



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: May 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:

12th May 2006
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 2005/06

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
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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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Procurement OBC Submission	Lead Member Cllr. Cluskey	12th May 2006	K13_06	Terry Bradley
Site Comms Protocol	Lead Member Cllr. Cluskey	12th May 2006	K15_06	Colette Gill
MWHL Issues	Lead Member Cllr. Cluskey	12th May 2006	K14_06	Terry Bradley
Audit Plan 2006/07	Lead Member Cllr. Cluskey	28th June 2006	K01_06	Mandy Valentine
Scheme of Delegation	Chairman	28th June 2006	K02_06	Mandy Valentine
Questions on the Discharge of Functions	Chairman	28th June 2006	K03_06	Mandy Valentine
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

ITEM FOR CONSIDERATION	Corporate Plan 2006/07			
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 aims and objectives and identifies the key projects required to deliver improved performance.			
SCRUTINY AREA	Strategy and Forward Planning			
DATE/ PERIOD FOR DECISION	12 th May 2006			
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. 3. Clear planning will improve performance and engage Members, staff and stakeholders. 			
PRIOR CONSULTATION	MWDA Management Team and staff			
REPRESENTATIONS	In writing to Mandy Valentine or by email to mandy.valentine@merseysidewda.gov.uk			

ITEM FOR CONSIDERATION	Procurement Project Submission of the Outline Business Case			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial? Yes	Community Impact?	Other – Please Specify	
REASON FOR MEETING KEY DECISION CRITERIA	The submission of the Outline Business Case is a key milestone in the delivery of the Procurement Project and essential to securing PFI funding.			
SCRUTINY AREA	<i>Procurement</i>			
DATE/ PERIOD FOR DECISION	12 th May 2006			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None			
RISK MANAGEMENT IMPLICATIONS	Failure to submit a sufficiently detailed and realistic Outline Business Case may result in PFI funding being declined or delayed. A delay in funding has a financial impact on the Authority as it will delay procurement of facilities to divert waste from landfill.			
PRIOR CONSULTATION	Procurement Project Board			
REPRESENTATIONS	In writing to Terry Bradley or by email to terry.bradley@merseysidewda.gov.uk			

ITEM FOR CONSIDERATION	Procurement Project Mersey Waste Holdings Limited			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial? Yes	Community Impact?	Other – Please Specify	
REASON FOR MEETING KEY DECISION CRITERIA	Mersey Waste Holdings Limited is wholly owned by the Authority and decisions regarding its role in the Procurement Project need to be considered.			
SCRUTINY AREA	<i>Procurement</i>			
DATE/ PERIOD FOR DECISION	12 th May 2006			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None			
RISK MANAGEMENT IMPLICATIONS	Failure to manage the Authority's assets affect both the delivery of the Procurement Project and the structure of the contract packages and are therefore key to the success of the project.			
PRIOR CONSULTATION	Procurement Project Board			
REPRESENTATIONS	In writing to Terry Bradley or by email to terry.bradley@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	Scheme of Delegations 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	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	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	Sites Selection Communications and Information Management Protocol			
FILE REF	K15_06			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	The Protocol has been developed to manage risks and information management issues around the selection of sites for the development and location of new waste management facilities as part of MWDA's procurement process.			
SCRUTINY AREA	<i>Procurement</i>			
DATE/ PERIOD FOR DECISION	12 th May 2006			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	N/a			
RISK MANAGEMENT IMPLICATIONS	<p>The risks of not having a Site Selection Communications and Information Management Protocol are wide ranging:</p> <p>(i) It is recognised that the process site selection for new waste management facilities could potentially produce sites that are unpopular with residents and businesses – a protocol will ensure that effective communications and consultation will help minimise the risk of this and manage any information issues.</p> <p>(ii) It is recognised that at certain stages of the site selection process lists of sites will be produced that may or may not be taken forward – it is essential that this information has a limited audience until final decisions on sites have been made.</p> <p>(iii) It is recognised that there are a variety of stakeholders in addition to residents and businesses that will have communication and information needs relating to sites – these include but not exclusively planning officers, ward councillors, District Council officer etc. It is essential that a protocol is in place to ensure that decision-making and communications by and to these groups happens from an informed perspective.</p>			

PRIOR CONSULTATION	The Site Selection Communication and Information Management Protocol document has been consulted with the Merseyside Waste Development Document Group and the Senior Officer Working Group.
REPRESENTATIONS	In writing to:Colette Gill, PR and Communications Officer or by email to Colette.gill@merseysidewda.gov.uk