



MERSEYSIDE WASTE DISPOSAL AUTHORITY

FORWARD PLAN

Publication Date: March 2009

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:-

- 1. incurring expenditure or making savings in excess of £250,000, unless the specific expenditure or saving has previously been agreed by the Authority, or*
- 2. Is, in the view of the Director, in consultation with the lead Member significant in terms of its effects 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 Director 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 Director, 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 Chairman. The second part of the meeting will be made available for any scrutiny discussions.

The current schedule of meetings is as follows:

15th April 2009
26th June 2009
14th August 2009
25th September 2009
27th November 2009
5th February 2010 (Budget and ordinary meeting)
16th April 2010

Scrutiny Arrangements

Two Members of the Authority may request that the Chairman 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 Mandy Valentine (Corporate Services Manager) on 0151-255-1444 or by e-mail at enquiries@merseysidewda.gov.uk

AUTHORITY MEMBERSHIP 2008/2009

COUNCILLOR	Portfolio Area	Address and Contact Details
K Cluskey (Chairperson) (Sefton)	<ul style="list-style-type: none"> • Strategy and Forward Planning • Finance • Performance Management • Best Value • Procurement • Sustainability • Scrutiny • Public Consultation 	39 Kent Avenue Litherland Liverpool L21 7QJ Tel: 0151 920 3704 Email: kevin.cluskey@sefton.gov.uk
A Dean (Deputy Chairperson) (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	12 Sefton Park Court Elmswood Road Liverpool L17 0EF Tel: 0151 225 2366 Email: alan.dean@liverpool.gov.uk
J Salter (Wirral)	<ul style="list-style-type: none"> • Risk Management • Audit • Procurement • Scrutiny • Public Consultation 	7 Church Meadow Close Egremont Wallasey CH44 8HQ Tel: 0151 638 1364 Email: johnsalter@wirral.gov.uk
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R Johnston (Liverpool)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	85 Haileybury Road Liverpool L25 8SN Tel: 0151 Email: roger.johnston@liverpool.gov.uk

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D Crowther (St Helens)	<ul style="list-style-type: none"> • Scrutiny • Public Consultation 	15 Hotel Street Newton-le-willows WA12 9QH 01925 290 232 cllrdcrowther@sthelens.gov.uk
D Lonergan (Knowsley)	<ul style="list-style-type: none"> • Communications & PR • Scrutiny • Public Consultation 	6 Stonehey Road Southdene Kirkby L32 9PU Tel: 0151 548 3490 Email: david.lonergan@knowsley.gov.uk

OFFICERS		
Carl Beer Director	Various delegated matters	6th Floor, North House 17 North John Street Liverpool L2 5QY Tele: 0151 255 1444 Email: carlbeer@merseysidewda.gov.uk
John Webster Treasurer	Various delegated matters	6th Floor, North House 17 North John Street Liverpool L2 5QY Tele: 0151 255 1444 Email: john.webster@merseysidewda.gov.uk
Mandy Valentine Clerk to the Authority	Various delegated matters	6th Floor, North House 17 North John Street Liverpool L2 5QY Tele: 0151 255 1444 Email: mandy.valentine@merseysidewda.gov.uk
Neil Ferris Monitoring Officer	Various delegated matters	6th Floor, North House 17 North John Street Liverpool L2 5QY Tele: 0151 255 1444 Email: neil.ferris@merseysidewda.gov.uk

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Item	Portfolio Area	Decision Date	Lead Officer
Corporate Plan 2009-2012 Service Plan 2009/10	Strategy and Forward Planning	15/04/2009	Neil Ferris
WMRC Report	Procurement	15/04/2009	Terry Bradley
JMWMS Scoping Report	Strategy	15/04/2009`	Stuart Donaldson
Permit Scheme Pilot	Contracts	26/06/2009	Jeff Sears
Audit Plan	Corporate Governance	26/06/2009	Mandy Valentine
Scheme of Delegation & Procurement Rules	Corporate Governance	26/06/2009	Mandy Valentine
Appointment of Committees	Corporate Governance	26/06/2009	Mandy Valentine
Questions of Discharge of Functions	Corporate Governance	26/06/2009	Mandy Valentine
Statement of Accounts	Corporate Governance	26/06/2009	John Webster
Sites and Planning Progress Review	Sites and Planning	26/06/2009	Calvin Stockton
VCU contract	Site and Planning	26/06/2009	Lyn Fairhurst
Capital Programme	Finance	26/06/2009	Lyn Fairhurst
RRC Report	Procurement	26/06/2009	Terry Bradley
Outturn Report	Finance	26/06/2009	John Webster
Code of Corporate Governance	Corporate Governance	26/06/2009	Mandy Valentine
Acquisition of Sites	Sites and Planning	26/06/2009	Carl Beer
Acceptance of MWHL new contract rates	Finance	26/06/2009	Jeff Sears

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ITEM FOR CONSIDERATION	Corporate Plan 2009-2012 Service Plan 2009/10			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact? Yes	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	Determines the Authority's Corporate Aims and Objectives and identifies the key projects in the coming year required to deliver improved performance.			
SCRUTINY AREA	Strategy and Forward Planning			
DATE/ PERIOD FOR DECISION	15 th April 2009			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION				
RISK MANAGEMENT IMPLICATIONS	<ol style="list-style-type: none"> 1. Failure to set clear objectives will result in poor corporate governance 2. Failure to plan and prioritise will lead to inefficient and ineffective use of resources. 3. Clear planning will improve performance and engage Members, staff and stakeholders. 			
PRIOR CONSULTATION	MWDA Management Team and staff			
REPRESENTATIONS	In writing to Neil Ferris or by email to neil.ferris@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Waste Management and Recycling Contract Report			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial? X	Community Impact?	Other – Please state	JMWMS for Merseyside
REASON FOR MEETING KEY DECISION CRITERIA	To maintain waste management service across Merseyside and to contribute to the achievement of JMWMS targets.			
SCRUTINY AREA	<i>Procurement</i>			
DATE/ PERIOD FOR DECISION	15 th April 2009			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION				
RISK MANAGEMENT IMPLICATIONS	Completion of the WMRC will enable the Authority to fulfil its statutory duties to provide waste management services and will contribute to the achievement of JMWMS targets.			
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to Terry Bradley or by email to terry.bradley@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	JMWMS Scoping Report			
FILE REF				
DECISION MAKER	<i>FULL AUTHORITY</i>			
KEY DECISION CRITERIA	Financial? Yes	Community Impact? Yes	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA				
SCRUTINY AREA	<i>Strategy</i>			
DATE/ PERIOD FOR DECISION	15 th April 2009			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION				
RISK MANAGEMENT IMPLICATIONS				
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to Stuart Donaldson or by email to stuart.donaldson@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Permit Scheme Pilot			
FILE REF				
DECISION MAKER	Full Authority			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	To reduce the abuse of the facilities by traders			
SCRUTINY AREA	Contracts			
DATE/ PERIOD FOR DECISION	26 th June 2009			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION				
RISK MANAGEMENT IMPLICATIONS	Failure to implement a permit scheme could lead to traders continually abusing the facilities			
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to Jeff Sears or by email to jeff.sears@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Audit Plan 2009/10			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial? X	Community Impact? X	Other - Please State:	Requirement to approve Audit Plan
REASON FOR MEETING KEY DECISION CRITERIA	To consider the content of the Audit Plan for 2009/10, proposed by the Audit Commission and to present the findings of the recent inspection.			
SCRUTINY AREA	Corporate Governance			
DATE/ PERIOD FOR DECISION	26 th June 2009			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None			
RISK MANAGEMENT IMPLICATIONS	The Audit Plan determines the areas of the Authority's activities which are appropriate for review. Failure to agree an effective plan may lead to a failure to identify weaknesses or opportunities within the Authority's processes.			
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to Mandy Valentine or by email to mandy.valentine@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Scheme of Delegations and Procedural Rules 2009/10			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other – Please Specify	Corporate Governance
REASON FOR MEETING KEY DECISION CRITERIA	Scheme of Delegation and Procedural Rules reviewed and adopted each year at the Authority’s Annual Meeting each year.			
SCRUTINY AREA	<i>Corporate Governance</i>			
DATE/ PERIOD FOR DECISION	26 th June 2009			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None			
RISK MANAGEMENT IMPLICATIONS	Good corporate governance to review the scheme of delegations on a regular basis.			
PRIOR CONSULTATION	None			
REPRESENTATIONS	In writing to Mandy Valentine or by email to mandy.valentine@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Appointment of Committees and Representation on Other Bodies			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other – Please State	Corporate Governance
REASON FOR MEETING KEY DECISION CRITERIA	Corporate Governance Requirement. Changes in MWDA membership following District Council AGM's require the Authority to review membership of committees and representations.			
SCRUTINY AREA	<i>Corporate Governance</i>			
DATE/ PERIOD FOR DECISION	26 th June 2009			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None			
RISK MANAGEMENT IMPLICATIONS	Good corporate governance to effectively delegate responsibility to Lead Members and committees and to identify appropriate levels of representation on other bodies.			
PRIOR CONSULTATION	Not Applicable			
REPRESENTATIONS	In writing to Mandy Valentine or by email to mandy.valentine@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Questions on the Discharge of Functions			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other – Please state	Corporate Governance
REASON FOR MEETING KEY DECISION CRITERIA	Governance Requirement. Changes in MWDA membership following District Council AGM's require the Authority to review who will be nominated to answer questions at each of the District Councils' own proceedings on behalf of the Authority.			
SCRUTINY AREA	<i>Corporate Governance</i>			
DATE/ PERIOD FOR DECISION	26 th June 2009			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None			
RISK MANAGEMENT IMPLICATIONS	Risks inconsistencies if single Member from each District Council is not identified for direct questions regarding the Authority's activities.			
PRIOR CONSULTATION	Not Applicable			
REPRESENTATIONS	In writing to Mandy Valentine or by email to mandy.valentine@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Statement of Accounts 2008/2009			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other – Please state	Statutory Duty
REASON FOR MEETING KEY DECISION CRITERIA	The Authority has a statutory requirement to approve the Statement of Accounts for 2008/2009			
SCRUTINY AREA	<i>Finance</i>			
DATE/ PERIOD FOR DECISION	26th June 2009			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	Final Account Working Papers File 2008/2009			
RISK MANAGEMENT IMPLICATIONS	Failure to approve the Statement of Accounts 2008/2009 by the statutory deadline risks action by the Audit Commission.			
PRIOR CONSULTATION	Not Applicable			
REPRESENTATIONS	In writing to John Webster, St Helens MBC, or by email to John.webster@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Sites and Planning Progress Review			
FILE REF				
DECISION MAKER	<i>FULL AUTHORITY</i>			
KEY DECISION CRITERIA	Financial? Yes	Community Impact? Yes	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	Update on the sites and planning progress for WMRC and RRC contract			
SCRUTINY AREA	<i>Planning and Environmental</i>			
DATE/ PERIOD FOR DECISION	26/06/09			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION				
RISK MANAGEMENT IMPLICATIONS	Risk of increased cost, failure to deliver RRC contract			
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to Calvin Stockton or by email to calvin.stockton@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	VCU Contract for Bidston and Gilmoos IVC facilities			
FILE REF				
DECISION MAKER	<i>FULL AUTHORITY</i>			
KEY DECISION CRITERIA	Financial? Yes	Community Impact?	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	To decide appropriate actions to take			
SCRUTINY AREA	<i>Finance</i>			
DATE/ PERIOD FOR DECISION	26 th June 2009			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION				
RISK MANAGEMENT IMPLICATIONS	Failure to seek resolution for non performance of contract			
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to Lyn Fairhurst or by email to lyn.fairhurst@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	CAPITAL PROGRAMME 2009/2010			
FILE REF				
DECISION MAKER	<i>FULL AUTHORITY</i>			
KEY DECISION CRITERIA	Financial? Yes	Community Impact? Yes	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	To approve a Programme of Capital Expenditure for 2009/10			
SCRUTINY AREA	<i>FINANCE</i>			
DATE/ PERIOD FOR DECISION	26 th June 2009			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION				
RISK MANAGEMENT IMPLICATIONS	Failure to implement a programme of capital works would affect the Authority's ability to achieve its aims and objectives with regards to implementation of the future waste strategy and its environmental and restoration responsibilities relating to closed landfill sites.			
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to Lynton Fairhurst or by email to lyn.fairhurst@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	RRC – ISDS			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial? Yes	Community Impact?	Other – Please state	Delivery of the JMWMS for Merseyside
REASON FOR MEETING KEY DECISION CRITERIA	Value of Services and facilities to be procured. The provision of new waste treatment facilities is key to the delivery of JMWMS targets.			
SCRUTINY AREA	<i>Procurement</i>			
DATE/ PERIOD FOR DECISION	26 th June 2009			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION				
RISK MANAGEMENT IMPLICATIONS	The procurement of new waste treatment facilities is required to enable the Authority to meet JMWMS targets			
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to John Connell or by email to john.connell@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	<i>Outturn Report 2008/2009</i>			
FILE REF				
DECISION MAKER	<i>Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	Approval of outturn reports for 2008/2009			
SCRUTINY AREA	<i>Finance</i>			
DATE/ PERIOD FOR DECISION	26 th June 2009			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	Final Accounts Working Papers			
RISK MANAGEMENT IMPLICATIONS				
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to John Webster or by email to john.webster@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Code of Corporate Governance and Statement of Internal Control			
DECISION MAKER	<i>Full Authority</i>			
KEY DECISION CRITERIA	Financial?	Community Impact?	Other – Please Specify	Corporate Governance
REASON FOR MEETING KEY DECISION CRITERIA	To agree the Statement of Internal Control as part of the annual Code of Corporate Governance review.			
SCRUTINY AREA	<i>Corporate Governance</i>			
DATE/ PERIOD FOR DECISION	26 th June 2009			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION	None			
RISK MANAGEMENT IMPLICATIONS	Failure to review corporate governance and internal control arrangements is a statutory requirement and may lead to weaknesses in the direction and control of the Authority's functions.			
PRIOR CONSULTATION	Primary Assurance Group			
REPRESENTATIONS	In writing to Mandy Valentine or by email to mandy.valentine@merseysidewda.gov.uk			

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ITEM FOR CONSIDERATION	Acquisition of Sites			
FILE REF				
DECISION MAKER	<i>FULL AUTHORITY</i>			
KEY DECISION CRITERIA	Financial? Yes	Community Impact? Yes	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA				
SCRUTINY AREA				
DATE/ PERIOD FOR DECISION				
LIST OF BACKGROUND PAPERS FOR CONSIDERATION				
RISK MANAGEMENT IMPLICATIONS				
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to or by email to			

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ITEM FOR CONSIDERATION	Acceptance of MWHL new contract rates			
FILE REF				
DECISION MAKER	<i>FULL AUTHORITY</i>			
KEY DECISION CRITERIA	Financial? Yes	Community Impact?	Other - Please State:	
REASON FOR MEETING KEY DECISION CRITERIA	Approval of MWHL budget			
SCRUTINY AREA	<i>Finance</i>			
DATE/ PERIOD FOR DECISION	26 th June 2009			
LIST OF BACKGROUND PAPERS FOR CONSIDERATION				
RISK MANAGEMENT IMPLICATIONS	Failure to accept could lead to inappropriate expenditure by Authority			
PRIOR CONSULTATION				
REPRESENTATIONS	In writing to Jeff Sears or by email to jeff.sears@merseysidewda.gov.uk			