



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: June 2006

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 June 2006
6th October 2006

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

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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: Bernie.turner@liverpool.gov.uk
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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
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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

<p>Ian Roberts Treasurer</p>	<p>Various delegated matters</p>	<p>St Helens MBC Town Hall St Helens WA10 1HP Tele: 01744 456101 Email: ianroberts@sthelens.gov.uk</p>
<p>Peter Blackburn Solicitor</p>	<p>Various delegated matters</p>	<p>St Helens MBC Town Hall St Helens WA10 1HP Tele: 01744 456101 Email: peterblackburn@sthelens.gov.uk</p>

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Appointments and Representations	Chairman	28th June 2006	K04_06	Mandy Valentine
Risk Management Strategy	Lead Member Cllr. Cluskey	28th June 2006	K12_06	Mandy Valentine
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Statement of Accounts 2005/2006		28 th June 2006		John Webster
Outturn Reports 2005/06		28 th June 2006		John Webster
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Capital Programme 2006/2007		28 th June 2006		Lyn Fairhurst
Waste Management Contracts Procurement Project Intermediate Proposals		28 th June 2006		Terry Bradley

ITEM FOR CONSIDERATION	Questions on the Discharge of Functions			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other – Please state	Corporate Governance
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	<i>Corporate Governance</i>			
DATE/ PERIOD FOR DECISION	Annual Meeting – June 2006			
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	Constitution including Scheme of Delegation and Procedural Rules 2006/07			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other – Please Specify	Corporate Governance
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	<i>Corporate Governance</i>			
DATE/ PERIOD FOR DECISION	Annual Meeting – June 2006			
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	Mersey Waste Holdings Limited Arms Length Status			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other – Please Specify	Corporate Governance
REASON FOR MEETING KEY DECISION CRITERIA	It is regarded as being in the best interests of the Authority to pass a resolution each year to confirm the status of its Local Authority Waste Disposal Company (LAWDC) under Section 68(6) of the Local Government and Housing Act 1989			
SCRUTINY AREA	<i>Corporate Governance</i>			
DATE/ PERIOD FOR DECISION	Annual Meeting – 28 th June 2006			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None			
RISK MANAGEMENT IMPLICATIONS	Clearly indicates the status of the LAWDC.			
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to Peter Blackburn, Solicitor to the Authority, Town Hall, St Helens, Tel. (01744) 456016			

ITEM FOR CONSIDERATION	Appointment of Committees and Representation on Other Bodies			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other – Please State	Corporate Governance
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	<i>Corporate Governance</i>			
DATE/ PERIOD FOR DECISION	Annual Meeting – June 2006			
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	Risk Management Strategy			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other – Please Specify	Corporate Governance
REASON FOR MEETING KEY DECISION CRITERIA	A strategy is required to implement the Risk Management Policy previously approved by the Authority.			
SCRUTINY AREA	<i>Corporate Governance</i>			
DATE/ PERIOD FOR DECISION	Annual Meeting – 28 th June 2006			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None			
RISK MANAGEMENT IMPLICATIONS	The Authority needs to embed risk management processes within its systems to ensure that appropriate controls are in place to mitigate or avoid potential risk or conversely, to take advantage of emerging opportunities.			
PRIOR CONSULTATION	Management Team			
REPRESENTATIONS	In writing to Mandy Valentine or by email to mandy.valentine@merseysidewda.gov.uk			

ITEM FOR CONSIDERATION	Code of Corporate Governance and Statement of Internal Control			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other – Please Specify	Corporate Governance
REASON FOR MEETING KEY DECISION CRITERIA	A formal adoption of a Code of Corporate Governance demonstrates best practice.			
SCRUTINY AREA	<i>Corporate Governance</i>			
DATE/ PERIOD FOR DECISION	Annual Meeting – 28 th June 2006			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None			
RISK MANAGEMENT IMPLICATIONS	Failure to formalise and review corporate governance arrangements may lead to weaknesses in the direction and control of the Authority's functions.			
PRIOR CONSULTATION	Management Team			
REPRESENTATIONS	In writing to Mandy Valentine or by email to mandy.valentine@merseysidewda.gov.uk			

ITEM FOR CONSIDERATION	Statement of Accounts 2005/06			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other – Please state	Statutory Duty
REASON FOR MEETING KEY DECISION CRITERIA	The Authority has a statutory requirement to approve the Statement of Accounts for 2005/06			
SCRUTINY AREA	<i>Finance</i>			
DATE/ PERIOD FOR DECISION	28th June 2006			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	Final Account Working Papers File 2005/06			
RISK MANAGEMENT IMPLICATIONS	Failure to approve the Statement of Accounts 2005/06 by the statutory deadline risks action by the Audit Commission.			
PRIOR CONSULTATION	Not Applicable			
REPRESENTATIONS	In writing to John Webster, St Helens MBC, or by email to JohnPWebster@sthelens.gov.uk			

ITEM FOR CONSIDERATION	<i>Outturn Report 2005/2006</i>			
FILE REF				
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	Approval of outturn reports for 2005/2006			
SCRUTINY AREA	<i>Finance</i>			
DATE/ PERIOD FOR DECISION	28 th June 2006			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	Final Accounts Working Papers			
RISK MANAGEMENT IMPLICATIONS				
PRIOR CONSULTATION	Not Applicable			
REPRESENTATIONS	In writing to John Webster or by email to john.webster@merseysidewda.gov.uk			

ITEM FOR CONSIDERATION	Audit Plan 2006/07			
FILE REF	K01_06			
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 2006/07, proposed by the Audit Commission and to present the findings of the recent inspection.			
SCRUTINY AREA	Corporate Governance			
DATE/ PERIOD FOR DECISION	28 th June 2006			
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			

ITEM FOR CONSIDERATION	Capital Programme 2006/07			
FILE REF				
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial? Yes	Community Impact? Yes	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	To approve a Programme of Capital Expenditure for 2006/07			
SCRUTINY AREA	Finance			
DATE/ PERIOD FOR DECISION	28 th June 2006			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION				
RISK MANAGEMENT IMPLICATIONS	Failure to implement a programme of capital works would affect the Authority's ability to achieve its aims and objectives with regards to implementation of the future waste strategy and its environmental and restoration responsibilities relating to closed landfill sites.			
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to Lynton Fairhurst or by email to lyn.fairhurst@merseysidewda.gov.uk			

ITEM FOR CONSIDERATION	Waste Management Contracts Procurement Project Intermediate Proposals			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other – Please Specify	Corporate Governance
REASON FOR MEETING KEY DECISION CRITERIA	To enable a consistent response to be provided to intermediate proposals for waste management solutions which both enables their promoters to further develop their ideas, but also ensures that the Authority can carry through a fair, robust and competitive procurement process			
SCRUTINY AREA	<i>Corporate Governance</i>			
DATE/ PERIOD FOR DECISION	Annual Meeting – 28 th June 2006			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None			
RISK MANAGEMENT IMPLICATIONS	Failure to provide a consistent approach to proposals may lead to challenge during the major procurement process.			
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to Terry Bradley or by email to terry.bradley@merseysidewda.gov.uk			