



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: June 2012

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:

29th June 2012 (AGM)
21st September 2012
23rd November 2012
1st February 2013 (Budget and ordinary meeting)
19th April 2013

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 2012/2013

COUNCILLOR	Portfolio Area	Address and Contact Details
J De Asha (Chairperson) (St Helens)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Procurement Portfolio • Mersey Waste Holdings Ltd Board • North West Local Authorities' Employers' Organisation • Liverpool City Region Environment and Waste Board 	628 Warrington Road Rainhill Prescot L35 0NS Tel: 01744 678 980 Email: cllrde'asha@sthelens.gov.uk
G Morgan (Deputy Chair) (Knowsley)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Appeals Committee • Audit & Governance Committee 	24 Malvern Avenue Huyton Knowsley L14 6TS Tel: 0151 489 5292 Email: graham.morgan@knowsley.gov.uk
S Williams (Wirral)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	34 Beech Avenue Saughall Massie Upton Wirral CH49 4NJ Tel: 0151 677 8848 Email: stevewilliams@wirral.gov.uk
K Cluskey (Sefton)	<ul style="list-style-type: none"> • Procurement Portfolio • Scrutiny • Public Consultation 	39 Kent Avenue Litherland Liverpool

	<ul style="list-style-type: none"> • Strategy & Development Portfolio • Mersey Waste Holdings Ltd • Sefton Borough Partnership Strategic Board 	L21 7QJ Tel: 0151 920 3704 Email: kevin.cluskey@sefton.gov.uk
T Concepcion (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Operations Portfolio 	24 Woodbourne Road Liverpool L14 2DA Tel: 078742 16868 Email: tony.concepcion@liverpool.gov.uk
T Moore (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Appeals Committee • Audit & Governance Committee 	3 Southampton Drive Cressington Heath Liverpool L19 2HE Tel: 07881 521 269 Email: timothy.moore@liverpool.gov.uk
R Oglethorpe (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	18 Desford Road Liverpool L19 3 rd Tel: 0151 427 3070 Email: Richard.oglethorpe@liverpool.gov.uk
P Hardy (Sefton)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	6 Oxford Drive Liverpool L22 7RZ Tel: 0151 934 3361 Email: patricia.hardy@councillors.sefton.gov.uk

I Williams (Wirral)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Bidston Methane Ltd Board • Appeals Committee 	49 Parkhill Road Prenton Birkenhead Wirral CH42 9JD Tel: 0151 608 7806 Email: irenewilliams@wirral.gov.uk
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Carl Beer Chief Executive	Various delegated matters	6th Floor, North House 17 North John Street Liverpool L2 5QY Tel: 0151 255 1444 Email: carlbeer@merseysidewda.gov.uk
Peter Williams Treasurer	Various delegated matters	6 th Floor, North House 17 North John Street Liverpool L2 5QY Tel: 0151 255 1444 Email: Peter.williams@merseysidewda.gov.uk
Mandy Valentine Clerk to the Authority	Various delegated matters	6th Floor, North House 17 North John Street Liverpool L2 5QY Tel: 0151 255 1444 Email: mandy.valentine@merseysidewda.gov.uk
Neil Ferris Monitoring Officer	Various delegated matters	6th Floor, North House 17 North John Street Liverpool L2 5QY Tel: 0151 255 1444 Email: neil.ferris@merseysidewda.gov.uk

CONTENTS

Item	Ref No.	Portfolio Area	Decision Date	Lead Officer
Interim Waste Treatment Contract	K53-11	Procurement	29/06/2012	John Connell
Scheme of Delegations and Procedural Rules	K11-12	Strategy & Development	29/06/2012	Mandy Valentine
Appointment of Committees and Representation on Other Bodies	K12-12	Strategy & Development	29/06/2012	Mandy Valentine
Questions on the Discharge of Functions	K13-12	Strategy & Development	29/06/2012	Mandy Valentine
Code of Corporate Governance and Statement of Internal Control	K14-12	Strategy & Development	29/06/2012	Mandy Valentine
Performance Report Q4 2011/12	K15-12	Strategy & Development	29/06/2012	Mandy Valentine
Outturn Report 2011/12	K17-12	Finance	29/06/2012	Peter Williams
Actions Arising from Chief Executive's appraisal	K08-12	Governance	29/06/2012	Neil Ferris
Education, Awareness & Engagement Strategy	K05-12	Strategy & Development	29/06/2012	Stuart Donaldson
Internal Audit Plan	K22-12	Finance	29/06/2012	Peter Williams
Community Fund Assessment Process & Panel	K24-12	Strategy & Development	29/06/2012	Barbara Jones

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Item for consideration	Interim Waste Treatment Contract			
File Reference	K53-11			
Is the report likely to be private or public?	Private			
Decision Maker	Full Authority			
Key Decision Criteria	Financial Yes	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	Potential financial implications for the Authority			
Scrutiny area	Procurement			
Date for decision	29 th June, 2012			
List of Background Papers for consideration				
Risk Management Implications	Opportunity to secure performance and financial efficiencies.			
Prior consultation	Chairman.			
Representations	In writing to John Connell or by email to john.connell@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Scheme of Delegation			
File Reference	K11-12			
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 Scheme of Delegation is reviewed and adopted each year at the Authority's Annual meeting.			
Scrutiny area	Governance			
Date for decision	29th June, 2012			
List of Background Papers for consideration	None			
Risk Management Implications	Good corporate governance to review the scheme of delegations on a regular basis.			
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	Appointment of Committees and Representation on Other Bodies			
File Reference	K12-12			
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	Corporate Governance Requirement. Changes in MWDA membership following District Council AGM's require the Authority to review membership of committees and representations.			
Scrutiny area	Governance			
Date for decision	29th June, 2012			
List of Background Papers for consideration	None			
Risk Management Implications	Good corporate governance to effectively delegate responsibility to Lead members and committees and to identify appropriate levels of representation on other bodies			
Prior consultation	N/A			
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	Questions on the Discharge of Functions			
File Reference	K13-12			
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	Governance Requirement. Changes in MWDA membership following District Council AGM's require the Authority to review who will be nominated to answer questions at each of the District Council's own proceedings on behalf of the Authority.			
Scrutiny area	Governance			
Date for decision	29th June, 2012			
List of Background Papers for consideration	None			
Risk Management Implications	Risks inconsistencies if single Member from each District Council is not identified for direct questions regarding the Authority's activities.			
Prior consultation	N/A			
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	Code of Corporate Governance and Statement of Internal Control			
File Reference	K14-12			
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 agree the Statement of Internal Control as part of the annual Code of Corporate Governance review.			
Scrutiny area	Governance			
Date for decision	29th June, 2012			
List of Background Papers for consideration	None			
Risk Management Implications	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.			
Prior consultation	Primary Assurance Group			
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 Q4 2011/12			
File Reference	K15-12			
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 Members consider the report on performance and determine, where relevant, the actions required to improve performance			
Scrutiny area	Strategy & Development			
Date for decision	29 th June, 2012			
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	Outturn Report 2011/12			
File Reference	K17-12			
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 financial position of the Authority is reported to Members as set out in the Financial Instructions which support the Financial Procedure Rules. The Authority is required to consider the final outturn position on the Prudential Indicators as a part of the statutory Prudential Code for Capital Finance.			
Scrutiny area	Finance			
Date for decision	29 th June, 2012			
List of Background Papers for consideration				
Risk Management Implications	Breach of financial procedure rules and statutory duty			
Prior consultation				
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	Actions arising from Chief Executive's appraisal			
File Reference	K08-12			
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	Potential Impacts on MWDA Policies			
Scrutiny area	Governance			
Date for decision	29 th June, 2012			
List of Background Papers for consideration	North West Employers report			
Risk Management Implications				
Prior consultation	North West Employers Chief Executive			
Representations	In writing to Neil Ferris or by email to Neil.Ferris@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Education, Awareness and Engagement Strategy			
File Reference	K05-12			
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 the draft Education, Awareness and Engagement Strategy to increase residents and stakeholders understanding and participation in the delivery of the Joint Recycling and Waste Management Strategy (JRWMS).			
Scrutiny area	Strategy & Development			
Date for decision	29 th June, 2012			
List of Background Papers for consideration	Draft Education, Awareness and Engagement Strategy			
Risk Management Implications	Establishing a strategy enables the Authority to provide focused public engagement in the delivery of JRWMS.			
Prior consultation	Public consultation on the JRWMS has informed the development of this Education, Awareness and Engagement Strategy			
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	Internal Audit Plan 2012-13			
File Reference	K22-12			
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 audit plan set out the programme proposed for the year and is subject to approval by the Authority			
Scrutiny area	Finance			
Date for decision	29 th June, 2012			
List of Background Papers for consideration	N/A			
Risk Management Implications	Internal audit is a key part of the Authority's system of internal control			
Prior consultation				
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	Community Fund Assessment Process & Panel		
File Reference	K24-12		
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 approve the assessment process for Funds 1, 2 and 3 of the Community Fund 2012/13 and to nominate and agree a panel of Members with a representative from each district to act as consultees in the assessment process for Fund 3 of the Community Fund 2012/13 for the Authority.		
Scrutiny area	Strategy & Development		
Date for decision	29 th June, 2012		
List of Background Papers for consideration	Draft Education, Awareness and Engagement Strategy		
Risk Management Implications	Criteria and approval process required to manage the fund appropriately.		
Prior consultation			
Representations	In writing to Barbara Jones or by email to Barbara.Jones@merseysidewda.gov.uk		