

Agenda Item 16

NORTH LONDON WASTE AUTHORITY	
REPORT TITLE: FORWARD PLAN OF DECISIONS	
REPORT OF: CLERK	
FOR SUBMISSION TO NORTH LONDON WASTE AUTHORITY	DATE: 11 February 2009
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: Frances Wake Deputy Clerk, NLWA Camden Town Hall Judd Street London WC1H 9JE Telephone: 020 7974 1915 frances.wake@camden.gov.uk	
RECOMMENDATION: The North London Waste Authority is RECOMMENDED to note and comment on the report.	

Signed by:

Date:

NORTH LONDON WASTE AUTHORITY – 11 February 2009

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 agreed timetable for the long term procurements. This will be reviewed in line with developments in the procurement as they arise. The decision points for the Inter-Authority agreement are set to tie in with this timescale.
- 2.2 In terms of agreeing the procurement process, the decision point on the evaluation framework is now shown as the April meeting, as the Member workshop on this issue will not have taken place before this meeting.
- 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.

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 proposals will be mapped out. Third party reuse and recycling credits will continue. Bids for financial support from external bodies will come forward. The procurement of additional services for commingled dry recyclable wastes and for kitchen and green garden wastes continues, with programmed contract award dates 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. 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
Evaluation Framework Director of Procurement	To agree the evaluation frameworks for the waste services and fuel use contracts	April 2009	15 April
Procurement process Director of Procurement	To approve the procurement process and the OJEU for publication for waste services and fuel use contracts	March / April 2009	tbc
Selection of bidders for Initial dialogue Director of Procurement	To confirm the selection of the bidders following the pre-qualification process, in accordance with the process agreed previously	June 2009	17 June
Planning application Director of Procurement/ Phil Davies (technical officer, sites and planning)	To agree the planning application for permission for waste services sites by the Authority	June 2009	17 June
Sites acquisition Director of Procurement/ Phil Davies (technical officer, sites and planning)	To agree options for site acquisition	June 2009	17 June
Interim Procurement – OJEU Director of Procurement	To agree process for procurement of interim capacity, and publication of OJEU	June 2009	17 June

TITLE OF REPORT & CONTACT	NATURE OF DECISION	INDICATIVE DECISION DATE	INDICATIVE REPORT PUBLICATION DATE
Inter-Authority Agreement Director of Procurement/ John Pryor Borough Liaison Officer	To agree a detailed statement of principles as part of the work towards an Inter-Authority Agreement	June 2009	17 June
Bidder Shortlist Director of Procurement	To confirm the selection of shortlisted bidders following evaluation in accordance with the process agreed previously	September 2009	tbc
Bidders for Final Tenders Director of Procurement	To confirm the selection of bidders for Final Tenders following evaluation in accordance with the process agreed previously	May 2010	tbc
Final Business Case Director of Procurement	To approve the final business case for submission to DEFRA	September 2010	tbc
Selected Bidder Director of Procurement	To confirm the selection of the preferred bidder	January 2011	tbc
Contract award Director of Procurement	To confirm the contract award	January/February 2011	tbc
Interim Contract award Director of Procurement	To confirm the contract award	January/February 2011	tbc
Inter-Authority Agreement	To agree the inter-Authority agreement	January/February 2011	tbc

TITLE OF REPORT & CONTACT	NATURE OF DECISION	INDICATIVE DECISION DATE	INDICATIVE REPORT PUBLICATION DATE
Director of Procurement			

STRATEGY AND POLICY

TITLE OF REPORT & CONTACT	NATURE OF DECISION	INDICATIVE DECISION DATE	INDICATIVE REPORT PUBLICATION DATE
Consultation Responses Head of Waste Strategy & Contracts	To consider and approve draft responses to various waste consultations, as published	As arising	
Funding Bids Head of Waste Strategy & Contracts	To consider and approve draft funding bids to various bodies, as invited	As arising	

CONTRACTS MANAGEMENT AND LETTING

TITLE OF REPORT & CONTACT	NATURE OF DECISION	INDICATIVE DECISION DATE	INDICATIVE REPORT PUBLICATION DATE
Hornsey Street Update Head of Waste Strategy & Contracts	To review work on the resolution of outstanding matters at the Hornsey Street waste transfer station	April 2009 Authority cycle	15 April
2008/09 Draft National Indicators	To approve the publication of 2008/09	June 2009	17 June

Head of Waste Strategy & Contracts	National Indicator performance levels in accordance with 'best value' legislation (noting they will remain subject to WasteDataFlow reconciliation until July 2009)	Authority cycle	
Waste Incineration Directive Update Head of Waste Strategy & Contracts	To consider and approve terms for the resolution of outstanding matters in relation to LondonWaste Ltd's implementation of the Waste Incineration Directive	June 2009 Authority cycle	17 June
Short-term MRF Services Contract Head of Waste Strategy & Contracts	Award of a contract in lots for the provision of MRF services for commingled dry recyclable wastes until December 2014 (with extension provisions)	June 2009 Authority cycle	17 June
Short-term IVC/AD Services Contract 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)	September 2009 Authority cycle	tbc

CORPORATE MANAGEMENT

TITLE OF REPORT & CONTACT	NATURE OF DECISION	INDICATIVE DECISION DATE	INDICATIVE REPORT PUBLICATION DATE
Consideration of Authority interest in	Review	tbc	

LWL The Clerk			
Consideration of Authority interest in LWL The Clerk	Further review	tbc	tbc
LWL Shareholder issues The Clerk	Issues arising in connection with the Authority's shareholding in LWL	March/April 2009	tbc

FINANCE

TITLE OF REPORT & CONTACT	NATURE OF DECISION	INDICATIVE DECISION DATE	INDICATIVE REPORT PUBLICATION DATE
2008/09 Final Outturn Financial Adviser	To provide details of actual expenditure and income for 2008/09 (subject to audit) and approve the 2008/09 draft statement of accounts	June 2009 Authority cycle	17 June
Annual Review of Risk Management Arrangements Financial Adviser	To review progress over the past year and approve any changes to the risk register.	June 2009 Authority cycle	17 June
2009/10 Regular Budget Reviews Financial Adviser	To keep under review and note the Authority's budget during the year	June, September, December and February	June, September, December and February

		Authority cycle	Authority cycle
2008/09 Final Outturn – Auditor’s Report to Members Financial Adviser	To note and consider the report of the external auditor on the Authority’s 2008/09 accounts	September 2009 Authority cycle	September 2009 Authority cycle
Annual Audit Letter to Members Financial Adviser	To note and consider the report of the external auditor on the Authority’s activities over the preceding year.	December 2009 Authority cycle	December 2009 Authority cycle

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Report Ends