



MERSEYSIDE WASTE DISPOSAL AUTHORITY

## FORWARD PLAN

**Publication Date: December 2010**

### 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:-*

- 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 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 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 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 Chairman. The second part of the meeting will be made available for any scrutiny discussions.

The current schedule of meetings is as follows:

4<sup>th</sup> February 2011

15<sup>th</sup> April 2011

## **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](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 Mandy Valentine (Corporate Services Manager) on 0151-255-1444 or by e-mail at [enquiries@merseysidewda.gov.uk](mailto:enquiries@merseysidewda.gov.uk)

**AUTHORITY MEMBERSHIP 2010/2011**

<b>COUNCILLOR</b>	<b>Portfolio Area</b>	<b>Address and Contact Details</b>
K Cluskey (Chairperson) (Sefton)	<ul style="list-style-type: none"> <li>• Procurement</li> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• MWHL Board Member</li> <li>• NWEO Representative</li> <li>• Liverpool City Region &amp; Waste Board</li> <li>• Sefton Borough Partnership Strategic Board.</li> <li>• RRC Procurement Scrutiny Panel</li> </ul>	39 Kent Avenue Litherland Liverpool L21 7QJ Tel: 0151 920 3704 Email: <a href="mailto:kevin.cluskey@sefton.gov.uk">kevin.cluskey@sefton.gov.uk</a>
B Turner (Liverpool)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Strategy &amp; resources</li> </ul>	118 Anfield Road Liverpool L4 0TF Tel: 0151 225 2354 Email: <a href="mailto:berni.turner@liverpool.gov.uk">berni.turner@liverpool.gov.uk</a>
T Anderson (Wirral)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> </ul>	40 Broxton Avenue Prenton Birkenhead Wirral CH43 0SU Tel: 0151 608 1899 Email: <a href="mailto:tmanderson@wirral.gov.uk">tmanderson@wirral.gov.uk</a>
D Tattersall (Sefton)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• MWHL Board Member</li> <li>• Appeals Committee</li> </ul>	3 Beresford Drive Southport PR9 7JY Tel: 01704 226 370 Email: <a href="mailto:tattersall.david@btconnect.com">tattersall.david@btconnect.com</a>

T Moore (Liverpool)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Appeals Committee</li> <li>• Audit &amp; Governance Committee</li> </ul>	3 Southampton Drive Cressington Heath Liverpool L19 2HE Tel: 07881 521 269 Email: <a href="mailto:timothy.moore@liverpool.gov.uk">timothy.moore@liverpool.gov.uk</a>
A Brighthouse (Wirral)	<ul style="list-style-type: none"> <li>• Bidston Methane</li> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Appeals Committee</li> <li>• Audit &amp; Governance Committee</li> <li>• RRC Procurement Scrutiny Panel</li> </ul>	31 Grosvenor Road Oxton Birkenhead Wirral CH43 1TJ Tel: 0151 652 6041 Email: <a href="mailto:alanbrighthouse@wirral.gov.uk">alanbrighthouse@wirral.gov.uk</a>
G Morgan (Deputy Chair) (Knowsley)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Appeals Committee</li> <li>• Audit &amp; Governance Committee</li> </ul>	24 Malvern Avenue Huyton Knowsley L14 6TS Tel: 0151 489 5292 Email: <a href="mailto:graham.morgan@knowsley.gov.uk">graham.morgan@knowsley.gov.uk</a>
T Concepcion (Liverpool)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• RRC Procurement Scrutiny Panel</li> </ul>	24 Woodbourne Road Liverpool L14 2DA Tel: 078742 16868 Email: <a href="mailto:tony.concepcion@liverpool.gov.uk">tony.concepcion@liverpool.gov.uk</a>
T Hargreaves (St Helens)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Procurement</li> <li>• Finance</li> <li>• RRC Procurement Scrutiny Panel</li> </ul>	3 Abbots Hall Avenue Clock Face St. Helens WA9 4UX Tel: 01744 678 915 Mobile: 0789 4305191 Email: <a href="mailto:cllrhargreaves@sthelens.gov.uk">cllrhargreaves@sthelens.gov.uk</a>

Carl Beer Director	Various delegated matters	6th Floor, North House 17 North John Street Liverpool L2 5QY Tel: 0151 255 1444 Email: <a href="mailto:carlbeer@merseysidewda.gov.uk">carlbeer@merseysidewda.gov.uk</a>
Peter Williams Treasurer	Various delegated matters	6 <sup>th</sup> Floor, North House 17 North John Street Liverpool L2 5QY Tel: 0151 255 1444 Email: <a href="mailto:Peter.williams@merseysidewda.gov.uk">Peter.williams@merseysidewda.gov.uk</a>
Mandy Valentine Clerk to the Authority	Various delegated matters	6th Floor, North House 17 North John Street Liverpool L2 5QY Tel: 0151 255 1444 Email: <a href="mailto:mandy.valentine@merseysidewda.gov.uk">mandy.valentine@merseysidewda.gov.uk</a>
Neil Ferris Monitoring Officer	Various delegated matters	6th Floor, North House 17 North John Street Liverpool L2 5QY Tel: 0151 255 1444 Email: <a href="mailto:neil.ferris@merseysidewda.gov.uk">neil.ferris@merseysidewda.gov.uk</a>

## CONTENTS

<b>Item</b>	<b>Ref No.</b>	<b>Portfolio Area</b>	<b>Decision Date</b>	<b>Lead Officer</b>
Equality Act	K41-10	Governance	04/02/2011	Paula Pocock
Budget Report	K43-10	Finance	04/02/2011	Peter Williams
Annual Meeting & Timetable of Authority Meetings	K45-10	Full Authority	04/02/2011	Mandy Valentine
Revenue Budget & Levy	K02-11	Finance	04/02/2011	Peter Williams
Audit Option Plan Update	K03-11	Finance	04/02/2011	Peter Williams
Corporate Plan 2011-2014 & Service Plans 2011/12	K01-11	Governance	15/04/2011	Mandy Valentine
Performance Report	K44-10	Governance	Report moved to 15/04/2011	Mandy Valentine

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Item for consideration</b>	<b>The Equality Act 2010</b>			
<b>File Reference</b>	<b>K41-10</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>Reason for meeting Key Decision Criteria</b>	The introduction of The Equality Act 2010			
<b>Scrutiny area</b>	<b>Corporate Governance</b>			
<b>Date for decision</b>	4 <sup>th</sup> February, 2011			
<b>List of Background Papers for consideration</b>	Authority Policies and Procedures			
<b>Risk Management Implications</b>	Failure to comply with employment legislation may leave the Authority open to legal challenge.			
<b>Prior consultation</b>				
<b>Representations</b>	In writing to Paula Pocock or by email to <a href="mailto:Paula.Pocock@merseysidewda.gov.uk">Paula.Pocock@merseysidewda.gov.uk</a>			



**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Item for consideration</b>	<b>Budget Report</b>			
<b>File Reference</b>	<b>K43-10</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>Reason for meeting Key Decision Criteria</b>	The Authority is required to set a budget and agree a levy for the next financial year, before the statutory deadline			
<b>Scrutiny area</b>	<b>Finance</b>			
<b>Date for decision</b>	4 <sup>th</sup> February, 2011			
<b>List of Background Papers for consideration</b>	None			
<b>Risk Management Implications</b>	Breach of statutory duty			
<b>Prior consultation</b>				
<b>Representations</b>	In writing to Peter Williams 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>Item for consideration</b>	<b>Annual Meeting and Timetable of Authority Meetings</b>			
<b>File Reference</b>	<b>K45-10</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>	Requirement to set AGM
<b>Reason for meeting Key Decision Criteria</b>	To set the date of the Annual Meeting of the Authority and identify an appropriate timetable of meetings for the 2011/2012 Municipal Year			
<b>Scrutiny area</b>	<b>Governance</b>			
<b>Date for decision</b>	4 <sup>th</sup> February, 2011			
<b>List of Background Papers for consideration</b>	None			
<b>Risk Management Implications</b>	Statutory requirement to set a date for the Authority's Annual Meeting which must take place on or before 30 <sup>th</sup> June each year			
<b>Prior consultation</b>	None			
<b>Representations</b>	In writing to Mandy Valentine or by email to <a href="mailto:mandy.valentine@merseysidewda.gov.uk">mandy.valentine@merseysidewda.gov.uk</a>			

## MERSEYSIDE WASTE DISPOSAL AUTHORITY

### KEY DECISION SHEET

<b>Item for consideration</b>	<b>Revenue Budget and Levy</b>			
<b>File Reference</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>Reason for meeting Key Decision Criteria</b>	Statutory requirement to approve revenue budget, capital programme and prudential indicators and to set the Levy for 2011-12			
<b>Scrutiny area</b>	<b>Finance</b>			
<b>Date for decision</b>	4 <sup>th</sup> February, 2011			
<b>List of Background Papers for consideration</b>				
<b>Risk Management Implications</b>	Failure to approve budget and set a Levy is a breach of the Authority's statutory duty			
<b>Prior consultation</b>	Member workshop November 2010			
<b>Representations</b>	In writing to Peter Williams 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>Item for consideration</b>	<b>Audit Option Plan Update</b>			
<b>File Reference</b>	<b>K03-11</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>Reason for meeting Key Decision Criteria</b>	External audit plans must be considered by Those Charged with Governance at the Authority			
<b>Scrutiny area</b>	<b>Finance</b>			
<b>Date for decision</b>	4 <sup>th</sup> February, 2011			
<b>List of Background Papers for consideration</b>	None			
<b>Risk Management Implications</b>	Failure to approve audit plan for statutory audit can lead to strong criticism from the auditor			
<b>Prior consultation</b>	None			
<b>Representations</b>	In writing to Peter Williams 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>Item for consideration</b>	<b>Corporate Plan 2011-2014 Service Plans 2011/12</b>			
<b>File Reference</b>	<b>K01-11</b>			
<b>Is the report likely to be private or public?</b>	Full Authority			
<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>Reason for meeting Key Decision Criteria</b>	Determines the Authority's Corporate Aims and Objectives and identifies the key projects in the coming year required to deliver improved performance.			
<b>Scrutiny area</b>	<b>Strategy/Governance</b>			
<b>Date for decision</b>	15 <sup>th</sup> April, 2011			
<b>List of Background Papers for consideration</b>				
<b>Risk Management Implications</b>	<ol style="list-style-type: none"> <li>1. Failure to set clear objectives will result in poor corporate governance</li> <li>2. Failure to plan and prioritise will lead to inefficient use of resources.</li> <li>3. Clear planning will improve performance and engage Members, staff and stakeholders.</li> </ol>			
<b>Prior consultation</b>	MWDA Management Team and staff			
<b>Representations</b>	In writing to Neil Ferris or by email to <a href="mailto:mandy.valentine@merseysidewda.gov.uk">mandy.valentine@merseysidewda.gov.uk</a>			

# MERSEYSIDE WASTE DISPOSAL AUTHORITY

## KEY DECISION SHEET

<b>Item for consideration</b>	<b>Performance Report</b>			
<b>File Reference</b>	<b>K44-10</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>	Performance
<b>Reason for meeting Key Decision Criteria</b>	Authority Members consider the report on performance and determine, where relevant, the actions required to improve performance			
<b>Scrutiny area</b>	<b>Governance</b>			
<b>Date for decision</b>	15 <sup>th</sup> April, 2011			
<b>List of Background Papers for consideration</b>	None			
<b>Risk Management Implications</b>	Failure to reach performance targets			
<b>Prior consultation</b>				
<b>Representations</b>	In writing to Mandy Valentine or by email to <a href="mailto:Mandy.Valentine@merseysidewda.gov.uk">Mandy.Valentine@merseysidewda.gov.uk</a>			