

October 15th, 2020

Notice Of Meeting

You are invited to attend the Neighbourhood Services Committee Meeting to be held on **Tuesday, 20th October 2020 at 6:00 pm** in **via Microsoft Teams**.

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 "Conflict of Interest".

3.0 Action Sheet of the Neighbourhood Services Committee Meeting held on 22 September. (Attached).

 *NS Committee Action Sheet - 22 September 2020.pdf*

Page 1

For Consideration and/or Decision

4.0 Scheme of Delegation report from 1 January 2020 to 31 September 2020. (Attached).

 *Report re Scheme of Delegation.pdf*

Page 6

5.0 Review of Neighbourhood Services Business Plan 19-20. (Appendix to follow)

 *Cover Report Annual Assessment Business Plans 2019-20 NS Committee.pdf*

Page 9

 *Neighbourhood Services Annual Assessment Business Plan 2019-20 (Oct 20).pdf*

Page 12


Facilities Management and Maintenance

6.0 Review of Council Bus Shelter Policy. (Attached).

 *Report Review of Council Bus Shelter Policy 2015.pdf*

Page 19

7.0 Request to provide a small Christmas Tree at North Promenade Newcastle. (Attached).

 *Report on request to provide a small Christmas Tree at North Promenade Newcastle.pdf*

Page 28

Waste Management


8.0 Report on update of HRC's. (Attached)

 *Report on HRC Reopening Update v1.pdf*

Page 32

9.0 Report on Hire/Replacement of small vans for refuse

collection. (Attached).

 *Report re. Hire - replacement of small vans for Refuse Collection.pdf*

Page 38

For Noting

10.0 Letter from DAERA regarding Fixed Penalty Limits for Dog Fouling and Littering Offences. (Attached).

 *DAERA Response to NMDDC re fixed penalty limits for dog fouling offences.pdf*

Page 41

11.0 ARC21 JC Members' Monthly Bulletin of 24 September 2020. (Attached).

 *ARC21 JC050-24Sept20-JC MembersBulletin.pdf*

Page 43

12.0 ARC21 JC Meeting Minutes held on Thursday 27 August 2020. (Attached).

 *(ARC21JC050-24Sept20-Item4-JCMins27Aug20.F.pdf*

Page 48

13.0 Historic Action Sheet. (Attached).

 *NS Historic Actions Tracker Sheet (updated October 2020).pdf*

Page 55

Exempt Information Items

14.0 Business Case for Killough Public Toilet. (Attached)


This item is deemed to be restricted by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) 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 provison of new Public Toilet in Killlough.pdf*

Not included

15.0 Business Case for Electrical Maintenance and Minor works projects. (Attached).

This item is deemed to be restricted by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) 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 provison of Electrical Maintenance and Minor Projects.pdf*

Not included

16.0 Business Case for Minor Construction Works. (Attached)

This item is deemed to be restricted by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) 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 provison of Minor Construction Works.pdf*

Not included

17.0 Business Case for Fleet Transition Strategy. (Attached)

This item is deemed to be restricted by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) 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 re. BC Fleet Transition Strategy.pdf*

Not included

18.0 Economic Appraisal for the collection, treatment and processing of residual waste deposited at the Downpatrick, Ballynahinch and Castlewellan HRC sites. (Attached).

This item is deemed to be restricted by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) 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 re. HRC Residual Waste Economic Appraisal.pdf*

Not included

19.0 Economic Appraisal for the receipt, storage and transport of kerbsides collected residual from within the former Down District Council area. (Attached).

This item is deemed to be restricted by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) 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 re. Kerbside Residual Waste Economic Appraisal.pdf*

Not included

20.0 Economic Appraisal for the collection, treatment and processing of road sweeping waste deposited at the Council's HRC sites. (Attached).

This item is deemed to be restricted by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) 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.

21.0 Economic Appraisal for the collection, treatment and processing of green and wood waste deposited at the Council's HRC sites. (Attached).

This item is deemed to be restricted by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) 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.

22.0 Economic Appraisal for the collection, treatment and processing of paints and varnishes waste deposited at the Council's HRC sites. (Attached).

This item is deemed to be restricted by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) 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.

ACTION SHEET ARISING FROM NS MEETING HELD ON TUESDAY 22 SEPTEMBER 2020

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/200/2020	Monthly Action Sheet	Noted and actions removed as marked.			
		FOR CONSIDERATION AND/OR DECISION			
NS/201/2020	Future recycling and separate collection of waste of a household nature in NI and draft response to DAERA	Council approve the submission of the response to DAERA's discussion document as circulated at the meeting and also that authority be given to submit the response by 4th October under delegated authority and to include comments submitted by Members.	R Moore	Completed	Y
FACILITIES MANAGEMENT A AND MAINTENANCE					

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/203/2020	MoU Partnering arrangement between DfI Roads and NMDDC for cleaning busy town centre, footways and pedestrian areas of snow and ice	<p>Agreed to approve the proposal and extend for a further three years, in accordance with the "Scope of the Agreement" Clause 3 and Appendix 1 as amended, and to sign the updated MoU with additional locations.</p> <p>Also agreed Council Officials discuss the following issues with DFI Roads which were raised by Members during the discussion:-</p> <ul style="list-style-type: none"> - A request that the areas of coverage be extended to also include Annalong, Saintfield, Crossgar, Killough, Mayobridge and Rostrevor. - As the lead Partner Agency, DfI be asked to consider the involvement of community/voluntary organisations to assist within their communities during prolonged periods of snow and ice. 	K Scullion	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		Mr Scullion said he would find out why there was two designations for Ballynahinch i.e. Priority One and Priority Two and update Councillor Owen who had requested this information.			
NS/204/2020	Request to extend Council Christmas Displays	<p>Agreed to note the content of the report and approve Officers recommendation to proceed with the request for Ross Monument, Rostrevor, and with request at Newcastle Harbour (subject to agreement with the Commissioner of Lights) and not to proceed with request to provide lights to oak tree at North Promenade Newcastle.</p> <p>It was agreed officers consider a request that a small cut tree, with lights, be provided at North Promenade, Newcastle, and report back to the next Committee meeting with options/costs.</p>	K Scullion	<p>In progress – note Dfi only permit pole wrap lights on poles at Ross Monument.</p> <p>Awaiting information from Irish Lights regarding Newcastle Harbour</p> <p>Report on Newcastle cut tree provided to October NS Committee Meeting.</p>	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/205/2020	Shimna River Wall Repairs	A report to be tabled at October NS Meeting	K Scullion	In progress	N
NS/206/2020	Phase 3 Reopening of Public Conveniences	Agreed to note the content of the report and approve the 6 No. additional public conveniences as part of the phased recovery plan be reopened from 1 October 2020.	K Scullion	Complete	Y
NS/207/2020	Public Convenience Strategy – 12 week public consultation	Agreed to note the content of the report and the update from Mr Scullion that the findings from the consultation would be brought back to Committee for review.	K Scullion	In progress	N
		WASTE MANAGEMENT			
NS/208/2020	Annual cost of District cleansing and enforcement	A report on benchmarking information from all 11 Councils would be available for the Committee meeting in October.	J Parkes	This information is incomplete. Will be presented in November	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/209/2020	Update on HRCs reopening plan	Agreed to note the update in relation to the next phase of the re-opening of the Council's Household Recycling Centres (HRCs).	J Parkes	Ongoing monthly update. See Agenda Item.	N
FOR NOTING					
NS/215/2020	Historic Actions Tracking Sheet	Agreed the Historic Actions Tracking Sheet of the Neighbourhood Services Committee Meetings be noted and actions removed as marked.	DSO		
IN CLOSED SESSION					
NS/216/2020	Business case for replacement digger and dumper	Agreed to note the content of the report and associated Business Case and to accept the conclusion of the business case to proceed to tender to procure a replacement digger, dumper and associated plant.	K Scullion		

Report to:	Neighbourhood Services Committee
Date of Meeting:	20 October 2020
Subject:	Scheme of Delegation
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>Attached is a schedule of decisions and authorisations delegated to Roland Moore, Director of Neighbourhood services under the following categories:</p> <ol style="list-style-type: none"> 1. Engaging consultancy assistance below the delegated level of £2,000. 2. Decision to commence formal restructuring within a Department or Departments 3. Consultation responses other than technical responses where officers asked for Members views. 4. Decisions arising from external report on significant Health and Safety at Work. 5. In cases of emergency, the allocation or awarding of Financial Assistance to external groups or organisation below the delegated level of £300; and 6. Other decisions such as those with political media or industrial relations implications that Directors consider Members should be aware of. 			
2.0	Key issues			
2.1	none			
3.0	Recommendations			
3.1	That the committee note the report.			
4.0	Resource implications			
4.1	Not applicable			
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)			
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>			
6.0	Due regard to Rural Needs (please tick all that apply)			

6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>
7.0	Appendices
	Appendix 1: Scheme of Delegations

SCHEME OF DELEGATION (USE OF COUNCIL LAND)

Council Land Requested/Details of Event	Dates	Fee Waived/Paid/Discounted/NA
Request to use Newry Market for filming.	25 and 26 August	NA

Report to:	Neighbourhood Services Committee
Date of Meeting:	20 October 2020
Subject:	Annual Assessment of Directorate Business Plan 2019-20
Reporting Officer (Including Job Title):	Roland Moore, Director of Neighbourhood Services
Contact Officer (Including Job Title):	Roland Moore, Director of Neighbourhood Services Joe Parkes, Assistant Director Waste Management Kevin Scullion, Assistant Director Facilities Management and Maintenance

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	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. In response to the pandemic, the annual assessment of Directorate Business Plans 2019-20 was delayed until October 2020 and Emergency Business Plans were developed to manage the Councils response to COVID-19.		
2.0	Key issues		
2.1	Annual Assessment of Directorate Business Plan 2019-20 Directorate Business Plans are an essential part of the Council's Business Planning and Performance Management Framework, which drives and provides assurance that corporate priorities are being delivered. In order to improve transparency and accountability, and facilitate a performance led approach to business planning, each Directorate has undertaken a review of their 2019-20 Business Plan. These assessments provide an overview of the performance of each Directorate during 2019-20 and form an important part of the Council's statutory responsibility to strengthen the way performance is monitored, reviewed and reported across the organisation. The annual assessments of the Neighbourhood Services Business Plan 2019-20 are attached at Appendix 1.		
3.0	Recommendations		
3.1	To consider and agree: <ul style="list-style-type: none"> The annual assessment of the Neighbourhood Services Business Plan 2019-20 		
4.0	Resource implications		
4.1	There are no financial resources implications within this report.		

5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i> Consultation not required.</p>
6.0	Due regard to Rural Needs (please tick all that apply)
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>
7.0	Appendices
	Appendix 1: Annual assessment of the Neighbourhood Services Business Plan 2019-20

8.0	Background Documents
	Neighbourhood Services Directorate Business Plan 2019-20 Mid Year Assessment of Neighbourhood Services Directorate Business Plan 2019-20

Neighbourhood Services

Annual Assessment Business Plan 2019-20

Introduction

This report provides an overview of progress in delivering the Neighbourhood Services Business Plan 2019-20, across the following service areas:




Waste Management

- Refuse Collection
- Environmental Cleansing
- Waste Processing
- Recycling
- Enforcement
- Fleet Management

Facilities Management & Maintenance

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



Legend







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












Progress at a glance




Finalise detailed vision for new Neighbourhood Services Directorate.	
Identify Overall Project Timeline and Key Work Packages for Neighbourhood Services Transformation.	
Establish Project Team to progress the Departmental capital projects for 2019 to 2022 to be implemented by FM&M Department.	
Commence Delivery of agreed Key Capital projects	
Through the Councils Inter Department Study Group formulate a Development Strategy for the Council's Public Convenience Service.	
Submit statutory approvals applications for Phase 3 extension to Monkshill Cemetery and Phase 2 extension to Rostrevor Cemetery.	
Development of Facility Management contracts across Council Estate to achieve economies of scale.	




Extend Online Maintenance System across Council on reactive and planned building maintenance activities.	
Participate in Ulster in Bloom and Tidy Town Competitions.	
Develop and progress the Circular Economy agenda in the Council.	
Develop and deliver "Cleaner, Greener Communities Initiative" alongside the Active and Healthy Communities Directorate to include a recognition event for participating groups.	
New Household Recycling Centre (Downpatrick).	
Complete Review of Household Recycling Centres (HRCs).	
Implementation of Re-Use schemes, including Mattress Recycling.	
Enforcement Improvement Plan (in support of Dog Fouling Strategy, Littering & Fly-Tipping).	
Implement Cross-Border Anti-Dumping Project with Louth County Council.	
Review Waste Management Strategy through arc21.	
Complete Business Case for Refuse Collection Fleet.	
Litter Bin Provision Policy.	
Complete Review of Refuse Collection Routes.	
Finalise Annual Vehicle Replacement Plan	
New Fleet Management Policy and Procedures	





Key Neighbourhood Services Actions				
	Supporting action	When	Status	Progress
Neighbourhood Services Transformation	Finalise detailed vision for new Neighbourhood Services Directorate.	Q2		Pending due to introduction of "Planning for the Future" Jan 2020
	Identify Overall Project Timeline and Key Work Packages for Neighbourhood Services Transformation.	Q2		Pending due to introduction of "Planning for the Future" Jan 2020

Facilities Management and Maintenance	Establish Project Team to progress the Departmental capital projects for 2019 to 2022 to be implemented by FM&M Department.	Q1		Project Team established – projects or elements of projects assigned to Officers to progress. Monthly meetings take place to monitor progress.
	Commence Delivery of agreed Key Capital projects	Q2		Work commenced on development stage of several agreed capital projects; extension to cemeteries, improvement to Strangford Road Depot car park, and public convenience strategy. No works on ground. Projects carried forward in Business Plan for 2020/21
	Through the Councils Inter Department Study Group formulate a Development Strategy for the Council's Public Convenience Service.	Q1		Draft Public Convenience Strategy agreed by Council March 2020
	Submit statutory approvals applications for Phase 3 extension to Monkshill Cemetery and Phase 2 extension to Rostrevor Cemetery.	Q4		Design Team appointed to progress these projects in early November. Target set proved unrealistic and carried forward in Business Plan for 2020/21
	Development of Facility Management contracts across Council Estate to achieve economies of scale.	Q3		Project Team set up to progress contracts. 5 areas to focus on currently 1. Intruder alarms and monitoring 2. Lifts and escalators maintenance 3. Fire extinguishers and firefighting equipment 4. Fire alarm systems and monitoring Gas boiler maintenance Not complete – carried forward in Business Plan for 2020/21
	Extend Online Maintenance System across Council on reactive and planned building maintenance activities.	Q2		Not complete – carried forward in Business Plan for 2020/21

	Participate in Ulster in Bloom and Tidy Town Competitions.	Q2		Council submitted 18 entries to 2019 UIB. Newcastle town won third prize in small town category.
Waste Management	Develop and progress the Circular Economy agenda in the Council.	Q4		Progressing Circular Economy Plan in consultation with URBELAC
	Develop and deliver "Cleaner, Greener Communities Initiative" alongside the Active and Healthy Communities Directorate to include a recognition event for participating groups.	Q1		Working with AHC developing "Cleaner, Greener Communities Initiative"
	New Household Recycling Centre (Downpatrick).	Q2		Official Opening Tuesday 29/10/19
	Complete Review of Household Recycling Centres (HRCs).	Q2		Phase 1 of review completed with update to Council. Working on Phase 2 to address uniform opening hours
	Implementation of Re-Use schemes, including Mattress Recycling.	Q2		Re-use scheme has been agreed with a number of groups showing interest in the scheme. Working with agreed groups to confirm usage at HRC's
	Enforcement Improvement Plan (in support of Dog Fouling Strategy, Littering & Fly-Tipping).	Q2		Enforcement Improvement Plan has been agreed with update reports to NS Committee
	Implement Cross-Border Anti-Dumping Project with Louth County Council.	Q2-Q3		The Louth CC & NMDCC Cross – Border Anti-Dumping Project Working Group have been working in partnership, with agreed action. Update had been provided to the main Cross-Border Group
	Review Waste Management Strategy through arc21.	Q4		Management are working with arc21 to develop, now being considered in consultation with DAERA.
	Complete Business Case for Refuse Collection Fleet.	Q1		Completed, however need to consider green fleet requirements
	Litter Bin Provision Policy.	Q2		Completed, now working to policy

Complete Review of Refuse Collection Routes.	Q4		Ongoing, working with APSE to develop
Finalise Annual Vehicle Replacement Plan.	Q1		Annual Vehicle Replacement Plan has been completed, but still need to finalise
New Fleet Management Policy & Procedures.	Q1		Completed with final procedures to be implemented.

Measures of Success				
Measure	Target	Actual	Status	Explanation
Percentage of household waste collected that is sent for recycling	50% by 2020	53.7% (+3.65%)		<p>The Council has exceeded the statutory standard of 50%</p> <p>Since 2015-16, the Council increased the overall rate of recycling by 14.8%, to 53.7%, exceeding the 50% recycling target by 2020. The rate of recycling is well above the current regional average of 52% and Newry Mourne and Down reported the second highest improvement in the rate of recycling across Northern Ireland since 2015-16.</p>
Amount of biodegradable municipal waste that is landfilled	20,954 tonnes	3,428 tonnes (-17,525)		<p>The Council is well within its NILAS targets</p> <p>Since 2015-16, the amount of biodegradable local authority collected municipal waste that is sent to landfill reduced by 86.9%, to 2,133 tonnes, and the Council exceeded the 2019-20 target by 90.7%. This falls well below the current regional average of 11,481 tonnes and Newry Mourne and Down reported the second highest improvement in the amount of waste that is sent to landfill across Northern Ireland since 2015-16</p>
Amount of Local Authority Collected Municipal Waste arisings	82136 tonnes (18/19)	84609 Tonnes (+2,473)		<p>Increase in Housing Stock. Note this figure includes Trade & Domestic Waste</p> <p>Since 2018-19, the amount of local authority collected municipal waste arisings increased by 3% to 84,610 tonnes, which falls below the regional average of 90,814 tonnes</p>

Reduction in black bin waste collected	26,035 Tonnes (18/19)	25,967 Tonnes (19/20)		Increase in Housing Stock. Arc21 Councils reporting increase in black bin tonnage. NB HOUSEHOLD KERBSIDE WASTE
Increase in mixed dry recyclables collected	10,925.25 Tonnes (18/19)	13,020.57 Tonnes (19/20)		There has been an increase in mixed dry recyclables collected with introduction of glass into the Legacy Down bins NB HOUSEHOLD KERBSIDE WASTE
Increase in brown bin waste collected	16,380.58 Tonnes (18/19)	17,441.52 Tonnes (19/20)		There has been an increase in brown bin waste collected with the roll out of 140 litre brown bins for the collection of food waste to the rural areas. NB HOUSEHOLD KERBSIDE WASTE
Reduction in general waste arisings at civic amenity sites	Target to be established			The data is not currently available and will be reported through the Assessment of Performance 2019/20
Refuse Collection Completion Rate	Target and baseline to be established			The data is not currently available and will be reported through the Assessment of Performance 2019/20
Level of street cleanliness across the district	-	64		Through the Cleaner, Greener Neighbourhood Surveys, the LEAMS score for the District has dropped.

Report to:	Neighbourhood Services Committee
Date of Meeting:	20 th October 2020
Subject:	Review of Council Bus Shelter Policy
Reporting Officer	Kevin Scullion, Assistant Director of Facilities Management & Maintenance
Contact Officer	Gail Kane, Head of Facilities Management

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

For decision	<input checked="" type="checkbox"/>	For noting only	<input type="checkbox"/>
---------------------	-------------------------------------	------------------------	--------------------------

1.0	Purpose and Background
1.1	To commence the review of the current Bus Shelter Policy with a view to Officers preparing a revised Bus Shelter Policy for adoption by Council.
1.2	<p>The Council is empowered under the Local Government Miscellaneous Provisions (NI) Order 1985, with the consent of the Department of Regional Development to erect and maintain on any road within the district, shelters for the protection from weather of persons waiting to use public transport.</p> <p>The Council adopted the current policy, which is attached at Appendix 1, at its Monthly Meeting held on 7th September 2015. The policy states that it will be reviewed together with any wider strategic review of assets but not more than (sic) 4 years from adoption.</p> <p>The policy as structured provides a policy statement on the provision of bus shelters followed by a procedure for their erection/removal.</p>
1.3	The number of bus shelters currently provided by the Council is approximately 300 across the district. This will be supplemented with bus shelters provided by other providers such as Translink.
1.4	<p>When the Council receives an application for a bus shelter it has agreed that it will first write to Translink and seek their view as to whether they would propose to consider the application under their scheme for bus shelter provision. Where Translink undertake this review and conclude that they will not meet the bus shelter request, as it does not meet their criteria, then the Council has agreed to consider the application under its criteria.</p> <p>Whilst such an approach was agreed to ensure best use of Council resources the outrunning of this process has not proved effective or efficient. Translink have been slow to confirm whether they will proceed with an application and where they have confirmed that they intend to proceed the application has not progressed we understand due to no budget availability.</p>

	The consequence of this is that there is considerable delay in Council processing applications.
1.5	Anecdotally it is believed that particularly in some rural areas there are bus shelters which were installed to meet a specific need which existed at the time which has subsequently receded resulting in the bus shelter no longer being used.
2.0	Key issues
2.1	<ul style="list-style-type: none"> Whilst the Council has no statutory responsibility to provide bus shelters, it is empowered under the Local Government Miscellaneous Provisions (NI) Order 1985, with the consent of the Department of Regional Development to erect and maintain bus shelters. The Council has an agreed policy on how it will exercise this discretionary function, which was adopted in 2015 and is now due a review. The Council over the years has invested significant capital and revenue resources in the provision of bus shelters, having an estimated 300 bus shelters across the district. Translink are also a provider of bus shelters across the district, and they too operate this function with their own agreed policy. In recent years the Council has attempted to coordinate its provision of bus shelters in a way which takes account of Translink's programme for the provision of bus shelters in this area so that the Council may focus its resources on those shelters which Translink are not proposing to provide. This has not proved to be successful.
3.0	Recommendations
3.1	<ul style="list-style-type: none"> Note the content of the report. Officers proceed to review current Bus Shelter policy and revert to Committee with a revised policy.
4.0	Resource implications
4.1	<p>In relation to preparation of a revised Council Bus Shelter Policy this will be Officer time only.</p> <p>Within the Council's current Capital Programme, a sum of £135,000 has been allocated over the four-year programme for the provision of new and replacement bus shelters.</p> <p>Maintenance costs for existing shelters are funded through the Council's centralised building maintenance revenue budget.</p>
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)

5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input checked="" type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input checked="" type="checkbox"/></p> <p>Consultation period will be 12 weeks <input checked="" type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	<p>Due regard to Rural Needs (please tick all that apply)</p>
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input checked="" type="checkbox"/></p>
7.0	<p>Appendices</p>

	Appendix 1: Newry, Mourne & Down District Council Bus Shelter Policy. Bus Shelter Policy 2015 Version 1.3
8.0	Background Documents
	None

Newry, Mourne and Down District Council *Bus Shelter Policy*
Bus Shelter Policy 2015 Version 1.3

1. Title

Bus Shelter Policy

2. Statement

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

Council will erect a bus shelter following local representations where there is shown to be a "need", providing the location does not present a safety or nuisance problem and adequate funding is available.

Bus shelters are provided, particularly for those who have to use public services who may have to stand out in inclement weather.

Relocation of bus shelter should only take place as a result of either road realignment or the bus companies relocating their bus stops. However, it is recognised that from time to time individual requests may arise for relocation of bus shelters and these will be considered by Council on a case by case basis.

3. Aim

The aim of this policy is to ensure the Council is consistent in the application of processes to consider the provision of Bus Shelters.

4. Scope.

This Policy applies to the erection or removal of bus shelters by Newry, Mourne and Down District Council.

The Policy applies to all those who are involved in the erection and removal of bus shelters by Newry, Mourne and Down District Council (including but not limited to employees, agency staff, elected members, other public representatives, contractors, agents, consultants, servants of the Council.) All parties referred to above are responsible for complying with the Council's Bus Shelter Policy and Procedures. Non-compliance with the Council's policy and procedures may result in the Council breaching its' legal obligations.

5. Related Policies/Legislation

The Local Government Miscellaneous Provisions (NI) Order 1985

6. Definitions

"Need" will be defined as the usage being a minimum of 20 passengers over the period of a day in urban areas and 10 passengers over the period of a day in rural areas.

This information must be confirmed by Translink or other recognised service provider such as the relevant Education Board (e.g. SELB).

7. Policy Owner

Facilities Management and Maintenance Department

8. Contact details in regard of this policy are:

Kevin Scullion, Assistant Director: Facilities Management and Maintenance

9. Policy Authorisation

MT Authorised on - Not applicable

Development Committee Authorised on 19th August 2015

Council Authorised on 7th September 2015

10. Policy Effective Date 7th September 2015

11. Policy Review Date

The policy will be revised together with any wider strategic review of assets but not more 4 years from adoption.

12. Procedures

Procedures for must be adhered to in the delivery of this Policy.

13. Equality Impact Assessment

While the Council will equality screen the Bus Shelter Policy, at this stage of development it is not envisaged it will be required to be subject to an equality impact assessment.

Bus Shelter Installation and Removal Procedures January 2015 Page 1

**Newry, Mourne and Down District Council
Procedures for Erection/Removal of Bus Shelters
MUST be read in conjunction with Policy for Bus Shelters**

Bus Shelter Installation and Removal Procedures January 2015 Page 2

1.0 Background

Bus shelters are provided particularly for those who have to use public services and may have to stand out in inclement weather.

Council will provide a bus shelter where there is shown to be a need, providing the location does not present a safety or nuisance problem and adequate funding is available.

Relocation of bus shelter should only take place as a result of either road realignment or the bus companies relocating their bus stops. However, it is recognised that from time to time individual requests may arise for relocation of bus shelters and these will be considered by Council on a case by case basis.

2.0 Procedures for approval/rejection of application to install a bus shelter

Council will not actively seek to install Bus Shelters.

Consideration will be given to the provision of Bus Shelters on the basis of local representations.

All requests for Bus Shelters will be recorded and dated on receipt and provision will be on a first come basis (subject to budget availability).

Need will be established through liaison with Translink or other recognised service provider, such as the relevant Education Board (e.g. SELB), and written confirmation of usage numbers. Usage must be a minimum of 20 passengers over the period of a day in urban locations and 10 passengers over the period of a day in rural locations.

DRD Roads Service and PSNI traffic branch will be consulted on traffic matters associated with the proposed location. There **MUST** be no objections from DRD Roads Service or PSNI traffic branch.

Owners of property within a 50metre radius to the bus stop will be consulted on the installation of the shelter, including the type of shelter. (This will be determined via mapping on the Council Geographic Information System.)

A bus shelter will not be erected if one third or more of home owners/tenants in the vicinity (50 meters radius) confirm in writing that they object to the shelter being located as proposed. Once refused a request may not be reconsidered for a further 12 month period from the original decision.

3.0 Installation and purchase of bus shelters

The Council will endeavour to provide good quality, comfortable bus shelters, purchased in accordance with Public Sector procurement guidance. Where appropriate, they will endeavour to have bus shelters erected free of charge, other than services by Adshel. Council will consider, in Conservation Areas, the erection of shelters in keeping with the area but the cost of such shelters excluding erection and servicing costs shall not exceed £5,000.

4.0 Demolition or relocation

This will be referred to the relevant Committee for a decision.

Where a bus shelter has ceased to be used as indicated by returns from Translink or other service provider such as the relevant Education Board (e.g.SELB), this will give rise to the possibility of removing the shelter.

Where a shelter is removed the Council will leave the site in a tidy and safe manner.

“The Council reserves the right to remove any bus shelter and in reaching such a decision will take into account all relevant information and may consult with such bodies/groups/individuals, as it considers necessary”.

Report to:	Neighbourhood Services Committee
Date of Meeting:	20 th October 2020
Subject:	Provision of small Christmas Tree at North Promenade, Newcastle
Reporting Officer	Kevin Scullion, Assistant Director, Facilities Management & Maintenance Department
Contact Officer	Kevin Scullion, Assistant Director, Facilities Management & Maintenance Department

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

For decision	X	For noting only
---------------------	----------	------------------------

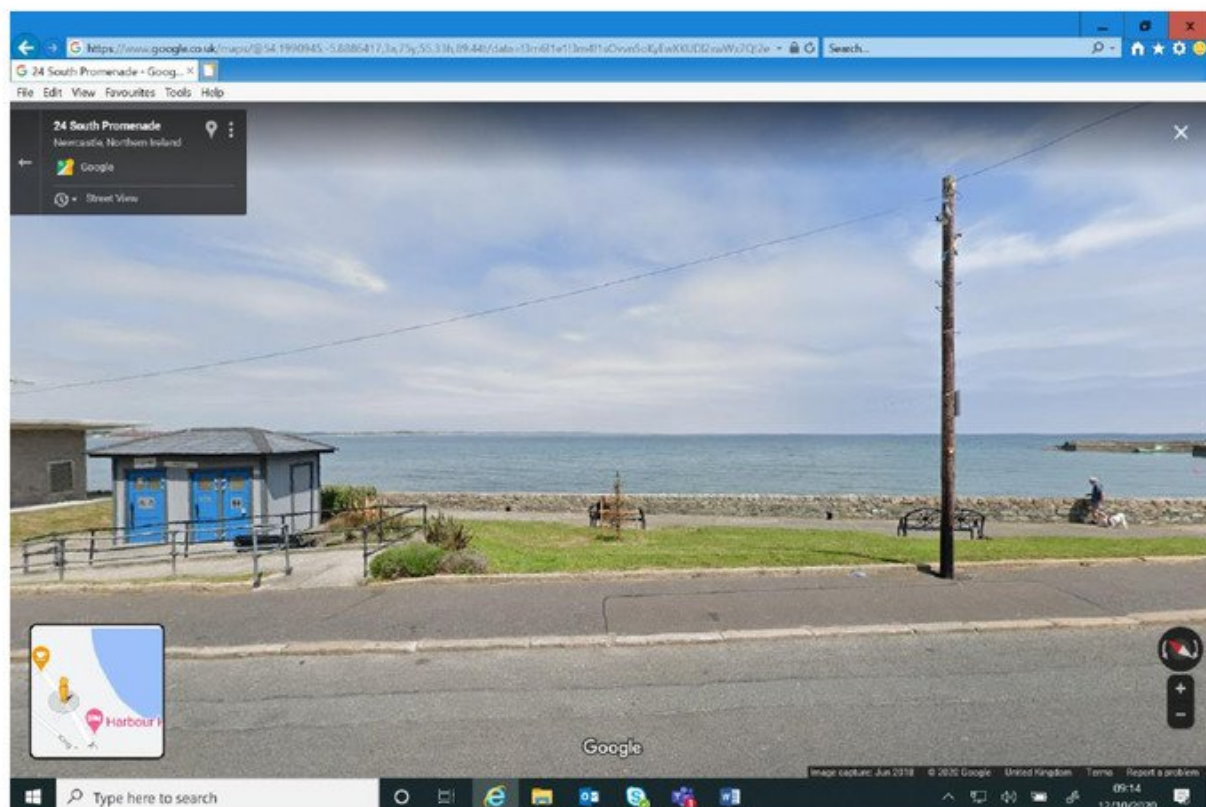
1.0	Purpose and Background
1.1	The purpose of this report is to complete a recommendation arising from the Neighbourhood Services Committee meeting in September 2020 concerning a request to consider placing a small cut Christmas tree, with lights at North Promenade, Newcastle.
1.2	Officers were asked to consider a request that a small cut tree, with lights, be provided at North Promenade, Newcastle, and report back to the October Neighbourhood Services Committee with options/costs.
1.3	<p>Two options have been considered.</p> <p>Option one is to provide a 5-metre cut Christmas tree at a suitable location close to the Public Toilets at North Promenade, Newcastle. Estimated costs for year 1 £2585.00. Estimated annual recurring costs £300.00</p> <p>Option two is to provide a 4 – 5 metre sustainable Christmas tree at a suitable location close to the Public Toilets at North Promenade, Newcastle. Estimated costs for year 1 £2700.00 Estimated annual recurring costs £300.00</p> <p>The location would be the same for both options and is shown in the image provided at Appendix 1. A few years ago, the local community planted a small Christmas tree at this location (as can be seen in the photograph at Appendix 1), but it did not survive. This may have been due to the sea air environment or due to other factors related to the initial size and nature of the tree chosen. With the option 2 proposed in this paper a larger tree is proposed, however given the sea environment there is a greater risk that it may not survive compared to the planting of the tree in a less harsh environment.</p>
2.0	Key Issues
2.1	<ul style="list-style-type: none"> The Council provides a Christmas display in Newry City, several towns and villages throughout the district council area. A report was provided to this Committee in March 2020 to appoint a contractor to provide the service of testing, repair, erection and removal of

	Christmas illuminations which was based on current display. It is possible to extend this display, but additional costs and recurring annual costs would arise from such a decision as detailed in the report.
3.0	Recommendations
3.1	<ul style="list-style-type: none"> Note the content of the report. Councillors to provide direction on which option to proceed with or to not proceed with either option.
4.0	Resource implications
4.1	<p>Funding of this project will be through the revenue budget held by Neighbourhood Services Directorates.</p> <p>The Council has a budget of £135,000 in this current year for the testing, repair, erection and removal of Christmas illuminations and £35,000 for procurement of Christmas trees.</p> <p>About 40% of this budget is known at this stage as these are fixed costs but there are many unknown costs which may fully use the remaining 60% of the budget available. Therefore, it is currently not known if agreeing to this project will result in an overspend in this budget.</p>
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations</p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened</p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation</p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves</p> <p>Consultation period will be 12 weeks</p> <p>Consultation period will be less than 12 weeks (rationale to be provided)</p> <p><i>Rationale:</i></p>

6.0	Due regard to Rural Needs (please tick all that apply)
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed</p> <p>If no, please complete the following:</p> <p>The policy / strategy / plan / public service is not influenced by rural needs</p>
7.0	Appendices
7.1	Appendix 1 – Proposed location for Christmas tree at North Promenade, Newcastle
8.0	Background Documents
8.1	None

Appendix 1 – Proposed location for Christmas tree at North Promenade, Newcastle

31



Report to:	Neighbourhood Services (NS) Committee
Date of Meeting:	20 th October 2020
Subject:	Household Recycling Centres (HRCs) Re-opening Plan Update
Reporting Officer (Including Job Title):	Joe Parkes, Assistant Director: Waste Management
Contact Officer (Including Job Title):	Liam Dinsmore, Head of Waste Processing & Enforcement

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

For decision	<input type="checkbox"/>	For noting only	<input checked="" type="checkbox"/>
---------------------	--------------------------	------------------------	-------------------------------------

1.0	Purpose and Background
1.1	The purpose of this report is to provide a further update to the Committee on the re-opening of the Council's Household Recycling Centres (HRCs), in accordance with social distancing measures by the NI Executive and resources availability. A previous update on the implementation of this plan was considered by the Committee at its last meeting in September.
2.0	Key issues
2.1	The reopening plan presented at the September Committee has been implemented: <ul style="list-style-type: none"> Starting W/C 28/9/20 all sites open Monday – Saturday 10am – 4pm. The commencement of Saturday opening, starting 3rd October 2020. Closure for lunch at certain sites see Appendix 1 for details.
2.2	The opening of Household Recycling Centres on a Saturday has been a benefit in reducing pressure at sites during the week and been welcomed by users. HRCs have in general been working to the proposed new opening schedule.
	<u>Next Phase</u>
2.3	The next phase is to further extend the HRC opening hours, similar to pre Covid-19. To successfully achieve this will be dependent upon the continual mitigation of Covid-19 related risks, the continuing availability of staffing resources, as well as consultation with Staff and Trade Union representatives.
2.4	Present Covid-19 restrictions, especially where people need to self-isolate for 14 days, could have an impact on service delivery. It is therefore proposed that we aim at working to the present opening hours arrangements. This will allow management a greater flexibility in managing staff resources. Once the number of restrictions and the number of cases are reduced relating to Covid-19, we will then further develop the service.
2.5	Elected Members, as well as the general public, will be kept informed of future service changes as they come into place. External communications will be supported via the use of the Council's social media channels and website.
3.0	Recommendations

3.1	Members are asked to: <ul style="list-style-type: none"> Note the update in relation to the re-opening of the Council's Household Recycling Centres (HRCs)
4.0	Resource implications
4.1	Additional short term staff will be used to allow for the proposed extended opening hours and Covid-19 risk assessment requirements.
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>
6.0	Due regard to Rural Needs (please tick all that apply)

6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>
7.0	Appendices
	Appendix 1 – Household Recycling Centre Information
8.0	Background Documents
	None

Household Recycling Centres (HRCs) Re-opening Plan Update

APPENDIX ONE

Information provided is on the Council's Website

Household Recycling Centres

All 10 Household Recycling Centres are now operating on a restricted basis across the district. Please see below the list of Centres open and their restricted opening hours:

1. Ballynahinch HRC Monday - Saturday 10am - 3.45pm (to facilitate closure at 4pm)
2. Castlewellan HRC Monday - Saturday 10am - 3.45pm (to facilitate closure at 4pm)
3. Camlough HRC Monday - Saturday 10am - 3.45pm (to facilitate closure at 4pm)
4. Crossmaglen HRC Monday - Saturday 10am - 3.45pm (to facilitate closure at 4pm)
(Closed for lunch 12.30pm-1pm-last entry 12:15pm)
5. Downpatrick HRC Monday - Saturday 10am - 3.45pm (to facilitate closure at 4pm)
6. Kilkeel HRC Monday - Saturday 10am - 3.45pm (to facilitate closure at 4pm)
7. Hilltown HRC Monday - Saturday 10am - 3.45pm, closed Tuesday (to facilitate closure at 4pm)
(Closed for lunch 12.30pm-1pm-last entry 12:15pm)
8. Newtownhamilton HRC Monday - Saturday 10am - 3.45pm (to facilitate closure at 4pm)
(Closed for lunch 12.30pm-1Tuesdaypm-last entry 12:15pm)
9. Newry HRC Monday – Saturday 10am – 3.45pm (to facilitate closure at 4pm)
10. Warrenpoint HRC Monday - Saturday 10am - 3.45pm (to facilitate closure at 4pm)
(Closed for lunch 12.30pm-1pm-last entry 12:15pm)

Please monitor this webpage and social media pages for future changes to HRC operating hours and key service changes.

There will also be an increase on the types and quantities of acceptable waste materials. This now includes previously accepted materials plus the following:

- Home furnishings (i.e. beds, three-piece suites)
- Quantities increased to a maximum of 6-8 bags (previously accepted materials)
- Larger items of wood (furniture must be broken down, load size restrictions still apply)
- Larger items of scrap metal (load size restrictions still apply)

Social distancing is in operation at our HRC sites, which may cause delays. Please be patient and do consider that if a queue has formed at a site that you should return at a less busy time.

We are constantly reviewing the number of days and hours of operation, with a view to increasing these at the earliest opportunity.

A full list of the various waste materials now accepted at HRCs is as follows:

- Wood / Metal waste (maximum of 6-8 black waste bags/equivalent in volume)
- Essential General Household (black bag) waste – maximum limit of 6-8 bags per household includes Garden Waste and Essential Mixed Dry Recyclable waste (paper, cardboard, cans and bottles only)
- Empty paint tins
- 2 x 5 litre tins of domestic waste paint (multiple partially filled tins will not be accepted)
- 2 x 5 litre containers of waste mineral or vegetable oil
- Small Electrical items i.e. microwaves, kettles, toasters etc
- Large Electrical items i.e. fridge, cooker (maximum of two items**)
- Waste for Reuse* (i.e. bicycles)
- Home furnishings (wood) provided they are broken down for disposal to wood waste container
- Mattresses* (maximum of two per week per property**)

** Householders bringing larger items for disposal, must be accompanied by another person in the same vehicle to assist in off-loading such items. Due to social distancing measures, HRC staff are not permitted to assist in off-loading waste

We remind all residents that fly-tipping is illegal. We will seek to fine anyone caught dumping waste outside our sites, CCTV remains in operation at our Household Recycling Centres.

We ask that you avoid producing excess amounts of waste by doing house or garage clearances, tidying up your garden, DIY etc. Every bit of waste we can reduce will make a real difference to maintaining a good service for everyone.

Pre-sort your waste. Centre users must sort their waste for recycling. Users will not be allowed to dispose of recyclable waste in the general waste stream. For more information on why you must presort your waste please [click here](#).

Thank you for your co-operation in helping keep our district clean and safe.

Where Is Your Local Household Recycling Centre (HRC)

Ballykine HRC, Ballynahinch. Telephone: 078 1753 1912

Bann Road HRC, Castlewellan. Telephone: 0330 137 4722

Camlough HRC, Quarter Road, Camlough. Telephone: 0330 137 4540

Downpatrick HRC, Flying Horse Road, Downpatrick. Telephone: 0330 137 4454

Crossmaglen, Newry Road, Crossmaglen. Telephone: 0330 137 4541

Hilltown HRC, Rostrevor Road, Hilltown. Telephone: 0330 137 4542

Kilkeel HRC, Ballymageogh Road, Kilkeel. Telephone: 0330 137 4543

Newry HRC, Chapel Road, Newry. Telephone: 0330 137 4544

Newtownhamilton HRC, Newry Road, Newtownhamilton. Telephone: 0330 137 4545

Warrenpoint HRC, Upper Dromore Road, Warrenpoint. Telephone: 0330 137 4546

Contact Details

If you need any further information, please contact:

Waste Department Customer Services Section

Telephone: 0330 137 4047

Email: recycling@nmandd.org

Report to:	Neighbourhood Services (NS) Committee
Date of Meeting:	20 th October 2020
Subject:	Hire/Replacement of Small Vans for Refuse Collection
Reporting Officer (Including Job Title):	Joe Parkes, Assistant Director – Waste Management
Contact Officer (Including Job Title):	Tom Daly, Head of Fleet

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

For decision		For noting only	X
--------------	--	-----------------	----------

1.0	Purpose and Background
1.1	The method of crewing refuse collection vehicles has had to change as a direct result of Covid19 and the requirement to comply with Government guidelines on social distancing. This report recommends specific actions to allow the Council to meet these Covid19 demands whilst maintaining a Refuse Collection Service.
2.0	Key issues
2.1	<p><u>Arrangements to ensure Social distancing compliance within Refuse Vehicle Crews:</u></p> <p>Currently full crewing, and social distancing, is facilitated by using thirteen (13) other Services vehicles to travel with (escort) the Refuse vehicles. However, as these other Services are returning to a more normal manning level they require their Service vehicles to be available for their service.</p> <p>To allow this to happen, in the short-term, thirteen (13) escort small vans have been hired to meet this need.</p>
2.2	<p>Reducing Revenue Budget impacts as a result of Social distance measures outlined in 2.1 above:</p> <p>Hiring these escort vans will cost the Council £95.00/week each, an additional unplanned revenue cost of £1.250.00/week. To mitigate this cost, fleet management recommended that Council bring forward the planned replacement of Council small vans under the Council's planned vehicle replacement programme. The vans can then displace the hire escort vans and eliminate the hire costs, until such times as Covid is no longer an issue or alternative strategies are put in place. Further replacement details will be provided at November's NS Committee.</p>
3.0	Recommendations
3.1	Confirm approval to hire thirteen vans to ensure the Refuse Service, and other Services within NS, meet their Services' delivery standards, while complying with Covid controls.

	Endorse recommendation to replace up to 13-No small vans under the current Capital Vehicle Replacement Budget. These, or the vehicles they displace, will then eliminate the requirement to hire 13-No escort vans, saving £1,250.00/week.
4.0	Resource implications
4.1	<p>The short-term hire of 13-No escort vans will result in an unbudgeted spend/overspend against the Council's Revenue budget. This may be negated by making a grant application to the DOE for Covid19 related costs.</p> <p>In parallel with this the cost of hiring these escort vans can be eliminated by prioritising the replacement of 13-No small vans. These vehicles have been identified as meeting the vehicle replacement criteria. Budget provision is provided for though the Council's Capital Vehicle Replacement Budget (2020/21).</p> <p>Estimated value of replacing these vehicles is £146,630.</p>
5.0	Due regard to equality of opportunity and regard to good relations (complete the relevant sections)
5.1	<p><i>General proposal with no clearly defined impact upon, or connection to, specific equality and good relations outcomes</i></p> <p>It is not anticipated the proposal will have an adverse impact upon equality of opportunity or good relations <input checked="" type="checkbox"/></p>
5.2	<p><i>Proposal relates to the introduction of a strategy, policy initiative or practice and / or sensitive or contentious decision</i></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>The policy (strategy, policy initiative or practice and / or decision) has been equality screened <input type="checkbox"/></p> <p>The policy (strategy, policy initiative or practice and / or decision) will be subject to equality screening prior to implementation <input type="checkbox"/></p>
5.3	<p><i>Proposal initiating consultation</i></p> <p>Consultation will seek the views of those directly affected by the proposal, address barriers for particular Section 75 equality categories to participate and allow adequate time for groups to consult amongst themselves <input type="checkbox"/></p> <p>Consultation period will be 12 weeks <input type="checkbox"/></p> <p>Consultation period will be less than 12 weeks (rationale to be provided) <input type="checkbox"/></p> <p><i>Rationale:</i></p>

6.0	Due regard to Rural Needs (please tick all that apply)
6.1	<p>Proposal relates to developing, adopting, implementing or revising a policy / strategy / plan / designing and/or delivering a public service</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please complete the following:</p> <p>Rural Needs Impact Assessment completed <input type="checkbox"/></p>
7.0	Appendices
	None
8.0	Background Documents
	Report to SMT relating to hire of escort vans

**From the Office of the
Minister of Agriculture,
Environment and Rural Affairs**



Department of
**Agriculture, Environment
and Rural Affairs**
www.daera-ni.gov.uk

41

Mr Roland Moore
Director of Neighbourhood Services
Newry, Mourne & Down District Council
Newry Office
O'Hagan House
Monaghan Row
Newry
BT35 8DJ

Room 438
Dundonald House
Upper Newtownards Road
Ballymiscaw
Belfast
BT4 3SB
Telephone: 028 9052 4140
Email: private.office@daera-ni.gov.uk

Your reference: NS/182/2020
Our reference: CORR-1847-2020
Date: 29 September 2020

Dear Mr Moore

Fixed Penalty Limits for Dog Fouling & Littering Offences

Thank you for your letter of 19th September 2020, requesting that a review be held to consider the maximum amount payable under a Fixed Penalty Notice (FPN) in respect of littering and dog fouling offences, and for the maximum limit to be increased from the current limit of £80 to £250, with consideration given to devolving powers to councils to allow them to set these limits.

I fully appreciate the pro-active approach from Newry, Mourne & Down District Council in wanting to ensure that the penalty for littering and dog fouling offences will be as big a deterrent as possible, and also that the level of fixed penalty applied will ensure that the polluter bears the clean-up costs for their actions.

As you are aware, my Department uses a combined approach of legislation, education, awareness and enforcement to tackle these issues. The Department periodically reviews this legislation and earlier this year appointed Keep Northern Ireland Beautiful to gather data from all councils on their use of fixed penalty notices for both litter and dog fouling offences. Feedback was also sought from councils on the effectiveness of the current powers and fines. This data is being used to inform the Department's review of the current fixed penalty notice regime and your correspondence will be added to the information already gathered for this review.

The Department is also working on producing Northern Ireland's first overarching Environment Strategy. This is due to be consulted upon in early 2021 and will consider options for tackling litter and dog fouling offences in the future.

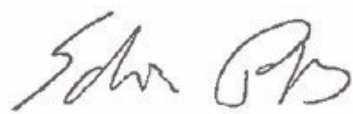
***Sustainability** at the heart of a living, working, active landscape valued by everyone.*

If you are deaf or have a hearing difficulty you can
contact the Department via the Next Generation Text
Relay Service by dialling 18001 + telephone number.



Again, I would like to take this opportunity to thank you, and Newry, Mourne & Down District Council for your concern and ongoing work to tackle the scourge of dog fouling and littering and I look forward to your contribution to the Environment Strategy consultation.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Edwin Poots'.

EDWIN POOTS MLA
Minister of Agriculture, Environment and Rural Affairs



MEMBERS' MONTHLY BULLETIN

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

The titles highlighted in blue relate to the various agenda items.

Item 1 - Annual General Meeting

Election of Chair and Deputy Chair.

Item 2 - Conflicts of Interest

The Joint Committee are reminded of their personal responsibilities and asked to declare any conflicts of interest that might arise during the meeting.

Item 3 - Apologies

Item 4 - Minutes of Joint Committee Meeting 049 held on 27 August 2020

For approval

The Joint Committee's approval is sought for the minutes of the meeting JC049 held on 27 August 2020.

Item 5 - Matters Arising

'IN COMMITTEE' ITEMS - COMMERCIALLY CONFIDENTIAL

Item 6 - Minutes of Joint Committee Meeting 049 held on 27 August 2020 'in committee'

For approval

The Joint Committee's approval is sought for the minutes of the meeting JC049 held on 27 August 2020 'in committee'.

Item 7 - Matters Arising



Item 8 - Residual Waste Treatment Project Update

For noting

Planning Application – The planning application continues to be considered by officials within the Department for Infrastructure.

Communication – arc21 and the bidding consortium have been proactive in providing information regarding the project to media outlets and participating in round table discussions.

Procurement Activities – Procurement activities are currently in abeyance until the risks around the grant of planning permission are resolved.

Governance – A 15-page letter dated 28 August 2020 has been received from Antrim and Newtownabbey Borough Council containing over 80 paragraphs.

Legal commentary - Annex 1 provides a legal commentary on the management of risks, liabilities and governance related to pursuing the project's statutory workstreams.

The Joint Committee is asked to note the contents of the report.

Item 9 - Commercially Sensitive Procurement and Contract Issues

For approval

The report outlines the requirement for a procurement for receipt and processing of street sweeping waste and sets out key aspects and terms of the contract for approval.

The Joint Committee is asked to approve the recommendation.

OUT OF COMMITTEE & RETURN TO MAIN AGENDA

Item 10 - Contracts and Operations Briefing Report

For noting

All services are being provided and there are no contingency measures in place. Some issues at Household Recycling and Civic Amenity Sites in relation to the removal of fridges and display units.

An overview of tonnages delivered to sites for processing has been provided for information.

The Joint Committee is asked to note the report.



Item 11 - Revenue Estimates 2021/22 to 2023/24

For approval

The Joint Committee is presented with the proposed Revenue Estimates of arc21 setting out the costs of the Joint Committee in terms of its Establishment, Procurement and Operational activities and Waste Contract Services, Waste Contract Supplies and the Outreach Programme Services.

As before, the figures are presented for the medium term (three years from 2021/22) and are set out in Appendix B. Appendix C provides the figures in respect of the Land Assembly for the Residual Waste Treatment Project.

Steering Group Officers have been provided with, separately, the waste contracts information to enable Councils to make budgetary provision specific to their own estimated tonnages and supplies requirements.

In terms of the Residual Waste Treatment Project, the decision on the Planning Application has yet to be made but, in the event of a positive outcome, budgetary provision has been made for the completion of the procurement process and the development of the comprehensive business case to enable Councils to make a determination based on all the facts of the proposal. The proposed funding for the Project costs has already been earmarked in the Reserves and will be applied without the need to seek further contributions from Councils.

As regards the acquisition of the Hightown Quarry site and ancillary land required, Councils have been asked to make financial provision using two options – Capital Contributions or Loan Charges. A decision upon which method to adopt is not required at this stage pending the outcome of the Planning Application.

Members will note that budgetary provision has been made in the past for the development of the facilities for the treatment of organic waste at Dargan Road, Belfast. With the contract variation having been agreed with the contractor, to treat the materials at another site, there is no longer a need to make budget provision. The balance of funds provided for this development are no longer required and will be applied in reducing the Council's contributions.

In respect of the development of the Waste Management Plan, the role of arc21 in the development of an 11 Council Plan has yet to be determined but to date earmarked Reserves have accumulated to £177k which can be used if required or returned to Councils if not. Following discussions with the Council Chief Executives, arc21 have been asked to undertake a review of an extension to the current Plan and the Reserves will be applied accordingly without the need to seek further contributions from Councils.

Given the ongoing issues around the UK leaving the EU, it may still be appropriate for councils to do some contingency planning around waste management budgets and make some percentage provision to allow for any unforeseen cost pressures that may arise.



The Council Chief Executives have been presented with the Revenue Estimates and have endorsed the approach adopted by arc21.

The Joint Committee is asked to approve the Revenue Estimates.

Item 12 - Council Covid-19 Waste Management Financial Losses

For noting

At the August Joint Committee meeting Members suggested that arc21 write to the Minister on behalf of the arc21 Councils expressing concern at the level of funding support from the Department provided for the additional costs being incurred as a consequence of the Covid-19 emergency.

Preparations were under way to write to the Minister but, in the meantime, the Permanent Secretaries of the three key Departments involved with Local Government – Finance, Communities and DAERA – had agreed to meet a delegation led by SOLACE. As a consequence it was decided to defer writing to the Minister pending the outcome of that meeting.

The updated position is as follows:

Losses to June 2020 – The Minister has now authorised DAERA Officials to proceed with the claims from Councils applying the £3.8m awarded by the Executive and this process is underway with plans to make payments on account to Councils in the near future.

Losses in the period from July 2020 to March 2021 – Following the SOLACE meeting with the Permanent Secretaries, both DAERA and DfC submitted bids to DoF. DoF has considered a total of £410m of bids but have only £130m of Covid -19 funds remaining. However, DoF has recommended that funding support for Councils is to be given priority by the Executive and a decision is expected imminently.

The Local Government bids presented to the Executive are £11.4m for losses incurred on waste management services and circa £54m for other Council services.

The total estimated losses for this period, for the 11 Councils, is £17.2m but the Minister has indicated that some of the costs are not justifiable on the grounds that Councils could have done more to avoid these, and accordingly reduced the bid to DoF by £5.8m. This £5.8m is made up as follows:

Additional Council staff costs	£2.1m
Additional non Council staff costs	£1.8m
Additional costs of disposing of waste to landfill	£1.3m
Income lost for the sale of recyclates	£0.6m

On balance the current position is much more hopeful and positive than the position last month. There remains the opportunity to provide a robust business case by each Council to justify all the additional costs incurred as a consequence of the Covid-19 emergency, including on those activities the Minister views as being not justifiable.

Engagement with DAERA, and DfC, continues to ensure that Government is kept up to date on the level of funding Councils need to deal with the financial crisis caused by the Covid-19 emergency.

The Joint Committee is asked to note the report.

Item 13 - Waste Management Plan

For noting

A verbal report will be presented at the meeting for noting.

Item 14 - Consultation: Future Recycling and Separate Collection of Waste of a Household Nature in Northern Ireland

For approval

The Joint Committee is presented with the draft arc21 response to the discussion document on "Future Recycling and Separation of Waste of a Household Nature in Northern Ireland - Public Discussion Document".

The Joint Committee is asked to consider and approve the draft consultation response, subject to any final comments received from Members.

Item 15 - Schedule of Meetings 2021

For approval

The Joint Committee is presented with a proposed schedule of meetings for the year January to December 2021 and is asked to consider and approve the proposed dates.

It is also recommended that the dates are forwarded to Member Services of the Participant Councils to help avoid meetings being scheduled in councils during these dates and times and Members are asked to endorse this approach.

Item 16 - AOB

Item 17 - Next Meeting Thursday 29 October 2020

ITEM 4
ARC21 JOINT COMMITTEE
Meeting No 049
Virtual Meeting
MINUTES
Thursday 27 August 2020

Members Present:

Councillor T McGrann
 Alderman A Carson
 Councillor G Walker
 Councillor P McReynolds
 Councillor F Ferguson
 Alderman D Drysdale
 Councillor M Gregg
 Councillor S Lee
 Councillor M Burnside
 Councillor I Friary
 Councillor W Clarke (*Deputy Chair*)

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

Members' Apologies:

Councillor M Goodman
 Councillor N Kelly
 Alderman R Gibson (*Chair*)
 Councillor JJ Magee
 Alderman R Cherry
 Councillor H McKee
 Councillor K Owen

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

Officers Present:

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

arc21
 arc21
 arc21
 arc21
 arc21
 Antrim and Newtownabbey Borough Council
 Ards & North Down Borough Council
 Belfast City Council
 Lisburn & Castlereagh Borough Council
 Mid & East Antrim Borough Council
 Newry, Mourne & Down District Council

Officers' Apologies:

G Girvan
 N Grimshaw
 S Toland

Antrim & Newtownabbey Borough Council
 Belfast City Council
 Belfast City Council

In the absence of the Chair, Alderman Gibson, the Deputy Chair, Councillor Clarke took the Chair.

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 - Minutes of Joint Committee Meeting 048 held on 30 July 2020

The minutes of the Joint Committee meeting 048 held on 30 July 2020 were agreed.

Action: Agreed

Item 4 - Matters Arising

Deposit Returns Schemes (DRS) Meeting Group - Mr Walker advised that this was still ongoing and there had been no change from the last meeting, however it was likely that two consultations would be coming out probably late December or early January and he would keep Members updated on these accordingly.

Action: Noted

Abbreviations / acronyms in papers – Mr Walker referred to the Acronyms Guide, which had been originally put together by NILGA and had been included in the Joint Committee papers following a request at last month's meeting.

He enquired if Members felt that this would be satisfactory as there was no plan for NILGA to revisit it at the moment and he proposed that this could be used by Members going forward as a reference guide.

Following discussion Members agreed that this document was very helpful and thanked Mr Walker accordingly.

Action: Noted

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 five matters discussed as follows:

Item 5 - Minutes of Joint Committee Meeting 048 held on 30 July 2020 'in committee'

Action: Agreed

Item 6 - Matters Arising

Action: Noted

Item 7.1 - Residual Waste Treatment Project

Action: Noted

Item 7.2 - Noarc21 presentation & site visits	Action: Noted
Item 8 - Commercially Sensitive Procurement and Contracts Issues	Action: Agreed

OUT OF COMMITTEE

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

Item 9 - Contracts and Operations Briefing Report

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

An extract from the report, highlighting the key issues discussed, is replicated below:

arc21 continues to manage and monitor the impact of COVID-19 on its contracts.

Operationally the contracts continue to perform effectively and the frequency of any changes has significantly reduced.

The new contracts for Municipal Waste Disposal became live on 1 August.

In terms of NILAS the department has issued the draft reconciliation for the 2019/20 year. All of the arc21 councils individually came within their allocated allowances.

Following discussion the Joint Committee agreed to note the report.

Action: Noted

Item 10 - Annual Review of Waste Statistics 2019/20

Ms Boal presented a report on the indicative position in respect of key waste statistics covering the 2019/20 year.

The information was presented in graphical form for illustrative purposes.

Following discussion the Joint Committee agreed to note the report.

Action: Noted

Item 11 - Council Covid-19 Waste Management Financial Losses

Mr Craig presented a report to update the Joint Committee on the Waste Management Financial support sought from Government in regards to the losses being incurred by Councils arising from the Covid-19 emergency.

An extract from the report, highlighting the key issues discussed, is replicated below:

To date two bids totalling £10m have been submitted by the 11 Councils to DAERA covering the estimated losses on waste management activities arising from the Covid-19 emergency, £5.7m for the March to June period and £4.3m for the July to September period.

In terms of the first bid, the Executive awarded £3.8M to DAERA to allocate to Councils and DAERA originally provided a further £0.9M. However, the DAERA Minister then reversed the decision and withdrew the £0.9m.

DAERA have introduced a formal and bureaucratic administrative process for Councils to claim the financial support and to date none of the £3.8m awarded by the Executive has been allocated by the Department, although a payment on account of 70% is expected to be paid when the claim process gets underway.

DAERA submitted the second bid to the Department of Finance (DoF) but this was not approved leaving Councils, already in a financial crisis, to fund the remaining £7.2m.

Following the allocation of the initial support by the Executive Councils were encouraged to present bids for the remainder of the year, taking into account the fact that Covid-19 losses are expected to continue to be incurred and Treasury had provided further financial support to the devolved administrations.

Councils asked DAERA to submit a bid to the Executive for a further £10m for the period October to March but with the second bid not being accepted by DoF, this bid was not presented by DAERA, leaving the Councils in an even worse financial position and having to make critical decisions without the funding support being available to cover the extra costs.

Treasury provided the Executive with an additional £600m as part of its financial support to the four devolved administrations but it is understood that DoF prioritised the funding to Health, Education and the Third/Voluntary Sector.

This is very disappointing news for Local Government in terms of waste management as well as other services provided by Councils which have now been forced into a deeper financial crisis as a consequence of the Covid-19 emergency and lack of Government support.

DAERA have indicated that there may be the potential for additional funding through the quarterly Expenditure Monitoring Rounds and regular engagement with the Department will continue in order to maximise the level of funding support available.

Following discussion the Joint Committee agreed to note the report.

Members suggested that consideration be given to writing to the Minister to express the concerns of the Joint Committee regarding the funding support needed by Councils.

Action: Noted

Item 12 - Statement of Accounts for the Year to March 2020

Mr Craig presented the Joint Committee with an update on the arc21 Draft Statement of Accounts for the year to March 2020, for information.

Extracts from the accounts were presented and the financial highlights were discussed and are replicated as follows:

Income at £29.5m is broadly in line with prior year's income of £29.6m.

The General Reserves increased by £237k from £1,255k to £1,492k, with approximately 50% of the reserves earmarked for the Residual Waste Treatment Project and the development of the Waste Management Plan, placing the organisation in a strong position to meet the challenges ahead.

The pension scheme remains in a deficit position increasing by £567k to £1,072k (from £505k) following the triennial review of the pension scheme by NILGOSC.

At 31 March 2020 the Joint Committee held cash balances of £3.2m compared to £2.6m at 31 March 2019 providing sufficient working capital to meet the monthly contractual obligations of the organisation, which are circa £3m per month.

Mr Craig reported that the final accounts are expected to be certified by the Local Government Auditor in December and then presented to the Joint Committee in January 2021.

Following discussion the Joint Committee agreed to note the report.

Action: Noted

Item 13 - Corporate Plan 2020-24

Mr Walker presented a report to provide the Joint Committee with a copy of the final Corporate Plan 2020-2024 for their consideration and approval.

Following discussion the Joint Committee agreed to note the report and approve the Plan.

Action: Agreed

Item 14 - Human Resources Issues

Mr Craig presented a report on two Human Resources issues and these are noted as follows:

Organisation Resilience Review

At the 30 May 2019 Joint Committee meeting, Members agreed, following changes to the organisation structure, to endorse an external review of the resilience of the organisation.

Subsequently, using the Local Government Staff Commission Consultancy Framework, a procurement competition was undertaken and HeadsTogether Consulting Limited was awarded the contract on 2 August 2019.

The resilience review was initially delayed due to the imminent retirement of the former Acting Chief Executive and the commencement of the new Acting Chief Executive on 1 October 2019.

In parallel, developments were underway with the councils' strategic review of the delivery of waste management services on an NI-wide basis which may have implications for arc21 and then there was COVID 19 which led to a reprioritisation of our services for several months.

It is now deemed appropriate not to undertake this work and to await the final outcome of the councils' strategic review to enable the Joint Committee to assess the implications for arc21 including undertaking an organisational review, if appropriate, at that stage.

It was recommended that the Joint Committee approves the approach adopted by the Acting Chief Executive not to undertake the organisation resilience review at this time but to await the outcome of the Councils' strategic review of the delivery of waste management services and re-assess the position at that stage.

Human Resources Policies Review

One of our Corporate Strategic Objectives, as set out in the new Corporate Plan approved by the Joint Committee in March 2020, involves implementing a Human Resources strategy.

In order to deliver this strategic objective, the HR Policies were refreshed to ensure that they were fit for purpose and the refresh supports our ability to implement the new Corporate Plan.

HeadsTogether Consulting Limited undertook the review which involved updating/replacing existing policies, as well as introducing new policies. The review was completed in June.

It has been noted however that the decision to commission the work was not recorded in the list of decisions presented to the Joint Committee at its meeting on 30 July 2020.

The Joint Committee was asked to provide retrospective approval for the work that was undertaken to refresh and update the suite of HR Policies.

The Joint Committee was also asked to approve that the record of decisions, made under the Delegated Authority of the Acting Chief Executive, be updated to take this decision into account.

Following discussion the Joint Committee agreed to approve the recommendations.

Action: Agreed

Item 15.1 - Code of Conduct for Local Government Employees - Consultation

Mr Craig presented a report to inform the Joint Committee of changes proposed to be made by the Local Government Staff Commission to the Code of Conduct for Local Government Employees and a copy of the proposed arc21 response, as a consultee, was presented for consideration and any final comments prior to submission.

Following discussion the Joint Committee agreed to approve the draft response for submission by the deadline of 30 September 2020.

Action: Agreed

Item 15.2 - UK Internal Market White Paper - Consultation

Mr Walker presented a report to provide the Joint Committee with a copy of the arc21 response to the consultation on the UK Internal Market White Paper.

He reported that the Secretary of State for Business, Energy and Industrial Strategy (BEIS), the Right Honourable Alok Sharma MP, published a White Paper on the UK Internal Market on 16 July 2020 and issued the documents for consultation, with a deadline of 13 August 2020.

The consultation sought the views of a wide range of organisations on the policy options through proposals to enshrine in law two principles to protect, post transition, the flow of goods and services in the UK's Internal Market: the principle of mutual recognition, and the principle of non-discrimination.

Members were presented with the arc21 response which was submitted by the deadline and it was recommended that the Joint Committee consider the response and provide retrospective approval.

Following discussion the Joint Committee agreed to endorse the response.

Action: Agreed

Item 15.3 - Plastic Packaging Tax Policy Design - Consultation

Mr Walker presented a report to advise the Joint Committee on the HMRC consultation on the Plastic Packaging Tax which from April 2022 will apply to plastic packaging manufactured in or imported into the UK containing less than 30% recycled plastic.

He reported that this is a new tax that applies to plastic packaging produced in, or imported into the UK that does not contain at least 30% recycled plastic. Plastic packaging is packaging that is predominantly plastic by weight.

It will not apply to any plastic packaging which contains at least 30% recycled plastic, or any packaging which is not predominantly plastic by weight.

Members were presented with the arc21 response which was submitted by the deadline of 18 August 2020 and it was recommended that the Joint Committee consider the response and provide retrospective approval.

Following discussion the Joint Committee agreed to endorse the response.

Action: Agreed

Item 16 - Future Recycling and Collection of Waste of a Household Nature in Northern Ireland

Ms Boal presented, by PowerPoint slides, an overview of the discussion document currently out by DAERA seeking views on future recycling and collection of waste of a household nature in Northern Ireland.

She advised that the backdrop for the discussion document was: the Key Waste Framework Targets - 2035; UK Plastic Pact sets targets for 2025; and Circular Economy Network and DAERA was seeking views on steps towards improving recycling rates; further reducing food waste; cutting landfill rates; and getting businesses on board.

In this regard she reported that there had been a workshop with Council Officers and arc21 was preparing a proposed response, a copy of which will be presented for discussion and consideration at the next Joint Committee meeting.

Action: Mr Walker/Ms Boal

Item 17 - AOB

There was no further business discussed.

Item 18 - Next Meeting

The Chair advised that the next scheduled meeting of the Joint Committee is due to be held on Thursday 24 September and an MS Teams invite would be issued in due course.

Action: Noted

Date: _____

Chairman: _____

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/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 Rivers Agency ongoing. Report to NS Committee once agreed	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 district, one in each Health Trust area and Officers to develop designs for such locations to include plants, materials	K Scullion	In Progress Currently seeking availability of sites within Heath Trust. Delayed due to current pandemic priorities.	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		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 raise the provision of grit to local communities by Dfi, for spreading themselves, in extreme weather situations.</p>	R Moore	Complete	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
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/075/2019	Household Recycling Centres (HRC) Update	<p>To further illustrate changes at the new HRC site at Downpatrick, a HRC competition to be promoted at all primary schools at Downpatrick.</p> <p>Photocalls to be arranged to further publicise initiatives e.g. Official Opening, changes in procedures of sites at Castlewellan and at Ballynahinch and commencement of Permit System.</p>	J Parkes	<p>Final recommendation concerning Phase 2 of HRC review to be presented to committee upon completion of re-opening plan</p> <p>Intent to extend to both Castlewellan and Ballynahinch areas,</p>	<p>N</p> <p>N</p>

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<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>
NEIGHBOURHOOD SERVICES MEETING – 22 JANUARY 2020					
NS/005/2020	Notice of Motion – Food Waste Collection	<p>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</p>	J Parkes	See Agenda Item	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		officers undertake necessary research and report back to the NS Committee presenting options for consideration and approval.			
NS/112/2020	Evaluation of alternatives to use of Herbicides containing glyphosate for controlling weeds and invasive species on Council property	<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>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.</p>	K Scullion	<p>To be undertaken at 12-month review period January 2021</p> <p>Actioned</p> <p>Complete – No response to date</p>	N
NEIGHBOURHOOD SERVICES MEETING					

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
19 FEBRUARY 2020					
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
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 Parkes.	J Parkes	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 Parkes	Postponed due to COVID-19	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/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 - Delayed due to current pandemic priorities	N
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 18 MARCH 2020					
NS/137/2020	Christmas Illuminations & Celebrations Group Meeting – 13 Feb 2020	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.	J Hillen	To be issued August 2020	N
		-Officers proceed to procure the required sustainable Christmas trees and supporting infrastructure to support this programme.	K Scullion	Report to be provided to NS Committee August 2020.	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/139/2020	Presentation Re: Green Fleet	It was agreed to note this item be deferred.	J McBride	Report approved at the June 2020 Committee meeting. Specification currently being drawn-up to support a procurement exercise.	N
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 17 JUNE 2020					
NS/157/2020	Notice of Motion Re: Changing Places (CP) Toilets (Cllr McMurray)	Agreed to note the Notice of Motion and the proposed action for each respective element as detailed within section 2.2 of the report dated 17 June 2020	K Scullion	In Progress	N
NS/158/2020	Fleet Transition Strategy	Note the content of the report dated 17 June 2020 and agree to:- 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	J McBride	Specification currently being drawn-up to support a procurement exercise	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		numbers (VRNs) on a case-by-case basis for replacement until the fleet transition strategy exercise has been completed			
NS/166/2020	Business Case – Supply of PPE and staff uniforms for NS Directorate	Note the content of the report and associated Business Case and accept the conclusion of the business case that Option 3 was chosen as the preferred option. Option 3 would see a tender or tenders issued to appoint one or several suppliers to provide the NS Directorate and the AHC Community Engagement Department with all PPE and staff uniform requirements through dividing the requirements into relevant Lots. This would be for a one-year period but may be extended by a further two years.	K Scullion	In Progress	N
NS/167/2020	Business Case – Annual Servicing and Maintenance of Lifts in Council Buildings	Note the content of the report and associated Business Case and accept the conclusion of the Business Case that Option 3 was chosen as the preferred option. Option 3 would see the appointment, through a tender process, of a competent contractor to service, maintain and complete	K Scullion	In Progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		safety checks on all 32 No. lifts in the Council asset register. It would also see the appointment of a consultant to assist with auditing the performance of the successful contractor and quotations for repairs outside the scope of the contract.			
NS/168/2020	Business Case – Inspection, Testing and Maintenance of Councils Fire Alarm Systems	Note the content of the report and associated Business Case and accept the conclusion of the Business Case that Option 2 was chosen as the preferred option. Option 2 would see the appointment, through a tender process, of a competent contractor to inspect, test and maintain Council Fire Alarms throughout Council premises at recommended intervals ensuring Councils legal compliance.	K Scullion	In Progress	N
NS/169/2020	Business Case – Annual Servicing, Maintenance and Monitoring of Intruder Alarm Systems in Council Buildings	Note the content of the report and associated Business Case and accept the conclusion of the Business Case that Option 3 was chosen as the preferred option. Option 3 would see the appointment, through a tender process, of a competent contractor	K Scullion	In Progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		to service, maintain and monitor all 45 No. intruder alarm systems in the Council asset register.			
NS/171/2020	Bring Sites Review	<p>Note the content of the report and agree to:-</p> <ul style="list-style-type: none"> ▪ A reduction in the current number of bottle bank "bring sites" across the District. Future provision to be restricted to the twenty-two (22) sites set-out at Appendix I as circulated. ▪ The use of the contractor for the future safety inspection and maintenance of "bring sites" at a cost per annum detailed in the report; and ▪ To authorise Officials to explore income generation opportunities attached to the disposal of the redundant stock of "bring sites" <p>It was also agreed that when removing the sites, that potential recycling options for Island Park, Newcastle be considered.</p>	J Parkes	Contractor to be engaged re removal of redundant sites	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/172/2020	Business case – RCV's	Approve the business cases for the replacement of the six Refuse Collection Vehicles (RCVs) as circulated at Appendix II.	J McBride	Specification currently being drawn-up to support a procurement exercise	N
NEIGHBOURHOOD SERVICES COMMITTEE MEETING 19 AUGUST 2020					
NS/170/2020	Notice of Motion – Delivery of small brown food waste bins	Committee agree to the Motion and that Officers undertake necessary research and report back to NS Committee presenting options and costs for consideration and approval. Also that officers look at options both for brown bin caddies and liners and report back to Committee.	J Parkes	To be considered at a future Committee Meeting, along with previous Council Motion in relation to distribution of bio-bags/caddy bin liners.	N
NS/180/2020	Rewilding and Wildflower areas across the NM&D Council Estate	Note this report and:- Mr Scullion arrange for the relevant officer to contact Councillor Mason regarding proposed site for wildflower area in Drumaness.	K Scullion	Complete	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		<p>Mr Scullion arrange for the relevant officer to contact Councillor Clarke regarding the possibility of Island Park Newcastle being included as a wildflower area.</p> <p>A request from Councillor Murphy that further opportunities being offered through Slieve Gullion DEA Meetings to discuss potential wildflower areas in Camlough and Bessbrook.</p> <p>Important that officials liaise with local people when planning wildflower areas – e.g Knockchree Avenue Kilkeel where the majority of people seemed content with the current grassed arrangement.</p>			
NS/189/2020	Historic Actions Tracking Sheet	At the request of Councillor Clarke it was agreed Mr Scullion investigate the current position in relation to the access to the beach at Glen River car park, Newcastle and advise him	K Scullion	Contractor appointed and works permitted from 15th September	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		of the outcome.			
NS/190/2020	Recycling of Mattresses	Agreed to note the content of the report and agree to the recommendations contained at 2.3 and 2.4 of the report in relation to the recycling of mattresses.	J Parkes	In progress	N
NS/192/2020	Business case for the supply and delivery of biomass wood pellets	Agreed to note the content of the report and associated Business Case and accept the conclusion of the Business Case to proceed to Tender for a Biomass Wood Pellet Supplier for an initial 12-month contract with a view to extending to 24 months.	K Scullion	In progress	N
NS/193/2020	Business case for the annual servicing and maintenance of fire fighting equipment in Council buildings	Agreed to note the content of the report and associated Business Case and accept the conclusion of the Business Case to see the appointment, through a tender process, of a competent contractor to inspect, maintain and testing of all Fire Fighting Equipment in Buildings in the Council's asset register.	K Scullion	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/194/2020	Neighbourhood Services Procurement Action Plan	<p>Agreed to note that services will continue "out of contract" until new contracts are awarded and also to approve the recommended Neighbourhood Services Directorate procurement action plan.</p> <p>Also agreed a quarterly update on the Plan would be provided to Committee.</p>	R Moore	In Progress	N
END					