



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: August 2018

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:

21st September 2018
23rd November 2018
01st February 2019 (Budget)
26th April 2019

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 Paula Pocock (Clerk to the Authority) on 0151-255-1444 or by e-mail at enquiries@merseysidewda.gov.uk

AUTHORITY MEMBERSHIP 2018/19

| COUNCILLOR | Responsibilities | Address and Contact Details |
|---|---|--|
| Tony Concepcion (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 |
| Diane Roscoe (Deputy Chair) (Sefton) | <ul style="list-style-type: none"> • Scrutiny • Public Consultation • Audit & Governance Committee • Investigating and Disciplinary Committee • Mersey Waste Holdings Ltd | 15 Cambridge Avenue Crosby Liverpool L23 7XN Tel: 07557649055 Email: diane.roscoe@councillors.sefton.gov.uk |
| Steve Williams (Wirral) | <ul style="list-style-type: none"> • Scrutiny • Public Consultation • Bidston Methane Ltd Board • Investigating and Disciplinary Committee • Appeals Committee • Audit & Governance 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 | Labour Group Office Municipal Buildings Dale Street Liverpool L2 2DH Tel: 07980 311545 Email: laura.robertson-collins@liverpool.gov.uk |
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|--|---|--|
| <p>Tony Norbury (Wirral)</p> | <ul style="list-style-type: none"> • Scrutiny • Public Consultation • North West Employers Organisation • Bidston Methane Ltd Board | <p>Town Hall Brighton Street Wallasey CH44 8ED Tel: 07952 297 652 Email: tonynorbury@wirral.gov.uk</p> |
| <p>Joe Hanson (Liverpool)</p> | <ul style="list-style-type: none"> • Scrutiny • Public Consultation • Audit & Governance Committee | <p>c/o Labour Group Office Cunard Buildings Water Street Liverpool L3 1QB Tel: 0151 233 0420 Email: joe.hanson@liverpool.gov.uk</p> |
| <p>Charlie Preston (St Helens)</p> | <ul style="list-style-type: none"> • Scrutiny • Public Consultation • Forward Planning Panel • Mersey Waste Holdings Ltd • Bidston Methane Ltd Board | <p>61 Belvedere Road Newton-Le-Willows Merseyside WA12 0JS Tel: 01744 677323 Email: cllrpreston@sthelens.gov.uk</p> |
| <p>Louise Harbour (Knowsley)</p> | <ul style="list-style-type: none"> • Scrutiny • Public Consultation • Forward Planning Panel • Appeals Committee • Audit & Governance Committee | <p>8 Dagnall Road Westvale Kirkby Knowsley L32 5TW Tel: 07384 455426 Email: louise.harbour@knowsley.gov.uk</p> |
| <p>Yvonne Sayers (Sefton)</p> | <ul style="list-style-type: none"> • Scrutiny • Public Consultation • Forward Planning Panel • Appeals Committee | <p>9 Aisthorpe Grove Maghull Merseyside L31 5PN Tel: 07570 792 489 Email: yvonne.sayers@councillors.sefton.gov.uk</p> |

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|--|----------------------------------|---|
| <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>Paula Pocock Clerk to the Authority</p> | <p>Various delegated matters</p> | <p>7th Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: paula.pocock@merseysidewda.gov.uk</p> |
| <p>Ian Stephenson Monitoring Officer</p> | <p>Various delegated matters</p> | <p>7th Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: ian.stephenson@merseysidewda.gov.uk</p> |

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| Internal Audit Reports | K17-18 | 21/09/2018 | P. Williams |
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| Waste Development Fund | K19-18 | 21/09/2018 | P. Williams |
| External Audit – Annual Audit Letter 2017-18 | K20-18 | 21/09/2018 | P. Williams |

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

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|---|---|-------------------------|-------------------------------|--|
| Title | Internal Audit Reports | | | |
| File Reference | K17-18 | | | |
| 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. | Internal audit reports on the management of the Resource Recovery Contract and the management of Financial Systems – to be noted by Members | | | |
| Scrutiny area | Finance | | | |
| Date for decision | 21 st September 2018 | | | |
| List of Background Papers for consideration | N/A | | | |
| Risk Management Implications | The Members of the Authority need to understand the risks involved in the way the managers operate key elements of the Authority's activity; Internal Audit review and reports give Members the opportunity to assess the effectiveness of those arrangements and any need for improvement. | | | |
| Prior consultation | N/A | | | |
| Representations | In writing to or by email to peter.williams@merseysidewda.gov.uk | | | |

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

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|---|---|-------------------------|-------------------------------|--|
| Title | Internal Audit Follow-up | | | |
| File Reference | K18-18 | | | |
| 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. | Internal audit review the way the Authority has responded to its recommendations – this follow up gives Members an understanding of the effectiveness of the framework of internal control at the Authority | | | |
| Scrutiny area | Finance | | | |
| Date for decision | 21st September 2018 | | | |
| List of Background Papers for consideration | N/A | | | |
| Risk Management Implications | Members are given the opportunity to understand whether recommendations made by internal audit have been implemented and to ask questions about why if they are not implemented | | | |
| Prior consultation | N/A | | | |
| Representations | In writing to or by email to peter.williams@merseysidewda.gov.uk | | | |

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

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|---|--|-------------------------|-------------------------------|--|
| Title | Waste Development Fund | | | |
| File Reference | K19-18 | | | |
| 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. | Members are asked to note the report on the way District Councils have utilised the Waste Development Fund | | | |
| Scrutiny area | Finance | | | |
| Date for decision | 21 st September 2018 | | | |
| List of Background Papers for consideration | N/A | | | |
| Risk Management Implications | The Waste Development Fund was allocated to Districts in April 2014, but as the Authority has only Waste Related powers the Districts are required to confirm each year how they have spent the funds on waste related activities, until their share is fully utilised, this is reported to the Authority annually in September. | | | |
| Prior consultation | N/A | | | |
| Representations | In writing to or by email to peter.williams@merseysidewda.gov.uk | | | |

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

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|---|--|-------------------------|-------------------------------|--|
| Title | External Audit – Annual Audit Letter 2017-18 | | | |
| File Reference | K20-18 | | | |
| 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's annual audit letter is required to be considered by all Members of the Authority | | | |
| Scrutiny area | Finance | | | |
| Date for decision | 21 September 2018 | | | |
| List of Background Papers for consideration | N/A | | | |
| Risk Management Implications | Members need to demonstrate that they understand the external auditor's view of the arrangements at the Authority for preparing the accounts and providing value for money | | | |
| Prior consultation | N/A | | | |
| Representations | In writing to or by email to peter.williams@merseysidewda.gov.uk | | | |