

# PAPER NO: WRWA 24-22

## WESTERN RIVERSIDE WASTE AUTHORITY

<b>MEETING</b>	2nd October 2024
<b>REPORT AUTHOR/DATE</b>	Interim General Manager (Contact Rachel Espinosa - Tel. 020 8871 2788) 19 <sup>th</sup> September 2024
<b>SUBJECT</b>	Report on the Authority's Forward Plan.
<b>CONTENTS</b>	Page 1 Introduction Page 1 Recommendation Pages 2 to 5 Appendix 1 Forward Plan Pages 6-7 Appendix 2 List of items annually and periodically reported.
<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 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.

## **RECOMMENDATION**

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

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R. Espinosa  
INTERIM GENERAL MANAGER

## Appendix 1

		<b>Revised 23/8/24</b>		
<b>Board Meeting</b>	<b>Decision</b>	<b>Decision Status</b>	<b>Notice first published</b>	<b>Lead Officer</b>
29 <sup>th</sup> July 2024 Annual General Meeting	<b>Appointment of Chairman, Vice- Chairman and Sub- Committees; meeting dates up to next AGM</b>	Agreed	31/1/24	Wayne Chandai Acting Clerk to the Authority Wchandai@lambeth.gov.uk
29 <sup>th</sup> July 2024 Annual General Meeting	<b>Outturn for 2023/24</b>	Agreed	31/1/24	Sukvinder Kalsi Treasurer Sukvinder.kalsi@lbhf.gov.uk
29 <sup>th</sup> July 2024 Annual General Meeting	<b>Review of Risk Management Strategy</b>	Agreed	31/1/24	Sukvinder Kalsi Treasurer Sukvinder.kalsi@lbhf.gov.uk
Meeting				
29 <sup>th</sup> July 2024 Annual General Meeting	<b>Audit Plan for 2023/24 Accounts</b>	Agreed	16/5/24	Sukvinder Kalsi Treasurer Sukvinder.kalsi@lbhf.gov.uk
29 <sup>th</sup> July 2024 Annual General Meeting	<b>Waste Management Services Agreement contractual matters.</b> Not for publication		31/1/24	Rachel Espinosa Acting General Manager, rachel@WRWA.gov.uk
29 <sup>th</sup> July 2024 Annual General Meeting	<b>General Manager's Report.</b>	Agreed	31/1/24	Rachel Espinosa Acting General Manager, rachel@WRWA.gov.uk
29 <sup>th</sup> July 2024 Annual General Meeting	<b>Procurement Outline Business Case progress</b>	Agreed	15/5/24	Rachel Espinosa Acting General Manager, rachel@WRWA.gov.uk
29 <sup>th</sup> July 2024 Annual General Meeting 29 <sup>th</sup> July 2024	<b>Joint Municipal Waste Management Draft Strategy.</b>	Agreed	31/1/24	Rachel Espinosa Acting General Manager, rachel@WRWA.gov.uk

	Sign off of draft strategy for public consultation.			
2nd October 2024	<b>WRWA Review next steps</b>	Pending	21/6/24	Wayne Chandai Acting Clerk to the Authority Wchandai@lambeth.gov.uk Rachel Espinosa Acting General Manager, rachel@WRWA.gov.uk
2nd October 2024	<b>Senior Management Recruitment</b>	Pending	21/6/24	Wayne Chandai Acting Clerk to the Authority Wchandai@lambeth.gov.uk
2nd October 2024	<b>Annual Governance Statement</b>	Pending	16/5/24	Sukvinder Kalsi Treasurer Sukvinder.kalsi@lbhf.gov.uk
2nd October 2024	<b>General Manager's Report.</b>	Pending	31/1/24	Rachel Espinosa Acting General Manager, rachel@WRWA.gov.uk
2nd October 2024	<b>Waste Management Services Agreement contractual matters.</b> Not for publication	Pending	31/1/24	Rachel Espinosa Acting General Manager, rachel@WRWA.gov.uk
2nd October 2024	<b>Future Infrastructure requirements</b> Cringle Dock options <b>Not for publication</b>	Pending	31/1/24	Rachel Espinosa Acting General Manager, rachel@WRWA.gov.uk
4 <sup>th</sup> December 2024	<b>Joint Municipal Waste Management Strategy</b>	Pending	28/3/24	Rachel Espinosa Acting General Manager, rachel@WRWA.gov.uk

	Results of public consultation			
4 <sup>th</sup> December 2024	<b>General Manager's Report.</b>	Pending	15/5/24	Rachel Espinosa Acting General Manager, rachel@WRWA.gov.uk
4 <sup>th</sup> December 2024	<b>Waste Management Services Agreement contractual matters.</b> Not for publication	Pending	15/5/24	Rachel Espinosa Acting General Manager, rachel@WRWA.gov.uk
4 <sup>th</sup> December 2024	<b>Procurement Strategy</b> Approving shortlist of future procurement options Not for publication	Pending	28/3/24	Rachel Espinosa Acting General Manager, rachel@WRWA.gov.uk
4 <sup>th</sup> December 2024	<b>Draft budget for 2025/26</b>	Pending	23/4/24	Sukvinder Kalsi Treasurer Sukvinder.kalsi@lbhf.gov.uk
4 <sup>th</sup> December 2024	<b>Savings update</b>	Pending	2/8/24	Sukvinder Kalsi Treasurer Sukvinder.kalsi@lbhf.gov.uk
4 <sup>th</sup> December 2024	<b>Annual Audit Letter</b>	Pending	23/4/24	Sukvinder Kalsi Treasurer Sukvinder.kalsi@lbhf.gov.uk
4 <sup>th</sup> December 2024	<b>Statement of Accounts</b>	Pending	6/8/24	Sukvinder Kalsi Treasurer Sukvinder.kalsi@lbhf.gov.uk
11 <sup>th</sup> February 2025	<b>Review of Policies, Codes and Procedures</b>	Pending	23/4/24	Rachel Espinosa Acting General Manager, rachel@WRWA.gov.uk
11 <sup>th</sup> February 2025	<b>Waste Management Services Agreement contractual matters.</b>	Pending	15/5/24	Rachel Espinosa Acting General Manager, rachel@WRWA.gov.uk

	Not for publication			
11th February 2025	General Manager's Report.	Pending	15/5/24	Rachel Espinosa Acting General Manager, rachel@WRWA.gov.uk
11th February 2025	Joint Municipal Waste Management Strategy Approval of final strategy	Pending	28/3/24	Rachel Espinosa Acting General Manager, rachel@WRWA.gov.uk
12th June 2025	Procurement Strategy Final Outline Business Case Not for publication	Pending	23/4/24	Rachel Espinosa Acting General Manager, rachel@WRWA.gov.uk
12th June 2025	Waste Management Services Agreement contractual matters. Not for publication	Pending	15/5/24	Rachel Espinosa Acting General Manager, rachel@WRWA.gov.uk
12 <sup>th</sup> June 2025	<b>General Manager's Report.</b>	Pending	15/5/24	Rachel Espinosa Acting General Manager, rachel@WRWA.gov.uk

## Appendix 2

### 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 <b>Treasurer</b>	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 <b>Treasurer</b>	Setting the Budget and Levy for the next financial year	Annually in January or February (Statutory Deadline 15 <sup>th</sup> February)
AGM items <b>Clerk</b>	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 <b>Treasurer</b>	For Information	Annually in June
Review of Risk Management Strategy <b>Treasurer</b>	For Information	Annually in June
Annual Report <b>General Manager</b>	Approve the Annual report for the previous year	Annually in June or September
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	Annually in June or September



<b>TITLE OF REPORT &amp; CONTACT</b>	<b>NATURE OF DECISION</b>	<b>INDICATIVE DECISION DATE</b>
Equality, Diversity and Inclusion <b>Clerk and General Manager</b>	Annual review	September
The Authority's Statement of Accounts <b>Treasurer</b>	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. <b>Treasurer</b>	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 <b>Treasurer</b>	For Information	Annually in November
The Annual Audit Letter <b>Treasurer</b>	To receive the Annual Audit Letter for information	Annually in November or January/ February
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.	Every 4 years
Authority Policies, Codes and Procedures <b>Clerk</b>	Unless required sooner eg by legislation review every 4 years Last reviewed Jan 2021	Every 4 years