

Notice Of Meeting

You are requested to attend the meeting to be held on Wednesday, 21st June 2023 at 6:00 pm in Boardroom Monaghan Row.

Committee Membership 2023 - 2024

Councillor T Andrews **Chairperson**

Councillor W Clarke **Deputy Chairperson**

Councillor D Finn

Councillor J Jackson

Councillor G Kearns

Councillor T Kelly

Councillor M Larkin

Councillor O Magennis

Councillor L McEvoy

Councillor K Murphy

Councillor H Reilly

Councillor M Rice

Councillor M Savage

Councillor D Taylor

Councillor J Truesdale

Agenda

1.0 Apologies and Chairperson's Remarks

Cllr Taylor

2.0 Declaration of Interest

3.0 Action Sheet of the Sustainability and Environment Committee Meeting held on 21 March 2023

 *SE Action Sheet - 21 March 2023 (updated by all).pdf*

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4.0 Briefing for new Committee Members

5.0 Report on Notice of Motion in relation to the application of a redeemable surcharge on bottles, tins and plastic containers

 *Report on Notice of Motion by Councillor Reilly.pdf*

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6.0 Sustainability and Environment Committee Terms of Reference 2023-2027

 *Report ToR SE Committee June 2023.pdf*

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 *Appendix 1 SE Terms of Reference June 2023 final.pdf*

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7.0 To agree start times for S&E Committee Meetings 2023-24

 *Schedule of Meetings.pdf*

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8.0 Sustainability and Environment Directorate Business Plans

 *Report Directorate Business Plan 23-24.pdf*

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 *Appendix 1 - SE Annual Assessment of Business Plan 2022-23.pdf*

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 *Appendix 2- Sustainability Environment Business Plan 2023-24.pdf*

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Start of Closed Session

FOR DECISION - IN COMMITTEE

Facilities Management and Maintenance

9.0 Proposed Charges for Use of Newry Market as Event Space

This item is deemed to be exempt under paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - information relating to the financial or business affairs of any particular person (including the Council holding that information) - and the public may, by resolution, be excluded during this item of business.

 *Report Proposed Charges for Use of Newry Market for Event Space.pdf*

Not included

10.0 Upgrade to Public Space CCTV Cameras in Newry, Warrenpoint and Kilkeel

This item is deemed to be exempt under paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - information relating to the financial or business affairs of any particular person (including the Council holding that information) - and the public may, by resolution, be excluded during this item of business.

 *Report Upgrade Public Space CCTV System.pdf*

Not included

 *Appendix 1 - Business Case upgrade CCTV public space cameras.pdf*

Not included

Waste Management

11.0 Fleet Operator's License Compliance Update

This item is deemed to be exempt under paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - information relating to the financial or business affairs of any particular person (including the Council holding that information) - and the public may, by resolution, be excluded during this item of business.

 *Report Fleet OL Action Plan Update.pdf*

Not included


 *Appendix 1 Fleet OL Action Plan Update.pdf*


Not included

12.0 Business Case for the Procurement of Tyres

This item is deemed to be exempt under paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - information relating

Information relating to the financial or business affairs of any particular person (including the Council holding that information) - and the public may, by resolution, be excluded during this item of business.

 *SE Committee - Business case for the supply of tyres associated services and products 21.06.23 (002).pdf* *Not included*

 *Appendix 1- Full Business Case Tyre tender 21.06.23.pdf* *Not included*

13.0 Business Case for the Procurement of Mechanic's Tools

This item is deemed to be exempt under paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - information relating to the financial or business affairs of any particular person (including the Council holding that information) - and the public may, by resolution, be excluded during this item of business.


 *Report for Procurement of Mechanic's tools - Business case.pdf* *Not included*

 *Appendix 1 - Business Case - Procurement of Mechanics tools 21.06.23 - Copy.pdf* *Not included*

14.0 Economic Appraisal for the Procurement of Fuel

This item is deemed to be exempt under paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - information relating to the financial or business affairs of any particular person (including the Council holding that information) - and the public may, by resolution, be excluded during this item of business.

 *SE Committee - Economic Appraisal for the Procurement of Fuel 21.06.23.pdf* *Not included*

 *Appendix 1 - Full Economic Appraisal for the supply of liquid fuels 21.06.23 signed.pdf* *Not included*

15.0 Extension of Contract for the Receipt, Storage, Transfer and Haulage of Mixed Dry Recyclables

This item is deemed to be exempt under paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - information relating to the financial or business affairs of any particular person (including the Council holding that information) - and the public may, by resolution, be excluded during this item of business.

FOR NOTING - IN COMMITTEE

Directors Papers

16.0 Single Tender Actions

This item is deemed to be exempt under paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 - information relating Information relating to the financial or business affairs of any particular person (including the Council holding that information) - and the public may, by resolution, be excluded during this item of business.

Report - Sustainability Environment STA v2.pdf

Not included

Appendix I FMM Procurement Action Plan - STA Schedule (002).pdf

Not included

Appendix II WM Procurement Action Plan - STA Schedule 21.06.23.pdf

Not included

End of Closed Session

FOR NOTING - OPEN SESSION

Waste Management

17.0 Fleet Replacement Update

Report Fleet Replacement Programme Update.pdf

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18.0 Update on Public Holidays and Refuse Collection Calendars

Report Update on 2023-24 Public Holidays Arrangements and Refuse Collection Calendars.pdf

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19.0 District Cleansing - Summer Season Preparations

Report 2023 District Cleansing summer season preparations.pdf

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20.0 Historical Action Sheet

SE Historic Actions Tracker Sheet (updated June 2023 by all).pdf

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ACTION SHEET ARISING FROM SE MEETING HELD ON 21 MARCH 2023

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SE/028/2023	Declarations of Conflicts of Interest	Councillor Taylor declared an interest in Item 10 – report on Town Clocks. He said he served as a member of the Select Vestry of St. Patrick’s Church.	DSO	Noted in register	Y
SE/029/2023	Monthly Action Sheet	Action Sheet of the Sustainability and Environment Committee Meeting of 22 February 2023 be noted and actions removed as marked.	DSO		Y
FACILITIES MANAGEMENT AND MAINTENANCE					
SE/030/2023	Notice of Motion – MOU DfI Roads – roads and footpath maintenance during cold snaps	Agreed to note the contents of the report and agree that officers engage with DfI Roads to review the Memorandum of Understanding and that issues such as the replenishment of grit bins and responding to requests from Councillors were tabled for discussion	K Scullion		
SE/031/2023	Review of Translink bus shelter requests	Agreed to note the content of the report and that officers again contact Translink	G Kane	In Progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>in relation to the 7 applications which have been submitted to Translink and ask them to make a firm commitment to install a bus shelter at the locations listed. Translink to be advised that the Council find the lack of response from them on this issue to be unacceptable. If no commitment was received from Translink and the request for a bus shelter remained in place, the Council should facilitate the request.</p> <p>Agreed Officers explore the request made by Councillor McAteer in relation to the provision of bus shelters and report back to Committee</p>			
SE/032/2023	Review of bus shelter requests being actioned by Council	<p>Agreed to note the content of the report and approve the following recommendations:-</p> <p>The Council bus shelters at Slievenman Road, Bryansford and Annsborough Park, Annsborough to be removed, and the area left safe.</p>	G Kane	In Progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		A new bus shelter to be provided at Corlat Drive, Whitecross, to service the local Translink bus stop. A Cantilever style shelter with no side panels to be provided.			
WASTE MANAGEMENT					
SE/033/2023	2023/24 Public Holiday arrangements and bin collection calendars	<p>Agreed:-</p> <p>The alternative Refuse Collection Services and opening arrangements for Household Recycling Centres on Public Holidays applying to the 2023/24 financial year with appropriate notification to be issued to residents through the various established communications channels, in advance of each Public Holiday.</p> <p>The publication of individual household Bin Collection Calendars for residents online, with a PR campaign to inform Householders how to access their calendar and to raise awareness of the importance of recycling right.</p>	S Murphy	Complete	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SE/034/2023	Circulator Economy Consultation Response	Agreed to note the contents of the response provided in Appendix 1 subject to a small amendment to Q12 on page 8 as outlined by Councillor McMurray.	S Murphy	Complete	Y
SE/035/2023	Removal of Bring Bank sites	Agreed to approve the removal of bottle bank "Bring Back" provision at caravan sites as listed in Appendix 1.	S Murphy	In progress	N
SE/036/2023	Use of Herbicides across the Council Estate	<p>Agreed to note the content of the report and agree to the use of herbicides containing glyphosate for controlling weeds and invasive species on Council property during the calendar year 2023 with a target of applying no more than the amount of glyphosate applied in 2022 and to continue to work towards a 100% reduction.</p> <p>Agreed officers also undertake a fact-finding exercise in relation to this issue and that a Workshop be held in the new Council term.</p>	A Mallon		
EXEMPT INFORMATION ITEMS					

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SE/037/2023	Town Clocks – Proposals for consideration	<p>Agreed to:-</p> <p>Note the content of the report.</p> <p>In relation to the proposal to refurbish Dan Rice Hall Clock, a Business Case would be prepared for presentation to Committee. The Business Case would consider the three options recommended by the Council contractor for refurbishment of the clock and would also consider the additional building maintenance works which had been identified as requiring attention to the Clock Tower structure.</p> <p>In relation to operation of the Market House Clock, Ballynahinch, the following works would be undertaken - electrification of the hand rotation and installation of an electromechanical bell hammer striking against the existing bell.</p> <p>In relation to the maintenance of St Mary's Parish Church Clock, it was recommended that it be included in the</p>	K Scullion		

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		Council's maintenance schedule for Town Clocks. It was recommended that for single repair works exceeding £500.00 that Council approval is obtained prior to agreeing to the works.			
SE/038/2023	Business Case for the demolition of Albert Basin Store and associated Environmental Clean	<p>Agreed to:-</p> <p>Note the content of the report.</p> <p>Approve the findings of the Business Cases presented. The Business Case concluded that Option 3 was the preferred option. Option 3 would see the appointment of a contractor under the Council's Civil Engineering and Minor Works Framework to demolish the Store and undertake an environmental clean of plant and materials to be retained. Officers to liaise with other user groups who used the Waterway, prior to the demolition taking place to make them aware of the demolition.</p> <p>Once environmentally cleaned, items owned by third parties would be returned to them, through signed agreements.</p>	A Mallon?		

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SE/039/2023	Business Case for replacement vehicles 2023-2025	<p>Agreed to approve the Business Cases/Full Economic Appraisals at:-</p> <p>Appendix 2 for the replacement of Refuse Collection Vehicles</p> <p>Appendix 3 for the replacement of and additional Mechanical Sweeping Vehicles</p> <p>Appendix 4 for the replacement of medium size chassis tipping vehicles</p> <p>Appendix 5 for the replacement of small and large vans with Electric Voltage (EV) small and large vans</p> <p>Appendix 6 for the replacement of small and large vans with Diesel small and large vans</p> <p>Appendix 7 for the replacement of small vans and Four by Four vehicles</p> <p>Appendix 8 for the replacement of ATV vehicles</p>	S Murphy	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		Appendix 9 for the replacement of Ride-on Mowers			
SE/040/2023	Business Case for replacement of skips and compactors at HRCs	Noted this report was deferred and was not included on the agenda	S Murphy		Y
SE/041/2023	Retaining wall at Downpatrick Household Recycling Centre	Agreed to approve the capital budget in the sum stated in the report, for the procurement of a contractor to undertake specified works to construct a retaining structure along the base of the slope between private land and Council land at Downpatrick Household Recycling Centre (HRC).	S Murphy	In progress	N
SE/042/2023	Feasibility report – proposed public toilet in the village of Killough	Agreed to note the content of the report.	K Scullion		
SE/043/2023	Arc21 Joint Committee Members Monthly Bulletin – 23 February 2023	Agreed to note the above Bulletin.	A Cassells	Noted	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
SE/044/2023	Request to present to the Environment Committee on recycling and the Circular Economy	Agreed to hold a Workshop in the new Council term and invite Mr Storey to present on the issue of recycling.	A Cassells/M Ward		
SE/045/2023	Historic Actions Tracking Sheets	Agreed the Historic Actions Tracking Sheet of the Sustainability and Environment Committee Meetings be noted and actions removed as marked.	DSO	Completed	Y
END					

Report to:	Sustainability and Environment Committee
Date of Meeting:	23 June 2023
Subject:	Report on Notice of Motion in relation to the application of a redeemable surcharge on bottles, tins and plastic containers
Reporting Officer:	Andrew Cassells, Director of Sustainability & Environment
Contact Officer:	Sinead Murphy, Assistant Director, Waste Management

For Decision	X	For Noting Only	
1.0	Purpose & Background		
1.1	The purpose of this report is to provide background and context in relation to the Notice of Motion received from Councillor Reilly as deferred from the Council Meeting of 3 April 2023 concerning the application by DAERA of a redeemable surcharge on bottles, tins and plastic containers.		
2.0	Key Issues		
2.1	<p>At the Council Meeting of Monday 3 April 2023 the following Notice of Motion was tabled by Councillor Reilly; at the Council Meeting it was agreed that this be referred to the Sustainability and Environment Committee;</p> <p>The following Notice of Motion was received from Councillor Reilly:</p> <p style="padding-left: 40px;">“That this Council requests that DEARA investigates the possibility of applying a redeemable surcharge on bottles, tins and plastic containers in order to reduce the amount of littering and to assist with reaching recycling targets as set by central Government”.</p> <p>The Motion was seconded by Councillor Hanna.</p>		
2.2	<p>Consumers in Northern Ireland, England and Wales will be able to recycle their plastic and canned drink containers more easily through a new Deposit Return Scheme set to be introduced in 2025. (https://www.daera-ni.gov.uk/news/deposit-return-scheme-drinks-containers-progresses)</p> <p>Every year NI consumers go through an estimated 420 million plastic drinks bottles and 90 million drinks cans, many of which are littered or condemned to landfill. Evidence has shown that a Deposit Return Scheme can become a simple part of daily life to make recycling easier - recycling rates in countries such as Germany, Finland, and Norway, which employ such a scheme, are above 90%. Current recycling rates for drinks containers in the UK have plateaued at around 70%.</p> <p>Through a small refundable deposit placed on single-use drinks containers, the Deposit Return Scheme will incentivise people to recycle their drinks bottles and cans to redeem their deposits. Evidence suggests that an effective scheme could increase recycling rates to at least 90%, reducing littering of these drinks containers by around 85%, and reduce plastic</p>		

	<p>pollution. DAERA will work with its counterparts in England and Wales and with industry to press ahead with delivery of the scheme.</p> <p>In addition to the Deposit Return Scheme, DAERA is also introducing an Extended Producer Responsibility(external link opens in a new window / tab) Scheme for packaging, which will mean packaging producers and manufactures will cover the costs of recycling and disposing of their packaging. This will drive higher collection and recycling rates of packaging and covers any drinks containers not included in the DRS such as glass, cartons, or high-density polyethylene (HDPE) plastic, which is used for most fresh milk packaging.</p>
2.3	<p>Introducing a deposit return scheme in England, Wales and Northern Ireland Summary of consultation responses 23rd July 2021</p> <p>In 2019, Defra ran a consultation on introducing a deposit return scheme in England, in conjunction with the Welsh Government and the Department of Agriculture, Environment and Rural Affairs in Northern Ireland (Scotland set out their own plans to implement a deposit return scheme). The consultation set out Government's aims of introducing a deposit return scheme, which would be to:</p> <ul style="list-style-type: none"> • reduce the amount of littering • boost recycling levels for relevant material • offer the enhanced possibility to collect high quality materials in greater quantities • promote recycling through clear labelling and consumer messaging • incentivise moves to push more material up the waste hierarchy and move towards a more circular economy. <p>The consultation was met with support for the introduction of a scheme. In response to the 2019 consultation, noting the high level of public and stakeholder interest in introducing a deposit return scheme for drinks containers, Government committed to continuing to develop proposals further and stated that it was minded to implement a scheme from 2023, subject to further evidence and analysis on the costs and benefits of such a scheme. In 2021, a consultation on the updated proposals was launched, building on the 2019 consultation. The 2021 consultation presented Government's updated policy positions on the deposit return scheme and sought further information on any outstanding areas of design. The findings of this consultation will contribute to the finalising of the deposit return scheme proposals and to lay out the powers required to implement the scheme in the forthcoming Environment Bill. The consultation opened on 24th March 2021 and ran until midnight on 4th June 2021. 2,590 responses were received to the consultation. The subsequent report (see 8.2) summarises those responses.</p> <p>It describes the principle suggestions, concerns and expressions of support given by respondents in their responses, as well as all answers to closed questions. In parallel to the deposit return scheme consultation, a consultation was run on Defra's proposals for Extended Producer Responsibility for Packaging. On 7th May 2021, Defra also opened a consultation on Consistency in Household and Business Recycling in England, which ran until 4th July 2021.</p> <p>A deposit scheme in a post-Covid context Over eight in ten respondents support Defra's proposals to implement a deposit return scheme for drinks containers by 2024 in the context of the Covid-19 pandemic. Many respondents state that a deposit return scheme would help increase recycling rates and reduce the amount of litter left outdoor spaces. Similarly some respondents argue a scheme would help reduce the amount of waste and have a positive impact on the economy. One in ten oppose Defra's proposals.</p>

	<p>Some respondents say increases in home recycling rates as a result Covid-19 could undermine the proposed scheme's effectiveness and introducing a deposit return scheme in England, Wales and Northern Ireland.</p> <p>The summary of consultation responses highlights the additional responsibilities a scheme would place on businesses already stretched from dealing with the impacts of the pandemic. The remainder of respondents are neutral or not sure. Two-thirds of respondents say their views on the implementation of a deposit return scheme have not changed following the economic and social impacts of the Covid-19 pandemic. A quarter of respondents say that their views have changed because of both social and economic impacts. Just under one in twenty say their views have changed because of either social or economic impacts.</p> <p>Some respondent's express concerns about the economic impact of the scheme, such as the costs of implementation and/or the ability of businesses to absorb implementation costs. Some respondents state that Covid-19 has demonstrated that existing kerbside collection of recyclable materials is adequate. Some respondents say that Covid-19 has made them more supportive of the implementation of a deposit return scheme, for instance the pandemic has led to an increase in outdoor littering.</p> <p>Over eight in ten respondents say they do not believe that the introduction of a deposit return scheme will have a detrimental impact on their everyday life. Among those who say the scheme will have an impact, over a third say it would be large but still manageable, a third say it will have no significant impact and just under a third that it would have some impact but would be manageable. A small number say the impact would be large and impossible to comply with.</p>	
3.0	<u>Recommendations</u>	
3.1	<p>That Members consider the Motion in the context of the report and:</p> <ol style="list-style-type: none"> 1. Acknowledge the work that DAERA is undertaking to introduce a Deposit Return Scheme 2. Seek further update reports from Officers in due course as the DAERA proposals unfold. 	
4.0	Resource Implications	
4.1	Unknown until further feasibility examined.	
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)	
5.1	<i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i>	
	<i>n/a</i>	<input checked="" type="checkbox"/>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p>	
	The policy (strategy, policy initiative or practice and / or decision) has been equality screened	<input type="checkbox"/>

	The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation	<input type="checkbox"/>
5.3	<i>Proposal initiating consultation</i> Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves Consultation period will be 12 weeks Consultation period will be less than 12 weeks (rationale to be provided)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<i>Rationale:</i> n/a	
6.0	Due regard to Rural Needs (please tick all that apply)	
6.1	Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please complete the following:	
	Rural Needs Impact Assessment completed	<input type="checkbox"/>
7.0	Appendices	
7.1	None	
8.0	Background Documents	
8.1	<ol style="list-style-type: none"> 1. DEFRA/DAERA: Consultation on Introducing a Deposit Return Scheme in England, Wales and Northern Ireland Second Consultation March 2021. 2. Minutes of the Council Meeting of 3 April 2023 	
8.2	<ol style="list-style-type: none"> 1. Introducing a deposit return scheme in England, Wales and Northern Ireland Summary of consultation responses 23rd July 2021. 	

Report to:	Sustainability and Environment Committee
Date of Meeting:	21 June 2022
Subject:	Sustainability & Environment Committee Terms of Reference 2023 – 2027
Reporting Officer:	Andrew Cassells Director of Sustainability & Environment
Contact Officers:	Andrew Cassells Director of Sustainability & Environment

<table> <tr> <td>For Decision</td><td>X</td><td>For noting only</td><td></td></tr> </table>				For Decision	X	For noting only	
For Decision	X	For noting only					
1.0	Purpose and Background						
1.1	To seek the approval of the Committee to recommend to Council revised Terms of Reference for the Sustainability & Environment Committee.						
2.0	Key issues						
2.1	<p>During the life of this Council, as a result of restructuring and issues arising within specific Committees around the efficiency of decision-making the Terms of Reference for Committees, have been revised and some adjustments have been proposed.</p> <p>The revised terms of reference (with changes highlighted in red) have been attached as Appendix I: Terms of Reference; Sustainability and Environment Committee</p>						
3.0	Recommendations						
3.1	Members are asked to approve the revised Terms of Reference for the Sustainability and Environment Committee as set out in Appendix 1 of this report.						
4.0	Resource implications						
4.1	There are no financial resources implications within this report.						
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)						
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>						

5.2	<i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	If yes, please complete the following:
	The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/>
	The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/>
5.3	<i>Proposal initiating consultation</i>
	Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/>
	Consultation period will be 12 weeks <input type="checkbox"/>
	Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/>
	<i>Rationale:</i> Consultation not required.
6.0	Due regard to Rural Needs (please tick all that apply)
6.1	Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service
	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	If yes, please complete the following:
	Rural Needs Impact Assessment completed <input checked="" type="checkbox"/>
7.0	Appendices
	Appendix I; Terms of Reference for the Sustainability and Environment Committee
8.0	Background Documents
	None

SUSTAINABILITY AND ENVIRONMENT COMMITTEE

- TERMS OF REFERENCE-

Scope

The Sustainability & Environment (“the Committee”) will be responsible for protecting both the natural and built environment of the District in accordance with the discharge of specified statutory functions and services

Responsibilities

Lead on the development and implementation of the Circular Economy agenda for the Council, reviewing existing and establishing new links across the organisation, including sustainability.

The effective stewardship of delegated responsibilities for the District’s resources and assets (physical, financial, people and property based)¹ for waste management; and facilities management and maintenance.

Lead on the development and implementation of suitable strategies, policies and programmes for environmental protection and management; sustainability and climate change; energy management, biodiversity, and environmental education.

Provision of environmental health services, including public health and safety.

Responsible for the provision of the waste management function, including waste management; waste treatment and disposal; recycling and environmental cleansing.

Responsible for facilities management and maintenance, including grounds maintenance; facilities and buildings maintenance; cemeteries and public conveniences.

Responsible for fleet management and maintenance including garage facilities and the Council’s Operators Licence.

Responsible for the Council’s domestic services function.

¹ Off-Street Car Parking and harbours will transfer from ERT.

Terms of Reference shall be kept under review to ensure they remain appropriate annually. A full review of Council’s Committee structures, and the corresponding Terms of Reference will be undertaken within the first 3 months of a new Council. Review of Terms of Reference shall be undertaken by the Council.

Membership

The Committee is comprised of the fifteen (15) Elected Members appointed to the Committee at the Council's Annual Meeting.

Quorum

No business shall be transacted unless at least 4 Members are present.

Chairperson

The Committee Chairperson and Deputy Chairperson shall be appointed at the Council's Annual Meeting in accordance with the Local Government Act (NI) 2014.

Meetings

All meetings of the Committee shall be governed by the Council's Standing Orders and the NI Local Government Code of Conduct for Councillors.

A timetable of meetings shall be agreed annually by the Council.

Sub Committees and Working Groups

The Committee has the power to establish and appoint any number of Sub Committees; Task and Finish Working Groups; Project Boards and Forums, as are necessary, to consider in more detail the work of the Committee. (See appendix 1 attached)

Communication and Reporting

The Minutes of the Committee shall be tabled at each meeting of the Council in accordance with the Council's Standing Orders.

Declarations of Interest

A Declarations of Interest Register will be kept for all Committee Members. Each Member should take responsibility to declare proactively any potential conflict of interest arising out of business undertaken by the Council.

APPENDIX 1

Council Task and Finish Working Groups/Project Boards/Forums

Reporting Arrangements

	Committees			
	AHC	ERT	S&E	SPR
Anti-Social Behaviour (ASB) Sub-Group/PCSP	√			
Bonfire Sub-Group/PCSP	√			
Camlough Lake Task and Finish Working Group		√		
Castlewellan Forest Park Project Board		√		
Chief Executive Appraisal Group				√
Church Street Downpatrick Revitalization Steering		√		
Downpatrick Regeneration Project		√		
Economic Forum		√		
Elected Member Development Working Group				√
Equality and Good Relations Reference Group				√
Health Forum	√			
Forkhill former Barricks Task and Finish Project Steering Group		√		
Irish Language Strategy Working Group				√
Local Development Plan Steering Group		√		
Mourne Gullion Strangford Geopark Management		√		
New Ireland Working Group				√
Newry City Centre Regeneration Project Board		√		
Newry and Mourne Travellers Forum	√			
Peace Plus Partnership	√			
Planning Call-in Panel/Planning Committee		√		
Ring of Gullion Landscape Partnership		√		
Strangford Lough & Lecale Partnership	√			
Strategic Finance Working Group				√
Sustainability and Environment Working Group			√	
Warrenpoint Front Shore Public Realm Working Group		√		
Womens Working Group				√

Terms of Reference shall be kept under review to ensure they remain appropriate annually. A full review of Council's Committee structures, and the corresponding Terms of Reference will be undertaken within the first 3 months of a new Council. Review of Terms of Reference shall be undertaken by the Council.

SUSTAINABILITY AND ENVIRONMENT COMMITTEE

Date	Time	Location
21 June 2023	6.00 pm	Boardroom, Monaghan Row, Newry
16 August 2023	6.00 pm	Boardroom, Monaghan Row, Newry
Tuesday 19 September 2023	6.00 pm	Boardroom, Monaghan Row, Newry
Tuesday 17 October 2023	6.00 pm	Boardroom, Monaghan Row, Newry
Tuesday 14 November 2023	6.00 pm	Boardroom, Monaghan Row, Newry
20 December 2023	6.00 pm	Boardroom, Monaghan Row, Newry
17 January 2024	6.00 pm	Boardroom, Monaghan Row, Newry
21 February 2024	6.00 pm	Boardroom, Monaghan Row, Newry
20 March 2024	6.00 pm	Boardroom, Monaghan Row, Newry
17 April 2024	6.00 pm	Boardroom, Monaghan Row, Newry
22 May 2024 **Knock on effect of bank holiday on committees**	6.00 pm	Boardroom, Monaghan Row, Newry

Report to:	Sustainability and Environment Committee
Date of Meeting:	21 June 2022
Subject:	Sustainability & Environment Directorate Business Plans
Reporting Officer:	Andrew Cassells Director of Sustainability & Environment
Contact Officers:	Sinead Murphy, Assistant Director: Waste Management Aidan Mallon, Head of Maintenance Gail Kane, Head of Facilities

		For Decision	X	For noting only	
1.0	Purpose and Background				
1.1	<p>Directorate Business Plans provide an overview of the planned activity for the year ahead, and contribute to the delivery of the Community Plan, Corporate Plan and other key plans and strategies. They form an essential part of the Council's Business Planning and Performance Management Framework, which demonstrates how corporate objectives are cascaded across the organisation and provides assurance that they are being delivered.</p> <p>As Directorate Business Plans are directly aligned to the achievement of the Corporate Plan, they remain fairly high level, and do not necessarily capture the core, business as usual activity that is undertaken by individual departments. Alternatively, they provide an insight into the key, overarching objectives, supporting actions and measures of success for each Directorate in the year ahead, whilst setting the context for the development of departmental Service Plans which are operational in nature.</p>				
2.0	Key issues				
2.1	<p>Assessment of Directorate Business Plans 2022-23</p> <p>In order to improve transparency and accountability, and facilitate a performance led approach to business planning, each Directorate has undertaken an assessment of their Business Plan 2022-23. These assessments provide an overview of the performance of each Directorate and have been used to influence the development of the 2023-24 Business Plans. This exercise is an important part of the Council's statutory responsibility to strengthen the way performance is monitored, reviewed and reported across the organisation.</p> <p>The assessment of the NS Directorate Business Plan 2022-23 is attached at Appendix 1.</p>				
2.2	<p>Directorate Business Plans 2023-24</p> <p>Directorate Business Plans 2023-24 outline the key objectives, supporting actions and measures of success each Directorate will work towards, which are aligned to the strategic objectives within the Corporate Plan 2021-23. Directorate Business Plans are also aligned to the current organisational structure which will be subject to amendment as Planning for the Future is implemented.</p> <p>The NS Directorate Business Plan 2023-24 is attached at Appendix 2.</p>				

2.3	It should be noted that further improvements to the business planning process are underway across the Council, particularly in relation to cascading corporate objectives in a meaningful way to employees through the introduction and roll-out of Service Plans and People Perform Grow. This process seeks to improve the use of performance measures at all levels of the Business Planning and Performance Management Framework and create a clear 'line of sight' between the work of individuals, teams and departments, and how they contribute to the achievement of Directorate Business Plans and the Corporate Plan.
3.0	Recommendations
3.1	<p>To consider and agree the:</p> <ul style="list-style-type: none"> • Assessment of the NS Directorate Business Plan 2022-23 • NS Directorate Business Plan 2023-24
4.0	Resource implications
4.1	There are no financial resources implications within this report.
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p>

	<i>Rationale:</i> Consultation not required.
6.0	Due regard to Rural Needs (please tick all that apply)
6.1	Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, please complete the following: Rural Needs Impact Assessment completed <input checked="" type="checkbox"/>
7.0	Appendices
	Appendix 1 – Assessment of the NS Directorate Business Plan 2022-23 Appendix 2 – NS Directorate Business Plan 2023-24
8.0	Background Documents
	None

Sustainability and Environment

Annual Assessment Business Plan 2022-23

Introduction

This report provides an overview of progress in delivering the Sustainability and Environment Business Plan 2022-23, across the following service areas:

Waste Management

- Refuse Collection & Disposal
- District Cleansing
- Fleet Management & Maintenance
- Recycling

Facilities Management and Maintenance




- Grounds Maintenance
- Buildings Maintenance
- Cemeteries & Public Conveniences
- Civic Centre Domestic Services (Receptions, Canteens, Caretakers/Security)

The delivery of the Sustainability and Environment Business Plan 2022-23 supports the achievement of the following corporate objectives, and performance has been tracked using the legend below.

Provide accessible, high quality and integrated services through continuous improvement




Enhance, protect and promote our environment

Legend






Status	
	Target or objective achieved / on track to be achieved
	Target or objective partially achieved / likely to be achieved / subject to delay
	Target or objective not achieved / unlikely to be achieved


Directorate objectives, supporting actions and measures of success







Directorate Objectives
Sustainability and Environment Transformation: <ul style="list-style-type: none"> Develop and implement transformational change for the Directorate. Through this, successfully drive out the efficiencies and improvements that both Members and the public demand for the delivery of the Directorate key services.
Facilities Management and Maintenance: <ul style="list-style-type: none"> To deliver on grounds and building maintenance reactive and planned maintenance programmes. Provide advice, support and guidance to all departments across the Council in the management of all Council assets. To manage and develop the Council's Public Toilet and Cemeteries Services.
Waste Management: <ul style="list-style-type: none"> To both manage and continuously improve the delivery of key frontline (Refuse Collection, Cleansing, Enforcement and Household Recycling Centres) and support (Business Support, Waste Processing and Fleet) services both within the Directorate and across other Directorates.








Sustainability and Environment Transformation			
OBJECTIVE	ALIGNMENT WITH CORPORATE PLAN		
Implement policies and procedures and monitoring arrangements to ensure corporate legislative compliance in respect of key statutory obligations, including Equality, Disability, Rural Needs, Health & Safety, Employment and Procurement legislation	Provide accessible, high quality and integrated services through continuous improvement		
Action	Timescale	Status	Progress
Full implementation of the Sustainability & Environment Procurement Action Plan	Q3		A number of contracts have been regularised. Plan has been reviewed and updated with further actions identified.
Manage the actions arising from the Directorate Risk Register.	Ongoing		Ongoing
Implementation of improvement actions relating to the Fleet Operators Licence	Q3		Significant progress has been delivered with identified KPI's reported at




			Operator Licence Working Group monthly meetings. Consultation in progress to finalise Fleet policy and procedures.
Implementation of improvement actions relating to Compliance Maintenance	Ongoing		Compliance contracts for previous tender is coming to an end, new tenders are progressing and will be out in Q2 2023-24

Facilities Management and Maintenance			
OBJECTIVE Delivery of Facilities Management and Maintenance Services to meet Council needs	ALIGNMENT WITH CORPORATE PLAN		
	Provide accessible, high quality and integrated services through continuous improvement		
Action	Timescale	Status	Progress
Implementation of a new Facilities Management & Maintenance structure	Q4		Progress made on permanent appointments with other posts to be filled imminently
Implementation of Property Maintenance Policy and Strategy	Q3		Work continues with AECOM on the draft report which will be presented to committee later this year
Continued implementation of the Cemeteries Extension Programme	Ongoing		Warrenpoint Extension Completed. Kilbroney Extension to be completed end June 2023. Monkshill Extension Phase III out for Tender 15.5.23
Development of a Cemeteries Strategy	Q4		Strategy delayed due to work on ongoing extensions
Development and implementation of a programme of work for the Public Convenience Strategy	Ongoing		OBC Completed and to be presented to Finance Dept / SMT August 2023 and following this presented to S&E Cttee Sept 2023.
OBJECTIVE Manage Council Estate in a way which promotes sustainable development and climate change adaptation	ALIGNMENT WITH CORPORATE PLAN		
	Enhance, protect and promote our environment		
Action	Timescale	Status	Progress

Agree and implement a Tree Strategy	Q2		Tree Strategy is in draft form and will be presented to SMT in August 2023
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Waste Management			
OBJECTIVE Deliver a high quality, modern and flexible Refuse Service	ALIGNMENT WITH CORPORATE PLAN		
	Provide accessible, high quality and integrated services through continuous improvement		
Action	Timescale	Status	Progress
Agree and implement new Refuse Collection service model	Q4		Delayed due to lack of resources
OBJECTIVE Deliver a Cleansing Service that meets the needs of the district	ALIGNMENT WITH CORPORATE PLAN		
	Provide accessible, high quality and integrated services through continuous improvement		
Action	Timescale	Status	Progress
Agree a new District Cleansing service model	Q2		Complete
Implementation of a new District Cleansing service model	Q4		Business case approved for additional fleet, staff resourcing not implemented due to industrial action
OBJECTIVE Review Fleet Services to ensure it meets Customer Demands into the future	ALIGNMENT WITH CORPORATE PLAN		
	Provide accessible, high quality and integrated services through continuous improvement		
Action	Timescale	Status	Progress
Continued implementation of the current Fleet Replacement Programme	Ongoing		
Agree a new Fleet Replacement Programme including new capital funding and transition plan to alternative fuels	Q4		Green fleet transition plan to be completed
Agree a new Fleet Management service model including a new Fleet Management structure, fleet technology & garage workshop review	Q3		
OBJECTIVE Review of Household Recycling Centre Services to ensure they meet	ALIGNMENT WITH CORPORATE PLAN		
	Provide accessible, high quality and integrated services through continuous improvement		

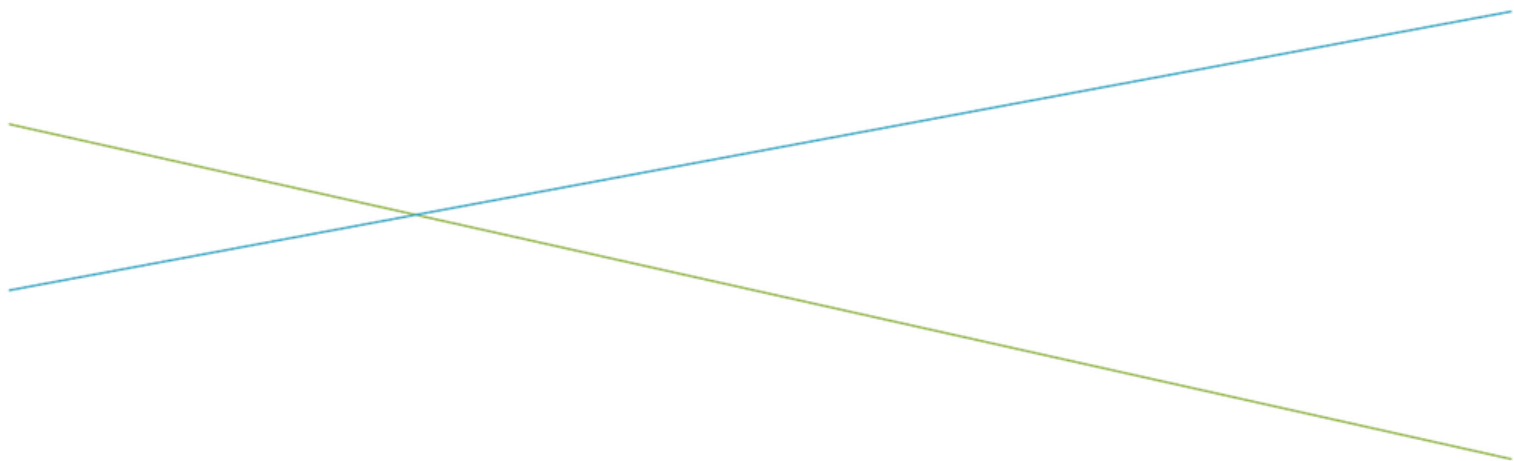
Customer Demands into the future			
Action	Timescale	Status	Progress
Agree a new Household Recycling Centre (HRC) service model	Q2		Model agreed with party leaders. Needs to go to Committee
Implementation of a new HRC service model	Q3		
Implementation of a HRC Capital Improvement Programme	Q3		Assessment of need to be completed first.
OBJECTIVE Work with communities and other statutory and non-statutory agencies to tackle environmental crime	ALIGNMENT WITH CORPORATE PLAN		
	Enhance, protect and promote our environment		
Action	Timescale	Status	Progress
Develop and agree a new Waste Management Strategy	Q4		Awaiting publication of NI Waste Management Strategy
Continued implementation of the Enforcement Improvement Plan	Ongoing		Limitations due to availability of seasonal staff
Identify options for replacing the Strangford Road depot	Q4		Agreed to put on hold due to constraints on capital programme
Implementation of a new collaborative programme with Louth County Council	Q3		'Take It Home' campaign successfully launched

Measures of Success				
Measure	Target	Actual	Status	Explanation
Percentage of household waste collected that is sent for recycling	50% by 2020 65% by 2030	50.3% (Q1-Q3)		
Amount of biodegradable municipal waste that is landfilled	No target set	1,782 tonnes (Q1-Q3)		
Amount of Local Authority Collected	No target set	63,512 tonnes (Q1-Q3)		

Municipal Waste arisings				
Reduction in black bin waste collected	No target set			
Increase in mixed dry recyclables collected	No target set			
Increase in brown bin waste collected	No target set			
Reduction in general waste arisings at civic amenity sites	No target set			
Level of street cleanliness across the district	65	-	-	

Sustainability & Environment Directorate

Annual Business Plan 2023-24



Comhairle Ceantair
an Iúir, Mhúrn
agus an Dúin
**Newry, Mourne
and Down**
District Council

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- 2.0 Background
- 3.0 Purpose & Values
- 4.0 Challenges & Opportunities
- 5.0 Directorate Objectives and Supporting Actions
- 6.0 Performance
- 7.0 Organisation and Directorate Structure
- 8.0 Financial Information
- 9.0 Governance Arrangements

1.0 Introduction

- 1.1 The Sustainability & Environment Directorate is responsible for the provision of a number of 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 and 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 the main corporate buildings (civic centres and depots) as well as the maintenance of other buildings and grounds owned by Council.
- 1.2 The Sustainability & Environment Directorate is seen as one of the key transformation projects for the Council. The Council has agreed to further develop this Directorate, as within this Directorate sits many of the services which affect the general environment of the district, some requiring significant improvement, such as bin collection, street cleansing and public conveniences.
- 1.3 The core responsibilities of the Directorate are:
 - Waste Management**
 - **Refuse Collection & Disposal**
 - **District Cleansing**
 - **Fleet Management & Maintenance**
 - **Recycling**
 - Facilities Management and Maintenance**
 - **Grounds Maintenance**
 - **Buildings Maintenance**
 - **Cemeteries & Public Conveniences**
 - **Civic Centre Domestic Services (Receptions, Canteens, Caretakers/Security)**
- 1.4 The Sustainability & Environment (SE) Business Plan 2023-24 is focused on identifying opportunities for business recovery and transformation, in response to the COVID-19 pandemic.

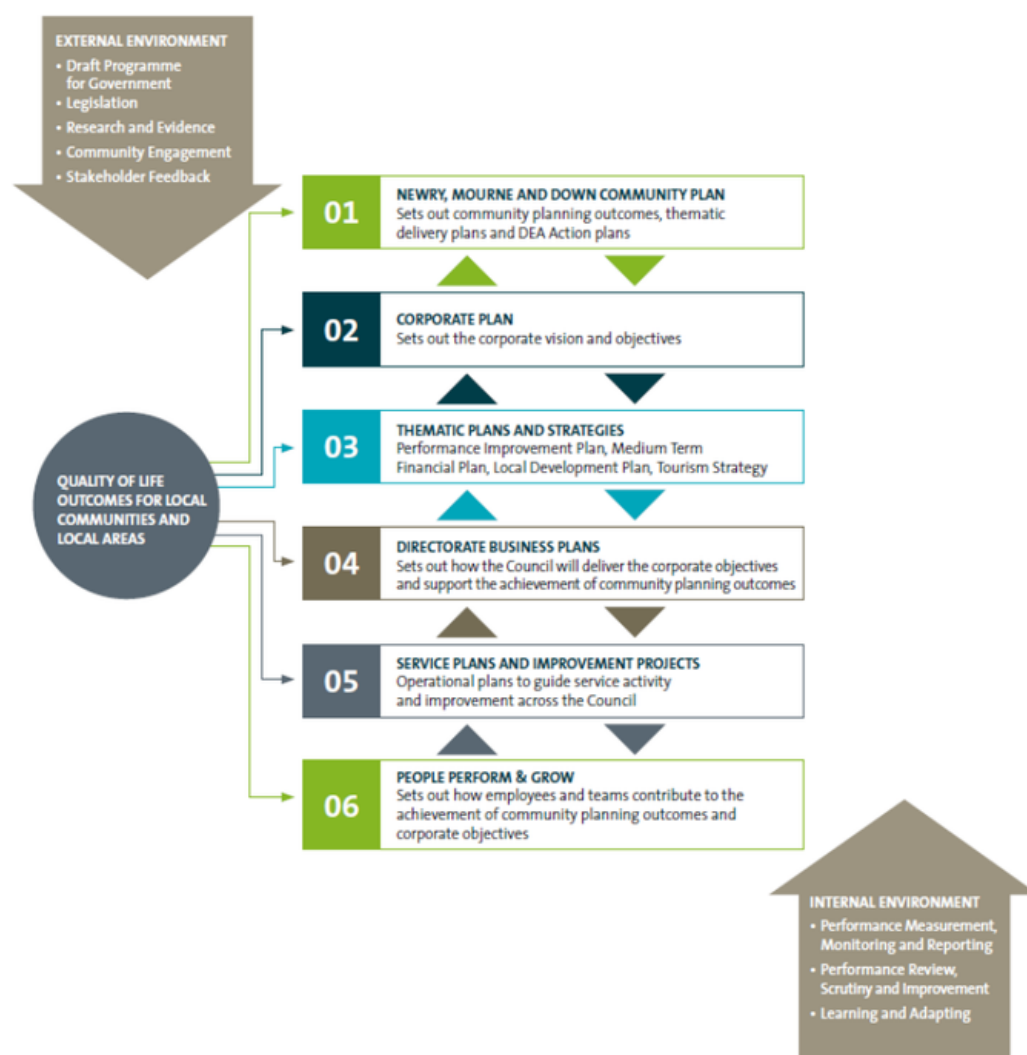
2.0 Background

- 2.1 The SE Business Plan is developed within the context of the Community Plan and Corporate Plan 2021-23. The Community Plan sets out the long-term outcomes for the district, based on the needs and aspirations of local people. The Corporate Plan sets out the key strategic objectives for the Council between 2021-23, and how it will contribute to achieving the community

planning outcomes.

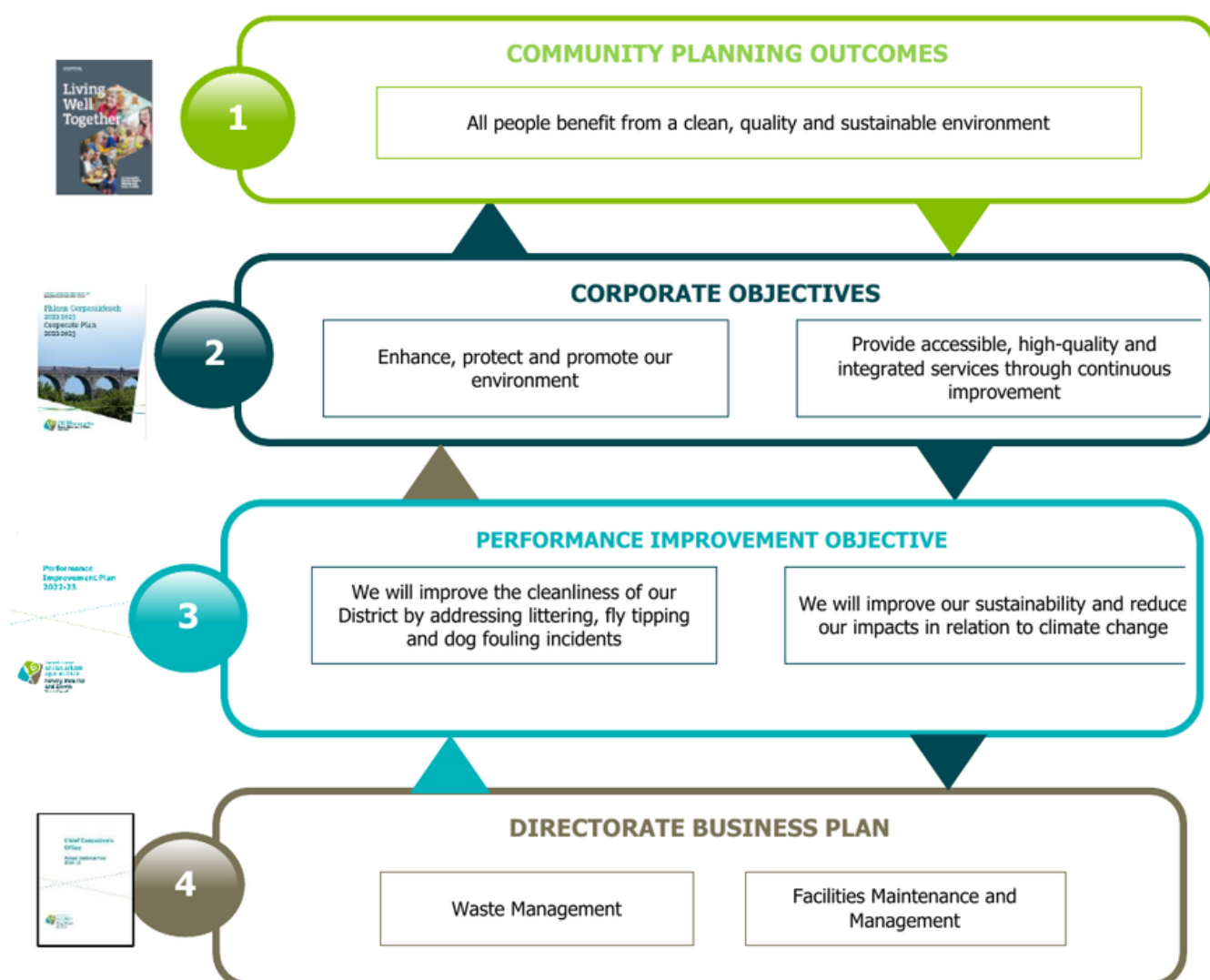
- 2.2 The Community Plan and Corporate Plan are cross cutting and strategic in nature. They guide all activity within the organisation, as well as the subsequent allocation of resources, and sit within a hierarchy of plans, as outlined in the 'Business Planning and Performance Management Framework' (Figure 1).
- 2.3 The Business Planning and Performance Management Framework drives and provides assurance that the Council is delivering its corporate vision and priorities, whilst securing continuous improvement in the exercise of functions. It provides a mechanism to join up and cascade the various plans and strategies across the organisation, demonstrating how employees contribute to achieving community planning outcomes and corporate priorities, for the ultimate benefit of the citizens we serve.

Figure 1: Business Planning and Performance Management Framework



- 2.4 Whilst the Corporate Plan focuses on issues which cut across the organisation and are strategic in nature, the SE Business Plan provides an overview of the key operational activities for the coming year. These activities are explicitly linked to corporate objectives and coupled with 'business as usual' service delivery, provide clear direction for all employees within the Directorate (Figure 2). Directorate Business Plans are supported by Service Plans and the 'People Perform and Grow' initiative.
- 2.5 The SE Business Plan is published annually and is the basis upon which performance is managed and reviewed by the full Council, Sustainability & Environment Committee and Senior Management Team.

Figure 2: Sustainability & Environment Alignment across the Business Planning and Performance Management Framework



3.0 Purpose & Values

3.1 Purpose

- 3.1.1 The primary purpose of the Sustainability & Environment Directorate 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 and litter in the physical environment while also ensuring the management and maintenance of the council's estate across the district.

3.2 Values

- 3.2.1 The Department adheres to the Council's values which are outlined in the Corporate Plan 2021-23:

We will be:	Which means:
Accountable	We will be accountable for how we plan for and use resources sustainably
Collaborative	We will work in partnership with others
Transparent	We will be transparent in how we make decisions

- 3.2.2 In accordance with the Section 75 requirements of the Northern Ireland Act (1998), the Sustainability & Environment Directorate is committed to carrying out its functions having due regard to the need to promote equality of opportunity and regard for the desirability to promote good relations. All new and revised policies, procedures and programmes of work will be subject to an equality screening and rural needs impact assessment (where appropriate).

4.0 Challenges & Opportunities

- 4.1 The Sustainability & Environment Directorate was established in January 2018, which was formally the Regulatory and Technical Services Directorate. The organisational design of the new Council has therefore evolved, to centralise the management of several existing Council functions as well as new powers which were transferred to the Council on the 1 April 2015.
- 4.2 The various (internal and external) challenges and opportunities for the Directorate are summarised as follows:

External Environment

- **Legislation:** Ensuring corporate legislative compliance in respect of existing and new statutory obligations in Waste, including Health & Safety and Equality (Section 75).
- **Community Planning:** Via the Environmental and Spatial Thematic Delivery Group, developing partnerships and plans that will assist in the creation of local area-based plans to deliver on the Council's Community Plan.
- **Strategic Alliances:** Collaborating with a range of stakeholders to address the impact of covid-19, Brexit and other emerging issues.
- **Global trends:** Take account of the impact on our working and natural environment from Covid-19 pandemic, climate change, Brexit and how this Directorate can rise to the challenges these issue present.

Internal Environment

- **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 deliver the key frontline service for the Directorate.
- **Performance Management:** Continually monitoring and reviewing departments performance, highlighting areas of high-performance as well as identifying areas for intervention.
- **Transformation & Improvement:** Developing and implementing transformational change for the new Sustainability & Environment Transformation Project. Through this successfully develop and implement transformational change that drives out 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 and Land Assets:** Successfully implementing centralised contracts and frameworks to support the effective and efficient management of the council's estate.
- **Creating a Cleaner and Greener Environment:** Aligned with the best Circular Economy practices, implementing programs that will reduce waste arisings and litter, while increasing recycling and reuse.
- **Engagement:** Encouraging communities to take pride in their areas and support the Council by helping look after our environment through initiatives and campaign.
- **Risk Management:** Managing potential risks and opportunities in achieving key actions outlined in the SE Business Plan by adhering to the Corporate Risk Management Policy and reviewing the SE Risk Register on a quarterly basis.

- **Compliance:** Establishing the necessary policies and procedures and monitoring arrangements to ensure corporate legislative compliance in respect of key statutory obligations, including Equality, Disability, Rural Needs, Health & Safety, Employment and Procurement legislation.
- **Information Technology:** Establishing robust information technology infrastructure to support business transformation.

5.0 Directorate Objectives and Supporting Actions

Key Office Actions		
Sustainability and Environment Transformation: Develop and implement transformational change for the Directorate. Through this, successfully drive out the efficiencies and improvements that both Members and the public demand for the delivery of the Directorate key services.		
Facilities Management and Maintenance: To deliver on grounds and building maintenance reactive and planned maintenance programmes. Provide advice, support and guidance to all departments across the Council in the management of all Council assets. To manage and develop the Council's Public Toilet and Cemeteries Services.		
Waste Management: To both manage and continuously improve the delivery of key frontline (Refuse Collection, Cleansing, Enforcement and Household Recycling Centres) and support (Business Support, Waste Processing and Fleet) services both within the Directorate and across other Directorates.		
Sustainability & Environment Transformation		
Implement policies and procedures and monitoring arrangements to ensure corporate legislative compliance in respect of key statutory obligations, including Equality, Disability, Rural Needs, Health & Safety, Employment and Procurement legislation.	ALIGNMENT WITH CORPORATE PLAN	
	Provide accessible, high quality and integrated services through continuous improvement	
Action		Timescale
Recruitment of Tier 3 posts		Q2
Implementation of the Sustainability & Environment Procurement Action Plan		Q4
Manage the actions arising from the Directorate Risk Register.		Ongoing
Implementation of Planning for the Future		Q4
Develop a Sustainability and Environment Strategy and Action Plans		Q4
Facilities Management and Maintenance		
Delivery of Facility Management and Maintenance Services to meet Council needs	ALIGNMENT WITH CORPORATE PLAN	
	Provide accessible, high quality and integrated services through continuous improvement	
Action		Timescale

Relocation of staff following sale of Monaghan Row to Health Trust	Q1
Implementation of a new Facilities Management & Maintenance structure	Q4
Continued implementation of the Cemeteries Extension Programme	Q4
Development of a Cemeteries Strategy	Q4
Development and implementation of a programme of work for Public Conveniences	Q2
Agree a Property Maintenance policy and strategy	Q3
Implementation of CCTV Strategy across Council to include both public space CCTV and Council facilities CCTV systems	Q4
Manage Council Estate in a way which promotes sustainable development and climate change adaptation.	ALIGNMENT WITH CORPORATE PLAN
	Enhance, protect and promote our environment
Action	Timescale
Agree a Tree Strategy for all woodland areas managed by Council.	Q2
Evaluate the ability of the Council to be a net exporter of electricity.	Q4
Waste Management	
Consistently deliver reliable operational services	ALIGNMENT WITH CORPORATE PLAN
	Provide accessible, high quality and integrated services through continuous improvement
Action	Timescale
Develop and agree a new Refuse Collection service model	Q4
Complete a Business case and outline specification for the procurement of vehicle technology for fleet and customer services	Q4
Deliver a Cleansing Service that meets the needs of the district	ALIGNMENT WITH CORPORATE PLAN
	Provide accessible, high quality and integrated services through continuous improvement
Action	Timescale
Implementation of the new District Cleansing service model	Q4
Review Fleet Services to ensure it meets Service Demands into the future	ALIGNMENT WITH CORPORATE PLAN
	Provide accessible, high quality and integrated services through continuous improvement
Action	Timescale
Continued implementation of the current Fleet Replacement Programme	Ongoing
Agree a new Fleet Replacement Programme including new capital funding and develop a green fleet transition plan	Q3
Agree a new Fleet Management service model including a new Fleet Management structure, fleet technology & garage workshop review	Q4
	ALIGNMENT WITH CORPORATE PLAN

Review of Household Recycling Centre Services to ensure they meet Customer Demands into the future.	Provide accessible, high quality and integrated services through continuous improvement	
Action	Timescale	
Agree a new Household Recycling Centre (HRC) service model	Q3	
Implementation of a new HRC service model	Q4	
Implementation of a HRC Capital Improvement Programme	Q4	
Work with communities and other statutory and non-statutory agencies to tackle environmental crime.	ALIGNMENT WITH CORPORATE PLAN	
	Enhance, protect and promote our environment	
Action	Timescale	
Develop and agree a new Waste Management Strategy	Q4	
Continued implementation of the Enforcement Action Plan	Ongoing	
Continue to work collaboratively with Louth County Council on cross border issues	Ongoing	

6.0 Performance

- 6.1 The Sustainability & Environment Directorate is responsible for key technical services, both internally to other council departments and externally to rate payers across the district. This exercise will also identify additional, suitable performance measures for the Sustainability & Environment Directorate.
- 6.2 In addition to managing and monitoring financial and human resources, the following performance measures will be monitored during 2023-24:

Measure of Success
Percentage of household waste collected that is sent for recycling
Amount of biodegradable municipal waste that is landfilled
Amount of Local Authority Collected Municipal Waste arisings
Reduction in black bin waste collected
Increase in mixed dry recyclables collected
Increase in brown bin waste collected
Reduction in general waste arisings at civic amenity sites
Level of street cleanliness across the district

- 6.3 The SE Directorate is responsible for leading the development, implementation and review of the following plans and strategies, which influence the work of the Office and Council:

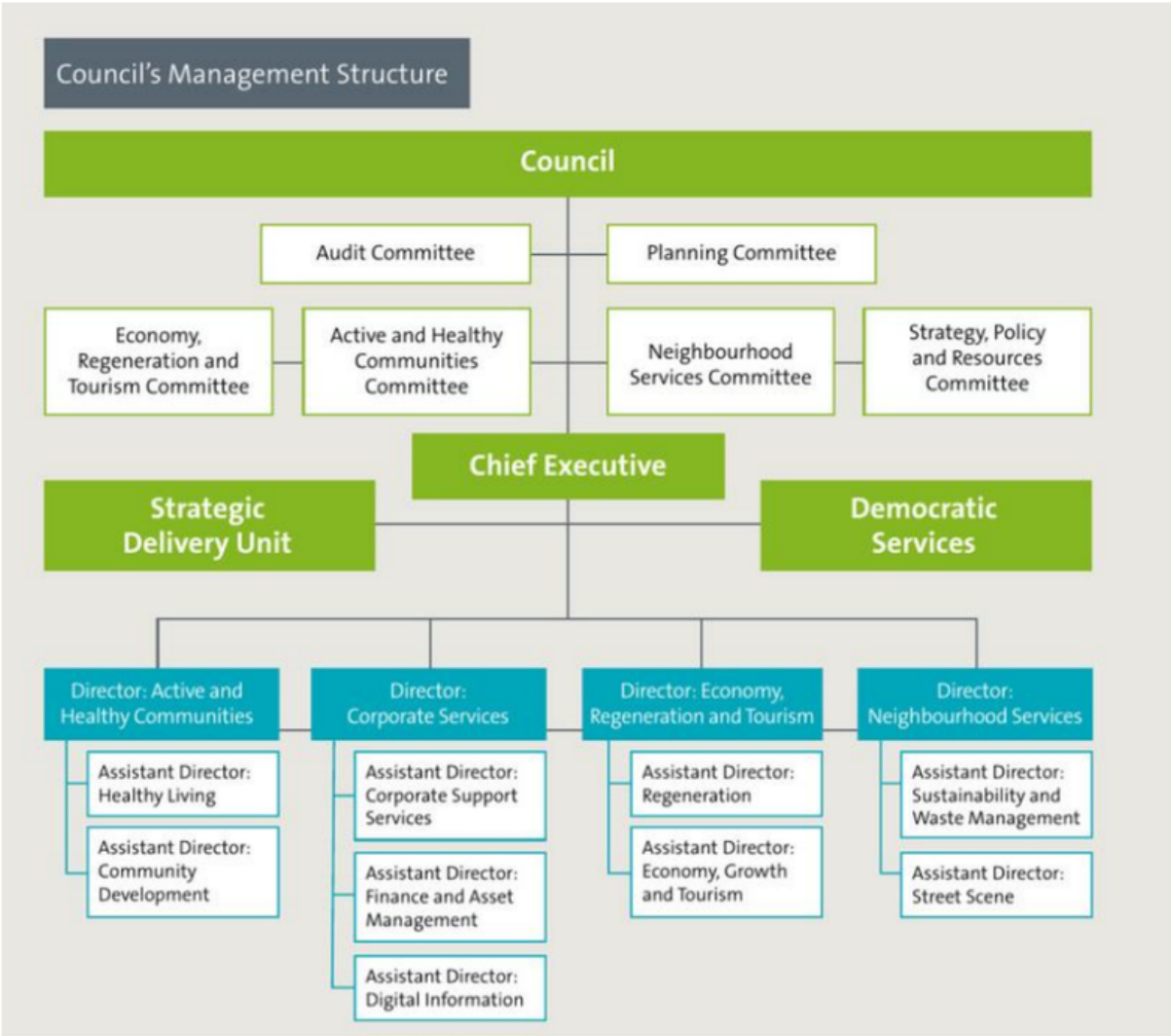
Waste Management Plan
 NS Directorate Procurement Action Plan
 Public Toilet Strategy
 Tree Strategy (Draft)
 Enforcement Improvement Plan
 Dog Fouling Strategy
 Phase 2 Review of Operations at Household Recycling Centres

7.0 Organisation and Directorate Structure

The Sustainability & Environment Directorate is one of five Directorates, which together comprise the management structure of the Council (Figure 3). The management structure of the Sustainability & Environment Directorate contains two core frontline services, namely;

- Waste Management (Sustainability and Waste Management)
- Facilities Management & Maintenance (Street Scene)

Figure 3 - Council Management Structure



8.0 Financial Information

Net estimated expenditure (2023-24)	
Facilities Management and Maintenance	£
Waste Management	£
Directorate	£
TOTAL: Sustainability & Environment	£

9.0 Governance Arrangements

- 9.1 Reviewing performance and reporting progress to Elected Members and other key stakeholders facilitates transparency, accountability and improvement in everything the Council does. The governance arrangements to develop, monitor and report the Council's progress in implementing the Director's Business Plan are outlined below, and are supplemented by regular reviews by the Director and his team. The governance arrangements the Council has put in place to deliver continuous improvement are also subject an annual audit and assessment by the Northern Ireland Audit Office.

Figure 4: Governance Arrangements

Full Council

- Ratification of Sustainability & Environment Directorate Business Plan
- Ratification of annual review of Sustainability & Environment Directorate Business Plan

Strategy, Policy and Resources Committee / Audit Committee

- Scrutiny and challenge around the Duty of Improvement
- Provide assurance that performance management arrangements are robust and effective

Sustainability & Environment Committee

- Consideration, scrutiny and approval of Sustainability & Environment Directorate Business Plan
- Consideration, scrutiny and approval of annual and bi-annual reviews of Sustainability & Environment Directorate Business Plan

Senior Management Team

- Development, consideration and approval of Sustainability & Environment Directorate Business Plan
- Development, consideration and approval of the annual and bi-annual reviews of Sustainability & Environment Directorate Business Plan

Ag freastal ar an Dún agus Ard Mhacha Theas Serving Down and South Armagh

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Newry BT35 8DJ

Oifig Dhún Pádraig
Downpatrick Office
Downshire Civic Centre
Downshire Estate, Ardglass Road

Downpatrick BT30 6GQ

Report to:	Sustainability and Environment Committee
Date of Meeting:	21 June 2023
Subject:	Fleet Replacement Programme Update
Reporting Officer:	Sinead Murphy, Acting Assistant Director Waste Management
Contact Officers:	Barry Torley, Interim Head of Fleet Peter Whyte, Interim Head of Fleet

For Decision	For Noting Only	X													
1.0	Purpose & Background														
1.1	The purpose of this report is to provide an update to members on the progress made to deliver new vehicles through the Fleet Replacement programme and the disposal of replaced vehicles.														
2.0	Key Issues														
2.1	<u>Vehicle Procurement 2022</u> Following initial business case approval and procurement through the Yorkshire Purchasing Organisation (YPO) Framework, orders were placed with preferred suppliers in April 2022 for 73 vehicles identified as requiring priority replacement by 31st March 2023. Following a subsequent procurement exercise through YPO, an order was placed for 3 hook vehicles in November 2022. As no tender returns were received through YPO for mule vehicles, a tender exercise direct to market was undertaken and an order has been placed for 1 mule vehicle.														
2.2	<u>Estimated Delivery of Replacement Vehicles</u> Orders, by YPO Tender Lot, for vehicle to be replaced with estimated delivery time is detailed in the table below. From the point of order estimated delivery ranged from 16 to 78 weeks. Delivery lead times have continued to be impacted by global supply and logistical issues and therefore, estimated delivery dates indicated are still subject to change. To date, six sweeper vehicles, four 32T Refuse Collection Vehicles (RCVs) and nine 26T RCVs have been delivered to the Council. It is anticipated that the remaining 26T RCVs will be delivered by September 2023 and delivery of the medium sized vehicles will commence in September 2023.														
	<table border="1"> <thead> <tr> <th>Lot</th><th>Vehicle Type</th><th>Number</th><th>Estimated Delivery</th></tr> </thead> <tbody> <tr> <td>1</td><td>3.5T Medium Chassis Vehicles</td><td>7</td><td>September – December 2023</td></tr> <tr> <td>2</td><td>5/6T Medium Chassis Vehicles</td><td>24</td><td>September – December 2023</td></tr> </tbody> </table>	Lot	Vehicle Type	Number	Estimated Delivery	1	3.5T Medium Chassis Vehicles	7	September – December 2023	2	5/6T Medium Chassis Vehicles	24	September – December 2023		
Lot	Vehicle Type	Number	Estimated Delivery												
1	3.5T Medium Chassis Vehicles	7	September – December 2023												
2	5/6T Medium Chassis Vehicles	24	September – December 2023												

	3	12T Refuse Collection Vehicles 26T Refuse Collection Vehicles 32T Refuse Collection Vehicles	7 19 4	July – October 2023 Current – September 2023 Delivered
	4	7.5T Beavertail Vehicles	2	October 2023
	5	Compact 3.5T Sweeper vehicles	1	Delivered
		4.5T Sweeper vehicles	2	Delivered
		7.5T Sweeper vehicles	3	Delivered
		12T Sweeper vehicles	3	August 2023
	6	Mule Vehicles	2	June 2023 (1)
	7	Hook Lift Vehicles	3	October 2023

No tender returns were received for the mule vehicles. An alternative competition will commence for the procurement of these vehicles.

2.3 Vehicle Procurement 2023



Following S&E Committee approval of a four-year fleet replacement programme in February 2023 and business case approval in April 2023, specifications are being prepared in advance of procuring the vehicles listed in the table below through YPO. It is anticipated that procurement exercises will commence in August 2023 and a further update will be provided to committee on the outcome of the competitions and expected delivery times.

Lot	Vehicle Type	Number
1	26T Refuse Collection Vehicles	6
2	Compact 3.5T Sweeper vehicles	1
	7.5T Sweeper vehicles	6
	12T Sweeper vehicles	5
3	3.5T Medium Chassis Vehicles	2
4	5/6T Medium Chassis Vehicles	1
5	4 x 4 Vehicles	6
6	Mule vehicles	2
7	Small EV vans	3
8	Medium EV vans	7
9	Small diesel vans	9

	10	Medium diesel vans	9	
	11	Mowing machines	2	
2.4	<u>Vehicle Disposal</u> Where it is economically viable, some replaced vehicles will be retained in the short term to release hire vehicles or as 'spare' RCVs to ensure services remain operational. In line with the council's asset disposal procedure, the replaced vehicles will be disposed of by auction or where they are beyond economic repair via a contractor, with sale and scrap metal value to be accrued to the capital budget.			
3.0	Recommendations			
3.1	Members are asked to note the contents of the report.			
4.0	<u>Resource Implications</u>			
4.1	No additional resources are associated with this report.			
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)			
5.1	<i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i>			
	It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations			<input checked="" type="checkbox"/>
5.2	<i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please complete the following:			
	The policy (strategy, policy initiative or practice and / or decision) has been equality screened			<input type="checkbox"/>
	The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation			<input type="checkbox"/>
5.3	<i>Proposal initiating consultation</i> Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves			
	Consultation period will be 12 weeks			<input type="checkbox"/>

	Consultation period will be less than 12 weeks (rationale to be provided)	<input type="checkbox"/>
	<i>Rationale:</i>	
6.0	Due regard to Rural Needs (please tick all that apply)	
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p>	
	Rural Needs Impact Assessment completed	<input checked="" type="checkbox"/>
8.0	Appendices	
8.1	None	
9.0	Background Documents	
9.1	SE Committee (February 2023) SE/021/2023: WASTE MANAGEMENT – FLEET REPLACEMENT PROGRAMME	

Report to:	Sustainability & Environment Committee
Date of Meeting:	21 June 2023
Subject:	Update on 2023/24 Public Holidays Arrangements and Refuse Collection Calendars
Reporting Officer (Including Job Title):	Sinead Murphy, (Acting) Assistant Director Waste Management
Contact Officer (Including Job Title):	Grainne McKinley, Head of Waste Processing, Enforcement and Business Support

For decision		X	For noting only													
1.0	Purpose and Background															
1.1	The purpose of this report is to update Members on changes to service provisions on Public Holidays applying to the 2023/24 financial year approved by Sustainability and Environment Committee in March 2023 and the issuing of individual household Bin Collection Calendars for 2023/24.															
2.0	Key Issues															
2.1	<u>Public Holiday Arrangements 2023/24</u> Following late submissions made by Trade Unions in relation to alternative refuse collection arrangements for the Public Holidays at Christmas 2023 and New Year’s Day 2024, the proposed operational arrangements and schedule for the 2023/24 Public Holiday arrangements in relation to Refuse Collection Services and the opening of Household Recycling Centres has been amended as below. Full details are detailed in Appendix 1. <table><tr><th>Public Holiday</th><th>Date of Public Holiday</th><th>Alternative Refuse Collection Day</th></tr><tr><td>Christmas Day</td><td>Monday 25/12/23</td><td>No collection in Down Newry: <u>collected Saturday 23 December</u></td></tr><tr><td>St Stephens Day</td><td>Tuesday 26/12/23</td><td>Newry: <u>collected Sunday 24 December</u> Down: <u>collected Saturday 23 December</u></td></tr><tr><td>New Year’s Day</td><td>Monday 1/1/24</td><td>No collection in Down Newry: <u>collected Saturday 30 December</u></td></tr></table>				Public Holiday	Date of Public Holiday	Alternative Refuse Collection Day	Christmas Day	Monday 25/12/23	No collection in Down Newry: <u>collected Saturday 23 December</u>	St Stephens Day	Tuesday 26/12/23	Newry: <u>collected Sunday 24 December</u> Down: <u>collected Saturday 23 December</u>	New Year’s Day	Monday 1/1/24	No collection in Down Newry: <u>collected Saturday 30 December</u>
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New Year’s Day	Monday 1/1/24	No collection in Down Newry: <u>collected Saturday 30 December</u>														
2.2	<u>Bin Collection Calendars</u> Following S&E Committee approval in March to publish individual household Bin Collection Calendars for residents online rather than post to households, calendars were amended to reflect the changes to the Christmas 2023 and New Year’s Day 2024 refuse collection arrangements and they are now available online at https://www.newrymournedown.org/bin-collection-information or by scanning this QR <div></div> code: 															
2.3	A PR campaign highlighting to residents that the Bin Collection Calendars are available to easily access and download and to highlight the importance of recycling right has been launched. Residents who wish to have a paper copy can print their Bin Collection Calendar from the Council’s website or request a copy to be emailed or printed and posted.															

3.0	Recommendations
	Members are asked to note the contents of this report.
4.0	Resource implications
4.1	There are no resource implications associated with this report.
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>n/a <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input checked="" type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i> n/a</p>
6.0	Due regard to Rural Needs (please tick all that apply)
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>
7.0	Appendices
	Appendix 1 – Schedule of Public Holiday Arrangements 2023/24 (below)
8.0	Background Documents
	<ul style="list-style-type: none"> March 2023 S&E Committee - 2023/24 PUBLIC HOLIDAY ARRANGEMENTS AND BIN COLLECTION CALENDARS (SE/033/2023)

Appendix 1 - 2023/24 Public Holiday Refuse Collection Arrangements

Public Holiday	Date of Public Holiday	Alternative Refuse Collection Day	Household Recycling Centre arrangements
Easter Monday	Monday 10/4/23	No collection in Down Normal collection in Newry	WPH Open 9:30-16:30
Easter Tuesday	Tuesday 11/4/23	Normal collection	WPH Open 9:30-16:30
May Day	Monday 1/5/23	No collection in Down Normal collection in Newry	WPH Open 9:30-16:30
Additional Bank Holiday (King's Coronation)	Monday 8/5/23	No collection in Down Normal collection in Newry	WPH Open 9:30-16:30
Late May Bank Holiday	Monday 29/5/23	No collection in Down Normal collection in Newry	WPH Open 9:30-16:30
12 th Holiday	Wednesday 12/7/23	Normal collection	WPH Open 9:30-16:30
13 th Holiday	Thursday 13/7/23	Normal collection	WPH Open 9:30-16:30
August Bank Holiday	Monday 28/8/23	No collection in Down Normal collection in Newry	WPH Open 9:30-16:30
Christmas Day	Monday 25/12/23	No collection in Down Newry: collected Saturday 23 December	CLOSED
St Stephens Day	Tuesday 26/12/23	Newry: collected Sunday 24 December Down: collected Saturday 23 December	CLOSED
Statutory Day	Wednesday 27/12/23	Normal collection	WPH Open 9:30-16:30
Christmas Eve (moved)	Thursday 28/12/23	Normal collection	WPH Open 9:30-16:30
New Year's Day	Monday 1/1/24	No collection in Down Newry: collected Saturday 30 December	CLOSED
St Patrick's Day	Monday 18/3/24	No collection in Down Normal collection in Newry	CLOSED

(WPH – Work Public Holiday)

Report to:	Neighbourhood Services Committee
Date of Meeting:	21 June 2023
Subject:	2023 District Cleansing – summer season preparations
Reporting Officer (Including Job Title):	Sinead Murphy, Assistant Director: Waste Management (Acting)
Contact Officer (Including Job Title):	David Hanna, Performance and Operations Manager

For decision		For noting only	X
1.0	Purpose and Background		
1.1	The purpose of this report is to inform members of the planned preparations for the 2023 summer season, to ensure adequate resources are deployed to maintain our District to a high standard throughout this period.		
2.0	Key issues		
2.1	Newry Mourne and Down District Council with its unique location and natural beauty is highly attractive to local and travelling visitors into its numerous attractions across the District. During the summer season the footfall in tourist areas increases significantly.		
2.2	The increased visitor numbers to the District brings with it an increase in the usage of litter bins and an increased generation of street litter. To ensure a positive visitor experience it is crucial that the standard of cleanliness is maintained to a high standard.		
2.3	<p>Officers within the Refuse and Cleansing section have developed cleansing plans to maintain a high standard of cleanliness, particularly in high profile tourist areas over the summer period.</p> <p>Areas covered by the plans, Newcastle, Warrenpoint and the Lecale coast, experience the highest numbers of visitors in the summer season and have been identified as requiring additional resources in this period. Increased resources are planned for around public holidays when footfall traditionally increases and to support the many varied events across the District.</p>		
2.4	<p>The plans utilise existing in-house resources to maintain normal cleansing schedules in the key areas. This is supplemented with seasonal resources to provide additional cleansing services in the evenings. At the following high peak times, additional crews will be deployed:</p> <ul style="list-style-type: none"> • July bank holidays week • August bank holiday weekend 		
2.5	A contractor has undertaken a deep clean to paved areas in Newcastle and Warrenpoint and also Newry and Downpatrick. A further deep cleanse can be scheduled in Newcastle and Warrenpoint as required over the summer period and a scrubber sweeper will be deployed to maintain the areas between the scheduled deep cleanse.		
2.6	Additional resources can be provided, if required, from in-house resources on an overtime basis. This will provide officers with flexibility to respond to fluctuations in visitor numbers, for example, during periods of good weather.		

2.7	These 2023 Summer Season Preparations will be supported by the deployment of Enforcement Officers who will engage with the public to educate and inform them of their responsibilities in preventing litter and dog fouling in the District, using enforcement action where necessary.
3.0	Recommendations
3.1	Members are asked to note the planned 2023 Summer Season Preparation plans outlined in 2.4 - 2.6.
4.0	Resource implications
4.1	Resourcing for the preparations will be funded from 2023/24 Waste Management budget and any additional costs resulting from an increased demand due to good weather and visitors to the area will be managed via the Waste Management budget.
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input checked="" type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input checked="" type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	Due regard to Rural Needs (please tick all that apply)
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>
7.0	Appendices
7.1	None
8.0	Background Documents
8.1	N/A

SUSTAINABILITY AND ENVIRONMENT SERVICES COMMITTEE**HISTORIC ACTIONS TRACKING SHEET**

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NEIGHBOURHOOD SERVICES MEETING – 23 OCTOBER 2019					
NS/073/2019	Proposed Property Maintenance Policy and Strategy 2019 to 2023	Council's Facilities Management and Maintenance Department develop for agreement with the NS Committee a Property Maintenance Policy and Strategy for the Council to cover the term of this Council 2019 to 2023. If required to assist officers in the development of this Strategy, external support to be procured in accordance with Council Procurement Procedures.	K Scullion	Update provided to NS Committee May 2022 – work progressing on agreement of a Property Maintenance Policy and Strategy.	N
NEIGHBOURHOOD SERVICES COMMITTEE MEETING – 20 OCTOBER 2020					
NS/230/2020	Business Case – Provision of new public toilet in Killough	Agreed to note the content of the report and associated Business Case and to accept the conclusion of the business case that the Council proceed with the proposal to provide a new public toilet in Killough.	K Scullion	Report provided to S&E Committee on 22 nd March 2023.	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 17 NOVEMBER 2020					
NS/243/2020	Notice of Motion – Green New Deal Strategy	Grant approval to Officers to further scope the issues contained within the Notice of Motion and to prepare a report which summarises the status of existing and planned activity in this area. A report to be tabled at a future Meeting of the Neighbourhood Services Committee and to also write to the Northern Ireland Executive clarifying what actions are currently being taken and what actions are being planned by the NI Executive in respect of climate change.	S Murphy	Response received from DAERA Minister and considered by NS Committee. Scoping of the issues delayed by on-going COVID-19 pandemic.	N
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 21 APRIL 2021					
NS/062/2021	Feasibility study for EV infrastructure at the Council's Depots	Agreed to note the content of the report and to approve the recommendation that a Business Case be prepared which examined the	K Scullion	Report provided to S&E Committee on 22nd March 2023.	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>investment and benefits of the EV charging system, together with costings.</p> <p>It was further agreed as part of the Business Case, that officials consider the need for a generator at the proposed sites, in the event of an interruption to electricity supply.</p> <p>It was also agreed officials investigate potential sources of funding for the provision of electric vehicle charging points from the East Border Region Committee.</p>			
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 19 MAY 2021					
NS/089/2021	Purchase of new industrial heavy grade tractor and side arm flail/cutting unit for grounds maintenance at various locations District wide	<p>Agreed to note the content of the report and associated Business Cases and accept the conclusion of the Business Cases that Option 3 from each be chosen as the preferred option. This would see the procurement of an industrial</p>	K Scullion	Tender was issued but preferred bidder was not established. Tender to be reissued.	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		tractor and a side arm flail.			
NEIGHBOURHOOD SERVICES COMMITTEE MEETING WEDNESDAY 18 AUGUST 2021					
NS/125/2021	Distribution of compostable food bags and food waste caddy bins	Agreed to that Officers explore the feasibility of deploying brown bins to residents of high-rise buildings, who were not previously provided with these, and a report be brought back to the next Committee Meeting.	S Murphy	Report to be presented at future committee meeting	N
NS/127/2021	Enforcement Improvement Plan	<p>Agreed to note the content of this report.</p> <p>Agreed that officers prepare a report for the next Committee Meeting on options for future staffing levels to improve the enforcement service, including the possibility of supplementing the service with a contractor on a short-term basis.</p>	S Murphy	Report to be presented at future committee meeting	N

NEIGHBOURHOOD SERVICES COMMITTEE MEETING TUESDAY 21 SEPTEMBER 2021					
NS/137/2021	Translink proposed programme – Bus Shelters in Council area	To approve Option 2 – to delay installation of a bus shelter in Burren pending outcome of Translink’s deliberations in October / November 2021 with the option to reconsider this position if Translink were deemed to be making limited progress in providing the bus shelter in Burren.	K Scullion	Noted	N
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 26 JANUARY 2022					
NS/004/2022	Trade Waste and Caravan Refuse Collection Services	<p>Agreed to approve the report and recommendations:-</p> <p>1. Alternate Weekly Commercial Waste Collection Service</p> <p>Commercial refuse customers (shops and businesses) to be contacted and advised of the proposed move to an alternate weekly collection cycle of residual and dry recyclable waste, where this is achievable.</p> <p>Commercial customers, (not including Caravan Operators) to</p>	S Murphy	In progress	N

		be provided with appropriate bins to facilitate this change, so there is no cost burden to customers as a result of this change.			
NS/005/2022	Estates Management and Security Audit Findings	Agreed to approve the Estates Management and Security Action Plan and agree to quarterly updates being provided to the Committee on the implementation status of the Plan	K Scullion	In Progress	N
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 23 MARCH 2022					
NS/039/2022	Business Case for replacement of mini excavator and dumper	Agreed to note the content of this report and associated Business Case and accept the conclusion of the Business Case to proceed to tender to procure a replacement mini excavator and dumper.	K Scullion	Tender with Council Procurement Section for issue.	N
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 21 APRIL 2022					
NS/048/2022	Update on the development of the Council's Tree Strategy	Agreed to note the contents of the report and approve the presentation of the draft Tree Strategy to the Neighbourhood Services Working Group in May	K Scullion	In progress	N

		2022 along with a review of progress in the Council achieving a cessation in the use of herbicides containing glyphosate.			
NS/049/2022	Applications for bus shelters in Crossgar and Killyleagh	<p>To note the contents of the report.</p> <p>Agree to the recommendations in Appendix 1 for the erection of a bus shelter at Cross Street Killyleagh and the relocation of the shelter at Downpatrick Street Crossgar.</p> <p>In relation to the application for a bus shelter at Catherine Street, Killyleagh, a decision be deferred pending further consultation with the PSNI in light of the anti-social behaviour issues raised by Members</p> <p>Officers to consult further with Translink on the option for Council to enter into an agreement with Translink for the provision of bus shelters at official bus stops.</p>	K Scullion	<p>In progress – Cross St</p> <p>Dpk St - Completed</p> <p>In progress</p> <p>In progress</p>	<p>N</p> <p>N</p> <p>N</p>
NS/050/2022	Trial of solar lights at Council bus shelters	Agreed to recommend to proceed with the installation of solar lighting at 2 bus shelters near Attical with their effectiveness	K Scullion	Solar lights have been installed and are working. In period of review.	N

		monitored and this information to be reported back to Committee.			
NS/052/2022	Compost Week 2022	<p>Note and approve the additional activities in 2.2 to highlight and promote the importance of recycling food waste.</p> <p>1. Publication of new collection calendars</p> <p>2. Issuing of 'No food waste' stickers for placement on black bins</p> <p>3. Distribution of 100 new/replacement food caddies through Elected Representatives</p> <p>4. Issue of 10 food waste caddies to primary schools on request. (Max distribution 1000 caddies), to further promote food waste recycling in the home, as per previous Council decision.</p> <p>Note and approve the launch of an application process, with set criteria, to establish demand for deploying brown bins to residents of high rise buildings who were not previously provided with these.</p>	S Murphy	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>In progress</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>N</p>

NS/057/2022	Various issues concerning the Events Space Kilkeel	Note the contents of the report. Approve the Officers recommendation that the legal position of the Council regarding its maintenance of the events space, Kilkeel, is reviewed with a separate report to be provided to the Council once this has been considered further.	K Scullion	In progress	N
NS/059/2022	Business Case for the removal of leachate from closed landfill sites	Agreed to approve the business case for the removal and transport of leachate from Drumanakelly, Aughnagun and Croreagh closed landfill sites to a licensed treatment plant.	S Murphy	In progress	N
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 18 MAY 2022					
NS/076/2022	Contract for the transport of Mixed Dry Recyclable Waste	Agreed to approve that the contract for the receipt, storage, transfer and haulage of the Council's Mixed Dry Recyclables (MDR) waste be extended with the Council's current contractor from the 10 September 2022 for one year.	S Murphy	Complete	Y
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 22 JUNE 2022					

NS/090/2022	Portable toilet trial as part of Council public toilet provision	<p>Agreed that officials meet with representatives of Newcastle Yacht Club to discuss the potential of an SLA to enable the provision of shared public toilet facilities at their Club premises.</p> <p>Officials consider a request to investigate if there was adequate litter/dog fouling bins along the Greenway.</p>	K Scullion	In progress	N
NS/091/2022	Enforcement Improvement Plan Update	<p>Agreed to note the content of this update report and to agree review of key actions from the Enforcement Improvement Plan to be incorporated into a timebound programme of work for 2022/23 and annually thereafter.</p> <p>Test case footpaths – small footpath leading to WIN – officers to examine this area for dog fouling.</p>	S Murphy	In progress	N
NS/092/2022	Business Case – to support the implementation of the Public Toilet Strategy	<p>To note contents of this report.</p> <p>Approve the recommendation within the Business Case for the provision of consultancy support to deliver on</p>	K Scullion	AECOM appointed to complete Economic Appraisal.	N

		the objectives of the Public Toilet Strategy. Option 2 will see the appointment of the Councils nominated contractor under the SCAPE Framework to provide identified consultancy support and associated investigatory work up to the delivery of an economic appraisal			
NS/093/2022	Business Case for the provision of maintenance services for the Council's Public Toilets	<p>Note the content of the report and associated Business Case.</p> <p>Approve the recommendation within the Business Case for provision of maintenance services for Council's Public Toilets – Option 3 is chosen. Option 3 will see the appointment of a suitably qualified contractor to provide routine maintenance and provide break down cover for the Council Public Toilet Service which cannot be addressed by its own in-house maintenance team.</p>	K Scullion	Completed	Y
NS/094/2022	Business Case for Annual Fixed Electrical Wiring and Emergency Lighting Testing	<p>Note the content of the report and associated Business Case.</p> <p>Accept the conclusion of the Business Case that Option 2 is chosen as the preferred option.</p>	K Scullion	In progress	N

		Option 2 will see the appointment, through a tender process, of a competent electrical contractor who will undertake these annual tests and where required, agreed remedial works to supplement in-house provision.			
NS/095/2022	Business Case – provision of Bi-annual service of oil fired boilers and emergency breakdown cover for Council properties	<p>Note the content of the report and associated Business Case.</p> <p>Approve the recommendation within the Business Case for provision of maintenance services for Council’s oil-fired boilers – Option 3 is chosen.</p> <p>Option 3 will see the appointment of a suitably qualified contractor to provide biannual servicing of Council oil fired boilers, emergency breakdown cover and minor capital works.</p>	K Scullion	In progress	N
NS/098/2022	Business Case for Marine Services covering Council harbours and navigational aids	<p>Note the content of the report and associated Business Case.</p> <p>Approve the recommendation within the Business Case for maintenance of the Council’s</p>	K Scullion	In progress	N

		LAtONs and other marine services works – Option 3 is chosen. Option 3 will see the appointment of a suitably qualified marine services engineering contractor to undertake maintenance of the Council's LAtONs, other marine services works and inspections.			
NS/101/2022	Waste Management Procurement Action Plan	<p>Approve the progress update report.</p> <p>Approve an extension to the Waste Management Procurement Action Plan to the 31st December 2022.</p> <p>Note that services will continue "out of contract" until new contracts are awarded and regularised.</p> <p>Note procurement update concluding issues previously highlighted.</p>	S Murphy	Updated at December 2022 committee - SE/173/2022	Y
SUSTAINABILITY AND ENVIRONMENT COMMITTEE MEETING 17 AUGUST 2022					
SE/119/2022	Business Case – replacement of 4x4	Agreed to approve the Business Case as per Appendix 1, for the replacement of one Four Wheel	S Murphy	In progress	N

	vehicles for closed landfill sites	Drive Vehicle for use by the Waste Processing section to access and service closed landfill sites across Newry Mourne and Down District Council area.			
SUSTAINABILITY AND ENVIRONMENT COMMITTEE MEETING 20 SEPTEMBER 2022					
SE/131/2022	Business Case – Driver CPC Training and Assessments and Loader training	Agreed to approve the Business Case as per Appendix 1, for the procurement of driver training including Driver CPC, induction and refresher training and assessment	S Murphy	Complete	Y
SUSTAINABILITY AND ENVIRONMENT COMMITTEE MEETING 18 OCTOBER 2022					
SE/140/2022	Vegetation growth with Aughrim (Little River) at the Events Space Kilkeel	Agree to Council organising a consultation with all relevant stakeholders on the findings of the report. Consultation to include Mourne DEA Councillors; Kilkeel Development Association; landowners adjacent to this section of the river; DFI Rivers Agency and Inland Fisheries. The purpose of the consultation would be to seek to agree a preferred option and agreement on a way forward.	K Scullion	In progress	N

SE/142/2022	Update on Cleansing Workshop	Agreed to approve the report of the Elected Member District Cleansing Workshop held on 5 October 2022.	S Murphy	In progress	N
SE/143/2022	Notice of Motion – revenue from EU Charging Infrastructure	Agreed to endorse the recommendation made at the Strategic Finance Working Group Meeting of 16 June 2022 as set out in Section 2.2 of the report and that officers consider the most appropriate way forward in relation to identifying appropriate spaces that may be suitable for the proposal as outlined in the Notice of Motion.	A Cassells	In progress	N
SE/144/2022	Proposed Phase 2 extension to Kilbroney Municipal Cemetery	Agreed to note the content of the report and to proceed with Option 2 for the Phase 2 development of Kilbroney Municipal Cemetery. Option 2 would include refurbishment works to the existing cemetery site and an extension to the cemetery (circa 208 burial plots) in line with current planning approval. It was also agreed to bring forward a proposal for lights for Phase 1 and 2 and the compound once planning had been approved.	K Scullion	Works near completion	N

SUSTAINABILITY AND ENVIRONMENT COMMITTEE WEDNESDAY 23 NOVEMBER 2022					
	<i>SE/147/2022 – Clock at St. Mary's Parish Church, Newry</i>	In response to a request for an update from Councillor Taylor, Mr Scullion advised officers needed to consult with representatives from St. Mary's Church, Newry, to ascertain what input the Council previously had in terms of maintenance of this clock and a report would be brought back to Committee once these discussions had been held.	K Scullion	Report provided to S&E Committee on 22 nd March 2023.	N
SUSTAINABILITY AND ENVIRONMENT COMMITTEE WEDNESDAY 20 DECEMBER 2022					
SE/170/2022	Update on request to sub lease the Bog Road Amenity Area Forkhill	Agreed to note the content of the report and agree to the recommendations contained within section 2.3 of the report.	K Scullion	In progress	N
SE/171/2022	Newry Market Revitalisation	Agreed to note the content of the report and agree to the recommendations contained within section 2.3 of the report.	K Scullion	In progress	N
SE/172/2022	Facilities Management and Maintenance Procurement Action	Agreed to:- Note the progress update report; Approve an extension to the Neighbourhood Services	K Scullion	In progress	N

	Plan update December 2022	Procurement Action Plan to the 30th of June 2023. Note that services will continue "out of contract" until new contracts are awarded and regularised.			
SE/173/2022	Waste Management Procurement Action Plan Update December 2022	Agreed to:- Note the progress update report in Appendix 1; Approve an extension to the Waste Management Procurement Action Plan to the 30th of June 2023. Note that services will continue "out of contract" until new contracts are awarded and regularised. Note procurement update concluding issues previously highlighted.	S Murphy	In Progress	N
SUSTAINABILITY AND ENVIRONMENT COMMITTEE WEDNESDAY 25 JANUARY 2023					
SE/005/2023	Proposed Mobile Phone installation at Downpatrick HRC site	Agreed to note the contents and agree to:-	S Murphy	In progress	N

		<p>Cornerstone progressing with their proposal to install mobile phone infrastructure at Downpatrick HRC site to replace a nearby site to provide continuation of service in the immediate area for both 02 and Vodafone, subject to them obtaining all necessary statutory consents.</p> <p>That the matter of any lease, wayleave or other legal agreement be properly referred to the Strategy Policy and Resources Committee.</p>			
SE/006/2023	Economic Appraisal for provision of Christmas Illuminations and ad hoc celebratory lighting	<p>Agreed to note the content of the report and approve the recommendation from the Economic Appraisal that Option 3 was the preferred option. Option 3 would see the Council enter into contract with a provider of Christmas and ad hoc illuminations for a five-year period. The contract would include both use of the Council's own illuminations and where appropriate and agreed by Council the hire of illuminations.</p>	K Scullion	In Progress	N
SUSTAINABILITY AND ENVIRONMENT COMMITTEE					

TUESDAY 22 FEBRUARY 2023					
SE/014/2023	Control of Japanese Knotweed on land at Mourne Drive, Warrenpoint	Agreed in the interests of public Health and whist there was no agreement on the treatment of Japanese knotweed on this land, that Council continue to spray for the control of this invasive species on an annual basis. Council to advise adjacent landowners of the current position including advice from DAERA in relation to their own legal civil remedy.	K Scullion	In Progress	N
SE/015/2023	Community Paint Reuse Project and Funding	Agreed to recommend approval for Officers to submit an application to the Paint Reuse Capital Grant Scheme for Northern Ireland, funding by the Department of Agriculture, Environment and Rural Affairs through Community RePaint to set up a Council RePaint Scheme at HRC sites in the District.	S Murphy	Application submitted and funding offer received for £4,400. Project in progress	N
SE/016/2023	Economic Appraisal for the appointment of a Metal	Agreed to note the content of the report and associated Economic Appraisal and accept the conclusion of the Economic Appraisal	K Scullion	In Progress	N

	Fabrication and Repair Contractor	that Option 4 be chosen as the preferred option. Option 4 would see the appointment, through a tender process, of a contractor to provide metal fabrication and repair services. In addition to this an independent Metallurgical and Mechanical Engineering Consultancy Service would be appointed to provide advice to Council Officers on the procurement and management of this service.			
SE/017/2023	Business Case for the monitoring and maintenance of Council Public Space CCTV	<p>Agreed to:-</p> <p>Note the content of the report.</p> <p>Approve the findings of the Business Cases presented.</p> <p>Business Case for Town Centre CCTV Analogue Fiberoptic lines to link Camera system to Monitoring Centre – Approve Option 1 - Continue with analogue line rental with the current provider pending outcome of review of Public Space CCTV for 12-month period under an STA.</p>	K Scullion	In Progress	N

		Business Case for Town Centre CCTV Monitoring – Approve Option 1 - Continue with annual monitoring contract with the current provider for 21 town centre Public Space CCTV cameras for 12-month period under an STA. Committee to note that both contracts will be awarded via the use of a STA.			
SE/018/2023	Business Case for the appointment of a contractor to undertake Legionella Control Measures on behalf of the Council	Agreed to:- Note the content of the report. Accept the conclusion of the Business Case that Option 3 be chosen as the preferred option. Option 3 would see the appointment, through a tender process, of a competent contractor to undertake a number of duties under the Council's Legionella Management Plan for a three-year period.	K Scullion	In Progress	N
SE/019/2023	Business Case for the appointment of a contractor to undertake asbestos control measures on behalf of the Council	Agreed to:- To note the content of the report. Accept the conclusion of the Business Case that Option 3 be chosen as the preferred option to	K Scullion	In Progress	N

		the appointment, through a tender process, of a competent contractor to undertake a number of duties under the Council's Asbestos Management Plan for a three-year period.			
SE/020/2023	Waste Contract Extensions	Agreed to approve:- The extension of waste collection and processing contracts listed in Appendix 1 in line with the extension end date in the table. The extension of dog holding, kennelling and related services contracts listed in Appendix 2 in line with the extension end date in the table and rate increases in line with CPI.	S Murphy	In progress	N
END					