



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: January 2014

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 Chairperson, 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 Chairman. The second part of the meeting will be made available for any scrutiny discussions.

The current schedule of meetings is as follows:

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>

CONTENTS

Item	Ref No.	Decision Date	Lead Officer
Timetable of Authority Meetings	K01-14	31/01/2014	A Valentine
Budget	K04-14	31/01/2014	P Williams
Internal Audit Report -Systems	K06-14	31/01/2014	P Williams
Strategic Review	K05-14	31/01/2014	C Beer
Joint Working Consultation	K07-14	31/01/2014	C Beer
Quarterly Performance Report Q3 2013/14	K02-14	25/04/2014	A Valentine
Service Plans 2014-2015	K03-14	25/04/2014	A Valentine

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Item for consideration	Annual Meeting and Timetable of Authority Meetings 2013-2014			
File Reference	K01-14			
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 2014/15 Municipal Year			
Scrutiny area	Governance			
Date for decision	31 st January 2014			
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 Mandy Valentine or by email to mandy.valentine@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	Budget Report 2014-15			
File Reference	K04-14			
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 Budget which includes the Levy and Prudential indicators must be approved annually by the Authority, this is a statutory duty			
Scrutiny area	Finance			
Date for decision	31 st January, 2014			
List of Background Papers for consideration	N/A			
Risk Management Implications	If the budget is not set the Authority will risk having no legal access to funds and will face financial, operational and legal challenges			
Prior consultation	N/A			
Representations	In writing to or by email to Peter Williams Peter.Williams@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	Internal Audit report - systems			
File Reference	K06-14			
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 full Authority are 'those charged with governance' at MRWA, they are required to review and approve the findings of IA and any response to those findings from management			
Scrutiny area	Finance			
Date for decision	31 st January, 2014			
List of Background Papers for consideration	n/a			
Risk Management Implications	There is a risk that governance arrangements may become weaker without the Members who are responsible for them being involved in IA work.			
Prior consultation	na			
Representations	In writing to or by email to Peter Williams Peter.Williams@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	Strategic Review			
File Reference	K05-14			
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.	Financial			
Scrutiny area				
Date for decision	31 st January, 2014			
List of Background Papers for consideration				
Risk Management Implications	Risk that the Authority staffing and resources are not optimised following signing of the Resource Recovery Contract			
Prior consultation	Chairperson			
Representations	In writing to or by email to Carl Beer Carlbeer@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	Joint Working Consultation			
File Reference	K07-14			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial Yes	Community Impact	Other – please specify	
Matter in respect of which a Key Decision is required.	Distribution of Waste Development Fund to constituent district councils in furtherance of the Joint Recycling and Waste Management Strategy for Merseyside			
Scrutiny area				
Date for decision	31 st January, 2014			
List of Background Papers for consideration				
Risk Management Implications				
Prior consultation	Constituent District Councils			
Representations	In writing to or by email to Carl Beer Carlbeer@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	Quarterly Performance Report Q3 2013/14			
File Reference	K02-14			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	Corporate Governance
Matter in respect of which a Key Decision is required.	To inform Members of the Authority's performance in relation to the delivery of the Corporate Plan.			
Scrutiny area	Governance			
Date for decision	25 th April 2014			
List of Background Papers for consideration				
Risk Management Implications	Failure to manage performance risks non-achievement of corporate targets.			
Prior consultation				
Representations	In writing to Mandy Valentine or by email to Mandy.Valentine@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	Service Plans 2014/15			
File Reference	K03-14			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	Corporate Governance
Matter in respect of which a Key Decision is required.	Member approval of Annual Service Plans which contribute to the delivery of the Corporate Plan.			
Scrutiny area	Corporate Governance			
Date for decision	25 th April 2014			
List of Background Papers for consideration				
Risk Management Implications	<ol style="list-style-type: none"> 1. Failure to set clear objectives will result in poor corporate governance 2. Failure to plan and prioritise will lead to inefficient use of resources. 3. Clear planning will improve performance and engage Members, staff and stakeholders. 			
Prior consultation				
Representations	In writing to Mandy Valentine or by email to Mandy.Valentine@merseysidewda.gov.uk			