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| 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>10 December 2008 |
| <p>SUMMARY OF REPORT</p> <p>This report provides a forward plan of reports for the Authority.</p> <p>Local Government Act 1972 – Access to Information</p> <p>Documents used in the preparation of this report:<br/>None excepting minutes of previous meetings</p> <p>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</p> |                           |
| <p>RECOMMENDATION:</p> <p>The North London Waste Authority is RECOMMENDED to note and comment on the report.</p>   |                           |

Signed by:

Date:

## **NORTH LONDON WASTE AUTHORITY – 10 December 2008**

### **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. The decision points for the Inter-Authority agreement are set to tie in with this timescale. The timings for the interim procurement remain to be agreed by Members, but have been set with a view to securing a contract in time for implementation before the termination of the current contract.
- 2.2 In terms of agreeing the procurement process, a decision point is shown as February 2009. This will include agreeing the evaluation framework, and it would be helpful if Members could provide initial views followed by a decision on the framework and process. To achieve this, we would need two meetings, or a workshop and a decision making meeting, in the period up to the end of February 2009. Members are asked to comment on how they would best like to ensure that they have a full input into this.
- 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.

#### **3. Interim procurement**

- 3.1 The plan shows decision dates for the Official Journal of the European Union notice and contract award for the interim contract, which is the subject of a separate report on Part 2 of this agenda. The timing of the contract award is designed to allow the maximum benefit in terms of fit between the main waste

services procurement and this interim contract, while allowing this contract to start in December 2014, as the same lead in time will not be needed, as there will be no major construction associated with it.

#### **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 |
|--|---|--------------------------|------------------------------------|
| Sites Terms and Timetable<br><br>Director of Procurement / Phil Davies<br>(Technical officer – Sites and Planning) | To approve heads of terms and note timetable for decisions  | February 2009            | 4 Feb                              |
| Long term procurement – contingency report<br><br>Director of Procurement  | To approve a fall back plan for the procurement in the event that PFI credits are not forthcoming                                 | February 2009            | 4 Feb                              |
| Evaluation Framework<br><br>Director of Procurement  | To agree the evaluation frameworks for the waste services and fuel use contracts  | February 2009            | 4 Feb                              |
| Procurement process<br><br>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<br><br>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<br><br>Director of Procurement/ Phil Davies<br>(technical officer, sites and planning)        | To agree the planning application for permission for waste services sites by the Authority  | June 2009                | 17 June                            |

| TITLE OF REPORT & CONTACT  | NATURE OF DECISION  | INDICATIVE DECISION DATE | INDICATIVE REPORT PUBLICATION DATE |
|--|---|--------------------------|------------------------------------|
| Sites acquisition<br><br>Director of Procurement/ Phil Davies<br>(technical officer, sites and planning) | To agree options for site acquisition   | June 2009                | 17 June                            |
| Interim Procurement – OJEU<br><br>Director of Procurement  | To agree process for procurement of interim capacity, and publication of OJEU   | June 2009                | 17 June                            |
| Inter-Authority Agreement<br><br>Director of Procurement/ John Pryor<br>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<br><br>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<br><br>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<br><br>Director of Procurement   | To approve the final business case for submission to DEFRA  | September 2010           | tbc                                |
| Selected Bidder<br><br>Director of Procurement   | To confirm the selection of the preferred bidder  | January 2011             | tbc                                |

| TITLE OF REPORT & CONTACT                            | NATURE OF DECISION                     | INDICATIVE DECISION DATE | INDICATIVE REPORT PUBLICATION DATE |
|--|--|--------------------------|------------------------------------|
| Contract award<br>Director of Procurement            | To confirm the contract award          | January/February 2011    | tbc                                |
| Interim Contract award<br>Director of Procurement    | To confirm the contract award          | January/February 2011    | tbc                                |
| Inter-Authority Agreement<br>Director of Procurement | To agree the inter-Authority agreement | January/February 2011    | tbc                                |

#### STRATEGY AND POLICY

| TITLE OF REPORT & CONTACT  | NATURE OF DECISION   | INDICATIVE DECISION DATE         | INDICATIVE REPORT PUBLICATION DATE |
|--|--|----------------------------------|------------------------------------|
| Waste Prevention Plan Work Programme<br>Head of Waste Strategy & Contracts | To consider and approve a work programme for waste prevention, to be implemented in partnership with constituent boroughs                | February 2009<br>Authority cycle | 4 Feb                              |
| Resource Forum Proposal<br>Head of Waste Strategy & Contracts              | To consider and approve proposals to support the work of the Resource Forum (formerly the North London Recycling Forum) and alternatives | February 2009<br>Authority cycle | 4 Feb                              |
| Consultation Responses<br>Head of Waste Strategy & Contracts               | To consider and approve draft responses to various waste consultations, as published   | As arising                       |                                    |

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| Funding Bids<br>Head of Waste Strategy & Contracts | To consider and approve draft funding bids to various bodies, as invited | As arising |  |
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#### CONTRACTS MANAGEMENT AND LETTING

| TITLE OF REPORT & CONTACT   | NATURE OF DECISION  | INDICATIVE DECISION DATE         | INDICATIVE REPORT PUBLICATION DATE |
|---|---|----------------------------------|------------------------------------|
| Third Party Reuse and Recycling Credits<br>Head of Waste Strategy & Contracts   | To consider and approve organisations eligible for the receipt of third party reuse and recycling credits during 2009/10, subject to on-going monitoring  | February 2009<br>Authority cycle | 4 Feb                              |
| Hendon Rail Transfer Station Arrangements<br>Head of Waste Strategy & Contracts | To consider and approve revised contractual and property agreements in relation to the Hendon Rail Transfer Station   | February 2009<br>Authority cycle | 4 Feb                              |
| Hornsey Street Update<br>Head of Waste Strategy & Contracts                     | To review work on the resolution of outstanding matters at the Hornsey Street waste transfer station  | April 2009<br>Authority cycle    | 15 April                           |
| 2008/09 Draft National Indicators<br>Head of Waste Strategy & Contracts         | To approve the publication of 2008/09 National Indicator performance levels in accordance with 'best value' legislation (noting they will remain subject to WasteDataFlow reconciliation until July 2009) | June 2009<br>Authority cycle     | 17 June                            |
| Waste Incineration Directive Update   | To consider and approve terms for the resolution of outstanding matters in  | June 2009<br>Authority cycle     | 17 June                            |

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|---|---|-----------------------------------|---------|
| Head of Waste Strategy & Contracts  | relation to LondonWaste Ltd's implementation of the Waste Incineration Directive  |                                   |         |
| Short-term MRF Services Contract<br>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<br>Authority cycle      | 17 June |
| 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) | September 2009<br>Authority cycle | tbc     |

#### CORPORATE MANAGEMENT

| TITLE OF REPORT & CONTACT                               | NATURE OF DECISION             | INDICATIVE DECISION DATE | INDICATIVE REPORT PUBLICATION DATE |
|---|--------------------------------|--------------------------|------------------------------------|
| Consideration of Authority interest in LWL<br>The Clerk | Review                         | February 2009            | 4 Feb                              |
| Consideration of Authority interest in LWL<br>The Clerk | <a href="#">Further review</a> | March/April 2009         | tbc                                |



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| LWL Shareholder issues<br>The Clerk | Issues arising in connection with the Authority's shareholding in LWL | March/April 2009 | tbc |
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## FINANCE

| TITLE OF REPORT & CONTACT   | NATURE OF DECISION   | INDICATIVE DECISION DATE                                  | INDICATIVE REPORT PUBLICATION DATE                        |
|---|--|---|---|
| 2009/10 Revenue Budget and Levy<br>Financial Adviser                      | To consider and approve the Authority's budget and resource requirements for 2009/10   | February 2009<br>Authority cycle                          | 4 Feb   |
| Half – Yearly Review of Risk Management Arrangements<br>Financial Adviser | To review progress in the first half of the year and to approve any changes to the risk register.                                      | February 2009<br>Authority cycle                          | 4 Feb   |
| 2008/09 Final Outturn<br>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<br>Authority cycle                              | 17 June   |
| Annual Review of Risk Management Arrangements<br>Financial Adviser        | To review progress over the past year and approve any changes to the risk register.  | June 2009<br>Authority cycle                              | 17 June   |
| 2009/10 Regular Budget Reviews<br>Financial Adviser                       | To keep under review and note the Authority's budget during the year   | June, September, December and February<br>Authority cycle | June, September, December and February<br>Authority cycle |

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| 2008/09 Final Outturn – Auditor’s Report to Members<br>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<br>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**