



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: June 2017

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:

23rd June 2017 (AGM)
22nd September 2017
24th November 2017
2nd February 2018 (Budget & ordinary meeting)
20th April 2018

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

AUTHORITY MEMBERSHIP 2016/17

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)	<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) (effective until 17 th June 2017)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Appeals Committee • Audit and Governance Committee • Investigating and Disciplinary Committee (Chair) • Mersey Waste Holdings Ltd 	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 • Appeals Committee • Audit & Governance 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) (effective until 17th June 2017)</p>	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Forward Planning Member's Panel • Audit and Governance Committee • Bidston Methane Ltd Board 	<p>31 Stanley Avenue Rainford St Helens WA11 8HU Tel: 01744 677 280 Email: cllracunliffe@sthelens.gov.uk</p>
<p>Tony Norbury (Wirral)</p>	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • North West Employers Organisation 	<p>20 Castle Street Birkenhead CH41 5ES Tel: 07952 297 652 Email: tonynorbury@wirral.gov.uk</p>
<p>Michael O'Brien (Sefton)</p>	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Forward Planning Panel 	<p>68 Bark Road Litherland Merseyside L21 7QP Tel: 07847 462 769 Email: michael.o'brien@councillors.sefton.gov.uk</p>
<p>Carol Sung (Liverpool)</p>	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	<p>c/o Labour Group Office Cunard Buildings Water Street Liverpool L3 1QB Tel: 0151 233 0420 Email: carol.sung@liverpool.gov.uk</p>

Charlie Preston (St Helens) (effective from 17 th June 2017)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	61 Belvedere Road Newton-Le-Willows Merseyside WA12 0JS Tel: 01744 677323 Email: cllrpreston@sthelens.gov.uk
Diane Roscoe (Sefton) (effective from 17 th June 2017)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	15 Cambridge Avenue Crosby Liverpool L23 7XN Tel: 07557649055 Email: diane.roscoe@councillors.sefton.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
Paula Pocock Clerk to the Authority	Various delegated matters	7 th Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: paula.pocock@merseysidewda.gov.uk

Ian Stephenson Monitoring Officer	Various delegated matters	7 th Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: ian.stephenson@merseysidewda.gov.uk
---	---------------------------	---

CONTENTS

Item	Ref No.	Decision Date	Lead Officer
Outturn Report	K15-17	23/06/2017	P Williams
Questions on the Discharge of Functions	K16-17	23/06/2017	P Pocock
Scheme of Delegation	K17-17	23/06/2017	P Pocock
Appointments of Committees and Representation on other Bodies	K18-17	23/06/2017	P Pocock
RRC Contract Progress Update	K19-17	23/06/2017	I Stephenson
Internal Audit – Follow up of Recommendations	K20-17	23/06/2017	P Williams

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	Outturn Report			
File Reference	K15-17			
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.	For Members to understand the revenue and capital outturn position and to understand the Prudential Indicators			
Scrutiny area	Finance			
Date for decision	23 June 2017			
List of Background Papers for consideration	N//A			
Risk Management Implications	Members need to understand the financial performance and relative strength of the Authority's financial arrangements			
Prior consultation	N/a			
Representations	In writing to or by email to peter.williams@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	Questions on the Discharge of Functions			
File Reference	K16-17			
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	23 rd June 2017			
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 paula.pocock@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	Scheme of Delegation and Constitution			
File Reference	K17-17			
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	23 rd June 2017			
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 paula.pocock@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	Appointments of Committees and Representation on other Bodies.			
File Reference	K18-17			
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	23 rd June 2017			
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 paula.pocock@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	RRC Contract Progress Update			
File Reference	K19-17			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	X – for info only
Matter in respect of which a Key Decision is required.	This report is for information only, to note the status of progress of the new contract and any potential implications for the Authority and key stakeholders.			
Scrutiny area	Contracts			
Date for decision	23 rd June 2017			
List of Background Papers for consideration	None			
Risk Management Implications	Failure to engage with and inform Members of progress of development of the RRC and emerging issues could result in poor contract governance.			
Prior consultation	Chairperson			
Representations	In writing to or by email to ian.stephenson@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	Internal Audit – follow up of recommendations			
File Reference	K20-17			
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.	Internal audit's report shows Members that their recommended improvements are being implemented			
Scrutiny area	Finance			
Date for decision	23 June 2017			
List of Background Papers for consideration	N/A			
Risk Management Implications	The Authority's governance is strengthened by Members overview of the corporate governance frameworks and the effectiveness of the arrangements as assessed by internal audit, and by managements response to the recommended improvements			
Prior consultation	N/a			
Representations	In writing to or by email to peter.williams@merseysidewda.gov.uk			