



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: June 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. 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:

28th June 2013 (AGM)
27th September 2013
29th November 2013
31st January 2014 (Budget and Ordinary Meeting)
25th 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

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

AUTHORITY MEMBERSHIP 2013/2014

COUNCILLOR	Portfolio Area	Address and Contact Details
G Morgan (Deputy Chair) (Knowsley)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Appeals Committee • Audit & Governance Committee • Chief Executive's Appraisal Panel • Community Fund 3 – Assessment Panel 	24 Malvern Avenue Huyton Knowsley L14 6TS Tel: 0151 489 5292 Email: graham.morgan@knowsley.gov.uk
S Williams (Wirral)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Bidston Methane Ltd Board 	34 Beech Avenue Saughall Massie Upton Wirral CH49 4NJ Tel: 0151 677 8848 Email: stevewilliams@wirral.gov.uk
K Cluskey (Sefton)	<ul style="list-style-type: none"> • Procurement Portfolio • Scrutiny • Public Consultation 	39 Kent Avenue Litherland Liverpool L21 7QJ Tel: 0151 920 3704 Email: kevin.cluskey@sefton.gov.uk
T Concepcion (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Operations Portfolio • Contract Procurement • Chief Executive's Appraisal Panel • Appeals Committee • MWHL Board 	24 Woodbourne Road Liverpool L14 2DA Tel: 078742 16868 Email: tony.concepcion@liverpool.gov.uk
L Robertson-Collins (Liverpool) Effective from 23 rd June	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	Labour Group Office Municipal Buildings Dale Street Liverpool L2 2DH Tel: 07980 311545 Email: laura.robertson-collins@liverpool.gov.uk

<p>A Cunliffe (St Helens)</p>	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	<p>31 Stanley Avenue Rainford St Helens WA11 8HU Tel: 01744 677 280 Email: cllracunliffe@sthelens.gov.uk</p>
<p>I Williams (Wirral)</p>	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Bidston Methane Ltd Board • Appeals Committee • Community Fund 3 – Assessment Panel 	<p>49 Parkhill Road Prenton Birkenhead Wirral CH42 9JD Tel: 0151 608 7806 Email: irenewilliams@wirral.gov.uk</p>

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

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Item	Ref No.	Portfolio Area	Decision Date	Lead Officer
Scheme of Delegation	K51-13	Corporate Governance	28/06/2013	Amanda Valentine
Discharge of Functions	K52-13	Corporate Governance	28/06/2013	Amanda Valentine
Appointment of Committees	K53-13	Corporate Governance	28/06/2013	Amanda Valentine
Code of Corporate Governance	K54-13	Corporate Governance	28/06/2013	Amanda Valentine
Quarterly Performance Report Q4	K55-13	Strategy and Development	28/06/2013	Amanda Valentine
Interim Waste Treatment Framework – tenders for 2 nd framework year contracts	K60-13	Procurement	28/06/2013	John Connell
Review of Merseyside Textile Forum	K62-13	Strategy	28/06/2013	Stuart Donaldson
External audit fee 2013-14	K63-13	Finance	28/06/2013	Peter Williams
External audit plan 2012-13	K64-13	Finance	28/06/2013	Peter Williams
Internal Audit – plan 2013-14	K65-13	Finance	28/06/2013	Peter Williams
Internal audit reports	K66-13	Finance	28/06/2013	Peter Williams
Outturn 2012-13 and prudential indicators	K67-13	Finance	28/06/2013	Peter Williams
Code of Conduct for Members	K68-13	Corporate Governance	28/06/2013	Mandy Valentine
Waste Management and Recycling Contract Extension to operate Rainford HWRC	K69-13	Operations	28/06/2013	Jeff Sears

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

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

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Item for consideration	Questions on the Discharge of Functions			
File Reference	K52-13			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	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.			
Scrutiny area	Governance			
Date for decision	28th June, 2013			
List of Background Papers for consideration	None			
Risk Management Implications	Risks inconsistencies if single Member from each District Council is not identified for direct questions regarding the Authority's activities.			
Prior consultation	N/A			
Representations	In writing to Mandy Valentine or by email to mandy.valentine@merseysidewda.gov.uk			

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KEY DECISION SHEET

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

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KEY DECISION SHEET

Item for consideration	Code of Corporate Governance and Statement of Internal Control			
File Reference	K54-13			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	To agree the Statement of Internal Control as part of the annual Code of Corporate Governance review.			
Scrutiny area	Governance			
Date for decision	28th June, 2013			
List of Background Papers for consideration	None			
Risk Management Implications	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.			
Prior consultation	Primary Assurance Group			
Representations	In writing to Mandy Valentine or by email to mandy.valentine@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Performance Report Q4 2012/13			
File Reference	K55-13			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	Authority Members consider the report on performance and determine, where relevant, the actions required to improve performance			
Scrutiny area	Strategy & Development			
Date for decision	28 th June, 2013			
List of Background Papers for consideration				
Risk Management Implications	Failure to manage performance risks non-achievement of targets			
Prior consultation				
Representations	In writing to Mandy Valentine or by email to Mandy.Valentine@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Interim Waste Treatment Framework – tenders for 2nd framework year contracts			
File Reference	K60 - 13			
Is the report likely to be private or public?	Private			
Decision Maker	Full Authority			
Key Decision Criteria	Financial ✓	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	Financially significant, impact on the community in terms of environmental wellbeing.			
Scrutiny area	Procurement			
Date for decision	28 th June 2013			
List of Background Papers for consideration				
Risk Management Implications	Opportunity to secure improved performance and financial efficiencies.			
Prior consultation	Chairman.			
Representations	In writing to or by email to john.connell@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Review of Merseyside Textile Forum			
File Reference	K62-13			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial ✓	Community Impact ✓	Other – please specify	
Reason for meeting Key Decision Criteria	To review the outputs and value in Authority support to the Merseyside Textile Forum for diversion of textiles from landfill			
Scrutiny area	Strategy/Governance			
Date for decision	28th June 2013			
List of Background Papers for consideration	NA			
Risk Management Implications	Failure to divert textiles from residual bin. Failure to engage with charities and other organisations handling textiles within the Merseyside area. Failure to demonstrate value for money in project support			
Prior consultation	NA			
Representations	In writing to Stuart Donaldson or by email to Stuart.Donaldson@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Item for consideration	External audit fee 2013-14			
File Reference	K63-13			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial ✓	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	Those charged with governance are required to consider the external audit fee			
Scrutiny area	Finance			
Date for decision	28th June 2013			
List of Background Papers for consideration	None			
Risk Management Implications	Failure to meet statutory requirements and poor governance			
Prior consultation	None			
Representations	In writing to or by email to Peter Williams peter.williams@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Item for consideration	External audit plan 2012-13			
File Reference	K64-13			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial ✓	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	Those charged with governance are required to consider the external audit plan			
Scrutiny area	Finance			
Date for decision	28th June 2013			
List of Background Papers for consideration	None			
Risk Management Implications	Failure to meet statutory requirements and poor governance			
Prior consultation	None			
Representations	In writing to or by email to Peter Williams peter.williams@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Internal Audit – plan 2013-14			
File Reference	K65-13			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial ✓	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	The internal audit plan is subject to approval from Those Charged with Governance at the Authority, in this case the full Authority or the Audit Committee			
Scrutiny area	Finance			
Date for decision	28th June 2013			
List of Background Papers for consideration	None			
Risk Management Implications	Failure to meet statutory duties and weakened governance			
Prior consultation	NA			
Representations	In writing to or by email to Peter Williams peter.williams@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Internal audit reports			
File Reference	K66-13			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial ✓	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	Internal audit reports are required to be reviewed by Those Charged with Governance – this is the Authority – the reports go to the Authority			
Scrutiny area	Finance			
Date for decision	28th June 2013			
List of Background Papers for consideration	None			
Risk Management Implications	If the reports are not reviewed by Members of the Authority the governance arrangements may be weakened			
Prior consultation	None			
Representations	In writing to or by email to Peter Williams peter.williams@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Outturn 2012-13 and prudential indicators			
File Reference	K67-13			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial ✓	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	The Authority are required to scrutinise the financial performance vs the budget and performance vs approved prudential indicators			
Scrutiny area	Finance			
Date for decision	28th June 2013			
List of Background Papers for consideration	None			
Risk Management Implications	Without appropriate scrutiny the governance arrangements are weakened and the risk of failing to meet statutory obligations is increased.			
Prior consultation	None			
Representations	In writing to or by email to Peter Williams peter.williams@merseysidewda.gov.uk			

**MERSEYSIDE WASTE DISPOSAL AUTHORITY
KEY DECISION SHEET**

Item for consideration	Code of Conduct for Members			
File Reference	K68-13			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	Corporate Governance
Reason for meeting Key Decision Criteria	For Members to consider the impact of the Localism Act 2011 and consider proposals to strengthen the Authority's governance arrangements.			
Scrutiny area	Corporate Governance			
Date for decision	28 th June, 2013			
List of Background Papers for consideration				
Risk Management Implications	Failure to review the impact of the Localism Act may affect the Authority's ability to promote and maintain high standards of conduct for its Members			
Prior consultation				
Representations	In writing to Mandy Valentine or by email to Mandy.Valentine@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Waste Management and Recycling Contract Extension to operate Rainford HWRC			
File Reference	K69-13			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial ✓	Community Impact ✓	Other – please specify	
Reason for meeting Key Decision Criteria	<p>To consider the extended opening of Rainford HWRC beyond September 2013 whilst redevelopment works take place at Ravenhead.</p> <p>To approve the closure of Ravenhead HWRC whilst construction works take place.</p>			
Scrutiny area	Operations			
Date for decision	28 th June, 2013			
List of Background Papers for consideration	N/A			
Risk Management Implications	Not considering the extension to operate Rainford may result in the St Helens District having insufficient HWRC capacity for a period.			
Prior consultation	N/A			
Representations	In writing to Jeff Sears or by email to Jeff.Sears@merseysidewda.gov.uk			