

## Agenda Item 16

|   |                            |
|---|----------------------------|
| NORTH LONDON WASTE AUTHORITY  |                            |
| REPORT TITLE:<br>FORWARD PLAN OF DECISIONS  |                            |
| REPORT OF:<br>CLERK   |                            |
| FOR SUBMISSION TO<br>NORTH LONDON WASTE AUTHORITY   | DATE:<br>25 September 2009 |
| SUMMARY OF REPORT<br><br>This report provides a forward plan of reports for the Authority.<br><br>Local Government Act 1972 – Access to Information<br><br>Documents used in the preparation of this report:<br>None excepting minutes of previous meetings<br><br>Contact Officer:<br>Frances Wake<br>Deputy Clerk, NLWA<br>Camden Town Hall<br>Judd Street<br>London WC1H 9JE<br>Telephone: 020 7974 1915<br>frances.wake@camden.gov.uk |                            |
| RECOMMENDATION:<br><br>The North London Waste Authority is RECOMMENDED to note and comment on the report.   |                            |

Signed by:

Date:

## **FUTURE REPORTS**

### **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 report has also been divided into five sections:

Long Term Procurement  
Strategy/Policy  
Contracts Management & letting  
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 set out in the refreshed outline business case (OBC). The decision points for the Inter-Authority agreement are set to tie in with this timescale.
- 2.2 The dates shown have now been revised following the submission of the refreshed OBC, and assume that the Authority's OBC application for PFI credits will be considered and approved by the Treasury's Project Review Group at its meeting in September 2009.
- 2.3. In general the decision dates proposed fall in line with the current intervals for meetings for the Authority during the year. 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.
- 2.4 Members will consider the timetable for the procurement under another report on this agenda and any revisions to the decision making timing will be made after that consideration.

### **4. Household and Waste Recycling Centres**

- 4.1 No dates have been included for any decisions relating to the transfer of HWRCs, and these will be covered in revisions of the forward plan as the timings become clearer. Decisions points for Members will cover the transfer

of sites from constituent boroughs to the Authority, any further site acquisitions, and a works contract for necessary works to upgrade the facilities.

## **5. Management and Development of Current Services**

- 5.1 The implementation of the North London Joint Waste Strategy will proceed in a variety of ways. Waste Prevention work continues with 'Love Food, Hate Waste', Watch Your Waste Week and the European Week of Waste Reduction. Third party reuse and recycling credits will continue. Bids for financial support from external bodies will come forward. The procurement of additional services for kitchen and green garden wastes continues, with the programmed contract award date listed. The re-procurement of Waste Electrical and Electronic Equipment services and civic amenity waste transport services in 2010 will follow in 2010.
- 5.2 Other matters in relation to the terms of current services will have to be considered as set out, including developing proposals to return any Authority savings to individual boroughs that deliver waste in a state of separation such that it is cheaper for the Authority to treat than residual waste. Otherwise the on-going recycling, composting and disposal of the wastes collected by the seven constituent borough councils continues, along with associated contract and performance management activities.

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

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

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

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

## LONG TERM PROCUREMENT AND INTERIM PROCUREMENT

| TITLE OF REPORT & CONTACT  | NATURE OF DECISION  | INDICATIVE DECISION DATE   | INDICATIVE REPORT PUBLICATION DATE |
|--|---|----------------------------|------------------------------------|
| Selection of bidders for Initial dialogue<br>Director of Procurement                     | To confirm the selection of the bidders following the pre-qualification process, in accordance with the process agreed previously | December 2009/January 2010 | tbc                                |
| Planning application<br>Director of Procurement/ Phil Davies<br>(Waste Services Manager) | To agree the planning application for permission for waste services sites by the Authority  | May 2010                   | tbc                                |
| Interim Procurement – OJEU<br>Director of Procurement                                    | To agree process for procurement of interim capacity, and publication of OJEU   | December 2009              | 2 December 2009                    |
| Inter-Authority Agreement<br>Director of Procurement/Ursula Taylor                       | To agree a detailed statement of principles as part of the work towards an Inter-Authority Agreement                              | February 2010              | 3 February 2010                    |
| Bidder Shortlist<br>Director of Procurement  | To confirm the selection of shortlisted bidders following evaluation in accordance with the process agreed previously             | March 2010                 | tbc                                |
| Bidders for Final Tenders<br>Director of Procurement                                     | To confirm the selection of bidders for Final Tenders following evaluation in accordance with the process agreed previously       | March 2011                 | tbc                                |

| TITLE OF REPORT & CONTACT                            | NATURE OF DECISION   | INDICATIVE DECISION DATE | INDICATIVE REPORT PUBLICATION DATE |
|--|--|--------------------------|------------------------------------|
| Final Business Case<br>Director of Procurement       | To approve the final business case for submission to DEFRA | [September 2011          | tbc                                |
| Selected Bidder<br>Director of Procurement           | To confirm the selection of the preferred bidder           | December 2011            | tbc                                |
| Contract award<br>Director of Procurement            | To confirm the contract award                              | March 2012 (Row 138)     | tbc                                |
| Interim Contract award<br>Director of Procurement    | To confirm the contract award                              | September 2011           | tbc                                |
| Inter-Authority Agreement<br>Director of Procurement | To agree the inter-Authority agreement                     | January 2012             | tbc                                |

## STRATEGY AND POLICY

| TITLE OF REPORT & CONTACT                                    | NATURE OF DECISION   | INDICATIVE DECISION DATE  | INDICATIVE REPORT PUBLICATION DATE |
|--|--|---|------------------------------------|
| Consultation Responses<br>Head of Waste Strategy & Contracts | To consider and approve draft responses to various waste consultations, as published | As arising (London Mayor's Municipal Waste Strategy expected for December 2009 cycle) | 2 December 2009                    |
| Funding Bids<br>Head of Waste Strategy & Contracts           | To consider and approve draft funding bids to various bodies as invited              | As arising  |                                    |

|  |   |               |                 |
|--|---|---------------|-----------------|
| State of Separation Payments<br>Head of Waste Strategy & Contracts | To consider the Authority contributing to the costs of boroughs in delivering wastes in a state of separation such that it is cheaper for the Authority to treat than residual waste. | December 2009 | 2 December 2009 |
|--|---|---------------|-----------------|

#### CONTRACTS MANAGEMENT AND LETTING

| TITLE OF REPORT & CONTACT   | NATURE OF DECISION   | INDICATIVE DECISION DATE | INDICATIVE REPORT PUBLICATION DATE |
|---|--|--------------------------|------------------------------------|
| 2008/09 Annual Performance Report<br>Head of Waste Strategy & Contracts           | To note progress on the North London Joint Waste Strategy – against the indicators set in the strategy and the strategic environmental assessment environmental report   | December 2009            | 2 December 2009                    |
| Civic Amenity Waste Transportation Contract<br>Head of Waste Strategy & Contracts | Award of a contract for the provision of containers and the transportation of residual waste from constituent borough councils' civic amenity sites. Provision will be made again for the transportation of boroughs' recyclable wastes too. | February 2010            | 3 February 2010                    |
| Short-term IVC/AD Services Contract<br>Head of Waste Strategy & Contracts         | Award of a contract in lots for the provision of IVC/AD services (additional to that already contracted to LondonWaste Ltd) for kitchen and garden wastes until December 2014 (with extension provisions)                                    | April 2010               | 14 April 2010                      |

## CORPORATE MANAGEMENT

| TITLE OF REPORT & CONTACT                                   | NATURE OF DECISION  | INDICATIVE DECISION DATE | INDICATIVE REPORT PUBLICATION DATE |
|---|---|--------------------------|------------------------------------|
| Consideration of Authority interest in LWL<br><br>The Clerk | Review  | tbc                      | tbc                                |
| Consideration of Authority interest in LWL<br><br>The Clerk | Further review  | tbc                      | tbc                                |
| LWL Shareholder Issues<br><br>The Clerk/Financial Adviser   | Issues arising in connection with the Authority's shareholding in LWL | As and when              |                                    |

## FINANCE

| TITLE OF REPORT & CONTACT  | NATURE OF DECISION  | INDICATIVE DECISION DATE                               | INDICATIVE REPORT PUBLICATION DATE                     |
|--|---|--|--|
| Six Monthly Review of Risk Management Arrangements<br><br>Financial Adviser  |   | Feb 2010   | 3 February 2010  |
| 2009/10 Regular Budget Reviews (including: December - 2010/11 budget forecast; February - 2010/11 draft budget and proposed levy | To keep under review and note the Authority's budget during the year. Additionally, in December, to update Members on the budget prospects for the following year and in February to secure | June, September, December and February Authority cycle | June, September, December and February Authority cycle |

|                                |  |               |                 |
|--------------------------------|--|---------------|-----------------|
| Financial Adviser              | agreement to the 2010/11 budget and levy   |               |                 |
| Annual Audit Letter to Members | To note and consider the report of the external auditor on the Authority's activities over the preceding year. | December 2009 | 2 December 2009 |
| Financial Adviser              |  |               |                 |

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**Report Ends**