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**FORWARD PLAN**

**Publication Date: May 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:-*

1. *incurring expenditure or making savings which are financially significant, unless the specific expenditure or saving has previously been agreed by the Authority; or*
2. *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](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 Chair. The second part of the meeting will be made available for any scrutiny discussions.

The current schedule of meetings is as follows:

26th June 2015 (Annual General Meeting)

25th September 2015

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](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

**AUTHORITY MEMBERSHIP 2013/14**

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| --- | --- | --- |
| **COUNCILLOR** | **Responsibilities** | **Address and Contact Details** |
|  |
| Graham Morgan(Chair)(Knowsley) | * Scrutiny
* Public Consultation
* MWDA Portfolio
* Forward Planning Member’s Panel
* Appeals Committee
* Audit and Governance Committee
 | 24 Malvern AvenueHuytonKnowsleyL14 6TSTel: 0151 489 5292Email:graham.morgan@knowsley.gov.uk |
| Tony Concepcion(Deputy Chair)(Liverpool) | * Scrutiny
* Public Consultation
* MWDA Portfolio
* Forward Planning Member’s Panel
* Appeals Committee
* Mersey Waste Holdings Ltd
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| Kevin Cluskey(Sefton) | * Scrutiny
* Public Consultation
* Appeals Committee
* Audit and Governance Committee
* Investigating and Disciplinary Committee
* Mersey Waste Holdings Ltd
* North West Employers Organisation
 | 39 Kent AvenueLitherlandLiverpool L21 7QJTel: 0151 920 3704Email: kevin.cluskey@sefton.gov.uk  |
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| Steve Williams(Wirral) | * Scrutiny
* Public Consultation
* Bidston Methane Ltd Board
* Investigating and Disciplinary Committee
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* Investigating and Disciplinary Committee
* Mersey Waste Holdings Ltd
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* Appeals Committee
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| Patricia Hardy(Sefton) | * Scrutiny
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* Audit and Governance Committee
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| Andrew Foxley (Liverpool) | * Scrutiny
* Public Consultation
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| Carl BeerChief Executive | Various delegated matters | 7th Floor1 Mann IslandLiverpoolL3 1BPTel: 0151 255 1444Email: carlbeer@merseysidewda.gov.uk  |
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| Peter WilliamsTreasurer | Various delegated matters | 7th Floor1 Mann IslandLiverpoolL3 1BPTel: 0151 255 1444Email:Peter.williams@merseysidewda.gov.uk |
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| Mandy ValentineClerk to the Authority / Monitoring Officer | Various delegated matters | 7th Floor1 Mann IslandLiverpoolL3 1BPTel: 0151 255 1444Email: amanda.valentine@merseysidewda.gov.uk  |
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| **Item** | **Ref No.** | **Decision Date** | **Lead Officer** |
| Questions on the Discharge of Functions | K16-15 | 26/06/2015 | Mandy Valentine |
| Scheme of Delegation and Constitution | K17-15 | 26/06/2015 | Mandy Valentine |
| Appointment of Committees and Representation on Other Bodies | K18-15 | 26/06/2015 | Mandy Valentine |
| Interim residual waste treatment procurement | K19-15 | 26/06/2015 | John Connell |

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

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| --- | --- |
| **Title** | **Questions on the Discharge of Functions** |
| **File Reference** | **K16-15** |
| **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.** | The Authority is required each year to nominate Members to answer questions at each of the District Council’s own proceedings on behalf of the Authority. |
| **Scrutiny area** | **Governance** |
| **Date for decision** | 26th June 2015 |
| **List of Background Papers for consideration** | None |
| **Risk Management Implications** | Risk of inconsistencies unless a single Member from each District Council is identified to answer questions regarding the Authority’s activities. |
| **Prior consultation** |  |
| **Representations** | In writing to or by email to Mandy Valentine  mandy.valentine@merseysidewda.gov.uk  |

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

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| **Title** | **Scheme of Delegation and Constitution** |
| **File Reference** | **K17-15** |
| **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.** | The Authority’s Constitution requires the Scheme of Delegation to be adopted at the Annual Meeting each year. This report will also identify any proposed changes to the Constitution following an annual review. |
| **Scrutiny area** | **Governance** |
| **Date for decision** | 26th June 2015 |
| **List of Background Papers for consideration** | None |
| **Risk Management Implications** | Failure to adopt the Scheme of Delegation is a breach of the Authority Procedural Rules |
| **Prior consultation** |  |
| **Representations** | In writing to or by email to Mandy Valentine  mandy.valentine@merseysidewda.gov.uk  |

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

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| **Title** | **Appointment of Committees and Representation on Other Bodies** |
| **File Reference** | **K18-15** |
| **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.** | Changes to the Authority’s membership following District Council AGM’s require the Authority to review membership of committees and representation on other bodies. |
| **Scrutiny area** | **Governance** |
| **Date for decision** | 26th June 2015 |
| **List of Background Papers for consideration** | None |
| **Risk Management Implications** | It is good corporate governance to effectively delegate responsibility to committees and to identify appropriate levels of representation on other bodies. |
| **Prior consultation** |  |
| **Representations** | In writing to or by email to Mandy Valentine mandy.valentine@merseysidewda.gov.uk  |

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

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| **Title** | **Interim residual waste treatment procurement** |
| **File Reference** | **K19-15** |
| **Is the report likely to be private or public?** | Private |
| **Decision Maker** | **Full Authority** |
| **Key Decision Criteria** | **Financial****✓** | **Community Impact** | **Other – please specify** |  |
| **Matter in respect of which a Key Decision is required.** | Financially significant, impact on the community in terms of environmental wellbeing. |
| **Scrutiny area** | **Procurement** |
| **Date for decision** | 26th June 2015 |
| **List of Background Papers for consideration** | None |
| **Risk Management Implications** | Opportunity to secure improved performance and financial efficiencies. |
| **Prior consultation** | Chairman |
| **Representations** | In writing to or by email to John Connell  john.connell@merseysidewda.gov.uk  |