



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: November 2013

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. 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:

29th November 2013
31st January 2014 (Budget and Ordinary Meeting)
25th April 2014

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

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 (Chairperson) (Knowsley)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • MWDA Portfolio • Chief Executive's Appraisal 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 • Chief Executive's Appraisal 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 • Chief Executive's Appraisal 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 • Chief Executive's Appraisal 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>Richard Oglethorpe (Liverpool)</p>	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	<p>18 Desford Road Liverpool L19 3RD Tel: 0151 427 3070 Email: richard.oglethorpe@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</p>	<p>Various delegated matters</p>	<p>7th Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: mandy.valentine@merseysidewda.gov.uk</p>
<p>Neil Ferris Monitoring Officer</p>	<p>Various delegated matters</p>	<p>7th Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: neil.ferris@merseysidewda.gov.uk</p>

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Item	Ref No.	Decision Date	Lead Officer
Corporate Plan	K72-13	29/11/2013	A Valentine
Quarterly Performance Report Q2 2013/14	K71-13	29/11/2013	A Valentine
Waste Prevention Programme Evaluation	K87-13	29/11/2013	S Donaldson
Internal audit report – WMRC & Landfill contracts review of final claim 2012-13	K83-13	29/11/2013	P Williams
Cycle to Work Policy	K84-13	29/11/2013	P Pocock
Annual Audit Letter	K86-13	29/11/2013	P Williams
Joint Working Arrangements	K88-13	29/11/2013	C Beer
Timetable of Authority Meetings	K01-14	31/01/2014	A Valentine
Quarterly Performance Report Q3 2013/14	K02-14	25/04/2014	A Valentine
Service Plans 2014-2015	K03-14	25/04/2014	A Valentine
Recycling performance and carbon targets	K75-13	Cancelled	S Donaldson

**MERSEYSIDE WASTE DISPOSAL AUTHORITY
KEY DECISION SHEET**

Item for consideration	Corporate Plan 2013 Review			
File Reference	K72-13			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	Governance
Reason for meeting Key Decision Criteria	To seek Members' approval of a revised Corporate Plan.			
Scrutiny area	Governance			
Date for decision	29th November 2013			
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			

**MERSEYSIDE WASTE DISPOSAL AUTHORITY
KEY DECISION SHEET**

Item for consideration	Performance Report Q2 2013/14			
File Reference	K71-13			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify ✓	Governance
Reason for meeting Key Decision Criteria	Authority Members consider the report on performance and determine, where relevant, the actions required to improve performance			
Scrutiny area	Governance			
Date for decision	29 th November 2013			
List of Background Papers for consideration				
Risk Management Implications	Failure to manage performance risks non-achievement of targets			
Prior consultation				
Representations	In writing to Mandy Valentine or by email to Mandy.Valentine@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Item for consideration	Waste Prevention Programme Evaluation			
File Reference	K87-13			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial ✓	Community Impact ✓	Other – please specify	
Reason for meeting Key Decision Criteria	To understand the impact and success of the waste prevention programme on changing public behaviour			
Scrutiny area	Strategy and Resources			
Date for decision	29 th November 2013			
List of Background Papers for consideration	None			
Risk Management Implications	1. Failure to engage with partners, contractors and stakeholders; 2. Failure to implement the JRWMS;			
Prior consultation	None			
Representations	In writing to or by email to Stuart Donaldson stuart.donaldson@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Internal audit report – WMRC & Landfill contracts review of final claim 2012-13			
File Reference	K83-13			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial ✓	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	Members of the Authority are 'those charged with governance' all internal and external audit reports and findings must go to the Authority to ensure Members understand the adequacy of the control environment			
Scrutiny area	Finance			
Date for decision	29 November 2013			
List of Background Papers for consideration	None			
Risk Management Implications	Members need to ensure they understand the control environment whether risk are adequately mitigated			
Prior consultation	N/A			
Representations	In writing to Peter Williams or by email to peter.williams@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Cycle to Work Policy			
File Reference	K84-13			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	Proposal to introduce a cycle to work scheme as part of the health and wellbeing programme. Also help promote green travel use and the reduction of carbon emissions.			
Scrutiny area	Corporate Governance			
Date for decision	29 th November, 2013			
List of Background Papers for consideration	Draft Cycle to Work Policy			
Risk Management Implications				
Prior consultation				
Representations	In writing to Paula Pocock or by email to Paula.Pocock@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	External Audit – Annual Audit Letter			
File Reference	K86-13			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial ✓	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	The Annual Audit Letter summarising the auditor’s work must be considered by those charged with governance, in this case the Authority provides that role.			
Scrutiny area	Finance			
Date for decision	29th November 2013			
List of Background Papers for consideration	n/a			
Risk Management Implications	Unless the Authority reviews the auditors findings there is a risk that governance will be weakened			
Prior consultation	AN			
Representations	In writing to or by email to Peter Williams peter.williams@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Joint working arrangements			
File Reference	K88-13			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial ✓	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	Authority approval is required for a proposed approach to joint working, including delegations for seeking consultations and Memoranda of Understanding with partners			
Scrutiny area	Finance			
Date for decision	29th November 2013			
List of Background Papers for consideration	N/A			
Risk Management Implications	Risk of failing to consult and agree a way forward – failure to meet JMWMS objectives			
Prior consultation	N/A			
Representations	In writing to or by email to Carl Beer carlbeer@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Annual Meeting and Timetable of Authority Meetings 2013-2014			
File Reference	K01-14			
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
Reason for meeting Key Decision Criteria	To set the date of the Annual Meeting of the Authority and identify an appropriate timetable of meetings for the 2014/15 Municipal Year			
Scrutiny area	Governance			
Date for decision	31 st January 2014			
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

Item for consideration	Quarterly Performance Report Q3 2013/14			
File Reference	K02-14			
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
Reason for meeting Key Decision Criteria	To inform Members of the Authority's performance in relation to the delivery of the Corporate Plan.			
Scrutiny area	Governance			
Date for decision	25 th April 2014			
List of Background Papers for consideration				
Risk Management Implications	Failure to manage performance risks non-achievement of corporate targets.			
Prior consultation				
Representations	In writing to Mandy Valentine or by email to Mandy.Valentine@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Service Plans 2014/15			
File Reference	K03-14			
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
Reason for meeting Key Decision Criteria	Member approval of Annual Service Plans which contribute to the delivery of the Corporate Plan.			
Scrutiny area	Corporate Governance			
Date for decision	25 th April 2014			
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				
Representations	In writing to Mandy Valentine or by email to Mandy.Valentine@merseysidewda.gov.uk			