



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: January 2017

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:

3rd February 2017 (Budget and ordinary meeting)
21st April 2017

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 Paula Pocock (Clerk to the Authority) on 0151-255-1444 or by e-mail at enquiries@merseysidewda.gov.uk

AUTHORITY MEMBERSHIP 2016/17

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 (Chair) • Mersey Waste Holdings Ltd 	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 • Appeals Committee • Audit & Governance 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 • Bidston Methane Ltd Board 	<p>31 Stanley Avenue Rainford St Helens WA11 8HU Tel: 01744 677 280 Email: cllracunliffe@sthelens.gov.uk</p>
<p>Tony Norbury (Wirral)</p>	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • North West Employers Organisation 	<p>58 Glenwood Drive Irby Wirral CH61 4UH Tel: 07952 297 652 Email: tonynorbury@wirral.gov.uk</p>
<p>Michael O'Brien (Sefton)</p>	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	<p>68 Bark Road Litherland Merseyside L21 7QP Tel: 07847 462 769 Email: michael.o'brien@councillors.sefton.gov.uk</p>
<p>Carol Sung (Liverpool)</p>	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	<p>c/o Labour Group Office Cunard Buildings Water Street Liverpool L3 1QB Tel: 0151 233 0420 Email: carol.sung@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>Paula Pocock Clerk to the Authority</p>	<p>Various delegated matters</p>	<p>7th Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: paula.pocock@merseysidewda.gov.uk</p>
<p>Ian Stephenson Monitoring Officer</p>	<p>Various delegated matters</p>	<p>7th Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: ian.stephenson@merseysidewda.gov.uk</p>

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Item	Ref No.	Decision Date	Lead Officer
Budget	K1-17	03/02/2017	P Williams
Timetable of Authority Meetings 2017/18	K2-17	03/02/2017	P Pocock
Contracts Update	K3-17	03/02/2017	I Stephenson
Urgent Action	K4-17	03/02/2017	I Stephenson
Internal Audit Reports	K5-17	03/02/2017	P Williams
Treasury Management Strategy	K6-17	03/02/2017	P Williams

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KEY DECISION SHEET

Title	Budget 2017-18			
File Reference	K1-17			
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 approve the revenue and capital budget and to set a Levy and approve Levy dates			
Scrutiny area	Finance			
Date for decision	3rd February 2017			
List of Background Papers for consideration	N/A			
Risk Management Implications	If the budget is not approved the Authority risks being in breach of its statutory duties			
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	Timetable of Authority Meetings 2017/18			
File Reference	K2-17			
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 2017/18 Municipal Year			
Scrutiny area	Governance			
Date for decision	3 rd February 2017			
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 or by email to paula.pocock@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	Resource Recovery Contract - Project Update			
File Reference	K3-17			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	X For info only
Matter in respect of which a Key Decision is required.	This report is for information only, to note the status of progress of the new contract and any potential implications for the Authority and key stakeholders.			
Scrutiny area	Contracts			
Date for decision	3 rd February 2017			
List of Background Papers for consideration	None			
Risk Management Implications	Failure to engage with and inform Members of progress of development of the RRC and emerging issues could result in poor contract governance.			
Prior consultation	Chairperson			
Representations	In writing to or by email to ian.stephenson@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	Contingency waste disposals - urgent action			
File Reference	K4-17			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	X For info only
Matter in respect of which a Key Decision is required.	Report provides information relating to urgent decision undertaken regarding waste disposals, as required by Procedural Rules			
Scrutiny area	Contracts			
Date for decision	3 rd February 2017			
List of Background Papers for consideration	N/A			
Risk Management Implications	Failure to have undertaken action would have resulted in failure of statutory duty to dispose of waste.			
Prior consultation	Chairperson			
Representations	In writing to or by email to ian.stephenson@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	Internal audit reports			
File Reference	K5-17			
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.	To note the reports and agree recommendations made			
Scrutiny area	Finance			
Date for decision	3rd February 2017			
List of Background Papers for consideration	n/a			
Risk Management Implications	Ensuring Members have a detailed understanding of the Authority's governance framework within which they make decisions			
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	Treasury management strategy			
File Reference	K6-17			
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 approve the strategy, prudential indicators and the MRP calculation annually			
Scrutiny area	Finance			
Date for decision	3 rd February, 2017			
List of Background Papers for consideration	n/a			
Risk Management Implications	Statutory requirement			
Prior consultation	N/A			
Representations	In writing to or by email to peter.williams@merseysidewda.gov.uk			