



MERSEYSIDE WASTE DISPOSAL AUTHORITY

## FORWARD PLAN

**Publication Date: February 2025**

### 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:

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)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Investigating and disciplinary committee</li> <li>• Procurement Project Board</li> <li>• Mersey Waste Holding Ltd</li> </ul>	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>
Jerry Williams (Wirral)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Audit and governance committee</li> <li>• Forward planning committee</li> </ul>	49 Parkhill Road Prenton Birkenhead Wirral CH42 9JD <a href="mailto:jerrywilliams@wirral.gov.uk">jerrywilliams@wirral.gov.uk</a>
Colin Baldwin (Wirral)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Audit and governance committee</li> </ul>	Email: <a href="mailto:colinbaldwin@wirral.gov.uk">colinbaldwin@wirral.gov.uk</a>
Laura Robertson-Collins (Liverpool)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• North West Employers</li> </ul>	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>
Harry Bell (Knowsley)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Investigating and disciplinary committee</li> <li>• Forward planning committee</li> <li>• Mersey Waste Holding Ltd</li> </ul>	2 Lyelake Close Southdene Kirkby Knowsley L32 8SY Tel: 07384 455427 Email: <a href="mailto:harry.bell@knowsley.gov.uk">harry.bell@knowsley.gov.uk</a>
Kris Brown (Liverpool)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Appeals Committee</li> <li>• Audit and governance committee</li> </ul>	6th floor Cunard Building Water Street Liverpool L3 1AH Tel: 0151 233 0427 Email: <a href="mailto:kris.brown@liverpool.gov.uk">kris.brown@liverpool.gov.uk</a>

<p>Tracy Dickinson (St Helens)</p>	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Appeals Committee</li> <li>• Forward planning committee</li> <li>• Procurement Project Board</li> </ul>	<p>Email: <a href="mailto:cllrtdickinson@sthelens.gov.uk">cllrtdickinson@sthelens.gov.uk</a></p>
<p>Catie Page (Sefton)</p>	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Appeals Committee</li> <li>• Investigating and disciplinary committee</li> <li>• Forward planning committee</li> <li>• Procurement Project Board</li> <li>• Mersey Waste Holding Ltd</li> </ul>	<p>96 Gores Lane Formby Liverpool L37 7DF Tel: 07861 724391 Email: <a href="mailto:catie.page@sefton.gov.uk">catie.page@sefton.gov.uk</a></p>
<p>Sonya Kelly (Sefton)</p>	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Appeals Committee</li> </ul>	<p>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></p>

<p>Lesley Worswick Chief Executive</p>	<p>Various delegated matters</p>	<p>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></p>
<p>Peter Williams Treasurer</p>	<p>Various delegated matters</p>	<p>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></p>
<p>Paula Pocock Clerk to the Authority</p>	<p>Various delegated matters</p>	<p>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></p>
<p>Ian Stephenson Monitoring Officer</p>	<p>Various delegated matters</p>	<p>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></p>

## CONTENTS

Item	Ref No.	Decision Date	Lead Officer
RRC RTLS vehicle management	<b>K01-25</b>	7/02/25	Ian Stephenson
Corporate Plan 2025 - 2030	<b>K02-25</b>	7/02/25	Paula Pocock
HR Policies & Procedures Review	<b>K03-25</b>	7/02/25	Paula Pocock
MRWA ZERO WASTE STRATEGY	<b>K04-25</b>	7/02/25	Paula Pocock
JOINT LIVERPOOL CITY REGION ZERO WASTE STRATEGY	<b>K05-25</b>	7/02/25	Paula Pocock
Audit update	<b>K06-25</b>	7/02/25	Peter Williams
Timetable of Authority Meetings 2025/26	<b>K07-25</b>	7/02/25	Paula Pocock
MRWA budget 2025-26	<b>K08-25</b>	7/02/25	Peter Williams
Treasury Management Strategy Statement 2025-26	<b>K09-25</b>	7/2/25	Peter Williams

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>RRC RTLS vehicle management</b>			
<b>File Reference</b>	<b>K01-25</b>			
<b>Is the report likely to be private or public?</b>	Private			
<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 asks Members to note the status of contract discussions re: vehicle management at the RTLS and to delegate Authority for a decision on any potential dispute resolution process to the CEX in consultation with Chair.			
<b>Scrutiny area</b>	<b>Whole Authority</b>			
<b>Date for decision</b>	7 <sup>th</sup> February 2025			
<b>List of Background Papers for consideration</b>	None			
<b>Risk Management Implications</b>	Failure to ensure issues are appropriately addressed risks poor contract management, ongoing operational impact and poor governance over major contract decisions.			
<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>			



**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>Corporate Plan 2025 - 2030</b>			
<b>File Reference</b>	<b>K02-25</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 and approve the proposed Corporate Plan for 2025-30			
<b>Scrutiny area</b>	<b>Governance</b>			
<b>Date for decision</b>	7 <sup>th</sup> February 2025			
<b>List of Background Papers for consideration</b>	N/A			
<b>Risk Management Implications</b>	If the Corporate Plan is not approved the Authority may not fulfil its functions effectively			
<b>Prior consultation</b>	n/a			
<b>Representations</b>	In writing to or by email to <a href="mailto:paula.pocock@merseysidewda.gov.uk">paula.pocock@merseysidewda.gov.uk</a>			

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>HR Policies &amp; Procedures Review</b>			
<b>File Reference</b>	<b>K03- 25</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>	HR
<b>Matter in respect of which a Key Decision is required.</b>	Review of HR Policies and procedures in light of updated legislation and best practice.			
<b>Scrutiny area</b>	<b>Governance</b>			
<b>Date for decision</b>	7th February, 2025			
<b>List of Background Papers for consideration</b>	N/A			
<b>Risk Management Implications</b>	N/A			
<b>Prior consultation</b>	N/A			
<b>Representations</b>	In writing to Jane Nolan or by email to <a href="mailto:jane.nolan@merseysidewda.gov.uk">jane.nolan@merseysidewda.gov.uk</a>			

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b><u>MRWA ZERO WASTE STRATEGY</u></b>			
<b>File Reference</b>	<b>K04-25</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 X</b>	<b>Other – please specify</b>	
<b>Matter in respect of which a Key Decision is required.</b>	Members are asked to note progress of the MRWA Zero Waste Strategy, approve the text document and delegate responsibility to the Chief Executive to develop a public facing designed version.			
<b>Scrutiny area</b>	Strategy & Development			
<b>Date for decision</b>	7 <sup>th</sup> February 2025			
<b>List of Background Papers for consideration</b>	<b>APPENDIX 1</b> MRWA Zero Waste Strategy			
<b>Risk Management Implications</b>	See within report WD/xx/24			
<b>Prior consultation</b>	Paula Pocock Glynn Stevenson			
<b>Representations</b>	In writing to or by email to <a href="mailto:rebecca.haynes-mccoy@merseysidewda.gov.uk">rebecca.haynes-mccoy@merseysidewda.gov.uk</a>			

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b><u>JOINT LIVERPOOL CITY REGION ZERO WASTE STRATEGY</u></b>			
<b>File Reference</b>	<b>K05-25</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 v</b>	<b>Other – please specify</b>	
<b>Matter in respect of which a Key Decision is required.</b>				
<b>Scrutiny area</b>	Strategy			
<b>Date for decision</b>	7 <sup>th</sup> February			
<b>List of Background Papers for consideration</b>	<b>APPENDIX 1</b> <b>Joint Zero Waste Strategy</b>			
<b>Risk Management Implications</b>	See within report WD/xx/24			
<b>Prior consultation</b>	Paula Pocock Glynn Stevenson			
<b>Representations</b>	In writing to or by email to <a href="mailto:_____@merseysidewda.gov.uk">_____@merseysidewda.gov.uk</a>			

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>Audit update</b>			
<b>File Reference</b>	<b>K06-25</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 audit update report			
<b>Scrutiny area</b>	<b>Finance</b>			
<b>Date for decision</b>	7 February 2025			
<b>List of Background Papers for consideration</b>	N/A			
<b>Risk Management Implications</b>	The auditor requires Members to be informed of progress			
<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>Timetable of Authority Meetings 2025/26</b>			
<b>File Reference</b>	<b>K07-25</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>	Requirement to set AGM
<b>Matter in respect of which a Key Decision is required.</b>	To set the date of the Annual Meeting of the Authority and identify an appropriate timetable of meetings for the 2025/26 Municipal Year			
<b>Scrutiny area</b>	<b>Governance</b>			
<b>Date for decision</b>	7 <sup>th</sup> February 2025			
<b>List of Background Papers for consideration</b>	None			
<b>Risk Management Implications</b>	Statutory requirement to set a date for the Authority's Annual Meeting which must take place on or before 30 <sup>th</sup> June each year			
<b>Prior consultation</b>	None			
<b>Representations</b>	In writing to or by email to <a href="mailto:paula.pocock@merseysidewda.gov.uk">paula.pocock@merseysidewda.gov.uk</a>			

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>MRWA budget 2025-26</b>			
<b>File Reference</b>	<b>K08-25</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 authority's budget and Levy proposals for 2025-26			
<b>Scrutiny area</b>	<b>Finance</b>			
<b>Date for decision</b>	7 February 2025			
<b>List of Background Papers for consideration</b>	N/A			
<b>Risk Management Implications</b>	Members need to understand the Authority's budget proposals to enable them to agree a Levy.			
<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>Treasury Management Strategy Statement 2025-26</b>			
<b>File Reference</b>	<b>K09-25</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 Authority's Treasury management strategy and prudential indicators			
<b>Scrutiny area</b>	<b>Finance</b>			
<b>Date for decision</b>	7 February 2025			
<b>List of Background Papers for consideration</b>	N/A			
<b>Risk Management Implications</b>	Members need to understand the risks/checks and balances that underpin the Authority's treasury management			
<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>			