



MERSEYSIDE WASTE DISPOSAL AUTHORITY

## **FORWARD PLAN**

**Publication Date: June 2024**

### **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:-*

- (i) incurring expenditure or making savings which are financially significant, unless the specific expenditure or saving has previously been agreed by the Authority; or*
- (ii) which, in the view of the Chief Executive, in consultation with the Chair, is significant in terms of its effect 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](http://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 Chair. The second part of the meeting will be made available for any scrutiny discussions.

The current schedule of meetings is as follows:

28<sup>th</sup> June 2024 (AGM)  
20<sup>th</sup> September 2024  
22<sup>nd</sup> November 2024  
7<sup>th</sup> February 2025  
25<sup>th</sup> April 2025

## **Scrutiny Arrangements**

Two Members of the Authority may request that the Chair 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](http://www.merseysidewda.gov.uk)

## **Contacts**

If you have any queries or comments regarding the contents or format of this document please direct them to Paula Pocock (Clerk to the Authority) on 0151-255-1444 or by e-mail at [enquiries@merseysidewda.gov.uk](mailto:enquiries@merseysidewda.gov.uk)

### AUTHORITY MEMBERSHIP 2024/25

COUNCILLOR	Responsibilities	Address and Contact Details
Peter Norris (Liverpool)		Labour Group Office Cunard Building Water Street Liverpool L1 3AH Email: <a href="mailto:peter.norris@liverpool.gov.uk">peter.norris@liverpool.gov.uk</a>
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Colin Baldwin (Wirral)		Email: <a href="mailto:colinbaldwin@wirral.gov.uk">colinbaldwin@wirral.gov.uk</a>
Laura Robertson- Collins (Liverpool)		Labour Group Office Municipal Buildings Dale Street Liverpool L2 2DH Tel: 07980 311545 Email: <a href="mailto:laura.robertson-collins@liverpool.gov.uk">laura.robertson-collins@liverpool.gov.uk</a>
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Tracy Dickinson (St Helens)		Email: <a href="mailto:cllrtdickinson@sthelens.gov.uk">cllrtdickinson@sthelens.gov.uk</a>
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Sonya Kelly (Sefton)		C/o Labour Group Office Town Hall Oriel Road Bootle L20 7AE Email: <a href="mailto:sonya.kelly@sefton.gov.uk">sonya.kelly@sefton.gov.uk</a>

Lesley Worswick Chief Executive	Various delegated matters	7 <sup>th</sup> Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: <a href="mailto:Lesley.worswick@merseysidewda.gov.uk">Lesley.worswick@merseysidewda.gov.uk</a>
Peter Williams Treasurer	Various delegated matters	7 <sup>th</sup> Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: <a href="mailto:Peter.williams@merseysidewda.gov.uk">Peter.williams@merseysidewda.gov.uk</a>
Paula Pocock Clerk to the Authority	Various delegated matters	7 <sup>th</sup> Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: <a href="mailto:paula.pocock@merseysidewda.gov.uk">paula.pocock@merseysidewda.gov.uk</a>
Ian Stephenson Monitoring Officer	Various delegated matters	7 <sup>th</sup> Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: <a href="mailto:ian.stephenson@merseysidewda.gov.uk">ian.stephenson@merseysidewda.gov.uk</a>

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<b>Item</b>	<b>Ref No.</b>	<b>Decision Date</b>	<b>Lead Officer</b>
INTERNAL AUDIT REPORT – CLIMATE CHANGE	K11-24	28 <sup>TH</sup> June 2024	Peter Williams
PROCUREMENT AND GOVERNANCE ARRANGEMENTS	K12-24	28 <sup>TH</sup> June 2024	Lesley Worswick
APPOINTMENTS AND COMMITTEES	K13-24	28 <sup>TH</sup> June 2024	Paula Pocock
QUESTIONS ON THE DISCHARGE OF FUNCTIONS	K14-24	28 <sup>TH</sup> June 2024	Paula Pocock
CONSTITUTION UPDATE AND GOVERNANCE MATTERS	K15-24	28 <sup>TH</sup> June 2024	Ian Stephenson
OUTTURN REPORT	K16-24	28 <sup>TH</sup> June 2024	Peter Williams
UPDATE ON AUDIT RECOMMENDATIONS	K17-24	28 <sup>TH</sup> June 2024	Peter Williams
INTERNAL AUDIT PLAN 24-25	K18-24	28 <sup>TH</sup> June 2024	Peter Williams

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>Internal audit report – Climate Change</b>			
<b>File Reference</b>				
<b>Is the report likely to be private or public?</b>	Public			
<b>Decision Maker</b>	<b>Full Authority</b>			
<b>Key Decision Criteria</b>	<b>Financial</b>	<b>Community Impact</b>	<b>Other – please specify</b>	<b>Environment</b>
<b>Matter in respect of which a Key Decision is required.</b>	Members are asked to consider the internal audit report on Climate Change			
<b>Scrutiny area</b>	<b>Environment</b>			
<b>Date for decision</b>	19 April 2024			
<b>List of Background Papers for consideration</b>	N/A			
<b>Risk Management Implications</b>	Members need to have an understanding of the auditor's assessment of the adequacy of the arrangements for Climate Change actions			
<b>Prior consultation</b>	n/a			



<b>Representations</b>	In writing to or by email to <a href="mailto:peter.williams@merseysidewda.gov.uk">peter.williams@merseysidewda.gov.uk</a>
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**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>MRWA update on audit recommendations</b>			
<b>File Reference</b>				
<b>Is the report likely to be private or public?</b>	Public			
<b>Decision Maker</b>	<b>Full Authority</b>			
<b>Key Decision Criteria</b>	<b>Financial</b> x	<b>Community Impact</b>	<b>Other – please specify</b>	
<b>Matter in respect of which a Key Decision is required.</b>	Members are asked note progress			
<b>Scrutiny area</b>	Financial			
<b>Date for decision</b>	19 April 2024			
<b>List of Background Papers for consideration</b>	N/A			
<b>Risk Management Implications</b>	The external auditor recommended that a report to Members be made regularly			
<b>Prior consultation</b>	n/a			
<b>Representations</b>	In writing to or by email to <a href="mailto:peter.williams@merseysidewda.gov.uk">peter.williams@merseysidewda.gov.uk</a>			

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>MRWA Outturn report 2022-23</b>			
<b>File Reference</b>				
<b>Is the report likely to be private or public?</b>	Public			
<b>Decision Maker</b>	<b>Full Authority</b>			
<b>Key Decision Criteria</b>	<b>Financial</b> x	<b>Community Impact</b>	<b>Other – please specify</b>	
<b>Matter in respect of which a Key Decision is required.</b>	Members are asked to note the outturn for the year			
<b>Scrutiny area</b>	Finance			
<b>Date for decision</b>	23 June 2023			
<b>List of Background Papers for consideration</b>	N/A			
<b>Risk Management Implications</b>	Members should understand and note the Authority's financial position so that they understand the strengths and weaknesses of the Authority's finances			
<b>Prior consultation</b>	n/a			
<b>Representations</b>	In writing to or by email to <a href="mailto:peter.williams@merseysidewda.gov.uk">peter.williams@merseysidewda.gov.uk</a>			

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**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>Procurement Update and Governance Arrangements</b>			
<b>File Reference</b>				
<b>Is the report likely to be private or public?</b>	Public			
<b>Decision Maker</b>	<b>Full Authority</b>			
<b>Key Decision Criteria</b>	<b>Financial</b>	<b>Community Impact</b>	<b>Other – please specify</b>	Governance
<b>Matter in respect of which a Key Decision is required.</b>	Establishment of the Procurement Project Board, and agreement of associated Terms of Reference and Decision - making matrix			
<b>Scrutiny area</b>	<b>Governance</b>			
<b>Date for decision</b>	28 <sup>th</sup> June 2024			
<b>List of Background Papers for consideration</b>	Minutes of Authority meetings 21/4/23; 22/9/23 and 05/01/24			
<b>Risk Management Implications</b>	Risks associated with failure to establish proper governance and decision making arrangements in relation to the Procurement project			
<b>Prior consultation</b>	SLT, Procurement Director, Legal			
<b>Representations</b>	In writing to or by email to <a href="mailto:Lesley.Worswick@merseysidewda.gov.uk">Lesley.Worswick@merseysidewda.gov.uk</a>			

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**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>Internal audit plan 2024-25</b>			
<b>File Reference</b>				
<b>Is the report likely to be private or public?</b>	Public			
<b>Decision Maker</b>	<b>Full Authority</b>			
<b>Key Decision Criteria</b>	<b>Financial</b> x	<b>Community Impact</b>	<b>Other – please specify</b>	
<b>Matter in respect of which a Key Decision is required.</b>	Members are asked to consider the internal audit plan			
<b>Scrutiny area</b>	<b>Finance</b>			
<b>Date for decision</b>	19 April 2024			
<b>List of Background Papers for consideration</b>	N/A			
<b>Risk Management Implications</b>	Members need to have an understanding of the internal audit plan to review the authority’s control environment			
<b>Prior consultation</b>	n/a			
<b>Representations</b>	In writing to or by email to <a href="mailto:peter.williams@merseysidewda.gov.uk">peter.williams@merseysidewda.gov.uk</a>			

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	Appointments of Committees and Representation on other Bodies.			
<b>File Reference</b>				
<b>Is the report likely to be private or public?</b>	Public			
<b>Decision Maker</b>	<b>Full Authority</b>			
<b>Key Decision Criteria</b>	<b>Financial</b>	<b>Community Impact</b>	<b>Other – please specify</b>	Governance
<b>Matter in respect of which a Key Decision is required.</b>	The Authority's constitution and changes to its membership following District Council AGM's require a review committees and representation on other bodies.			
<b>Scrutiny area</b>	<b>Governance</b>			
<b>Date for decision</b>	28 <sup>th</sup> June 2024			
<b>List of Background Papers for consideration</b>	None			
<b>Risk Management Implications</b>	It is good corporate governance to effectively delegate responsibility to committees and to identify appropriate levels of representation on other bodies			
<b>Prior consultation</b>				

<b>Representations</b>	In writing to or by email to <a href="mailto:paula.pocock@merseysidewda.gov.uk">paula.pocock@merseysidewda.gov.uk</a>
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**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>Questions on the Discharge of Functions</b>			
<b>File Reference</b>				
<b>Is the report likely to be private or public?</b>	Public			
<b>Decision Maker</b>	<b>Full Authority</b>			
<b>Key Decision Criteria</b>	<b>Financial</b>	<b>Community Impact</b>	<b>Other – please specify</b>	Governance
<b>Matter in respect of which a Key Decision is required.</b>	The Authority is required each year to nominate Members to answer questions at each of the District Council's own proceedings on behalf of the Authority.			
<b>Scrutiny area</b>	<b>Governance</b>			
<b>Date for decision</b>	28 <sup>th</sup> June 2024			
<b>List of Background Papers for consideration</b>	None			
<b>Risk Management Implications</b>	Risk of inconsistencies unless a single Member from each District Council is identified to answer questions regarding the Authority's activities.			
<b>Prior consultation</b>				

<b>Representations</b>	In writing to or by email to <a href="mailto:paula.pocock@merseysidewda.gov.uk">paula.pocock@merseysidewda.gov.uk</a>
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**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>Constitution and Governance Update</b>			
<b>File Reference</b>				
<b>Is the report likely to be private or public?</b>	Public			
<b>Decision Maker</b>	<b>Full Authority</b>			
<b>Key Decision Criteria</b>	<b>Financial</b>	<b>Community Impact</b>	<b>Other – please specify</b>	X
<b>Matter in respect of which a Key Decision is required.</b>	The report recommends Members approve to adopt the Scheme of Delegation for the 23/24 year.			
<b>Scrutiny area</b>	<b>Whole Authority (Constitution)</b>			
<b>Date for decision</b>	28 <sup>th</sup> June 2024 (Authority AGM)			
<b>List of Background Papers for consideration</b>	None			
<b>Risk Management Implications</b>	Failure to adopt the Scheme of Delegation would be non-compliant with the current Constitution.			
<b>Prior consultation</b>	None			
<b>Representations</b>	In writing to or by email to <a href="mailto:ian.stephenson@merseysidewda.gov.uk">ian.stephenson@merseysidewda.gov.uk</a>			

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