

Scheme of Publication

UPDATE 08/06/2020: we are in the process of updating and improving our Scheme of Publication. However, since the launch of NLWA's new website on 8 June 2020, none of the links below will work. Most webpages or PDFs will be available on the new website, but you may need to use the search function to find some of them. We apologise for any inconvenience caused.

Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

What we are and what we do	Details of published information
NLWA Aims	Our Strategy
NLWA Constitution – Standing Orders	Standing Orders
NLWA Contact Information	Contact Us
NLWA Structure – Members	Our Members
Authority Organisational Chart	Available in our Annual Report

What we spend and how we spend it

information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What we spend and how we spend it	Details of published information
Annual report 2013/14	Annual report June 2014
Statement of Accounts – 2013/14	Financial statements
Revenue Budget and Levy 2015/16	Revenue budget and levy 2015 - 2016 Appendix A Appendix B The proposed revenue budget and levy for the forthcoming financial year which commences 1 April, is available as an agenda item at each February

	Authority meeting every year.
Procurement and contract information	See Section C of the Authority's Standing Orders which relates to Contract Standing Orders and Details of the Authority's Procurement
Funding opportunities for organisations	Reuse and recycling credits
Monthly expenditure of £500 & over	Transparency - supplier payments

What our priorities are and how we are doing

Strategy and performance information, plans, assessments and reviews.

What our priorities are and how we are doing	Details of published information
Annual Monitoring Reports showing progress on implementing the North London Joint Waste Strategy	Annual Monitoring Reports
North London Joint Waste Strategy	Our Strategies
Strategic Environmental Assessment (SEA) Environmental Report for the North London Joint Waste Strategy	Our Strategies - Updates
Equalities Impact Assessment of the North London Joint Waste Strategy	Equalities Impact Assessment
Habitats Regulations Assessment of the North London Joint Waste Strategy	Habitats Regulations Assessment
North London Waste Prevention Plan 2012-14	Our strategies
Inspections and reviews	Cabinet Office mystery shopper review of the Authority's procurement (August 2013)

Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

Lists and registers	Details of published information
Asset registers	The asset register is available from Andrew Lappage email post@nlwa.gov.uk for more information.
Licensing applications (Waste Management Licence)	None, all licenses and permits are held by our contractors
Planning applications	The Authority formally withdrew its planning application for a waste facility at Pinkham Way on 24 April 2013 - See the media release from 25 April 2013
Planning applications	See details of the Authority's planning application for tree management works at Pinkham Way in the NLWA statement of 29 May 2013 The decision notice regarding approval of the application with conditions is available on London Borough of Haringey's website (scroll to the bottom of the page)
Town Village Green application	Details of an application to register the Pinkham Way site as a town or village green are available on the London Borough of Haringey's website . At the Licensing Sub-committee meeting on 10 September 2013 the committee decided to reject the application for the reasons set out in the independent assessor's report.
Register of gifts and hospitality	Available in printed format and held at the NLWA offices, Unit 1B, Berol

	House, 25 Ashley Road, Tottenham Hale, London, N17 9LJ
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Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

What we are and what we do	Details of published information
NLWA Constitution – Standing Orders	Standing Orders

NLWA Procurement 2010-13

For further details about the procurement, please search the [News section](#) of the website for media releases issued during the procurement process.

- [OJEU notice](#) advertising the procurement
- [Memorandum of information](#) about the procurement
- [Draft Waste Services output specification](#)
- [Draft Fuel Use output specification](#)
- [Outline Business Case \(OBC\) January 2010](#)

Outline Business Case Appendices

- [Appendix A](#) - Defra PFI criteria
- [Appendix B](#) - PRG criteria
- [Appendix C](#) - Joint Waste Strategy
- [Appendix C - Meeting Minutes for NLJWMS](#) - Meeting minutes for North London Joint Waste Strategy
- [Appendix C - Sign off dates](#)
- [Appendix D1](#) - Strategic Environmental Assessment of the North London Joint Waste Strategy
- [Appendix D2](#) - Strategic Environmental Assessment appendices
- [Appendix D3](#) - Non-technical summary
- Appendix E - Ramboll AEA Technical report (confidential)
- Appendix F - Ramboll AEA Technical assumption book (confidential)
- Appendix G - Market sounding report (confidential)
- [Appendix H](#) - Interface risk review
- [Appendix I](#) - Process risk register
- [Appendix J](#) - Waste Services contract risk allocation

- [Appendix K](#) - Fuel Use contract risk allocation
- Appendix L - Planning health checklist (confidential)
- [Appendix M](#) - Design quality checklist
- Appendix N - Detailed VfM analysis (confidential)
- [Appendix O](#) - Balance sheet treatment
- - Authority auditor supporting document
- [Appendix Q](#) - Assessment of prudential borrowing and PFI
- Appendix R - Shadow tariff model (confidential)
- Appendix S - Shadow tariff model assumption book (confidential)
- [Appendix T1](#) - Revenue support grant calculation
- [Appendix T2](#) - Revenue support grant calculation
- [Appendix U](#) - [Affordability Approval](#)
- [Appendix U1](#) - Approval of affordability - NLWA
- [Appendix U2](#) - Approval of affordability - Barnet
- [Appendix U3](#) - Approval of affordability - Camden
- [Appendix U4](#) - Approval of affordability - Enfield
- [Appendix U5](#) - Approval of affordability - Hackney
- [Appendix U6](#) - Approval of affordability - Haringey
- [Appendix U7](#) - Approval of affordability - Islington
- [Appendix U8](#) - Approval of affordability - Waltham Forest
- [Appendix U9](#) - NLWA
- [Appendix U10](#) - Barnet
- [Appendix U11](#) - Camden
- [Appendix U12](#) - Enfield
- [Appendix U13](#) - Hackney
- [Appendix U14](#) - Haringey
- [Appendix U15](#) - Islington
- [Appendix U16](#) - Waltham Forest
- Appendix V - Fuel Sites planning review (confidential)
- [Appendix W](#) - Output specification for Waste Services contract
- [Appendix X](#) - Output specification for Fuel Use contract
- [Appendix Y](#) - Current contracts
- [Appendix Z](#) - Project plan
- [Appendix AA](#) - MOU and IAA draft statement of principles

- [Appendix AA1](#) - NLWA MOU
- [Appendix AA2](#) - Barnet MOU
- [Appendix AA3](#) - Camden MOU
- [Appendix AA4](#) - Enfield MOU
- [Appendix AA5](#) - Hackney MOU
- [Appendix AA6](#) - Haringey MOU
- [Appendix AA7](#) - Islington MOU
- [Appendix AA8](#) - Waltham Forest MOU
- [Appendix BB](#) - Member approval of the OBC (minutes)
- [Appendix CC](#) - Communications strategy
- Appendix DD - Planning site appraisal (confidential)
- [Appendix EE](#) - Improvement programme
- Appendix FF - Site contracts (confidential)
- Appendix GG - Blank appendix
- [Appendix HH](#) - Standing orders
- Appendix II - Site plans (confidential)
- [Appendix JJ](#) - Procurement documentation
- [Appendix KK](#) - Schedule of amendments
- Appendix LL - WIDP scrutiny clarifications (confidential)

Previous drafts of the OBC

[OBC - May 2009](#)

[OBC - October 2008](#)

Updated waste projections

During the procurement we updated the waste tonnage projections which were included in the North London Joint Waste Strategy (February 2009) and undertook extensive waste data work to ensure that the best information was used.

This included borough-by-borough review of anticipated tonnages and waste composition surveys.

You can view the explanatory text to the [updated waste tonnage projections here](#).

View the final 2012 waste projections in Excel format by selecting this [link](#).

How we make decisions

Proposals for changes to policy, decision making processes, internal criteria and procedures, and consultations.

How we make decisions	Details of published information
Agendas and Officers' Reports for Authority meetings – these set out in-year progress on a wide range of matters	Authority Meetings
Minutes of meetings – confirm decisions made at Authority meetings	Authority Meetings
Public Consultations	Consultations
Timetable of meetings	Authority Meetings

Pinkham Way site

This section contains documents released by North London Waste Authority under the Environmental Information Regulations about the Pinkham Way site in Haringey which is in part owned by NLWA and part by London Borough of Barnet.

[Botanical Survey - June 2009](#)

[Invasive Weed Summary Report - May 2009](#)

[Phase One Habitat Ecology Survey - July 2013](#)

[Bat Survey Report - November 2013](#)

[Breeding Bird Survey - November 2013](#)

[Extended Phase One Habitat Survey - March 2008](#)

[Invertebrate Survey - July 2013](#)

[Reptile Survey Report - November 2013](#)

[Summary of 2012 Ecology surveys \(file note\) - February 2013](#)

[Environmental Baseline Information - May 2011](#)

[Treatment of Invasive Species at Pinkham Way - July 2013](#)

[Tree Survey - November 2012](#)

The services we provide

Information about the services we provided including, advice and guidance, booklets and leaflets, transactions and media releases.

The services we provide to our constituent borough councils	Details of published information
Disposal of household asbestos waste from licensed reuse and recycling centres	Our Services
Disposal of clinical waste collected by all seven constituent borough councils	Our Services
Composting of waste collected by all seven constituent borough councils	LondonWaste services
Disposal of waste collected by all seven constituent borough councils	Our Services
Recycling of 'commingled' waste collected by five of the constituent borough councils – Camden, Hackney, Haringey, Islington and Waltham Forest	Our Services
Encouraging the reduction of waste	Waste & Resources
Services for local businesses	Businesses
Storage and disposal of abandoned vehicles	Our Services
Transport and disposal of waste from reuse and recycling centres	Our Services
Tyres disposal	Our Services
Press releases and other contact with the media	News
Guidance, booklets and advice	Waste less food save more money Recycle here benefit here - what and how you can recycle Find your nearest recycling centre Wise up to waste at work including free resources for businesses Wise up to waste at home Wise up to waste at school Wise up to waste in the community

	Hints and tips for wasting less and recycling more What happens to my recycling? Your guide to waste facilities Waste strategy summary
Transactions	Supplier payments

NLWA Communications Campaign on household recycling

Update dated 28 January 2019

NLWA Members Recycling Working Group enquired in December 2018 about options for extending this campaign beyond 31 March 2019. A paper was produced for the working group which is available here:

[North London recycling communication campaign - Budget options for extending the campaign into 2019-20](#)

Procurement for the provision of services for a communications campaign on household recycling in north London

On 12 February 2016 NLWA published a notice in the Official Journal of the European Union (Ref: 2016/S 032-051115) inviting tenders for the provision of services for a communications campaign on household recycling in north London. A contract notice was also published on Contracts Finder. All the following procurement documents were made available on the Authority's website from 12 February 2016:

1. Pre -Qualification Questionnaire (PQQ)

PQQ Full Document ([PDF](#))

CCS PQQ only - for completion ([Word](#))

[PQQ Appendix 1 - PQQ Evaluation](#)

[PQQ Appendix 2 - Memorandum of Information \(MOI\)](#)

[- MOI Annex 1 - Summary of 2012-2014 Communications Campaign](#)

[- MOI Annex 2 - Soft Market Testing Report](#)

[- MOI Annex 3 - Segmentation Research](#)

[- MOI Annex 4 - 3Rs Tracking Survey 2014](#)

[- MOI Annex 5 - WRAP Barriers Synthesis Full Report](#)

[- MOI Annex 6 - Constituent Boroughs Recycling Communications Activity](#)

PQQ Appendix 3 - Reference Form ([PDF](#))

PQQ Appendix 3 - Reference Form ([Word](#))

2. Invitation to Tender (ITT) - Restricted Procedure ([PDF](#))

[ITT Schedule 1 - Specification](#)

[ITT Schedule 2 - Award Criteria and Tender Evaluation](#)

ITT Schedule 3 - Method Statements ([PDF](#))

ITT Schedule 3 - Method Statements ([Word](#))

ITT Schedule 4 - Fee Schedule ([PDF](#))

ITT Schedule 4 - Fee Schedule ([Word](#))

[ITT Schedule 5 - Framework Agreement](#)

ITT Schedule 6 - Form of Tender ([PDF](#))

ITT Schedule 6 - Form of Tender ([Word](#))

ITT Schedule 7 - Anti-Collusion Certificate ([PDF](#))

ITT Schedule 7 - Anti-Collusion Certificate ([Word](#))