

North Somerset Recover Plan

Summary Review

Last Updated 29-Jun-2017

Today's Date

30-Jun-2017

Tab Ref	Tab Name	Task	Owner	Start	Finish	Status	Task Days
Project Plan Length				06-Jun-2017	30-Sep-2017		116
1.1.1	HWRC	Set Objectives for Julian	BA	08-Jun-2017	09-Jun-2017	Not Started	2
1.2.1	HWRC	Map out tasks and deliverables	JA	07-Jun-2017	19-Jun-2017	Not Started	2
1.2.2	HWRC	Agree Plan with BM / GM	BA	26-Jun-2017	27-Jun-2017	Not Started	2
2.1.1	HWRC	Inform CA Staff of temporary Structure	JE	07-Jun-2017	09-Jun-2017	Complete	3
2.1.2	HWRC	Supervisor Job Description Review	JA	12-Jun-2017	16-Jun-2017	Complete	3
2.1.3	HWRC	Clarify Job Role with Supervisors	JA	19-Jun-2017	23-Jun-2017	Complete	3
2.1.4	HWRC	Create Mentor plan for Supervisors	JA	19-Jun-2017	23-Jun-2017	Ongoing	2
2.1.5	HWRC	Monthly Review with Supervisors	JA	30-Jun-2017	30-Sep-2017	Not Started	0
2.1.6	HWRC	Monthly Report to GM, Director	JA	30-Jun-2017	30-Sep-2017	Not Started	0
3.1.1	HWRC	Analyse HWRC outputs and contracts	JA	26-Jun-2017	10-Jul-2017	Ongoing	1
3.1.2	HWRC	Analyse Transfer Station outputs and contracts	JA	26-Jun-2017	10-Jul-2017	Ongoing	1
3.1.3	HWRC	Commercial review of CA site outputs	JA	10-Jul-2017	30-Jul-2017	Not Started	0
3.1.4	HWRC	Report amd action Commercial Review	JA	30-Jul-2017	14-Aug-2017	Not Started	0
4.1.1	HWRC	Tippling	JA	03-Jul-2017	14-Jul-2017	Ongoing	1
4.1.2	HWRC	Baler	JA	03-Jul-2017	14-Jul-2017	Ongoing	1
4.1.3	HWRC	Staff Requirements	JA	03-Jul-2017	14-Jul-2017	Complete	3
4.1.4	HWRC	Analyse Shunter requirements	JA	03-Jul-2017	14-Jul-2017	Ongoing	1
4.2.1	HWRC	Health and Safety Review of transfer station operations	JA	03-Jul-2017	14-Jul-2017	Complete	3
4.3.1	HWRC	Baler Audits of material going through	JA	03-Jul-2017	14-Jul-2017	Ongoing	1
1.1.1	HR	Check Holiday Entitlement for each employee	KH	06-Jun-2017	23-Jun-2017	Ongoing	2
1.1.2	HR	Check Holiday Calendar is up to date	JE	06-Jun-2017	23-Jun-2017	Ongoing	2
1.2.1	HR	Check Contract vs ELI data provided	KH	06-Jun-2017	23-Jun-2017	Ongoing	2
1.3.1	HR	Check correct pay data has been entered	KH	06-Jun-2017	23-Jun-2017	Ongoing	2
2.1.1	HR	Start Dialogue with Union over Pay	BA	23-Jun-2017	23-Jun-2017	Ongoing	2
2.3.1	HR	Carry out cost Analysis to see if beneficial to join National agreement	KH	06-Jun-2017	23-Jun-2017	Complete	3
2.3.2	HR	If beneficial to join National agreement start dialogue with Union	KH	23-Jun-2017	23-Jun-2017	Ongoing	2
3.1.1	HR	Ascertain Requirements	MH	06-Jun-2017	06-Jun-2017	Complete	3
3.1.2	HR	Advertise Roles	MH	07-Jun-2017	07-Jul-2017	Ongoing	1
3.1.3	HR	Interview	BA	19-Jun-2017	23-Jun-2017	Ongoing	2
3.1.4	HR	Recruit Roles	BA	23-Jun-2017	25-Aug-2017	Ongoing	1
3.2.1	HR	Ascertain Requirements	JA	06-Jun-2017	09-Jun-2017	Complete	3
3.2.2	HR	Advertise Roles	JA	07-Jun-2017	15-Jun-2017	Complete	3
3.2.3	HR	Interview	JA	19-Jun-2017	29-Jun-2017	Ongoing	2
3.2.4	HR	Recruit Roles	JA	29-Jun-2017	28-Jul-2017	Ongoing	1
3.3.1	HR	Ascertain Requirements	BA	06-Jun-2017	06-Jun-2017	Complete	3
3.3.2	HR	Advertise Roles	BA	07-Jun-2017	07-Jun-2017	Ongoing	2
3.3.3	HR	Interview	BA	19-Jun-2017	23-Jun-2017	Complete	3
3.3.4	HR	Recruit Roles	BA	23-Jun-2017	25-Aug-2017	Ongoing	1
3.4.1	HR	Ascertain Requirements	BA	06-Jun-2017	07-Jun-2017	Complete	3
3.4.2	HR	Request Support From Andy Dutton	BA	06-Jun-2017	09-Jun-2017	Complete	3
3.4.3	HR	Request Support Laura Parker	BA	06-Jun-2017	09-Jun-2017	Ongoing	2
3.4.4	HR	Request Support Forest Dean James Walker Re Steve Brown	BA	06-Jun-2017	09-Jun-2017	Complete	3
4.1.1	HR	Awaiting report from Occupational Health	KH	06-Jun-2017	16-Jun-2017	Ongoing	2
4.1.2	HR	Action on receipt of report	KH	16-Jun-2017	23-Jun-2017	Not Started	2
4.1.1	HR	Awaiting report from Occupational Health	KH	06-Jun-2017	09-Jun-2017	Ongoing	2
4.1.2	HR	Action on receipt of report	KH	12-Jun-2017	16-Jun-2017	Not Started	2
4.1.1	HR	Awaiting report from Occupational Health	KH	06-Jun-2017	16-Jun-2017	Ongoing	2
4.1.2	HR	Action on receipt of report	KH	16-Jun-2017	23-Jun-2017	Not Started	2
4.1.1	HR	Awaiting report from Occupational Health	KH	06-Jun-2017	16-Jun-2017	Not Started	0
4.1.2	HR	Action on receipt of report	KH	16-Jun-2017	23-Jun-2017	Not Started	2
5.1.1	HR	Report on Current Staff Suitability	BA	06-Jun-2017	09-Jun-2017	Ongoing	2
5.2.1	HR	Review Job Descriptions	JE	06-Jun-2017	23-Jun-2017	Not Started	2
5.2.2	HR	Assign Roles	JE	06-Jun-2017	23-Jun-2017	Not Started	2
6.1.1	HR	Ascertain Current Number Outstanding	JE	06-Jun-2017	09-Jun-2017	Complete	3
6.1.2	HR	Complete Investigations	BA	06-Jun-2017	23-Jun-2017	Not Started	2
6.1.3	HR	Carry out Disciplinarys	BA	16-Jun-2017	30-Jun-2017	Ongoing	1
6.2.1	HR	Ascertain Current Number Outstanding	JE	06-Jun-2017	09-Jun-2017	Complete	3
6.2.2	HR	Complete Investigation Interviews	BA	06-Jun-2017	16-Jun-2017	Not Started	2
7.1.1	HR	Carry out Short Term Sickness analysis	BA	08-Jun-2017	14-Jun-2017	Ongoing	2
7.1.2	HR	Form action plan based on analysis report	BA	14-Jun-2017	16-Jun-2017	Ongoing	2
7.1.3	HR	Carry out action plan for short term sickness	BA	19-Jun-2017	23-Jun-2017	Ongoing	2
8.1	HR	Carry out a review, assess and improve quality of Supervisor RTW interviews/absence management process work	KH	14-Jun-2017	23-Jun-2017	Ongoing	2
1.1.1	Finance	Accrue 1.75% from 1st March 2017	CH	06-Jun-2017	07-Jun-2017	Complete	3
2.1.1	Finance	Re-Forecast Budget	CH	06-Jun-2017	21-Jul-2017	Ongoing	1
2.1.2	Finance	Check Period One Accounts	CH	06-Jun-2017	09-Jun-2017	Complete	3
2.2.1	Finance	Analyse Depreciation costs Vs Budget	CH	19-Jun-2017	14-Jul-2017	Ongoing	1
2.2.2	Finance	Report on Analysis of Depreciation costs Vs Budget	CH	19-Jun-2017	23-Jun-2017	Ongoing	2
3.1.1	Finance	Capex review of Outstanding those not invoiced check if they are still Valid	CH	06-Jun-2017	23-Jun-2017	Complete	3
3.1.2	Finance	Trace Workshop Capex (Wall instal)	CH	06-Jun-2017	09-Jun-2017	Complete	3
3.1.3	Finance	Analyse Additional Spend on Property Detail List	CH	06-Jun-2017	14-Jul-2017	Not Started	0





4.1.1	Finance	Materials Value By Commodity Sold to Date	CH	06-Jun-2017	31-Jul-2017	Ongoing	1	40
5.1.1	Finance	Commercial Review Invoicing	PD	06-Jun-2017	23-Jun-2017	Not Started	2	14
5.1.2	Finance	Mini MRF 10% Fund	PD	06-Jun-2017	23-Jun-2017	Not Started	2	14
5.1.3	Finance	Discount Check on Client Purchased Assets	PD	06-Jun-2017	23-Jun-2017	Not Started	2	14
5.1.4	Finance	Capex Review Biffa Funded	PD	06-Jun-2017	23-Jun-2017	Ongoing	2	14
1.1.1	Fleet	Write to Romaquip deatling how dissappointed Bifa are with the product supplied	DM	06-Jun-2017	07-Jun-2017	Not Started	2	2
1.1.2	Fleet	Romaquip attend Site	DM	14-Jun-2017	14-Jun-2017	Complete	3	1
1.1.3	Fleet	Request Extended Warranty	DM	14-Jun-2017	14-Jun-2017	Not Started	2	1
1.2.1	Fleet	Delivery	DM	26-Jun-2017	30-Jun-2017	Ongoing	1	5
1.2.2	Fleet	Request Compensation for Delay	DM	06-Jun-2017	09-Jun-2017	Ongoing	2	4
1.3.1	Fleet	Delivery of spare RCV's	DM	06-Jun-2017	09-Jun-2017	Complete	3	4
1.4.1	Fleet	Business cases for two extra vehicles to be raised	BA	06-Jun-2017	09-Jun-2017	Ongoing	2	4
1.5.1	Fleet	Terberg Redesign	DM	06-Jun-2017	30-Jun-2017	Not Started	0	19
1.5.2	Fleet	Vehicle Redesign Delivery	DM	30-Jun-2017	31-Jul-2017	Not Started	0	22
1.6.1	Fleet	Request refund from JCB as product sold is not fit for purpose	DM	06-Jun-2017	09-Jun-2017	Ongoing	2	4
1.6.2	Fleet	Request JCB to attend site to prove they can work on site	DM	06-Jun-2017	09-Jun-2017	Complete	3	4
1.6.3	Fleet	JCB attend site	DM	12-Jun-2017	16-Jun-2017	Complete	3	5
1.6.4	Fleet	Request support from New Romney JCB Driver	JA	12-Jun-2017	16-Jun-2017	Complete	3	5
1.1.1	IT	Check Assisted Collection Procedure detailed in Tender (Does it Have Confirm before Road is closed)	NJ	06-Jun-2017	09-Jun-2017	Complete	3	4
1.2.1	IT	Analysis of PDA Usage	BA	19-Jun-2017	23-Jun-2017	Suspended	0	5
1.2.2	IT	Targeted Training	BA	26-Jun-2017	07-Jul-2017	Suspended	0	10
1.1.1	Operations	Formally write to client	BA	12-Jun-2017	19-Jun-2017	Ongoing	2	6
1.2.1	Operations	Write to client requesting support	BA	12-Jun-2017	19-Jun-2017	Ongoing	2	6
2.1.1	Operations	Talk to client re short term reroute	BA	06-Jun-2017	07-Jun-2017	Ongoing	2	2
2.1.2	Operations	Reroute interim solution if agreed	BA	07-Jun-2017	23-Jun-2017	Ongoing	2	13
3.1.1	Operations	Ascertain if Gravimetric will allow the tendered resource of 16 D+1 to be successful	NJ	12-Jun-2017	07-Jul-2017	Suspended	0	20
1.1.1	Health & Safety	Carry out a documentation review and provide a gap analysis	SF	21-Jun-2017	26-Jun-2017	Complete	3	4
1.1.2	Health & Safety	Carry Out Actions from Gap Aalysis	JE	26-Jun-2017	31-Jul-2017	Ongoing	1	26
1.2.1	Health & Safety	Complete traffic management plan for transfer station and issue	SF	15-Jun-2017	31-Jul-2017	Ongoing	1	33
1.2.2	Health & Safety	Complete final version of TMP	SF	15-Jun-2017	07-Jul-2017	Ongoing	1	17
1.2.3	Health & Safety	Organise and implement staff training on TMP	JE	07-Jul-2017	31-Jul-2017	Not Started	0	17
1.3.1	Health & Safety	Produce final version of evacuation plan	JE	15-Jun-2017	07-Jul-2017	Not Started	0	17
1.3.2	Health & Safety	Organise and implement staff training on plan	JE	07-Jul-2017	31-Jul-2017	Not Started	0	17
1.1.1	Property	Car park list out options	BA	06-Jun-2017	30-Jun-2017	#REF!	1	19
1.1.2	Property	Lighting in car parks requirement	BA	06-Jun-2017	30-Jun-2017	#REF!	1	19
1.1.3	Property	Site Security	BA	06-Jun-2017	30-Jun-2017	#REF!	1	19
1.2.1	Property	Write to Landlord re: broken concrete outside of demise area	BA	06-Jun-2017	30-Jun-2017	#REF!	1	19
2.1.1	Property	Gap Analysis Contract View	PD	06-Jun-2017	30-Jun-2017	#REF!	0	19
1.1	Day to Day	Request up to date list from client	JE	19-Jun-17	23-Jun-17	Ongoing	2	5
1.1.1	Day to Day	Confirm these have been uploaded into the whitespace system.	JE	26-Jun-17	30-Jun-17	Not Started	0	5
1.1.2	Day to Day	Check with Whitespace as to the possibility of including individual sign off on PDA's.	JR	19-Jun-17	30-Jun-17	Not Started	0	10
1.1.3	Day to Day	Create check sheets for supervisors so they can confirm completion on a daily basis.	JE	19-Jun-17	23-Jun-17	Complete	3	5
1.2.1	Day to Day	Create daily sheet of previously missed properties.	JE	19-Jun-17	23-Jun-17	Complete	3	5
1.2.2	Day to Day	Create check sheets for supervisors so they can confirm completion on a daily basis.	JE	19-Jun-17	23-Jun-17	Complete	3	5
1.2.4	Day to Day	Corrected within timescales	JE	19-Jun-17	23-Jun-17	Not Started	2	5
1.2.5	Day to Day	Investigate the use of Whitespace Dashboard and feasibility of funding client access	BA	19-Jun-17	23-Jun-17	Not Started	2	5
1.2.6	Day to Day	Log missed bins on a round by round basis and identify repeat misses.	JE	19-Jun-17	23-Jun-17	Complete	3	5
1.3.1	Day to Day	Arrange meeting between Biffa nd CSC staff to build relationship.	JE	19-Jun-17	23-Jun-17	Ongoing	2	5
1.3.2	Day to Day	Review siting of call centre at depot.	BA	19-Jun-17	23-Jun-17	Not Started	2	5
1.4.1	Day to Day	Review daily service report and modify to make more relevant.	JE	19-Jun-17	23-Jun-17	Not Started	2	5
1.4.2	Day to Day	Review all reporting and consult with client as to frequencies, if they have changed from tender.	JE	19-Jun-17	23-Jun-17	Not Started	2	5
1.5.1	Day to Day	Train PDA Champions to train other crew members.	JE	19-Jun-17	23-Jun-17	Not Started	2	5
1.5.2	Day to Day	Monitor usage on a daily basis and challenge where not being used.	JE	19-Jun-17	23-Aug-17	Ongoing	1	48
1.5.3	Day to Day	Consider supplying client with Dashboard access	BA	19-Jun-17	23-Jun-17	Not Started	2	5
1.5.4	Day to Day	Re-allocate incomplete rounds to the rounds that have been tasked with them.	JE	19-Jun-17	23-Jun-17	Not Started	2	5
1.5.5	Day to Day	Review charging and battery life of PDA as insufficient at present.	JR	19-Jun-17	23-Jun-17	Not Started	2	5
1.6.1	Day to Day	Review introduction of Hard Plastics	JA	19-Jun-17	23-Jun-17	Not Started	2	5
1.6.2	Day to Day	Draw up timescales for introduction of SME permit scheme and review with client.	JA	19-Jun-17	23-Jun-17	Not Started	2	5

NorthSomerset Recovery Plan

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Today's Date 30-Jun-17

Day to Day			Comments	Planned Start	Planned Finish	Actual Finish	Planned Task Days	Task Status	Task Owner
Item	Task	Sub Task							
1	Assisted Collection Misses			19-Jun-17	30-Jun-17		10	Ongoing	Milestone
			26/06/17 JE has requested list from client						
1.1		Request up to date list from client		19-Jun-17	23-Jun-17		5	Ongoing	JE
1.1.1		Confirm these have been uploaded into the whitespace system.		26-Jun-17	30-Jun-17		5	Not Started	JE
1.1.2		Check with Whitespace as to the possibility of including individual sign off on PDA's.		19-Jun-17	30-Jun-17		10	Not Started	JR
			26/06/17 JE confirmed completed						
1.1.3		Create check sheets for supervisors so they can confirm completion on a daily basis.		19-Jun-17	23-Jun-17		5	Complete	JE
1.2	Repeat Misses			19-Jun-17	23-Jun-17		5	Complete	Milestone
			26/06/17 JE confirmed completed						
1.2.1		Create daily sheet of previously missed properties.		19-Jun-17	23-Jun-17		5	Complete	JE
			26/06/17 JE confirmed completed						
1.2.2		Create check sheets for supervisors so they can confirm completion on a daily basis.		19-Jun-17	23-Jun-17		5	Complete	JE
1.2.3	Missed Collections			19-Jun-17	23-Jun-17		5	Ongoing	Milestone
1.2.4		Corrected within timescales		19-Jun-17	23-Jun-17		5	Not Started	JE
1.2.5		Investigate the use of Whitespace Dashboard and feasibility of funding client access		19-Jun-17	23-Jun-17		5	Not Started	BA
			26/06/17 JE confirmed completed						
1.2.6		Log missed bins on a round by round basis and identify repeat misses.		19-Jun-17	23-Jun-17		5	Complete	JE
1.3	Contact Centre			19-Jun-17	23-Jun-17		5	Ongoing	Milestone
			26/06/17 JE contacted client awaiting confirmation of available dates						
1.3.1		Arrange meeting between Biffa nd CSC staff to build relationship.		19-Jun-17	23-Jun-17		5	Ongoing	JE
1.3.2		Review siting of call centre at depot.		19-Jun-17	23-Jun-17		5	Not Started	BA
1.4	Reporting			19-Jun-17	23-Jun-17		5	Not Started	Milestone
1.4.1		Review daily service report and modify to make more relevant.		19-Jun-17	23-Jun-17		5	Not Started	JE
1.4.2		Review all reporting and consult with client as to frequencies, if they have changed from tender.		19-Jun-17	23-Jun-17		5	Not Started	JE
1.5	PDA Usage			19-Jun-17	23-Jun-17		5	Not Started	Milestone
1.5.1		Train PDA Champions to train other crew members.		19-Jun-17	23-Jun-17		5	Not Started	JE
			26/06/17 JE confirmed completed, ongoing						
1.5.2		Monitor usage on a daily basis and challenge where not being used.		19-Jun-17	23-Aug-17		48	Ongoing	JE
1.5.3		Consider supplying client with Dashboard access		19-Jun-17	23-Jun-17		5	Not Started	BA
			26/06/17 JE confirmed completed						
1.5.4		Re-allocate incomplete rounds to the rounds that have been tasked with them.		19-Jun-17	23-Jun-17		5	Not Started	JE
1.5.5		Review charging and battery life of PDA as insufficient at present.		19-Jun-17	23-Jun-17		5	Not Started	JR





1.6	HWRC's		19-Jun-17	23-Jun-17		5	Not Started	Milestone
1.6.1	Review introduction of Hard Plastics	22/06/17 JA Should be considered as phase 2 action,	19-Jun-17	23-Jun-17		5	Not Started	JA
1.6.2	Draw up timescales for introduction of SME permit scheme and review with client.	22/06/17 JA Should be considered as phase 2 action,	19-Jun-17	23-Jun-17		5	Not Started	JA
						0		
						0		
DISTRIBUTION								
Name	Title	Contact Number	Key					
			On-going Task 					
			Missed Target 					
			Completed Task 					
			Planned Task 					

North Somerset Recovery Plan

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HWRC			Comments	Planned Start	Planned Finish	Actual Finish	Planned Task Days	Task Status	Task Owner
Item	Task	Sub Task							
1	Interim Support			06-Jun-17	16-Jun-17		9	Not Started	Milestone
1.1	Roles			06-Jun-17	23-Jun-17		14	Not Started	Milestone
1.1.1		Set Objectives for Julian		08-Jun-17	09-Jun-17		2	Not Started	BA
1.2	Delivery Plan			07-Jun-17	27-Jun-17		15	Not Started	Milestone
1.2.1		Map out tasks and deliverables		07-Jun-17	19-Jun-17		9	Not Started	JA
1.2.2		Agree Plan with BM / GM		26-Jun-17	27-Jun-17		2	Not Started	BA
2	Key Points to Focus			07-Jun-17	30-Sep-17		83	Not Started	Milestone
2.1	Staff			07-Jun-17	30-Sep-17		83	Not Started	Milestone
2.1.1		Inform CA Staff of temporary Structure		07-Jun-17	09-Jun-17	12-Jun-17	3	Complete	JE
2.1.2		Supervisor Job Description Review	19/06/17 JA Further review of JD to be had before proceed.21/06/17 Review for TS/Baler and current HWRC Senior supervisor and new JD be completed 26th	12-Jun-17	16-Jun-17		5	Complete	JA
2.1.3		Clarify Job Role with Supervisors	21/06/17 As per item 2.1.2	19-Jun-17	23-Jun-17		5	Complete	JA
2.1.4		Create Mentor plan for Supervisors	27/06/17 JA, plan to be created w/c 3rd July	19-Jun-17	23-Jun-17		5	Ongoing	JA
2.1.5		Monthly Review with Supervisors	27/06/17 JA first date for review be set w/c 10th July	30-Jun-17	30-Sep-17		66	Not Started	JA
2.1.6		Monthly Report to GM, Director		30-Jun-17	30-Sep-17		66	Not Started	JA
3	Outputs			26-Jun-17	07-Jul-17		10	Not Started	Milestone
3.1	CA Sites			26-Jun-17	07-Jul-17		10	Not Started	Milestone
3.1.1		Analyse HWRC outputs and contracts	27/06/17 JA date put back, awaiting tonnage data to review, same for action below	26-Jun-17	10-Jul-17		11	Ongoing	JA
3.1.2		Analyse Transfer Station outputs and contracts		26-Jun-17	10-Jul-17		11	Ongoing	JA
3.1.3		Commercial review of CA site outputs		10-Jul-17	30-Jul-17		15	Not Started	JA
3.1.4		Report amd action Commercial Review		30-Jul-17	14-Aug-17		11	Not Started	JA
4	Transfer Station			03-Jul-17	14-Jul-17		10	Not Started	Milestone

4.1	Review Transfer station Operations		03-Jul-17	14-Jul-17		10	Not Started	Milestone
4.1.1	Tipping	(Fork Lift Shovel)	03-Jul-17	14-Jul-17		10	Ongoing	JA
4.1.2	Baler		03-Jul-17	14-Jul-17		10	Ongoing	JA
		21/06/17 Have established requirements and now proceeding to implement resource structure changes. This subject needs a further review in 6 mths time						
4.1.3	Staff Requirements		03-Jul-17	14-Jul-17		10	Complete	JA
4.1.4	Analyse Shunter requirements		03-Jul-17	14-Jul-17		10	Ongoing	JA
4.2	Health and Safety		03-Jul-17	14-Jul-17		10	Complete	Milestone
4.2.1	Health and Safety Review of transfer station operations	21/06/17 See H&S tab	03-Jul-17	14-Jul-17		10	Complete	JA
4.3	Baler		03-Jul-17	14-Jul-17		10	Ongoing	Milestone
		21/06/17 Implemented improved disciplines for waste audits, this will generate a summary sheet to be used in discussion with transport						
4.3.1	Baler Audits of material going through		03-Jul-17	14-Jul-17		10	Ongoing	JA
DISTRIBUTION								
Name	Title	Contact Number	Key					
						On-going Task		
						Missed Target		
						Completed Task		
						Planned Task		

North Somerset Recovery Plan





Last Update 29-June-2017

Today's Date 30-Jun-17

HR			Comments	Planned	Planned	Actual	Planned	Task	Task
Item	Task	Sub Task		Start	Finish	Finish	Task	Status	Owner
						Days			
1	HR Audit		22/06/17 KH Admin processes inefficient and duplication causing errors. A master spreadsheet to be created for booking on with holiday, sickness, other absence and O/T recorded in one place	06-Jun-17	23-Jun-17		14	Ongoing	Milestone
1.1	Holidays			06-Jun-17	23-Jun-17		14	Ongoing	Milestone
1.1.1		Check Holiday Entitlement for each employee	15/06/17 KH Amendments being made to spreadsheet. KH awaiting updated copy. 22/06/17 KH to create a correct list of entitlements for incorporating into master	06-Jun-17	23-Jun-17		14	Ongoing	KH
1.1.2		Check Holiday Calendar is up to date	15/06/17 KH As above	06-Jun-17	23-Jun-17		14	Ongoing	JE
1.2	Sickness			06-Jun-17	23-Jun-17		14	Ongoing	Milestone
1.2.1		Check Contract vs ELI data provided	15/06/17 KH Not required, Data compiled by site admin. 22/06/17 KH confirmed 3rd complete	06-Jun-17	23-Jun-17		14	Ongoing	KH
1.3	Pay Data		22/06/17 KH Waiting days haven't ben applied correctly, Payroll have temporarily amended all ops to 3 waiting days. Some will change to 4 when ELI audits complete. Ayroll to calculate overpayment to	06-Jun-17	23-Jun-17		14	Ongoing	Milestone
1.3.1		Check correct pay data has been entered		06-Jun-17	23-Jun-17		14	Ongoing	KH
2	Union			06-Jun-17	23-Jun-17		14	Ongoing	Milestone
2.1	Pay Negotiations			23-Jun-17	23-Jun-17		1	Ongoing	Milestone
2.1.1		Start Dialogue with Union over Pay	14/06/17 BA initial discussion held and full meeting scheduled for 5th July	23-Jun-17	23-Jun-17		1	Ongoing	BA
2.2	National Agreement			06-Jun-17	23-Jun-17		14	Ongoing	Milestone
2.3.1		Carry out cost Analysis to see if beneficial to join National agreement	15/06/17 KH Complete With RE/BA to make decision	06-Jun-17	23-Jun-17		14	Complete	KH

2.3.2	If beneficial to join National agreement start dialogue with Union	22/06/17 KH - TBC	23-Jun-17	23-Jun-17		1	Ongoing	KH
3	Recruitment		06-Jun-17	25-Aug-17		59	Ongoing	Milestone
3.1	Drivers		06-Jun-17	25-Aug-17		59	Ongoing	Milestone
3.1.1	Ascertain Requirements	20 Drivers Required. 22/06/17 JE confirmed to KH 10 drivers require but will try and exceed	06-Jun-17	06-Jun-17		1	Complete	MH
3.1.2	Advertise Roles	14/06/17 BA roles advertised externally and through agency 15/06/17 KH 5 interviews were booked, 2 no-shows, one offer declined, one to be assessed and will hire if he passes. Assessment date TBC. Interviewing 3 more 23/6, 27/6, 28/6. Continuing to source candidates from Link to	07-Jun-17	07-Jul-17		23	Ongoing	MH
3.1.3	Interview	14/06/17 BA as required 15/06/17 KH started	19-Jun-17	23-Jun-17		5	Ongoing	BA
3.1.4	Recruit Roles		23-Jun-17	25-Aug-17		46	Ongoing	BA
3.2	CA Staff	3 Required	06-Jun-17	23-Jun-17		14	Complete	Milestone
3.2.1	Ascertain Requirements		06-Jun-17	09-Jun-17		4	Complete	JA
3.2.2	Advertise Roles	JA put a plan in place for number of vacancies and amended responsibilities. Organogram completed and provided to JE/BA for approval. 22/06/17 KH/JE to speak to affected parties w/c 26/6. Organogram	07-Jun-17	15-Jun-17		7	Complete	JA
3.2.3	Interview		19-Jun-17	29-Jun-17		9	Ongoing	JA
3.2.4	Recruit Roles	27/06/17 In process of agreeing 2 positions	29-Jun-17	28-Jul-17		22	Ongoing	JA
3.3	Supervisors		06-Jun-17	25-Aug-17		59	Ongoing	Milestone
3.3.1	Ascertain Requirements	2 Current Vacancies	06-Jun-17	06-Jun-17		1	Complete	BA
3.3.2	Advertise Roles		07-Jun-17	07-Jun-17		1	Ongoing	BA
3.3.3	Interview	15/06/16 KH complete	19-Jun-17	23-Jun-17		5	Complete	BA
3.3.4	Recruit Roles	15/06/16 KH decision 19/6. 22/06/17 KH 3 new hires in place, 2 more positions potentially - looking at candidates	23-Jun-17	25-Aug-17		46	Ongoing	BA
3.4	Temporary Staff Secondments		06-Jun-17	09-Jun-17		4	Ongoing	Milestone
3.4.1	Ascertain Requirements		06-Jun-17	07-Jun-17		2	Complete	BA
3.4.2	Request Support From Andy Dutton	14/06/17 BA agreed for w/c18th	06-Jun-17	09-Jun-17	14-Jun-17	4	Complete	BA

3.4.3	Request Support Laura Parker	14/06/17 BA TBC Jodie asked if she can support	06-Jun-17	09-Jun-17		4	Ongoing	BA
3.4.4	Request Support Forest Dean James Walker Re Steve Brown	14/06/17 BA in place	06-Jun-17	09-Jun-17		4	Complete	BA
4	Long Term Sickness		06-Jun-17	23-Jun-17		14	Ongoing	Milestone
4.1	Fitter		06-Jun-17	23-Jun-17		14	Ongoing	Milestone
4.1.1	Awaiting report from Occupational Health	22/06/17 KH still waiting on report	06-Jun-17	16-Jun-17		9	Ongoing	KH
4.1.2	Action on receipt of report		16-Jun-17	23-Jun-17		6	Not Started	KH
4.1	Supervisors		06-Jun-17	16-Jun-17		9	Ongoing	Milestone
4.1.1	Awaiting report from Occupational Health	22/06/17 KH - Bob Gregg written to 20/6 - asked to make contact for welfare meeting	06-Jun-17	09-Jun-17		4	Ongoing	KH
4.1.2	Action on receipt of report		12-Jun-17	16-Jun-17		5	Not Started	KH
4.1	Drivers		06-Jun-17	23-Jun-17		14	Ongoing	Milestone
4.1.1	Awaiting report from Occupational Health	22/06/17 KH - Still waiting for report	06-Jun-17	16-Jun-17		9	Ongoing	KH
4.1.2	Action on receipt of report		16-Jun-17	23-Jun-17		6	Not Started	KH
4.1	Loader		06-Jun-17	23-Jun-17		14	Ongoing	Milestone
4.1.1	Awaiting report from Occupational Health	22/06/17 KH - Still waiting for report	06-Jun-17	16-Jun-17			Not Started	KH
4.1.2	Action on receipt of report		16-Jun-17	23-Jun-17		6	Not Started	KH
5	Current Staff		06-Jun-17	09-Jun-17		4	Ongoing	Milestone
5.1	Review Current Staff Suitability		06-Jun-17	09-Jun-17		4	Ongoing	Milestone
5.1.1	Report on Current Staff Suitability	14/06/17 BA ongoing with Kat. 22/06/17 KH meeting on 28/6 to confirm supervisor roles and accountabilities. Will then communicate to employees and evaluate support/training	06-Jun-17	09-Jun-17		4	Ongoing	BA
5.2	Administrators		06-Jun-17	23-Jun-17		14	Not Started	Milestone
5.2.1	Review Job Descriptions		06-Jun-17	23-Jun-17		14	Not Started	JE
5.2.2	Assign Roles		06-Jun-17	23-Jun-17		14	Not Started	JE
6	HR Management		06-Jun-17	23-Jun-17		14	Not Started	Milestone
6.1	Disciplinarians		06-Jun-17	23-Jun-17		14	Ongoing	Milestone
6.1.1	Ascertain Current Number Outstanding	15/06/17 KH - 15	06-Jun-17	09-Jun-17	13-Jun-17	4	Complete	JE
6.1.2	Complete Investigations	External Resource 14/06/17 BA awaiting meeting with Kat	06-Jun-17	23-Jun-17		14	Not Started	BA
6.1.3	Carry out Disciplinarians	External Resource 14/06/17 BA Resource sorted, awaiting investigations to be	16-Jun-17	30-Jun-17		11	Ongoing	BA
6.2	Return To Works		06-Jun-17	16-Jun-17		9	Not Started	Milestone
6.2.1	Ascertain Current Number Outstanding		06-Jun-17	09-Jun-17	13-Jun-17	4	Complete	JE
6.2.2	Complete Investigation Interviews	External Resource	06-Jun-17	16-Jun-17		9	Not Started	BA
7	Short Term Sickness		08-Jun-17	23-Jun-17		12	Ongoing	Milestone
7.1	Analysis's		08-Jun-17	23-Jun-17		12	Ongoing	Milestone

		14/06/17 BA completed Bradford factor review and capability meetings TBA 15/06/17 KH to do w/c 19/6. 22/06/17 KH Top offenders identified using Bradford facotr. KH to ensure plans in place. Depot sickness record is not accurate however, need to work on this as part of master						
7.1.1	Carry out Short Term Sickness analysis		08-Jun-17	14-Jun-17		5	Ongoing	BA
7.1.2	Form action plan based on analysis report		14-Jun-17	16-Jun-17		3	Ongoing	BA
7.1.3	Carry out action plan for short term sickness	14/06/17 BA meeting arranged with Kat	19-Jun-17	23-Jun-17		5	Ongoing	BA
8	HR Audiit		14-Jun-17	23-Jun-17		8		Milestone
8.1	assess and improve qulaity of Supervisor RTW interviews/absence management process work	22/06/17 KH Underway informally, to be formalised after meeting 28/06	14-Jun-17	23-Jun-17		8	Ongoing	KH
DISTRIBUTION								
Name	Title	Contact Number	Key					
			On-going Task 					
			Missed Target 					
			Completed Task 					
			Planned Task 					

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Finance									
Item	Task	Sub Task	Comments	Planned Start	Planned Finish	Actual Finish	Planned Task Days	Task Status	Task Owner
1	Wages			06-Jun-17	07-Jun-17		2	Ongoing	Milestone
1.1	Pay Increase			06-Jun-17	07-Jun-17		2	Ongoing	Milestone
1.1.1		Accrue 1.75% from 1st March 2017		06-Jun-17	07-Jun-17	07-Jun-17	2	Complete	CH
2	Budget			06-Jun-17	23-Jun-17		14	Ongoing	Milestone
2.1	Forecast			06-Jun-17	23-Jun-17		14	Ongoing	Milestone
2.1.1		Re-Forecast Budget	29/06/17 CH - Be submitted to Board	06-Jun-17	21-Jul-17		34	Ongoing	CH
2.1.2		Check Period One Accounts	29/06/17 CH completed	06-Jun-17	09-Jun-17		4	Complete	CH
2.2	Depreciation Costs v Budget			06-Jun-17	23-Jun-17		14	Ongoing	Milestone
2.2.1		Analyse Depreciation costs Vs Budget	29/06/17 CH started	19-Jun-17	14-Jul-17		20	Ongoing	CH
2.2.2		Report on Analysis of Depreciation costs Vs Budget	As above	19-Jun-17	23-Jun-17		5	Ongoing	CH
3	Capex			06-Jun-17	23-Jun-17		14	Not Started	Milestone
3.1	Outstanding			06-Jun-17	23-Jun-17		14	Not Started	Milestone
3.1.1		Capex review of Outstanding those not invoiced check if they are still Valid		06-Jun-17	23-Jun-17		14	Complete	CH
3.1.2		Trace Workshop Capex (Wall instal)		06-Jun-17	09-Jun-17		4	Complete	CH
3.1.3		Analyse Additional Spend on Property Detail List		06-Jun-17	14-Jul-17		29	Not Started	CH
4	Invoicing			06-Jun-17	23-Jun-17		14	Not Started	Milestone
4.1	Commodities			06-Jun-17	23-Jun-17		14	Not Started	Milestone
4.1.1		Materials Value By Commodity Sold to Date	29/06/2017 CH still collating data and processing	06-Jun-17	31-Jul-17		40	Ongoing	CH
5	Reviws			06-Jun-17	23-Jun-17		14	Not Started	Milestone
5.1	Tender Reviews			06-Jun-17	23-Jun-17		14	Not Started	Milestone
5.1.1		Commercial Review Invoicing		06-Jun-17	23-Jun-17		14	Not Started	PD
5.1.2		Mini MRF 10% Fund	14/06/17 PD Wait for commission, BA provide Biffa costs to PD, BA inform KME accounts not pay invoice	06-Jun-17	23-Jun-17		14	Not Started	PD
5.1.3		Discount Check on Client Purchased Assets		06-Jun-17	23-Jun-17		14	Not Started	PD
5.1.4		Capex Review Biffa Funded		06-Jun-17	23-Jun-17		14	Ongoing	PD
DISTRIBUTION									
Name	Title	Contact Number	Key						
			On-going Task						
			Missed Target						
			Completed Task						
			Planned Task						

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Fleet			Comments	Planned	Planned	Actual	Planned	Task	Task
Item	Task	Sub Task		Start	Finish	Finish	Days	Status	Owner
1	Fleet			06-Jun-17	31-Jul-17		40	Ongoing	Milestone
1.1	Romaquip			06-Jun-17	14-Jun-17		7	Not Started	Milestone
1.1.1	e to Romaquip deatiling how dissapointed Bifa are with the product supplied			06-Jun-17	07-Jun-17		2	Not Started	DM
1.1.2		Romaquip attend Site	Attended site 13/06/17 .	14-Jun-17	14-Jun-17		1	Complete	DM
1.1.3		Request Extended Warrantly		14-Jun-17	14-Jun-17		1	Not Started	DM
1.2	Toploader			06-Jun-17	30-Jun-17		19	Ongoing	Milestone
1.2.1		Delivery	16/06/17 DM confirmed delivery w/c 26/06	26-Jun-17	30-Jun-17		5	Ongoing	DM
1.2.2		Request Compensation for Delay	13/6/17 DM confirmation expected next week	06-Jun-17	09-Jun-17		4	Ongoing	DM
1.3	2nd Hand Spares			06-Jun-17	09-Jun-17		4	Complete	Milestone
1.3.1		Delivery of spare RCV's	14/06/17 DM both delivered	06-Jun-17	09-Jun-17		4	Complete	DM
1.4	Green Waste Vehicles			06-Jun-17	09-Jun-17		4	Not Started	Milestone
1.4.1		Business cases for two extra vehicles to be raised	13/06/17 DM has quotes, not seen business case 14/06/17 BA will be completed by 16th June	06-Jun-17	09-Jun-17		4	Ongoing	BA
1.5	SPOV's			06-Jun-17	31-Jul-17		40	Not Started	Milestone
1.5.1		Terberg Redesign		06-Jun-17	30-Jun-17		19	Not Started	DM
1.5.2		Vehicle Redesign Delivery		30-Jun-17	31-Jul-17		22	Not Started	DM
1.6	JCB 5cx Plant			06-Jun-17	16-Jun-17		9	Ongoing	Milestone
1.6.1		Request refund from JCB as product sold is not fit for purpose	13/06/17 DM awaiting update from IC, email conversation this week for latest	06-Jun-17	09-Jun-17		4	Ongoing	DM
1.6.2		Request JCB to attend site to prove they can work on site	13/06/17 IC complete	06-Jun-17	09-Jun-17		4	Complete	DM
1.6.3		JCB attend site		12-Jun-17	16-Jun-17	13-Jun-17	5	Complete	DM
1.6.4		Request support from New Romney JCB Driver	15/06/17 JA - attended 1 day only	12-Jun-17	16-Jun-17	07-Jun-17	5	Complete	JA
1.6			19/06/17 DM x2 5CX delivery and use of all actions suspended.				0		
			19/06/17 JA wrote; IC organised training for 20/06, further training will also be arranged. 27/06/17 JA training enar complete, expect be complete w/e 14/07/17				0		
			27/06/17 360 at WSM HWRC be removed 03/07/17. Remaining 2 wil follow approx 1 week later following completion of training				0		
DISTRIBUTION									
Name	Title	Contact Number	Key						
					On-going Task				
					Missed Target				
					Completed Task				
					Planned Task				

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IT			Comments	Planned	Planned	Actual	Planned	Task	Task
Item	Task	Sub Task		Start	Finish	Finish	Days	Status	Owner
1	Whitespace			06-Jun-17	23-Jun-17		14	Complete	Milestone
1.1	Assisted Collections			06-Jun-17	09-Jun-17		4	Complete	Milestone
1.1.1	:k Assisted Collection Procedure detailed in Tender (Does it Have Confirm before Road is closed)		14/6/17 NJ said does Not Say That In Tender	06-Jun-17	09-Jun-17		4	Complete	NJ
1.2	PDA Training			06-Jun-17	23-Jun-17		14	Suspended	Milestone
1.2.1		Analysis of PDA Usage	On Hold - RE Brian Ashby. Issue not with IT	19-Jun-17	23-Jun-17		5	Suspended	BA
1.2.2		Targeted Training	On Hold - RE Brian Ashby. Issue not with IT	26-Jun-17	07-Jul-17		10	Suspended	BA
							0		
							0		
							0		

DISTRIBUTION			Key	
Name	Title	Contact Number		
			On-going Task	
			Missed Target	
			Completed Task	
			Planned Task	

North Somerset Recovery Plan

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Operations									
Item	Task	Sub Task	Comments	Planned Start	Planned Finish	Actual Finish	Planned Task Days	Task Status	Task Owner
1	Recycling			06-Jun-17	19-Jun-17		10	Ongoing	Milestone
1.1	Contamination			06-Jun-17	09-Jun-17		4	Ongoing	Milestone
1.1.1		Formally write to client	14/06/17 BA be done 16th June	12-Jun-17	19-Jun-17		6	Ongoing	BA
1.2	Separation Culture Change			12-Jun-17	19-Jun-17		6	Ongoing	Milestone
1.2.1		Write to client requesting support	14/06/17 BA be done 16th June	12-Jun-17	19-Jun-17		6	Ongoing	BA
2	Interim Green Waste Solution			06-Jun-17	23-Jun-17		14	Ongoing	Milestone
2.1	Green Waste			06-Jun-17	23-Jun-17		14	Ongoing	Milestone
2.1.1		Talk to client re short term reroute	14/06/17 BA be done 16th June	06-Jun-17	07-Jun-17		2	Ongoing	BA
2.1.2		Reroute interim solution if agreed	14/06/17 BA still to be discussed but GW rounds now fully routed. Action on NJ to talk to client about when needs to be informed	07-Jun-17	23-Jun-17		13	Ongoing	BA
3	Reroute		Suspended Until Further Notice RE	12-Jun-17	07-Jul-17		20	Suspended	Milestone
3.1	Analysis			12-Jun-17	07-Jul-17		20	Suspended	Milestone
3.1.1		Ascertain if Gravimetric will allow the tendered resource of 16 D+1 to be successful		12-Jun-17	07-Jul-17		20	Suspended	NJ
							0		
							0		
							0		
DISTRIBUTION									
Name	Title	Contact Number	Key						
			On-going Task 						
			Missed Target 						
			Completed Task 						
			Planned Task 						

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Health and Safety									
Item	Task	Sub Task	Comments	Planned Start	Planned Finish	Actual Finish	Planned Task Days	Task Status	Task Owner
1	Documentation Review			21-Jun-17	26-Jun-17		4	Complete	Milestone
1.1	Gap Analysis			21-Jun-17	31-Jul-17		29	Complete	Milestone
1.1.1		Carry out a documentation review and provide a gap analysis	21/06/17 JA Completed. List of actions compiled, need to add task manager then proceed	21-Jun-17	26-Jun-17		4	Complete	SF
1.1.2		Carry Out Actions from Gap Analysis	27/06/17 Process has started with high level risks prioritised	26-Jun-17	31-Jul-17		26	Ongoing	JE
1.2	Traffic Management Plan			15-Jun-17	31-Jul-17		33	Ongoing	Milestone
1.2.1		Complete traffic management plan for transfer station and issue		15-Jun-17	31-Jul-17		33	Ongoing	SF
1.2.2		Complete final version of TMP	21/06/17 Process has started.	15-Jun-17	07-Jul-17		17	Ongoing	SF
1.2.3		Organise and implement staff training on TMP	26/06/17 Cannot proceed until TMP complete	07-Jul-17	31-Jul-17		17	Not Started	JE
1.3	Emergency Evacuation Plan			15-Jun-17	21-Jul-17		27	Ongoing	Milestone
1.3.1		Produce final version of evacuation plan	26/06/17 Currently with SF	15-Jun-17	07-Jul-17		17	Not Started	JE
1.3.2		Organise and implement staff training on plan		07-Jul-17	31-Jul-17		17	Not Started	JE
							0		
							0		
							0		
DISTRIBUTION									
Name	Title			Contact Number			Key		
							On-going Task		
							Missed Target		
							Completed Task		
							Planned Task		

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Property		Comments	Planned	Planned	Actual	Planned	Task	Task
Item	Task		Start	Finish	Finish	Task	Status	Owner
1	Unit 5 (Offices)		06-Jun-17	30-Jun-17		19	Ongoing	Milestone
1.1	Additional Works		06-Jun-17	30-Jun-17		19	Ongoing	Milestone
1.1.1	Car park list out options	14/06/17 BA be done 16th June	06-Jun-17	30-Jun-17		19	Ongoing	BA
1.1.2	Lighting in car parks requirement	14/06/17 BA be done 16th June	06-Jun-17	30-Jun-17		19	Ongoing	BA
1.1.3	Site Security	14/06/17 BA Need to discuss remit as the TS is secure, what extra is needed and where?	06-Jun-17	30-Jun-17		19	Ongoing	BA
1.2	Demise		06-Jun-17	30-Jun-17		19	Ongoing	Milestone
1.2.1	Write to Landlord re: broken concrete outside of demise area	14/06/17 BA Discused and letter in draft	06-Jun-17	30-Jun-17		19	Ongoing	BA
2	Commercaial		06-Jun-17	30-Jun-17		19	Not Started	Milestone
2.1	Gap Analysis		06-Jun-17	30-Jun-17		19	not Started	Milestone
2.1.1	Gap Analysis Contract View		06-Jun-17	30-Jun-17		19	Not Started	PD
						0		
						0		
DISTRIBUTION								
Name	Title	Contact Number	Key					
			On-going Task 					
			Missed Target 					
			Completed Task 					
			Planned Task 