



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: November 2019

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:

22nd November 2019
07th February 2020 (Budget Meeting)
24th April 2020

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

COUNCILLOR	Responsibilities	Address and Contact Details
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CONTENTS

Item	Ref No.	Decision Date	Lead Officer
Proposed Corporate Plan 20/21	K24-19	22/11/2019	P Williams
Waste Development Fund	K25-19	22/11/2019	P Williams
Bidston Methane Ltd	K26-19	22/11/2019	P Williams

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	Proposed Corporate Plan 2020-21			
File Reference	K24-19			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial X	Community Impact	Other – please specify	
Matter in respect of which a Key Decision is required.	Members of the Authority are asked to consider and approve the proposed Corporate Plan for 2020-21			
Scrutiny area	Full Authority			
Date for decision	22/11/2019			
List of Background Papers for consideration	N/A			
Risk Management Implications	Members approval of the Corporate Plan for 2020-21 sets the planning framework for the next year – including the budget setting and detailed performance planning framework – without a corporate plan there is no framework (other than the statutory provisions) for the Authority to deliver services.			
Prior consultation	N/A			
Representations	In writing to or by email to Peter.williams@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	Waste Development Fund			
File Reference	K25-19			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial X	Community Impact	Other – please specify	
Matter in respect of which a Key Decision is required.	Members of the Authority are asked to note the updates from District Councils on the way they have spent the amounts allocated to them under the Waste Development Fund			
Scrutiny area	Full Authority			
Date for decision	22/11/2019			
List of Background Papers for consideration	N/A			
Risk Management Implications	The Waste Development Fund was allocated to Districts on the basis that they could only spend it on waste related activity – this report gives Members assurance that this is the case			
Prior consultation	N/A			
Representations	In writing to or by email to peter.williams@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	Bidston Methane Ltd			
File Reference	K26-19			
Is the report likely to be private or public?	Private			
Decision Maker	Full Authority			
Key Decision Criteria	Financial X	Community Impact	Other – please specify	
Matter in respect of which a Key Decision is required.	Members of the Authority are asked to note the progress in the proposal to sell the Authority's share of Bidston Methane Ltd, and authorise the Chief Executive in consultation with the Chairperson and Treasurer to conclude the proposed deal.			
Scrutiny area	Full Authority			
Date for decision	22/11/2019			
List of Background Papers for consideration	N/A			
Risk Management Implications	The Joint Venture BML no longer has a real purpose in its present form as closed landfill gas no longer produces electricity for profit. This proposal resolves the future of the company and leaves the Authority without the financial burden of the company while leaving it free to manage gas fields. If the decision is not made then the future of the company and the Authority's position on gas field management is less clear.			
Prior consultation	N/A			
Representations	In writing to or by email to peter.williams@merseysidewda.gov.uk			

