



MERSEYSIDE WASTE DISPOSAL AUTHORITY

## **FORWARD PLAN**

**Publication Date: November 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](http://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:

24<sup>th</sup> November 2023  
02<sup>nd</sup> February 2024  
19<sup>th</sup> 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](http://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](mailto:enquiries@merseysidewda.gov.uk)

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Item	Ref No.	Decision Date	Lead Officer
PROPOSED CORPORATE PLAN	K22-23	24 <sup>th</sup> November 23	Paula Pocock
COMMUNITY FUND 22-23 OUTCOMES AND 23-24 PROGRAMME	K23-23	24 <sup>th</sup> November	Paula Pocock
Update on Audit Recommendations	K24-23	24 <sup>th</sup> November	Peter Williams

# MERSEYSIDE WASTE DISPOSAL AUTHORITY

## KEY DECISION SHEET

<b>Title</b>	<b>Proposed corporate plan</b>			
<b>File Reference</b>				
<b>Is the report likely to be private or public?</b>	Public			
<b>Decision Maker</b>	<b>Full Authority</b>			
<b>Key Decision Criteria</b>	<b>Financial</b>  x	<b>Community Impact</b>	<b>Other – please specify</b>	
<b>Matter in respect of which a Key Decision is required.</b>	Members are asked to consider and approve the proposed Corporate plan for 2024-25			
<b>Scrutiny area</b>	<b>Finance</b>			
<b>Date for decision</b>	24 <sup>th</sup> November 2023			
<b>List of Background Papers for consideration</b>	N/A			
<b>Risk Management Implications</b>	If the Corporate Plan is not approved the Authority may not fulfil its functions effectively			
<b>Prior consultation</b>	n/a			
<b>Representations</b>	In writing to or by email to <a href="mailto:paula.pocock@merseysidewda.gov.uk">paula.pocock@merseysidewda.gov.uk</a>			



**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

**KEY DECISION SHEET**

<b>Title</b>	<b><u>COMMUNITY FUND 2022-23 OUTCOMES AND 2023-24 PROGRAMME</u></b>			
<b>File Reference</b>	<b>WD/xx/23</b>			
<b>Is the report likely to be private or public?</b>	Public			
<b>Decision Maker</b>	<b>Full Authority</b>			
<b>Key Decision Criteria</b>	<b>Financial √</b>	<b>Community Impact √</b>	<b>Other – please specify</b>	
<b>Matter in respect of which a Key Decision is required.</b>	Community Fund – Behavioural Change Programme.			
<b>Scrutiny area</b>	Governance of the Community Fund scheme			
<b>Date for decision</b>				
<b>List of Background Papers for consideration</b>	WD/xx /23 <b>APPENDIX 1</b> Results of VCFSE Sector Consultation  WD/xx/23 <b>APPENDIX II</b> Community Fund Policy Framework- Approved Feb 2015			
<b>Risk Management Implications</b>	See report WD/xx/23			
<b>Prior consultation</b>	Paula Pocock Rebecca Haynes McCoy			
<b>Representations</b>	In writing to or by email to <a href="mailto:_____@merseysidewda.gov.uk">_____@merseysidewda.gov.uk</a>			

# MERSEYSIDE WASTE DISPOSAL AUTHORITY

## KEY DECISION SHEET

<b>Title</b>	<b>Update on Audit Recommendations</b>			
<b>File Reference</b>				
<b>Is the report likely to be private or public?</b>	Public			
<b>Decision Maker</b>	<b>Full Authority</b>			
<b>Key Decision Criteria</b>	<b>Financial</b> x	<b>Community Impact</b>	<b>Other – please specify</b>	
<b>Matter in respect of which a Key Decision is required.</b>	Members are asked to note the progress being made			
<b>Scrutiny area</b>	Finance			
<b>Date for decision</b>	24 November 2023			
<b>List of Background Papers for consideration</b>	N/A			
<b>Risk Management Implications</b>	Members need to understand the financial reporting arrangements at the Authority			
<b>Prior consultation</b>	n/a			
<b>Representations</b>	In writing to or by email to <a href="mailto:peter.williams@merseysidewda.gov.uk">peter.williams@merseysidewda.gov.uk</a>			