



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: February 2005

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:

28th January 2005 (Ordinary and Budget)
15th April 2005

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 2003/04

COUNCILLOR	Portfolio Area	Address and Contact Details
J Fletcher (Chairman) (St Helens)	<ul style="list-style-type: none"> • Strategy & Forward Planning • Finance • Performance Management • Best Value • Communications & PR 	Leaders Office St Helens MBC Town Hall Victoria Square St Helens WA10 1HP Tel: 01744 456103 Email: deputyleaderofthecouncil@sthelens.gov.uk
B Swann (Deputy Ch) (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.freemove.co.uk
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N Small (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	167 Royal Quay Liverpool L3 4EX Email: nick.small@liverpool.gov.uk
K Cluskey (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

COUNCILLOR	Portfolio Area	Address and Contact Details
R Oglethorpe (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	13 Lumley Street Liverpool L19 1TY Tel: 0151 427 3070 Email: richard.oglethorpe@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
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

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Item	Portfolio Area	Date	File Reference	Lead Officer
Joint Municipal Waste Strategy for Merseyside - Final Draft	Chairman	15th April 2005	K01_05	Carl Beer
Clean Merseyside Centre Succession Strategy	Chairman	15th April 2005	K20_04	Calvin Stockton
Timetable of Authority Meetings	Chairman	15th April 2005	K19_04	Mandy Valentine
Service Plan	Chairman	15th April 2005	K24_04	Carl Beer
Audit Plan	Lead Member Cllr. Cluskey	15th April 2005	K26_04	Mandy Valentine
Bidston Moss – Draft Lease Agreement MWDA and Forestry Commission	Chairman	15th April 2005	K02_05	Calvin Stockton
Procurement Risk Management	Chairman	15th April 2005	K06_05	Carl Beer
Scheme of Delegations	Chairman	June 2005	K03_05	Mandy Valentine
Questions on the Discharge of Functions	Chairman	June 2005	K04_05	Mandy Valentine
Appointment of Lead Members, Committees and Representations on Other Bodies	Chairman	June 2005	K05_05	Mandy Valentine

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ITEM FOR CONSIDERATION	Joint Municipal Waste Strategy for Merseyside Final Draft			
FILE REF	K1_05			
DECISION MAKER	Full Authority			
KEY DECISION CRITERIA	Financial? Yes	Community Impact? Yes	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	Joint Waste Strategy for Merseyside identifying long term objectives, targets and delivery mechanisms. Significant and widespread community impact.			
SCRUTINY AREA	Strategy and Forward Planning			
DATE/ PERIOD FOR DECISION	15 th April 2005			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION				
RISK MANAGEMENT IMPLICATIONS	<ol style="list-style-type: none"> 1. Risk of failure to meet statutory duty. 2. Failure to develop coherent strategy will have significant impact on procurement of new waste management contracts. 3. Significant cost impact will result from failure to divert significant quantities of biodegradable municipal waste from landfill. 4. Increased risk of failure to meet recycling targets. 			
PRIOR CONSULTATION	<p>Draft strategy considered by Members (16th Sept 04)</p> <p>Waste Strategy Progress Report and Timetable considered by Members (28th Jan 05)</p> <p>Waste Management Advisory Group Meeting – Technical Modelling Results – 11th Feb 05</p> <p>Public Consultation exercise Feb/Mar 05</p>			
REPRESENTATIONS	<p>In writing to Carl Beer or by email to carlbeer@merseysidewda.gov.uk</p>			

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ITEM FOR CONSIDERATION	Clean Merseyside Centre – Succession Strategy			
FILE REF	K20_04			
DECISION MAKER	Merseyside Waste Disposal Authority			
KEY DECISION CRITERIA	Financial? Yes	Community Impact? N/A	Other - Please State:	<u>Establishment</u> CMC Staff
REASON FOR MEETING KEY DECISION CRITERIA	<p>Members approval of a Final Options Report/Business Plan for the future succession strategy of the CMC after completion of the current programme on 31st January 2006</p> <p>The report will consider the potential future development of CMC within a North West Regional Market Development Context</p> <p>Members will also be informed of a comprehensive programme of consultation undertaken throughout the region on the development of a potential North West Market Development Programme</p>			
SCRUTINY AREA	Strategy and Forward Planning			
DATE/ PERIOD FOR DECISION	15 th April 2005			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	<ol style="list-style-type: none"> 1. Final Options Scoping Study Report on the development of a North West Regional Market Development Programme 2. Associated Business Plan with succession strategy to develop the preferred Option 			
RISK MANAGEMENT IMPLICATIONS	The future succession strategy for CMC needs approval in order to have the necessary lead in time to apply the most appropriate option for CMC by the culmination of the current CMC Programme on 31st January 2006			
PRIOR CONSULTATION	All Members			
REPRESENTATIONS	In writing to Calvin Stockton (Waste Strategy Manager, MWDA) or by email to calvin.stockton@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Annual Meeting and Timetable of Authority Meetings			
FILE REF	K19_04			
DECISION MAKER	Full Authority			
KEY DECISION CRITERIA	Financial? <u>X</u>	Community Impact? <u>X</u>	Other - Please State:	Requirement to set AGM
REASON FOR MEETING KEY DECISION CRITERIA	To set the date of the Annual Meeting of the Authority and identify an appropriate timetable of meetings for the 2005/06 Municipal Year			
SCRUTINY AREA	Corporate Governance			
DATE/ PERIOD FOR DECISION	15 th April 2005			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None			
RISK MANAGEMENT IMPLICATIONS	Statutory requirement to set a date for the Authority's Annual Meeting which must take place on or before 30 th June each year.			
PRIOR CONSULTATION	None			
REPRESENTATIONS	In writing to Mandy Valentine or by email to mandy.valentine@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Service Plan			
FILE REF	K24_04			
DECISION MAKER	Full Authority			
KEY DECISION CRITERIA	Financial?	Community Impact? Yes	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	Determines the Authority's objectives and plans to deliver those objectives in the future. Will take into account efficiency improvement (Gershon)			
SCRUTINY AREA	Strategy and Forward Planning			
DATE/ PERIOD FOR DECISION	15 th April 2005			
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. 			
PRIOR CONSULTATION	Members workshop – 11 th March 2005			
REPRESENTATIONS	In writing to Carl Beer or by email to carlbeer@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Audit Plan 2005/06			
FILE REF	K26_04			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial? <u>X</u>	Community Impact? X	Other - Please State:	Requirement to approve Audit Plan
REASON FOR MEETING KEY DECISION CRITERIA	To consider the content of the Audit Plan for 2005/06, proposed by the Audit Commission.			
SCRUTINY AREA	Corporate Governance			
DATE/ PERIOD FOR DECISION	15 th April 2005			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None			
RISK MANAGEMENT IMPLICATIONS	The Audit Plan determines the areas of the Authority's activities which are appropriate for review. Failure to agree an effective plan may lead to a failure to identify weaknesses or opportunities within the Authority's processes.			
PRIOR CONSULTATION	Clerk to the Authority			
REPRESENTATIONS	In writing to Mandy Valentine or by email to mandy.valentine@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Bidston Moss - Draft Lease Agreement between MWDA and the Forestry Commission			
FILE REF	K_02 05			
DECISION MAKER	Full Authority			
KEY DECISION CRITERIA	Financial? Yes	Community Impact? Yes	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	The Tabling to Members for approval a Draft Lease between the Authority and the Forestry Commission for Long Term Site Management of the Bidston Moss Community Woodland.			
SCRUTINY AREA	Forward Planning			
DATE/ PERIOD FOR DECISION	15 TH April 2005			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	Draft Lease Agreement between the Authority and the Forestry Commission			
RISK MANAGEMENT IMPLICATIONS	<p>1. Failure to complete Lease Agreement with the Forestry Commission would be of detriment to the release of long- term funding for site aftercare.</p> <p>2. Failure to complete the lease agreement would hinder the finalisation of the proposed Development Trust long term site management delivery structure</p>			
PRIOR CONSULTATION				
REPRESENTATIONS	<p>In writing to Calvin Stockton (Waste Strategy Manager, MWDA) or by email to: calvin.stockton@merseysidewda.gov.uk</p>			

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ITEM FOR CONSIDERATION	Procurement Risk Management			
DECISION MAKER	Full Authority			
KEY DECISION CRITERIA	Financial? Yes	Community Impact? Yes	Other – Please State	
REASON FOR MEETING KEY DECISION CRITERIA	The Authority will consider options for managing the key risks associated with its main long-term waste management contract procurement process.			
SCRUTINY AREA	Procurement			
DATE/ PERIOD FOR DECISION	15 th April 2005			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	Waste Contract Procurement Project Management Risk Register			
RISK MANAGEMENT IMPLICATIONS	Addresses key risks associated with the main contract procurement exercise.			
PRIOR CONSULTATION	Lead Member for Procurement – Cllr K Cluskey Procurement Group Mersey Waste Holdings Limited			
REPRESENTATIONS	In writing to Carl Beer or by email to carlbeer@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Scheme of Delegations 2005/06			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other – Please Specify	Corporate Governance
REASON FOR MEETING KEY DECISION CRITERIA	Procedural Rules require the scheme of delegation to be approved at the Authority's Annual Meeting each year.			
SCRUTINY AREA	<i>Corporate Governance</i>			
DATE/ PERIOD FOR DECISION	Annual Meeting – June 2005			
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			

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ITEM FOR CONSIDERATION	Questions on the Discharge of Functions			
DECISION MAKER	Full Authority			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other – Please state	Corporate Governance
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 Councils' own proceedings on behalf of the Authority.			
SCRUTINY AREA	Corporate Governance			
DATE/ PERIOD FOR DECISION	Annual Meeting – June 2005			
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	Not Applicable			
REPRESENTATIONS	In writing to Mandy Valentine or by email to mandy.valentine@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Appointment of Lead Members, Committees and Representation on Other Bodies			
DECISION MAKER	Full Authority			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other – Please State	Corporate Governance
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	Corporate Governance			
DATE/ PERIOD FOR DECISION	Annual Meeting – June 2005			
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	Not Applicable			
REPRESENTATIONS	In writing to Mandy Valentine or by email to mandy.valentine@merseysidewda.gov.uk			