



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: August 2006

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 regular basis and covers key issues to be dealt with in the coming 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 and a deadline for their receipt.

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 published within five days of it having been made. This is 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 Director, 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 Director 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. The Authority, at its regular meetings will receive a report on each key decision, and will consider, where necessary any report which has been 'called-in' under the Authority's scrutiny arrangements.

Consultation

The Director, 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 quarter. 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:

1st September 2006
29th September 2006 (Governance and Audit Committee Meeting)
6th October 2006
2nd February 2007 (Budget Meeting)
20th April 2007

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 (Support Services Manager) on 0151-255-1444 or by e-mail at enquiries@merseysidewda.gov.uk

AUTHORITY MEMBERSHIP 2006/2007

COUNCILLOR	Portfolio Area	Address and Contact Details
K Cluskey (Chairman) (Sefton)	<ul style="list-style-type: none"> • Procurement • Risk Management • Audit 	39 Kent Avenue Litherland Liverpool L21 7QJ Tel: 0151 920 3704 Email: Not Available
B Swann (Deputy Chairman) (Knowsley)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	86 Trispen Close Halewood Liverpool L26 9YR Tel: 0151 487 8974 Email: bob.swann@knowsley.gov.uk
D Tattersall (Sefton)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	3 Beresford Drive Southport PR9 7JY Email: david@tattersall95.freereserve.co.uk
B Turner (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public consultation 	118 Anfield Road Liverpool L4 0TF Tel: 0151 263 5857 Email: Bernie.turner@liverpool.gov.uk
N Small (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	167 Royal Quay Liverpool L3 4EX Email: nick.small@liverpool.gov.uk
J Salter (Wirral)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	7 Church Meadow Close Egremont Wallasey CH44 8HQ Tel: 0151 638 7184 (home) Email: johnsalter@wirral.gov.uk
D Crowther (St Helens)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	15 Hotel Street Newton-le-willows WA12 9QH 01744678953 cllrdcrowther@sthelens.gov.uk

COUNCILLOR	Portfolio Area	Address and Contact Details
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S Moseley (Wirral)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	22 Bradgate Close Moreton Wirral CH46 6FN Tel: 07785 182536 Fax: 0151 677 5059 Email: suzannemoseley@wirral.gov.uk
OFFICERS		
Carl Beer Director	Various delegated matters	6th Floor, North House 17 North John Street Liverpool L2 5QY Tele: 0151 255 1444 Email: carlbeer@ merseysidewda.gov.uk
Carole Hudson Clerk	Various delegated matters	St Helens MBC Town Hall St Helens WA10 1HP Tele: 01744 456101 Email: carolehudson@sthelens.gov.uk
Ian Roberts Treasurer	Various delegated matters	St Helens MBC Town Hall St Helens WA10 1HP Tele: 01744 456101 Email: ianroberts@sthelens.gov.uk
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Item	Portfolio Area	Date	Lead Officer
New Technologies Demonstrator Programme - Lease	Chairman	1st September 2006	Carl Beer
Progress Report - Procurement	Chairman	1st September 2006	Terry Bradley
Inter Authority Agreement ISA 260 (UK&I)	Chairman	1st September 2006	Stuart Donaldson
	Governance and Audit Committee	29th September 2006	Mandy Valentine
Procurement Project - Response to OBC Submission	Chairman	6th October 2006	Terry Bradley
Best Value Review - Sustainable Development	Chairman	6th October 2006	Stuart Donaldson
Communications Strategy	Chairman	6th October 2006	Mandy Valentine
Best Value Review - HWRC	Chairman	6th October 2006	John Connell
Best Value Review - Clinical Waste	Chairman	6th October 2006	John Connell
HWRC Permit Scheme	Chairman	6th October 2006	Jeff Sears
Landfill Contract - Acceptance of Tenders	Chairman	Nov-06	John Connell

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ITEM FOR CONSIDERATION	New Technologies Demonstrator Programme - Lease			
FILE REF	K22_06			
DECISION MAKER	<i>FULL AUTHORITY</i>			
KEY DECISION CRITERIA	Financial? X	Community Impact?	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	The ntd programme requires the acquisition of a suitable site and this has significant financial implications where the authority is required to enter into a lease agreement for a significant number of years			
SCRUTINY AREA	<i>PROCUREMENT</i>			
DATE/ PERIOD FOR DECISION	1 ST September 2006			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	PRIVATE REPORT			
RISK MANAGEMENT IMPLICATIONS	Failure to identify the full liability resulting from the project would lead the authority to greater than anticipated financial implications			
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to CARL BEER or by email to carlbeer@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Progress Report - Procurement			
FILE REF	K23_06			
DECISION MAKER	<i>FULL AUTHORITY</i>			
KEY DECISION CRITERIA	Financial?	Community Impact? X	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	Key decisions required in relation to the progress of the Procurement Project and the application for PFI credits.			
SCRUTINY AREA	<i>Procurement</i>			
DATE/ PERIOD FOR DECISION	1 ST SEPTEMBER 2006			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	Private Report			
RISK MANAGEMENT IMPLICATIONS	Failure to take timely and informed decisions in relation to the Procurement Project may lead to delays in its implementation leading to failure to improve performance and subsequent financial penalties.			
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to Terry Bradley or by email to terry.bradley@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Inter Authority Agreement (IAA)			
DECISION MAKER	Merseyside Waste Disposal Authority			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other – Please state	
	Yes	Yes		
REASON FOR MEETING KEY DECISION CRITERIA	<p>The Authority and the 5 Waste Collection Authorities have entered into a Memorandum of Understanding (MoU) to develop partnership working between them in furtherance of the JMWMS.</p> <p>As the Authority enters into the three Waste Contracts for recovery, recycling and landfill in 2008, the parties need to work together to facilitate the operation of those contracts. The Inter Authority Agreement will be legally binding and is a development of the principles set out in the MoU.</p> <p>The IAA will be developed in two phases. Phase 1 will be for the Authority and the District Councils to agree the overall principles and objectives of the Agreement. This will be submitted to DEFRA in support of the Outline Business Case at the Project Review Meeting.</p> <p>Phase 2 of the IAA will provide more detailed provision relating to technical inputs and payment. The greater the level of detail that can be agreed for inclusion in the IAA, the greater the scope that MWDA will have in negotiating contracts with the private sector bidders. This phase of the IAA will be submitted to the Authority and Districts for ratification later in the year.</p>			
SCRUTINY AREA	Strategy			
DATE/ PERIOD FOR DECISION	Phase 1: September 2006 Phase 2: Autumn/Winter 2006/7			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION				

RISK MANAGEMENT IMPLICATIONS	If the parties fail to enter into an Inter Authority Agreement, this may send a negative signal to DEFRA on partnership working between the Merseyside Authorities. Equally, it would reduce the scope for negotiation in the three contracts as the operators would identify uncertainty in what is being delivered by the collection authorities and add a financial cost to manage the greater risks.
PRIOR CONSULTATION	
REPRESENTATIONS	In writing to Stuart Donaldson Waste Strategy Manager, MWDA, or by email to stuart.donaldson@merseysidewda.gov.uk

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ITEM FOR CONSIDERATION	SAS 610 Report			
FILE REF	K19_06			
DECISION MAKER	<i>Governance and Audit Committee</i>			
KEY DECISION CRITERIA	Financial? X	Community Impact? X	Other Please State:	Statutory Requirement
REASON FOR MEETING KEY DECISION CRITERIA	The Audit Commission issues a report (SAS610) on the outcome of their audit of the Authority's Statement of Accounts 2005/06. Should any issues arise from that audit, Members are given the opportunity to respond to the Auditor.			
SCRUTINY AREA	Governance			
DATE/ PERIOD FOR DECISION	November 2006			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	Statement of Accounts 2005/06			
RISK MANAGEMENT IMPLICATIONS	Failure to meet statutory requirements or consider issues raised by the Audit Commission may lead to a qualified opinion of the Authority's Financial Systems.			
PRIOR CONSULTATION	None			
REPRESENTATIONS	In writing to Mandy Valentine or by email to mandy.valentine@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Procurement Project – Response to OBC Submission			
FILE REF	K24_06			
DECISION MAKER	<i>FULL AUTHORITY</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other - Please State:	FOR INFORMATION
REASON FOR MEETING KEY DECISION CRITERIA	To ensure that the Authority is kept fully informed.			
SCRUTINY AREA	<i>PROCUREMENT</i>			
DATE/ PERIOD FOR DECISION	6 TH OCTOBER 2006			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	DEFRA letters dated 7 TH / 12 TH July 2006 and MWDA'S response dated 27 TH July 2006			
RISK MANAGEMENT IMPLICATIONS	Timeline Risk to PRG (PROJECT REVIEW GROUP) Reviewing OBC during Spetember 2006			
PRIOR CONSULTATION	Board advised of the issue of OBC prior to the issue date of 12 TH MAY.			
REPRESENTATIONS	In writing to TERRY BRADLEY or by email to terry.bradley@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Sustainable Development Policy			
DECISION MAKER	Merseyside Waste Disposal Authority			
KEY DECISION CRITERIA	Financial? Yes	Community Impact? Yes	Other – please state	
REASON FOR MEETING KEY DECISION CRITERIA	In 2005, MWDA pledged to undertake a sustainability Best Value Review of its operations. The review is currently in progress and has identified the need for MWDA to align with the Government’s sustainable development principles and its main priority areas.			
SCRUTINY AREA	Strategy			
DATE/ PERIOD FOR DECISION	October 2006			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	Merseyside Waste Disposal Authority Best Value Performance Plan 05/06 Corporate Social Responsibility Policy WDA/03/05			
RISK MANAGEMENT IMPLICATIONS	Failure to provide Members with sufficient information to make informed decisions leading to poor corporate governance.			
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to Stuart Donaldson Waste Strategy Manager, MWDA, or by email to stuart.donaldson@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Communications Strategy			
FILE REF	K25_06			
DECISION MAKER	<i>FULL AUTHORITY</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other - Please State:	CORPORATE GOVERNANCE
REASON FOR MEETING KEY DECISION CRITERIA	The authority has a communications policy but this needs to be translated into a strategy which will deliver the aims and objectives of the authority in terms of communication.			
SCRUTINY AREA	<i>PR & COMMUNICATION</i>			
DATE/ PERIOD FOR DECISION	6 TH OCTOBER 2006			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	COMMUNICATION POLICY			
RISK MANAGEMENT IMPLICATIONS	Failure to plan and implement a cohesive comms strategy would affect the implementation of other strategies and the ability of mwda to deliver its aims and objectives			
PRIOR CONSULTATION	COMMUNICATIONS GROUP LEAD MEMBER – COMMS AND PR			
REPRESENTATIONS	In writing to AMANDA VALENTINE or by email to MANDY.VALENTINE@MERSEYSIDEWDA.GOV.UK			

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ITEM FOR CONSIDERATION	Best Value Review - HWRC			
FILE REF	K26_06			
DECISION MAKER	<i>FULL AUTHORITY</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other - Please State:	BVR
REASON FOR MEETING KEY DECISION CRITERIA	Audit Commission requirement to undertake BVR pursuant to the Local Government Act 1999			
SCRUTINY AREA	<i>Service</i>			
DATE/ PERIOD FOR DECISION	6 th October 2006			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION				
RISK MANAGEMENT IMPLICATIONS	Failure to Improve Service			
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to John Connell or by email to john.connell@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Best Value Review – Clinical Waste			
FILE REF	K27_06			
DECISION MAKER	<i>FULL AUTHORITY</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other - Please State:	BVR
REASON FOR MEETING KEY DECISION CRITERIA	Audit Commission requirement to undertake BVR pursuant to the Local Government Act 1999			
SCRUTINY AREA	<i>Service</i>			
DATE/ PERIOD FOR DECISION	6 th October 2006			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION				
RISK MANAGEMENT IMPLICATIONS	Failure to Improve Service			
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to John Connell or by email to john.connell@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	HWRC Commercial Vehicle Permit Scheme			
FILE REF	K28_06			
DECISION MAKER	<i>FULL AUTHORITY</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	In 2004, MWDA approved the implementation of a system to restrict the use of certain classes of vehicles. MWHL has subsequently submitted their proposed 'Commercial vehicle permit scheme' for approval by MWDA			
SCRUTINY AREA	<i>Statutory Duty (Household waste acceptance only)</i>			
DATE/ PERIOD FOR DECISION	6 th October 2006			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	WDA 3904 WDA997			
RISK MANAGEMENT IMPLICATIONS	Failure to introduce the scheme would result in preventable congestion and commercial/industrial waste being deposited at the HWRC's.			
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to Jeff Sears or by email to jeff.sears@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Landfill Contract – Acceptance of Tenders			
FILE REF				
DECISION MAKER	<i>FULL AUTHORITY</i>			
KEY DECISION CRITERIA	Financial?	Community Impact? ✓	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	As part of the approved Procurement strategy for waste management services, tenders have been invited for the provision of landfill disposal services. Acceptance of the most economically advantageous tender will have significant financial impact.			
SCRUTINY AREA	<i>Procurement</i>			
DATE/ PERIOD FOR DECISION	November 2006			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	Private Report			
RISK MANAGEMENT IMPLICATIONS	Securing adequate landfill capacity from October 2008 is central to the continued provision of waste management services to the communities of Merseyside			
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to John Connell or by email to john.connell@merseysidewda.gov.uk			