

# 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: 27 June, 2013
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 to note and comment on the report.	

Signed by the Managing Director: .....

Date: .....18 June, 2013.....

## **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 five sections:

Long Term Procurement  
Policy Development  
Contracts Management and Services  
Corporate Management  
Finance

## **2. Long term procurement**

- 2.1 This section of the plan has been prepared based on the timetable for the long term procurements as updated with Member agreement.
- 2.2. Where it is currently anticipated that a decision may be needed outside the normal cycles, the date will be reviewed nearer the time in light of the circumstances at the time and any necessary additional meetings arranged then in consultation with members.
- 2.3 During 2013/14, there will be regular updates on the procurement process to the Authority. This meeting will receive a report on key procurement issues as they arise.

## **3. Policy Development**

- 3.1 No further consultations are currently anticipated before the next Authority meeting.

## **4. Contracts Management and Services**

- 4.1 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.
- 4.2 The implementation of the North London Joint Waste Strategy will proceed in a variety of ways, including through the North London Waste Prevention Plan 2012-14. Third party reuse and recycling credits will continue. Bids for financial support from external bodies will come forward.

## **5. Corporate Activity**

- 5.1 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.
- 5.2 The Authority will also be working on strategic and localised planning matters connected with waste management facilities.

## **6. Financial Adviser's Comments**

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

## **7. Legal Adviser's Comments**

- 7.1 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

### LONG TERM PROCUREMENT

TITLE OF REPORT & CONTACT	NATURE OF DECISION	INDICATIVE DECISION DATE
Selected Bidder Director of Procurement	To confirm the selection of the preferred bidder	June 2013
Final Business Case Director of Procurement	To approve the final business case.	June 2013
Contract award Director of Procurement	To confirm the contract award	September/October 2013

### POLICY DEVELOPMENT

TITLE OF REPORT & CONTACT	NATURE OF DECISION	INDICATIVE DECISION DATE
Strategy Report including Consultation Responses Director of Procurement	To consider and approve draft responses to various waste consultations, as published.	As arising

### CONTRACTS MANAGEMENT AND SERVICES

TITLE OF REPORT & CONTACT	NATURE OF DECISION	INDICATIVE DECISION DATE
Bi-annual Review of Contract Management Activities Head of Waste Strategy & Contracts	Approval of the report and recording of mid-year activity. (contained within the NLWA 2012/13 Annual Report)	June and December
Funding Bids Head of Waste Strategy & Contracts	To consider and approve draft funding bids to various bodies as invited.	As arising

Waste Prevention Plan 2014-2016 Head of Waste Strategy & Contracts	To consider key themes for the 2014-16 Waste Prevention Plan before a full implementation plan is prepared.	December 2013
Annual Monitoring Report of the North London Joint Waste Strategy Head of Waste Strategy & Contracts	To receive the Annual Monitoring Report of the North London Joint Waste Strategy.	December 2013
Waste Prevention Plan 2014-16 Head of Waste Strategy & Contracts	To approve the 2014-16 Waste Prevention Plan.	February 2014

#### 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
Annual Review of Risk Management Arrangements Managing Director	Regular review of risks faced by the authority and risk management arrangements.	September 2013

#### FINANCE

TITLE OF REPORT & CONTACT	NATURE OF DECISION	INDICATIVE DECISION DATE
2013/14 Regular Budget Reviews (including:; February - 2014/15 proposed budget and levy) Financial Adviser	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 2012/13 (subject to audit).  In December the report will also update Members on the	June, September, December and February

	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 2014/15	
2012/13 Statement of Accounts  Financial Adviser	This report summarises the key findings of the external auditor's work on the 2012/13 Accounts and asks Members to consider, note and/or agree a response to the auditor's findings if required. Members will also be requested to agree the letter of management representation, the 2012/13 Statement of Accounts and the Annual Governance Statement.	September 2013
External Auditor's Annual Audit Letter to Members 2012/13  Financial Adviser	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 2013
2014/15 Revenue Budget and Levy  Financial Adviser	To secure agreement to the Authority's 2014/15 budget and levy	February 2014

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**Report Ends**