

PAPER NO: WRWA 24-14

WESTERN RIVERSIDE WASTE AUTHORITY

MEETING	29 th July 2024
REPORT AUTHOR/DATE	Interim General Manager <i>(Contact Rachel Espinosa - Tel. 020 8871 2788)</i> 15 th July 2024
SUBJECT	Report on the Authority's Forward Plan.
CONTENTS	Page 1 Introduction Page 2 Recommendations Pages 3 to 6 Appendix 1 Forward Plan Pages 7-8 Appendix 2 List of items annually and periodically reported.
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 may need to be made by the Authority and, where applicable, Constituent Councils. At previous Board meetings the Forward Plan has been divided into sections 'a' to 'f' (below) with an additional appendix summarising the known decisions that will be needed at the following two Authority meetings.
 - 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
2. To make it easier to see what is coming up at future Board meetings in one place, a revised format is adopted in Appendix 1, based on those commonly used by local authorities.
3. The following dates have been proposed for 2024/25 Board meetings:

July 2024

- 29 July 2024 (confirmed)

October 2024

- Wednesday 2 October 2024
- Thursday 3 October 2024

December 2024

- 4 December 2024 (confirmed)

February 2025

- Tuesday 18 February 2025
- Thursday 27 February 2025

June 2025

- Thursday 12 June 2025
- Thursday 19 June 2025

RECOMMENDATIONS

4. The Authority is asked to:

- a) confirm the Board meeting dates for 2024/25; and
- b) otherwise receive this report as information.

Western Riverside Transfer Station
Smugglers Way
Wandsworth
SW18 1JS

R. Espinosa
INTERIM GENERAL MANAGER

15th July 2024

Appendix 1

	WRWA Forward Plan 2024/25	Revised 20/6/24		
Board Meeting	Decision	Decision Status	Notice first published	Lead Officer
29 th July 2024 Annual General Meeting	Appointment of Chairman, Vice-Chairman and Sub-Committees; meeting dates up to next AGM	Pending	31/1/24	Wayne Chandai Interim Clerk to the Authority WChandai@lambeth.gov.uk
29 th July 2024 Annual General Meeting	Outturn for 2023/24	Pending	31/1/24	Sukvinder Kalsi Treasurer Sukvinder.kalsi@lbhf.gov.uk
29 th July 2024 Annual General Meeting	Review of Risk Management Strategy	Pending	31/1/24	Sukvinder Kalsi Treasurer Sukvinder.kalsi@lbhf.gov.uk
29 th July 2024 Annual General Meeting	Audit Plan for 2023/24 Accounts	Pending	16/5/24	Sukvinder Kalsi Treasurer Sukvinder.kalsi@lbhf.gov.uk
29 th July 2024 Annual General Meeting	Waste Management Services Agreement contractual matters. Not for publication	Pending	31/1/24	Rachel Espinosa Interim General Manager rachel@wrwa.gov.uk
29 th July 2024 Annual General Meeting	General Manager's Report.	Pending	31/1/24	Rachel Espinosa Interim General Manager rachel@wrwa.gov.uk
29 th July 2024 Annual General Meeting	Procurement Outline Business Case progress	Pending	15/5/24	Rachel Espinosa Interim General Manager rachel@wrwa.gov.uk
29 th July 2024 Annual General Meeting	Joint Municipal Waste Management Draft Strategy.	Pending	31/1/24	Rachel Espinosa Interim General Manager rachel@wrwa.gov.uk

	Sign off of draft strategy for public consultation.			
29 th July 2024 Annual General Meeting	WRWA Review next steps	Pending	21/6/24	Wayne Chandai Interim Clerk to the Authority WChandai@lambeth.gov.uk Rachel Espinosa Interim General Manager rachel@wrwa.gov.uk
29 th July 2024 Annual General Meeting	Senior Management Recruitment	Pending	21/6/24	Wayne Chandai Interim Clerk to the Authority WChandai@lambeth.gov.uk
October 2024	Annual report Approve the report for 2023/24	Pending	28/3/24	Rachel Espinosa Interim General Manager rachel@wrwa.gov.uk
October 2024	Equality, Diversity and Inclusion. Annual review.	Pending	31/1/24	Wayne Chandai Interim Clerk to the Authority WChandai@lambeth.gov.uk Rachel Espinosa Interim General Manager rachel@wrwa.gov.uk
October 2024	Statement of Accounts Approve audited accounts	Pending	31/1/24	Sukvinder Kalsi Treasurer Sukvinder.kalsi@lbhf.gov.uk
October 2024	Annual Governance Statement	Pending	16/5/24	Sukvinder Kalsi Treasurer Sukvinder.kalsi@lbhf.gov.uk
October 2024	General Manager's Report.	Pending	31/1/24	Rachel Espinosa Interim General Manager rachel@wrwa.gov.uk
October 2024	Waste Management Services Agreement contractual matters.	Pending	31/1/24	Rachel Espinosa Interim General Manager rachel@wrwa.gov.uk

	Not for publication			
October 2024	Future Infrastructure requirements Not for publication	Pending	31/1/24	Rachel Espinosa Interim General Manager rachel@wrwa.gov.uk
October 2024	Governance Review 4- yearly review of Governance and Management arrangements	Pending	23/4/24	Wayne Chandai Interim Clerk to the Authority WChandai@lambeth.gov.uk
December 2024	Joint Municipal Waste Management Strategy Results of public consultation	Pending	28/3/24	Rachel Espinosa Interim General Manager rachel@wrwa.gov.uk
December 2024	General Manager's Report.	Pending	15/5/24	Rachel Espinosa Interim General Manager rachel@wrwa.gov.uk
December 2024	Waste Management Services Agreement contractual matters. Not for publication	Pending	15/5/24	Rachel Espinosa Interim General Manager rachel@wrwa.gov.uk
December 2024	Procurement Strategy Approving shortlist of future procurement options Not for publication	Pending	28/3/24	Rachel Espinosa Interim General Manager rachel@wrwa.gov.uk
December 2024	Budget & Apportionment of Costs forecast.	Pending	23/4/24	Sukvinder Kalsi Treasurer Sukvinder.kalsi@lbhf.gov.uk
December 2024	General Waste Rate in the current and next financial years and update on savings proposals	Pending	23/4/24	Sukvinder Kalsi Treasurer Sukvinder.kalsi@lbhf.gov.uk

December 2024	Annual Audit Letter	Pending	23/4/24	Sukvinder Kalsi Treasurer Sukvinder.kalsi@lbhf.gov.uk
December 2024	Review of Levy arrangements.	Pending	15/5/24	Sukvinder Kalsi Treasurer Sukvinder.kalsi@lbhf.gov.uk
February 2025	Review of Policies, Codes and Procedures	Pending	23/4/24	Rachel Espinosa Interim General Manager rachel@wrwa.gov.uk
February 2025	Waste Management Services Agreement contractual matters. Not for publication	Pending	15/5/24	Rachel Espinosa Interim General Manager rachel@wrwa.gov.uk
February2025	General Manager's Report.	Pending	15/5/24	Rachel Espinosa Interim General Manager rachel@wrwa.gov.uk
February 2025	Joint Municipal Waste Management Strategy Approval of final strategy	Pending	28/3/24	Rachel Espinosa Interim General Manager rachel@wrwa.gov.uk
June 2025	Procurement Strategy Final Outline Business Case Not for publication	Pending	23/4/24	Rachel Espinosa Interim General Manager rachel@wrwa.gov.uk
June 2025	Waste Management Services Agreement contractual matters. Not for publication	Pending	15/5/24	Rachel Espinosa Interim General Manager rachel@wrwa.gov.uk
June 2025	General Manager's Report.	Pending	15/5/24	Rachel Espinosa Interim General Manager rachel@wrwa.gov.uk

Annual and Periodic Reports

TITLE OF REPORT & CONTACT	NATURE OF DECISION	INDICATIVE DECISION DATE
General Manager's Report	Matters of information and decision not included in other reports on the agenda	Every Board meeting as required
Waste Management Service Agreement matters	Contractual matters, not for publication.	Every Board meeting as required
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
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)
AGM items Interim Clerk	Membership of the Authority Appointment of the Chair Appointment of the Vice-Chair Appointment to Sub-Committees Meeting dates up to next AGM	Annually in June
Outturn Position for previous Financial Year Treasurer	For Information	Annually in June
Review of Risk Management Strategy Treasurer	For Information	Annually in June
Annual Report General Manager	Approve the Annual report for the previous year	Annually in June or September

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 or September
Equality, Diversity and Inclusion Interim Clerk and General Manager	Annual review	September
The Authority's Statement of Accounts Treasurer	To approve the Authority's Audited Accounts	Annually in September or November
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
The Annual Audit Letter Treasurer	To receive the Annual Audit Letter for information	Annually in November or January/ February
Governance Review Interim 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.	Every 4 years
Authority Policies, Codes and Procedures Interim Clerk	Unless required sooner eg by legislation review every 4 years Last reviewed Jan 2021	Every 4 years

