

Action Plan - 2017/18			Updated - September 2017	
Project	Affecting	Objective and /or Outcomes	Progress Update	
<b>Strategic Direction</b>				
1	Service Integration Routemap	All	To develop options and pathway to Service Integration in accordance with the Accord set out in para 1.4 of the plan	Scoping in progress and project to begin when HoS post has been filled
2	Continue to encourage GCC and SDC to join JWC	All	To develop an overall strategy and optimised delivery framework for an efficient, effective and inclusive resource management in Gloucestershire	Scoping in progress and project to begin when HoS post has been filled
<b>Infrastructure</b>				
3	Waste Transfer Options	All JWC partners	To consider the options for the transfer of waste after closure of Hempsted Landfill site (date TBC) and at end of the Cory Contract August 2018	Hempsted landfill site is now not due to close in the foreseeable future, and is likely to be available up until the time of Javelin Park start-up. Nevertheless, transfer options for the interim period between the end of the Cory contract (August 2018) and the start of the UBB contract (around mid 2019) are currently being planned and longer terms options are being assessed.
4	FODDC Depot project	FODDC	To ensure that Depot/ Bulking Facility is in place in readiness for 2024	Project underway. Requirements have been defined and RPS have been appointed to carry out a site search and evaluation which is in progress.
4A	Replace Static Compactors at 4 HRCs	GCC	To procure mobile compaction capability for H'sted and Pyke Quarry in 2017/18 and Wingmoor and Oak Quarry in 2018/19	Procurement has commenced for equipment at Hempsted and Pyke, and initial ground condition surveys have taken place.
<b>Procurement</b>				
5	Work with Ubico to develop a Procurement Strategy for vehicles and other capital items	All	To be used for projects from April 2017, e.g. TBC, CBC and other partners as required.	Go Shared Services procurement team has set up an e tendering system which is being used for vehicle procurement for Ubico contracts. Ubico has written and approved its own procurement strategy and associated process.
6	Planning for mobilisation of FoDDC street cleaning contract in August 2018	FoDDC	new contract mobilisation	This project is due to commence in September 2017.
7	Procurement of a replacement composting contract for garden waste collected in Gloucestershire.	All	New contract to compost garden waste from August 2018	This is being included in the options appraisal for the Cory contract replacement (included in the interim transfer arrangements outlined above). Anticipated extension of Cory contract until Jan 2020.
8	Assist CBC in arranging new contracts for recycling materials from October 2017 when current contracts expire	CBC	New contracts for recycling materials	Tender process completed and lots awarded to successful bidders. Contracts now in place for all commodities.
<b>Service Development, Efficiency and Improvement</b>				
9	To review and establish how new developments that cross boundaries will be serviced	TBC/CBC/GC	To undertake a business case for a consistent service in the JCS area around Cheltenham which crosses boundaries	Comparable collection costs under CBC & TBC services are being provided to assist in discussions between those authorities and SMG are considering implications.
10	Support CDC in appraising the options available for recycling service improvement in 2019 when the current vehicles reach their end of life	CDC	To improve the services offered to residents and increase the amount of waste diverted from landfill into recycling streams.	Preparation underway to kick off the project. Consultation with residents will support the work required under the route map. Waiting for HoS to be in post to progress.
11	Explore new recycling opportunities at HRCs including Swindon Road	GCC & CBC	Given the wider infrastructure project and consideration by CBC over the usage of the Swindon Road Depot, this action may be a lower priority than others.	Any improvements to Swindon Road on hold until the direction of the infrastructure project has been confirmed. Opportunities for recycling carpets and mattresses will be included in the new materials recycling procurement in early 2018.
12	Monitor recycling banks usage in FoDDC	FoDDC	Following the expansion of the kerbside recycling service in August 2017 prepare a report to assess the impact of the removal of the 34 recycling bank sites on customer satisfaction, performance and cost by March 18.	To commence autumn 2017.

13	Working with Ubico, implement preferred option for recycling service redesign in Cheltenham including round optimisation.	CBC	Having identified the preferred option (expected Autumn 2016), to plan and implement new service within time and financial parameters during Autumn 2017	New service launch on 16th October, everything running to schedule and no major risks.
14	Procurement round 2 on HRC materials	GCC	Ensure best value for HRC materials costs and income.	To commence November 2017.
15	Residual waste composition analysis	GCC	Commence planning for this to be delivered during 2018.	To commence 2018. UBB will lead on this.
16	To work with Ubico to undertake a review of the discretionary trade waste service to ensure it is operating on a viable commercial level	TBC	To establish if cross council service is viable, identify service expansion options and compliance with waste regulations following an audit of the service in 2016-17	The draft report has been received and discussed amongst the project team (CBC, TBC & WoDC) and some comments and suggestions have been made to APSE who will produce a final report shortly. TBC has identified a resource to market the services in the short term to promote the service and work with internal departments to increase the customer base.
17	Review of Garden Waste Charging Process and system to consider annual renewal and licence/tag system	TBC	To improve the service and renewal process implementing sticker service and annual renewal system.	The project is on course to commence in April. The licences have been decided and a design & postage contract is to be let. Pro rata invoicing has been in place since April and the bulk of these have been done through spring and summer.
18	Bulky waste collection service review	TBC	To consider service options with the aim of improving service levels and reducing waste to landfill following an audit of the service and assist in implementing the recommendations.	To commence autumn 2017.
18A	Review options for dewatering and recycling street sweepings and gully waste	All	To assess and, if economic, arrange recycling of street sweepings and gully waste.	Agreement in principle reached with Cory.
<b>Organisational / Systems</b>				
19	Recruitment of a new Head of Service Complete Phase 2 of JWC Restructuring	JWT	To be completed by end of June 2017 and December 2017 respectively. HoS top priority is to deliver the Accord.	HoS will be in post on 9 October, phase 2 restructure on hold until new head in post.
20	Javelin Park project handover	GCC	To implement plan to transfer responsibility for the contract to the JWT.	Regular project meetings involving the JWT are taking place.
21	Support 2020 project changes - e.g. changes to CRM systems that impact on service delivery	2020 partners	To ensure continuity of service, and quality of service delivery and customer satisfaction	Project has not commenced yet.
<b>Communications and Behavioural Change</b>				
22	Increasing recycling participation by engagement e.g. the <i>Helping People to Recycle More</i> project	All JWC partners	To minimise waste to landfill on an average per household basis.	A project is currently underway at the Forest of Dean to identify properties that have a second unauthorised refuse bin with the intention of collecting the additional bins and encouraging these residents to recycle instead thus reducing the amount of waste sent to landfill.
23	SDC service change follow-up work	GCC / SDC	Communications support to maintain participation rates after initial surge has settled down (potential to include bin stickering)	The JWT has met with SDC during the summer to consider the best use of this funding. Current pressures on SDC include the ongoing volume of requests for extra containers, and support for this will be offered.
24	Javelin Park Communications	GCC	JWT to work with GCC Residual Project officers and UBB to ensure consistency in the delivery of comms key messages.	Ongoing
25	Support CBC in enforcing no-side waste and closed bin lid policy	CBC	Once necessary enforcement support has been secured, to control levels of residual waste being presented - in support of <i>Helping People to Recycle More</i> project.	Business case for support officer to aid the successful introduction has been prepared and will be considered by CBC as part of a report to Cabinet to update the enforcement process within the environmental services policy.
26	Communications campaign to promote the blue bin collection service ensuring residents recycle the right material and reduce contamination	TBC	Minimise contamination to maintain a clean comingled recycling service which reduces the cost to the authority.	Work has begun with the MRF operator Suez to identify similar sorts of items that residents are recycling incorrectly. Press releases have generated some interest and work has been carried out with some housing providers to improve the recycling in communal bin stores. This is set to continue throughout the remainder of the year.

27	Promote garden waste collection schemes in all districts	Districts	To promote and sustain uptake in garden waste services	Promotions have been completed in CBC and CDC with a increase seen in numbers of subscribers in both districts. TBC has been marketing the service along with a the information regarding pro rata payments and the new licence system. A steady increase in TBC area. FODDC has seen an increase in subscriptions again rising from 17900 last year to 18727.
28	To explore options for developing a more integrated, efficient and effective countywide approach to flytipping enforcement and prevention.	All	To improve the natural environment and reduce costs	To commence autumn 2017.
29	To build on the Hubbub anti-litter campaign to discourage littering	FoDDC	To develop and deliver an action plan to work with the community to change behaviour and reduce littering across the district	The Love Your Forest Campaign PR launch was successful on 15 May. Good press coverage across local and national media both online, press and TV. The Trashconverter van is visiting schools (Supported by the street wardens) and events and tourist sites (Supported by volunteers) throughout May. Launch Event at Wenchford on 20 May was well attended - 15 bags of litter collected from the area by members of the public in exchange for seeds and flowers. The Car Sticker competition in conjunction with the Forest Review and the Tourism association ran from May to September with weekly coverage in the local press and social media. The communitrees trail has been installed at Wenchford from 10 August to 10 Sept and the roadside gallery will be in situ late Sept and October. An evaluation report on this campaign will be published later in the year.
30	To develop a "Bin Charter" to cover presentational issues in the Tewkesbury Conservation Area	TBC	Consultation exercise with policy development, agreement, publication and implementation leading to improved amenity in conservation area	This will be part of the council's new waste collection policy instructing residents how and when to present their bin. The policy is in final draft form and will go through the committee & council meetings in the autumn.
<b>Safety, Health and Environmental impact of operations</b>				
31	Monitor Health and Safety and Support the Health & Safety Executive's anticipated intervention programme.	Districts	To ensure safe working practices are in place and risks are eliminated or mitigated	Ongoing monitoring underway and waiting for confirmation of anticipated HSE intervention programme.
32	Review of monitoring health and safety of Ubico contracts	ALL	To establish common processes and ensure safety working practices are in place and risks are eliminated or mitigated	Ongoing function embedded in the contract monitoring duties of the JWT for all partners.
<b>Additional Actions</b>				
A	Interim Waste Disposal arrangements	GCC	To establish continuity of service.	Cabinet report prepared for September meeting.
B	Redirect a proportion of waste to Wingmoor Farm landfill in order to prolong life of Hempsted landfill.	GCC	To minimise the amount of waste disposal at Hempsted.	Waste diversion has commenced.
C	Refuse and Garden waste vehicle procurement	FODDC	New vehicles in line with contract for 2018-2024	Procurement in progress and on track for July 18 deadline