



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: June 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. 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:

24th June 2016 (AGM)
23rd September 2016
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

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 2015/16

COUNCILLOR	Responsibilities	Address and Contact Details
Graham Morgan (Chair) (Knowsley)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • MWDA Portfolio • Forward Planning Member's Panel • Appeals Committee • Audit and Governance Committee 	24 Malvern Avenue Huyton Knowsley L14 6TS Tel: 0151 489 5292 Email: graham.morgan@knowsley.gov.uk
Tony Concepcion (Deputy Chair) (Liverpool) Member until 1 st July, 2016	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • MWDA Portfolio • Forward Planning Member's Panel • Appeals Committee • Mersey Waste Holdings Ltd 	24 Woodbourne Road Liverpool L14 2DA Tel: 078742 16868 Email: tony.concepcion@liverpool.gov.uk
Kevin Cluskey (Sefton)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Appeals Committee • Audit and Governance Committee • Investigating and Disciplinary Committee • Mersey Waste Holdings Ltd • North West Employers Organisation 	39 Kent Avenue Litherland Liverpool L21 7QJ Tel: 0151 920 3704 Email: kevin.cluskey@sefton.gov.uk
Steve Williams (Wirral)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Bidston Methane Ltd Board • Investigating and Disciplinary Committee 	34 Beech Avenue Saughall Massie Upton Wirral CH49 4NJ Tel: 0151 677 8848 Email: stevewilliams@wirral.gov.uk

<p>Laura Robertson-Collins (Liverpool)</p>	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Investigating and Disciplinary Committee • Mersey Waste Holdings Ltd 	<p>Labour Group Office Municipal Buildings Dale Street Liverpool L2 2DH Tel: 07980 311545 Email: laura.robertson-collins@liverpool.gov.uk</p>
<p>Alan Cunliffe (St Helens)</p>	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Forward Planning Member's Panel • Audit and Governance Committee 	<p>31 Stanley Avenue Rainford St Helens WA11 8HU Tel: 01744 677 280 Email: cllracunliffe@sthelens.gov.uk</p>
<p>Tony Norbury (Wirral) (effective from 24th June 2016)</p>	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	<p>58 Glenwood Drive Irby Wirral CH61 4UH Tel: 07952 297 652 Email: tonynorbury@wirral.gov.uk</p>
<p>Michael O'Brien (Sefton) (effective from 24th June 2016)</p>	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	<p>68 Bark Road Litherland Merseyside L21 7QP Tel: 07847 462 769 Email: michael.o'brien@councillors.sefton.gov.uk</p>
<p>Andrew Foxley (Liverpool) Member until 1st July 2016</p>	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	<p>c/o Labour Group Office Municipal Building Dale Street Liverpool Tel:07899 745 858 Email: Andrew.Foxley@liverpool.gov.uk</p>

Carol Sung (Liverpool) Member from 1 st July 2016	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	c/o Labour Group Office Cunard Buildings Water Street Liverpool L3 1QB Tel: 0151 233 0420 Email: carol.sung@liverpool.gov.uk
Laurence Brown (Liverpool) Member from 1st July 2016	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	c/o Minority Group Office 6th Floor Cunard Building Liverpool L3 1QB Tel: 0151 233 0428 Email: Lawrence.Brown@liverpool.gov.uk

Carl Beer Chief Executive	Various delegated matters	7 th Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: carlbeer@merseysidewda.gov.uk
Peter Williams Treasurer	Various delegated matters	7 th Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: Peter.williams@merseysidewda.gov.uk
Mandy Valentine Clerk to the Authority / Monitoring Officer	Various delegated matters	7 th Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: amanda.valentine@merseysidewda.gov.uk

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Item	Ref No.	Decision Date	Lead Officer
Questions on the Discharge of Functions	K15-16	24/06/2016	Mandy Valentine
Scheme of Delegation & Constitution	K16-16	24/06/2016	Mandy Valentine
Appointment of Committees and Representation on Other Bodies	K17-16	24/06/2016	Mandy Valentine
Waste Composition Analysis	K18-16	24/06/2016	Stuart Donaldson
Outturn Report 15/16	K19-16	24/06/2016	Peter Williams
Internal Audit Reports	K20-16	24/06/2016	Peter Williams

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KEY DECISION SHEET

Title	Appointment of Committees and Representation on Other Bodies			
File Reference	K15-16			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	Governance
Matter in respect of which a Key Decision is required.	The Authority's constitution and changes to its membership following District Council AGM's require a review committees and representation on other bodies.			
Scrutiny area	Governance			
Date for decision	24 th June 2016			
List of Background Papers for consideration	None			
Risk Management Implications	It is good corporate governance to effectively delegate responsibility to committees and to identify appropriate levels of representation on other bodies.			
Prior consultation				
Representations	In writing to or by email to mandy.valentine@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	Questions on the Discharge of Functions			
File Reference	K16-16			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	Governance
Matter in respect of which a Key Decision is required.	The Authority is required each year to nominate Members to answer questions at each of the District Council's own proceedings on behalf of the Authority.			
Scrutiny area	Governance			
Date for decision	24 th June 2016			
List of Background Papers for consideration	None			
Risk Management Implications	Risk of inconsistencies unless a single Member from each District Council is identified to answer questions regarding the Authority's activities.			
Prior consultation				
Representations	In writing to or by email to mandy.valentine@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	Scheme of Delegation and Constitution			
File Reference	K17-16			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	Governance
Matter in respect of which a Key Decision is required.	The Authority's Constitution requires the Scheme of Delegation to be adopted at the Annual Meeting each year. This report will also identify any proposed changes to the Constitution following an annual review.			
Scrutiny area	Governance			
Date for decision	24 th June 2016			
List of Background Papers for consideration	None			
Risk Management Implications	Failure to adopt the Scheme of Delegation is a breach of the Authority Procedural Rules			
Prior consultation				
Representations	In writing to or by email to mandy.valentine@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	Waste Composition Analysis Report 2016			
File Reference	K18-16			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial Yes	Community Impact Yes	Other – please specify	
Matter in respect of which a Key Decision is required.	To note the report and the recommendations from the Waste Composition Analysis.			
Scrutiny area	Strategy/Governance			
Date for decision	24 June 2016			
List of Background Papers for consideration	Waste Composition Analysis Report			
Risk Management Implications	<p>Failure to utilise the information from the analysis will make it more difficult to inform strategic development of managing household waste now and in the future.</p> <p>Partners could fail to make informed decisions on collection and treatment which could impact on the ability to meet targets, national requirements and procure appropriately.</p> <p>Failure to target issues relating to behavioural change to increase recycling, reuse and address contamination</p>			
Prior consultation	District waste management teams/Senior Officers.			
Representations	In writing to or by email to stuart.donaldson@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	Outturn report 2015-16			
File Reference	K19-16			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial ✓	Community Impact	Other – please specify	
Matter in respect of which a Key Decision is required.	Financial performance of the Authority requires review by Members			
Scrutiny area	Finance			
Date for decision	24 th June 2016			
List of Background Papers for consideration	None			
Risk Management Implications	Members need to understand the financial position of the Authority to enable them to make informed decisions about financial and operational issues			
Prior consultation	None			
Representations	In writing to or by email to peter.williams@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	Internal audit reports			
File Reference	K20-16			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial ✓	Community Impact	Other – please specify	
Matter in respect of which a Key Decision is required.	The adequacy of arrangements for the governance and control of Authority business			
Scrutiny area	Finance			
Date for decision	24 th June 2016			
List of Background Papers for consideration	None			
Risk Management Implications	Members need to understand the relative strength of the Authority's arrangements for ensuring its governance and controls are effective in practice, so that they can understand the control environment surrounding the decisions they make			
Prior consultation	None			
Representations	In writing to or by email to peter.williams@merseysidewda.gov.uk			