



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: April 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:

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 (Sefton) | <ul style="list-style-type: none"> • Procurement Portfolio • Scrutiny • Public Consultation | 39 Kent Avenue Litherland Liverpool |

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|--------------------------|---|---|
| | <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 |
| 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 |
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|------------------------|---|--|
| 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 |
|--|----------------|------------------------|----------------------|---------------------|
| Service Plans 2012/13 | K04-12 | Governance | 13/04/2012 | Mandy Valentine |
| Sale of Assets at Stretton Way Huyton | K16-12 | Finance | 13/04/2012 | Peter Williams |
| Review of Community Fund | K20-12 | Strategy & Development | 13/04/2012 | Chris O'Brien |
| Waste Management and Recycling Contract Trial Allowing Acceptance of Trade Waste at Bidston HWRC | K19-12 | Strategy & Development | 13/04/2012 | Jeff Sears |
| Waste Management and Recycling Contract Complaint against Veolia Environmental Services | K21-12 | Strategy & Development | 13/04/2012 | Jeff Sears |
| 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 |
| Draft Education, Awareness & Engagement Strategy | K05-12 | Strategy & Development | 29/06/2012 | Stuart Donaldson |

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

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|--|---|-------------------------|-------------------------------|----------------------|
| 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 | | | |

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

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|--|--|-------------------------|-------------------------------|--|
| Item for consideration | Sale of Assets at Stretton Way Huyton | | | |
| File Reference | K16-12 | | | |
| 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 | The Authority authorised a sale process in September 2011 and agreed that there would be a further report on the outcome of the sale and to approve a recommended way forward. | | | |
| Scrutiny area | Finance | | | |
| Date for decision | 13 th April, 2012 | | | |
| List of Background Papers for consideration | | | | |
| Risk Management Implications | | | | |
| Prior consultation | | | | |
| Representations | In writing to Peter Williams or by email to Peter.Williams@merseysidewda.gov.uk | | | |

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

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|--|--|---|---|
| Item for consideration | Review of Community Fund | | |
| File Reference | K20-12 | | |
| Is the report likely to be private or public? | Public | | |
| Decision Maker | Full Authority | | |
| Key Decision Criteria | Financial Yes – change to level of funding | Community Impact Yes – broadening the support to the community sector | Other – please specify Improvement to funding criteria to enable sustainable living and behaviour change. |
| Reason for meeting Key Decision Criteria | To consider fundamental change to the existing Community Grant Scheme. | | |
| Scrutiny area | Strategy & Development | | |
| Date for decision | 13 th April, 2012 | | |
| List of Background Papers for consideration | WDA / 47/ 08 – Consultation for the provision of a grant scheme 26 th Sep 2008 RESOURCE Merseyside (Document) Authority Report WDA/39/11 – The Joint Recycling and Waste Management Strategy (2011-2041) 18 th Nov 2011 | | |
| Risk Management Implications | Staffing Resources Over subscription | | |
| Prior consultation | Evaluation of past 3 years of the community grant. Anecdotal feedback from the Community Sector Review of other WDA funding scheme | | |
| Representations | In writing to Chris O'Brien or by email to chris.obrien@merseysidewda.gov.uk | | |

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

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|--|---|----------------------------------|-------------------------------|--|
| Item for consideration | Waste Management and Recycling Contract Review of Trade Waste at Bidston HWRC | | | |
| File Reference | K19-12 | | | |
| 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 acceptance of trade waste (for a charge) at certain HWRCs | | | |
| Scrutiny area | Operational Review | | | |
| Date for decision | 13 th April 2012 | | | |
| List of Background Papers for consideration | N/A | | | |
| Risk Management Implications | Not considering the results of the recent trial allowing trade waste to be accepted at Bidston HWRC, and the options to implement the service at certain other HWRCs may result in a lost opportunity to develop the service at the HWRCs and generate an income to the Authority to reduce overall waste management costs. | | | |
| Prior consultation | | | | |
| Representations | In writing to Jeff Sears or by email to Jeff.Sears@merseysidewda.gov.uk | | | |

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

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|--|--|-------------------------|-------------------------------|-------|
| Item for consideration | Waste Management and Recycling Contract Complaint against Veolia Environmental Services | | | |
| File Reference | K21-12 | | | |
| Is the report likely to be private or public? | Private | | | |
| Decision Maker | Full Authority | | | |
| Key Decision Criteria | Financial | Community Impact | Other – please specify | Legal |
| Reason for meeting Key Decision Criteria | To note the recent complaint made to Veolia ES and the subsequent privileged legal advice obtained by the Chief Executive | | | |
| Scrutiny area | | | | |
| Date for decision | 13 th April 2012 | | | |
| List of Background Papers for consideration | N/A | | | |
| Risk Management Implications | | | | |
| Prior consultation | | | | |
| Representations | In writing to Jeff Sears or by email to Jeff.Sears@merseysidewda.gov.uk | | | |

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

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|--|--|-------------------------|-------------------------------|--|
| 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 | | | |

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

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|--|---|-------------------------|-------------------------------|--|
| 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 | | | |

MERSEYSIDE WASTE DISPOSAL AUTHORITY

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 | | | |

MERSEYSIDE WASTE DISPOSAL AUTHORITY

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 | | | |

MERSEYSIDE WASTE DISPOSAL AUTHORITY

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 | | | |

MERSEYSIDE WASTE DISPOSAL AUTHORITY

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 | | | |

MERSEYSIDE WASTE DISPOSAL AUTHORITY

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 | | | |

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

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|--|--|-------------------------|-------------------------------|--|
| 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 | | | |

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

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|--|--|----------------------------------|-------------------------------|
| 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 | 29 th June, 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 | | |