

Green Garden Waste Draft High-level Implementation Plan

A draft High-level Implementation Plan has been designed for the implementation of a paid for Green Garden Waste Collection Service. The draft plan details the activities to be carried out from when the Community Consultation closed in early November 2016 through till the end of 2018.

The table below details the activities listed in the Draft High-level Implementation Plan below.

Reference	Dates (Week Beginning)	Title	Description
GGW-1	07/11/2016	Compile Green Garden Waste Consultation Results	Results of the Green Garden Waste Consultation (both postal and online) are compiled and analysis is carried out.
GGW-2	07/11/2016-21/11/2016	Complete Financial Model	The results of the Green Garden Waste Consultation are utilized to develop a financial model which determines the appropriate price for the service, given the demand, capacity, and costs.
GGW-3	28/11/2016-12/12/2016	Complete Communications Plan	A detailed Communications Plan is developed for the next 2 years, which includes information about the service and increasing demand for the service.
GGW-4	28/11/2016-12/12/2016	Complete Cabinet Report (Inc. Communications Plan, Payments, T&Cs, Procurement)	Cabinet Report completed as per template – including a detailed Communications Plan, Payments, T&Cs, and Procurement. Report to be provided to Alan Dawson ahead of 17 th January Cabinet.
GGW-5	12/12/2016	Obtain CSG Approval	Cabinet Report to be presented to and approved by CSG on 15 th December.
GGW-6	16/01/2017-23/01/2017	Obtain Cabinet Approval	Cabinet Report to be presented to and approved by Cabinet on 17 th January. Extra week for cool-off period.
GGW-7	23/01/2017-30/01/2017	Procure New Collection Vehicle (Inc. Procurement Board)	Procure a new 26T Collection Vehicle – must be approved by Procurement Board.
GGW-8	30/01/2016–29/10/2018	Implementation of Communications Plan (Inc. Subscription Permit Stickers)	Commence implementation of the Communications Plan, including the distribution of subscription stickers to customers who have paid.
GGW-9	05/12/2016–30/01/2017	Implement Payment Process (Inc. Technology Platform)	Commence implementation of the Payment Process – including any required technology.

Reference	Dates (Week Beginning)	Title	Description
GGW-10	06/02/2016-29/10/2018	Obtain Financial Commitment from Residents (2 years)	Financial commitment for the Green Garden Waste Collections is required from residents for 2 years, including payments being processed.
GGW-11	20/02/2017-30/03/2017	Removal/Collection of Redundant Green Bins	All green bins which are not subscribed to the Green Garden Waste collection service are to be removed.
GGW-12	13/03/2017-20/03/2017	Clean/Sell/Recycle Redundant Green Bins	All collected green bins are to be cleaned, sold or recycled (redistributed).
GGW-13	20/03/2017-27/03/2017	Redistribution of Newly Required Green Bins	All subscribed customers which do not have a green bin will be provided with a recycled green bin.
GGW-14	06/03/2017-03/04/2017	Design Optimal Collection Routes	Based upon the subscribed residents, an optimal collection route will be designed to minimise time and resource required.
GGW-15	06/02/2017-27/02/2017	Design Optimal Staffing Resource Plan	Based upon the subscribed residents, an optimal resource plan will be designed to minimise time and resources required.
GGW-16	06/03/2017-27/03/2017	Recruit Per Resource Plan	Recruit fixed term contract staff as per the Resource Plan.
GGW-17	27/03/2017-03/04/2017	Green Garden Waste Collections Go-Live	Green Garden Waste Collections commence on 1 st April 2017 and 2018.
GGW-18	29/10/2018-05/11/2018	Green Garden Waste Collections Cease	Green Garden Waste Collections cease on 31 st October 2017 and 2018.
GGW-19	05/11/2018-31/12/2018	Reassess Feasibility for Paid Green Garden Waste Collections for 2019 and Beyond	Once the 2-year service has ceased on 31 st October 2018 – the Council will reassess the feasibility of providing the service in 2019 and beyond.

