



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: April 2011

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 Director, 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 Director 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 Director, 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:

15th April 2011
24th June 2011 (AGM and ordinary meeting)
23rd September 2011
18th November 2011
3rd February 2012 (Budget and ordinary meeting)
13th April 2012

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 (Corporate Services Manager) on 0151-255-1444 or by e-mail at enquiries@merseysidewda.gov.uk

AUTHORITY MEMBERSHIP 2010/2011

COUNCILLOR	Portfolio Area	Address and Contact Details
K Cluskey (Chairperson) (Sefton)	<ul style="list-style-type: none"> • Procurement • Scrutiny • Public Consultation • MWHL Board Member • NWEO Representative • Liverpool City Region & Waste Board • Sefton Borough Partnership Strategic Board. • RRC Procurement Scrutiny Panel 	39 Kent Avenue Litherland Liverpool L21 7QJ Tel: 0151 920 3704 Email: kevin.cluskey@sefton.gov.uk
B Turner (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Strategy & resources 	118 Anfield Road Liverpool L4 0TF Tel: 0151 225 2354 Email: berni.turner@liverpool.gov.uk
T Anderson (Wirral)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	40 Broxton Avenue Prenton Birkenhead Wirral CH43 0SU Tel: 0151 608 1899 Email: tomanderson@wirral.gov.uk
D Tattersall (Sefton)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • MWHL Board Member • Appeals Committee 	3 Beresford Drive Southport PR9 7JY Tel: 01704 226 370 Email: tattersall.david@btconnect.com
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
A Brighouse	<ul style="list-style-type: none"> • Bidston Methane 	31 Grosvenor Road

(Wirral)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Appeals Committee • Audit & Governance Committee • RRC Procurement Scrutiny Panel 	Oxton Birkenhead Wirral CH43 1TJ Tel: 0151 652 6041 Email: alanbrighthouse@wirral.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
T Concepcion (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • RRC Procurement Scrutiny Panel 	24 Woodbourne Road Liverpool L14 2DA Tel: 078742 16868 Email: tony.concepcion@liverpool.gov.uk
T Hargreaves (St Helens)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Procurement • Finance • RRC Procurement Scrutiny Panel 	3 Abbots Hall Avenue Clock Face St. Helens WA9 4UX Tel: 01744 678 915 Mobile: 0789 4305191 Email: cllhargreaves@sthelens.gov.uk

Carl Beer Director	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
Strategic Review	K11-11	Governance	15/04/2011	Carl Beer
RRC Procurement Update	K16-11	Governance	15/04/2011	Carl Beer
Corporate Plan 2011-2014 & Service Plans 2011/12	K01-11	Governance	15/04/2011	Mandy Valentine
Draft Joint Municipal Waste Management Strategy	K10-11	Governance	15/04/2011	Stuart Donaldson
Internal Audit Plan 2011-12	K14-11	Finance	15/04/2011	Peter Williams
Internal Audit Report	K15-11	Finance	15/04/2011	Peter Williams
Redundancy & Retirement Policy	K12-11	Governance	24/06/2011	Paula Pocock
Scheme of Delegations and Procedural Rules	K05-11	Governance	24/06/2011	Mandy Valentine
Appointment of Committees and Representation on Other Bodies	K06-11	Governance	24/06/2011	Mandy Valentine
Questions on the Discharge of Functions	K07-11	Governance	24/06/2011	Mandy Valentine
Code of Corporate Governance and Statement of Internal Control	K08-11	Governance	24/06/2011	Mandy Valentine
Accounts & Audit Regulations 2011	K17-11	Governance	24/06/2011	Peter Williams
Performance Report	K44-10	Governance	Merged with Corporate Plan 2011-2014 report	Mandy Valentine
Huyton Replacement HWRC: Exception to the Contract Procedure Rules	K13-11	Governance	Report withdrawn	Lyn Fairhurst

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Item for consideration	Strategic Review			
File Reference	K11-11			
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	First phase of the Implementation Plan following the Strategic Review of the Authority. Considers actions to develop service efficiencies and symbolic actions to increase the Authority's influence and impact on the environment.			
Scrutiny area	N/A			
Date for decision	15 th April 2011			
List of Background Papers for consideration	None			
Risk Management Implications	Risk that the Authority does not remain fit for purpose			
Prior consultation	Chairperson			
Representations	In writing to Carl Beer or by email to Carlbeer@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Item for consideration	RRC Procurement Update			
File Reference	K16-11			
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	Procurement outcome will impact on Authority strategic performance			
Scrutiny area				
Date for decision	15 th April, 2011			
List of Background Papers for consideration	Q.C Advice Advisor Analysis			
Risk Management Implications				
Prior consultation	Q.C - legal, technical and financial Advisors			
Representations	In writing to Carl Beer or by email to CarlBeer@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Corporate Plan 2011-2014 Service Plans 2011/12
File Reference	K01-11
Is the report likely to be	Full Authority

private or public?				
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	Determines the Authority's Corporate Aims and Objectives and identifies the key projects in the coming year required to deliver improved performance.			
Scrutiny area	Strategy/Governance			
Date for decision	15 th April, 2011			
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	MWDA Management Team and staff			
Representations	In writing to Neil Ferris or by email to mandy.valentine@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY
KEY DECISION SHEET

Item for consideration	Draft Joint Municipal Waste Management Strategy			
File Reference	K10-11			
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 draft Strategy can be issued for public consultation			
Scrutiny area	Strategy/Governance			
Date for decision	15th April 2011			
List of Background Papers for consideration	1. Draft Joint Municipal Waste Management Strategy for Merseyside 2. Strategic Environmental Assessment draft Environmental Report			
Risk Management Implications	1. Failure to engage partners and stakeholders. 2. Failure to maintain a robust and sustainable JMWMS			
Prior consultation	Members and Senior Officers workshops January 2011 Issues and Options Public Consultation October- December 2010 SEA Scoping Report to statutory consultees January- February 2011 Strategy Review Steering Group and SOWG.			
Representations	In writing to Stuart Donaldson or by email to stuart.donaldson@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Internal Audit Plan 2011-12
File Reference	K14-11

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 set out the programme proposed for the year and is subject to approval by the Authority			
Scrutiny area	Finance			
Date for decision	15 th April, 2011			
List of Background Papers for consideration	N/A			
Risk Management Implications	Internal audit is a key part of the Authority's system of internal control			
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	Internal Audit Report
File Reference	K15-11
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 findings of Internal Audit's review and Managements responses to issues raised inform Members of risk at the Authority			
Scrutiny area	Finance			
Date for decision	15 th April, 2011			
List of Background Papers for consideration	N/A			
Risk Management Implications	The effectiveness of the system of internal control is highlighted by internal audit's work			
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	Redundancy & Retirement Policy			
File Reference	K12-11			
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 ensure the Authority has a Redundancy Policy which outlines the protocol and procedure should a redundancy situation arise			
Scrutiny area	Governance			
Date for decision	24 th June, 2011			
List of Background Papers for consideration	Redundancy and Retirement Policy			
Risk Management Implications	Failure to have a formal redundancy process may leave the Authority open to challenge in relation to fairness and consistency in its approach any redundancy selection criteria.			
Prior consultation	None			
Representations	In writing to Paula Pocock or by email to Paula.Pocock@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Scheme of Delegations and Procedural Rules			
File Reference	K05-11			
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	Scheme of Delegation and Procedural Rules reviewed and			

Key Decision Criteria	adopted each year at the Authority's Annual meeting.
Scrutiny area	Governance
Date for decision	24 th June, 2011
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	K06-11			
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	24 th June, 2011
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	K07-11			
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	24 th June, 2011			
List of Background Papers for	None			

consideration	
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	K08-11			
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	24 th June, 2011			
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	Accounts and audit Regulations 2011			
File Reference	K17-11			
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 inform Members of a change to the statutory process for approving the Authority's Statement of accounts			
Scrutiny area	Finance			
Date for decision	24th June 2011			
List of Background Papers for consideration	None			
Risk Management Implications	The approval of the accounts is a statutory process that the Authority must comply with			
Prior consultation				
Representations	In writing to Peter Williams or by email to peter.williams@merseysidewda.gov.uk			

