



MERSEYSIDE WASTE DISPOSAL AUTHORITY

## **FORWARD PLAN**

**Publication Date: March 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](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 Chair. The second part of the meeting will be made available for any scrutiny discussions.

The current schedule of meetings is as follows:

21st April 2017  
23<sup>rd</sup> June 2017 (AGM)  
22<sup>nd</sup> September 2017  
24<sup>th</sup> November 2017  
2<sup>nd</sup> February 2018 (Budget & ordinary meeting)  
20<sup>th</sup> April 2018

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

### AUTHORITY MEMBERSHIP 2016/17

COUNCILLOR	Responsibilities	Address and Contact Details
Graham Morgan (Chair) (Knowsley)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• MWDA Portfolio</li> <li>• Forward Planning Member's 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>• Forward Planning Member's 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 (Chair)</li> <li>• Mersey Waste Holdings Ltd</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> <li>• Appeals Committee</li> <li>• Audit &amp; Governance 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>

<p>Laura Robertson-Collins (Liverpool)</p>	<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>	<p>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></p>
<p>Alan Cunliffe (St Helens)</p>	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Forward Planning Member's Panel</li> <li>• Audit and Governance Committee</li> <li>• Bidston Methane Ltd Board</li> </ul>	<p>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></p>
<p>Tony Norbury (Wirral)</p>	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• North West Employers Organisation</li> </ul>	<p>20 Castle Street Birkenhead CH41 5ES Tel: 07952 297 652 Email: <a href="mailto:tonynorbury@wirral.gov.uk">tonynorbury@wirral.gov.uk</a></p>
<p>Michael O'Brien (Sefton)</p>	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Forward Planning Panel</li> </ul>	<p>68 Bark Road Litherland Merseyside L21 7QP Tel: 07847 462 769 Email: <a href="mailto:michael.o'brien@councillors.sefton.gov.uk">michael.o'brien@councillors.sefton.gov.uk</a></p>
<p>Carol Sung (Liverpool)</p>	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> </ul>	<p>c/o Labour Group Office Cunard Buildings Water Street Liverpool L3 1QB Tel: 0151 233 0420 Email: <a href="mailto:carol.sung@liverpool.gov.uk">carol.sung@liverpool.gov.uk</a></p>

<p>Carl Beer Chief Executive</p>	<p>Various delegated matters</p>	<p>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></p>
<p>Peter Williams Treasurer</p>	<p>Various delegated matters</p>	<p>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></p>
<p>Paula Pocock Clerk to the Authority</p>	<p>Various delegated matters</p>	<p>7<sup>th</sup> Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: <a href="mailto:paula.pocock@merseysidewda.gov.uk">paula.pocock@merseysidewda.gov.uk</a></p>
<p>Ian Stephenson Monitoring Officer</p>	<p>Various delegated matters</p>	<p>7<sup>th</sup> Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: <a href="mailto:ian.stephenson@merseysidewda.gov.uk">ian.stephenson@merseysidewda.gov.uk</a></p>

## CONTENTS

<b>Item</b>	<b>Ref No.</b>	<b>Decision Date</b>	<b>Lead Officer</b>
Annual Governance Statement	K7-17	21/04/2017	P Pocock
Service Delivery Plan	K8-17	21/04/2017	P Williams
Internal Audit	K9-17	21/04/2017	P Williams
RRC Update Report	K10-17	21/04/2017	I Stephenson
External Audit Plan	K11-17	21/04/2017	P Williams
Internal Audit Report	K12-17	21/04/2017	P Williams
Strategic Update	K13-17	21/04/2017	C Beer

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>Annual Governance Statement</b>			
<b>File Reference</b>	<b>K7-17</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>	Governance
<b>Matter in respect of which a Key Decision is required.</b>	To consider the annual review of the Authority's governance arrangements and approve the Annual Governance Statement.			
<b>Scrutiny area</b>	<b>Governance</b>			
<b>Date for decision</b>	21st April 2017			
<b>List of Background Papers for consideration</b>				
<b>Risk Management Implications</b>	Failure to review corporate governance and internal control arrangements is a statutory requirement and may lead to weaknesses in the direction and control of the Authority's functions.			
<b>Prior consultation</b>	Primary Assurance Group			
<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>Service Delivery Plans</b>			
<b>File Reference</b>	<b>K8-17</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>✓ Performance</b>
<b>Matter in respect of which a Key Decision is required.</b>	The Authority has approved the Corporate Plan and budget to deliver it, approval of the Service Delivery Plan will give Members assurance about how the Corporate Plan is to be delivered			
<b>Scrutiny area</b>	<b>Performance – whole Authority</b>			
<b>Date for decision</b>	21st April 2017			
<b>List of Background Papers for consideration</b>	N/a			
<b>Risk Management Implications</b>	If the SDP is not considered Members will not be able to take assurance that the Corporate Plan will be delivered			
<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>Internal Audit Plan 2017-18</b>			
<b>File Reference</b>	<b>K9-17</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>	The internal auditor plans to carry out work to assess the adequacy of the Authority's governance arrangements, this requires approval before the work is carried out			
<b>Scrutiny area</b>	<b>Finance</b>			
<b>Date for decision</b>	21st April 2017			
<b>List of Background Papers for consideration</b>	N/A			
<b>Risk Management Implications</b>	Approval of the plane enables the auditor to carry out their programme and keep Members informed on the adequacy of governance arrangements			
<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>Resource Recovery Contract - Project Update</b>			
<b>File Reference</b>	<b>K10-17</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>	X - For info only
<b>Matter in respect of which a Key Decision is required.</b>	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.			
<b>Scrutiny area</b>	Contracts			
<b>Date for decision</b>	21 <sup>st</sup> April 2017			
<b>List of Background Papers for consideration</b>	None			
<b>Risk Management Implications</b>	Failure to engage with and inform Members of progress of development of the RRC and emerging issues could result in poor contract governance.			
<b>Prior consultation</b>	Chairperson			
<b>Representations</b>	In writing to or by email to <a href="mailto:ian.stephenson@merseysidewda.gov.uk">ian.stephenson@merseysidewda.gov.uk</a>			

## MERSEYSIDE WASTE DISPOSAL AUTHORITY

### KEY DECISION SHEET

<b>Title</b>	<b>External audit plan – 2016-17</b>			
<b>File Reference</b>	<b>K11-17</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>	The external auditor is required to seek approval from the Authority of their audit plan before carrying out their work on the statement of accounts and the Authority's value for money arrangements for 2016-17			
<b>Scrutiny area</b>	<b>Finance</b>			
<b>Date for decision</b>	21st April 2017			
<b>List of Background Papers for consideration</b>	n/a			
<b>Risk Management Implications</b>	Unless the plan is considered by Members the Authority's external auditor will not have the approval to carry out their statutory function			
<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>Internal Audit Report – Waste Contract Arrangements</b>			
<b>File Reference</b>	<b>K12-17</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>	Internal audit reports are considered by the Authority to ensure Members are aware of the relative strength of the governance framework			
<b>Scrutiny area</b>	<b>Finance</b>			
<b>Date for decision</b>	21st April 2017			
<b>List of Background Papers for consideration</b>	N/A			
<b>Risk Management Implications</b>	It is important that Internal Audit's independent review of the Authority's arrangements is communicated effectively to Members who are charged with Governance at the Authority			
<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>Strategic Update</b>			
<b>File Reference</b>	<b>K13-17</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>	Potential Financial and Community Impact			
<b>Scrutiny area</b>	<b>Finance/Governance</b>			
<b>Date for decision</b>	21 <sup>st</sup> April 2017			
<b>List of Background Papers for consideration</b>				
<b>Risk Management Implications</b>	Strategic Review Report of Waste Disposal and Collection across the city region completed, Members could fail to make informed decisions if not updated.			
<b>Prior consultation</b>	None			
<b>Representations</b>	In writing to or by email to <a href="mailto:Carl.beer@merseysidewda.gov.uk">Carl.beer@merseysidewda.gov.uk</a>			