



MERSEYSIDE WASTE DISPOSAL AUTHORITY

## FORWARD PLAN

**Publication Date: January 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:

6<sup>th</sup> February 2015 (Budget and ordinary meeting)  
24<sup>th</sup> April 2015

## **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 2013/14

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>Patricia Hardy (Sefton)</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>6 Oxford Drive Waterloo Liverpool L22 7RZ Tel: 0151 934 3361 Email: <a href="mailto:patricia.hardy@councillors.sefton.gov.uk">patricia.hardy@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>
Social Media Policy	K1-15	06/02/2015	Paula Pocock
Public Transport Season Ticket Loan Scheme	K2-15	06/02/2015	Paula Pocock
Authority Budget 2015/16	K6-15	06/02/2015	Peter Williams
Treasury Management	K7-15	06/02/2015	Peter Williams
Mersey Waste Holdings Ltd	K8-15	06/02/2015	Peter Williams
Internal Audit Report – Closed Landfill Sites	K9-15	06/02/2015	Peter Williams
Urgent Action – Temporary Bring Site	K10-15	06/02/2015	Mandy Valentine
Annual Meeting and Timetable of Meetings 2015/16	K11-15	06/02/2015	Mandy Valentine
Annual Business Plan 2015/16	K5-15	24/04/2015	Mandy Valentine
Quarterly Performance report	K4-15	24/04/2015	Mandy Valentine
Shared Parental Leave Policy	K3-15	24/04/2015	Paula Pocock

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>Social Media Policy</b>			
<b>File Reference</b>	<b>K1-15</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>Corporate Governance</b>
<b>Matter in respect of which a Key Decision is required.</b>	To adopt a Social Media Policy which ensures all reasonable and practicable steps are taken to mitigate risks associated with employees using social media tools			
<b>Scrutiny area</b>	<b>Corporate Governance</b>			
<b>Date for decision</b>	6 <sup>th</sup> February 2015			
<b>List of Background Papers for consideration</b>	Draft Social Media Policy			
<b>Risk Management Implications</b>	Failure to provide clear guidance to employees on the appropriate use of Social Media tools and applications on Authority business may leave the Authority liable for criminal damage or civil action			
<b>Prior consultation</b>	Executive Management Team			
<b>Representations</b>	In writing to Paula Pocock or by email to <a href="mailto:paula.pocock@merseysidewda.gov.uk">paula.pocock@merseysidewda.gov.uk</a>			



**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>Public Transport Season Ticket Loan Scheme</b>			
<b>File Reference</b>	<b>K2-15</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>Corporate Governance</b>
<b>Matter in respect of which a Key Decision is required.</b>	Proposal to introduce a Public Transport Season Ticket Loan Scheme to encourage employees to travel by public transport and reduce overall car usage which helps promote green travel use and the reduction of carbon emissions.			
<b>Scrutiny area</b>	<b>Corporate Governance</b>			
<b>Date for decision</b>	6 <sup>th</sup> February 2015			
<b>List of Background Papers for consideration</b>	Draft Public Transport Season Ticket Loan Scheme			
<b>Risk Management Implications</b>				
<b>Prior consultation</b>	Executive Management Team			
<b>Representations</b>	In writing to Paula Pocock or by email to <a href="mailto:paula.pocock@merseysidewda.gov.uk">paula.pocock@merseysidewda.gov.uk</a>			

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>Authority Budget 2015-16</b>			
<b>File Reference</b>	<b>K6-15</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 Authority is statutorily required to set the budget, by the 15 <sup>th</sup> of February each year and to approve the capital programme			
<b>Scrutiny area</b>	<b>Finance</b>			
<b>Date for decision</b>	6 <sup>th</sup> February 2015			
<b>List of Background Papers for consideration</b>	None			
<b>Risk Management Implications</b>	If the budget is not set by the Authority it will breach its statutory duty			
<b>Prior consultation</b>	None			
<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>Treasury Management</b>			
<b>File Reference</b>	<b>K7-15</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 Authority is required to consider and approve the Treasury Management strategy and policy and to approve the Treasury and Prudential Indicators			
<b>Scrutiny area</b>	<b>Finance</b>			
<b>Date for decision</b>	6 <sup>th</sup> February 2015			
<b>List of Background Papers for consideration</b>	N/A			
<b>Risk Management Implications</b>	The Authority is statutorily required to consider and approve the approach to Treasury Management and Prudential Indicators in for the year ahead.			
<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>Mersey Waste Holdings Ltd</b>			
<b>File Reference</b>	<b>K8-15</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 Authority's governance of the company requires prior approval by the Authority of significant decisions by the company; the financial plans of the company are to be considered by the Authority.			
<b>Scrutiny area</b>	<b>Finance</b>			
<b>Date for decision</b>	6 <sup>th</sup> February 2015			
<b>List of Background Papers for consideration</b>	N/A			
<b>Risk Management Implications</b>	The Company's revised Articles of Association require prior approval of significant decisions by the Authority before they are acted on by the company, this complies with the new governance arrangement			
<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>Internal Audit Report – Closed Landfill Sites</b>			
<b>File Reference</b>	<b>K9-15</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>	All Internal Audit reviews and reports are considered by the Authority to ensure Members understand whether Governance arrangements are effective.			
<b>Scrutiny area</b>	<b>Finance</b>			
<b>Date for decision</b>	6 <sup>th</sup> February 2015			
<b>List of Background Papers for consideration</b>	None			
<b>Risk Management Implications</b>	Members of the Authority are responsible for ensuring the strength of the Authority’s governance arrangements and Internal Audit reviews and reports contribute to their understanding of the arrangements			
<b>Prior consultation</b>	None			
<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>Urgent Action – Temporary Bring Site</b>			
<b>File Reference</b>	<b>K10-15</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>  X	<b>Community Impact</b>	<b>Other – please specify</b>	
<b>Matter in respect of which a Key Decision is required.</b>	To inform Members of an urgent action taken by the Chief Executive in relation to a request to provide a Temporary Bring Bank Site in the Liverpool area in partnership with Liverpool City Council to allow local residents to recycle certain household recyclable materials.			
<b>Scrutiny area</b>				
<b>Date for decision</b>	Decision taken 23 <sup>rd</sup> December 2014, to be reported to Members at Authority meeting on 6 <sup>th</sup> February 2015			
<b>List of Background Papers for consideration</b>				
<b>Risk Management Implications</b>	Issues around site management were considered as part of the proposal.			
<b>Prior consultation</b>	Chair and Deputy Chair			
<b>Representations</b>	In writing to or by email to <a href="mailto:mandy.valentine@merseysidewda.gov.uk">mandy.valentine@merseysidewda.gov.uk</a>			

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Item for consideration</b>	<b>Annual Meeting and Timetable of Meetings 2015/16</b>			
<b>File Reference</b>	<b>K11-15</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>	Requirement to set AGM
<b>Matter in respect of which a Key Decision is required.</b>	To set the date of the Annual Meeting of the Authority and identify an appropriate timetable of meetings for the 2015/16 Municipal Year			
<b>Scrutiny area</b>	<b>Governance</b>			
<b>Date for decision</b>	6 <sup>th</sup> February 2015			
<b>List of Background Papers for consideration</b>	None			
<b>Risk Management Implications</b>	Statutory requirement to set a date for the Authority's Annual Meeting which must take place on or before 30 <sup>th</sup> June each year			
<b>Prior consultation</b>	None			
<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>			

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>Annual Business Plan 2015/16</b>			
<b>File Reference</b>	<b>K5-15</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>	Corporate Governance
<b>Matter in respect of which a Key Decision is required.</b>	Member approval of an Annual Business Plan which sets out how the Authority will make steps towards its Corporate Aims in the forward year.			
<b>Scrutiny area</b>	<b>Corporate Governance</b>			
<b>Date for decision</b>	24 <sup>th</sup> April 2015			
<b>List of Background Papers for consideration</b>				
<b>Risk Management Implications</b>	<ol style="list-style-type: none"> <li>1. Failure to set clear objectives will result in poor corporate governance</li> <li>2. Failure to plan and prioritise will lead to inefficient use of resources.</li> <li>3. Clear planning will improve performance and engage Members, staff and stakeholders.</li> </ol>			
<b>Prior consultation</b>	Members' Forward Planning Panel			
<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>			



**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>Quarterly Performance Report 2014/15</b>			
<b>File Reference</b>	<b>K4-15</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>	Corporate Governance
<b>Matter in respect of which a Key Decision is required.</b>	Provides Members with information on the Authority's performance as monitored against the Corporate Plan for their consideration.			
<b>Scrutiny area</b>	<b>Governance</b>			
<b>Date for decision</b>	24 <sup>th</sup> April 2015			
<b>List of Background Papers for consideration</b>				
<b>Risk Management Implications</b>	Failure to manage performance risks non-achievement of Corporate Targets and ultimately the Corporate Plan.			
<b>Prior consultation</b>	None			
<b>Representations</b>	In writing to or by email to Mandy Valentine <a href="mailto:mandy.valentine@merseysidewda.gov.uk">mandy.valentine@merseysidewda.gov.uk</a>			

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>Shared Parental Leave Policy</b>			
<b>File Reference</b>	<b>K3-15</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>Corporate Governance</b>
<b>Matter in respect of which a Key Decision is required.</b>	To adopt a Shared Parental Leave Policy			
<b>Scrutiny area</b>	<b>Corporate Governance</b>			
<b>Date for decision</b>	24 <sup>th</sup> April 2015			
<b>List of Background Papers for consideration</b>	Draft Shared Parental Leave Policy			
<b>Risk Management Implications</b>	Failure to ensure fairness and consistent application of Policy and Procedure may leave the Authority open to legal challenge			
<b>Prior consultation</b>	Executive Management Team			
<b>Representations</b>	In writing to or by email to Paula Pocock <a href="mailto:Paula.Pocock@merseysidewda.gov.uk">Paula.Pocock@merseysidewda.gov.uk</a>			