



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: March 2008

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:

28th March 2008
18th April 2008
27th June 2008 (AGM)
15th August 2008
26th September 2008
28th November 2008

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 2007/2008

COUNCILLOR	Portfolio Area	Address and Contact Details
K Cluskey (Chairperson) (Sefton)	<ul style="list-style-type: none"> • Strategy and Forward Planning • Finance • Performance Management • Best Value • Procurement • Sustainability • Scrutiny • Public Consultation 	39 Kent Avenue Litherland Liverpool L21 7QJ Tel: 0151 920 3704 Email: kevin.cluskey@sefton.gov.uk
J Salter (Deputy Chairperson) (Wirral)	<ul style="list-style-type: none"> • Risk Management • Audit • Procurement • Scrutiny • Public Consultation 	7 Church Meadow Close Egremont Wallasey CH44 8HQ Tel: 0151 638 1364 Email: johnsalter@wirral.gov.uk
D Tattersall (Sefton)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	3 Beresford Drive Southport PR9 7JY 01704 226 370 Email: tattersall.david@btconnect.com
P Moffat (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	16 Zander Grove Croxteth Park Liverpool L12 0QP Tel: 0151 254 2227 Email: phil.moffat@liverpool.gov.uk
A Dean (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	12 Sefton Park Court Elmswood Road Liverpool L17 0EF Tel: 0151 225 2366 Email: alan.dean@liverpool.gov.uk
A Bridson (Wirral)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	25 Edinburgh Drive Prenton Wirral Ch43 0RJ Tel: 0151 201 7310 Email: annbridson@wirral.gov.uk

D Crowther (St Helens)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	15 Hotel Street Newton-le-willows WA12 9QH 01925 290 232 cllrdcrowther@sthelens.gov.uk
D Lonergan (Knowsley)	<ul style="list-style-type: none"> • Communications & PR • Scrutiny • Public Consultation 	6 Stonehey Road Southdene Kirkby L32 9PU Tel: 0151 548 3490 Email: david.lonergan@knowsley.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	Decision Date	Lead Officer
CPO Strategy	Planning	28/03/2008	Calvin Stockton
Change to Capital Finance System	Finance	28/03/2008	John Webster
MWHL key issues	Finance	28/03/2008	John Webster
Data Quality Strategy	Corporate Governance	28/03/2008	Mandy Valentine
Succession strategy for NTDP	Best Value	28/03/2008	Carl Beer
Procurement Report including advisors costs	Procurement	28/03/2008	John Connell
Local Government & Public Involvement in Health Act 2007	Corporate Governance	28/03/2008	Neil Ferris
Code of Corporate Governance and Statement of Internal Control	Governance	18/04/2008	Mandy Valentine
Review of Local Conditions of Service	Corporate Governance	18/04/2008	Paula Pocock
Recycling Performance Recovery Programme	Procurement	15/08/2008	Neil Ferris

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ITEM FOR CONSIDERATION	CPO Strategy			
DECISION MAKER	FULL AUTHORITY			
KEY DECISION CRITERIA	Financial? Yes	Community Impact? Yes	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	To seek Authority approval of a Compulsory Purchase Order (CPO) Strategy – to ensure that the Authority can potentially enact its confirmed CPO Powers if landowner negotiations at sites fail to deliver the Authority’s interest in the land			
SCRUTINY AREA	Planning and Environmental			
DATE/ PERIOD FOR DECISION	28 th March 2008			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	N/A			
RISK MANAGEMENT IMPLICATIONS	Following confirmation of the Authority’s CPO Powers, a CPO Strategy needs to be developed to counter the potential delays in landholder negotiations at sites and delays the procurement programme			
PRIOR CONSULTATION	N/A			
REPRESENTATIONS	In writing to Calvin Stockton or by email to calvin.stockton@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Change to Capital Finance System			
FILE REF	K25_08			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other - Please State:	Financial Legislation
REASON FOR MEETING KEY DECISION CRITERIA	Requirement to approve minimum revenue provision policy. Inclusion of information in Statement of Accounts.			
SCRUTINY AREA	<i>Finance</i>			
DATE/ PERIOD FOR DECISION	28 th March 2008			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None			
RISK MANAGEMENT IMPLICATIONS	Audit commission criticism			
PRIOR CONSULTATION	None			
REPRESENTATIONS	In writing to John Webster or by email to john.webster@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	MWHL key Issues			
FILE REF	K24_08			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial? Yes	Community Impact?	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	To secure payment of debts due to the authority.			
SCRUTINY AREA	<i>Finance</i>			
DATE/ PERIOD FOR DECISION	28 th March 2008			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None			
RISK MANAGEMENT IMPLICATIONS	Financial damage to the authority			
PRIOR CONSULTATION	None			
REPRESENTATIONS	In writing to John Webster or by email to john.webster@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Data Quality Strategy			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other – Please Specify	Corporate Governance
REASON FOR MEETING KEY DECISION CRITERIA	To approve a Data Quality Strategy to ensure that the data used by the Authority to inform its decision-making processes is based on quality data.			
SCRUTINY AREA	<i>Corporate Governance</i>			
DATE/ PERIOD FOR DECISION	28 th March 2008			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None			
RISK MANAGEMENT IMPLICATIONS	Failure to manage performance strategically and control data quality will result in the Authority being unable to respond to performance information due to poor reporting or reliability of data.			
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to Mandy Valentine or by email to mandy.valentine@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Succession strategy for NTDP			
FILE REF	K26_08			
DECISION MAKER	<i>FULL AUTHORITY</i>			
KEY DECISION CRITERIA	Financial? YES	Community Impact?	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	Capital investment in project is at risk if no succession strategy is developed.			
SCRUTINY AREA	<i>Best Value</i>			
DATE/ PERIOD FOR DECISION	28 th March 2008			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None			
RISK MANAGEMENT IMPLICATIONS				
PRIOR CONSULTATION	Members considered medium term LATS and Interim contract position on 22 nd February 2008			
REPRESENTATIONS	In writing to Carl Beer or by email to carlbeer@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Waste Management Contracts Procurement Projects - Progress Report			
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 inform Members of progress to date and the current issues relating to the procurement process.			
SCRUTINY AREA	<i>Procurement</i>			
DATE/ PERIOD FOR DECISION	28 th March 2008			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION				
RISK MANAGEMENT IMPLICATIONS	The implementation of the Authority's Procurement Strategy to enable compliance with legislation. Failure to monitor and control the procurement project may result in time delays and cost implications.			
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to Carl Beer or by email to carlbeer@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Local Government & Public Involvement in Health Act 2007			
DECISION MAKER	FULL AUTHORITY			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other - Please State:	JMWMS Target Achievement
		X		
REASON FOR MEETING KEY DECISION CRITERIA	MWDA as LAA partner Authority to the districts and Halton is required to co-operate with responsible authorities.			
SCRUTINY AREA	<i>PERFORMANCE/SCRUTINY</i>			
DATE/ PERIOD FOR DECISION	28 th March 2008			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	-District LAA -The Above Act -Audit Commission guidance on CAA			
RISK MANAGEMENT IMPLICATIONS	Greater Public Accountability			
PRIOR CONSULTATION	All districts			
REPRESENTATIONS	In writing to Neil Ferris or by email to neil.ferris@merseysidewda.gov.uk			

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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	To agree the Statement of Internal Control as part of the annual Code of Corporate Governance review.			
SCRUTINY AREA	<i>Corporate Governance</i>			
DATE/ PERIOD FOR DECISION	18 th April 2008			
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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ITEM FOR CONSIDERATION	Review of Local Conditions of Service			
DECISION MAKER	FULL AUTHORITY			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	To review the Authority's Local Conditions of Service to ensure Policy Legal Compliance and Best Practice.			
SCRUTINY AREA	<i>Corporate Governance</i>			
DATE/ PERIOD FOR DECISION	18 TH APRIL 2008			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	Local Conditions of Service.			
RISK MANAGEMENT IMPLICATIONS	Fundamental to ensure Local Conditions of Service meet current best practice			
PRIOR CONSULTATION	Unison All Employees Members			
REPRESENTATIONS	In writing to Paula Pocock or by email to paula.pocock@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Recycling Performance Recovery Programme			
DECISION MAKER	FULL AUTHORITY			
KEY DECISION CRITERIA	Financial? X	Community Impact? X	Other - Please State:	JMWMS Target Achievement
REASON FOR MEETING KEY DECISION CRITERIA	To approve a programme of actions for MWDA and districts to implement to achieve JMWMS targets.			
SCRUTINY AREA	<i>PROCUREMENT</i>			
DATE/ PERIOD FOR DECISION	15 th August 2008			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	JMWMS DCAP'S SOWG proposals			
RISK MANAGEMENT IMPLICATIONS	Without an RPRP the coherent planning and achievement of JMWMS targets will not be realised.			
PRIOR CONSULTATION	SOWG			
REPRESENTATIONS	In writing to Neil Ferris or by email to neil.ferris@merseysidewda.gov.uk			