

Appendix V: West Rhyl Delivery Plan

ACTION TRACKER as of 28/04/2021					
	Total	complete	green	amber	red
Phase 1	44	17	11	8	8
Phase 1	45	1	25	10	9
Phase 3	0	2022			
PROGRESS TRACKER					
Phase 1	56% (Increased from 34% Feb 2021)				
Phase 2	7% (increased from 3% Feb 2021)				
Overall project Status Amber					

Task Name	Start	Finish	% Complete	Status
WRAP KERBSIDE COMPLIANCE (PHASE 1)				
GOVERNANCE AND MANAGEMENT				
Set up project meetings and project team	12/01/2021	12/12/2021	100%	complete
Sign partnership agreement	01/12/2020	05/02/2021	100%	complete
Agree monitoring plan and PIs	01/01/2021	31/01/2021	90%	green
Determine strategy for engaging landlords (private/licenced and Social landlords)	05/02/2021	31/05/2021	20%	amber
Produce Project Board updates - monthly February to September 2021	08/02/2021	30/09/2021	12%	green
Develop residual and recycling policy for flats and HMOs to include use of microchipping	01/12/2021	31/06/2021	20%	amber
Identify opportunities for Safer Streets Project 2020	01/10/2020	Ongoing	100%	complete
Identify opportunities for Safer Streets Project 2021	01/04/2021	31/12/2021	0%	green
Policy sign off on frequency/ container type and replacement charges / licenced landlord responsibilities - Scrutiny/ delegated decision reports	01/04/2021	31/05/2021	50%	green

Task Name	Start	Finish	% Complete	Status
process grant claim forms (KUWTJ)	12/02/2021	31/03/2022	50%	green
Recruit West Rhyl Project Officer and Recycling advisor resource	28/04/2021	07/06/2021	20%	green
Agree Phase 2 support from WRAP	28/04/2021	07/05/2021	40%	green
Identify grants to support project work	01/01/2021	Ongoing	100%	complete
DATA COLLATION				
Identify and record West Rhyl Landlords on refuse database	01/02/2021	28/02/2021	50%	amber
Identify property management companies/letting agents for all 4 wheeled bin communal areas	01/02/2021	28/02/2021	0%	amber
Identify sack property addresses and update Webaspx and refuse database	01/01/2021	22/02/2021	100%	green
determine sack property collection points for each address and update Webaspx and refuse database	01/02/2021	28/02/2021	20%	amber
Communal Bin Audit (4 wheeled bins and update Webaspx)	01/01/2021	31/01/2021	100%	complete
Communal Bin Audit (2 wheeled bins and update Webaspx) Intel for Phase 2 use	08/02/2021	30/04/2021	0%	amber
Produce street list with postcodes and no. hh data	05/02/2021	15/02/2021	100%	complete
Populate monitoring plan with baseline data	05/02/2021	15/02/2021	50%	green
Populate PI data weekly	01/02/2021	30/04/2021	0%	red
Weekly analysis of track U compliance data and visits to non-compliant properties	22/02/2021	30/04/2021	20%	red

Task Name	Start	Finish	% Complete	Status
Compliance check on landlords regarding erection of posters/frames in communal areas	01/04/2021	30/04/2021	0%	red
Ensure adequate stocks of sacks/caddies / liners for campaign period	08/02/2021	12/02/2021	80%	amber
COMMUNICATIONS / OTHER				
Prepare / sign off comms leaflets (bulky waste)	01/12/2021	31/01/2021	100%	complete
prepare / sign off comms leaflets (sack properties) and poster	01/12/2021	31/01/2021	100%	complete
prepare / sign off comms leaflets (bin properties) and poster	01/12/2021	31/01/2021	100%	complete
prepare / sign off comms leaflets (communal properties) and bin stickers	01/12/2021	31/01/2021	100%	complete
prepare and sign off recycling contamination tag	01/12/2021	31/01/2021	100%	complete
Deliver comms leaflets (bulky waste)	11/02/2021	17/02/2021	100%	complete
Deliver comms leaflets (bin properties)	22/02/2021	24/02/2021	50%	red
Deliver comms leaflets (sack properties)	01/03/2021	03/03/2021	50%	red
Deliver comms leaflets (communal properties) and bin stickers	01/03/2021	03/03/2021	0%	red
Review/develop the 3-stage correspondence letters to issue alongside follow up visits	08/02/2021	15/02/2021	100%	complete
Engage landlords around licencing conditions to erect posters/frames in communal areas (or individual flats)	22/02/2021	22/03/2021	20%	red

Task Name	Start	Finish	% Complete	Status
Write to property management companies/agents responsible for communal bin stores about the changes/campaign	01/03/2021	15/03/2021	0%	red
Weekly proactive engagement with residents by recycling advisors	15/02/2021	31/03/2022	15%	amber
Initiate formal weekly collections of recycling and residual for all sack properties	22/02/2021	ongoing	100%	complete
Purchase WCCTV camera with safer streets funding	01/02/2021	31/03/2021	100%	complete
Tool box talk with operational crews/ supervisors regarding data collation requirements and campaign overview	08/02/2021	08/02/2021	100%	complete
Operational crew feedback session and tool box talk reinforcement	26/02/2021	26/02/2021	100%	complete
Operational crew feedback session and tool box talk reinforcement	12/03/2021	12/03/2021	0%	green
Contact Centre briefing on Phase 1 WRAP enforcement campaign	12/02/2021	07/05//2021	20%	green
CONTAINER ROLL OUT PHASE 2				
PROCUREMENT				
order and exchange all blue 4 wheeled residual containers for black (Order via STORM)	25/01/2021	03/03/2021	100%	complete
Agree the specification / quantities for gull proof sacks	01/02/2021	28/02/2021	20%	red
Procure gull-proof sacks for delivery by July 2021	01/03/2021	30/06/2021	0%	red

Task Name	Start	Finish	% Complete	Status
Agree specification for microchip tags for gull proof sacks with Humphrey signs	01/04/2021	12/06/2021	0%	green
direct Award gull proof tags to Humphrey signs	13/04/2021	16/06/2021	0%	red
Deliver Gull proof sacks to Humphrey sign for fitting tags	01/06/2021	05/07/2021	0%	red
Arrange meetings with Schaefer regarding microchipping technology wristband trials	01/01/2021	31/05/2021	50%	amber
Procure all microchips required for bins and gull proof sacks	01/03/2021	31/03/2021	50%	amber
Procure hand held chip readers for enforcement /wardens/ sack collection crews	01/03/2021	31/05/2021	0%	green
procure and install chip readers for RCV's	01/03/2021	31/05/2021	0%	amber
Identify fly tipping hotspots and develop a schedule for locating re-deployable CCTV camera	01/03/2021	31/08/2021	20%	green
Implement CCTC surveillance	05/04/2021	ongoing	15%	green
OPERATIONAL				
return points for all gull proof sacks to be identified	01/04/2021	30/06/2021	0%	red
Fixing points for gull proof sacks to be agreed with landlords/ RSLs and waivers signed for works	01/05/2021	30/05/2021	0%	red
Contractor to be procured to install fixings and signage at identified fixing points	01/05/2021	30/06/2021	0%	red
Fixings and signage for gull proof sacks to be installed	15/06/2021	30/06/2021	0%	red
routing for gull proof sack round Webaspx	01/05/2021	30/06/2021	0%	amber

Task Name	Start	Finish	% Complete	Status
deliver gull proof sacks to residents/landlords - door step engagement	01/07/2021	31/07/2021	0%	amber
Microchip all residual bins (and allocate correct size bin)	10/05/2021	31/06/2021	0%	amber
identify potential LASISSTS properties with shared 2-wheeled bins and update Webaspx / refuse database	01/02/2021	31/07/2021	0%	amber
Liaise with landlords to agree collection arrangements / access of LASSISTS and communicate policy	01/03/2021	31/08/2021	0%	green
Explore options paid for top up collection services for social landlords	01/04/2021	30/06/2021	20%	green
Routing of West Rhyl bin rounds to include LASSISTS	01/06/2021	30/09/2021	0%	green
DATA COLLATION				
Determine PI's for phase 2 monitoring	01/04/2021	30/06/2021	0%	green
confirm all households on 2 wheeled bins and update Webaspx/refuse database	01/02/2021	31/03/2021	50%	red
implement phase 2 baseline monitoring on bin round	01/04/2021	30/06/2021	0%	green
Implement phase 2 post roll out monitoring (sacks)	31/07/2021	ongoing	0%	green
Implement phase 2 post roll out monitoring (bins)	01/06/2021	ongoing	0%	green
implement GDPR compliance process for managing microchip data	01/05/2021	30/06/2021	0%	green
Identify data controllers for microchip data	01/05/2021	08/06/2021	0%	green
Arrange and deliver training on data management and system for data controllers	01/05/2021	15/06/2021	0%	green
Monthly data report produced for Waste team meetings	01/06/2021	ongoing	0%	green

Task Name	Start	Finish	% Complete	Status
COMMUNICATIONS/OTHER				
design and print pre-notification of microchipping bin tags / leaflets	15/03/2021	31/05/2021	0%	amber
Produce Address labels for all bins	15/03/2021	30/05/2021	0%	amber
Design and print post notification microchipping bin tags / leaflets	15/03/2021	31/05/2021	0%	amber
Deliver pre-notification bin tags to all 2 wheeled bin households	19/04/2021	03/05/2021	0%	green
Deliver post microchip bin tags to all 2 wheeled bin households (at point of chipping)	10/05/2021	30/06/2021	0%	green
Prepare / print Instructional leaflets for gull proof sacks	01/05/2021	30/06/2021	0%	green
Prepare / print signage requirements for fixing points where required	15/05/2021	15/07/2021	0%	green
prepare / print temporary awareness signage for collection point removal where required	01/06/2021	30/07/2021	0%	green
Targeted door step engagement to embed gull proof sack service based on chip data	01/08/2021	ongoing	0%	green
Organise Street level roadshows to issue gull proof sacks (missed on doorstep) and engage with residents	08/07/2021	31/07/2021	0%	green
develop resource pack for housing associations, landlords and letting agents regarding microchipping and bin policies	01/06/2021	30/07/2021	0%	green
Landlord / letting agent engagement regarding gull proof sacks	01/06/2021	ongoing	0%	green

Task Name	Start	Finish	% Complete	Status
Targeted Door stepping engagement to embed chipped black bin processes and recycling behaviours based on chip data	01/08/2021	ongoing	0%	green