MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: July 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:

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
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Item	Ref No.	Decision Date	Lead Officer
Community Fund	K23-25	21st November 2025	Paula Pocock
Statement of Accounts 2022-23 and 2023-24	K25-25	7th August 2025	Chris Kelsall

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	**COMMUNITY FUND 2024-25 OUTCOMES AND THE ZERO WASTE COMMUNITY FUND 2025-26 PROGRAMME**			
File Reference	**K23-25**			
Is the report likely to be private or public?	Public			
Decision Maker	**Full Authority**			
Key Decision Criteria	**Financial √**	**Community Impact √**	**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			

MERSEYSIDE WASTE DISPOSAL AUTHORITY

KEY DECISION SHEET

Title	**Statement of Accounts 2022-23 and 2023-24**			
File Reference				
Is the report likely to be private or public?	Public			
Decision Maker	**Audit committee**			
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	Audit Committee 7th August			
List of Background Papers for consideration	Appendix 1 – 2022-23 accounts Appendix 2 – 2023-24 accounts			
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			