



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE OPERATIONS COMMITTEE HELD AT
MOSSLEY MILL ON MONDAY 4 JANUARY 2021 AT 6.30 PM**

- In the Chair** : Councillor Foster
- Members Present** : Aldermen – F Agnew, T Burns, L Clarke, M Girvan,
J McGrath and J Smyth
Councillors – J Archibald-Brown, A Bennington, J Gilmour,
N Kelly, A Logue, T McGrann, V McWilliam and R Swann
- Non Committee Members** : Councillors – P Dunlop, J Montgomery, R Lynch, N McClelland,
N Ramsay and B Webb
- In Attendance** : Simon Richardson - Director, Living With Water Programme,
Department of Infrastructure
Stuart Wightman - Programme Manager, Living with Water
Programme, Department of Infrastructure
- Officers Present** : Director of Operations - G Girvan
Head of Leisure - M McDowell
Head of Environmental Health - C Todd
Head of Parks - I McMullan
Head of Waste Management – M Lavery
ICT Officer – C Bell
Member Services Officer - S Boyd

CHAIRPERSON'S REMARKS

The Chairperson welcomed everyone to the January Operations Committee meeting, wished Members a Happy New Year, and reminded all present of the audio recording procedures. The Chair congratulated Councillor Archibald-Brown on her recent marriage and wished her good luck in the future.

He indicated that in December he had accompanied the Mayor to present Royal Horticulture Association Certificates to groups and organisations across the Borough. He commended the groups for their achievements and congratulated Council Staff for the assistance they had given to recipients. He further thanked and congratulated Council Staff in waste services at O'Neill Road, Bruslee and the temporary Household Recycling

facility at the Valley Leisure Centre for their efficiency and customer service over the holiday period.

In order to protect public health during the current COVID-19 emergency it was not possible to allow the public or the press to physically attend the meeting. The public and the press can access those parts of the meeting which they are entitled to attend via live stream (a link to which is on the Council website). The meeting minutes and audio recording would be published on the Council's website.

1 APOLOGIES

None

2 DECLARATIONS OF INTEREST

None

3 PRESENTATION

3.1 PK/GEN/182 LIVING WITH WATER PROGRAMME – AN INTEGRATED PLAN FOR DRAINAGE AND WASTEWATER MANAGEMENT IN GREATER BELFAST

Following a report considered at the November Operations Committee, it was agreed that representatives from the Department of Infrastructure (DfI) be invited to make a presentation, updating Members on the proposed Living with Water Programme. The Department launched the public consultation on this proposed approach in November 2020 with a closing date of 29 January 2021

Members were reminded that that the Living with Water Programme is an Integrated Plan for drainage and wastewater management in the Greater Belfast area, which covers parts of Newtownabbey.

Simon Richardson - Director, and Stuart Wightman - Programme Manager from the Department for Infrastructure's Living with Water Programme, attended via Zoom, made a presentation and responded to Members' questions. A link to the Northern Ireland Flood Risk Assessment (2018) and the Consultation on draft Flood Risk Management Plan 2021-2027 was to be provided to Members following the meeting.

The Chairperson and Members thanked Mr Richardson and Mr Wightman for their presentation, and they left the meeting.

Proposed by Alderman Smyth
Seconded by Councillor Logue and agreed that

the presentation be noted.

ACTION BY: Member Services

4 ITEMS FOR DECISION

4.1 EH/EHS/LR/001 LICENSING FEES - 2020/2021

Businesses within the Borough had faced an unprecedented year to date, in terms of the impact of the COVID-19 pandemic. Many of those requiring entertainment licences have either been unable to trade or had limited trade due to restrictions.

Businesses had been asked to reapply as normal before their old licences expire - to enable their existing licences to continue as well as facilitating renewals with minimum bureaucracy once restrictions on providing entertainment are eased. This situation remained, and it seemed reasonable to exempt businesses from the annual fee and keep the existing licensing period the same. Once COVID restrictions ease, businesses could resume trade without any additional barriers.

Correspondence had been received from the Department for Communities indicating that, to further support the hospitality sector, Council consider waiving fees with regard to entertainment licensing and claim the loss of income.

Proposed by Councillor Bennington
Seconded by Councillor Kelly and agreed that

businesses within the Borough be exempt from the annual licensing fee for one (1) year given the significant impact of the COVID pandemic, and that fees totalling around £23,000 be waived.

ACTION BY: Helen Harper, Environmental Health Manager (Environment)

4.2 EH/EHS/LR/007 REVIEW OF THE FOOD LAW CODE OF PRACTICE, FOOD LAW PRACTICE GUIDANCE AND IMPLEMENTATION OF THE COMPETENCY FRAMEWORK IN NORTHERN IRELAND

Members were reminded that Councils in Northern Ireland have a statutory responsibility to enforce legislation relating to food safety.

The Department of Health has the legislative remit to issue Codes of Practice (the Code) concerning the execution and enforcement of food law by District Councils. The Code requires regular review and revision to ensure that it reflects current priorities, policy, and legislative requirements so that the delivery of food control activities by Councils remain effective, consistent, and proportionate.

In addition, the Food Standards Agency (FSA) is consulting on changes to the accompanying Practice Guidance and Competency Framework.

The Code sets out instructions and criteria to which District Councils in Northern Ireland must have regard when discharging their duties in relation to the delivery of official food control activities. The FSA is required to consult on amendments to the Code prior to implementation.

Details of the Consultation could be found at:

<https://www.food.gov.uk/news-alerts/consultations/review-of-the-food-law-code-of-practice-food-law-practice-guidance-and-implementation-of-the-competency-framework-northern>

Officers had drafted a response for consideration (circulated), the key points of which were to recommend:

1. Modernisation of the baseline knowledge, skills, and experience requirements to enable a wider cohort of District Council professionals to undertake official food controls and other official activities, which the current Code restricts.
2. Replacing existing competency requirements with the Competency Framework, which defines competency by activity rather than by role for Enforcement Officers.
3. Introducing a provision to enable the Food Standards Agency to be more responsive in issuing instructions, whereby Councils may legitimately depart from the Code, in limited circumstances.
4. Updating the Code to reflect the Official Control Regulation (EU) 2017/625 and implications of exiting the European Union, where the negotiated position is known.
5. Simplification, clarification and alignment of the Code and the Practice Guidance with those for England to promote consistency in the interpretation and implementation of food control activities.
6. Inclusion of other minor amendments to keep pace with current practices.

Finally, the draft response highlights concerns at the shortened consultation period for what is a complex and important issue. Due to the need for some of the amendments being required in time for European Union exit preparations, the FSA had opted for a reduced consultation period of 6 weeks ending 10 December 2020 as opposed to the normal 12 week consultation. The FSA had therefore requested that responses be submitted by 10 December 2020 subject to ratification by Councils. Final approved responses were to be submitted by 31 January 2021.

Proposed by Alderman Girvan

Seconded by Councillor Kelly and agreed that

the draft response to the Consultation on the Review of the Food Law Code of Practice, Practice Guidance and Competency Framework be approved. Officers to submit draft, as requested by 10 December and forward approved response by 31 January 2021.

ACTION BY: Colin Kelly, Environmental Health Manager (Commercial)

5 ITEMS FOR INFORMATION

5.1 L/LEI/00/004 CONSULTATION - SPORT NORTHERN IRELAND CORPORATE PLAN 2020-2025

Members were advised that Sport Northern Ireland recently published its Draft Corporate Plan 2020-25 for consultation.

A Corporate Plan - public consultation session will be held on the evening of Thursday 14 January 2021 at 6.30pm via Zoom.

In order to obtain log in details for the consultation, interested parties needed to RSVP to Laura Carland lauracarland@sportni.net and the details would be provided in advance. Details of the Consultation document can be found at: <http://www.sportni.net/corporate-plan-2020-2025/>

All sports clubs on the Council's database had been emailed about the event and Officers would bring a draft response to the Consultation to the Operations Committee for consideration in due course.

Proposed by Councillor Logue
Seconded by Councillor Bennington and agreed that

the report be noted.

ACTION BY: Matt McDowell, Head of Leisure

5.2 L/LEI/SMW/005 SOLAR DEMONSTRATION - PROJECT PROPOSAL

Members were reminded that in February 2020 Council approved a proposal from a company called Start Solar for provision of a demonstration project installing solar panels in a facility. The project was one of three demonstration projects, one in a manufacturing setting, one in the hospitality sector and one in a council's premises. Installation of the solar panels were at cost price and, in return, the Company requested that they could use the site to promote the panels/technology through pull up stands (for example) on the premises promoting.

Sixmile Leisure Centre was subsequently identified as being suitable and although the installation was delayed due to COVID-19, the system has now been installed and a report on the performance of the panels would be brought for Members' information in due course.

Following a query, the Director of Operations advised an update would be provided to Members on progress with other two demonstration projects.

Proposed by Alderman Girvan
Seconded by Councillor Kelly and agreed that

the report be noted.

ACTION BY: Matt McDowell, Head of Leisure

5.3 L/LEI/002/VOL2 VIRTUAL PHYSICAL ACTIVITY PROGRAMME

Members were reminded that the Leisure Service usually delivers a range of health intervention programmes. These include; Physical Activity Referral Scheme (PARS) – whereby individuals with relevant health issues are referred for prescriptive exercise; the Macmillan Move More programme for cancer patients and survivors; an Active Pregnancy programme; cardiac and pulmonary programmes and most recently an activity programme to promote improved mental health. All of these programmes had been impacted by the COVID-19 pandemic due to facility closures and also the vulnerable nature of the customers referred.

Officers recently secured £10,000 of funding through Sport NI and the Northern Lifestyles Partnership to assist in the delivery of virtual physical activity programmes for vulnerable groups of people. The funding facilitated the creation of two new virtual programmes:

- i. A health intervention programme to reach people in the groups referred to above who cannot come to leisure settings
- ii. An 'Open for All' programme which includes various junior sports sessions, junior dance, as well as senior citizen classes.

The guiding principle was to be able to deliver programming virtually that participants could complete safely at home, before returning to leisure settings once restrictions allow. Approximately 40 virtual activity classes were recorded for this purpose in mid-December 2020 and would be launched online in early January 2021.

Members congratulated Officers on securing funding and, following a query from a Member regarding the '@Older People's Arts Programme' addressing loneliness and inclusion, based at the Valley Leisure Centre, the Director undertook to clarify the status of the programme and potential resumption with the Head of Arts and Culture.

Proposed by Councillor McWilliam
Seconded by Councillor Logue and agreed that

the report be noted.

ACTION BY: Geraldine Girvan, Director of Operations/Ursula Fay, Head of Arts and Culture

5.4 CE/GEN/79 NORTHERN IRELAND ASSEMBLY REPORT ON EVIDENCE FROM COUNCILS ON IMPACT OF EU EXIT

Following the presentation of evidence to the Committee for the Executive by the Chair, Councillor Foster and the Head of Environmental Health on concerns or issues as a result of the UK's exit from the EU, the report on the evidence received was circulated for Members' information.

Written submissions were sent to the Committee in advance outlining the main concerns together with a summary of oral submissions.

At a further meeting on 25 November 2020, the Committee for the Executive Office agreed to table a motion for debate in the Assembly. This had not yet been tabled.

Proposed by Councillor Kelly
Seconded by Alderman Burns and agreed that

the report be noted.

NO ACTION

5.5 EH/PHWB/007 EAT CLEVER RESOURCES – NUTRITIONAL PROGRAMME

An innovative programme - Eat Clever - designed, developed and delivered to residents by the Nutrition and Wellbeing Officer, from legacy Newtownabbey Borough Council, was being translated into an online web-based resource.

This follows the success of the Muddy Boots online programme which had been beneficial in light of COVID-19 restrictions. The Eat Clever programme was previously facilitated face to face, however, transferring it online makes the information available to a wider audience and ensures safe delivery of up-to-date resources for residents.

Good dietary choices are critical to having optimal health and well-being and the ability to make good dietary choices is dependent on a range of factors. The Eat Clever programme is designed to develop the knowledge and skills needed to make these healthy dietary choices.

The online programme includes the following topics:

- Nutrition,
- Planning for balanced meals,
- Food safety,
- Food preparation, and
- Cooking skills.

The information provided will help with an understanding of what healthy eating is, how it can be achieved through menu planning, choices when shopping, and the preparation of healthy balanced meals.

The revised Eat Clever Programme was scheduled to be launched on the Council's website in January 2021.

Proposed by Councillor Logue
Seconded by Alderman Clarke and agreed that

the report be noted.

NO ACTION

The Chairperson advised that Any Other Business would be taken at this point of the meeting.

Following a Member's query regarding e-car charging provision within the Borough, the director indicated that Officers are currently considering provision in the Borough and a report would be brought in due course.

ACTION BY: Nick Harkness, Director of Community Planning/Majella McAllister, Director of Strategic and Economic Development

PROPOSAL TO PROCEED 'IN CONFIDENCE'

Proposed by Alderman Smyth
Seconded by Councillor McGrann and agreed that

the following Committee business be taken In Confidence and the audio recording and live stream would cease.

6. ITEMS IN CONFIDENCE

6.1 IN CONFIDENCE PK/GEN/171 RIGHT TO SELL FOODSTUFFS AND HOT/SOFT DRINKS IN COUNCIL PARKS

Contract Period 1 December 2020 to 30 November 2021 (with an option, by the Council, to extend for a further period of 12 months, subject to review and performance)

A procurement process had recently been completed for the provision of foodstuffs and drinks at Hazelbank Park following the approved vendor withdrawing.

Invitations to quote were issued to vendors who expressed an interest in providing this service. Following assessment, the following had been awarded:

TYPE OF VENDING	LOCATION	APPLICANT	ANNUAL FEE
Hot Food / Coffee	Hazelbank Park	Parkgate Farm Country Catering	(£[REDACTED]) £[REDACTED] for the 2 nd year if Council choose to extend.

Re-advertising opportunities for Threemilewater Park and Lilian Bland Community Park would be progressed following COVID-19 restrictions being eased.

Proposed by Alderman Clarke
Seconded by Alderman Smyth and agreed that

the report be noted.

ACTION BY: Glenda James, Administration Supervisor/Julia Clarke, Procurement Officer, Finance

6.2 IN CONFIDENCE L/LEI/629 BALLYCLARE 3G PITCH

Members were reminded that the Capital Programme was approved by Council in November 2019 including a 3G pitch for Ballyclare, at an estimated cost of £[REDACTED], with the location to be agreed.

[REDACTED]

[REDACTED]

[REDACTED]

Funding of up to £1m was available to successful applicants to the Multi Facility Fund Investment Programme for a maximum of 80% of total project costs. The remainder was required to be funded by the organisation and/or another partner funder.

[REDACTED]

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

Proposed by Councillor McWilliam
Seconded by Alderman Girvan and agreed that

(i) [REDACTED]
[REDACTED]

(ii) [REDACTED]
[REDACTED]

(iii) [REDACTED]
[REDACTED]

Councillor Benningtons objection to the proposal was noted.

ACTION BY: Matt McDowell, Head of Leisure

PROPOSAL TO PROCEED OUT OF 'IN CONFIDENCE'

Proposed by Alderman Smyth
Seconded by Alderman Girvan and agreed that

the remainder of Committee business be taken in Open Session.

The Chairperson advised that audio-recording would recommence at this point.

There being no further committee business, the Chairperson thanked everyone for their attendance and co-operation and the meeting concluded at 7.46pm.

MAYOR

Council Minutes have been redacted in accordance with the Freedom of Information Act 2000, the Data Protection Act 2018, the General Data Protection Regulation, and legal advice.