**Site improvement plan**

Use this template to detail the exact changes that will be made to the waste and recycling services on the site and append a site improvement block plan detailing the changes

Refer to the ReLondon Flats Recycling Package Toolkit for further information at: <https://relondon.gov.uk/resources/toolkit-flats-recycling-package>

Note that responsibilities and FRP details listed in this document are for example only and will change depending on the site.

|  |  |
| --- | --- |
| **Project manager (site improvement lead)** |  |
| **Site name & address** |  |
| **Date and version of plan** |  |
| **Date plan agreed by stakeholders** |  |
| **Proposed installation date for changes** |  |

**Key stakeholder contacts**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Name** | **Company** | **Phone number** | **Email** | **Plan agreed (e-signature required)** |
| **Project manager[[1]](#footnote-1)** |  |  |  |  |  |
| **Caretaker** |  |  |  |  |  |
| **Local authority lead** |  |  |  |  |  |
| **Collection contractor lead** |  |  |  |  |  |
| **Housing provider lead** |  |  |  |  |  |

*NB Site housing provider refers to the social housing provider, a private landlord or a managing company with overall responsibility for the site and maintenance.*

**Operational**

The responsibilities per stakeholder are examples only, please amend for your specific site.

**FRP 1. Collection of the six main dry recyclable materials[[2]](#footnote-2) and food**

|  |  |
| --- | --- |
| Detail | In line with government proposals for consistent collections, your dry recycling service should collect paper, card, glass, food and drink cans, plastic bottles and mixed rigid plastics (tubs, pots and trays). You should also have a separate food waste collection. *[Add any additional details of dry recycling materials and food to be collected]* |
| Project manager responsibilities | * ensure that all communications to residents (e.g. recycling bin stickers, signage and service leaflet) detail all the items that are recyclable. See the toolkit for the Flats Recycling Package.
 |
| Housing provider responsibilities | * let caretakers know which materials are accepted in the recycling bins. This is important, as caretakers often communicate with residents, and often check for contamination in the recycling bins.
 |
| Local authority responsibilities | * ensure the collection crews are aware which materials are accepted, so bins are not incorrectly rejected.
 |

**FRP 2. Co-location of rubbish, dry recycling and food bins**

|  |  |
| --- | --- |
| Detail | Co-locate all waste streams (rubbish, dry recycling and food) so that residents have equal access to each stream. This includes closure of on-floor rubbish chutes where these exist. Where co-location/chute closure isn’t possible ensure containers are conveniently located for residents. Consider any planning permission or similar that might be required.*[Add details of proposed co-location, chute closure or other proposals]* |
| Project manager responsibilities | * agree FRP 2. proposals with the housing provider and the LA and clearly note all locations on the site plan.
* work with all stakeholders to ensure that there are appropriate communications to residents and the physical changes necessary for colocation are made.
* Identify budget holder for any changes required.
 |
| Housing provider responsibilities | * liaise with all relevant stakeholders to ensure that FRP 2. proposals are appropriate and assist where required with implementing and maintaining them.
 |
| Local authority responsibilities | * liaise with all relevant stakeholders to ensure that FRP 2 proposals are appropriate and assist where required with implementing and maintaining them.
* ensure the collection crews are aware of the changes.
 |

**FRP 3. Appropriate dry recycling and food bins and caddies and liners**

|  |  |
| --- | --- |
| Detail | Provide dry recycling bins that are able to fit flattened cardboard and appropriate external food waste bins and internal caddies including liners. *[Add details of dry recycling, food bins and caddies/liners to be supplied to include size, colour etc of bins and information about initial and on-going liner provision]* |
| Project manager responsibilities | * ensure that all FRP 3. proposals are agreed with the housing provider and the LA including delivery and on-going supply and be responsible for providing and delivering all equipment.
 |
| Housing provider responsibilities | * liaise with all relevant stakeholders to ensure that FRP 3. proposals are appropriate and assist where required with implementing and maintaining them.
 |
| Local authority responsibilities | * liaise with all relevant stakeholders to ensure that FRP 3 proposals are appropriate and assist where required with implementing and maintaining them.
* ensure the collection crews are aware of the changes and any additional training is provided.
 |

**FRP 4. Adequate collections to prevent overflows and appropriate dry and food recycling capacity**

|  |  |
| --- | --- |
| Detail | Frequent enough recycling and rubbish collections to prevent overflows. It is essential that all sites have the appropriate collections to prevent overflows of rubbish and dry recycling and food waste. This is not only from a health and safety and deterring dumping perspective but also to show residents that their facilities are cared about by the managing agent and the local authority to hopefully instil the same behaviour in them towards the facilities. From the information collected in your site visit[[3]](#footnote-3), calculate the current capacity of dry recycling and food per household per week.**[[4]](#footnote-4)***[Add details for FRP 4. in the rows below]* |
| Current schedule of collection – frequency & days of week | **Dry recycling** | **Food** | **Rubbish** |
|  |  |  |
| Current capacity litres/hh/wk |  |  |  |
| Proposed changes[[5]](#footnote-5) |  |  |  |
| Project manager responsibilities | * review information collected from the site visit to ascertain if collection frequency and capacity is adequate to prevent overflowing bins for every material.
* recommend any further changes required to improve the site and liaise with the local authority. This could be an increase in collection frequency or in the number of bins provided.
* clearly plot on the site map where any additional bins should be sited[[6]](#footnote-6). This site map will be provided to the contractor, to ensure the bins are put in the correct location.
* ensure new bins are delivered on time and ideally be on site when the bins are delivered, to ensure they are left in the correct position.
 |
| Housing provider responsibilities | * agree any changes to the current collection schedule and/or additional dry recycling/food bins (this may have cost implications).
* ensure caretakers are aware of any changes to collection schedule. The managing agent will report missed collections to local authority contact.
 |
| Local authority responsibilities | Below is a checklist for the local authority and collections contractor:* Once any additional collections have been agreed, the LA will ensure their collections contractor is aware of the revised schedule.
* Ensure crews are aware of any extra bins recycling bins and where on site they have been positioned (for any new sites). The contractor will respond to reports of missed collections within contractual timescales; and
* It is recommended that the collections contactor supervisors should spot check for missed bins.
 |

**FRP 5. Clean and well-maintained bins and bin areas**

|  |  |
| --- | --- |
| Detail | Clean and well-maintained bins and bin areas for all waste streams are an essential part of the service. This should include ensuring the bins areas are well-lit, at least a weekly clean of the bin lids/apertures as well as regular cleaning of bins and floors around the bins and ensuring any issues, i.e. broken wheels, are promptly rectified. Bulky waste should be cleared regularly. For locations, please see map (ensure you have plotted these on your block plan)*[Add any details for FRP 5 in the rows below]* |
| What is the current schedule and what changes are required for the following? | Cleaning bin aperture and lids | Cleaning signage | Sweeping around the bins | Cleaning the bin rooms/chute rooms | Clearing of bulky waste |
| Current | Changes | Current | Changes | Current | Changes | Current | Changes | Current | Changes |
|  |  |  |  |  |  |  |  |  |  |
| Who owns the bins and therefore is responsible for maintenance? List areas of responsibility. |  |
| Project manager responsibilities | The PM will review current cleansing schedule for the bins and bin areas, and check that bin lids and apertures are included. The PM will also check maintenance during their site visits. |
| Housing provider responsibilities  | Below is a check list for the managing agent with regard to maintaining clean bins and bin areas* Bin lids & signage wiped clean, weekly
* Bin apertures cleaned weekly
* Chute hopper door handles cleaned weekly (where applicable)
* Fly tipping/bulk items removed
* Bin areas swept and left tidy, daily
* Any light bulbs replaced, and lights repaired
* Mopped and cobwebs removed on regular basis
* Walls washed and/or repainted if stained/scratched
* Bulky waste cleared
 |
| Bin owner responsibilities | Below is a checklist of responsibilities for the organisation that owns the bins – this may be the local authority or the landlord* Lids and apertures present and in usable condition (undamaged and in working order)
* Bin lid locks in working condition
* Stickers and signage readable, and in good condition
* Wheels and wheel locks, and in working order
* Bins without major dents and scratches
* Bins cleaned on a regular schedule
* Rectifying problems with missing or damaged bins in a timely manner?
 |
| Local authority responsibilities | Below is a checklist list of responsibilities for the local authority’s collections contractor. It may be useful to check these actions are included in any crew training.* Bin areas left tidy after collection
* Bin returned to correct location after collection. Ensure recycling, rubbish and food waste bins are placed under the relevant signage.
* Bin lids locked after collection
* Wheels locked
* Reporting damaged or missing bins?
 |

**FRP 6. Regular monitoring of sites**

|  |  |
| --- | --- |
| Detail | All rubbish, dry recycling and food waste sites should be monitored regularly, and issues reported and rectified. Regular monitoring of the rubbish, dry recycling and food waste areas and bins is essential to ensure that the Flats Recycling Package remains effective. This includes signage and other communications such as posters and bin stickers. *[Add details of the regular monitoring of site(s) here]* |
| Project manager responsibilities | * agree what the regular monitoring schedule will be and who has responsibility for it and monitor it.
 |
| Housing provider responsibilities  | * ensure that all issues reported that are the housing providers responsibility are rectified within [specify time period].
 |
| Local authority responsibilities | * ensure that all issues reported that are the LA responsibility are rectified within [specify time period].
 |

**Detail on operational FRP requirements**

New / relocated sites

|  |  |
| --- | --- |
| Detail | Use the information gathered on your site visit to assess if the rubbish, dry recycling and food waste bins and locations meet the FRP guidelines as listed in FRP 1 – 5 above. You can also use this table to detail new locations of new bins (if not being added to an existing location). |
| Include detail of any sites which require relocating.  |  | Location ref no | Describe location | Quantity of dry recycling, food & rubbish bins | Additional details  |
| Site to be relocated (example) | R3 | Round the back of block C next to the rubbish bin chamber | * 4 x 120ltr rubbish bins
* 2 x 1280ltr recycling bins
* 1 x 140ltr food waste bin & housing unit.
 | * Relocate to front of block C.
* New drop kerb and hardstanding (5m x 5m) required.
 |
| New location (example) | R5 | Close chutes in block A and place rubbish bins next to dry recycling and food waste bins  | * 6 x 1280ltr rubbish bins
* 2 x 1280ltr dry recycling
* 1 x 140ltr food bin.
 | * Closure of chutes on each of 5 floors
* Line painting around new bins
 |
| Site to be relocated |  |  |  |  |
| New location |  |  |  |  |
| Site to be relocated |  |  |  |  |
| New location |  |  |  |  |
| Project manager responsibilities | * using the information collated from the site visit, suggest and agree new locations for the recycling and food waste bins (if required) with all stakeholders. Plot the new location on the site block plan.
* ensure you provide the contractor with the block plan to ensure any worked required to the new site is completed i.e. drop kerbs/new hardstanding and bins are moved to the correct location and signage is installed behind the bins.
* ensure the local authority is aware of the new location(s) so they can inform the collection crews.
 |
| Housing provider responsibilities | * agree to the relocation of recycling bins, in partnership with stakeholders.
* ensure the caretaker is aware of any new locations, and add these to the cleansing schedule.
* if you own the bins, agree to fund required improvements listed above.
* ensure caretakers keep bin apertures, lids and the outside clean.
 |
| Local authority responsibilities | * agree to the relocation of recycling bins, in partnership with stakeholders.
* if the bins are owned by the LA, agree to fund required improvements.
* ensure crews know how to empty reverse lid bin containers, if these are introduced.
* ensure crews always lock wheels into place and to lock the bin lids.
* ensure the collection crews are aware of the new location.
 |

Improvements to existing bins

|  |  |
| --- | --- |
| Detail | From the information collected on your site visit, what immediate improvements are required for the existing bins? This can include:* Recycling bin lids. Reverse lids are recommended due to their larger aperture, the inability for residents to lift the lid and dump black sacks and the protection of the recycling bin stickers.
* Bin sticker requirements. Recycling aperture stickers, recycling bin stickers and rubbish bin stickers.
* Cleaning of bins.
* Fixing any broken locks or wheels
 |
| Detail improvements required for the existing bins.  | Location ref no[[7]](#footnote-7) | Recycling  | Rubbish | Food |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Project manager responsibilities | * refer to information gathered on site visit and consider improvements required for every bin and complete the table above.
* ensure you refer to the Toolkit for stickers design and suggested sizing.
* clearly identify which bins require which improvements for the maintenance team, by using the location reference form your site block plan.
* ensure you order the required bin (dry recycling, rubbish, food) and aperture stickers.
 |
| Managing agent responsibilities | * if you own the bins, agree to fund required improvements listed above.
* ensure caretakers keep bin apertures, lids and the outside clean.
 |
| Local authority responsibilities  | * if the bins are owned by the LA, agree to fund required improvements.
* ensure crews know how to empty reverse lid bin containers, if these are introduced.
* remind crews to always lock wheels into place and to lock the bin lids.
 |

Improvements to existing bin locations

|  |  |
| --- | --- |
| Details | For all immediate improvements at each bin location |
| Please list all improvements required i.e. repairs, lights, dumping, rodent treatment | Location reference | Location description | Improvements to be made |
|  |  |  |
|  |  |  |
|  |  |  |
| Project manager responsibilities | * refer to information gathered on site visit and consider improvements required for each location.
* liaise with the key stakeholders to agree all repairs and complete the table above.
* check all improvements when you carry out your site visits.
 |
| Managing agent | * liaise with the project manager regarding site improvement requirements.
* draw up a schedule of works and employ contractors to complete the agreed tasks.
 |
| Local authority responsibilities |  |

**Communications**

The responsibilities per stakeholder are examples only, please amend for your specific site.

**FRP 7. Clear and visible signage on rubbish, dry recycling and food bins and at bin storage areas**

Bin store signage[[8]](#footnote-8)

|  |  |
| --- | --- |
| Details | Bin store signage should be used on bin store doors to remind people where they can dispose of and recycle their waste. |
| Consider which bin store locations require new signage; what that signage is; sizes and quantity of signage:  | Location reference | Large items sign | Recycling and rubbish bin store door sign | No dumping waste sign |
| Size (mm) | Quantity | Type[[9]](#footnote-9) | Size (mm) | Quantity | Size (mm) | Quantity |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Signage above bins8

|  |  |
| --- | --- |
|  Details | Rubbish bin area signage, fixed on walls above rubbish bins or standalone, can include details of how to get rid of large or ‘bulky’ items which can often cause problems in bin stores and on estates. Recycling bin area signage, fixed on walls above recycling bins or as standalone signs, provides further clear instructions about what can and can’t be recycled. |
| Consider which bin areas require new signage above bins; type of signage: sizes and quantity of signage:  | Location reference | Signage to go above mixed or single dry recycling bins | Rubbish only sign to goabove rubbish bins | Signage to go above foodwaste bins |
| Type(material) | Size (mm) | Quantity | Type | Size (mm) | Quantity | Size (mm) | Quantity |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

Signage on bins and chutes[[10]](#footnote-10)

|  |  |
| --- | --- |
| Details | All rubbish, dry recycling and food bins should have clear signage on the front of the containers. This includes signage on chute hopper doors. Stickers should be replaced yearly. |
| All bins and chutes should have signage. | Location reference | Rubbish chute sign | Rubbish bin signage | Mixed or single dry recycling signage | Food waste signage signage |
| Type | Size (mm) | Quantity | Type | Size (mm) | Quantity | Type | Size (mm) | Quantity | Type | Size (mm) | Quantity |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project manager responsibilities | * arranging the design and print all signage – following the design guidelines in the Flats Reycling Package Toolkit.
* installation responsibilities may fall under the housing provider, so ensure you work together to agree this. If you are arranging the installation, ensure you communicate the installation dates, times and arrangements with key stakeholders.
* inspect the signage as part of ongoing site visits and arrange for the supply and installation of replacement signage if it is damaged or yearly as a minimum for stickers.
 |
| Housing provider responsibilities | * agree with the PM on how the signage can be mounted i.e. fixed to the wall, free standing etc.
* ensure caretakers are available on site on the installation dates and that access is available to all relevant areas.
* add the signage to the caretakers or cleaners cleansing schedule. Signs should be cleaned on a weekly basis.
 |
| Local authority responsibilities | * ensure crews are instructed to return recycling bins to the correct position so that bins are underneath the correct signage as indicated in the site block plan.
 |

**FRP 8. Service relaunch and disruptive communications**

General service relaunch[[11]](#footnote-11)

|  |  |
| --- | --- |
| Details | ‘Relaunching’ the recycling service with bold communications can be effective. This is about creating a distinct ‘moment of change’ where improvements to the infrastructure are accompanied by highly visible messaging that looks quite different to what people will have seen before. |
| Consider which service relaunch communications the site will use. | Location reference | Letter to residents(inc envelope) | Posters for noticeboards | All service information card |
| Size | Quantity | Size (mm) | Quantity | Size (mm) | Quantity |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Signage above bins & floor vinyl[[12]](#footnote-12)

|  |  |
| --- | --- |
| Details | ‘Relaunching’ the recycling service with bold communications can be effective. This is about creating a distinct ‘moment of change’ where improvements to the infrastructure are accompanied by highly visible messaging that looks quite different to what people will have seen before. Vinyls can be removed 4-6 weeks after re-launch. |
| Consider which signage the relaunch will use above the bins  | Location reference | Dry mixed recycling signage above bins | Food signage above bins  | Dry recycling and foodfloor vinyl |
| Size | Quantity | Size (mm) | Quantity | Type | Size (mm) | Quantity |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Responsibility for installation and removal |  |

Fun stickers[[13]](#footnote-13)

|  |  |
| --- | --- |
| Details | ‘Relaunching’ the recycling service with bold communications can be effective. This is about creating a distinct ‘moment of change’ where improvements to the infrastructure are accompanied by highly visible messaging that looks quite different to what people will have seen before. |
| Consider which signage the relaunch will use above the bins  | Location reference | Sticker Type | Size (mm) | Quantity |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Launching a food waste service[[14]](#footnote-14)

|  |  |
| --- | --- |
| Details | When launching a food waste service, the right communication is essential. At launch, it is important to clearly communicate how food waste should now be recycled and signpost the items that are and are not accepted in a simple, visually-led way. Delivering a caddy to people’s flats together with simple instructions of how to use it is a crucial first step. Instructions should be stickered or printed onto the caddy as well as included in an accompanying leaflet. |
| Consider which service relaunch communications the site will use. | Location reference | Paper bag for caddy delivery | Caddy sticker | information postcard |
| Size | Quantity | Size (mm) | Quantity | Size (mm) | Quantity |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| FRP 8. Project manager responsibilities | * arrange the design and print of the communications material, following design guidelines in the Flats Toolkit. This should be designed in partnership with the local authority and housing provider to ensure all details are correct.
* arrange for the delivery of the initial deliver/installation at the time of the site improvements, and on an annual basis thereafter where applicable[[15]](#footnote-15).
 |
| FRP 8. Housing provider responsibilities | * make room on each noticeboard to accommodate 2 x A4 posters.
* instruct caretakers and others to ensure these posters are not covered over by anyone else using the noticeboard.
 |
| FRP 8. Local authority responsibilities | * make the project manager aware of any service changes (and therefore any changes required to the leaflet).
 |

**FRP 9. Ongoing communications[[16]](#footnote-16)**

|  |  |
| --- | --- |
| Details | Send a recycling service leaflet to each household around the time the changes are rolled out and then yearly thereafter. This will provide information to residents on how to dispose of all their waste correctly as well as some key facts. Posters should also be displayed in communal areas highlighting recycling messages. Locations of the noticeboards should be plotted on the site block plan. |
| Consider which service relaunch communications the site will use. | Location reference | Annual recycling service leaflet | Recycling Posters (for noticeboards)  |
| Size | Quantity | Size  | Quantity |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Project manager responsibilities | * arrange the design and print of the recycling service leaflet and posters, following the design guidelines in the Flats Toolkit. This should be designed in partnership with the local authority and housing provider to ensure all details are correct.
* arrange for the delivery of the initial leaflet at the time of the site improvements, and on an annual basis thereafter[[17]](#footnote-17).
 |
| Housing provider responsibilities | * provide all new tenants with a recycling and rubbish service leaflet, either directly or via the local authority (by providing an address)
* make room on each noticeboard to accommodate 2 x A4 posters.
* instruct caretakers and others to ensure these posters are not covered over by anyone else using the noticeboard.
 |
| Local authority responsibilities | * make the project manager aware of any service changes (and therefore any changes required to the leaflet).
 |

**FRP 10. Informing residents what they should do with bulky waste items[[18]](#footnote-18)**

|  |  |
| --- | --- |
| Details | Where required, install stand-alone ‘large items’ signage or stickers either in bin stores or alongside chutes to inform residents of how to dispose of these items. Use internal posters to inform residents how to get rid of large items and help prevent these items from just being dumped and include the same information in yearly leaflets. ‘No dumping waste’ signs can be used in areas where the dumping of waste is problematic. |
| Consider which service relaunch communications the site will use. | Location reference | Large item signage | Large item poster |
| Size | Quantity | Size | Quantity |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Project manager responsibilities | * arrange the design and print of the signage and/or poster, following the design guidelines in the Flats Toolkit. This should be designed in partnership with the local authority and housing provider to ensure all details are correct.
* arrange for the delivery of the initial leaflet at the time of the site improvements, and on an annual basis thereafter[[19]](#footnote-19).
 |
| Housing provider responsibilities | * make space on each noticeboard to accommodate 2 x A4 posters and to agree locations for any signage.
* instruct caretakers and others to ensure these posters are not covered over by anyone else using the noticeboard.
 |
| Local authority responsibilities | * make the project manager aware of any service changes (and therefore any changes required to the posters).
 |

Site improvement block plan

Append an updated block plan showing all planned improvements. An example is shown below.



1. The person leading on all the changes to this site. NB may be the same as the local authority or site managing agent lead [↑](#footnote-ref-1)
2. as known in September 2022. It is expected that these may also include foil, aerosols, cartons and plastic film in future. Requirements should be checked before implementing the FRP. [↑](#footnote-ref-2)
3. See section 7.3 of the Site Assessment Template for this site [↑](#footnote-ref-3)
4. Number of recycling bins x litres x number of collections / number of households = litres per household per week of capacity (min 60ltrs/hh/wk for dry recycling and 10ltrs/hh/wk for food) [↑](#footnote-ref-4)
5. NB you may choose to increase capacity and retain the existing collection schedule. This too will help with overflows. [↑](#footnote-ref-5)
6. If this is a completely new location, please fill in the details in the table for “location of recycling bins”. [↑](#footnote-ref-6)
7. Use corresponding reference to site plan. Add more lines if required. [↑](#footnote-ref-7)
8. FRP toolkit page 28 [↑](#footnote-ref-8)
9. Recycling store only or recycling and rubbish store – see Toolkit for details [↑](#footnote-ref-9)
10. See page 24 of toolkit [↑](#footnote-ref-10)
11. See page 27 of FRP toolkit [↑](#footnote-ref-11)
12. See page 28 of FRP toolkit [↑](#footnote-ref-12)
13. See page 29 of toolkit [↑](#footnote-ref-13)
14. See page 34 of toolkit [↑](#footnote-ref-14)
15. NB this is likely to fall under the LA responsibilities [↑](#footnote-ref-15)
16. See page 34 of toolkit [↑](#footnote-ref-16)
17. NB this is likely to fall under the LA responsibilities [↑](#footnote-ref-17)
18. See page 34 of FRP toolkit [↑](#footnote-ref-18)
19. NB this is likely to fall under the LA responsibilities [↑](#footnote-ref-19)