

Appendix A - Implementation Plan

Activity	Action	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14
Procurement of receptacles and vehicles (use of WCIG funding)	Tender for supply of vehicles															
	Route Optimisation															
	Joint countywide purchase of comingled wheeled bins, kerbside kaddies, kitchen kaddies and kaddy liners															
Human resources	Recruit two administrators to take calls and reply to letters															
	Recruit Project Development Officer and 2 x Recycling Advisors		Project Dev' Officer in post													
Policies and procedures	Write policies and procedures for excess waste, contamination of all receptacles, wrong bin out, bin out on boundary on non-collection days, assisted collection, large families, replacement bins, missed bins, Christmas procedures (excess waste)															
	Publish policies on website, inform Northgate CSU, Cllrs															
Branding and promotion of service	Engage with staff to choose a brand name for the new service to take ownership from an early stage															
	Create two leaflets introducing the service change with roadshow dates and a second leaflet delivered with the new bins															
	Create and print reminder flyers															
	Procure a roadshow trailer															
	Roadshows across the borough with the Recycling Advisors															
	School talks, Cllr and community talks															
	Social media and vehicle livery advertising															
Service Launch																

On Track	
Activity not on track	
Action will not deliver on time / Take mitigating action	
Action completed	