



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: September 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:

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
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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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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

CONTENTS

Item	Portfolio Area	Decision Date	Lead Officer
Audit Commission ISA 260 Audit	Corporate Governance	26/09/2008	Mandy Valentine
Audit commission Waste Partnership performance 07/08	Procurement	26/09/2008	Neil Ferris
MWHL New contract	Procurement	26/09/2008	Alex Murray
Climate change action plan	Corporate Governance	26/09/2008	Neil ferris
Consultation Fee for the Provision of a grant scheme	Strategy	26/09/2008	Shaun Alexander
MWHL Audited Accounts	Corporate Governance	26/09/2008	John Webster
MWHL Directors Bonuses - Private	Corporate Governance	26/09/2008	Carole Hudson
Review of sites and planning strategy-Private	Sites and Planning	17/10/2008	Calvin Stockton
MWHL Proposed Budget	Corporate Governance	17/10/2008	John Webster
Statutory Officers	Corporate Governance	17/10/2008	Neil Ferris
Senior officer working group partnership workplan	Strategy	28/11/2008	Stuart Donaldson
New Technologies Demonstrator Project	Procurement	28/11/2008	Carl Beer
VCU	Procurement	28/11/2008	Lyn Fairhurst
MWDA Proposed Budget	Corporate Governance	06/02/2009	John Webster
Annual Audit Letter	Corporate Governance	06/02/2009	Mandy Valentine
Corporate Plan 2009-2012 Service Plan 2009/10	Strategy and Forward Planning	06/02/2009	Neil Ferris
Annual Meeting and Timetable of Authority Meetings	Corporate Governance	06/02/2009	Mandy Valentine

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ITEM FOR CONSIDERATION	AUDIT COMMISSION ISA 260 (UK&I) AUDIT AND AMENDED STATEMENT OF ACCOUNTS			
FILE REF	K40_08			
DECISION MAKER	<i>Authority</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 2007/08 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	26 th September 2008			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	Statement of Accounts 2007/08			
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	Audit Commission waste partnership performance 0708			
DECISION MAKER	FULL AUTHORITY			
KEY DECISION CRITERIA	Financial? X	Community Impact? X	Other - Please State:	JMWMS Target Achievement
REASON FOR MEETING KEY DECISION CRITERIA				
SCRUTINY AREA				
DATE/ PERIOD FOR DECISION	26/09/2008			
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			

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ITEM FOR CONSIDERATION	MWHL New Contract			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other – Please state	
REASON FOR MEETING KEY DECISION CRITERIA				
SCRUTINY AREA	<i>Contracts</i>			
DATE/ PERIOD FOR DECISION	26/09/2008			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None			
RISK MANAGEMENT IMPLICATIONS				
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to Alex Murray or by email to alex.murray@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Climate change action plan			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other – Please state	
REASON FOR MEETING KEY DECISION CRITERIA				
SCRUTINY AREA				
DATE/ PERIOD FOR DECISION	26/09/2008			
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			

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ITEM FOR CONSIDERATION	Consultation Fee for the Provision of a grant scheme			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other – Please state	
REASON FOR MEETING KEY DECISION CRITERIA				
SCRUTINY AREA	<i>Strategy</i>			
DATE/ PERIOD FOR DECISION	26/09/2008			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION				
RISK MANAGEMENT IMPLICATIONS				
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to Shaun Alexander or by email to shaun.alexander@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	MWHL Audited Accounts			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other – Please state	Governance
REASON FOR MEETING KEY DECISION CRITERIA	To receive and approve the Audited Accounts of MWHL and in doing so evaluate the financial performance of the company for the year ending 30 th September 2007.			
SCRUTINY AREA	<i>Corporate Governance</i>			
DATE/ PERIOD FOR DECISION	26/09/2008			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	The Audited Accounts of MWHL for the financial year ending 30 th September 2007			
RISK MANAGEMENT IMPLICATIONS	To ensure that the financial performance of MWHL does not adversely effect 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	MWHL Directors Bonuses			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial? x	Community Impact?	Other – Please state	
REASON FOR MEETING KEY DECISION CRITERIA				
SCRUTINY AREA	<i>Corporate Governance</i>			
DATE/ PERIOD FOR DECISION	26/09/2008			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION				
RISK MANAGEMENT IMPLICATIONS				
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to Carole Hudson or by email to carolehudson@sthelens.gov.uk			

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ITEM FOR CONSIDERATION	Review of Sites and Planning Strategy			
FILE REF	K41 08			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial? Yes	Community Impact? Yes	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	To present to the Authority a review of the Authority's Sites and Planning Strategy and to present for their approval a recommended approach to take the strategy forward			
SCRUTINY AREA	<i>Planning and Environmental</i>			
DATE/ PERIOD FOR DECISION	17 th October 2008			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	N/A			
RISK MANAGEMENT IMPLICATIONS	A review of the Sites and Planning Strategy is needed taking account of the current delays in the Authority's land acquisition and planning delivery programme, in order to reduce further delays to the Authority's Contracts Procurement Programme			
PRIOR CONSULTATION	N/AS			
REPRESENTATIONS	In writing to Calvin Stockton (Planning and Environmental Manager) (0151) 2552531 or by email to calvin.stockton@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	MWHL Proposed Budget			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other – Please state	Governance
REASON FOR MEETING KEY DECISION CRITERIA	To ensure that MWHL has an adequate financial plan for the period 1 st October 2008 to 30 th September 2009			
SCRUTINY AREA	<i>Corporate Governance</i>			
DATE/ PERIOD FOR DECISION	17 th October 2008			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	MWHL budget papers			
RISK MANAGEMENT IMPLICATIONS				
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to John Webster or by email to john.webster@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Statutory Officers			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other – Please state	
REASON FOR MEETING KEY DECISION CRITERIA				
SCRUTINY AREA				
DATE/ PERIOD FOR DECISION	17/10/2008			
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			

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ITEM FOR CONSIDERATION	Senior officers working group partnership working			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other – Please state	
REASON FOR MEETING KEY DECISION CRITERIA				
SCRUTINY AREA				
DATE/ PERIOD FOR DECISION	28/11/2009			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION				
RISK MANAGEMENT IMPLICATIONS				
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to stuart donaldson or by email to stuart.donaldson@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	New Technologies Demonstrator Programme			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other – Please state	
REASON FOR MEETING KEY DECISION CRITERIA				
SCRUTINY AREA				
DATE/ PERIOD FOR DECISION	28/11/2009			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION				
RISK MANAGEMENT IMPLICATIONS				
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to Carl Beer or by email to carlbeer@merseysidewda.gov.uk			

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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	28/11/2009			
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			

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ITEM FOR CONSIDERATION	Annual Audit Letter			
FILE REF	K01_09			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial? <u>X</u>	Community Impact? X	Other - Please State:	Requirement to receive Auditor's letter
REASON FOR MEETING KEY DECISION CRITERIA	To consider the Annual Audit Letter prepared by the Audit Commission detailing their opinion on various aspects of the Authority's performance and financial standing and proposing actions for improvement.			
SCRUTINY AREA	Corporate Governance			
DATE/ PERIOD FOR DECISION	6 th February 2009			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None			
RISK MANAGEMENT IMPLICATIONS	Consideration of the findings and recommendations of the auditor at Member level is best practice.			
PRIOR CONSULTATION	None			
REPRESENTATIONS	In writing to Mandy Valentine or by email to mandy.valentine@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Corporate Plan 2009-2012 Service Plan 2009/10			
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 Corporate Aims and Objectives and identifies the key projects in the coming year required to deliver improved performance.			
SCRUTINY AREA	Strategy and Forward Planning			
DATE/ PERIOD FOR DECISION	6 th February 2009			
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 Neil Ferris or by email to neil.ferris@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	MWDA Proposed Budget			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial? Yes	Community Impact?	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA				
SCRUTINY AREA	Finance			
DATE/ PERIOD FOR DECISION	6 th February 2009			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION				
RISK MANAGEMENT IMPLICATIONS				
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to John Webster or by email to john.webster@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Annual Meeting and Timetable of Authority Meetings			
FILE REF	K03_09			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial? <u>X</u>	Community Impact? <u>X</u>	Other - Please State:	Requirement to set AGM
REASON FOR MEETING KEY DECISION CRITERIA	To set the date of the Annual Meeting of the Authority and identify an appropriate timetable of meetings for the 2009/2010 Municipal Year			
SCRUTINY AREA	Corporate Governance			
DATE/ PERIOD FOR DECISION	6 th February 2009			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None			
RISK MANAGEMENT IMPLICATIONS	Statutory requirement to set a date for the Authority's Annual Meeting which must take place on or before 30 th June each year.			
PRIOR CONSULTATION	None			
REPRESENTATIONS	In writing to Mandy Valentine or by email to mandy.valentine@merseysidewda.gov.uk			