

Recycling Service Report, Appendix 1 - Recycling Service Continuity Plan

	Activity	Person responsible	Completion date
1.	<p>Seek advice from Legal Service that Haringey is permitted to run in-house service.</p> <ul style="list-style-type: none"> <li>Initial advice from the Legal Service suggests that Haringey can run the service in-house for an interim period. This option may be undertaken if the Council decides not to enter a negotiated process with HAL (as described in the table above) or if the price from HAL is considered not to be good value for money compared to an in-house service.</li> <li>Should RWS withdraw from the Recycling Contract, confirmation of the initial advice to be sought from Legal Service to ensure that Haringey would be entitled to run an in-house service.</li> </ul>	Michael McNicholas/ Margaret O'Connor	<ul style="list-style-type: none"> <li>Initial advice from Legal Service provided 27<sup>th</sup> April 2006</li> <li>Confirmation advice to be sought if/when RWS confirm withdrawal from service</li> </ul>
2.	<p>Subject to advice from Legal Service that in-house service can proceed, request all relevant TUPE information from RWS in order that arrangements can be made to transfer staff to Haringey on an interim basis.</p>	Zoe Robertson/RWS	Request to RWS to be made immediately upon notification from RWS of withdrawal of service.
3.	<p>Notify Communications Team of RWS withdrawing from Recycling Contract.</p> <ul style="list-style-type: none"> <li>Prepare press release to explain that the service arrangements will be changing and what the Council is doing to ensure continuity of service.</li> </ul>	Zoe Robertson	Communications Team to be notified as early as possible to allow preparation of press releases and/or to be ready to respond in case of media enquiries if/when RWS withdraw from the Recycling Contract
4.	<p>Seek approval from Director/Lead Member to bring service in-house on an interim basis.</p>	Michael McNicholas/Stephen McDonnell	Date dependent upon notice period given by RWS (if any) and time required by HAL to provide price.
5.	<p>Notify internal council teams/services directly impacted by bringing service in-house in order that required actions by them can proceed. Namely:</p> <ul style="list-style-type: none"> <li>Legal Service, to close down arrangements with RWS and to ensure that outstanding liabilities of RWS are appropriately dealt with by RWS. To ensure that the Council's obligations concerning bringing the service in house are met and that the appropriate authorities are notified.</li> </ul>	Zoe Robertson	Immediately upon confirmation from RWS of withdrawal from Recycling Contract

	<ul style="list-style-type: none"> <li>Finance Service, for new Cost Centre Codes and budget to be set up.</li> <li>Personnel Service, for incoming staff to be registered in personnel files and for details of posts, salaries and incoming staff to be set up on SAP system.</li> <li>Payroll Service, for arrangements to be made to pay incoming staff.</li> </ul>		
6.	<p>Undertake consultation with RWS staff both directly and through unions.</p> <ul style="list-style-type: none"> <li>Consult with trade unions concerning on-going options being considered by the Council.</li> <li>Ensure that RWS are keeping staff apprised of the options being considered by the Council to provide continuity of service and employment.</li> <li>Establish lines of communication for staff and unions to the council.</li> </ul>	Zoe Robertson	On-going once RWS confirm withdrawal from Recycling Contract
7.	<p>Allocate one officer from Recycling Team to work on site at Western Road on a day to day basis.</p> <ul style="list-style-type: none"> <li>Depot presence required to ensure continuity of service whilst options are explored and to provide reassurance to staff at a time of change.</li> </ul>	Zoe Robertson	On-going once RWS confirm withdrawal from Recycling Contract
8.	<p>Carry out comprehensive monitoring of Recycling Service throughout change process.</p>	Michael McNicholas/Zoe Robertson	Daily monitoring to be undertaken throughout process to ensure continuity of service standards and schedules.
9.	<p>Identify 3<sup>rd</sup> or 4<sup>th</sup> Tier Officer to assume responsibility for overseeing the client management of the in-house service.</p> <ul style="list-style-type: none"> <li>Weekly update reports to be produced providing details of the progress of all aspects of service provision, both in terms of front line service, support services and levels of expenditure.</li> <li>All non-wage expenditure decisions to be approved by the officer responsible.</li> </ul>	Michael McNicholas/Zoe Robertson	<p>Officer to be identified immediately.</p> <ul style="list-style-type: none"> <li>Weekly reports to be produced from date in-house service commences.</li> </ul>
10.	<p>Establish Recycling In-sourcing Management Team to meet weekly, initially, to review progress of In-house service.</p> <ul style="list-style-type: none"> <li>Team members to be drawn from Recycling Service, Finance Service, Personnel Service, Payroll Service, In-house Service Manager (formerly RWS), Legal Service.</li> </ul> <p>Constitution of Team and frequency of meeting to be adjusted over time as appropriate.</p>	Michael McNicholas/Zoe Robertson	