



Schedule of Progress towards the Implementation of Agreed Action Plans

	Recommendation	Responsible Officer	Action	Status
1.	Financial Year – 2019/20			
1.1	Trade Waste Disposal – Published February 2020			
	MRWA should seek to clarify with Liverpool City Council their arrangements for the disposal of trade waste in line with the EPA 1990 duties.	Assistant Director – Operations	As per the recommendation. 30 April 2020	Email received from LCC (Chris Lomas) in July – stating Liverpool CC doesn't operate a commercial waste service or have commercial waste collected on their behalf.
2.	Financial Year – 2021/22			
2.1	Veolia Waste Contract – Published September 2021			
	No recommendations			
2.2	Levy Calculation – Published September 2021			

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	<p>Checks of calculations completed by the Director of Finance should be documented. These should include checks of:</p> <ul style="list-style-type: none"> a) Tonnage based costs; b) Recycling credits costs; c) Population figures obtained from the City Population Website; d) 3 way cost allocations; e) Population costs that cannot be directly attributable to an individual District's tonnages; and f) Abatement. 	Director of Finance	<p>A schedule of confirmation checks will be prepared for each of the key calculations. These will be confirmed as signed off by the Business Support Manager and then confirmed as checked and signed off by the Director of Finance.</p> <p>31 October 2021</p>	Actioned from 22/23 budget and levy
	The error with regard to the Abatement calculation and apportionment of the levy to the district councils should be corrected at the earliest opportunity.	Business Support Officer	<p>The very small error has been identified and will be adjusted in the next Levy exercise – the amount involved was very small and the impact was negligible.</p> <p>28 February 2022</p>	This was corrected and the Levy adjusted in the 22-23 Levy

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	Evidence should be retained on file to demonstrate that the population figures obtained from the City Population website and used to calculate population-based costs not directly attributable to an individual district's tonnages.	Business Support Officer	A screen grab will be taken so that the evidence of the population figures used can be retained. The population figures are routinely checked vs those used by Merseytravel for similar purposes. 28 February 2022	Actioned from 22/23 budget
2.3	Additional Covid-19 Expenditure – Published October 2021			
	No recommendations			
2.4	Health & Safety System – Published October 2021			

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	<p>i. The Health & Safety Policy Statement should be subject to review and sign-off by the Chief Executive at the earliest opportunity and annually thereafter.</p> <p>ii. The annual Management Review meeting should be convened, as planned, in January each year.</p>	Estates Manager	<p>As per recommendation.</p> <p>31 January 2022</p>	<p>i) Closed. EMT approved. Policy dispatched to Carl Beer for signing and dating 10/12/21.</p> <p>Signed copy circulated to all staff 14/12/21</p> <p>ii) Ongoing. Telecall with PW 18/02/22. Due to conflicting workload pressure have been unable to prepare the January report. PW advised to reschedule for April to tie in with the municipal year.</p> <p>Annual report submitted to EMT on 13/04/22 along with Exec summary and H&S Policy for review.</p> <p>Waiting for feedback on would EMT like to proceed:</p> <ul style="list-style-type: none"> • Full management review meeting or • EMT only with documents shared following on, or <p>Simply circulate to all staff if EMT are happy with the content. (I'm happy to engage with managers on any queries etc.)</p>

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	The HSMS be refreshed to reflect the impact of the introduction of the Agile Working Policy.	Estates Manager	As per recommendation. 31 March 2022	Closed HSMS reviewed and an Agile Working RA signed off by EMT 09/03/22
	The Review Template in support of verifying compliance with health & safety legislation should be fully completed for future reviews.	Estates Manager	The recommendation has been adopted as the Review Template is now being fully completed during the ongoing review process.	Closed. Template has been fully completed and continues on a permanently ongoing basis as legislation review take place
	<p>i. The Audit Findings Log should be updated, kept up to date and evidenced as subject to regular review by the Director of Finance, in accordance with procedure</p> <p>ii. The Internal Audit Programme should be completed to schedule.</p>	Estates Manager	As per recommendation. The Audit Findings Log will be updated by 31 December, and the Programme will be completed by 31 March 2022. Both will then be maintained thereafter. 31 March 2022	Closed i) Revised schedule of audits prepared, and audits for Dec 21 distributed. Findings log updated and reviewed by Director of Finance. ii) Programme of audits was completed by 31st March 2022

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	Employees should be reminded that matters of concern can be reported anonymously / confidentially.	Estates Manager	As per recommendation. 31 December 2021	Closed The reporting system requires internal IT input to introduce an Anonymous. In the interim title of Permit 1 and Permit 2 can be used to report anonymously. Note circulated to MWDA staff 19/11/21
2.5	Resource Recovery Contract – Published April 2022			
	No recommendations			
2.6	Veolia Waste Contract – Published May 2022			
	No recommendations			

Procurement not included as not yet published