

Bulking and Marketing Project Project Highlight Report		Overall Status:
Date covered: 07/08/2015 – 04/09/2015		Green

Programme Status

Provide an overview of the programme schedule status (highlights):

Overall Commentary	<ul style="list-style-type: none"> • Tenders for the sale of the materials collected have been received and evaluated, report due to go to cabinet member for sign off. • Approval has been granted for purchasing the weighbridge in situ and refurbishing it and not to purchase a new one • Ubico have now been given access to Printwaste staff and briefings to them has now begun • Outlets for the materials have been sourced for business continuity plans although no prices have been agreed as they will dependent on the market at the time • A business continuity policy has been drafted and will be circulated to project team members
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Key Risks Update

Provide updates to key programme risks:

Risk ID	Description	Update to include planned mitigation
	No new risks	

Project / Workstream Status and Issues Updates

Provide a status update on all projects / workstreams and a list of key issues which impact achievement of milestones or benefits.

Identified dependencies that may affect achievement of milestones

Negotiate contract extension	A	<p>Status: Agreed via email but waiting for formal contract to be signed. Sent over to Printwaste but have not yet had a response, has now been revised due to purchase of weighbridge and will be sent back to Printwaste. Will be chased up</p> <p>Issues: Still yet to be signed</p>	
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Project / Workstream Status and Issues Updates		
<i>Provide a status update on all projects / workstreams and a list of key issues which impact achievement of milestones or benefits.</i>		<i>Identified dependencies that may affect achievement of milestones</i>
Provision and procurement of plant and equipment	A	Status: Now signed off by key stakeholders. All necessary plant and equipment will be on site and in use by 17 th October
		Issues:
Business continuity planning	G	Status: Outlets have been sourced with a draft policy and procedure to be circulated
		Issues:
Lease	A	Status: Lease to Printwaste linked with contract so will be sent over to Printwaste with revised contract. Lease to Ubico currently with CBC
		Issues: Lease to Printwaste still yet to be formally signed
HR/TUPE	G	Status: Staff briefings scheduled between Ubico HR and Printwaste have begun to take place
		Issues:
H&S and training	G	Status: A detailed health and safety plan has been drafted for consultation
		Issues:
Procurement of sale of recyclable materials	G	Status: Tenders received and evaluated. Recommendations for successful tenders approved by cabinet member with the contracts currently being worked on
		Issues:
Licenses	B	Status: Completed
		Issues:
Insurance	G	Status: GOSS Insurance Officer has been updated on plant & equipment list, the spec and evaluation, which he will use to get quotes. This will now include the

Project / Workstream Status and Issues Updates		
<i>Provide a status update on all projects / workstreams and a list of key issues which impact achievement of milestones or benefits.</i>		<i>Identified dependencies that may affect achievement of milestones</i>
	weighbridge	
	Issues:	
Maintenance Arrangements	G Status: Ongoing	
	Issues:	
CBC/Ubico Contractual Arrangements	G Status: Spec has been drafted by One Legal and with assistance from JWT	
	Issues: Will be reviewed at the Gateway Review on the 7 th October 2015	
ICT/Software	G Status: Ongoing – Existing weighbridge equipment and software to be retained	
	Issues: Awaiting on Printwaste to grant access to site	

Key Milestone Progress

Report any completed programme-level milestones since last report and update due and expected dates for uncompleted milestones

ID	Milestone Description	Key Developments – delays, completion etc	Due	Exptd.	RAG
1	Printwaste contract extension agreed and purchase of plant and equipment from them	Agreed by email. Now with Printwaste but needs to be finalised	Apr 15	Oct 15	A
2	Negotiation of sale of plant and equipment	Negotiations concluded	Apr 15	Apr 15	B
3	CBC approval for plant equipment	Signed off by key stakeholders	May 15	July 15	B
4	Tender of sale of recyclable materials	Received and evaluated	Sept 15	Sept 15	B
5	Agree contracts with reprocessors	Currently being drafted	Oct 15	Oct 15	G
6	Lease	Lease with Printwaste linked to contract extension. Lease with Ubico with CBC	Oct 15	Oct 15	A
7	Operating/Business Continuity planning	Outlets have been sourced and draft policy and procedure has been circulated	Sept 15	Sept 15	G
8	Operations planning	Ongoing	Sept 15	Sept 15	G
9	TUPE	Staff briefings due to take place – Printwaste are aware of timelines	Oct 15	Sept 15	G
10	Find outlet for wood and comingled material	SW due to meet with possible outlet for wood, comingled being looked at by Ubico	Oct 15	Oct 15	G
11	Second condition assessment	Agreed for early October	Oct 15	Oct 15	G
12	CBC/Ubico Contract variation	Ongoing – to be finalised at Gateway Review on the 7 th October	Oct 15	Oct 15	G
13	Handover	Plan has been drafted	Oct 15	Oct 15	G
14	Commencement of bulking and marketing	Yet to begin	Oct 15	Oct 15	G
15	In talks with Printwaste over the operational handover	Commenced	Nov 15	Nov 15	G

Budget

Provide an overview of the programme budget::

Overall Commentary

- The negotiation of the sale of plant and equipment is within budget
- The support costs for the Materials Marketing Expert are also within budget





Benefits Realisation

Report on the programme's progress towards realising benefit (based on programme's business case)

Benefit	Commentary	RAG
1	Expanding skills, knowledge and experience within the Ubico business that can be applied elsewhere. Greater level of control. Single provider benefits.	G
2	Future strategic benefits to the partnership.	G
3	Operational costs will definitely be cut, however other financial benefits are dependent on the commodity market	G

Notes:

- 1) [RAG Status definitions](#)

Key	
	Will not meet end date without management intervention
	Progress is delayed, and mitigating actions are in place
	No issues exist that will delay the delivery
	Completed