in the current and next financial years and update on savings proposals Treasurer	For Information
	The Authority's Statement of Accounts Treasurer	To approve the Authority's Audited Accounts
	The Annual Audit Letter Treasurer	To receive the Annual Audit Letter for information

Known matters for decision at Authority Meeting on 8th February 2024

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 General Manager	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) General Manager and Treasurer	Updates on various contractual matters and generally considered in private session
	Approval of communication campaign(s) BUDGET for the next financial year General Manager	Approval of communication campaign(s) BUDGET for the next financial year
Finance	Setting the Overall Budget and Levy for the next financial year	Annually in January or February (Statutory Deadline 15 th February)
	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
Procurement Strategy General Manager	Approving short list of future service delivery options and identifying critical 'success factors' for these options.	February 2024
Waste Strategy General Manager	Modelling Results and Vision Review sign off	February 2024

Action Monitoring Log 2022/23

Meeting date	Agenda Item	Action	Owner	Closed
		NO MATTERS OUTSTANDING		