

Partners	Project	Lead Officer(s)	When	Expected Outcome	Update October 2015	
1. Engagement with customers						
1.1	All Partners	Engage in campaigns and activities to support waste minimisation and waste diversion in low recycling participation areas and engage with producers of excess waste.	AP	See Waste Marketing and Behaviour Change Programme	Support behaviour change, reduce waste and increase waste diversion. Aim to achieve higher participation in recycling services and reduce waste to landfill	County Wide No Food Waste Bin Stickers Campaign (apart from Stroud) to reduce residual waste and promote food waste participation - to be delivered August/ September. A targeted intervention project for Low and No Recyclers was outlined at July JWC. The project is based on direct engagement with residents who don't recycle at a face to face level. There is a report on this "Helping People to Recycle More" Project elsewhere on this agenda.
1.2	All Partners	Promote recycling opportunities using available media	AP		Increase waste minimisation and recycling performance	At CBC waste and recycling leaflets distributed to residents by members to help improve understanding of the service. During 'Recycle Week' (22-28 June) the JWT promoted textile reuse and recycling. JWT continues to support Glos City in Preparation for a recycling campaign to take place during the Rugby World Cup in September.
1.3	CDC/CBC/FOD/TBC	Promote garden waste collection schemes	SW / RC / ML / JD	Feb 15 -Jun 15 Feb 16 -Jun 16	Increase uptake in garden waste service.	CDC, CBC, TBC & FODDC promoted garden waste service through bin hangers - an increase in subscriptions being seen across the board compared to last year.
1.4	CBC/CDC/FOD	Investigate the potential to retrieve non approved residual bins	RC / SW	From Spring 2015	Reducing waste to landfill	This project will now be incorporated into the wider "Helping People to Recycle More" Project
1.5	GCC	Maintain and deliver the schools and community education programme	AP	See Waste Marketing and Behaviour Change Programme	Increased participation in 3Rs reduce, reuse, recycle	Schools education support is ongoing but has been scaled back following the departure of the lead officer. The resource is being considered as part of the "Helping People to Recycle More" Project
1.6	GCC	Develop and maintain the Master Composters and other community champion networks.	AP	March 15 to April 16	Build capacity within the community to encourage participation in recycling services	Master Composters continue to provide support to the JWT and 11 new Master Composters have been trained during 2015/16.
1.7	All Partners	Explore the opportunities to increase re-use through HRC shops, Swindon Rd recycling centre, community groups and other initiatives.	TC / AP	March 15 to April 16	Push waste up the hierarchy	The establishment of "Repair Cafés" has been investigated and we have met with several groups in order to progress this. There are currently no groups available to establish new Repair Cafés but we continue to engage with the existing groups with a view to developing opportunities to expand the work they do. The establishment of a Reuse shop at Hempsted HRC is under consideration as part of a site redesign.

1.8	TBC	Review website and recycling pages to ensure information is relevant and up to date	JD	March 15 to May 15	Information provided is up to date and appropriate	All webpages have been reviewed and a number of pages have been redirected to the countywide webpage to reduce duplication and remain consistent within the RFG campaign. An emphasis has been made to reduce contamination in collections including needles and sharps, and reduction of general waste in the blue bin. Online reporting and ordering of containers has been expanded.
1.9	FOD/CBC	Actively explore options for adding new materials such as cardboard, plastics and cartons within kerbside collections	RC / SW	March 15 to April 16	Meet customer and partner aspirations as resources allow	Ubico currently looking at options available for recycling service delivery in CBC from 2017 which will be presented in due course. This is included in Action 2.6 for FoDDC

2 Procurement

2.1	CBC	Assist Ubico to assess business case for new recycling vehicles	SW	Sept 15 to March 16	New fleet in service from 2017	Proposal being worked up with Ubico for vehicle replacement strategy which will cover CBC and the other Ubico contracts in Gloucestershire.
2.2	CBC/CDC	Materials recycling and sales project to market recyclable materials collected through the contracts	SW	Jan 15 to Sept 15 (CBC) Jun 15 to completion (CDC)	Maximise income for recyclable materials	A tendering exercise has been completed and the successfully re-processors are being appointed, with first quarter prices looking favourable. The new arrangements start on 17th October 2015.
2.4	GCC	Support the procurement of a new recycling/waste collection contract for premises (schools, offices, fire stations etc)	AP	March 15 to April 16	Contract to commence August 2016 - intention to add food waste. To be endorsed by JWC prior to sign off at GCC Cabinet	GCC has now let a contract for collection of food waste from schools to commence at the start of the new term in September.
2.5	GCC	Carry out a review of the HRC contract and make a recommendation on the preferred procurement strategy	TC	March 15 to Sept 15	A report to Joint Waste Committee and GCC Cabinet on the options for the HRC contract	A JWC options report was considered on 3rd July and a final paper was considered by GCC Cabinet on 22nd July. Cabinet approved the extension of the existing contract with Kier for a further 2 years 8 months.
2.6	FOD	FODDC waste and recycling collection, bring bank and bulking facility procurement and service design options project	RC	Sept 14 to Dec 16	A report to Joint Waste Committee and FoDDC Cabinet (Nov 15) on the options for the contract	The results of an options appraisal was shared with FODDC members in September. A report is presented elsewhere on this agenda seeking endorsement of recommendations to FODDC Cabinet in November.
2.7	FOD	Research and analyse the procurement options for the FODDC street cleaning contract	RC	Sept 14 to Dec 16	A report to Joint Waste Committee and FoDDC Cabinet (Nov 15) on the options for the contract	
2.8	CDC/CBC/FOD/TBC	Review garden waste billing systems	JD/RC/SW	March 15 to Sept 15	Ensure systems for billing are the most cost effective for all partners	A system review has taken place at FODDC and CBC. A further review may be required dependent on the outcome of 2020 project.

2.9	CDC/CBC/FOD/TBC	Review the overall procurement of receptacles for recycling, food waste etc. to ensure best value is achieved	JD/RC/SW	March 15 to Sept 15	A report to Joint Waste Committee setting out how to achieve best value from procuring receptacles.	CBC, CDC & TBC use the same framework for procurement. FODDC use ESPO Framework for procurement.
-----	-----------------	---	----------	---------------------	---	--

3 Operational review

3.1	GCC	Take steps to alleviate queuing at Hempsted HRC	TC	March 15 to April 16	Improved customer service	A planning application to improve for site layout at Hempsted is being prepared with input from the JWT. The proposed re-development will involve a Re-use shop and extra lanes to help alleviate queuing.
3.2	GCC/CBC	Explore new recycling opportunities at the Household Recycling Centres, including Swindon Road.	TC / SW	March 15 to Sept 15	Investigate the opportunities to recycle additional materials e.g. carpet, rigid plastic and consider the roll out of black bag opening to all HRCs	A review of the service is being carried out following the recent decision to continue with Kier as the main GCC contractor. Swindon Road is being included as part of the review.
3.3	CBC/GCC	Investigate options to reduce landfill waste being received at Swindon Road Recycling Centre including targeting trade abuse	SW / TC	March 15 to Sept 15	Reduce residual and increase reuse and recycling	SW - connected to 3.2
3.4	GCC	Review the acceptance of trade waste at HRCs	TC	March 15 to Sept 15	Subject to findings of the review agree and undertake appropriate actions	The issue has been discussed with Kier and further work is need to understand if there is a business case to expand the service in this way.
3.5	All Partners	Develop and deliver programmes to tackle fly tipping	RC	March 15 to April 16	Deter fly tippers	FODDC fly-tipping reduction project is continuing and Q1 to-date figures show a reduction in the number fly- tips and an increase in enforcement action; Q1 to-date - 1 statutory notice has been issued, 12 fixed penalty notices, 4 duty-of-care inspections and 186 stop and searches which led to 1 vehicle seizure and 1 formal caution. CDC has also recently prosecuted 3 offenders and publicised the activities being undertaken to target fly-tippers.
3.6	TBC	Review contract monitoring arrangements with MRF contractor	RC / RS	March 15 to May 15	Ensure contract and Waste Regulation compliance	Bimonthly contract monitoring meetings held, health and safety processes reviewed and monitored and sampling regime monitored to ensure compliance with MRF code of practice.
3.7	All Partners	Work with Ubico to ensure that business expansion does not have a detrimental effect on services.	SW / RC / TC	March 15 to April 16	A high standard of service delivery is maintained	Support has been given on a number of fronts and a Joint Management Team is planned for late October to synchronise business plans
3.8	TBC	Identify new bring site opportunities (WEEE and textiles)	RC / JD	June 15 to Sept 15	Increased recycling and opportunities to de-pollute the waste stream	All sites have sufficient textile recycling banks, although there is still interest in the market for more banks. CFL bulb and battery banks already provided.
3.9	TBC	Work with local fast food retailers to encourage them to be proactive in clearing up takeaway litter	JD / TBC	October 15 onwards	Cooperation with retailers, a reduction in litter and a positive effect on the local environment	Project not commenced due to overriding priorities
3.10	TBC	Investigate options for new recycling and waste management schemes at the larger new development sites	JD / TBC	April 15 to Sept 15	Identify achievable options for new large scale developments for more sustainable waste management.	Discussions have been had with planning to consider suitable large developments which are within the planning system already. Examples of local authorities with schemes such as these have been identified.

3.11	GCC	Investigate options for recycling plastic bags arising from de-bagging at the AD plant.	TC	April 15 to Sept 15	Extracted bags are either recycled or sent to EFW plants.	Andigestion have now comissioned the de-bagging plant at Bishops Cleeve and so packaging waste can now be passed to potential recyclers to assess the market viability.
3.12	CDC	Develop options with a view to introducing a trial of 120L bins as a standard refuse container in new developments	SW	April 15 to Sept 15	Evaluate the impact on recycling of reduced residual capacity	Project not commenced
3.13	GWP Partners	Review the County wide collection of sharps and clinical waste collections	TC	March 15 to April 16	To determine the most cost effective way of providing these services	Contact with the NHS has been made and the review is in its early stages.

4 Infrastructure

4.1	CDC	Work with CDC and Ubico to support the mobilisation of the new depot	SW	March 15 to delivery	Mobilisation to enable the site to be used for service delivery	In progress
4.2	CBC/CDC	Support Ubico in mobilisation of bulking facilities	SW	March 15 to delivery	Deliver operational bulking facilities	Project underway and on track for delivery by 16 October 2015
4.3	GCC/CBC/TBC	Assess cost/benefits of Residual Waste Transfer in northern parts of the county	TC	March 15 to Sept 15	Arrangements for the delivery of residual waste to Javelin Park	Following modelling a paper will be prepared for presentation to the next JWC outlining the approach to be taken.

5 Surveys/ Research

5.1	All Partners	Plan and carry out a residual waste composition analysis	AP	March 15 to delivery	Mobilise the waste sort project	Will be delivered as part of the EFW mobilisation project
-----	--------------	--	----	----------------------	---------------------------------	---

6 Contribution to Corporate Initiatives

6.1	All Partners	Report on waste reduction & recycling performance as required by individual partners	TC / RC / SW	Quarterly	Report performance corporately	Completed quarterly
-----	--------------	--	--------------	-----------	--------------------------------	---------------------

7 Strategic

7.1	All Partners	Encourage non GJWC partners to join the committee	SR	March 15 to April 16	Work with non-partners to understand the business case and other benefits of joining the GJWC	JWT are assisting Gloucester City with a review of their service and assisting with communications for the service change at Stroud DC. This work will help to show the benefits of joint working
7.2	All Partners	Undertake a review of the Joint Municipal Waste Management Strategy	AP	March 15 to April 16	Complete and publish review	Initial scoping session with officers and SMG undertaken. A project outline will be presented to October JWC
7.3	All Partners	Appraise the pros and cons of kerbside sort, co-mingled (and hybrid) systems with particular regard to safety, material quality, performance, ease of use, regulatory compliance and affordability including review of successful models adopted outside Gloucestershire	AP	March 15 to April 16	Ensure that when assessing collection systems in respect of regulatory compliance and for future service specifications we recommend the most effective system for the collection of recyclables and food, garden and residual waste	This is being completed as part of Service Design Review projects.

7.4	All Partners	Transition of oversight of the residual waste treatment project to the JWT.	SR	March 15 to April 16	Transition plan to be agreed with GCC to cover the move from construction and commissioning to full operation.	With construction expected to commence in 2016, this will form part of the next business plan. JWT is already providing officer support to the procurement team through this phase of the project.
7.5	All Partners	Lobbying for alternative ways to encourage and motivate residents to reduce residual waste	SR	After May 2015	Seek opportunities to lobby Government and others to make sure our voice is heard in the debate about waste issues	The new Government's approach is emerging with indications of a positive attitude from the Defra Minister, Rory Stewart, albeit with no new policy proposals yet. The forthcoming EU Communication on the Circular Economy (expected December 2015) is likely to shape thinking. In the meantime Defra's priority seems to be to encourage local authorities into food waste collection to boost recycling levels but this is already well established in Gloucestershire.
	All Partners	Review JWT structure and implement changes	SR	Complete by Jul 2015	Carry out a review to ensure the JWT structure is fit for purpose.	In progress. Phase 1 to be completed by Nov 15
7.6	Glos City	Assist Gloucester City Council to undertake a review of kerbside collection services ahead of ordering replacement vehicles (links to 7.3). Scope of input to be agreed.	To be confirmed	To be confirmed, provisionally complete by Dec 2015	A report to Gloucester City Council by City officers on options with input from JWC as required and as agreed.	JWT has facilitated external support for City (at their expense) and have continued to provide advice to the Member Working Group.

UNPLANNED WORK

TBC		Waste collection service review and vehicle fleet procurement	JD/RC	March 15 to April 16	Compliant waste and recycling collection service. A fleet of appropriate vehicles to collect refuse and recycling and maximise recovery.	A project team has been established including partner organisations (JWT, TBC and Ubico) and the service options appraisal is underway. 4 collection options to be reviewed inline with Waste Regulations requirements for commingled collections and a comparison against a kerbside sort option. The
TBC		MRF procurement options appraisal	JD /RC	August 15 to April 2016	Understanding the MRF markets for future procurement requirements in line with the waste collection service review.	Discussions have been held with the incumbent contractor regarding the current markets and contracted gate fees.