

Action Plan



The Joint Municipal Waste Management Strategy for Herefordshire and Worcestershire 2004 - 2034

First review August 2011

Joint Municipal Waste Management Strategy Three Year Plan April 2011 to March 2014

Joint Members Waste and Resource Management Forum

In order to help maximise the potential of joint working between partnership members yet at the same time minimise expense this plan has been developed.

The review of the Joint Municipal Waste Management Strategy for Herefordshire and Worcestershire (JMWMS) carried out in 2009-10 helped to identify areas of work for member councils through the development of an Action Plan (Annex I – Parts A and B). However with importance of reducing cost across all council services it was necessary for the actions contained within the plan to be prioritised. Through the Joint Members Waste Resource Management Forum a workshop was carried out to help identify the most important areas of work. The workshop prioritised those actions, developed in the strategy review, that were not required directly or indirectly by statutory law.

The workshop presented groups of Members and Waste Management Officers from all councils with actions from the JMWMS. These were debated and then prioritised by the groups. Those actions considered by the workshop held by the Joint Members Waste Resource Management Forum are detailed below:

	Action	Ra	nki	ng		Drierity	Other Comments
	Action	1	2	3	Index	Priority	Other Comments
	Investigate Community Composting	8	8	6	7.3	8	
_	Promote Home Composting	2	3	7	4.0	4	
revention	Reduce Food Waste	1	1	5	2.3	2	
reve	Reduce Junk Mail	7	7	8	7.3	7	
e P	Restrict Resdiual Waste	3	2	1	2.0	1	Group 2 felt that this could be achieved at a later time
Waste	Promote Re-use at HRCs	6	4	4	4.7	5	
	Promote Re-use of Bulky Collections	5	6	3	4.7	6	
	Provide Support to Re-use Groups	4	5	2	3.7	3	

_ 0	Provide Commercial Recycling Options	1	1	2	1.3	1	
ecycling and Composting	Provide Consistent Textile Collections	5	5	3	4.3	5	
cling	Enhance Bring Recycling Sites	4	3	4	3.7	3	
Recycling Compost	Recover Street Sweepings	2	2	1	1.7	2	
Ľ.	Partnership to collect same materials	3	4	5	4.0	4	
S	Set Climate Change Target	5	3	3	3.7	5	Group 1 felt this could be done at a later time
ctions	Develop Overarching Comms Plan	1	2	4	2.3	1	
∢	Reduce Fly Tipping	4	1	5	3.3	4	Group 1 felt this could be done at a later time
Other	Improve Customer Care HRC	2	5	2	3.0	3	
0	Improve Customer Care Collection	2	4	1	2.3	2	

The results of this workshop have used to create a new Action Plan to help plan efforts for the next three years. This three year plan incorporates both actions required of the councils by statutory law and those prioritised by the Forum.

Three Year Plan

The three year plan is divided by category as per the Waste Hierarchy starting with Waste Prevention (includes re-use), Recycling and Composting, Energy Recovery, Waste Disposal and finally all remaining Miscellaneous actions.

Red box indicates a that this is a statutory requirement

Strategy Targets

Detailed below are all the targets from the Joint Municipal Waste Management Strategy for Herefordshire and Worcestershire.

JOINT MUNICIPAL WASTE MANAGEMENT STRATEGY TARGETS

Target	Name	Description	Target
1	Climate Change	Reduce the impact of management of municipal waste management on climate change in Herefordshire and Worcestershire	?
2	Reduce Household Waste	Achieve the national reductions in household residual waste (waste not re-used, recycled or composted) based on 2000 levels	29% by 2010 35% by 2015 45% by 2020
3	Increase Recycling	To achieve national recycling/composting levels of household waste	40% by March 2010 45% by March 2015 50% by March 2020
4	Household Recycling Act 2003	To achieve the requirements of the Household Waste Recycling Act 2003 by 31st December 2010	Provide a kerbside collection of at least 2 recyclable materials from all households
5	Recover value from waste	By 2015 or earlier if practicable, we will recover value from a minimum of 78% of municipal waste.	Value recovered from a minimum of 78% of waste by 2015
6	Reduce Biodegradable Waste to Landfill	Reduce the amount of biodegradable municipal waste landfilled in order to meet the yearly allowances set by Government under the Landfill Allowance Trading Scheme. This is limited to the following amounts:	154,164 tonnes in 2009/10 102,684 tonnes in 20012/13 71,851 tonnes in 2019/20

Waste Prevention

The outcomes of the workshop have indicated that the councils should prioritise their efforts on continuing to reduce the amount of waste where possible. The areas of encouraging increased home composting and food waste prevention are seen as particular areas where joint efforts would yield the best results.

	WASTE PREVENTION						
Priority	Action	Key Tasks	Start Date	End Date	Project Manager		
		TARGET: Reduce residual waste collected at kerbside by 10% from 9/10 levels	01-Apr-11	31-Mar-14	ALL WCA		
1	Restrict Residual Waste	Implement measures to restrict waste at kerbside (such as limit capacity or frequency of collection)	01-Apr-11	31-Mar-14	ALL WCA		
	Presented at Kerbside	Enforce measures	01-Apr-11	31-Mar-14	ALL WCA		
		Continued promotion of waste prevention initiatives	01-Apr-11	31-Mar-14	ALL		
	Reduce Food Waste	TARGET: Reduce the amount of food waste collected by 10% by March 2014	01-Apr-11	31-Mar-14	ALL		
2		Conduct targetted food waste reduction campaign trial in the St Johns area of Worcester	01-Feb-11	31-Jul-11	WCC/CoW		
-		Encourage food waste reduction through a range of initiatives	01-Apr-11	31-Mar-14	ALL		
	Continue to promote \	Continue to promote WRAP Love Food Hate Waste Initialive locally	01-Apr-11	31-Mar-14	ALL		
		TARGET: Increase tonnage of waste re-used by 50% from 09/10 levels	01-Apr-11	31-Mar-14	ALL		
2	Provide Support to Re-use	Continue to facilitate the SEWAR meeting	01-Apr-11	31-Mar-14	WCC/HC		
3	Organisations	Expand and promote re-use at HRCs and bulky collections	01-Apr-11	31-Mar-12	ALL		
		Pay re-use credits for re-use of household waste	01-Apr-11	31-Mar-14	WCC/HC		

Waste Prevention Continued

Priority	Action	Key Tasks	Start Date	End Date	Project Manager
	TARGET: Sell 15.000 from April 2011 to March 2014	TARGET: Sell 15,000 from April 2011 to March 2014	01-Apr-11	31-Mar-14	WCC/HC
4	Promote the Home	Continue to provide for Master Composters to help promote composting at 01-Apr-11 3	31-Mar-14	WCC/HC	
4	Composting	Continue to provide subsidised compost bins for householders	01-Apr-11	31-Mar-14	WCC/HC
		Provide and distribute supporting information to encourage home composting	01-Apr-11		ALL

Recycling and Composting

Aside from council's statutory obligations to expand kerbside recycling services to all households by the end of 2010. The workshop identified that the ability to offer recycling collections to trade customers was a priority.

RECYCLING AND COMPOSTING

Priority	Action	Key Tasks	Start Date	End Date	Project Manager
	Continue to meet requirements of the Waste Recycling Act (2003)	TARGET: Collect for recycling a minimum of two different materials from every household	01-Dec-10	31-Mar-14	ALL WCA
1		Identify and allocate service to all new properties	01-Dec-10	31-Mar-14	ALL WCA
		Record all exemptions	01-Dec-10	31-Mar-14	ALL WCA

Recycling and Composting Continued

Priority	Action	Key Tasks	Start Date	End Date	Project Manager
		TARGET: Recycle at least 25% of commercial waste collected by participating WCAs by 2012	01-Apr-11	31-Mar-12	ALL
		Identify collection and treatment services required and cost to ensure best value	01-Dec- 10	01-Apr-11	WCC/HC
2	Provide Commercial Recycling Options	Establish collection services	01-Apr-11	30-Jun-11	ALL WCA
		Establish delivery points for materials	01-Apr-11	30-Jun-11	WCC/HC
		Provide and promote service	01-Jul-11	31-Mar-14	ALL WCA
		TARGET: Recycle at least 10% of street sweepings by 2013	01-Dec- 10	31-Mar-13	WCC/HC
3	Recover Street Sweepings	Investigate suitable facilities and processes for recovering useful material from street sweepings.	01-Dec- 10	31-Mar-11	WCC/HC
		Negotiate variation with Waste Disposal Contractor	01-Jan-11	31-Mar-11	WCC/HC
4	Enhance Bring Recycling	Investigate most suitable and cost effective services in support of kerbside collection services	01-Apr-12	30-Jun-12	ALL WCA
7	Sites	Implement new services	01-Jul-12	31-Mar-14	ALL WCA

Energy Recovery

In order to meet the partnerships targets to divert waste from landfill the development of an Energy from Waste facility remains a high priority.

ENERGY RECOVERY					
Action	Key Tasks	Start Date	End Date	Project Manager	
	Obtain planning and environmental consents for development	01-Apr-11	31-Mar-12	MWM	
Construct and Commission an	Council and Contractor to agree financial model	01-Apr-11	30-Sep-11	MWM/WCC/ HC	
Energy from Waste facilty	Construct and Commission facility	01-Apr-12	31-Mar-14	MWM	
	Start Delivering Waste	01-Apr-14	31-Mar-25	ALL	

Waste Disposal

Suitable landfill facilities will be required even after the development of an Energy from Waste facility. Our Disposal Contractor will be responsible for ensuring that sufficient capacity is provided.

WASTE DISPOSAL						
Action	Key Tasks	Start Date	End Date	Project Manager		
Provide Suitable Landfill Facilities	Monitor capacity of existing facility(s)	01-Apr-11	31-Mar-14	MWM		
	Identify additional landfill cpacity as required (e.g. for APC residues)	01-Apr-13	31-Mar-14	MWM		

Miscellaneous Actions

Of the remaining actions aside from those required in any event the workshop indicated the need to develop a joint communications plan to help better co-ordinate partnership promotional efforts. Improving customer care at Household Waste Sites and also on waste collection rounds was also seen as a priority.

	MISCELLANEOUS ACTIONS							
	Action	Key Tasks	Start Date	End Date	Project Manager			
	Collect, Store and Provide	Continue to collect and store waste data for performance management	01-Apr-11	31-Mar-14	ALL			
1	Accurate Waste Data as Required	Report performance though Waste Data Flow or any subsequent means	01-Apr-11	31-Mar-14	ALL			
2	Provide Assisted Collection Services where Required	Devise suitable policies for providing assited collections	01-Apr-11	31-Mar-14	ALL			
2		Identify and provide service where required	01-Apr-11	31-Mar-14	ALL			
3	Develop Overarching Communications Plan	Produce a draft communications plan for review by the Joint Members Waste Management Forum	01-Dec- 10	30-Jun-11	SEC			
J		Implement approved Communications Plan	01-Jul-11	31-Mar-14	ALL			
4	Improve Customer Care on Refuse and Recycling	TARGET: Continue to achieve at least a 75% satisfaction rating from the place survey	01-Apr-11	31-Mar-14	ALL WCA			
-	Collection Rounds	Develop training programme for collection crews	01-Apr-11	31-Mar-12	ALL WCA			
5	Improve Customer Care at	TARGET: Continue to achieve at least a 75% satisfaction rating from the place survey	01-Apr-11	31-Mar-14	WCC/HC			
Ĩ	Household Recycling Centres	Develop training programme for HRC Operatives	01-Apr-11	31-Mar-12	WCC/HC			

Waste Strategy Action Plan

The Action Plan sets out how all councils in Herefordshire and Worcestershire will deliver the revised strategy.

Part A of the Action Plan provides details of the key tasks that are required and the organisation responsible for delivering these tasks. A reference from the Consultation Annex H is also given to show how the views of people have helped to influence the development of the Strategy.

Part B of the Action Plan provides details of when key tasks are to be delivered, whether resources have been allocated and the level of resources to be allocated to the task. Resource allocation has been given three levels as follows:

Low	A total resource allocation of less than £10,000 provided to deliver task
Moderate	A total resource allocation of £10,000 or more but less than £75,000 provided to deliver task
High	A total resource allocation of £75,000 or more provided to deliver task

Part B of the Action Plan also outlines the dependencies and risks that must be considered in order to achieve the key task. The monitoring mechanism is also detailed.

The Action Plan will be continually developed throughout the lifetime of the Strategy, with new Key Tasks added where necessary.

	Action Plan Reference	Reference(s) from Strategy	Action Required (Key Tasks required)	Responsible Organisation (Local Authority, Government Organisation, Group, etc)
	WP01	Annex C FG11	Distribute 25,000 Home Compost Bins to households in Herefordshire and Worcestershire between 2007/08 and 2010/11.	Worcestershire County Council
	WP02	Annex C FG11	Distribute 15,000 Home Compost Bins to households in Herefordshire and Worcestershire between 2011/12 and 2013/14	Worcestershire County Council
NO	WP03	Annex C FG11	Distribute 35,000 Home Compost Bins to households in Herefordshire and Worcestershire between 2014/15 and 2020/21	Worcestershire County Council
PREVENTION	WP04	FG10 & FG11 S06 to S10 SHR05B	Promote the Home Composting Scheme to encourage residents in Herefordshire and Worcestershire to compost more waste at home. Promote the Master Composter Scheme to train volunteers who in turn can promote the Home Composting Scheme	Worcestershire County Council
	WP05	S06 to S09	Options for Community Composting are to be jointly investigated by the partnership in conjunction with the Community Composting Network to provide small scale local composting sites for community use	All Councils Community Composting Network
WASTE	WP06	S13	The partnership to promote the Waste Resources Action Programme (WRAP) Love Food Hate Waste initiative locally in order to encourage less wastage of food in the home. All councils to contribute resources in order to achieve this.	All Councils WRAP
	WP07	S13	The partnership to develop and implement a Food Waste Prevention marketing plan in support of and in addition to the Love Food Hate Waste initiative. All councils to contribute resources in order to achieve this.	All Councils
	WP08	S13	Achieve a Partnership target to increase number of 'committed food waste reducers' to 30% by 2011/12. A baseline of 23% has been established by the initiative in spring 2009. Target to be reviewed annually.	All Councils
	WP09	S13	Master Composters will be trained to promote the Love Food Hate Waste initiative in support of Actions WP02A, WP02B & WP02C. Resourcing to be provided by Worcestershire County Council and Herefordshire Council.	Worcestershire County Council

	Action Plan Reference	Reference(s) from Strategy	Action Required (Key Tasks required)	Responsible Organisation (Local Authority, Government Organisation, Group, etc)
	WP10	S12 & S13	The Partnership to develop and implement a Smart Shopping marketing plan. This is to encourage people to think about what waste will be generated from the things that they buy and to consider alternatives which produce less waste. All councils to contribute resources in order to achieve this.	All Councils
	WP11	S21	Develop and implement a Junk Mail marketing plan. All councils in the Partnership are expected to help promote this scheme but it shall be resourced by Worcestershire Council and Herefordshire Council	Worcestershire County Council
PREVENTION	WP12	S21	Increase number of people signing up to the 'Mailing Preference Service' by 10,000 per annum between 20010/11 and 20011/12. This indicator will be used to monitor the performance of the Junk Mail marketing plan. The Mailing Preference Service to supply data.	Worcestershire County Council
REVEI	WP13	S14 to S17	Provision of support to reuse organisations through provision of advice and guidance by the Waste Management Teams at Herefordshire Council and Worcestershire Council.	Worcestershire County Council Herefordshire Council
	WP14	S17	Continuation of the Waste & Recycling Forum (SEWAR) to encourage networking and sharing of information and experiences from various organisations involved with reuse	Worcestershire County Council
WASTE	WP15	S17	Herefordshire and Worcestershire County Council to increase Re-use Credits paid to 3 rd Sector to 750 tonnes per annum by 2013/14 .	Worcestershire County Council Herefordshire Council
	WP16	S14 S15 S17	Investigate options to provide Grant Funding for community re-use and recycling schemes. To be resourced by all councils.	All Council
	WP17	FG01 S14 to S17 SHR09AK	Promote re-use activities through the provision of the Re-use guide . This will support council re-use initiatives but also promote other re-use opportunities. To be resourced by Herefordshire and Worcestershire Councils.	Worcestershire County Council
	WP18	S17	Expand and promote Re-use schemes at Household Recycling Centres to increase the amount of waste reused by 10 tonnes per annum between 2010/11and 2011/12. To be resourced by the Waste Disposal Authorities and administered by Worcestershire County Council.	Worcestershire County Council

	Action Plan Reference	Reference(s) from Strategy	Action Required (Key Tasks required)	Responsible Organisation (Local Authority, Government Organisation, Group, etc)
	WP19	S17	The Partnership is to develop schemes for re-use of bulky waste from council collection services. The Partnership plans to build on the success of the scheme operated by Herefordshire Council and increase re-use from bulky collections by 10 tonnes per annum. All councils to contribute resources in order to achieve this.	All Councils
NO	WP20	S14 to S17 SHR09AK	The Partnership to develop and implement a Re-use/Repair/Hire Marketing Plan in support of the re-use initiatives detailed in WP04A to WP04G. All councils in the Partnership are expected to input to this but resourced by HC and WCC	Worcestershire County Council
PREVENTION	WP21		The partnership will continue to promote other waste prevention initiatives such as Food Waste Disposers, Real Nappies and Home Shredding Services .	All Councils
PREV	WP22	SHR09AG SHR09BE SHR10P	The Partnership will support the water industry in any research into the impacts of Food Waste Disposers . As the subsidy for householders to install them the impacts are likely to be low.	All Councils
WASTE	WP23	FG08 S12, S13 & S18 SHR02B	Through the Partnership's Forum Government Agencies will be lobbied to encourage action to combat the production of unnecessary Packaging Waste .	Joint Member Waste Resource Management Forum
3	WP24		Local Councils (Waste Collection Authorities) to put in place measures to restrict residual waste presented . Achieved by reducing collection frequency and/or limiting container capacity and not accepting side waste. Resourced by WCAs.	Local Councils (Waste Collection Authorities)
	WP25	FG01	In response to the consultation residents indicated a need to promote the use of re-use websites such as Freecycle. This will be resourced by Herefordshire and Worcestershire Councils with support from all other Partnership members.	All Councils
	Target 2	Target 2	To achieve the national reductions in household residual waste (waste not re- used, recycled or composted) of 29% by 31 st March 2010, 35% by 2015 and 45% by 2020, based on 2000 levels.	Worcestershire County Council Herefordshire Council

	Action Plan Reference	Reference(s) from Strategy	Action Required (Key Tasks required)	Responsible Organisation (Local Authority, Government Organisation, Group, etc)
	WRC01	FG04 S04	To commission the new EnviroSort facility prior to the launch of mixed dry recycling kerbside collections by Local Councils. This is expected by November 2009 at the latest. Resources from Worcestershire County Council and Herefordshire Council	Worcestershire County Council
IJС	WRC02	FG04 S04 S05	Local Councils (Waste Collection Authorities) to provide services to collect same kerbside recyclable materials (except sack collections where glass will not be acceptable) and increase recycling capacity. To be resourced by Local Councils.	Local Councils (Waste Collection Authorities)
COMPOSTING	WRC03	S04 SHR09AS	The partnership will continually investigate opportunities for increasing the range of materials accepted for recycling, through kerbside collection or at bring recycling sites.	All Councils
	WRC04	Target 4 FG06 SO2	Local Councils to expand coverage of their kerbside recycling services to all households as required by the Waste Recycling Act (2003). To be resourced by Local Councils.	Local Councils (Waste Collection Authorities)
G AND	WRC05	S11 SHR10L	Where provided garden waste composting collections will be at a charge to the Householder . Councils to consider feedback from consultation that there should be no charge to residents. Service provision and resourcing to be provided by Local Councils.	Local Councils (Waste Collection Authorities)
RECYCLING	WRC06	SHR09AQ SHR10L	The Partnership to provide and promote a consistent textile re-use/recycling service across all councils, working with the Third Sector where possible. Textiles are not to be accepted in new kerbside recycling services, All councils to resource alternatives.	All Councils
RECI	WRC07	SHR01A SHR08G SHR15A	The options for providing commercial waste recycling services to council trade collection customers are to be investigated. As this is a partnership issue it is to be resourced by all councils.	All Councils
	WRC08		Herefordshire and Worcestershire Council (Waste Disposal Authorities) will investigate the options for recycling and/or recovery of street sweepings in order to divert this waste from landfill.	Worcestershire County Council Herefordshire Council
	WRC09		A new Household Waste Site is to be provided in Kington (Herefordshire). No site is currently conveniently located for residents of this area to deposit their household waste. Cross border sharing of the facility is being investigated with Powys. Resourced by Herefordshire and Worcestershire Councils.	Worcestershire County Council Herefordshire Council

	Action Plan Reference	Reference(s) from Strategy	Action Required (Key Tasks required)	Responsible Organisation (Local Authority, Government Organisation, Group, etc)
	WRC10		Rebrand Household Waste Sites as Household Recycling Centres to emphasise their recycling element. To be resourced by Herefordshire and Worcestershire Councils	Worcestershire County Council
ЫG	WRC11		The Household Waste Site at Tenbury is to be redeveloped pending successful planning application. To be resourced by Herefordshire and Worcestershire County Councils.	Worcestershire County Council
COMPOSTING	WRC12	FG05	Feasibility of pedestrian access to Household Recycling Centres is to be investigated both current and future provision. Recommendations from investigation will be considered before action is taken. Resourced by Herefordshire and Worcestershire Councils.	Worcestershire County Council
	WRC13	S01	The partnership to produce clear guidance on what materials can be accepted for recycling by Local Council Collection schemes	All Councils
G AND	WRC14	FG03	Herefordshire and Worcestershire Councils to take measures to improve customer care from staff at Household Recycling Centres. Local Councils to improve customer care of collection crews.	Worcestershire County Council Local Councils
RECYCLING	WRC15	FG02 S03 SHR05B	The Partnership to provide information on what happens to waste and recycling once it has been collected. This will include information on the new EnviroSort facility and the final destination of recyclables and residual waste. Funding received from WRAP to produce guide and publicity materials.	All Councils
RE	WRC16	FG07	The partnership to use an education rather than enforcement approach to encourage people to recycle more.	Local Councils (Waste Collection Authorities)
	WRC17		Promote battery recycling in accordance with Batteries Directive	All Council
	WRC18		We will actively support the market to stimulate demand for additional types of recycled plastics and glass through our procurement of goods .	All Councils

	Action Plan Reference	Reference(s) from Strategy	Action Required (Key Tasks required)	Responsible Organisation (Local Authority, Government Organisation, Group, etc)
ECYCLING /	WRC19	Policy 14	The Partnership will continue to provide and enhance Bring Recycling Sites , where considered beneficial, and to supplement "kerbside" collection schemes and facilities provided at Household Waste Sites.	Local Councils (Waste Collection Authorities)
RECY	WRC20	Target 3	To achieve national recycling/composting levels of household waste of 40% by 31st March 2010 as a minimum and work towards achieving 45% by 31st March 2015 and 50% by 31st March 2020.	All Councils

	Action Plan Reference	Reference(s) from Strategy	Action Required (Key Tasks required)	Responsible Organisation (Local Authority, Government Organisation, Group, etc)
	ER01	S22 & S23	Suitable development land to be identified and the technology to be used to treat the Partnerships residual waste to be decided. Work to be conducted by the PFI Contractor to be resourced by Herefordshire and Worcestershire Councils.	PFI Waste Disposal Contractor
COVERY	ER02	FG16	PFI Contractor to complete a pre-application(s) consultation prior to submission of planning application. This could influence the final design of the treatment facility. To be resourced by Herefordshire and Worcestershire Councils.	PFI Waste Disposal Contractor
RECOV	ER03		Following submission the application(s) will be determined by the relevant planning authority.	Herefordshire/Worcestershire Planning Authority
Ъ	ER04		Subject to planning consent(s) the PFI contractor will construct and commission the facility to receive residual waste from the Partnership. To be resourced by Herefordshire and Worcestershire Councils.	PFI Waste Disposal Contractor
ENER	ER05	SEA03A	PFI Contractor to continue to utilise landfill gas for power generation at Hill & Moor Landfill Site near Pershore. No resource implication for the Partnership.	PFI Waste Disposal Contractor
	ER06	S22 SEA03B	Herefordshire and Worcestershire Councils and the PFI Contractor to promote energy recovery options when deciding the residual treatment solution.	Herefordshire Council Worcestershire County Council PFI Waste Disposal Contractor
	ER07	SHR06A	Partnership to contact Shropshire CC to ascertain feasibility of transporting waste by river (The Severn) to potential incineration facility at Ironbridge.	Joint Member Waste Resource Management Forum
	Target 5	Target 5	By 2015 or earlier if practicable, we will recover value from a minimum of 78% of municipal waste.	Joint Member Waste Resource Management Forum

۹L	Action Plan Reference	Reference(s) from Strategy	Action Required (Key Tasks required)	Responsible Organisation (Local Authority, Government Organisation, Group, etc)
FINAL SPOS/	WD01		PFI Contractor to provide suitable landfill facilities as required for final disposal of waste from the Partnership. To be resourced by Herefordshire and Worcestershire Councils.	PFI Waste Disposal Contractor
H SIO	WD02	SHR08J SHR10L	The Partnership to provide and promote a consistent approach to clinical waste collection and disposal. Currently arrangements vary across the Partnership. Greater consistency could lead to improved efficiencies.	All Councils

Annex I - Action Plan – Part A

	Action Plan Reference	Reference(s) from Strategy	Action Required (Key Tasks required)	Responsible Organisation (Local Authority, Government Organisation, Group, etc)
STRATGEY ACTIONS	OSA01	Target 1 SHR09AA	Partnership councils to gather data to establish a baseline for NI185, NI186 and NI188 and set Climate Change Target (Target 1) .	All Councils
	OSA02		The Partnership to reduce impact on climate change to help meet the Climate Change Target through optimisation of Local Council refuse collection rounds and waste transfer movements. All councils will be responsible for this and resource as necessary.	All Councils
	OSA03	Policy 6	Partnership Members to continually monitor the performance of their services in a consistent way to ensure they are performing as expected and in line with the Strategy objectives. This will be resourced by all councils.	All Councils
	OSA04	Policy 18	Provide information to residents concerning the links between Climate Change and Waste Management Practises. Place greater emphasis on the sustainable objectives of waste management services.	All Councils
	OSA05		The Partnership will produce a summary document for the JMWMS following final endorsement by all Partnership members. This will summarise the most significant aims and objectives of the Strategy for residents, elected members and any other interested parties.	All Councils
THER	OSA06		All Partnership members to provide accurate and timely waste data required for reporting of all waste National Indicators. This will be resourced by all councils.	All Councils
OTH	OSA07	FG13 FG14 S20	The Partnership is to provide good information about the range of services that are available to residents and guidance on how to use them, in a variety of media formats. The greater consistency of approach by all councils means that this can be provided by the partnership.	All Councils
	OSA08		This Action Plan will be annually reviewed by the Partnership to ensure that the Strategy is being delivered across all councils in the Partnership. It will be updated as necessary to amend targets and address any new challenges that may arise.	All Councils
	OSA09		The Joint Municipal Waste Management Strategy for Herefordshire and Worcestershire will be reviewed by the Partnership in 2014 . All councils to provide resources to do this.	All Councils

	Action Plan Reference	Reference(s) from Strategy	Action Required (Key Tasks required)	Responsible Organisation (Local Authority, Government Organisation, Group, etc)
	OSA10	FG04 SHR09N	The partnership is to monitor Waste Management practises from elsewhere and consider adoption of best practise .	All Councils
S	OSA11	FG12	Local Councils (Waste Collection Authorities) will resource & provide a range of suitable assisted collection services to allow as many people to participate in recycling collection schemes as possible.	Local Councils (Waste Collection Authorities)
ACTIONS	OSA12	SHR10L	The Partnership is to develop a consistent approach to dealing with fly tipping across both Herefordshire and Worcestershire. This will tackle not only how fly tips are removed and recorded but also enforcement action which is taken.	All Councils Environment Agency
	OSA13	S19	Improve enforcement measures for fly tipping and litter offences.	Waste Collection Authorities.
STRATGEY	OSA14		Partnership to provide schools and other educational establishments (for example Bishops Wood Environmental Education Centre) with up to date information on waste management services in support of their activities.	All Councils
STR/	OSA15		The partnership will develop ways of publicising/informing the community on our Strategy and its delivery.	All Councils
OTHER S	OSA16	Policy 5	The Local Authorities will seek to adopt and implement sustainable procurement policies and practices for goods and services (including waste management services) that they buy that actively seek to minimise waste and support the use of re-used and recycled materials.	All Councils
0	OSA17		Develop and promote consistent use of web sites and web based material and enquiry portals across the Partnership	All councils
	OSA18	Policy 25	Develop individual policies for specific waste streams where this is considered the best approach to preventing, reusing, recycling and recovering value from waste arising in these streams.	All Councils
	Target 6	Target 6	Reduce the amount of biodegradable municipal waste landfilled in order to meet the yearly allowances set by Government under the Landfill Allowance Trading Scheme	Herefordshire Council Worcestershire County Council

Waste Strategy Action Plan

The Action Plan sets out how all councils in Herefordshire and Worcestershire will deliver the revised strategy.

Part A of the Action Plan provides details of the key tasks that are required and the organisation responsible for delivering these tasks. A reference from the Consultation Annex H is also given to show how the views of people have helped to influence the development of the Strategy.

Part B of the Action Plan provides details of when key tasks are to be delivered, whether resources have been allocated and the level of resources to be allocated to the task. Resource allocation has been given three levels as follows:

Low	A total resource allocation of less than £10,000 provided to deliver task
Moderate	A total resource allocation of £10,000 or more but less than £75,000 provided to deliver task
High	A total resource allocation of £75,000 or more provided to deliver task

Part B of the Action Plan also outlines the dependencies and risks that must be considered in order to achieve the key task. The monitoring mechanism is also detailed.

The Action Plan will be continually developed throughout the lifetime of the Strategy, with new Key Tasks added where necessary.

	Action Plan Reference	Action Summary	Resources Delivery Date allocated and significance of cost		and	Dependences & Risks	Monitoring Mechanism
	WP01	Distribute 25,000 compost bins between 2007/08 and 2010/11	March 2011	Yes	Moderate	Continued Government support both locally and nationally by all councils, WRAP and IEP RISKS: Financial	Quarterly JMWRMF Report
	WP02	Distribute 15,000 compost bins between 2011/12 and 2013/14	March 2014	Yes	Moderate	Continued Government support both locally and nationally by all councils, WRAP and IEP RISKS: Financial	Quarterly JMWRMF Report
PREVENTION	WP03	Distribute 35,000 compost bins between 2014/15 and 2020/21	March 2021	Yes	Moderate	Continued Government support both locally and nationally by all councils, WRAP and IEP RISKS: Financial	Quarterly JMWRMF Report
EVEN	WP04	Promote Home Composting and Master Composters Scheme	Ongoing	Yes	Low	Continued Local Support RISKS: Financial	Quarterly JMWRMF Report
	WP05	Investigate options for Community Composting	March 2014	Yes	Low	Successful partnerships with community groups RISKS: Financial	Annual Review of JMWMS Action Plan
WASTE	WP06	Promote WRAP Love Food Hate Waste (LFHW) Initiative locally	Ongoing	Yes	Moderate	Continued commitment to Waste Prevention Team & successful use of funding opportunities RISKS: Financial	Quarterly JMWRMF Report
	WP07	Develop & Implement Food Waste Prevention marketing plan	August 2010	Yes	Low	Continued commitment to Waste Prevention Team& successful use of funding opportunities RISKS: Financial	Quarterly JMWRMF Report
	WP08	Increase number of committed food waste reducers to 30% by 2011/12	March 2012	Yes	Moderate	Continued commitment to Waste Prevention Team RISKS: Financial	Quarterly JMWRMF Report
	WP09	Train Master Composters to promote LFHW	Annually	Yes	Low	Continued commitment to Waste Prevention Team RISKS: Financial	Quarterly JMWRMF Report

	Action Plan Reference	Action Summary	Resources Delivery Date allocated and significance of cost		and	Dependences & Risks	Monitoring Mechanism
	WP10	Develop & Implement Smart Shopping marketing plan	December 2010	Yes	Low	Continued commitment to Waste Prevention Team RISKS: Financial	Quarterly JMWRMF Report
	WP11	Develop & Implement Junk Mail marketing plan	June 2010	Yes	Low	Continued commitment to Waste Prevention Team RISKS: Financial	Quarterly JMWRMF Report
lion	WP12	Increase sign up to the 'Mailing Preference Service' by 10,000 per annum.	March 2012	Yes	Low	Continued commitment to Waste Prevention Team RISKS: Financial	Quarterly JMWRMF Report
PREVENTION	WP13	Provision of support to reuse organisations	Ongoing	Yes	Low	Continued commitment to Waste Prevention Team RISKS: Financial	Annual Review of JMWMS Action Plan
	WP14	Continuation of the Waste & Recycling Forum (SEWAR)	Ongoing	Yes	Low	Continued commitment to Waste Prevention Team RISKS: Financial	Quarterly JMWRMF Report
WASTE	WP15	Increase tonnage of Reuse credits paid to 3 rd Sector by 750 tonnes per annum	March 2014	Yes	Low	Continued commitment to Waste Prevention Team RISKS: Financial	Annual Review of JMWMS Action Plan
	WP16	Offer Grant Funding for community Re-use and Recycling Schemes	Ongoing	Νο	Low	Continued commitment to Waste Prevention Team RISKS: Financial	Annual Review of JMWMS Action Plan
	WP17	Promote Reuse through the provision of the Re-use guide	June 2010	Yes	Low	Continued commitment to Waste Prevention Team RISKS: Financial	Annual Review of JMWMS Action Plan
	WP18	Expand and promote re- use schemes at Household Recycling Centres, increase re-use by 10 tonnes per annum	March 2012	Yes	Low	Continued commitment to Waste Prevention Team RISKS: Financial	Annual Review of JMWMS Action Plan

	Action Plan Reference	Action Summary	Delivery Date	Resources allocated and significance of cost		Dependences & Risks	Monitoring Mechanism
	WP19	Develop collection schemes for re-use of bulky waste, increase by 10 tonnes per annum	March 2012	Yes	Low	Continued commitment to Waste Prevention Team and by Waste Collection Authorities RISKS: Financial	Quarterly JMWRMF Report
Z	WP20	Develop & Implement a Marketing Plan for Re- use/Repair/Hire	March 2011	Yes	Low	Continued commitment to Waste Prevention Team RISKS: Financial	Quarterly JMWRMF Report
PREVENTION	WP21	Promote other waste reduction (e.g. food waste disposers, Real Nappies and Home Shredding)	Ongoing	Yes	Low	Continued commitment to Waste Prevention Team RISKS: Financial	Quarterly JMWRMF Report
WASTE PREV	WP22	Support water industry research on impacts of food waste disposers.	Ongoing	Yes	Low	Production of report by Water Research Council RISKS: Third Party	Annual Review of JMWMS Action Plan
	WP23	Lobby government to do more to combat the production of excess waste material	Ongoing	Yes	Low	Continued commitment to Joint Members Waste Resource Management Forum RISKS: Financial	Quarterly JMWRMF Report
3	WP24	Put in place measures to restrict residual waste presented.	All Councils by April 2011	Yes	Moderate	Agreement from all councils RISKS: Political and Public Acceptance	Quarterly JMWRF Report
	WP25	Promote the use of re- use websites such as Freecycle.	With Re-use Guide June 2010	Yes	Low	Continued commitment to Waste Prevention Team RISKS: Financial	Quarterly JMWRF Report
	Target 2	Achieve the national reductions in household residual waste	29% 2010 35% 2015 45% 2020	Yes	High	Increased Waste due to increased population and affluence RISKS: Financial	Quarterly JMWRF Report

	Action Plan Reference	Action Summary	Delivery Date	Resources allocated and significance of cost		Dependences & Risks	Monitoring Mechanism
	WRC01	To commission the new EnviroSort facility	July 2010	Yes	High	Installation of additional equipment to increase plant efficiency Negotiation with contractor RISKS: Technology and Finance	Quarterly JMWRF Report
LING	WRC02	Local Councils to collect same kerbside recyclable materials	All Councils by April 2011	Yes	High	Agreement from all councils RISKS: Political and Public Acceptance	Quarterly JMWRF Report
COMPOSTING	WRC03	Investigate opportunities for increasing range of materials for recycling	April 2011	Yes	Low	Availability of resources including Recycling/Prevention Officers time RISKS: Financial	Quarterly JMWRF Report
	Target 4 WRC04	Local Councils to expand recycling services to all households	All Councils by December 2010	Yes	High	Agreement from all councils and availability of resources. RISKS: Political and Financial	Quarterly JMWRF Report
G AND	WRC05	Where provided garden waste composting collections will be provided at a charge	Optional	Yes	Moderate/ High	Dependant on demand and uptake Agreement from all councils RISKS: Financial, Political and Public Acceptance	Quarterly JMWRF Report
RECYCLING	WRC06	The Partnership to provide and promote a consistent textile re-use/recycling service	All Councils by April 2012	Yes	Low	Need to identify suitable service providers at acceptable cost. RISKS: Financial	Quarterly JMWRF Report
REC	WRC07	Investigate options for providing commercial waste recycling services	All Councils by April 2012	Yes	Low	Demand and ability to provide a competitive service, resources RISKS: Financial, Political and Public Acceptance	Quarterly JMWRF Report
	WRC08	Investigate options recycling and recovery of street sweepings	March 2011	Yes	Low	Availability of resources RISKS: Financial and Technology	Quarterly JMWRF Report
	WRC09	New Household Waste Site to be provided in Kington (Herefordshire).	December 2010	Yes	High	Completion of works, recruitment of and installation of equipment. RISKS: Development	Waste Disposal Contract Meeting

	Action Plan Reference	Action Summary	Delivery Date	Resources allocated and significance of cost		Dependences & Risks	Monitoring Mechanism
	WRC10	Rebrand Household Waste Sites as Household Recycling Centres	All Sites by April 2011	Yes	Moderate	Availability of resources RISKS: Financial	Quarterly JMWRF Report
IJС	WRC11	Household Waste Site at Tenbury is to be redeveloped	March 2012	Yes	High	Conditional on obtaining necessary consents prior to development RISKS: Planning & Development	Waste Disposal Contract Meeting
COMPOSTING	WRC12	Feasibility of pedestrian access to Household Recycling Centres is to be investigated	March 2011	Yes	Low	Allocation of Officers time to project. Public consultation RISKS: Financial, Political and Public Acceptance	Quarterly JOWRMF Meeting
AND	WRC13	Produce clear guidance on materials accepted for recycling	Ongoing	Yes	Moderate	Availability of resources including Recycling/Prevention Officers time RISKS: Financial	Quarterly JMWRF Report
	WRC14	Improve customer care at Household Recycling Centres and on collection rounds.	Ongoing	Yes	Low	Allocation of Officers time to project. Contractors acceptance RISKS: Financial	Individual Council Performance Management Meetings
RECYCLING	WRC15	The Partnership to provide information on what happens to waste	Ongoing	Yes	Low	Availability of resources including Recycling/Prevention Officers time RISKS: Financial	Quarterly JMWRF Report
REC	WRC16	Use an education rather than enforcement approach	Ongoing	Yes	Low	Availability of resources including Recycling/Prevention Officers time RISKS: Financial	Quarterly JMWRF Report
	WRC17	Promote battery recycling in accordance with Batteries Directive	May 2010	No	Low	Availability of resources RISKS: Financial	Quarterly JMWRF Report
	WRC18	Stimulate demand for recycling through procurement of goods	Ongoing	Νο	Low	Availability of resources RISKS: Financial	Quarterly JMWRF Report

AND NG	Action Plan Reference	Action Summary	Delivery Date	Resources allocated and significance of cost		Dependences & Risks	Monitoring Mechanism
ECYCLING COMPOSTI	Policv 14	Continue to provide and enhance Bring Recycling Sites	Ongoing	Yes	Low	Availability of resources RISKS: Financial	Quarterly JMWRF Report
	Target 3	To achieve national recycling/composting levels of household waste	40% 2010 45% 2015 50% 2020	No	High	Availability of resources RISKS: Financial	Quarterly JMWRF Report

	Action Plan Reference	Action Summary	Delivery Date	Resources allocated and significance of cost		Dependences & Risks	Monitoring Mechanism
	ER01	Identify land and technology to be used to treat the Partnership's residual waste	December 2009	Yes	High	Availability of Land, Political and Officer agreement, contract negotiations RISKS: Financial, Planning, Development, Political and Public Acceptance	Joint Review Board
ERY	ER02	PFI Contractor to complete a pre-application(s) consultation	Early 2010	Yes	Moderate	Must first obtain land and decide technology RISKS: Planning, Development, Political and Public Acceptance	Quarterly JMWRF Report
RECOVERY	ER03	Application(s) will be determined by the relevant planning authority.	December 2011	Yes	Moderate	Submission of robust planning application for suitable site. RISKS: Financial, Planning, Development, Political and Public Acceptance	Joint Review Board
ENERGY	ER04	Construct and commission the facility to receive residual waste.	March 2014	Yes	High	Engagement with contractor, completion of works, recruitment of and installation of equipment. RISKS: Development	Joint Review Board
Ш	ER05	Utilise landfill gas for power generation	Ongoing	Yes	Low	Engagement with contractor RISKS: Planning	Joint Review Board
	ER06	Promote energy recovery options when deciding the residual treatment solution.	Ongoing	Yes	Low	Engagement with contractor, technology type and location of residual treatment facility RISKS: Political and Public Acceptance	Joint Review Board
	ER07	Investigate transport of waste by river	November 2010	Yes	Low	Feasibility needs to be established RISKS: Financial, Planning, Development, Political and Public Acceptance	Quarterly JMWRF Report
	Target 5	Recover Value from a minimum of 78% of municipal waste	March 2015	No	High	Availability of resources RISKS: Financial	Quarterly JMWRF Report

FINAL DISPOSAL	۲L	Action Plan Reference	Action Summary	Delivery Date	Resources allocated and significance of cost		Dependences & Risks	Monitoring Mechanism
	SPOS ⁴	WD01	PFI Contractor to provide suitable landfill facilities	Ongoing	Yes	High	Engagement with contractor RISKS: Planning, Development, Political and Public Acceptance	Joint Review Board
	Δ	WD02	Promote a consistent approach to clinical waste collection	All Councils by April 2011	Yes	Low	Cross party agreement from Partnership members RISKS: Financial, Political Acceptance	Quarterly JOWRMF Meeting

	Action Plan Reference	Action Summary	Delivery Date	Resources and signif cost	s allocated icance of	Dependences & Risks	Monitoring Mechanism
	OSA01 Target 1	Partnership councils to gather data and set Climate Change Target	September 2010	Yes	Low	Cross party agreement from Partnership members RISKS: Financial, Political Acceptance	Quarterly JMWRF Report
SNC	OSA02	The Partnership to reduce impact on climate change	Ongoing	Yes	High	Cross party agreement from Partnership members RISKS: Financial, Political Acceptance	Quarterly JMWRF Report
ACTIONS	OSA03	Continually monitor the performance of their services	Ongoing	Yes	Low	Availability of resources RISKS: Financial	Quarterly JMWRF Report
	OSA04	Provide information concerning the links between Climate Change and Waste Management	Ongoing	Yes	Low	Availability of resources RISKS: Financial	Quarterly JMWRF Report
STRATEGY	OSA05	The Partnership will produce a summary JMWMS document	April 2010	Yes	Low	Availability of resources RISKS: Financial	Quarterly JMWRF Report
OTHER	OSA06	All Partnership members to provide accurate and timely waste data	Ongoing	Yes	Low	Availability of resources RISKS: Financial	Quarterly JMWRF Report
б	OSA07	Provide good information on range of services available to residents	Ongoing	Yes	Low	Availability of resources RISKS: Financial	Individual Council Performance Management Meetings
	OSA08	Action Plan to be quarterly reviewed	Ongoing	Yes	Low	Availability of resources RISKS: Financial	Quarterly JMWRF Report
	OSA09	The Strategy will be reviewed by the Partnership in 2015.	December 2015	Yes	Moderate	Availability of resources RISKS: Financial	Quarterly JMWRF Report

	Action Plan Reference	Action Summary	Delivery Date	Resources allocated and significance of cost		Dependences & Risks	Monitoring Mechanism
	OSA10	Monitor and consider Best Practise elsewhere	Ongoing	Yes	Low	Ability to gather information from other local authorities RISKS: Financial	Individual Performance Management Meetings
<u>v</u>	OSA11	Provide suitable assisted collection services	Ongoing	Yes	Moderate	Availability of resources RISKS: Financial	Individual Performance Management Meetings
ACTIONS	OSA12	Develop consistent approach to Fly-Tipping	March 2011	Yes	Low	Availability of resources RISKS: Financial	Individual Performance Management Meetings
	OSA13	Improve enforcement measures for fly tipping and litter offences	Ongoing	Yes	Low	Availability of resources RISKS: Financial	Individual Performance Management Meetings
TEG	OSA14	Provide schools with waste management education information	Ongoing	Yes	Low	Availability of resources RISKS: Financial	Individual Performance Management Meetings
STRATEGY	OSA15	Develop ways to publicise our strategy	Ongoing	Yes	Low	Availability of resources RISKS: Financial	Individual Performance Management Meetings
OTHER	OSA16	Seek to adopt and implement sustainable procurement policies	Ongoing	Yes	Low	Availability of resources RISKS: Financial	Individual Performance Management Meetings
Ö	OSA17	Develop and promote consistent use of web sites	Ongoing	Yes	Low	Availability of resources RISKS: Financial	Individual Performance Management Meetings
	OSA18	Develop individual policies for specific waste streams	When Required	Yes	Low	Availability of resources RISKS: Financial	Individual Performance Management Meetings
	Target 6	Reduce the amount of biodegradable municipal waste landfilled	March 2010 March 2013 March 2020	Yes	High	Availability of resources RISKS: Financial, Public Acceptance	Quarterly JMWRF Report