



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: January 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:

20th January (special meeting)
3rd February 2012 (Budget and ordinary meeting)
13th April 2012
29th June 2012
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 2011/2012

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
A Brighouse (Wirral)	<ul style="list-style-type: none"> • Bidston Methane Ltd Board • Scrutiny • Public Consultation • Appeals Committee • Audit & Governance Committee 	31 Grosvenor Road Oxton Birkenhead Wirral CH43 1TJ Tel: 0151 652 6041 Email: alanbrighouse@wirral.gov.uk
K Cluskey	<ul style="list-style-type: none"> • Procurement Portfolio 	39 Kent Avenue

(Sefton)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Strategy & Development Portfolio • Mersey Waste Holdings Ltd • Sefton Borough Partnership Strategic Board 	Litherland Liverpool 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
P Keaveney (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	75 Canterbury Street Garston Liverpool L19 8LQ Tel: 0151 225 2354 Email: paula.keaveney@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
S Shaw (Sefton)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Finance Portfolio • Audit & Governance Committee 	66 Liverpool Road Birkdale Southport PR8 4BB Tel: 01704 565 546 Email: simon.shaw@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

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Item	Ref No.	Portfolio Area	Decision Date	Lead Officer
RRC Competitive Dialogue	K09-12	Procurement	20/01/2012	Carl Beer
Performance Report Q3 2011/12	K01-12	Strategy & Development	03/02/2012	Mandy Valentine
Annual Meeting & Timetable of Authority meetings 2012/13	K02-12	Governance	03/02/2012	Mandy Valentine
Budget Report	K03-12	Finance	03/02/2012	Peter Williams
MWHL/3C – Head of Terms	K52-11	Strategy & Development	03/02/2012	Neil Ferris
External Audit Plan	K06-12	Finance	03/02/2012	Peter Williams
Internal Audit Plan	K07-12	Finance	03/02/2012	Peter Williams
RRC – Call for Final Tenders	K10-12	Procurement	03/02/2012	Carl Beer
Draft Education, Awareness & Engagement Strategy	K05-12	Strategy & Development	13/04/2012	Stuart Donaldson
Service Plans 2012/13	K04-12	Governance	13/04/2012	Mandy Valentine
Actions Arising from Chief Executive's appraisal	K08-12	Governance	13/04/2012	Neil Ferris
Interim Waste Treatment Contract	K53-11	Procurement	29/06/2012	John Connell

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KEY DECISION SHEET

Item for consideration	RRC – Competitive Dialogue			
File Reference	K09-12			
Is the report likely to be private or public?	Private			
Decision Maker	Full Authority			
Key Decision Criteria	Financial Y	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	Decisions to be taken by the Authority in the preparation to closure of Competitive Dialogue for the procurement of the Resource Recovery Contract			
Scrutiny area	Procurement			
Date for decision	20 th January 2012			
List of Background Papers for consideration				
Risk Management Implications	Failure to manage the procurement process appropriately may lead to legal challenge.			
Prior consultation				
Representations	In writing to Carl Beer or by email to CarlBeer@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Performance Report Q3 2011/12			
File Reference	K01-12			
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	3 rd February, 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	Annual Meeting and Timetable of Authority Meetings 2012-2013			
File Reference	K02-12			
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
Reason for meeting Key Decision Criteria	To set the date of the Annual Meeting of the Authority and identify an appropriate timetable of meetings for the 2012/2013 Municipal Year			
Scrutiny area	Governance			
Date for decision	3rd February, 2012			
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			

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KEY DECISION SHEET

Item for consideration	Budget Report			
File Reference	K03-12			
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 Authority is required to set a budget and agree a levy for the next financial year, before the statutory deadline			
Scrutiny area	Finance			
Date for decision	3rd February, 2012			
List of Background Papers for consideration	None			
Risk Management Implications	Breach of 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	MWHL/3C – Head of Terms			
File Reference	K52-11			
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	Re commencement of long term contractual arrangements			
Scrutiny area				
Date for decision	3 rd February, 2012			
List of Background Papers for consideration	MWHL Board Minutes Proposed Heads of Terms			
Risk Management Implications	Reduces current contractual risks and secures MWDA medium term residual landfill requirements			
Prior consultation	MWHL Board 3C RRC participants			
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	External Audit Plan			
File Reference	K06-12			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – ✓ Authority are required to approve	
Reason for meeting Key Decision Criteria	The external auditor's plan must be approved by those charged with governance, at MRWA that is the full Authority, or the Audit Committee if the Authority does not meet.			
Scrutiny area	Finance			
Date for decision	3 rd February, 2012			
List of Background Papers for consideration	None			
Risk Management Implications	Statutory requirement to have an external audit and there plan is a part of the proper process			
Prior consultation	N/a			
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	Internal Audit Report			
File Reference	K07-12			
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 reports of the internal auditor provide independent views of the Authority's governance arrangements for those charged with governance.			
Scrutiny area	Finance			
Date for decision	3 rd February, 2012			
List of Background Papers for consideration	N/A			
Risk Management Implications	Ensuring the governance arrangements are adequate			
Prior consultation	N/A			
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	RRC – Call for Final Tenders			
File Reference	K10-12			
Is the report likely to be private or public?	Private			
Decision Maker	Full Authority			
Key Decision Criteria	Financial Y	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	Decision to be taken by the Authority in relation to the Call for Final Tenders of the procurement of the Resource Recovery Contract			
Scrutiny area	Procurement			
Date for decision	3 rd February 2012			
List of Background Papers for consideration				
Risk Management Implications	Failure to manage the procurement process appropriately may lead to legal challenge.			
Prior consultation				
Representations	In writing to Carl Beer or by email to CarlBeer@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Draft 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 JRWMS.		
Scrutiny area	Strategy & Development		
Date for decision	13 th April, 2012		
List of Background Papers for consideration	Draft Education, Awareness and Engagement Strategy		
Risk Management Implications	<ol style="list-style-type: none"> 1. Failure to engage with stakeholders, raise the understanding and support behavioural change of residents will lead to poor participation in waste management initiatives and collection schemes. This will 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. 3. Failure to respond to new legislation and best practice for the engagement with local communities. 		
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	Service Plans 2012/13			
File Reference	K04-12			
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
Reason for meeting Key Decision Criteria	Member approval of Annual Service Plans which contribute to the delivery of the Corporate Plan.			
Scrutiny area	Governance			
Date for decision	13 th April 2012			
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			

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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	13 th April 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	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	3 rd February, 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			