



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: April 2007

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 regular basis and covers key issues to be dealt with in the coming 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 and a deadline for their receipt.

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 published within five days of it having been made. This is 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. The Authority, at its regular meetings will receive a report on each key decision, and will 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 quarter. 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:

20th April 2007
22nd June 2007 AGM
10th August 2007
5th October 2007
7th December 2007
1st February 2008 budget meeting
18th April 2008

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

AUTHORITY MEMBERSHIP 2006/2007

COUNCILLOR	Portfolio Area	Address and Contact Details
K Cluskey (Chairman) (Sefton)	<ul style="list-style-type: none"> • Procurement • Risk Management • Audit 	39 Kent Avenue Litherland Liverpool L21 7QJ Tel: 0151 920 3704 Email: Not Available
B Swann (Deputy Chairman) (Knowsley)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	86 Trispen Close Halewood Liverpool L26 9YR Tel: 0151 487 8974 Email: bob.swann@knowsley.gov.uk
D Tattersall (Sefton)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	3 Beresford Drive Southport PR9 7JY Email: david@tattersall95.freereserve.co.uk
B Turner (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public consultation 	118 Anfield Road Liverpool L4 0TF Tel: 0151 263 5857 Email: Berni.turner@liverpool.gov.uk
N Small (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	167 Royal Quay Liverpool L3 4EX Email: nick.small@liverpool.gov.uk
J Salter (Wirral)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	7 Church Meadow Close Egremont Wallasey CH44 8HQ Tel: 0151 638 7184 (home) Email: johnsalter@wirral.gov.uk
D Crowther (St Helens)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	15 Hotel Street Newton-le-willows WA12 9QH 01744678953 cllrdcrowther@sthelens.gov.uk

COUNCILLOR	Portfolio Area	Address and Contact Details
P Keaveney (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	75 Canterbury Street Garston Liverpool L19 8LQ 0151 494 0341 paula.keaveney@liverpool.gov.uk
S Moseley (Wirral)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	22 Bradgate Close Moreton Wirral CH46 6FN Tel: 07785 182536 Fax: 0151 677 5059 Email: suzannemoseley@wirral.gov.uk
OFFICERS		
Carl Beer Director	Various delegated matters	6th Floor, North House 17 North John Street Liverpool L2 5QY Tele: 0151 255 1444 Email: carlbeer@ merseysidewda.gov.uk
Carole Hudson Clerk	Various delegated matters	St Helens MBC Town Hall St Helens WA10 1HP Tele: 01744 456101 Email: carolehudson@sthelens.gov.uk
Ian Roberts Treasurer	Various delegated matters	St Helens MBC Town Hall St Helens WA10 1HP Tele: 01744 456101 Email: ianroberts@sthelens.gov.uk
Peter Blackburn Solicitor	Various delegated matters	St Helens MBC Town Hall St Helens WA10 1HP Tele: 01744 456101 Email: peterblackburn@ sthelens.gov.uk

CONTENTS

Item	Portfolio Area	Date	Lead Officer
Landfill Contract Tender	Chairman	20/04/2007	Terry Bradley
Corporate Plan	Chairman	20/04/2007	Mandy Valentine
Code of Corporate Governance and Statement of Internal Control	Chairman	20/04/2007	Mandy Valentine
Sustainability Policy	Chairman	20/04/2007	Stuart Donaldson
Corporate communications Strategy	Chairman	20/04/2007	Paula Pocock
Red Quarry Lease	Chairman	20/04/2007	Calvin Stockton
Procurement project – interim contracts	Chairman	20/04/2007	Terry Bradley
Procurement Project Update	Chairman	20/04/2007	Terry Bradley

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ITEM FOR CONSIDERATION	Corporate Plan 2007 to 2010			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact? Yes	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	Determines the Authority's Corporate Aims and Objectives and identifies the key projects required to deliver improved performance.			
SCRUTINY AREA	<i>Strategy and Forward Planning</i>			
DATE/ PERIOD FOR DECISION	20 th April 2007			
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 and ineffective 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 Mandy Valentine or by email to mandy.valentine@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Code of Corporate Governance and Statement of Internal Control			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other – Please Specify	Corporate Governance
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	<i>Corporate Governance</i>			
DATE/ PERIOD FOR DECISION	20 th April 2007			
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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ITEM FOR CONSIDERATION	BEST VALUE REVIEW OF SUSTAINABILITY INCORPORATING CORPORATE SOCIAL RESPONSIBILITY			
FILE REF	K06_07			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial? X	Community Impact? X	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	In 2005, MWDA pledged to undertake a sustainability Best value Review of its operations. This review has been completed and it has highlighted the need for MWDA to align itself with the Governments sustainable development principles and its main priority areas.			
SCRUTINY AREA	Strategy			
DATE/ PERIOD FOR DECISION	20 th April 2007			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	Merseyside Waste Disposal Authority Best Value Performance Plan 05/06 Corporate Social Responsibility Policy WDA/03/05			
RISK MANAGEMENT IMPLICATIONS	Failure to provide Members with sufficient information to make informed decisions leading to poor corporate governance.			
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to Stuart Donaldson or by email to stuart.donaldson@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Procurement Project up-date.			
FILE REF	K03_07			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other - Please State:	Agreement of tender documentation for issue to bidders
REASON FOR MEETING KEY DECISION CRITERIA	To approve the issue of tender documentation for the WMRC contract and commencement of the Competitive Dialogue phase of contract negotiation.			
SCRUTINY AREA	Procurement			
DATE/ PERIOD FOR DECISION	20 th April 2007			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION				
RISK MANAGEMENT IMPLICATIONS	The implementation of the Authority's Procurement Strategy to enable compliance with legislation.			
PRIOR CONSULTATION	None			
REPRESENTATIONS	In writing to Terry Bradley or by email to terry.bradley@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Red Quarry - Lease Agreement between the Authority and the Forestry Commission			
FILE REF	WDA/09/07 - K08_07			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial? Yes	Community Impact? Yes	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	The need to complete a successful lease agreement with the Forestry Commission to undertake a long term site management responsibility whilst the Authority retains its statutory responsibilities for environmental management at the site.			
SCRUTINY AREA	<i>Planning and Environmental</i>			
DATE/ PERIOD FOR DECISION	20 TH April 2007			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION				
RISK MANAGEMENT IMPLICATIONS	1. Failure to complete the Lease Agreement and transfer the responsibilities for community woodland long term management to the Forestry Commission will endanger the successful delivery of external funding for Red Quarry from the Newlands Project and would therefore incur additional long term management cost implications on the Authority.			
PRIOR CONSULTATION	St.Helens MBC Estates and Legal Team Forestry Commission Estates and Newlands Project Management Team			
REPRESENTATIONS	In writing to or by email to Calvin.stockton@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	M.J. M. W.M. S.: Waste Management Contracts Procurement Project Landfill Tenders			
FILE REF	K09_07			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial? Yes	Community Impact? Yes	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	To consider the recommendation of the Procurement Director to award contracts for landfill disposal of MSW for a period of up to eight years			
SCRUTINY AREA	Procurement			
DATE/ PERIOD FOR DECISION	20 th April 2007			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION				
RISK MANAGEMENT IMPLICATIONS	The implementation of the Authority's Procurement Strategy to enable compliance with legislation.			
PRIOR CONSULTATION	None			
REPRESENTATIONS	In writing to Terry Bradley or by email to terry.bradley@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Communications Strategy			
FILE REF	K10_07			
DECISION MAKER	<i>FULL AUTHORITY</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other - Please State:	CORPORATE GOVERNANCE
REASON FOR MEETING KEY DECISION CRITERIA	The authority has a communications policy but this needs to be translated into a strategy which will deliver the aims and objectives of the authority in terms of communication.			
SCRUTINY AREA	<i>PR & COMMUNICATION</i>			
DATE/ PERIOD FOR DECISION	20 th April 2007			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	Communication Policy			
RISK MANAGEMENT IMPLICATIONS	Failure to plan and implement a cohesive comms strategy would affect the implementation of other strategies and the ability of mwda to deliver its aims and objectives			
PRIOR CONSULTATION	COMMUNICATIONS GROUP LEAD MEMBER – COMMS AND PR			
REPRESENTATIONS	In writing to AMANDA VALENTINE or by email to MANDY.VALENTINE@MERSEYSIDEWDA.GOV.UK			

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ITEM FOR CONSIDERATION	Procurement Project up-date. Interim Contracts assessment.			
FILE REF	K11_07			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other - Please State:	To assess the Authority's need for an Interim Contract tendering process, in advance of its long term procurement tendering process.
REASON FOR MEETING KEY DECISION CRITERIA	To advise the Authority of its compliance with LATS obligations in the period prior to the letting of its long term waste treatment contracts and to determine the need for Interim Contracts for waste treatment to divert waste from landfill.			
SCRUTINY AREA	<i>Procurement</i>			
DATE/ PERIOD FOR DECISION	20 th April 2007			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None			
RISK MANAGEMENT IMPLICATIONS	The Authority's compliance with LATS obligations.			
PRIOR CONSULTATION	None			
REPRESENTATIONS	In writing to Terry Bradley or by email to terry.bradley@merseysidewda.gov.uk ,			