



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: November 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 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. 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:

28th November 2014
6th February 2015 (Budget and ordinary meeting)
24th April 2015

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

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 (Chair) (Knowsley)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • MWDA Portfolio • Forward Planning Member's 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 • Forward Planning Member's 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 • Forward Planning Member's 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 • Forward Planning Member's 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>Andrew Foxley (Liverpool)</p>	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	<p>c/o Labour Group Office Municipal Building Dale Street Liverpool Tel:07899 745 858 Email: Andrew.Foxley@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 / Monitoring Officer</p>	<p>Various delegated matters</p>	<p>7th Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: amanda.valentine@merseysidewda.gov.uk</p>

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Item	Ref No.	Decision Date	Lead Officer
Corporate Plan Review 2014	K34-14	28/11/2014	A Valentine
Waste Management and Recycling Contract introduction of Reuse Shop activities at Household Waste Recycling Centres	K36-14	28/11/2014	N Spencer
Internal audit – review of contracts	K37-14	28/11/2014	P Williams
External audit – Management Letter	K38-14	28/11/2014	P Williams
Performance Report Q2 2014/15	K39-14	28/11/2014	A Valentine

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KEY DECISION SHEET

Title	Corporate Plan Review 2014			
File Reference	K34-14			
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 and approval of a revised Corporate Plan.			
Scrutiny area	Governance			
Date for decision	28 th November 2014			
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			

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KEY DECISION SHEET

Title	Waste Management and Recycling Contract introduction of Reuse Shop activities at Household Waste Recycling Centres			
File Reference	K36-14			
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 the introduction of Reuse Shops at HWRCs, initially at the South Sefton HWRC.			
Scrutiny area	Operations			
Date for decision	28 th November, 2014			
List of Background Papers for consideration	N/A			
Risk Management Implications	Not considering the option to implement Reuse Shops at certain HWRCs may result in lost opportunities to generate economic, environmental and social value from the Authority's existing assets.			
Prior consultation	N/A			
Representations	In writing to or by email to Neil Spencer neil.spencer@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	Internal audit report – contract management			
File Reference	K37-14			
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.	Audit reports are prepared to enable Members of the Authority to understand the relative strength of governance arrangements			
Scrutiny area	Finance			
Date for decision	28 November 2014			
List of Background Papers for consideration	N/A			
Risk Management Implications	Enabling Members to consider governance arrangements			
Prior consultation	n/a			
Representations	In writing to or by email to peter.williams@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	External audit – management letter			
File Reference	K38-14			
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 management letter confirms for Member the work and findings of external audit and enables them to consider the relative strength of governance arrangements			
Scrutiny area	Finance			
Date for decision	28 November 2014			
List of Background Papers for consideration	n/a			
Risk Management Implications	To enable Members to understand and question the governance arrangements at the Authority			
Prior consultation	n/a			
Representations	In writing to or by email to peter.williams@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	Performance Report Q2 2014/15			
File Reference	K39-14			
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	Governance			
Date for decision	28 th November 2014			
List of Background Papers for consideration				
Risk Management Implications	Failure to manage performance risks non-achievement of Corporate Targets and ultimately the Corporate Plan.			
Prior consultation	None			
Representations	In writing to or by email to Mandy Valentine mandy.valentine@merseysidewda.gov.uk			