

South West Devon Waste Partnership

Outline of Project Team, roles and key activities for 2011/12 and 2012/13 For information – 10th January 2012

1. Envisaged work activities 2012 onwards to include:

- (i) Ongoing Project and Contract management, monitoring and reporting for Partnership
- (ii) Management and administration of MVV/ SWDWP contract and interface
- (iii) Reviewing Contract deliverables such as design data and method statements
- (iv) Preparation of Contract Manual for managing contract
- (v) Designing Contract Management function and systems for operational interface
- (vi) Ongoing engagement with Defra WIDP programme
- (vii) Planning and permitting application and communications support
- (viii) Review and agreement of funding options for additional S106 and Architectural Enhancement costs
- (ix) Preparation of Financial Allocation Mechanism (FAM) between Partner Councils
- (x) Preparing IFRS Accountancy Treatment for Partner Councils
- (xi) Assisting with MTFP budget provision with Partner Councils
- (xii) Monitoring of waste flows and performance of WDA and WCAs against FBC and Contract requirements
- (xiii) Linking with South Hams, West Devon and Teignbridge Districts and Partner Council Disposal service areas to design and manage future contract transition and interface
- (xiv) Review of current disposal contracts and assist with contract negotiations to manage future contract transition and interface
- (xv) Refreshing procurement advisors' appointments for ad-hoc call-off support
- (xvi) Ongoing communications with external and internal stakeholders
- (xvii) Project assurance and compliance auditing

2. Updated Project Team and roles

Name	Role	Key areas of responsibility	Envisaged time input for 2012/13 (estimate for 2011/12)
Mark Turner	Project Director	Partnership, Defra and PCC interface, internal and external communications, and Defra and stakeholder engagement	25% (50%) FTE or as required
Martin Pollard	Project Manager	Authority's Representative under the Contract, daily Contract Management and interface with MVV and site development	50% (100%) FTE
Rachel Galbraith &	Project Co-ordinator	Project administration and communications	100% FTE

Name	Role	Key areas of responsibility	Envisaged time input for 2012/13 (estimate for 2011/12)
Jenni Doudoulakis			
Barry Ashbee	Internal advisory	Environmental Permit application interface and site development	As reqd envisaged up to 100% (0%) FTE
Chris Randall	Internal Financial lead	Financial systems and budgetary interface	As reqd envisaged 10% (20%) FTE
Jac Houslander	Internal Planning lead	Planning advisory and application interface	As reqd (25% FTE)
Wendy Barratt	Devon Interface	Devon County Council interface	As reqd
Adrian Middlewick	Internal Technical lead	Technical aspects of MVV's solution	As reqd envisaged 10% (10%) FTE
Alwyn Thomas	Internal Legal lead	Legal aspects of contract management and Partnership governance	As reqd
Sally Farley	Internal Environment lead	Environmental considerations and TC interface	As reqd if working for SWDWP
Mike Carroll	Partnership data collator and modelling	Partner transport and waste modelling data and PCC interface	As reqd if working for SWDWP
Dominic Measures	South Devon Internal Audit	Project audit and probity assurance	As reqd envisaged 10% (10%) FTE