



MERSEYSIDE WASTE DISPOSAL AUTHORITY

## FORWARD PLAN

**Publication Date: June 2014**

### 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 Chairperson, 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 Chairman. 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> July 2014 (Annual Meeting)  
26<sup>th</sup> September 2014  
28<sup>th</sup> November 2014  
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 Chairman 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 (Chairperson) (Knowsley)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• MWDA Portfolio</li> <li>• Chief Executive's Appraisal 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>• Chief Executive's Appraisal 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>
Laura Robertson-Collins (Liverpool)	<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>	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>
Alan Cunliffe (St Helens)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Chief Executive's Appraisal Panel</li> <li>• Audit and Governance Committee</li> </ul>	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>
Irene Williams (Wirral)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Bidston Methane Ltd Board</li> <li>• Appeals Committee</li> </ul>	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>
Patricia Hardy (Sefton)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Chief Executive's Appraisal Panel</li> <li>• Audit and Governance Committee</li> </ul>	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>

Andrew Foxley (Liverpool)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> </ul>	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>

Carl Beer Chief Executive	Various delegated matters	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>
Peter Williams Treasurer	Various delegated matters	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>
Mandy Valentine Clerk to the Authority / Monitoring Officer	Various delegated matters	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>

## CONTENTS

<b>Item</b>	<b>Ref No.</b>	<b>Decision Date</b>	<b>Lead Officer</b>
Scheme of Delegation & Procedural Rules	K09-14	25/07//2014	A Valentine
Questions on Discharge of Functions	K10-14	25/07/2014	A Valentine
Appointments & Committees	K11-14	25/07/2014	A Valentine
Quarterly Performance Report Q4 2013-14	K13-14	25/07/2014	A Valentine
Outturn Report 2013-14	K17-14	25/07/2014	P Williams
Internal Audit – Review of Governance Arrangements	K24-14	25/07/2014	P Williams
LGPS Pensions Discretions	K25-14	25/07/2014	P Pocock
Driving to Work Policy & Guidelines	K26-14	25/07/2014	P Pocock
Community Fund 2014-15 Allocation	K27-14	25/07/2014	S Donaldson

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>Scheme of Delegation and Procedural Rules</b>			
<b>File Reference</b>	<b>K09-14</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>	The Authority's Constitution is being reviewed and any amendments will require Authority Approval. In addition, the Scheme of Delegation must be adopted at the Authority's Annual meeting each year.			
<b>Scrutiny area</b>	<b>Governance</b>			
<b>Date for decision</b>	25 <sup>th</sup> July 2014			
<b>List of Background Papers for consideration</b>	None			
<b>Risk Management Implications</b>	Failure to adopt the Scheme of Delegation is a breach of the Authority's Procedural Rules			
<b>Prior consultation</b>	Monitoring Officer			
<b>Representations</b>	In writing to Amanda Valentine or by email to <a href="mailto:amanda.valentine@merseysidewda.gov.uk">amanda.valentine@merseysidewda.gov.uk</a>			



**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>Questions on the Discharge of Functions</b>			
<b>File Reference</b>	<b>K10-14</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>	Changes in MWDA membership following District Council AGM's require the Authority to review who will be nominated to answer questions at each of the District Council's own proceedings on behalf of the Authority.			
<b>Scrutiny area</b>	<b>Governance</b>			
<b>Date for decision</b>	25 <sup>th</sup> July 2014			
<b>List of Background Papers for consideration</b>	None			
<b>Risk Management Implications</b>	Risks inconsistencies if single Member from each District Council is not identified for direct questions regarding the Authority's activities.			
<b>Prior consultation</b>				
<b>Representations</b>	In writing to Amanda Valentine or by email to <a href="mailto:amanda.valentine@merseysidewda.gov.uk">amanda.valentine@merseysidewda.gov.uk</a>			

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>Appointment of Committees and Representation on Other Bodies</b>			
<b>File Reference</b>	K11-14			
<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>	Changes in MWDA membership following District Council AGM's require the Authority to review membership of committees and representations.			
<b>Scrutiny area</b>	<b>Governance</b>			
<b>Date for decision</b>	25 <sup>th</sup> July 2014			
<b>List of Background Papers for consideration</b>	None			
<b>Risk Management Implications</b>	Good corporate governance to effectively delegate responsibility to Lead members and committees and to identify appropriate levels of representation on other bodies.			
<b>Prior consultation</b>				
<b>Representations</b>	In writing to Amanda Valentine or by email to <a href="mailto:amanda.valentine@merseysidewda.gov.uk">amanda.valentine@merseysidewda.gov.uk</a>			

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>Performance Report Q4 2013/14</b>			
<b>File Reference</b>	<b>K13-14</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>	Members to consider the Authority's performance and determine, where necessary, the actions required to improve performance.			
<b>Scrutiny area</b>	<b>Strategy and Development</b>			
<b>Date for decision</b>	25 <sup>th</sup> July 2014			
<b>List of Background Papers for consideration</b>	None			
<b>Risk Management Implications</b>	Failure to manage performance risks non-achievement of Corporate Targets and ultimately the Corporate Plan.			
<b>Prior consultation</b>				
<b>Representations</b>	In writing to Amanda Valentine or by email to <a href="mailto:amanda.valentine@merseysidewda.gov.uk">amanda.valentine@merseysidewda.gov.uk</a>			

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>Outturn Report 2013/14</b>			
<b>File Reference</b>	<b>K17-14</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>	Members are required to review the revenue and capital outturn and the final prudential indicators for the year in order to hold officers to account for the way policy and budgets have been implemented in the year.			
<b>Scrutiny area</b>	<b>Finance</b>			
<b>Date for decision</b>	25 <sup>th</sup> July, 2014			
<b>List of Background Papers for consideration</b>	N/A			
<b>Risk Management Implications</b>	If Members do not hold officers to account there is a risk that their budget and policy decisions will not be implemented properly.			
<b>Prior consultation</b>	N/A			
<b>Representations</b>	In writing to or by email to Peter Williams <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- Review of Governance Arrangements</b>			
<b>File Reference</b>	<b>K24-14</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>	Members are ‘those charged with governance at the Authority – all Internal Audit reports are required to go to Members for review and approval			
<b>Scrutiny area</b>	<b>Governance arrangements - finance</b>			
<b>Date for decision</b>	25 <sup>th</sup> July, 2014			
<b>List of Background Papers for consideration</b>	N/A			
<b>Risk Management Implications</b>	If the governance arrangements are weaker than expected then risks arise that the Authority has not considered and planned to mitigate, without Members understanding the risks. The risks to the Authority need to be managed and mitigated and the arrangements need to be fully understood by Members.			
<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>LGPS Pensions Discretions</b>			
<b>File Reference</b>	<b>K25-14</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 determine a Policy Statement in relation to the discretionary provisions within the Local Government Pension Scheme, which give employers discretions on how the scheme is to be applied in respect of their employees			
<b>Scrutiny area</b>	<b>Corporate Governance</b>			
<b>Date for decision</b>	25 <sup>th</sup> July 2014			
<b>List of Background Papers for consideration</b>	Compulsory and No-non compulsory discretions including extract taken from the Statutory Instrument regarding each discretion			
<b>Risk Management Implications</b>	Failure to produce a Policy Statement may leave the Authority open to legal challenge from employees on the clarity of application of discretions on how the scheme is applied			
<b>Prior consultation</b>	Merseyside Pension Fund			
<b>Representations</b>	In writing to 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>Driving for Work Policy Procedure and Guidance</b>			
<b>File Reference</b>	<b>K26-14</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 adopt a Driving for Work Policy which ensures all reasonable and practicable steps are taken to mitigate risks associated with employees who undertake driving as part of their duties			
<b>Scrutiny area</b>	<b>Corporate Governance</b>			
<b>Date for decision</b>	25 <sup>th</sup> July 2014			
<b>List of Background Papers for consideration</b>	Draft Driving for Work Policy Procedure and Guidance			
<b>Risk Management Implications</b>	Failure to provide clear guidance to employees on the effect of negligent driving or driving defective vehicles whilst 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 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>Community Fund 2014-15 Allocation</b>			
<b>File Reference</b>	<b>K27-14</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 and approve applications to be funded through the Community Fund 2014-15			
<b>Scrutiny area</b>	Strategy/Governance			
<b>Date for decision</b>	25 <sup>th</sup> July, 2014			
<b>List of Background Papers for consideration</b>	Community Fund Report (WDA 09/14)			
<b>Risk Management Implications</b>	1. Failure to demonstrate value for money. 2. Failure of applications for Community Fund to meet the aims and objectives or assessment criteria and therefore is not successful for allocation of funding.			
<b>Prior consultation</b>	MRWA & VES Evaluation Team.			
<b>Representations</b>	In writing to or by email to <a href="mailto:Stuart.Donaldson@merseysidewda.gov.uk">Stuart.Donaldson@merseysidewda.gov.uk</a>			