



**At the Annual meeting of the Authority  
held on Friday 28<sup>th</sup> June 2024**

Present: **Cllr Page**  
**Cllr L Robertson-Collins**  
**Cllr Bell**  
**Cllr K Brown**  
**Cllr Norris**  
**Cllr Dickinson**  
**Cllr Kelly**  
**Cllr Williams**  
**Cllr Baldwin**

1. **Appointment of Chair**

It was moved and seconded that Councillor Page be appointed Chair.

**Resolved** that Councillor Page be appointed Chair for the 2024/25 Municipal Year.

2. **Appointment of Deputy Chair**

It was moved and seconded that Councillor Bell be appointed Deputy Chair.

**Resolved** that Councillor Bell be appointed Deputy Chair for the 2024/25 Municipal Year.

3. **Apologies for Absence**

Apologies for absence were received from Councillor Nelson

4. **Minutes of the Authority Meeting held on 19th April 2024**

**Resolved** that the minutes of the Authority Meeting held on 19th April 2024 be Approved and signed as a correct record.

5. **Declarations of Interests by Members and Officers**

The were no declarations of interest by Members and Officers

6. **Question(s) from Members under Procedural Rule 9**

There were no questions submitted by Members in accordance with Procedural Rule 9.

7. **Question(s) from Members of the Public under Procedural Rule 10**

There were no questions submitted by members of the public in accordance with Procedural Rule 10.

8. **Motion proposed by Members under Procedural Rule 15**

There were no motions proposed by Members under Procedural Rule 15.

9. **Procurement Update and Governance Arrangements**  
**WDA/35/24**

Members considered a report providing an update on the progress of the procurement for the Waste Management and Recycling Contract (the WMRC). The report detailed the engagement of a Procurement Director and the establishment of a project infrastructure. Members were asked to approve the establishment of the project governance arrangements in relation to the Project board.

It was agreed that the Terms of Reference by amended to allow one Member of the Authority along with the nomination of a substitute to sit on the Project Board in addition to the Chairperson.

**Resolved:**

- 1 Progress made in relation to appointment of the Procurement Director, Technical Advisors and Project Management Office noted;
- 2 the recommendations set out in the report, in particular the:
  - Establishment of the Project Board be agreed;
  - Adoption of Project Board Terms of Reference (to be determined quorum)
  - Adoption of a Project Decision Making matrix
3. A Member of the Authority to sit on the Project Board in addition to the Chairperson along with a substitute; and

4. Delegate the power to make decisions at Project Board in accordance with the decision-making matrix to the Chief Executive Officer.

10. **Appointments and Committees**  
**WDA/36/24**

The Authority determined the appointments and representations set out in this report for the 2024/25 Municipal Year and granted delegated powers of the Authority to the Clerk to complete any outstanding appointments.

1. approval of the Terms of Reference and delegations for the Appeals Committee, Audit and Governance Committee and the Investigating and Disciplinary Committee and the appointment of Members to those committees.
2. appointment of Chair to the Investigating and Disciplinary and Appointments Committee.
3. appointment of Members to the Forward Planning Panel.
4. representation on the Boards of Mersey Waste Holdings Limited, Bidston Methane Limited and the North West Employers' Organisation; and
5. delegated powers of the Authority were granted to the Clerk in consultation with all Members to finalise any outstanding appointments in relation to the above.
6. Agree a Member of the Authority to sit on the Procurement Project Board in addition to the Chairperson

**Appeals committee:**

Cllrs Page, Brown, Kelly, Dickinson

**Audit and governance committee:**

Cllrs Baldwin, Williams, Brown

**Investigating and disciplinary committee:**

Cllrs Bell, Page, Norris

Chair Cllr Bell

**Forward planning committee:**

Cllrs Page, Bell, Dickinson, Williams

**Procurement Project Board:**

Cllrs Page, Dickinson, Norris (Deputy)

**Outside Bodies-**

**Mersey Waste Holding Ltd:**

Cllrs Page, Norris, Bell

**North West Employers:**

Cllr Robertson- Collins

11. **Questions on the Discharge of Functions**  
**WDA/37/24**

The Authority indicated its five nominations for the forthcoming year in accordance with Section 41 of the Local Government Act 1985.

**Resolved** that:

The Authority nominates Members at its Annual Meeting each year and the Members nominated in this Municipal Year were:

|               |                      |
|---------------|----------------------|
| Knowsley MBC  | Councillor Bell      |
| Liverpool CC  | Councillor Norris    |
| St Helens MBC | Councillor Dickinson |

Sefton MBC

Councillor Page

Wirral MBC

Councillor Williams

11. **Constitution Update and Governance Matters**  
**WDA/38/24**

At the commencement of a new municipal year, it is appropriate for the Constitution to be updated and adopted by the Authority. The Monitoring Officer is responsible for ensuring that the Constitution for the Authority is up to date, relevant and effective. Any proposed changes to the Constitution are subject to Member approval.

**Resolved that:**

1. Members adopt the Scheme of Delegation for the 2024/25 Municipal Year, as per Appendix 1;
2. Members approve the updated sub-delegations allowed under Clause 2.4 of the Scheme of Delegation, attached at Appendix 2;
3. Members agree to adopt the revised Contract Procedural Rules, attached at Appendix 3; and
4. Members agree to adopt the revised Constitution accordingly.

13. **MWDA Outturn Report 2023-24**  
**WDA/39/24**

To advise Members of both the final outturn with regard to the Authority's Capital and Revenue expenditure in 2023-24 and the position of the Authority's reserves. The

final outturn positions for the Authority's Prudential Indicators are included in the report for Members to note.

**Resolved that:**

1. Members have made note of the final outturn position with regard to the Authority's Revenue and Capital Expenditure for 2023-24;
2. The creation of an Earmarked Reserve to support the forthcoming procurement; and
3. Members Agreed upon the final outturn with regard to the Authority's Prudential Indicators as included in Appendix 3.

14. **Internal Audit Plan 2024/25**  
**WDA/40/24**

Members asked to review Internal Audit Plan 2024/25 to provide assurance about governance arrangements at the Authority. The plan is attached at Appendix 1

**Resolved** that Members approve the Internal Audit Plan for 2024-25

15. **Internal Audit Report – Climate Change**  
**WDA/41/24**

The Authority is required to maintain an effective Internal Audit as a part of its statutory governance arrangements. The Authority's Internal Audit is provided by St Helens Council. The Auditor reviews the arrangements at the Authority and reports to Members on any weaknesses and recommends improvements. This report brings to Members attentions the outcome of the latest review. Members are asked to note the report.

**Resolved** that Members note the contents of the reports from the Internal Auditor.

16. **MRWA Update on Audit Recommendations**  
**WDA/42/24**

Members are reminded that the external auditor's report in November 2021 included statutory recommendations for the Authority to respond to.

One of the recommendations was that Members receive a report on progress against the other recommendations until agreed actions were implemented, this report responds to that recommendation.

**Resolved** that Members note and agree upon the Authority's progress in response to audit recommendations