



26 February 2020

Committee Chair: Alderman J McGrath

Committee Vice-Chair: Councillor M Cooper

Committee Members: Aldermen – T Burns and M Girvan
Councillors – J Archibald, A Bennington, R Foster, J Gilmour,
N Kelly, R Kinnear, A Logue, N McClelland, J Montgomery,
S Ross and R Swann

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 2 March 2020 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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REPORT ON BUSINESS TO BE CONSIDERED AT THE OPERATIONS COMMITTEE MEETING ON MONDAY 2 MARCH 2020

3 PRESENTATION

Members are asked to note that the presentation from Stephanie Leckey on behalf of the Community Resuscitation Working Group has been re-scheduled to take place in April Committee.

4 ITEMS FOR DECISION

4.1 EH/PHWB/002 HOME ACCIDENT PREVENTION - OCCUPATIONAL THERAPY PILOT

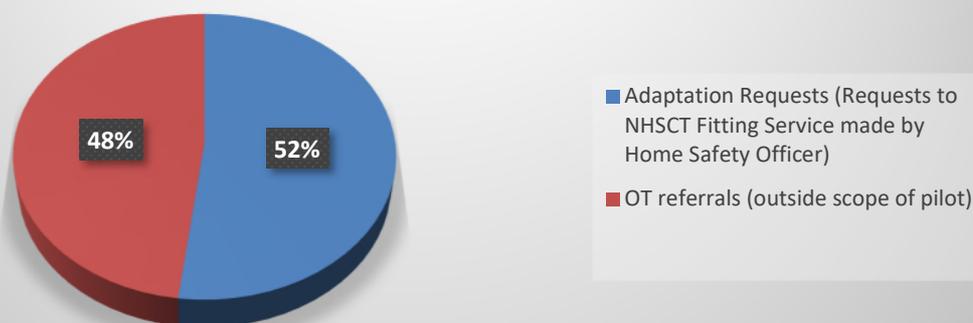
Members are reminded that the Environmental Health Service has been taking part in a pilot with the Northern Health and Social Care Trust Occupational Therapy Service.

The aim of the pilot was to test a new way of working to establish if this could provide efficiencies in the process of providing minor Occupational Therapy adaptations for clients. During the pilot, where minor adaptations were required, such as a handrail, grab rail or stair rail, the Home Safety Officer selected the appropriate adaptations from a list of options and made a referral directly to the fitting service, rather than making a referral to Occupational Therapy.

Since the commencement of the pilot, twenty-five clients were eligible for a referral to Occupational Therapy. Thirteen of these (52%) were referred directly to Northern Health and Social Care Trust fitting service for minor adaptations. For the remaining 12 (48%), the Home Safety Officer identified requirements or adaptations outside the remit of the pilot and these cases were referred for a full Occupational Therapy assessment.

For those clients referred directly to the fitting service this resulted in the requested adaptation being fitted within 20 working days. This can save each client an approximate 12 weeks waiting time for an initial Occupational Therapy Assessment plus a further waiting time for the adaptations to be fitted.

Referrals to Northern Health & Social Care Trust from Antrim & Newtownabbey Borough Council



The Trust are content that the pilot is working well and their ultimate aim is to rollout the arrangement with Councils across the Northern Area. The pilot has been a huge success with clients benefiting from works being carried out much more quickly, thereby reducing the risk of accidents in the home. The pilot has had minimal impact in terms of additional time spent making these requests for adaptations.

RECOMMENDATION: that the pilot between Council and Northern Health and Social Care Trust becomes an ongoing arrangement to be reviewed on an annual basis.

Prepared by: Tom Durrant, Home Safety Officer

Agreed by: Clifford Todd, Head of Environmental Health

Approved by: Geraldine Girvan, Director of Operations

4.2 EH/EHS/FC/8 PUBLIC ANALYST SERVICES

Members are reminded that a contract to provide Public Analyst services had been awarded to Public Analyst Scientific Services (Northern Ireland) Ltd in June 2016.

Article 27 (1) of the Food Safety (Northern Ireland) Order 1991 requires that one or more Public Analyst(s) are appointed and individually named to act as Analyst(s) for the Council.

Following Council approval of named individuals in 2016, there has been a change to the staff working for the Company and as a result the analyst named below requires formal appointment by Council:

Donna Hanks BSc, MChemA, MRSC

Having met the qualifications required by Public Analysts as set out in the Food Safety (Sampling and Qualifications) Regulations (Northern Ireland) 2013, the above named person can be appointed to act as a Public Analyst for Antrim and Newtownabbey Borough Council.

RECOMMENDATION: that Donna Hanks be appointed to act as a Public Analyst for Antrim and Newtownabbey Borough Council.

Prepared by: Colin Kelly, Environmental Health Manager (Commercial)

Agreed by: Clifford Todd, Head of Environmental Health

Approved by: Geraldine Girvan, Director of Operations

4.3 EH/PHWB/012 ANTRIM AND NEWTOWNABBEY LONELINESS NETWORK

Members are reminded that the Antrim and Newtownabbey Loneliness Network was launched on 24 June 2019.

The Network is chaired by Valerie Adams, Independent Member of the Police and Community Safety Partnership and Lead on the Age Sector Platform for Loneliness and Digital Isolation. Other members of the Network Steering Group include:

- Northern Health and Social Care Trust
- Age Northern Ireland

Kelly Forsythe, Environmental Health Officer (Health and Wellbeing), represents the Council on the Steering Group.

Since its launch, the Network has met on five occasions with attendees from a wide range of statutory, community and voluntary groups as well as local businesses. The Network has set up a number of subgroups to help address Loneliness in the Borough. These subgroups are:

- Chatty Cafés Subgroup
- Directory of Services Subgroup
- Strategic Plan Subgroup

Council is represented on the Chatty Cafés subgroup which has met monthly since September 2019. The aim of this group is to develop connection opportunities for those within the Borough. Other representatives of the subgroup include:

- Northern Health and Social Care Trust
- Libraries NI
- PSNI, Vulnerability Inspector
- Men's Shed, Randalstown
- Oasis, Antrim
- Antrim Information and Youth Counselling Service



To date, the Subgroup has piloted 'Conversation and a Cuppa Tea Parties' held in several locations across the Borough each month. Those in attendance have benefitted from the simple connection made through a cup of tea. The events have also provided an opportunity for residents to gain information from the Northern Ireland Fire and Rescue Service, Ulster Bank Fraud Team and advice on Wellbeing issues.

The subgroup aims to continue the coffee mornings and develop these across each DEA.

This year, the Subgroup will engage with local businesses through 'Chatty Tables' and introduce 'Chatty Benches' throughout the Borough.

The 'Chatty Tables' Initiative was launched in England and café owners are encouraged to designate a 'chatty' table for those who come in to the café alone. Other customers are encouraged to sit at the table and have conversation over a cup of tea or coffee.

The 'Chatty Benches' initiative further encourages residents in the Borough to connect. A plaque attached to the bench highlights if someone sits there they are happy for others to sit alongside them for a conversation. Antrim Information and Youth Counselling Service have secured a bench within Antrim Castle Mall to pilot this project.

Loneliness, living alone and poor social connections are as bad for your health as smoking 15 cigarettes a day. The initiatives detailed above encourage opportunities for connection. They also build on the Northern Health and Social Care 'Take 5 Steps to Wellbeing' as:

- Residents take notice of those around them who may be seeking to connect at the chatty benches or cafés.
- They can give a short amount of time to chat with someone.
- Those attending the coffee morning can learn more about local services.
- Chatty Benches located in parks encourage residents to Be Active.

RECOMMENDATION: that a number of park benches in Council Parks and walkways be identified to pilot the Chatty Bench initiative through the addition of a plaque; and that Council's catering franchises are approached to participate in the Chatty Cafés Scheme.

Prepared by: Kelly Forsythe, Environmental Health Officer (Health and Wellbeing)

Agreed by: Clifford Todd, Head of Environmental Health

Approved by: Geraldine Girvan, Director of Operations

4.4 L/LEI/SD/018 COMMUNITY OF LIFESAVERS – HEARTSTART PROGRAMME PILOT

Members are reminded that the Health and Wellbeing team is involved, in partnership with the Northern Ireland Ambulance Service (NIAS) and Sport Northern Ireland (Sport NI) in the roll out of the Community Resuscitation Action Plan. Registration and distribution of the defibrillators in the Borough with the Northern Ireland Ambulance Service, a key action in the plan, is well underway and will be continually monitored.

Another key element within the action plan is to build Cardiopulmonary Resuscitation (CPR) training capacity in the Borough. In order to strengthen the chain of survival it is vital that people know how to perform CPR. With this in mind, Sport NI has allocated funding of £25,000 for a pilot programme, in a total of 5 council areas, to cover the cost of training and the purchase of equipment.

One of the most effective ways to deliver CPR training is through the British Heart Foundation's Heartstart programme which includes; signs and symptoms of a heart attack, the unconscious casualty, CPR, bleeding and choking. The evidence based programme both trains people to administer CPR and enables them to train others to do so.

It is proposed that for the pilot, training places would be made available for twelve people on a Heartstart programme. The places would be offered to sports clubs in the Borough, as participation in sport is an area of high risk.

Council would be required to administer the course, recruiting volunteers for the pilot, promote it and provide the premises for training and storage for equipment. Sport NI would also require Council to report back on participant numbers. When trained, the twelve instructors would be expected to deliver the Heartstart course to members of their own club in their facilities. In the absence of a Sports Club having its own premises, it is proposed that Leisure Centres be made available as training venues at no charge.

A Memorandum of Understanding sets out the Terms of the arrangement, **enclosed**. In order to ensure that Council was able to be included in the pilot as there was a short turnaround time to sign off the MoU, this was done by the 14th February deadline. As it stands Council's interest in the pilot has been through a signed MoU is in place, subject approval.

Sport NI will review the outcome of the pilot along with those taking place in other Councils. A successful outcome will help shape a business case and funding bid for further roll-out.

RECOMMENDATION: that Council confirms its participation in the Heartstart pilot programme funded by Sport NI and that accommodation for training is offered free of charge, if required by sports clubs.

Prepared by: Matt McDowell, Head of Leisure

Approved by: Geraldine Girvan, Director of Operations

4.5 WM/WM/042 FAIRTRADE BOROUGH UPDATE – FAIRTRADE FORTNIGHT 2020

Members are reminded that Antrim and Newtownabbey is an accredited Fairtrade Borough. Fairtrade helps small-scale farmers ensure they earn stable incomes and have long-term contracts with companies. In addition, they earn the Fairtrade Premium, which they invest as the farmer-owned co-operative democratically chooses, in projects that will benefit their business or community.

Every year, the Fairtrade Foundation holds a national campaign over a two-week period, Fairtrade Fortnight. Running from Monday 24 February to Sunday 8 March this year Council, through the Fairtrade Committee, will be supporting the campaign through a range of promotions including:

- Borough Life article promoting Fairtrade Fortnight (January edition);
- Distribution of Fairtrade Borough stickers to local Fairtrade supporting businesses, churches and schools design **enclosed**;
- Fairtrade School event with Hill Croft Special School and Mossley Primary School 10am -12pm on 05 March;
- Fairtrade promotional stall in Antrim Civic Centre Reception 12pm-2pm Wednesday 26 February;
- Fairtrade promotional stall in Mossley Mill Reception 12pm-2pm Friday 28 February;
- Fairtrade with Traidcraft promotional stall in Antrim Castle Mall main thoroughfare 10am-5pm Friday 06 March;
- Fairtrade information stand at Ballynure Day, Ballynure Saturday 29 February;
- Fairtrade Talks to schools and local groups:
 - Ballycraig Primary School
 - Newtownabbey Methodist Mission Boys Brigade
 - Hill Croft Primary School
 - Randalstown Scouts
 - Whiteabbey Presbyterian Girls Association
 - Carnmoney Presbyterian Church Group
- Installation of Fairtrade Borough road signage design **enclosed**;
- Internal staff communications
- Social Media promotions

The Fairtrade Steering Committee met on 10 January to finalise plans for Fairtrade Fortnight and the minutes from the meeting are **enclosed**.

The date of the next steering group meeting has been set for Wednesday 18 March to review the success of Fairtrade Fortnight 2020 and discuss plans for the year ahead.

RECOMMENDATION: that the Fairtrade promotions for Fairtrade Fortnight be noted and minutes of the Fairtrade Steering Group meeting of 10 January 2020 be approved.

Prepared by: Joanne Templeton, Waste Education and Awareness Officer

Agreed by: Michael Laverty, Head of Waste Management

Approved by: Geraldine Girvan, Director of Operations

4.6 L/GEN/056 FACILITY CLOSURES

A schedule for the proposed closure arrangements including public Holiday together with opening hours for 2020/2021 is enclosed for:

- Leisure Centres
- Pavilions and Caravan Parks
- Recycling Centres

Following a review of arrangements for 2019/2020, there are no proposed changes to previous year's schedule.

Following discussion at January Committee regarding the volume of customers at O'Neill Road HRC, Officers are preparing a report for April Committee recommending measures to alleviate volume. Following analysis of usage – extended hours are not being recommended at this time.

RECOMMENDATION: that the facility closures for Waste, Parks and Leisure be approved for 2020/2021 as set out in the schedule.

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

Agreed by: Matt McDowell, Head of Leisure/Ivor McMullan, Head of Parks and Michael Laverty, Head of Waste Management

Approved by: Geraldine Girvan, Director of Operations

5 ITEMS FOR INFORMATION

5.1 EH/EHS/LR/007 REVIEW OF DOG FOULING

Members are reminded that after a wide ranging discussion at the February meeting of the Operations Committee, it was requested that a review of the current approach to dealing with dog fouling including the feasibility of additional Enforcement Officers is carried out.

A report will be brought to the April meeting of the Operations Committee which will also contain details of the new education and media campaign to encourage responsible dog ownership and highlight the penalties of failing to clean up after your dog.

RECOMMENDATION: that the report be noted.

Prepared by: Clifford Todd, Head of Environmental Health

Approved by: Geraldine Girvan, Director of Operations

5.2 CE/OA/017 DRIVER AND VEHICLE LICENSING AGENCY

Members are reminded that a contract exists between Council and the Driver and Vehicle Licensing Agency (DVLA) for use of the Web Enabled Enquiry (WEE) Service.

This service assists Council in the enforcement of legislation such as that controlling litter and dog fouling through identification of the registered owner of a vehicle.

As part of the governance arrangements for the contract, audits are carried out by DVLA to ensure that the data obtained is used and stored appropriately. The latest audit took place on 18 January 2020 and resulted in a Green Rating, indicating a high level of compliance (enclosed).

RECOMMENDATION: that the report be noted.

Prepared by: Clifford Todd, Head of Environmental Health

Approved by: Geraldine Girvan, Director of Operations

5.3 L/LEI/012, L/LEI/428 INTERMEDIATE FOOTBALL RESTRUCTURE PROJECT

Members are reminded that in response to the Irish Football Association's (IFA) decision to implement its Intermediate Football Restructure Project, it was agreed that Council's concerns would be made clear to the IFA. This was done by letter, and an invitation was subsequently issued to the Chief Executive and Club Licencing Manager to meet with Committee.

A response has been received from the IFA indicating that they are conducting an internal review of the issue and would prefer to address Committee once this is complete.

RECOMMENDATION: that the report be noted.

Prepared by: Matt McDowell, Head of Leisure

Approved by: Geraldine Girvan, Director of Operations

5.4 L/LEI/4 SUMMER SCHEME 2020

Following the review of summer schemes in 2018, all Council's summer schemes are now delivered through the Leisure service. Schemes are delivered in Ballyearl Leisure Centre, Sixmile Leisure Centre, Valley Leisure Centre, Lilian Bland Pavillon, Rathfern Community Centre, Merville House, and the rural scheme which changes locations weekly.

Antrim Forum also delivers a two week scheme as well as hosting various other camps delivered by Sporting National Governing Bodies. In 2019 there were changes made to age limits and the introduction of pilot breakfast and after scheme clubs at the Valley Leisure Centre scheme all of which were very successful.

These changes contributed in an increase in occupancy from 72% in 2018 to 90% in 2019 with several schemes oversubscribed. In total 2,906 children enrolled for a summer scheme last year.

In addition to the grants which council made available to special schools in the Borough to provide their own summer schemes, the leisure summer schemes were as inclusive as possible with an increase in attendance year on year – 2018 – 2019 for

- Children with medical needs from 123 to 198
- Children with a disability from 45 to 113

An inclusive 2-day scheme was held at Allen Park, in partnership with the Mae Murray Foundation. This included one to one care for 17 children with sensory play, inclusive wheelchair games, inclusive biking and arts and crafts. This was the first scheme of its kind provided by any Council in Northern Ireland which catered for personal care needs of children with complex disability and medical conditions.

It is proposed to continue this partnership in 2020 with a five-day scheme currently being discussed with the Foundation to be held at the Valley Leisure Centre.

Following the success of breakfast and after scheme Club pilots at the Valley Leisure Centre, these will continue again and will be offered at Antrim Forum too.

Officers are reviewing space and staffing levels at the most popular schemes in 2019 with a view to increasing capacity.

RECOMMENDATION: that the report be noted.

Prepared by: Matt McDowell, Head of Leisure

Approved by: Geraldine Girvan, Director of Operations

5.5 WM/COMMS/001 WASTE PREVENTION PROGRAMME 2019 – ‘STOPPING WASTE IN ITS TRACKS’ CONSULTATION

The Department of Agriculture, Enterprise and Rural Affairs (DAERA) has issued the Waste Prevention Programme 2019 – Stopping Waste in its Tracks document for consultation. The Programme is designed to meet the requirements of the Waste Frame Work Directive and the Waste Regulations (Northern Ireland) 2011 in addressing waste prevention in Northern Ireland. The consultation can be viewed at the following link: <https://www.daera-ni.gov.uk/consultations/waste-prevention-programme-northern-ireland-2019>

It is aimed at maintaining a downward trend in waste arisings, which in turn has a significant impact on meeting landfill diversion targets. The programme is also aimed at supporting and promoting resource efficiency and the sustainable use of resources in Northern Ireland, whilst ensuring a shift towards a more circular economy.

There are no specific consultation queries, rather, a request for broad views and comments on the actions.

The key objectives are:

- Stimulating a culture of resource efficiency in all organisations;
- Encouraging re-use and repair of products;
- Developing and supporting information and awareness campaigns;
- In particular in relation to food waste;
- Improving producer responsibility schemes; and
- Encouraging less waste generation.

Officers are currently drafting a response and propose to submit it by the deadline of 18th March, subject to consideration by Council at the March meeting.

RECOMMENDATION: that the report be noted.

Prepared by: Lynsey Daly, Waste Strategy & Contracts Manager

Agreed by: Michael Laverty, Head of Waste Management

Approved by: Geraldine Girvan, Director of Operations