



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: January 2007

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:

2 nd February 2007	(Budget Meeting)
20 th April 2007	(proposed)
22 nd June 2007	(AGM - Proposed)
10 th August 2007	(proposed)
5 th October 2007	(proposed)
7 th December 2007	(proposed)
1 st February 2008	(budget meeting - proposed)
18 th April 2008	(proposed)

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 2006/2007

COUNCILLOR	Portfolio Area	Address and Contact Details
K Cluskey (Chairman) (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
B Swann (Deputy Chairman) (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.freereserve.co.uk
B Turner (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public consultation 	118 Anfield Road Liverpool L4 0TF Tel: 0151 263 5857 Email: Berni.turner@liverpool.gov.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
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
D Crowther (St Helens)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	15 Hotel Street Newton-le-willows WA12 9QH 01744678953 cllrdcrowther@sthelens.gov.uk

COUNCILLOR	Portfolio Area	Address and Contact Details
P Keaveney (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	75 Canterbury Street Garston Liverpool L19 8LQ 0151 494 0341 paula.keaveney@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

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Item	Portfolio Area	Date	Lead Officer
Budget Report 2007/2008	Chairman	02/02/2007	J. Webster
Annual Meeting + Timetable of Meetings	Chairman	02/02/2007	A. Valentine
Annual Audit + Inspection 2005/2006	Chairman	02/02/2007	P. Pocock
Organisational Review of the Authority	Chairman	02/02/2007	C. Beer
Anti Fraud and Corruption Strategy	Chairman	02/02/2007	A. Valentine
Waste Management contracts procurement projects progress report	Chairman	02/02/2007	T. Bradley
Confidentiality + Freedom Of Information Protocol	Chairman	02/02/2007	T. Bradley

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ITEM FOR CONSIDERATION	Revenue Budget 2007/2008 and Prudential Indicators 2007/2008			
FILE REF	K34_07			
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	2 ND February 2007			
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 john.webster@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Annual Meeting and Timetable of Authority Meetings			
FILE REF	K32_06			
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 2007/2008 Municipal Year			
SCRUTINY AREA	Corporate Governance			
DATE/ PERIOD FOR DECISION	02/02/2007			
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	Annual Audit And Inspection Letter			
FILE REF	K33_07			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial? x	Community Impact? x	Other - Please State:	Requirement to receive Auditors
REASON FOR MEETING KEY DECISION CRITERIA	To consider the Annual Audit and Inspection Letter prepared by the Audit Commission detailing their opinions on various aspects of the Authority's performance and financial standing and proposing actions for improvement			
SCRUTINY AREA	<i>Corporate Governance</i>			
DATE/ PERIOD FOR DECISION	2 nd February 2007			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None			
RISK MANAGEMENT IMPLICATIONS	Considering the findings and recommendations of the Auditor is Best Practice			
PRIOR CONSULTATION	None			
REPRESENTATIONS	In writing to Paula Pocock or by email to paula.pocock@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Organisational Review of the Authority			
FILE REF	K35_07			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial? X	Community Impact?	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	To consider a review of the Authority's organisational structure and approve revisions to the management structure.			
SCRUTINY AREA	<i>Corporate Governance</i>			
DATE/ PERIOD FOR DECISION	2 ND February 2007			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None			
RISK MANAGEMENT IMPLICATIONS	Failure to manage the strategic direction of the Authority may lead to failure to meet the Authority's objectives			
PRIOR CONSULTATION	Clerk to the Authority Treasurer			
REPRESENTATIONS	In writing to Carl Beer or by email to carlbeer@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Anti Fraud and Corruption Strategy			
FILE REF	K31_07			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other - Please State:	Good Corporate Governance
REASON FOR MEETING KEY DECISION CRITERIA	To document the Authority's approach to the prevention and detection of fraud and corruption.			
SCRUTINY AREA	<i>Corporate Governance</i>			
DATE/ PERIOD FOR DECISION	02/02/2007			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None			
RISK MANAGEMENT IMPLICATIONS	Failure to promote anti-fraud and corruption controls may lead to insufficient protection of the Authority's interests and reputation.			
PRIOR CONSULTATION	Internal Audit			
REPRESENTATIONS	In writing to Mandy Valentine or by email to mandy.valentine@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Waste Management Contracts Procurement Projects Progress Report			
FILE REF	K37_07			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	To inform Members of progress to date and the current issues relating to the procurement process and strategy.			
SCRUTINY AREA	Procurement			
DATE/ PERIOD FOR DECISION	2 ND February 2007			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None			
RISK MANAGEMENT IMPLICATIONS	Failure to monitor and control the procurement project may result in time delays and cost implications.			
PRIOR CONSULTATION	Procurement group			
REPRESENTATIONS	In writing to Terry Bradley or by email to terry.bradley@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Confidentiality and Freedom of Information Protocol			
FILE REF	K36_07			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact? x	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	The purpose of the Protocol is to provide guidance on matters of Confidentiality and Freedom of Information to all stakeholders within the Procurement Process and in particular during the Competitive Dialogue actions.			
SCRUTINY AREA	Communications			
DATE/ PERIOD FOR DECISION	2 ND February 2007			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None			
RISK MANAGEMENT IMPLICATIONS	Failure to ensure confidentiality procedures are followed could have serious implications for the competitive dialogue process.			
PRIOR CONSULTATION	None			
REPRESENTATIONS	In writing to Terry Bradley or by email to terry.bradley@merseysidewda.gov.uk			