


Waste Treatment Facility – Action Plan

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

| Rec. | Agreed Action. | Priority. | Responsibility. | Agreed. | Comments. | Date. |
|------|--|-----------|------------------------|---------|---|------------|
| 1 | Contract manuals for the operation of the Waste Treatment Facility should be finalised. The manuals should be reviewed when changes occur such as re-structures, new journal sheets, new IT systems and as a minimum annually. | * | BDR Manager | Yes | The BDR PFI Facility is in its first full year of operation. Processes and procedures are being agreed with the Contractor prior to being documented. Re-structures and business process re-engineering activities across the BDR Region will need to be recognised | 31/03/2017 |
| 2 | The BDR risk register should be maintained and updated in line with the Council's Risk Management Policy and Guide 2015.  Risk Management Policy and Guide 2015 | * | BDR Manager | Yes | The BDR Risk Register is kept by the BDR Manager and reported to the various groups. Joint Waste Board receive a report on a quarterly basis that identifies what risks have moved since the previous report. | ongoing |
| 3 | Work instructions on how to perform the 'year-end reconciliation' should be produced so that the BDR Client team are not solely reliant on the services of the financial consultant after his 3 year agreement has terminated. | * | BDR Compliance Officer | Yes | Work instructions produced | Complete |
| 4 | The Client Team need to ensure that output monitoring is up to date. This would | * | BDR Compliance Officer | Yes | Updated on a monthly basis once month end information | ongoing |

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| | assist in the rectification of any errors at an early stage and ensure that waste data flow reporting is accurate. | | | | received. | |
| 5 | Staff instructions for routine inspection and performance monitoring need to be documented to ensure that the Client Team has a clear understanding of their roles and responsibilities. | * | BDR Compliance Officer | Yes | Work instructions to be produced for the routine inspections. | 31.3.17 |
| 6 | A performance monitoring inspection plan should be drawn up to assist with the implementation of the Client Team's monthly site inspections and ensure that all performance standards are checked each year at least in line with their inspection frequency as stated in the performance monitoring programme. | * | BDR Compliance Officer | Yes | Monitoring inspection plan has been drawn up the frequency of monitoring has been reviewed for relevance. The plan is being used to ensure the required frequency of monitoring is being completed. | Complete |
| 7 | The structure of the BDR and 3SE minutes should be reviewed with a view to making them easier to read and provide a clear understanding of the issues discussed, the decisions made and the officer(s) responsible for any actions needed to be taken going forward. The minutes would also benefit from a formal agenda and structured paragraph numbering throughout. | * | BDR Admin Support Officer/BDR Contract Compliance Officer | Yes | Minute taking to be reviewed and best practice to be adopted. | Complete |

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| 8 | The action log and progress against the actions should be formally reported at 3SE / BDR meetings as a specific agenda item. The issues raised and action taken should be clearly recorded. | * | BDR Compliance Officer. | | Action log was already being reviewed by the BDR Compliance Officer. However Action Log has now become a standing item on the formal 3SE BDR meeting agenda to be discussed, agreed and outcomes minuted | Complete |