

# Agenda Item

<b>NORTH LONDON WASTE AUTHORITY</b>	
REPORT TITLE: FORWARD PLAN OF DECISIONS	
REPORT OF: MANAGING DIRECTOR	
FOR SUBMISSION TO NORTH LONDON WASTE AUTHORITY	DATE: 13 February 2014
SUMMARY OF REPORT  This report provides a forward plan of reports for the Authority.  Local Government Act 1972 – Access to Information  Documents used in the preparation of this report: None excepting minutes of previous meetings  Contact Officer: Alastair Round Committee services, NLWA Camden Town Hall Judd Street London WC1H 9JE Telephone: 020 7974 1914 alastair.round@camden.gov.uk	
RECOMMENDATION:  The North London Waste Authority is RECOMMENDED  (a) to note and comment on the report. (b) to agree to cancel the Authority meeting set for 26 June 2014 and to agree to an Authority meeting being held on 10 July 2014	

Signed by the Managing Director:

Date: 4 February 2014

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## **1. INTRODUCTION**

- 1.1 Members have asked that a mechanism be created to allow the Authority to identify future reports and see indicative dates of when decisions will need to be made including when possible an indication of when decisions may need to be made by the constituent Boroughs.
- 1.2 It is intended that this report will be updated for every meeting and that new and forthcoming items will be added to the list over time.
- 1.3 The Forward Plan has also been divided into four sections:  
Policy and Strategy Development  
Operations and Contracts Management  
Corporate Management  
Finance

## **2. POLICY AND STRATEGY DEVELOPMENT**

- 2.1 No further consultations are currently anticipated before the next Authority meeting.
- 2.2 A report on the Residual Waste Strategy is anticipated for the June/July 2014 meeting.
- 2.3 Reports to take forward specific aspects of the Authority's residual waste strategy, namely procurement options and technology options, are proposed for September 2014.

## **3. CONTRACTS MANAGEMENT AND SERVICES**

- 3.1 The on-going recycling, composting and disposal of the wastes collected by the seven constituent borough councils continues, along with associated contract, performance management and statutory reporting activities.
- 3.2 The implementation of the North London Joint Waste Strategy will proceed in a variety of ways, including through the North London Waste Prevention Plan 2014-16 once approved and the implementation of a joint recycling communications campaign. Third party reuse and recycling credits will continue. Bids for financial support from external bodies will come forward.

## **4. CORPORATE ACTIVITY**

- 4.1 At the organisational level, the Authority continues have regard to potential risks, to oversee its shareholder interest in LondonWaste Ltd, and to manage its relationships with the constituent borough councils, particularly through the Inter Authority Agreement.
- 4.2 The Authority's Standing Orders have been reviewed for updating, and, in accordance with Standing Orders, will be presented for decision at the meeting on 17 April 2017. The changes include extending the period in which the AGM

of the Authority can be held to allow for the maximum flexibility permitted by Statute.

- 4.3 In view of the timing of elections in 2014, and therefore the later than normal appointment by boroughs, it is proposed to move the meeting which has been set for 26 June 2014 to 10 July 2014, and to take the items which are normally held at an AGM at that date. The statutory requirement is for the AGM to be held between 1 April and 30 June in any year, and the proposed amendments to Standing Orders reflect this. It is therefore proposed to hold the AGM on 17 April 2014 immediately after the ordinary meeting of the Authority, and to defer the business to the meeting on 10 July 2014.
- 4.4 A report is planned for the September meeting of the Authority on proposals for the Waste Management Contract. It is hoped to be in a position to bring a report on heads of terms for this contract to the meeting of the Authority on 17 April 2014.
- 4.5 The Authority will also be working on strategic and localised planning matters connected with waste management facilities.

## **5. COMMENTS OF THE FINANCIAL ADVISER**

- 5.1 The Financial Adviser has been consulted on the report and has no comments.

## **6. COMMENTS OF THE LEGAL ADVISER**

- 6.1 A forward plan as such is not a legal requirement, because the Authority does not operate under Executive arrangements, but will nonetheless be helpful in longer term business planning.

## FORWARD PLAN

### POLICY AND STRATEGY DEVELOPMENT

TITLE OF REPORT & CONTACT	NATURE OF DECISION	INDICATIVE DECISION DATE
Consultations and policy update Head of Operations	To consider and approve draft responses to various waste consultations, as published.	As arising
New residual waste treatment facilities Managing Director	Approval of draft timetable for provision of new residual waste treatment facilities	June/July 2014
Hendon Transfer Station Managing Director	Proposals relating to the use of this site for consideration and decision	April 2014
Technology Strategy Managing Director	Consideration of technological options for future residual waste management	September 2014
Procurement Strategy Managing Director	Consideration and approval of options relating to procurement of facilities	September 2014

### OPERATIONS AND CONTRACTS MANAGEMENT

TITLE OF REPORT & CONTACT	NATURE OF DECISION	INDICATIVE DECISION DATE
Funding Bids Head of Operations	To consider and approve draft funding bids to various bodies as invited.	As arising
Joint Recycling Communications campaign Head of Operations	Review of the 2012-2014 joint recycling communications campaign and proposals for the next campaign	April 2014
NLWA 2013/2014 Annual Report	Review of the Authority's activity for the previous year	June/July 2014

Head of Operations		
Bi-annual Review of Contract Management Activities and Annual Monitoring Report	Recording of mid-year activity and approval of the annual monitoring report for 2013/14	December 2014
Head of Operations		

#### CORPORATE MANAGEMENT

TITLE OF REPORT & CONTACT	NATURE OF DECISION	INDICATIVE DECISION DATE
LWL Shareholder Issues Managing Director	Issues arising in connection with the Authority's shareholding in LWL.	As and when
Review of Standing Orders Managing Director	Review of the Authority's Standing Orders.	April 2014
Annual General Meeting items	Appointment of Chair and Vice-Chairs; Statement of Membership of the Authority; Establishment of Committees; Setting Dates for Authority Meeting	April 2014 and June/July 2014
Waste Management Contract	Appraisal of future contract arrangements and decision regarding the same.	September 2014
Annual Review of Risk Management Arrangements Managing Director	Regular review of risks faced by the authority and risk management arrangements.	December 2014

## FINANCE

TITLE OF REPORT & CONTACT	NATURE OF DECISION	INDICATIVE DECISION DATE
2014/15 Regular Budget Reviews (including: February 2015 - 2015/16 proposed budget and levy)  Head of Finance	To keep under review and note the Authority's performance against budget during the year.  In June the report will also provide Members with details of the actual expenditure and income for 2013/14 (subject to audit).  In December the report will also update Members on the budget and levy prospects for the following financial year, and in February the report will present for consideration and seek approval to the proposed budget and levy for 2015/16	June/July 2014, September 2014, December 2014 and February 2015
Report to those Charged with Governance (ISA 260)  Head of Finance	The Authority will be requested to note the findings of the external auditor's work on the 2013/14 accounts and to consider and respond to matters raised ahead of the external auditor issuing his opinion on the accounts.	September 2014
External Auditor's Annual Audit Letter to Members 2013/14  Head of Finance	The Authority will be requested to note the findings and recommendations which the External Auditor may set out in the Annual Audit Letter to Members and to agree a response if required.	December 2014
2015/16 Revenue Budget and Levy  Head of Finance	To secure agreement to the Authority's 2015/16 budget and levy	February 2015

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**Report Ends**