

ID	Task Name	Duration	Start	Finish	1st Half												1st Half											
					Jan	e	Mar	Apr	a	Jun	Jul	Au	e	Oct	o	De	Jan	e	Mar	Apr	a	Jun	Jul	Au	e	Oct	o	De
1	<b>Methods of Payment (Mandy Valentine)</b>	<b>92 days</b>	<b>Mon 01/03/10</b>	<b>Tue 06/07/10</b>																								
2	Plan and Scope Review	10 days	Mon 01/03/10	Fri 12/03/10																								
3	Identify Key Supplier Lists	10 days	Mon 15/03/10	Fri 26/03/10																								
4	Assess/Review Payment Methods of key suppliers	40 days	Wed 31/03/10	Tue 25/05/10																								
5	Develop Action Plan for identified efficiencies	20 days	Mon 31/05/10	Fri 25/06/10																								
6	Complete Review	5 days	Wed 30/06/10	Tue 06/07/10																								
7	<b>Targets and Performance (Mandy Valentine)</b>	<b>197 days</b>	<b>Tue 01/06/10</b>	<b>Wed 02/03/11</b>																								
8	Plan and Scope Review	15 days	Tue 01/06/10	Mon 21/06/10																								
9	Identify existing targets (Plans, Strategies and Contractual)	20 days	Tue 22/06/10	Mon 19/07/10																								
10	Identify interrelationships/groups of targets	10 days	Tue 20/07/10	Mon 02/08/10																								
11	Review groups - establish cost/benefits and options appraisals	30 days	Thu 25/11/10	Wed 05/01/11																								
12	Challenge/revise targets	20 days	Thu 06/01/11	Wed 02/02/11																								
13	Action plan to implement changes to plans/strategies/SDPs	10 days	Thu 03/02/11	Wed 16/02/11																								
14	Close Review	10 days	Thu 17/02/11	Wed 02/03/11																								
15	<b>Purchasing and Procurement Value For Money Review 2010 (John Connell)</b>	<b>205 days</b>	<b>Thu 11/02/10</b>	<b>Wed 24/11/10</b>																								
16	Project Set Up	10 days	Thu 11/02/10	Wed 24/02/10																								
17	Identify need and demand for services	22 days	Thu 25/02/10	Fri 26/03/10																								
18	Analyse current arrangements	22 days	Thu 25/02/10	Fri 26/03/10																								
19	Challenge current purchasing arrangements	20 days	Mon 05/04/10	Fri 30/04/10																								
20	Consult	50 days	Fri 02/04/10	Thu 10/06/10																								
21	Compare current purchasing arrangements	45 days	Mon 03/05/10	Fri 02/07/10																								
22	Options for improvement	75 days	Mon 05/07/10	Fri 15/10/10																								
23	Report and recommendations	28 days	Mon 18/10/10	Wed 24/11/10																								
24	<b>Provision Of Services (John Connell)</b>	<b>205 days</b>	<b>Thu 11/02/10</b>	<b>Wed 24/11/10</b>																								
25	Project Set Up	10 days	Thu 11/02/10	Wed 24/02/10																								
26	Identify need and demand for service	20 days	Thu 25/02/10	Wed 24/03/10																								
27	Analyse current arrangements	34 days	Thu 25/02/10	Tue 13/04/10																								
28	Challenge current service provision	45 days	Wed 14/04/10	Tue 15/06/10																								
29	Consult	15 days	Mon 14/06/10	Fri 02/07/10																								
30	Compare current service provision	30 days	Mon 05/04/10	Fri 14/05/10																								
31	Options	65 days	Mon 21/06/10	Fri 17/09/10																								
32	Report and Recommendations	18 days	Mon 01/11/10	Wed 24/11/10																								
33	<b>Merchant Capacity at MWDA Facilities (Alex Murray)</b>	<b>60 days</b>	<b>Mon 01/02/10</b>	<b>Fri 23/04/10</b>																								
34	Calculate potential available capacities	15 days	Mon 01/02/10	Fri 19/02/10																								
35	Identify potential materials and availability	25 days	Mon 01/02/10	Fri 05/03/10																								
36	Discuss with Veolia operational and contractual issues	20 days	Mon 01/02/10	Fri 26/02/10																								
37	Write up proposal for potential opportunities	10 days	Mon 12/04/10	Fri 23/04/10																								

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38	<b>Trade Waste and Charging at HWRC (Alex Murray)</b>	65 days	Mon 01/02/10	Fri 30/04/10																								
39	Identification of suitable sites	15 days	Mon 01/02/10	Fri 19/02/10																								
40	Consider required layout at suitable sites	25 days	Mon 01/02/10	Fri 05/03/10																								
41	Discuss with Veolia operational and contractual issues	20 days	Mon 01/02/10	Fri 26/02/10																								
42	Identify costs and planning implications	15 days	Mon 12/04/10	Fri 30/04/10																								
43	Write proposal	10 days	Fri 16/04/10	Thu 29/04/10																								
44	<b>Recycling Credit and Commercial Vehicle Permit Scheme Review (Jeff Sears)</b>	197 days	Thu 01/04/10	Fri 31/12/10																								
45	Plan Review	20 days	Thu 01/04/10	Wed 28/04/10																								
46	Background and current position/existing arrangements reviewed	67 days	Thu 29/04/10	Fri 30/07/10																								
47	Options and impacts reviewed	65 days	Mon 02/08/10	Fri 29/10/10																								
48	Write Report	45 days	Mon 01/11/10	Fri 31/12/10																								
49	<b>Skills Audit (Paula Pocock)</b>	129 days	Thu 01/04/10	Tue 28/09/10																								
50	Identify, core, Generic, Role Specific Competencies	22 days	Thu 01/04/10	Fri 30/04/10																								
51	Prepare a Employee Skills Audit form for every employee within the Authority	43 days	Mon 03/05/10	Wed 30/06/10																								
52	Collate Data on current skills/competencies	44 days	Thu 01/07/10	Tue 31/08/10																								
53	Summarise skills audit and identify current and future structure	20 days	Wed 01/09/10	Tue 28/09/10																								
54	<b>Green Travel Plan (Paula Pocock)</b>	127 days	Thu 01/04/10	Fri 24/09/10																								
55	Spend Analysis (Car Parking/Travel/Accommodation)	20 days	Thu 01/04/10	Wed 28/04/10																								
56	Technical Options Analysis	22 days	Thu 01/04/10	Fri 30/04/10																								
57	Identification of Incentives (Tax benefits/Discounts)	40 days	Mon 03/05/10	Fri 25/06/10																								
58	Available Options (Review of above and findings)	22 days	Thu 01/07/10	Fri 30/07/10																								
59	Recommendation Report	40 days	Mon 02/08/10	Fri 24/09/10																								
60	<b>Asset Management Review (Lyn Fairhurst)</b>	240 days	Thu 01/04/10	Wed 02/03/11																								
61	HWRC Needs Assessment	40 days	Mon 03/05/10	Fri 25/06/10																								
62	Estates Matters	60 days	Fri 01/10/10	Thu 23/12/10																								
63	Head Office Accommodation	40 days	Thu 01/07/10	Wed 25/08/10																								
64	Alternative Energy Sources and Suppliers	12 mons	Thu 01/04/10	Wed 02/03/11																								
65	Leachate Discharge Treatment	12 mons	Thu 01/04/10	Wed 02/03/11																								
66	Foul Lane Restoration	6 mons	Thu 01/04/10	Wed 15/09/10																								
67	<b>Partnerships (Stuart Donaldson)</b>	297 days	Thu 01/07/10	Fri 19/08/11																								
68	Define and agree scope of review	5 days	Thu 01/07/10	Wed 07/07/10																								
69	Waste and wider Partnerships benchmarking/efficiencies exercise and analysis	90 days	Thu 03/03/11	Wed 06/07/11																								
70	Conclusions	15 days	Thu 07/07/11	Wed 27/07/11																								
71	Report By	17 days	Thu 28/07/11	Fri 19/08/11																								
72	<b>Direct Services Provision (Stuart Donaldson)</b>	224 days	Mon 03/01/11	Thu 10/11/11																								
73	Define and agree scope of review	1 wk	Mon 03/01/11	Fri 07/01/11																								
74	Desk study on existing services with districts and other WDA/JWDAs/governance issues	40 days	Mon 22/08/11	Fri 14/10/11																								

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75	Opportunities/Efficiencies and Value for money	40 days	Mon 22/08/11	Fri 14/10/11																			
76	Analysis and Conclusions	15 days	Mon 17/10/11	Fri 04/11/11																			
77	Report by	4 days	Mon 07/11/11	Thu 10/11/11																			
78	<b>Terms and Conditions (Paula Pocock)</b>	<b>127 days</b>	<b>Fri 01/10/10</b>	<b>Mon 28/03/11</b>																			
79	Collate current Terms and Conditions for all employees	43 days	Fri 01/10/10	Tue 30/11/10																			
80	Collate Terms and Conditions within the Local Conditions of Service	23 days	Wed 01/12/10	Fri 31/12/10																			
81	Cross reference with Policies within Employee Handbook (T&C's)	41 days	Mon 03/01/11	Mon 28/02/11																			
82	Identify potential amendment/s to T&C's which could meet cost savings	20 days	Tue 01/02/11	Mon 28/02/11																			
83	Produce options for identified changes to T&C's	20 days	Tue 01/03/11	Mon 28/03/11																			
84	<b>CHP Energy (Carl Beer)</b>	<b>310 days</b>	<b>Mon 22/02/10</b>	<b>Fri 29/04/11</b>																			
85	Initial Meeting/Audit capabilities and develop workstream breakdown	40 days	Tue 01/06/10	Mon 26/07/10																			
86	Ongoing Meetings with DEFRA/WIDP/DECC/CHP Heat Club	310 days	Mon 22/02/10	Fri 29/04/11																			
87	Production of draft strategy on maximising opportunities for CHP	80 days	Fri 01/10/10	Thu 20/01/11																			
88	Final CHP Strategy Report	20 days	Mon 01/11/10	Fri 26/11/10																			
89	Learning/Educational Training	310 days	Mon 22/02/10	Fri 29/04/11																			
90	Site Specific Project Plan	150 days	Mon 04/10/10	Fri 29/04/11																			
91	<b>Political Engagement (Carl Beer)</b>	<b>240 days</b>	<b>Mon 01/11/10</b>	<b>Fri 30/09/11</b>																			
92	Review publications and advice re increasing political engagement	61 days	Mon 01/11/10	Mon 24/01/11																			
93	Options Development	64 days	Tue 01/02/11	Fri 29/04/11																			
94	Consultation with Senior Officers and Members	88 days	Wed 01/06/11	Fri 30/09/11																			
95	Final Strategy	40 days	Mon 08/08/11	Fri 30/09/11																			
96	<b>Visibility and Marketing Strategy (Carl Beer)</b>	<b>144 days</b>	<b>Mon 15/03/10</b>	<b>Thu 30/09/10</b>																			
97	Initial Brainstorm/Review of draft PID	1 day	Mon 15/03/10	Mon 15/03/10																			
98	Plan review/complete PID	24 days	Tue 30/03/10	Fri 30/04/10																			
99	Review existing Comms/Audit of activities	43 days	Mon 03/05/10	Wed 30/06/10																			
100	Produce Options/Plan	22 days	Thu 01/07/10	Fri 30/07/10																			
101	Compete Full Report/Recommendations	20 days	Mon 02/08/10	Fri 27/08/10																			
102	Report	24 days	Mon 30/08/10	Thu 30/09/10																			
103	<b>Members Operational Review</b>	<b>64 days</b>	<b>Mon 28/06/10</b>	<b>Fri 24/09/10</b>																			
104	Chairman's Briefing	0 days	Mon 28/06/10	Mon 28/06/10																			
105	Members Workshop	0 days	Mon 19/07/10	Mon 19/07/10																			
106	Chairman's Briefing	0 days	Mon 02/08/10	Mon 02/08/10																			
107	Report to Director	0 days	Fri 03/09/10	Fri 03/09/10																			
108	Chair's Briefing	0 days	Mon 13/09/10	Mon 13/09/10																			
109	Authority Meeting	0 days	Fri 24/09/10	Fri 24/09/10																			

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