



MERSEYSIDE WASTE DISPOSAL AUTHORITY

## FORWARD PLAN

**Publication Date: April 2013**

### Introduction

In accordance with the Local Government Act 2000, the Authority publishes a “Forward Plan” of “Key Decisions”.

The Forward Plan is published on a six weekly basis to match the Authority’s meeting cycle and covers key issues to be dealt with in the subsequent three months. It is a publicly available document and its purpose is to reinforce the openness and accountability of the Authority’s decision-making process.

The Plan seeks to anticipate the issues that will be the subject of a Key Decision during that period. For each item the Plan includes:

- The item’s title and a short description of the decision being sought.
- An indication of who will be making the decision.
- The Scrutiny arrangements for the decision.
- An indication of when the decision is expected to be made. This may be a specific date i.e. the date of a meeting, or a period during which the decision is likely to be made.
- A list of Supporting Papers. These will be documents which the decision-maker(s) will consider or take into account when making the decision.
- An indication of what consultation will take place on the item which is the subject of the proposed decision. This will include an indication as to who will be consulted (i.e. principal groups and organisations) and how that consultation will be conducted.
- An indication of how and to whom representations should be made on the item.

Within the Plan, the items are listed in the chronological order in which it is anticipated that the decisions will be made.

The decision in respect of each key decision is recorded in the minutes for the relevant meeting which are approved at the subsequent meeting of the Authority and are open for inspection at the Authority Offices and on the Authority's web site.

## **Definition of a Key Decision**

The definition of a Key Decision is set out in the Authority's Constitution. It is as follows:-

*A key decision is an executive decision:-*

- 1. incurring expenditure or making savings in excess of £250,000, unless the specific expenditure or saving has previously been agreed by the Authority, or*
- 2. Is, in the view of the Chief Executive, in consultation with the lead Member significant in terms of its effects on communities living or working in Merseyside*

*A decision will be considered financially significant if:-*

- a) in the case of revenue expenditure, it results in incurring expenditure or making savings of £250,000 or greater;*
- b) in the case of capital expenditure, the capital expenditure/savings are in excess of £1 Million.*

*unless the specific expenditure or savings have previously been agreed by the Authority or have been taken in line with the Authority's Financial Management Policy.*

*In determining whether a decision is significant in terms of its effect on communities, the Chief Executive and lead Member will give consideration to:-*

- a) the number of residents/service users/District Council areas that will be affected;*
- b) whether the impact is short term, long term or permanent;*
- c) the impact on the community in terms of the economic, social and environmental well-being.*

## **Decision-Makers**

Key Decisions will be made by the Authority or its committees where relevant powers have been delegated. A report will be submitted to the relevant meeting on each key decision, and Members will also consider, where necessary, any report which has been 'called-in' under the Authority's scrutiny arrangements.

## **Consultation**

The Chief Executive, in taking decisions under delegated powers, will consult with the relevant Authority Members and other key stakeholders, in accordance with those identified in the Forward Plan.

## **Authority Meetings**

The Authority will meet formally approximately every six weeks. Meeting dates are published on the web site [www.merseysidewda.gov.uk](http://www.merseysidewda.gov.uk). Each Authority meeting will be in two parts. The first part of the meeting will consider the Key Decisions contained in the Forward Plan, and any other matters determined by the Chairman. The second part of the meeting will be made available for any scrutiny discussions.

The current schedule of meetings is as follows:

18<sup>th</sup> April (Special Meeting)  
19<sup>th</sup> April 2013  
28<sup>th</sup> June 2013 (AGM)  
29<sup>th</sup> November 2013  
31<sup>st</sup> January 2014 (Budget and Ordinary Meeting)  
25<sup>th</sup> April 2014

## **Scrutiny Arrangements**

Two Members of the Authority may request that the Chairman place a delegated decision matter on the Agenda of an Authority regular meeting as a 'scrutiny item'.

## **Information Reports**

The Authority will periodically publish information reports about its Policies, Strategies and Performance on the web site [www.merseysidewda.gov.uk](http://www.merseysidewda.gov.uk)

## **Contacts**

If you have any queries or comments regarding the contents or format of this document please direct them to Mandy Valentine (Clerk to the Authority) on 0151-255-1444 or by e-mail at [enquiries@merseysidewda.gov.uk](mailto:enquiries@merseysidewda.gov.uk)

### AUTHORITY MEMBERSHIP 2012/2013

| COUNCILLOR   | Portfolio Area   | Address and Contact Details   |
|--|--|---|
| <p>J De Asha<br/>(Chairperson)<br/>(St Helens)</p> | <ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Procurement Portfolio</li> <li>• Mersey Waste Holdings Ltd Board</li> <li>• North West Local Authorities' Employers' Organisation</li> <li>• Strategy and Development Portfolio</li> <li>• Chief Executive's Appraisal Panel</li> <li>• Audit and Governance Committee</li> <li>• Community Fund 3 – Assessment Panel</li> <li>• Contract Procurement</li> </ul> | <p>628 Warrington Road<br/>Rainhill<br/>Prescot<br/>L35 0NS<br/>Tel: 01744 678 980<br/>Email:<br/><a href="mailto:cllrde'asha@sthelens.gov.uk">cllrde'asha@sthelens.gov.uk</a></p>              |
| <p>G Morgan<br/>(Deputy Chair)<br/>(Knowsley)</p>  | <ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Appeals Committee</li> <li>• Audit &amp; Governance Committee</li> <li>• Chief Executive's Appraisal Panel</li> <li>• Community Fund 3 – Assessment Panel</li> </ul>   | <p>24 Malvern Avenue<br/>Huyton<br/>Knowsley<br/>L14 6TS<br/>Tel: 0151 489 5292<br/>Email:<br/><a href="mailto:graham.morgan@knowsley.gov.uk">graham.morgan@knowsley.gov.uk</a></p>             |
| <p>S Williams<br/>(Wirral)</p>                     | <ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Bidston Methane Ltd Board</li> </ul>   | <p>34 Beech Avenue<br/>Saughall Massie<br/>Upton<br/>Wirral<br/>CH49 4NJ<br/>Tel: 0151 677 8848<br/>Email:<br/><a href="mailto:stevewilliams@wirral.gov.uk">stevewilliams@wirral.gov.uk</a></p> |
| <p>K Cluskey<br/>(Sefton)</p>                      | <ul style="list-style-type: none"> <li>• Procurement Portfolio</li> <li>• Scrutiny</li> <li>• Public Consultation</li> </ul>   | <p>39 Kent Avenue<br/>Litherland<br/>Liverpool<br/>L21 7QJ<br/>Tel: 0151 920 3704<br/>Email:<br/><a href="mailto:kevin.cluskey@sefton.gov.uk">kevin.cluskey@sefton.gov.uk</a></p>               |

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|-----------------------------|---|--|
| T Concepcion<br>(Liverpool) | <ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Operations Portfolio</li> <li>• Contract Procurement</li> <li>• Chief Executive's Appraisal Panel</li> <li>• Appeals Committee</li> <li>• MWHL Board</li> </ul>       | 24 Woodbourne Road<br>Liverpool<br>L14 2DA<br>Tel: 078742 16868<br>Email: <a href="mailto:tony.concepcion@liverpool.gov.uk">tony.concepcion@liverpool.gov.uk</a>                 |
| S Munby<br>(Liverpool)      | <ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> </ul>   | Flat 2<br>11 Devonshire Road<br>Liverpool<br>L8 3TX<br>Tel: 0151 225 2366<br>Email: <a href="mailto:Stephen.munby@liverpool.gov.uk">Stephen.munby@liverpool.gov.uk</a>           |
| R Oglethorpe<br>(Liverpool) | <ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> </ul>   | 18 Desford Road<br>Liverpool<br>L19 3 <sup>rd</sup><br>Tel: 0151 427 3070<br>Email: <a href="mailto:Richard.oglethorpe@liverpool.gov.uk">Richard.oglethorpe@liverpool.gov.uk</a> |
| P Hardy<br>(Sefton)         | <ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Contract Procurement</li> <li>• Chief Executive's Appraisal Panel</li> <li>• Audit and Governance Committee</li> <li>• Community Fund 3 – Assessment Panel</li> </ul> | 6 Oxford Drive<br>Liverpool<br>L22 7RZ<br>Tel: 0151 934 3361<br>Email: <a href="mailto:patricia.hardy@councillors.sefton.gov.uk">patricia.hardy@councillors.sefton.gov.uk</a>    |
| I Williams<br>(Wirral)      | <ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Bidston Methane Ltd Board</li> <li>• Appeals Committee</li> <li>• Community Fund 3 – Assessment Panel</li> </ul>  | 49 Parkhill Road<br>Prenton<br>Birkenhead<br>Wirral<br>CH42 9JD<br>Tel: 0151 608 7806<br>Email: <a href="mailto:irenewilliams@wirral.gov.uk">irenewilliams@wirral.gov.uk</a>     |

|  |                           |  |
|--|---------------------------|--|
| Carl Beer<br>Chief Executive                 | Various delegated matters | 6th Floor, North House<br>17 North John Street<br>Liverpool L2 5QY<br>Tel: 0151 255 1444<br>Email:<br><a href="mailto:carlbeer@merseysidewda.gov.uk">carlbeer@merseysidewda.gov.uk</a>                         |
| Peter Williams<br>Treasurer                  | Various delegated matters | 6 <sup>th</sup> Floor, North House<br>17 North John Street<br>Liverpool L2 5QY<br>Tel: 0151 255 1444<br>Email:<br><a href="mailto:Peter.williams@merseysidewda.gov.uk">Peter.williams@merseysidewda.gov.uk</a> |
| Mandy Valentine<br>Clerk to the<br>Authority | Various delegated matters | 6th Floor, North House<br>17 North John Street<br>Liverpool L2 5QY<br>Tel: 0151 255 1444<br>Email:<br><a href="mailto:mandy.valentine@merseysidewda.gov.uk">mandy.valentine@merseysidewda.gov.uk</a>           |
| Neil Ferris<br>Monitoring<br>Officer         | Various delegated matters | 6th Floor, North House<br>17 North John Street<br>Liverpool L2 5QY<br>Tel: 0151 255 1444<br>Email:<br><a href="mailto:neil.ferris@merseysidewda.gov.uk">neil.ferris@merseysidewda.gov.uk</a>                   |

## CONTENTS

| <b>Item</b>                         | <b>Ref No.</b> | <b>Portfolio Area</b>    | <b>Decision Date</b> | <b>Lead Officer</b> |
|-------------------------------------|----------------|--------------------------|----------------------|---------------------|
| RRC Appointment of Preferred Bidder | K58-13         | Procurement              | 18/04/2013           | C Beer              |
| Performance Report Q3               | K41-13         | Strategy and Development | 19/04/2013           | A Valentine         |
| Service Plans 2013/2014             | K42-13         | Corporate Governance     | 19/04/2013           | A Valentine         |
| Community Fund                      | K49-13         | Strategy and Development | 19/04/2013           | S Donaldson         |
| Internal Audit Report               | K56-13         | Finance                  | 19/04/2013           | P Williams          |
| Contract Management Resource Review | K57-13         | Procurement              | 19/04/2013           | C Beer              |
| Scheme of Delegation                | K51-13         | Corporate Governance     | 28/06/2013           | A Valentine         |
| Discharge of Functions              | K52-13         | Corporate Governance     | 28/06/2013           | A Valentine         |
| Appointment of Committees           | K53-13         | Corporate Governance     | 28/06/2013           | A Valentine         |
| Code of Corporate Governance        | K54-13         | Corporate Governance     | 28/06/2013           | A Valentine         |
| Quarterly Performance Report Q4     | K55-13         | Strategy and Development | 28/06/2013           | A Valentine         |

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

|  |   |                         |                               |  |
|--|---|-------------------------|-------------------------------|--|
| <b>Item for consideration</b>                        | <b>RRC Appointment of Preferred Bidder</b>  |                         |                               |  |
| <b>File Reference</b>                                | <b>K58-13</b>   |                         |                               |  |
| <b>Is the report likely to be private or public?</b> | Private   |                         |                               |  |
| <b>Decision Maker</b>                                | <b>Full Authority</b>   |                         |                               |  |
| <b>Key Decision Criteria</b>                         | <b>Financial</b>  | <b>Community Impact</b> | <b>Other – please specify</b> |  |
| <b>Reason for meeting Key Decision Criteria</b>      | To appointment a Preferred Bidder to the Resource Recovery Contract   |                         |                               |  |
| <b>Scrutiny area</b>                                 | <b>Full Authority - Procurement</b>   |                         |                               |  |
| <b>Date for decision</b>                             | 18 <sup>th</sup> April 2013 (Special Meeting)   |                         |                               |  |
| <b>List of Background Papers for consideration</b>   |   |                         |                               |  |
| <b>Risk Management Implications</b>                  | Financial implications of delay in decision making.   |                         |                               |  |
| <b>Prior consultation</b>                            | Chairperson   |                         |                               |  |
| <b>Representations</b>                               | In writing to Carl Beer or by email to <a href="mailto:CarlBeer@merseysidewda.gov.uk">CarlBeer@merseysidewda.gov.uk</a> |                         |                               |  |



**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

|  |   |                         |                               |                      |
|--|---|-------------------------|-------------------------------|----------------------|
| <b>Item for consideration</b>                        | <b>Service Plans 2013/2014</b>  |                         |                               |                      |
| <b>File Reference</b>                                | <b>K42-13</b>   |                         |                               |                      |
| <b>Is the report likely to be private or public?</b> | Public  |                         |                               |                      |
| <b>Decision Maker</b>                                | <b>Full Authority</b>   |                         |                               |                      |
| <b>Key Decision Criteria</b>                         | <b>Financial</b>  | <b>Community Impact</b> | <b>Other – please specify</b> | Corporate Governance |
| <b>Reason for meeting Key Decision Criteria</b>      | Member approval of Annual Service Plans which contribute to the delivery of the Corporate Plan.   |                         |                               |                      |
| <b>Scrutiny area</b>                                 | <b>Corporate Governance</b>   |                         |                               |                      |
| <b>Date for decision</b>                             | 19 <sup>th</sup> April 2013   |                         |                               |                      |
| <b>List of Background Papers for consideration</b>   |   |                         |                               |                      |
| <b>Risk Management Implications</b>                  | <ol style="list-style-type: none"> <li>1. Failure to set clear objectives will result in poor corporate governance</li> <li>2. Failure to plan and prioritise will lead to inefficient use of resources.</li> <li>3. Clear planning will improve performance and engage Members, staff and stakeholders.</li> </ol> |                         |                               |                      |
| <b>Prior consultation</b>                            |   |                         |                               |                      |
| <b>Representations</b>                               | In writing to Mandy Valentine or by email to <a href="mailto:Mandy.Valentine@merseysidewda.gov.uk">Mandy.Valentine@merseysidewda.gov.uk</a>   |                         |                               |                      |

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

|  |   |                         |                               |                      |
|--|---|-------------------------|-------------------------------|----------------------|
| <b>Item for consideration</b>                        | <b>Quarterly Performance Report Q3 2012/13</b>  |                         |                               |                      |
| <b>File Reference</b>                                | <b>K41-13</b>   |                         |                               |                      |
| <b>Is the report likely to be private or public?</b> | Public  |                         |                               |                      |
| <b>Decision Maker</b>                                | <b>Full Authority</b>   |                         |                               |                      |
| <b>Key Decision Criteria</b>                         | <b>Financial</b>  | <b>Community Impact</b> | <b>Other – please specify</b> | Corporate Governance |
| <b>Reason for meeting Key Decision Criteria</b>      | To inform Members of the Authority's performance in relation to the delivery of the Corporate Plan.   |                         |                               |                      |
| <b>Scrutiny area</b>                                 | <b>Strategy and Development</b>   |                         |                               |                      |
| <b>Date for decision</b>                             | 19 <sup>th</sup> April 2013   |                         |                               |                      |
| <b>List of Background Papers for consideration</b>   |   |                         |                               |                      |
| <b>Risk Management Implications</b>                  | Failure to manage performance risks non-achievement of corporate targets.   |                         |                               |                      |
| <b>Prior consultation</b>                            |   |                         |                               |                      |
| <b>Representations</b>                               | In writing to Mandy Valentine or by email to <a href="mailto:Mandy.Valentine@merseysidewda.gov.uk">Mandy.Valentine@merseysidewda.gov.uk</a> |                         |                               |                      |

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

|  |  |                              |                               |  |
|--|--|------------------------------|-------------------------------|--|
| <b>Item for consideration</b>                        | <b>Community Fund 2013-14</b>  |                              |                               |  |
| <b>File Reference</b>                                | <b>K49-13</b>  |                              |                               |  |
| <b>Is the report likely to be private or public?</b> | Public   |                              |                               |  |
| <b>Decision Maker</b>                                | <b>Full Authority</b>  |                              |                               |  |
| <b>Key Decision Criteria</b>                         | <b>Financial</b><br>✓  | <b>Community Impact</b><br>✓ | <b>Other – please specify</b> |  |
| <b>Reason for meeting Key Decision Criteria</b>      | To consider Community Fund policy framework and details of the Fund for 2013-14  |                              |                               |  |
| <b>Scrutiny area</b>                                 | Strategy/Governance  |                              |                               |  |
| <b>Date for decision</b>                             | 19 April 2013  |                              |                               |  |
| <b>List of Background Papers for consideration</b>   |  |                              |                               |  |
| <b>Risk Management Implications</b>                  |  |                              |                               |  |
| <b>Prior consultation</b>                            |  |                              |                               |  |
| <b>Representations</b>                               | In writing to Stuart Donaldson or by email to <a href="mailto:Stuart.Donaldson@merseysidewda.gov.uk">Stuart.Donaldson@merseysidewda.gov.uk</a> |                              |                               |  |

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

|  |  |                         |                               |  |
|--|--|-------------------------|-------------------------------|--|
| <b>Item for consideration</b>                        | <b>Internal Audit Report</b>   |                         |                               |  |
| <b>File Reference</b>                                | <b>K56-13</b>  |                         |                               |  |
| <b>Is the report likely to be private or public?</b> | Public   |                         |                               |  |
| <b>Decision Maker</b>                                | <b>Full Authority</b>  |                         |                               |  |
| <b>Key Decision Criteria</b>                         | <b>Financial</b><br>✓  | <b>Community Impact</b> | <b>Other – please specify</b> |  |
| <b>Reason for meeting Key Decision Criteria</b>      | Audit reports are reviewed by the full authority to ensure governance procedures are in place  |                         |                               |  |
| <b>Scrutiny area</b>                                 | <b>Finance</b>   |                         |                               |  |
| <b>Date for decision</b>                             | 19 4 2013  |                         |                               |  |
| <b>List of Background Papers for consideration</b>   | N/A  |                         |                               |  |
| <b>Risk Management Implications</b>                  | To ensure effective governance arrangements are in place   |                         |                               |  |
| <b>Prior consultation</b>                            | N/A  |                         |                               |  |
| <b>Representations</b>                               | In writing to Peter Williams or by email to <a href="mailto:Peter.Williams@merseysidewda.gov.uk">Peter.Williams@merseysidewda.gov.uk</a> |                         |                               |  |

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**KEY DECISION SHEET**

|  |   |                         |                               |  |
|--|---|-------------------------|-------------------------------|--|
| <b>Item for consideration</b>                        | <b>Contract Management Resource Review</b>  |                         |                               |  |
| <b>File Reference</b>                                | <b>K57-13</b>   |                         |                               |  |
| <b>Is the report likely to be private or public?</b> | Public  |                         |                               |  |
| <b>Decision Maker</b>                                | <b>Full Authority</b>   |                         |                               |  |
| <b>Key Decision Criteria</b>                         | <b>Financial</b>  | <b>Community Impact</b> | <b>Other – please specify</b> |  |
| <b>Reason for meeting Key Decision Criteria</b>      | To consider resource requirements for contract management   |                         |                               |  |
| <b>Scrutiny area</b>                                 | <b>Procurement</b>  |                         |                               |  |
| <b>Date for decision</b>                             | 19 <sup>th</sup> April 2013   |                         |                               |  |
| <b>List of Background Papers for consideration</b>   | None  |                         |                               |  |
| <b>Risk Management Implications</b>                  | Failure to deploy appropriate resources   |                         |                               |  |
| <b>Prior consultation</b>                            | Chairperson   |                         |                               |  |
| <b>Representations</b>                               | In writing to Carl Beer or by email to <a href="mailto:CarlBeer@merseysidewda.gov.uk">CarlBeer@merseysidewda.gov.uk</a> |                         |                               |  |

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**KEY DECISION SHEET**

|  |   |                         |                               |  |
|--|---|-------------------------|-------------------------------|--|
| <b>Item for consideration</b>                        | <b>Scheme of Delegation</b>   |                         |                               |  |
| <b>File Reference</b>                                | <b>K51-13</b>   |                         |                               |  |
| <b>Is the report likely to be private or public?</b> | Public  |                         |                               |  |
| <b>Decision Maker</b>                                | <b>Full Authority</b>   |                         |                               |  |
| <b>Key Decision Criteria</b>                         | <b>Financial</b>  | <b>Community Impact</b> | <b>Other – please specify</b> |  |
| <b>Reason for meeting Key Decision Criteria</b>      | The Scheme of Delegation is reviewed and adopted each year at the Authority's Annual meeting.   |                         |                               |  |
| <b>Scrutiny area</b>                                 | <b>Governance</b>   |                         |                               |  |
| <b>Date for decision</b>                             | 28th June, 2013   |                         |                               |  |
| <b>List of Background Papers for consideration</b>   | None  |                         |                               |  |
| <b>Risk Management Implications</b>                  | Good corporate governance to review the scheme of delegations on a regular basis.   |                         |                               |  |
| <b>Prior consultation</b>                            | None  |                         |                               |  |
| <b>Representations</b>                               | In writing to Mandy Valentine or by email to <a href="mailto:mandy.valentine@merseysidewda.gov.uk">mandy.valentine@merseysidewda.gov.uk</a> |                         |                               |  |

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

|  |   |                         |                               |  |
|--|---|-------------------------|-------------------------------|--|
| <b>Item for consideration</b>                        | <b>Questions on the Discharge of Functions</b>  |                         |                               |  |
| <b>File Reference</b>                                | <b>K52-13</b>   |                         |                               |  |
| <b>Is the report likely to be private or public?</b> | Public  |                         |                               |  |
| <b>Decision Maker</b>                                | <b>Full Authority</b>   |                         |                               |  |
| <b>Key Decision Criteria</b>                         | <b>Financial</b>  | <b>Community Impact</b> | <b>Other – please specify</b> |  |
| <b>Reason for meeting Key Decision Criteria</b>      | Governance Requirement. Changes in MWDA membership following District Council AGM's require the Authority to review who will be nominated to answer questions at each of the District Council's own proceedings on behalf of the Authority. |                         |                               |  |
| <b>Scrutiny area</b>                                 | <b>Governance</b>   |                         |                               |  |
| <b>Date for decision</b>                             | 28th June, 2013   |                         |                               |  |
| <b>List of Background Papers for consideration</b>   | None  |                         |                               |  |
| <b>Risk Management Implications</b>                  | Risks inconsistencies if single Member from each District Council is not identified for direct questions regarding the Authority's activities.  |                         |                               |  |
| <b>Prior consultation</b>                            | N/A   |                         |                               |  |
| <b>Representations</b>                               | In writing to Mandy Valentine or by email to <a href="mailto:mandy.valentine@merseysidewda.gov.uk">mandy.valentine@merseysidewda.gov.uk</a>   |                         |                               |  |

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**KEY DECISION SHEET**

|  |   |                         |                               |  |
|--|---|-------------------------|-------------------------------|--|
| <b>Item for consideration</b>                        | <b>Appointment of Committees and Representation on Other Bodies</b>   |                         |                               |  |
| <b>File Reference</b>                                | <b>K53-13</b>   |                         |                               |  |
| <b>Is the report likely to be private or public?</b> | Public  |                         |                               |  |
| <b>Decision Maker</b>                                | <b>Full Authority</b>   |                         |                               |  |
| <b>Key Decision Criteria</b>                         | <b>Financial</b>  | <b>Community Impact</b> | <b>Other – please specify</b> |  |
| <b>Reason for meeting Key Decision Criteria</b>      | Corporate Governance Requirement. Changes in MWDA membership following District Council AGM's require the Authority to review membership of committees and representations. |                         |                               |  |
| <b>Scrutiny area</b>                                 | <b>Governance</b>   |                         |                               |  |
| <b>Date for decision</b>                             | 28th June, 2013   |                         |                               |  |
| <b>List of Background Papers for consideration</b>   | None  |                         |                               |  |
| <b>Risk Management Implications</b>                  | Good corporate governance to effectively delegate responsibility to Lead members and committees and to identify appropriate levels of representation on other bodies        |                         |                               |  |
| <b>Prior consultation</b>                            | N/A   |                         |                               |  |
| <b>Representations</b>                               | In writing to Mandy Valentine or by email to <a href="mailto:mandy.valentine@merseysidewda.gov.uk">mandy.valentine@merseysidewda.gov.uk</a>                                 |                         |                               |  |



**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

|  |   |                         |                               |  |
|--|---|-------------------------|-------------------------------|--|
| <b>Item for consideration</b>                        | <b>Code of Corporate Governance and Statement of Internal Control</b>   |                         |                               |  |
| <b>File Reference</b>                                | <b>K54-13</b>   |                         |                               |  |
| <b>Is the report likely to be private or public?</b> | Public  |                         |                               |  |
| <b>Decision Maker</b>                                | <b>Full Authority</b>   |                         |                               |  |
| <b>Key Decision Criteria</b>                         | <b>Financial</b>  | <b>Community Impact</b> | <b>Other – please specify</b> |  |
| <b>Reason for meeting Key Decision Criteria</b>      | To agree the Statement of Internal Control as part of the annual Code of Corporate Governance review.   |                         |                               |  |
| <b>Scrutiny area</b>                                 | <b>Governance</b>   |                         |                               |  |
| <b>Date for decision</b>                             | 28th June, 2013   |                         |                               |  |
| <b>List of Background Papers for consideration</b>   | None  |                         |                               |  |
| <b>Risk Management Implications</b>                  | Failure to review corporate governance and internal control arrangements is a statutory requirement and may lead to weaknesses in the direction and control of the Authority's functions. |                         |                               |  |
| <b>Prior consultation</b>                            | Primary Assurance Group   |                         |                               |  |
| <b>Representations</b>                               | In writing to Mandy Valentine or by email to <a href="mailto:mandy.valentine@merseysidewda.gov.uk">mandy.valentine@merseysidewda.gov.uk</a>   |                         |                               |  |

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

|  |   |                         |                               |  |
|--|---|-------------------------|-------------------------------|--|
| <b>Item for consideration</b>                        | <b>Performance Report Q4 2012/13</b>  |                         |                               |  |
| <b>File Reference</b>                                | <b>K55-13</b>   |                         |                               |  |
| <b>Is the report likely to be private or public?</b> | Public  |                         |                               |  |
| <b>Decision Maker</b>                                | <b>Full Authority</b>   |                         |                               |  |
| <b>Key Decision Criteria</b>                         | <b>Financial</b>  | <b>Community Impact</b> | <b>Other – please specify</b> |  |
| <b>Reason for meeting Key Decision Criteria</b>      | Authority Members consider the report on performance and determine, where relevant, the actions required to improve performance             |                         |                               |  |
| <b>Scrutiny area</b>                                 | <b>Strategy &amp; Development</b>   |                         |                               |  |
| <b>Date for decision</b>                             | 28 <sup>th</sup> June, 2012   |                         |                               |  |
| <b>List of Background Papers for consideration</b>   |   |                         |                               |  |
| <b>Risk Management Implications</b>                  | Failure to manage performance risks non-achievement of targets  |                         |                               |  |
| <b>Prior consultation</b>                            |   |                         |                               |  |
| <b>Representations</b>                               | In writing to Mandy Valentine or by email to <a href="mailto:Mandy.Valentine@merseysidewda.gov.uk">Mandy.Valentine@merseysidewda.gov.uk</a> |                         |                               |  |