

APPENDIX A Appendix 1 to Business Plan - Action Plan

	Partners	Project	Lead Officer	Complete	Expected Outcome
1.		Engagement with customers			
1.1	All	Engage in campaigns and activities to support waste minimisation and waste diversion to include doorstepping in low recycling participation areas and engage with producers of excess waste	AP/RC	April 14 to March 15	Support behaviour change, reduce waste and increase waste diversion. Aim to achieve higher participation in recycling services and reduce waste to landfill
1.2	All	Promote recycling opportunities using available media	ML/KC	April 14 to March 15	Increase waste minimisation and recycling performance
1.3	CDC/CBC/FOD	Annual calendar and carry out promotion of garden waste collection schemes	SW/RC/ML	Feb-Jun annually	Help residents in understanding the service so that waste is put out on the right day and promote the availability of the service.
1.4	CBC/CDC/FOD	Set up a project to investigate the potential to retrieve non approved residual bins	RC/SW	Autumn 14	Reducing waste to landfill
1.5	All	Raising awareness of the Love Food Hate Waste campaign.	AP	April 14 to March 15	Raise awareness of the impact of food waste on the environment and impact on householder behaviour to increase participation.
1.6	GCC+ CBC	Continue with the food points scheme in Hatherley area of Cheltenham	AP/SW	Apr to Sep	Evaluate the trial of the food points project delivered to 5500 households in Cheltenham to help inform the future potential of reward schemes .
1.7	GCC	Take steps to alleviate queuing at Hempsted HRC	TC	April to July	Improved customer service
1.8	GCC	Investigate new recycling opportunities at the Household Recycling Centres with KierMG	TC	April 14 to March 15	Investigate the opportunities to recycling additional materials e.g. carpet, rigid plastic and consider the roll out of black bag opening to all HRCs
1.9	GCC	Maintain and deliver the education programme delivered to schools and others	AP	April 14 to March 15	Raise awareness of issues with young people to ensure the next generation are aware of waste minimisation opportunities and engaged with recycling services
1.10	GCC	Develop and maintain the Master Composters and other community champion networks.	AP	April 14 to March 15	Build capacity within the community to encourage participation in recycling services
1.11	All	Undertake a review of the Joint Strategy	AP	April 14 to March 15	Project manage and work with partners to deliver a review of the JMWMS
1.12	FOD	Promote the bulky waste collection service and campaign against fly tipping	RC	April 14 to March 15	Work with enforcement teams to develop a project to reduce flytipping and promote the bulky waste collection service
1.13	FOD	Carry out soft market testing of the waste and recycling collection contract	RC	April to Sep	Prepare a report to the Joint Waste Committee and FoD Cabinet on options for the development of the service beyond 2018
1.14	FOD/CBC	Continue to monitor options for cardboard and plastic collection from the kerbside	RC/SW	April 14 to March 15	Monitor with a view to providing an enhanced service provision in line with customer expectations as resources allow

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	Procurement				
1.15	FOD/CBC/CDC	Bring site provision - review current usage and provisions including textiles, possible introduction of further streams including electrical items.	RC/SW	April 14 to March 15	Enhanced service provision, reduce waste to landfill, increase income from textiles
1.16	All	Assess the possibility of developers providing funding for provision of waste containers at new developments	RC	by March 15	Reduce costs to council

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2.1	CBC	Assist Ubico to assess business case for new recycling vehicles	SW	Mar to Sep	New recycling vehicle fleet compatible with Cotswold vehicle configuration if viable
2.2	GCC	Procure a replacement food waste treatment contract	TC	April to Sep	Replacement contract for the treatment of food waste.
2.3	All	Consider the future brokerage of recyclable materials collected through contracts and potential links to the retail sector	AP/SW/RC	April to Sep	Provide a report to the Joint Waste Committee to consider the future of recycling contracts and how benefits should be optimised
2.4	All	County wide collection of sharps and the service provided via the NHS	RS	April to Sep	To determine the most cost effective way of providing this service
2.5	GCC	Begin the procurement of a replacement premises recycling contract	AP	April 14 to March 15	Report to Joint Waste Committee and GCC Cabinet on the strategy for procurement
	GCC	Carry out a review of HRC Contract with KierMG	TC	April to Oct	A report to Joint Waste Committee and GCC Cabinet on the options to extend the HRC contract
2.6	JWT	Stroud multi-service contract re-procurement	SR	April to July	To support SDC in the procurement of a replacement contract
2.7	CBC/CDC	Tendering of a new contract for the sale of recyclable material with consideration of associated bulking and transfer operations	SW	April to Dec	New contract to be let by 31 December with new arrangements commencing April 2015
2.8	CBC/CDC	Support Ubico in producing a business case for the introduction of 'In-Cab Technology' across all collections services in the Cotswolds and Cheltenham	SW	April to Dec	Business case approved by partners and 'In-Cab Technology' introduced by April 2015

	Partners	Project	Lead	When	Outcome
3	Infrastructure				
3.1	CDC	Assist CDC in securing a new waste and recycling depot to be used by Ubico for the Cotswolds service	SW	Apr - July	Site acquisition, planning consents and site development for occupation
3.2	GCC	Assess cost/benefits of Residual Waste Transfer in northern parts of the county	TC	Summer 2014	Arrangements for the delivery of residual waste to Javelin Park
3.3	All	Infrastructure Review	AP	April 14 to March 15	To provide a plan which reviews and provides a strategic direction to the use of infrastructure.
3.4	GCC	Preparations for replacement HRC at Hempsted	TC	April 14 to March 15	Planning application approval to be sought.
4	Service Developments				
4.1	CBC/CDC	Assist Ubico in developing the new trade waste business	SW	April to Oct	Business is established in CBC, and due to be launched in CDC - March/April 2014
5	Surveys/ Research				
5.1	GCC	Carry out a residual waste composition analysis	AP	Summer 14	Begin waste sort for primarily aimed at residual waste composition.
6	Contribution to Corporate Initiatives				
6.1	All	Report on waste reduction & recycling performance	TC/RC/SW	Quarterly	Report performance corporately
6.2	GCC	Support the residual waste working group set up by GCC	TC	Monthly	To support the member group until a report is prepared.
7	Other				
7.1	FoD	In light of CWR12, review local policy where charges can be made for waste collection and disposal	RC	Oct-14	consistent policies under CWR12