

Ref	Task	Delivery Date	Progress Update	Complete Y/N
	Policy & Strategy		10/07/2023	
A1	Develop a performance reporting process / schedule.	Jul-23	It is hoped that the proposed Tableau Dashboard will provide much of the information needed.	
A1i	Present performance dashboard to ADB Board and Environment Lead Member	Quarterly/6 monthly	Dashboard almost completed. Once dashboard it produced need to agree reporting method and frequency.	
A4a	Carry out an audit of the relevant highways and other policies and processes that may need to be reviewed in light of ash dieback e.g. process for reporting tree issues, road closures policy, etc. This needs to be aligned with the BAU risk based approach being implemented by Highways	Annual	The process mapping exercise has been completed and this has resulted in the development of the Complex Trees paper. From this brief will be produced and a tendering process for the works. Still need to ensure that internal processes are in place and working as needed.	Y
A4ai	Ensure that jobs generated via Contractor Plus are feeding through into Highways works programme	Apr-23	Believe this this is now working.	Y
A4aii	Ensure that internal processes are in place and working as needed as set out in the process map	Annual	Ongoing monitoring of situation.	
A4b	Deskbased research-new data	Jun-21	Action completed	Y
A4c	Site visits to priority locations	Annual	Completed but will need to be updated and repeated year on year	
A4d	Resource profiling – model the potential resource implications of proposed work around Ash Dieback for this a future years	Mar-23	The procurement exercise will address some of the resource capacity issues. Review again at a later stage.	
	Communications			
A5a	Produce and deliver a comprehensive communication & engagement plan – both internal and external (including information targeted at private landowners; general public, district councils, parish councils; schools / academies, Woodland Trust, National Forest, Tree Council, DEFRA, and voluntary groups). This plan must also link into other relevant local and national initiatives	Annual	Need to review on an annual basis to ensure fit for purpose and that it has been delivered.	
A5b	Produce ash dieback FAQ's and publish on the LCC website	Annual	FAQ page now on the website. Need to keep up to date.	Y
A5bi	Keep ADB FAQ's on LCC website up to date	Annual	Ongoing.	
A5c	Design advertising materials targeted at private landowners to provide them with information about the disease and how to recognise it, their legal responsibilities, and, if appropriate, our service offering and how to contact us about our service offering	Jul-21	Have agreed to provide information which has been produced and distributed. But have also agreed that LCC will not provide a service offering for inspection or works to trees.	Y
	Training			
A7a	Investigate training requirements & produce a training plan – including who is to be trained in what e.g. highway inspectors, tree wardens, volunteers, etc.	Ongoing	No training plan produced but highway inspectors have previously received training on ADB. Need to make sure new inspectors receive training. Leaflet has been provided to Tree Wardens on ADB. Opportunity to provide additional information linked to training on Mergin App.	

	Operational		
A12	Sample surveys to be repeated on an annual basis. Sample areas to be reviewed and expanded as and when appropriate.	Annual	23/24 surveys underway.
A13a	Investigate opportunities for the development of a tree replacement scheme to provide free / low cost trees to landowners to mitigate tree loss due to ash dieback	Ongoing	In addition to the WT scheme this has been supplemented by other tree planting schemes such as Treescapes, NFC woodland planting scheme etc.
A14	Develop a tree purchasing standard to ensure high levels of biosecurity / provenance in trees purchased by LCC	Ongoing	Emerging policies on purchasing of trees being utilised by LCC. The tree nursery will also improve position on quality and provenance of trees planted.
A15	Works to trees-Ash Dieback	Mar-23	Contractor in place to undertake any excess works that arise.
A16	Complete tender exercise for complex trees and non BAU works	Apr-23	Completed.
A17	Development of Forestry & Highways BAU SLA	Mar-23	Process map developed. SLA update completed ready for sign off.

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