

MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: July 2004.

Introduction

In accordance with the Local Government Act 2000, the Authority has published a "Forward Plan" of "Key Decisions".

The Forward Plan is published on a monthly basis and on each occasion covers a period of four months. It is a publicly available document and its purpose is to reinforce the openness and accountability of the Authority's decision-making process.

This is the first edition of the Forward Plan and it covers the period April to June 2004.

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 at least once a 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.

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

CONTENTS

Ref No.	Item	Portfolio Area	Date
K7	Appointment of Lead Members, Committees and Representations on Other Bodies	Chairman	13th August 2004
K8	Questions on the Discharge of Functions	Chairman	13th August 2004
K9	Statement of Accounts	Chairman	13th August 2004
K10	Scheme of Delegations	Chairman	13th August 2004
K11	HWRCs – Best Practice Assessment Report	Chairman	13th August 2004
K12	Financing of Capital Expenditure 2003/04	Chairman	13 th August 2004
K2	Waste Strategy	Chairman	16 th Sept 2004
K4	Procurement Strategy	Lead Member Cllr. R. Oglethorpe	16 th Sept 2004

FORWARD PLAN

MERSEYSIDE WASTE DISPOSAL AUTHORITY

ITEM FOR CONSIDERATION	K7 Appointment of Committees and Representation on Other Bodies			
DECISION MAKER	Full Authority			
KEY DECISION CRITERIA	Financial?		Community Impact?	
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 – 13 th August 2004			
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			

ITEM FOR CONSIDERATION	K8 Questions on the Discharge of Functions			
DECISION MAKER	Full Authority			
KEY DECISION CRITERIA	Financial?		Community Impact?	
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 – 13 th August 2004			
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			

ITEM FOR CONSIDERATION	<u>K9</u> – Statement of Accounts			
DECISION MAKER	Merseyside Waste Disposal Authority			
KEY DECISION CRITERIA	Financial?		Community Impact?	
REASON FOR MEETING KEY DECISION CRITERIA	The Authority has a statutory requirement to approve the Statement of Accounts for 2003/04 by 30 th September 2004.			
SCRUTINY AREA	Finance			
DATE/ PERIOD FOR DECISION	13 th August 2004			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	Final Account Working Papers File 2003/04			
RISK MANAGEMENT IMPLICATIONS	Failure to approve the Statement of Accounts 2003/04 by 30 th September 2004 risks action by the Audit Commission.			
PRIOR CONSULTATION	None			
REPRESENTATIONS	In writing to John Webster, St Helens MBC, or by email to JohnPWebster@sthelens.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

ITEM FOR CONSIDERATION	<u>K10</u> Scheme of Delegations 2004/05		
DECISION MAKER	Full Authority		
KEY DECISION CRITERIA	Financial?		Community Impact?
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 – 13 th August 2004		
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		

ITEM FOR CONSIDERATION	K11 – Household Waste Recycling Centres – Best Practice Assessment Report			
DECISION MAKER	Merseyside Waste Disposal Authority			
KEY DECISION CRITERIA	Financial?	Yes	Community Impact?	Yes
REASON FOR MEETING KEY DECISION CRITERIA	Consideration of a report by Network Recycling (on behalf of DEFRA) into achieving best practice in recycling at Merseyside Household Waste Recycling Centres.			
SCRUTINY AREA	Best Value			
DATE/ PERIOD FOR DECISION	13 th August 2004			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	Network Recycling CA Site Assessment Report – March 2004.			
RISK MANAGEMENT IMPLICATIONS	Fundamental to improving the Authority's recycling performance to National Best Practice Standards.			
PRIOR CONSULTATION	All Members			
REPRESENTATIONS	In writing to John Connell (Contracts Manager), or by email to john.connell@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

ITEM FOR CONSIDERATION	<u>K12</u> – Financing of Capital Expenditure 2003/04			
DECISION MAKER	Merseyside Waste Disposal Authority			
KEY DECISION CRITERIA	Financial?	Yes	Community Impact?	Yes
REASON FOR MEETING KEY DECISION CRITERIA	Statutory requirement.			
SCRUTINY AREA	Corporate Governance			
DATE/ PERIOD FOR DECISION	13 th August 2004			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	Final Accounts Working Papers 2003/04.			
RISK MANAGEMENT IMPLICATIONS	Failure to make determinations would be in breach of statutory obligations.			
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to John Webster (Business Support Manager – Corporate and Agency Services), or by email to JohnPWebster@sthelens.gov.uk			

ITEM FOR CONSIDERATION	<u>K2</u> – Waste Strategy Consultation			
DECISION MAKER	Merseyside Waste Disposal Authority			
KEY DECISION CRITERIA	Financial?		Community Impact?	Yes
REASON FOR MEETING KEY DECISION CRITERIA	Approval of a draft waste strategy document, laying out the Merseyside approach to bringing in recycling and waste treatment systems, prior to development of a public consultation document later in 2004.			
SCRUTINY AREA	Best Value			
DATE/ PERIOD FOR DECISION	16th September 2004			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	Draft Waste Strategy Document			
RISK MANAGEMENT IMPLICATIONS	The Authority has a statutory duty to produce a Municipal Waste Management Strategy for Merseyside by 1 st April 2005. Effective consultation is an essential component of strategy development. Risk of failure to fulfil statutory duty as well as environmental and financial risks for delay in implementing more sustainable waste management solutions.			
PRIOR CONSULTATION	All Members			
REPRESENTATIONS	In writing to Calvin Stockton (Waste Strategy Manager), or by email to calvin.stockton@merseysidewda.gov.uk			

ITEM FOR CONSIDERATION	<u>K4</u> - 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 develop a Procurement Strategy to secure the necessary waste treatment and disposal infrastructure in line with Best Value. The infrastructure will require extensive investment and will have a significant impact on the Merseyside community			
SCRUTINY AREA	Procurement			
DATE/ PERIOD FOR DECISION	16 th September 2004			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION				
RISK MANAGEMENT IMPLICATIONS	Risk of failure to achieve landfill diversion targets with significant financial risks should there be a delay in procuring solutions.			
PRIOR CONSULTATION	All Members			
REPRESENTATIONS	In writing to Carl Beer, Director, MWDA, or by email to carlbeer@merseysidewda.gov.uk			