



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: September 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. 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

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)	<ul style="list-style-type: none"> • 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 	628 Warrington Road Rainhill Prescot L35 0NS Tel: 01744 678 980 Email: cllrde'asha@sthelens.gov.uk
G Morgan (Deputy Chair) (Knowsley)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Appeals Committee • Audit & Governance Committee • Chief Executive's Appraisal Panel • Community Fund 3 – Assessment Panel 	24 Malvern Avenue Huyton Knowsley L14 6TS Tel: 0151 489 5292 Email: graham.morgan@knowsley.gov.uk

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

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

Carl Beer Chief Executive	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
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
Authority Appointments	K27-12	Corporate Governance	21/09/2012	A Valentine
Statement of Accounts and Letter of Management Representation	K30-12	Finance	21/09/2012	P Williams
External Auditor Annual Governance Report	K31-12	Finance	21/09/2012	P Williams
Internal Audit Reports	K32-12	Finance	21/09/2012	P Williams
Revised Disciplinary Policy and Procedure	K35-12	Corporate Governance	21/09/2012	N Ferris
Relocation Update	K36-12	Finance	21/09/2012	P Williams
Corporate Plan 2012 -2015	K28-12	Governance	23/11/2012	A Valentine
Quarterly Performance Report Q2	K29-12	Strategy and Development	01/02/2013	A Valentine

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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			

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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	21 st 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			

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KEY DECISION SHEET

Item for consideration	Authority Appointments			
File Reference	K27-12			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	Governance
Reason for meeting Key Decision Criteria	Requirement to seek further nominations to various committees following a change in membership of the Authority.			
Scrutiny area	Corporate Governance			
Date for decision	21 st September 2012			
List of Background Papers for consideration	None			
Risk Management Implications	Failure to appoint members may lead to a failure to hold committee meetings where they are inquarate.			
Prior consultation	None			
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 Statement of Accounts and the Letter of Management Representation			
File Reference	K30-12			
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	The Statement of accounts must be approved by those charged with governance, to comply with statutory proper practice, for MWDA that is the full authority. The Letter of Management Representation must be approved by the same body			
Scrutiny area	Finance			
Date for decision	21st September 2012			
List of Background Papers for consideration	None			
Risk Management Implications	If the Authority does not approve the accounts it fails to meet a key statutory duty, this process includes the Letter of Management Representation			
Prior consultation	None			
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	External Auditor Report to those charged with governance			
File Reference	K31-12			
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	The Auditor is required to report to those charged with governance – in this case the Authority – before issuing the opinion on the audit of accounts			
Scrutiny area	Finance			
Date for decision	21st September 2012			
List of Background Papers for consideration	None			
Risk Management Implications	If the auditor does not report then the audit opinion can not be issued and the Authority will fail to meet a statutory duty			
Prior consultation	None			
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	Internal Audit reports			
File Reference	K32-12			
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	The Internal Auditor reports to the Authority to provide assurance that the Governance Arrangements are adequate and effective.			
Scrutiny area	Finance			
Date for decision	21st September 2012			
List of Background Papers for consideration	None			
Risk Management Implications	If the Internal Auditor did not report then the risk to the Authority's Governance arrangements would increase			
Prior consultation	None			
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	Revised Disciplinary Policy and Procedure			
File Reference	K35-12			
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	Revision of Disciplinary Policy and Procedure to ensure fair and consistent application			
Scrutiny area	Corporate Governance			
Date for decision	21 st September 2012			
List of Background Papers for consideration	Revised Disciplinary Policy and Procedure			
Risk Management Implications	Failure to ensure fairness and consistent application of Policy and Procedure may leave the Authority open to legal challenge.			
Prior consultation				
Representations	In writing to Neil Ferris or by email to neil.ferris@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Co-Location update			
File Reference	K36-12			
Is the report likely to be private or public?	Private			
Decision Maker	Full Authority			
Key Decision Criteria	Financial ✓	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	The financial impact of the decision requires an Authority approval			
Scrutiny area	Finance			
Date for decision	21 September 2012			
List of Background Papers for consideration	None			
Risk Management Implications	The lease cannot be signed without the decision			
Prior consultation	None			
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	Corporate Plan 2012 to 2015			
File Reference	K28-12			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	Governance
Reason for meeting Key Decision Criteria	To seek Members' approval of a revised Corporate Plan.			
Scrutiny area	Governance			
Date for decision	23rd November 2012			
List of Background Papers for consideration				
Risk Management Implications	Failure to set priorities and manage the future direction of the Authority.			
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	Performance Report Quarter 2 12/13			
File Reference	K29-12			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	Governance
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 and Development			
Date for decision	1st February 2013			
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			