



MERSEYSIDE WASTE DISPOSAL AUTHORITY

## **FORWARD PLAN**

**Publication Date: October 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](http://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:

23<sup>rd</sup> November 2018  
01<sup>st</sup> February 2019 (Budget)  
26<sup>th</sup> 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](http://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](mailto:enquiries@merseysidewda.gov.uk)

### AUTHORITY MEMBERSHIP 2018/19

COUNCILLOR	Responsibilities	Address and Contact Details
<p>Tony Concepcion (Chair) (Liverpool)</p>	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• MWDA Portfolio</li> <li>• Forward Planning Member's Panel</li> <li>• Appeals Committee</li> <li>• Mersey Waste Holdings Ltd</li> </ul>	<p>24 Woodbourne Road Liverpool L14 2DA Tel: 078742 16868 Email: <a href="mailto:tony.concepcion@liverpool.gov.uk">tony.concepcion@liverpool.gov.uk</a></p>
<p>Diane Roscoe (Deputy Chair) (Sefton)</p>	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Audit &amp; Governance Committee</li> <li>• Investigating and Disciplinary Committee</li> <li>• Mersey Waste Holdings Ltd</li> </ul>	<p>15 Cambridge Avenue Crosby Liverpool L23 7XN Tel: 07557649055 Email: <a href="mailto:diane.roscoe@councillors.sefton.gov.uk">diane.roscoe@councillors.sefton.gov.uk</a></p>
<p>Steve Williams (Wirral)</p>	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Bidston Methane Ltd Board</li> <li>• Investigating and Disciplinary Committee</li> <li>• Appeals Committee</li> <li>• Audit &amp; Governance Committee</li> </ul>	<p>34 Beech Avenue Saughall Massie Upton Wirral CH49 4NJ Tel: 0151 677 8848 Email: <a href="mailto:stevewilliams@wirral.gov.uk">stevewilliams@wirral.gov.uk</a></p>
<p>Laura Robertson- Collins (Liverpool)</p>	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Investigating and Disciplinary Committee</li> </ul>	<p>Labour Group Office Municipal Buildings Dale Street Liverpool L2 2DH Tel: 07980 311545 Email: <a href="mailto:laura.robertson-collins@liverpool.gov.uk">laura.robertson-collins@liverpool.gov.uk</a></p>

<p>Tony Norbury (Wirral)</p>	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• North West Employers Organisation</li> <li>• Bidston Methane Ltd Board</li> </ul>	<p>Town Hall Brighton Street Wallasey CH44 8ED Tel: 07952 297 652 Email: <a href="mailto:tonynorbury@wirral.gov.uk">tonynorbury@wirral.gov.uk</a></p>
<p>Joe Hanson (Liverpool)</p>	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Audit &amp; Governance Committee</li> </ul>	<p>c/o Labour Group Office Cunard Buildings Water Street Liverpool L3 1QB Tel: 0151 233 0420 Email: <a href="mailto:joe.hanson@liverpool.gov.uk">joe.hanson@liverpool.gov.uk</a></p>
<p>Charlie Preston (St Helens)</p>	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Forward Planning Panel</li> <li>• Mersey Waste Holdings Ltd</li> <li>• Bidston Methane Ltd Board</li> </ul>	<p>61 Belvedere Road Newton-Le-Willows Merseyside WA12 0JS Tel: 01744 677323 Email: <a href="mailto:cllrpreston@sthelens.gov.uk">cllrpreston@sthelens.gov.uk</a></p>
<p>Louise Harbour (Knowsley)</p>	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Forward Planning Panel</li> <li>• Appeals Committee</li> <li>• Audit &amp; Governance Committee</li> </ul>	<p>8 Dagnall Road Westvale Kirkby Knowsley L32 5TW Tel: 07384 455426 Email: <a href="mailto:louise.harbour@knowsley.gov.uk">louise.harbour@knowsley.gov.uk</a></p>
<p>Yvonne Sayers (Sefton)</p>	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Forward Planning Panel</li> <li>• Appeals Committee</li> </ul>	<p>9 Aisthorpe Grove Maghull Merseyside L31 5PN Tel: 07570 792 489 Email: <a href="mailto:yvonne.sayers@councillors.sefton.gov.uk">yvonne.sayers@councillors.sefton.gov.uk</a></p>

<p>Carl Beer Chief Executive</p>	<p>Various delegated matters</p>	<p>7<sup>th</sup> Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: <a href="mailto:carlbeer@merseysidewda.gov.uk">carlbeer@merseysidewda.gov.uk</a></p>
<p>Peter Williams Treasurer</p>	<p>Various delegated matters</p>	<p>7<sup>th</sup> Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: <a href="mailto:Peter.williams@merseysidewda.gov.uk">Peter.williams@merseysidewda.gov.uk</a></p>
<p>Paula Pocock Clerk to the Authority</p>	<p>Various delegated matters</p>	<p>7<sup>th</sup> Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: <a href="mailto:paula.pocock@merseysidewda.gov.uk">paula.pocock@merseysidewda.gov.uk</a></p>
<p>Ian Stephenson Monitoring Officer</p>	<p>Various delegated matters</p>	<p>7<sup>th</sup> Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: <a href="mailto:ian.stephenson@merseysidewda.gov.uk">ian.stephenson@merseysidewda.gov.uk</a></p>

## CONTENTS

<b>Item</b>	<b>Ref No.</b>	<b>Decision Date</b>	<b>Lead Officer</b>
Corporate Plan Update	K21-18	23/11/2018	P. Williams
Community Fund 2019/20 Approval	K22-18	23/11/2018	C. O'Brien
Internal Audit – Veolia Contract	K23-18	23/11/2018	P. Williams
Cash and Borrowing	K24-18	23/11/2018	P. Williams

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**KEY DECISION SHEET**

<b>Title</b>	<b>Corporate Plan Update</b>			
<b>File Reference</b>	<b>K21-18</b>			
<b>Is the report likely to be private or public?</b>	Public			
<b>Decision Maker</b>	<b>Full Authority</b>			
<b>Key Decision Criteria</b>	<b>Financial</b>	<b>Community Impact</b>	<b>Other – please specify</b>	Corporate Objectives
<b>Matter in respect of which a Key Decision is required.</b>	Members are asked to approve the Authority's corporate objectives by considering the proposed update to the Corporate Plan			
<b>Scrutiny area</b>	<b>Whole Authority</b>			
<b>Date for decision</b>	23 November 2018			
<b>List of Background Papers for consideration</b>	N/A			
<b>Risk Management Implications</b>	Unless a Corporate Plan is approved the Authority will not have any objectives or priorities approved prior to approving a budget making it less likely to be efficient and effective.			
<b>Prior consultation</b>	N/A			
<b>Representations</b>	In writing to or by email to <a href="mailto:peter.williams@merseysidewda.gov.uk">peter.williams@merseysidewda.gov.uk</a>			



**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>Community Fund 2019/20 Approval</b>			
<b>File Reference</b>	<b>K22-18</b>			
<b>Is the report likely to be private or public?</b>	Public			
<b>Decision Maker</b>	<b>Full Authority</b>			
<b>Key Decision Criteria</b>	<b>Financial</b> √	<b>Community Impact</b> √	<b>Other – please specify</b>	
<b>Matter in respect of which a Key Decision is required.</b>	Consider the allocation of budget for the Community Fund for 2019-20			
<b>Scrutiny area</b>	Business Services and Strategy / Governance			
<b>Date for decision</b>	23 <sup>rd</sup> November 2018			
<b>List of Background Papers for consideration</b>	Community Fund 2018-19 Report (WDA/01/18)			
<b>Risk Management Implications</b>	<ol style="list-style-type: none"> <li>1 Under subscription to the fund</li> <li>2. Failure to gain economic, social and environmental benefits to the community</li> <li>3. Over subscription to the Fund requiring additional resource requirements to evaluate applications.</li> </ol>			
<b>Prior consultation</b>	N/A			
<b>Representations</b>	In writing to or by email to <a href="mailto:chris.obrien@merseysidewda.gov.uk">chris.obrien@merseysidewda.gov.uk</a>			

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>Internal Audit Report – Veolia Contract</b>			
<b>File Reference</b>	<b>K23-18</b>			
<b>Is the report likely to be private or public?</b>	Public			
<b>Decision Maker</b>	<b>Full Authority</b>			
<b>Key Decision Criteria</b>	<b>Financial</b> ✓	<b>Community Impact</b>	<b>Other – please specify</b>	
<b>Matter in respect of which a Key Decision is required.</b>	Members are asked to note the content of the internal auditors review of arrangements for the Veolia contract			
<b>Scrutiny area</b>	<b>Full Authority</b>			
<b>Date for decision</b>	23 <sup>rd</sup> November 2018			
<b>List of Background Papers for consideration</b>	N/A			
<b>Risk Management Implications</b>	The report is a review of the relative strength of the Authority's arrangements for management of the Veolia contract, Members need to understand whether those arrangements are relatively strong or otherwise.			
<b>Prior consultation</b>	N/A			
<b>Representations</b>	In writing to or by email to <a href="mailto:peter.williams@merseysidewda.gov.uk">peter.williams@merseysidewda.gov.uk</a>			

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>Cash and Borrowing</b>			
<b>File Reference</b>	<b>K24-18</b>			
<b>Is the report likely to be private or public?</b>	Public			
<b>Decision Maker</b>	<b>Full Authority</b>			
<b>Key Decision Criteria</b>	<b>Financial</b> ✓	<b>Community Impact</b>	<b>Other – please specify</b>	
<b>Matter in respect of which a Key Decision is required.</b>	The Authority has no bank account – but is in an overdrawn position with St Helens Council, this overdraft costs more than borrowing from PWLB. A decision is required to transfer the overdraft into a loan that will reduce the costs while the Authority gets back into a balanced position.			
<b>Scrutiny area</b>	<b>Finance</b>			
<b>Date for decision</b>	23 <sup>rd</sup> November 2018			
<b>List of Background Papers for consideration</b>	N/A			
<b>Risk Management Implications</b>	If this matter is not addressed the Authority will incur increased costs from continued use of an overdraft.			
<b>Prior consultation</b>	N/A			
<b>Representations</b>	In writing to or by email to <a href="mailto:peter.williams@merseysidewda.gov.uk">peter.williams@merseysidewda.gov.uk</a>			