



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: September 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:-

- 1. incurring expenditure or making savings in excess of £250,000, unless the specific expenditure or saving has previously been agreed by the Authority, or*
- 2. Is, in the view of the Chief Executive, in consultation with the lead Member significant in terms of its effects 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:

13th September 2013 (special meeting)
27th September 2013
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
RRC Legal Update	K79-13	13/09/2013	P Williams
Community Fund	K73-13	13/09/2013	S Donaldson
Quarterly Performance Report Q1 2013/14	K70-13	27/09/2013	A Valentine
External Audit – report to those charged with governance	K76-13	27/09/2013	P Williams
Statement of Accounts	K77-13	27/09/2013	P Williams
Internal audit – report on capital programme	K78-13	27/09/2013	P Williams
Apprenticeships	K74-13	27/09/2013	S Donaldson
Corporate Plan	K72-13	29/11/2013	A Valentine
Quarterly Performance Report Q2 2013/14	K71-13	29/11/2013	A Valentine
Recycling performance and carbon targets	K75-13	29/11/2013	S Donaldson

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Item for consideration	RRC Legal update			
File Reference	K79-13			
Is the report likely to be private or public?	Private			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	✓
Reason for meeting Key Decision Criteria	The Authority is asked to make a decision that is beyond the delegated Authority of officers			
Scrutiny area	Financial			
Date for decision	13th September 2013			
List of Background Papers for consideration	N/A			
Risk Management Implications	Without a decision the Authority risks delay and uncertainty over how to proceed – which may increase costs substantially			
Prior consultation	N/A			
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	Community Fund 2013-14 (Funding Approval)			
File Reference	K73-13			
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 consider and approve applications to be funded through the Community Fund 2013-14.			
Scrutiny area	Strategy			
Date for decision	13 th September 2013			
List of Background Papers for consideration	Community Fund 2013/14 (WDA 12/13)			
Risk Management Implications	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.			
Prior consultation	MRWA & VES Evaluation Team. Members (WDA 12/13)			
Representations	In writing to Stuart Donaldson or by email to Stuart.Donaldson@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Performance Report Q1 2013/14			
File Reference	K70-13			
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	27 th September 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			

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KEY DECISION SHEET

Item for consideration	External Audit – Report to those charged with Governance			
File Reference	K76-13			
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 external auditor is required to report the outcome of their audit work to those charged with governance, in this case the Authority.			
Scrutiny area	Finance			
Date for decision	27 th September, 2013			
List of Background Papers for consideration	N/A			
Risk Management Implications	The authority's accounts and governance require external audit – without it potential weaknesses may go unrecognised.			
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	Statement of Accounts			
File Reference	K77-13			
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 Authority's annual statement of accounts must be approved by those charged with governance – in this case the Authority.			
Scrutiny area	Finance			
Date for decision	27 th September, 2013			
List of Background Papers for consideration	n/a			
Risk Management Implications	Unless the statement is approved then the Authority fails to meet the statutory reporting requirements			
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	Internal Audit – Report on Capital Programme			
File Reference	K78-13			
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 internal auditor’s reports are presented to those charged with governance, in this case the Authority, so that they understand the work of Internal Audit and the strengths and weaknesses of governance arrangements			
Scrutiny area	Finance			
Date for decision	27 th September, 2013			
List of Background Papers for consideration	n/a			
Risk Management Implications	Governance may be weakened if the Authority Members do not review internal audit’s findings			
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	Apprenticeships			
File Reference	K74-13			
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 consider and approve funding for waste management modules in district apprenticeship schemes.			
Scrutiny area	Strategy and Resources			
Date for decision	27 th September, 2013			
List of Background Papers for consideration	NA			
Risk Management Implications	1. Failure to engage with partners and stakeholders; 2. Failure to recognise the impact of the economic and political environment.			
Prior consultation	Senior Officers Working Group			
Representations	In writing to Stuart Donaldson or by email to Stuart.Donaldson@merseysidewda.gov.uk			

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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			

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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			

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KEY DECISION SHEET

Item for consideration	Recycling Performance & Carbon Targets			
File Reference	K75-13			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial ✓	Community Impact ✓	Other – please specify	Environmental ✓
Reason for meeting Key Decision Criteria	To consider the direction of travel of recycling policy and performance in a low carbon economy to achieve the Merseyside 2020 recycling target.			
Scrutiny area	Strategy and Resources			
Date for decision	29 th November, 2013			
List of Background Papers for consideration	Discussion Paper for MRWA Members (Strategic Issues – Exploiting Opportunities – Recycling)			
Risk Management Implications	<p>1. Failure to engage with partners, contractors and stakeholders;</p> <p>2. Failure to implement the JRWMS;</p> <p>3. Failure to adapt to and mitigate the effects of climate change.</p>			
Prior consultation	<p>Discussion Paper as above (October 2012)</p> <p>JRWMS consultation (Summer 2011)</p>			
Representations	<p>In writing to Stuart Donaldson or by email to Stuart.Donaldson@merseysidewda.gov.uk</p>			