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**FORWARD PLAN**

**Publication Date: February 2021**

**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:-*

1. *incurring expenditure or making savings which are financially significant, unless the specific expenditure or saving has previously been agreed by the Authority; or*
2. *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:

5th February 2021 (Budget Meeting)

23rd 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 2020/21**

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| --- | --- | --- | --- |
| **COUNCILLOR** | **Responsibilities** | **Address and Contact Details** | |
|  | | | |
| Tony Concepcion  (Chair)  (Liverpool) | * Scrutiny * Public Consultation * MWDA Portfolio * Forward Planning Member’s Panel * Appeals Committee * Mersey Waste Holdings Ltd | 24 Woodbourne Road  Liverpool  L14 2DA  Tel: 078742 16868  Email:  [tony.concepcion@liverpool.gov.uk](mailto:tony.concepcion@liverpool.gov.uk) | |
|  | | | |
| Diane Roscoe  (Deputy Chair)  (Sefton) | * Scrutiny * Public Consultation * Audit & Governance Committee * Investigating and Disciplinary Committee * Mersey Waste Holdings Ltd | 15 Cambridge Avenue  Crosby  Liverpool  L23 7XN  Tel: 07557649055  Email:[diane.roscoe@councillors.sefton.gov.uk](mailto:diane.roscoe@councillors.sefton.gov.uk) | |
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| Steve Williams  (Wirral) | * Scrutiny * Public Consultation * Bidston Methane Ltd Board * Investigating and Disciplinary Committee * Appeals Committee * Audit & Governance Committee | 34 Beech Avenue  Saughall Massie  Upton  Wirral  CH49 4NJ  Tel: 0151 677 8848  Email:  [stevewilliams@wirral.gov.uk](mailto:stevewilliams@wirral.gov.uk) | |
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| Laura Robertson-Collins  (Liverpool) | * Scrutiny * Public Consultation | Labour Group Office  Municipal Buildings  Dale Street  Liverpool  L2 2DH  Tel: 07980 311545  Email: [laura.robertson-collins@liverpool.gov.uk](mailto:laura.robertson-collins@liverpool.gov.uk) | |
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| Tony Norbury  (Wirral) | * Scrutiny * Public Consultation * North West Employers Organisation * Bidston Methane Ltd Board | Town Hall  Brighton Street  Wallasey  CH44 8ED  Tel: 07952 297 652  Email:  [tonynorbury@wirral.gov.uk](mailto:tonynorbury@wirral.gov.uk) | |
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| Joe Hanson  (Liverpool) | * Scrutiny * Public Consultation * Audit & Governance Committee | c/o Labour Group Office  Cunard Buildings  Water Street  Liverpool  L3 1QB  Tel: 0151 233 0420  Email: [joe.hanson@liverpool.gov.uk](mailto:joe.hanson@liverpool.gov.uk) | |
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| Charlie Preston  (St Helens) | * Scrutiny * Public Consultation * Forward Planning Panel * Mersey Waste Holdings Ltd * Bidston Methane Ltd Board | 61 Belvedere Road  Newton-Le-Willows  Merseyside  WA12 0JS  Tel: 01744 677323  Email: [cllrcpreston@sthelens.gov.uk](mailto:cllrcpreston@sthelens.gov.uk) | |
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| Hughie Malone  (Knowsley) | * Scrutiny * Public Consultation * Investigating and Disciplinary Committee * Appeals Committee * Audit & Governance Committee * Forward Planning Panel | 17 Willow avenue  Huyton  L365UA  Tel: 07384900810  [Hughie.malone@knowsley.gov.uk](mailto:Hughie.malone@knowsley.gov.uk) | |
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| Yvonne Sayers  (Sefton) | * Scrutiny * Public Consultation * Forward Planning Panel * Appeals Committee | 9 Aisthorpe Grove  Maghull  Merseyside  L31 5PN  Tel: 07570 792 489  Email: [yvonne.sayers@councillors.sefton.gov.uk](mailto:yvonne.sayers@councillors.sefton.gov.uk) | |

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| Carl Beer  Chief Executive | Various delegated matters | 7th Floor  1 Mann Island  Liverpool  L3 1BP  Tel: 0151 255 1444  Email: [carlbeer@merseysidewda.gov.uk](mailto:carlbeer@merseysidewda.gov.uk) |
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| Peter Williams  Treasurer | Various delegated matters | 7th Floor  1 Mann Island  Liverpool  L3 1BP  Tel: 0151 255 1444  Email:  [Peter.williams@merseysidewda.gov.uk](mailto:Peter.williams@merseysidewda.gov.uk) |
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| Paula Pocock  Clerk to the Authority | Various delegated matters | 7th Floor  1 Mann Island  Liverpool  L3 1BP  Tel: 0151 255 1444  Email: [paula.pocock@merseysidewda.gov.uk](mailto:paula.pocock@merseysidewda.gov.uk) |
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| Ian Stephenson  Monitoring Officer | Various delegated matters | 7th Floor  1 Mann Island  Liverpool  L3 1BP  Tel: 0151 255 1444  Email: [ian.stephenson@merseysidewda.gov.uk](mailto:ian.stephenson@merseysidewda.gov.uk) |

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| **Item** | **Ref No.** | **Decision Date** | **Lead Officer** |
| **Timetable of Authority meetings 2021-22** | K01-21 | 5th February 2021 | Paula Pocock |
| **MRWA Budget 2021-22** | K02-21 | 5th February 2021 | Peter Williams |
| **Treasury management and prudential indicators 2021** | K03-21 | 5th February  2021 | Peter Williams |

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

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| --- | --- | --- | --- | --- | --- |
| **Title** | **Timetable of Authority Meetings 2021/22** | | | | |
| **File Reference** | **K01-21** | | | | |
| **Is the report likely to be private or public?** | Public | | | | |
| **Decision Maker** | **Full Authority** | | | | |
| **Key Decision Criteria** | **Financial** | **Community Impact** | **Other – please specify** | Requirement to set AGM |
| **Matter in respect of which a Key Decision is required.** | To set the date of the Annual Meeting of the Authority and identify an appropriate timetable of meetings for the 2021/22 Municipal Year | | | | |
| **Scrutiny area** | **Governance** | | | | |
| **Date for decision** | 05/02/2021 | | | | |
| **List of Background Papers for consideration** | None | | | | |
| **Risk Management Implications** | Statutory requirement to set a date for the Authority’s Annual Meeting which much take place on or before 30th June each year | | | | |
| **Prior consultation** | None | | | | |
| **Representations** | In writing to or by email to  [paula.pocock@merseysidewda.gov.uk](mailto:%20%20%20%20%20%20%20%20%20%20%20%20paula.pocock@merseysidewda.gov.uk) | | | | |

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

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| --- | --- | --- | --- | --- | --- |
| **Title** | **MRWA Budget 2021-2022** | | | | |
| **File Reference** | **K02-21** | | | | |
| **Is the report likely to be private or public?** | Public | | | | |
| **Decision Maker** | **Full Authority** | | | | |
| **Key Decision Criteria** | **Financial**  **x** | **Community Impact** | **Other – please specify** |  |
| **Matter in respect of which a Key Decision is required.** | Members are required to consider and approve the budget and Levy so that the Authority sets a legal budget | | | | |
| **Scrutiny area** | **Finance** | | | | |
| **Date for decision** | 05/02/2021 | | | | |
| **List of Background Papers for consideration** | N/A | | | | |
| **Risk Management Implications** | Without a legally agreed budget the Authority will be in breach of its statutory duties and may not proceed with its planned activities | | | | |
| **Prior consultation** | n/a | | | | |
| **Representations** | In writing to or by email to  [peter.williams@merseysidewda.gov.uk](mailto:%20%20%20%20%20%20%20%20%20%20%20%20Peter.Williams@merseysidewda.gov.uk) | | | | |

**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

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| --- | --- | --- | --- | --- | --- |
| **Title** | **Treasury management and prudential indicators** | | | | |
| **File Reference** | **K03-21** | | | | |
| **Is the report likely to be private or public?** | Public | | | | |
| **Decision Maker** | **Full Authority** | | | | |
| **Key Decision Criteria** | **Financial**  **x** | **Community Impact** | **Other – please specify** |  |
| **Matter in respect of which a Key Decision is required.** | Members are required to consider the Authority’s arrangements for Treasury management and to consider and approve the prudential indictors for the year ahead. | | | | |
| **Scrutiny area** | **Finance** | | | | |
| **Date for decision** | 05/02/2021 | | | | |
| **List of Background Papers for consideration** | n/a | | | | |
| **Risk Management Implications** | If Members do not consider the Treasury Management and prudential indicators the Authority risks operating beyond its financial limits and legal powers | | | | |
| **Prior consultation** | n/a | | | | |
| **Representations** | In writing to or by email to  [peter.williams@merseysidewda.gov.uk](mailto:%20%20%20%20%20%20%20%20%20%20%20%20peter.williams@merseysidewda.gov.uk) | | | | |