



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: February 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. 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:

6th February 2026
12th February – Audit & Committee Meeting
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)	<ul style="list-style-type: none"> • Investigating and Disciplinary Committee • Mersey Waste Holdings Ltd Board • Procurement Project Board 	Labour Group Office Cunard Building Water Street Liverpool L1 3AH Email: peter.norris@liverpool.gov.uk
Louise Luxon-Kewley (Wirral)	<ul style="list-style-type: none"> • Forward Planning Members Panel 	Email: louiseluxonkewley@wirral.gov.uk
Colin Baldwin (Wirral)	<ul style="list-style-type: none"> • Audit and Governance Committee 	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)	<ul style="list-style-type: none"> • Forward Planning Members Panel • Investigating and Disciplinary Committee • Mersey Waste Holdings Ltd Board 	2 Lyelake Close Southdene Kirkby Knowsley L32 8SY Tel: 07384 455427 Email: harry.bell@knowsley.gov.uk
Kris Brown (Liverpool)	<ul style="list-style-type: none"> • Appeals Committee • Audit and Governance Committee 	6th floor Cunard Building Water Street Liverpool L3 1AH Tel: 0151 233 0427 Email: kris.brown@liverpool.gov.uk

Tracy Dickinson (St Helens)	<ul style="list-style-type: none"> • Forward Planning Members Panel • Appeals Committee • Procurement Project Board • Audit and Governance Committee • Procurement Project Board 	Email: cllrtdickinson@sthelens.gov.uk
Catie Page (Sefton)	<ul style="list-style-type: none"> • Forward Planning Members Panel • Appeals Committee • Investigating and Disciplinary Committee 	96 Gores Lane Formby Liverpool L37 7DF Tel: 07861 724391 Email: catie.page@sefton.gov.uk
Dominic McNabb (Sefton)	<ul style="list-style-type: none"> • Appeals Committee • Audit and Governance Committee • Mersey Waste Holdings Ltd Board • North West Local Authorities' Employers' Organisation 	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
Acceptance of nitrous oxide canisters at HWRCs	K01-26	6 th February	Ian Stephenson
ICT User Acceptance Policy	K02-26	6 th February	Paula Pocock
Budget 2026-27	K03-26	6 th February	Chris Kelsall
Capital Strategy and Capital Programme 2026-27 to 2030-31	K04-26	6 th February	Chris Kelsall
Treasury Management Strategy Statement	K05-26	6 th February	Chris Kelsall
Audit Committee independent member	K07-26	6 th February	Chris Kelsall
Timetable of Authority meetings 2526	K08-26	6 th February	Paula Pocock
Internal Audit Plan 2026-27	K09-26	12 th February	Chris Kelsall
Change in Accounting Policies 2025-26	K10-26	12 th February	Chris Kelsall
Statement of Accounts 2024-25	K11-26	12 th February	Chris Kelsall
Record of Administrative Decisions in respect of Procurement	K12-26	12 th February	Chris Kelsall

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KEY DECISION SHEET

Title	Acceptance of nitrous oxide canisters at HWRCs			
File Reference	K01-26			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial <input checked="" type="checkbox"/>	Community Impact	Other – please specify	
Matter in respect of which a Key Decision is required.	The report recommends Members approve the addition of a new service in the HWRC network, the acceptance of nitrous oxide canisters.			
Scrutiny area	Whole Authority (Constitution)			
Date for decision	6 th February 2026			
List of Background Papers for consideration	None			
Risk Management Implications	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.			
Prior consultation	None			
Representations	In writing to or by email to ian.stephenson@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	ICT User Acceptance Policy			
File Reference	K02-26			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	ICT
Matter in respect of which a Key Decision is required.	Approval of Authority ICT User Acceptance Policy encompassing existing ICT policies			
Scrutiny area	Governance			
Date for decision	6 th February 2026			
List of Background Papers for consideration	None			
Risk Management Implications	Failure to implement policy reduced ICT security, risks reputational damage through misuse of resources			
Prior consultation	None			
Representations	In writing to or by email to nicola.hodge@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	Budget Report 2026/27 and Medium Term Financial Strategy 2027/28 to 2030/31			
File Reference	K03-26			
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 6 th February 20216			
List of Background Papers for consideration	Appendix 1 – Revenue Budget supporting information Appendix 2 – Levy Appendix 3 – Proposed Fees and Charges for 2026-27			
Risk Management Implications	To understand the Authority's budget proposals to enable Members to set the Levy.			
Prior consultation	Chair's briefing Audit Committee (22.01.26)			
Representations	In writing to or by email to Chris.Kelsall@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	Capital Strategy & Capital Programme 2026/27 – 2030/31			
File Reference	K04-26			
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 6 th February 20216			
List of Background Papers for consideration	Appendix 1 – Capital Strategy			
Risk Management Implications	Impact on Authority's financial robustness			
Prior consultation	Chair's briefing Audit Committee (22.01.26)			
Representations	In writing to or by email to Chris.kelsall@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	Treasury Management Strategy Statement			
File Reference	K05-26			
Is the report likely to be private or public?	Public			
Decision Maker	Audit committee and then 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	Audit Committee 22 nd January 2026			
List of Background Papers for consideration	Appendix 1 – Investment Strategy Appendix 2 – Prudential indicators			
Risk Management Implications	Impact on Authority's financial robustness			
Prior consultation	Chair's briefing			
Representations	In writing to or by email to Chris.kelsall@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	Appointment of Independent Member to the Audit Committee			
File Reference	K07-26			
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 6 th February 2026			
List of Background Papers for consideration	Appendix 1 – Person Specification			
Risk Management Implications	Failure to comply with appropriate standards of Governance			
Prior consultation	Audit Committee			
Representations	In writing to or by email to Chris.kelsall@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	Timetable of Authority Meetings 2025/26			
File Reference	K08-26			
Is the report likely to be private or public?	Public			
Decision Maker	Full Authority			
Key Decision Criteria	Financial	Community Impact	Other – please specify	Requirement to set AGM
Matter in respect of which a Key Decision is required.	To set the date of the Annual Meeting of the Authority and identify an appropriate timetable of meetings for the 2024/25 Municipal Year			
Scrutiny area	Governance			
Date for decision	6 th February 2025			
List of Background Papers for consideration	None			
Risk Management Implications	Statutory requirement to set a date for the Authority's Annual Meeting which must take place on or before 30 th June each year			
Prior consultation	None			
Representations	In writing to or by email to paula.pocock@merseysidewda.gov.uk			

KEY DECISION SHEET

Title	Internal Audit Plan 2026-27			
File Reference	K09-26			
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 12 th February 2026			
List of Background Papers for consideration	Appendix 1 – Internal Audit Workplan 2026-27 Appendix 2 – 2025-26 Workplan, Progress Report			
Risk Management Implications	Failure to comply with statutory requirements			
Prior consultation	Chair of Audit Committee briefing			
Representations	In writing to or by email to CHRIS.KELSALL@merseysidewda.gov.uk			

KEY DECISION SHEET

Title	Change in Accounting Policies 2025-26			
File Reference	K10-26			
Is the report likely to be private or public?	Public			
Decision Maker	Audit committee and then 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	Audit Committee 12 th February 2026			
List of Background Papers for consideration	N/A			
Risk Management Implications	Impact on accounts and usable reserves.			
Prior consultation				
Representations	In writing to or by email to CHRIS.KELSALL@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	Statement of Accounts 2024-25			
File Reference	K11-26			
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 12 th February 2026			
List of Background Papers for consideration	Appendix 1 – 2024-25 Accounts Appendix 2 – Letter of Representation Appendix 3 – Auditor's Annual Report Appendix 4 – Auditor's Audit Findings Report			
Risk Management Implications	Failure to comply with statutory requirements			
Prior consultation	Chair of Audit Committee briefing			
Representations	In writing to or by email to Chris.Kelsall@merseysidewda.gov.uk			

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KEY DECISION SHEET

Title	Record of Administrative Decisions in respect of Procurement			
File Reference	K12-26			
Is the report likely to be private or public?	Public			
Decision Maker	Audit committee and then 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	Audit Committee 12 th February 2026			
List of Background Papers for consideration	N/A			
Risk Management Implications	Potential challenge from companies who might have wanted to bid for the work.			
Prior consultation				
Representations	In writing to or by email to CHRIS.KELSALL@merseysidewda.gov.uk			