Guidance Note for updating your RRP on the GLA Datastore
June 2020

1. Introduction and context

In May 2018 the Mayor published his London Environment Strategy. The Strategy sets out objectives, targets and policies for the effective management of London's municipal waste and to accelerate the transition to a circular economy.

Strategy proposal 7.2.1.b requires all London Local Authorities to produce a Reduction and Recycling Plan (RRP). These are Borough-led and owned plans to drive local action on waste minimisation and recycling activities, and to help the Mayor understand how action on the ground effectively contributes to his London-wide targets.

All boroughs have now completed their RRP for the period 2018-2022. These will be held on the [London Datastore](#) for boroughs to update and report progress under password protection. RRPs will be public documents but only registered borough users will be able to update them. This approach will:

- Enable boroughs to easily update their RRPs in real time at their convenience

- Enable sharing of good practice between boroughs

- Enable the GLA and LWARB to understand local circumstances and where support is needed

- Help to better understand London's waste challenges and give a mandate for London to get its fair share of government support

Impact of Covid-19

We recognise that all RRPs were written and approved pre-Covid-19, and that the pandemic has impacted on some planned projects and activities. Where that is the case, we encourage you to note this on your RRP so that we can better understand what the impacts have been.

You can do this by annotating individual actions within the RRP, or by editing the metadata on your borough RRP homepage – instructions for how to do this are given in sections 2 & 3 below.

2. Keeping your RRP updated

This section briefly sets out some simple changes to the RRP template to help you update them and to ensure a consistent reporting format. Section 3 sets out how to update your RRP using the London datastore. Section 4 provides contact details for advice and support.

RRP Dashboard

This should be updated by December 2021.

Actions sheets: 1) Waste reduction, 2) Maximising recycling, 3) Minimising Environmental Impact, 4) Maximising local waste sites.

These should be updated regularly, at least every six months. If you have progress to update on some actions but not others in the meantime, they can be updated as and when, as long as all actions have been reported on within a six month calendar period (e.g. end of December 2020 and end of June 2021).

Information to provide when updating your RRP

There are three additional columns in each Action sheet to fill in when you update your RRP. These are:

Column Ref	Title	Information to provide
G	Performance against milestones	• What has been achieved so far, and how. • Quantify progress if possible (eg % changes in waste collected, number of new household/flats/businesses receiving food waste services/the minimum recycling service level, number of businesses engaged on x) • Give reasons for any delays, and revised timescales for milestones. , Please try to be as specific as you can including the impact on delivery and where additional support may be needed
H	Action status	Select from a drop down menu – ongoing/ completed
I	Last updated	Insert date

3. London Datastore User Guide

Your RRP is hosted on the London Datastore, the GLA's data-sharing website. This part of the guidance sets out how you can edit your borough page.

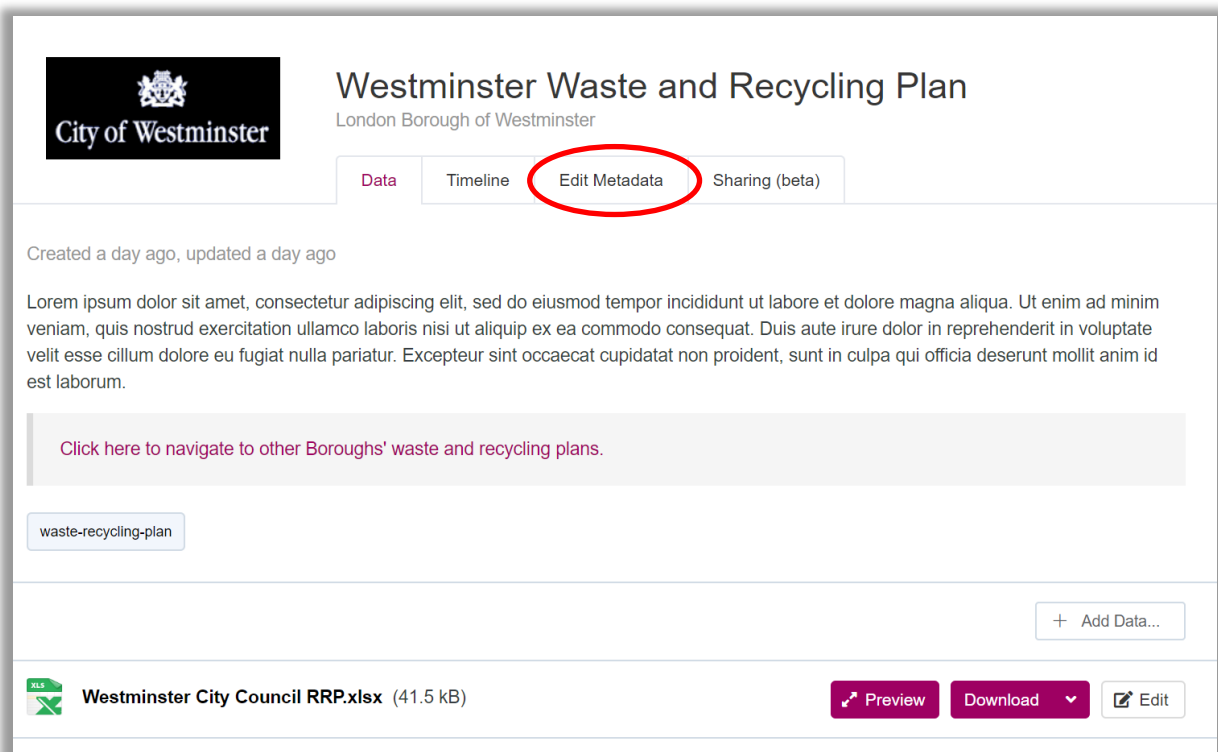#### How to log in to your Datastore account

To log in to the Datastore click the "Login" button at the top right-hand corner of the website and enter your login details.
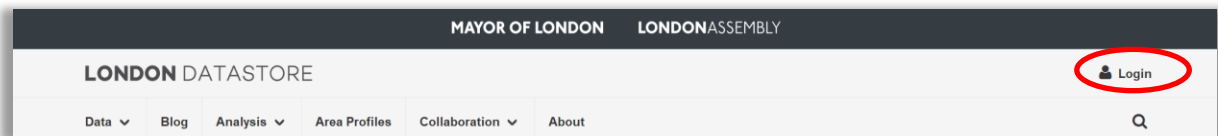
How to edit your borough page content and RRP

Once logged in you will be able to edit your dataset.

To edit content on the borough webpage itself (such as the description text) click "Edit Metadata".

Once you have made changes make sure to click "Save Changes" at the bottom of the page.

To update your RRP file on the Datastore you will need to upload a new file from your computer. To do this first click "Edit"

Click "Replace File" (1), a white box will appear below. Upload a replacement RRP file by dragging a file from your computer into the box (2), then click "Save" (3).
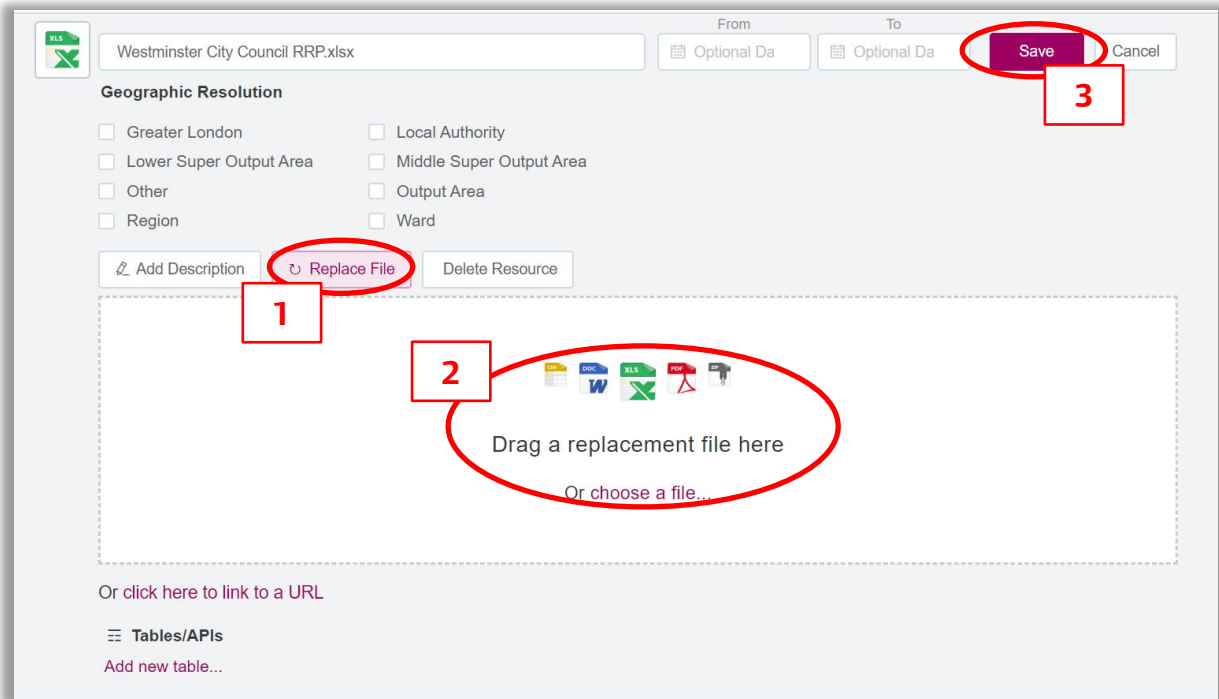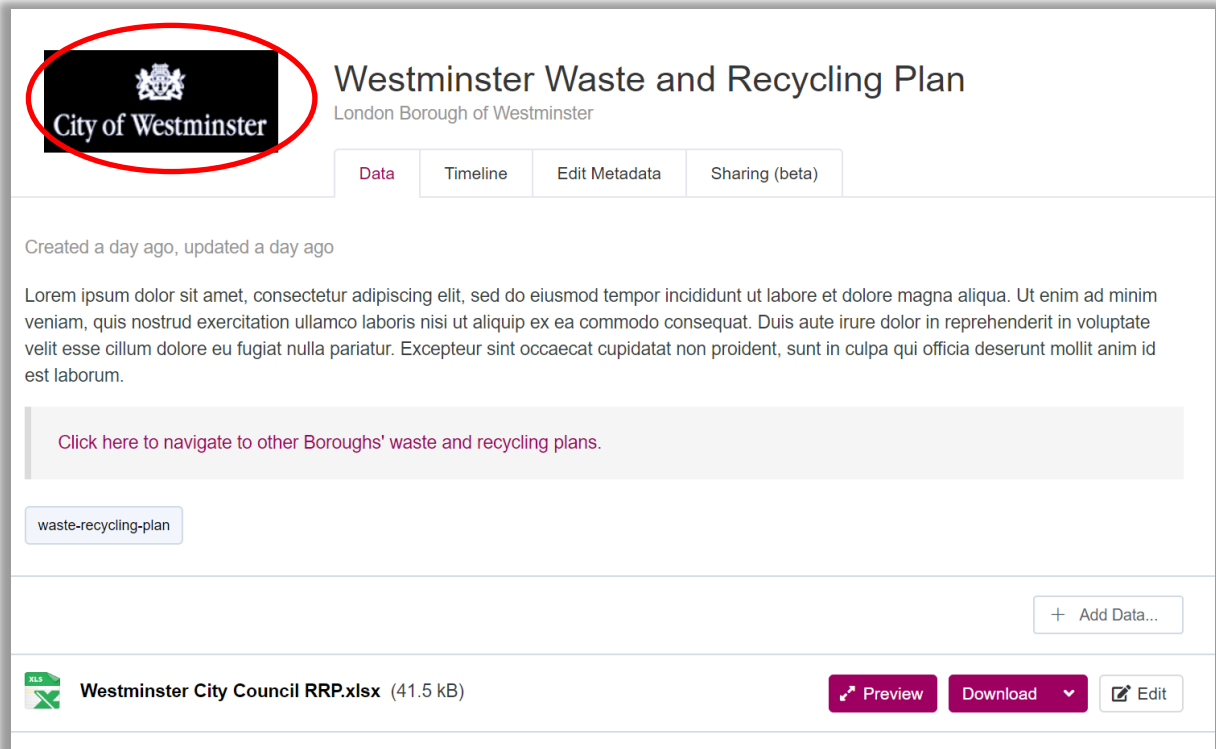

How to track edits

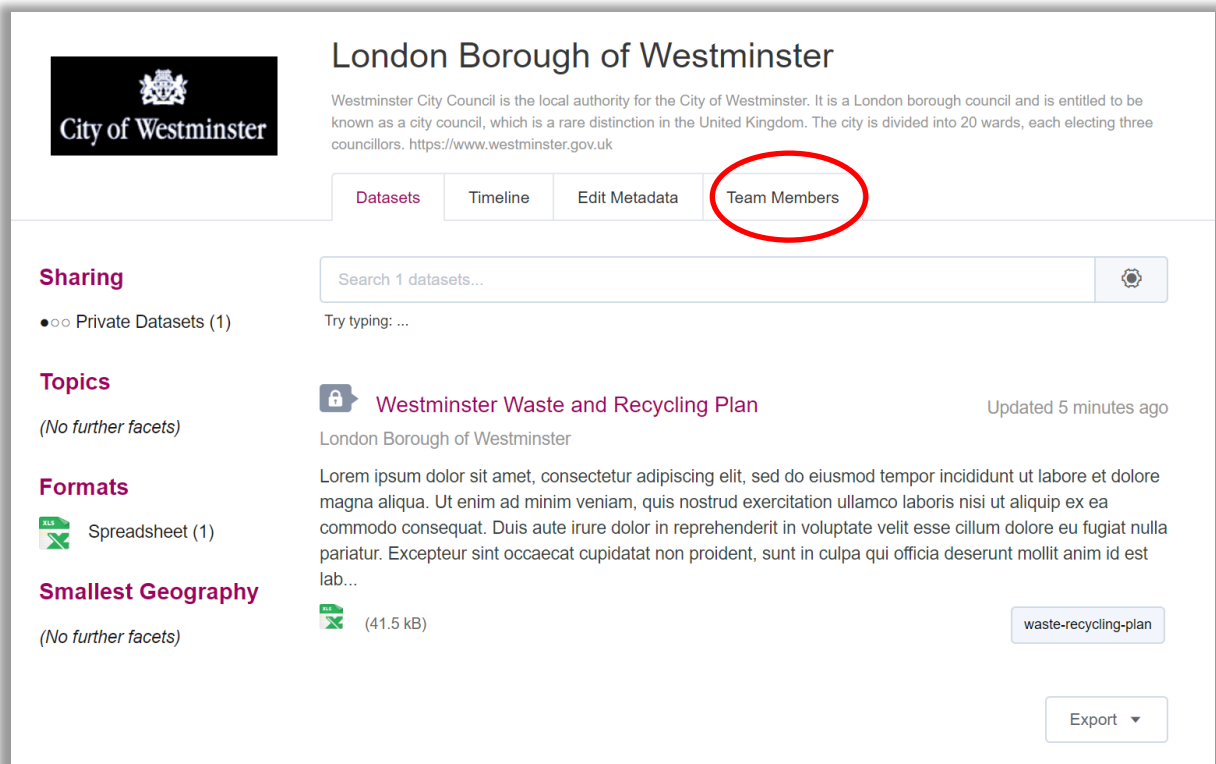To view edits that have been made to your RRP page click "Timeline".

How to manage who can edit a RRP

To manage who can edit your RRP first click on your borough's logo to be taken to the borough page. You can add as many users as you like.
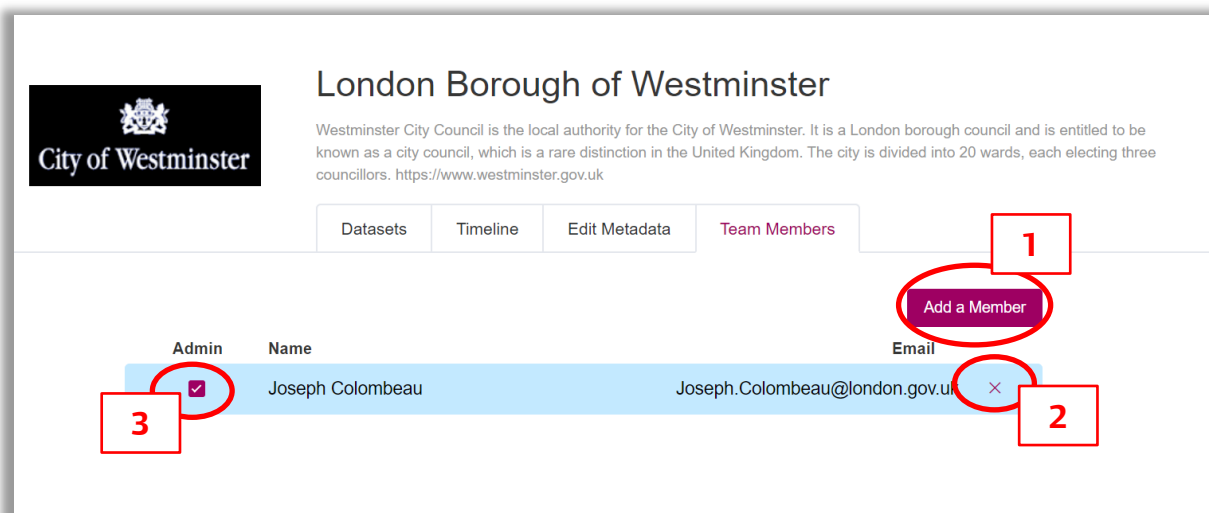

Click "Team Members"

From here you can add users (1) and remove them by pressing the cross next to their email (2).

Note that the user you want to add will need to have a London Datastore account. They can do this by clicking the "Login" button and then choosing "Sign Up".

When the admin box is checked (3) this means that the user can add and remove other users.

4. Contact details for support with your RRP:

Advice and support on your implementing your RRP is available from the GLA Waste Team and LWARB. We will work with you where needed to help you deliver on your own Plans.
We will arrange catch-up sessions with you periodically to see how things are progressing, but please do contact us at any time if you need support or have any queries about RRPs.

For any technical queries about the London Datastore, please contact Joseph Columbeau at the GLA.

Contact details

Greater London Authority
Liz Horsfield
Senior Policy and Programme Officer
Email: liz.horsfield@london.gov.uk

Joseph Columbeau
London Datastore Product Manager – for technical queries on the London Datastore
Email: Joseph.columbeau@london.gov.uk

Beverley Simonson
Local Authority Support Lead for West London Waste Authority area, Wester Riverside Waste Authority area, and Unitary Authorities (except Tower Hamlets)
Email: beverley.simonson@lwarb.gov.uk

Cathy Cook
Local Authority Support Lead for South London Waste Partnership area, East London Waste Authority area, North London Waste Authority area and Tower Hamlets
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Sarah Craddock - Project Development Manager – Commercial Waste
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