



MERSEYSIDE WASTE DISPOSAL AUTHORITY

## FORWARD PLAN

**Publication Date: October 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:

23<sup>rd</sup> November 2012  
1<sup>st</sup> February 2013 (Budget and ordinary meeting)  
19<sup>th</sup> 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](mailto:enquiries@merseysidewda.gov.uk)

### AUTHORITY MEMBERSHIP 2012/2013

COUNCILLOR	Portfolio Area	Address and Contact Details
J De Asha (Chairperson) (St Helens)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Procurement Portfolio</li> <li>• Mersey Waste Holdings Ltd Board</li> <li>• North West Local Authorities' Employers' Organisation</li> <li>• Strategy and Development Portfolio</li> <li>• Chief Executive's Appraisal Panel</li> <li>• Audit and Governance Committee</li> <li>• Community Fund 3 – Assessment Panel</li> <li>• Contract Procurement</li> </ul>	628 Warrington Road Rainhill Prescot L35 0NS Tel: 01744 678 980 Email: <a href="mailto:cllrde'asha@sthelens.gov.uk">cllrde'asha@sthelens.gov.uk</a>
G Morgan (Deputy Chair) (Knowsley)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Appeals Committee</li> <li>• Audit &amp; Governance Committee</li> <li>• Chief Executive's Appraisal Panel</li> <li>• Community Fund 3 – Assessment Panel</li> </ul>	24 Malvern Avenue Huyton Knowsley L14 6TS Tel: 0151 489 5292 Email: <a href="mailto:graham.morgan@knowsley.gov.uk">graham.morgan@knowsley.gov.uk</a>

S Williams (Wirral)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Bidston Methane Ltd Board</li> </ul>	34 Beech Avenue Saughall Massie Upton Wirral CH49 4NJ Tel: 0151 677 8848 Email: <a href="mailto:stevewilliams@wirral.gov.uk">stevewilliams@wirral.gov.uk</a>
K Cluskey (Sefton)	<ul style="list-style-type: none"> <li>• Procurement Portfolio</li> <li>• Scrutiny</li> <li>• Public Consultation</li> </ul>	39 Kent Avenue Litherland Liverpool L21 7QJ Tel: 0151 920 3704 Email: <a href="mailto:kevin.cluskey@sefton.gov.uk">kevin.cluskey@sefton.gov.uk</a>
T Concepcion (Liverpool)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Operations Portfolio</li> <li>• Contract Procurement</li> <li>• Chief Executive's Appraisal Panel</li> <li>• Appeals Committee</li> <li>• MWHL Board</li> </ul>	24 Woodbourne Road Liverpool L14 2DA Tel: 078742 16868 Email: <a href="mailto:tony.concepcion@liverpool.gov.uk">tony.concepcion@liverpool.gov.uk</a>
S Munby (Liverpool)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> </ul>	Flat 2 11 Devonshire Road Liverpool L8 3TX Tel: 0151 225 2366 Email: <a href="mailto:Stephen.munby@liverpool.gov.uk">Stephen.munby@liverpool.gov.uk</a>
R Oglethorpe (Liverpool)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> </ul>	18 Desford Road Liverpool L19 3 <sup>rd</sup> Tel: 0151 427 3070 Email: <a href="mailto:Richard.oglethorpe@liverpool.gov.uk">Richard.oglethorpe@liverpool.gov.uk</a>

<p>P Hardy (Sefton)</p>	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Contract Procurement</li> <li>• Chief Executive's Appraisal Panel</li> <li>• Audit and Governance Committee</li> <li>• Community Fund 3 – Assessment Panel</li> </ul>	<p>6 Oxford Drive Liverpool L22 7RZ Tel: 0151 934 3361 Email: <a href="mailto:patricia.hardy@councillors.sefton.gov.uk">patricia.hardy@councillors.sefton.gov.uk</a></p>
<p>I Williams (Wirral)</p>	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Bidston Methane Ltd Board</li> <li>• Appeals Committee</li> <li>• Community Fund 3 – Assessment Panel</li> </ul>	<p>49 Parkhill Road Prenton Birkenhead Wirral CH42 9JD Tel: 0151 608 7806 Email: <a href="mailto:irenewilliams@wirral.gov.uk">irenewilliams@wirral.gov.uk</a></p>

Carl Beer Chief Executive	Various delegated matters	6th Floor, North House 17 North John Street Liverpool L2 5QY Tel: 0151 255 1444 Email: <a href="mailto:carlbeer@merseysidewda.gov.uk">carlbeer@merseysidewda.gov.uk</a>
Peter Williams Treasurer	Various delegated matters	6 <sup>th</sup> Floor, North House 17 North John Street Liverpool L2 5QY Tel: 0151 255 1444 Email: <a href="mailto:Peter.williams@merseysidewda.gov.uk">Peter.williams@merseysidewda.gov.uk</a>
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: <a href="mailto:mandy.valentine@merseysidewda.gov.uk">mandy.valentine@merseysidewda.gov.uk</a>
Neil Ferris Monitoring Officer	Various delegated matters	6th Floor, North House 17 North John Street Liverpool L2 5QY Tel: 0151 255 1444 Email: <a href="mailto:neil.ferris@merseysidewda.gov.uk">neil.ferris@merseysidewda.gov.uk</a>

## CONTENTS

<b>Item</b>	<b>Ref No.</b>	<b>Portfolio Area</b>	<b>Decision Date</b>	<b>Lead Officer</b>
Corporate Plan 2012 -2015	K28-12	Governance	23/11/2012	A Valentine
Interim residual waste treatment opportunity	K37-12	Procurement	23/11/2012	J Connell
Procurement Advisor Update	K40-12	Finance	23/11/2013	P Williams
Quarterly Performance Report Q2	K29-12	Strategy and Development	01/02/2013	A Valentine
Annual Meeting and Timetable of Authority Meetings 2013/14	K38-12	Governance	01/02/2013	A Valentine
Budget Report	K39-12	Finance	01/02/2013	P Williams



**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Item for consideration</b>	<b>Corporate Plan 2012 to 2015</b>			
<b>File Reference</b>	<b>K28-12</b>			
<b>Is the report likely to be private or public?</b>	Public			
<b>Decision Maker</b>	<b>Full Authority</b>			
<b>Key Decision Criteria</b>	<b>Financial</b>	<b>Community Impact</b>	<b>Other – please specify</b>	<b>Governance</b>
<b>Reason for meeting Key Decision Criteria</b>	To seek Members' approval of a revised Corporate Plan.			
<b>Scrutiny area</b>	<b>Governance</b>			
<b>Date for decision</b>	<b>23<sup>rd</sup> November 2012</b>			
<b>List of Background Papers for consideration</b>				
<b>Risk Management Implications</b>	Failure to set priorities and manage the future direction of the Authority.			
<b>Prior consultation</b>				
<b>Representations</b>	In writing to Mandy Valentine or by email to <a href="mailto:Mandy.Valentine@merseysidewda.gov.uk">Mandy.Valentine@merseysidewda.gov.uk</a>			

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Item for consideration</b>	<b>Interim residual waste treatment opportunity.</b>			
<b>File Reference</b>	<b>K37-12</b>			
<b>Is the report likely to be private or public?</b>	Private			
<b>Decision Maker</b>	<b>Full Authority</b>			
<b>Key Decision Criteria</b>	<b>Financial</b> Yes	<b>Community Impact</b> Yes	<b>Other – please specify</b>	
<b>Reason for meeting Key Decision Criteria</b>	Financially significant, impact on the community in terms of environmental well being.			
<b>Scrutiny area</b>	<b>Procurement</b>			
<b>Date for decision</b>	23 <sup>rd</sup> November 2012			
<b>List of Background Papers for consideration</b>				
<b>Risk Management Implications</b>	Opportunity to secure performance and financial efficiencies.			
<b>Prior consultation</b>				
<b>Representations</b>	In writing to John Connell or by email to <a href="mailto:John.Connell@merseysidewda.gov.uk">John.Connell@merseysidewda.gov.uk</a>			

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Item for consideration</b>	<b>Procurement adviser update</b>			
<b>File Reference</b>	<b>K40-12</b>			
<b>Is the report likely to be private or public?</b>	Private			
<b>Decision Maker</b>	<b>Full Authority</b>			
<b>Key Decision Criteria</b>	<b>Financial</b> ✓	<b>Community Impact</b>	<b>Other – please specify</b>	
<b>Reason for meeting Key Decision Criteria</b>	The report will update Members on the work being undertaken with procurement advisers to conclude the RRC procurement process			
<b>Scrutiny area</b>	<b>Finance</b>			
<b>Date for decision</b>	<b>23<sup>rd</sup> November 2012</b>			
<b>List of Background Papers for consideration</b>	None			
<b>Risk Management Implications</b>	Advice from the procurement advisers mitigates the Authority risks in the procurement process			
<b>Prior consultation</b>	None			
<b>Representations</b>	In writing to Peter Williams or by email to <a href="mailto:Peter.Williams@merseysidewda.gov.uk">Peter.Williams@merseysidewda.gov.uk</a>			

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Item for consideration</b>	<b>Performance Report Quarter 2 12/13</b>			
<b>File Reference</b>	<b>K29-12</b>			
<b>Is the report likely to be private or public?</b>	Public			
<b>Decision Maker</b>	<b>Full Authority</b>			
<b>Key Decision Criteria</b>	<b>Financial</b>	<b>Community Impact</b>	<b>Other – please specify</b>	Governance
<b>Reason for meeting Key Decision Criteria</b>	To inform Members of the Authority's performance in relation to the delivery of the Corporate Plan.			
<b>Scrutiny area</b>	<b>Strategy and Development</b>			
<b>Date for decision</b>	<b>1<sup>st</sup> February 2013</b>			
<b>List of Background Papers for consideration</b>				
<b>Risk Management Implications</b>	Failure to manage performance risks non-achievement of targets			
<b>Prior consultation</b>				
<b>Representations</b>	In writing to Mandy Valentine or by email to <a href="mailto:Mandy.Valentine@merseysidewda.gov.uk">Mandy.Valentine@merseysidewda.gov.uk</a>			

## MERSEYSIDE WASTE DISPOSAL AUTHORITY

### KEY DECISION SHEET

<b>Item for consideration</b>	<b>Annual Meeting and Timetable of Authority Meetings 2013/14</b>			
<b>File Reference</b>	<b>K38-12</b>			
<b>Is the report likely to be private or public?</b>	Public			
<b>Decision Maker</b>	<b>Full Authority</b>			
<b>Key Decision Criteria</b>	<b>Financial</b>	<b>Community Impact</b>	<b>Other – please specify</b>	Requirement to set AGM
<b>Reason for meeting Key Decision Criteria</b>	To set the date of the Annual Meeting of the Authority and identify an appropriate timetable of meetings for the 2013/14 Municipal Year			
<b>Scrutiny area</b>	<b>Governance</b>			
<b>Date for decision</b>	1 <sup>st</sup> February 2013			
<b>List of Background Papers for consideration</b>	None			
<b>Risk Management Implications</b>	Statutory requirement to set a date for the Authority's Annual Meeting which must take place on or before 30 <sup>th</sup> June each year			
<b>Prior consultation</b>	None			
<b>Representations</b>	In writing to Mandy Valentine or by email to <a href="mailto:Mandy.Valentine@merseysidewda.gov.uk">Mandy.Valentine@merseysidewda.gov.uk</a>			

## MERSEYSIDE WASTE DISPOSAL AUTHORITY

### KEY DECISION SHEET

<b>Item for consideration</b>	<b>Budget Report</b>			
<b>File Reference</b>	<b>K39-12</b>			
<b>Is the report likely to be private or public?</b>	Public			
<b>Decision Maker</b>	<b>Full Authority</b>			
<b>Key Decision Criteria</b>	<b>Financial</b> ✓	<b>Community Impact</b>	<b>Other – please specify</b>	
<b>Reason for meeting Key Decision Criteria</b>	The Authority's budget, levy and prudential indicators need to be approved by the full authority to enable the Authority to spend to meet its operational plans, to raise the finance from Districts and to manage its resources.			
<b>Scrutiny area</b>	<b>Finance</b>			
<b>Date for decision</b>	1 <sup>st</sup> February 2013			
<b>List of Background Papers for consideration</b>	None			
<b>Risk Management Implications</b>	Unless the budget, levy and prudential indicators are approved the Authority will be unable to meet its statutory duties.			
<b>Prior consultation</b>	None			
<b>Representations</b>	In writing to Peter Williams or by email to <a href="mailto:Peter.Williams@merseysidewda.gov.uk">Peter.Williams@merseysidewda.gov.uk</a>			

