



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: April 2024

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:

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

| COUNCILLOR | Responsibilities | Address and Contact Details |
|--|---|--|
| Peter Norris (Liverpool) | <ul style="list-style-type: none"> • Scrutiny • Public Consultation • Forward planning panel • Investigating and Disciplinary Committee • Mersey Waste Holdings Ltd Board | Labour Group Office Cunard Building Water Street Liverpool L1 3AH Email: peter.norris@liverpool.gov.uk |
| Andrew Gardner (Wirral) | <ul style="list-style-type: none"> • Scrutiny • Public Consultation | 5 Eastleigh Dv Irby Wirral CH61 4YA Email: andrewgardner@wirral.gov.uk |
| Paul Martin (Wirral) | <ul style="list-style-type: none"> • Scrutiny • Public Consultation • Audit & Governance Committee • Mersey Waste Holdings Ltd Board | Email: PaulMartin1@Wirral.gov.uk |
| Laura Robertson-Collins (Liverpool) | <ul style="list-style-type: none"> • Scrutiny • Public Consultation | 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 • Forward Planning Members Panel • Audit & Governance Committee • Investigating & Disciplinary Committee | 2 Lyelake Close Southdene Kirkby Knowsley L32 8SY Tel: 07384 455427 Email: harry.bell@knowsley.gov.uk |

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|-----------------------------------|---|--|
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| Bisi Osundeko (St Helens) | <ul style="list-style-type: none"> • Scrutiny • Public Consultation • Forward Planning Panel • Appeals Committee • Mersey Waste Holdings Ltd Board • North West Employers Organization | 44 Telford Drive, Sutton, St Helens WA9 3GR Tel: 07895 330 601 Email: Cllrbosundeko@stHelens.gov.uk |
| Catie Page (Sefton) (Chair) | <ul style="list-style-type: none"> • Scrutiny • Public Consultation • Forward Planning Panel • Appeals Committee • Audit & Governance Committee • Investigating & Disciplinary Committee • Mersey Waste Holdings Ltd Board | 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 • Appeals Committee | Flat 2 30 Merseyside Road Crosby Liverpool L23 3AG Tel: 077 189 078 39 Email: Natasha.Carlin@Sefton.Gov.uk |

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

CONTENTS

| Item | Ref No. | Decision Date | Lead Officer |
|-----------------------|----------------|------------------------|---------------------|
| INTERNAL AUDIT REPORT | K07-24 | 19 TH APRIL | Peter Williams |
| AUDIT UPDATE | K08-24 | 19 TH APRIL | Peter Williams |
| CORPORATE GOVERNANCE | K09-24 | 19 TH APRIL | Peter Williams |
| SERVICE DELIVERY PLAN | K10-24 | 19 TH APRIL | Paula Pocock |
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MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

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|---|--|-------------------------|-------------------------------|--|
| Title | Internal audit report | | | |
| 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 consider the internal audit report | | | |
| Scrutiny area | Finance | | | |
| Date for decision | 19 April 2024 | | | |
| List of Background Papers for consideration | N/A | | | |
| Risk Management Implications | Members need to have an understanding of the internal control environment and the auditor's assessment of the adequacy of the arrangements | | | |
| 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 | Audit update | | | |
| 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 consider the audit update report | | | |
| Scrutiny area | Finance | | | |
| Date for decision | 19 April 2024 | | | |
| List of Background Papers for consideration | N/A | | | |
| Risk Management Implications | The auditor requires Members to be informed of progress | | | |
| 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 | Corporate Governance | | | |
| File Reference | | | | |
| 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. | Members are asked to consider the Corporate Governance report and appendices | | | |
| Scrutiny area | Governance | | | |
| Date for decision | 19 April 2024 | | | |
| List of Background Papers for consideration | N/A | | | |
| Risk Management Implications | Members need to have an understanding of the governance environment and the assessment of the adequacy of the arrangements | | | |
| Prior consultation | n/a | | | |
| Representations | In writing to or by email to peter.williams@merseysidewda.gov.uk | | | |

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

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|---|---|-------------------------|-------------------------------|-----------------------------------|
| Title | Service Delivery Plan 24 - 25 | | | |
| File Reference | | | | |
| Is the report likely to be private or public? | Public | | | |
| Decision Maker | Full Authority | | | |
| Key Decision Criteria | Financial | Community Impact | Other – please specify | Performanc e manageme nt |
| Matter in respect of which a Key Decision is required. | Members are asked to note progress in delivering the previous year’s service delivery plan and to approve the proposed plan for the current year. | | | |
| Scrutiny area | Whole Authority | | | |
| Date for decision | 19 th April 2024 | | | |
| List of Background Papers for consideration | n/a | | | |
| Risk Management Implications | If a plan for delivering services is not monitored or approved then there is a risk that services will not be delivered effectively | | | |
| Prior consultation | n/a | | | |
| Representations | In writing to or by email to paula.pcocok@merseysidewda.gov.uk | | | |