



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: April 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:

25th April 2014
25th July 2014 (Annual Meeting)
26th September 2014
28th November 2014
6th February 2015 (Budget and ordinary meeting)
24th April 2015

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
Laura Robertson-Collins (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Investigating and Disciplinary Committee • Mersey Waste Holdings Ltd 	Labour Group Office Municipal Buildings Dale Street Liverpool L2 2DH Tel: 07980 311545 Email: laura.robertson-collins@liverpool.gov.uk
Alan Cunliffe (St Helens)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Chief Executive's Appraisal Panel • Audit and Governance Committee 	31 Stanley Avenue Rainford St Helens WA11 8HU Tel: 01744 677 280 Email: cllracunliffe@sthelens.gov.uk
Irene 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
Patricia Hardy (Sefton)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Chief Executive's Appraisal Panel • Audit and Governance Committee 	6 Oxford Drive Waterloo Liverpool L22 7RZ Tel: 0151 934 3361 Email: patricia.hardy@councillors.sefton.gov.uk

Richard Oglethorpe (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	18 Desford Road Liverpool L19 3RD Tel: 0151 427 3070 Email: richard.oglethorpe@liverpool.gov.uk

Carl Beer Chief Executive	Various delegated matters	7 th Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: carlbeer@merseysidewda.gov.uk
Peter Williams Treasurer	Various delegated matters	7 th Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: Peter.williams@merseysidewda.gov.uk
Mandy Valentine Clerk to the Authority / Acting Monitoring Officer	Various delegated matters	7 th Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: amanda.valentine@merseysidewda.gov.uk

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Item	Ref No.	Decision Date	Lead Officer
Quarterly Performance Report Q3 2013-14	K02-14	25/04/2014	A Valentine
Service Plans 2014-2015	K03-14	25/04/2014	A Valentine
Interim Residual Waste Treatment Arrangements	K08-14	25/04/2014	J Connell
External Audit & Fraud Questionnaire	K16-14	25/04/2014	P Williams
Community Fund 2014-15	K14-14	25/04/2014	S Donaldson
Code of Corporate Governance	K12-14	25/04/2014	A Valentine
External Audit Plan 2013-14	K18-14	25/04/2014	P Williams
Internal Audit Plan 2014-15	K19-14	25/04/2014	P Williams
RRC Advisor Support	K20-14	25/04/2014	P Williams
MWHL – Directors Appointments	K23-14	25/04/2014	A Valentine
Internal Audit – Contract Management Arrangements	K22-14	25/04/2014	P Williams
Appointment of Monitoring Officer	K21-14	25/04/2014	C Beer
Scheme of Delegation & Procedural Rules	K09-14	25/07//2014	A Valentine
Questions on Discharge of Functions	K10-14	25/07/2014	A Valentine
Appointments & Committees	K11-14	25/07/2014	A Valentine
Quarterly Performance Report Q4 2013-14	K13-14	25/07/2014	A Valentine
Outturn Report	K17-14	25/07/2014	P Williams
Re-Use Contract	K22-14	Report deferred	S Donaldson

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 Amanda Valentine or by email to amanda.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 Amanda Valentine or by email to amanda.valentine@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	Interim residual waste treatment arrangements			
File Reference	K08-14			
Is the report likely to be private or public?	Private			
Decision Maker	Full Authority			
Key Decision Criteria	Financial ✓	Community Impact	Other – please specify	
Matter in respect of which a Key Decision is required.	Financially significant, impact on the community in terms of environmental wellbeing.			
Scrutiny area	Procurement			
Date for decision	25 th April 2014			
List of Background Papers for consideration	None			
Risk Management Implications	Opportunity to secure improved performance and financial efficiencies.			
Prior consultation	Chairman			
Representations	In writing to or by email to John Connell john.connell@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	External Audit Fraud Questionnaire			
File Reference	K16-14			
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 external auditor has sought information from management and the Chairperson on the arrangements to prevent fraud.			
Scrutiny area	Finance			
Date for decision	25 th April, 2014			
List of Background Papers for consideration	N/A			
Risk Management Implications	Members understanding of the arrangements increases the strength of the arrangements			
Prior consultation	NA			
Representations	In writing to or by email to Peter Williams peter.williams@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	Community Fund 2014-15			
File Reference	K14-14			
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.	To consider details of the Community Fund for 2014-15			
Scrutiny area	Strategy/Governance			
Date for decision	25 th April, 2014			
List of Background Papers for consideration	Current Community Fund Policy Framework Update on 2013-14 Community Fund Projects			
Risk Management Implications	<ol style="list-style-type: none"> 1. Failure to engage effectively and timely with community organisations, residents and stakeholders which will lead to poor participation in waste management initiatives and make it difficult to meet the objectives and targets of the Joint Recycling and Waste Management Strategy and the MRWA Corporate Plan. 2. Failure to plan and prioritise may lead to inefficient use of resources. 			
Prior consultation	Evaluation of 2013-14 Community Fund programme with applicants and interested parties.			
Representations	In writing to or by email to Stuart Donaldson stuart.donaldson@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	Code of Corporate Governance			
File Reference	K12-14			
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 consider the review of the Authority's Code of Corporate Governance and approve the Annual Governance Statement.			
Scrutiny area	Governance			
Date for decision	25 th April 2014			
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 Amanda Valentine or by email to amanda.valentine@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	External Audit Plan 2013-14			
File Reference	K18-14			
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 external audit plan is subject to approval by ‘those charged with governance’ who are the Authority Members			
Scrutiny area	Finance			
Date for decision	25 th April, 2014			
List of Background Papers for consideration	N/A			
Risk Management Implications	External audit of the Authority is a statutory requirement, without considering and approving the plan there is a risk that the Authority will fail to meet its statutory obligations.			
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 plan 2014-15			
File Reference	K19-14			
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 internal audit plan needs to be approved by those charged with governance so that they can gain assurance about the Authority's governance arrangements			
Scrutiny area	Finance			
Date for decision	25 th April 2014			
List of Background Papers for consideration	None			
Risk Management Implications	If the plan is not approved there is a risk that governance arrangements at the Authority will be weakened leading to an increased risk of fraud ad error			
Prior consultation	None			
Representations	In writing to or by email to Peter Williams peter.williams@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	RRC adviser support			
File Reference	K20-14			
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 RRC contract is in place – key professional advisers were important in securing the contract – their continued occasional support will be important in implementing the contracts next phases. Members are asking to approve the continued use of the adviser team.			
Scrutiny area	Finance			
Date for decision	25th April 2014			
List of Background Papers for consideration	None			
Risk Management Implications	If the advisers are not available the risk is that either there will be misinterpretations of key parts of the contract, or the costs of ensuring the interpretation is correct will increase.			
Prior consultation	None			
Representations	In writing to or by email to peter.williams@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	Mersey Waste Holdings Limited – Director Appointments			
File Reference	K23_14			
Is the report likely to be private or public?	Yes			
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 changes to the Board of Mersey Waste Holdings Limited (MWHL) and consider a new appointment.			
Scrutiny area	Governance			
Date for decision	25 th April 2014			
List of Background Papers for consideration	N/A			
Risk Management Implications	Failure to consider appointments to the MWHL Board will affect the effective management of the company.			
Prior consultation	None			
Representations	In writing to or by email to amanda.valentine@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	Internal Audit – Contract Management Arrangements			
File Reference	K22-14			
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 Authority is required to consider Internal Audit reports as the Members represent ‘those charged with governance’ for MWDA			
Scrutiny area	Finance			
Date for decision	25 th April 2014			
List of Background Papers for consideration	None			
Risk Management Implications	Unless the Authority considers IA reports there is a risk that governance arrangements will not be as strong as they should be			
Prior consultation	N/A			
Representations	In writing to or by email to Peter Williams Peter.Williams@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	Appointment of Monitoring Officer			
File Reference	K21-14			
Is the report likely to be private or public?	Yes			
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 a recent vacancy and to consider a proposed appointment to the role of Monitoring Officer.			
Scrutiny area	Governance			
Date for decision	25 th April 2014			
List of Background Papers for consideration				
Risk Management Implications	Failure to appoint a Monitoring Officer would be a breach of statutory requirements.			
Prior consultation	Chairperson			
Representations	In writing to or by email to carl.beer@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	Scheme of Delegation and Procedural Rules			
File Reference	K09-14			
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.	The Authority's Constitution is being reviewed and any amendments will require Authority Approval. In addition, the Scheme of Delegation must be adopted at the Authority's Annual meeting each year.			
Scrutiny area	Governance			
Date for decision	25 th July 2014			
List of Background Papers for consideration	None			
Risk Management Implications	Failure to adopt the Scheme of Delegation is a breach of the Authority's Procedural Rules			
Prior consultation	Monitoring Officer			
Representations	In writing to Amanda Valentine or by email to amanda.valentine@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	Questions on the Discharge of Functions			
File Reference	K10-14			
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.	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	25 th July 2014			
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				
Representations	In writing to Amanda Valentine or by email to amanda.valentine@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	Appointment of Committees and Representation on Other Bodies			
File Reference	K11-14			
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.	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	25 th July 2014			
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				
Representations	In writing to Amanda Valentine or by email to amanda.valentine@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	Performance Report Q4 2013/14			
File Reference	K13-14			
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.	Members to consider the Authority's performance and determine, where necessary, the actions required to improve performance.			
Scrutiny area	Strategy and Development			
Date for decision	25 th July 2014			
List of Background Papers for consideration	None			
Risk Management Implications	Failure to manage performance risks non-achievement of Corporate Targets and ultimately the Corporate Plan.			
Prior consultation				
Representations	In writing to Amanda Valentine or by email to amanda.valentine@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	Outturn Report			
File Reference	K17-14			
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 Authority's financial position in the year compared with the revenue and capital budget and explanations of variances, as well as outturn prudential indicators			
Scrutiny area	Finance			
Date for decision	25 th July, 2014			
List of Background Papers for consideration	N/A			
Risk Management Implications	Unless the Authority understands how spending compares with the budget it cannot demonstrate how well it has achieved the objectives of the corporate plan			
Prior consultation	N/A			
Representations	In writing to or by email to Peter Williams peter.williams@merseysidewda.gov.uk			