

## Waste Treatment Facility – Action Plan

<b>Priority</b>	<b>***</b>	<b>Fundamental</b>	<b>(Action considered necessary to avoid exposure to high risk)</b>
	<b>**</b>	<b>Significant</b>	<b>(Action considered necessary to avoid exposure to a significant risk)</b>
	<b>*</b>	<b>Merits Attention</b>	<b>(Action desirable to enhance control or value for money)</b>

Rec.	Recommendations.	Priority.	Responsibility.	Agreed.	Comments.	Date.
1	The mitigating actions detailed in the Council Risk Register need to be progressed to full completion. There should be a reasonable timescale stated for each action and progress against this should be highlighted at the Joint Waste Board meetings. Any areas where there is no progress being made should be highlighted to the Board for their information and their consideration of whether to prioritise / allocate additional resource to aid completion.	*	BDR Manager BDR Administrator	Yes	The BDR Team have been notified that JCAD will no longer be used for the Risk Register.  Currently populating the new system per corporate instruction  Risk Register is considered as part of Steering Committee and Joint Waste Board meetings  Confirmation received that JCAD obsolete	5.2.16
2	The Client Team need to ensure that the current risks on the Council's Jcad system are transferred to the equivalent of Jcad (spreadsheet format) within the service and the progress against these is regularly monitored.	*	BDR Administrator	Yes	Completed - Risk register to be subject to a Steering Committee workshop in June	24.3.2016
3	The error highlighted in the calculation of the monthly Transfer Loading Station Facility Payment to 3SE should be corrected for payments already made to the contractor and in the calculation of future payments for	*	BDR Compliance Officer	Yes	This has been highlighted to contractor and rebate has been applied	10.1.16

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	waste management services to the contractor.					
4	A base tonnage reconciliation exercise should be performed at the end of the third quarter and quarterly thereafter. Any revision to the base tonnage figure should be applied to payments to the contractor as per the contract payment mechanism.	*	BDR Manager BDR Compliance Officer	Yes	<p>Base tonnage reconciliations have already been completed. Forecasts are monitored against actuals each month with quarterly adjustments made when required.</p> <p>One adjustment has been made in October and a further in February.</p> <p>An annual reconciliation will be made, however the aim is for the forecast adjustments to be as close to the actuals reducing the year end reconciliation.</p> <p>2016/17 forecasts have been provided.</p>	<p>31.10.15</p> <p>And 2/2/16</p> <p>Year end reconciliation – 1.5.16</p> <p>3/4/2016</p>
5	The Client Team should ensure that resources are in place to address the year-end cost/profit or pain/gain process as specified in the contract. The process should be documented in order to produce a formal work instruction to identify each step of the process along with the roles and responsibilities of staff.	*	BDR Manager	Yes	<p>Financial advisor has been appointed to assist with the refinance and savings and will assist in the year end resolutions.</p> <p>Work instructions are currently being progressed but will not be finalised until post year end reconciliation to ensure that any unforeseen items can be documented</p>	<p>5.2.16</p> <p>1.5.16</p>

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6	In order to gain assurance that the Council's municipal waste data reporting to government is accurate, the Client Team should have in place a routine monthly monitoring process where weighbridge weights of 100% of the outputs from the transfer station are verified to the weight records of the respective off takers. Any verification discrepancies should be investigated, the findings recorded and the results reported to the Joint Waste Board.	**	BDR Compliance Officer	Yes	BDR Compliance Officer is checking 100% of the tickets retrospectively. Ticket information provided by the contractor is being checked against the invoices provided by the third party off takers. Significant discrepancies will be recorded and available for joint waste board. N.B there will be variance between one weighbridge and another.  This is now being completed on a monthly basis,	24.3.16  On-going
7	The BDR Client Team should instruct the contractor (Shanks) to ensure that output data from the off-takers is filed and available for inspection without delay.	*	BDR Compliance Officer	Yes	BDR Compliance Officer has instructed the financial controller to ensure the output data is available and in a format that is easily accessible. This data is also cross referenced with the invoices prior to RFL inspection.	1.2.16
8	The BDR Manager should review the performance monitoring arrangements undertaken by the Client Team to ensure that the routine monitoring of all operational performance standards that have been classified as 'highly likelihood of impact on service or reputation' are included.	**	BDR Manager	Yes	Performance monitoring framework has been RAG rated.  Performance monitoring inspection sheet has been created to inspect all aspects of the performance framework	11.1.16
9	The performance monitoring programme should be structured to ensure that each	**	BDR Compliance Officer	Yes	PFI contracts are self-monitoring Frequency is detailed in schedule	Complete

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	performance standard is allocated a frequency and intensity for inspection – monthly, quarterly or annually.				<p>5 Table 3 of the Performance Framework</p> <p>Inspection sheet to look at the performance framework is completed monthly.</p> <p>Where there are areas of concerns more frequent monitoring will occur.</p> <p>Contractor is aware of the monitoring but does not know the date or time monitoring to ensure no additional preparation can be conducted.</p> <p>Team are also based at site 2-3 times a week and will pick up on any issues as they arise.</p>	11.2.16
10	The BDR Client Team should ensure that the right people receive the right information at the right time. To assist in this process the BDR Client Team should create a master document to detail the data/information flow throughout the waste transfer process along with the data/information requirements of staff.	**	BDR Compliance Officer	Yes	<p>Process flowchart already available has names and posts of who requires what. Dates to be included in this diagram.</p> <p>A further meeting with relevant officers planned for March to ensure that for the next financial year the data provided is correct and in a usable format.</p>	11.2.16  31.3.16