

MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: April 2004.

Introduction

In accordance with the Local Government Act 2000, the Authority has published a "Forward Plan" of "Key Decisions".

The Forward Plan is published on a monthly basis and on each occasion covers a period of four months. It is a publicly available document and its purpose is to reinforce the openness and accountability of the Authority's decision-making process.

This is the first edition of the Forward Plan and it covers the period April to June 2004.

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 at least once a 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.

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

AUTHORITY MEMBERSHIP 2003/04

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<u>Ref No.</u>	<u>Item</u>	<u>Portfolio Area</u>	<u>Date</u>	<u>Page</u>
<u>K1</u>	Bidston Redevelopment	Chairman	7 May 2004	
<u>K2</u>	Waste Strategy Consultation	Chairman	June / July 2004	
<u>K3</u>	Best Value Performance Plan	Chairman	7 May 2004	
<u>K4</u>	Procurement Strategy	Lead Member Cllr. R. Oglethorpe	June / July 2004	
<u>K5</u>	Capital Programme	Chairman	7 May 2004	
<u>K6</u>	Draft Waste Minimisation Report	Chairman	7 May 2004	

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ITEM FOR CONSIDERATION	K1 – Service Delivery Plan Bidston Redevelopment (Private Item under para 8 of Schedule 12A)			
DECISION MAKER	Merseyside Waste Disposal Authority			
KEY DECISION CRITERIA	Financial?	Yes	Community Impact?	Yes
REASON FOR MEETING KEY DECISION CRITERIA	Authority will sign off the Service Delivery Plan for the project to build recycling and composting facilities at Bidston			
SCRUTINY AREA	Best Value			
DATE/ PERIOD FOR DECISION	7 May 2004			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION				
CONSULTATION	All Members			
REPRESENTATIONS	In writing to Carl Beer (Director) or by email to carlbeer@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	K2 – Waste Strategy Consultation (Private Item under Para 9 of Schedule 12A)			
DECISION MAKER	Merseyside Waste Disposal Authority			
KEY DECISION CRITERIA	Financial?		Community Impact?	Yes
REASON FOR MEETING KEY DECISION CRITERIA	Approval of a draft waste strategy document, laying out the Merseyside approach to bringing in recycling and waste treatment systems, prior to development of a public document later in 2004.			
SCRUTINY AREA	Best Value			
DATE/ PERIOD FOR DECISION	June / July 2004			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	Draft Waste Strategy Document			
RISK MANAGEMENT IMPLICATIONS	The Authority has a statutory duty to produce a Municipal Waste Management Strategy for Merseyside. Effective consultation is an essential component of strategy development. Risk of failure to fulfil statutory duty as well as environmental and financial risks for delay in implementing more sustainable waste management solutions.			
PRIOR CONSULTATION	All Members			
REPRESENTATIONS	In writing to Calvin Stockton (Waste Strategy Manager), or by email to calvin.stockton@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	<u>K3</u> - Best Value Performance Plan			
DECISION MAKER	Merseyside Waste Disposal Authority			
KEY DECISION CRITERIA	Financial?	No	Community Impact?	Yes
REASON FOR MEETING KEY DECISION CRITERIA	Details overall performance of Authority against Government performance indicators and therefore wider Merseyside Strategic Agenda and Quality of Life			
SCRUTINY AREA	Best Value			
DATE/ PERIOD FOR DECISION	7 May 2004			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	BVPP 2002/3			
CONSULTATION	All Members			
REPRESENTATIONS	In writing to Amanda Valentine (Support Services Manager) or by email to mandy.valentine@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	<u>K4</u> - Procurement Strategy			
DECISION MAKER	Merseyside Waste Disposal Authority			
KEY DECISION CRITERIA	Financial?	Yes	Community Impact?	Yes
REASON FOR MEETING KEY DECISION CRITERIA	The Authority must develop a Procurement Strategy to secure the necessary waste treatment and disposal infrastructure in line with Best Value. The infrastructure will require extensive investment and will have a significant impact on the Merseyside community			
SCRUTINY AREA	Procurement			
DATE/ PERIOD FOR DECISION	June / July 2004			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION				
CONSULTATION	Stakeholder consultation as part of the Waste Strategy Consultation Programme. All MWDA members/Districts.			
REPRESENTATIONS	In writing to Carl Beer, Director, MWDA, or by email to carlbeer@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	K5 – Capital Programme (Private Item under para 8 of Schedule 12A)			
DECISION MAKER	Merseyside Waste Disposal Authority			
KEY DECISION CRITERIA	Financial?	Yes	Community Impact?	Yes
REASON FOR MEETING KEY DECISION CRITERIA	Approval of capital investment by the Authority to build and maintain waste management infrastructure. The provision of waste facilities will have significant financial impacts and will affect the Merseyside community			
SCRUTINY AREA	Best Value			
DATE/ PERIOD FOR DECISION	7 May 2004			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	Draft Capital Programme			
CONSULTATION	All Members			
REPRESENTATIONS	In writing to Lyn Fairhurst or by email to lyn.fairhurst@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	K6 – Draft Waste Minimisation Report			
DECISION MAKER	Merseyside Waste Disposal Authority			
KEY DECISION CRITERIA	Financial?	Yes	Community Impact?	Yes
REASON FOR MEETING KEY DECISION CRITERIA	Consideration of a Waste Minimisation Strategy document, identifying key areas for developing partnership in waste reduction to complement the Merseyside Municipal Waste Management Strategy			
SCRUTINY AREA	Best Value			
DATE/ PERIOD FOR DECISION	7 May 2004			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION				
RISK MANAGEMENT IMPLICATIONS	Fundamental to the Merseyside Municipal Waste Management Strategy, with commensurate risk of additional cost of failure to address waste growth			
PRIOR CONSULTATION	All Members			
REPRESENTATIONS	In writing to Calvin Stockton (Waste Strategy Manager) or by email to calvin.Stockton@merseysidewda.gov.uk			