



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: January 2005

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:

28th January 2005 (Ordinary and Budget)
15th April 2005

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 2003/04

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
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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
R Oglethorpe (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	13 Lumley Street Liverpool L19 1TY Tel: 0151 427 3070 Email: richard.oglethorpe@liverpool.gov.uk
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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
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Item	Portfolio Area	Date	File Reference	Lead Officer
Joint Municipal Waste Strategy for Merseyside - Progress Report	Chairman	28th January 2005	K14_04	Carl Beer
Changes to the Levy Apportionment Mechanism	Chairman	28th January 2005	K22_04	John Webster
Prudential Indicators 2005/06 to 2007/08	Chairman	Merged with Revenue Budget Report	K23_04	John Webster
Revenue Budget 2005/06 and Prudential Indicators 2005/05 to 2007/08	Chairman	28th January 2005	K15_04	John Webster
Corporate Social Responsibility Policy	Chairman	28th January 2005	K16_04	Calvin Stockton
HR Policy Review	Chairman	28th January 2005	K18_04	Paula Pocock
Annual Audit Letter	Lead Member Cllr. Cluskey	28th January 2005	K21_04	Mandy Valentine
Strategy Options for Managing Landfill Allowances	Chairman	28th January 2005	K25_04	Carl Beer / Ian Roberts
Joint Municipal Waste Strategy for Merseyside - Final Draft	Chairman	15 th April 2005	K01_05	Carl Beer
Clean Merseyside Centre Succession Strategy	Chairman	15th April 2005	K20_04	Calvin Stockton
Timetable of Authority Meetings	Chairman	15th April 2005	K19_04	Mandy Valentine
Service Plan	Chairman	15th April 2005	K24_04	Carl Beer
Audit Plan	Lead Member Cllr. Cluskey	15th April 2005	K26_04	Mandy Valentine

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ITEM FOR CONSIDERATION	Joint Municipal Waste Strategy for Merseyside Progress Report			
FILE REF	K14_04			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial? Yes	Community Impact? Yes	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	Progress report on the Joint Waste Strategy for Merseyside. Significant and widespread community impact.			
SCRUTINY AREA	Strategy and Forward Planning			
DATE/ PERIOD FOR DECISION	28 th January 2005			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION				
RISK MANAGEMENT IMPLICATIONS	<ol style="list-style-type: none"> 1. Risk of failure to meet statutory duty. 2. Failure to develop coherent strategy will have significant impact on procurement of new waste management contracts. 3. Significant cost impact will result from failure to divert significant quantities of biodegradable municipal waste from landfill. 4. Increased risk of failure to meet recycling targets. 			
PRIOR CONSULTATION	Draft strategy considered by Members (16 th Sept 04) Public Consultation exercises			
REPRESENTATIONS	In writing to Carl Beer or by email to carlbeer@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Changes to the Levy Apportionment Mechanism			
FILE REF	K22_04			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial? Yes	Community Impact?	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	Changes to the methodology for apportioning the levy would have a financial impact on all five Merseyside Districts. The Authority will be asked to agree a methodology for implementation in 2006/07 subject to the unanimous agreement of all constituent district councils.			
SCRUTINY AREA	Finance			
DATE/ PERIOD FOR DECISION	28 th January 2005			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION				
RISK MANAGEMENT IMPLICATIONS	<ol style="list-style-type: none"> 1. The default mechanism for levy apportionment does not reflect waste arisings and does not directly support performance improvements by individual councils. 2. Failure to consider other apportionment methods may create a disincentive to councils to reduce or divert waste. 			
PRIOR CONSULTATION	Merseyside Chief Finance Officers Group			

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ITEM FOR CONSIDERATION	Revenue Budget 2005/06 and Prudential Indicators 2005/05 to 2007/08			
FILE REF	K15_04			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial? Yes	Community Impact?	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	Sets Annual Budget for the Authority and determines the levy apportioned to each of the constituent district councils. It also sets the Treasury Management and Prudential Capital Borrowing Limits for a three year period.			
SCRUTINY AREA	Finance			
DATE/ PERIOD FOR DECISION	28 th January 2005			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	Budget Papers			
RISK MANAGEMENT IMPLICATIONS	Failure to set appropriate levels of expenditure and borrowing may lead to poor service delivery and has significant financial and performance implications on the constituent district councils.			
PRIOR CONSULTATION	Members Workshop			
REPRESENTATIONS	In writing to John Webster or by email to JohnPWebster@sthelens.gov.uk			

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ITEM FOR CONSIDERATION	Corporate Social Responsibility Policy			
FILE REF	K16_04			
DECISION MAKER	Merseyside Waste Disposal Authority			
KEY DECISION CRITERIA	Financial? Yes	Community Impact? Yes	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	<p>Seeks Members' approval of a policy on the implementation of Corporate Social Responsibility.</p> <p>Corporate Social Responsibility is about the behaviour of companies and organisations and their contribution to sustainable development goals. CSR is defined as</p> <p><i>"A concept whereby companies [and organisations] integrate social and environmental concerns in their business operations and in their interaction with their stakeholders on a voluntary basis"</i></p> <p>This approach means that the Authority will be able to engage social progress, effective protection of the environment, careful use of natural resources and economic growth and employment within its overarching strategy.</p>			
SCRUTINY AREA	Strategy and Forward Planning			
DATE/ PERIOD FOR DECISION	28 th January 2005			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	<ol style="list-style-type: none"> 1. Corporate Social Responsibility. A Government update, 2004. Department of Trade and Industry 2. Draft Policy Agreement 			
RISK MANAGEMENT IMPLICATIONS	An agreement on this draft policy is necessary so that the Authority will be able to meet the Government's sustainable development goals and its own commitment to sustainable management.			
PRIOR CONSULTATION	All Members			
REPRESENTATIONS	In writing to Tony Scott (Waste Minimisation Officer) or by email to tony.scott@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Review of HR Policies			
FILE REF	K18_04			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial? <u>X</u>	Community Impact? X	Other - Please State:	Setting Policy
REASON FOR MEETING KEY DECISION CRITERIA	To approve Authority H R Policies to reflect the provisions contained within the Employment Relations Act 1999.			
SCRUTINY AREA	Performance Management			
DATE/ PERIOD FOR DECISION	28 th January 2005			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION				
RISK MANAGEMENT IMPLICATIONS	Failure to meet statutory requirements may lead to significant employment relations issues.			
PRIOR CONSULTATION	Unison			
REPRESENTATIONS	In writing to Paula Pocock or by email to paula.pocock@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Annual Audit Letter			
FILE REF	K21_04			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial? <u>X</u>	Community Impact? X	Other - Please State:	Requirement to receive Auditor's letter
REASON FOR MEETING KEY DECISION CRITERIA	To consider the Annual Audit Letter prepared by the Audit Commission detailing their opinion on various aspects of the Authority's performance and financial standing and proposing actions for improvement.			
SCRUTINY AREA	Corporate Governance			
DATE/ PERIOD FOR DECISION	28 th January 2005			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None			
RISK MANAGEMENT IMPLICATIONS	Considering the findings and recommendations of the auditor at Member level is best practice.			
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	Strategy Options for Managing Landfill Allowances			
FILE REF	K25_04			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial? Yes	Community Impact? Yes	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	To determine a strategy for the management of landfill permits (inc. purchasing, banking or borrowing options) and to identify potential investments to increase the diversion of biodegradable municipal waste (BMW) from landfill.			
SCRUTINY AREA	Finance			
DATE/ PERIOD FOR DECISION	28 th January 2005			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION				
RISK MANAGEMENT IMPLICATIONS	<ol style="list-style-type: none"> 1. Failure to set clear guidance on the management of landfill allowances could make the Authority vulnerable to financial mismanagement. 2. Failure to plan investments to increase diversion of BMW in the short-term would lead to increased financial penalties. 			
PRIOR CONSULTATION	Members Workshop (November 2004)			
REPRESENTATIONS	In writing to Carl Beer or by email to carlbeer@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Joint Municipal Waste Strategy for Merseyside Final Draft			
FILE REF	K1_05			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial? Yes	Community Impact? Yes	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	Joint Waste Strategy for Merseyside identifying long term objectives, targets and delivery mechanisms. Significant and widespread community impact.			
SCRUTINY AREA	Strategy and Forward Planning			
DATE/ PERIOD FOR DECISION	15 th April 2005			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION				
RISK MANAGEMENT IMPLICATIONS	<ul style="list-style-type: none"> 5. Risk of failure to meet statutory duty. 6. Failure to develop coherent strategy will have significant impact on procurement of new waste management contracts. 7. Significant cost impact will result from failure to divert significant quantities of biodegradable municipal waste from landfill. 8. Increased risk of failure to meet recycling targets. 			
PRIOR CONSULTATION	Draft strategy considered by Members (16 th Sept 04) Public Consultation exercise Feb 05			
REPRESENTATIONS	In writing to Carl Beer or by email to carlbeer@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Clean Merseyside Centre – Succession Strategy			
FILE REF	K20_04			
DECISION MAKER	<i>Merseyside Waste Disposal Authority</i>			
KEY DECISION CRITERIA	Financial? Yes	Community Impact? N/A	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	<p>Members approval of a Final Options Report for the future succession strategy of the CMC after completion of the current programme on 31st January 2006</p> <p>The report will consider the potential future development of CMC within a North West Regional Market Development Context</p>			
SCRUTINY AREA	<i>Strategy and Forward Planning</i>			
DATE/ PERIOD FOR DECISION	15 th April 2005			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	Final Options Scoping Study Report on the development of a North West Regional Market Development Programme and related succession strategy for CMC			
RISK MANAGEMENT IMPLICATIONS	The future succession strategy for CMC needs approval in order to implement the necessary lead in time to apply the most appropriate option for CMC by 31st January 2006			
PRIOR CONSULTATION	All Members			
REPRESENTATIONS	In writing to Calvin Stockton (Waste Strategy Manager, MWDA) or by email to calvin.Stockton@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Annual Meeting and Timetable of Authority Meetings			
FILE REF	K19_04			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial? <u>X</u>	Community Impact? X	Other - Please State:	Requirement to set AGM
REASON FOR MEETING KEY DECISION CRITERIA	To set the date of the Annual Meeting of the Authority and identify an appropriate timetable of meetings for the 2005/06 Municipal Year			
SCRUTINY AREA	Corporate Governance			
DATE/ PERIOD FOR DECISION	15 th April 2005			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None			
RISK MANAGEMENT IMPLICATIONS	Statutory requirement to set a date for the Authority's Annual Meeting which must take place on or before 30 th June each year.			
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	Service Plan			
FILE REF	K24_04			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact? Yes	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	Determines the Authority's objectives and plans to deliver those objectives in the future. Will take into account efficiency improvement (Gershon)			
SCRUTINY AREA	Strategy and Forward Planning			
DATE/ PERIOD FOR DECISION	15 th April 2005			
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. 			
PRIOR CONSULTATION	Members workshop expected to take place early in 2005.			
REPRESENTATIONS	In writing to Carl Beer or by email to carlbeer@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Audit Plan 2005/06			
FILE REF	K26_04			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial? <u>X</u>	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 2005/06, proposed by the Audit Commission.			
SCRUTINY AREA	Corporate Governance			
DATE/ PERIOD FOR DECISION	15 th April 2005			
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			