



MERSEYSIDE RECYCLING & WASTE AUTHORITY

FORWARD PLAN

Publication Date: March 2012

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:

13th April 2012
29th June 2012
21st September 2012
23rd November 2012
1st February 2013 (Budget and ordinary meeting)
19th April 2013

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 2011/2012

COUNCILLOR	Portfolio Area	Address and Contact Details
J De Asha (Chairperson) (St Helens)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Procurement Portfolio • Mersey Waste Holdings Ltd Board • North West Local Authorities' Employers' Organisation • Liverpool City Region Environment and Waste Board 	628 Warrington Road Rainhill Prescot L35 0NS Tel: 01744 678 980 Email: cllrde'asha@sthelens.gov.uk
G Morgan (Deputy Chair) (Knowsley)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Appeals Committee • Audit & Governance Committee 	24 Malvern Avenue Huyton Knowsley L14 6TS Tel: 0151 489 5292 Email: graham.morgan@knowsley.gov.uk
A Brighouse (Wirral)	<ul style="list-style-type: none"> • Bidston Methane Ltd Board • Scrutiny • Public Consultation • Appeals Committee • Audit & Governance Committee 	31 Grosvenor Road Oxton Birkenhead Wirral CH43 1TJ Tel: 0151 652 6041 Email: alanbrighouse@wirral.gov.uk
K Cluskey (Sefton)	<ul style="list-style-type: none"> • Procurement Portfolio • Scrutiny • Public Consultation 	39 Kent Avenue Litherland Liverpool

	<ul style="list-style-type: none"> • Strategy & Development Portfolio • Mersey Waste Holdings Ltd • Sefton Borough Partnership Strategic Board 	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 	24 Woodbourne Road Liverpool L14 2DA Tel: 078742 16868 Email: tony.concepcion@liverpool.gov.uk
P Keaveney (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	75 Canterbury Street Garston Liverpool L19 8LQ Tel: 0151 225 2354 Email: paula.keaveney@liverpool.gov.uk
T Moore (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Appeals Committee • Audit & Governance Committee 	3 Southampton Drive Cressington Heath Liverpool L19 2HE Tel: 07881 521 269 Email: timothy.moore@liverpool.gov.uk
S Shaw (Sefton)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Finance Portfolio • Audit & Governance Committee 	66 Liverpool Road Birkdale Southport PR8 4BB Tel: 01704 565 546 Email: simon.shaw@councillors.sefton.gov.uk

I Williams (Wirral)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Bidston Methane Ltd Board • Appeals Committee 	49 Parkhill Road Prenton Birkenhead Wirral CH42 9JD Tel: 0151 608 7806 Email: irenewilliams@wirral.gov.uk
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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

CONTENTS

Item	Ref No.	Portfolio Area	Decision Date	Lead Officer
Draft Education, Awareness & Engagement Strategy	K05-12	Strategy & Development	13/04/2012	Stuart Donaldson
Service Plans 2012/13	K04-12	Governance	13/04/2012	Mandy Valentine
Actions Arising from Chief Executive's appraisal	K08-12	Governance	13/04/2012	Neil Ferris
Sale of Assets at Stretton Way Huyton	K16-12	Finance	13/04/2012	Peter Williams
Review of Community Fund	K20-12	Strategy & Development	13/04/2012	Chris O'Brien
Waste Management and Recycling Contract Trial Allowing Acceptance of Trade Waste at Bidston HWRC	K19-12	Strategy & Development	13/04/2012	Jeff Sears
Interim Waste Treatment Contract	K53-11	Procurement	29/06/2012	John Connell
Scheme of Delegations and Procedural Rules	K11-12	Strategy & Development	29/06/2012	Mandy Valentine
Appointment of Committees and Representation on Other Bodies	K12-12	Strategy & Development	29/06/2012	Mandy Valentine
Questions on the Discharge of Functions	K13-12	Strategy & Development	29/06/2012	Mandy Valentine
Code of Corporate Governance and Statement of Internal Control	K14-12	Strategy & Development	29/06/2012	Mandy Valentine
Performance Report Q4 2011/12	K15-12	Strategy & Development	29/06/2012	Mandy Valentine
Outturn Report 2011/12	K17-12	Finance	29/06/2012	Peter Williams

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Item for consideration	Draft Education, Awareness and Engagement Strategy			
File Reference	K05-12			
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 consider the draft Education, Awareness and Engagement Strategy to increase residents and stakeholders understanding and participation in the delivery of the JRWMS.			
Scrutiny area	Strategy & Development			
Date for decision	13 th April, 2012			
List of Background Papers for consideration	Draft Education, Awareness and Engagement Strategy			
Risk Management Implications	<ol style="list-style-type: none"> 1. Failure to engage with stakeholders, raise the understanding and support behavioural change of residents will lead to poor participation in waste management initiatives and collection schemes. This will make it difficult to meet the objectives and targets of the Joint Recycling and Waste Management Strategy and the MRWA Corporate Plan. 2. Failure to plan and prioritise may lead to inefficient use of resources. 3. Failure to respond to new legislation and best practice for the engagement with local communities. 			
Prior consultation	Public consultation on the JRWMS has informed the development of this Education, Awareness and Engagement Strategy			
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	Service Plans 2012/13			
File Reference	K04-12			
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	Member approval of Annual Service Plans which contribute to the delivery of the Corporate Plan.			
Scrutiny area	Governance			
Date for decision	13 th April 2012			
List of Background Papers for consideration				
Risk Management Implications	<ol style="list-style-type: none"> 1. Failure to set clear objectives will result in poor corporate governance 2. Failure to plan and prioritise will lead to inefficient use of resources. 3. Clear planning will improve performance and engage Members, staff and stakeholders. 			
Prior consultation				
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	Actions arising from Chief Executive's appraisal			
File Reference	K08-12			
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	Potential Impacts on MWDA Policies			
Scrutiny area	Governance			
Date for decision	13 th April 2012			
List of Background Papers for consideration	North West Employers report			
Risk Management Implications				
Prior consultation	North West Employers Chief Executive			
Representations	In writing to Neil Ferris or by email to Neil.Ferris@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Item for consideration	Sale of Assets at Stretton Way Huyton			
File Reference	K16-12			
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	The Authority authorised a sale process in September 2011 and agreed that there would be a further report on the outcome of the sale and to approve a recommended way forward.			
Scrutiny area	Finance			
Date for decision	13 th April, 2012			
List of Background Papers for consideration				
Risk Management Implications				
Prior consultation				
Representations	In writing to Peter Williams or by email to Peter.Williams@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Item for consideration	Review of Community Fund		
File Reference	K20-12		
Is the report likely to be private or public?	Public		
Decision Maker	Full Authority		
Key Decision Criteria	Financial Yes – change to level of funding	Community Impact Yes – broadening the support to the community sector	Other – please specify Improvement to funding criteria to enable sustainable living and behaviour change.
Reason for meeting Key Decision Criteria	To consider fundamental change to the existing Community Grant Scheme.		
Scrutiny area	Strategy & Development		
Date for decision	13 th April, 2012		
List of Background Papers for consideration	WDA / 47/ 08 – Consultation for the provision of a grant scheme 26 th Sep 2008 RESOURCE Merseyside (Document) Authority Report WDA/39/11 – The Joint Recycling and Waste Management Strategy (2011-2041) 18 th Nov 2011		
Risk Management Implications	Staffing Resources Over subscription		
Prior consultation	Evaluation of past 3 years of the community grant. Anecdotal feedback from the Community Sector Review of other WDA funding scheme		
Representations	In writing to Chris O'Brien or by email to chris.obrien@merseysidewda.gov.uk		

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Item for consideration	Waste Management and Recycling Contract Review of Trade Waste at Bidston HWRC			
File Reference	K19-12			
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 consider acceptance of trade waste (for a charge) at certain HWRCs			
Scrutiny area	Operational Review			
Date for decision	13 th April 2012			
List of Background Papers for consideration	N/A			
Risk Management Implications	Not considering the results of the recent trial allowing trade waste to be accepted at Bidston HWRC, and the options to implement the service at certain other HWRCs may result in a lost opportunity to develop the service at the HWRCs and generate an income to the Authority to reduce overall waste management costs.			
Prior consultation				
Representations	In writing to Jeff Sears or by email to Jeff.Sears@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Item for consideration	Interim Waste Treatment Contract			
File Reference	K53-11			
Is the report likely to be private or public?	Private			
Decision Maker	Full Authority			
Key Decision Criteria	Financial Yes	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	Potential financial implications for the Authority			
Scrutiny area	Procurement			
Date for decision	29 th June, 2012			
List of Background Papers for consideration				
Risk Management Implications	Opportunity to secure performance and financial efficiencies.			
Prior consultation	Chairman.			
Representations	In writing to John Connell or by email to john.connell@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Item for consideration	Scheme of Delegation			
File Reference	K11-12			
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	29th June, 2012			
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	Appointment of Committees and Representation on Other Bodies			
File Reference	K12-12			
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	29th June, 2012			
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			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Item for consideration	Questions on the Discharge of Functions			
File Reference	K13-12			
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	29th June, 2012			
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			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Item for consideration	Code of Corporate Governance and Statement of Internal Control			
File Reference	K14-12			
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	29th June, 2012			
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			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Item for consideration	Performance Report Q4 2011/12			
File Reference	K15-12			
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	29 th June, 2012			
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			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Item for consideration	Outturn Report 2011/12			
File Reference	K17-12			
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 financial position of the Authority is reported to Members as set out in the Financial Instructions which support the Financial Procedure Rules. The Authority is required to consider the final outturn position on the Prudential Indicators as a part of the statutory Prudential Code for Capital Finance.			
Scrutiny area	Finance			
Date for decision	29 th June, 2012			
List of Background Papers for consideration				
Risk Management Implications	Breach of financial procedure rules and statutory duty			
Prior consultation				
Representations	In writing to Peter Williams or by email to Peter.Williams@merseysidewda.gov.uk			