



**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

## **FORWARD PLAN**

**Publication Date: January 2026**

### **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:

22<sup>nd</sup> January – Audit & Committee Meeting  
6<sup>th</sup> February 2026  
24<sup>th</sup> 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](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)

## AUTHORITY MEMBERSHIP 2025/26

COUNCILLOR	Responsibilities	Address and Contact Details
Peter Norris (Liverpool)		Labour Group Office Cunard Building Water Street Liverpool L1 3AH Email: <a href="mailto:peter.norris@liverpool.gov.uk">peter.norris@liverpool.gov.uk</a>
Louise Luxon-Kewley (Wirral)		Email: <a href="mailto:louiseluxonkewley@wirral.gov.uk">louiseluxonkewley@wirral.gov.uk</a>
Colin Baldwin (Wirral)		Email: <a href="mailto:colinbaldwin@wirral.gov.uk">colinbaldwin@wirral.gov.uk</a>
Laura Robertson-Collins (Liverpool)		Labour Group Office Municipal Buildings Dale Street Liverpool L2 2DH Tel: 07980 311545 Email: <a href="mailto:laura.robertson-collins@liverpool.gov.uk">laura.robertson-collins@liverpool.gov.uk</a>
Harry Bell (Knowsley)		2 Lyelake Close Southdene Kirkby Knowsley L32 8SY Tel: 07384 455427 Email: <a href="mailto:harry.bell@knowsley.gov.uk">harry.bell@knowsley.gov.uk</a>
Kris Brown (Liverpool)		6th floor Cunard Building Water Street Liverpool L3 1AH Tel: 0151 233 0427 Email: <a href="mailto:kris.brown@liverpool.gov.uk">kris.brown@liverpool.gov.uk</a>

Tracy Dickinson (St Helens)		Email: <a href="mailto:cllrtdickinson@sthelens.gov.uk">cllrtdickinson@sthelens.gov.uk</a>
Catie Page (Sefton)		96 Gores Lane Formby Liverpool L37 7DF Tel: 07861 724391 Email: <a href="mailto:catie.page@sefton.gov.uk">catie.page@sefton.gov.uk</a>
Dominic McNabb (Sefton)		C/o Labour Group Office Town Hall Oriel Road Bootle L20 7AE Tel: 0151 934 3361 Email: <a href="mailto:Dominic.McNabb@sefton.gov.uk">Dominic.McNabb@sefton.gov.uk</a>

Lesley Worswick Chief Executive	Various delegated matters	7 <sup>th</sup> Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: <a href="mailto:Lesley.worswick@merseysidewda.gov.uk">Lesley.worswick@merseysidewda.gov.uk</a>
Chris Kelsall Treasurer	Various delegated matters	7 <sup>th</sup> Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: <a href="mailto:Chris.Kelsall@merseysidewda.gov.uk">Chris.Kelsall@merseysidewda.gov.uk</a>
Paula Pocock Clerk to the Authority	Various delegated matters	7 <sup>th</sup> Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: <a href="mailto:paula.pocock@merseysidewda.gov.uk">paula.pocock@merseysidewda.gov.uk</a>
Ian Stephenson Monitoring Officer	Various delegated matters	7 <sup>th</sup> Floor 1 Mann Island Liverpool L3 1BP Tel: 0151 255 1444 Email: <a href="mailto:ian.stephenson@merseysidewda.gov.uk">ian.stephenson@merseysidewda.gov.uk</a>

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Item	Ref No.	Decision Date	Lead Officer
<b>Acceptance of nitrous oxide canisters at HWRCs</b>		6 <sup>th</sup> February	Ian Stephenson
<b>ICT User Acceptance Policy</b>		6 <sup>th</sup> February	Paula Pocock
Budget 2026-27		6 <sup>th</sup> February	Chris Kelsall
Capital Strategy and Capital Programme 2026-27 to 2030-31		6 <sup>th</sup> February	Chris Kelsall
Treasury Management Strategy Statement		22 <sup>nd</sup> January	Chris Kelsall
Treasury Management Strategy Statement		6 <sup>th</sup> February	Chris Kelsall
Audit Committee independent member		6 <sup>th</sup> February	Chris Kelsall
Timetable of Authority meetings 2526		6 <sup>th</sup> February	Paula Pocock

# MERSEYSIDE WASTE DISPOSAL AUTHORITY

## KEY DECISION SHEET

<b>Title</b>	<b>Acceptance of nitrous oxide canisters at HWRCs</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>	The report recommends Members approve the addition of a new service in the HWRC network, the acceptance of nitrous oxide canisters.			
<b>Scrutiny area</b>	<b>Whole Authority (Constitution)</b>			
<b>Date for decision</b>	6 <sup>th</sup> February 2026			
<b>List of Background Papers for consideration</b>	None			
<b>Risk Management Implications</b>	Recommendation seeks to offer members of the public an accessible outlet for disposal of nitrous oxide canisters. Failure to approve the recommendation would continue to restrict options the public have, with implications for the wider waste system.			
<b>Prior consultation</b>	None			
<b>Representations</b>	In writing to or by email to <a href="mailto:ian.stephenson@merseysidewda.gov.uk">ian.stephenson@merseysidewda.gov.uk</a>			



# MERSEYSIDE WASTE DISPOSAL AUTHORITY

## KEY DECISION SHEET

<b>Title</b>	<b>ICT User Acceptance Policy</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>	<b>Community Impact</b>	<b>Other – please specify</b>	ICT
<b>Matter in respect of which a Key Decision is required.</b>	Approval of Authority ICT User Acceptance Policy encompassing existing ICT policies			
<b>Scrutiny area</b>	Governance			
<b>Date for decision</b>	6 <sup>th</sup> February 2026			
<b>List of Background Papers for consideration</b>	None			
<b>Risk Management Implications</b>	Failure to implement policy reduced ICT security, risks reputational damage through misuse of resources			
<b>Prior consultation</b>	None			
<b>Representations</b>	In writing to or by email to <a href="mailto:nicola.hodge@merseysidewda.gov.uk">nicola.hodge@merseysidewda.gov.uk</a>			

# MERSEYSIDE WASTE DISPOSAL AUTHORITY

## KEY DECISION SHEET

<b>Title</b>	<b>Budget Report 2026/27 and Medium Term Financial Strategy 2027/28 to 2030/31</b>			
<b>File Reference</b>				
<b>Is the report likely to be private or public?</b>	Public			
<b>Decision Maker</b>	<b>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>	Finance			
<b>Scrutiny area</b>	<b>Finance</b>			
<b>Date for decision</b>	Authority Meeting 6 <sup>th</sup> February 20216			
<b>List of Background Papers for consideration</b>	Appendix 1 – Revenue Budget supporting information Appendix 2 – Levy Appendix 3 – Proposed Fees and Charges for 2026-27			
<b>Risk Management Implications</b>	To understand the Authority's budget proposals to enable Members to set the Levy.			
<b>Prior consultation</b>	Chair's briefing Audit Committee (22.01.26)			
<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>Capital Strategy &amp; Capital Programme 2026/27 – 2030/31</b>			
<b>File Reference</b>				
<b>Is the report likely to be private or public?</b>	Public			
<b>Decision Maker</b>	<b>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>	Finance			
<b>Scrutiny area</b>	<b>Finance</b>			
<b>Date for decision</b>	Authority Meeting 6 <sup>th</sup> February 20216			
<b>List of Background Papers for consideration</b>	Appendix 1 – Capital Strategy			
<b>Risk Management Implications</b>	Impact on Authority's financial robustness			
<b>Prior consultation</b>	Chair's briefing Audit Committee (22.01.26)			
<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>Treasury Management Strategy Statement</b>			
<b>File Reference</b>				
<b>Is the report likely to be private or public?</b>	Public			
<b>Decision Maker</b>	<b>Audit committee and then 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>	N/A			
<b>Scrutiny area</b>	<b>Finance</b>			
<b>Date for decision</b>	Audit Committee 22 <sup>nd</sup> January 2026			
<b>List of Background Papers for consideration</b>	Appendix 1 – Investment Strategy Appendix 2 – Prudential indicators			
<b>Risk Management Implications</b>	Impact on Authority's financial robustness			
<b>Prior consultation</b>	Chair's briefing			
<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>Treasury Management Strategy Statement 2026/27</b>			
<b>File Reference</b>				
<b>Is the report likely to be private or public?</b>	Public			
<b>Decision Maker</b>	<b>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>	Finance			
<b>Scrutiny area</b>	<b>Finance</b>			
<b>Date for decision</b>	Authority Meeting 6 <sup>th</sup> February 20216			
<b>List of Background Papers for consideration</b>	Appendix 1 – Investment Strategy Appendix 2 – Prudential indicators			
<b>Risk Management Implications</b>	Impact on Authority's financial robustness			
<b>Prior consultation</b>	Chair's briefing Audit Committee (22.01.26)			
<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>Appointment of Independent Member to the Audit Committee</b>			
<b>File Reference</b>				
<b>Is the report likely to be private or public?</b>	Public			
<b>Decision Maker</b>	<b>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>	N/A			
<b>Scrutiny area</b>	<b>Finance</b>			
<b>Date for decision</b>	Authority Meeting 6 <sup>th</sup> February 2026			
<b>List of Background Papers for consideration</b>	Appendix 1 – Person Specification			
<b>Risk Management Implications</b>	Failure to comply with appropriate standards of Governance			
<b>Prior consultation</b>	Audit Committee			
<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>Timetable of Authority Meetings 2025/26</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>	<b>Community Impact</b>	<b>Other – please specify</b>	Requirement to set AGM
<b>Matter in respect of which a Key Decision is required.</b>	To set the date of the Annual Meeting of the Authority and identify an appropriate timetable of meetings for the 2024/25 Municipal Year			
<b>Scrutiny area</b>	<b>Governance</b>			
<b>Date for decision</b>	6 <sup>th</sup> February 2025			
<b>List of Background Papers for consideration</b>	None			
<b>Risk Management Implications</b>	Statutory requirement to set a date for the Authority's Annual Meeting which must take place on or before 30 <sup>th</sup> June each year			
<b>Prior consultation</b>	None			
<b>Representations</b>	In writing to or by email to <a href="mailto:paula.pocock@merseysidewda.gov.uk">paula.pocock@merseysidewda.gov.uk</a>			