

PAPER NO: WRWA 25-05

WESTERN RIVERSIDE WASTE AUTHORITY

MEETING	11 th February 2025
REPORT AUTHOR/DATE	Interim General Manager (Contact Rachel Espinosa - Tel. 020 8871 2788) 28 th January 2025
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 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. An additional section has been included at the end of the plan detailing forthcoming Member Briefings.

RECOMMENDATIONS

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

Western Riverside Transfer Station
Smugglers Way
Wandsworth
SW18 1JS

R. Espinosa
INTERIM GENERAL MANAGER

28th January 2025

Appendix 1

WRWA Forward Plan 2024/25	Revised 28/01/25		
Authority Meeting	Decision	Notice first published	Lead Officer
11 th February 2025	Waste Management Services Agreement contractual matters Not for publication	15/5/24	Rachel Espinosa Interim General Manager, rachel@WRWA.gov.uk
11 th February 2025	General Manager's Report	15/5/24	Rachel Espinosa Interim General Manager, rachel@WRWA.gov.uk
11 th February 2025	Joint Municipal Waste Management Strategy Approval of final strategy	28/3/24	Rachel Espinosa Interim General Manager, rachel@WRWA.gov.uk
11 th February 2025	Procurement Strategy Update on Outline Business Case Not for publication	4/12/24	Rachel Espinosa Interim General Manager, rachel@WRWA.gov.uk
11 th February 2025	Budget and Levy 2025/26		Sukvinder Kalsi Treasurer Sukvinder.kalsi@lbhf.gov.uk
11 th February 2025	Treasury Management and Capital Strategy 2025/26		Sukvinder Kalsi Treasurer Sukvinder.kalsi@lbhf.gov.uk
11 th February 2025	Statement of Accounts and Annual Audit Letter	6/8/24	Sukvinder Kalsi Treasurer Sukvinder.kalsi@lbhf.gov.uk
12 th June 2025	AGM items	Clerk	
12 th June 2025	Procurement Strategy	23/4/24	Rachel Espinosa Interim General Manager, rachel@WRWA.gov.uk

	Update on Outline Business Case 2x reports: Not for publication and open		
12 th June 2025	Waste Management Services Agreement contractual matters Not for publication	15/5/24	Rachel Espinosa Interim General Manager, rachel@WRWA.gov.uk
12 th June 2025	General Manager's Report	15/5/24	Rachel Espinosa Interim General Manager, rachel@WRWA.gov.uk
12 th June 2025	Joint Municipal Waste Management Strategy Implementation approved strategy	4/12/24	Rachel Espinosa Interim General Manager, rachel@WRWA.gov.uk
12 th June 2025	Review of Policies, Codes and Procedures	23/4/24	Rachel Espinosa Interim General Manager, rachel@WRWA.gov.uk
12 th June 2025	Risk Management Strategy update		Sukvinder Kalsi Treasurer Sukvinder.kalsi@lbhf.gov.uk
12 th June 2025	Outturn for 24/25		Sukvinder Kalsi Treasurer Sukvinder.kalsi@lbhf.gov.uk
12 th June 2025	Audit Plan for 2024/25 Accounts		Sukvinder Kalsi Treasurer Sukvinder.kalsi@lbhf.gov.uk
September 2025	Annual Governance Statement	16/5/24	Sukvinder Kalsi Treasurer Sukvinder.kalsi@lbhf.gov.uk
September 2025	General Manager's Report	31/1/24	Rachel Espinosa Interim General Manager, rachel@WRWA.gov.uk

September 2025	Waste Management Services Agreement contractual matters Not for publication	31/1/24	Rachel Espinosa Interim General Manager, rachel@WRWA.gov.uk
September 2025	Procurement Strategy Update on Outline Business Case Not for publication	31/1/24	Rachel Espinosa Interim 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 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 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	Twice per year in June and January/February
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 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 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 Clerk	Unless required sooner eg by legislation review every 4 years Last reviewed Jan 2021	Every 4 years

Appendix 3

Member Briefings

Regular Member Briefings:

held on the first Monday of each Month.

Additional Informal Briefings:

18th November 2024: Procurement Outline Business Case.

13th January 2025: Infrastructure Development.