



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: August 2010

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:

13th August 2010 (CANCELLED)
24th September 2010
26th November 2010
4th February 2011
15th April 2011

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. 	39 Kent Avenue Litherland Liverpool L21 7QJ Tel: 0151 920 3704 Email: kevin.cluskey@sefton.gov.uk
Berni Turner (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	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 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 Brighthouse (Wirral)	<ul style="list-style-type: none"> • Bidston Methane • Scrutiny • Public Consultation • Appeals Committee • Audit & Governance Committee 	31 Grosvenor Road 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 	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 	3 Abbots Hall Avenue Clock Face St. Helens WA9 4UX Tel: 01744 678 915 Email: cllrhargreaves@sthelens.gov.uk

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
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Peter Williams Treasurer	Various delegated matters	6 th Floor, North House 17 North John Street Liverpool L2 5QY Tele: 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 Tele: 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 Tele: 0151 255 1444 Email: neil.ferris@merseysidewda.gov.uk

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Item	Ref No.	Portfolio Area	Decision Date	Lead Officer
Progress on Sites	K32-10	Operations	24/09/2010	Carl Beer
Statement of Accounts	K34-10	Finance	24/09/2010	Peter Williams
Member & Officer Protocol	K35-10	Governance	24/09/2010	Neil Ferris
Internal Audit Report	K36-10	Finance	24/09/2010	Peter Williams
Governance Report	K37-10	Governance	24/09/2010	Peter Williams
Performance Reporting	K38-10	Governance	24/09/2010	Peter Williams
Bidston Methane Ltd. Succession Strategy	K24-10	Operations	26/11/2010	Alex Murray
Operational Review	K39-10	Strategy & Resources	26/11/2010	Neil Ferris

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KEY DECISION SHEET

Item for consideration	Progress on Sites			
File Reference	K32_10			
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	Financial impact on Authority			
Scrutiny area	Procurement			
Date for decision	24 th September, 2010			
List of Background Papers for consideration	None			
Risk Management Implications	Financial and procurement risks in delivery of RRC contract			
Prior consultation	Chair and Deputy, Procurement Director and Treasurer			
Representations	In writing to Carl Beer or by email to CarlBeer@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Statement of Accounts 2009/10			
File Reference	K34-10			
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 comply with statutory requirements for the approval of the statement of accounts in the event of material changes following the statutory external audit			
Scrutiny area	Finance			
Date for decision	24th September, 2010			
List of Background Papers for consideration	Statement of accounts			
Risk Management Implications	Statutory requirement			
Prior consultation	The accounts adopted in the June meeting of the Authority			
Representations	In writing to Peter Williams or by email to Peter.Williams@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Member & Officer Protocol			
File Reference	K35-10			
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 arrangements for members & officers			
Scrutiny area	Governance			
Date for decision	24 th September, 2010			
List of Background Papers for consideration				
Risk Management Implications	Better Governance			
Prior consultation	Chairman			
Representations	In writing to Neil Ferris or by email to Neil.Ferris@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Internal Audit Report			
File Reference	K36_10			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial Yes	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	Governance of the Authority requires the Authority to understand both the outcome of the review and the response			
Scrutiny area	Finance			
Date for decision	24 th September, 2010			
List of Background Papers for consideration	None			
Risk Management Implications	Risk of fraud or loss			
Prior consultation	Internal Audit Plan			
Representations	In writing to Peter Williams or by email to Peter.Williams@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Governance Report			
File Reference	K37_10			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial Yes	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	To enable Members to review the outcome of the External Auditor's review			
Scrutiny area	Governance			
Date for decision	24 th September, 2010			
List of Background Papers for consideration	None			
Risk Management Implications	Statutory Requirement			
Prior consultation	No			
Representations	In writing to Peter Williams or by email to Peter.Williams@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Performance Reporting			
File Reference	K38_10			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial Yes	Community Impact	Other – please specify	Performance
Reason for meeting Key Decision Criteria	To enable Members to review and comment on the performance of the Authority			
Scrutiny area	Governance			
Date for decision	24 th September, 2010			
List of Background Papers for consideration	Performance report draft template			
Risk Management Implications	The Authority may not perform its function and Members may fail to hold officers to account			
Prior consultation	Performance report draft template			
Representations	In writing to Peter Williams or by email to Peter.Williams@merseysidewda.gov.uk			

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Item for consideration	Bidston Methane Ltd. Succession Strategy			
File Reference	K24_10			
Is the report likely to be private or public?	Private			
Decision Maker	Full Authority			
Key Decision Criteria	Financial? Yes	Community Impact? No	Other – Please Specify	Environmental
Reason for meeting Key Decision Criteria	To present Members with an update on the review of Options for the Succession of the Bidston Methane Ltd Joint Venture and to highlight potential Financial, Legal and Technical implications on the Authority.			
Scrutiny area	Operations			
Date/Period for Decision	26 th November, 2010			
List of Background papers for consideration	None			
Risk Management Implications	Failure to protect the Authority's interests in any Succession Strategy for Bidston Methane Ltd. would be detrimental to the Authority effectively undertaking its statutory responsibilities for Landfill Gas Management and Control at the Bidston Moss and Billinge Hill Quarry Landfill Sites.			
Prior consultation	None			
Representations	In writing to Alex Murray or by email to alex.murray@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Operational Review			
File Reference	K39_10			
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 update Members on the progress of the Operational Review			
Scrutiny area	Strategy & Resources			
Date for decision	26 th November, 2010			
List of Background Papers for consideration	Operational Review Timetable			
Risk Management Implications	Efficiency programme will ensure the Authority is able to deliver value for money on an ongoing basis			
Prior consultation	Senior Managers and all staff			
Representations	In writing to Neil Ferris or by email to Neil.Ferris@merseysidewda.gov.uk			