



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. 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:

6th February 2015 (Budget and ordinary meeting)
24th 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

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 2013/14

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 • 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>Irene Williams (Wirral)</p>	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Bidston Methane Ltd Board • Appeals Committee 	<p>49 Parkhill Road Prenton Birkenhead Wirral CH42 9JD Tel: 0151 608 7806 Email: irenewilliams@wirral.gov.uk</p>
<p>Patricia Hardy (Sefton)</p>	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Forward Planning Member's Panel • Audit and Governance Committee 	<p>6 Oxford Drive Waterloo Liverpool L22 7RZ Tel: 0151 934 3361 Email: patricia.hardy@councillors.sefton.gov.uk</p>
<p>Andrew Foxley (Liverpool)</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>

<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
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
Internal Audit – Waste Contract Arrangements	K12-15	06/02/2015	Peter Williams
Community Fund Approval 2015/16	K13-15	06/02/2015	Stuart Donaldson
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

Title	Social Media Policy			
File Reference	K1-15			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	Corporate Governance
Matter in respect of which a Key Decision is required.	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			
Scrutiny area	Corporate Governance			
Date for decision	6 th February 2015			
List of Background Papers for consideration	Draft Social Media Policy			
Risk Management Implications	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			
Prior consultation	Executive Management Team			
Representations	In writing to Paula Pocock or by email to paula.pocock@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	Public Transport Season Ticket Loan Scheme			
File Reference	K2-15			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	Corporate Governance
Matter in respect of which a Key Decision is required.	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.			
Scrutiny area	Corporate Governance			
Date for decision	6 th February 2015			
List of Background Papers for consideration	Draft Public Transport Season Ticket Loan Scheme			
Risk Management Implications				
Prior consultation	Executive Management Team			
Representations	In writing to Paula Pocock or by email to paula.pocock@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	Authority Budget 2015-16			
File Reference	K6-15			
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 Authority is statutorily required to set the budget, by the 15 th of February each year and to approve the capital programme			
Scrutiny area	Finance			
Date for decision	6 th February 2015			
List of Background Papers for consideration	None			
Risk Management Implications	If the budget is not set by the Authority it will breach its statutory duty			
Prior consultation	None			
Representations	In writing to or by email to peter.williams@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	Treasury Management			
File Reference	K7-15			
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 Authority is required to consider and approve the Treasury Management strategy and policy and to approve the Treasury and Prudential Indicators			
Scrutiny area	Finance			
Date for decision	6 th February 2015			
List of Background Papers for consideration	N/A			
Risk Management Implications	The Authority is statutorily required to consider and approve the approach to Treasury Management and Prudential Indicators in for the year ahead.			
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	Mersey Waste Holdings Ltd			
File Reference	K8-15			
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 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.			
Scrutiny area	Finance			
Date for decision	6 th February 2015			
List of Background Papers for consideration	N/A			
Risk Management Implications	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			
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	Internal Audit Report – Closed Landfill Sites			
File Reference	K9-15			
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.	All Internal Audit reviews and reports are considered by the Authority to ensure Members understand whether Governance arrangements are effective.			
Scrutiny area	Finance			
Date for decision	6 th February 2015			
List of Background Papers for consideration	None			
Risk Management Implications	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			
Prior consultation	None			
Representations	In writing to or by email to peter.williams@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	Urgent Action – Temporary Bring Site			
File Reference	K10-15			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial X	Community Impact	Other – please specify	
Matter in respect of which a Key Decision is required.	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.			
Scrutiny area				
Date for decision	Decision taken 23 rd December 2014, to be reported to Members at Authority meeting on 6 th February 2015			
List of Background Papers for consideration				
Risk Management Implications	Issues around site management were considered as part of the proposal.			
Prior consultation	Chair and Deputy Chair			
Representations	In writing to or by email to mandy.valentine@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Annual Meeting and Timetable of Meetings 2015/16			
File Reference	K11-15			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	Requirement to set AGM
Matter in respect of which a Key Decision is required.	To set the date of the Annual Meeting of the Authority and identify an appropriate timetable of meetings for the 2015/16 Municipal Year			
Scrutiny area	Governance			
Date for decision	6 th February 2015			
List of Background Papers for consideration	None			
Risk Management Implications	Statutory requirement to set a date for the Authority's Annual Meeting which must take place on or before 30 th June each year			
Prior consultation	None			
Representations	In writing to Mandy Valentine or by email to mandy.valentine@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	Internal Audit – Waste Contract Arrangements			
File Reference	K12-15			
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 reports require approval by the Authority			
Scrutiny area	Finance			
Date for decision	6 th February 2015			
List of Background Papers for consideration	N/A			
Risk Management Implications	Unless Internal Audit reports are reviewed and approved by the Authority there is a risk that Members will not have a sufficiently strong understanding of the Governance framework and its strengths ,weaknesses and risks			
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	Community Fund 2015-16 Annual Scheme			
File Reference	K13-15			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial ✓	Community Impact ✓	Other – please specify Environmental benefits	
Matter in respect of which a Key Decision is required.	To approve the budget and details of the annual scheme for the Community Fund in accordance with the policy framework.			
Scrutiny area	Strategy/Governance			
Date for decision	6 th February 2015			
List of Background Papers for consideration	The 2014-15 scheme was approved in April 2014 (WDA/09/14).			
Risk Management Implications	<ol style="list-style-type: none"> 1. Failure to demonstrate value for money 2. Failure to make the application process transparent and simple enough to encourage applications from across the region 3. Failure to address resource requirements to manage the Community Fund 			
Prior consultation	NA			
Representations	In writing to or by email to stuart.donaldson@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	Annual Business Plan 2015/16			
File Reference	K5-15			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	Corporate Governance
Matter in respect of which a Key Decision is required.	Member approval of an Annual Business Plan which sets out how the Authority will make steps towards its Corporate Aims in the forward year.			
Scrutiny area	Corporate Governance			
Date for decision	24 th April 2015			
List of Background Papers for consideration				
Risk Management Implications	<ol style="list-style-type: none"> 1. Failure to set clear objectives will result in poor corporate governance 2. Failure to plan and prioritise will lead to inefficient use of resources. 3. Clear planning will improve performance and engage Members, staff and stakeholders. 			
Prior consultation	Members' Forward Planning Panel			
Representations	In writing to Mandy Valentine or by email to Mandy.Valentine@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	Quarterly Performance Report 2014/15			
File Reference	K4-15			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	Corporate Governance
Matter in respect of which a Key Decision is required.	Provides Members with information on the Authority's performance as monitored against the Corporate Plan for their consideration.			
Scrutiny area	Governance			
Date for decision	24 th April 2015			
List of Background Papers for consideration				
Risk Management Implications	Failure to manage performance risks non-achievement of Corporate Targets and ultimately the Corporate Plan.			
Prior consultation	None			
Representations	In writing to or by email to Mandy Valentine mandy.valentine@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	Shared Parental Leave Policy			
File Reference	K3-15			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	Corporate Governance
Matter in respect of which a Key Decision is required.	To adopt a Shared Parental Leave Policy			
Scrutiny area	Corporate Governance			
Date for decision	24 th April 2015			
List of Background Papers for consideration	Draft Shared Parental Leave Policy			
Risk Management Implications	Failure to ensure fairness and consistent application of Policy and Procedure may leave the Authority open to legal challenge			
Prior consultation	Executive Management Team			
Representations	In writing to or by email to Paula Pocock Paula.Pocock@merseysidewda.gov.uk			