



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: November 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:

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>	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Bidston Methane Ltd Board 	<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 • North West Local Authorities Employers Organisation 	<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>	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Mersey Waste Holdings Ltd Board • Forward Planning Members Panel • Appeals Committee • Audit & Governance Committee • Investigating & Disciplinary Committee 	<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>	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Mersey Waste Holdings Ltd Board • Forward Planning Members Panel • Bidston Methane Ltd Board 	<p>26 Federick Street Bold St Helens WA9 3HP Tel: 07874884683 Email: cllrajohnson@sthelens.gov.uk</p>
<p>Catie Page (Sefton) (Deputy Chair)</p>	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Audit & Governance Committee • Investigating & Disciplinary Committee 	<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
Pensions	K23-21	26/11/2021	Jane Nolan
External Audit Appointment Arrangements	K24-21	26/11/2021	Peter Williams
External Audit Reports	K25-21	26/11/2021	Peter Williams
Proposed Corporate Plan	K26-21	26/11/2021	Peter Williams
Waste Development Fund	K27-21	26/11/2021	Peter Williams
External Auditors Report	K28-21	26/11/2021	Peter Williams
MRWA Response to The External Auditors Report	K29-21	26/11/2021	Peter Williams

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KEY DECISION SHEET

Title	LGPS Pensions Discretions			
File Reference	K23-21			
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.	To update the Authority's Policy Statement in relation to the discretionary provisions within the Local Government Pension Scheme, which give employers discretions on how the scheme is to be applied in respect of their employees			
Scrutiny area	Corporate Governance			
Date for decision	26 th November 2021			
List of Background Papers for consideration	Compulsory and No-non compulsory discretions including extract taken from the Statutory Instrument regarding each discretion			
Risk Management Implications	Failure to update the Policy Statement may leave the Authority open to legal challenge from employees on the clarity of application of discretions on how the scheme is applied			
Prior consultation	Merseyside Pension Fund			
Representations	In writing to or by email to jane.nolan@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	External audit appointment arrangements			
File Reference	K24-21			
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.	The Authority is invited to take part in the Public Sector Audit Appointments next round of audit appointments, Members are asked if they wish to accept the invitation.			
Scrutiny area	Finance			
Date for decision	26/11/21			
List of Background Papers for consideration	N/A			
Risk Management Implications	If the invitation is not accepted the Authority will have to appoint an independent audit panel at some cost and may not secure a value for money audit appointment.			
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	K25-21			
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 reports.			
Scrutiny area	Finance			
Date for decision	26/11/21			
List of Background Papers for consideration	N/A			
Risk Management Implications	Members need to have a good understanding of whether the controls on key systems are effective as assessed by internal audit.			
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	Proposed corporate plan			
File Reference	K26-21			
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 proposed Corporate plan for 2022-23			
Scrutiny area	Finance			
Date for decision	26/11/21			
List of Background Papers for consideration	N/A			
Risk Management Implications	If the Corporate Plan is not approved the Authority may not fulfil its functions effectively			
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	Waste Development Fund			
File Reference	K27-21			
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 update from constituent Councils on their utilisation of their share of the Waste Development Fund			
Scrutiny area	Finance			
Date for decision	26/11/21			
List of Background Papers for consideration	N/A			
Risk Management Implications	Members need to be assured that the Waste Development Fund is spent upon waste related matters.			
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	External auditors report			
File Reference	K28-21			
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 accept the recommendations made by the external auditor			
Scrutiny area	Finance			
Date for decision	26/11/21			
List of Background Papers for consideration	N/A			
Risk Management Implications	If the recommendations are not accepted the auditor may consider use of stronger statutory powers			
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	MRWA response to the external auditors report			
File Reference	K29-21			
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 approve the authority's response to the auditors recommendations			
Scrutiny area	Finance			
Date for decision	26/11/21			
List of Background Papers for consideration	N/A			
Risk Management Implications	If the authority does not approve the responses the auditor may consider use of further statutory powers			
Prior consultation	n/a			
Representations	In writing to or by email to peter.williams@merseysidewda.gov.uk			