

WASTE STRATEGY WORKPLAN 2015 - 2017

Work Streams	Who(lead)	2015/16					2016/17									
		Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Attending meetings as and when required	ALL	*****														
3rd Party recycling credit management																
Detail																
checking credit claim forms	SG															
Raise credit payments	SG															
HWRC Management																
Detail																
Monthly HWRC trade waste invoicing	SG / EP	←-----														
Monthly Performance monitoring	SG	←-----														
CRM																
Detail																
Keeping Exor up to date	BC / EP	←-----														
dealing with issues that arise from CRM system	BC / EP / MCA	←-----														
Bartec																
Detail																
helping with management of system	BC & wsupervisors	←-----														
Reports - using them to help with project work and make service efficient	tbc	tbc														

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New Developments: work to be undertaken across service WMO and Waste Supervisors																
Detail																
liaising with developers	MCA & EP	←-----														
Liaising with supervisors (work to be undertaken between both WMO and Wsupervisors)	MCA & EP															
forming a 'plan' with information on new developments and when coming on line	tbc						←-----									
Updating EXOR	EP / MCA/ JC	←-----														
Liaising with Jayne to raise invoices	EP/MCA	←-----														
Students and Waste																
Detail																
attend student partnership meetings	BC or MCA															
develop and maintain links with Student Unions & other partners	BC	←-----														
Put in place work plan for communications to help with issue of student waste at certain times of year (xmas, new yr, easter and end of term)	tbc															
Commerical Waste Transfer Notes																
Detail																
Send out on a monthly basis	MCA	←-----														

