



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: June 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:

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

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Item	Portfolio Area	Date	Lead Officer
Scheme of Delegation and Procedural Rules 2007/2008	Corporate Governance	22 nd June 2007	Mandy Valentine
Questions on the Discharge Functions	Corporate Governance	22 nd June 2007	Mandy Valentine
Grievance Procedure	Corporate Governance	22 nd June 2007	Paula Pocock
Appointments and Representations	Corporate Governance	22 nd June 2007	Mandy Valentine
Audit Plan 2007/2008	Corporate Governance	22 nd June 2007	Mandy Valentine
HWRC's Review of Capacity – Wirral	Planning and Environmental	22 nd June 2007	Calvin Stockton
Outturn Report 2006/2007	Finance	22 nd June 2007	John Webster
Statement of accounts 2006/2007	Finance	22 nd June 2007	John Webster
Capital Programme 2007/2008	Finance	22 nd June 2007	Lyn Fairhurst

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ITEM FOR CONSIDERATION	Scheme of Delegations 2007/08			
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	22 nd June 2007			
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	<i>Full Authority</i>			
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	<i>Corporate Governance</i>			
DATE/ PERIOD FOR DECISION	22 nd June 2007			
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	Grievance Procedure			
DECISION MAKER	<i>FULL AUTHORITY</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	To ensure that the Authority's grievance procedure reflects current Best Practice.			
SCRUTINY AREA	<i>Corporate Governance</i>			
DATE/ PERIOD FOR DECISION	22 nd June 2007			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	Current grievance procedure			
RISK MANAGEMENT IMPLICATIONS	Grievance procedure needs to reflect Best Practice and ensure compliance with current legislation.			
PRIOR CONSULTATION	Not Applicable			
REPRESENTATIONS	In writing to Paula Pocock or by email to paula.pocock@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Appointment of Committees and Representation on Other Bodies			
DECISION MAKER	<i>Full Authority</i>			
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	<i>Corporate Governance</i>			
DATE/ PERIOD FOR DECISION	22 nd June 2007			
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			

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ITEM FOR CONSIDERATION	Audit Plan 2007/08			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial? X	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 2007/08, proposed by the Audit Commission and to present the findings of the recent inspection.			
SCRUTINY AREA	Corporate Governance			
DATE/ PERIOD FOR DECISION	22 nd June 2007			
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	HWRC's Review of capacity - Wirral			
DECISION MAKER	<i>FULL AUTHORITY</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other - Please State:	
		X		
REASON FOR MEETING KEY DECISION CRITERIA	Following a petition received from Councillor Alan Jennings (Clatterbridge Ward, Metropolitan Borough of Wirral) regarding the Clatterbridge Household Waste Recycling Centre , and for the Chairman of the Authority to respond highlighting progress in the review of HWRC coverage on Wirral and commitment to an additional facility, subject to successful site identification, acquisition and planning outcomes			
SCRUTINY AREA	<i>Planning and Environmental</i>			
DATE/ PERIOD FOR DECISION	22 nd June 2007			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None			
RISK MANAGEMENT IMPLICATIONS	Failure to respond to the enquiry would jeopardise an opportunity to inform the Metropolitan Borough of Wirral of the Authority's commitment to additional HWRC capacity in Merseyside.			
PRIOR CONSULTATION	Officers of Wirral MBC Planning Department regarding the identification of potential sites for new waste management facilities as part of the Authority's Land Acquisition and Planning Delivery process.			
REPRESENTATIONS	In writing to Calvin Stockton or by email to calvin.stockton@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Outturn Report 2006/2007			
DECISION MAKER	<i>FULL AUTHORITY</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	Approval of outturn reports for 2006/2007			
SCRUTINY AREA	<i>Finance</i>			
DATE/ PERIOD FOR DECISION	22 nd June 2007			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	Final Accounts Working Papers			
RISK MANAGEMENT IMPLICATIONS				
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to John Webster or by email to john.webster@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Statement of Accounts 2006/2007			
DECISION MAKER	<i>FULL AUTHORITY</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	The Authority has a statutory requirement to approve the Statement of Accounts for 2006/2007			
SCRUTINY AREA	<i>Finance</i>			
DATE/ PERIOD FOR DECISION	22 nd June 2007			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	Final account working papers file 2006/2007			
RISK MANAGEMENT IMPLICATIONS	Failure to approve the Statement of Accounts 2006/2007 by the statutory deadline risks action by the Audit Commission			
PRIOR CONSULTATION	Not Applicable			
REPRESENTATIONS	In writing to John Webster or by email to john.webster@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Capital Programme 2007/2008			
DECISION MAKER	<i>FULL AUTHORITY</i>			
KEY DECISION CRITERIA	Financial? x	Community Impact? x	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	To approve a programme for capital Expenditure for 2007/2008			
SCRUTINY AREA	<i>Finance</i>			
DATE/ PERIOD FOR DECISION	22 nd June 2007			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	Failure to implement a programme of capital works			
RISK MANAGEMENT IMPLICATIONS	Failure to implement a programme of capital works would affect the Authority's ability to achieve its aims and objectives with regards to implementation of the future waste strategy and its environmental and restoration responsibilities relating to closed landfill sites.			
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to Lynton Fairhurst or by email to lyn.fairhurst@merseysidewda.gov.uk			