



December 8th, 2015

**Notice Of Meeting**

You are invited to attend the Regulatory and Technical Services Committee Meeting to be held on **Wednesday, 9th December 2015 at 6:00 pm** in **the Boardroom District Council Offices Monaghan Row, Newry.**

**The Committee Members are:**

**Chair: Councillor T Andrews**

**Vice: Councillor S Ennis**

<b>Members:</b>	<b>Councillor P Brown</b>	<b>Councillor C Casey</b>
	<b>Councillor S Doran</b>	<b>Councillor G Fitzpatrick</b>
	<b>Councillor G Hanna</b>	<b>Councillor V Harte</b>
	<b>Councillor M Murnin</b>	<b>Councillor H McKee</b>
	<b>Councillor P O'Gribin</b>	<b>Councillor G Sharvin</b>
	<b>Councillor G Stokes</b>	<b>Councillor H Reilly</b>
	<b>Councillor D Taylor</b>	

# Agenda

1. **Apologies and Chairperson's Remarks.**
2. **Declarations of Conflicts of Interest.**

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*Committee Business*

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3. **Action Sheet of the Regulatory and Technical Services Committee Meeting held on Wednesday 18 November 2015. (Attached).**

*Action Sheet - 18 November 2015.pdf*

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*For Consideration and/or Decision*

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4. **The Regulatory and Technical Services Business Plan. (Attached).**

*R&TS Directorate Business Plan 2015 - 2016 Draft.pdf*

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*For Consideration and/or Decision - Facilities Management and Maintenance*

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5. **Report on provision of bus shelters. (Attached).**

*Bus Shelter Provision.pdf*

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6. **Report of application for funding to provide pathway to Dechomet Graveyard. (Attached).**

*Dechomet Graveyard pathway.pdf*

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*For Consideration and/or Decision - Planning*

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7. **Planning Department Performance Indicators. (Attached).**

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*For Consideration and/or Decision - Waste Management*

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8. **Old furniture that ends up in our amenity sites and what happens to it. (At the request of Councillor Walker).**

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*For Noting*

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9. **Correspondence from DRD dated 25 November 2015 re: the U6076 Cloganramer Raod, Newry (Abandonment) Order (NI) 2015 - S.R. 2015 No. 374. (Attached).**

*Cloughanramer Road Abandonment Order.pdf*

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10. **Correspondence from DoE dated 26 November 2015 re: Consultation on changes to the plastic packaging recycling business targets for 2016-2017 and new targets for plastic and glass for 2018-2020. (Attached).**

*Consultation on Plastic Packaging recycling.pdf*

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11. **Report re: Anti Litter Working Group Meeting held on 20 November 2015. (Attached).**

*Report of Anti Litter Working Group Meeting 20 Nov 2015.pdf*

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12. **Arc21 Members Monthly Bulletin - 3 December 2015. (Attached).**

*arc21 JC Members Monthly Bulletin 3 Dec 2015.pdf*

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13. **Arc21 Steering Group Meeting - Minutes of the Meeting held on Tuesday 27 October 2015. (Attached).**

*arc21 Steering Group Meeting 27 Oct 2015.pdf*

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14. **Arc21 Joint Committee Meeting - Minutes of the Meeting held on Thursday 5 November 2015. (Attached).**

*arc21 JC Meeting 5 Nov 2015.pdf*

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# Invitees

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Minutes and Actions of the RTS Committee Meeting held on 18 November 2015 to be approved at the Council Meeting held on Monday 7 December 2015

1

**ACTION SHEET- REGULATORY AND TECHNICAL SERVICES COMMITTEE –18 NOVEMBER 2015**

MINUTE NO.	SUBJECT	DECISION	FOR COMPLETION BY DIRECTOR – including actions taken/date completed or progress to date if not yet completed
RTS/121/2015	Spelling of townland names	<p><b>It was agreed on the proposal of Councillor O’Gribin, seconded by Councillor Doran that the recommendation in the report dated 6 November 2015 that the Council continue to use the OSNI records for the purposes of spelling townland names be accepted, subject to an amendment that if OSNI records show a spelling that is different to that currently being used, that this be referred in the first instance to the local Councillors for further consultation.</b></p> <p><b>It was also agreed that the townland name of Gargory remain as it currently is and that no changes be made to the name in street/road signs.</b></p>	Assuming full Council approval is gained at its meeting on 7 <sup>th</sup> December, this action will be progressed.
RTS/122/2015	Improvements to grass verge at entrance to Ardglass	<p><b>It was agreed on the proposal of Councillor Stokes, seconded by Councillor Doran that Council Officers, in conjunction with Transport NI and relevant private landowners, meet to discuss what improvement can be carried out to this area.</b></p>	Assuming full Council approval is gained at its meeting on 7 <sup>th</sup> December, this action will be progressed.
RTS/123/2015	Lease agreement – Hilltown Handball Court	<p><b>It was agreed on the proposal of Fitzpatrick, seconded by Councillor Doran, that the Council enter into a lease agreement in respect of Hilltown Handball Court.</b></p>	Assuming full Council approval is gained at its meeting on 7 <sup>th</sup> December, this action will be progressed.
RTS/124/2015	Bus shelter requests	<p><b>It was agreed on the proposal of Councillor Casey, seconded by Councillor Doran, to approve the above report and recommendations and also that approval be sought from the Strategic Policy and Resources Committee to increase the bus shelter budget up to £35,000 to accommodate the requests made to date.</b></p> <p><b>Councillor Casey referred to the bus shelter on the Old Warrenpoint</b></p>	Assuming full Council approval is gained at its meeting on 7 <sup>th</sup> December, this action will be progressed.

Minutes and Actions of the RTS Committee Meeting held on 18 November 2015 to be approved at the Council Meeting held on Monday 7 December 2015

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MINUTE NO.	SUBJECT	DECISION	FOR COMPLETION BY DIRECTOR – including actions taken/date completed or progress to date if not yet completed
		<p>Road and said it was being used for anti-social behaviour purposes. He asked that officials investigate if this could be moved and report back to the Committee.</p> <p>Councillor Casey asked if officials could investigate if a bus shelter could be provided on the Drummond Road, off the Armagh Road if this area was in the Newry, Mourne and Down Council area.</p> <p>It was agreed on the proposal of Councillor McKee, seconded by Councillor O’Gribin to write to Transport NI and ask them to provide financial assistance to the Council for the provision of bus shelters as it was their policy to encourage the public to use public transport.</p>	<p>Assuming full Council approval is gained at its meeting on 7<sup>th</sup> December, this action will be progressed.</p> <p>(letter on behalf of Chief Executive)</p>
RTS/125/2015	Proposed extension to Struell Cemetery	<p>It was agreed on the proposal of Councillor Doran, seconded by Councillor Murnin, to approve the above report and recommendations for the issue of a tender for a main contractor to carry out the works at Struell Cemetery for a proposed extension at an estimated cost of £125,000 and also to reallocate £125,000 from the Capital Budget 2015/2016 to Capital Budget 2016/2017 for expenditure on the proposed extension to Lough Inch Cemetery.</p>	<p>Assuming full Council approval is gained at its meeting on 7<sup>th</sup> December, this action will be progressed.</p>
RTS/126/2015	NILGA - Britain in Bloom 2015 Nominations	<p>It was agreed on the proposal of Councillor McKee, seconded by Councillor Hanna to support NILGA in the nominations of Newcastle in the above Competition.</p>	<p>(letter on behalf of Chief Executive)</p>



Minutes and Actions of the RTS Committee Meeting held on 18 November 2015 to be approved at the Council Meeting held on Monday 7 December 2015

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MINUTE NO.	SUBJECT	DECISION	FOR COMPLETION BY DIRECTOR – including actions taken/date completed or progress to date if not yet completed
RTS/127/2015	Planning Department – Performance Indicators	<p><b>It was agreed that figures showing the number of decision notices that are issued by Planning Department to be included in the monthly Planning Department Performance Indicator Report which is presented to the Regulatory Technical Services Committee each month.</b></p>	<p>Assuming full Council approval is gained at its meeting on 7<sup>th</sup> December, this action will be progressed.</p>
RTS/129/2015	Memorandum of Understanding Transport NI – removal of snow and ice	<p><b>It was agreed on the proposal of Councillor Hanna seconded by Councillor Stokes to adopt the Memorandum of Understanding of partnering arrangements between DRD Transport NI and District/Borough Councils of Partnering for clearing busy town centre footways and pedestrian areas of snow and ice.</b></p> <p><b>It was also agreed:</b></p> <ul style="list-style-type: none"> <li>(a) <b>To seek a chemical analysis from Transport NI to ensure that salt used on footways poses no health hazard to people.</b></li> <li>(b) <b>The following areas be included for snow and ice removal:</b>  <b>Bridge Street Kilkeel</b>  <b>Greencastle Street Kilkeel</b>  <b>Newcastle Street Kilkeel</b>  <b>Newry Street Kilkeel</b>  <b>Lower Square Castlewellan</b>  <b>The Square/ main shopping area Warrenpoint</b></li> </ul>	<p>Assuming full Council approval is gained at its meeting on 7<sup>th</sup> December, this action will be progressed.</p>

Minutes and Actions of the RTS Committee Meeting held on 18 November 2015 to be approved at the Council Meeting held on Monday 7 December 2015

MINUTE NO.	SUBJECT	DECISION	FOR COMPLETION BY DIRECTOR – including actions taken/date completed or progress to date if not yet completed
RTS/134/2015	Tender report – Integrated Design Team Services – Household Recycling Centre, Downpatrick	<b>Agreed on the proposal of Councillor Brown, seconded by Councillor Murnin to approve the recommendation contained in report dated November 2015 from Mr J Gordon, Assistant Project Manager, and accept the tender received from Economic Operator 1 for integrated design team services for the development of a Household Recycling Centre at Killough Road Downpatrick.</b>	Assuming full Council approval is gained at its meeting on 7 <sup>th</sup> December, this action will be progressed.

# Regulatory & Technical Services

**Directorate Business Plan  
2015-2016**



Comhairle Ceantair  
**an Iúir, Mhúrn  
agus an Dúin**

**Newry, Mourne  
and Down**  
District Council

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DRAFT

## 1.0 Introduction

- 1.1 The Regulatory and Technical Services Directorate is a recently formed Directorate of the new Newry, Mourne & Down District Council and is responsible for the provision of a number of regulated and technical services, both internally to other council departments and externally to rate payers across the district. The Directorate is responsible for the primary waste management functions of Refuse Collection & District Cleansing along with the operational support to enable these services to be delivered. In addition, the Directorate has responsibility for the management and maintenance of those buildings and grounds owned by council. The Directorate is also responsible for all the statutory functions in relation to Building Control and the Development Management aspects of the Planning process.
- 1.2 The core responsibilities of the Department are:
- **Waste Management**
    - Refuse Collection & Disposal
    - District Cleansing
    - Fleet Management & Maintenance
    - Recycling
  - **Building Control & Regulation**
    - Building Control and Property Certification
    - Off Street Car Parking
    - Licensing
    - Animal Welfare/Dog Control
  - **Planning**
    - Development Management
  - **Facilities Management & Maintenance**
    - Grounds Maintenance
    - Buildings Maintenance

## 2.0 Background

- 2.1 The Corporate Plan sets out in strategic terms what the Council intends to achieve over the lifetime of the Council (2015-19). In doing so, it guides our own activities and how we as a Directorate allocate the resources at our disposal.
- 2.2 Whilst the Corporate Plan focuses on issues which cut across the organisation and are strategic in nature, the Directorate Business Plan is more focused on the operational delivery of those issues, as well as those services which are provided on an on-going and continual basis.
- 2.3 This Plan describes how the Regulatory & Technical Services Directorate's proposed actions and targets for the year 2015-16, complement those in the Corporate Plan by explicitly linking Directorate activity with the desired outcomes of the Corporate Plan. It is also the basis upon which the Directorate is managed by the Regulatory & Technical Services Committee and the Directorate Management Team (DMT).

### 3.0 Purpose & Values

#### 3.1 Purpose

- 3.1.1 The Regulatory & Technical Services Directorate’s primary purpose is to develop, implement and monitor key corporate (strategic) frameworks to maintain and improve the environmental sustainability of the district through the appropriate management of waste & litter in the physical environment and the management and regulation of the built environment through the application of Planning and Building Control statutory legislation while also ensuring the management and maintenance of the council’s estate across the district.
- 3.1.2 As a result, the bulk of Directorate’s activity is aligned with two of the Council’s strategic objectives: “By 2019, we will have protected our natural and built environment and transformed and modernised the Council, providing accessible as well as value for money services.”
- 3.1.3 There are other important Council strategic objectives where the Department makes a significant contribution. More detailed information is provided in Sections 5.0 (Alignment with the Corporate Plan) and 6.0 (Key Actions) of this Plan.

#### 3.2 Values

3.2.1 The Department adheres to the Council’s values which state:

We Will Be	What This Means
Citizen Focused	We will actively encourage citizen and community engagement, as well as be a listening and responsive Council.
Accountable	We will make decisions based on an objective assessment of need and operate in a transparent way as well as openly reporting on our performance.
Collaborative	We will actively encourage and pursue working in partnership and at all levels to deliver for our District.
Sustainable	We will take into account the social, economic and environmental impacts of our decisions on current and future generations.
Fairness	We will proactively target actions at those which are marginalised in our community.

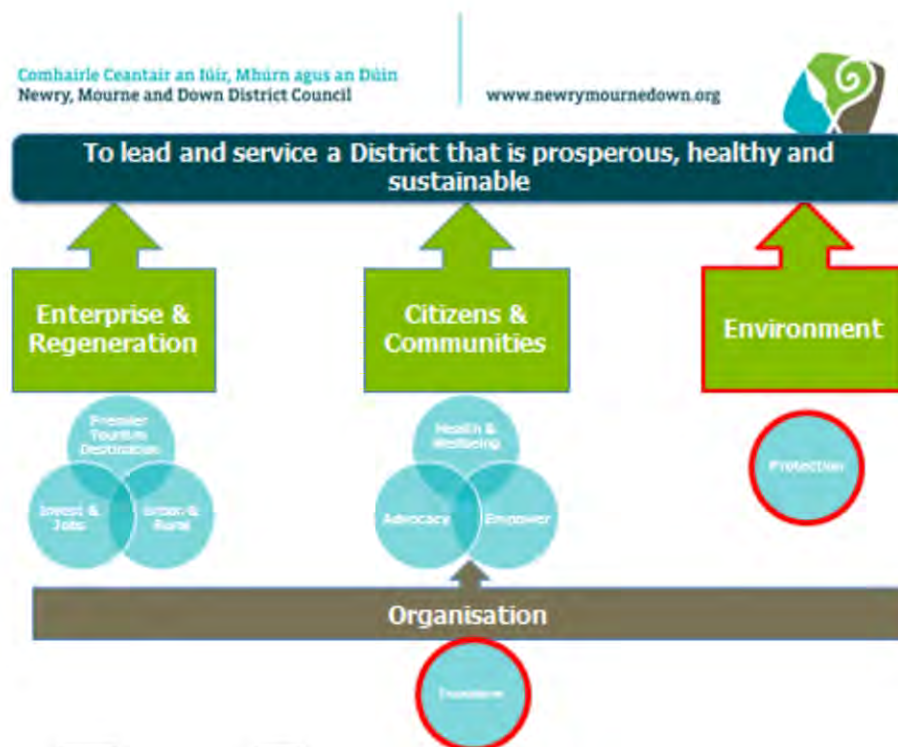
3.2.2 We are also committed to delivering on the promotion of equality and diversity in accordance with our statutory requirements as laid out in Section 75 of The Northern Ireland Act (2008).

## 4.0 Challenges & Opportunities

- 4.1 The Regulatory & Technical Services Directorate was established in December 2014, as part of the organisational design of the new Council, to centralise the management of a number of existing Council functions as well as new powers which were transferred to the Council on the 1 April 2015.
- 4.2 It is still in its developmental stage however over the course of this financial year, the Directorate will continue to develop the necessary corporate frameworks, policies, processes and systems to deliver strategic improvement across the organisation, specifically in the areas of Waste Management, Planning, Building Control and Facilities Management. Changes in the external environment reflect heavily upon the operations of the Directorate.
- 4.3 The various (internal and external) challenges and opportunities for the Directorate are summarised as follows:
  - **Management** – successfully establishing the new Directorate in terms of its structure, governance and internal processes.
  - **Resources** – identifying and securing the financial and non-financial resources needed for the Directorate to successfully develop, as well as implement, the key corporate frameworks that will drive environmental sustainability and management of the built environment.
  - **Legislation** – ensuring corporate legislative compliance in respect of key statutory obligations, including Equality (Section 75), Performance Improvement as well as Community Planning which augments existing service delivery.
  - **Community Planning** – developing partnerships and plans that will assist in the creation of local area based plans to deliver on the Council's Community Plan.
  - **Performance Management** – continually monitoring and reviewing departments performance, highlighting areas of high-performance as well as identifying areas for intervention.
  - **Transformation & Improvement** – successfully developing and implementing transformational change in areas such as Refuse Rounds Optimisation, Streamlining of the Planning and Building Certification process, which will drive the efficiencies and improvements that both Members and the public demand.
  - **Strategic Projects** – ensuring the management and delivery of the Directorate's strategic projects within time, cost and quality parameters.
  - **Property & Land Assets** – successfully implementing the necessary frameworks, policies and processes to support the effective and efficient management of the directorate's estate.
  - **Creating a Cleaner and Greener Environment** – implementing programs that will reduce waste arisings and litter, while increasing recycling and reuse

## 5.0 Alignment with the Corporate Plan (2015-19)

- 5.1 The Regulatory & Technical Services Directorate contributes to the achievement of the following Council strategic objectives (as represented in the strategy map below):



- 5.2 This is reflected in a combination of how we will manage specific programmes and projects, as well as the way we will deliver “business as usual” services. Further alignment is demonstrated by the strategic read-across in table overleaf, which summarises the key Directorate actions that will support the realisation of the Council’s strategic objectives.
- 5.3 More specific information concerning the timetabling of key Directorate actions during 2015-16 is provided in section 6.0.



Corporate Plan Theme	Corporate Objective	Significant Impact(s) (Contributing Services)	Supporting Actions	Commentary
<b>Enterprise &amp; Regeneration</b>	<ul style="list-style-type: none"> <li>▪ Becoming one of the premier tourism destinations on the island of Ireland</li> </ul>	<ul style="list-style-type: none"> <li>▪ Waste Mgt &amp; Cleansing</li> </ul>	<ul style="list-style-type: none"> <li>▪ Supporting tourism via the general cleansing of the District, provision of support services (e.g. bin provision, washing etc.) for events, fly-posting / graffiti removal</li> <li>▪ Civic pride education programmes</li> </ul>	<ul style="list-style-type: none"> <li>▪ The primary aim of this activity is Environmental Protection, but it is evident that, for example, clean streets increase return visits!</li> </ul>
		<ul style="list-style-type: none"> <li>▪ Building Control</li> </ul>	<ul style="list-style-type: none"> <li>▪ Minor support arising from the management of dangerous structures</li> <li>▪ Provision of street trading licences (supporting street trading)</li> <li>▪ Promotion of pavement café legislation</li> </ul>	<ul style="list-style-type: none"> <li>▪ The primary aim of this activity is Environmental Protection, but it is evident that, for example, street markets and pavement cafes add to the tourism experience.</li> </ul>
		<ul style="list-style-type: none"> <li>▪ Planning</li> </ul>	<ul style="list-style-type: none"> <li>▪ Granting / approving applications for tourism facilities (e.g. hotels)</li> </ul>	<ul style="list-style-type: none"> <li>▪ The primary aim of this activity is Environmental Protection, but it is evident that, if tourist based facilities cannot gain planning permission, than the visitor experience in not as enhanced as it could be.</li> </ul>
		<ul style="list-style-type: none"> <li>▪ Facilities Management</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ensuring clean &amp; well-maintained public conveniences</li> </ul>	<ul style="list-style-type: none"> <li>▪ The primary aim of this activity is Environmental Protection, but it is evident that the presence of well-maintained public conveniences adds to the</li> </ul>

		<ul style="list-style-type: none"> <li>Building Control</li> </ul>	<ul style="list-style-type: none"> <li>Supporting greater value for money (VfM) via the redevelopment of derelict buildings</li> </ul>	<p>overall tourist experience in a positive fashion.</p> <ul style="list-style-type: none"> <li>The primary aim of this activity is Environmental Protection, but it is evident that if derelict buildings are restored this can add to the economic development of the district.</li> </ul>
	<ul style="list-style-type: none"> <li>Attracted investment and supported the creation of new jobs</li> </ul>	<ul style="list-style-type: none"> <li>Facilities Management</li> </ul>	<ul style="list-style-type: none"> <li>Supporting the attractiveness of the area within which to invest via maintenance regimes</li> </ul>	<ul style="list-style-type: none"> <li>A more visually attractive environment (i.e. well maintained buildings and planted areas, is likely to encourage both individuals and business to relocate to the area</li> </ul>
		<ul style="list-style-type: none"> <li>Planning</li> </ul>	<ul style="list-style-type: none"> <li>Granting / approving applications for major &amp; minor commercial developments</li> </ul>	<ul style="list-style-type: none"> <li>Properly applying planning policy within the context of the Local Area Development Plan, will ensure that planning applications which drive economic development are encouraged</li> </ul>
<b>Citizens &amp; Communities</b>	<ul style="list-style-type: none"> <li>Supported improved health and wellbeing outcomes</li> </ul>	<ul style="list-style-type: none"> <li>Waste Mgt &amp; Cleansing</li> </ul>	<ul style="list-style-type: none"> <li>Direct health outcomes arising from the removal of dead animals, cleansing of dog fouling etc.</li> </ul>	
		<ul style="list-style-type: none"> <li>Building Control</li> </ul>	<ul style="list-style-type: none"> <li>Enforcement of regulations driving building standards (e.g. disabled access etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Implementation of disabled access regulations, in relation to buildings across the</li> </ul>

				district, ensure that less able people can be more participative and engaged in community activities.
		<ul style="list-style-type: none"> <li>Planning</li> </ul>	<ul style="list-style-type: none"> <li>Provision of open space as a pre-requisite for the approval of residential development schemes etc.</li> </ul>	<ul style="list-style-type: none"> <li>Planning policy requires open space incorporation into residential developments. Improved opportunities for recreation which in turn supports improved health &amp; wellbeing outcomes.</li> </ul>
		<ul style="list-style-type: none"> <li>Facilities Management</li> </ul>	<ul style="list-style-type: none"> <li>Supporting outcomes via core maintenance activities e.g. grounds maintenance, pitch preparation etc.</li> </ul>	<ul style="list-style-type: none"> <li>Well maintained sporting facilities will encourage increased use, leading to improved health &amp; wellbeing outcomes.</li> </ul>
		<ul style="list-style-type: none"> <li>Waste Mgt &amp; Cleansing</li> </ul>	<ul style="list-style-type: none"> <li>Improved connectivity via the roll-out of broadband chipped bins across the entire District</li> <li>Provision of supplementary services e.g. grass verge cutting, clearing snow from pavements due to central government budget pressures</li> </ul>	
	<ul style="list-style-type: none"> <li>Advocated on your behalf specifically in relation to those issues which really matter to you</li> </ul>	<ul style="list-style-type: none"> <li>Waste Mgt &amp; Cleansing</li> </ul>	<ul style="list-style-type: none"> <li>Civic pride programmes</li> </ul>	
<b>Environment</b>	<ul style="list-style-type: none"> <li>Protected our natural and built environment</li> </ul>	<ul style="list-style-type: none"> <li>Waste Mgt &amp; Cleansing</li> </ul>	<ul style="list-style-type: none"> <li>Protecting the natural and built environment through core service delivery including refuse</li> </ul>	

			collection, waste disposal, landfill mgt, waste recycling, environmental cleansing, fleet mgt practices etc.	
		<ul style="list-style-type: none"> <li>▪ Building Control</li> </ul>	<ul style="list-style-type: none"> <li>▪ Enforcement of Building Control Regulations &amp; Licensing</li> </ul>	
		<ul style="list-style-type: none"> <li>▪ Planning</li> </ul>	<ul style="list-style-type: none"> <li>▪ Approval / refusal of Planning applications</li> <li>▪ Enforcement activity</li> </ul>	
		<ul style="list-style-type: none"> <li>▪ Facilities Management</li> </ul>	<ul style="list-style-type: none"> <li>▪ Mgt of green space (supporting biodiversity)</li> <li>▪ Effective maintenance of the Council's building stock (energy efficiency etc.)</li> <li>▪ Safe use of chemicals &amp; other potentially hazardous materials</li> <li>▪ Burial management responsibilities (including new cemetery provision)</li> </ul>	
		<ul style="list-style-type: none"> <li>▪ Waste Mgt &amp; Cleansing</li> </ul>	<ul style="list-style-type: none"> <li>▪ Fleet telemetry &amp; GIS</li> <li>▪ Routes optimisation exercise</li> <li>▪ Fleet review</li> <li>▪ Mechanisation of the Cleansing service</li> <li>▪ Waste management strategy (waste disposal)</li> </ul>	
<b>Organisation</b>	<b>Corporate Objective</b>	<ul style="list-style-type: none"> <li>▪ Building Control</li> </ul>	<ul style="list-style-type: none"> <li>▪ Integrated Licensing service</li> <li>▪ Integrated application process &amp; administrative support with Planning</li> <li>Remote working</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Transformed and modernised the</li> </ul>	<ul style="list-style-type: none"> <li>▪ Planning</li> </ul>	<ul style="list-style-type: none"> <li>▪ Planning improvement project</li> <li>▪ Joint validation &amp; inspection</li> </ul>	

	<p>Council, providing accessible as well as value for money services</p>	<ul style="list-style-type: none"> <li>▪ Facilities Management</li> </ul>	<p>regime with Building Control</p> <ul style="list-style-type: none"> <li>▪ Facilities management strategy</li> <li>▪ Consolidation of service on three main sites</li> <li>▪ Integrating core facilities management processes &amp; systems</li> <li>▪ Generic-based roles &amp; responsibilities (grounds &amp; building maintenance &amp; waste)</li> </ul>	
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## 6.0 Key Actions for 2015-16

### 6.1 Corporate Objective: Protect our Natural and Built Environment

This is the key corporate objective in terms of the services delivered by the Regulatory and Technical Services Directorate. Our work in managing waste, litter, in building regulations & planning and in maintaining our own estate, all contribute to this objective.

Key Directorate Actions	Timetable / Measures of Success
Fire Risk Assessment - Annual review of Council buildings	100%
Protect the environment via the enforcement of the EPB legislation	ongoing
Introduce standardised, safe and secure procedures for burials across Council's five public cemeteries	By end of Q4
Develop and agree Council policy for undertaking testing of Council portable electric appliances	By end of Q3
Appoint external specialist contractor to assist Council with its statutory obligations to control water borne bacteria within its buildings	By end of Q4
Periodic inspection of fixed electrical wiring in all Council properties (1/3 circuits) and address any remedial actions identified as having a safety consequence.	By end of Q4
Annual inspection of all Council building emergency lights and completion of any remedial action	By end of Q4
Undertake portable appliance testing on all Council's potable electric appliances and address any remedial action required	By end of Q3
Deliver a refuse collection service that meets the needs of our customers	>95%
Deliver a street cleansing service that meets the needs of our customers	>80%
Ensure that we avoid EU fines by meeting Recycling and Landfill targets	NILAS
Provide Quarterly reports to NIEA within time limits (NILAS, WDF, SIC, TRAN STAT)	Quarterly
Provide details of collection days to householders and trade waste customers	Annually <1% returns

Manage Drumanakelly & Aughnagun within the requirements of the PPC permit	Compliance
To inspect all petrol stations annually under the Petroleum Licensing Legislation	100%
To respond to Dangerous Structure notifications within 24 hours	90%
Progress proposals for best solution for Residual Waste management post 2015	ongoing
Promote various clean up initiatives within the district	Ongoing
Progress Wind Turbine scheme at Drumanakelly	Dependent on legal actions
Education programme re: inclusion of hard plastics in Blue Bins	Dependent on issuing of new contract
Increase number of Bring To sites	Ongoing
Implement recycling of road sweepings	Q1 2016
Implement recycling of Litter bin waste	Q2 2016
Add charities, sports clubs, caravans to blue bin collections	Q3/Q4 2016
Promote recycling for trade waste customers	Ongoing
Continue delivery of updated Environmental Education Plan	ongoing
Improve gas management at Drumanakelly	Q1
Progress Zero Waste going to Landfill	Ongoing
Implement Drumanakelly Closure Plan	Q4
Implement Aughnagun Closure Plan	Ongoing
Review site licensing requirements for NM&D council (CA, Landfill sites)	Q2 2016
Address disposal requirements for waste taken to Drumanakelly	Q1 2016
Provide a residual waste Transfer Station capability (Drumanakelly)	Q3
Apply ISO 14001 to Service Delivery in Env Services	Ongoing
To control BC and Planning infringements through consultation and inspection procedures	Ongoing

## 6.2 Corporate Objective: - Transform & modernise the Council, providing accessible as well as value for money services

This is the key corporate objective for Regulatory and Technical Services Directorate as the majority of our services are directly delivered to the rate payers of the district. Over the period of this planning period we will therefore seek to streamline and optimise many of those services.

<b>Key Directorate Actions</b>	<b>Timetable / Measures of Success</b>
To integrate a new dog licensing section into our Department	By Dec 2015
To re-locate transferring staff into the Newry and Downpatrick offices	By Oct 2016
All major planning applications determined within 30 weeks.	Q3 2016
To reduce by 50% the number of planning applications over 12 months old.	Q2 2016
To process all priority applications within 15 weeks (applications involving job creation, grant aid, disability provision).	Q2 2016
To process 75% of enforcement cases to an end point (case closure or service of an enforcement notice) within 36 weeks.	Q3 2016
Create and implement centralised control of staff and budgets for Security, Reception and Canteens in Monaghan Row, Downpatrick Civic Centre and Greenbank	By end of Q4
Devise and implement staff procedures to allow the "sharing" of skilled and unskilled staff across Building Maintenance and Grounds Maintenance	By end of Q4
Develop and implement an automated "planned maintenance schedule" within the context of a broader council wide asset management strategy	By end of Q4
Complaints management & reporting	Monthly
Ensure refuse fleet capable of delivering collection services	<10% down time
Quarterly updates on Business Plan, Risk Registers & Assurance Statements	Quarterly



To process all postal numbering queries within 14 days	90%
To process requests for development naming within 28 days	80%
To integrate all new staff in to the Section (previous Group Staff)	By Dec 2015
Planning costs to be within 5% of budget.	End of financial year
Review / reduce advertising costs associated with the planning function.	Q1 2016
Review range of planning functions to identify where charging mechanisms can be applied.	Q2 2016
Demonstrate overtime control/reduction (planned & unplanned)	<7% of staff costs
Monitor & report on data returns of ARC 21 contracts	Monthly
Departmental budget to be on or below budget	+/- 3%
All capital projects to come in on or below budget	+/- 10%
Total income to match budget predictions	not more that 5% under
Integrated application process and administrative support with Planning	Q2 2016
Optimise bulky waste service	Ongoing
Optimise black and blue bin waste collection	Q3 2016
Optimise organics waste collection service	Q3 2016
Rationalise rounds in line with NM&D council, taking into consideration TEEP requirements	Q3 2016
Bring Ballyward refuse collection service in house	Q1 2017
Optimise street cleansing requirements, with one uniform service	Q3 2016
Provide realistic and challenging Service Level Agreement and monitored via KPIs	100%
Introduce Pre application discussion procedure with an associated scale of fees.	By end of Q4
Integrated licensing service throughout the District	By Oct 2016
Progress Membership of Waste Management Group arc21	Ongoing

Open new Downpatrick Household Recycling Centre	Q1 2017
Optimise waste disposal contracts in line with NM&D council	Q2 2016
Standardise operation of HRC sites	Q3 2016
Purchase & commission new vehicles	ongoing
Implement Fleet Telemetry system across entire fleet	Q3 2016
Review fleet management requirements for NM&D council	Q1 2016
To achieve external accreditation (CSE)	By Oct 2016
Ensure Council meets Transport Operator Licence requirements	ongoing
Progress the Staff Structure process	By Sept 16
Comply with new Corporate CRM procedures when implemented	When Implemented
Progress collaborative service plans for Waste Disposal in NMD Council	Q2 2016
Progress collaborative service plans for Recycling in NM&Down Council	Q2 2016
Progress collaborative service plans for Enforcement in NM&Down Council	Q3 2016
Configure and roll out a pilot CRM project for Building Control / Environmental Health / Planning.	By end of Q4
To agree and begin implementation of Facilities Management Organisational Structure	By end of Q4
To agree and begin implementation of Maintenance Organisational Structure	By end of Q4
Optimising Trade Waste Collection	cost neutral
Staff familiarisation across former DDC & N&M	Ongoing
Training provided in line with agreed personal development plans.	Ongoing
Rigorously apply the Attendance Management Policy & Procedures	ongoing
Implement training matrix for staff	ongoing
Ensure department meets CSE assessment	

Standardise all staff terms and conditions	By Sept 16
Implement appropriate New Council training & development	As appropriate
Ensure department meets IIP & ISO requirements	Ongoing

### 6.3 Corporate Objective: Support Improved Health and Wellbeing Outcomes

This is an important corporate objective for Regulatory and Technical Services Directorate as a number of our services are directly related to the Health and Wellbeing of the ratepayers of the district.

Key Directorate Actions	Timetable / Measures of Success
Provide advice and service to the public in respect of dog control	97% within 3 days
To improve living conditions via the enforcement of the Building Regulations	100%
No work related accidents resulting in staff time loss or damage to Council equipment/property	No work related accidents
Progress Risk Assessment for all relevant activities	Q1
H&S Training provided / updated.	Q1 2016

#### 6.4 Corporate Objective: Empower and Improve the Capacity of Our Communities

This is an important corporate objective for Regulatory and Technical Services Directorate as a number of our services will directly assist in increasing the empowerment of the communities we serve.

Key Directorate Actions	Timetable / Measures of Success
To deliver an annual inspection service on our licensed premises	100%
To regulate the street trading licenses	ongoing
In partnership develop recycling and litter campaigns	Q2 2016
Maintain school recycling and Eco Schools membership via education	2 visits per school

## 7.0 Performance Metrics

- 7.1 The Directorate has developed the following set of performance metrics for collection, monitoring and reporting of Directorate performance throughout the 2015-16 financial year.

The metrics are a combination of project activity as well as project outcomes and are aligned with the strategic objectives of the Council, which the Directorate makes a significant contribution to.

During 2015-16 work will continue to baseline performance across the main functional areas. This information will be used to identify other suitable performance metrics as well as performance targets for future years.

### Regulatory & Technical Services Business Plan

Key Result Area 1: To serve our customers & community							
Ref.	Key Activities	Owner	Target	Q1 A-J 2015	Q2 J-S 2015	Q3 O-D 2015	Q4 J-M 2016
<b>Licensing</b>							
A1	To integrate a new dog licensing section into our Department		By Dec 2015				
A2	To deliver an annual inspection service on our licenced premises		100%				
A3	To regulate the street trading licences		ongoing				
A4	To process all postal numbering queries within 14 days		90%				
A5	To process requests for development naming within 28 days		80%				
A6	To inspect all petrol stations annually under the Petroleum Licensing Legislation		100%				
A7	Provide advice and service to the public in respect of dog control		97% within 3 days				
<b>Building Control</b>							
A8	To respond to Dangerous Structure notifications within 24 hours		90%				
A9	To integrate all new staff in to the Section (previous Group Staff)		By Dec 2015				
A10	To re-locate transferring staff into the Newry and Downpatrick offices		By Oct 2016				
A11	To improve living conditions via the enforcement of the Building Regulations		100%				
A12	Fire Risk Assessment - Annual review of Council buildings		100%				
<b>Energy Performance of Buildings</b>							
A13	Protect the environment via the enforcement of the EPB legislation		ongoing				
<b>Planning</b>							
A14	All major planning applications determined within 30 weeks.						

A15	To reduce by 50% the number of planning applications over 12 months old.						
A16	To process all priority applications within 15 weeks (applications involving job creation, grant aid, disability provision).						
A17	To process 75% of enforcement cases to an end point (case closure or service of an enforcement notice) within 36 weeks.						
<b>Facilities</b>							
A18	Create and implement centralised control of staff and budgets for Security, Reception and Canteens in Monaghan Row, Downpatrick Civic Centre and Greenbank		By end of Q4				
A19	Introduce standardised, safe and secure procedures for burials across Council's five public cemeteries		By end of Q4				
A20	Develop and agree Council policy for undertaking testing of Council portable electric appliances		By end of Q4				
A21	Appoint external specialist contractor to assist Council with its statutory obligations to control water borne v=bacteria within its buildings		By end of Q3				
<b>Maintenance</b>							
A22	Devise and implement staff procedures to allow the "sharing" of skilled and unskilled staff across Building Maintenance and Grounds Maintenance		By end of Q4				
A23	Periodic inspection of fixed electrical wiring in all Council properties (1/3 circuits) and address any remedial actions identified as having a safety consequence.		By end of Q4				
A24	Annual inspection of all Council building emergency lights and completion of any remedial action		By end of Q4				
A25	Undertake portable appliance testing on all Council's portable electric appliances and address any remedial action required		By end of Q4				
A26	Develop and implement an automated "planned maintenance schedule" within the context of a broader council wide asset management strategy		By end of Q4				
<b>Refuse Collection</b>							
A27	Deliver a refuse collection service that meets the needs of our customers		>95%				
<b>Environmental Cleansing</b>							
A28	Deliver a street cleansing service that meets the needs of our customers		>80%				
<b>Recycling</b>							
A29	Ensure that we avoid EU fines by meeting Recycling and Landfill targets		NILAS				
A30	Provide Quarterly reports to NIEA within time limits (NILAS, WDF, SIC, TRAN STAT)		Quarterly				
A31	Provide details of collection days to householders and trade waste customers		Annually <1% returns				
A32	Complaints management & reporting		Monthly				
A33	In partnership develop recycling and litter campaigns						
A34	Maintain school recycling and Eco Schools membership via education		2 visits per school				

<b>Waste Disposal / Processing</b>							
A35	Manage Drumanakelly & Aughnagun within the requirements of the PPC permit		Compliance				
<b>Fleet Management</b>							
A36	Ensure refuse fleet capable of delivering collection services		<10% down time				
<b>General</b>							
A37	Quarterly updates on Business Plan, Risk Registers & Assurance Statements		Quarterly				

**Key Result Area 2: Manage Our Costs**

Ref.	Key Activities	Owner	Target	Q1 A-J 2014	Q2 J-S 2014	Q3 O-D 2014	Q4 J-M 2015
<b>Planning</b>							
B1	Planning costs to be within 5% of budget.						
B2	Review / reduce advertising costs associated with the planning function.						
B3	Review range of planning functions to identify where charging mechanisms can be applied.						
<b>All</b>							
B4	Demonstrate overtime control/reduction (planned & unplanned)		<7% of staff costs				
B5	Progress proposals for best solution for Residual Waste management post 2015		ongoing				
B6	Monitor & report on data returns of ARC 21 contracts		Monthly				
B7	Departmental budget to be on or below budget		+/- 3%				
B8	All capital projects to come in on or below budget		+/- 10%				
B9	Total income to match budget predictions		not more that 5% under				
B10	No work related accidents resulting in staff time loss or damage to Council equipment/property		No work related accidents				

**Key Result Area 3: To improve our business processes**

Ref.	Key Activities	Owner	Target	Q1 A-J 2014	Q2 J-S 2014	Q3 O-D 2014	Q4 J-M 2015
<b>Building Control</b>							
C1	Integrated application process and administrative support with Planning						
C2	Provide realistic and challenging Service Level Agreement and monitored via KPIs		100%				
C3	Integrated licensing service throughout the District		By Oct 2016				
C4	To achieve external accreditation (CSE)		By Oct 2016				
C5	To control BC and Planning infringements through consultation and inspection procedures						

<b>Planning</b>							
C6	Configure and roll out a pilot CRM project for Building Control / Environmental Health / Planning.		By end of Q4				
C2	Introduce Pre application discussion procedure with an associated scale of fees.		By end of Q4				
<b>Facilities Management</b>							
C7	To agree and begin implementation of Facilities Management Organisational Structure		By end of Q4				
<b>Maintenance</b>							
C8	To agree and begin implementation of Maintenance Organisational Structure		By end of Q4				
<b>Refuse Collection</b>							
C9	Optimising Trade Waste Collection		cost neutral				
C10	Optimise bulky waste service		Ongoing				
C11	Optimise black and blue bin waste collection						
C12	Optimise organics waste collection service						
C13	Rationalise rounds in line with NM&D council, taking into consideration TEEP requirements						
C14	Bring Ballyward refuse collection service in house		Q1				
<b>Environmental Cleansing</b>							
C15	Promote various clean up initiatives within the district		Ongoing				
C16	Optimise street cleansing requirements, with one uniform service						
C17	Progress Risk Assessment for all relevant activities		Q1				
<b>Recycling</b>							
C18	Progress Wind Turbine scheme at Drumanakelly						
C19	Education programme re: inclusion of hard plastics in Blue Bins						
C20	Increase number of Bring To sites						
C21	Implement recycling of road sweepings						
C22	Implement recycling of Litter bin waste						
C23	Add charities, sports clubs, caravans to blue bin collections						
C24	Promote recycling for trade waste customers						
C25	Continue delivery of updated Environmental Education Plan		ongoing				
<b>Waste Disposal / Processing</b>							



C26	Improve gas management at Drumanakelly		Q1				
C27	Progress Zero Waste going to Landfill						
C28	Implement Drumanakelly Closure Plan		Q4				
C29	Implement Aughnagun Closure Plan						
C30	Progress Membership of Waste Management Group arc21		Ongoing				
C31	Open new Downpatrick Household Recycling Centre						
C32	Optimise waste disposal contracts in line with NM&D council						
C33	Review site licencing requirements for NM&D council (CA, Landfill sites)						
C34	Standardise operation of HRC sites						
C35	Address disposal requirements for waste taken to Drumanakelly						
C36	Provide a residual waste Transfer Station capability (Drumanakelly)		Q3				
<b>Fleet Management</b>							
C37	Purchase & commission new vehicles		ongoing				
C38	Implement Fleet Telemetry system across entire fleet						
C39	Review fleet management requirements for NM&D council						
C40	Ensure Council meets Transport Operator Licence requirements		ongoing				
<b>General</b>							
C41	Progress the Staff Structure process		By Sept 16				
C42	Comply with new Corporate CRM procedures when implemented		When Implemented				
C43	Progress collaborative service plans for Waste Disposal in NMD Council						
C44	Progress collaborative service plans for Recycling in NM&Down Council						
C45	Progress collaborative service plans for Enforcement in NM&Down Council						
C46	Apply ISO 14001 to Service Delivery in Env Services		Ongoing				

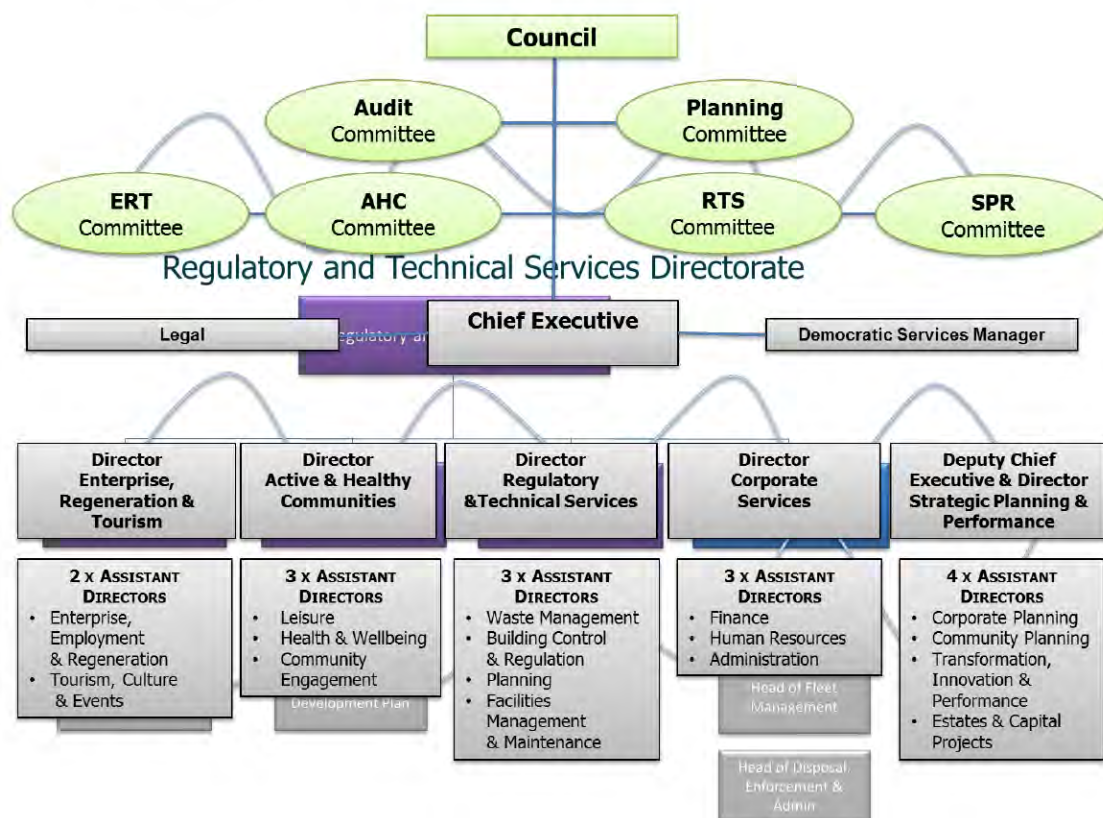
**Key Result Area 4: To develop our people**

Ref.	Key Activities	Owner	Target	Q1 A-J 2014	Q2 J-S 2014	Q3 O-D 2014	Q4 J-M 2015
<b>Planning</b>							
D1	Complete all stages of annual reporting cycle.						
D2	Training provided in line with agreed personal development plans.						

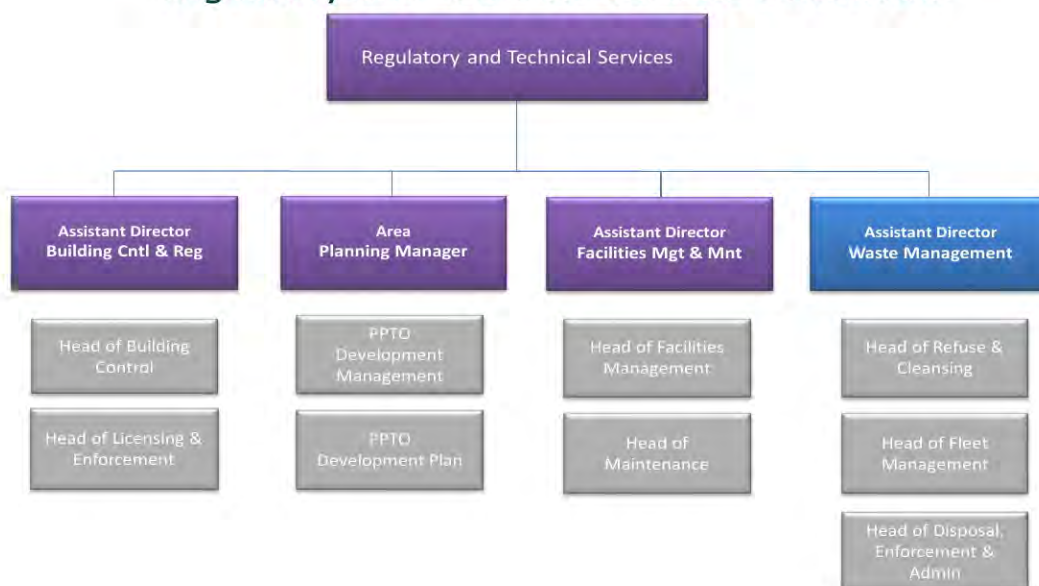
D3	H&S Training provided / updated.						
<b>All</b>							
D4	Rigorously apply the Attendance Management Policy & Procedures		ongoing				
D5	Implement training matrix for staff		ongoing				
D6	Ensure department meets CSE assessment						
D7	Standardise all staff terms and conditions		By Sept 16				
D8	Implement appropriate New Council training & development		As appropriate				
D9	Ensure department meets IIP & ISO requirements		Ongoing				
D10	Staff familiarisation across former DDC & N&M						

## 8.0 Directorate Structure

8.1 The Active & Healthy Communities Directorate is one of five service Departments, which together comprise the management structure of the Council. The management structure of the Council is set-out in Figure 1 and the Directorate it is set-out in Figure 2.



### Regulatory and Technical Services Directorate



## 9.0 Financial Information

<b>Net Estimated Budget for 2015-2016</b>	
<b>Building Control and Regulation</b>	<b>£248,057</b>
<b>Planning</b>	<b>£459,000</b>
<b>Facilities Management and Maintenance</b>	<b>£4,043,184</b>
<b>Waste Management</b>	<b>£15,226,244</b>
<b>Total</b>	<b>19,976,485</b>

## 10.0 Political Governance

### **Regulatory and Technical Services Committee**

Chairman: Councillor Terry Andrews

Vice-Chairman: Councillor Sinead Ennis

Councillors:

- Councillor Patrick Brown
- Councillor Charlie Casey
- Councillor Sean Doran
- Councillor Gillian Fitzpatrick
- Councillor Glynn Hanna
- Councillor Valerie Harte
- Councillor Harry Harvey
- Councillor Harold McKee
- Councillor Mark Murnin
- Councillor Pol O'Gribin
- Councillor Gareth Sharvin
- Councillor Henry Reilly
- Councillor David Taylor

<b>Agenda Item:</b>	Facilities Management and Maintenance
<b>Report to:</b>	Regulatory & Technical Services Committee
<b>Subject:</b>	Report on Bus Shelter Requests
<b>Date:</b>	10 <sup>th</sup> December 2015
<b>Reporting Officer:</b>	Canice O'Rourke
<b>Contact Officer:</b>	Kevin Scullion

### **Decisions Required**

Members are asked to note the contents of the report, and consider and agree to:

Provision of a bus shelter at Drumaness/Newcastle Road, Drumaness – Belfast Direction subject to availability of funding.

#### 1.0 **Purpose & Background**

1.1

The Council is empowered under the Local Government Miscellaneous Provisions (NI) Order 1985, with the consent of the Department of Regional Development to erect and maintain on any road within the district, shelters for the protection from weather of persons waiting to enter public service vehicles.

At its Monthly Meeting held on 7<sup>th</sup> September 2015 the Council agreed a policy and set of procedures to be used to address requests for the erection and removal of bus shelters in the Council area.

Attached at Appendix 1 is a report providing an update on requests with recommendations provided for approval/consideration.

#### 2.0 **Key Issues**

2.1 The recommendations provided are in line with Council Policy on bus shelters.

#### 3.0 **Resource Implications**

3.1 Budget within this financial year for provision of bus shelters is £5000.00. Report to be made to Council's SPR Committee in December to seek additional funding to meet current approved requests for bus shelters.

#### 4.0 **Appendices**

**Appendix I – Report on Bus Shelter Requests**

## **Appendix 1: Report on Bus Shelter Requests**

### **Section A: Bus Shelters Requests for consideration to Approve**

#### **1. Drumaness/Newcastle Road, Drumaness – Belfast Direction**

##### **Background & Summary of Findings to date**

A request was received on 8 April 2013.

Legacy Down District Council had agreed in principle to locate a bus shelter at this location during 2014/2015 subject to agreement on exact location given some issues with the surrounding terrain. In addition the following requirements would need to be complied with.

1. Shelter to be erected to rear of site.
2. A minimum unobstructed footway width of 2 m be maintained for pedestrians
3. The shelter be open sided.

Table 1 below summaries consultation which took place at that time by Legacy Down District Council.

**Table 1**

<b>Consultee</b>	<b>Response</b>	<b>Comment</b>
Transport NI	No objections in principle	Complies with Policy
PSNI	No Objections	Complies with Policy
Translink	Well used site	Complies with Policy
Local property owners/residents within 50 meter radius of proposed site	No properties within 50 m radius	Complies with Policy

It will be noted that the proposed site meets with Council policy.

#### **Recommendations**

Subject to availability of budget a canteliver type bus shelter without sides to be installed at this location and to include the provision of a seat.

<b>Agenda Item:</b>	Facilities Management and Maintenance
<b>Report to:</b>	Regulatory & Technical Services Committee
<b>Subject:</b>	Dechomet Graveyard, Ballyward Capital Scheme for Pathway Access
<b>Date:</b>	10 <sup>th</sup> December 2015
<b>Reporting Officer:</b>	Canice O'Rourke
<b>Contact Officer:</b>	Kevin Scullion

### **Decisions Required**

Members are asked to note the contents of the report:

Application for funding from Heritage Lottery Fund to create a pathway into Dechomet Graveyard has been unsuccessful. Proposed Capital Spend of £25,000.00 has been submitted for consideration by Council in 2016/2017 Capital Projects.

#### **1.0 Purpose & Background**

1.1 It was reported at the Regulatory and Technical Committee in August this year that the new Council had taken ownership of Dechomet Graveyard. The discussion at the August Meeting was in relation to the absence of a pathway into the Graveyard. Officers advised that the provision of a pathway is likely to cost in the region of £25,000.00 and that there was no budget for this in the current financial year.

It was agreed that Council Officers explore the possibility of sourcing funding for this work from a specific stream within the Big Lottery Heritage fund and report back to the Committee.

Officers have made an application for funding this project through the Heritage Lottery Fund 'Our Heritage' programme. This application has been unsuccessful as it is considered by the funders that the provision of the pathway to be a statutory responsibility of the Council under the Disability Discrimination Act 1995.

The funders did advise that a modest grant for some complementary activities such as interpretative panels to tell the history of the graveyard, guided tours of the graveyard, volunteer training to maintain the graveyard, researching the history from headstones etc may be available from them.



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## 2.0 **Key Issues**

- 2.1 No external funding available for this project. Consideration for funding this project in 2016/2017 to be considered by Council.

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## 3.0 **Resource Implications**

- 3.1 Approximately £25,000 spend on the Scheme.

Officers from Estates to take the lead on the design and management of the Project.

Council's Legal Department to draw up a Right of Way Agreement with the current landowner.

Newry, Mourne and Down District Council to apply for their own scheduled monument consent under the Historic Monuments and Archaeological Objects NIE Order 1995 to deliver the project and carry out remedial repairs to a listed historical monument (Chimney Stack within the privately owned field).

Newry, Mourne and Down District Council to tender for an Archaeological Dig of the site as part of the NIEA Regulations, costing to be included in the overall budget (Estimated cost is £850.00, however if remains are discovered it can cost an additional £3,000.00).

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## 4.0 **Appendices**

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## Applications Received

Month	2014	2015
April	140	164
May	185	171
June	100	148
July	128	152
August	119	102
September	145	136
October	125	144
November	107	115
Total	1049	1132

## No. of Applications Decided

Month	2014	2015
April	87	20
May	106	69
June	106	66
July	128	84
August	122	72
September	118	119
October	121	130
November	115	95
Total	903	655

The reduction in applications decided in November is a result of other unavoidable activities, reducing available time to focus on planning activities

- A significant number of appeals had to be submitted to the PAC
- Two senior planners were involved in recruitment activity
- Planners are approaching the end of the leave year

## Breakdown of Decisions 1 April – 31 October 2015

Decision	Total	Percentage
Approve	599	93%
Refuse	56	7%
Total	655	100%

TRANSPORT LEGISLATION



37

Newry, Mourne and Down District Council  
O'Hagan House  
Monaghan Row  
NEWRY  
BT35 8DJ

Room 3-01  
Clarence Court  
10-18 Adelaide Street  
Belfast  
BT2 8GB  
Your ref:  
Our ref: DR1-15-7991  
Phone: 028 9054 0496  
Email: alex.ferguson@drdni.gov.uk

Date: 25th November 2015

Dear Sir/Madam

**The U6076 Cloughanramer Road, Newry (Abandonment) Order (Northern Ireland)  
2015 – S. R. 2015 No. 374**

Please find enclosed a copy of the above mentioned Statutory Rule and associated map for your information.

Yours faithfully

*A Ferguson*

Alex Ferguson  
Transport Policy, Strategy & Legislation Division

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STATUTORY RULES OF NORTHERN IRELAND

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**2015 No. 374**

**ROADS**

**The U6076 Cloughanramer Road, Newry (Abandonment) Order  
(Northern Ireland) 2015**

*Made* - - - - - *24th November 2015*

*Coming into operation* - - - - - *27th January 2016*

The Department for Regional Development(a) makes the following Order in exercise of the powers conferred by Article 68(1) and (5) of the Roads (Northern Ireland) Order 1993(b) and now vested in it(c).

The Department in accordance with Article 68(4) of that Order proposes to abandon the area of road described in the Schedule as it is not necessary.

Notice has been published, served and displayed in compliance with paragraphs 1, 2 and 3 of Schedule 8 to that Order.

No objection has been received.

**Citation and commencement**

1. This Order may be cited as The U6076 Cloughanramer Road, Newry (Abandonment) Order (Northern Ireland) 2015 and shall come into operation on 27th January 2016.

**Application**

2. The area of road described in the Schedule is abandoned.

3.—(1) All existing cables, wires, mains, pipes or other apparatus placed along, across, over or under the abandoned area of road shall be retained.

(2) All existing rights as to the use or maintenance of such cables, wires, mains, pipes or other apparatus shall be preserved.

Sealed with the Official Seal of the Department for Regional Development on 24th November 2015

(L.S.)

*G F McKenna*  
A senior officer of the Department for Regional Development

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(a) S.I. 1999/283 (N.I. 1) Article 3(1)  
(b) S.I. 1993/3160 (N.I. 15)  
(c) S.R. 1999 No. 481 Article 6(d) and Schedule 4 Part IV

## SCHEDULE

Article 2

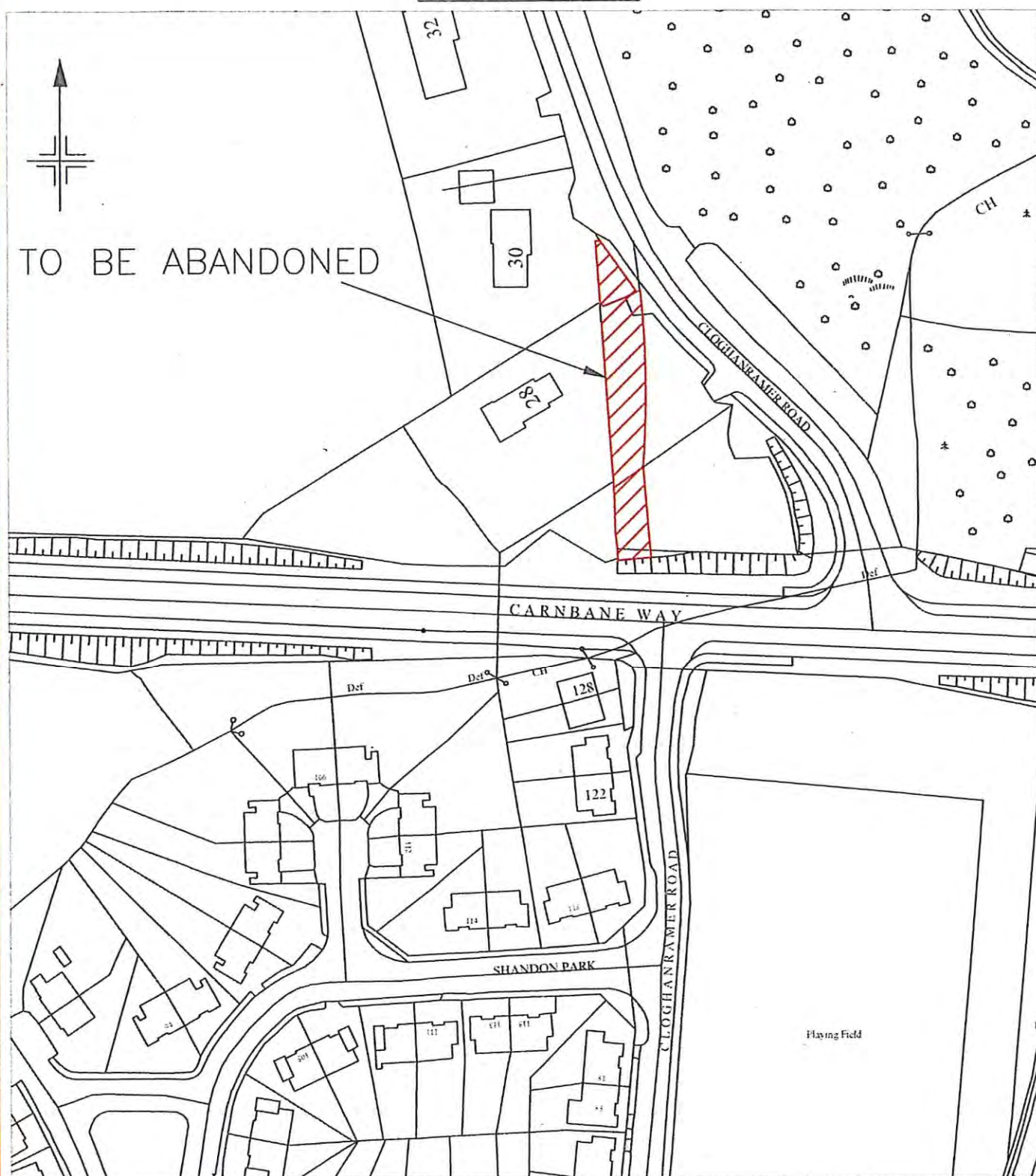
### AREA OF ROAD TO BE ABANDONED

An area of 525 square metres of superseded road at the U6076 Cloughanramer Road, Newry extending in a southerly direction to a point 51 metres west of the Cloughanramer Road/Carbane Way junction, more particularly delineated and shown hatched and coloured red on Map No. DR1/15/390431.

A copy of the map has been deposited at the Department's Headquarters, Room 3-01, Clarence Court, 10-18 Adelaide Street, Belfast and at TransportNI, Lands Section, Southern Division, Marlborough House, Central Way, Craigavon.

# Land and Property Services

## ACE MAP



**DEPARTMENT FOR REGIONAL DEVELOPMENT**

Map No. DR1/15/390431 referred to in "The U6076 Cloughanramer Road, Newry (Abandonment) Order (Northern Ireland) 2015" made by the Department on 24th November 2015 and coming into operation on 27th January 2016.

©Based upon the Ordnance Survey map with the Permission of the Director and the Chief Executive.

Crown Copyright

SCALE 1:1250



Department of the  
**Environment**  
www.doeni.gov.uk

Environmental Policy Division  
6<sup>th</sup> Floor Goodwood House  
44-58 May Street  
Town Parks  
Belfast  
BT1 4NN

Telephone: 028 9025 4851  
Fax: 028 9025 6079  
Email: Janis.purdy@doeni.gov.uk

Your reference:  
Our reference:

Date: 26 November 2015

Dear Consultee

### **Consultation on changes to the plastic packaging recycling business targets for 2016-17 and new targets for plastic and glass for 2018-20**

The Department of the Environment has published the above named consultation paper as part of a UK-wide consultation. We invite you to participate and seek views on proposals to amend the plastic and glass recycling business targets in the Producer Responsibility Obligations (Packaging Waste) Regulations (Northern Ireland) 2007 (the Regulations).

#### **Consultation Options**

The Regulations, and corresponding GB regulations, require producers of packaging to ensure that a proportion of the packaging they handle is recovered and recycled. The proportion they must ensure is recovered and recycled depends on a) the amount of packaging they have handled, b) the activity they have carried out on that packaging e.g. retailing, pack filling etc and c) the Northern Ireland/ GB business targets.

This consultation seeks views on amending the recycling business targets for plastic and glass packaging.

The options for plastic are:

- a) Option P1 – Do not amend the plastic recycling business targets then keep at 57% to 2020.
- b) Option P2 – Amend the existing plastic recycling business target to 48% in 2016 then increase by 1% each year to 2020.
- c) Option P3 – Amend the existing plastic recycling business target to 49% in

2016 then increase by 2% each year to 2020.

### **Option 3 is the preferred option.**

The options for glass are:

Option G1 – Do not amend the glass recycling business target then keep at 77% to 2020.

Option G2 – Do not amend the glass recycling business target then increase by 1% to 2020.

**There is no preferred option.**

**We welcome views from respondents on which options are most desirable and the reasons why. We would also welcome any further evidence and comments on the evidence provided in this consultation especially regarding the data which underpins the targets and impacts on the costs/benefits.**

**The overarching aim is to have appropriate targets which ensure continued compliance with the EU Packaging Directive targets whilst maximising the benefits for consumers, businesses and the environment.**

### **Consultation process**

This consultation paper is presented by the Department for Environment, Food and Rural Affairs, the Scottish Government, the Department of the Environment for Northern Ireland, and the Welsh Government. It can be found on the website: <https://consult.defra.gov.uk/waste/plasticandglasstargets>

You can also request a hard copy by telephone (02890 254851), by textphone (02890 540642), by fax (02890 256079) or in writing from the above address.

The consultation will start on 26 November 2015. Responses should be received **no later than 23 December 2015**. The consultation has been reduced in order to make a decision by Budget 2016. If you wish to discuss the options in the consultation document and impact assessment please see contact details below.

All responses should be sent by email to [packaging@defra.gsi.gov.uk](mailto:packaging@defra.gsi.gov.uk), or by post to  
Producer Responsibility  
Department for Environment, Food and Rural Affairs  
Area 2B Nobel House  
17 Smith Square  
London  
SW1P 3JR

Respondents in Northern Ireland should also send their response by email to [wslpr@doeni.gov.uk](mailto:wslpr@doeni.gov.uk), or by post to:

Janis Purdy



Environmental Policy Division  
DoENI  
6th Floor, Goodwood House  
44-58 May Street  
BELFAST  
BT1 4NN

Please make sure that any email responses are clearly marked '**Plastic and Glass Targets Consultation Responses**'.

In your response, please explain who you are and, where relevant, whom you represent and give your name and appropriate contact details.

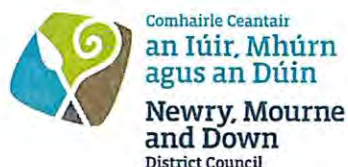
Equality screening of the proposals has concluded that they do not impact on equality of opportunity on any of the groups specified in Section 75. The Equality Commission will receive copies of this consultation document as part of this consultation exercise and any comments received from the Commission will be taken into account.

The Human Rights Act 1998 implements the European Convention on Human Rights. The 1998 Act makes it unlawful for any public authority to act in a way that is incompatible with these rights. We believe that the proposals in this consultation document are compatible with the Human Rights Act, but would welcome any views that you might have. The Human Rights Commission will receive copies of this consultation document as part of this consultation exercise and any comments received from the Commission will be taken into account.

Yours faithfully

*Janis Purdy*

**JANIS PURDY**



## NEWRY, MOURNE AND DOWN DISTRICT COUNCIL

### ***A MEETING OF THE ANTI-LITTER WORKING GROUP WAS HELD ON 20 NOVEMBER 2015 IN THE BOARDROOM MONAGHAN ROW OFFICES***

The meeting commenced at 2.00 pm with the following in attendance:-

In the Chair	Councillor Gary Stokes Councillor Charlie Casey Councillor Harold Mc Kee Councillor Billy Walker Councillor Jarlath Tinnelly
--------------	--

Mr Joe Parkes	Assistant Director of Regulatory and Technical Services
Mr Liam Dinsmore	Management Services Officer
Karen Monaghan	Administrative Assistant

### **Apology**

There were no apologies recorded.

### **Introductions**

Councillor Stokes began by stating that he had asked for an Anti-Litter Working Group to be set up to decide on the best way forward using expertise gained by both Newry and Down districts.

Councillor Casey suggested that Councillor Stokes be the chairman for the time being until the group was up and running properly and then for a permanent chairman to be appointed with agreed regular meetings.

Councillor Stoke requested each attendee to introduce themselves for the benefit of others in attendance.

Councillor Stokes advised that from his experience, there was an ongoing battle with the litter issue in Newry City and asked if there was anything that the group could suggest doing differently. He asked whether this was a Council issue, or if it was the fault of the local people or lack of enforcement.

Councillor Walker concurred with the need to strengthen enforcement which, needed a more robust system of fixed penalty notices, in his opinion.

Councillor Walker stated that the ultimate responsibility lay with the Council to enforce an anti-litter strategy.

Mr Parkes advised that now that the Council covered a larger area his suggestion would be to tie this issue in with other statutory bodies for e.g. "Keep Northern Ireland Beautiful", DOE and NIEA.

Councillor Walker said that Community Groups and not just Council Officers, should go into the schools to educate the children and that holding competitions with prizes for anti-littering ideas could be useful.

Councillor Stokes agreed with Councillor Walker but said that the people involved in anti-littering projects or clubs tended to be people who didn't litter and that Council consider pitching the logo near to home e.g. Keep Newry Tidy, Keep Warrenpoint Tidy, and that this could go along way to giving people pride in their own areas and encouraging civic pride in general. Councillor Walker informed everyone of the Down Council initiative which had been used in the past with some success. The initiative was called "Down Your Street/Live Here Love Here.

Mr Parkes provided information to the meeting regarding the "Down Your Street/Live Here Love Here" initiative.

Councillor Tinnelly asked if the Council had bye-laws in place for littering, dog fouling etc. and if Council officials could be given the authority to enforce Fixed Penalty Notices. The general response was that it was up to the PSNI to enforce bye-laws.

Councillor Walker outlined the difficulties with respect to enforcement of a Fixed Penalty Notice and questioned whether the present legislation was adequate.

Councillor Stokes advised that fast food packaging was the worst cause of street littering by young adults, especially after a night out.

Councillor Mc Kee said that he was in agreement with all other speakers and provided information especially relating to the problem of Marine Litter.

Mr Dinsmore advised that 3 no. district strands had been discussed, viz-a-viz; enforcement, education and strategy going on to say that a strategy document was required, to embrace all aspects as proposed by the members.

Councillor Casey stated that the issues raised were of major concern and that he did not want this committee to be a glorified talking shop but that he wanted it to lead to something concrete being done. He suggested focusing on estates which were the worst offenders and having more staff to deal with the issue of littering. Councillor Walker suggested naming and shaming the people concerned.

Councillor Stokes advised that in his view, enforcement was the only way forward.

Discussion was held in relation to different types of cleansing operations and as to the need to ensure that the Public Realm Schemes did consider street cleansing systems and accessibility for equipment. Mr Parkes advised that systems would be considered as part of an overall review.

Councillor Casey said that all staff had to contribute, making sure street litter bins were not overflowing, mechanical sweepers cleaning up properly with more regular cleaning and emptying of street litter bins to be made more of a priority.

Mr Parkes said that the approach should be tied-in with the Council's Corporate Plan. He listed some points which had been covered:-

- Meeting to be not just a talking shop, but to have actions put through the respective committees
- Encourage Civic Pride
- Include Statutory Agencies such as NIEA, DOE and "Keep N.I. Beautiful"
- Invite members of these Agencies along to the next meeting
- Devise a better way of doing things through our Street Cleansing activities.

Mr Parkes also stated that recently an FOI had been completed with the outcome being that the Council was spending £2 million, approximately, a year on Street Cleansing.

Councillor Stokes was in agreement with the group coming back with concrete suggestions to the next meeting and asked that the group engage with others, with the intention that Officers did bring back to the next meeting, a discussion document to address the related aspects of a Litter Strategy for Newry, Mourne and Down District Council.

Councillor Mc Kee asked for a breakdown on costs relating to littering.

### **Marine Litter Task Force**

Mr Parkes advised that Tidy Northern Ireland had produced a report for Northern Ireland and that the proposed meeting should extend an invitation to Mr Ian Humphreys, CEO, Tidy Northern Ireland, to explain in more detail about the survey taken and to give advice on cleanliness of beaches as Newry, Mourne and Down district has 100 miles of coastline.

Discussion was held in relation to problems of Marine Litter and the purpose of the Marine Litter Strategy.

Officers noted that a quarterly survey was undertaken and that the results did highlight that litter on our coastline did tend to suggest that there was a link between the harbour activity and litter levels.

Councillor Mc Kee advised that the Harbour Master at Kilkeel was keen to explore means to reduce litter levels around the Kilkeel Harbour.

Mr Dinsmore advised that officials did wish to explore a grant-aid opportunity for a scheme which was targeted at waste reduction in and around harbours and advised that such grant-aid could be investigated. This was agreed.

Councillor Mc Kee suggested that the Harbour Authority at Kilkeel could be invited also to a future meeting of the Litter Strategy Group, as they may be able to give ideas on the issue of fishermen littering the sea.

### **Next Meeting**

The meeting ended at 3.15 pm with the date of the next meeting arranged for 15 January 2016.

### **Recommendations**

Arising from the meeting the following actions were agreed:-

1. Mr Ian Humphreys, CEO, Tidy Towns, Northern Ireland, to be invited to address the Litter Strategy Sub-Committee, scheduled for 15 January 2016.
2. Officials to prepare a Draft Litter Strategy, addressing items as discussed on 20 November 2015 for consideration by the Litter Strategy Sub-committee.
3. Marine Litter Task Force to be incorporated into the Litter Strategy and Officials to include relevant aspects to the Marine Strategy within the Litter Strategy document.
4. Officials to target litter from Harbours and to seek grant-aid for a campaign to address littering from Harbours as a priority in 2016.
5. Marine Litter Task Force to be covered by the Anti-Litter Working Group.

**Mr Liam Dinsmore**  
**Management Services Officer**

24 November 2015



**JOINT COMMITTEE**  
**3 December 2015**

**MEMBERS' MONTHLY BULLETIN**

The purpose of this Bulletin is to provide Members with an executive summary of the various agenda items which will be considered by the Joint Committee at its forthcoming meeting. The titles highlighted in blue relate to the various agenda items.

**Item 3 - Minutes of Joint Committee meeting 007 held on 5 November 2015**

**For approval**

The Joint Committee's approval is sought for the minutes of the meeting held on 5 November 2015.

**'IN COMMITTEE' ITEMS - COMMERCIALY CONFIDENTIAL**

**Item 5 - Minutes of Joint Committee meeting 007 held 'in committee' on 5 November 2015**

**For approval**

The Joint Committee's approval is sought for the minutes of the meeting held 'in committee' on 5 November 2015.

**Item 6 - Residual Waste Treatment Project**

**For noting**

**The Procurement Process** - Procurement activities have been reduced to a low level of intensity to minimise nugatory expenditure until there is better visibility on the direction of planning issues.

**Planning Application** - A request for the DOE to make a referral to the Planning Appeals Commission was made in writing on 16th October 2015. The PAC is chasing the DOE to submit request documentation to commence the formal process.

Work is on-going in preparing papers for consideration by stakeholders.

The Joint Committee is asked to note the report.



**JOINT COMMITTEE**  
**3 December 2015**

**Item 7 - Provision of a Haulage Service****Recommendation for consideration and approval**

Current contract for Haulage Services expires on 31 March 2016 and the provision of that service is required from 1 April 2016.

The Joint Committee is asked to approve the main elements of the specification to be included in the tender documents.

**RETURN TO MAIN AGENDA****Item 8 - Contracts and Performance Update****Recommendation for consideration and approval**

No major operational difficulties were experienced with any of the service contracts with all non compliance issues suitably addressed and no need for further action.

The monthly level of contamination at the MRF has slightly increased.

It is recommended that the street sweepings contract be extended by a further 18 months.

The position with respect to meeting this year's NILAS target remains encouraging.

The Joint Committee is asked to approve the recommendation in relation to Street Sweepings and note the rest of the report.

**Item 9 - Waste Programme Board Meeting****For noting**

The purpose of the report is to inform Members on the latest workings of the Waste Programme Board.

The Joint Committee is asked to note the report.



**JOINT COMMITTEE**  
**3 December 2015**

**Item 10 - Audit Committee - Approved Minutes****For noting**

The minutes of the Audit Committee, once approved, are presented to the Joint Committee as part of the governance arrangements of the organisation.

The last meeting of the Audit Committee took place on 16 October 2015 and at that meeting the Audit Committee approved the minutes of the meeting held on 19 June 2015.

The Joint Committee is asked to note the minutes.

**Item 11 - Schedule of Regular Meetings 2016****Recommendation for consideration and approval**

The Joint Committee is presented with the proposed schedule of regular meetings for the calendar year 2016 and asked to approve the dates accordingly.

**Next Meeting: Thursday 28 January 10.30am, hosted by Antrim and Newtownabbey Borough Council.**



**ITEM 2**  
**Minutes**  
**arc21 Steering Group Meeting No 005**  
**Tuesday 27 October 2015 at 10.30am**  
**Belfast Castle**

**Present:**

Antrim & Newtownabbey Borough Council	Geraldine Girvan Jim Gurney
Ards & North Down Borough Council	David Lindsay
Belfast City Council	Tim Walker ( <i>Chair</i> )
Lisburn & Castlereagh City Council	Tim Smith
Mid & East Antrim Borough Council	Donna Carey
Newry, Mourne & Down District Council	Joe Parkes
arc21	John Quinn George Craig Ricky Burnett Karen Boal Heather Campbell ( <i>Acting Secretary</i> )

**1. Apologies**

Apologies were received from Mr John Green, Ms Siobhan Toland, Mr Cormac Quinn, Ms Heather Moore, Mr Albert Reynolds, Ms Noeleen O'Malley, Mr Philip Thompson, and Mr Canice O'Rourke.

**2. Minutes of Steering Group Meeting 004**

Minutes of Steering Group Meeting 004 held on 21 September 2015 were proposed by Mr Jim Gurney and seconded by Mr Joe Parkes.

**Action: Agreed**

**3. Matters Arising**

The Chair called for any matters arising from these minutes and the following issues were raised.

*Glassdon Collection issues* - Mr Burnett advised that the previous issues appeared to have been suitably addressed. He noted that there appeared to be an issue associated with one site in Donaghadee and that arrangements were being made to further examine such.

**Action: Noted**

**AGENDA**

*Organics Contract* - Mr Craig updated the meeting by informing Officers that the due diligence review of the NWP proposal was nearing completion and that he would provide a further update at the next meeting.

**Action: Mr Craig**

*MRF* - Mr Burnett reported that a number of presentations had taken place with the operatives which had gone well with a number more planned in the forthcoming weeks.

**Action: Noted**

*Tender evaluation training* - Mr Burnett advised that both he and Ms Johnson had recently attended e-procurement system training and that they would be looking at future Officer training around mid Jan 2016.

**Action: Noted**

#### 4. Conflicts of Interest Statement

The Chair called for any conflicts of interest in relation to the matters to be discussed at the meeting. There were none.

**Action: Noted**

#### 5. Confidential Matters

Matters of a confidential nature were discussed and recorded separately.

**Action: Noted**

#### 6. Contracts and Performance Update

Mr Burnett presented a report to advise the Steering Group on progress with the core contracts relating to processing and disposal infrastructure i.e. MRF, Landfill, Bring Sites, and Organic Treatment, followed by the monthly update in regards to the performance indicators.

He reported that no major operational difficulties had been experienced with any of the contracts with all non compliance issues suitably addressed and no need for further action.

*Organics* - Mr Burnett reported that the NIEA had sent out letters to all Chief Executives on 16 October in relation to forthcoming obligations under the Food Waste (NI) Regulations 2015. A copy of the letter is to be circulated to Officers following the meeting.

**Action: Mr Burnett**

Mr Burnett reported that he was looking to progress a Compositional Analysis which would incorporate sampling during the winter months when the garden waste fraction would be at a minimum. Following discussion and to assist with the development of a methodology it was agreed that each Council would provide, by Friday 6 November, the following information:

1. All their organic household collection schedules incorporating food waste;
2. The number of houses served by each of the scheduled collection runs; and
3. A brief description of the socio/economic grouping served by each of the scheduled collection runs.

Mr Lindsay reiterated that he would like the sampling from his Council area to be taken after his Council has taken measures designed to improve capture and recycling of material collected at the kerbside.

**AGENDA**

Mr Burnett advised if there were any other issues with timing, Officers were to inform him accordingly.

**Action: ALL**

*Supplies Contract* - Mr Burnett reported that the current contract will expire in December and having duly considered the options he recommended that the contract be extended by a further 6 months.

Following discussion the Steering Group agreed to endorse the recommendation for submission to the Joint Committee at its next meeting.

**Action: Agreed**

*WEEE* - Mr Burnett advised that he was in the process of completing an application in partnership with ERP and Refresh Appliances to bid for funding in respect of the WEEE/BIS Local Project Fund and, following a request from Officers, he would circulate a copy of the application form for information.

**Action: Mr Burnett**

*Revenue Share* - Mr Craig reported that the second quarter figures had improved slightly but suggested Councils continue with allocating the figure of £28 per tonne for Qtr 2. This approach was approved by the Steering Group and Mr Craig is to send out the information to enable Councils to invoice arc21 for the amounts due for July to September period.

**Action: Mr Craig**

*Appendix D, Page 27* - Officers noted some name mistakes with the wording of Councils in this report.

**Action: Noted**

Following discussion the Steering Group noted the report.

**Action: Noted**

## 7. Revenue Estimates

Mr Craig presented the Steering Group with the updated Revenue Estimates in respect of the Council Contributions of arc21 for the four year period from 2016/17 to 2019/20

He reported that Newry, Mourne and Down had now agreed a policy in which it will increase its services required from arc21 in a stepped manner, with its annual contribution to the running costs of the Joint Committee reflecting this approach. This will be by one third annually over the next three years so that by the year 2018/19 it will be receiving the same level of services from arc21 as all other Participant Councils and therefore making its full pro rata contribution at that time. He advised that the Revenue Estimates presented had been updated to reflect this approach.

Following discussion the Steering Group agreed that the updated Revenue Estimates be presented to the Joint Committee for formal approval.

**Action: Agreed**

**AGENDA**

## 8. Council Update (Open Forum)

Mr Walker reported on a recent Sinn Fein meeting and noted the discussion on arc21 and incineration.

**Action: Noted**

*BCC Recycling Centre Charging* - Mr Walker raised the report from the IESE Review and advised that he was seeking internal legal advice on the content but enquired whether there was any appetite within the group to challenge the ombudsman's decisions. Mr Burnett advised that to enable consideration of this, it would be necessary to understand the reasoning in the IESE review and that a further examination of such would only be possible once the information was available.

**Action: Mr Walker**

*Antrim and Newtownabbey CA Site* - Mr Gurney advised Members of the opening of the new site and welcomed all to visit.

**Action: Noted**

## 9. AOB

### 9.1 Consultation on Waste Electrical and Electronic Equipment Code of Practice (October 2015)

Mr Burnett presented a report to advise the Steering Group on the consultation paper issued by BIS. He reported that the purpose of the consultation was to seek views on a redrafted WEEE Code of Practice on collection from Designated Collection Facilities.

A draft response was presented and discussed and it was agreed that the Steering Group endorse the draft response for submission to BIS by the deadline of 28 October 2015 and subsequently presented for retrospective endorsement by the Joint Committee at its next meeting.

**Action: Agreed**

### 9.2 Consultation on Waste Electrical and Electronic Equipment Compliance Fee Methodology - Evaluation of Proposals

Mr Burnett presented a report to advise the Steering Group on the consultation paper issued by BIS.

He reported that the purpose of the consultation is to seek views on:

- Whether the Secretary of State should approve a compliance fee for 2015; and
- How well the proposals meet the published evaluation criteria.

A draft response was presented for consideration and following discussion it was agreed to endorse the draft response, subject to any further amendment to take account of further contributions or developments prior to the closing date, for submission to the Joint Committee.

**Action: Agreed**

### 9.3 Waste Management Plan

Mr Burnett asked Officers to let him know when their Council had ratified the WMP.

**Action: ALL  
AGENDA**

#### **9.4 Steering Group Meetings 2016**

Mr Walker raised the issue of frequency of Steering Group meetings in order that dates and venues could be considered for 2016. Mr Quinn suggested that the Steering Group meetings should reflect the frequency of the Joint Committee meetings.

Following discussion it was agreed to continue with the monthly meetings and it was also agreed that arc21 should continue to host them at Belfast Castle.

**Action: Agreed**

**Next Meeting: Monday 23 November 2015 hosted by arc21 at Belfast Castle.**

**ITEM 3**  
**ARC21 JOINT COMMITTEE**  
**Meeting No 007**  
**Hosted by Mid and East Antrim Borough Council**  
**MINUTES**  
**Thursday 5 November 2015**

**Members Present:**

Councillor J Bingham	Antrim and Newtownabbey Borough Council
Councillor M Rea	Antrim and Newtownabbey Borough Council
Alderman A Carson	Ards and North Down Borough Council
Alderman A Graham	Ards and North Down Borough Council
Councillor O Gawith	Lisburn & Castlereagh City Council
Alderman J Tinsley	Lisburn & Castlereagh City Council
Councillor B Adger	Mid and East Antrim Borough Council
Councillor R Wilson	Mid and East Antrim Borough Council
Councillor D O'Loan	Mid and East Antrim Borough Council
Councillor G Craig ( <i>Chair</i> )	Newry, Mourne and Down District Council

**Members' Apologies:**

Councillor N Kells	Antrim and Newtownabbey Borough Council
Alderman R Gibson	Ards and North Down Borough Council
Councillor G Carroll	Belfast City Council
Councillor J Bunting	Belfast City Council
Councillor R Brown	Belfast City Council
Councillor L Poots	Lisburn & Castlereagh City Council
Councillor S Burns	Newry, Mourne and Down District Council
Councillor D Curran	Newry, Mourne and Down District Council

**Officers Present:**

J Quinn	arc21
R Burnett	arc21
G Craig	arc21
H Campbell	arc21
J Green	arc21
K Boal	arc21
M Lavery	Antrim and Newtownabbey Borough Council
T Walker	Belfast City Council
H Moore	Lisburn & Castlereagh City Council
P Thompson	Mid and East Antrim Borough Council
C O'Rourke	Newry, Mourne and Down District Council

**Officers' Apologies:**

G Girvan	Antrim and Newtownabbey Borough Council
D Lindsay	Ards and North Down Borough Council
S Toland	Belfast City Council

Apologies

Apologies were noted.

**Action: Noted**

Draft Conflicts of Interest Statement

The Chair read out the Conflicts of Interest Statement. No Conflicts of Interest were noted.

**Action: Noted**

Minutes

The minutes of Joint Committee meeting 005 held on 1 October 2015 were considered. Mr Craig from arc21 pointed out to Members that under the heading of Draft Conflicts of Interest Statement he had included a reference to the Supplemental Agreement to the Terms of Agreement 1 April 2015 and that this had been included in error. Mr Craig apologised to Members for this error and suggested that the 2<sup>nd</sup> and 3<sup>rd</sup> paragraphs in the minute under this heading should be deleted.

Members agreed with the approach proposed by Mr Craig and the minutes were agreed subject to the deletion of the aforementioned two paragraphs.

**Action: Agreed**

The minutes of the Special Joint Committee meeting 006 held on 16 October 2015 were agreed.

**Action: Agreed**

Matters Arising from the Minutes

There were no matters arising.

**Action: Noted**

*The Chair advised Members that the meeting would now be formally dealt with 'in committee' and reminded them that the reports were commercially sensitive and confidential.*

In Committee

Matters of a confidential and commercially sensitive nature were discussed under this agenda item and recorded accordingly.

Following discussion on the commercially sensitive matters, the Chair advised Members that the meeting would now return to the main agenda but whilst 'in committee' there were four matters discussed as follows:

1. In Committee Minutes of Joint Committee Meeting No. 005 held on 1 October 2015. **Action: Agreed**
2. In Committee Minutes of Special Joint Committee Meeting No. 006 held on 16 October 2015. **Action: Agreed**
3. Provision of a Landfill Service. **Action: Agreed**
4. Residual Waste Treatment Project report. **Action: Noted**

**AGENDA**

*The Chair advised Members that the meeting would now return to the main agenda.*

### Contracts and Performance Update

Mr Burnett presented a report to advise the Joint Committee on the prevailing monthly situation pertinent to the operational performance of the service and supply contracts.

In summary:

- No major operational difficulties were experienced with any of the service contracts with all non compliance issues suitably addressed and no need for further action.
- The monthly level of contamination at the MRF has reduced from last month.
- Supplies Contract - the current contracts expire in December; however, there is an option to further extend the contracts up to a further 6 months. A business case has been developed which considers if it would be in the best interests of arc21 to continue with the services and thereafter either extend the current contracts or procure new contracts. It was recommended that the most appropriate course of action is to exercise the option to extend for a further 6 months.
- arc21, in conjunction with Refresh Appliances and ERP, have submitted an application for funding from the WEEE/BIS Local Project Fund to enhance reuse capability.
- The position with respect to meeting this year's NILAS target, at an arc21 level, remains encouraging.

Following discussion the Joint Committee agreed to approve the recommendation in relation to the Supplies Contract and note the rest of the report.

**Action: Agreed**

### Revenue Estimates

Mr Craig reported that the Revenue Estimates for the four year period to 2020 had been approved by the Joint Committee on 1 October 2015.

At that stage, the cost of services took into account, in the case of Newry, Mourne and Down District Council, only the cost of services provided to the former Down District Council. Since then Newry, Mourne and Down District Council has agreed a policy of increasing its range of services from arc21 on a one third per year basis starting in 2016/17.

As a consequence the Revenue Estimates have been amended to reflect this additional contribution and it was recommended that the Joint Committee consider and approve the Revenue Estimates to enable Participant Councils to take them into account within their own budget preparations.

Detailed discussion ensued around the activities of the Residual Waste Treatment Project in the 2016/17 year with a question being asked about a perceived uplift from the previous year.



Mr Craig advised that there had been no nett increase relative to the previous year beyond aggregating the costs of the new Councils based on the updated mid year population statistics provided by NISRA. Mr Craig explained that the Revenue Estimates took into account the High Level Guidance received from Councils in connection with achieving the aim of having no increase in the 16/17 year.

Mr Craig pointed out that given the challenges and uncertainties being faced in the next year he felt it was prudent to ensure that adequate provision was made to enable arc21 to cover all anticipated activities involved in the Project. He explained that in making such provision to cover particularly uncertain times as we are now facing, enabled the Joint Committee to better manage the potential funding requirements of its activities over the coming year without the need to seek top up contributions from Participant Councils during the year.

Following discussion the Joint Committee agreed to approve the amended Revenue Estimates.

**Action: Agreed**

#### **Consultation on Waste Electrical and Electronic Equipment Code of Practice (October 2015)**

Mr Burnett presented a report to advise the Joint Committee on the consultation paper issued by BIS. He reported that the purpose of the consultation was to seek views on a redrafted WEEE Code of Practice on collection from Designated Collection Facilities.

The Joint Committee was retrospectively asked to consider and endorse the draft response which was duly submitted to BIS by the deadline of 28 October 2015.

Mr Burnett reported on a phone call he received from BIS in respect of the response.

Following discussion the Joint Committee agreed to endorse the response.

**Action: Agreed**

#### **Consultation on Waste Electrical and Electronic Equipment Compliance Fee Methodology - Evaluation of Proposals**

Mr Burnett presented a report to advise the Joint Committee on the consultation paper issued by BIS.

He reported that the purpose of the consultation was to seek views on:

- Whether the Secretary of State should approve a compliance fee for 2015; and
- How well the proposals meet the published evaluation criteria.

The Joint Committee is asked to consider and endorse the draft response, subject to any further amendment to take account of further contributions or developments prior to closing date, for submission to BIS.

Following discussion the Joint Committee agreed to endorse the recommendation.

**Action: Agreed**

**AGENDA**

### AOB

*Waste Management Plan* - Mr Burnett reported that the arc21 Waste Management Plan, which simply reflected the boundary changes resulting from local government reform, had been approved by the Department and that the Officers were now taking it through their respective Councils for formal ratification.

**Action: Noted**

*Waste Programme Board and Waste Coordination Group* - a Member suggested that it might be beneficial for the Joint Committee to receive feedback on these forums at future meetings. Mr Quinn advised that he was happy with this approach and would take this onboard for future meetings.

**Action: Noted**

### Next Meeting

The Chair advised that the next meeting would be held on Thursday 3 December in the Mourne Room, Downshire Civic Centre, Downpatrick at 10.30am and hosted by Newry, Mourne and Down District Council.

**Action: Noted**

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**Chairman**

**AGENDA**