



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: June 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:

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 2008/2009

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

<p>P Twigger (Liverpool)</p> <p><i>With effect from 27/06/08</i></p>	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	<p>Room 35 Municipal Buildings Dale Street Liverpool L2 2DH Tel: 0151 225 2354 Email: paul.twigger@liverpool.gov.uk</p>
<p>G Gardiner (Wirral)</p> <p><i>With effect from 23/06/08</i></p>	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	<p>173 South Parade West Kirby Wirral CH48 3HX Tel: 0151 625 2738 Email: gillgardiner@wirral.gov.uk</p>
<p>D Crowther (St Helens)</p>	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	<p>15 Hotel Street Newton-le-willows WA12 9QH 01925 290 232 cllrdcrowther@sthelens.gov.uk</p>
<p>D Lonergan (Knowsley)</p>	<ul style="list-style-type: none"> • Communications & PR • Scrutiny • Public Consultation 	<p>6 Stonehey Road Southdene Kirkby L32 9PU Tel: 0151 548 3490 Email: david.lonergan@knowsley.gov.uk</p>

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
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CONTENTS

Item	Portfolio Area	Decision Date	Lead Officer
Review of Local Conditions of Service	Corporate Governance	27/06/2008	Paula Pocock
Questions on the discharge of functions	Corporate Governance	27/06/2008	Mandy Valentine
Appointments and Representations	Corporate Governance	27/06/2008	Mandy Valentine
Scheme of Delegation and Procedural Rules	Corporate Governance	27/06/2008	Mandy Valentine
Waste PFI Procurement Programme	Procurement	27/06/2008	Carl Beer
Procurement Project - Revised Resource Estimate	Procurement	27/06/2008	John Connell
WMRC Contract Procurement Stage Report - Private	Procurement	27/06/2008	Terry Bradley
RRC Contract Procurement Stage Report - Private	Procurement	27/06/2008	Terry Bradley
Hafod Landfill Site Sale - Private	Procurement	27/06/2008	Terry Bradley
Freedom of Information review/confidentiality	Procurement	27/06/2008	Terry Bradley
Outturn report	finance	27/06/2008	John Webster
Statement of accounts	finance	27/06/2008	John Webster
Capital programme	finance	27/06/2008	Lyn Fairhurst
Sites Acquisition Strategy		27/06/2008	Calvin Stockton
Audit Plan		27/06/2008	Mandy Valentine
Annual Bonus Payments – MWHL		27/06/2008	Carol Hudson
Head of Paid Service		15/08/2008	Neil Ferris
Recycling Performance Recovery Programme	Procurement	15/08/2008	Neil Ferris
4P's Gateway Strategic Review	Procurement	15/08/2008	Carl Beer
VCU	Procurement	15/08/2008	Lyn Fairhurst

MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

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	27 th June 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			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

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	27 th June 2008			
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			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

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	27 th June 2008			
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			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

ITEM FOR CONSIDERATION	Scheme of Delegations and Procedural Rules 2008/09			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other – Please Specify	Corporate Governance
REASON FOR MEETING KEY DECISION CRITERIA	Scheme of Delegation and Procedural Rules reviewed and adopted each year at the Authority’s Annual Meeting each year.			
SCRUTINY AREA	<i>Corporate Governance</i>			
DATE/ PERIOD FOR DECISION	27 th June 2008			
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			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

ITEM FOR CONSIDERATION	Waste PFI Procurement Programme			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial? Yes	Community Impact?	Other – Please state	
REASON FOR MEETING KEY DECISION CRITERIA	Financial impact assessment in the event of significant delay to the waste procurement programme together with an economic impact study and outline of wider sustainability opportunity.			
SCRUTINY AREA	<i>Procurement</i>			
DATE/ PERIOD FOR DECISION	27 th June 2008			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None - Private Item			
RISK MANAGEMENT IMPLICATIONS	Risk of cost increases in the event of significant delay to procurement and potential economic and environmental benefits			
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to Carl Beer or by email to carl.beer@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

ITEM FOR CONSIDERATION	Procurement Project – Revised Resource Estimate			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial? yes	Community Impact?	Other – Please state	
REASON FOR MEETING KEY DECISION CRITERIA	Financially significant. Expenditure in excess of £250,000			
SCRUTINY AREA	<i>Procurement</i>			
DATE/ PERIOD FOR DECISION	27 th June 2008			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None – Private item			
RISK MANAGEMENT IMPLICATIONS	Successful completion of the Waste Management Contracts Procurement Project is an essential part of the Authority's Corporate risk register 2008/2008			
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to John Connell or by email to john.connell@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

ITEM FOR CONSIDERATION	WMRC Contract Procurement Stage Report - Private			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial? Yes	Community Impact?	Other – Please state	
REASON FOR MEETING KEY DECISION CRITERIA				
SCRUTINY AREA	<i>Procurement</i>			
DATE/ PERIOD FOR DECISION	27 th June 2008			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None - Private Item			
RISK MANAGEMENT IMPLICATIONS				
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to Terry Bradley or by email to terry.bradley@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

ITEM FOR CONSIDERATION	RRC Contract Procurement Stage Report – Private			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial? Yes	Community Impact?	Other – Please state	
REASON FOR MEETING KEY DECISION CRITERIA				
SCRUTINY AREA	<i>Procurement</i>			
DATE/ PERIOD FOR DECISION	27 th June 2008			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None - Private Item			
RISK MANAGEMENT IMPLICATIONS				
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to Terry Bradley or by email to terry.bradley@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

ITEM FOR CONSIDERATION	Hafod Landfill Site Sale - Private			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial? Yes	Community Impact?	Other – Please state	
REASON FOR MEETING KEY DECISION CRITERIA				
SCRUTINY AREA				
DATE/ PERIOD FOR DECISION	27 th June 2008			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None - Private Item			
RISK MANAGEMENT IMPLICATIONS				
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to Terry Bradley or by email to terry.bradley@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

ITEM FOR CONSIDERATION	Review of Confidentiality and Freedom of Information Framework in relation to Procurement			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other - Please State:	Compliance with Freedom of Information Act (FOIA) and Environmental information Regulations (EIRs)
REASON FOR MEETING KEY DECISION CRITERIA	Recent decisions by the Information Commissioner in relation to EIRs requests have highlighted the need for the Authority to review its framework in dealing with such requests particularly in relation to the Procurement Process.			
SCRUTINY AREA	<i>Corporate Governance</i>			
DATE/ PERIOD FOR DECISION	27 th June 2008			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	MWDA Publication Scheme (Revised June 2008)			
RISK MANAGEMENT IMPLICATIONS	The Authority needs to be legally compliant with both the Freedom of Information Act and the Environmental Information Regulations (EIRs). Failure to comply could lead to legal action being taken against the Authority by the Commissioner.			
PRIOR CONSULTATION	None			
REPRESENTATIONS	In writing to: Carl Beer or by email to: carlbeer@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

ITEM FOR CONSIDERATION	<i>Outturn Report 2007/2008</i>			
DECISION MAKER	<i>Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other - Please State:	Statutory requirement
REASON FOR MEETING KEY DECISION CRITERIA	Approval of outturn reports for 2007/2008			
SCRUTINY AREA	<i>Finance</i>			
DATE/ PERIOD FOR DECISION	27 th June 2008			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	Final Accounts Working Papers			
RISK MANAGEMENT IMPLICATIONS				
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to John Webster or by email to john.webster@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

ITEM FOR CONSIDERATION	Statement of Accounts 2007/2008			
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 2007/2008			
SCRUTINY AREA	<i>Finance</i>			
DATE/ PERIOD FOR DECISION	27th June 2008			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	Final Account Working Papers File 2007/2008			
RISK MANAGEMENT IMPLICATIONS	Failure to approve the Statement of Accounts 2007/2008 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 John.webster@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

ITEM FOR CONSIDERATION	CAPITAL PROGRAMME 2008/2009 - Private			
DECISION MAKER	<i>FULL AUTHORITY</i>			
KEY DECISION CRITERIA	Financial? X	Community Impact? X	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	To approve a Programme of Capital Expenditure for 2008/09			
SCRUTINY AREA	<i>FINANCE</i>			
DATE/ PERIOD FOR DECISION	27 th June 2008			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None - Private Item			
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			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

ITEM FOR CONSIDERATION	Site Acquisition Strategy. - Private			
DECISION MAKER	<i>FULL AUTHORITY</i>			
KEY DECISION CRITERIA	Financial? Yes	Community Impact? Yes	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	To seek Authority Approval to change the Authority's policy on acquiring strategic sites in order to progress a land acquisition at one specific priority site only, taking account of current land negotiations.			
SCRUTINY AREA	<i>Planning and Environmental.</i>			
DATE/ PERIOD FOR DECISION	27 th June 2008			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None - Private Item			
RISK MANAGEMENT IMPLICATIONS	The change in policy is needed at a particular priority site to meet the Authority's needs and reduce the risk of sites not coming forward and adding further delays to the procurement programme.			
PRIOR CONSULTATION	N/A			
REPRESENTATIONS	In writing to Calvin Stockton or by email to calvin.stockton@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

ITEM FOR CONSIDERATION	Audit Plan 2008/09			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial? X	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 2008/09, proposed by the Audit Commission and to present the findings of the recent inspection.			
SCRUTINY AREA	Corporate Governance			
DATE/ PERIOD FOR DECISION	27 th June 2008			
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			

MERSEYSIDE WASTE DISPOSAL AUTHORITY
FORWARD PLAN

ITEM FOR CONSIDERATION	Annual Bonus Payments – MWHL - Private			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other – Please state	
REASON FOR MEETING KEY DECISION CRITERIA				
SCRUTINY AREA	<i>Corporate Governance</i>			
DATE/ PERIOD FOR DECISION	27 th June 2008			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None - Private Item			
RISK MANAGEMENT IMPLICATIONS				
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to Carol Hudson			

MERSEYSIDE WASTE DISPOSAL AUTHORITY
FORWARD PLAN

ITEM FOR CONSIDERATION	Head of Paid Service			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other – Please state	
REASON FOR MEETING KEY DECISION CRITERIA				
SCRUTINY AREA	<i>Corporate Governance</i>			
DATE/ PERIOD FOR DECISION	15 th August 2008			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION				
RISK MANAGEMENT IMPLICATIONS				
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to Neil Ferris or by email to neil.ferris@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

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			

MERSEYSIDE WASTE DISPOSAL AUTHORITY
FORWARD PLAN

ITEM FOR CONSIDERATION	VCU			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other – Please state	
REASON FOR MEETING KEY DECISION CRITERIA				
SCRUTINY AREA	<i>Facilities</i>			
DATE/ PERIOD FOR DECISION	15 th August 2008			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION				
RISK MANAGEMENT IMPLICATIONS				
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to Lyn Fairhurst or by email to lyn.fairhurst@merseysidewda.gov.uk			