



## ACTION PLAN UPDATE

<b>Committee</b>	Gloucestershire Joint Waste Committee
<b>Committee Date</b>	9 October 2018
<b>Significant Decision</b>	No
<b>Responsible Officers</b>	Wayne Lewis, Head of Joint Waste Team, 01452 425504, <a href="mailto:wayne.lewis@gloucestershire.gov.uk">wayne.lewis@gloucestershire.gov.uk</a>
<b>Main Consultees</b>	None
<b>Purpose of Report</b>	The purpose of this report is to update members on progress of the 2018/21 action plan.
<b>Recommendations</b>	<p><b><i>It is recommended that the Committee:</i></b></p> <ul style="list-style-type: none"><li>a) Notes the progress of the current (2018/21) action plan;</li><li>b) Notes the inclusion of a new action at 3.11 of the action plan (reprocurement of HRC wood contracts);</li><li>c) Agrees revised target completion dates for actions 4.4 and 4.12; and,</li><li>d) Notes the high level risks and proposed mitigation measures set out in section 4 of this report.</li></ul>
<b>Resource Implications</b>	None.

## **1. Background**

- 1.1 This report provides an update on progress against the 2018/21 action plan adopted by the JWC in February 2018.
- 1.2 A risk register is developed as part of the JWC annual business plan and is managed by the Senior Managers Group (SMG). Risks categorised as high by the SMG are reported to the JWC. The current high level risks are set out in section 4.

## **2. Action plan 2018/21**

- 2.1 Appendix 1 provides a summary of progress to 1<sup>st</sup> October 2018 against the 2018/19 action plan. Most actions are proceeding to plan.
- 2.2 The target completion date of Oct 2018 for action 4.3 has not been met - alignment of street cleaning functions with waste and recycling collection schedules (within Cheltenham). A revised completion date of June 2019 is proposed. Similarly, a revised completion date of June 2019 is proposed for action 4.12 – a review of trade waste services in Cheltenham and Tewkesbury.
- 2.3 A new action has been added at 3.11. The service provider to both Cheltenham B.C and the County Council for HRC wood collections voluntarily terminated its contract with the councils in August as it was unable to make collections. Contingency measures were put in place and new tender documents issued. The tendering process is currently live at Cheltenham B.C and has recently completed at the County Council.

## **3. Risks**

3.1 A risk register that identifies risks associated with the delivery of the JWC action plan (2018/21) is reviewed at each meeting of the SMG. Risks are scored according to their likelihood and also the impact that they might have should they occur. Mitigation measures are set out to reduce the effects of these risks. The highest scoring risks are reported to the joint committee.

3.2 At quarter 2, three risks have been scored as “high”. These are set out in appendix 2, together with the planned mitigation measures.

3.2.1 The costs of some of Ubico contracts were higher than budgeted last year. There are also shared concerns over the quality of the forecasting and reporting provided. Mitigation measures have been agreed in consultation with Ubico. Key measures include the recruitment of financial support staff and the introduction of more regular and better quality budget reporting. A new financial controller has been appointed by Ubico and regular budget monitoring meetings are in place. Work is ongoing to improve forecasting.

3.2.2 With the Javelin Park Energy from Waste plant due to start accepting waste in March 2019, there is a requirement to make arrangements for the delivery of district council collected waste to the site. Two work streams are underway: the procurement of waste transfer and the development of direct delivery options. These are discussed in more detail elsewhere on today’s agenda.

3.2.3 The difficulty in recruiting and retaining labour for waste and recycling collections work, particularly drivers, continues to be an issue for Ubico due to a wider shortage of these workers across the country.

#### **4. Updates from Non-voting Partners**

5.1 Gloucester City Council and Stroud District Council will be invited to provide a verbal update at the meeting.