

Appendix 1
Gloucestershire Joint Waste Committee
Action Plan - 2017/18

Updated - January 2018

	Project	Affecting	Objective and /or Outcomes	Progress Update
	Strategic Direction			
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	JWC workshop held on 5/12/17 with key outcomes reflected in 2018/21 GJWC work plan.
2	Continue to encourage Gloucester City Council and Stroud District Council to join JWC	All	To develop an overall strategy and optimised delivery framework for an efficient, effective and inclusive resource management in Gloucestershire	HoS meeting regularly with Gloucester City to develop plans for the city council to potentially join the GJWC.
	Infrastructure			
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	Procurement to secure bulking and transfer services in readiness for summer 2019 is underway. Soft Market Testing exercise recently completed.
4	FODDC Depot project	FODDC	To ensure that Depot/ Bulking Facility is in place in readiness for 2024	Site search and evaluation is underway.
4A	Replace Static Compactors at 4 Household Recycling Centres (HRCs)	GCC	To procure mobile compaction capability for Hempsted and Pyke Quarry in 2017/18 and Wingmoor and Oak Quarry in 2018/19	Procurement project is underway. Completion for Hempsted and Pyke is now expected summer 2018. Wingmoor and Oak for 2019.
	Procurement			
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	Project team established. Mobilisation project is in progress.
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 included within the extension of the integrated contract with Enover (formerly Cory) through to Jan 2020 (the extension includes landfill disposal, bulking & haulage, green waste composting and monitoring of closed landfills).
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.

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	Service Development, Efficiency and Improvement			
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 for CBC & TBC services have been drafted to assist in discussions between the authorities. SMG to consider further and develop next steps.
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.	Project inception completed. Project initiation document, plan and potential collection options being developed. Options appraisal work and consultation with residents will support the work required under the service integration route map.
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. Action to be carried forward into 2018/19 action plan.
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.	Measurement of tonnages from individual bank sites being monitored for 3 month period to establish usage at each site.
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 launched on 16th October 17. Some residents continuing to present mixed recycling which is slowing recycling crews down. Good take up in recycling service and far better performance than modelled currently being seen. Further work being completed to understand what effect the increase in participation will have on resources.
14	Procurement round 2 on HRC materials	GCC	Ensure best value for HRC materials costs and income.	Wood recycling contract commenced 1st January and is a continuation of our service with South Wales Wood Recycling. All other materials contracts will commence 1st April.
15	Residual waste composition analysis	GCC	Commence planning for this to be delivered during 2018.	A contractor is to be appointed from the ESPO framework and the first seasonal sort will take place summer 2018.
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	.	The final draft report has been produced and options to be discussed with SMG. 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 track. The licences have been developed and a design & postage contract has been let. Mailing going out in early February to inform residents to apply for 18/19 licence. New systems in place and training been delivered to customer services team.
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.	This project will be delivered in 2018/19.
18A	Review options for dewatering and recycling street sweepings and gulley waste	All	To assess and, if economic, arrange recycling of street sweepings and gulley waste.	Agreement in principle reached with Enover, but no further progress yet made.

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Organisational / Systems				
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.	Head of Service appointed in October. Due to the delay in appointing, the phase 2 team structure review is yet to be completed.
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. The JWT also attends meetings of the UBB Community Liaison Group. Regular project updates to be provided to the GJWC commencing Feb 18.
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	Due to the formation of Publica this project was delayed. The CRM system at the FODDC will not be supported from 1 April 2018, so a new system is required to process service requests (e.g. bin orders, missed bins, bulky waste service requests). A project team has now been established and the JWT are providing input.
Communications and Behavioural Change				
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 FODDC 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). Preparations are underway for the annual calendar/garden waste mailing which goes out in February and will also include a leaflet on recycling tips.
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 recycling containers, and support for this will be offered, along with the promotion of key messages relating to keeping paper and cardboard dry and the use of plastic bag caddy liners.
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. Shared communications planning is now underway.
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 a support officer to resource this project (and to help address wider capacity and resilience issues) has been presented to CBC for consideration to be built in to 2018/19 budget. Enforcement process and environmental services policy are being updated and will be presented to Cabinet for formal approval.
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.

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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 an increase seen in numbers of subscribers in both districts. TBC has been marketing the service along with 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 17,900 last year to 18,727.
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	TBC has implemented a project to tackle fly-tipping, which is being managed by the Environmental Health Team. Activities include stop and search with the police and the environment agency, and a drive on investigating incidents of fly-tipping that has resulted in prosecutions. The opportunity for cross border working with the FODDC was identified and this request has been passed on to the shared Environmental Regulatory Service team (a shared service across the Forest of Dean, Cotswold and West Oxfordshire) as they have the enforcement powers required to carry out such work.
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 visited schools, (Supported by the street wardens) and events and tourist sites (Supported by volunteers) throughout May. A 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 was installed at Wenchford from 10 August to 10 Sept and the roadside gallery was in situ late Sept and October. An evaluation meeting took place in November and subsequently a planning meeting has taken place for the 2018/19 campaign.
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 has been included within council's new waste collection policy which was approved by the council in November.
Safety, Health and Environmental impact of operations				
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 in place 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.

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	Additional Actions			
A	Interim Waste Disposal arrangements	GCC	To establish continuity of service.	Extension agreed with Enovert up to January 2020, by which time it is expected that Javelin Park EfW will be operational.
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 to prolong the life of Hempsted Landfill site up until Javelin Park mobilisation in Spring 2019. Working with Ubico to deliver some SDC waste from Hempsted to Cirencester TS.
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