JWS Action Plan - August 2022

STATUS COLOR LEGEND & TOGGLE

Not Started	In Progress	Delayed	Complete	Waiting on Someone Else	
ON	ON	ON	ON	ON	

	Task	Description	Status	Owner	Assigned To		Anticipated End Date	Actual Start Date	Actual End Date		Act. Cost	Comments
1	Bring Flats and HMOs onto the DSR	Develop approach to and plan for moving remaining properties on comingled to DSR service	In Progress	Sharna Quirke	Nigel Harris	01/08/2022	30/11/2022	01/09/2022	28/02/2023	£25K		Orders been pkaced for bin. 1 FTE recycling officer assigned to the project. Approx 33% tinspections completed. Approx 200 parent properties involved.
2	Review future operating model for the Service	Develop an options appraisal to consider how the service is best provided going forward, given the significant strategic challenges it faces over the next 5 years	Not Started	Sharna Quirke	External Consultant	01/09/2022	30/11/2022					Verbal update will be provided to reflect key disucssions taking place immediately before the jont waste meeting.
3	Undertake horizon scanning exercise	Understand the pressures, challenges, opportunities and weaknesses that need to be responded to in the next 5 ears	Not Started	Sharna Quirke	External Consultant	01/09/2022	30/10/2022					Verbal update will be provided to reflect key disucssions taking place immediately before the jont waste meeting.
4	Fit for purpose round structure now and in the future	 Review existing round structure put in place as part of the DSR implementation. Review round requirements in light of projected and actual housing growth between 2021 - 2026 	Not Started	Sharna Quirke	External Consultant	02/09/2022	01/12/2022					Verbal update will be provided to reflect key disucssions taking place immediately before the jont waste meeting.
5	Develop a plan for Food Waste	An options appraisal and recommendations for how the council implements a food waste service (or buys in)	Not Started	Sharna Quirke	External Consultant	01/09/2022	28/02/2023					Verbal update will be provided to reflect key disucssions taking place immediately before the jont waste meeting.
6	Review of Trace / Commercial Waste Service	Undertake review of the service to include - operational efficiency, economic status, recommendation	Not Started	Sharna Quirke	External Consultant	01/09/2022	30/01/2023					Verbal update will be provided to reflect key disucssions taking place immediately before the jont waste meeting.
7	Implement rolling direct debit payments	Remove risk of all 30k garden waste subscribers subscriptions ending in Oct by implementing rolling DD system		Sharna Quirke	Lizzie Barton	01/04/2022	30/09/2022		30/11/2022			Review has been finalised with Customer Services team. Solution will be rolled out in the next few weeks.
8	Fleet review	Conduct review of fleet arrangements and develop proposals for its renewal based on service changes and developments anticipated by horizon scanning exercise	In Progress	Sharna Quirke	Nigel Harris	01/09/2022	30/12/2022	22/11/2022	25/04/2025			Negotiations for the extension will take palce in Novemeber 22 (for April 23-25) with SFS the current supplier. Once Cabinet have approved the extention, analysis will be taken to develop a new strategy for fleet procument for April 2025.
9	Workforce Plan	Develop a plan to respond to ageing workforce, general recruitment, over reliance on agency staff and inability to attract drivers to the service	9	Sharna Quirke	Nigel Harris	01/09/2022	01/10/2022	01/09/2022	30/12/2022			Draft plan has been develped. Currently being socialised with Leadership Team for further input. Due to be shared with key stakeholder by December 2022 for final comment and input. 9 drivers currently in training and recent successful recruitment drive for more loaders and drivers in advance of the Christmas rush.