

## APPENDIX C

### Waste Disruptions Chronology

Table detailing the chronology of events in the lead up to revocation of Operator's Licence.

Date	Event	Note	Additional information or documents
13 Jul 2023	Transport Manager Certificate of Professional Competence course booked by HR for Ben Brown		Background documents section Doc 1
31 Jul 2023	Fleet and Operations Manager resigned from post with immediate effect	This individual held the Transport Manager (TM) Certificate of Technical Competence	N/A
9 Aug 2023	Informed Office of the Traffic Commissioner (OTC) via the online VOLS (Vehicle Operator Licensing Service) that Transport Manager CPC holder had left.	BB Removed the TM from the licence.	Online system no option to record changes.
18 Aug 2023	Letter from OTC requesting information on TM CPC departure.		Background documents section Doc 2
07 Sep 2023	Letter to OTC responding to his letter and requesting a formal Period of Grace.	Period of Grace requested until 31 Jan 24.	Background documents section Doc 3
13 Sep 2023	Period of grace granted by OTC	Period of grace granted until 13 Jan 24	Background documents section Doc 4
Sep/Oct 2023	Meetings with potential interim TM / Operations manager	Meetings held with potential agency cover but candidates not suitable. Explored options for support with BDC and Colchester.	
7 Nov – 17 Nov 24	Attended Transport Manager Certificate of Professional Competence course in Tunbridge Wells, between 7 Nov and 17 Nov 23, Part 1 exam 17 Nov 23		
7 Dec 2023	Part 2, case study exam 7 December 2023		
17 Jan 2024	Email from Office of Traffic commissioner received stating that our period of grace had expired.		Background documents section Doc 5
17 Jan 2024	emailed OTC acknowledging email and saying that would reply.		Background documents section Doc 6
<b>23 Jan 2024</b>	<b>Email from OTC revoking Licence 23 January</b>		<b>Background documents section Doc 7</b>

23 Jan 2024	Discussion with chief executive updating on the situation		
23 Jan 2024	Discussions with key elected Members on updating on the situation		

In addition to the table above the following information has been supplied further to an email request by Cllr Driscoll.

Copy of budgeted Structure for Environmental Services

Copy of historic job descriptions for :-

- Assistant Director – Environmental Services – Agreed job title Director of Environmental Services
- Assistant Operations Manager – agreed job title, Fleet and Operations Manager
- Workshop Team Leader