



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: March 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:-

- (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. 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:

23rd April 2021
25th June 2021
24th September 2021
5th November 2021
4th February 2022
22nd April 2022

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

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

AUTHORITY MEMBERSHIP 2020/21

COUNCILLOR	Responsibilities	Address and Contact Details
<p>Tony Concepcion (Chair) (Liverpool)</p>	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • MWDA Portfolio • Forward Planning Member's Panel • Appeals Committee • Mersey Waste Holdings Ltd 	<p>24 Woodbourne Road Liverpool L14 2DA Tel: 078742 16868 Email: tony.concepcion@liverpool.gov.uk</p>
<p>Diane Roscoe (Deputy Chair) (Sefton)</p>	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Audit & Governance Committee • Investigating and Disciplinary Committee • Mersey Waste Holdings Ltd 	<p>15 Cambridge Avenue Crosby Liverpool L23 7XN Tel: 07557649055 Email: diane.roscoe@councillors.sefton.gov.uk</p>
<p>Steve Williams (Wirral)</p>	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Bidston Methane Ltd Board • Investigating and Disciplinary Committee • Appeals Committee • Audit & Governance Committee 	<p>34 Beech Avenue Saughall Massie Upton Wirral CH49 4NJ Tel: 0151 677 8848 Email: stevewilliams@wirral.gov.uk</p>

Laura Robertson-Collins (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	<p>Labour Group Office Municipal Buildings Dale Street Liverpool L2 2DH Tel: 07980 311545 Email: laura.robertson-collins@liverpool.gov.uk</p>
Tony Norbury (Wirral)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • North West Employers Organisation • Bidston Methane Ltd Board 	<p>Town Hall Brighton Street Wallasey CH44 8ED Tel: 07952 297 652 Email: tonynorbury@wirral.gov.uk</p>
Joe Hanson (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Audit & Governance Committee 	<p>c/o Labour Group Office Cunard Buildings Water Street Liverpool L3 1QB Tel: 0151 233 0420 Email: joe.hanson@liverpool.gov.uk</p>
Charlie Preston (St Helens)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Forward Planning Panel • Mersey Waste Holdings Ltd • Bidston Methane Ltd Board 	<p>61 Belvedere Road Newton-Le-Willows Merseyside WA12 0JS Tel: 01744 677323 Email: cllrcpreston@sthelens.gov.uk</p>
Hughie Malone (Knowsley)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Investigating and Disciplinary Committee • Appeals Committee • Audit & Governance Committee • Forward Planning Panel 	<p>17 Willow avenue Huyton L365UA Tel: 07384900810 Hughie.malone@knowsley.gov.uk</p>

Yvonne Sayers (Sefton)	<ul style="list-style-type: none"> • 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
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Carl Beer Chief Executive	Various delegated matters	7 th Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: carlbeer@merseysidewda.gov.uk
Peter Williams Treasurer	Various delegated matters	7 th Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: Peter.williams@merseysidewda.gov.uk
Paula Pocock Clerk to the Authority	Various delegated matters	7 th Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: paula.pocock@merseysidewda.gov.uk
Ian Stephenson Monitoring Officer	Various delegated matters	7 th Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: ian.stephenson@merseysidewda.gov.uk

CONTENTS

Item	Ref No.	Decision Date	Lead Officer
Community Fund 2021-2022	K04-21	23/04/2021	Carl Beer
Climate Action Plan	K05-21	23/04/2021	Peter Williams
Internal Audit Plan 2021-22	K06-21	23/04/2021	Peter Williams
Internal Audit Review of RCC 2021-22	K07-21	23/04/2021	Peter Williams
Annual Governance Statement	K08-21	23/04/2021	Paula Pocock

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	Community Fund 2021-2022			
File Reference	K04-21			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial Yes	Community Impact Yes	Other – please specify	Climate Emergency
Matter in respect of which a Key Decision is required.	That an update report is required at 23rd April Authority Meeting			
Scrutiny area	Financial and Behavioural Change Programme			
Date for decision	23/04/2021			
List of Background Papers for consideration	Appendix 1 – 2020-21 progress table Appendix 2 – 2021-2022 programme			
Risk Management Implications	Risk Register will be provided			
Prior consultation	Paula Pocock			
Representations	In writing to or by email to Chris O'Brien Chris.obrien@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	Climate Action Plan			
File Reference	K05-21			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	X Authority response to climate emergency
Matter in respect of which a Key Decision is required.	Members are asked to consider the Authority's progress in working to address those aspects of the climate emergency that the Authority can affect.			
Scrutiny area	Environment			
Date for decision	23/042021			
List of Background Papers for consideration	n/a			
Risk Management Implications	Members declared a climate emergency; the paper allows them to understand the extent to which MRWA by its actions can contribute to mitigating some of the effects of its actions.			
Prior consultation	n/a			
Representations	In writing to or by email to peter.williams@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	Internal Audit plan 2021-22			
File Reference	K06-21			
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 asked to consider and approve the audit plan proposed by Internal Audit for the year 2021-22			
Scrutiny area	Finance			
Date for decision	23/04/2021			
List of Background Papers for consideration	n/a			
Risk Management Implications	Members understanding of the risks at the Authority and the mitigations in place together with the proposed review by internal audit will ensure they have a better understanding of the control environment at the Authority			
Prior consultation	n/a			
Representations	In writing to or by email to peter.williams@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	Internal Audit review of RRC 2020-21			
File Reference	K07-21			
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 asked to note the content of the internal audit report			
Scrutiny area	Finance			
Date for decision	23/04/2021			
List of Background Papers for consideration	N/A			
Risk Management Implications	Members awareness and understanding of the risks faced at the Authority and mitigations in place are key to their role as those charged with governance.			
Prior consultation	n/a			
Representations	In writing to or by email to peter.williams@merseysidewda.gov.uk			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	Annual Governance Statement			
File Reference	K08-21			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	Governance
Matter in respect of which a Key Decision is required.	To consider the annual review of the Authority's governance arrangements and approve the Annual Governance Statement.			
Scrutiny area	Governance			
Date for decision	23/04/2021			
List of Background Papers for consideration	Annual Governance Statement			
Risk Management Implications	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.			
Prior consultation	Primary Assurance Group			
Representations	In writing to or by email to paula.pocock@merseysidewda.gov.uk			

