

**FORWARD PLAN**

**Publication Date: 31st July 2012**

# 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 Chief Executive, 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 Chief Executive 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 Chief Executive, 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:

21st September 2012

23rd November 2012

1st February 2013 (Budget and ordinary meeting)

19th April 2013

# 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 (Clerk to the Authority) on 0151-255-1444 or by e-mail at enquiries@merseysidewda.gov.uk

**AUTHORITY MEMBERSHIP 2012/2013**

|  |  |  |
| --- | --- | --- |
| **COUNCILLOR** | **Portfolio Area** | **Address and Contact Details** |
|  |
| J De Asha(Chairperson)(St Helens) | * Scrutiny
* Public Consultation
* Procurement Portfolio
* Mersey Waste Holdings Ltd Board
* North West Local Authorities’ Employers’ Organisation
* Strategy and Development Portfolio
* Chief Executive’s Appraisal Panel
* Audit and Governance Committee
* Community Fund 3 – Assessment Panel
* Contract Procurement
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| G Morgan(Deputy Chair)(Knowsley) | * Scrutiny
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* Appeals Committee
* Audit & Governance Committee
* Chief Executive’s Appraisal Panel
* Community Fund 3 – Assessment Panel
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| Peter WilliamsTreasurer | Various delegated matters | 6th Floor, North House17 North John StreetLiverpool L2 5QYTel: 0151 255 1444Email:Peter.williams@merseysidewda.gov.uk |
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| Mandy ValentineClerk to the Authority | Various delegated matters | 6th Floor, North House17 North John StreetLiverpool L2 5QYTel: 0151 255 1444Email: mandy.valentine@merseysidewda.gov.uk  |
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| Neil FerrisMonitoring Officer | Various delegated matters | 6th Floor, North House17 North John StreetLiverpool L2 5QYTel: 0151 255 1444Email: neil.ferris@merseysidewda.gov.uk  |

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| **Item** | **Ref No.** | **Portfolio Area** | **Decision Date** | **Lead Officer** |
| Quarterly Performance Report Q1 | K25-12 | Strategy and Development | 21/09/2012 | A Valentine |
| Amendment of the “Top Up” Landfill Contract | K26-12 | Operational | 21/09/2012 | N Ferris |

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

|  |  |
| --- | --- |
| **Item for consideration** | **Performance Report Q1 2012/13** |
| **File Reference** | **K25-12** |
| **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** | To inform Members of the Authority’s performance in relation to the delivery of the Corporate Plan. |
| **Scrutiny area** | **Strategy & Development** |
| **Date for decision** | 21st Sept 2012 |
| **List of Background Papers for consideration** |  |
| **Risk Management Implications** | Failure to manage performance risks non-achievement of targets  |
| **Prior consultation** |  |
| **Representations** | In writing to Mandy Valentine or by email to  Mandy.Valentine@merseysidewda.gov.uk  |

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

|  |  |
| --- | --- |
| **Item for consideration** | **Amendment of the “Top Up” Landfill Contract** |
| **File Reference** | **K26-12** |
| **Is the report likely to be private or public?** | Private |
| **Decision Maker** | **Full Authority** |
| **Key Decision Criteria** | **Financial****Y** | **Community Impact**N | **Other – please specify** |  |
| **Reason for meeting Key Decision Criteria** | Proposed Amendments have the potential to reduce risk within the Top up Contract for MWDA. |
| **Scrutiny area** | **Operational** |
| **Date for decision** | 21st September 2012 |
| **List of Background Papers for consideration** | Proposed amendments |
| **Risk Management Implications** | Proposed amendments have the potential to reduce the Authority’s risk to uncontrollable financial risks. |
| **Prior consultation** | FCC |
| **Representations** | In writing to Neil Ferris or by email to  Neil.Ferris@merseysidewda.gov.uk  |