

SERVICE ACTION PLAN

Service: Contracted Services

Initiative

Waste Management & Recycling Forward Plan

Authority risk: High

Proposed Start date: Jan.2006

Proposed Finish date: 31 March 2008

Actual Start date: Jan. 2006

Actual Finish date: 31 March 2008

| No. | Key Action (No longer than 2 month interval in first year) | Risk H/M/L | Due date | Approved change to due date | Officer | | Completed date | Issues or missed date details | Issue date dd/mm | Agreed resolution | Agreed by L/CD/CMB and date |
|-----|---|------------|----------|-----------------------------|---------|-----------------|-----------------|--|------------------|---|---|
| | | | | | Lead | Support | | | | | |
| 1. | Approval to Waste Management & Recycling Forward Plan | M | 27.1.06 | | JB | | 27.1.06 | | | | Waste Mgt & Recycling Sub Committee 27.1.06 |
| 2. | Take delivery of smaller vehicle for round 6 expansion. | M | Jan.06 | | JB | DB | April 06 | Supplier late on delivery. | Jan.06 | Temporary hire vehicle used at suppliers cost to enable launch on 27.2.06 | C.D. Jan.06 |
| 3. | Launch of round 6 kerbside expansion. | H | Feb.06 | | JB | MC | 27.2.06 | | | | |
| 4. | To create a programme for a targeted recycling education / awareness campaign – utilising funding from Waste Performance & Efficiency Grant. | M | May 06 | | DB | MC | June 06 | No committee dates set during May for elections. | | | Waste Mgt. & Recycling Sub 14.6.06 |
| 5. | Detailed monthly local monitoring of recycling performance through recycling performance analysis sheet and reporting to Waste Mgt.& Recycling Sub on 6/8 weekly basis. | M | Monthl y | | JB | MC | Monthly | | | | Waste Mgt. Sub. 27.4.06, 14.6.06, 25.7.06,, 22.9.06, (Env.Services 26.10.06) 13.11.06 |
| 6. | Additional promotion of garden waste recycling scheme to target approx. 2000 households by March 07 | M | March 06 | | MC | Green Recycling | March 06 | | | | Waste Mgt.& Recycling Sub 27.1.06 |

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| 7. | Member approval to spending of Waste Performance & Efficiency Grant. | M | June 06 | | JB | | 14.6.06 | Waste composition analysis needing further presentation to all Members set for Oct.06 | | Number of initiatives agreed around equipment for recycling expansions / promotional work but waste composition analysis needing further presentation to all Members in October 06. | 14.6.06 |
| 8. | Launch of kerbside expansion to flatted accommodation through roll-out programme aiming for approx. 20 flats per week. | H | Starting June 06 | | DB | MC | Starting Nov.06 and completed by Feb.07 | Delayed due to a) Member approval to spend WPEG funding for bin lifts to recycling vehicles. b) Bin lifts being fitted d) Need to assess each of the flatted sites and produce associated literature | | New launch date Nov.06. | June, July, Sept. Waste Mgt & Recycling Sub. |

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| 9. | Inclusion in Waste Team PDR's of targets around increasing recycling performance. | M | Aug.06 | | JB | DB | August 06 | | | | L |
| 10. | Appointment of Streetscene Manager. | M | June 06 | | JB | | July 06 | Slight delay on receiving final recruitment paperwork. | | Officer now in post. | C.D. June.06 |
| 11. | Continue discussions at Thames Gateway Committee around horizontal integration / joint working on collection systems with other authorities. | H | Oct.07 | | JB | AL | | Slightly delayed due to uncertainty of Basildon and Castle Point to market test their services. | | | Waste Mgt. Sub. Committee |
| 12. | Gain decision on future RDC contract procurement.. | H | Sept.06 | | JB | AL | Nov.06 | Slight delay due to continuing discussions with Southend Borough Council on aligned procurement processes. | Nov.06 | Competitive Dialogue agreed as method of procurement which will inform nature of future services and n particular recycling. | Env. Services Committee 14.11.06. |

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| 13. | Commence procurement process – OJEU and industry advertisements placed. | H | Nov 06 | | JB | AL | 27.11.06 | | | | Env. Services 14.11.06 |
| 14. | Implementation of scheme to target non participants on kerbside collections. | M | Oct.06 | | MC | | Nov.06 | Redraft of leaflet | 22.9.06 | Members requiring redraft of leaflet to be used and agreed by Chairman | Waste Mgt Sub Committee 27.9.06 |
| 15. | Budget bid for environmental enforcement resources | M | Jan.07 | | JB | AL | | | | | |
| 16. | Roll-out of kerbside recycling to caravan parks as part of overall recycling expansion. | M | March 07 | | MC | | | | | | Waste Mgt. Sub Committee 25.11.05 |
| 17. | Consult with schools to gain their participation in recycling collections (target of 12 schools by end of March) | M | March 07 | | MC | | | | | | |

Management of high risk key actions only

| No. | Means of reducing risk | Residual Risk |
|-----|--|---------------|
| 3. | Temporary hire vehicle brought in at the cost of the supplier to cover the late delivery of the vehicle. | |
| 8. | Thorough analysis undertaken by recycling team of each flatted accommodation location to ensure that appropriate equipment and collection systems are implemented. | |
| 11. | Rochford would continue its own procurement process if decisions were not made by neighbouring authorities on how they wished to provide their future services. | |

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A&PR 17/11/04

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| 12. | Extensive prior discussion around proposed procurement method undertaken at both Member training sessions and Waste Management Sub Committee prior to tabling report at Environmental Services Committee for approval. | |
|-----|--|--|

Legend (Officer/other initials and detail)

| | | | |
|----|--|--|--|
| JB | Jeremy Bourne | | |
| AL | Alan Lovett | | |
| DB | Debora Byrne | | |
| MC | Melanie Chilton | | |
| | Green Recycling – garden waste contractor. | | |
| | | | |
| | | | |
| | | | |

| | | |
|--|------------------|-------------|
| Project completed | | |
| Detail the extent to which the objective has been achieved | | |
| | <i>Signature</i> | <i>Date</i> |
| Head of Service | | |
| Corporate Director | | |

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