



MERSEYSIDE WASTE DISPOSAL AUTHORITY

## **FORWARD PLAN**

**Publication Date: April 2016**

### **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:

22<sup>nd</sup> April 2016  
24th June 2016 (AGM)  
23rd September 2016  
25th November 2016  
3rd February 2017 (Budget and ordinary meeting)  
21st April 2017

## **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 Mandy Valentine (Clerk to the Authority) on 0151-255-1444 or by e-mail at [enquiries@merseysidewda.gov.uk](mailto:enquiries@merseysidewda.gov.uk)

### AUTHORITY MEMBERSHIP 2015/16

| COUNCILLOR  | Responsibilities   | Address and Contact Details   |
|---|--|---|
| Graham Morgan<br>(Chair)<br>(Knowsley)              | <ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• MWDA Portfolio</li> <li>• Forward Planning Member's Panel</li> <li>• Appeals Committee</li> <li>• Audit and Governance Committee</li> </ul>  | 24 Malvern Avenue<br>Huyton<br>Knowsley<br>L14 6TS<br>Tel: 0151 489 5292<br>Email:<br><a href="mailto:graham.morgan@knowsley.gov.uk">graham.morgan@knowsley.gov.uk</a>            |
| Tony<br>Concepcion<br>(Deputy Chair)<br>(Liverpool) | <ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• MWDA Portfolio</li> <li>• Forward Planning Member's Panel</li> <li>• Appeals Committee</li> <li>• Mersey Waste Holdings Ltd</li> </ul>   | 24 Woodbourne Road<br>Liverpool<br>L14 2DA<br>Tel: 078742 16868<br>Email:<br><a href="mailto:tony.concepcion@liverpool.gov.uk">tony.concepcion@liverpool.gov.uk</a>               |
| Kevin Cluskey<br>(Sefton)                           | <ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Appeals Committee</li> <li>• Audit and Governance Committee</li> <li>• Investigating and Disciplinary Committee</li> <li>• Mersey Waste Holdings Ltd</li> <li>• North West Employers Organisation</li> </ul> | 39 Kent Avenue<br>Litherland<br>Liverpool<br>L21 7QJ<br>Tel: 0151 920 3704<br>Email:<br><a href="mailto:kevin.cluskey@sefton.gov.uk">kevin.cluskey@sefton.gov.uk</a>              |
| Steve Williams<br>(Wirral)                          | <ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Bidston Methane Ltd Board</li> <li>• Investigating and Disciplinary Committee</li> </ul>   | 34 Beech Avenue<br>Saughall Massie<br>Upton<br>Wirral<br>CH49 4NJ<br>Tel: 0151 677 8848<br>Email:<br><a href="mailto:stevewilliams@wirral.gov.uk">stevewilliams@wirral.gov.uk</a> |
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|--|--|---|
| <p>Laura Robertson-Collins<br/>(Liverpool)</p> | <ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Investigating and Disciplinary Committee</li> <li>• Mersey Waste Holdings Ltd</li> </ul> | <p>Labour Group Office<br/>Municipal Buildings<br/>Dale Street<br/>Liverpool<br/>L2 2DH<br/>Tel: 07980 311545<br/>Email: <a href="mailto:laura.robertson-collins@liverpool.gov.uk">laura.robertson-collins@liverpool.gov.uk</a></p> |
| <p>Alan Cunliffe<br/>(St Helens)</p>           | <ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Forward Planning Member's Panel</li> <li>• Audit and Governance Committee</li> </ul>     | <p>31 Stanley Avenue<br/>Rainford<br/>St Helens<br/>WA11 8HU<br/>Tel: 01744 677 280<br/>Email: <a href="mailto:cllracunliffe@sthelens.gov.uk">cllracunliffe@sthelens.gov.uk</a></p>   |
| <p>Irene Williams<br/>(Wirral)</p>             | <ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Bidston Methane Ltd Board</li> <li>• Appeals Committee</li> </ul>                        | <p>49 Parkhill Road<br/>Prenton<br/>Birkenhead<br/>Wirral<br/>CH42 9JD<br/>Tel: 0151 608 7806<br/>Email: <a href="mailto:irenewilliams@wirral.gov.uk">irenewilliams@wirral.gov.uk</a></p>   |
| <p>John Fairclough<br/>(Sefton)</p>            | <ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Forward Planning Panel</li> <li>• Audit and Governance Committee</li> </ul>              | <p>34 Queens Road<br/>Bootle<br/>L20 7BS<br/>Tel: 0151 476 7621<br/>Email: <a href="mailto:john.fairclough@councillors.sefton.gov.uk">john.fairclough@councillors.sefton.gov.uk</a></p>   |
| <p>Andrew Foxley<br/>(Liverpool)</p>           | <ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> </ul>  | <p>c/o Labour Group Office<br/>Municipal Building<br/>Dale Street<br/>Liverpool<br/>Tel:07899 745 858<br/>Email: <a href="mailto:Andrew.Foxley@liverpool.gov.uk">Andrew.Foxley@liverpool.gov.uk</a></p>                             |

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|--|----------------------------------|---|
| <p>Carl Beer<br/>Chief Executive</p>   | <p>Various delegated matters</p> | <p>7<sup>th</sup> Floor<br/>1 Mann Island<br/>Liverpool<br/>L3 1BP<br/>Tel: 0151 255 1444<br/>Email:<br/><a href="mailto:carlbeer@merseysidewda.gov.uk">carlbeer@merseysidewda.gov.uk</a></p>                 |
| <p>Peter Williams<br/>Treasurer</p>  | <p>Various delegated matters</p> | <p>7<sup>th</sup> Floor<br/>1 Mann Island<br/>Liverpool<br/>L3 1BP<br/>Tel: 0151 255 1444<br/>Email:<br/><a href="mailto:Peter.williams@merseysidewda.gov.uk">Peter.williams@merseysidewda.gov.uk</a></p>     |
| <p>Mandy Valentine<br/>Clerk to the<br/>Authority /<br/>Monitoring<br/>Officer</p> | <p>Various delegated matters</p> | <p>7<sup>th</sup> Floor<br/>1 Mann Island<br/>Liverpool<br/>L3 1BP<br/>Tel: 0151 255 1444<br/>Email:<br/><a href="mailto:amanda.valentine@merseysidewda.gov.uk">amanda.valentine@merseysidewda.gov.uk</a></p> |

## CONTENTS

| <b>Item</b>  | <b>Ref No.</b> | <b>Decision Date</b> | <b>Lead Officer</b> |
|--|----------------|----------------------|---------------------|
| Foul Lane Closed Landfill Site:<br>Potential Income Generation | K7-16          | 22/4/2016            | G Bell              |
| Service Delivery Plan 2016/17                                  | K8-16          | 22/4/2016            | A Valentine         |
| Annual Governance Statement                                    | K9-16          | 22/4/2016            | A Valentine         |
| The Circular Economy   | K10-16         | 22/4/2016            | C Beer              |
| Plastic Recycling  | K11-16         | 22/4/2016            | C Beer              |
| Community Fund 2016/17   | K12-16         | 22/4/2016            | G Stevenson         |
| Internal Audit Plan 2016/17                                    | K13-16         | 22/4/2016            | P Williams          |
| External Audit Plan 2016/17                                    | K14-16         | 22/4/2016            | P Williams          |

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

|   |   |                         |                               |  |
|---|---|-------------------------|-------------------------------|--|
| <b>Title</b>  | <b>Foul Lane Closed Landfill Site: Potential Income Generation</b>  |                         |                               |  |
| <b>File Reference</b>   | <b>K7-16</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><br>✓   | <b>Community Impact</b> | <b>Other – please specify</b> |  |
| <b>Matter in respect of which a Key Decision is required.</b> | <p>To consider two separate income generating options for the site:-</p> <ol style="list-style-type: none"> <li>1. A proposal to import waste soils onto the site for which MWDA will receive a royalty fee and satisfy MWDA's planning requirement for the site</li> <li>2. Granting of a lease for an area of the site for supplementary National Grid energy generation</li> </ol> |                         |                               |  |
| <b>Scrutiny area</b>  | <b>Facilities and Environment</b>   |                         |                               |  |
| <b>Date for decision</b>                                      | 22 <sup>nd</sup> April 2016   |                         |                               |  |
| <b>List of Background Papers for consideration</b>            | N/A   |                         |                               |  |
| <b>Risk Management Implications</b>                           | Proposals may reduce the Authority's financial burden and meet its obligation to restore the site.  |                         |                               |  |
| <b>Prior consultation</b>                                     | N/A   |                         |                               |  |
| <b>Representations</b>  | In writing to or by email to <a href="mailto:graeme.bell@merseysidewda.gov.uk">graeme.bell@merseysidewda.gov.uk</a>   |                         |                               |  |

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

|   |   |                         |                               |                      |
|---|---|-------------------------|-------------------------------|----------------------|
| <b>Title</b>  | <b>Service Delivery Plan 2016/17</b>  |                         |                               |                      |
| <b>File Reference</b>   | <b>K8-16</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> | Corporate Governance |
| <b>Matter in respect of which a Key Decision is required.</b> | Member approval of a Service Delivery Plan which sets out how the Authority will make steps towards its Corporate Aims in the forward year.   |                         |                               |                      |
| <b>Scrutiny area</b>  | <b>Corporate Governance</b>   |                         |                               |                      |
| <b>Date for decision</b>                                      | 22 <sup>nd</sup> April 2016   |                         |                               |                      |
| <b>List of Background Papers for consideration</b>            |   |                         |                               |                      |
| <b>Risk Management Implications</b>                           | <ol style="list-style-type: none"> <li>1. Failure to set clear objectives will result in poor corporate governance</li> <li>2. Failure to plan and prioritise will lead to inefficient use of resources.</li> <li>3. Clear planning will improve performance and engage Members, staff and stakeholders.</li> </ol> |                         |                               |                      |
| <b>Prior consultation</b>                                     | Members' Forward Planning Panel   |                         |                               |                      |
| <b>Representations</b>  | In writing to Mandy Valentine or by email to <a href="mailto:Mandy.Valentine@merseysidewda.gov.uk">Mandy.Valentine@merseysidewda.gov.uk</a>   |                         |                               |                      |

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**  
**KEY DECISION SHEET**

|   |   |                         |                               |            |
|---|---|-------------------------|-------------------------------|------------|
| <b>Title</b>  | <b>Annual Governance Statement</b>  |                         |                               |            |
| <b>File Reference</b>   | <b>K9-16</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> | To consider the annual review of the Authority's governance arrangements and approve the Annual Governance Statement.   |                         |                               |            |
| <b>Scrutiny area</b>  | <b>Governance</b>   |                         |                               |            |
| <b>Date for decision</b>                                      | 22 <sup>nd</sup> April 2016   |                         |                               |            |
| <b>List of Background Papers for consideration</b>            |   |                         |                               |            |
| <b>Risk Management Implications</b>                           | Failure to review corporate governance and internal control arrangements is a statutory requirement and may lead to weaknesses in the direction and control of the Authority's functions. |                         |                               |            |
| <b>Prior consultation</b>                                     | Primary Assurance Group   |                         |                               |            |
| <b>Representations</b>  | In writing to or by email to <a href="mailto:mandy.valentine@merseysidewda.gov.uk">mandy.valentine@merseysidewda.gov.uk</a>   |                         |                               |            |

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

|   |   |                           |                               |  |
|---|---|---------------------------|-------------------------------|--|
| <b>Title</b>  | <b>The Circular Economy</b>   |                           |                               |  |
| <b>File Reference</b>   | <b>K10-16</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 y</b> | <b>Other – please specify</b> |  |
| <b>Matter in respect of which a Key Decision is required.</b> | To engage with constituent District Councils and other Joint Waste Disposal Authorities on the revised EU Circular Economy package                    |                           |                               |  |
| <b>Scrutiny area</b>  |   |                           |                               |  |
| <b>Date for decision</b>                                      | 22 <sup>nd</sup> April 2016   |                           |                               |  |
| <b>List of Background Papers for consideration</b>            | Closing the loop – an EU action plan for the Circular Economy   |                           |                               |  |
| <b>Risk Management Implications</b>                           | Risk of failure to influence the development of waste management policy and regulation and its subsequent economic, environmental and social impacts. |                           |                               |  |
| <b>Prior consultation</b>                                     |   |                           |                               |  |
| <b>Representations</b>  | In writing to or by email to Carl Beer<br><a href="mailto:carlbeer@merseysidewda.gov.uk">carlbeer@merseysidewda.gov.uk</a>                            |                           |                               |  |

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

|   |  |                                   |   |  |
|---|--|-----------------------------------|---|--|
| <b>Title</b>  | <b>Plastic Recycling</b>   |                                   |   |  |
| <b>File Reference</b>   | <b>K11-16</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><br>y  | <b>Community</b><br><b>Impact</b> | <b>Other –</b><br><b>please</b><br><b>specify</b> |  |
| <b>Matter in respect of which a Key Decision is required.</b> | To examine the cost benefit of certain plastics recycling.   |                                   |   |  |
| <b>Scrutiny area</b>  | <b>Finance/Performance</b>   |                                   |   |  |
| <b>Date for decision</b>                                      | 22 <sup>nd</sup> April 2016  |                                   |   |  |
| <b>List of Background Papers for consideration</b>            |  |                                   |   |  |
| <b>Risk Management Implications</b>                           | Risk of failure to develop recycling services. Risk of poor investment.  |                                   |   |  |
| <b>Prior consultation</b>                                     |  |                                   |   |  |
| <b>Representations</b>  | In writing to or by email to Carl Beer<br><a href="mailto:carlbeer@merseysidewda.gov.uk">carlbeer@merseysidewda.gov.uk</a> |                                   |   |  |

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

|   |  |                                  |  |  |
|---|--|----------------------------------|--|--|
| <b>Title</b>  | <b>Community Fund 2016-17 Allocation</b>   |                                  |  |  |
| <b>File Reference</b>   | <b>K12-16</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><br><br>√  | <b>Community Impact</b><br><br>√ | <b>Other – please specify</b><br><br><b>Environmental benefits</b> |  |
| <b>Matter in respect of which a Key Decision is required.</b> | To consider and approve projects to be invited to submit Stage 2 applications for funding from the Community Fund 2016-17.   |                                  |  |  |
| <b>Scrutiny area</b>  | Strategy/Governance  |                                  |  |  |
| <b>Date for decision</b>                                      | 22nd April 2016  |                                  |  |  |
| <b>List of Background Papers for consideration</b>            | Community Fund 2016-17 Report (WDA 02/16) of 5 <sup>th</sup> February 2016.  |                                  |  |  |
| <b>Risk Management Implications</b>                           | <ol style="list-style-type: none"> <li>1. Failure to demonstrate value for money</li> <li>2. Failure of applications to meet the aims and objectives of the Fund and be suitable for inviting to Stage 2</li> <li>3. Failure to address resource requirements to manage the Community Fund.</li> </ol> |                                  |  |  |
| <b>Prior consultation</b>                                     | MRWA Evaluation Team.  |                                  |  |  |
| <b>Representations</b>  | <a href="mailto:glynn.stevenson@merseysidewda.gov.uk">glynn.stevenson@merseysidewda.gov.uk</a>   |                                  |  |  |

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

|   |  |                         |                               |  |
|---|--|-------------------------|-------------------------------|--|
| <b>Title</b>  | <b>Internal Audit Plan</b>   |                         |                               |  |
| <b>File Reference</b>   | <b>K13-16</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><br>✓  | <b>Community Impact</b> | <b>Other – please specify</b> |  |
| <b>Matter in respect of which a Key Decision is required.</b> | The Authority as ‘those charged with governance’ is required to approve the Audit Plan before audit work commences each year   |                         |                               |  |
| <b>Scrutiny area</b>  | <b>Finance</b>   |                         |                               |  |
| <b>Date for decision</b>                                      | 22nd April 2016  |                         |                               |  |
| <b>List of Background Papers for consideration</b>            | n/a  |                         |                               |  |
| <b>Risk Management Implications</b>                           | Unless the audit plan is approved audit work to identify weaknesses and improve improvements in governance arrangements cannot be carried out in line with our statutory obligations |                         |                               |  |
| <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>External Audit Plan</b>  |                         |                               |  |
| <b>File Reference</b>   | <b>K14-16</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><br>✓   | <b>Community Impact</b> | <b>Other – please specify</b> |  |
| <b>Matter in respect of which a Key Decision is required.</b> | To consider and approve the external audit plan   |                         |                               |  |
| <b>Scrutiny area</b>  | <b>Finance</b>  |                         |                               |  |
| <b>Date for decision</b>                                      | 22nd April 2016   |                         |                               |  |
| <b>List of Background Papers for consideration</b>            | n/a   |                         |                               |  |
| <b>Risk Management Implications</b>                           | If the audit plan is not approved the Authority will not understand the risks at the Authority or the plans to provide assurance that the risks are mitigated |                         |                               |  |
| <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>                                     |                         |                               |  |