

Appendix 1

**Gloucestershire Joint Waste Committee
Action Plan - 2019/22**

Key

Red	Major Issues or delays.
Amber	Minor issues or delays.
Green	Proceeding to plan.

Project	Affecting	Objective and /or Outcomes	Target completion date	Joint Waste Committee Update - December '19	RAG Status	Action Complete Y/N	Transfer to respective Partner/ Future Partnership
1 Strategic Direction							
1.1 Service Integration Routemap.	All	To develop a preferred option and pathway to service integration.	Oct-19	Recent CDC service review provides a broad template for future reviews. This aim/project will need to be revisited as part of the current review of waste partnership working.		N	To be reviewed by future partnership
1.2 Continue to encourage GCiC and SDC to join the JWC.	All	To develop an overall strategy and optimised delivery framework for efficient, effective and inclusive resource management in Gloucestershire.	Ongoing	The current review of waste partnership working supported by Local Partnerships has involved discussions with both Gloucester City and Stroud D.C, with the aim of all Glos local authorities being part of a future waste partnership.		N	Not Applicable
1.3 Review and renew the Gloucestershire Joint Municipal Waste Management Strategy (GJMWMS).	All	To agree a vision, priorities and targets for municipal waste management in Gloucestershire beyond Mar 2020.	Feb-20	Work will commence following the outcome of the current review of waste partnership working within Gloucestershire, also building upon themes of the recent national resources and waste strategy consultations. Scoping work will commence along with the new partnership formation.		N	Transfer to new partnership - New strategy to be developed
1.4 Review partnership IAA, payments and funding arrangements.	All	To ensure that governance and funding arrangements continue to support the achievement of the partnerships' vision, priorities and targets. To continue to provide good value for money for partner councils.	Oct-20	A GJWC workshop in Feb 2019 agreed a broad direction of travel. This has been developed further by recent work by Local Partnerships, whose report has been circulated to all Glos local authorities. Terms of reference for a new partnership drafted and each Gloucestershire local authority invited to join.		Y	Transfer to new Partnership - ToR developed
1.5 Review the National Waste and Resources Strategy, responding to related consultations where relevant.	All	To ensure the Gloucestershire waste strategy is aligned with national priorities and that Gloucestershire has a voice in helping to shape these priorities.	Mar-22	GJWC responses submitted for the recent DEFRA consultations on Consistency, Extended Producer Responsibility for Packaging and a Deposit Return System. A further round of detailed consultations will be conducted by DEFRA in early 2020.		Y	Transfer to new partnership - ongoing role to respond to national plans and priorities.
2 Infrastructure							
2.1 Review current depot, transfer and HRC provision and assess future requirements.	All	To assess current premises and identify future infrastructure requirements needed to meet future GJWMS priorities and targets.	Mar-21	Initial consideration is being given to future HRC provision, with a section of the revised Local Developer Guide updated to include HRC capacity contributions. Full project scoping will commence once the current workload priorities have been delivered. CBC has convened a meeting of stakeholders to discuss a potential future strategic waste site in the wider Cheltenham area. Work is at an early stage.		N	Transfer to new partnership
3 Procurement							
3.1 Procurement of a replacement composting contract for garden waste collected in Gloucestershire.	All	New contract to compost garden waste. To include bulking and haulage where required.	Jan-20	Procurement has been completed and new contracts will commence February 2020.		Y	Transfer to GCC

3.2	Purchase HRC mobile compactors.	GCC	To replace compactors at Oak Quarry, Wingmoor and (subject to capital bid) Fosse Cross HRCs.	Mar-20	Oak Quarry HRC site conversion completed Apr 19. Wingmoor Farm HRC conversion delayed until the lease area with Enovert is varied and planning permission obtained for site alterations. Indicatively Wingmoor will be completed early summer 2020. Fosse will remain with static waste compaction but refurbishment works including new concreting is required leading to an anticipated temporary site closure early 2020.		N	Transfer to GCC
3.3	Food waste contract procurement.	GCC	To ensure that a food waste recycling contract remains in place beyond the end of current contract term. To include bulking and haulage where required.	Sep-21	To commence mid 2020.		N	Transfer to GCC
3.4	Reach decision on contract extensions for sale of recyclable materials from HRC sites.	GCC	To ensure continued arrangements for HRC recycle sales.	Aug-20	To commence early 2020.		N	Transfer to GCC
3.5	Dry recycling material transfer extension/procurement.	TBC	To ensure that there are adequate arrangements in place for the transfer of mixed dry recycling to the MRF beyond the end of the current contract term.	Apr-19	The current contract for Transfer with Ubico Ltd at Swindon Road Depot has been extended until 31 March 2020. A review of the transfer contract will take place in line with the Suez MRF contract which expires on 31 March 2021 but has option to extend for up to 3 years.		Ongoing	Transfer to TBC
3.6	Make arrangements for the continued monitoring of closed landfill sites.	GCC	To ensure monitoring remains in place following the end of the current waste disposal services contract.	Jan-20	Current arrangements in place with Enovert.		Ongoing	Transfer to GCC
3.7	Make arrangements for the collection and disposal of clinical waste.	All	To ensure collection and disposal arrangements remain in place for clinical waste following the end of the current waste disposal services contract.	Jan-20	Arrangements have been made as part of the residual waste treatment contract with UBB.		Y	Transfer to GCC
3.8	Ensure arrangements remain in place for the collection of sharps from community pharmacies.	All	To ensure collection and disposal arrangements remain in place for sharps following the end of funding for this service by the NHS.	Apr-19	The NHS have confirmed that they will continue to include sharps disposal within their new services contract.		Y	Transfer to GCC
4	Service Development, Efficiency and Improvement							
4.1	Review options for dewatering and recycling street sweepings and gulley waste.	All	To assess and, if economically viable, arrange recycling of street sweepings and gulley waste.	Mar-20	Discussions are being held with UBB as part of the new residual waste treatment contract.		N	Transfer to GCC
4.2	To review and establish how new developments that cross boundaries will be serviced.	TBC	To undertake a business case for a consistent service in the JCS area around Cheltenham, which crosses district boundaries. To ensure that the preferred collection service is aligned with wider GJWC work on service integration.	Oct-19	Work to commence this year with planning teams to identify the development area and boundaries as well as collection options with the potential for collaborative working across the councils and mutual waste collections contractor.		N	Transfer to TBC & CBC
4.3	Support CDC in implementing new waste and recycling collection service in 2019.	CDC	To implement the recommendations of the collection service options appraisal, by overseeing the implementation of new waste and recycling collection services by Ubico in Cotswold D.C	Mar-20	Vehicle and receptacle orders in place and Comms Plan being finalised. Launch date has been moved to Spring to allow for introduction of In-Cab Technology which will be beneficial in minimising collection problems at the beginning of the new service. Preparations being made for launch on 18th March 2020.		N	Transfer to CDC
4.4	Review HRCs to explore service efficiency opportunities.	GCC	Devise and implement further efficiencies at HRCs in order to contribute to GCC's wider savings programme.	Jun-19	Ongoing. GCC and Ubico continue to explore operational efficiencies. A trial of waste bulking has been completed with results to be reviewed and recommendations by Ubico to follow.		Ongoing	Transfer to GCC
4.5	Residual waste composition analysis.	GCC	Four-season analysis of kerbside and HRC residual waste commencing summer 2018.	Nov-19	All sampling has now been completed. Awaiting final report.		N	Transfer to GCC
4.6	Mobilisation of Javelin Park Energy from Waste contract.	GCC	To ensure that the contract is mobilised on time and in line with the contract requirements.	Ongoing	Mobilisation meeting frequency reduced to quarterly. Refining of processes continues, but feedback from operators has been very positive.		N	Transfer to GCC

4.7	Mobilisation of Forest of Dean Street Cleaning Contract.	FoDDC	To ensure a smooth mobilisation of the new contract.	Apr-19	Mobilisation project completed in readiness for the contract start date of 1 April 2019. Biffa has restructured the existing team and recruited additional employees to fulfil the requirements of the contract. New vehicles have been procured. A competition was run under the "Love Your Forest" banner with local school children to design artwork with anti-littering messages for the livery of the vehicles and artwork now on vehicles.		Y	N/A - Completed
4.8	Coordinate Forest of Dean community panel on waste and recycling	FoDDC	To seek local residents views on current and future waste and recycling service priorities	Ongoing	The second Waste and Recycling Community Panel was held in Feb 19 and attended by 9 members of the public. The meeting focused on the different types of waste communications undertaken by FoDDC such as direct mail (i.e. waste calendars, leaflets, surveys, letters about incorrect presentation of waste), vehicle livery, advertising, schools engagement and projects to inform the panel and give them opportunity to comment.		Y	Transfer to FOD - ongoing work with the panel
4.9	Assess the feasibility of introducing reuse shops at HRCs	GCC	To reduce waste and increase reuse by providing reuse shops at HRC	Oct-20	New reuse shop opened at Oak Quarry HRC in Apr19. GCC to pilot the outsourcing of the operation of Fosse and Oak reuse shops to third sector, expected to commence Spring 2020. The introduction of a reuse shop at Pyke Quarry HRC restricted by a limited site footprint and is not being progressed at this time.		N	Transfer to GCC
4.10	Review of the trade waste service to ensure viable commercial operation	TBC	Present findings and gain support for service improvements	Oct-19	Ubico are preparing a paper for Ubico board to look at a Countywide approach to trade waste services. TBC are carrying out a specific project to increase the current customer base.		N	Transfer to TBC
4.11	Investigate the collection of WEEE (and other possible recyclables) at the kerbside.	TBC	Investigate the options for kerbside collection with a view to increasing the capture rate of WEEE.	Mar-20	Project carried over from 18-19. The RCVs can be fitted with cages for the collection of WEEE but will commence when the vehicles are not required to tip on landfill due to potential for damage.		N	Transfer to TBC
4.12	Street cleaning operational review.	TBC	To improve the effectiveness of street cleansing in the borough.	Mar-20	A review of the current service is underway with Ubico. Data collection and drafting of schedules taking place for testing and then roll out this year.		N	Transfer to TBC
5	Communications and Behavioural Change							
5.1	Communications campaign highlighting the importance of separating the right materials for recycling.	All	Maintaining high quality recyclable materials and minimising contamination.	Mar-20	The importance of separating out recycling materials and presenting appropriately will be a big part of the comms to support the CDC service redesign implementation. At FOD the annual calendar mailing went out to all residents in February which included instructional information to separate out recycling. National recycle week took place at the end of September, which JWT supported locally.		Ongoing	Transfer to new partnership
5.2	Communications campaign to promote food waste prevention and recycling.	All	Encourage residents to reduce food waste, maintain high capture rates of food waste for recycling and minimise the amount of food waste within the residual waste stream.	Mar-20	Food waste prevention and recycling will be included as part of the comms to support the CDC service redesign implementation. Christmas campaign will focus on food waste.		Ongoing	Transfer to new partnership
5.3	Communications campaign to promote the reduction and recycling of plastic waste.	All	Encourage residents to reduce consumption of single-use plastics, maintain high capture rates of plastic for recycling and minimise the amount of plastic materials within the residual waste stream.	Mar-20	Plastics reduction and recycling will be included as part of the comms to support the CDC service redesign implementation. At FoDDC work has been continuing on pilot project 'Plastic Free Coleford' with the Town Council and support also being provided to grassroots initiatives in Stow on the Wold that aim to reduce plastics.		Ongoing	Transfer to new partnership
5.4	Javelin Park communications.	GCC	To ensure consistent and clear communications relating to the operation of the facility.	Ongoing	A review of the Recycle For Gloucestershire website content is being undertaken. GCC and UBB comms are being reviewed. Proposals provided by UBB are being discussed and worked through.		Ongoing	Transfer to GCC

5.5	Continued promotion of real nappies.	GCC	To provide information and support on the use of reusable nappies and to promote the uptake of the Gloucestershire Real Nappy voucher scheme.	Ongoing	This remains ongoing with the current arrangements until March 2020. A decision on the future approach will be taken prior to expiry of these arrangements.		Ongoing	Transfer to new partnership
5.6	Continued support for home and community composting.	GCC	To provide information and support on home and community composting and continue to make home composting bins available for purchase by Gloucestershire residents.	Ongoing	GCC maintains the existing network of Master Composters, and access to the Straights composting products continues to be provided via the RFG website. A 'free delivery' offer for compost bins has taken place throughout May.		Ongoing	Transfer to new partnership
5.7	Promote garden waste collection schemes in all districts.	CDC, FoDDC & TBC	To promote and sustain uptake in garden waste collection services.	Jun-19	Majority of promotions have already taken place in all districts and resulted in a sustained level of subscriptions compared with the previous year.		Ongoing	Transfer to new partnership
5.8	To build on the Love Your Forest anti-litter campaign.	FoDDC	To develop and deliver an action plan to work with the community to change behaviour and reduce littering across the district. Wherever possible, to share and apply learning across the partnership.	Ongoing	Following on from the success of last year's LYF Scout badge, a new Girlguiding badge has been launched this year to engage with younger people on the issues of litter. In Q1, twenty one Scout and Girlguiding groups from across the district took part in the campaign (this equates to a reach of 296 young people and 65 adult leaders/helpers). All groups undertook a litter pick and the majority also received a visit from the 'Trashconverter' trailer (which swaps small treats for litter brought to it to reward positive behaviour) and/or one of the #LoveYourForest team to talk more about the problem of litter. This year's car sticker competition was launched at the end of May and over 50 outlets received their car window stickers, 8 campaign articles appeared in the Forest Review. 130 entries were received from the Year 5 and 6 poster competition for livery design of street cleansing vehicles. The Trashconverter trailer is continuing to visit local events, primary and secondary schools to spread the anti-littering message still further. Funding confirmed for 2020/21 campaign with a focus on on the go recycling and litter prevention		Y	Transfer to FoD
5.9	Support the roll-out of new waste and recycling collection services in Cotswold D.C	CDC	To provide clear and timely information on any changes and enhancements to collection services so that any disruption from the service change is minimised and recycling performance is maximised.	Mar-20	Comms plan being overseen by Project Board and action plan being finalised. WRAP advisory support obtained by the JWT. Design work now largely complete and package of work will be ready to support the implementation of the new service in Spring 2020. Preparations being made for launch on 18th March 2020.		N	Yes
5.10	Review and update the Recycle for Gloucestershire branding and communications materials.	All	To provide attractive, modern communication channels to promote our sustainable waste management messages.	Mar-20	Branding is being changed, in line with the new national brand, from 'Recycle for Gloucestershire' to 'Gloucestershire Recycles'. The website is being updated and future printed materials will feature the new brand.		Ongoing	Transfer to new partnership
6	Safety, Health and Environmental impact of operations							
6.10	Monitoring, reporting and continuous review of health and safety policy and practices of GJWC contractors and service providers.	All	To ensure safe working practices are in place and to establish common processes and best practice.	Ongoing	Ongoing with regular reporting through contract management meetings and quarterly Ubico ESPB meetings. The GWASH group continues to meet.		Ongoing	Transfer to individual councils. Joint GWASH group to be retained.