



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: June 2023

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 June 2023
22nd September 2023
24th November 2023
02nd February 2024
19th April 2024

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 2022/23

COUNCILLOR	Responsibilities	Address and Contact Details
Tony Concepcion (Chair) (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • MWDA Portfolio • Forward Planning Member's Panel • Appeals Committee • Mersey Waste Holdings Ltd 	24 Woodbourne Road Liverpool L14 2DA Tel: 07577280824 Email: tony.concepcion@liverpool.gov.uk
Steve Williams (Wirral)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Bidston Methane Ltd Board • Investigating and Disciplinary Committee • Appeals Committee • Audit & Governance Committee 	34 Beech Avenue Saughall Massie Upton Wirral CH49 4NJ Tel: 0151 677 8848/07974 717 666 Email: steve.williams@wirral.gov.uk
Paul Martin (Wirral)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	Email: PaulMartin1@Wirral.gov.uk
Laura Robertson-Collins (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • North West Local Authorities Employers Organisation 	Labour Group Office Municipal Buildings Dale Street Liverpool L2 2DH Tel: 07980 311545 Email: laura.robertson-collins@liverpool.gov.uk
Harry Bell (Knowsley)	<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 	2 Lyelake Close Southdene Kirkby Knowsley L32 8SY Tel: 07384 455427 Email: harry.bell@knowsley.gov.uk

Kris Brown (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	Liverpool Liberal Democrats 509 Smithdown road Liverpool L15 5AE Tel: 01 603 208 353 Email: Kris.Brown@liverlibdems.org.uk
Bisi Osundeko (St Helens)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	44 Telford Drive, Sutton, St Helens WA9 3GR Tel: 07895 330 601 Email: CLlrbosundeko@stHelens.gov.uk
Catie Page (Sefton)) (Deputy Chair)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation • Audit & Governance Committee • Investigating & Disciplinary Committee 	96 Gores Lane Formby Liverpool L37 7DF Tel: 07861 724391 Email: catie.page@sefton.gov.uk
Natasha Carlin (Sefton)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	Flat 2 30 Merseyside Road Crosby Liverpool L23 3AG Tel: 077 189 078 39 Email: Natasha.Carlin@Sefton.Gov.uk

Lesley Worswick Chief Executive	Various delegated matters	7 th Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: Lesley.worswick@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

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Item	Ref No.	Decision Date	Lead Officer
Constitution and Governance Update	K12-23	23 rd June	Ian Stephenson
Appointments of Committees and Representation on other Bodies	K13-23	23 rd June	Paula Pocock
Questions on the Discharge of Functions	K14-23	23 rd June	Paula Pocock
MRWA Outturn report 2022-23	K15-23	23 rd June	Peter Williams
Internal audit plan	K16-23	23 rd June	Peter Williams
Internal audit reports	K17-23	23 rd June	Peter Williams
Update on Audit Recommendations	K18-23	23 rd June	Peter Williams

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KEY DECISION SHEET

Title	Constitution and Governance Update			
File Reference	K12-23			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	X
Matter in respect of which a Key Decision is required.	The report recommends Members approve to adopt the Scheme of Delegation for the 23/24 year.			
Scrutiny area	Whole Authority (Constitution)			
Date for decision	23 rd June 2023 (Authority AGM)			
List of Background Papers for consideration	None			
Risk Management Implications	Failure to adopt the Scheme of Delegation would be non-compliant with the current Constitution.			
Prior consultation	None			
Representations	In writing to or by email to ian.stephenson@merseysidewda.gov.uk			

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MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	Appointments of Committees and Representation on other Bodies.			
File Reference	K13-23			
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	23 rd June 2023			
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

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	Questions on the Discharge of Functions			
File Reference	K14-23			
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	23 rd June 2023			
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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MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	Update on Audit Recommendations			
File Reference				
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 progress being made			
Scrutiny area	Finance			
Date for decision	23 June 2023			
List of Background Papers for consideration	N/A			
Risk Management Implications	Members need to understand the financial reporting arrangements 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 reports			
File Reference				
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 reports of the auditor			
Scrutiny area	Finance			
Date for decision	23 June 2023			
List of Background Papers for consideration	N/A			
Risk Management Implications	Members need to have an understanding of the relative strength of the Authority's control environment			
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			
File Reference				
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 internal audit plan			
Scrutiny area	Finance			
Date for decision	23 June 2023			
List of Background Papers for consideration	N/A			
Risk Management Implications	Members should agree the internal audit plan to ensure key risk areas are reviewed appropriately			
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	MRWA Outturn report 2022-23			
File Reference				
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 outturn for the year			
Scrutiny area	Finance			
Date for decision	23 June 2023			
List of Background Papers for consideration	N/A			
Risk Management Implications	Members should understand and note the Authority's financial position so that they understand the strengths and weaknesses of the Authority's finances			
Prior consultation	n/a			
Representations	In writing to or by email to peter.williams@merseysidewda.gov.uk			

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