



MERSEYSIDE WASTE DISPOSAL AUTHORITY

## **FORWARD PLAN**

**Publication Date: August 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:

27<sup>th</sup> September 2013  
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 2013/14

COUNCILLOR	Responsibilities	Address and Contact Details
Graham Morgan (Chairperson) (Knowsley)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• MWDA Portfolio</li> <li>• Chief Executive's Appraisal Panel</li> <li>• Appeals Committee</li> <li>• Audit and Governance Committee</li> </ul>	24 Malvern Avenue Huyton Knowsley L14 6TS Tel: 0151 489 5292 Email: <a href="mailto:graham.morgan@knowsley.gov.uk">graham.morgan@knowsley.gov.uk</a>
Tony Concepcion (Deputy Chair) (Liverpool)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• MWDA Portfolio</li> <li>• Chief Executive's Appraisal Panel</li> <li>• Appeals Committee</li> <li>• Mersey Waste Holdings Ltd</li> </ul>	24 Woodbourne Road Liverpool L14 2DA Tel: 078742 16868 Email: <a href="mailto:tony.concepcion@liverpool.gov.uk">tony.concepcion@liverpool.gov.uk</a>
Kevin Cluskey (Sefton)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Appeals Committee</li> <li>• Audit and Governance Committee</li> <li>• Investigating and Disciplinary Committee</li> <li>• Mersey Waste Holdings Ltd</li> <li>• North West Employers Organisation</li> </ul>	39 Kent Avenue Litherland Liverpool L21 7QJ Tel: 0151 920 3704 Email: <a href="mailto:kevin.cluskey@sefton.gov.uk">kevin.cluskey@sefton.gov.uk</a>
Steve Williams (Wirral)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Bidston Methane Ltd Board</li> <li>• Investigating and Disciplinary Committee</li> </ul>	34 Beech Avenue Saughall Massie Upton Wirral CH49 4NJ Tel: 0151 677 8848 Email: <a href="mailto:stevewilliams@wirral.gov.uk">stevewilliams@wirral.gov.uk</a>

<p>Laura Robertson-Collins (Liverpool)</p>	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Investigating and Disciplinary Committee</li> <li>• Mersey Waste Holdings Ltd</li> </ul>	<p>Labour Group Office Municipal Buildings Dale Street Liverpool L2 2DH Tel: 07980 311545 Email: <a href="mailto:laura.robertson-collins@liverpool.gov.uk">laura.robertson-collins@liverpool.gov.uk</a></p>
<p>Alan Cunliffe (St Helens)</p>	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Chief Executive's Appraisal Panel</li> <li>• Audit and Governance Committee</li> </ul>	<p>31 Stanley Avenue Rainford St Helens WA11 8HU Tel: 01744 677 280 Email: <a href="mailto:cllracunliffe@sthelens.gov.uk">cllracunliffe@sthelens.gov.uk</a></p>
<p>Irene Williams (Wirral)</p>	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Bidston Methane Ltd Board</li> <li>• Appeals Committee</li> </ul>	<p>49 Parkhill Road Prenton Birkenhead Wirral CH42 9JD Tel: 0151 608 7806 Email: <a href="mailto:irenewilliams@wirral.gov.uk">irenewilliams@wirral.gov.uk</a></p>
<p>Patricia Hardy (Sefton)</p>	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Chief Executive's Appraisal Panel</li> <li>• Audit and Governance Committee</li> </ul>	<p>6 Oxford Drive Waterloo Liverpool L22 7RZ Tel: 0151 934 3361 Email: <a href="mailto:patricia.hardy@councillors.sefton.gov.uk">patricia.hardy@councillors.sefton.gov.uk</a></p>
<p>Richard Oglethorpe (Liverpool)</p>	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> </ul>	<p>18 Desford Road Liverpool L19 3RD Tel: 0151 427 3070 Email: <a href="mailto:richard.oglethorpe@liverpool.gov.uk">richard.oglethorpe@liverpool.gov.uk</a></p>

<p>Carl Beer Chief Executive</p>	<p>Various delegated matters</p>	<p>7<sup>th</sup> Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: <a href="mailto:carlbeer@merseysidewda.gov.uk">carlbeer@merseysidewda.gov.uk</a></p>
<p>Peter Williams Treasurer</p>	<p>Various delegated matters</p>	<p>7<sup>th</sup> Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: <a href="mailto:Peter.williams@merseysidewda.gov.uk">Peter.williams@merseysidewda.gov.uk</a></p>
<p>Mandy Valentine Clerk to the Authority</p>	<p>Various delegated matters</p>	<p>7<sup>th</sup> Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: <a href="mailto:mandy.valentine@merseysidewda.gov.uk">mandy.valentine@merseysidewda.gov.uk</a></p>
<p>Neil Ferris Monitoring Officer</p>	<p>Various delegated matters</p>	<p>7<sup>th</sup> Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: <a href="mailto:neil.ferris@merseysidewda.gov.uk">neil.ferris@merseysidewda.gov.uk</a></p>

## CONTENTS

<b>Item</b>	<b>Ref No.</b>	<b>Decision Date</b>	<b>Lead Officer</b>
Community Fund	K73-13	Postponed to September (Date to be confirmed)	S Donaldson
Quarterly Performance Report Q1 2013/14	K70-13	27/09/2013	A Valentine
External Audit – report to those charged with governance	K76-13	27/09/2013	P Williams
Statement of Accounts	K77-13	27/09/2013	P Williams
Internal audit – report on capital programme	K78-13	27/09/2013	P Williams
Apprenticeships	K74-13	27/09/2013	S Donaldson
Corporate Plan	K72-13	29/11/2013	A Valentine
Quarterly Performance Report Q2 2013/14	K71-13	29/11/2013	A Valentine
Recycling performance and carbon targets	K75-13	29/11/2013	S Donaldson

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Item for consideration</b>	<b>Community Fund 2013-14 (Funding Approval)</b>			
<b>File Reference</b>	<b>K73-13</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 and approve applications to be funded through the Community Fund 2013-14.			
<b>Scrutiny area</b>	Strategy			
<b>Date for decision</b>	September 2013			
<b>List of Background Papers for consideration</b>	Community Fund 2013/14 (WDA 12/13)			
<b>Risk Management Implications</b>	1. Failure to demonstrate value for money. 2. Failure of applications for Community Fund to meet the aims and objectives or assessment criteria and therefore is not successful for allocation of funding.			
<b>Prior consultation</b>	MRWA & VES Evaluation Team. Members (WDA 12/13)			
<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>Performance Report Q1 2013/14</b>			
<b>File Reference</b>	<b>K70-13</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>Governance</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>Governance</b>			
<b>Date for decision</b>	27 <sup>th</sup> September 2013			
<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>			

## MERSEYSIDE WASTE DISPOSAL AUTHORITY

### KEY DECISION SHEET

<b>Item for consideration</b>	<b>External Audit – Report to those charged with Governance</b>			
<b>File Reference</b>	<b>K76-13</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 external auditor is required to report the outcome of their audit work to those charged with governance, in this case the Authority.			
<b>Scrutiny area</b>	Finance			
<b>Date for decision</b>	27 <sup>th</sup> September, 2013			
<b>List of Background Papers for consideration</b>	N/A			
<b>Risk Management Implications</b>	The authority's accounts and governance require external audit – without it potential weaknesses may go unrecognised.			
<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>			

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Item for consideration</b>	<b>Statement of Accounts</b>			
<b>File Reference</b>	<b>K77-13</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 Authority's annual statement of accounts must be approved by those charged with governance – in this case the Authority.			
<b>Scrutiny area</b>	<b>Finance</b>			
<b>Date for decision</b>	27 <sup>th</sup> September, 2013			
<b>List of Background Papers for consideration</b>	n/a			
<b>Risk Management Implications</b>	Unless the statement is approved then the Authority fails to meet the statutory reporting requirements			
<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>			

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**  
**KEY DECISION SHEET**

<b>Item for consideration</b>	<b>Internal Audit – Report on Capital Programme</b>			
<b>File Reference</b>	<b>K78-13</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 internal auditor's reports are presented to those charged with governance, in this case the Authority, so that they understand the work of Internal Audit and the strengths and weaknesses of governance arrangements			
<b>Scrutiny area</b>	<b>Finance</b>			
<b>Date for decision</b>	27 <sup>th</sup> September, 2013			
<b>List of Background Papers for consideration</b>	n/a			
<b>Risk Management Implications</b>	Governance may be weakened if the Authority Members do not review internal audit's findings			
<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>			

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**  
**KEY DECISION SHEET**

<b>Item for consideration</b>	<b>Apprenticeships</b>			
<b>File Reference</b>	<b>K74-13</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 and approve funding for waste management modules in district apprenticeship schemes.			
<b>Scrutiny area</b>	Strategy and Resources			
<b>Date for decision</b>	27 <sup>th</sup> September, 2013			
<b>List of Background Papers for consideration</b>	NA			
<b>Risk Management Implications</b>	1. Failure to engage with partners and stakeholders; 2. Failure to recognise the impact of the economic and political environment.			
<b>Prior consultation</b>	Senior Officers Working Group			
<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>Corporate Plan 2013 Review</b>			
<b>File Reference</b>	<b>K72-13</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>	Governance
<b>Reason for meeting Key Decision Criteria</b>	To seek Members' approval of a revised Corporate Plan.			
<b>Scrutiny area</b>	<b>Governance</b>			
<b>Date for decision</b>	<b>29<sup>th</sup> November 2013</b>			
<b>List of Background Papers for consideration</b>				
<b>Risk Management Implications</b>	Failure to set priorities and manage the future direction of the Authority.			
<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>Performance Report Q2 2013/14</b>			
<b>File Reference</b>	<b>K71-13</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>Governance</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>Governance</b>			
<b>Date for decision</b>	29 <sup>th</sup> November 2013			
<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>			

## MERSEYSIDE WASTE DISPOSAL AUTHORITY

### KEY DECISION SHEET

<b>Item for consideration</b>	<b>Recycling Performance &amp; Carbon Targets</b>			
<b>File Reference</b>	K75-13			
<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>Environmental</b>  ✓
<b>Reason for meeting Key Decision Criteria</b>	To consider the direction of travel of recycling policy and performance in a low carbon economy to achieve the Merseyside 2020 recycling target.			
<b>Scrutiny area</b>	<b>Strategy and Resources</b>			
<b>Date for decision</b>	29 <sup>th</sup> November, 2013			
<b>List of Background Papers for consideration</b>	Discussion Paper for MRWA Members (Strategic Issues – Exploiting Opportunities – Recycling)			
<b>Risk Management Implications</b>	<ol style="list-style-type: none"> <li>1. Failure to engage with partners, contractors and stakeholders;</li> <li>2. Failure to implement the JRWMS;</li> <li>3. Failure to adapt to and mitigate the effects of climate change.</li> </ol>			
<b>Prior consultation</b>	<p>Discussion Paper as above (October 2012)</p> <p>JRWMS consultation (Summer 2011)</p>			
<b>Representations</b>	<p>In writing to Stuart Donaldson or by email to <a href="mailto:Stuart.Donaldson@merseysidewda.gov.uk">Stuart.Donaldson@merseysidewda.gov.uk</a></p>			