

June 12th, 2020

Notice Of Meeting

You are invited to attend the Neighbourhood Services Committee Meeting to be held on **Wednesday, 17th June 2020 at 6:00 pm in SKYPE.**

Committee Membership:

- Councillor O Magennis (Chair)
- Councillor T Andrews (Deputy Chair)
- Councillor C Casey
- Councillor W Clarke
- Councillor D Curran
- Councillor A Finnegan
- Councillor G Malone
- Councillor C Mason
- Councillor H McKee
- Councillor K McKevitt
- Councillor D Murphy
- Councillor K Owen
- Councillor H Reilly
- Councillor G Stokes
- Councillor D Taylor

Agenda

1.0 Apologies and Chairperson's remarks.

2.0 Declarations of "Conflicts of Interest".

3.0 To agree start times for Neighbourhood Services Committee Meetings. (Attached)

 *NS Meeting dates 2020-21.pdf*

Page 1

4.0 Action sheet of the Neighbourhood Services Committee Meeting held on 18 March 2020. (Attached).

 *NS Committee Action Sheet.pdf*

Page 3

For Consideration and/or Decision

5.0 Neighbourhood Services Emergency Business Plan April-September 2020. (Attached).

 *Report NS Emergency Business Plans June 20.pdf*

Page 8

6.0 To consider the following Notice of Motion in the name of Councillor Brown and seconded by Councillor Hanlon (Report attached).

“Recognising the extent of dog fouling across the District and the need to consider innovative solutions to tackle this problem, the Council will investigate the viability of using DNA testing to identify offenders and aid enforcement officers in issuing fines, drawing upon best practice from other Councils who have introduced this method. It will also roll out an enhanced public awareness campaign of the dangers of dog fouling including additional signage and introduce a 'Green dog walkers' scheme.”

Agreed: The Motion was referred from Council Meeting on 2 March 2020 to the Neighbourhood Services Committee in accordance with Standing Order 16.1.16

 *Report - Notice of Motion from Councillor Brown.pdf*

Page 23

7.0 To consider the following Notice of Motion in the name of Councillor McMurray and seconded by Councillor Brown. (Report attached).

"That this Council will proactively enable Changing Places (CP) toilets within our Council area by:

committing to include CP toilets in all new council buildings and leisure facilities; to review and resource retro fitting of CP toilets to all our public buildings over the next 10 years; require all applications for new buildings, open to the public, to install CP toilet instead of a basic disability toilet; to resource a fund for local businesses and charities to retro fit or install a CP toilet."

Agreed: The Motion was referred from Council Meeting held on 2 March 2020 to the Neighbourhood Services Committee in accordance with Standing Order 16.1.16

 *Report - Notice of Motion from Councillor Mc Murray.pdf*

Page 25

Waste Management

8.0 Update on Fleet Transition Strategy. (Attached).

 *NS - Fleet Transition Strategy Update - 17 06 20v1.1.pdf*

Page 27


9.0 Report on HRC's update. (Attached).

 *NS - HRCs Re-opening Plan Update - 17 06 20v1.2.pdf*

Page 29

For Noting

10.0 ARC 21 Member's Monthly Bulletin of March 2020. (Attached)

 *ARC21 JC048-March20-JC MembersBulletin.pdf*

Page 33

11.0 ARC21 Member's Bulletin of April 2020. (Attached)

 *ARC21 JC049-30April20-JC MembersBulletin.pdf*

Page 38

12.0 ARC21 Member's Bulletin of May 2020. (Attached)

 *ARC21 JC050-28May20-JC MembersBulletin.pdf*

Page 41

13.0 ARC21 JC Meeting Minutes held on Thursday 27 February. (Attached)

 *ARC21 -JC Minutes 27 Feb 20.F.pdf*

Page 44

14.0 ARC21 JC Briefing held on Thursday 26 March. (Attached)

 *ARC21 JC briefing 26 March.pdf*

Page 48

15.0 ARC21 JC Briefing held on Thursday 30 April. (Attached)

 *ARC21JC050-28May20-1May20-Briefing-Chair and ACES notes.F.pdf*

Page 52

16.0 Historic Action Sheet. (Attached).

 *NS Historic Actions Tracker Sheet.pdf*

Page 56

Items deemed to be exempt under paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) 2014

17.0 Business Case to proceed with Phase 2 Extension of Warrenpoint Municipal Cemetery and update on other cemetery projects. (Attached)

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 Phase 2 Extension of Warrenpoint Municipal Cemetery.pdf*

Not included

18.0 Business Case for the procurement of Christmas illuminations and an artificial Christmas tree. (Attached)

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 Business Case Christmas Illuminations June 2020.pdf*

Not included

19.0 Business Case for the supply of PPE and staff uniforms for Neighbourhood Services Directorate. (Attached)

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 Business Case for supply of PPE and staff uniforms for NS Directorate June 2020 v1a.pdf*

Not included

20.0 Business Case for Annual Servicing and Maintenance of Lifts in Council Buildings. (Attached)

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 Business Case for Lift Servicing and Maintenance.pdf*

Not included

21.0 Business Case for Inspection, Testing and Maintenance of Councils Fire Alarm Systems. (Attached)

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 Business Case for Fire Alarm Maintenance.pdf*

Not included

22.0 Business Case for Annual Servicing, Maintenance and Monitoring of Intruder Alarm Systems in Council Buildings. (Attached)

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 Business Case for Intruder Alarms Maintenance and Monitoring.pdf*

Not included

23.0 Report of Waste Contract Correspondence. (Attached).

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 on Waste Contract Correspondence June 20 -2.pdf*

Not included

24.0 Report on Bring Sites Review. (Attached).

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.

 *NS - Review of Bottle Bank Provision - 17 06 20v1.1.pdf*

Not included

25.0 Business Case for RCV's. (Report attached - appendices to follow).

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.

 *NS - Fleet Business Cases - 17 06 20v1.2.pdf*

Not included

26.0 ARC21 JC Meeting Minutes held on Thursday 27 February 2020. (Attached)

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.

 *ARC21-Item2-JC InComm Minutes 27Feb20.F.pdf*

Not included

27.0 ARC21 JC Briefing held on Thursday 26 March. (Attached)

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.

 *ARC21 In Committee Item 2 from 26 March.pdf*

Not included

28.0 ARC21 JC Briefing held on Thursday 30 April. (Attached)

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.

 *ARC21 In Committee Item 2 from 30 April.pdf*

Not included

NEIGHBOURHOOD SERVICES COMMITTEE

Date	Time (to be confirmed at first meeting)	Location
17 June 2020	6.00 pm	Via skype
19 August 2020	6.00 pm	TBC
Tuesday 22 September 2020	6.00 pm	TBC
Tuesday 20 October 2020	6.00 pm	TBC
Tuesday 17 November 2020	6.00 pm	TBC
Tuesday 15 December 2020	6.00 pm	TBC
20 January 2021	6.00 pm	TBC
17 February 2021	6.00 pm	TBC
Tuesday 16 March 2021	6.00 pm	TBC
21 April 2021	6.00 pm	TBC
19 May 2021	6.00 pm	TBC

ACTION SHEET ARISING FROM NS MEETING HELD ON WEDNESDAY 18 MARCH 2020

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/135/2020	Monthly Action Sheet	Noted and actions removed as marked.			
		FOR CONSIDERATION AND/OR DECISION			
NS/136/2020	Notice of Motion Re: Changing Places (CP) Toilets (Cllr McMurray)	Notice of Motion was withdrawn from Agenda.			
		FACILITIES MANAGEMENT AND MAINTENANCE			
NS/137/2020	Christmas Illuminations & Celebrations Group Meeting – 13 Feb 2020	<p>-Note the contents of this report and the Action Sheet of the Christmas Illuminations Group Meeting held on 13th February 2020.</p> <p>-Officers to work with the local communities identified within the report who currently receive a cut Christmas Tree to move to having a planted Christmas Tree instead, subject to agreement on location of the tree, its future annual</p>	K Scullion	Officer meeting held on 9 th June 2020 to agree way forward with actions	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>maintenance and dressing of the tree for Christmas.</p> <p>-Officers proceed to issue an Expression of Interest to support a maximum of seven towns and villages to provide a recognised group with a planted sustainable Christmas Tree under the same terms as last year with the additional selection criteria referred to in Section 2 of this report, for the event that more than seven eligible applications are received. The programme to be delivered over a maximum eighteen-month period.</p> <p>-Officers proceed to procure the required sustainable Christmas trees and supporting infrastructure to support this programme.</p> <p>-Endorse other actions detailed in the report of the Christmas Illuminations Group Meeting held on 13th February 2020.</p>	<p>J Hillen</p> <p>K Scullion</p> <p>K Scullion</p>	<p>On hold at present due to Covid 19 restrictions</p> <p>No progress to date due to Covid 19 restrictions</p> <p>Noted</p>	<p>N</p> <p>N</p> <p>Y</p>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/138/2020	Fire at Amenity Building Struell Municipal Cemetery	To note update given by Mr K Scullion Assistant Director Facilities Management and Maintenance regarding the fire at Struell Cemetery.	K Scullion	For Noting	Y
WASTE MANAGEMENT					
NS/139/2020	Presentation Re: Green Fleet	It was agreed to note this item be deferred.	J McBride	Fleet Transition Strategy item to be considered at June Meeting	N
NS/140/2020	Compost Awareness Week	It was agreed to note the update on Compost Awareness Week.	J McBride		Y
NS/141/2020	Flytipping Revised Shared Protocol	It was agreed to note the update in relation to the revised Fly Tipping Protocol.	J McBride		Y
FOR NOTING					
NS/145/2020	Historic Actions Tracking Sheet	Noted and actions removed as marked.			
EXEMPT INFORMATION ITEMS					
NS/146/2020	ARC21 Joint Cmttee Meetinh – 30 January 2020 (In Committee Items)	It was agreed to note the Arc 21 Joint Committee Meeting Minutes held on Thursday 30 January 2020.	J McBride		Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/147/2020	ARC21 NWP Variation	It was agreed to note that the various processes in relation to the Treatment Contract had been concluded.	J McBride		Y
NS/148/2020	Waste Management Business Cases	<p>It was agreed to approve the Business Cases for:-</p> <ul style="list-style-type: none"> ▪ The provision of sampling, analysis and reporting services for the Council's closed landfill sites, in accordance with license / permit conditions (Appendix I); ▪ The provision of a mattress collection & reprocessing recycling service at the Council's Household Recycling Centres (HRCs) (Appendix II); and ▪ The provision of public realm cleansing services (Appendix III). <p>It was also agreed Council arrange to remove a mattress on Church Street Warrenpoint, as requested by Councillor Tinnelly</p>	J McBride	Procurement process currently being worked-up in conjunction with Purchasing	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/149/2020	Business Case for Annual Sports Pitch Renovations and end of Season Maintenance for Council Sports Pitches	To note the content of the report dated 18 March 2020 and accept the findings of the Business Case presented at Appendix 1 which would see the Council appoint, through a tender process, a suitably competent contractor to undertake essential out of season renovation works to Council football and gaelic pitches for a three-year period starting in summer 2020.	K Scullion	In progress – contractor appointed and works underway	Y
NS/150/2020	Business Case for the Council Christmas illuminations display across the District	To note the content of the report dated 18 March 2020 and 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 electrical contractor who would test, repair, erect, connect and dismantle the Council's Christmas illuminations.	K Scullion	In progress – tender to issue in June 2020	Y

Report to:	Neighbourhood Services Committee
Date of Meeting:	17 th June 2020
Subject:	Neighbourhood Services Emergency Business Plan April-September 2020
Reporting Officer (Including Job Title):	Roland Moore, Director of Neighbourhood Services
Contact Officer (Including Job Title):	Roland Moore, Director of Neighbourhood Services

Confirm how this Report should be treated by placing an x in either:-

For decision	X	For noting only	
1.0	Purpose and Background		
1.1	<p>The social and economic disruption caused by COVID-19 has had a significant impact on our District, our citizens, our services and the way we provide them. Effectively planning ahead will determine how well the organisation adapts to the challenges and opportunities within the current and post COVID-19 environments, as lockdown restrictions ease, social distancing measures are relaxed and service provision gradually recovers, transitions and adjusts to the 'new' normal.</p> <p>Emergency Business Plans for each Directorate were developed in April and updated in May 2020. They provide a mechanism to manage the Council's response to COVID-19, co-ordinate activity and plan ahead to support and anticipate business recovery. These plans provide an overview of:</p> <ul style="list-style-type: none"> • Financial and human resources • Challenges, opportunities, customer needs and risk management implications • New / essential / statutory / ongoing / delayed / suspended activity <p>This report summarises the key findings, common issues and emerging themes across all Directorate Emergency Business Plans.</p>		
2.0	Key issues		
2.1	<p>Emergency Business Plans 2020-21</p> <p>Emergency Business Plans are dynamic, flexible and responsive to the turbulence and volatility of the internal and external environments. As such, they are living documents which represent the current and planned activity of each Directorate at a certain point in time (10 June 2020). To be effective, Emergency Business Plans should be reviewed and updated regularly, particularly in response to any legislative changes arising from future reviews of the Health Protection (Coronavirus Restrictions) Regulations (Northern Ireland) 2020, as carried out by the NI Executive.</p>		
2.2	<p>Financial and Human Resources</p> <p>Each Emergency Business Plan provides an overview of the current financial and human resources for each Directorate and department, which have been revised in response to the impact of COVID-19 and will be subject to continuous review.</p>		

2.3	<p>Additional Considerations Emergency Business Plans provide an overview of the key challenges and opportunities for each Directorate, customer needs and expectations and the associated risk management implications, as summarised below:</p> <p>Challenges</p> <ul style="list-style-type: none"> • Impact of COVID-19 on local communities and businesses, which may influence the provision of Council services. • Loss of income across many Council services. • Delivery of capital projects in line with external funding arrangements. • Ongoing impact of social distancing on the way services are provided, coupled with the effective delivery of externally funded programmes. • Supply and professional services markets may be restricted due to reduced levels of manufacturing and resource availability. • Creating an organisational culture which values remote working, virtual teamwork and dispersed employees. <p>Opportunities</p> <ul style="list-style-type: none"> • Closer collaboration with stakeholders, including local communities, businesses and partner organisations. • Renewed emphasis on environmental and social wellbeing, particularly climate change. • Critical review of service provision, identifying opportunities for business transformation, exploring new models of service delivery and finding more efficient and effective ways to operate. • Digital transformation, agile working arrangements, virtual meetings and online capability of services. • Utilisation of the e-learning platform and mainstreaming flexible working arrangements for employees. <p>Stakeholder Needs and Expectations</p> <ul style="list-style-type: none"> • How citizens and stakeholders behave after lockdown, and in response to COVID-19, remains unclear and uncertain. • Ongoing leadership and guidance from the Council through the provision of reliable, up to date information, advice and communications. • Expectations in relation to physical and psychological social distancing, as well as good hygiene standards, may lead to suppressed demand and a restricted appetite for some Council services and activities. • Access to support packages and recovery programmes for local businesses, tourism sector, sporting and community organisations. • Potential links between the health status of citizens, economic decline, social deprivation and deeper inequalities. • Customers of some services may expect alternative ways of working and new models of service provision. <p>Risk Management</p> <ul style="list-style-type: none"> • Preparedness for a prolonged pandemic, increase in infections, further lockdowns, second wave of COVID-19 and operating in a volatile, uncertain environment. • Suspension of key activities and deliverables, as agreed in externally funded programmes.
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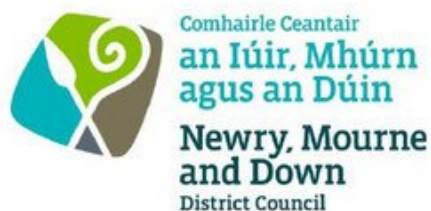
	<ul style="list-style-type: none"> Enforcing guidelines around social distancing and hygiene standards in the workplace, and the subsequent impact on effective service provision. Issues around the virtual work environment, organisational culture, data protection and cyber security.
2.4	<p>Council Activity</p> <p>Emergency Business Plans confirm that all Directorates have introduced new activity in response to COVID-19, whilst continuing to deliver essential and statutory services. However, many services and projects have also been delayed or suspended, as summarised below:</p> <p>New Activity</p> <ul style="list-style-type: none"> The establishment and management of the Community Coordination Hub, led by the AHC Directorate and supported by a number of departments including Community Planning, Communications and Human Resources. Virtual physical activity / wellbeing initiatives and economic development / tourism programmes to support local communities and businesses to address, navigate and recover from the impact of COVID-19. Assistance with contact tracing and advice around enforcing social distancing guidelines. Introduction of new working practices and operating procedures in Building Control, Planning, Refuse Collection, Burial Service, Facilities Management, Customer Services, Ethnic Minority Support Centre, Business Support, Communications and the way Committee and Management meetings are facilitated. Back office support in relation to financial and human resources, risk management, IT and reviewing community planning priorities and strategic objectives, within the context of COVID-19. <p>Essential / Statutory / Ongoing Activity</p> <ul style="list-style-type: none"> Flexible, ongoing and tailored delivery of funded programmes, particularly in the Economic Development and Community Engagement departments. Progressing key external and internal projects including the Belfast Region City Deal, UNESCO Global Geopark Status, Managing Attendance Procedure and Employee Terms and Conditions. Statutory duty compliance in relation to Performance and Improvement, Equality, Disability, Rural Needs, GDPR and Freedom of Information. Review of Capital Programme, taking into account the impact of COVID-19 on current and planned projects. Ongoing maintenance of all Council facilities. <p>Delayed / Suspended Activity</p> <ul style="list-style-type: none"> Closure of leisure facilities and delay of key programmes including Everybody Active and the Summer Activity Programme. Closure of community facilities, implementation of DEA Action Plans, launch of Financial Assistance and delivery of the Irish Language Bursary Scheme, Affordable Warmth Programme and Home Safety Scheme. Registration of births and marriage ceremonies. Completion of onsite capital schemes, including Derrymore Demesne and Village Environmental Improvement Schemes, and delayed start dates for some projects.

	<ul style="list-style-type: none"> • Delivery of upcoming tourism events and programmes in Arts Centres / Museums, Artisan Markets and the roll-out of the Council Roundabout Sponsorship Scheme.
2.5	<p>Plans and Strategies</p> <p>Developing and finalising the following plans and strategies, some of which have been delayed, should also consider the short and medium term implications of COVID-19:</p> <ul style="list-style-type: none"> • Corporate Plan 2020-23 • Performance Improvement Plan • Local Development Plan • Economic Development Strategy • Arts and Culture Strategy • Community Facilities Strategy • Open Space Strategy • Sports Development Strategy
2.6	<p>Statutory Performance Indicators / Returns to Central Government</p> <p>The timely submission of a number of returns to the various central government departments, outlining progress in relation to agreed programmes of work and statutory performance indicators, has been impacted by COVID-19. Where it is anticipated that targets may not be achieved, progress will be monitored and reviewed on a regular basis.</p>
2.7	<p>Next Steps</p> <p>A review of the implementation of each Emergency Business Plan will be carried out in June 2020. The purpose of this review is to monitor and evaluate the Council's response to COVID-19, identify areas of good practice and shared learning and explore opportunities to sustain, progress and embed business transformation at all levels of the organisation. Responding to the impact of COVID-19 may well have accelerated the planned programme of change, creating the catalyst for business transformation and organisational resilience, and helping the Council to perform more effectively in this unprecedented new reality.</p>
3.0	Recommendations
3.1	<p>To consider and agree:</p> <ul style="list-style-type: none"> • Neighbourhood Services Emergency Business Plan April-September 2020
4.0	Resource implications
4.1	<p>There are no resource implications arising from this report, as the delivery of each Emergency Business Plan should be resourced from the agreed budget for 2020-21.</p>
5.0	Equality and good relations implications
5.1	<p>There are no equality or good relations implications arising from this report. However specific actions and projects within each Emergency Business Plan may be subject to their own statutory equality screening, the outcomes of which will be reported as part of future Officer recommendations.</p>
6.0	Rural proofing implications

6.1	There are no rural proofing implications contained within this report. However specific actions and projects within each Emergency Business Plan may be subject to their own statutory rural needs screening, the outcomes of which will be reported as part of future Officer recommendations.
7.0	Appendices
	<ul style="list-style-type: none"> Appendix 1: Neighbourhood Services Emergency Business Plan
8.0	Background Documents None

Neighbourhood Services

Emergency Business Plan April-September 2020



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1.0 Introduction

The Neighbourhood Services Emergency Business Plan provides an overview of the key activities that will take place across the Directorate between April-September 2020. The key responsibilities of the Directorate are:

- **Waste Management**
- **Facilities Management and Maintenance**

Adapting to the 'new' normal and reviewing how we deliver services effectively is a key priority for both the organisation and department. Preparations are underway to manage the safe return of employees to the workplace and ensure our facilities comply with social distancing requirements and health and safety guidelines.

2.0 Financial and Human Resources

Responding to COVID-19 has had an impact on the working arrangements of our employees and planned expenditure during 2020-21. The financial and human resources for the Neighbourhood Services Directorate are outlined in the table below and will be subject to continuous review throughout the year.

Net estimated expenditure	£23,736,080
Total number of employees (FTE equivalent)	397

3.0 Additional Considerations

The Neighbourhood Services Directorate has additional issues and opportunities to consider and progress as part of the Council's response to COVID-19, as summarised below:

Challenges and Opportunities

- Workforce deficits created by the COVID-19 crisis
- Reprioritisation of essential services & the training of support staff
- Mobilising the entire Directorate to operate differently
- Potential for the increased production of household waste arising from increased occupancy levels
- Subsequent increases in waste disposal costs
- Increased risk of illicit-dumping
- Significant disruption to waste management supply chains
- Significant Trade Waste income losses
- Provision of adequate burial capacity
- Reduced restrictions in planning approval requirements may assist with extension to cemeteries for Covid-19 burials
- Disruption to material supply chains for maintenance services
- Delays to construction projects due to Covid-19 restrictions

Customer / Stakeholder Needs and Expectations

- Increased public demand for waste disposal
- Workforce wellbeing & support
- Supplier resilience & continuity
- Ensuring indoor and outdoor facilities are maintained to allow opening to take place once approved

Contingency Planning / Risk Management

- Prioritisation & subsequent resourcing of essential services
- Training of non-FM&M and non-Waste Management staff to mitigate potential workforce deficits
- Use of various social distancing measures at the depots, offices & fleet
- Directorate-wide management & deployment of resources

4.0 Governance Arrangements

The Emergency Business Plan is dynamic and subject to continuous change. The Director of Neighbourhood Services will monitor and review implementation on a weekly basis, with progress being reported to the Senior Management Team. Assistant Directors may also report progress to the Corporate Management Team as required.

The Director of Neighbourhood Services will carry out a full review of the Emergency Business Plan in June 2020, in line with lockdown restrictions being eased and social distancing measures being relaxed. This review will help identify areas of good practice, areas for improvement and areas for business transformation. It will also ensure that both the organisation and Directorate have the necessary arrangements and infrastructure in place to respond to a potential second wave of COVID-19 in a robust and swift way.

5.0 Neighbourhood Services Emergency Business Plan April-September 2020

Waste Management				
Objective / Activity	Timescale	Output/Outcome	Human Resources (responsible officers)	Financial Resources (expenditure / loss of income / funding re-allocated)
New				
Prioritisation & protection of the Refuse Collection service ¹	Ongoing	Maintenance of an essential public service	P Whyte	Ongoing revenue costs
Design and implement social distancing protection for frontline	Ongoing	Staff safety	All Heads of Service	Additional initial costs from vehicle changes plus additional support vehicle costs.
Implementation & operation of a Directorate-wide master rota for the deployment of workforce resources	Ongoing	Key enabler for the allocation of the necessary workforce resources to maintain essential services	All Heads of Service	Pooling and sharing of staff resources
Commence phased re-opening of the Household Recycling Centers	Q1	Re-opening of an important waste disposal facility	L Dinsmore	Additional waste disposal costs
Implementation of interim Trade Waste invoicing arrangements	Q1	Collection of income for service	L Dinsmore	Significant loss of income expected.
Set up customer services remotely	Q1	All customer services staff working from home	L Dinsmore	N/A
Essential				
Finalise HRC Phase Two arrangements	Q2	Completion of HRC review	L Dinsmore	Refine opening hours/servicing arrangements

¹ This includes the implementation of several mitigating measures as set-out in the business continuity plan

Finalise a suite of Waste Management policies	Q1/2	Standardisation of key policies & processes	L Dinsmore/P Whyte	Focus on reducing costs
Commission the development of a Fleet Transition Strategy	Q2	Key enabler for local environmental improvements in relation to climate change	T Daly	Capital program implications
Present options for the distribution of bio bags / caddy liners	Q2	Notice of Motion from Council	L Dinsmore	Revenue implications
Scope business requirement for IT systems to support Waste Management operations	Q2	This will influence technology for Refuse and Cleansing optimization whilst also influencing streetscene	J McBride	Potential efficiencies
Ongoing / Statutory				
Complete all outstanding tenders and contracts (Waste Processing & Fleet)	Q2	Compliance with Procurement Policy	L Dinsmore / T Daly	Potential for better market prices.
Waste Data reporting	Ongoing	Compliance with legislation	L Dinsmore	
Desirable				
Implementation of the Enforcement Improvement Plan	Ongoing	To help reduce flytipping	L Dinsmore	Revised protocol may mean greater ability to issue fines.
Delayed / Suspended				
Design & implementation of a Directorate business administrative support model			J McBride	

Facilities Management and Maintenance

Objective / Activity	Timescale	Output/Outcome	Human Resources (responsible officers)	Financial Resources (expenditure / loss of income / funding re-allocated)
New				
Prioritisation & protection of the Council Burial service ²	Ongoing	Maintain Council burial service to accommodate all requests.	Aidan Mallon/Gail Kane	In budget – income and expenditure
Prioritisation & protection of Council essential maintenance service ³	Ongoing	Maintain provision of essential maintenance works (building and grounds) of Council facilities	Aidan Mallon	In budget – expenditure only, no income.
Prioritisation & protection of Council facility management services ⁴	Ongoing	Keep essential Council facilities open (Civic Buildings (4 no)	Gail Kane	In budget – expenditure only, no income.
Develop phased recovery plan for reopening of Public Conveniences	Q1	Reopening of limited number of public conveniences in specific locations with additional measures to deal with COVID	Gail Kane	Additional resources and revenue costs anticipated in addition to resources provided in budget.
Essential				
Phase 2 extension of Council Municipal Cemeteries – Monkshill and Warrenpoint	By end of Q3	Complete phase 2 extension works to Monkshill and Warrenpoint Municipal Cemeteries	Gail Kane	In capital budget – expenditure only.

² This includes the implementation of several mitigating measures as set-out in the business continuity plan

³ This includes the implementation of several mitigating measures as set-out in the business continuity plan

⁴ This includes the implementation of several mitigating measures as set-out in the business continuity plan

Preparation for Christmas Illuminations/trees for Christmas 2020	By end of Q2	Appointment of contractor to test and install Christmas illuminations. Capital spend to replace old stock and provide agreed new stock	Aidan Mallon	In capital and revenue budget
Review of Grounds Maintenance Service to account for Covid-19 restrictions	By end of Q2	Develop and implement revised schedule of Grounds Maintenance works which takes account of existing resources and biodiversity input.	Aidan Mallon	In revenue budget
Resume all standard building maintenance services provision	By end of Q2	Resume provision of normal building maintenance services	Aidan Mallon	In revenue budget
Explore options to digitise all Council Cemetery records	Q2	Will increase resilience of service	Gail Kane	With GIS Dept.
Complete Car Park works at Strangford Road Depot	Q1/2	Provide additional capacity	Gail Kane	In Capital Budget.
Develop options for Council on model for Street Scene Service	By end of Q2	Council will have a better understanding of Street Scene	ADs/Director	In budget – revenue spend only
Ongoing / Statutory				
Phase 2 extension to Kilbroney Municipal Cemetery and Phase 3 extension to Monkshill Municipal Cemetery	By end of Q4	Obtain Planning Approval	Gail Kane	In capital budget – expenditure only but review may be required upon agreement of final design by Council.

Facility Compliance Management	By end of Q2	Complete Management Plans for compliance maintenance work streams	Kevin Scullion	In revenue budget – expenditure only, no income.
Development of business cases for agreed Public Toilet works (Killough new PC and Castle Park Newcastle PC refurbishment)	Q2	Develop and have agreed by Council Business Plans Killough new PC and Castle Park Newcastle PC refurbishment	Gail Kane	In capital budget
Commence Public Consultation on Public Convenience Strategy for agreement by Council	By end of Q2 in line with other Council Consultations	Develop and agree public consultation exercise of draft Council Public Convenience Strategy. To be undertaken over 12-week period with findings reported to Council	Gail Kane	In budget – revenue expenditure only
Develop and implement Council Tree Strategy	By end of Q3	Develop and implement Council Tree Strategy	Aidan Mallon	In budget – revenue expenditure only
Desirable				
Review options for Strangford Road Depot	Q2	To consider requirements for depot location	ADs	Capital Budget implications
Delayed / Suspended				
Participation in Ulster in Bloom and Tidy Towns Competitions	N/A	Competitions postponed for 2020	Kevin Scullion	No impact
Roll out of Council Roundabout Sponsorship Scheme	N/A	Delay to initiating Council Roundabout Sponsorship Scheme due to current economic climate and reduced traffic flows	Aidan Mallon	Reduced income

6.0 Statutory Performance Indicators / Returns to Central Government

Waste Management		
Statutory PI / Government Return (including target)	Government Department	Impact on PI / Target
The percentage of household waste collected by the District Council that is sent for recycling (including waste prepared for re-use) (65% by 2030)	DAERA / DfC / NI Audit Office	Recycling rates likely to be under negative pressure
The amount (tonnage) of biodegradable Local Authority Municipal Waste that is landfilled (No target set for 2020-21)	DAERA / DfC / NI Audit Office	No issues anticipated.
The amount (tonnage) of Local Authority Collected Municipal Waste arisings (No target)	DAERA / DfC / NI Audit Office	Likely to rise.

Facilities Management and Maintenance		
Statutory PI / Government Return (including target)	Government Department	Impact on PI / Target
No statutory targets for service area.		

Report to:	Neighbourhood Services Committee
Date of Meeting:	17 th June 2020
Subject:	Notice of Motion received from Councillor Brown
Reporting Officer (Including Job Title):	Roland Moore, Director of Neighbourhood Services
Contact Officer (Including Job Title):	Johnny McBride, Assistant Director Waste Management (Acting) Liam Dinsmore, Head of Waste Processing

Confirm how this Report should be treated by placing an x in either:-

For decision	X	For noting only	
1.0	Purpose and Background:		
1.1	<p>To consider Motion referred from Council Meeting of 2nd March 2020:</p> <p>'Recognising the extent of dog fouling across the District and the need to consider innovative solutions to tackle this problem, the Council will investigate the viability of using DNA testing to identify offenders and aid enforcement officers in issuing fines, drawing upon best practice from other Councils who have introduced this method. It will also roll out an enhanced public awareness campaign of the dangers of dog fouling including additional signage and introduce a 'Green dog walkers' scheme.'</p> <p>Councillor Brown formally proposed the motion, which was seconded by Councillor Hanlon and referred, in accordance with Standing Order 16.1 (6), to the NS Committee for consideration and report.</p>		
2.0	Key issues:		
2.1	The motion and issue contained therein, if adopted, will require further research by Officers.		
2.2	<p>Should the NS committee agree to the motion, then Officers will need time to research schemes, by local authorities in N. Ireland.</p> <p>In addition, Officers will need to understand the time and resources required to implement a new scheme.</p> <p>Officers will undertake necessary research and report back to NS committee with findings on this research and present options for consideration and approval.</p>		
3.0	Recommendations:		
3.1	That the Committee agree to the notice of motion and that Officers undertake necessary research and report back to NS committee presenting options for consideration and approval.		

4.0	Resource implications
4.1	Officer time to undertake research. Any additional resource implications will be highlighted as part of future report to Committee.
5.0	Equality and good relations implications:
5.1	It is not anticipated that the proposal will have an adverse impact upon equality of opportunity and good relations.
6.0	Rural Proofing implications
6.1	Due regard to rural needs has been considered.
7.0	Appendices
	None
8.0	<p>Background Documents</p> <p><i>This relates to meeting requirements outlined in Part 8 of the Local Government Act (NI) 2014, Access to Meetings and Documents, wherein for four years after a meeting the following must be available at the Council Offices and on the website:</i></p> <p><i>Background papers which are defined as those documents relating to the subject matter of a report which:</i></p> <ul style="list-style-type: none"> <i>a) Disclose any facts or matters which in the opinion of the Chief Executive, the report or an important part of the report is based upon; and</i> <i>b) Have, in the Chief Executive's opinion, been relied upon to a material extent in preparing the report.</i> <p><i>These are documents on which the report, or an important part of the report, is based upon and have been relied upon to a material extent in preparing the report.</i></p>

Report to:	Neighbourhood Services Committee
Date of Meeting:	17 th June 2020
Subject:	Notice of Motion received from Councillor McMurray
Reporting Officer (Including Job Title):	Roland Moore, Director of Neighbourhood Services
Contact Officer (Including Job Title):	Kevin Scullion, Assistant Director Facilities Management & Maintenance Gail Kane, Head of Facilities

Confirm how this Report should be treated by placing an x in either:-

For decision	X	For noting only	
1.0	Purpose and Background:		
1.1	<p>To consider Motion referred from Council Meeting of 2nd March 2020:</p> <p>"That this Council will proactively enable Changing Places (CP) toilets within our council area by: committing to include CP toilets in all new council buildings and leisure facilities; to review and resource retro fitting of CP toilets to all our public buildings over the next 10 years; require all applications for new buildings, open to the public, to install CP toilet instead of a basic disability toilet; to resource a fund for local businesses and charities to retro fit or install a CP toilet."</p> <p>Councillor McMurray formally proposed the motion, which was seconded by Councillor Brown and referred, in accordance with Standing Order 16.1 (6), to the NS Committee for consideration and report.</p>		
2.0	Key issues:		
2.1	The motion and issue contained therein, if adopted, will require discussion across several Directorates.		
2.2	<p>The Council has already considered a draft Public Convenience Strategy at a previous committee meeting and this strategy is cognisant of Changing Places. Consultation on the strategy will be undertaken this year.</p> <p>A significant part of the motion refer to capital investment and revenue provision and as such should be considered as part of the rates setting process.</p> <p>The applications for new building requirements will likely be a legislative and/or policy matter and is a matter to be raised with the Executive.</p>		
3.0	Recommendations:		
3.1	That the Committee note to the notice of motion and the proposed action for each respective element detailed within section 2.2.		

4.0	Resource implications
4.1	Any additional resource implications will be highlighted as part of future report to the respective Committee.
5.0	Equality and good relations implications:
5.1	It is not anticipated that the proposal will have an adverse impact upon equality of opportunity and good relations.
6.0	Rural Proofing implications
6.1	Due regard to rural needs has been considered.
7.0	Appendices
	None
8.0	<p>Background Documents</p> <p><i>This relates to meeting requirements outlined in Part 8 of the Local Government Act (NI) 2014, Access to Meetings and Documents, wherein for four years after a meeting the following must be available at the Council Offices and on the website:</i></p> <p><i>Background papers which are defined as those documents relating to the subject matter of a report which:</i></p> <ul style="list-style-type: none"> <i>a) Disclose any facts or matters which in the opinion of the Chief Executive, the report or an important part of the report is based upon; and</i> <i>b) Have, in the Chief Executive's opinion, been relied upon to a material extent in preparing the report.</i> <p><i>These are documents on which the report, or an important part of the report, is based upon and have been relied upon to a material extent in preparing the report.</i></p>

Report to:	Neighbourhood Services (NS) Committee
Date of Meeting:	17 June 2020
Subject:	Fleet Transition Strategy Update
Reporting Officer:	Johnny McBride, Assistant Director: Waste Management (Acting)
Contact Officer:	Tom Daly, Head of Fleet Management

For Decision		X	For Noting Only
1.0	Purpose & Background		
1.1	The purpose of this report is to provide the Committee with a fleet procurement update and to recommend a way forward to begin to transition the fleet to alternative "greener" fuels.		
2.0	Key Issues		
	<u>Fleet Transition Strategy</u>		
2.1	Members will be aware that at the Neighbourhood Services Committee in February 2020, Officials were tasked with exploring alternative "greener" fuel alternatives as part of future vehicle replacement. The development of transition strategy to alternative fuels is a key enabler for informing future fleet procurement, and ultimately reducing the current carbon footprint. Authority is now sought from the Committee to appoint suitable technical expertise to complete this important work. Costs are estimated at c.£30,000 - £40,000.		
2.2	In the absence of this strategy, increasingly significant risks are being presented by an ageing fleet. These risks are primarily financial in nature and are largely attached to increasing labour, maintenance and replacement hire costs as a direct consequence of increasing vehicle unreliability. It is therefore recommended the Committee also agrees to the prioritisation of specific vehicle registration numbers (VRNs) on a case-by-case basis, until the fleet transition strategy exercise has been completed.		
2.3	Business cases recommending the replacement of specific VRNs are included at a later point on the Committee agenda.		
3.0	Recommendations		
3.1	<p>Members are asked to consider and agree to:</p> <ul style="list-style-type: none"> ▪ The recommendation to appoint suitable external technical expertise for the purposes of developing a fleet transition strategy, estimated at a cost of £30,000 - £40,000; and ▪ The recommendation to prioritise specific vehicle registration numbers (VRNs) on a case-by-case basis for replacement until the fleet transition strategy exercise has been completed. 		

4.0	Resource Implications
4.1	Costs to support the commissioning of a fleet transition strategy are estimated between £30,000 - £40,000. These costs can be met from within payroll savings arising from a vacant post.
5.0	Equality & Good Relations Implications
5.1	There are no equality and good relations arising from this specific report.
6.0	Rural Proofing Implications
6.1	There are no rural proofing implications arising from this specific report.
7.0	Appendices
	<ul style="list-style-type: none"> ▪ None

Report to:	Neighbourhood Services (NS) Committee
Date of Meeting:	17 June 2020
Subject:	HRCs Re-opening Plan Update
Reporting Officer:	Johnny McBride, Assistant Director: Waste Management (Acting)
Contact Officer:	Liam Dinsmore, Head of Waste Processing & Enforcement

For Decision		X	For Noting Only
1.0	Purpose & Background		
1.1	The purpose of this report is to provide an update to the Committee on the re-opening of the Council's HRCs, in accordance with the relaxation of social distancing measures by the NI Executive and resource availability.		
2.0	Key Issues		
	<u>Re-opening of the HRCs</u>		
2.1	Members will be aware that that eight (8) of the Council's ten (10) HRCs re-opened on the 18 May 2020 in accordance with a phased recovery of the service.		
2.2	This has proved successful and Members are now asked to note that future changes are now being implemented in accordance with the original plan presented to the Party Representatives' Forum. Further information on the phased implementation is provided at Appendix I .		
2.3	Members are asked to note that the final step in the plan would be a move back to normal operations (noting there is currently a review of HRC operations underway). Officers are continuing to develop this review and any move to normal operations will be based on the new operating model, to be agreed with the Committee at a future date.		
3.0	Recommendations		
3.1	Members are asked to: <ul style="list-style-type: none"> ▪ Note the update in relation to the phased re-opening of the Council's Household Recycling Centres (HRCs) 		
4.0	Resource Implications		
4.1	There are no additional resource implications contained within this report as the resourcing of the re-opening plan is currently being met from within Directorate resources.		
5.0	Equality & Good Relations Implications		
5.1	There are no equality and good relations arising from this specific report.		
6.0	Rural Proofing Implications		
6.1	There are no rural proofing implications arising from this specific report.		

7.0	Appendices
	<ul style="list-style-type: none">▪ Appendix I – phased re-opening of the HRCs

Appendix I

Phase	Level of Service	Types & Quantities of Waste Material Accepted
Phase One	As presented to the Party Representatives' Forum on the 22 April 2020.	
1a	<p>Continue to operate the current 7 sites on Monday – Thursday (10.00am – 4.00pm) & Crossmaglen HRC from Tuesday – Thursday (also 10.00am – 4.00pm).</p> <p>Increase the types & quantities of wastes accepted</p> <p>Continue with the 3-person operation in accordance with current risk assessment & social distancing measures.</p>	<p>Waste materials accepted & vehicle restrictions in Phase 1 plus:</p> <ul style="list-style-type: none"> ▪ Wood / Metal waste (maximum of 6 bags) ▪ Empty paint tins ▪ 2 x 5 litres of waste paint (domestic only) ▪ 2 x 5 litres of waste oil ▪ Small WEEE items ▪ Larger items of re-use (i.e. bicycles) ▪ Home furnishings (wood) provided they are broken down for disposal to wood waste container ▪ Mattresses (maximum two per week per property) ▪ Large WEEE items (maximum two items)
Phase Two	<p>Increase the number of days across the 7 sites to 5-days Monday to Friday (10.00am – 4.00pm). Crossmaglen to continue Tuesday to Thursday.</p> <p>Increase the types & quantities of wastes accepted</p> <p>Continue with the 3-person operation.</p>	<p>Continue as above plus:</p> <ul style="list-style-type: none"> ▪ Home furnishings (i.e. beds, three-piece suites) ▪ Quantities increased to a maximum of 8 bags (previous materials) ▪ Larger items of wood ▪ Larger items of scrap metal
2a	As per above + Saturday opening for 4 of the current sites (Camlough, Kilkeel, Downpatrick & Castlewellan)	Continue as above

	<p>Opening hours Monday – Friday (10.00am – 4.00pm) & Saturday (8.00am – 12.00pm)</p> <p>2-person operation (based on the completion of a new risk assessment).</p>	
2b	As per above + Saturday opening for 7 of the current sites (8.00am – 12.00pm), excluding Crossmaglen HRC.	Continue as above
Phase Three	<p>Re-opening of Hilltown & Newtownhamilton HRCs.</p> <p>To be reviewed upon the full implementation of the Phase One & Two recovery plan. May be subject to resource availability.</p>	Continue as above + acceptance of commercial waste at three designated sites



JOINT COMMITTEE March 2020 – JC048

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MEMBERS' MONTHLY BULLETIN

The purpose of this Bulletin is to provide Members with an executive summary of the various items which are to be considered by the Joint Committee in March.

The titles highlighted in blue relate to the various items.

Item 1 - Minutes of Joint Committee Meeting JC047 held on 27 February 2020

For approval

The Joint Committee's approval is sought for the minutes of the meeting JC047 held on 27 February 2020.

COMMERCIALLY CONFIDENTIAL – ITEMS 2-4

Item 2 - Minutes of Joint Committee Meeting JC047 held on 27 February 2020 held 'in committee'

For approval

The Joint Committee's approval is sought for the minutes of the meeting JC047 held on 27 February 2020 'in committee'.

Item 3 - Residual Waste Treatment Project

For noting

Planning Application - The Habitats Regulations Assessment (HRA) by Shared Environmental Services (SES) has been completed but not published on the planning portal. Depending on its findings, it is the last task before the professional planners in DfI can compile the development management report and formulate a recommendation. However, the time it takes to complete these last two steps puts in jeopardy the currency of the ecological surveys and these need to be kept under-review.

Community Liaison - Material being prepared for a communications approach.

Capacity Building – The presentation to the Joint Committee at the March 2020 meeting has been postponed due to Covid-19 pandemic.

Decarbonisation Opportunities - Using the Project's outputs, a scheme to capture additional decarbonisation opportunities has been developed.

Covid-19 – the vulnerability of Northern Ireland, in the absence of its own regional scale waste treatment infrastructure, risks being compromised in the weeks and months to come as a result of the ongoing pandemic.

The Joint Committee is asked to note the report.

Item 4 - Commercially Sensitive Procurement and Contract Issues

For approval

Work continues in relation to the finalisation of the specification for the contracts utilised by Ards and North Down Borough Council and Mid and East Antrim Borough Council for the loading¹ and haulage of a range of waste for delivery to transfer, treatment or disposal facilities.

In addition the current situation in relation to Coronavirus does not make it the most practical time to undertake a procurement of this nature nor manage the issues associated with service continuity. A further extension to the current contract of up to five months is therefore required.

The approval of the two Councils involved in this contract, Ards and North Down Borough Council and Mid and East Antrim Borough Council, will also be sought.

The contract for Health and Safety services is also coming to the end of its' Initial Term and it is proposed to extend this contract by one year.

In accordance with the Scheme of Delegation the Acting Chief Executive, in conjunction with the Chair (or Vice Chair) will consider this report and the approvals required, on behalf of the Joint Committee.

Item 5 - Contracts and Performance Update

For noting

Organic Waste Tonnages down 14.7 % in February 2020 in comparison to February 2019.

Two rejected loads into Organics delivery sites since the previous meeting.

MRF tonnages up 1.9% in February 2020 in comparison to February 2019.

Subject to approval, Newry, Mourne & Down DC plan to remove all glass banks with the exception of those located at the CA and HWRC's.

The Joint Committee is asked to note the report.

¹¹ Loading relates only to ANDBC

Item 6 - Draft Corporate Plan 2020-2024**For approval**

At the October 2019 meeting, with the current Corporate Plan coming to an end on 31 March 2020, the Joint Committee approved the preparation of a new Corporate Plan which would become effective from 1 April 2020. The Joint Committee also agreed that the new Corporate Plan would be for a four year term.

The Joint Committee is asked to consider and approve the Draft Corporate Plan to enable the Acting Chief Executive to commence the process of developing implementation plans within the organisation to ensure that the strategic objectives set out are delivered.

Item 7 - Governance Arrangements During the Coronavirus Emergency**For noting**

Due to the coronavirus emergency, the Joint Committee meeting scheduled for 26 March 2020 has had to be cancelled and future meetings are likely to be deferred.

The reports for this scheduled meeting are being issued to Members as usual and this arrangement will continue for all future (deferred) meetings to ensure that Members are kept up to date.

In emergencies, the arc21 Scheme of Delegation provides for the Chief Executive to make decisions. To ensure the continuity of business, as best we can, Members are advised that the Scheme of Delegation will apply during the period of the current emergency and the Acting Chief Executive will have the authority to make the necessary decisions.

The Acting Chief Executive will liaise with the Chair (or Vice Chair) in regards to decision-making to ensure that governance arrangements include democratic accountability.

Following the coronavirus emergency, all relevant reports and decisions will be presented to the Joint Committee for consideration at the next available meeting.

Members are asked to note the impact of the current emergency situation and the use of the Scheme of Delegation to ensure business continuity.



Item 8 - Development of a Waste Management Plan for Northern Ireland

For noting

Members may recall that there have been two verbal updates regarding the support arc21 is providing to councils as they consider developing a single Waste Management Plan (WMP) for Northern Ireland. This paper provides an update on that process.

At the January Steering Group, the Acting Chief Executive presented a report on different options which the councils could employ to produce a new WMP. Three potential approaches were presented with Sprint being selected as the most practical and achievable within the timescale.

In addition, the Steering Group agreed that arc21 convene a number of workshops to aid the development of a WMP. Invitations to take part were extended to all NI councils and the workshops, facilitated by NILGA, were held on 25 February and 4 March 2020. Arising from these events, roles and responsibilities were to be clarified along with governance arrangements which were then to be presented to SoLACE for discussion.

It was also agreed (and reported to the Joint Committee) that a Scenario Planning exercise was to be undertaken to help inform future waste management treatment and disposal options which would also consider potential costs, geographical spread, &c. and could generate useful information for the WMP.

Since these workshops have been held, and prior to the Scenario Planning exercise being conducted, the coronavirus emergency had overtaken development of the WMP. Councils are now urgently focusing upon the need to provide key services (such as waste collection operations) while other functions are either suspended or adopt new working arrangements. As a result, it is likely that work on the WMP will be suspended until a later date when the current situation is under control.

The Joint Committee is asked to note the report.

Item 9.1 (Consultation Response) DAERA Innovation Strategy: Public Consultation

For approval

The Department of Agriculture, Environment and Rural Affairs (DAERA) is seeking views on a draft Innovation Strategy 2020 – 2025, to establish an enabling external environment for innovation to flourish in businesses operating in the sectors for which DAERA has responsibility as well as supporting innovation across the Department.

The deadline for responses was 5 March 2020 and an arc21 response was submitted accordingly.

The Joint Committee is asked to consider the response and provide retrospective approval.

9.2 (Consultation Response) DAERA Waste Prevention Programme For NI 2019

For approval

This consultation seeks views on the Waste Prevention Programme for NI 2019, aimed at maintaining a downward trend in waste arisings, which in turn will have a significant impact on meeting EU landfill diversion targets. The programme is also aimed at supporting and promoting resource efficiency and the sustainable use of resources in NI, whilst ensuring a shift towards a more circular economy.

The deadline for responses was 18 March 2020 and a response was submitted accordingly.

The Joint Committee is asked to consider the response and provide retrospective approval.

9.3 (Consultation Response) DfE Energy Strategy Call for Evidence 2019

For approval

The Department for the Economy is developing a new Energy Strategy to replace the existing Strategic Energy Framework. The publication of this Call for Evidence is part of an on-going public engagement process to inform and shape this strategy. The aim is to have a draft Strategy for presentation to a future Minister for the Economy by the end of 2020. Ultimately, decisions on a new strategy can only be taken by Ministers.

This Call for Evidence is the first stage in the process of developing an energy strategy. It asks recipients to provide evidence, data and views on a wide range of high level issues that may assist in developing the direction of the future energy strategy, including the role of consumers, energy efficiency, heat, power and transport.

The deadline for responses was 20 March 2020 and a response was submitted accordingly.

The Joint Committee is asked to consider the response and provide retrospective approval.

Item 10 - Next reports April 2020



MEMBERS' MONTHLY BULLETIN

The purpose of this Bulletin is to provide Members with an executive summary of the various items which are to be considered by the Joint Committee in April.

The titles highlighted in blue relate to the various items.

Item 1 - Notes of Chair and Acting CEX Briefing 048 held on 27 March 2020

For approval

The Joint Committee meeting No 048 that was scheduled to be held on Thursday 26 March was cancelled due to the coronavirus emergency. However, the papers were circulated as is normal practice and Members were asked to provide any comments, concerns or queries on any of the reports directly to the Chair Alderman Robert Gibson by email or telephone by 12 noon on Thursday 26 March.

Under the arc21 Scheme of Delegation, put in place during the current emergency to ensure business continuity, the Chair and the Acting Chief Executive discussed the papers on Friday 27 March.

The Joint Committee's approval is sought for the notes and approvals of this briefing.

COMMERCIALLY CONFIDENTIAL – ITEMS 2-3

Item 2 - Notes of Chair and Acting CEX Briefing 048 held on 27 March 2020 'in confidence'

For approval

The Joint Committee's approval is sought for the notes and approvals of this briefing held 'in confidence'.

Item 3 - Contracts Briefing

For noting

To advise the Joint Committee on some of the operational issues which have affected councils over the past month due to the impact of Covid 19.

The Joint Committee is asked to note the report.

Item 4 - Scheme For Emergency Financial Assistance To District Councils (SEFA)**For noting**

Local Government is facing an unprecedented financial crisis as a consequence of the impact of the Covid-19 emergency.

SOLACE has been pressing Government for urgent financial assistance to provide the substantial level of support needed and the SEFA scheme has been established.

A Copy of the SOLACE Briefing Paper, which relates to the SEFA scheme, is attached for Members information.

SOLACE has also tasked the Council Finance Officers with collating the information on the financial losses being incurred by Local Government in Northern Ireland and also engaging with the Department (DfC) to ensure that the Senior Civil Servants are fully informed about the financial crisis Councils are in.

The Joint Committee is asked to note the report.

Item 5 - Governance Excellence Accreditation**For noting**

The Joint Committee, in 2014, was able to demonstrate that the standards of good governance in place was sufficient to enable it to achieve the Governance Excellence Accreditation award.

As part of the ongoing maintenance of the standard, regular reviews and assessments are undertaken by the accrediting body (On Board) and the most recent review has been completed.

The standard of good governance within the Joint Committee continues to be at the level required by the industry and therefore On Board has confirmed that the award has been retained.

The Joint Committee is asked to note the report.

Item 6 - Annual General Meeting**For approval**

Due to the coronavirus emergency, the Joint Committee Annual General Meeting, which is scheduled to be held in May, is unlikely to take place and therefore the election for the offices of Chair and Vice Chair for the forthcoming year will have to be deferred.



JOINT COMMITTEE

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In such circumstances, it is important that adequate governance arrangements remain in place for the Joint Committee and in the event that the meeting does not take place it is recommended that the current Chair and Vice Chair remain in office, in the interim.

The Chair, Alderman Robert Gibson, and the Vice Chair, Councillor Willie Clarke, have expressed their willingness to remain in office until such times as the Joint Committee is able to hold the next meeting when the arrangements for the AGM to take place will be made.

The Joint Committee is asked to approve the continuation in office of the current Chair and Vice Chair until such times as the Annual General Meeting can be held.

Item 7 – arc21 Steering Group Meeting 21 April 2020

For noting

To advise the Joint Committee on the monthly Steering Group meeting which was held with Council Officers virtually on Tuesday 21 April 2020.

The Joint Committee is asked to note the report.

Item 8 - Next reports by 28 May 2020



MEMBERS' MONTHLY BULLETIN

The purpose of this Bulletin is to provide Members with an executive summary of the various items which are to be considered by the Joint Committee in May.

The titles highlighted in blue relate to the various items.

Item 1 - Notes of Chair and Acting CEX Briefing 049 held on 1 May 2020

For approval

The Joint Committee meeting No 049 that was scheduled to be held on Thursday 30 April was cancelled due to the coronavirus emergency. However, the papers were circulated as is normal practice and Members were asked to provide any comments, concerns or queries on any of the reports directly to the Chair Alderman Robert Gibson by email or telephone by 12 noon on Thursday 30 April.

Under the arc21 Scheme of Delegation, put in place during the current emergency to ensure business continuity, the Chair and the Acting Chief Executive discussed the papers on Friday 1 May.

The Joint Committee's approval is sought for the notes and approvals of this briefing.

COMMERCIALLY CONFIDENTIAL – ITEMS 2-3

Item 2 - Notes of Chair and Acting CEX Briefing 049 held on 1 May 2020 'in confidence'

For approval

The Joint Committee's approval is sought for the notes and approvals of this briefing held 'in confidence'.

Item 3 – Contract Issues

For approval

The report addresses the procurement exercise in relation to the appointment of a service provider for the provision of the Municipal Waste Disposal Contract and puts forward a variation proposal for the Bring Bank Service Contract - Textiles.

It is recommended that:

- (a) the Chair of the arc21 Joint Committee and the Acting Chief Executive approve the recommendation to award the Municipal Waste Disposal Contracts in accordance with the tender reports and that the recommendations be put to the respective Councils for each Lot; and
- (b) subject to the agreement of the parties, the final terms of a variation for the Bring Bank Service Contract – Textiles be approved by the Chair (or Vice Chair in his absence) and the Acting Chief Executive, to enable the variation to be executed.

Item 4 - Contracts and Operations Briefing

For noting

The Joint Committee is updated on some of the operational issues which have affected Councils over the past month due to the impact of Covid 19.

The Joint Committee is asked to note the report.

Item 5 - Government Covid-19 Support for Council Financial Losses

For noting

Local Government is facing an unprecedented financial crisis because of the impact of the Covid-19 emergency and will run out of cash in a number of months without the support from the Executive.

The Chief Executive's Group (SOLACE), supported by the Finance Officers Group (ALGFO), have been pressing Government for financial assistance to provide the substantial level of support needed by Councils.

As Members will be aware, the Executive announced two packages of funding support from the Departments responsible for local government, DfC and DAERA. Estimates of the losses being incurred by Councils for the initial March to June period have been provided to both DfC and DAERA for funding support.

In addition, Councils have been told that they are eligible for support through the Furlough Scheme and Councils are in the process of preparing and submitting claims.

In terms of the Waste Management bid, the original estimated losses were calculated and subsequently revised to £4.7M which DAERA took into account when preparing its bid. Given that DfC was awarded 100% of their estimated losses, an explanation of the Waste Management bid shortfall is being sought. Further discussions are scheduled with DAERA officials and Members will be updated in due course.



JOINT COMMITTEE May 2020 – JC050

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The method of allocation of these funds has yet to be agreed by the Departments and discussions are ongoing in order that the fairest method can be determined and, critically, the funds released to councils.

Councils continue to update their Covid-19 related additional costs and preparations are now being made for DfC and DAERA to be presented with the estimated losses for the next Quarter – July to September.

The Committee for the Communities has also asked Councils for more information about their financial position.

Other potential sources of funding support for Councils are also being discussed with DfC.

The Joint Committee is asked to note the report.

Item 6 - arc21 Steering Group Meeting 19 May 2020 – Notes from Virtual Meeting

For noting

The Joint Committee is updated on the monthly Steering Group meeting which was held with Council Officers on Tuesday 19 May 2020.

The Joint Committee is asked to note the report.

Item 7 - Next reports by 19 June 2020

ITEM 1
ARC21 JOINT COMMITTEE
Meeting No 047
Hosted by Belfast City Council
MINUTES
Thursday 27 February 2020

Members Present:

Alderman R Gibson (*Chair*)
 Councillor JJ Magee
 Councillor S Lee
 Councillor M Burnside
 Councillor H McKee
 Councillor K Owen

Ards & North Down Borough Council
 Belfast City Council
 Lisburn & Castlereagh City Council
 Mid & East Antrim Borough Council
 Newry, Mourne & Down District Council
 Newry, Mourne & Down District Council

Members' Apologies:

Councillor A Bennington
 Councillor N Kelly
 Councillor T McGrann
 Alderman A Carson
 Councillor G Walker
 Councillor P McReynolds
 Councillor F Ferguson
 Councillor M Gregg
 Alderman D Drysdale
 Councillor I Friary
 Alderman R Cherry
 Councillor W Clarke (*Deputy Chair*)

Antrim & Newtownabbey Borough Council
 Antrim & Newtownabbey Borough Council
 Antrim & Newtownabbey Borough Council
 Ards & North Down Borough Council
 Ards & North Down Borough Council
 Belfast City Council
 Belfast City Council
 Lisburn & Castlereagh City Council
 Lisburn & Castlereagh City Council
 Mid & East Antrim Borough Council
 Mid & East Antrim Borough Council
 Newry, Mourne & Down District Council

Officers Present:

T Walker
 G Craig (*Secretary*)
 H Campbell
 J Green
 K Boal
 J McConnell
 H Moore
 P Thompson
 R Moore

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 Belfast City Council
 Lisburn & Castlereagh Borough Council
 Mid & East Antrim Borough Council
 Newry, Mourne & Down District Council

Officers' Apologies:

G Girvan
 D Lindsay
 N Grimshaw

Antrim & Newtownabbey Borough Council
 Ards & North Down Borough Council
 Belfast City Council

Mr Craig informed the Committee of the evacuation procedures in the event of the alarm sounding and asked for all mobile phones to be placed on "*silent*" mode or switched off.

The Chair welcomed all Members and Officers to Malone House and thanked Belfast City Council for hosting the meeting.

He reported that Alderman Carson was unable to attend the meeting as he was in hospital and wished him good health and a speedy recovery. Members requested that a letter of good wishes be sent from the Chair on behalf of the Committee.

Action: The Chair

He also advised of the appointment of two new Members, Councillor Peter McReynolds, Belfast City Council, who replaces Councillor Nichola Verner, and Alderman Robin Cherry, Mid & East Antrim Borough Council, who replaces Councillor Matthew Armstrong, and welcomed them to the Joint Committee.

Item 1 - Conflicts of Interest Statement

The Chair read out the Conflicts of Interest Statement. There were no conflicts noted.

Action: Noted

Item 2 - Apologies

Apologies were noted.

Action: Noted

Item 3 – Presentation by Dorothy McKee on the arc21 Draft Corporate Plan 2020-2024

The Chair welcomed Dorothy McKee to the meeting.

Ms McKee provided a PowerPoint presentation in relation to the draft arc21 Corporate Plan for 2020-2024. This included a brief overview of the process of preparing the new Corporate Plan, the key focus, background to its development, the suggested Vision and Mission, the Values, Strategic Objectives, and next steps.

She advised that the consultation process would finish on Friday 28 February and thanked all Members and Officers who had provided comments to date. She advised that the comments would be taken into consideration in preparation for the next planning day arranged on Friday 6 March for staff, and representatives from the Joint Committee and Steering Group.

An invite was extended to all Members should they wish to attend and any Members wishing to do so were asked to register their interest with heather.campbell@arc21.org.uk.

The Chair thanked Ms McKee for her presentation and the work on the Corporate Plan to date.

Action: Noted

Item 4 - Minutes

The minutes of the Joint Committee meeting 046 held on 30 January 2020 were agreed.

Action: Agreed

Item 5 - Matters Arising

Page 5 - Ms Boal advised that she was in the process of arranging a site visit to Bryson Recycling for Members to see the sorting of the blue bin waste, and then to Huhtamaki to see one of the end destinations for paper. She advised Members that she would forward proposed dates for these site visits in due course and that further site visits would be planned later in the year.

Action: Ms Boal

Page 6 - Mr Walker advised that he had been invited to present to the Environment Committee on behalf of CIWM in relation to the Environment Bill later that day and was also making enquiries as to making a presentation to the Committee on behalf of arc21 as suggested.

Action: Noted

Page 6 - Mr Walker informed Members that work was ongoing in relation to a collaborative single WMP for the region with all of the 11 Councils and that governance arrangements were still to be considered for such an arrangement. He advised that he would bring regular updates to the Joint Committee if and when there were suitable developments to present.

Action: Noted

Page 8 - Mr Walker advised that he had contacted the relevant Directors at each of the arc21 Councils in relation to their Local Development Plans and had received a number of responses along with meeting requests.

Action: Noted

Page 8 - Deposit Returns Schemes Meeting Group - Mr Walker advised that he had attended the first meeting of this group in London and that there were a number of things developing in relation to this. He reported that a consultation would be coming out later in the year and that he would keep Members updated accordingly.

Action: Mr Walker

The Chair advised Members that the meeting would now go "*in committee*", which was proposed and seconded accordingly.

IN COMMITTEE

Matters of a confidential and commercially sensitive nature were discussed under these agenda items.

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

Item 6 - Minutes of Joint Committee Meeting 046 held on 30 January 2020 'in committee'	Action: Agreed
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Item 7 - Matters Arising	Action: Noted
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Item 8 - Residual Waste Treatment Project	Action: Noted
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Item 9 - Commercially Sensitive Procurement and Contracts Issues	Action: Agreed
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OUT OF COMMITTEE

The Chair advised Members that the meeting would now return to the main agenda, which was agreed.

Item 10 - Contracts and Performance Update

Ms Boal presented a report to advise Members on the prevailing monthly situation pertinent to the operational performance of the service and supply contracts. This included the following contracts: Organic Waste; MRF; Landfill; Bring Sites; Street Sweepings; Haulage for Ards and North Down Borough Council and Mid & East Antrim Borough Council; Receipt, Storage and Transfer of Mixed Dry Recyclables for Newry, Mourne & Down District Council; Supplies; and WEEE Compliance Scheme, along with an update on compliance with NILAS.

Following discussion the Joint Committee agreed to note the report.

Action: Noted

Item 11 - Annual Report for the Year to March 2019

Mr Craig presented the arc21 Annual Report for the year to March 2019 reflecting the progress made in the first year of the current two year Corporate Plan.

He reported that overall the year had been a particularly challenging one for the organisation but that substantial progress had been made with the majority of targeted outcomes being achieved, providing a solid basis to take forward.

Following discussion the Joint Committee agreed to note the report.

Action: Noted

Item 12 - AOB

Scenario Planning Workshop - further to the ongoing work in relation to the development of a WMP, Mr Walker informed Members of a Scenario Workshop which was being planned by arc21 to look at further waste management options and possibilities to consider mapping out radically different futures. Further updates will be given accordingly.

Action: Mr Walker

Attendance of Members - concerns were raised by Members regarding the issue of attendance at the monthly meetings and the recent difficulties with meetings being inquorate and the inability to approve decisions. It was agreed that the Chief Executive review this matter and report back accordingly.

Action: Mr Walker

Item 13 - Next Meeting

The Chair advised that the next scheduled meeting of the Joint Committee was due to be held on Thursday 26 March at 10.30am and hosted by Mid & East Antrim Borough Council in the Braid Centre, 1-29 Bridge Street, Ballymena BT43 5EJ.

Action: Noted

Date: _____

Chairman: _____

ITEM 1

ARC21 JOINT COMMITTEE BRIEFING No 048, 26 March 2020 **Notes and Approvals by the Chair and Acting Chief Executive**

The Joint Committee meeting No 048 that was scheduled to be held on Thursday 26 March was cancelled due to the coronavirus emergency. However, the papers were circulated as is normal practice and Members were asked to provide any comments, concerns or queries on any of the reports directly to the Chair Alderman Robert Gibson by email or telephone by 12 noon on Thursday 26 March.

Under the arc21 Scheme of Delegation, put in place during the current emergency to ensure business continuity, the Chair and the Acting Chief Executive discussed the papers on Friday 27 March and agreed the following.

Item 1 - Minutes

The minutes of Joint Committee meeting 047 held on 27 February 2020 were agreed.

Action: Agreed

Items 2-4 were discussed in confidence.

Matters of a confidential and commercially sensitive nature were discussed under these agenda items.

There were three matters discussed as follows:

Item 2 - Minutes of Joint Committee Meeting 047 held on 27 February 2020 'in committee'	Action: Agreed
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Item 3 - Residual Waste Treatment Project	Action: Noted
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Item 4 - Commercially Sensitive Procurement and Contracts Issues	Action: Agreed
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Item 5 - Contracts and Performance Update

A summary of the report is replicated below:

Organic Waste Tonnages down 14.7 % in February 2020 in comparison to February 2019.

Two rejected loads into Organics delivery sites since the previous meeting.

MRF tonnages up 1.9% in February 2020 in comparison to February 2019.

Subject to approval, Newry, Mourne & Down DC plan to remove all glass banks with the exception of those located at the CA and HWRC's.

The Chair and Acting Chief Executive noted the report.

Action: Noted

Item 6 - Draft Corporate Plan 2020-2024

A summary of the report is replicated below:

At the October 2019 meeting, with the current Corporate Plan coming to an end on 31 March 2020, the Joint Committee approved the preparation of a new Corporate Plan which would become effective from 1 April 2020. The Joint Committee also agreed that the new Corporate Plan would be for a four year term.

The Joint Committee is asked to consider and approve the Draft Corporate Plan to enable the Acting Chief Executive to commence the process of developing implementation plans within the organisation to ensure that the strategic objectives set out are delivered.

The Chair and Acting Chief Executive approved the Corporate Plan 2020-2024.

Action: Agreed

Item 7 - Governance Arrangements During the Coronavirus Emergency

A summary of the report is replicated below:

Due to the coronavirus emergency, the Joint Committee meeting scheduled for 26 March 2020 has had to be cancelled and future meetings are likely to be deferred.

The reports for this scheduled meeting are being issued to Members as usual and this arrangement will continue for all future (deferred) meetings to ensure that Members are kept up to date.

In emergencies, the arc21 Scheme of Delegation provides for the Chief Executive to make decisions. To ensure the continuity of business, as best we can, Members are advised that the Scheme of Delegation will apply during the period of the current emergency and the Acting Chief Executive will have the authority to make the necessary decisions.

The Acting Chief Executive will liaise with the Chair (or Vice Chair) in regards to decision-making to ensure that governance arrangements include democratic accountability.

Following the coronavirus emergency, all relevant reports and decisions will be presented to the Joint Committee for consideration at the next available meeting.

Members are asked to note the impact of the current emergency situation and the use of the Scheme of Delegation to ensure business continuity.

The Chair and Acting Chief Executive noted the report.

Action: Noted

Item 8 - Development of a Waste Management Plan for Northern Ireland

A summary of the report is replicated below:

Members may recall that there have been two verbal updates regarding the support arc21 is providing to councils as they consider developing a single Waste Management Plan (WMP) for Northern Ireland. This paper provides an update on that process.

At the January Steering Group, the Acting Chief Executive presented a report on different options which the councils could employ to produce a new WMP. Three potential approaches were presented with Sprint being selected as the most practical and achievable within the timescale.

In addition, the Steering Group agreed that arc21 convene a number of workshops to aid the development of a WMP. Invitations to take part were extended to all NI councils and the workshops, facilitated by NILGA, were held on 25 February and 4 March 2020. Arising from these events, roles and responsibilities were to be clarified along with governance arrangements which were then to be presented to SoLACE for discussion.

It was also agreed (and reported to the Joint Committee) that a Scenario Planning exercise was to be undertaken to help inform future waste management treatment and disposal options which would also consider potential costs, geographical spread, &c. and could generate useful information for the WMP.

Since these workshops have been held, and prior to the Scenario Planning exercise being conducted, the coronavirus emergency had overtaken development of the WMP. Councils are now urgently focusing upon the need to provide key services (such as waste collection operations) while other functions are either suspended or adopt new working arrangements. As a result, it is likely that work on the WMP will be suspended until a later date when the current situation is under control.

The Chair and Acting Chief Executive noted the report.

Action: Noted

Item 9.1 - (Consultation Response) DAERA Innovation Strategy: Public Consultation

A summary of the report is replicated below:

The Department of Agriculture, Environment and Rural Affairs (DAERA) is seeking views on a draft Innovation Strategy 2020 – 2025, to establish an enabling external environment for innovation to flourish in businesses operating in the sectors for which DAERA has responsibility as well as supporting innovation across the Department.

The deadline for responses was 5 March 2020 and an arc21 response was submitted accordingly.

The Joint Committee is asked to consider the response and provide retrospective approval.

The Chair and Acting Chief Executive approved the response.

Action: Agreed

Item 9.2 - (Consultation Response) DAERA Waste Prevention Programme For NI 2019

A summary of the report is replicated below:

This consultation seeks views on the Waste Prevention Programme for NI 2019, aimed at maintaining a downward trend in waste arisings, which in turn will have a significant impact on meeting EU landfill diversion targets. The programme is also aimed at supporting and promoting resource efficiency and the sustainable use of resources in NI, whilst ensuring a shift towards a more circular economy.

The deadline for responses was 18 March 2020 and a response was submitted accordingly.

The Joint Committee is asked to consider the response and provide retrospective approval.

The Chair and Acting Chief Executive approved the response.

Action: Agreed

Item 9.3 - (Consultation Response) DfE Energy Strategy Call for Evidence 2019

A summary of the report is replicated below:

The Department for the Economy is developing a new Energy Strategy to replace the existing Strategic Energy Framework. The publication of this Call for Evidence is part of an on-going public engagement process to inform and shape this strategy. The aim is to have a draft Strategy for presentation to a future Minister for the Economy by the end of 2020. Ultimately, decisions on a new strategy can only be taken by Ministers.

This Call for Evidence is the first stage in the process of developing an energy strategy. It asks recipients to provide evidence, data and views on a wide range of high level issues that may assist in developing the direction of the future energy strategy, including the role of consumers, energy efficiency, heat, power and transport.

The deadline for responses was 20 March 2020 and a response was submitted accordingly.

The Joint Committee is asked to consider the response and provide retrospective approval.

The Chair and Acting Chief Executive approved the response.

Action: Agreed

Item 10 - Acting Policy and Operations Director

The Chair and Acting Chief Executive agreed to appoint Ms Karen Boal the Acting Policy and Operations Director for the foreseeable future.

Action: Agreed

Item 11 - Next reports by 30 April 2020

ITEM 1**ARC21 JOINT COMMITTEE BRIEFING No 049, 30 April 2020**
Notes and Approvals by the Chair and Acting Chief Executive

As per last month the Joint Committee meeting No 049 scheduled to be held on Thursday 30 April was cancelled due to the coronavirus emergency. However, the papers were circulated as is normal practice and Members were asked to provide any comments, concerns or queries on any of the reports directly to the Chair Alderman Robert Gibson by email or telephone by 12 noon on Thursday 30 April.

Under the arc21 Scheme of Delegation, put in place during the current emergency to ensure business continuity, the Chair and the Acting Chief Executive discussed the papers noting and agreeing the following.

The Chair noted his thanks to the three Members who had recently stood down from the Joint Committee: Councillor Alison Bennington; Councillor Nicola Verner; and Councillor Mathew Armstrong and thanked them for their support and input during their time on the Committee.

He further welcomed the three new representatives: Councillor Michael Goodman; Councillor Peter McReynolds; and Alderman Robin Cherry; and advised that he looked forward to meeting them at a future Joint Committee meeting.

The Chair also reported that Councillor Kathryn Owen had volunteered to return to the nursing profession during the Covid 19 emergency and, on behalf of the Committee, he noted his support and thanks to her and looked forward to welcoming her back in the future.

Item 1 - Notes of Joint Committee briefing No 049 held between the Chair and Acting Chief Executive on Friday 27 March 2020

The notes of Joint Committee briefing No 049 held between the Chair and Acting Chief Executive on Friday 27 March 2020 were agreed.

Action: Agreed

Items 2-3 were discussed in confidence

Matters of a confidential and commercially sensitive nature were discussed under these agenda items.

There were two matters discussed as follows:

Item 2 - The notes of Joint Committee briefing No 049 held between the Chair and Acting Chief Executive on Friday 27 March 2020

Action: Agreed

Item 3 - Contracts Briefing

Action: Noted

There was general discussion around Household Recycling Centres, staffing levels and potential opening dates as well as issues around contractors and contractor support.

Glass collection was discussed and Mr Walker advised that the glass kerbside collection box scheme was currently suspended in Belfast City Council but that Ards and North Down Borough Council had been able to continue with the service in their area.

Mr Walker advised that arc21 had been assisting five Councils consider their Bryson box collection arrangements which included four arc21 Councils as well as Armagh City, Banbridge and Craigavon Borough Council.

He also reported that much of the focus of these discussions were on financial issues, including Key Performance Indicators of how operations could be maintained. There was also consideration of potential next steps.

Item 4 - Scheme For Emergency Financial Assistance To District Councils (SEFA)

A report was presented to the Joint Committee to advise on the Scheme for Emergency Financial Assistance to District Councils (SEFA) which has been introduced by Government to provide support to Local Government during the Covid-19 crisis.

A summary of the report is replicated below.

Local Government is facing an unprecedented financial crisis as a consequence of the impact of the Covid-19 emergency.

SOLACE has been pressing Government for urgent financial assistance to provide the substantial level of support needed and the SEFA scheme has been established.

A Copy of the SOLACE Briefing Paper, which relates to the SEFA scheme, was presented for Members' information.

SOLACE has also tasked the Council Finance Officers (ALGFO) with collating the information on the financial losses being incurred by Local Government in Northern Ireland and also engaging with the Department (DfC) to ensure that the Senior Civil Servants are fully informed about the financial crisis Councils are in.

Following discussion the Chair and Acting Chief Executive noted the report.

Action: Noted

Item 5 - Governance Excellence Accreditation

A report was presented to the Joint Committee to highlight that arc21 had again successfully been reaccredited for Governance Excellence following a recent independent external assessment process.

The Joint Committee, initially in 2014, was able to demonstrate that the standards of good governance in place was sufficient to enable it to achieve the Governance Excellence Accreditation award.

As part of the ongoing maintenance of the standard, regular reviews and assessments are undertaken by the accrediting body (On Board) and the most recent review has been completed.

The standard of good governance within the Joint Committee continues to be at the level required by the industry and therefore On Board has confirmed that the award has been retained.

Following discussion the Chair and Acting Chief Executive noted the report.

Action: Noted

Item 6 - Annual General Meeting

A report was presented to the Joint Committee to advise of the arrangements for the Annual General Meeting of the Joint Committee which was scheduled to take place in May 2020 and the interim arrangements in the event that the AGM was unable to take place due to the current emergency.

A summary of the report is replicated below:

Due to the coronavirus emergency, the Joint Committee Annual General Meeting, which is scheduled to be held in May, is unlikely to take place and therefore the election for the offices of Chair and Vice Chair for the forthcoming year will have to be deferred.

In such circumstances, it is important that adequate governance arrangements remain in place for the Joint Committee and in the event that the meeting does not take place it is recommended that the current Chair and Vice Chair remain in office, in the interim.

The Chair, Alderman Robert Gibson, and the Vice Chair, Councillor Willie Clarke, have expressed their willingness to remain in office until such times as the Joint Committee is able to hold the next meeting when the arrangements for the AGM to take place will be made.

The Joint Committee is asked to approve the continuation in office of the current Chair and Vice Chair until such times as the Annual General Meeting can be held.

Following discussion the Chair and Acting Chief Executive approved the recommendations.

Action: Agreed

Item 7 - arc21 Steering Group 21 April 2020 Notes From Virtual Meeting

The Joint Committee was provided with an update on details of the monthly Steering Group meeting and the issues which were discussed.

It was reported that due to the COVID crisis the discussion focused mainly on continuation of service over all Council areas.

Officers discussed operations in each of the Council areas including the issue of fly tipping and the removal of waste, general collections, and the issues of the closure of HRCs.

An update was also given on the weekly virtual meetings with the Government Waste Working Group and the ongoing communication with Department officials.

arc21 continues to be in regular contact with their contractors and there is weekly communication with Council Officers as the situation continues to develop.

Following discussion the Chair and Acting Chief Executive noted the report.

Action: Noted

Item 8 - Next Meeting 28 May 2020

Discussion took place regarding future meetings of the Joint Committee and the possibility of arranging a virtual meeting with Members. It was agreed that the current format seemed to be working well at present but that arc21 would keep a watching brief on what was happening in Councils and, should it be deemed appropriate, would consider the logistics of arranging virtual meetings.

Action: Noted

Members' attendance at meetings was discussed and Mr Walker advised that he would consider contacting the Members who had difficulty in attending meetings to see if there was a way of managing this going forward.

Action: Mr Walker

Item 9 - AOB

A discussion was held between the Acting Chief Executive and the Chair regarding the health and wellbeing of the team and potential additional steps to ensure that the organisation continued to perform were agreed.

Action: Agreed

NEIGHBOURHOOD 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 – 19 JUNE 2019					
NS/010/2019	Flood Alleviation of drain along Newry/Portadown Canal at Lock Gate 5	Approve the Council participating in the provision of improved drainage arrangements in the area of Lock Gate Number 5 at Carnbane Industrial Estate up to a maximum value of £15,000.	K Scullion	Complete	Y
NS/011/2019	Defective wall at Shimna River, Newcastle	Note the contents of the above report and, depending on the outcome of the Structural Engineer's Report, if there were emergency issues, that authority be given to officers to proceed quickly with the necessary works.	K Scullion	In progress – Application submitted to Rivers Agency for proposed works – not approved – further discussion with Rovers Agency required	N
NEIGHBOURHOOD SERVICES MEETING – 23 OCTOBER 2019					
NS/070/2019	Notice of Motion – Memory Gardens	Approve the Notice of Motion and that Officers identify two locations for Memorial Gardens in the	K Scullion	In Progress Currently seeking availability of sites within Heath Trust	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		district, one in each Health Trust area and Officers to develop designs for such locations to include plants, materials requirements and costs to establish and maintain Further report to be brought back to the December Meeting of the NS Committee			
NS/071/2019	Memorandum of Understanding Partnering Arrangements for the removal of snow and ice from Town Centre footways and pedestrian areas	<p>Agreed to review the Agreement and Schedule of the Memorandum of Understanding Partnering Arrangements for the Removal of Snow and Ice from Town Centre Footways and Pedestrian areas during prolonged winter weather and the Agreement would be extended for a further 12 months in accordance with the "Scope of the Agreement" Clause 3 and Appendix 1 as amended.</p> <p>Also agreed officials meet with representatives from Dfi to review the priority list of locations, with a view to adding towns/villages that had increased in population and other relevant factors and also to</p>	R Moore	Correspondence received on 20 May 2020 from DFI Southern Division agreeing MOU with NMDDC.	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		raise the provision of grit to local communities by Dfi, for spreading themselves, in extreme weather situations.			
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	On hold as part of Neighbourhood Services Review.	N
NS/074/2019	Provision of new bus shelter in Jonesborough Village	Agreed Council remove the bus shelter located at the junction of Finnegans Road and Edenappa Road, Jonesborough, and replace it with a Council cantilever type bus shelter with the addition of two side panels and a seat.	K Scullion	To be installed week commencing 15 th June 2020	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		At the request of Councillor Harte it was agreed Officials investigate the removal of the stone wall sides of the bus shelter on the Old Warrenpoint Road, Newry and their replacement with transparent side panels.	K Scullion	Complete	Y
NS/075/2019	Household Recycling Centres (HRC) Update	<p>To further illustrate changes at the new HRC site at Downpatrick, an HRC competition to be promoted at all primary schools at Downpatrick.</p> <p>The success of the competition to be reviewed with proposal to run similar at both Castlewellan and Ballynahinch if deemed worthwhile.</p> <p>Photocalls to be arranged to further publicise initiatives e.g. Official Opening, changes in procedures of sites at</p>	J Parkes/ J McBride	<p>Final recommendation concerning Phase 2 of HRC review to be presented to committee upon completion of re-opening plan</p> <p>Prizegiving scheduled for 6 December.</p> <p>Intent to extend to both Castlewellan and Ballynahinch areas,</p>	<p>N</p> <p>Y</p> <p>N</p>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>Castlewellan and at Ballynahinch and commencement of Permit System.</p> <p>Reference FAQ'S to be drawn up relating to Permit System and placed on Web-site.</p> <p>Investigation to be made through WRAP Capital Fund for grant-aid toward additional container capacity at selected sites.</p>		<p>Meeting scheduled with Marketing Officers to agree Comms. Meeting scheduled for 15 Nov.</p> <p>Meeting complete further meeting required.</p> <p>Currently being developed to coincide with launch</p> <p>Currently underway/ Ongoing</p>	<p>N</p> <p>N</p>
NS/078/2019	Fly Tipping Revised Shared Protocol	<p>Agreed to approve the proposed Fly Tipping Protocol between the Council and the NIEA subject to the following:-</p> <p>The Technical Advisory Group (TAG) be consulted to ensure a uniform approach and reply from the 11 Councils.</p>	J Parkes/ J McBride	Item considered at March Meeting	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>The Agreement to be reviewed at the end of a 12-month period as provided for in the Agreement.</p> <p>The Protocol would also commence amendments to the Waste Contaminated Land (Amendment) Act (Northern Ireland) 2011, with a Commencement Order scheduled to be implemented end-February 2020 therefore:</p> <p>Officers from relevant Departments meet to review the operational arrangements and responsibilities arising from the commencement of the Order. This would involve a number of Directorates across the Council.</p>		<p>In Progress. Convening meeting with relevant AHC and NS Officers having received response from TAG,</p> <p>Further discussion held between all Councils and NIEA, see correspondence in agenda item.</p>	<p>Y</p> <p>N</p>
NEIGHBOURHOOD SERVICES MEETING – 17 DECEMBER 2019					
NS/119/2019	Review of Bring Sites across the District	Note the content of the report dated 17 December 2019 and that the Council grant approval to	J Parkes/ J McBride	For consideration at June	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>Council to undertake a review regarding the current provision of the bring-sites currently provided by the Council. The review to examine:</p> <p>Current usage at bring-site locations</p> <p>Cost benefits associated with provision of bring-site locations</p> <p>Options for repositioning of bring-banks</p> <p>Options for income-generation and licence considerations</p> <p>Maintenance costs</p> <p>Potential contractual issues</p> <p>Disposal options for any redundant stock</p> <p>The review would consider removal of the banks which were not at the designated household recycling centres.</p>		Committee Meeting	

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NEIGHBOURHOOD SERVICES MEETING – 22 JANUARY 2020					
NS/005/2020	Notice of Motion – Food Waste Collection	Agreed to adopt the Notice of Motion that “this Council will maximise food waste collection contributing to our recycling targets and reduction of our carbon footprint by simplifying it’s biodegradable bag delivery system to residents” and that officers undertake necessary research and report back to the NS Committee presenting options for consideration and approval.	J Parkes/ JMcBride	To be considered at a future Committee Meeting	N
NS/112/2020	Evaluation of alternatives to use of Herbicides containing glyphosate for controlling weeds and invasive species on Council property	Note the content of the report dated 22 January 2020 and to approve Option 4 – The Sustainable Herbicide Control Methodology as outlined in section 4 and Appendix 7 with amendments. The proposed methodology would operate within the remit of a: - Phased Pesticide Reduction Plan Liaising with APSE & Other Councils	K Scullion	Actioned	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>Current Achievable Council efficiencies of circa 25% reduction in glyphosate annual usage.</p> <p>Grounds Maintenance Section continue to research and trial all effective alternatives and provide feedback on results.</p> <p>It was agreed the following proposed amendments to the Officer's report: -</p> <p>To undertake a 12-month review with a target to phase out completely the use of use of herbicides containing glyphosate for controlling weeds and invasive species on Council property within 3 years.</p> <p>Officers prevent the use of herbicides containing glyphosate at Council play areas and use alternative methods only for these areas.</p>	<p>K Scullion</p> <p>K Scullion</p>	<p>To be undertaken at 12 month review period January 2021</p> <p>Actioned</p>	<p>N</p> <p>Y</p>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		Council write to the relevant Stormont Minister stating the Council's position on this issue and seeking the position of all Government Bodies in Northern Ireland.	K Scullion	Complete – No response to date	N
		NEIGHBOURHOOD SERVICES MEETING — 19 FEBRUARY 2020			
NS/120/2020	Sponsorship and Renovation of Planted Council Maintained Roundabouts	<p>Note the content of the report.</p> <p>Agree to proceeding to offer a sponsorship scheme as detailed within Section 2 of the report.</p> <p>Council to retain the maintenance of the locations in-house to enable a similar standard of landscape presentation with unified impact which can be improved upon.</p> <p>Approve the Roundabout Sponsorship Policy (circulated at Appendix 3), subject to final legal approval, and proposed</p>	K Scullion	Complete	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>Sponsorship fees (circulated at Appendix 1).</p> <p>Agree that sponsorship income to offset existing direct annual maintenance costs to Council.</p> <p>Approve the progression of the scheme and for Officers to commence process to seek and recruit Sponsors for the 8 identified roundabouts.</p>			
NS/121/2020	Draft Public Convenience Strategy	<p>Agreed to note the content of the above report and recommend approval for the draft Public Toilet Strategy as presented and approve the commencement of a 12-week public consultation on the recommendations from the draft Strategy.</p> <p>Also agreed a Rowallane DEA Councillors site visit be organised with relevant Council Officials to discuss public convenience provision in Saintfield and that a report be brought back to the Neighbourhood Services Committee for consideration.</p>	K Scullion	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/123/2020	Council invite to participate in Garden Show Ireland 2020	Agreed that Council write to Antrim & Newtownabbey Borough Council thanking them for their invitation, wishing them success with their event, but to regretfully decline their invitation to participate on this occasion due to restrictions on resources available within the Grounds Maintenance Section in what is one of the Section's busiest time of year	K Sculion	Complete	Y
NS/125/2020	DAERA Capital Grant Programme	<p>The proposed projects to be submitted to the DAERA capital grant programme (as set-out in Appendix I); and</p> <p>Authorise Officials to develop additional projects for inclusion in any future capital grant programme from DAERA. A future report to be tabled at Committee, once detailed scoping has been completed.</p> <p>Also agreed Mr McBride advise Committee Members of the three existing Household Recycling</p>	J McBride	<p>Proposals submitted to DAERA</p> <p>Completed – Newry, Camlough and Castlewellan</p>	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		Centres which were listed for refurbishment under the Project.			
NS/126/2020	DAERA Waste Prevention Programme 2019 – Stopping Waste In Its Tracks	Agreed arc21 would be responding on behalf of the 6 Councils who are members and also that if Councillors had any additional comments they should advise Mr Moore/Mr McBride.	J McBride	Awaiting finalisation of Arc21 response	N
NS/127/2020	Study visit to Dulkeek EFW Plant	Agreed to visit the Indaver Facility, Duleek, County Meath on Thursday 4 April 2020 and also agreed the proposed programme	J McBride	Postponed due to COVID-19	N
NS/129/2020	Historic Actions Tracking Sheet	Agreed an update report on proposed memory gardens would be brought back to the Neighbourhood Services Committee	K Scullion	In progress	N
NS/130/2020	Fleet Replacement (Capital) – approval of business cases to replace chassis cab vehicles	Agreed to note the content of the report dated 19 February 2020 and that Council approves the recommendation that those vehicles, as listed in Appendix 1, be prioritised for replacement and also that the Council approves the individual business cases relating to vehicles listed in Appendix 2 with an amendment that Officers bring a report back to the March	J McBride	Included within Fleet Transition Strategy item	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		Neighbourhood Services Committee Meeting detailing alternative options and costs.			
END					