

LARAC Action Plan 2010

2009 - 2012
Development Plan
From Niche to Mainstream

Second - 24.1.10

Introductory notes to 2nd draft LARAC Action Plan 2010

This second draft has been produced as a result of discussions of the LARAC Exec during the away day in January 2010. Taking into account the suggestions made by the review of LARAC carried out by Ray Georgeson, this action plan reflects the main aims and areas of focus for LARAC in the coming year.

It was acknowledged that our key areas were all still relevant - and those are

- 1 Information Provision
- 2 Communications
- 3 Lobbying
- 4 Policy Making

However, under these headings it is necessary to focus our activities - realising that the executive cannot attend all the meetings to which we are asked, and cannot respond fully to all the consultations that touch on waste activities. In reviewing that way in which the organisation operates it was thought that we should concentrate on fewer areas, and that the activity plan should have some sharper focussed short term goals for the year. It was also suggested that we review activities in the light of where we can actually influence policies and events, rather than just responding to them via the usual consultation process.

The key areas for LARAC to focus on in 2010 are

- 1 Packaging (including plastics)
- 2 Quality issues
- 3 Waste prevention

Key Outcome Action Plans

Ref:

KA 1-4 (10)

Key Outcome	To have put in place a greater amount of human resource to the organisation		
Key Action	Review current use of additional day rate resources		
Delivery Sponsor	Chair		
Target Date for Completion	April 2010		
Action	Responsible Person/ Group	Milestone: Dates / Indicators of significant progress	Planned Completion Date
Explore possible options at away day	Exec Off	Jan 2010	Jan 2010
Take forward Chair's secondment for 1 day per week	Finance Off	Jan 2010 agree in principle Feb 2010 - agree final costings Set final budget	Jan 2010 Feb 2010 April Exec
Review after 1 year			Jan 2011

Key Outcome Action Plans

Ref: KA 1-5 (10)

Key Outcome	To have put in place a greater amount of human resource to the organisation		
Key Action	Review and agree role of 'secondment' position		
Delivery Sponsor	Chair		
Target Date for Completion	Apr 2010		
Action	Responsible Person/ Group	Milestone: Dates / Indicators of significant progress	Planned Completion Date
Assess need for secondment activities	Exec	Analyse need and areas of work @ away day	Jan 2010
Draft future work areas/role	Policy Off	Draw up job description, advertise post & appoint	Feb 2010
Agree role and work of secondment and agree work plan	Policy Off		Apr 2010
3 month review	Policy Off		July 2010

Key Outcome Action Plans

Ref: KA 1-6 (10)

Key Outcome	To have put in place a greater amount of human resource to the organisation		
Key Action	Develop 'special interest' groups, potentially with other bodies		
Delivery Sponsor	Vice Chair 1		
Target Date for Completion	Not a priority for this year - reassess next year		
Action	Responsible Person/ Group	Milestone: Dates / Indicators of significant progress	Planned Completion Date
Assess LARAC Exec and membership interest in 'special interest' groups	Policy Off	Executive consulted Members consulted (online survey)	
Review of parallel initiatives run by other bodies (e.g., CIWM, RRF, ESA, LGA, others?)	Policy Off	Report to Executive	
Shortlist of potential 'special interest' areas produced, with assessment of possible collaborators (if appropriate)	Policy Off	Report and discussion/approval by executive	
Formal liaison with potential partners	Policy Off	Agreement to launch maximum of 2 special interest groups	
Agree TOR for groups	Policy Off	Terms of Reference published	
Launch of new groups	Policy Off	First meetings/correspondence - possibly connected to Conference	

Key Outcome Action Plans

Ref: KA 2-4 (10)

Key Outcome	To develop and put in place a medium term financial planning process		
Key Action	Implement annual financial planning process		
Delivery Sponsor	Vice Chair 2		
Target Date for Completion	Mar 2010		
Action	Responsible Person/ Group	Milestone: Dates / Indicators of significant progress	Planned Completion Date
Draft and agree annual budget at January Executive business planning meeting - agree levels of deficit budgets	Finance Off/Exec Off	Budget produced for approval	Jan 2010
Implementation of process agreed in Action Plan 2010 - final costs of plan to be presented by April Exec	Finance Off/Exec Off	Planning process implemented	Mar 2010
Review likely membership levels - make budget changes as necessary	Finance Off/Exec Off	Updated info from Support Services at April meeting	April 2010

Key Outcome Action Plans

Ref: KA 2-5 (10)

Key Outcome	To develop and put in place a medium term financial planning process		
Key Action	Review and revise the fee and income structure		
Delivery Sponsor	Vice Chair 2		
Target Date for Completion	Mar 2010		
Action	Responsible Person/ Group	Milestone: Dates / Indicators of significant progress	Planned Completion Date
Discussion of fee/income issues at 'awayday'	Finance Off/Exec Off	Agenda discussion and record of any further action	Jan 2010
Prepare proposal for Corporate 'Friends of LARAC' funding scheme	Exec Off	Proposal produced for Jan Executive	Jan 2010
Market test amended scheme	Chair/Exec Off	Feedback from "friends"	Mar 2010
Launch Friends of LARAC' scheme	Chair/Exec Off	Scheme launched	April 2010

Key Outcome Action Plans

Ref: KA 3-1 (09)

Key Outcome	Better and timelier information presented to members.		
Key Action	Develop programme of PR - external PR not thought a priority, internal communications is more important. Re-assess the need for an external PR programme next year		
Delivery Sponsor	Chair		
Target Date for Completion	May 2010		
Action	Responsible Person/ Group	Milestone: Dates / Indicators of significant progress	Planned Completion Date
Agree a national conference team	Exec	Team agreed - Chair, Finance Officer, Vice Chairs &	Jan 2010
Assess issues - in light of Action Plan agreement made in January 2010 Executive meeting and designation of new Comms Officer	Policy/Coms Off	Discussion @ Jan Exec - best delivered through conferences for membership	Mar 2010
Produce system via the LARAC conference programme	Coms Off	Programme of conference agreed for the year	Apr 2010
Maintain programme of events and explore opportunities to hold new events.	Devolved region Reps + Exec Off		
Produce programme of events	Coms Off	PR programme published (internal to LARAC Exec)	May 2010

Key Outcome Action Plans

Ref: KA 3-2 (09)

Key Outcome	Better and timelier information presented to members.		
Key Action	Assess and evaluate the use of existing information networks Not a priority - LARAC needs a unique system of providing info		
Delivery Sponsor	Chair		
Target Date for Completion	Jul 2009		
Action	Responsible Person/ Group	Milestone: Dates / Indicators of significant progress	Planned Completion Date
Identify existing information networks	Coms Off	Groups identified - CIWM, ACR+, WIN, Network Chairs and REalliance	
Produce agreements with partners	Coms Off	Apr 2010 - Draft agreements Jul 2010 - Implement agreements	

Key Outcome Action Plans

Ref: KA 3-3 (09)

Key Outcome	Better and timelier information presented to members.		
Key Action	Develop newsflash system		
Delivery Sponsor	Chair		
Target Date for Completion	Jul 2010		
Action	Responsible Person/ Group	Milestone: Dates / Indicators of significant progress	Planned Completion Date
Establish system for identifying items for newsflash for members	Coms/Exec off	Agree areas where an Newsflash would be appropriate - at discretion of the Chair	Jan
Develop newsflash system	Coms/Exec Off	System agreed and ready via a special LOL as needed	By April 2010
Review protocol for use of LOL and newsflash system	Chair / Exec Off	Review completed	April 2010

Key Outcome Action Plans

Ref:

KA 3-5 (10)

Key Outcome	Better and timelier information presented to members.		
Key Action	Make best possible use of regional groups and meetings		
Delivery Sponsor	Vice Chair 1		
Target Date for Completion	June 2010		
Action	Responsible Person/ Group	Milestone: Dates / Indicators of significant progress	Planned Completion Date
Review current situation	All exec	Verbal report at January Executive	Jan 2010
Try to get policy discussions on the agenda to get more feedback from members including invites for Policy Off	Regional Reps	Policy ideas from regional meetings	Feb 2010
Try to get H&S a regular item on the regional agenda	Regional Reps	Ongoing	Apr 2010
Collate a list of interesting site visits for regional meetings	Regional reps to send to Exec Off	Ongoing	July 2010

Key Outcome Action Plans

Ref: KA 4-3 (10)

Key Outcome	Increase the lobbying ability of the organisation.		
Key Action	Develop approach to national contacts		
Delivery Sponsor	Chair		
Target Date for Completion	May 2010		
Action	Responsible Person/ Group	Milestone: Dates / Indicators of significant progress	Planned Completion Date
Work through recommendations of RGR report	Policy Off		Feb 2010
Root and Branch review of stakeholders and contact list	All exec	Restructure list and review - make suggestions for change	April 2010 May 2010
Agree areas of priority	All exec	Agree revised approach and list	July 2010
Review political contacts following election result	Chair, Vice Chairs, Policy Officer, Exec Officer	Identify possible targets (!) and engage weapons	Post election

Key Outcome Action Plans

Ref: KA 4-4 (10)

Key Outcome	Increase the lobbying ability of the organisation.		
Key Action	Develop approach to EU engagement		
Delivery Sponsor	Vice Chair 1		
Target Date for Completion	May 2010		
Action	Responsible Person/ Group	Milestone: Dates / Indicators of significant progress	Planned Completion Date⁷
Review existing arrangements for EU engagement	Policy Off	Discussion at Jan Exec meeting, report following	Jan 2010
Explore option of working with new Municipal Waste Europe organisation (MWE) based in Brussels or other	Chair	Verbal report to Exec	Jan 2010
Identify any other options for good EU engagement - e.g. using specialist consultancy/individual with EU contacts, partnering with other UK bodies	Chair/Policy Off	Report	April 2010
Agree new strategy for EU engagement	Exec		Apr 2010

Key Outcome Action Plans

Ref: KA 5-2 (10)

Key Outcome	Move to being more a proactive policy making organisation.		
Key Action	Commission/undertake research on priority areas		
Delivery Sponsor	Vice Chair 2		
Target Date for Completion	June 2010		
Action	Responsible Person/ Group	Milestone: Dates / Indicators of significant progress	Planned Completion Date
Develop system for identify areas of work and agree priorities for the year	Policy Off & team	Known consultations listed - assign policy team members if possible	Jan 2010
Appoint secondee or Plan B if no takers	Policy Off	Secondee appointed or compile list of appropriate external advisors	Feb 2010
Commission Work, Produce work plan and specs	Policy Officer	Assign work to secondee / advisors	April 2010

Key Outcome Action Plans

Ref: KA 5-3 (10)

Key Outcome	Move to being more a proactive policy making organisation.		
Key Action	Publish National Think Tank papers - (update current policy position papers format)		
Delivery Sponsor	Not this year		
Target Date for Completion	Sept 2010		
Action	Responsible Person/ Group	Milestone: Dates / Indicators of significant progress	Planned Completion Date

Key Outcome Action Plans

Ref: KA 5-4 (10)

Key Outcome	Move to being more a proactive policy making organisation.		
Key Action	Establish strategic alliances on particular issues		
Delivery Sponsor	Vice Chair 1		
Target Date for Completion	Dec 2010		
Action	Responsible Person/ Group	Milestone: Dates / Indicators of significant progress	Planned Completion Date
Explore closer working with NAWDO on policy issues	Policy Off	Joint meeting with policy team and NAWDO P&A	
Explore possibility of LARAC becoming a special advisor to the LGA	Policy Off	Talk to Martin Wheatley	
Develop closer links with DEFRA	Chair	Talk with Neil Thornton	

Key Outcome Action Plans

Ref: New KA 5-7 (10)

Key Outcome	Move to being more a proactive policy making organisation.		
Key Action	Agree focused list of policy priorities for 2010 Action Plan		
Delivery Sponsor	Chair		
Target Date for Completion	April 2010		
Action	Responsible Person/ Group	Milestone: Dates / Indicators of significant progress	Planned Completion Date
Commission short review report of Development Plan and Action Plan 2010 (RGR)	Chair/Exec Off	Completed for discussion at Jan Executive	Jan 2010
Discussion of recommendations	Exec	Jan Exec discussion and agreed action	Jan 2010
Agree and promote priorities for 2010	Exec	Article in Loop, other media	April 2010