



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: November 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. 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:

26th November 2010
4th February 2011
15th 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

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 2010/2011

COUNCILLOR	Portfolio Area	Address and Contact Details
K Cluskey (Chairperson) (Sefton)	<ul style="list-style-type: none"> • Procurement • Scrutiny • Public Consultation • MWHL Board Member • NWEO Representative • Liverpool City Region & Waste Board • <u>Sefton Borough Partnership Strategic Board.</u> • <u>RRC Procurement Scrutiny Panel</u> 	39 Kent Avenue Litherland Liverpool L21 7QJ Tel: 0151 920 3704 Email: kevin.cluskey@sefton.gov.uk
B Turner (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Strategy & resources 	118 Anfield Road Liverpool L4 0TF Tel: 0151 225 2354 Email: berni.turner@liverpool.gov.uk
T Anderson (Wirral)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	40 Broxton Avenue Prenton Birkenhead Wirral CH43 0SU Tel: 0151 608 1899 Email: tmanderson@wirral.gov.uk
D Tattersall (Sefton)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • MWHL Board Member • Appeals Committee 	3 Beresford Drive Southport PR9 7JY Tel: 01704 226 370 Email: tattersall.david@btconnect.com

T Moore (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Appeals Committee • Audit & Governance Committee 	3 Southampton Drive Cressington Heath Liverpool L19 2HE Tel: 07881 521 269 Email: timothy.moore@liverpool.gov.uk
A Brighouse (Wirral)	<ul style="list-style-type: none"> • Bidston Methane • Scrutiny • Public Consultation • Appeals Committee • Audit & Governance Committee • RRC Procurement Scrutiny Panel 	31 Grosvenor Road Oxton Birkenhead Wirral CH43 1TJ Tel: 0151 652 6041 Email: alanbrighouse@wirral.gov.uk
G Morgan (Deputy Chair) (Knowsley)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Appeals Committee • Audit & Governance Committee 	24 Malvern Avenue Huyton Knowsley L14 6TS Tel: 0151 489 5292 Email: graham.morgan@knowsley.gov.uk
T Concepcion (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • RRC Procurement Scrutiny Panel 	24 Woodbourne Road Liverpool L14 2DA Tel: 078742 16868 Email: tony.concepcion@liverpool.gov.uk
T Hargreaves (St Helens)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Procurement • Finance • RRC Procurement Scrutiny Panel 	3 Abbots Hall Avenue Clock Face St. Helens WA9 4UX Tel: 01744 678 915 Mobile: 0789 4305191 Email: cllrhargreaves@sthelens.gov.uk

Carl Beer Director	Various delegated matters	6th Floor, North House 17 North John Street Liverpool L2 5QY Tel: 0151 255 1444 Email: carlbeer@merseysidewda.gov.uk
Peter Williams Treasurer	Various delegated matters	6 th Floor, North House 17 North John Street Liverpool L2 5QY Tel: 0151 255 1444 Email: Peter.williams@merseysidewda.gov.uk
Mandy Valentine Clerk to the Authority	Various delegated matters	6th Floor, North House 17 North John Street Liverpool L2 5QY Tel: 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 Tel: 0151 255 1444 Email: neil.ferris@merseysidewda.gov.uk

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Item	Ref No.	Portfolio Area	Decision Date	Lead Officer
Annual Audit Letter	K40-10	Finance	26/11/2010	Peter Williams
Strategic Review Scoping Report	K46-10	Governance	26/11/2010	Carl Beer
Performance Report	K42-10	Governance	26/11/2010	Mandy Valentine
Equality Act	K41-10	Governance	04/02/2011	Paula Pocock
Budget Report	K43-10	Finance	04/02/2011	Peter Williams
Performance Report	K44-10	Governance	04/02/2011	Mandy Valentine
Annual Meeting & Timetable of Authority Meetings	K45-10	Full Authority	04/02/2011	Mandy Valentine
Operational Review	K39-10	Strategy & Resources	The report has been merged into the Strategic Review Scoping Report	Neil Ferris
Bidston Methane Ltd. Succession Strategy	K24-10	Operations	Withdrawn	Alex Murray

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KEY DECISION SHEET

Item for consideration	Annual Audit Letter			
File Reference	K40-10			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial *	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	Statutory report of the External Auditor			
Scrutiny area	Finance			
Date for decision	26 th November, 2010			
List of Background Papers for consideration	None			
Risk Management Implications	Breach of Statutory duty			
Prior consultation	Audit Plan, Governance report from Auditor			
Representations	In writing to Peter Williams or by email to Peter.Williams@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Strategic Review Scoping Report			
File Reference	K46-10			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	Proposes a strategic and operational review of service provision to improve cost effectiveness and efficiency			
Scrutiny area	Governance			
Date for decision	26 th November, 2010			
List of Background Papers for consideration	None			
Risk Management Implications	Failure to address Comprehensive Spending Review and financial pressures on constituent authorities			
Prior consultation				
Representations	In writing to Carl Beer or by email to enquiries@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Performance Report			
File Reference	K42-10			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	Performance
Reason for meeting Key Decision Criteria	Authority Members consider the report on performance and determine, where relevant, the actions required to improve performance			
Scrutiny area	Governance			
Date for decision	26 th November, 2010			
List of Background Papers for consideration	None			
Risk Management Implications	Failure to reach performance targets			
Prior consultation				
Representations	In writing to Mandy Valentine or by email to Mandy.Valentine@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	The Equality Act 2010			
File Reference	K41-10			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	The introduction of The Equality Act 2010			
Scrutiny area	Corporate Governance			
Date for decision	4 th February, 2011			
List of Background Papers for consideration	Authority Policies and Procedures			
Risk Management Implications	Failure to comply with employment legislation may leave the Authority open to legal challenge.			
Prior consultation				
Representations	In writing to Paula Pocock or by email to Paula.Pocock@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Budget Report			
File Reference	K43-10			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial *	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	The Authority is required to set a budget and agree a levy for the next financial year, before the statutory deadline			
Scrutiny area	Finance			
Date for decision	4 th February, 2011			
List of Background Papers for consideration	None			
Risk Management Implications	Breach of statutory duty			
Prior consultation				
Representations	In writing to Peter Williams or by email to Peter.Williams@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Performance Report			
File Reference	K44-10			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	Performance
Reason for meeting Key Decision Criteria	Authority Members consider the report on performance and determine, where relevant, the actions required to improve performance			
Scrutiny area	Governance			
Date for decision	4 th February, 2011			
List of Background Papers for consideration	None			
Risk Management Implications	Failure to reach performance targets			
Prior consultation				
Representations	In writing to Mandy Valentine or by email to Mandy.Valentine@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Annual Meeting and Timetable of Authority Meetings			
File Reference	K45-10			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	Requirement to set AGM
Reason for meeting Key Decision Criteria	To set the date of the Annual Meeting of the Authority and identify an appropriate timetable of meetings for the 2011/2012 Municipal Year			
Scrutiny area	Governance			
Date for decision	4 th February, 2011			
List of Background Papers for consideration	None			
Risk Management Implications	Statutory requirement to set a date for the Authority's Annual Meeting which must take place on or before 30 th June each year			
Prior consultation	None			
Representations	In writing to Mandy Valentine or by email to mandy.valentine@merseysidewda.gov.uk			