



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: June 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:

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>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>
<p>Joe Walsh (Wirral)</p>		<p>c/o Wallasey Town Hall Brighton Street Wallasey CH44 8ED Email: joewalsh@wirral.gov.uk</p>
<p>Laura Robertson- Collins (Liverpool)</p>	<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>
<p>Harry Bell (Knowsley)</p>		<p>2 Lyelake Close Southdene Kirkby Knowsley L32 8SY Tel: 07384 455427 Email: harry.bell@knowsley.gov.uk</p>

<p>Joe Hanson (Liverpool)</p>	<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>
<p>Anthony Johnson (St Helens)</p>		<p>26 Federick Street Bold St Helens WA9 3HP Tel: 07874884683 Email: cllrajohnson@sthelens.gov.uk</p>
<p>Catie Page (Liverpool)</p>		<p>96 Gores Lane Formby Liverpool L37 7DF Tel: 07861 724391 Email: catie.page@sefton.gov.uk</p>
<p>Yvonne Sayers (Sefton)</p>	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Forward Planning Panel • Appeals Committee 	<p>9 Aisthorpe Grove Maghull Merseyside L31 5PN Tel: 07570 792 489 Email: yvonne.sayers@councillors.sefton.gov.uk</p>

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

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Item	Ref No.	Decision Date	Lead Officer
Appointment of Committees	K09-21	25/06/2021	Paula Pocock
Questions on the discharge of functions	K10-21	25/06/2021	Paula Pocock
Constitution update and governance matters	K11-21	25/06/2021	Paula Pocock
Service delivery plan	K12-21	25/06/2021	Peter Williams
Internal Audit report	K13-21	25/06/2021	Peter Williams
Bidston Methane	K14-21	25/06/2021	Peter Williams
Outturn report	K15-21	25/06/2021	Peter Williams
Levy mechanism	K16-21	25/06/2021	Peter Williams
Alignment to sustainable development goals	K17-21	25/06/2021	Carl Beer

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KEY DECISION SHEET

Title	Appointments of Committees and Representation on other Bodies.			
File Reference	K09-21			
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.	The Authority's constitution and changes to its membership following District Council AGM's require a review committees and representation on other bodies.			
Scrutiny area	Governance			
Date for decision	25 th June 2021			
List of Background Papers for consideration	None			
Risk Management Implications	It is good corporate governance to effectively delegate responsibility to committees and to identify appropriate levels of representation on other bodies			
Prior consultation				
Representations	In writing to or by email to paula.pocock@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	Questions on the Discharge of Functions			
File Reference	K10-21			
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.	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.			
Scrutiny area	Governance			
Date for decision	25 th June 2021			
List of Background Papers for consideration	None			
Risk Management Implications	Risk of inconsistencies unless a single Member from each District Council is identified to answer questions regarding the Authority's activities.			
Prior consultation				
Representations	In writing to or by email to paula.pocock@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	Constitution update and governance matters			
File Reference	K11-21			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	
Matter in respect of which a Key Decision is required.	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			
Scrutiny area	Governance			
Date for decision	25 th June 2021			
List of Background Papers for consideration	None			
Risk Management Implications	Failure to adopt the Scheme of Delegation is a breach of the Authority Procedural Rules			
Prior consultation				
Representations	In writing to or by email to paula.pocock@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	Service Delivery Plan 2021-22			
File Reference	K12-21			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	performan ce
Matter in respect of which a Key Decision is required.	Members are asked to not progress in delivering objectives for 2020-21 and agree objectives for 2021-22			
Scrutiny area	Whole Authority			
Date for decision	25 June 2021			
List of Background Papers for consideration	n/a			
Risk Management Implications	Embers need to understand whether the objectives agreed for the previous year have been met and to establish service objectives for the next 12 months.			
Prior consultation	n/a			
Representations	In writing to or by email to peter.williams@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	Internal audit reports			
File Reference	K13-21			
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 outcome of an audit report and to review progress in implementing recommendations from past reports			
Scrutiny area	Finance			
Date for decision	25 June 2021			
List of Background Papers for consideration	n/a			
Risk Management Implications	Members need to have an overview of the control environment at the Authority and whether recommendations for improvements are implemented fully			
Prior consultation	n/a			
Representations	In writing to or by email to peter.williams@merseysidewda.gov.uk			

KEY DECISION SHEET

Title	The Bidston Methane Joint Venture			
File Reference	K14-21			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial ✓	Community Impact	Other – please specify	
Matter in respect of which a Key Decision is required.	Agreement to terminate the Authority and Infnis joint venture (Bidston Methane)			
Scrutiny area	Whole Authority			
Date for decision	Meeting date 25 th June 2021			
List of Background Papers for consideration	NA			
Risk Management Implications	The continuation of Bidston Methane joint venture will increase the financial cost to the Authority			
Prior consultation	NA			
Representations	In writing to or by email to peter.williams@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	MWDA outturn report 2020-21			
File Reference	K15-21			
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 financial outturn, to approve the repayment of surplus Covid support and the note the Prudential Indicators			
Scrutiny area	Finance			
Date for decision	25 June 2021			
List of Background Papers for consideration	n/a			
Risk Management Implications	Members are asked to note the financial position of the Authority and the risks it faces in carrying a reasonable level of balances			
Prior consultation	n/a			
Representations	In writing to or by email to peter.williams@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	Levy mechanism			
File Reference	K16-21			
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 for their views on the Levy mechanism and to seek views from their host District Councils			
Scrutiny area	Whole Authority			
Date for decision	25 June 2021			
List of Background Papers for consideration	n/a			
Risk Management Implications	The risk is for constituent districts as MWDA cannot take a decision to change the Levy mechanism			
Prior consultation	n/a			
Representations	In writing to or by email to peter.williams@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	Alignment to Sustainable Development Goals (SDG's)			
File Reference	K17-21			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact Yes	Other – please specify	
Matter in respect of which a Key Decision is required.	Alignment of MRWA activity and outcomes to SDG's.			
Scrutiny area	Whole Authority			
Date for decision	25 th June 2021			
List of Background Papers for consideration	N/A			
Risk Management Implications	The Authority has indicated in the Corporate Plan that it will identify how its activities can be aligned with the UN SDGs, this report identifies for Members the key areas where alignment may be achieved initially and starts to establish the way to ensure further alignment going forward.			
Prior consultation	N/A			
Representations	In writing to or by email to Carl.Beer@merseysidewda.gov.uk			