



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: September 2011

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 Chief Executive, 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 Chief Executive 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 Chief Executive, 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:

23rd September 2011
18th November 2011
3rd February 2012 (Budget and ordinary meeting)
13th April 2012

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 (Clerk to the Authority) on 0151-255-1444 or by e-mail at enquiries@merseysidewda.gov.uk

AUTHORITY MEMBERSHIP 2011/2012

COUNCILLOR	Portfolio Area	Address and Contact Details
J De Asha (Chairperson) (St Helens)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Procurement Portfolio • Mersey Waste Holdings Ltd Board • North West Local Authorities' Employers' Organisation • Liverpool City Region Environment and Waste Board 	628 Warrington Road Rainhill Prescot L35 0NS Tel: 01744 678 980 Email: cllrdeasha@sthelens.gov.uk
G Morgan (Deputy Chair) (Knowsley)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Appeals Committee • Audit & Governance Committee 	24 Malvern Avenue Huyton Knowsley L14 6TS Tel: 0151 489 5292 Email: graham.morgan@knowsley.gov.uk
A Brighouse (Wirral)	<ul style="list-style-type: none"> • Bidston Methane Ltd Board • Scrutiny • Public Consultation • Appeals Committee • Audit & Governance Committee 	31 Grosvenor Road Oxtton Birkenhead Wirral CH43 1TJ Tel: 0151 652 6041 Email: alanbrighouse@wirral.gov.uk
K Cluskey (Sefton)	<ul style="list-style-type: none"> • Procurement Portfolio • Scrutiny • Public Consultation • Strategy & Development Portfolio • Mersey Waste Holdings Ltd • Sefton Borough Partnership Strategic Board 	39 Kent Avenue Litherland Liverpool L21 7QJ Tel: 0151 920 3704 Email: kevin.cluskey@sefton.gov.uk

T Concepcion (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Operations Portfolio 	24 Woodbourne Road Liverpool L14 2DA Tel: 078742 16868 Email: tony.concepcion@liverpool.gov.uk
P Keaveney (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	75 Canterbury Street Garston Liverpool L19 8LQ Tel: 0151 225 2354 Email: paula.keaveney@liverpool.gov.uk
T Moore (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Appeals Committee • Audit & Governance Committee 	3 Southampton Drive Cressington Heath Liverpool L19 2HE Tel: 07881 521 269 Email: timothy.moore@liverpool.gov.uk
S Shaw (Sefton)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Finance Portfolio • Audit & Governance Committee 	66 Liverpool Road Birkdale Southport PR8 4BB Tel: 01704 565 546 Email: simon.shaw@councillors.sefton.gov.uk
I Williams (Wirral)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Bidston Methane Ltd Board • Appeals Committee 	49 Parkhill Road Prenton Birkenhead Wirral CH42 9JD Tel: 0151 608 7806 Email: irenewilliams@wirral.gov.uk

Carl Beer Chief Executive	Various delegated matters	6th Floor, North House 17 North John Street Liverpool L2 5QY Tel: 0151 255 1444 Email: carlbeer@merseysidewda.gov.uk
Peter Williams Treasurer	Various delegated matters	6 th Floor, North House 17 North John Street Liverpool L2 5QY Tel: 0151 255 1444 Email: Peter.williams@merseysidewda.gov.uk
Mandy Valentine Clerk to the Authority	Various delegated matters	6th Floor, North House 17 North John Street Liverpool L2 5QY Tel: 0151 255 1444 Email: mandy.valentine@merseysidewda.gov.uk
Neil Ferris Monitoring Officer	Various delegated matters	6th Floor, North House 17 North John Street Liverpool L2 5QY Tel: 0151 255 1444 Email: neil.ferris@merseysidewda.gov.uk

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Item	Ref No.	Portfolio Area	Decision Date	Lead Officer
Redundancy & Retirement Policy	K12-11	Strategy & Development	23/09/2011	Paula Pocock
Performance Report Q1 2011/12	K46-11	Strategy & Development	23/09/2011	Mandy Valentine
HWRC Opening Hours Rationalisation	K47-11	Operational Review	23/09/2011	Jeff Sears
Strategic Review – Co-location	K48-11	Finance	23/09/2011	Peter Williams
Statement of Accounts	K49-11	Finance	23/09/2011	Peter Williams
Annual Governance Report	K50-11	Finance	23/09/2011	Peter Williams
Internal Audit Governance and Risk	K51-11	Finance	23/09/2011	Peter Williams
Work Life Balance Policy	K56-11	Governance	23/09/2011	Paula Pocock
Disposal of Assets at Stretton Way Huyton	K61-11	Finance	23/09/2011	Peter Williams
Interim Waste Treatment Contract	K53-11	Procurement	18/11/2011	John Connell
MWHL/3C – Head of Terms	K52-11	Strategy & Development	18/11/2011	Neil Ferris
JMWMS	K57-11	Strategy & Development	18/11/2011	Stuart Donaldson
Performance Report Q2 2011/12	K58-11	Strategy & Development	18/11/2011	Mandy Valentine
RRC Update	K59-11	Procurement	18/11/2011	Carl Beer
Corporate Plan & Chief Executive's appraisal	K60-11	Strategy & Development	18/11/2011	Mandy Valentine
Flexible Retirement	K55-11	Governance	18/11/2011	Paula Pocock
Textile Recycling Credit Scheme Review	K54-11	Strategy & Development	18/11/2011	Barbara Jones

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Item for consideration	Redundancy & Retirement Policy			
File Reference	K12-11			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	To ensure the Authority has a Redundancy Policy which outlines the protocol and procedure should a redundancy situation arise			
Scrutiny area	Strategy and Development			
Date for decision	23rd September, 2011			
List of Background Papers for consideration	Redundancy and Retirement Policy			
Risk Management Implications	Failure to have a formal redundancy process may leave the Authority open to challenge in relation to fairness and consistency in its approach any redundancy selection criteria.			
Prior consultation	None			
Representations	In writing to Paula Pocock or by email to Paula.Pocock@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Performance Report Q1 2011/12			
File Reference	K46-11			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	Performance
Reason for meeting Key Decision Criteria	Authority Members consider the report on performance and determine, where relevant, the actions required to improve performance			
Scrutiny area	Strategy and Development			
Date for decision	23 rd September, 2011			
List of Background Papers for consideration	None			
Risk Management Implications	Failure to reach performance targets			
Prior consultation				
Representations	In writing to Mandy Valentine or by email to Mandy.Valentine@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	HWRC Opening Hours Rationalisation			
File Reference	K47-11			
Is the report likely to be private or public?	Private			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact ✓	Other – please specify	
Reason for meeting Key Decision Criteria	To consider various options to reduce HWRC opening hours			
Scrutiny area	Operational Review			
Date for decision	23 rd September, 2011			
List of Background Papers for consideration	N/A			
Risk Management Implications	Not considering the options to rationalise the HWRC opening hours may result in opening hours not being appropriate to the requirements of the HWRC service.			
Prior consultation	N/A			
Representations	In writing to Jeff Sears or by email to Jeff.sears@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Strategic Review – Co-location			
File Reference	K48-11			
Is the report likely to be private or public?	Private			
Decision Maker	Full Authority			
Key Decision Criteria	Financial ✓	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	Members to determine whether the Authority should pursue to option of moving into accommodation at Mann Island when the current lease at North House finishes			
Scrutiny area	Finance			
Date for decision	23rd September, 2011			
List of Background Papers for consideration				
Risk Management Implications	The financial benefits of any proposed move arise from the terms being offered at Mann Island. In the event of not taking up the offer similar terms may not be available elsewhere.			
Prior consultation				
Representations	In writing to Peter Williams or by email to peter.williams@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Statement of Accounts			
File Reference	K49-11			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial ✓	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	The statutory statement of accounts must be approved by Those Charged With Governance, in this case the Authority, by the end of September			
Scrutiny area	Finance			
Date for decision	23rd September, 2011			
List of Background Papers for consideration				
Risk Management Implications	Breach of Statutory duty			
Prior consultation				
Representations	In writing to Peter Williams or by email to peter.williams@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Annual Governance Report			
File Reference	K50-11			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial ✓	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	The Authority should understand the work of the external auditor and the status of their proposed Audit Report before the accounts are published			
Scrutiny area	Finance			
Date for decision	23rd September, 2011			
List of Background Papers for consideration				
Risk Management Implications	The Audit Report in the accounts is a statutory requirement			
Prior consultation				
Representations	In writing to Peter Williams or by email to peter.williams@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Internal Audit Governance and Risk			
File Reference	K51-11			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial ✓	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	Internal Audit reports should all be considered by Those Charged with Governance, in this case the Authority, so that they can demonstrate their oversight of the financial and performance systems in place			
Scrutiny area	Finance			
Date for decision	23rd September, 2011			
List of Background Papers for consideration				
Risk Management Implications	Failure to review internal audit reports and subsequent actions could mean an increased risk of fraud and error at the Authority.			
Prior consultation				
Representations	In writing to Peter Williams or by email to peter.williams@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Work Life Balance Policy			
File Reference	K56-11			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	Statutory changes in relation to employment provisions. Adoption of Best Practice in relation to work life balance issues.			
Scrutiny area	Corporate Governance			
Date for decision	23 rd September, 2011			
List of Background Papers for consideration	Draft Work Life Balance Policy			
Risk Management Implications	Requirement to incorporate changes statutory employment provisions may leave the Authority open to legal challenge			
Prior consultation				
Representations	In writing to Paula Pocock or by email to Paula.Pocock@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Disposal of assets at Stretton Way Huyton			
File Reference	K61-11			
Is the report likely to be private or public?	Private			
Decision Maker	Full Authority			
Key Decision Criteria	Financial *	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	Potential impact on Authority's financial position			
Scrutiny area	Finance			
Date for decision	23 rd September, 2011			
List of Background Papers for consideration	None			
Risk Management Implications	Failure to agree a process for disposal will lead to increasing losses for the Authority.			
Prior consultation	N/A			
Representations	In writing to Peter Williams or by email to Peter.Williams@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Interim Waste Treatment Contract			
File Reference	K53-11			
Is the report likely to be private or public?	Private			
Decision Maker	Full Authority			
Key Decision Criteria	Financial Yes	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	Potential financial implications for the Authority			
Scrutiny area	Procurement			
Date for decision	18 th November, 2011			
List of Background Papers for consideration				
Risk Management Implications	Opportunity to secure performance and financial efficiencies.			
Prior consultation	Chairman.			
Representations	In writing to John Connell or by email to john.connell@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	MWHL/3C – Head of Terms			
File Reference	K52-11			
Is the report likely to be private or public?	Private			
Decision Maker	Full Authority			
Key Decision Criteria	Financial Yes	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	Re commencement of long term contractual arrangements			
Scrutiny area	Strategy & Development			
Date for decision	18 th November, 2011			
List of Background Papers for consideration	MWHL Board Minutes Proposed Heads of Terms			
Risk Management Implications	Reduces current contractual risks and secures MWDA medium term residual landfill requirements			
Prior consultation	MWHL Board 3C RRC participants			
Representations	In writing to Neil Ferris or by email to neil.ferris@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Joint Municipal Waste Management Strategy			
File Reference	K57-11			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial Yes	Community Impact Yes	Other – please specify	
Reason for meeting Key Decision Criteria	To ratify the Joint Municipal Waste Management Strategy for Merseyside and accompanying Merseyside Waste Disposal Authority Action Plan			
Scrutiny area	Strategy & Development			
Date for decision	18 th November, 2011			
List of Background Papers for consideration	<ol style="list-style-type: none"> 1. RESOURCES Merseyside 2011-2041 The Joint Municipal Waste Management Strategy for Merseyside; and 2. MWDA Action Plan 			
Risk Management Implications	<ol style="list-style-type: none"> 1. Failure to maintain a robust and sustainable Joint Municipal Waste Management Strategy 2. Failure to engage partners and stakeholders 			
Prior consultation	MWDA Management Team; Merseyside and Halton Waste Partnership Senior Officers Working Group; All District Scrutiny/Select Committees JMWMS Strategy Review Steering Group; Don't Waste Your Say Public Consultation Autumn 2010; and Draft JMWMS Public Consultation Summer 2011			
Representations	In writing to Stuart Donaldson or by email to Stuart.Donaldson@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Performance Report Quarter 2 2011/12			
File Reference	K58-11			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	Authority Members consider the report on performance and determine, where relevant, the actions required to improve performance			
Scrutiny area	Governance			
Date for decision	18 th November, 2011			
List of Background Papers for consideration				
Risk Management Implications	Failure to manage performance risks non-achievement of targets			
Prior consultation				
Representations	In writing to Mandy Valentine or by email to Mandy.Valentine@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Item for consideration	RRC Update			
File Reference	K59-11			
Is the report likely to be private or public?	Private			
Decision Maker	Full Authority			
Key Decision Criteria	Financial y	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	Contract Value			
Scrutiny area	Procurement			
Date for decision	18 th November, 2011			
List of Background Papers for consideration				
Risk Management Implications	The report updates members on significant risk positions and risk burdens in the RRC Procurement			
Prior consultation				
Representations	In writing to Carl Beer or by email to CarlBeer@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Corporate Plan & Chief Executive's Appraisal			
File Reference	K60-11			
Is the report likely to be private or public?	Private			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	Governance
Reason for meeting Key Decision Criteria	Report outcome of the Chief Executive's Appraisal and seek Members' approval of a revised Corporate Plan.			
Scrutiny area	Governance			
Date for decision	18 th November, 2011			
List of Background Papers for consideration				
Risk Management Implications	Failure to set priorities and manage the future direction of the Authority.			
Prior consultation	Chief Executive's Appraisal Panel			
Representations	In writing to Mandy Valentine or by email to Mandy.Valentine@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Flexible Retirement			
File Reference	K55-11			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	
Reason for meeting Key Decision Criteria	Requirement under LGPS Pension Regulations to provide direction with regards to Flexible Retirement Provision			
Scrutiny area	Corporate Governance			
Date for decision	18 th November, 2011			
List of Background Papers for consideration	Draft Flexible Retirement Policy			
Risk Management Implications	Failure to comply with LGPS requirements will leave the Authority open to potential legal challenge			
Prior consultation				
Representations	In writing to Paula Pocock or by email to Paula.Pocock@merseysidewda.gov.uk			

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KEY DECISION SHEET

Item for consideration	Textile Recycling Credit Scheme Review			
File Reference	K54-11			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial ✓	Community Impact ✓	Other – please specify	
Reason for meeting Key Decision Criteria	To consider the results of the review of the Recycling Credit Payment mechanism and the options available.			
Scrutiny area	Strategy/Governance			
Date for decision	18 th November, 2011			
List of Background Papers for consideration				
Risk Management Implications	Failure to divert textiles from the residual bin. Failure to engage charities and other organisations who handle textiles for recycling in Merseyside area.			
Prior consultation	Review Agreement – Authority meeting 24 June 2011			
Representations	In writing to Barbara Jones or by email to barbara.jones@merseysidewda.gov.uk			