

#### **FORWARD PLAN**

**Publication Date: June 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 <a href="www.merseysidewda.gov.uk">www.merseysidewda.gov.uk</a>. 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:

24<sup>th</sup> June 2005 (Proposed date of AGM to be approved at April meeting) 22<sup>nd</sup> July 2005 (Special Meeting) 14<sup>th</sup> October 2005 3<sup>rd</sup> February 2006 (Budget and Ordinary) 21<sup>st</sup> April 2006

### **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 <a href="mailto:enquiries@merseysidewda.gov.uk">enquiries@merseysidewda.gov.uk</a>

### **AUTHORITY MEMBERSHIP 2003/04**

COUNCILLOR	Portfolio Area	Address and Contact Details
J Fletcher (Chairman) (St Helens)	<ul> <li>Strategy &amp; Forward Planning</li> <li>Finance</li> <li>Performance Management</li> <li>Best Value</li> <li>Communications &amp; PR</li> </ul>	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><li>Scrutiny</li><li>Public Consultation</li></ul>	86 Trispen Close Halewood Liverpool L26 9YR Tel: 0151 487 8974 Email: bob.swann@knowsley.gov.uk
D Tattersall (Sefton)	<ul><li>Scrutiny</li><li>Public Consultation</li></ul>	3 Beresford Drive Southport PR9 7JY Email: david@tattersall95.freeserve.co. uk
P Keaveney (Liverpool)	<ul><li>Scrutiny</li><li>Public Consultation</li></ul>	75 Cantebury Street Liverpool L19 8LQ Tel: 0151 494 0341 Email: paula.keaveney@ liverpool.gov.uk
N Small (Liverpool)	<ul><li>Scrutiny</li><li>Public Consultation</li></ul>	167 Royal Quay Liverpool L3 4EX Email: nick.small@liverpool.gov.uk
K Cluskey (Sefton)	<ul><li>Procurement</li><li>Risk Management</li><li>Audit</li></ul>	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><li>Scrutiny</li><li>Public Consultation</li></ul>	13 Lumley Street Liverpool L19 1TY Tel: 0151 427 3070 Email: richard.oglethorpe@ liverpool.gov.uk
J Salter (Wirral)	<ul><li>Scrutiny</li><li>Public Consultation</li></ul>	7 Church Meadow Close Egremont Wallasey CH44 8HQ Tel: 0151 638 7184 (home) Email: johnsalter@wirral.gov.uk
S Moseley (Wirral)	<ul><li>Scrutiny</li><li>Public Consultation</li></ul>	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

#### **CONTENTS**

Item	Portfolio Area	Date	File Reference	Lead Officer
Joint Municipal Waste Management Strategy for Merseyside (JMWMS)	Chairman	24th June 2005	The state of the s	Carl Beer
Scheme of Delegation	Chairman	24th June 2005	K01_05 K03_05	Mandy Valentine
Questions on the Discharge of Functions	Chairman	24th June 2005	K04 05	Mandy Valentine
Appointments and Representations	Chairman	24th June 2005	<u>K05_05</u>	Mandy Valentine
Joint Waste Minimisation and Re-use Strategy - Action Plan	Chairman	24th June 2005	<u>K11_05</u>	Calvin Stockton
Clean Merseyside Centre Future Long Term Management	Chairman	24th June 2005	K20 04	Calvin Stockton
LATS Protocol and Trading Strategy	Chairman	24th June 2005	K14 05	Mandy Valentine
Procurement Gateway - Appointment of Advisors	Lead Member Cllr. Cluskey	22nd July 2005	K10_05	John Connell
Statement of Accounts	Chairman	22nd July 2005	K08_05	John Webster
Capital Programme 2005/06	Chairman	22nd July 2005	<u>K13 05</u>	Lyn Fairhurst
New Technologies Demonstrator Programme	Chairman	22nd July 2005	<u>K16 05</u>	Carl Beer
PFI - Expression of Interest	Chairman	14th October 2005	K17 05	John Connell

ITEM FOR	Joint Municipal Waste Management Strategy for				
CONSIDERATION	Merseyside				
FILE REF	K1_05				
DECISION MAKER	Full Author	ity			
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	24 <sup>th</sup> June 2005				
LIST OF BACKGROUND PAPERS FOR CONSIDERATION					
PRIOR CONSULTATION	2. Failure significa manage 3. Signific divert s municip 4. Increas Draft strategy Waste Strateg	failure to meet to develop cohe ant impact on perment contracts ant cost impact ignificant quant bal waste from led risk of failure considered by ley Progress Rep. Members (28th	erent strated rocurement is.  will result frities of biode andfill.  to meet red were to meet red out and Times and Times and Times and Times red red to meet and Times and Times red red to meet and Times red red red to meet and Times red	gy will have of new waste om failure to egradeable cycling targets.	
REPRESENTATIONS	Waste Manag Technical Mod Public Consult In writing to Ca	ement Advisory delling Results - tation exercise arl Beer or by e rseysidewda.go	<sup>,</sup> Group Mee - 11 <sup>th</sup> Feb 09 Feb/Mar 05 mail to		

ITEM FOR CONSIDERATION	Scheme of Delegations 2005/06				
DECISION MAKER	Full Autho	rity			
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	Corporate Governance				
DATE/ PERIOD FOR DECISION	Annual Meeting – 24 <sup>th</sup> 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		Mandy Valentine	•		

ITEM FOR CONSIDERATION	Questions on the Discharge of Functions				
DECISION MAKER	Full Autho	rity			
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 – 24 <sup>th</sup> 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		landy Valentine ine@merseysio			

ITEM FOR CONSIDERATION	Appointment of Committees and Representation on Other Bodies				
DECISION MAKER	Full Autho	rity			
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 – 24 <sup>th</sup> 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	_	Mandy Valentine	-		

ITEM FOR CONSIDERATION	Joint Waste Minimisation / Re-use Strategy for Merseyside				
DECISION MAKER	Full Autho	rity			
KEY DECISION CRITERIA	Financial? Community Impact? Please Yes State:				
REASON FOR MEETING KEY DECISION CRITERIA	Joint Waste Minimisation / Re-use Strategy for Merseyside identifying short, medium and long- term objectives, targets and delivery mechanisms. Significant and widespread community impact.				
SCRUTINY AREA	Strategy and Forward Planning				
DATE/ PERIOD FOR DECISION	24 <sup>th</sup> June 2005				
LIST OF BACKGROUND PAPERS FOR CONSIDERATION					
RISK MANAGEMENT IMPLICATIONS	Significant cost impact will result from failure to divert biodegradable municipal waste and re-usable material from landfill.				
PRIOR CONSULTATION	Draft Joint Municipal Waste Management Strategy together with draft Waste Mimimisation Targets and actions considered by Members (16 <sup>th</sup> Sept 04)				
	Waste Strategy Progress Report and Timetable considered by Members (28 <sup>th</sup> Jan 05)				
REPRESENTATIONS		Calvin Stockton calvin.stocktor	`	0, 0,	

ITEM FOR CONSIDERATION	Clean Merseyside Centre – Succession Strategy				
FILE REF	K20_04				
DECISION MAKER	Full Autho	rity			
	Financial?	Community	Other -	<u>Establishment</u>	
KEY DECISION CRITERIA	Yes	Impact?	Please State:	CMC Staff	
REASON FOR MEETING KEY DECISION CRITERIA	a Market Dev	proval of a Final velopment/Busir trategy of the C amme on 31 <sup>st</sup> J	ness Plan fo MC after co	mpletion of the	
	The report will consider the potential future development of CMC within a North West Regional Market Development Context  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				
SCRUTINY AREA	Strategy a	nd Forward I	Planning		
DATE/ PERIOD FOR DECISION	24 <sup>th</sup> June 200		<u>-</u>		
LIST OF BACKGROUND PAPERS FOR CONSIDERATION RISK MANAGEMENT IMPLICATIONS	Final Options Scoping Study Report on the development of a North West Regional Market Development Programme     Associated Market Development/ Business Plan with succession strategy to develop the preferred Option     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	MWDA) or by	Calvin Stockton / email to on@merseyside	`		

ITEM FOR CONSIDERATION	LATS Protocol and Trading Strategy				
DECISION MAKER	Full Autho	rity			
KEY DECISION CRITERIA	Financial? Community Impact? Please state				
REASON FOR MEETING KEY DECISION CRITERIA	Requires the Authority to decide how it will manage its Landfill Allowances in 2005/06 for the current and future years.				
SCRUTINY AREA	Corporate Governance				
DATE/ PERIOD FOR DECISION	Annual Meeting – 24 <sup>th</sup> June 2005				
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None				
RISK MANAGEMENT IMPLICATIONS	A trading strategy and protocol needs to be in place to provide for the control and regulation of the management of allowances.				
PRIOR CONSULTATION	Not Applicable				
REPRESENTATIONS		Mandy Valentine			

ITEM FOR CONSIDERATION	Procurement Gateway Appointment of Advisors				
DECISION MAKER	Full Autho	rity			
KEY DECISION CRITERIA	Financial? Community Impact? Please state				
REASON FOR MEETING KEY DECISION CRITERIA	Project end stage (Gateway) of Waste Management Contract Procurement Project.				
SCRUTINY AREA	Finance				
DATE/ PERIOD FOR DECISION	22 <sup>nd</sup> July 2005				
LIST OF BACKGROUND PAPERS FOR CONSIDERATION					
RISK MANAGEMENT IMPLICATIONS	Appointment of competent professional advisors is essential to the success of the Waste Management Contract Procurement Project, and consequently the proper implementation of the Joint Municipal Waste Management Strategy for Merseyside.				
PRIOR CONSULTATION	Procurement Strategy approved by Members (16 <sup>th</sup> September 2004)				
REPRESENTATIONS	_	ohn Connell, M merseysidewo	•	email to	

ITEM FOR CONSIDERATION	Statement of Accounts 2004/05				
DECISION MAKER	Full Autho	rity			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other – Please state	Statutory Duty	
REASON FOR MEETING KEY DECISION CRITERIA	The Authority has a statutory requirement to approve the Statement of Accounts for 2003/04 by 30 <sup>th</sup> September 2004.				
SCRUTINY AREA	Finance				
DATE/ PERIOD FOR DECISION	22 <sup>nd</sup> July 2005				
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	Final Account Working Papers File 2004/05				
RISK MANAGEMENT IMPLICATIONS	Failure to approve the Statement of Accounts 2004/05 by the statutory deadline risks action by the Audit Commission.				
PRIOR CONSULTATION	Not Applicable				
REPRESENTATIONS		ohn Webster, S ester@sthelens		BC, or by email	

ITEM FOR CONSIDERATION	Capital Programme 2005/06					
FILE REF	K13 05					
DECISION MAKER	Full Authority					
KEY DECISION CRITERIA	Financial? Yes	Community Impact? Yes	Other - Please State:			
REASON FOR MEETING KEY DECISION CRITERIA	To approve a Programme of Capital Expenditure for 2005/06					
SCRUTINY AREA	Finance					
DATE/ PERIOD FOR DECISION	22nd July 2005					
LIST OF BACKGROUND PAPERS FOR CONSIDERATION						
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					

ITEM FOR	DEED A NEW	TECHNOLOG	LIES DEMOI	METRATOR	
CONSIDERATION	DEFRA NEW TECHNOLOGIES DEMONSTRATOR PROGRAMME				
FILE REF	K16_05				
DECISION MAKER	FULL AUTHORITY				
KEY DECISION CRITERIA	Financial? YES	Community Impact? YES	Other - Please State:		
REASON FOR MEETING KEY DECISION CRITERIA	To approve a final project plan for the development of a New Technology Demonstrator facility in conjunction with DEFRA. To approve the £3 million Capital Programme costs in support of the project. The project is for a complex MRF and refuse derived fuel production process.				
SCRUTINY AREA	Strategy and Forward Planning				
DATE/ PERIOD FOR DECISION	22 <sup>nd</sup> July 2005				
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None				
RISK MANAGEMENT IMPLICATIONS	Mitigates long term risk of exceedence over landfill allowances under the Landfill Allowance Trading Scheme.				
PRIOR CONSULTATION	Chairman, Liverpool City Council Portfolio Holder and Ward Members.				
REPRESENTATIONS	In writing to Carl Beer or by email to carlbeer@merseysidewda.gov.uk				

ITEM FOR	Waste Management Contracts Procurement Project				
CONSIDERATION	PFI - Expression of Interest				
FILE REF	K17_05				
DECISION MAKER	Full Authority				
KEY DECISION	Financial?	Community	Other - Please		
CRITERIA	Yes	Impact? Yes	State:		
REASON FOR MEETING KEY DECISION CRITERIA	Key stage in Waste Management Contracts Procurement Project.				
SCRUTINY AREA	Finance and Procurement				
DATE/ PERIOD FOR DECISION	14 <sup>th</sup> October 2005				
LIST OF BACKGROUND PAPERS FOR CONSIDERATION					
RISK MANAGEMENT IMPLICATIONS	Expression of interest needs to be submitted to DEFRA to obtain funding from the Government Private Finance Initiative to support the cost of implementing the Joint Municipal Waste Management Strategy for Merseyside. Failure to obtain funding is a significant risk to the successful completion of the project.				
PRIOR CONSULTATION	Procurement strategy approved by Members (16 <sup>th</sup> September 2004) Appointment of Professional Advisors July 2005 (Project stage approval) Lead Member for Procurement Councillor K. Cluskey Procurement Group				
REPRESENTATIONS	In writing to John Connell or by email to john.connell@merseysidewda.gov.uk				