



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: September 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:

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 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)	<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)</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>58 Glenwood Drive Irby Wirral CH61 4UH 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 	<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>

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

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Item	Ref No.	Decision Date	Lead Officer
Strategic Review Funding Report	K21-16	23/09/2016	P Williams
Statement of Accounts	K23-16	23/09/2016	P Williams
Report to those charged with Governance	K24-16	23/09/2016	P Williams
Waste Development Fund	K25-16	23/09/2016	P Williams
Waste Strategy Issues	K26-16	23/09/2016	C Beer
Temporary Appointments for Clerk & Monitoring Officer	K27-16	23/09/2016	A Valentine
Corporate Plan - Review	K22-16	25/11/2016	A Valentine

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KEY DECISION SHEET

Title	Strategic review – funding report			
File Reference	K21-16			
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 Liverpool City Region’s Chief Executives and leader have agreed to a strategic review of Waste Disposal and Collection across the City Region, they have asked the Authority to pay for the review, this report identifies where the funds for the report may be found and seeks Members agreement to release the funds for the review.			
Scrutiny area	Finance			
Date for decision	23 rd September 2016			
List of Background Papers for consideration	None			
Risk Management Implications	Without agreement by Members there are no funds at the Authority which are authorised to be used to finance the strategic review			
Prior consultation	None			
Representations	In writing to or by email to peter.williams@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	Statement of Accounts			
File Reference	K23-16			
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 statement of accounts must be approved annually by ‘those charged with governance’ which in this case is the full Authority or the Audit Committee			
Scrutiny area	Finance			
Date for decision	23 rd September 2016			
List of Background Papers for consideration	N/a			
Risk Management Implications	The statement of accounts provides a public statement of the Authority’s expenditure and income for the year, and the assets and liabilities it managed during the year. It is an important public statement and a statutory requirement for the Authority to approve it by 30 th September			
Prior consultation	n/a			
Representations	In writing to or by email to peter.williams@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	Auditors report to those charged with governance			
File Reference	K24-16			
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.	Those charged with governance at the authority (the Authority or the Audit Committee) are required to receive the report from the auditor before considering whether to approve the annual statement of accounts			
Scrutiny area	Finance			
Date for decision	23 rd September, 2016			
List of Background Papers for consideration	n/a			
Risk Management Implications	This is a statutory requirement and is key to the governance of the Authority			
Prior consultation	n/a			
Representations	In writing to or by email to peter.williams@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	Waste Development Fund			
File Reference	K25-16			
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 Waste Development Fund was distributed under the terms of a MoU signed by all parties. The MoU stipulated that a report would be made to the Authority in September each year setting out progress and plans under the MoU, Members to note the report			
Scrutiny area	Finance			
Date for decision	23 rd September, 2016			
List of Background Papers for consideration	n/a			
Risk Management Implications	If the report is not made to the Authority the terms of the MoU will not have been met, leading to a risk of challenge			
Prior consultation	n/a			
Representations	In writing to or by email to peter.williams@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	Waste Strategy Issues			
File Reference	K26-16			
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.	Potential financial and community impact			
Scrutiny area				
Date for decision	23 rd September, 2016			
List of Background Papers for consideration				
Risk Management Implications	Risk of failure to anticipate and prepare for changes to future UK waste strategy and legislation			
Prior consultation				
Representations	In writing to or by email to carlbeer@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	Temporary Appointments of Clerk and Monitoring Officer			
File Reference	K27-16			
Is the report likely to be private or public?	No			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	Governance
Matter in respect of which a Key Decision is required.	To appoint an acting Clerk and acting Monitoring Officer to the Authority.			
Scrutiny area	Governance			
Date for decision	23 rd September 2016			
List of Background Papers for consideration				
Risk Management Implications	Failure to appoint statutory officers would be in breach of statutory obligations.			
Prior consultation				
Representations	In writing to or by email to mandy.valentine@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	Corporate Plan Review 2016			
File Reference	K22-16			
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.	To seek Members' views following a review of the Authority's Corporate Plan.			
Scrutiny area	Governance			
Date for decision	25 th November 2016			
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			