



MERSEYSIDE WASTE DISPOSAL AUTHORITY

## **FORWARD PLAN**

**Publication Date: November 2016**

### **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:-*

- (i) incurring expenditure or making savings which are financially significant, unless the specific expenditure or saving has previously been agreed by the Authority; or*
- (ii) which, in the view of the Chief Executive, in consultation with the Chair, is significant in terms of its effect 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 Chair. The second part of the meeting will be made available for any scrutiny discussions.

The current schedule of meetings is as follows:

25th November 2016  
3rd February 2017 (Budget and ordinary meeting)  
21st April 2017

## **Scrutiny Arrangements**

Two Members of the Authority may request that the Chair 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 2016/17

<b>COUNCILLOR</b>	<b>Responsibilities</b>	<b>Address and Contact Details</b>
Graham Morgan (Chair) (Knowsley)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• MWDA Portfolio</li> <li>• Forward Planning Member's Panel</li> <li>• Appeals Committee</li> <li>• Audit and Governance Committee</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>
Tony Concepcion (Deputy Chair) (Liverpool)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• MWDA Portfolio</li> <li>• Forward Planning Member's Panel</li> <li>• Appeals Committee</li> <li>• Mersey Waste Holdings Ltd</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>
Kevin Cluskey (Sefton)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Appeals Committee</li> <li>• Audit and Governance Committee</li> <li>• Investigating and Disciplinary Committee (Chair)</li> <li>• Mersey Waste Holdings Ltd</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>
Steve Williams (Wirral)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Bidston Methane Ltd Board</li> <li>• Investigating and Disciplinary Committee</li> <li>• Appeals Committee</li> <li>• Audit &amp; Governance Committee</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>

<p>Laura Robertson-Collins (Liverpool)</p>	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Investigating and Disciplinary Committee</li> <li>• Mersey Waste Holdings Ltd</li> </ul>	<p>Labour Group Office Municipal Buildings Dale Street Liverpool L2 2DH Tel: 07980 311545 Email: <a href="mailto:laura.robertson-collins@liverpool.gov.uk">laura.robertson-collins@liverpool.gov.uk</a></p>
<p>Alan Cunliffe (St Helens)</p>	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Forward Planning Member's Panel</li> <li>• Audit and Governance Committee</li> <li>• Bidston Methane Ltd Board</li> </ul>	<p>31 Stanley Avenue Rainford St Helens WA11 8HU Tel: 01744 677 280 Email: <a href="mailto:cllracunliffe@sthelens.gov.uk">cllracunliffe@sthelens.gov.uk</a></p>
<p>Tony Norbury (Wirral)</p>	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• North West Employers Organisation</li> </ul>	<p>58 Glenwood Drive Irby Wirral CH61 4UH Tel: 07952 297 652 Email: <a href="mailto:tonynorbury@wirral.gov.uk">tonynorbury@wirral.gov.uk</a></p>
<p>Michael O'Brien (Sefton)</p>	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> </ul>	<p>68 Bark Road Litherland Merseyside L21 7QP Tel: 07847 462 769 Email: <a href="mailto:michael.o'brien@councillors.sefton.gov.uk">michael.o'brien@councillors.sefton.gov.uk</a></p>
<p>Carol Sung (Liverpool)</p>	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> </ul>	<p>c/o Labour Group Office Cunard Buildings Water Street Liverpool L3 1QB Tel: 0151 233 0420 Email: <a href="mailto:carol.sung@liverpool.gov.uk">carol.sung@liverpool.gov.uk</a></p>

<p>Carl Beer Chief Executive</p>	<p>Various delegated matters</p>	<p>7<sup>th</sup> Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: <a href="mailto:carlbeer@merseysidewda.gov.uk">carlbeer@merseysidewda.gov.uk</a></p>
<p>Peter Williams Treasurer</p>	<p>Various delegated matters</p>	<p>7<sup>th</sup> Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: <a href="mailto:Peter.williams@merseysidewda.gov.uk">Peter.williams@merseysidewda.gov.uk</a></p>
<p>Paula Pocock Clerk to the Authority</p>	<p>Various delegated matters</p>	<p>7<sup>th</sup> Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: <a href="mailto:paula.pocock@merseysidewda.gov.uk">paula.pocock@merseysidewda.gov.uk</a></p>
<p>Ian Stephenson Monitoring Officer</p>	<p>Various delegated matters</p>	<p>7<sup>th</sup> Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: <a href="mailto:ian.stephenson@merseysidewda.gov.uk">ian.stephenson@merseysidewda.gov.uk</a></p>

## CONTENTS

<b>Item</b>	<b>Ref No.</b>	<b>Decision Date</b>	<b>Lead Officer</b>
Corporate Plan - Review	K22-16	25/11/2016	P Williams
Community Fund 2017-18	K28-16	25/11/2016	G Stevenson
External Auditor's Annual Audit Letter	K29-16	25/11/2016	P Williams
Changes to arrangements for appointment of external auditor	K30-16	25/11/2016	P Williams
Resource Recovery Contract – Project Update	K31-16	25/11/2016	I Stephenson
Internal Audit – Corporate Governance	K32-16	25/11/2016	P Williams

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>Corporate Plan Review 2016</b>			
<b>File Reference</b>	<b>K22-16</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>Matter in respect of which a Key Decision is required.</b>	To seek Members' views following a review of the Authority's Corporate Plan.			
<b>Scrutiny area</b>	<b>Governance</b>			
<b>Date for decision</b>	25 <sup>th</sup> November 2016			
<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 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>Title</b>	<b>Community Fund 2017-18</b>			
<b>File Reference</b>	<b>K28-16</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> Environmental benefits	
<b>Matter in respect of which a Key Decision is required.</b>	To approve the budget and details of the annual scheme for the Community Fund in accordance with the policy framework.			
<b>Scrutiny area</b>	Strategy / Governance			
<b>Date for decision</b>	25 <sup>th</sup> November 2016			
<b>List of Background Papers for consideration</b>	The 2016-17 scheme was approved in February 2016 (WDA/02/16).			
<b>Risk Management Implications</b>	<ol style="list-style-type: none"> <li>1. Failure to demonstrate value for money</li> <li>2. Failure to make the application process transparent and simple enough to encourage applications from across the region</li> <li>3. Failure to address resource requirements to manage the Community Fund</li> </ol>			
<b>Prior consultation</b>	NA			
<b>Representations</b>	In writing to or by email to <a href="mailto:glynn.stevenson@merseysidewda.gov.uk">glynn.stevenson@merseysidewda.gov.uk</a>			

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>External auditor's annual audit letter</b>			
<b>File Reference</b>	<b>K29-16</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>  x	<b>Community Impact</b>	<b>Other – please specify</b>	
<b>Matter in respect of which a Key Decision is required.</b>	Members are required to consider and approve the External Auditor's annual audit letter			
<b>Scrutiny area</b>	<b>Finance</b>			
<b>Date for decision</b>	25th November 2016			
<b>List of Background Papers for consideration</b>	N/A			
<b>Risk Management Implications</b>	It is a statutory requirement for those charged with Governance to consider the annual audit letter			
<b>Prior consultation</b>	NA			
<b>Representations</b>	In writing to 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>Title</b>	<b>Changes to arrangements for appointment of external auditor</b>			
<b>File Reference</b>	<b>K30-16</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>Matter in respect of which a Key Decision is required.</b>	The Authority is required to consider how it engages external auditors in the future			
<b>Scrutiny area</b>	<b>Finance</b>			
<b>Date for decision</b>	25th November 2016			
<b>List of Background Papers for consideration</b>	N/A			
<b>Risk Management Implications</b>	This is a statutory requirement and is a decision reserved to Members of the Authority			
<b>Prior consultation</b>	N/A			
<b>Representations</b>	In writing to 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>Title</b>	<b>Resource Recovery Contract – Project Update</b>			
<b>File Reference</b>	<b>K31-16</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>	X For info only
<b>Matter in respect of which a Key Decision is required.</b>	The Authority's Resource Recovery Contract (RRC), signed in December 2013 is currently in commissioning and was planned to be 'fully operational' from 1 <sup>st</sup> October 2016. This report is for information to note the status of progress of the contract and potential implications for the Authority and key stakeholders.			
<b>Scrutiny area</b>	Contracts			
<b>Date for decision</b>	25 <sup>th</sup> November 2016			
<b>List of Background Papers for consideration</b>	None			
<b>Risk Management Implications</b>	Failure to engage with and inform Members of progress of development of the RRC and emerging issues could result in poor contract governance.			
<b>Prior consultation</b>	None			
<b>Representations</b>	In writing to or by email to <a href="mailto:ian.stephenson@merseysidewda.gov.uk">ian.stephenson@merseysidewda.gov.uk</a>			

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>Internal Audit – Corporate Governance</b>			
<b>File Reference</b>	<b>K32-16</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>Matter in respect of which a Key Decision is required.</b>	The report needs to be considered by Members of the Authority who are ‘those charged with governance’			
<b>Scrutiny area</b>	<b>Finance</b>			
<b>Date for decision</b>	25 November 2016			
<b>List of Background Papers for consideration</b>	N/A			
<b>Risk Management Implications</b>	Members need to understand whether there is an effective framework of Corporate Governance in place at the Authority which they can seek to take assurance from. This report contributes to the assurance that Members can seek to take.			
<b>Prior consultation</b>	N/A			
<b>Representations</b>	In writing to or by email to <a href="mailto:peter.williams@merseysidewda.gov.uk">peter.williams@merseysidewda.gov.uk</a>			