Project Gantt Chart - Oct 24th V	Waste & Street Cleansing Insourcing Project - Update Oct 24 2017																
															key	Overdue	On
																Overdue	schedule
	Lood	Mor 17	Apr 17	Mov 17	lun 17	Jul-17	Aug 17	Con 17	Oct 17	Nov 17	Dog 17	lon 10	Feb-18	Mar-18		Work in	
Confirmation of governance	Lead	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Len-10	Mai-10		progress	
arrangements & project plan																	
detail, with key dates for																	
	JB/EG																
Benchmarking of current 'As Is'	3D/LO												<u> </u>		_		
	AM/DW																
Confirmation of budget envelope															_		
for service delivery following																	
	IS																
Collation of current routing	10												<u> </u>		_		
	AM/DW																
Confirmation of service	AIVI/DVV																
	AM/DW																
Confirmation of IT & systems	AIVI/DVV														_		
	AM/DW																
Procurement of replacement IT	AIVI/DVV																
	AM/DW																
,	AM/DW																
Independent assessment of	AIVI/DVV																
-	AM/DW																
Drafting of specification for	AIVI/DVV														_		
	AM/DW																
replacement refuse verlicles	AIVI/DVV									-					1		
Drafting of specification for																	
replacement cleansing vehicles																	
Procurement of replacement	AIVI/DVV																
	AM/DW																
Procurement of replacement	AIVI/DVV														<del> </del>		
	AM/DW																
Confirmation of future	AIVI/DVV																
	JB/EG																
Commence CPC training for	3D/LO														-		
	AM/DW																
Tiorimated & licerioe ficiali	7 ((1), (2) (1)									<b>†</b>					1		
Develop & agree terms of basis																	
SLA for use of vehicles by ECTC	AM/DW																
Investigate options for vehicle	7 ((1), (5) (1)																
	AM/DW																
Finalise contract for SLA vehicle	,														1		
	AM/DW																
Complete options appraisal for	, 5 17														1		
	AM/DW																
Implement preferred option for															1		
	AM/DW																
Review of current operational	, 5 17														1		
procedures and workflows to																	
create the 'operations bible' for																	
	DW/PW		1												1		

																Overdue	On
																Morle in	schedule
	Lead	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18		Work in progress	
Review of current health and			-	-													
safety policies, procedures and																	
guidelines to create the 'health																	
and safety bible' for the																	
insourced service.	DV/DW																
Depot facilities - complete																	
condition survey & agreed works																	
to be completed before service																	
transfer	AM/DW																
Confirm if there is a requirement																	
for a site waste licence & if	A N A / D \ A /																
	AM/DW																
Waste Carriers Licence upgrade																	
if required	AM/DW																
Confirm if a basic property																	
licence is required for ECTC's	ID/E0																
extended use of Depot	JB/EG																
Approval of new operating model																	
for waste services & integration																	
of current client function	JB/EG																
High level review of current	02/10																
waste policies	AM/DW																
Drafting of service specification																	
	AM/DW																
Drafting of service specification																	
street cleansing	AM/DW																
Drafting of basic payment																	
mechanism	AM																
Drafting of Memorandum of																	
	AM																
	AM																
Review of documents by																	
external legal advisors	JB/AM																
TUPE Transfer - confirm detail																	
of pension arrangements &																	
treatment of liabilities for staff																	
transferring	AM/DW																
Confirm & negotiate changes to																	
terms & conditions required as	A B 4/5\4:																
part of transfer	AM/DW																
Review content of TUPE																	
schedule & associated																	
personnel files	AM/DW/NP																
Track movements in TUPE																	
schedule	AM/DW/NP														-		
Conduct 1-1 meetings with staff	AM/DW/NP																
subject to transfer Preparation of final business	AIVI/DVV/NP																+
	AM/IS/DW																
case	AIVI/13/DVV	l .												L	<u> </u>		

		1	<u> </u>											1		
															Overdue	On schedule
															Work in	Scriculo
	Lead	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	progress	
Develop internal workflows for			·	-			<del></del>	<u> </u>								
the waste and street cleansing																
services that follow on from the																
current Customer Services																
workflows to include the																
requirement for the services to																
directly close of in the CRM																
completed service requests.	PW/DW															
Confirm service request																
standard response times and 5-																
year stretch targets for																
performance against the set																
response times.	AM/DW															
Draft a shared customer																
services statement for the waste																
and street cleansing services (to																
be endorsed by Customer	AM(AW/D															
Services).	W)															
Create automated prompts and																
referrals in the CRM system for																
outstanding service requests (to																
be agreed with waste and street																
cleansing services).	AW/SG															
Develop and deliver a shared																
training programme in the new																
arrangements for customer																
services	AW/DW															
Complete the research of																
charges levied by other councils																
for second recycling bins	D															
through the CIWM.	DH															
Confirm the cost for supplying a																
completely blue bin as the	DII															
second bin option.	DH													<u> </u>		
Dovolon with Customer Services																
Develop with Customer Services a new workflow for second blue																
bins including confirming with																
Customer Services the payment																
arrangements and recording of																
the properties on the properties	DH/NW/D															
master database.	W/AW															
Investigate the options for a local																
company to do all bin deliveries																
based on a day a week being																
required for the activity.	DH															

	Lead	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Overdue Work in progress	On schedule
Develop a promotional campaign (pre-and-post) for the introduction of the second blue bin, to include an updating of the website.			·					·								
Confirm the delivery timeframe for second blue bins as 7 working days.	DH															
Order a stock of blue bins having confirmed the lead time for their supply to ensure the stock is in place for 1 April 2018.	DH															