



**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

## **FORWARD PLAN**

**Publication Date: May 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:

26<sup>th</sup> June 2020 (AGM)  
25<sup>th</sup> September 2020  
20<sup>th</sup> November 2020  
5<sup>th</sup> February 2021 (Budget Meeting)  
23<sup>rd</sup> April 2021

## **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

COUNCILLOR	Responsibilities	Address and Contact Details
<p>Tony Concepcion (Chair) (Liverpool)</p>	<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>	<p>24 Woodbourne Road Liverpool L14 2DA Tel: 078742 16868 Email: <a href="mailto:tony.concepcion@liverpool.gov.uk">tony.concepcion@liverpool.gov.uk</a></p>
<p>Diane Roscoe (Deputy Chair) (Sefton)</p>	<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>	<p>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></p>
<p>Steve Williams (Wirral)</p>	<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>	<p>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></p>
<p>Laura Robertson- Collins (Liverpool)</p>	<ul style="list-style-type: none"> <li>• Scrutiny</li> <li>• Public Consultation</li> </ul>	<p>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></p>

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>
Appointments & Committees	K09-20	26 <sup>th</sup> June, 2020	Paula Pocock
Scheme of Delegation	K010-20	26 <sup>th</sup> June, 2020	Paula Pocock
Urgent Action	K011-20	26 <sup>th</sup> June, 2020	Paula Pocock
Questions of the Discharge of Functions	K012-20	26 <sup>th</sup> June, 2020	Paula Pocock
Internal Audit	K013-20	26 <sup>th</sup> June, 2020	Peter Williams
External Audit	K014-20	26 <sup>th</sup> June, 2020	Peter Williams
Outturn Report	K015-20	26 <sup>th</sup> June, 2020	Peter Williams
Performance Report	K016-20	26 <sup>th</sup> June, 2020	Peter Williams
HWRC Opening	K017-20	26 <sup>th</sup> June, 2020	Ian Stephenson

## MERSEYSIDE WASTE DISPOSAL AUTHORITY

### KEY DECISION SHEET

<b>Title</b>	Appointments of Committees and Representation on other Bodies.			
<b>File Reference</b>	<b>K09-20</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>	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>	26 <sup>th</sup> June 2020			
<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>			



**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>Scheme of Delegation and Constitution</b>			
<b>File Reference</b>	<b>K010-20</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 Authority's Constitution requires the Scheme of Delegation to be adopted at the Annual Meeting each year. This report will also identify any proposed changes to the Constitution following an annual review			
<b>Scrutiny area</b>	<b>Governance</b>			
<b>Date for decision</b>	26 <sup>th</sup> June 2020			
<b>List of Background Papers for consideration</b>	None			
<b>Risk Management Implications</b>	Failure to adopt the Scheme of Delegation is a breach of the Authority Procedural Rules			
<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>			

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>COMMUNITY FUND 2020-21 ALLOCATION URGENT DECISION</b>			
<b>File Reference</b>	<b>K011-20</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</b>	<b>Community Impact X</b>	<b>Other – please specify</b>	<b>To note urgent decision</b>
<b>Matter in respect of which a Key Decision is required.</b>	Members to note urgent decision made by the Chief Executive in consultation with the Chairperson in relation to Community Fund 2020-2021			
<b>Scrutiny area</b>	<b>Behavioural Change</b>			
<b>Date for decision</b>	26 <sup>th</sup> June 2020			
<b>List of Background Papers for consideration</b>	WDA_03_20 Community Fund Budget Allocation February 2020-21			
<b>Risk Management Implications</b>	Included in report			
<b>Prior consultation</b>				
<b>Representations</b>	In writing to or by email to <a href="mailto:chris.obrien@merseysidewda.gov.uk">chris.obrien@merseysidewda.gov.uk</a>			

## MERSEYSIDE WASTE DISPOSAL AUTHORITY

### KEY DECISION SHEET

<b>Title</b>	<b>Questions on the Discharge of Functions</b>			
<b>File Reference</b>	<b>K012-20</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>	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>	26 <sup>th</sup> June 2020			
<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>			

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>Internal Audit plan 2020-21</b>			
<b>File Reference</b>	<b>K013-20</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 are asked to approve the internal audit plan for their work at the Authority			
<b>Scrutiny area</b>	<b>Finance</b>			
<b>Date for decision</b>	26 <sup>th</sup> June 2020			
<b>List of Background Papers for consideration</b>	n/a			
<b>Risk Management Implications</b>	Members need to understand the risk environment at the Authority and the audit review that gives assurance that those risks are being 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>			

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>External audit plan - audit of accounts 2019-20</b>			
<b>File Reference</b>	<b>K014-20</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 are asked to approve the external auditor's plan for carrying out their review of the accounts and the Authority's value for money arrangements for 2019-20			
<b>Scrutiny area</b>	<b>Finance</b>			
<b>Date for decision</b>	26 <sup>th</sup> June 2020			
<b>List of Background Papers for consideration</b>	n/a			
<b>Risk Management Implications</b>	Members need to understand the Auditor's assessment of the risks faced at the Authority and their proposals for confirming that those 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>			

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b>Outturn Report 2019-20</b>			
<b>File Reference</b>	<b>K015-20</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 are asked to note the Authority's financial outturn for the year 2019-20 and that the Treasury Management and Prudential limits were not breached			
<b>Scrutiny area</b>	<b>Finance</b>			
<b>Date for decision</b>	26 <sup>th</sup> June 2020			
<b>List of Background Papers for consideration</b>	N/A			
<b>Risk Management Implications</b>	Members need to understand the financial position of the Authority as it is fundamental to performance decisions they may take.			
<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>Service Delivery Plan</b>			
<b>File Reference</b>	<b>K016-20</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 are asked to note the performance against the service delivery plan for the prior year and to approve the plans for the current year			
<b>Scrutiny area</b>	<b>Performance</b>			
<b>Date for decision</b>	26 <sup>th</sup> June 2020			
<b>List of Background Papers for consideration</b>	n/a			
<b>Risk Management Implications</b>	Members need to understand whether the objectives for the prior year were delivered and to establish delivery plans for the current year.			
<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>Household Waste Recycling Centres – re-opening of facilities</b>			
<b>File Reference</b>	<b>K017-20</b>			
<b>Is the report likely to be private or public?</b>	Public			
<b>Decision Maker</b>	<b>Chief Executive (Urgent Decision)</b>			
<b>Key Decision Criteria</b>	<b>Financial</b>	<b>Community Impact</b>	<b>Other – please specify</b>	X Urgent Decision
<b>Matter in respect of which a Key Decision is required.</b>	The report informs Members of an Urgent Decision taken by the Chief Executive, in accordance with the Scheme of Delegation, to re-open certain HWRCs on Merseyside on 4 <sup>th</sup> May 2020.			
<b>Scrutiny area</b>	<b>Contracts</b>			
<b>Date for decision</b>	26 <sup>th</sup> June 2020			
<b>List of Background Papers for consideration</b>	Member Briefing paper entitled 'Household Waste Recycling Centres – Operations during the COVID-19 crisis', circulated to Authority Members by email on 24 <sup>th</sup> April 2020.			
<b>Risk Management Implications</b>	Failure to report the Urgent Decision would not be in accordance with the rules of the Scheme of Delegation.			
<b>Prior consultation</b>	Consultation with Authority Members undertaken on Monday 27 <sup>th</sup> April 2020.			
<b>Representations</b>	In writing to or by email to <a href="mailto:@merseysidewda.gov.uk">@merseysidewda.gov.uk</a>			



