



MERSEYSIDE WASTE DISPOSAL AUTHORITY

MERSEYSIDE WASTE DISPOSAL AUTHORITY PUBLICATION SCHEME

Date: 23rd JUNE 2021

1. RESPONSIBLE OFFICER AND CONTACT INFORMATION: This is the MERSEYSIDE WASTE DISPOSAL AUTHORITY Publication Scheme that covers the Authority's operation in the Liverpool City Region area. The full title and address is: Merseyside Recycling and Waste Authority, 7th Floor, No. 1 Mann Island, Liverpool, L3 1BP, Telephone: 0151 255 1444 Email: enquiries@merseysidewda.gov.uk Web: www.merseysidewda.gov.uk

**Merseyside Recycling and Waste Authority is the public facing name for Merseyside Waste Disposal Authority, which is a statutory Joint Waste Disposal Authority under the Local Government Act 1985.*

2. THE SENIOR OFFICER is: Carl Beer, Merseyside Recycling and Waste Authority Chief Executive. enquiries@merseysidewda.gov.uk Tel: 0152 255 1444

3. THE DATA PROTECTION OFFICER is: Colette Gill, Merseyside Recycling and Waste Authority Head of Communications Colette.gill@merseysidewda.gov.uk Tel: 0151 255 2527

4. THE PUBLICATION SCHEME: The Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIRs) is that public authorities should be clear and proactive about the information they will make public. To do this they must produce a Publication Scheme, setting out:

- The classes of information that they publish or intend to publish
- The way the information will be published; and
- Whether the information is available free of charge or on payment.

The Authority's Publication Scheme consists of information already published and held by the Authority, or to be published in the future. Information is either available for the public on the Authority's website (or in other places in the public domain) to download or available on request.

Information within the Publication Scheme will be available either free, or at a charge – the Authority will explain which is free or which will be provided at a charge. Some information that the Authority holds may not be made public, for example, information that may be commercially confidential, about national security or court records.

Personal information and data is retained by the Authority to deliver certain services as part of its public remit. This information can be accessed in accordance with the Data Protection Act and the Authority's Corporate Privacy Notice (see [Microsoft Word - MWDA CORPORATE PRIVACY NOTICE 2018 FINAL \(merseysidewda.gov.uk\)](#))

5. CLASSES OF INFORMATION PUBLISHED BY THE AUTHORITY: The 'classes' of information currently published are:

- CLASS ONE: Who we are and what we do
- CLASS TWO: Expenditure
- CLASS THREE: Priorities and plans
- CLASS FOUR: Decision making
- CLASS FIVE: Policies and procedures
- CLASS SIX: Lists and registers

CLASS SEVEN: Services and facilities DATASETS: Data and transparency		
CLASS ONE: WHO WE ARE AND WHAT WE DO	Available in public domain	Available on request
a. CURRENT MEMBERSHIP OF THE AUTHORITY 2021/2022	MRWA website	
b. SENIOR STAFF STRUCTURE OF THE AUTHORITY	MRWA website	
c. RESPONSIBILITIES OF THE AUTHORITY	MRWA website	
d. GEOGRAPHICAL AREAS OF OPERATION	MRWA website	
e. RELATIONSHIP WITH OTHER AUTHORITIES:	MRWA website	
CLASS TWO: EXPENDITURE	Available in public domain	Available on request
a. REVENUE AND CAPITAL EXPENDITURE PLANS	MRWA website	
b. INFORMATION ON WASTE LEVY	MRWA website	
c. ANNUAL STATEMENT OF ACCOUNTS	MRWA website	On request: Previous Statements of Accounts information has been archived please email: enquiries@merseysidewda.gov.uk
d. FINANCIAL AUDIT REPORTS AND LETTERS	MRWA website	
e. SENIOR STAFF PAY AND GRADING STRUCTURE	MRWA website	
f. MEMBERS ALLOWANCES POLICY	MRWA website	
g. PROCUREMENT PROCEDURES - FINANCIAL INSTRUCTIONS	MRWA website	
h. LIST OF CONTRACTS AND VALUE	MRWA website	On request: Previous List of Contracts information has been archived please email: enquiries@merseysidewda.gov.uk
i. INTERNAL FINANCIAL REGULATIONS AND DELEGATED AUTHORITY		On request: Please email: enquiries@merseysidewda.gov.uk
j. CONTRACT PROCEDURAL RULES	MRWA website	
CLASS THREE: PRIORITIES AND PLANS	Available in public domain	Available on request
a. STRATEGIC/CORPORATE PLAN, AIMS AND OBJECTIVES	MRWA website	
b. SERVICE PLAN	MRWA website	
c. FORWARD PLAN	MRWA website	
d. REPORTS BY EXTERNAL INSPECTORS AND AUDIT	MRWA website	
e. JOINT STRATEGIES	MRWA website	
f. INTERNAL AUDIT REPORTS	MRWA website	
CLASS FOUR: DECISION MAKING	Available in public domain	Available on request
a. SCHEDULE OF MEETINGS OPEN TO THE PUBLIC	MRWA website	On request: Previous Schedules have been archived please email:

		enquiries@merseysidewda.gov.uk
b. AGENDAS AND APPROVED MINUTES OF THE AUTHORITY	MRWA website	On request: Previous Agendas and approved minutes have been archived please email: enquiries@merseysidewda.gov.uk
c. BACKGROUND PAPERS FOR MEETINGS OPEN TO THE PUBLIC	MRWA website	On request: Previous Background papers for Meetings have been archived please email: enquiries@merseysidewda.gov.uk
d. PUBLIC QUESTIONS TO THE AUTHORITY		On request: Please email: enquiries@merseysidewda.gov.uk
e. PUBLIC CONSULTATIONS	MRWA website	On request: Previous public consultation information has been archived please email: enquiries@merseysidewda.gov.uk
CLASS FIVE: POLICIES AND PROCEDURES:	Available in public domain	Available on request
a. CODE OF CONDUCT FOR OFFICERS	MRWA website	
b. PROCEDURAL RULES	MRWA website	
c. MEMBERS OFFICER PROTOCOLS	MRWA website	
d. AUTHORITY POLICY STATEMENTS		On request: Please email: enquiries@merseysidewda.gov.uk
e. AUTHORITY POLICIES		On request: Please email: enquiries@merseysidewda.gov.uk
f. AUTHORITY PROCEDURES		On request: Please email: enquiries@merseysidewda.gov.uk
g. COMMENTS AND COMPLAINTS PROCEDURE		On request: Please email: enquiries@merseysidewda.gov.uk
h. PUBLICATIONS SCHEME	MRWA website	
CLASS SIX: LISTS AND REGISTERS	Available in public domain	Available on request
a. ASSET REGISTER	MRWA website	
b. LANDFILL SEARCH DATABASE		On request: Please email: enquiries@merseysidewda.gov.uk
c. STATISTICAL INFORMATION		On request: Please email: enquiries@merseysidewda.gov.uk
d. MONITORING INFORMATION – FACILITIES		On request: Please email: enquiries@merseysidewda.gov.uk
e. MONITORING INFORMATION – CLOSED LANDFILL		On request: Please email: enquiries@merseysidewda.gov.uk
f. REGULATORY RESPONSIBILITIES AND	MRWA website	

PROCEDURES		
CLASS SEVEN: SERVICES AND FACILITIES	Available in public domain	Available on request
a. PRIVATE SECTOR PARTNERS AND CONTRACTS	MRWA website	
b. HOUSEHOLD WASTE RECYCLING CENTRES	MRWA website	
c. OTHER FACILITIES	MRWA website	
d. EDUCATION PROVISION	MRWA website	
e. MRWA PUBLICATIONS	MRWA website	
f. MEDIA RELEASES	MRWA website	
g. ARCHIVE NEWS	MRWA website	
CLASS EIGHT : DATA AND TRANSPARENCY	Available in public domain	Available on request
a. EXPENDITURE EXCEEDING £500	MRWA website	On request: Previous Expenditure information has been archived please email: enquiries@merseysidewda.gov.uk
b. CREDIT CARD TRANSACTIONS	MRWA website	On request: Previous Credit card transactions information has been archived please email: enquiries@merseysidewda.gov.uk
c. GRANTS	MRWA website	On request: Previous Credit card transactions information has been archived please email: enquiries@merseysidewda.gov.uk
d. INVITATION TO TENDER FOR CONTRACTS TO PROVIDE GOODS AND SERVICES THAT EXCEED £5000	MRWA website	On request: Previous Contracts information has been archived please email: enquiries@merseysidewda.gov.uk
e. LOCAL AUTHORITY LAND AND ASSETS	MRWA website	On request: Previous Land and assets information has been archived please email: enquiries@merseysidewda.gov.uk
f. ORGANISATION CHART	MRWA website	
g. TRADE UNION FACILITY TIME	MRWA website	
h. SENIOR SALARIES	MRWA website	
i. CONSTITUTION	MRWA website	
j. PAY MULTIPLE	MRWA website	

REQUESTING INFORMATION

1. The Freedom of Information Act (FOIA) and the Environmental Information Regulations (EIRs)

- a. Anyone can request information which is not already published or exempt under the FOIA or EIRs from the Authority for information and if requested in a particular format, we will try to meet your request.

b. You will be able to ask for assistance if you have any difficulty in formulating or making an application by contacting the Authority directly. We will help you as much as possible, but we are not required to look for the information you request unless we have:

- A clear and understandable request with enough detail to locate the information
- Your name, and either postal or email address so we can respond to your request
- The form in which you want the information supplied to you. This will ensure that your application is dealt with as quickly as possible
- You should give as much detail as you can, to assist us, in locating the information requested.

FREEDOM OF INFORMATION ACT (FOIA) REQUESTS	ENVIRONMENTAL INFORMATION REGULATIONS (EIRS) REQUESTS	ACTION BY THE AUTHORITY
VERBAL REQUESTS		
Freedom of Information requests CANNOT be made verbally or in person to the Authority.	Verbally to the Authority via phone or in person: Tel: 0151 255 1444 or by calling at 7 th Floor, No. 1 Mann Island Liverpool, L3 1BP	<ul style="list-style-type: none"> • Action by the Authority: The Authority will record the request in accordance with EIRs and acknowledge in writing or via email.
MAKING A REQUEST IN WRITING		
In writing to the Authority: By writing to the Authority at: 7 th Floor, No. 1 Mann Island, Liverpool, L3 1BP. Please mark request: Request for Information in relation to FOIA	In writing to the Authority: By writing to the Authority at: 7 th Floor, No. 1 Mann Island, Liverpool, L3 1BP. Please mark request: Request for Information in relation to EIRs	<ul style="list-style-type: none"> • Action by the Authority: The Authority will accurately record the details of the request in accordance with its response system for FOIA and EIRs and acknowledge the request in writing or via email.
MAKING A REQUEST VIA EMAIL		
Email the Authority: By emailing the Authority at: enquiries@merseysidewda.gov.uk Please mark request: Request for Information in relation to FOIA	Email the Authority: By emailing the Authority at: enquiries@merseysidewda.gov.uk Please mark request: Request for Information in relation to EIRs	Action by the Authority: The Authority will accurately record the details of the request in accordance with its response system for FOIA and EIRs and acknowledge the request in writing or via email.
MAKING A REQUEST VIA SOCIAL MEDIA		
By social media to the Authority (Twitter and/or Facebook): A request received through Twitter or Facebook will be valid if it is: <ul style="list-style-type: none"> • A clear request with detail to locate the information. • Your name and address so we can respond to your request 	By social media to the Authority (Twitter and/or Facebook): A request received through Twitter or Facebook will be valid if it is: <ul style="list-style-type: none"> • A clear request with detail to locate the information. • Your name and address so we can respond to your request. 	Action by the Authority: Will record the details of the request and acknowledge the request <ul style="list-style-type: none"> • If the request is public (i.e. published on a website) as opposed to sending a private

<ul style="list-style-type: none"> • The format in which you want the information supplied. • Where the requester’s username is an obvious pseudonym, or includes a part of their full real name, then the request will only be valid if their full real name is visible on their user profile. 	<ul style="list-style-type: none"> • The format in which you want the information supplied. • Where the requester’s username is an obvious pseudonym or includes a part of their full real name then the request will only be valid if the full real name is visible on their user profile. 	<p>message, the Authority will consider it reasonable to publish its response on the site.</p> <ul style="list-style-type: none"> • If the Authority has a reason to believe that it would be inappropriate to publish the information online, then it may respond via a private message to the request.
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MAKING A REQUEST VIA OTHER WEBSITES

<p>FOI REQUESTS: Through the ‘What Do they Know’* website</p> <p>Requests made through the <i>whatdotheyknow.com</i> website (or a similar site) will be valid, provided the requester supplies their full real name and describes the information concerned. Please mark request: Request for Information in relation to FOIA</p>	<p>EIR REQUESTS: Through the ‘What Do they Know’* website</p> <p>Requests made through the <i>whatdotheyknow.com</i> website (or a similar site) will be valid, provided the requester supplies their full real name and describes the information concerned. Please mark request: Request for Information in relation to EIRs</p>	<p>Action by the Authority: The Authority will record the details of the request and acknowledge the request in writing via the ‘What Do They Know’ website.</p>
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*NOTE: The ‘What Do They Know’ website is an additional portal for members of the public to submit FOI and EIR request to the Authority.

- WhatDoTheyKnow is a site by mySociety and is designed to help people in the United Kingdom make Freedom of Information requests. It publishes both the requests and the authorities’ responses online, with the aim of making information available to all, and of removing the need for multiple people to make the same requests. The site acts as a permanent public database archive of FOI requests made through it.”
- mySociety www.mysociety.org “ was established in 2003, mySociety is a not for profit group pioneering the use of online technologies to empower citizens to take their first steps towards greater civic participation. We help people be active citizens with technology, research and data that individuals, journalists, and civil society can use, openly and for free.”

TIMESCALES

<p>RESPONDING TO FOIA AND EIRs REQUESTS</p> <ol style="list-style-type: none"> i. ACKNOWLEDGEMENT: Acknowledgement of the initial request within 5 working days. ii. RESPONSE: Response usually provided by the 20th working day after date of receipt. iii. PUBLIC INTEREST TEST (FOIA): A request for an extension to consider the public interest test. This must not be more than an additional 20 working days. iv. PUBLIC INTEREST TEST (EIRs): No provision to extend the time for the public interest test. v. CLARIFICATION OF REQUEST: If the authority needs further details to identify or locate the information, the 20 working days will commence the day after it receives the required clarification from vi. EXTENSION OF THE 20 WORKING DAYS (FOIA): There is no direct provision in the FOIA for an extension of the response time even if the request is large and voluminous vii. EXTENSION OF THE 20 WORKING DAYS (EIRs): Response time may be extended to 40 days. The Authority must write to notify the applicant of the time extension within the first 20 days. viii. PAYMENT OF FEES: There is an obligation to notify the applicant, advise them of the required fee and

- ix. inform them of charges no later than 20 working days after the date of receipt of the request.
- TRANSEFRRING A REQUEST:** There will be occasions when the Authority is not able to comply with a request (or to comply with it in full) because it does not hold the information requested but thinks that another public authority does.

The Authority will respond to the applicant to inform them that the requested information is not held and that it may be held by another public authority. The Authority will provide the contact details for the public authority they believe holds the requested information. If the Authority asks a different public authority to deal with the request by transferring it to them, it must have the applicant's agreement.

This is because public authorities have a duty to respond to a requester and confirm whether or not they hold information in scope of the request as set out above. The transferring authority must inform the requester that the information is not held within the 20-working day limit. The 20-working day clock starts for the receiving authority the day after it receives the request.

CHARGING FOR INFORMATION

- a. Fees may be applied to some information requests and these are detailed in the following table.
- b. There are no fees for Data Protection requests.
- c. Requesters will be sent a 'fees notice' to be paid within 3 months of the request – the requester will not receive information until they have paid the costs in the notice.
- d. The Authority will inform the requester if the fee limit will be exceeded and try to let you know what can be provided within the limit. The Authority has under a duty to advise and assist.
- e. To protect the Authority, there are rules which govern multiple applications for information which are clearly trying to avoid the financial limits set by the government.

Freedom of Information (FOI) Costs and Fees	Environmental Information Regulations (EIR) Costs and Fees
<p>Fees for the FOI requests reflect that there should be no financial barrier to people in exercising their rights under the legislation, and that there is a clear expectation there will be no charges for most requests. The main points are:</p> <ul style="list-style-type: none"> • A request can be refused only if the cost for searching and collation exceeds £450. The figure of £450 equates to £25.00 per hour of staff time. • In calculating if the request would exceed the £450 limit, the following costs are considered: <ul style="list-style-type: none"> ➤ Determining whether the information is held, ➤ Locating and retrieving it ➤ Extracting the information ➤ The Authority cannot consider the costs of applying exemptions or redactions. • If the request cost's less than £450, and there is no exemption the Authority will answer the request. 	<p>The EIRS allows the Authority to make a charge for environmental information providing it is reasonable. Unlike Freedom of Information there is no upper limit.</p> <ul style="list-style-type: none"> • In practice the Authority will not charge for requests under EIR that take less than 18 hours to research and collate. • For requests over 18 hours the Authority will contact the requester to discuss options which may include requesting a fee or working to revise the request. • As for FOI, the Authority reserves the right to charge for costs e.g. postage, photocopying, printing etc. • These costs will be calculated by the Authority based on current rates and the requester informed before being progressed.

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| <ul style="list-style-type: none">• The only charges that will be made will be for any postage, printing, and photocopying.• These costs will be calculated by the Authority based on current rates and the requester informed before being progressed. | |
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