

Focus

iESE Solutions : FOCUS Documents on WIN

Supporting the waste and recycling sector and delivered through the Waste Improvement Network (win.org.uk), these FOCUS documents tackle relevant and challenging issues for local authorities

FOCUS documents present current practice across the sector, research from local authorities and information from the experts. **FOCUS brings together the information and examples so you don't have to.**

Delivered through iESE's national waste platform – the Waste Improvement Network (win.org.uk) – FOCUS aims to provide you the information and assistance to help make changes and improvements to your service and in turn, create efficiencies for your authority. FOCUS pulls together tried and tested examples from other authorities, helping you to understand what your options might be.

This fact sheet will:

- Provide an overview of the current FOCUS documents
- Indicate what the benefit of each FOCUS document is and how to make the most of the information
- What further support is available from [iESE](http://www.iese.co.uk)

WIN FOCUS Documents – an array of information and guidance

Below is a compiled list of the FOCUS documents, detailing what they contain and how you can use them to help you. Please sign into [WIN](#) to access these documents.

If you are interested in carrying out work on a specific area covered in this document, iESE offers solutions that may be beneficial to you – suggested support is listed under the document descriptions.

[WIN's guide to saving money in waste & recycling services](#)

What is it? This guidance covers some of the main things that councils can do (and some have done) to save money while either maintaining or improving services. Whether your service is in-house or contracted out you can use this guide to identify opportunities to increase productivity of waste collection services. By using this guidance as a starting point and obtaining further training where required, it is hoped that councils will become increasingly well equipped to make optimising productivity a core part of environmental services management.

How to use it: Read this guide for a step by step introduction to productivity. By working through this guidance you can help increase the productive time of your crews and eliminate unproductive time - ultimately allowing you to make savings. This FOCUS document not only explains what productivity analysis is, but shows the main ways councils use it to save money and takes you through the process of carrying out the analysis yourself.

What else can iESE offer?

- [Service reviews](#)
- [Organisational reviews](#)
- [Efficiency Challenge – organisational healthcheck service](#)

[Benchmarking and Comparing Costs in Waste and Recycling](#)

What is it? Finding it impossible to compare costs with other councils? Our benchmarking FOCUS is here to help. This document explains the values in comparing costs before giving you guidance for both basic and in depth analysis.

How to use it: This document will support you in understanding how to compare your costs with other councils. The basic pointers in this FOCUS will allow you to consider total costs as well as the best way to analyse direct components of total costs. The document also contains guidance for more detailed analysis; this is useful when moving towards joint working or during a procurement process.

[Waste communications budgets: business case guidance](#)

What is it? This guidance note aims to provide useful information to help councils build a business case for their communications spend in their waste management services. The note includes information on making the connection between communications spend, reducing waste arisings and reducing overall costs as well as evidence for these.

How to use it: Supported with evidence and worked examples, this guidance document will give you the supporting knowledge to produce a strong business case for communications budgets. This document provides examples of savings, explains why communications should be invested in and gives further advice on how to run your communications team and future planning.

What else can iESE offer?

- [Leadership and strategic management support](#)

[Waste policy checklist](#)

What is it? The policy checklist, in basic terms, is a list of issues that your council may feel it would be helpful to have a clear position or decision on. Many of these decisions are inter-dependent and so the checklist may prove useful for ensuring there is coherence in all policy areas, as well as providing a framework for comparison with other councils, including those looking at working more closely together.

This document has been developed to help councils manage the increasing complexity of waste services, including where they are looking to work together more closely with other councils in future and so need to create a 'baseline' of current policies. The checklist is primarily aimed at senior managers and policy and strategy officers in both collection and disposal authorities.

How to use it: This document holds a checklist of all the policies a council may hold. By taking the checklist and considering the areas your authority covers you can ensure that a policy is defined for each of these. By doing this you will:

- Ensure clear position on policies
- Have coherence in all policy areas
- Produce a framework for comparison with other councils
- Use as part of a wider efficiency review

What else can iESE offer?

- [Partnership and shared service support](#)
- [Leadership and strategic management support](#)
- [Service reviews](#)
- [Organisational reviews](#)

[Subscription based services: Garden Waste](#)

What is it? This document provides support to councils who are considering the introduction of a subscription based garden waste collection service. WIN has gathered evidence from a number of councils who are running such schemes and has brought together advice, top tips and lessons learnt. The options are explored and some of the research other councils have done in order to shape their own services is presented. Based on existing practices, WIN provides information and support to local authorities - helping them to develop waste, recycling and related services which are best suited to their local area and that best meet the needs and wishes of residents.

How to use it: By reading this FOCUS you will be able to assess the benefits of a subscription based garden waste collection and suspended winter services. The document also holds a chapter dedicated to helping you introduce the service which includes things to consider, a consultation example and surrounding issues.

What else can iESE offer?

- [Feasibility studies and options appraisals](#)
- [Service reviews](#)

[Collection contracts: Variations and mid term improvement opportunities](#)

What is it? This document provides support & information for councils who are considering changes & improvements to their waste, recycling and associated services during the lifetime of an existing collection contract. WIN presents the circumstances in which collection contracts may need to be re-visited, varied,

re-negotiated or in some cases re-tendered. WIN also explores the associated issues including Public Contracts Regulations; when to re-tender; legal lessons and examples of waste procurement damages.

How to use it: Use the contracts checklist within this FOCUS to find an issue you are struggling with. The checklist will give you things to consider before signposting you towards the correct section of the document for your needs as well as other supporting information on WIN.

What else can iESE offer?

- [Organisational reviews](#)
- [Service reviews](#)
- [Feasibility studies and options appraisals](#)

Other FOCUS documents from WIN

[Reduce waste arisings](#)

What is it? Hear from councils with the lowest waste arisings! Taken from our 2008 survey, this document presents the Experiences of local authorities with the lowest waste arisings/head in 2008; and the largest decrease in waste arisings/head on the previous year.

How to use it: This document gives you an idea of what high achieving and improving councils are doing in their areas.

[High & Dry](#)

What is it? Hear from councils with high dry recycling rates! This FOCUS details the results from our December 2009 survey of the top councils for high dry recycling.

How to use it: This document gives you an idea of what high achieving and improving councils are doing in their areas including key factors in their achievements and lessons learnt.

[The what, why and how of RecycleBank](#)

What is it? WIN spoke with RecycleBank Managing Director in the UK, Sue Igoe to find out the answers to the questions our users have been asking.

How to use it: Use this document if you are considering options for incentives, or learning about RecycleBank in general.

What else can iESE offer to help you?

Read our FOCUS documents and feel that you'd like more assistance from iESE? – Take a look at some of the other services available to you:

Service review

A rapid and focussed review, working on site with staff in a specific service area to deliver quick wins and longer transformational change. Service reviews are tailored to the needs of the service and focussed on customer delivery. These range from financial efficiencies to service improvements.

Organisational review

A wide ranging review that encompasses the most significant areas of an authority's business, from procurement to organisational capability. The reviews provide the opportunity for authorities to do better things, fundamentally re-assess their needs and deliver significant financial savings.

Partnership and shared service support

Practical support to individual and groups of authorities to look for opportunities to work together on either single service or whole council partnerships. By providing the knowledge and experience of shared services and partnership working authorities can be helped to look for opportunities and understand barriers and necessary behaviours.

Efficiency Challenge

An 'organisational healthcheck' for authorities to look to deliver efficiencies, either as a self service tool or a facilitated workshop. A structured way for top teams within authorities to review their performance and focus on areas for improvement.

Feasibility studies and options appraisal

Hands on capacity and support to help authorities consider potential options for new ways to deliver services in a structured way. By properly considering options can either save authorities time and money pursuing non-viable options or help to think of innovative solutions.

Leadership and strategic management support

Facilitated support to help senior managers focus on key areas of business delivery, including structure, roles and governance issues. Provides an external view, challenge and experience to deliver a new perspective on performance and effectiveness.

Facilitation

External support to help with all organisational issues in an inclusive way. Allows all groups to consider problems and issues in a structured and neutral way and come up with solutions.

For more information about any of these services or to register your interest, please contact enquiries@southeastiep.gov.uk

Other products from iESE

Have you heard of the other products available from iESE?

- Best Deals
- Construction framework
- Spend data
- Care Funding Calculator
- South East Business Portal
- iESE frameworks
- Spotlight on spend
- Waste collection framework
- Commercial Relationship Programme

If you are interested in finding out anymore about these products please email enquiries@southeastiep.gov.uk