



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: November 2015

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:-

- (i) incurring expenditure or making savings which are financially significant, unless the specific expenditure or saving has previously been agreed by the Authority; or*
- (ii) which, in the view of the Chief Executive, in consultation with the Chair, is significant in terms of its effect 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 Chair. The second part of the meeting will be made available for any scrutiny discussions.

The current schedule of meetings is as follows:

20th November 2015
5th February 2016 (Budget & ordinary meeting)
22nd April 2016

Scrutiny Arrangements

Two Members of the Authority may request that the Chair 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 2015/16

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

<p>Laura Robertson-Collins (Liverpool)</p>	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Investigating and Disciplinary Committee • Mersey Waste Holdings Ltd 	<p>Labour Group Office Municipal Buildings Dale Street Liverpool L2 2DH Tel: 07980 311545 Email: laura.robertson-collins@liverpool.gov.uk</p>
<p>Alan Cunliffe (St Helens)</p>	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Forward Planning Member's Panel • Audit and Governance Committee 	<p>31 Stanley Avenue Rainford St Helens WA11 8HU Tel: 01744 677 280 Email: cllracunliffe@sthelens.gov.uk</p>
<p>Irene Williams (Wirral)</p>	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Bidston Methane Ltd Board • Appeals Committee 	<p>49 Parkhill Road Prenton Birkenhead Wirral CH42 9JD Tel: 0151 608 7806 Email: irenewilliams@wirral.gov.uk</p>
<p>John Fairclough (Sefton)</p>	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Forward Planning Panel • Audit and Governance Committee 	<p>34 Queens Road Bootle L20 7BS Tel: 0151 476 7621 Email: john.fairclough@councillors.sefton.gov.uk</p>
<p>Andrew Foxley (Liverpool)</p>	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	<p>c/o Labour Group Office Municipal Building Dale Street Liverpool Tel:07899 745 858 Email: Andrew.Foxley@liverpool.gov.uk</p>

<p>Carl Beer Chief Executive</p>	<p>Various delegated matters</p>	<p>7th Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: carlbeer@merseysidewda.gov.uk</p>
<p>Peter Williams Treasurer</p>	<p>Various delegated matters</p>	<p>7th Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: Peter.williams@merseysidewda.gov.uk</p>
<p>Mandy Valentine Clerk to the Authority / Monitoring Officer</p>	<p>Various delegated matters</p>	<p>7th Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: amanda.valentine@merseysidewda.gov.uk</p>

CONTENTS

Item	Ref No.	Decision Date	Lead Officer
Review of Apprenticeships Pilot Support Scheme	K34-15	20/11/2015	S Donaldson
Corporate Plan Review 2015	K35-15	20/11/2015	A Valentine
Annual Audit Letter	K38-15	20/11/2015	P Williams
Internal Audit – Review of contract payments	K39-15	20/11/2015	P Williams
Internal Audit – Review of Veolia systems and procedures	K40-15	20/11/2015	P Williams
RRC Contract Management Review	K27-15	05/2/2016	C Beer

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	Review of Apprenticeships Pilot Support Scheme			
File Reference	K34-15			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial √	Community Impact √	Other – please specify	
Matter in respect of which a Key Decision is required.	To consider review of pilot Apprenticeships Support Scheme and options for future funding.			
Scrutiny area	Strategy/Governance			
Date for decision	20 th November 2015			
List of Background Papers for consideration	Authority Report WDA 33/13 Executive Decision 11/11/14			
Risk Management Implications	1. Failure to engage with partners and stakeholders; 2. Failure to recognise the impact of the economic and political environment.			
Prior consultation	Senior Officers Working Group			
Representations	In writing to Stuart Donaldson or by email to Stuart.Donaldson@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	Corporate Plan Review 2015			
File Reference	K35-15			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	Governance
Matter in respect of which a Key Decision is required.	To seek Members' views following a review of the Authority's Corporate Plan.			
Scrutiny area	Governance			
Date for decision	20 th November 2015			
List of Background Papers for consideration				
Risk Management Implications	Failure to set priorities and manage the future direction of the Authority.			
Prior consultation				
Representations	In writing to Mandy Valentine or by email to Mandy.Valentine@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	Annual Audit Letter			
File Reference	K38-15			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	Management arrangements
Matter in respect of which a Key Decision is required.	The Authority as ‘those charged with governance’ must receive the letter from the external auditor			
Scrutiny area	Governance			
Date for decision	20 November 2015			
List of Background Papers for consideration	N/A			
Risk Management Implications	This is a statutory matter for the Authority to determine – it confirms the relative strength of the Authority’s governance arrangements			
Prior consultation	na			
Representations	In writing to or by email to peter.williams@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	Internal audit – review of contract payments			
File Reference	K39-15			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial ✓	Community Impact	Other – please specify	
Matter in respect of which a Key Decision is required.	The Authority, as ‘those charged with governance’ are required to note all reports by Internal Audit			
Scrutiny area	Finance			
Date for decision	20 November 2015			
List of Background Papers for consideration	n/a			
Risk Management Implications	The scale of contract payments means there is a fundamental inherent risk, this report gives assurance on the risks			
Prior consultation	n/a			
Representations	In writing to or by email to peter.williams@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	Internal audit – review of Veolia systems and procedures			
File Reference	K40-15			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial ✓	Community Impact	Other – please specify	
Matter in respect of which a Key Decision is required.	The Authority, as ‘those charged with governance’ are required to note all reports by Internal Audit			
Scrutiny area	Finance			
Date for decision	20 November 2015			
List of Background Papers for consideration	n/a			
Risk Management Implications	The contractor provides critical services for the Authority, this report gives assurance to Members on the risks			
Prior consultation	n/a			
Representations	In writing to or by email to peter.williams@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	RRC Contract Management Review			
File Reference	K27-15			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial y	Community Impact	Other – please specify	
Matter in respect of which a Key Decision is required.	Implementation of efficiency savings review plan arising from report			
Scrutiny area	Performance/Best Value			
Date for decision	5 th February 2016			
List of Background Papers for consideration	WIDP Efficiency Savings report 2015			
Risk Management Implications				
Prior consultation	Chairperson			
Representations	In writing to Carl Beer or by email to carlbeer@merseysidewda.gov.uk			