

	ACTION PLAN UPDATE
Committee	Gloucestershire Joint Waste Committee
Committee Date	12 February 2019
Significant Decision	No
Responsible Officers	Wayne Lewis, Head of Joint Waste Team, 01452 425504, wayne.lewis@gloucestershire.gov.uk
Main Consultees	None
Purpose of Report	The purpose of this report is to update members on progress of the 2018/21 action plan.
Recommendations	<p><i>It is recommended that the Committee:</i></p> <ul style="list-style-type: none"> a) Notes the progress of the current (2018/21) action plan; b) Agrees a revised completion date of Oct 2019 for action 5.1 within appendix 1; and, c) Notes the high level risks and proposed mitigation measures set out in section 4 of this report.
Resource Implications	None. The current revenue budget position for each of the partners is reported separately on today's agenda.

1. Background

- 1.1 This report provides an update on progress up to January 2019 of the 2018/21 action plan adopted by this committee in February 2018.
- 1.2 A risk register is developed as part of the Joint Waste Committee (JWC) annual business plan and is managed by the Senior Managers Group (SMG). Risks

categorised as high by the SMG will be 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 30th January 2019 against the 2018/19 action plan. Good progress has been made. However, a revised completion date is needed for action 5.1 (a review of the JWC funding arrangements), as this project will now be part of a likely wider governance review following Cheltenham's notice of its intention to leave the JWC. A revised date of October 2019 is proposed.

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 3, one risk has been scored as "high" following the application of mitigation measures. This risk is set out in appendix 2 and relates to the cost increases on a number of Ubico contracts, which are currently forecast to be higher than budgeted (for Cheltenham B.C, Cotswold D.C, Gloucestershire C.C and Tewkesbury B.C). 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 now in place include additional financial support staff and the introduction of more regular and detailed budget reporting.

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.