



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: June 2011

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. 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:

24th June 2011 (AGM and ordinary meeting)
23rd September 2011
18th November 2011
3rd February 2012 (Budget and ordinary meeting)
13th April 2012

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

AUTHORITY MEMBERSHIP 2011/2012

COUNCILLOR	Portfolio Area	Address and Contact Details
K Cluskey (Chairperson) (Sefton)	<ul style="list-style-type: none"> • Procurement • Scrutiny • Public Consultation • MWHL Board Member • NWEO Representative • Liverpool City Region & Waste Board • Sefton Borough Partnership Strategic Board. • RRC Procurement Scrutiny Panel 	39 Kent Avenue Litherland Liverpool L21 7QJ Tel: 0151 920 3704 Email: kevin.cluskey@sefton.gov.uk
I Williams (Wirral)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	49 Parkhill Road Prenton Birkenhead Wirral CH42 9JD Tel: 0151 608 7806 Email: irenewilliams@wirral.gov.uk
T Moore (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Appeals Committee • Audit & Governance Committee 	3 Southampton Drive Cressington Heath Liverpool L19 2HE Tel: 07881 521 269 Email: timothy.moore@liverpool.gov.uk
A Brighouse (Wirral)	<ul style="list-style-type: none"> • Bidston Methane • Scrutiny • Public Consultation • Appeals Committee • Audit & Governance Committee • RRC Procurement Scrutiny Panel 	31 Grosvenor Road Oxtou Birkenhead Wirral CH43 1TJ Tel: 0151 652 6041 Email: alanbrighouse@wirral.gov.uk

G Morgan (Deputy Chair) (Knowsley)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Appeals Committee • Audit & Governance Committee 	24 Malvern Avenue Huyton Knowsley L14 6TS Tel: 0151 489 5292 Email: graham.morgan@knowsley.gov.uk
T Concepcion (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • RRC Procurement Scrutiny Panel 	24 Woodbourne Road Liverpool L14 2DA Tel: 078742 16868 Email: tony.concepcion@liverpool.gov.uk
J Deasha (St Helens)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	628 Warrington Road Rainhill Prescot L35 0NS Tel: 01744 678 980 Email: cllrdeasha@sthelens.gov.uk
P Keaveney (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	75 Canterbury Street Garston Liverpool L19 8LQ Tel: 0151 225 2354 Email: paula.keaveney@liverpool.gov.uk
S Shaw (Sefton)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	66 Liverpool Road Birkdale Southport PR8 4BB Tel: 01704 565 546 Email: simon.shaw@councillors.sefton.gov.uk

Carl Beer Director	Various delegated matters	6th Floor, North House 17 North John Street Liverpool L2 5QY Tel: 0151 255 1444 Email: carlbeer@merseysidewda.gov.uk
Peter Williams Treasurer	Various delegated matters	6 th Floor, North House 17 North John Street Liverpool L2 5QY Tel: 0151 255 1444 Email: Peter.williams@merseysidewda.gov.uk
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: mandy.valentine@merseysidewda.gov.uk
Neil Ferris Monitoring Officer	Various delegated matters	6th Floor, North House 17 North John Street Liverpool L2 5QY Tel: 0151 255 1444 Email: neil.ferris@merseysidewda.gov.uk

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Item	Ref No.	Portfolio Area	Decision Date	Lead Officer
Scheme of Delegations and Procedural Rules	K05-11	Strategy and Development	24/06/2011	Mandy Valentine
Appointment of Committees and Representation on Other Bodies	K06-11	Strategy and Development	24/06/2011	Mandy Valentine
Questions on the Discharge of Functions	K07-11	Strategy and Development	24/06/2011	Mandy Valentine
Code of Corporate Governance and Statement of Internal Control	K08-11	Strategy and Development	24/06/2011	Mandy Valentine
Accounts & Audit Regulations 2011	K17-11	Finance	24/06/2011	Peter Williams
External Audit Fee 2011-12	K18-11	Finance	24/06/2011	Peter Williams
Performance Report Q4 2010/11	K19-11	Strategy and Development	24/06/2011	Mandy Valentine
Anti-Fraud & corruption strategy	K20-11	Finance	24/06/2011	Peter Williams
Recycling Credits Review	K21-11	Strategy and Development	24/06/2011	Barbara Jones
RRC Timetable	K22-11	Procurement	24/06/2011	Carl Beer
MWDA Outturn Report 2010-11	K23-11	Finance	24/06/2011	Peter Williams
Interim Waste Treatment Contract Procurement	K4-11	Procurement	24/06/2011	John Connell
Redundancy & Retirement Policy	K12-11	Governance	23/09/2011	Paula Pocock

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KEY DECISION SHEET

Item for consideration	Scheme of Delegations and Procedural Rules			
File Reference	K05-11			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	Scheme of Delegation and Procedural Rules reviewed and adopted each year at the Authority's Annual meeting.			
Scrutiny area	Strategy and Development			
Date for decision	24 th June, 2011			
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			

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KEY DECISION SHEET

Item for consideration	Appointment of Committees and Representation on Other Bodies			
File Reference	K06-11			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	
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	Strategy and Development			
Date for decision	24 th June, 2011			
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	N/A			
Representations	In writing to Mandy Valentine or by email to mandy.valentine@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Questions on the Discharge of Functions			
File Reference	K07-11			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	
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 Council's own proceedings on behalf of the Authority.			
Scrutiny area	Strategy and Development			
Date for decision	24 th June, 2011			
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	N/A			
Representations	In writing to Mandy Valentine or by email to mandy.valentine@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Code of Corporate Governance and Statement of Internal Control			
File Reference	K08-11			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	To agree the Statement of Internal Control as part of the annual Code of Corporate Governance review.			
Scrutiny area	Strategy and Development			
Date for decision	24 th June, 2011			
List of Background Papers for consideration	None			
Risk Management Implications	Failure to review corporate governance and internal control arrangements is a statutory requirement and may lead to weaknesses in the direction and control of the Authority's functions.			
Prior consultation	Primary Assurance Group			
Representations	In writing to Mandy Valentine or by email to mandy.valentine@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Accounts and audit Regulations 2011			
File Reference	K17-11			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial ✓	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	To inform Members of a change to the statutory process for approving the Authority's Statement of accounts			
Scrutiny area	Finance			
Date for decision	24th June 2011			
List of Background Papers for consideration	None			
Risk Management Implications	The approval of the accounts is a statutory process that the Authority must comply with			
Prior consultation				
Representations	In writing to Peter Williams or by email to peter.williams@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	External Audit Fee 2011-2012			
File Reference	K18-11			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial *	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	The audit fee needs to be approved by those charged with governance – those people are the Members of the Authority			
Scrutiny area	Finance			
Date for decision	24 th June, 2011			
List of Background Papers for consideration	n/a			
Risk Management Implications	Statutory duty to approve			
Prior consultation	n/a			
Representations	In writing to Peter Williams or by email to peter.williams@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Performance Report			
File Reference	K19-11			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	Performance
Reason for meeting Key Decision Criteria	Authority Members consider the report on performance and determine, where relevant, the actions required to improve performance			
Scrutiny area	Strategy and Development			
Date for decision	24 th June, 2011			
List of Background Papers for consideration	None			
Risk Management Implications	Failure to reach performance targets			
Prior consultation				
Representations	In writing to Mandy Valentine or by email to Mandy.Valentine@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Anti Fraud & Corruption Strategy			
File Reference	K20-11			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial ✓	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	The anti fraud and corruption strategy needs to be approved by the Authority			
Scrutiny area	Finance			
Date for decision	24 th June, 2011			
List of Background Papers for consideration	None			
Risk Management Implications	The risk of fraud and corruption increases if the strategy is not reviewed and updated regularly			
Prior consultation				
Representations	In writing to Peter Williams or by email to Peter.Williams@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Review of Recycling Credits for Textiles			
File Reference	K21-11			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial ✓	Community Impact ✓	Other – please specify	
Reason for meeting Key Decision Criteria	To consider Recycling credits payments made for textiles to incentivise recycling and re-use.			
Scrutiny area	Strategy and Development			
Date for decision	24th June 2011			
List of Background Papers for consideration	Textile Recycling Report			
Risk Management Implications	Failure to divert textiles from residual bin. Failure to engage with charities and other organisations handling textiles within the Merseyside area.			
Prior consultation	N/A			
Representations	In writing to or by email to Barbara Jones barbara.jones@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	RRC Timetable			
File Reference	K22-11			
Is the report likely to be private or public?	PRIVATE			
Decision Maker	Full Authority			
Key Decision Criteria	Financial Y	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	To determine expected date of Call for Final Tenders (CFT) in the RRC Procurement and subsequent delivery of contract.			
Scrutiny area	Procurement			
Date for decision	24 th June, 2011			
List of Background Papers for consideration				
Risk Management Implications	Timing of CFT critical to managing the risk of either premature CFT or delay to overall RRC procurement delivery timetable			
Prior consultation				
Representations	In writing to Carl Beer or by email to CarlBeer@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	MWDA Outturn Report 2010-11			
File Reference	K23-11			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial ✓	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	To report top Members on the capital and revenue expenditure in the year compared with approved budgets. To report the outturn of the Prudential Indicators compared with the approved limits			
Scrutiny area	Finance			
Date for decision	24 th June, 2011			
List of Background Papers for consideration	None			
Risk Management Implications	To ensure the Authority demonstrates it monitors planned vs actual expenditure and borrowing limits			
Prior consultation	None			
Representations	In writing to Peter Williams or by email to Peter.Williams@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Interim Waste Treatment Contract Procurement			
File Reference	K24-11			
Is the report likely to be private or public?	PRIVATE			
Decision Maker	Full Authority			
Key Decision Criteria	Financial Y	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	Potential financial implications for the Authority			
Scrutiny area	Procurement			
Date for decision	24 th June, 2011			
List of Background Papers for consideration				
Risk Management Implications	Opportunity to secure performance and financial efficiencies could be lost if procurement isn't initiated. Further risks covered in report.			
Prior consultation	Chairman			
Representations	In writing to John Connell or by email to john.connell@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Redundancy & Retirement Policy			
File Reference	K12-11			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	To ensure the Authority has a Redundancy Policy which outlines the protocol and procedure should a redundancy situation arise			
Scrutiny area	Strategy and Development			
Date for decision	23rd September, 2011			
List of Background Papers for consideration	Redundancy and Retirement Policy			
Risk Management Implications	Failure to have a formal redundancy process may leave the Authority open to challenge in relation to fairness and consistency in its approach any redundancy selection criteria.			
Prior consultation	None			
Representations	In writing to Paula Pocock or by email to Paula.Pocock@merseysidewda.gov.uk			