



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: September 2009

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:

25th September 2009
27th November 2009
5th February 2010 (Budget and ordinary meeting)
16th April 2010

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 2008/2009

COUNCILLOR	Portfolio Area	Address and Contact Details
K Cluskey (Chairperson) (Sefton)	<ul style="list-style-type: none"> • Strategy and Forward Planning • Finance • Performance Management • Best Value • Procurement • Sustainability • Scrutiny • Public Consultation • MWHL Board Member • NWEO Representative 	39 Kent Avenue Litherland Liverpool L21 7QJ Tel: 0151 920 3704 Email: kevin.cluskey@sefton.gov.uk
N Mills (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	4 Portgate Close Liverpool L12 0SF Tel: 0151 270 1868 Email: norman.mills@liverpool.gov.uk
J Salter (Deputy Chairperson) (Wirral)	<ul style="list-style-type: none"> • Risk Management • Audit • Procurement • Scrutiny • Public Consultation 	7 Church Meadow Close Egremont Wallasey CH44 8HQ Tel: 0151 638 1364 Email: johnsalter@wirral.gov.uk
D Tattersall (Sefton)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • MWHL Board Member 	3 Beresford Drive Southport PR9 7JY 01704 226 370 Email: tattersall.david@btconnect.com
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A O'Byrne (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • BML Board Member 	7 Sefton Road Liverpool L9 2BP Tel: 0151 225 2366 Email: Ann.O'Byrne@liverpool.gov.uk
G Gardiner (Wirral)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • BML Board Member 	173 South Parade West Kirby Wirral CH48 3HX Tel: 0151 625 2738 Email: gillgardiner@wirral.gov.uk
D Crowther (St Helens)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • BML Board Member 	15 Hotel Street Newton-le-willows WA12 9QH 01925 290 232 cllrdcrowther@sthelens.gov.uk
D Lonergan (Knowsley)	<ul style="list-style-type: none"> • Communications & PR • Scrutiny • Public Consultation 	6 Stonehey Road Southdene Kirkby L32 9PU Tel: 0151 548 3490 Email: david.lonergan@knowsley.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
John Webster Treasurer	Various delegated matters	6th Floor, North House 17 North John Street Liverpool L2 5QY Tele: 0151 255 1444 Email: john.webster@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	Portfolio Area	Decision Date	Lead Officer
Audit Commission ISA260	Corporate Governance	25/09/2009	Mandy Valentine
Equality and Diversity	Corporate Governance	25/09/2009	Paula Pocock
Procedural Rules	Corporate Governance	25/09/2009	Mandy Valentine
New Technologies Demonstrator Programme – Decision to be taken under Delegated Powers	Corporate Governance	25/09/2009	Carl Beer
Vertical Composting Unit Contract	Sites and Planning	25/09/2009	Lyn Fairhurst
Risk Management Policy	Corporate Governance	25/09/2009	Mandy Valentine
Status Report on Resource Recovery Contract and Cost/Risk Assessment of Alternative Solutions	Procurement	25/09/2009	Carl Beer
Huyton Replacement Household Waste Recycling Centre	Sites and Planning	25/09/2009	Graeme Bell
Mersey Waste Holdings Limited Closedown	Contracts	27/11/2009	Neil Ferris

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ITEM FOR CONSIDERATION	AUDIT COMMISSION ISA 260 (UK&I) AUDIT AND AMENDED STATEMENT OF ACCOUNTS			
FILE REF	K12_09			
DECISION MAKER	<i>Authority</i>			
KEY DECISION CRITERIA	Financial? X	Community Impact? X	Other Please State:	Statutory Requirement
REASON FOR MEETING KEY DECISION CRITERIA	The Audit Commission issues a report on the outcome of their audit of the Authority's Statement of Accounts 2008/09 and Value for Money conclusion. Should any issues arise from that audit, Members are given the opportunity to respond to the Auditor.			
SCRUTINY AREA	Governance			
DATE/ PERIOD FOR DECISION	25 th September 2009			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	Statement of Accounts 2008/09			
RISK MANAGEMENT IMPLICATIONS	Failure to meet statutory requirements or consider issues raised by the Audit Commission may lead to a qualified opinion of the Authority's Financial Systems.			
PRIOR CONSULTATION	Audit Commission			
REPRESENTATIONS	In writing to Mandy Valentine or by email to mandy.valentine@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Equality and Diversity Policy			
FILE REF	K15_09			
DECISION MAKER	<i>FULL AUTHORITY</i>			
KEY DECISION CRITERIA	Financial?	Community Impact? Yes	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	To ensure the Authority complies with current employment legislation in relation to age, disability, gender, race, religion or belief and sexual orientation.			
SCRUTINY AREA	Corporate Governance			
DATE/ PERIOD FOR DECISION	25 th September 2009			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	Equality and Diversity Policy			
RISK MANAGEMENT IMPLICATIONS	Failure to comply with current equality and diversity legislation in relation to age, disability, gender, race, religion or belief and sexual orientation, may leave the Authority open to legal challenge			
PRIOR CONSULTATION	None			
REPRESENTATIONS	In writing to Paula Pocock or by email to paula.pocock@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Review of Procedural Rules			
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 reviewed each year to address issues raised during review of the Authority’s Code of Corporate Governance and to ensure continuous improvement.			
SCRUTINY AREA	<i>Corporate Governance</i>			
DATE/ PERIOD FOR DECISION	25 th September 2009			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None			
RISK MANAGEMENT IMPLICATIONS	Good corporate governance to review the procedural rules 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	New Technologies Demonstrator Project – Private Item			
DECISION MAKER	Director under Delegated Powers			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other – Please Specify	
REASON FOR MEETING KEY DECISION CRITERIA	Decision removed from Forward Plan – lease to be approved under existing delegated powers granted to the Director. Agreement to lease of building and lease purchase of plant and equipment to Orchid Environmental Ltd.			
SCRUTINY AREA	<i>Finance</i>			
DATE/ PERIOD FOR DECISION	September 2009			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None			
RISK MANAGEMENT IMPLICATIONS	Risk to revenue from lease mitigated by limitations of existing delegation to Director.			
PRIOR CONSULTATION	None			
REPRESENTATIONS	In writing to Carl Beer or by email to carlbeer@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Vertical Composting Unit (VCU) Contract for Bidston and Gilmoos In Vessel Composting (IVC) facilities – Private Item			
FILE REF	K17_09			
DECISION MAKER	<i>FULL AUTHORITY</i>			
KEY DECISION CRITERIA	Financial? Yes	Community Impact?	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	To decide appropriate actions to take			
SCRUTINY AREA	<i>Finance</i>			
DATE/ PERIOD FOR DECISION	25 th September 2009			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION				
RISK MANAGEMENT IMPLICATIONS	Failure to seek resolution for non performance of contract			
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to Lyn Fairhurst or by email to lyn.fairhurst@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Risk Management Policy Statement and Strategy			
FILE REF	K14_09			
DECISION MAKER	<i>Authority</i>			
KEY DECISION CRITERIA	Financial? X	Community Impact? X	Other Please State:	Best practice
REASON FOR MEETING KEY DECISION CRITERIA	Review of the Authority's risk management arrangements planned as part of the 2009 annual assessment of the Authority's Corporate Governance			
SCRUTINY AREA	Corporate Governance			
DATE/ PERIOD FOR DECISION	25 th September 2009			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION				
RISK MANAGEMENT IMPLICATIONS	Failure to effectively manage risk may lead to weaknesses in the Authority's internal controls and corporate governance.			
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to Mandy Valentine or by email to mandy.valentine@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Status Report on Resource Recovery Contract and Cost/Risk Assessment of Alternative Solutions			
FILE REF	K19_09			
DECISION MAKER	Full Authority			
KEY DECISION CRITERIA	Financial? x	Community Impact? x	Other – Please Specify	
REASON FOR MEETING KEY DECISION CRITERIA	Decision required on independent review of Resource Recovery Contract Tender Evaluation at the request of the Merseyside and Halton City Region Shadow Cabinet			
SCRUTINY AREA	Procurement			
DATE/ PERIOD FOR DECISION	25th September 2009			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None			
RISK MANAGEMENT IMPLICATIONS	Cost of delay implications in relation to the delivery of a solution to deal with residual municipal waste.			
PRIOR CONSULTATION	None			
REPRESENTATIONS	In writing to Carl Beer or by email to carlbeer@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Huyton Replacement Household Waste Recycling Centre			
FILE REF	K20 09			
DECISION MAKER	Full Authority			
KEY DECISION CRITERIA	Financial? Yes	Community Impact? Yes	Other – Please Specify	
REASON FOR MEETING KEY DECISION CRITERIA	For Members to grant delegated powers to the Director to negotiate the acquisition of a site identified for a replacement HWRC for Huyton			
SCRUTINY AREA	Planning and Environmental			
DATE/ PERIOD FOR DECISION	25th September 2009			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None			
RISK MANAGEMENT IMPLICATIONS	Failure to deliver strategic sites and planning for new and replacement HWRC's will significantly affect the delivery of the Authority's Waste Management Recycling Contract			
PRIOR CONSULTATION	None			
REPRESENTATIONS	In writing to Graeme Bell or by email to graeme.bell@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Mersey Waste Holdings Limited			
FILE REF	K18_09			
DECISION MAKER	<i>Authority</i>			
KEY DECISION CRITERIA	Financial? X	Community Impact?	Other Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	To consider the Authority's long term strategy for MWHL			
SCRUTINY AREA	Finance			
DATE/ PERIOD FOR DECISION	27 th November 2009			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	Report from MWHL Report from Ernst and Young and Eversheds Project Larch phase 3			
RISK MANAGEMENT IMPLICATIONS	Long term Landfill arrangements			
PRIOR CONSULTATION	Merseyside Pension fund Citrus Pension Fund			
REPRESENTATIONS	In writing to Neil Ferris or by email to neil.ferris@merseysidewda.gov.uk			