



MERSEYSIDE WASTE DISPOSAL AUTHORITY

## **FORWARD PLAN**

**Publication Date: August 2015**

### **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:

25<sup>th</sup> September 2015  
20<sup>th</sup> November 2015  
5<sup>th</sup> February 2016 (Budget & ordinary meeting)  
22<sup>nd</sup> April 2016

## **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 2015/16

COUNCILLOR	Responsibilities	Address and Contact Details
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</li> <li>• Mersey Waste Holdings Ltd</li> <li>• North West Employers Organisation</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> </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> </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>Irene Williams (Wirral)</p>	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Bidston Methane Ltd Board</li> <li>• Appeals Committee</li> </ul>	<p>49 Parkhill Road Prenton Birkenhead Wirral CH42 9JD Tel: 0151 608 7806 Email: <a href="mailto:irenewilliams@wirral.gov.uk">irenewilliams@wirral.gov.uk</a></p>
<p>John Fairclough (Sefton)</p>	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Forward Planning Panel</li> <li>• Audit and Governance Committee</li> </ul>	<p>34 Queens Road Bootle L20 7BS Tel: 0151 476 7621 Email: <a href="mailto:john.fairclough@councillors.sefton.gov.uk">john.fairclough@councillors.sefton.gov.uk</a></p>
<p>Andrew Foxley (Liverpool)</p>	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> </ul>	<p>c/o Labour Group Office Municipal Building Dale Street Liverpool Tel:07899 745 858 Email: <a href="mailto:Andrew.Foxley@liverpool.gov.uk">Andrew.Foxley@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>Mandy Valentine Clerk to the Authority / 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:amanda.valentine@merseysidewda.gov.uk">amanda.valentine@merseysidewda.gov.uk</a></p>

## CONTENTS

<b>Item</b>	<b>Ref No.</b>	<b>Decision Date</b>	<b>Lead Officer</b>
RRC Contract Management Review	K27-15	25/9/2015	C Beer
HWRC Opening Hours	K28-15	25/9/2015	A Murray
Statement of Accounts	K29-15	25/9/2015	P Williams
Auditors report to those charged with governance	K30-15	25/9/2015	P Williams
Waste Development Fund	K31-15	25/9/2015	P Williams
Re-Use Strategy	K32-15	25/9/2015	T Scott
Prewastec: Horizon 2020 Funding	K33-15	25/9/2015	S Donaldson
Review of Apprenticeships Pilot Support Scheme	K34-15	20/11/2015	S Donaldson
Corporate Plan Review 2015	K35-15	20/11/2015	A Valentine

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>RRC Contract Management Review</b>			
<b>File Reference</b>	<b>K27-15</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 y</b>	<b>Community Impact</b>	<b>Other – please specify</b>	
<b>Matter in respect of which a Key Decision is required.</b>	Implementation of efficiency savings review plan arising from report			
<b>Scrutiny area</b>	<b>Performance/Best Value</b>			
<b>Date for decision</b>	25 <sup>th</sup> September 2015			
<b>List of Background Papers for consideration</b>	WIDP Efficiency Savings report 2015			
<b>Risk Management Implications</b>				
<b>Prior consultation</b>	Chairperson			
<b>Representations</b>	In writing to Carl Beer or by email to <a href="mailto:carlbeer@merseysidewda.gov.uk">carlbeer@merseysidewda.gov.uk</a>			



**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>HWRC Opening Hours</b>			
<b>File Reference</b>	<b>K28-15</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>	Opening hours at HWRC proposal			
<b>Scrutiny area</b>	<b>Contracts</b>			
<b>Date for decision</b>	25 <sup>th</sup> September, 2015			
<b>List of Background Papers for consideration</b>	None			
<b>Risk Management Implications</b>	Impact on waste streams, costs and public acceptance			
<b>Prior consultation</b>	None			
<b>Representations</b>	In writing to Alex Murray or by email to <a href="mailto:Alex.Murray@merseysidewda.gov.uk">Alex.Murray@merseysidewda.gov.uk</a>			

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>Statement of Accounts</b>			
<b>File Reference</b>	<b>K29-15</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 statement of accounts must be approved annually by 'those charged with governance' which in this case is the full Authority or the Audit and Governance Committee			
<b>Scrutiny area</b>	<b>Finance</b>			
<b>Date for decision</b>	25 <sup>th</sup> September 2015			
<b>List of Background Papers for consideration</b>	N/a			
<b>Risk Management Implications</b>	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 <sup>th</sup> September			
<b>Prior consultation</b>	n/a			
<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>Auditors report to those charged with governance</b>			
<b>File Reference</b>	<b>K30-15</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>	Those charged with governance at the authority (the Authority or the Audit and Governance Committee) are required to receive the report from the auditor before considering whether to approve the annual statement of accounts			
<b>Scrutiny area</b>	Finance			
<b>Date for decision</b>	25 <sup>th</sup> September, 2015			
<b>List of Background Papers for consideration</b>	n/a			
<b>Risk Management Implications</b>	This is a statutory requirement and is key to the governance of the Authority			
<b>Prior consultation</b>	n/a			
<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>Waste Development Fund</b>			
<b>File Reference</b>	<b>K31-15</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 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			
<b>Scrutiny area</b>	<b>Finance</b>			
<b>Date for decision</b>	25 <sup>th</sup> September, 2015			
<b>List of Background Papers for consideration</b>	n/a			
<b>Risk Management Implications</b>	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			
<b>Prior consultation</b>	n/a			
<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>Prewastec: Horizon 2020 Funding Proposal</b>		
<b>File Reference</b>	<b>K33-15</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>	To agree that MRWA be a key partner in the funding application to build the education and skills base within the community to move towards a circular economy in the Liverpool City Region.		
<b>Scrutiny area</b>	<b>Strategy/Governance</b>		
<b>Date for decision</b>	25th September 2015		
<b>List of Background Papers for consideration</b>			
<b>Risk Management Implications</b>	<p>1. Failure to secure funding to support community development in re-use and waste prevention</p> <p>2. Failure to support and enable residents to develop transferable skills for employment and business opportunities in the circular economy.</p> <p>3. Failure to develop relationships with key stakeholders across research, business and community sectors.</p>		
<b>Prior consultation</b>	None		
<b>Representations</b>	In writing to or by email to <a href="mailto:stuart.donaldson@merseysidewda.gov.uk">stuart.donaldson@merseysidewda.gov.uk</a>		

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>Re-Use Strategy 2015</b>			
<b>File Reference</b>	<b>K32-15</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>	To accept recommendations that will divert reusable household items from landfill and offer social and economic value to local communities.			
<b>Scrutiny area</b>	Strategy			
<b>Date for decision</b>	25th September 2015			
<b>List of Background Papers for consideration</b>	Draft Reuse Strategy 2015			
<b>Risk Management Implications</b>	Failure to divert household items from residual bins Failure to encourage residents to consider reuse, repair and donation Failure to make better use of HWRCs Failure to support Third Sector, community and voluntary groups			
<b>Prior consultation</b>	N/A			
<b>Representations</b>	In writing to or by email to <a href="mailto:tony.scott@merseysidewda.gov.uk">tony.scott@merseysidewda.gov.uk</a>			

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>Review of Apprenticeships Pilot Support Scheme</b>			
<b>File Reference</b>	<b>K34-15</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>	To consider review of pilot Apprenticeships Support Scheme and options for future funding.			
<b>Scrutiny area</b>	Strategy/Governance			
<b>Date for decision</b>	20 <sup>th</sup> November 2015			
<b>List of Background Papers for consideration</b>	Authority Report WDA 33/13 Executive Decision 11/11/14			
<b>Risk Management Implications</b>	1. Failure to engage with partners and stakeholders; 2. Failure to recognise the impact of the economic and political environment.			
<b>Prior consultation</b>	Senior Officers Working Group			
<b>Representations</b>	In writing to Stuart Donaldson or by email to <a href="mailto:Stuart.Donaldson@merseysidewda.gov.uk">Stuart.Donaldson@merseysidewda.gov.uk</a>			

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>Corporate Plan Review 2015</b>			
<b>File Reference</b>	<b>K35-15</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>	20 <sup>th</sup> November 2015			
<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 Mandy Valentine or by email to <a href="mailto:Mandy.Valentine@merseysidewda.gov.uk">Mandy.Valentine@merseysidewda.gov.uk</a>			