



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: February 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:

3rd March 2006
21st April 2006
28th June 2006

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 2005/06

| COUNCILLOR | Portfolio Area | Address and Contact Details |
|---|---|--|
| J Fletcher (Chairman) (St Helens) | <ul style="list-style-type: none"> • Strategy & Forward Planning • Finance • Performance Management • Best Value • Communications & PR | Leaders Office St Helens MBC Town Hall Victoria Square St Helens WA10 1HP Tel: 01744 456103 Email: deputyleaderofthecouncil@sthelens.gov.uk |
| B Swann (Deputy Ch) (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.freemove.co.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 |
| K Cluskey (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 |

| COUNCILLOR | Portfolio Area | Address and Contact Details |
|--------------------------|---|---|
| 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 |
| R Ousby (Liverpool) | <ul style="list-style-type: none"> • Scrutiny • Public Consultation | Lynwood Sandfield Park East West Derby Liverpool L12 9HP Tel: 0151 228 3736 Email: bob.ousby@liverpool.gov.uk |
| 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 |
| | | |

| | | |
|------------------------------|---------------------------|---|
| Peter Blackburn Solicitor | Various delegated matters | St Helens MBC Town Hall St Helens WA10 1HP Tele: 01744 456101 Email: peterblackburn@ sthelens.gov.uk |
|------------------------------|---------------------------|---|

CONTENTS

| ITEM | PORTFOLIO AREA | DATE | FILE REF | LEAD OFFICER |
|--|------------------------------|----------------------------|---------------------------------|---------------------|
| Procurement Progress Report | Lead Member Cllr. Cluskey | 3rd March 2006 | K11_06 | John Connell |
| Procurement Overview Report | Lead Member Cllr. Cluskey | 3rd March 2006 | K10_06 | Carl Beer |
| Procurement Strategy | Lead Member Cllr. Cluskey | 3rd March 2006 | K09_06 | Terry Bradley |
| Corporate Plan 2006/07 | Chairman | 21st April 2006 | K05_06 | Carl Beer |
| Audit Plan 2006/07 | Lead Member Cllr. Cluskey | 21st April 2006 | K01_06 | Mandy Valentine |
| Scheme of Delegation | Chairman | 28 th June 2006 | K02_06 | Mandy Valentine |
| Questions on the Discharge of Functions | Chairman | 28 th June 2006 | K03_06 | Mandy Valentine |
| Appointments and Representations | Chairman | 28 th June 2006 | K04_06 | Mandy Valentine |

MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

| | | | | |
|--|--|--|--------------------------|--|
| ITEM FOR CONSIDERATION | Procurement Progress Report | | | |
| DECISION MAKER | Merseyside Waste Disposal Authority | | | |
| KEY DECISION CRITERIA | Financial? | | Community Impact? | |
| REASON FOR MEETING KEY DECISION CRITERIA | This progress reports does not seek specific approvals but provides information to allow Members to make informed decisions regarding other key issues relating to procurement, also scheduled for 3 rd March 2006. | | | |
| SCRUTINY AREA | Procurement | | | |
| DATE/ PERIOD FOR DECISION | 3 rd March 2006 | | | |
| LIST OF BACKGROUND PAPERS FOR CONSIDERATION | | | | |
| RISK MANAGEMENT IMPLICATIONS | Failure to provide Members with sufficient information to make informed decisions leads to poor corporate governance. | | | |
| PRIOR CONSULTATION | Procurement Group | | | |
| REPRESENTATIONS | In writing to John Connell, Contracts Manager, MWDA, or by email to john.connell@merseysidewda.gov.uk | | | |

MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

| | | | | |
|--|--|-----|--------------------------|-----|
| ITEM FOR CONSIDERATION | Procurement Overview | | | |
| DECISION MAKER | Merseyside Waste Disposal Authority | | | |
| KEY DECISION CRITERIA | Financial? | Yes | Community Impact? | Yes |
| REASON FOR MEETING KEY DECISION CRITERIA | The Authority must make key decisions in relation to its approach to procurement in light of the work being undertaken by its procurement advisors and taking into account feedback from DEFRA on its submission of an Expression of Interest for PFI Funding. | | | |
| SCRUTINY AREA | Procurement | | | |
| DATE/ PERIOD FOR DECISION | 3 rd March 2006 | | | |
| LIST OF BACKGROUND PAPERS FOR CONSIDERATION | | | | |
| RISK MANAGEMENT IMPLICATIONS | Failure to consider all advice received in relation to the Authority's proposed submission for PFI funding could affect the Authority's prospects for PFI approval. | | | |
| PRIOR CONSULTATION | Procurement Group | | | |
| REPRESENTATIONS | In writing to Carl Beer, Director, MWDA, or by email to carlbeer@merseysidewda.gov.uk | | | |

MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

| | | | | |
|--|---|-----|--------------------------|-----|
| ITEM FOR CONSIDERATION | Procurement Strategy | | | |
| DECISION MAKER | Merseyside Waste Disposal Authority | | | |
| KEY DECISION CRITERIA | Financial? | Yes | Community Impact? | Yes |
| REASON FOR MEETING KEY DECISION CRITERIA | The Authority must review its Procurement Strategy to secure the optimum procurement route to deliver waste management solutions which deliver the agreed Joint Municipal Waste Management Strategy | | | |
| SCRUTINY AREA | Procurement | | | |
| DATE/ PERIOD FOR DECISION | 3 rd March 2006 | | | |
| LIST OF BACKGROUND PAPERS FOR CONSIDERATION | | | | |
| RISK MANAGEMENT IMPLICATIONS | Failure to select the most appropriate route for procurement may result in the inability to meet the requirements of the JMWMS and will have a significant financial impact on the Authority and the District Councils of Merseyside. | | | |
| PRIOR CONSULTATION | Procurement Group | | | |
| REPRESENTATIONS | In writing to Terry Bradley, Procurement Director, MWDA, or by email to terry.bradley@merseysidewda.gov.uk | | | |

MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

| | | | | |
|--|---|---------------------------------|------------------------------|--|
| ITEM FOR CONSIDERATION | Corporate Plan 2006/07 | | | |
| DECISION MAKER | Full Authority | | | |
| KEY DECISION CRITERIA | Financial? | Community Impact? Yes | Other - Please State: | |
| REASON FOR MEETING KEY DECISION CRITERIA | Determines the Authority's aims and objectives and identifies the key projects required to deliver improved performance. | | | |
| SCRUTINY AREA | Strategy and Forward Planning | | | |
| DATE/ PERIOD FOR DECISION | 21 st April 2006 | | | |
| 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 and ineffective use of resources. 3. Clear planning will improve performance and engage Members, staff and stakeholders. | | | |
| PRIOR CONSULTATION | Members workshop – March 2006 | | | |
| REPRESENTATIONS | In writing to Carl Beer or by email to carlbeer@merseysidewda.gov.uk | | | |

MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

| | | | | |
|--|--|-------------------------------|------------------------------|-----------------------------------|
| ITEM FOR CONSIDERATION | Audit Plan 2006/07 | | | |
| FILE REF | K01_06 | | | |
| DECISION MAKER | Full Authority | | | |
| KEY DECISION CRITERIA | Financial? X | Community Impact? X | Other - Please State: | Requirement to approve Audit Plan |
| REASON FOR MEETING KEY DECISION CRITERIA | To consider the content of the Audit Plan for 2006/07, proposed by the Audit Commission. | | | |
| SCRUTINY AREA | Corporate Governance | | | |
| DATE/ PERIOD FOR DECISION | 21 st April 2006 | | | |
| LIST OF BACKGROUND PAPERS FOR CONSIDERATION | None | | | |
| RISK MANAGEMENT IMPLICATIONS | The Audit Plan determines the areas of the Authority's activities which are appropriate for review. Failure to agree an effective plan may lead to a failure to identify weaknesses or opportunities within the Authority's processes. | | | |
| PRIOR CONSULTATION | Clerk to the Authority | | | |
| REPRESENTATIONS | In writing to Mandy Valentine or by email to mandy.valentine@merseysidewda.gov.uk | | | |

MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

| | | | | |
|--|---|--------------------------|-------------------------------|----------------------|
| ITEM FOR CONSIDERATION | Scheme of Delegations 2006/07 | | | |
| DECISION MAKER | Full Authority | | | |
| KEY DECISION CRITERIA | Financial? | Community Impact? | Other – Please Specify | Corporate Governance |
| REASON FOR MEETING KEY DECISION CRITERIA | Procedural Rules require the scheme of delegation to be approved at the Authority's Annual Meeting each year. | | | |
| SCRUTINY AREA | Corporate Governance | | | |
| DATE/ PERIOD FOR DECISION | Annual Meeting – June 2006 | | | |
| 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

FORWARD PLAN

| | | | | |
|--|---|--------------------------|-----------------------------|----------------------|
| ITEM FOR CONSIDERATION | Questions on the Discharge of Functions | | | |
| DECISION MAKER | Full Authority | | | |
| KEY DECISION CRITERIA | Financial? | Community Impact? | Other – Please state | Corporate Governance |
| 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 Councils' own proceedings on behalf of the Authority. | | | |
| SCRUTINY AREA | Corporate Governance | | | |
| DATE/ PERIOD FOR DECISION | Annual Meeting – June 2006 | | | |
| 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 | Not Applicable | | | |
| REPRESENTATIONS | In writing to Mandy Valentine or by email to mandy.valentine@merseysidewda.gov.uk | | | |

MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

| | | | | |
|--|---|--------------------------|-----------------------------|----------------------|
| ITEM FOR CONSIDERATION | Appointment of Committees and Representation on Other Bodies | | | |
| DECISION MAKER | Full Authority | | | |
| KEY DECISION CRITERIA | Financial? | Community Impact? | Other – Please State | Corporate Governance |
| 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 | Corporate Governance | | | |
| DATE/ PERIOD FOR DECISION | Annual Meeting – June 2006 | | | |
| 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 | Not Applicable | | | |
| REPRESENTATIONS | In writing to Mandy Valentine or by email to mandy.valentine@merseysidewda.gov.uk | | | |