



Ubico Limited

Gloucester City and Ubico – Mobilisation Project Briefing Note

Gloucester City Overview and Scrutiny Committee

4 October 2021

Programme Management

The mobilisation project for Ubico to commence environmental service delivery for Gloucester City from 1 April 2022 is well underway. The project is being led by a Ubico programme manager and is structured and managed using PRINCE2 methodology. The structure includes a programme board made up of senior members of staff from both the council and Ubico, who take key decisions and have senior oversight of the project. Beneath the programme board, project working groups are in place for focussed workstreams (for example there is a working group for fleet, and one for contracts and legal work etc.).

Fleet

Much of the initial work has been around specifying and securing the fleet required to deliver the services. This is always an area of early focus due to relatively long lead times for heavy goods and/or specialised vehicles. The large waste collection vehicles and the majority of the street cleansing vehicles have already been ordered with the outstanding units still remaining within the planned schedule. Trials have been undertaken of specialist vehicles which can access narrow streets for waste and recycling services, and the decision has been taken to hire or lease the grounds maintenance vehicles in the first instance.

Staff

The workstream for staff transfer to Ubico is planned but will not start until closer to the contract transfer date.

Legal

Detailed work has taken place drafting and agreeing the contract between the council and Ubico and this is in its final stages. Completion of this will allow the council to sign the Deed of Adherence to join Ubico as a shareholder. This is due to take place in late September/ early October.

Ubico is assessing its current contracts for service/supplies provision to ensure the scope of these extends to meet our increased requirement from 1 April. Work is underway assessing the vehicle workshop at Eastern Avenue, as well as specifying required workshop equipment.

Digital “Connected Working”

A working group has been set up to deliver the digital system that will allow automated workflows and processes to be used across the service. This will enable work to be carried out by both Ubico and Council officers in an ‘agile’, flexible and mobile fashion. The implementation of this system is part of a countywide project.

Communications

A communications plan has been drawn up for the project which has seen the first Ubico newsletter for Gloucester City already issued, with the next due in the Winter. The plan also includes details of communications with existing Ubico staff and the staff who will transfer in, as well as partnering with the council’s communications team to capture communications which may be issued to residents ahead of the April 1st start date.

Progress Summary

A summary table showing progress against the plan for key project areas is included in the attached slides at Appendix A. All workstreams are currently running to schedule.

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Background information	Appendix A – Project update slides