



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: September 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 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:

24th Septemeber (Audit & Governance)

5th October 2007

7th December 2007

1st February 2008 Budget meeting

18th April 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 |
| B Turner (Liverpool) | <ul style="list-style-type: none"> • Scrutiny • Public consultation | 118 Anfield Road Liverpool L4 0TF Tel: 0151 225 2352 Email: Berni.turner@liverpool.gov.uk |
| R Quinn (Liverpool) | <ul style="list-style-type: none"> • Scrutiny • Public Consultation | 118 Anfield Road Liverpool L4 0TF Tel: 0151 225 2352 Email: Robbie.quinn@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 |

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|---------------------------|--|---|
| 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 |
|--|----------------|---------------|---------------------------------|
| Audit Commission Isa 260 (Uk&I) Audit And Amended Statement Of Accounts | Governance | 24/09/2007 | Mandy Valentine |
| Progress Of Contract Procurement And Appointment Of Directors To Mersey Waste Holdings limited | Procurement | 05/10/2007 | Terry Bradley |
| Waste Flow Modelling Report | Procurement | 05/10/2007 | Neil Ferris |
| Waste Minimisation BVR | Strategy | 07/12/2007 | Shaun Alexander |
| Inter Authority Agreement | Strategy | December 07 | Stuart Donaldson |
| JMWMS | Strategy | February 08 | Stuart Donaldson |

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| ITEM FOR CONSIDERATION | AUDIT COMMISSION ISA 260 (UK&I) AUDIT AND AMENDED STATEMENT OF ACCOUNTS | | | |
| FILE REF | K16_07 | | | |
| DECISION MAKER | <i>Governance and Audit Committee</i> | | | |
| KEY DECISION CRITERIA | Financial? X | Community Impact? X | Other Please State: | Statutory Requirement |
| REASON FOR MEETING KEY DECISION CRITERIA | The Audit Commission issues a report on the outcome of their audit of the Authority's Statement of Accounts 2005/06 and Value for Money conclusion. Should any issues arise from that audit, Members are given the opportunity to respond to the Auditor. | | | |
| SCRUTINY AREA | Governance | | | |
| DATE/ PERIOD FOR DECISION | 24 th September 2007 | | | |
| LIST OF BACKGROUND PAPERS FOR CONSIDERATION | Statement of Accounts 2006/07 | | | |
| RISK MANAGEMENT IMPLICATIONS | 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. | | | |
| PRIOR CONSULTATION | Audit Commission | | | |
| REPRESENTATIONS | In writing to Mandy Valentine or by email to mandy.valentine@merseysidewda.gov.uk | | | |

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| ITEM FOR CONSIDERATION | Best Value Review of Waste Minimisation | | | |
| DECISION MAKER | <i>Full Authority</i> | | | |
| KEY DECISION CRITERIA | Financial? Yes | Community Impact? Yes | Other - Please State: | |
| REASON FOR MEETING KEY DECISION CRITERIA | <p>Waste minimisation will aid to enact a behavioural change amongst the residents to encourage them to sustainably manage their waste and utilise current recycling systems.</p> <p>Waste minimisation also forms a key element of the JMWMS and will potentially reduce the significant impact of the authorities' performance against LATS requirements.</p> <p>It is imperative that MWDA sign up to the Best Value Review improvement plan and consider the proposed waste prevention strategy to ensure that a behavioural change is enacted amongst residents, the JMWMS is met and the impact of LATS is mitigated as far as practically possible.</p> | | | |
| SCRUTINY AREA | <i>Strategy</i> | | | |
| DATE/ PERIOD FOR DECISION | December 2007 | | | |
| LIST OF BACKGROUND PAPERS FOR CONSIDERATION | Best Value Review of Waste Minimisation | | | |
| RISK MANAGEMENT IMPLICATIONS | Lack of resources to deliver the improvement plan | | | |
| PRIOR CONSULTATION | | | | |
| REPRESENTATIONS | In writing to Shaun Alexander or by email to shaun.alexander@merseysidewda.gov.uk | | | |

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| ITEM FOR CONSIDERATION | Inter Authority Agreement (IAA) | | | |
| DECISION MAKER | Merseyside Waste Disposal Authority | | | |
| KEY DECISION CRITERIA | Financial? Yes | Community Impact? Yes | Other – Please state | |
| REASON FOR MEETING KEY DECISION CRITERIA | <p>The Authority and the 5 Waste Collection Authorities have entered into a Memorandum of Understanding (MoU) to develop partnership working between them in furtherance of the JMWMS.</p> <p>As the Authority enters into the Waste Contracts for recovery, recycling, landfill and the interim arrangements in 2008, the parties need to work together to facilitate the operation of those contracts. The Inter Authority Agreement will be legally binding and is a development of the principles set out in the MoU.</p> <p>The IAA will provide more detailed provision relating to technical inputs and payment. The greater the level of detail that can be agreed for inclusion in the IAA, the greater scope that MWDA will have in negotiating contracts with the private sector participants. It is therefore important that all partner authorities sign up to the Agreement before March 2008.</p> | | | |
| SCRUTINY AREA | Strategy | | | |
| DATE/ PERIOD FOR DECISION | December – January 2007/8 | | | |
| LIST OF BACKGROUND PAPERS FOR CONSIDERATION | Draft Inter Authority Agreement | | | |
| RISK MANAGEMENT IMPLICATIONS | If the parties fail to enter into an Inter Authority Agreement, this may send a negative signal to participants and would reduce the scope for negotiation in the contracts as the operators would identify | | | |

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| | uncertainty in what is being delivered by the collection authorities and add a financial cost to manage the greater risks. |
| PRIOR CONSULTATION | On-going with all five district waste managers, legal and finance officers. |
| REPRESENTATIONS | In writing or by email to Stuart Donaldson Waste Strategy Manager, MWDA, or by email to stuart.donaldson@merseysidewda.gov.uk |

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| ITEM FOR CONSIDERATION | Joint Municipal Waste Management Strategy Update | | | |
| DECISION MAKER | Merseyside Waste Disposal Authority | | | |
| KEY DECISION CRITERIA | Financial? Yes | Community Impact? Yes | Other – Please state | |
| REASON FOR MEETING KEY DECISION CRITERIA | <p>The Merseyside Waste Partnership is committed to developing its joint working ethos to raise standards and achieve more sustainable management of waste in Merseyside. In 2005, the partnership published its Joint Municipal Waste Management Strategy (JMWMS) as required under the Waste Emissions Trading Act 2003. This strategy sets out the policies and targets to deliver the national, regional and local objectives and requirements for the management of municipal waste on Merseyside.</p> <p>With Halton joining the Partnership in autumn 2006 and the publication of the Waste Strategy for England in spring 2007, it was considered that to successfully develop the partnership and move forward with strategic plans, both the JMWMS and the Halton waste management guidelines need to be updated.</p> <p>The process has allowed the content of the JMWMS to be tested to ensure policies, options and actions are deliverable, challenging and sustainable and give regard to the ever changing and evolving local, regional, national and European waste and resource management agenda.</p> <p>The updated document is not a full review of the 2005 strategy. The strategic aims and objectives agreed by Members in 2005 have not changed to ensure an on going alignment with the MWDA procurement process. It is proposed that a full review and public consultation on the JMWMS will take place in 2009/10.</p> | | | |
| SCRUTINY AREA | Strategy | | | |
| DATE/ PERIOD FOR DECISION | February 2008 | | | |

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| LIST OF BACKGROUND PAPERS FOR CONSIDERATION | Draft Joint Municipal Management Strategy for Merseyside. Sustainability Appraisal of the JMWMS. |
| RISK MANAGEMENT IMPLICATIONS | Without the clarity offered from an up to date and robust waste management strategy for Merseyside, partner authorities could fail to commit to address/deliver on new revised legislation and national requirements, fail to meet targets and procure appropriately. |
| PRIOR CONSULTATION | On-going participation with District Authorities in the preparation of the draft documents. Statutory consultees for Strategic Environmental Assessment purposes (Environment Agency, Natural England, English Heritage) |
| REPRESENTATIONS | In writing to Stuart Donaldson Waste Strategy Manager, MWDA, or by email to stuart.donaldson@merseysidewda.gov.uk |