



27 February 2019

Committee Chair: Councillor D Ritchie

Committee Vice-Chair: Councillor J Greer

Committee Members: Aldermen – A Ball, T Burns, M Girvan, J Smyth  
Councillors – L Clarke, S Flanagan, R Foster, N Kelly, A Logue,  
J Montgomery, N McClelland, J McGrath and M Rea

Dear Member

**MEETING OF THE OPERATIONS COMMITTEE**

A meeting of the Operations Committee will be held in the **Round Tower Chamber, Antrim Civic Centre on Monday 4 March 2019 at 6.30pm.**

You are requested to attend.

Yours sincerely

A handwritten signature in black ink that reads 'Jacqui Dixon'.

Jacqui Dixon, BSc MBA  
**Chief Executive, Antrim & Newtownabbey Borough Council**

**For any queries please contact Member Services:**

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### **3 ITEMS FOR DECISION:**

#### **3.1 EH/EHS/LR/11 SCHEME OF DELEGATION**

Members are advised that due to the revision of legislation for which Environmental Health has responsibility, it is necessary to update the Scheme of Delegated Functions for the Director of Operations and the Head of Environmental Health. Copies of the revised Schedules are **enclosed**.

The revision includes a change to the The Pollution Prevention and Control (Industrial Emissions) Regulations (Northern Ireland) 2013 (as amended) and new legislation, The Houses in Multiple Occupation Act (Northern Ireland) 2016.

**RECOMMENDATION: that the updated Schedule of Delegated Functions for the Director of Operations, Geraldine Girvan and Head of Environmental Health, Clifford Todd is adopted.**

Prepared by: Clifford Todd, Head of Environmental Health

Approved by: Geraldine Girvan, Director of Operations

### 3.2 L/LEI/2 MARY PETERS TRUST – REQUEST FOR ASSISTANCE

Correspondence has been received from the Mary Peters Trust (**enclosed**) requesting financial support for its sports awards. The Trust provides encouragement and financial support to young sports men and women from across Northern Ireland in a range of sporting disciplines including: Gymnastics, Hockey, Triathlon, Canoeing, Basketball, Boxing, Shooting, Table Tennis, Judo, Athletics, Swimming and Motor Sport.

Council support for the last 2 financial years has been £2,000 per annum (£2,000 in 2017/18 and £2,000 in 2018/19).

A list of those athletes from the Borough who have received support is set out in the letter.

The Mayor has agreed to host a reception for the Mary Peters Trust grant recipients and Mary Peters will be invited to attend.

**RECOMMENDATION: that a contribution of £2,000 be made to support the work of the Mary Peters Trust within the Borough for 2019/2020.**

Prepared by: Vicki Kyles, Executive Assistant to Director of Operations

Agreed by: Matt McDowell, Head of Leisure

Approved by: Geraldine Girvan, Director of Operations

### 3.3 PK/GEN/051 BALLYDUFF QUARRY

Members are reminded that large sections of land on Carnmoney Hill are owned by Council and leased to the Woodland Trust for maintenance and management (see map **enclosed**). In May 2016, Council agreed in principle to accept the offer of land at Ballyduff Quarry from Anderson Haulage Limited for the purpose of provision of open space/recreation. In November 2016, Council agreed in principle to lease this land to the Woodland Trust upon acquisition.

Final site works are underway by Anderson Haulage to ensure compliance with planning requirements and indications are that the land will be ready for transfer in September 2019.

#### Lease Arrangements

The 25 year lease of lands on Carnmoney Hill to Woodland Trust is due to expire in 2028. As there is now less than 10 years remaining on this lease, grant aid opportunities are limited.

For ease of management and funding opportunities, Woodland Trust has requested that the lease for Carnmoney Hill be renewed and revised to include the land at Ballyduff Quarry, within a single 25 year lease. If approved, the new lease would run from September 2019.

#### Cost of Maintenance

The management costs at Carnmoney Hill are £27,000 per annum for the Woodland Trust. The Trust has requested a 50% payment (£13,500 per annum) from the Council as a contribution towards the cost of managing the site. This management fee would cover all responsibilities to include development works and access to Ballyduff Quarry. The Woodland Trust has indicated that it will secure grant aid to provide the annual balance of £13,500 to continue to maintain at the current level of service. If this funding was approved, the Council contribution would be required each year starting from September 2019 to coincide with lease.

#### Funding Opportunities

The Woodland Trust is keen to progress with a funding application for Ballyduff Quarry however the deadline for applications is September 2019. This grant would provide the Woodland Trust with resources to plant the site with native broadleaved trees including a 5-year maintenance allowance to assist with the development of the site as a woodland.

In addition the Woodland Trust has made initial enquiries to several funders with regard to providing access, such as new paths, entrance, seating and interpretative signage.

#### **RECOMMENDATION: that**

- i.) Approval is given to extend and revise the leased lands at Carnmoney Hill to include the Ballyduff Quarry site for 25 years from 1<sup>st</sup> September 2019 or as soon as finalised**

**ii.) Approval is given for an annual contribution of £13,500 to the Woodland Trust towards the management and maintenance of the leased area of Carnmoney Hill to commence with the revised lease. Costs to be met from Parks budget.**

Prepared by: Lindsay Houston, Parks Development Officer

Agreed by: Ivor McMullan, Head of Parks

Approved by: Geraldine Girvan, Director of Operations

### **3.4 PK/CEM/2 CROSS OF SACRIFICE: REQUEST FROM THE COMMONWEALTH WAR GRAVES COMMISSION**

The Cross of Sacrifice at Carnmoney Cemetery is one of six similar crosses in Northern Ireland which benefits from the oversight of the Commonwealth War Graves Commission. Last year Council placed a VC memorial for Major Hugh Colvin close to the Cross of Sacrifice at Carnmoney.

The War Graves Commission has recently conducted a condition survey (these are completed every nine years). This most recent survey of the Carnmoney Cross indicates the need for minimum work including cleaning of the cross, re-bronzing the sword and some minor joint repairs. All of these works are routine and have a conservation focus. As part of this works the existing Commonwealth War Grave sign would be replaced at the cemetery entrance.

The Regional Manager has submitted a request to proceed with this work and in due course Council would provide officers with progress on the tender and timing of the various works as well as any necessary and appropriate Health and Safety considerations. The cost of these works will be met by the Commonwealth War Graves Commission.

**RECOMMENDATION: that the Commonwealth War Graves Commission is granted approval to conduct conservation works on the Carnmoney Cross of Sacrifice as set out above as well as replacing the sign at the entrance of the Cemetery.**

Prepared by: Ivor McMullan, Head of Parks

Approved by: Geraldine Girvan, Director of Operations

### **3.5 PK/GEN/22 NOMINATION FOR BEST KEPT IRELAND SMALL TOWN COMPETITION 2019**

Correspondence has been received from the Northern Ireland Amenity Council following the success of Randalstown in the Best Kept competition 2018.

To take the success further, the NI Amenity Council proposes, with Council's support, to nominate Randalstown in the 'Small Town' category of the 2019 Best Kept Ireland Competition. Involvement in competitions such as this generates a huge amount of enthusiasm, boosting civic pride and community involvement.

The awards ceremony will be held in Dublin in June 2019.

**RECOMMENDATION: that Committee supports the nomination of Randalstown for the Best Kept Ireland Small Town Competition 2019.**

Prepared by: Lindsay Houston, Parks Development Officer

Agreed by: Ivor McMullan, Head of Parks

Approved by: Geraldine Girvan, Director of Operations



### **3.6 PK/GEN/129 SIX MILE WATER TRUST**

Correspondence was received in December 2018 from the Six Mile Water Trust highlighting some general issues along the Sixmile Valley and general catchment area. The Director of Operations and the Head of Parks, Leisure, Waste Management and Environmental Health have since met with the representatives of the Trust and are continuing to work through various issues.

In the interim, representatives from the Six Mile Water Trust have requested the opportunity to make a presentation to the Operations Committee in regards to the work they carry out in the Six Mile Valley area.

**Members' instructions are requested.**

Prepared by: Vicki Kyles, Executive Assistant to Director of Operations

Approved by: Geraldine Girvan, Director of Operations

### 3.7 PK/GEN/035/VOL2 GRASS MANAGEMENT SUB GROUP

The Grass Management Sub Group met on Monday 4<sup>th</sup> February 2019. Members were updated on a range of issues. Minutes and supporting documents of the meeting are enclosed.

In summary, Members were updated on:

Town and Village Action Plans  
Future planning Roundabouts  
Roundabout Sponsorship  
Flowerbed Sponsorship

Members noted that the level of sponsorship on roundabouts was encouraging at £24,500 per annum, with sponsorship income increasing in these areas where refurbishments and upgrading have taken place.

The two key recommendations made by the subgroup are:

- i.) Expenditure in the region of £26,000, for plant, baskets, planters etc. in Towns and Villages as highlighted in action plans by residents groups (in addition to general Parks support)
- ii.) To pilot flowerbed sponsorship in Ballyclare for 2019 (small voluntary groups/clubs £50 and large voluntary groups/clubs £100)

**RECOMMENDATION: that the minutes of the Grass Management Sub Group and recommendations therein are approved.**

Prepared by: Ivor McMullan, Head of Parks

Approved by: Geraldine Girvan, Director of Operations

### 3.8 FI/PRO/TEN/15 SUPPLY & DELIVERY OF CLEANING PRODUCTS

Members will recall that the tender 'FI/PRO/TEN/15 Supply and Delivery of Cleaning Products' was granted an extension to 28 February 2019 in order to trial 5 products that have an EU Ecolabel at the Mossley Mill site.

Members will also recall that two 'eco labels' are widely agreed to be the only acceptable labels which provide products which are scientifically proven and policed by DEFRA and the UK Government and these are the EU Ecolabel and Nordic Swan. Both labels meet high standards of both performance and environment quality and pass rigorous environmental fitness trials. Products bearing the labels have been independently measured, tested and verified on the following aspects:

1. Biodegradability Test
2. Performance Test (benchmarked against the market leader)
3. Packaging in Use Ratio (concentration)

These products are limited, at present, to the following:

1. Degreaser
2. All Purpose Cleaner
3. Hand Dishwashing Detergent
4. Washroom Cleaner
5. Toilet Cleaner

Feedback from end users regarding the trial of the 5 products was positive and the recommendation is to introduce these products to the Council's cleaning products list for a period of one year in order to continue the trial of the products across a wide range of facilities and to analyse spend.

The Council's cleaning products list has been reviewed with the aim of reducing the number of items. Spend analysis, supplier engagement and research exercises have now been completed and it is proposed to reduce the number of items on the cleaning products list from 131 to 24 with a fifth of these products (5) carrying an EU Ecolabel. This reduction has been achieved by removing items from the supply and delivery of cleaning products tender as follows:

- 8 items will be procured through a separate procurement process for Cleaning and Sanitation Products for Pools and Spas
- 45 items will be procured through a separate procurement process for Hardware Products
- 54 items are identified as no longer required
- Of the remaining items, 5 are able to be purchased using the Crown Commercial Services (CCS) Framework RM3703, these items carry the EU Ecolabel.

- The 19 items remaining will be procured either using the Crown Commercial Services (CCS) Framework RM3703 which includes named janitorial supplies or by a separate procurement process. These 19 items include soaps and hand sanitisers, bleach and disinfectants and heavy duty floor cleaners and maintainers which do not currently have the EU Ecolabel. Staff will continue to monitor the market for product development and to ensure the Council is procuring products, which reduce the impact of the cleaning process on the environment.

**RECOMMENDATION: that**

- i.) The CCS Framework RM3703 be used to procure 5 EU Ecolabel items and other items named on the framework for the period 1 March 2019 to 29 February 2020. Product trials and spend analysis will be assessed throughout the contract period.**
- ii.) A separate procurement exercise, be carried out for the remaining products which do not currently hold an EU Ecolabel and are not included in CCS Framework RM3707.**

Prepared by: Julia Clarke, Procurement Officer

Agreed by: Michael Laverty, Head of Waste

Approved by: Geraldine Girvan, Director of Operations

### **3.9 L/SAP/CL/007 CORRESPONDENCE FROM MOSSLEY HOCKEY CLUB**

Correspondence has been received from Mossley Hockey Club enclosed requesting that Council hosts a celebratory dinner at Mossley Mill, on either Saturday 31 August or Saturday 7 September, to mark the Club's 90<sup>th</sup> anniversary. The Linen Suite is free on both dates at present, and can accommodate these numbers for a dinner.

Following contact with the Club, confirmation has been received that the numbers expected are 100-150. (A meal for this number of people would cost around £1800.)

The Honorary Vice President has indicated that in the event that Council cannot meet the cost of the celebratory dinner itself, that the Club seeks approval for free use of the Mill for the event, given its connection with both the building and the Council over many years.

In 2015 the Club requested Council to host a dinner for a Trevor Lorimer Memorial Event for 60 people. This request was approved at a cost of £1053.

**Members' instructions are requested.**

Prepared and Approved by: Geraldine Girvan, Director of Operations

### **3.10 L/SAP/008/VOL 3 2019 SPORTS AWARDS**

The initial meeting of the Sports Awards Working Group, was held on Thursday 21 February. A number of recommendations on a range of issues for the 2019 awards are set out in the minutes including the role of the group, community sports representatives, the venue for the awards, award categories, the nomination process/timetable, the Master of ceremonies, community engagement, PR plan, sponsorship, branding/theme, promotional video and Galley of Sporting Legends.

The minutes of the meeting and terms of reference are **enclosed**.

**RECOMMENDATION: that the minutes of the initial meeting of the Sports Awards Working Group 2019 be approved.**

Prepared by: Anna Boyle, Sport and Physical Activity Development Manager

Agreed by: Matthew McDowell, Head of Leisure

Approved by: Geraldine Girvan, Director of Operations

#### **4 ITEMS FOR NOTING:**

##### **4.1 EH/PHWB/013 COMMUNITY RESUSCITATION STRATEGY**

Members are reminded that following the presentation to the February 2019 meeting of the Operations Committee by Stephanie Leckey of the Northern Ireland Ambulance Service, it was recommended that Environmental Health staff incorporate checks on Anatomical External Defibrillators into inspections of premises that hold an Entertainments Licence.

This suggestion has been widened to include all premises inspected by Environmental Health staff under the Smoking (Northern Ireland) Order 2007 thereby capturing all premises, to which the public have access, across the Borough.

**RECOMMENDATION: that the report be noted.**

Prepared by: Wendy Brolly, Environmental Health Manager, (Health and Wellbeing)

Agreed by: Clifford Todd, Head of Environmental Health

Approved by: Geraldine Girvan, Director of Operations

## 4.2 L/GEN/001 LEISURE - CORPORATE MEMBERSHIPS

There is currently a Corporate Membership option within the Leisure pricing policy and schedule, whereby if an organisation signs up a minimum of ten employees, the cost to the individual is £20 rather than the normal £25 (based on current individual adult price).

The scheme, which was set up in Antrim Forum originally, required the organisation to pay for the memberships on behalf of employees via a monthly invoice. It was not reviewed at the time of the More Membership scheme introduction, as the focus was primarily on individual and family memberships.

Having conducted a recent review with all of the Membership Advisors from the Borough, it became clear that the key issue raised by those enquiring about the scheme was the method of payment – with the preference being for organisations to sign up but payment to be made by individual employees. Currently there are 3 corporate membership organisations with 250 individual members.

The method of payment for the scheme will be amended, so that when a corporate membership is taken out, the individual employees, with an appropriate verification process in place, will now make monthly payments directly to the centres, rather than their employer.

Public, private and third sector organisations that are based in the Borough are eligible, and a significant PR campaign will be initiated which will work well in the context of the Community Plan in promoting Health and well-being. Officers are currently considering the potential to cross-reference organisations which use Council's conference facilities with a view to linking them to the Corporate Membership scheme. There may be merit in discounting conferencing facilities for Corporate Leisure members.

**RECOMMENDATION: that the report be noted.**

Prepared by: Matt McDowell, Head of Leisure

Approved by: Geraldine Girvan, Director of Operations



### **4.3 PK/BIO/011 SUSTAINABLE NI WORK PLAN 2019/2020**

Sustainable Northern Ireland has circulated its work plan for 2019/2020. A copy is enclosed for information and Council's recently appointed representatives on the All Party Group for Sustainable Development, Councillors Roisin Lynch and Billy Webb have been provided with the work plan as well.

Updates from the All Party Group for Sustainable Development will be reported to Committee following any meetings or updates as appropriate.

**RECOMMENDATION: that the report be noted.**

Prepared by: Vicki Kyles, Executive Assistant to Director of Operations

Approved by: Geraldine Girvan, Director of Operations

#### **4.4 WM/RC/01 COMMUNICATIONS FUNDING APPLICATION FOR HOUSEHOLD RECYCLING CENTRES**

A number of waste management consultations have issued by the Department for the Environment, Farming, and Rural Affairs (DEFRA) in England, in conjunction with the Scottish Government, Welsh Government and the Department for Agriculture, Environment, and Rural Affairs (DAERA) in Northern Ireland.

The Department of Agriculture, Environment and Rural Affairs (DAERA), in conjunction with WRAP NI, released a communications funding opportunity in January for Northern Ireland wide harmonised Household Recycling Centre communications campaign. Officers successfully applied for approximately £5,000 to improve communication throughout all five Household Recycling Centres in the Borough before the end of March 2019.

In line with other councils, the funding will be used to encourage people to sort their waste before coming to the recycling centres, ensuring that they recycle rather than throw their waste directly into the General Waste skips.

This universal message, as well as being standardised across recycling centres in Northern Ireland in March and will be further highlighted through radio advertisement and national social media campaigns.

Council received funding for the following:

- Information leaflets to be distributed by staff at the recycling centres;
- Large Banners promoting waste segregation and reuse at each of the recycling centres;
- Pop up stands on waste segregation, recycling and reuse for events and Council Buildings;
- Billboards and Adshels throughout the Borough to give information on the waste segregation message.

**RECOMMENDATION: that the report be noted.**

Prepared by: Michael Laverty, Head of Waste Management

Approved by: Geraldine Girvan, Director of Operations

## **4.5 WM/WM/40 WASTE MANAGEMENT CONSULTATIONS BRIEFING DOCUMENT**

A number of waste management consultations have been issued by the Department for the Environment, Farming, and Rural Affairs (DEFRA) in England, in conjunction with the Scottish Government, Welsh Government and the Department for Agriculture, Environment, and Rural Affairs (DAERA) in Northern Ireland.

The consultations cover a range of waste management issues and in particular packaging waste, and have the potential for significant impact on Council waste collection services.

For Members' benefit, the consultations have been summarised below. The consultation period for the four documents will run for 12 weeks and closing on 12 May for the Plastic Packaging Tax one and 13 May for the others. There are 306 questions in total across all four consultations.

### **1. Consultation on Reforming the UK Packaging Producer Responsibility System**

This consultation applies to the whole of the UK and covers the following issues:

- Producer funding used to pay local authorities for the collection and management of household packaging waste and to support the collection for recycling of household-like packaging arising in the commercial waste;
- Incentives to encourage producers to design and use packaging that can be recycled;
- The definition of full net cost recovery and approaches to recovering full net costs from producers;
- The businesses that would be obligated under a packaging extended producer responsibility system;
- Mandatory labelling on all packaging to indicate if it is recyclable or not;
- New packaging waste recycling targets for 2025 and 2030, and interim targets for 2021 and 2022;
- Alternative models for the organisation and governance of a future packaging extended producer responsibility system;
- Measures to strengthen compliance monitoring and enforcement including for packaging waste that is exported for recycling

The full document can be found at

[https://consult.defra.gov.uk/environmental-quality/consultation-on-reforming-the-uk-packaging-produce/supporting\\_documents/packagingepiconsultdoc.pdf](https://consult.defra.gov.uk/environmental-quality/consultation-on-reforming-the-uk-packaging-produce/supporting_documents/packagingepiconsultdoc.pdf)

### **2. Consultation on Introducing a Deposit Return Scheme in England, Wales and Northern Ireland**

This consultation, in England, Wales, and Northern Ireland, is on a Deposit Return Scheme (DRS) for drinks containers. The Scottish Government

consulted on a DRS last year and a response to that consultation is expected shortly.

The consultation proposes that the materials included in a DRS could be polyethylene terephthalate (PET) and high density polyethylene (HDPE) plastic bottles, steel and aluminium cans, and glass bottles. It puts forward two options for a DRS:

- a) an 'all in' model that would encompass drinks containers of all sizes;
- b) an 'on-the-go' model, where only drinks containers less than 750ml in size and sold in single format could be collected.

The consultation document can be found at <https://www.daera-ni.gov.uk/sites/default/files/consultations/daera/depositreturnconsultdoc.pdf>

### **3. Consultation on Consistency in Household and Business Recycling Collections in England**

Although this consultation is currently for England, it is likely that the outcome will influence the future legislative requirements of Northern Ireland.

The consultation focuses on the requirement for households and businesses to present dry recyclables and food waste separately from residual waste for collection and recycling. It also seeks views on the minimum service standard for local authority household waste collections covering a consistent set of dry recyclable materials.

The consultation puts forward proposals for all waste collection authorities to:

- Collect the same core set of dry recyclable materials from households;
- Have separate weekly food waste collections from households.

It also seeks views on:

- whether waste collection authorities should provide a free garden waste collection service for households with gardens;
- how to achieve greater separation of dry materials in collections, especially paper and glass to improve the quality of dry recyclables collected from households;
- whether statutory guidance on minimum service standards for waste and recycling services should be introduced;
- how to develop non-binding performance indicators to support local authorities to deliver high quality and quantity in recycling and waste management;
- how to support joint working between local authorities on waste;
- alternatives to weight-based targets;
- standardising bin colours for waste and recycling.

In the consultation, the Government commits to ensuring that local authorities receive additional resource to meet any new net costs arising from the policies set out, including both net up-front transition costs and net ongoing operational costs.

The consultation document can be found at [https://consult.defra.gov.uk/environmental-quality/consultation-on-consistency-in-household-and-busin/supporting\\_documents/recycleconsistencyconsultdoc.pdf](https://consult.defra.gov.uk/environmental-quality/consultation-on-consistency-in-household-and-busin/supporting_documents/recycleconsistencyconsultdoc.pdf)

#### **4. Consultation on a Plastic Packaging Tax**

HM Treasury is consulting on the introduction of a new tax on the production and import of plastic packaging from April 2022 to provide an economic incentive for businesses to use recycled material in the production of plastic packaging and greater demand for this material.

The proposal put forward is for the tax to apply to all plastic packaging manufactured in the UK and unfilled plastic packaging imported into the UK that has less than 30% recycled content. It includes specific questions on:

- defining products within the scope of the tax;
- setting a threshold for recycled plastic content;
- the approach to rates;
- the precise point at which the tax is charged and who will be liable to pay;
- how to minimise administrative burdens for the smallest operators and/or low volumes of production or import;
- the treatment of imports and exports;
- promoting compliance and preventing opportunities for tax avoidance or evasion; and
- how business can demonstrate the recycled content of their products in a robust way without introducing unnecessary administrative burdens

The consultation document can be found at <https://www.gov.uk/government/consultations/plastic-packaging-tax>

#### **Stakeholder event for Members and Officers**

Due to the far reaching nature of these consultations, an event, "*Unpacking the Extended Producer Responsibility and Deposit Return Consultations*", has been organised for Tuesday 12 March 2019 at Belfast Metropolitan College, Titanic Quarter, Belfast (details **enclosed**). The all-day event has been organised by arc 21, CIWM Northern Ireland, DAERA, INCPEN, NIPACK and the Resource Association, and supported by Defra and Her Majesty's Treasury, to help delegates understand and discuss these important consultations on packaging. If Members are interested in attending, please contact Head of Waste Management, Michael Laverty, to get registered.

**RECOMMENDATION: that the report be noted.**

Prepared by: Michael Laverty, Head of Waste Management

Approved by: Geraldine Girvan, Director of Operations