



MERSEYSIDE WASTE DISPOSAL AUTHORITY

## FORWARD PLAN

**Publication Date: June 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](http://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:

25<sup>th</sup> June 2010  
13<sup>th</sup> August 2010  
24<sup>th</sup> September 2010  
26<sup>th</sup> November 2010  
4<sup>th</sup> February 2011  
15<sup>th</sup> 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](http://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](mailto:enquiries@merseysidewda.gov.uk)

**AUTHORITY MEMBERSHIP 2009/2010**

<b>COUNCILLOR</b>	<b>Portfolio Area</b>	<b>Address and Contact Details</b>
K Cluskey (Chairperson) (Sefton)	<ul style="list-style-type: none"> <li>• Strategy and Forward Planning</li> <li>• Finance</li> <li>• Performance Management</li> <li>• Best Value</li> <li>• Procurement</li> <li>• Sustainability</li> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• MWHL Board Member</li> <li>• NWEO Representative</li> </ul>	39 Kent Avenue Litherland Liverpool L21 7QJ Tel: 0151 920 3704 Email: <a href="mailto:kevin.cluskey@sefton.gov.uk">kevin.cluskey@sefton.gov.uk</a>
Berni Turner (Liverpool)	Effective date 25 <sup>th</sup> June, 2010	118 Anfield Road Liverpool L4 0TF Tel: 0151 225 2354 Email: <a href="mailto:berni.turner@liverpool.gov.uk">berni.turner@liverpool.gov.uk</a>
T Anderson (Wirral)	Effective date 25 <sup>th</sup> June, 2010	40 Broxton Avenue Prenton Birkenhead Wirral CH43 0SU Tel: 0151 608 1899 Email: <a href="mailto:tomanderson@wirral.gov.uk">tomanderson@wirral.gov.uk</a>
D Tattersall (Sefton)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• MWHL Board Member</li> </ul>	3 Beresford Drive Southport PR9 7JY 01704 226 370 Email: <a href="mailto:tattersall.david@btconnect.com">tattersall.david@btconnect.com</a>

T Moore (Liverpool)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> </ul>	3 Southampton Drive Cressington Heath Liverpool L19 2HE Tel: 07881 521 269 Email: <a href="mailto:timothy.moore@liverpool.gov.uk">timothy.moore@liverpool.gov.uk</a>
A Brighouse (Wirral)	Effective date 25 <sup>th</sup> June, 2010	31 Grosvenor Road Oxton Birkenhead Wirral CH43 1TJ Tel: 0151 652 6041 Email: <a href="mailto:alanbrighouse@wirral.gov.uk">alanbrighouse@wirral.gov.uk</a>
G Morgan (Knowsley)	Effective date 20 <sup>th</sup> June, 2010	24 Malvern Avenue Huyton Knowsley L14 6TS Tel: 0151 489 5292 Email: <a href="mailto:graham.morgan@knowsley.gov.uk">graham.morgan@knowsley.gov.uk</a>
T Concepcion (Liverpool)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> </ul>	24 Woodbourne Road Liverpool L14 2DA Tel: 078742 16868 Email: <a href="mailto:tony.concepcion@liverpool.gov.uk">tony.concepcion@liverpool.gov.uk</a>
T Hargreaves (St Helens)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> </ul>	3 Abbots Hall Avenue Clock Face St. Helens WA9 4UX Tel: 01744 678 915 Email: <a href="mailto:cllrhargreaves@sthelens.gov.uk">cllrhargreaves@sthelens.gov.uk</a>

Carl Beer Director	Various delegated matters	6th Floor, North House 17 North John Street Liverpool L2 5QY Tele: 0151 255 1444 Email: <a href="mailto:carlbeer@merseysidewda.gov.uk">carlbeer@merseysidewda.gov.uk</a>
Peter Williams Treasurer	Various delegated matters	6 <sup>th</sup> Floor, North House 17 North John Street Liverpool L2 5QY Tele: 0151 255 1444 Email: <a href="mailto:Peter.williams@merseysidewda.gov.uk">Peter.williams@merseysidewda.gov.uk</a>
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: <a href="mailto:mandy.valentine@merseysidewda.gov.uk">mandy.valentine@merseysidewda.gov.uk</a>
Neil Ferris Monitoring Officer	Various delegated matters	6th Floor, North House 17 North John Street Liverpool L2 5QY Tele: 0151 255 1444 Email: <a href="mailto:neil.ferris@merseysidewda.gov.uk">neil.ferris@merseysidewda.gov.uk</a>

## CONTENTS

<b>Item</b>	<b>Ref No.</b>	<b>Portfolio Area</b>	<b>Decision Date</b>	<b>Lead Officer</b>
Code of Corporate Governance and Statement of Internal Control	K09_10	Corporate Governance	25/06 2010	Mandy Valentine
Questions on the Discharge of Functions	K14_10	Corporate Governance	25/06/2010	Mandy Valentine
Scheme of Delegations 2010/11	K15_10	Corporate Governance	25/06/2010	Mandy Valentine
Appointment of Committees and Representation on Other Bodies	K16_10	Corporate Governance	25/06/2010	Mandy Valentine
Statement of Accounts	K20_10	Corporate Governance	25/06/2010	Peter Williams
Performance Reporting	K21_10	Corporate Governance	25/06/2010	Peter Williams
Joint Municipal Waste Management Strategy Review: Options for Public Consultation	K23_10	Strategy & Forward Planning	25/06/2010	Stuart Donaldson
MWDA Outturn Report 2009-2010	K28-10	Corporate Governance	25/06/2010	Peter Williams
MWHL	K29-10	Corporate Governance	25/06/2010	Neil Ferris
Sites & Planning	K30-10	Corporate Governance	25/06/2010	Carl Beer

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<b>ITEM FOR CONSIDERATION</b>	<b>Code of Corporate Governance and Statement of Internal Control</b>			
<b>FILE REF</b>	<b>K09_10</b>			
<b>DECISION MAKER</b>	Full Authority			
<b>KEY DECISION CRITERIA</b>	<b>Financial</b>	<b>Community Impact</b>	<b>Other – Please Specify</b>	Corporate Governance
<b>REASON FOR MEETING KEY DECISION CRITERIA</b>	To agree the Statement of Internal Control as part of the annual Code of Corporate Governance review.			
<b>SCRUTINY AREA</b>	<b>Corporate Governance</b>			
<b>DATE/ PERIOD FOR DECISION</b>	25 <sup>th</sup> June, 2010			
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION</b>	None			
<b>RISK MANAGEMENT IMPLICATIONS</b>	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.			
<b>PRIOR CONSULTATION</b>	Primary Assurance Group			
<b>REPRESENTATIONS</b>	In writing to Mandy Valentine or by email to <a href="mailto:mandy.valentine@merseysidewda.gov.uk">mandy.valentine@merseysidewda.gov.uk</a>			



**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

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<b>Item for Consideration</b>	<b>Questions on the Discharge of Functions</b>			
<b>File Reference</b>	<b>K14_10</b>			
<b>Decision Maker</b>	Full Authority			
<b>Key Decision Criteria</b>	<b>Financial</b>	<b>Community Impact</b>	<b>Other – Please state</b>	Corporate Governance
<b>Reason for meeting Key Decision Criteria</b>	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.			
<b>Scrutiny area</b>	<b>Corporate Governance</b>			
<b>Date for decision</b>	25 <sup>th</sup> June, 2010			
<b>List of Background Papers for consideration</b>	None			
<b>Risk Management Implications</b>	Risks inconsistencies if single Member from each District Council is not identified for direct questions regarding the Authority's activities.			
<b>Prior consultation</b>	Not Applicable			
<b>Representations</b>	In writing to Mandy Valentine or by email to <a href="mailto:mandy.valentine@merseysidewda.gov.uk">mandy.valentine@merseysidewda.gov.uk</a>			

## MERSEYSIDE WASTE DISPOSAL AUTHORITY

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<b>Item for consideration</b>	<b>Scheme of Delegations 2010/11</b>			
<b>File Reference</b>	<b>K15_10</b>			
<b>Decision Maker</b>	Full Authority			
<b>Key Decision Criteria</b>	<b>Financial</b>	<b>Community Impact</b>	<b>Other – Please Specify</b>	Corporate Governance
<b>Reason for meeting Key Decision Criteria</b>	Scheme of Delegation each year at the Authority's Annual Meeting each year.			
<b>Scrutiny area</b>	<b>Corporate Governance</b>			
<b>Date for decision</b>	25 <sup>th</sup> June, 2010			
<b>List of Background Papers for consideration</b>	None			
<b>Risk Management Implications</b>	Good corporate governance to review the scheme of delegations on a regular basis.			
<b>Prior consultation</b>	None			
<b>Representations</b>	In writing to Mandy Valentine or by email to <a href="mailto:mandy.valentine@merseysidewda.gov.uk">mandy.valentine@merseysidewda.gov.uk</a>			

## MERSEYSIDE WASTE DISPOSAL AUTHORITY

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<b>Item for consideration</b>	<b>Appointment of Committees and Representation on Other Bodies</b>			
<b>File Reference</b>	<b>K16_10</b>			
<b>Decision Maker</b>	Full Authority			
<b>Key Decision Criteria</b>	<b>Financial</b>	<b>Community Impact</b>	<b>Other – Please State</b>	Corporate Governance
<b>Reason for Meeting Key Decision Criteria</b>	Corporate Governance Requirement. Changes in MWDA membership following District Council AGM's require the Authority to review membership of committees and representations.			
<b>Scrutiny area</b>	<b>Corporate Governance</b>			
<b>Date for decision</b>	25 <sup>th</sup> June, 2010			
<b>List of Background Papers for consideration</b>	None			
<b>Risk Management Implications</b>	Good corporate governance to effectively delegate responsibility to Lead Members and committees and to identify appropriate levels of representation on other bodies.			
<b>Prior consultation</b>	Not Applicable			
<b>Representations</b>	In writing to Mandy Valentine or by email to <a href="mailto:mandy.valentine@merseysidewda.gov.uk">mandy.valentine@merseysidewda.gov.uk</a>			

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

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<b>Item for consideration</b>	<b>Statement of Accounts</b>			
<b>File Reference</b>	<b>K20_10</b>			
<b>Decision Maker</b>	Full Authority			
<b>Key Decision Criteria</b>	<b>Financial</b>	<b>Community Impact</b>	<b>Other – Please Specify</b>	
<b>Reason for meeting Key Decision Criteria</b>	Statutory Requirement to approve Authority accounts by 30 <sup>th</sup> June			
<b>Scrutiny area</b>	<b>Corporate Governance</b>			
<b>Date for decision</b>	25 <sup>th</sup> June, 2010			
<b>List of Background Papers for consideration</b>				
<b>Risk Management Implications</b>	Failure to meet statutory requirement			
<b>Prior consultation</b>				
<b>Representations</b>	In writing to Peter Williams or by email to <a href="mailto:Peter.Williams@merseysidewda.gov.uk">Peter.Williams@merseysidewda.gov.uk</a>			

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<b>Item for consideration</b>	<b>Performance Reporting</b>			
<b>File Reference</b>	<b>K21_10</b>			
<b>Decision Maker</b>	Full Authority			
<b>Key Decision Criteria</b>	<b>Financial</b>	<b>Community Impact</b>	<b>Other – Please Specify</b>	
<b>Reason for meeting Key Decision Criteria</b>	Members requested a review of performance reporting, this report seeks approval for proposed approach			
<b>Scrutiny area</b>	<b>Corporate Governance</b>			
<b>Date for decision</b>	25 <sup>th</sup> June, 2010			
<b>List of Background Papers for consideration</b>				
<b>Risk Management Implications</b>	Ensuring performance reporting is fit for purpose			
<b>Prior consultation</b>	Member request at 27/11/09			
<b>Representations</b>	In writing to Peter Williams or by email to <a href="mailto:Peter.Williams@merseysidewda.gov.uk">Peter.Williams@merseysidewda.gov.uk</a>			

## MERSEYSIDE WASTE DISPOSAL AUTHORITY

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<b>Item for consideration</b>	<b>Joint Municipal Waste Management Strategy Review: Options for Public Consultation</b>			
<b>File Reference</b>	<b>K23_10</b>			
<b>Decision Maker</b>	Full Authority			
<b>Key Decision Criteria</b>	<b>Financial</b> Yes	<b>Community Impact</b> Yes	<b>Other - Please State:</b>	
<b>Reason for meeting Key Decision Criteria</b>	To agree the budget and methodology for the public consultation on the JMWMS			
<b>Scrutiny area</b>	<b>Strategy and Forward Planning</b>			
<b>Date for decision</b>	25 <sup>th</sup> June, 2010			
<b>List of Background Papers for consideration</b>	JMWMS Consultation Strategy			
<b>Risk Management Implications</b>	<ol style="list-style-type: none"> <li>1. Failure to engage partners and stakeholders</li> <li>2. Failure to maintain a robust and sustainable JMWMS</li> </ol>			
<b>Prior consultation</b>	MWDA Management Team, Senior Officer Working Group, JMWMS Review Steering Group,			
<b>Representations</b>	In writing to Stuart Donaldson or by email to <a href="mailto:stuart.donaldson@merseysidewda.gov.uk">stuart.donaldson@merseysidewda.gov.uk</a>			

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Item for consideration</b>	<b>MWDA Outturn Report 2009-2010</b>			
<b>File Reference</b>	<b>K28-10</b>			
<b>Is the report likely to be private or public?</b>	Public			
<b>Decision Maker</b>	<b>Full Authority</b>			
<b>Key Decision Criteria</b>	<b>Financial</b> *	<b>Community Impact</b>	<b>Other – please specify</b>	
<b>Reason for meeting Key Decision Criteria</b>	To inform Members of the financial performance of the Authority for 2009/10 and the level of balances.			
<b>Scrutiny area</b>	<b>Corporate Governance</b>			
<b>Date for decision</b>	25 <sup>th</sup> June, 2010			
<b>List of Background Papers for consideration</b>	None			
<b>Risk Management Implications</b>	None			
<b>Prior consultation</b>	Budget approval			
<b>Representations</b>	In writing to Peter Williams or by email to <a href="mailto:Peter.Williams@merseysidewda.gov.uk">Peter.Williams@merseysidewda.gov.uk</a>			

## MERSEYSIDE WASTE DISPOSAL AUTHORITY

### KEY DECISION SHEET

<b>Item for consideration</b>	<b>Mersey Waste Holdings Ltd (MWHL)</b>			
<b>File Reference</b>	<b>K29-10</b>			
<b>Is the report likely to be private or public?</b>	Private, Commercially sensitive data			
<b>Decision Maker</b>	<b>Full Authority</b>			
<b>Key Decision Criteria</b>	<b>Financial</b>  <b>X</b>	<b>Community Impact</b>	<b>Other – please specify</b>	
<b>Reason for meeting Key Decision Criteria</b>	Member delegation required to allow the exploration of all current options for MWDA's ongoing relationship with MWHL			
<b>Scrutiny area</b>				
<b>Date for decision</b>	25 <sup>th</sup> June 2010			
<b>List of Background Papers for consideration</b>	WDA 27/08			
<b>Risk Management Implications</b>	Management of ongoing financial liabilities			
<b>Prior consultation</b>	Treasurer MWDA Directors			
<b>Representations</b>	In writing to Neil Ferris or by email to <a href="mailto:neil.ferris@merseysidewda.gov.uk">neil.ferris@merseysidewda.gov.uk</a>			



**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Item for consideration</b>	<b>Sites and Planning Update</b>			
<b>File Reference</b>	<b>K30_10</b>			
<b>Is the report likely to be private or public?</b>	Private			
<b>Decision Maker</b>	<b>Full Authority</b>			
<b>Key Decision Criteria</b>	<b>Financial yes</b>	<b>Community Impact</b>	<b>Other – please specify</b>	
<b>Reason for meeting Key Decision Criteria</b>	Financial and community impact of potential site acquisition			
<b>Scrutiny area</b>	<b>Best Value, Procurement</b>			
<b>Date for decision</b>	25 <sup>th</sup> June 2010			
<b>List of Background Papers for consideration</b>	None			
<b>Risk Management Implications</b>	Failure to gain exclusive rights to negotiate potential acquisition of land			
<b>Prior consultation</b>	Chairperson			
<b>Representations</b>	In writing to Carl Beer or by email to <a href="mailto:carlbeer@merseysidewda.gov.uk">carlbeer@merseysidewda.gov.uk</a>			