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**FORWARD PLAN**

**Publication Date: October 2015**

**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 which are financially significant, unless the specific expenditure or saving has previously been agreed by the Authority; or*
2. *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:

20th November 2015

5th February 2016 (Budget & ordinary meeting)

22nd April 2016

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

**AUTHORITY MEMBERSHIP 2015/16**

|  |  |  |
| --- | --- | --- |
| **COUNCILLOR** | **Responsibilities** | **Address and Contact Details** |
|  |
| Graham Morgan(Chair)(Knowsley) | * Scrutiny
* Public Consultation
* MWDA Portfolio
* Forward Planning Member’s Panel
* Appeals Committee
* Audit and Governance Committee
 | 24 Malvern AvenueHuytonKnowsleyL14 6TSTel: 0151 489 5292Email:graham.morgan@knowsley.gov.uk |
| Tony Concepcion(Deputy Chair)(Liverpool) | * Scrutiny
* Public Consultation
* MWDA Portfolio
* Forward Planning Member’s Panel
* Appeals Committee
* Mersey Waste Holdings Ltd
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|  |
| Kevin Cluskey(Sefton) | * Scrutiny
* Public Consultation
* Appeals Committee
* Audit and Governance Committee
* Investigating and Disciplinary Committee
* Mersey Waste Holdings Ltd
* North West Employers Organisation
 | 39 Kent AvenueLitherlandLiverpool L21 7QJTel: 0151 920 3704Email: kevin.cluskey@sefton.gov.uk  |
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| Steve Williams(Wirral) | * Scrutiny
* Public Consultation
* Bidston Methane Ltd Board
* Investigating and Disciplinary Committee
 | 34 Beech AvenueSaughall MassieUptonWirralCH49 4NJTel: 0151 677 8848Email:stevewilliams@wirral.gov.uk |
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| Laura Robertson-Collins(Liverpool) | * Scrutiny
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* Investigating and Disciplinary Committee
* Mersey Waste Holdings Ltd
 | Labour Group Office Municipal BuildingsDale StreetLiverpoolL2 2DH Tel: 07980 311545Email: laura.robertson-collins@liverpool.gov.uk |
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| Alan Cunliffe(St Helens) | * Scrutiny
* Public Consultation
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| Irene Williams(Wirral) | * Scrutiny
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* Appeals Committee
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| John Fairclough(Sefton) | * Scrutiny
* Public Consultation
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* Audit and Governance Committee
 | 34 Queens Road BootleL20 7BSTel: 0151 476 7621Email: john.fairclough@councillors.sefton.gov.uk |
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| Andrew Foxley (Liverpool) | * Scrutiny
* Public Consultation
 | c/o Labour Group OfficeMunicipal BuildingDale StreetLiverpoolTel:07899 745 858Email: Andrew.Foxley@liverpool.gov.uk |
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| Carl BeerChief Executive | Various delegated matters | 7th Floor1 Mann IslandLiverpoolL3 1BPTel: 0151 255 1444Email: carlbeer@merseysidewda.gov.uk  |
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| Peter WilliamsTreasurer | Various delegated matters | 7th Floor1 Mann IslandLiverpoolL3 1BPTel: 0151 255 1444Email:Peter.williams@merseysidewda.gov.uk |
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| Mandy ValentineClerk to the Authority / Monitoring Officer | Various delegated matters | 7th Floor1 Mann IslandLiverpoolL3 1BPTel: 0151 255 1444Email: amanda.valentine@merseysidewda.gov.uk  |
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| **Item** | **Ref No.** | **Decision Date** | **Lead Officer** |
| Review of Apprenticeships Pilot Support Scheme  | K34-15 | 20/11/2015 | S Donaldson |
| Corporate Plan Review 2015 | K35-15 | 20/11/2015 | A Valentine |
| RRC Contract Management Review | K27-15 | 05/2/2016 | C Beer |

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

|  |  |
| --- | --- |
| **Title** | **Review of Apprenticeships Pilot Support Scheme**  |
| **File Reference** | **K34-15** |
| **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 consider review of pilot Apprenticeships Support Scheme and options for future funding. |
| **Scrutiny area** | Strategy/Governance |
| **Date for decision** | 20th November 2015 |
| **List of Background Papers for consideration** | Authority Report WDA 33/13Executive Decision 11/11/14  |
| **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  |

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

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| **Title** | **Corporate Plan Review 2015** |
| **File Reference** | **K35-15** |
| **Is the report likely to be private or public?** | Public |
| **Decision Maker** | **Full Authority** |
| **Key Decision Criteria** | **Financial** | **Community Impact** | **Other – please specify** | Governance |
| **Matter in respect of which a Key Decision is required.** | To seek Members’ views following a review of the Authority’s Corporate Plan. |
| **Scrutiny area** | **Governance** |
| **Date for decision** | 20th November 2015 |
| **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**

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| **Title** | **RRC Contract Management Review** |
| **File Reference** | **K27-15** |
| **Is the report likely to be private or public?** | Public |
| **Decision Maker** | **Full Authority** |
| **Key Decision Criteria** | **Financial**y | **Community Impact** | **Other – please specify** |  |
| **Matter in respect of which a Key Decision is required.** | Implementation of efficiency savings review plan arising from report |
| **Scrutiny area** | **Performance/Best Value** |
| **Date for decision** | 5th February 2016 |
| **List of Background Papers for consideration** | WIDP Efficiency Savings report 2015 |
| **Risk Management Implications** |  |
| **Prior consultation** | Chairperson |
| **Representations** | In writing to Carl Beer or by email to  carlbeer@merseysidewda.gov.uk  |