



MERSEYSIDE WASTE DISPOSAL AUTHORITY

## FORWARD PLAN

**Publication Date: July 2009**

### 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:

14<sup>th</sup> August 2009 (CANCELLED)  
25<sup>th</sup> September 2009  
27<sup>th</sup> November 2009  
5<sup>th</sup> February 2010 (Budget and ordinary meeting)  
16<sup>th</sup> April 2010

## **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 2008/2009**

<b>COUNCILLOR</b>	<b>Portfolio Area</b>	<b>Address and Contact Details</b>
K Cluskey (Chairperson) (Sefton)	<ul style="list-style-type: none"> <li>• Strategy and Forward Planning</li> <li>• Finance</li> <li>• Performance Management</li> <li>• Best Value</li> <li>• Procurement</li> <li>• Sustainability</li> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• MWHL Board Member</li> <li>• NWEO Representative</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>
N Mills (Liverpool)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> </ul>	4 Portgate Close Liverpool L12 0SF Tel: 0151 270 1868 Email: <a href="mailto:norman.mills@liverpool.gov.uk">norman.mills@liverpool.gov.uk</a>
J Salter (Deputy Chairperson)  (Wirral)	<ul style="list-style-type: none"> <li>• Risk Management</li> <li>• Audit</li> <li>• Procurement</li> <li>• Scrutiny</li> <li>• Public Consultation</li> </ul>	7 Church Meadow Close Egremont Wallasey CH44 8HQ Tel: 0151 638 1364 Email: <a href="mailto:johnsalter@wirral.gov.uk">johnsalter@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> </ul>	3 Beresford Drive Southport PR9 7JY 01704 226 370 Email: <a href="mailto:tattersall.david@btconnect.com">tattersall.david@btconnect.com</a>
P Moffat (Liverpool)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> </ul>	16 Zander Grove Croxteth Park Liverpool L12 0QP Tel: 0151 254 2227 Email: <a href="mailto:phil.moffat@liverpool.gov.uk">phil.moffat@liverpool.gov.uk</a>

A O'Byrne (Liverpool)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• BML Board Member</li> </ul>	7 Sefton Road Liverpool L9 2BP Tel: 0151 225 2366 Email: <a href="mailto:Ann.O'Byrne@liverpool.gov.uk">Ann.O'Byrne@liverpool.gov.uk</a>
G Gardiner (Wirral)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• BML Board Member</li> </ul>	173 South Parade West Kirby Wirral CH48 3HX Tel: 0151 625 2738 Email: <a href="mailto:gillgardiner@wirral.gov.uk">gillgardiner@wirral.gov.uk</a>
D Crowther (St Helens)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• BML Board Member</li> </ul>	15 Hotel Street Newton-le-willows WA12 9QH 01925 290 232 <a href="mailto:cllrdcrowther@sthelens.gov.uk">cllrdcrowther@sthelens.gov.uk</a>
D Lonergan (Knowsley)	<ul style="list-style-type: none"> <li>• Communications &amp; PR</li> <li>• Scrutiny</li> <li>• Public Consultation</li> </ul>	6 Stonehey Road Southdene Kirkby L32 9PU Tel: 0151 548 3490 Email: <a href="mailto:david.lonergan@knowsley.gov.uk">david.lonergan@knowsley.gov.uk</a>

<b>OFFICERS</b>		
Carl Beer Director	Various delegated matters	6th Floor, North House 17 North John Street Liverpool L2 5QY Tele: 0151 255 1444 Email: <a href="mailto:carlbeer@merseysidewda.gov.uk">carlbeer@merseysidewda.gov.uk</a>
John Webster Treasurer	Various delegated matters	6th Floor, North House 17 North John Street Liverpool L2 5QY Tele: 0151 255 1444 Email: <a href="mailto:john.webster@merseysidewda.gov.uk">john.webster@merseysidewda.gov.uk</a>
Mandy Valentine Clerk to the Authority	Various delegated matters	6th Floor, North House 17 North John Street Liverpool L2 5QY Tele: 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 Tele: 0151 255 1444 Email: <a href="mailto:neil.ferris@merseysidewda.gov.uk">neil.ferris@merseysidewda.gov.uk</a>

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<b>Item</b>	<b>Portfolio Area</b>	<b>Decision Date</b>	<b>Lead Officer</b>
Audit Commission ISA260	Corporate Governance	25/09/2009	Mandy Valentine
Equality and Diversity	Corporate Governance	25/09/2009	Paula Pocock
Procedural Rules	Corporate Governance	25/09/2009	Mandy Valentine
NTDP	Corporate Governance	25/09/2009	Carl Beer
VCU Contract	Site and Planning	25/09/2009	Lyn Fairhurst
MWHL Closedown	Contracts	25/09/2009	Neil Ferris
Risk Management Policy	Corporate Governance	25/09/2009	Mandy Valentine

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<b>ITEM FOR CONSIDERATION</b>	AUDIT COMMISSION ISA 260 (UK&I) AUDIT AND AMENDED STATEMENT OF ACCOUNTS			
<b>FILE REF</b>	K12_09			
<b>DECISION MAKER</b>	<i>Authority</i>			
<b>KEY DECISION CRITERIA</b>	<b>Financial?</b> X	<b>Community Impact?</b> X	<b>Other Please State:</b>	Statutory Requirement
<b>REASON FOR MEETING KEY DECISION CRITERIA</b>	The Audit Commission issues a report on the outcome of their audit of the Authority's Statement of Accounts 2008/09 and Value for Money conclusion. Should any issues arise from that audit, Members are given the opportunity to respond to the Auditor.			
<b>SCRUTINY AREA</b>	Governance			
<b>DATE/ PERIOD FOR DECISION</b>	25 <sup>th</sup> September 2009			
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION</b>	Statement of Accounts 2008/09			
<b>RISK MANAGEMENT IMPLICATIONS</b>	Failure to meet statutory requirements or consider issues raised by the Audit Commission may lead to a qualified opinion of the Authority's Financial Systems.			
<b>PRIOR CONSULTATION</b>	Audit Commission			
<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>			



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<b>ITEM FOR CONSIDERATION</b>	Equality and Diversity Policy			
<b>FILE REF</b>				
<b>DECISION MAKER</b>	<b><i>FULL AUTHORITY</i></b>			
<b>KEY DECISION CRITERIA</b>	<b>Financial?</b>	<b>Community Impact?</b> Yes	<b>Other - Please State:</b>	
<b>REASON FOR MEETING KEY DECISION CRITERIA</b>	To ensure the Authority complies with current employment legislation in relation to age, disability, gender, race, religion or belief and sexual orientation.			
<b>SCRUTINY AREA</b>	<b>Corporate Governance</b>			
<b>DATE/ PERIOD FOR DECISION</b>	25 <sup>th</sup> September 2009			
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION</b>	Equality and Diversity Policy			
<b>RISK MANAGEMENT IMPLICATIONS</b>	Failure to comply with current equality and diversity legislation in relation to age, disability, gender, race, religion or belief and sexual orientation, may leave the Authority open to legal challenge			
<b>PRIOR CONSULTATION</b>	None			
<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>			

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<b>ITEM FOR CONSIDERATION</b>	<b>Review of Procedural Rules</b>			
<b>DECISION MAKER</b>	<b><i>Full Authority</i></b>			
<b>KEY DECISION CRITERIA</b>	<b>Financial?</b>	<b>Community Impact?</b>	<b>Other – Please Specify</b>	Corporate Governance
<b>REASON FOR MEETING KEY DECISION CRITERIA</b>	Procedural Rules reviewed each year to address issues raised during review of the Authority’s Code of Corporate Governance and to ensure continuous improvement.			
<b>SCRUTINY AREA</b>	<b><i>Corporate Governance</i></b>			
<b>DATE/ PERIOD FOR DECISION</b>	25 <sup>th</sup> September 2009			
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION</b>	None			
<b>RISK MANAGEMENT IMPLICATIONS</b>	Good corporate governance to review the procedural rules on a regular basis.			
<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>			

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<b>ITEM FOR CONSIDERATION</b>	<b>New Technologies Demonstrator Project – Private Item</b>			
<b>DECISION MAKER</b>	<b><i>Full Authority</i></b>			
<b>KEY DECISION CRITERIA</b>	<b>Financial?</b> <b>X</b>	<b>Community Impact?</b>	<b>Other – Please Specify</b>	
<b>REASON FOR MEETING KEY DECISION CRITERIA</b>	Agreement to lease of building and lease purchase of plant and equipment to Orchid Environmental Ltd.			
<b>SCRUTINY AREA</b>	<b><i>Finance</i></b>			
<b>DATE/ PERIOD FOR DECISION</b>	25 <sup>th</sup> September 2009			
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION</b>	None			
<b>RISK MANAGEMENT IMPLICATIONS</b>	Risk to revenue from lease.			
<b>PRIOR CONSULTATION</b>	None			
<b>REPRESENTATIONS</b>	In writing to Carl Beer or by email to <a href="mailto:carlbeer@merseysidewda.gov.uk">carlbeer@merseysidewda.gov.uk</a>			

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<b>ITEM FOR CONSIDERATION</b>	VCU Contract for Bidston and Gilmoos IVC facilities – Private Item			
<b>FILE REF</b>	<b>K17_09</b>			
<b>DECISION MAKER</b>	<b><i>FULL AUTHORITY</i></b>			
<b>KEY DECISION CRITERIA</b>	<b>Financial?</b> Yes	<b>Community Impact?</b>	<b>Other - Please State:</b>	
<b>REASON FOR MEETING KEY DECISION CRITERIA</b>	To decide appropriate actions to take			
<b>SCRUTINY AREA</b>	<b><i>Finance</i></b>			
<b>DATE/ PERIOD FOR DECISION</b>	25 <sup>th</sup> September 2009			
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION</b>				
<b>RISK MANAGEMENT IMPLICATIONS</b>	Failure to seek resolution for non performance of contract			
<b>PRIOR CONSULTATION</b>				
<b>REPRESENTATIONS</b>	In writing to Lyn Fairhurst or by email to <a href="mailto:lyn.fairhurst@merseysidewda.gov.uk">lyn.fairhurst@merseysidewda.gov.uk</a>			

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<b>ITEM FOR CONSIDERATION</b>	Mersey Waste Holdings Limited Closedown			
<b>FILE REF</b>	K18_09			
<b>DECISION MAKER</b>	<i>Authority</i>			
<b>KEY DECISION CRITERIA</b>	<b>Financial?</b> X	<b>Community Impact?</b>	<b>Other Please State:</b>	
<b>REASON FOR MEETING KEY DECISION CRITERIA</b>				
<b>SCRUTINY AREA</b>	Finance			
<b>DATE/ PERIOD FOR DECISION</b>	25 <sup>th</sup> September 2009			
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION</b>				
<b>RISK MANAGEMENT IMPLICATIONS</b>				
<b>PRIOR CONSULTATION</b>				
<b>REPRESENTATIONS</b>	In writing to Neil Ferris or by email to <a href="mailto:neil.ferris@merseysidewda.gov.uk">neil.ferris@merseysidewda.gov.uk</a>			