

Agenda Item

NORTH LONDON WASTE AUTHORITY	
REPORT TITLE: FORWARD PLAN OF DECISIONS	
REPORT OF: MANAGING DIRECTOR	
FOR SUBMISSION TO NORTH LONDON WASTE AUTHORITY	DATE: December 6, 2012
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:27th November, 2012.....

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 2012/13, 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.

4.3 The transfer of the HWRC service to the Authority may require future reports.

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 that will hopefully soon be signed.

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
Final Tenders Director of Procurement	To close dialogue and consider the call for final tenders	February 2013
Selected Bidder Director of Procurement	To confirm the selection of the preferred bidder	May - 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	June 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 and Tonnage Variations Head of Waste Strategy & Contracts	Approval of the report and recording of mid-year activity.	June and December

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 2012
HWRC Transfer Update Head of Waste Strategy & Contracts	To consider the latest position in relation to the transfer of HWRC services to the Authority.	As arising
Funding Bids Head of Waste Strategy & Contracts	To consider and approve draft funding bids to various bodies as invited.	As arising
Third party reuse and recycling credits applications Head of Waste Strategy & Contracts	Advises Members of the third party organisations that have applied to be registered for third party reuse and recycling credits for 2013/14 and recommends their approval.	February 2013

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.	February 2013

FINANCE

TITLE OF REPORT & CONTACT	NATURE OF DECISION	INDICATIVE DECISION DATE
2012/13 Regular Budget Reviews (including: December - 2013/14 budget forecast; February - 2013/14 proposed budget and levy) Financial Adviser	To keep under review and note the Authority's performance against budget during the year. In December the report will also update Members on the budget 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 2013/14.	September, December and February
External Auditor's Annual Audit Letter Financial Adviser	To provide a summary of matters arising from the Auditor's Annual Audit Letter to Members.	December 2012
2013 /14 Revenue Budget and Levy Financial Adviser	To secure agreement to the 2013/14 budget and levy for the Authority.	February 2013

Contacts:

Managing Director – David Beadle, Tel 8489 5665 Email david.beadle@nlwa.gov.uk

Director of Procurement - Tim Judson, Tel 8489 1412 Email: tim.judson@camden.gov.uk

Head of Waste Strategy and Contracts – Andrew Lappage, Tel 8489 5765 Email: andrew.lappage@nlwa.gov.uk

Financial Adviser – Bob Bench, Tel 8489 5867 Email: robert.bench@nlwa.gov.uk

Clerk – Mike Cooke, Tel 7974 5686 Email: mike.cooke@camden.gov.uk

Report Ends