

Appendix 1

JWC Action Plan 2015/16

Partners	Project	Lead Officer(s)	When	Expected Outcome	Update May 2016
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 Sticking Campaign (apart from Stroud) to reduce residual waste and promote food waste participation - was delivered August/ September and repeated in December for CBC. Further engagement with Low and No Recyclers was outlined at July and October JWC. Options based upon direct engagement with residents who don't recycle at a face to face level. Baseline monitoring work has been completed in an area of Coleford in order that we understand the exact nature of participation and non-participation in recycling services, and this information will be used to determine the most appropriate action to take. This will include consideration of approaches to be made in other areas of the county. It is planned to extend the work across the Forest of Dean district area following the service change in August, where excess waste capacity will be reviewed, and if necessary, removed from households who don't qualify for additional residual waste bins.
1.2 All Partners	Promote recycling opportunities using available media	AP		Increase waste minimisation and recycling performance	RFG website maintenance is ongoing and is kept up to date with the latest information on waste and recycling. Following a number of successful promotions during 2015/16 (food waste sticking, 'be a sport', 'Your Guide' adverts and local material specific promotions) preparation is underway for the 2016/17 'Recycle Week' campaign in September, which will focus on the Unusual Suspects (items from around the home which don't always get recycled). Articles highlighting 'what happens to your recycling' are also being prepared for publication in local newsletters. Opportunities to promote this message will be ongoing during 2016/17.
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 Lo and No Recyclers 'Helping people to recycle' 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	Preparation is underway to deliver service change messages to schools in the Stroud area. The online resources on the RFG website are being maintained, and the provision of composting support to schools is ongoing.

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. A specialist composting workshop has been attended by a number of master composters in the Stroud area. Summer 2016 will see master composter activity increase during shows and events, and they are being supported by a number of additional training days at Garden Organics.
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 first Repair Café (run by Vision 21, the University of Gloucestershire and supported by JWT) opened in May in Cheltenham and will now open once a month. The JWT will continue to support this venture with promotions and advice, and are keen to find any other new groups that are willing to start up similar ventures. The establishment of a Reuse shop at Hempsted HRC is part of the site redesign planning application.
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	JWT & Ubico currently looking at options available for recycling service delivery from 2017 which will be presented to CBC in due course. FODDC this is included in Action 2.6

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	SW - connected to 1.9
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	CBC/Ubico Materials Bulking Facility went live on 17th October and the associated materials contracts are now in place. Income projections and reduction in operation costs look set to deliver anticipated budget savings in the business case, although material prices have declined sharply since the project was approved however the Council would have been affected under the previous arrangement in any case.
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	The contract is currently out for tender, and evaluation of bids is taking place in June for a contract start date of August.

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	<p>A decision to extend the contract with Kier was made in July 2015, however in December 2015 Kier pulled out of the agreement citing further reductions in recycle income (particularly for WEEE) as the reason.</p> <p>Options have now been reconsidered and a Cabinet Report has been prepared for GCC. The Committee agreed that the Chair and Vice Chair would be consulted for a response.</p> <p>Following consultation GCC Cabinet made a decision to award the contract to Ubico Ltd from 7th August 2016.</p>
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	<p>A Service Options report was considered at October JWC and Service and Procurement Options were considered by FODDC Cabinet on 19 November. It was agreed to extend the waste and recycling collection service with Biffa Waste Services until 2024 and implement a service change to move to weekly kerbside sort with the addition of plastic bottles, cardboard, small WEEE and textiles in August 2016. The implementation project is progressing well. All residents have been informed of the change via a booklet in the Council Tax. Further information is going out in late June.</p>
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	<p>A paper was considered at FODDC Cabinet on 19 November. It was agreed that Ubico be commissioned to deliver street cleaning services when the current contract expires in July 2018.</p>
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	<p>A system review has taken place at FODDC and CBC. Work is underway to produce a report setting out each partner's process and identifying commonalities. There may be opportunities to align billing systems dependent on the outcome of 2020 project.</p>

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.
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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 the site layout at Hempsted has been submitted with input from the JWT and some minor preparatory work has started. The proposed re-development will involve a Re-use shop and extra lanes to help alleviate queuing. Planning permission is awaited.
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	The planned review of the service is on hold pending resolution of the service provider (see 2.5 above). It is intended to include Swindon Road 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 needed 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	The FODDC fly-tipping reduction project was successful. The number of flytips in 2014/15 was 783 and this has reduced to 677 in 2015/16 due to the enforcement action that was carried out as part of the project. This included stop and search, duty of care inspections, statutory notices, fixed penalty notices which led to 1 vehicle seizure and 1 formal caution and 1 prosecution. 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	Ongoing dialogue is underway with Ubico at a high level and a issues log is being maintained to keep track of any major issues which are causing concern
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	No progress due to other work demands for TBC

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 commissioned the de-bagging plant at Bishops Cleeve and so packaging waste can now be passed to potential recyclers to assess the market viability. Until such time that a viable market is found, plastic bag waste will still be landfilled.
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	Stroud are set to launch service redesign including introducing 140L bins later this year so a review of the success along with other studies being completed around the country on 3-weekly refuse collections will be completed later in 2016.
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 progress. The scheme involving pharmacies will continue during 2016/17 whilst a full review is carried out and additional data is gathered.

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	SW - ongoing
4.2	CBC/CDC	Support Ubico in mobilisation of bulking facilities	SW	March 15 to delivery	Deliver operational bulking facilities	Project complete in CBC. Waiting on progress with new depot in CDC.
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 was presented to the JWC in October 2015 further work is being done by Ubico to model the impacts of transfer. A meeting has been held with CBC to understand the impacts on Swindon Rd.

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, and now is likely to commence in 2017/18.
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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
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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	A formal review is not being undertaken during 2016, but a future route map paper is being presented at the June JWC meeting. This will highlight the key strategic issues and inform the big picture moving forward.

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	All service TEEP assessments were completed prior to submitting compliance information to the EA in 2015. Further work has been undertaken to quantify specific issues relating to glass collections in Tewkesbury, and has been used in assessing the options for future service configuration.
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 providing 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	
	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. Formal Phase 1 Consultation will commence on 23 February 2016
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.	This work is nearing completion (see Gloucester City update for more information)

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 Service Options report was considered at Dec JWC and a report went to TBC Executive on 3 Feb at which members endorsed the outcome of the Waste Review and approved the recommendations. The report was approved by TBC Full Council. The next phase of the project is to carry out vehicle procurement in readiness for 2017.
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 and soft market testing is in progress ahead of the procurement process.