

# PAPER NO: WRWA 24-03

## WESTERN RIVERSIDE WASTE AUTHORITY

<b>MEETING</b>	8 <sup>th</sup> February 2024
<b>REPORT AUTHOR/DATE</b>	Interim General Manager <i>(Contact Rachel Espinosa - Tel. 020 8871 2788)</i> 25th January 2024
<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 June 2024).
- 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. The Authority has agreed the following dates for Authority meetings in 2024, to be held at Lambeth Town Hall with a start time of 6.30pm:
- 8<sup>th</sup> February 2024 (Thurs) - Lambeth Town Hall (Ordinary)
  - 13<sup>th</sup> June 2024 (Thurs) - Lambeth Town Hall (AGM)

**RECOMMENDATION**

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

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R. Espinosa  
INTERIM GENERAL MANAGER

Western Riverside Transfer Station  
Smugglers Way  
Wandsworth  
SW18 1JS

25<sup>th</sup> January 2024

MEETING DATES in 2024

Time	Date	Location	Type of Meeting
6-30pm	8 <sup>th</sup> February 2024 (Thurs)	Lambeth Town Hall	Authority (Ordinary)
6-30pm	13 <sup>th</sup> June 2024 (Thurs)	Lambeth Town Hall	Authority (AGM)
Tbc	September 2024 (Tbc)	Tbc	Authority (Ordinary)
Tbc	November 2024 (Tbc)	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

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

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 [review every 4 years]
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 2024

## FINANCE

TITLE OF REPORT & CONTACT	NATURE OF DECISION	INDICATIVE DECISION DATE
<p>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.</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>Overall 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>
Procurement Strategy <b>General Manager</b>	Approving short list of future service delivery options including identifying critical 'success factors' for these options.	June 2024
Waste Strategy <b>General Manager</b>	Modelling Results and Vision Review sign off. To approve public consultation methodology and materials. Draft Strategy document progress update.	June 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 13<sup>th</sup> June 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 <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
	Approve the Annual Report for 2023/24 <b>General Manager</b>	June or September annually
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.
Finance	The Annual Audit Letter for 2022/23	To receive the Annual Audit Letter for 2022/23 for information <sup>1</sup>
	Outturn Position for previous Financial Year <b>Treasurer</b>	For Information
	Review of Risk Management Strategy <b>Treasurer</b>	For Information
	Review of Governance Arrangements and Publication of the Annual Governance Statement <b>Treasurer</b>	Approve the Annual Governance Statement For publication with the Authority's accounts

<sup>1</sup> Please note the Annual Audit letter would normally be approved at the November or February meeting of the Authority but is delayed due to the Authority's accounts for 2022/23 not being approved until February 2024.

SECTION	TITLE OF REPORT & CONTACT	NATURE OF DECISION
Procurement Strategy <b>General Manager</b>	Short list of future service delivery options and identifying critical 'success factors' for these options.	Approval of Short List
Waste Strategy <b>General Manager</b>	Modelling Results and Vision Review; Public consultation; Draft Strategy document progress update.	Approval of methodology and materials; Sign off Vision Review

**Known matters for decision at Authority Meeting in September 2024 (date tbc)**

<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.
	Annual Report <b>General Manager</b>	Approve the Annual Report for the previous financial year (June or September)
	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>	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
<b>Finance</b>	The Authority's Statement of Accounts <b>Treasurer</b>	To approve the Authority's Audited Accounts
<b>Waste Strategy</b>	Waste Strategy <b>General Manager</b>	Progress update of Draft Strategy document and public consultation
<b>Procurement Strategy</b>	Procurement Strategy <b>General Manager</b>	Approving the Reference Project.

Action Monitoring Log 2023/24

Meeting date	Agenda Item	Action	Owner	Closed
		<b>NO MATTERS OUTSTANDING</b>		