



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: June 2025

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:

27th June 2025 – AGM
26th September 2025
21st November 2025
6th February 2026
24th April 2026

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 2025/26

COUNCILLOR	Responsibilities	Address and Contact Details
Peter Norris (Liverpool)		Labour Group Office Cunard Building Water Street Liverpool L1 3AH Email: peter.norris@liverpool.gov.uk
Louise Luxon-Kewley (Wirral)		Email: louiseluxonkewley@wirral.gov.uk
Colin Baldwin (Wirral)		Email: colinbaldwin@wirral.gov.uk
Laura Robertson- Collins (Liverpool)		Labour Group Office Municipal Buildings Dale Street Liverpool L2 2DH Tel: 07980 311545 Email: laura.robertson-collins@liverpool.gov.uk
Harry Bell (Knowsley)		2 Lyelake Close Southdene Kirkby Knowsley L32 8SY Tel: 07384 455427 Email: harry.bell@knowsley.gov.uk

Kris Brown (Liverpool)		6th floor Cunard Building Water Street Liverpool L3 1AH Tel: 0151 233 0427 Email: kris.brown@liverpool.gov.uk
Tracy Dickinson (St Helens)		Email: cllrtdickinson@sthelens.gov.uk
Catie Page (Sefton)		96 Gores Lane Formby Liverpool L37 7DF Tel: 07861 724391 Email: catie.page@sefton.gov.uk
Dominic McNabb (Sefton)		C/o Labour Group Office Town Hall Oriel Road Bootle L20 7AE Tel: 0151 934 3361 Email: Dominic.McNabb@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
Chris Kelsall Treasurer	Various delegated matters	7 th Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: Chris.Kelsall@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 Update	K16-25	27 th June 2025	Ian Stephenson
Appointments of Committees and Representation on other Bodies	K17-25	27 th June 2025	Paula Pocock
Questions on the Discharge of Functions	K18-25	27 th June 2025	Paula Pocock
External Advisors Expenses Policy	K19-25	27 th June 2025	Lesley Worswick
Internal Audit Plan	K20-25	27 th June 2025	Chris Kelsall
Outturn Report	K21-25	27 th June 2025	Chris Kelsall
Updated to Accounting Policies	K22-25	27 th June 2025	Chris Kelsall
Community Fund	K23-25	27 th June 2025	Paula Pocock
Comments and Complaints	K24-25	27 th June 2025	Lesley Worswick

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KEY DECISION SHEET

Title	Constitution Update			
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	X
Matter in respect of which a Key Decision is required.	The report recommends Members approve adoption of the Scheme of Delegation and updated Constitution for the 25/26 year.			
Scrutiny area	Whole Authority (Constitution)			
Date for decision	27 th June 2025 (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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KEY DECISION SHEET

Title	Appointments of Committees and Representation on other Bodies.			
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.	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	27 th June 2025			
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			

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KEY DECISION SHEET

Title	Questions on the Discharge of Functions			
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.	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	27 th June 2025			
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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KEY DECISION SHEET

Title	External Advisors Expenses Policy			
File Reference	K19-25			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	<u>Financial</u>	Community Impact	Other – please specify	
Matter in respect of which a Key Decision is required.	To ask Members for approval to adopt a new External Advisors Expenses Policy			
Scrutiny area	Finance			
Date for decision	27 th June 2025			
List of Background Papers for consideration	N/A			
Risk Management Implications	None			
Prior consultation	SLT			
Representations	In writing to or by email to Lesley.worswick@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	Internal Audit Plan 2025-26			
File Reference	K20-25			
Is the report likely to be private or public?	Public			
Decision Maker	Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	
Matter in respect of which a Key Decision is required.	N/A			
Scrutiny area	Finance			
Date for decision	Authority Meeting 27 th June			
List of Background Papers for consideration	Appendix 1 – Internal Audit Programme 2025-26			
Risk Management Implications	Failure to comply with statutory requirements			
Prior consultation	Chair's briefing			
Representations	In writing to or by email to _____@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	Outturn 2024-25			
File Reference	K21-25			
Is the report likely to be private or public?	Public			
Decision Maker	Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	
Matter in respect of which a Key Decision is required.	Finance			
Scrutiny area	Finance			
Date for decision	Authority Meeting 27 th June			
List of Background Papers for consideration	Appendix 1 – Revenue tables 2024-25 Appendix 2 – Capital Programme 2024-25 Appendix 3 – Reserves Policy Appendix 4 – Treasury Management Outturn 2024-25			
Risk Management Implications	Financial resilience of the Authority			
Prior consultation	Chair's briefing			
Representations	In writing to or by email to _____@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	Proposals to amend accounting policies			
File Reference	K22-25			
Is the report likely to be private or public?	Public			
Decision Maker	Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	
Matter in respect of which a Key Decision is required.	Finance			
Scrutiny area	Finance			
Date for decision	Authority 27 th June			
List of Background Papers for consideration	Appendix 1 – MRP Policy and Arlingclose Report			
Risk Management Implications	Impact on Authority's usable reserves			
Prior consultation	Chair's briefing (TBC) and Audit Committee (29 th May)			
Representations	In writing to or by email to _____@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	<u>COMMUNITY FUND 2024-25 OUTCOMES AND THE ZERO WASTE COMMUNITY FUND 2025-26 PROGRAMME</u>			
File Reference	K23-25			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial v	Community Impact v	Other – please specify	
Matter in respect of which a Key Decision is required.	Community Fund – Behavioural Change Programme.			
Scrutiny area	Financial			
Date for decision				
List of Background Papers for consideration	WD/xx /25 APPENDIX 1 Table 1 - Infographic of 2024-25 project outputs. Table 2 - Zero Waste Community Fund 2025- 26 Projects supported. (Current Year)			
Risk Management Implications	See within report WD/xx/25			
Prior consultation	Paula Pocock Rebecca Haynes McCoy			
Representations	In writing to or by email to _____@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	COMMENTS AND COMPLAINTS			
File Reference	K24-25			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	N/A
Matter in respect of which a Key Decision is required.	To Provide members an update on the comments and complaints received over the last 12 months			
Scrutiny area	HR			
Date for decision	27 th June 2025			
List of Background Papers for consideration	N/A			
Risk Management Implications	N/A			
Prior consultation	N/A			
Representations	In writing to or by email to Paula.Pocock@Merseysidewda.Gov.uk			