



MERSEYSIDE WASTE DISPOSAL AUTHORITY

## FORWARD PLAN

**Publication Date: January 2020**

### 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:

07<sup>th</sup> February 2020 (Budget Meeting)  
24<sup>th</sup> April 2020

## **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 2019/20**

<b>COUNCILLOR</b>	<b>Responsibilities</b>	<b>Address and Contact Details</b>
Tony Concepcion (Chair) (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 Liverpool L14 2DA Tel: 078742 16868 Email: <a href="mailto:tony.concepcion@liverpool.gov.uk">tony.concepcion@liverpool.gov.uk</a>
Diane Roscoe (Deputy Chair) (Sefton)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Audit &amp; Governance Committee</li> <li>• Investigating and Disciplinary Committee</li> <li>• Mersey Waste Holdings Ltd</li> </ul>	15 Cambridge Avenue Crosby Liverpool L23 7XN Tel: 07557649055 Email: <a href="mailto:diane.roscoe@councillors.sefton.gov.uk">diane.roscoe@councillors.sefton.gov.uk</a>
Steve Williams (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> <li>• Appeals Committee</li> <li>• Audit &amp; Governance Committee</li> </ul>	34 Beech Avenue Saughall Massie Upton Wirral CH49 4NJ Tel: 0151 677 8848 Email: <a href="mailto:stevewilliams@wirral.gov.uk">stevewilliams@wirral.gov.uk</a>
Laura Robertson- Collins (Liverpool)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</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>

Tony Norbury (Wirral)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• North West Employers Organisation</li> <li>• Bidston Methane Ltd Board</li> </ul>	Town Hall Brighton Street Wallasey CH44 8ED Tel: 07952 297 652 Email: <a href="mailto:tonynorbury@wirral.gov.uk">tonynorbury@wirral.gov.uk</a>
Joe Hanson (Liverpool)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Audit &amp; Governance Committee</li> </ul>	c/o Labour Group Office Cunard Buildings Water Street Liverpool L3 1QB Tel: 0151 233 0420 Email: <a href="mailto:joe.hanson@liverpool.gov.uk">joe.hanson@liverpool.gov.uk</a>
Charlie Preston (St Helens)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Forward Planning Panel</li> <li>• Mersey Waste Holdings Ltd</li> <li>• Bidston Methane Ltd Board</li> </ul>	61 Belvedere Road Newton-Le-Willows Merseyside WA12 0JS Tel: 01744 677323 Email: <a href="mailto:cllrpreston@sthelens.gov.uk">cllrpreston@sthelens.gov.uk</a>
Terry Byron (Knowsley)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Investigating and Disciplinary Committee</li> <li>• Appeals Committee</li> <li>• Audit &amp; Governance Committee</li> <li>• Forward Planning Panel</li> </ul>	41 Willis Lane Whiston Knowsley L35 3RU Tel: 07557849407 Email: <a href="mailto:terry.byron@knowsley.gov.uk">terry.byron@knowsley.gov.uk</a>
Yvonne Sayers (Sefton)	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> <li>• Forward Planning Panel</li> <li>• Appeals Committee</li> </ul>	9 Aisthorpe Grove Maghull Merseyside L31 5PN Tel: 07570 792 489 Email: <a href="mailto:yvonne.sayers@councillors.sefton.gov.uk">yvonne.sayers@councillors.sefton.gov.uk</a>

<p>Carl Beer 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:carlbeer@merseysidewda.gov.uk">carlbeer@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

<b>Item</b>	<b>Ref No.</b>	<b>Decision Date</b>	<b>Lead Officer</b>
Timetable of Authority Meetings	K01-20	07/02/2020	P. Pocock
Authority Budget 2020/21	K02-20	07/02/2020	P Williams
Treasury Management Strategy Statement	K03-20	07/02/2020	P Williams
Food Waste Procurement Update	K04-20	07/02/2020	P. Williams
Internal Audit Report – RRC	K05-20	07/02/2020	P. Williams
Initial Climate Action Plan	K06-20	07/02/2020	R. Smith
Community Fund 2020/21	K07-20	07/02/2020	P. Pocock

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

<b>Title</b>	<b>Timetable of Authority Meetings 2020/21</b>			
<b>File Reference</b>	<b>K01-20</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 2020/21 Municipal Year			
<b>Scrutiny area</b>	<b>Governance</b>			
<b>Date for decision</b>	7th February 2020			
<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>Authority budget 2020-21</b>			
<b>File Reference</b>	<b>K02-20</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>Matter in respect of which a Key Decision is required.</b>	The full Authority is statutorily required to consider and approve the revised estimate, the forward budget, the Levy and its apportionment, the Levy dates and the capital programme, before 15 <sup>th</sup> February			
<b>Scrutiny area</b>	<b>Finance</b>			
<b>Date for decision</b>	7 February 2020			
<b>List of Background Papers for consideration</b>	n/a			
<b>Risk Management Implications</b>	If the Authority does not consider the budget and Levy then it will be in breach of the law, and will not have a legal framework for collecting monies or spending budgets			
<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 2020-21</b>			
<b>File Reference</b>	<b>K03-20</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>Matter in respect of which a Key Decision is required.</b>	The full Authority is required to consider and approve a Treasury Management strategy statement before the beginning of each financial year			
<b>Scrutiny area</b>	<b>Finance</b>			
<b>Date for decision</b>	7 February 2020			
<b>List of Background Papers for consideration</b>	n/a			
<b>Risk Management Implications</b>	If the Authority does not consider the statement then there will be no approval for the borrowing and capital investment required for the next year's activity			
<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>Food Waste Procurement update</b>			
<b>File Reference</b>	<b>K04-20</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>✓ Waste Strategy</b>
<b>Matter in respect of which a Key Decision is required.</b>	The Authority approved a motion that MRWA work alongside Waste Collection senior officer to identify food waste collection options, this report sets out the work done to date and the decision the Authority may wish to take			
<b>Scrutiny area</b>	<b>Waste Strategy</b>			
<b>Date for decision</b>	7 February 2020			
<b>List of Background Papers for consideration</b>	n/a			
<b>Risk Management Implications</b>	If the report is not approved the project will be delayed and the Authority's role will have to be reviewed			
<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>Internal Audit report - RRC</b>			
<b>File Reference</b>	<b>K05-20</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>Matter in respect of which a Key Decision is required.</b>	Members of the Authority are ‘those charged with governance’ and therefore all internal audit reports must be reviewed by Members to enable them to understand the nature and relative strength of the control environment at the Authority			
<b>Scrutiny area</b>	<b>Finance</b>			
<b>Date for decision</b>	7 February 2020			
<b>List of Background Papers for consideration</b>	n/a			
<b>Risk Management Implications</b>	Members need to understand whether the control environment is effective, to enable them to take assurance about the arrangements in place at the Authority			
<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>Initial climate action plan</b>			
<b>File Reference</b>	<b>K06-20</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>Matter in respect of which a Key Decision is required.</b>	To set proposed actions.			
<b>Scrutiny area</b>	<b>Strategy</b>			
<b>Date for decision</b>	7 <sup>th</sup> February 2020			
<b>List of Background Papers for consideration</b>	None			
<b>Risk Management Implications</b>	The Authority declared a climate emergency in October 2019. The initial climate action plan (a) scopes what the emergency means; (b) reports our response so far; and (c) identifies proposed actions.			
<b>Prior consultation</b>	None			
<b>Representations</b>	In writing to or by email to <a href="mailto:richard.smith@merseysidewda.gov.uk">richard.smith@merseysidewda.gov.uk</a>			

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>Community Fund</b>			
<b>File Reference</b>	<b>K07-20</b>			
<b>Is the report likely to be private or public?</b>	<b>Public</b>			
<b>Decision Maker</b>	<b>Full Authority</b>			
<b>Key Decision Criteria</b>	<b>Financial Yes</b>	<b>Community Impact Yes</b>	<b>Other – please specify</b>	<b>Climate Emergency</b>
<b>Matter in respect of which a Key Decision is required.</b>	<b>Budget approval, subject to overall Authority budget being granted.</b>			
<b>Scrutiny area</b>	<b>Finance</b>			
<b>Date for decision</b>	<b>For Authority meeting 7<sup>th</sup> February</b>			
<b>List of Background Papers for consideration</b>	<b>Appendix 1 – 2019-20 Community Fund output table</b>			
<b>Risk Management Implications</b>	<b>Risk Register provided</b>			
<b>Prior consultation</b>	<b>Paula Pocock</b>			
<b>Representations</b>	In writing to or by email to Chris O'Brien <a href="mailto:Chris.obrien@merseysidewda.gov.uk">Chris.obrien@merseysidewda.gov.uk</a>			