



4 April 2018

Committee Chair: Councillor N Kelly

Committee Vice-Chair: Councillor M Rea

Committee Members: Aldermen – W Ball, M Girvan, J Smyth, R Swann
Councillors – A Ball, J Blair, L Clarke, R Foster, M Goodman, M Magill, J Montgomery, N McClelland and D Ritchie

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 9 April 2018 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 9 APRIL 2018**

PRESENTATIONS

3.1 WM/WM/37 WASTE PRESENTATION FROM THE DEPARTMENT OF AGRICULTURE, ENVIRONMENT, & RURAL AFFAIRS (DAERA)

As agreed in March, a representative from The Department of Agriculture, Environment, & Rural Affairs's Environmental Policy Division has been invited to make a presentation. The Department is responsible for the development and implementation of waste strategy in Northern Ireland.

Owen Lyttle Head of Waste Policy, Environmental Policy Division will be in attendance to make the presentation. Mr Lyttle is currently working on a range of issues including strategic waste developments, possible Brexit implications, future waste awareness programmes, and highlight best practice case studies in order to help Northern Ireland achieve its EU recycling targets.

RECOMMENDATION: that the presentation is noted.

Prepared by: Michael Laverty, Head of Waste Management

Approved by: Geraldine Girvan, Director of Operations

ITEMS FOR DECISION

ARTS AND CULTURE

3.2 ED/TOU/37 JOHN MULHOLLAND ULSTER RALLY 2018: REQUEST FOR USE OF COUNCIL FACILITIES

Members are reminded that it was agreed at the Council meeting in October 2017 to sponsor the John Mulholland Ulster Rally 2018 (enclosed) and also to provide free use of Council facilities for a variety of uses by the Rally organisers.

The Rally is taking place in the Borough on 17 and 18 August 2018 at various locations in the Borough and the organisers have requested access to a number of Council facilities as follows:

- Rally Service Area – Central Car Park, Antrim from 5pm on Wednesday 15 August (a section of the car park to be cordoned off) followed by complete closure of the car park to public parking from midnight on Thursday 16 August to midnight on Saturday 18 August.
- Rally Start - Large Parterre in Antrim Castle Gardens on Friday 17 August from 11am-3pm, approximately. All facilities will remain open to the public however, there will be some cordons in place to ensure that vehicles and pedestrians/spectators are kept apart.
- Rally Finish - Large Parterre in Antrim Castle Gardens on Saturday 18 August from 4.30pm-7.30pm approximately, on the same basis as the start.
- Regroup of Rally: Ballyclare Town Hall on Friday 17 August from 5pm until 9pm which requires closure of the Town Hall and car park from 4pm.
- Parc Ferme - Antrim Civic Centre Car Park on the evening of Friday 17 August from 10pm until 9:00am on Saturday 18 August and also from 6pm until 9pm on Saturday 17 August; the Civic Centre car park will be used for secure parking only including overnight on the first evening with Rally organisers not requiring access to the building.

The rally organisers have requested exclusive use of Central Car Park in Antrim as a Service area for competitors and their support crews from 16-18 August inclusive following a review of other potential sites; this entails closing the car park completely for three days to public parking although pedestrians and event spectators will still have access on foot.

In view of the potential impact on traders in the town centre officers invited businesses to an open meeting in Antrim Old Courthouse on Wednesday 14 March to discuss the proposals with representatives from Ulster Rally in attendance. There was a very low turnout at the meeting and businesses were also given the opportunity to give their views by email and telephone contact with officers. A number of Castle Mall tenants expressed their concerns at the prospect of losing trade during the proposed closure and also the inconvenience to their staff. Officers then proposed that a plan be drawn up indicating alternative car parking provision in the town centre and to further consult all of the businesses on this. The proposed plan (enclosed) was sent out to all of the town centre businesses on Friday 23 March requesting comments by 12noon on Wednesday 28 March. There has been

only one query received seeking clarification on access to Railway Street car park.

It is therefore proposed to close Central Car Park as requested and the following is the alternative Car Park Plan. The proposed car park plan would include appropriate direction signage for the public and for spectators with the following provision:

- Car park 1 – Railway Street car park – 186 spaces
- Car park 2 – Castle Street car park - 117 spaces
- Car park 3 – Lough Road car park – 50 spaces
- Car park 4 – Bridge Street/Dublin Road car park – 195 spaces
- Car park 5 – Education Authority car park (opposite Antrim Forum) – 200 spaces (subject to agreement with the Education Authority)
- Car park 6 – Antrim Lough Shore Park car park – 300 spaces

To ensure that customers/visitors are accommodated it is proposed that Railway Street Car Park is free of charge for the 3 days that Central Car Park is out of use.

Members are advised that the Council will be resurfacing Central Car Park during August. These works be carried out after the Ulster Rally event and be undertaken in a number of phases to minimise the impact on town centre trade. Officers are also investigating the feasibility of carrying out the resurfacing works in the evenings; this will be finalised on appointment of a contractor. A report on the timetable for all works will be brought to Committee in due course.

RECOMMENDATION: that approval is given to the Ulster Rally for free access to:

- a. A section of Central Car Park in Antrim from 5pm on Wednesday 15 August 2018 and then all of the car park from midnight on 15 August until midnight on Saturday 18 August;**
- b. Antrim Castle Gardens for the start and finish of the Rally on Friday 17 August from 11am-3pm and on Saturday 18 August from 4.30pm-7.30pm approximately, with exact timings to be confirmed;**
- c. Ballyclare Town Hall and its car park on Friday 17 August from 5pm-9pm;**
- d. Antrim Civic Centre Car Park on the evening of Friday 17 August from 10pm until 9:00am on Saturday 18 August and also from 6pm until 9pm on Saturday 17 August and that;**
- e. Car parking charges are waived at Railway Street Car Park from 5pm on Wednesday 15 August until midnight on Saturday 18 August 2018 inclusive.**

Prepared by: Paul Kelly, Head of Economic Development
Ursula Fay, Head of Arts and Culture

Approved by: Geraldine Girvan, Director of Operations
Majella McAllister, Director of Community Planning and Regeneration

3.3 AC/HE/17 NORTHERN IRELAND LINEN BIENNALE 2018

Members are reminded that it was approved in April 2017 that the Council participates in the Northern Ireland Linen Biennale in 2018, with any further developments on the project to be reported back to Committee.

The Northern Ireland Linen Biennale 2018 will celebrate the past, present and future landscape of linen through an extended arts festival with Lisburn at its hub. It is hoped that the project will be Northern Ireland wide and will be enhanced by collaboration between all the Councils. The project aims to stimulate new thinking about linen through a festival of arts, craft and design, exhibition, installations and performances over 3 months from August to October 2018.

Members are also reminded that a two-day wool and linen festival, Spinning Yarns, in Antrim Castle Gardens, is approved and scheduled for later this year.

An application to include Spinning Yarns within the programming of the Biennale was submitted in December and correspondence has since been received confirming that the organisers have accepted this application and will be including Spinning Yarns in their Biennale programme. Spinning Yarns will not only benefit greatly from being part of this region-wide event in terms of publicity and marketing but also through connections made with other participants through this linen focused festival.

In order to fall within the three-month period of the Biennale and taking other factors into consideration such as potential weather and other competing events it is proposed that Spinning Yarns be held on Saturday 1 and Sunday 2 September 2018 from 10am to 6pm daily.

RECOMMENDATION: that the delivery of 'Spinning Yarns' in Antrim Castle Gardens on Saturday 1 and Sunday 2 September 2018 from 10am to 6pm daily be approved.

Prepared by: Ursula Fay, Head of Arts & Culture, Operations Department

Agreed by: Geraldine Girvan, Director of Operations

3.4 AC/TH/4 HOMESPUN YOUTH DRAMA GROUP BURSARY SCHEME

Members are reminded that there are currently two Homespun Youth Drama Groups operating in the Borough based in The Courtyard Theatre, Newtownabbey and The Old Courthouse Theatre, Antrim. These groups offer weekly tuition in drama and musical theatre to children and young people on the following basis:

- Two classes within each drama group operate for 7 to 11 year olds and 12 to 18 year olds.
- Classes are delivered in three 10-week blocks over a year in line with school terms, with two-hour sessions delivered to each class weekly.
- A fee of £90 for each term of 10 weeks is charged per child.

The children and young people in both groups have had the opportunity to participate in the Council's performing arts programme which has successfully delivered Homespun Youth Productions of the highest quality including Annie Junior, Oliver, Carousel and most recently over February Half Term Joseph and His Technicolour Dreamcoat. Past pupils of the Youth Groups have gone on to study performing arts in some of the UK's leading establishments.

Access to the arts is known to be more difficult for some sections of society with price a barrier to participation. Whilst fees for the Youth Drama Groups are set at as low a level as possible in order to cover running costs and therefore sustain this activity may be out of reach to some talented children and young people from income-disadvantaged backgrounds in the Borough.

Recognising that price can be a barrier for some families the potential for a bursary scheme was discussed by the Borough Arts and Cultural Advisory Panel. The Panel indicated their unanimous support for a bursary scheme to be developed and considered by the Operations Committee. This would enable a number of places to be made available to children and young people currently unable to access this activity due to disadvantage. They also put forward a number of ideas and suggestions about both operation of the scheme and the application and selection process, which officers will take forward.

It is proposed to introduce a Homespun Youth Drama Bursary Scheme for the new term in September 2018 on the following basis:

- The Bursary Scheme will offer direct assistance to children and young people who live in the Borough in the form of fee waiver for a year's attendance at one of the Homespun Youth Drama Groups.
- Eight bursaries to be available in total representing an investment of £2,160, to be funded from within the existing Arts and Culture Grant Aid budget. Places made available through these bursaries will be available equally across both groups and age categories.
- If approved, an application process based on the existing Arts and Cultural Grant Aid Programme will be developed taking on board suggestions from the Arts Panel as well as researching best practice in this area. A further report outlining the proposed bursary application and selection process will

be brought to the committee in June for consideration with a view to opening up the scheme to potential applicants in the summer.

- The Bursary Scheme will be available to fund places in the Homespun Youth Drama Groups from September 2018. A review will be carried out after the first year and reported to Committee.

RECOMMENDATION: that the development of a Hosmepsun Youth Drama Bursary scheme on the basis outlined be approved with detailed proposals on an application and selection process to be brought to the Committee in June 2018.

Prepared by: Ursula Fay, Head of Arts and Culture

Agreed by: Geraldine Girvan, Director of Operations

3.5 AC/EV/12 BRIGHTER NIGHTS 2018

Brighter Nights is a summer programme of arts and culture activity, delivered since 2012 on Friday evenings throughout July and August in Lilian Bland Community Park Glengormley.

The programme commenced in 2012 with the award of Peace III funding to deliver it as a pilot over two years. Through the delivery of a targeted programme of culture and arts for a family audience from tots and teens through to senior citizens there has been a reduction in incidents of anti-social behaviour and a huge increase in the positive use of a community space previously troubled by anti-social behaviour and sectarian tensions.

The success of the funded programme in 2012 and 2013 led to its continuation by the legacy Newtownabbey Council with provision of £15,000 made in the Arts and Culture budgets to deliver Brighter Nights in 2014, and by the Council in 2015, 2016 and 2017. Brighter Nights has been one of a number of initiatives including Midsummer Magic on 11 June, Summer Band Concerts (July and August), the Beat programme (July and August) and Glengormley Christmas Market on 2 and 3 December which have contributed to the Lilian Bland Community Park becoming a focal point for positive community use in 2017.

It is proposed to run Brighter Nights 2018 weekly in Lilian Bland Community Park from Friday 29 June until Friday 24 August at 6.30pm until 8.30pm at a total cost of £15,000, provision for which exists in the 2018/19 Arts and Culture budgets, with the following programme themes proposed:

Brighter Nights 2018 Proposed Themes

29/6/18	School's Out Party!
6/7/18	Superhero Adventures
13/7/18	Sports Special
20/7/18	Farm Fun
27/7/18	Circus Skills
3/8/18	Marvellous Magic
10/8/18	Dance & Fitness
17/8/18	Summer Sizzler
24/8/18	Final Fling – best bits back!

Brighter Nights has grown significantly year-on-year with visitor numbers of approximately 3,000 throughout the summer in 2017. It is now an important fixture the annual calendar of events at Lilian Bland Community Park.

The PCSP has recently confirmed there has been a reduction in the number of reported incidents of youth disorder in Glengormley. It is hoped that due to the success of Brighter Nights and similar initiatives in engaging the local community, that it can once again play its important role, along with the various other measures that have been deployed in achieving positive outcomes. These interventions have been endorsed by community stakeholders including the local community police, community representatives, teachers and youth leaders.

RECOMMENDATION: that the delivery of Brighter Nights 2018 as themed on Fridays between 6.30pm and 8.30pm from 29 June to 24 August in the Lilian Bland Community Park, Glengormley, be approved.

Prepared by: Paul Townsend. Community Arts & Events Officer, Arts and Culture Section

Agreed by: Ursula Fay, Head of Arts and Culture, Operations Department

LEISURE

3.6 L/LEI/2 LEISURE GRANT AID

A total of 103 eligible leisure grant applications have been received to date for the 2017/2018 financial year with 6 eligible applications this final call. Applications received between December 2017 and February 2018 have been scored and recommendations are **enclosed**.

Approved to date				Applications Dec 17 – Feb 2018		Funding Balance
Grant	No. of apps.	Annual budget	Approved spend to date 17/18	No. of apps.	Requests	
Capital Grants for Sports Clubs	4	£40,000	£40,000: <ul style="list-style-type: none"> • Moneyglass Boxing Club £10k Payment 2 • Antrim Boxing Club £10k Payment 2 • Ballyclare comrades FC £10k- Payment 2 • Flight Gymnastics Academy £10k Payment 1 17/18 	0	£0	£0
Club Minor Works Grants	6	£45,000	£43,170	0	£0	£1829
Grants to Individuals and Clubs	69	£39,338	£41,127	0	£0	-£1798
Events Grant (Exceptional/ Regional)	2	£22,831	£18,014	1	£2450	£2367
Events Grant (Local)	8	£17,831	£15,966	0	£0	£1864
Defibrillator Grant	1	£5,000	£1098	1	£1000	£2,981
Totals	90	£170,000	£159,375	2	£3,450	£7,244
Total spend to date including this call, if approved: £162,747						
Elite Athlete Training Bursary	18		13 approved	4 Proposed		1 Remaining

In addition to the Leisure Grant Scheme officers have also awarded £33,907 through the administration of the Sport Northern Ireland Every Body Active Grants which was reported to members in February 2018.

Annual Review of Grants

Having reviewed the grants process, Officers would make the following recommendations:

Existing Process	Proposed Change	Rationale for change
All grant categories are open 1 st April – 31 st March or until all funds are committed.	Close all grant categories on 31 st January of that financial year (Period 10).	To make the financial processes more efficient by:
In the following categories, claims can be made up to 12 months from the date of award: <ul style="list-style-type: none"> • Grants to Individuals • Grants to Clubs 	Grant claims in the following categories must be claimed by 31 st March of the financial year (Period 12). <ul style="list-style-type: none"> • Grants to Individuals • Grants to Clubs 	<ul style="list-style-type: none"> • Allowing time for spend and vouching by the deadline of Period 12. • Allow for more accurate analysis of grant spend and impact within the Borough.

RECOMMENDATION: that Committee approves the grant awards and proposed amendments to the Leisure Grants process as detailed.

Prepared by: Janine Beazley, Grants and Special Projects Officer

Agreed by: Matt McDowell, Head of Leisure

Approved by: Geraldine Girvan, Director of Operations

3.7 L/LEI/001 PRIVATE SWIMMING LESSONS

Introduction

A recent review of coaches and practices across all Leisure Centres has been carried out due to the implementation of a change to IR35 legislation by HMRC. This legislative change by Her Majesty's Revenue and Customs (HMRC) transferred the power to determine IR35 status from the worker to the employer. This means that the Council is responsible to ensure that any individual or company providing a service to or on behalf of the organisation is paying National Insurance and Income Tax. A review of current arrangements across leisure has been carried out and in relation to the HMRC issue it is proposed that the status of those coaches/instructors will change whereby they will become employees and have earnings deducted at source. This will impact on a small number of swimming coaches/instructors as well as some individuals who currently invoice the Council as sub-contractors for their coaching services.

Current Arrangements

Council currently has arrangements in place with a number of private swimming instructors. These instructors are responsible for providing requisite qualifications and insurance on a yearly basis. They are responsible for their own National Insurance and tax affairs and Centre staff have no means to check this thus posing a risk that Council, as the employing authority has private instructors operating without regulation.

Detailed review and recommendations

Following this matter being considered, Officers have carried out a wider review of arrangements for private swimming lessons and have identified a number of areas for improvement including; booking process, costs, management of private lessons/ leisure swimming and attendance. A number of recommendations to improve the management and delivery of lessons are set out below for consideration:

1. All coaches to be employed by Council meaning that Council will pay Income Tax and National Insurance ensuring compliance with IR35 legislation. It is not expected that there will be any financial implications for Council if the change is approved as alignment of costs and streamlining of charges will offset any additional costs. Entitlement for annual leave will apply.
2. All private swimming lessons will be booked and paid for at reception as per pricing schedule and policy i.e. 1:1 lessons at £23.00 per 30 minutes, 1:2 lessons at £15.20 per person per 30 minutes and 1:3 lessons at £11.00 per person per 30 minutes
3. Swimming instructors to be paid the appropriate coaching rate as a Council employee.
4. Management of timekeeping and attendance will be in line with all Centre employees
5. Regular training will be offered to all instructors

Officers will meet with all private swimming instructors to detail the rationale for the change, the implementation date and assist with any arrangements before creating a register of approved private swimming instructors who meet minimum standards for qualifications, insurance and child protection.

RECOMMENDATION: that all private lessons and activities provided by Council will be through Council employed and managed coaches/instructors as set out above.

Prepared by: Matt McDowell, Head of Leisure

Agreed by: Geraldine Girvan, Director of Operations

PARKS

3.8 PK/GEN/022 BEST KEPT WINNER – RANDALSTOWN

Council have received prize money of £200 for Best Kept Small Town Award - Randalstown (2017). In addition, £30 has been awarded for Ulster in Bloom Small Town winner Randalstown (2017).

It is proposed that this money (£230) is made available to Tidy Randalstown to invest in further improvements in the town.

RECOMMENDATION: that the 2 sets of prize money for the 2017 Best Kept and Ulster in Bloom awards, in the amount of £230 is made available to the Tidy Randalstown Group to assist with improvements.

Prepared by: Lindsay Houston, Parks Development Officer

Agreed by: Ivor McMullan, Head of Parks

Approved by: Geraldine Girvan, Director of Operations

3.9 PK/GEN/043 RATHFERN ACTIVITY AND SOCIAL CENTRE: REQUEST FOR LAND LEASE

An approach has been made by Rathfern Activity and Social Centre seeking to lease an area of land at the rear of Rathfern Activity and Social Centre (indicated in the **enclosed** map). This land is held by Council under an agreement with NIHE.

This land is unused and is poor quality scrubland. The group wish to develop this area to increase their provision of outdoor facilities. This would include an extended level grassed area, a community orchard and, the installation of up to 4 beehives.

The group currently provide, in this area a range of outdoor activities and facilities, BBQ's, outdoor crèche facilities, fun day space, and community raised bed allotment with 2 polytunnels.

The group wish to apply for support in partnership with Groundwork NI to develop this area. The deadline for applications is 30th April 2018 and the application requires security of tenure for at least 6 years.

The Activity and Social Centre operates on a 3-year renewable lease from Council, which has 1 year left on it.

If Committee were to approve the requested lease for the additional land in principle, to Rathfern Activity and Social Centre, it would need to be for 6 years. A further report will be brought to Committee on progress with the application by the group.

RECOMMENDATION: that approval is granted to lease lands identified at Rathfern Activity and Social Centre in principle subject to the group:

- (i) Securing funding from Groundwork NI.**
- (ii) Council securing approval to sublet through NIHE.**

Prepared by: Ivor McMullan, Head of Parks

Agreed by: Geraldine Girvan, Director of Operations

ITEMS FOR INFORMATION

3.10 AC/GEN/60 ARTS AND CULTURE CLASSES AND COURSES PROGRAMMING

Members are advised that a significant area of programming within the Arts and Culture Section is that of classes and courses both for adults and children. Topics cover a diverse range of activities but are generally arts, heritage or craft related. This activity is offered both as one off classes or as a series of classes running weekly for a length of time as a course. The diverse range of topics delivered to date include flower arranging, salsa dance, jewellery making, tapestry and painting. Customers attending come from both within the Borough and outside.

This type of programming is organised across the team with activities held in all arts and cultural venues with the majority taking place in Clotworthy House Antrim Castle Gardens, Museum at the Mill and Ballyearl Arts Centre.

The programme is developed with the aim of being self-financing with no net cost of the Council. Costs are incurred in terms of the provision of tutors and materials and these are recouped through charges applied to the individual class or course.

Analysis of the performance of the classes and courses offer from April 2017 until end December 2017 has been carried out and the following summary of key performance data is presented:

Venue	Attendances	Occupancy	Income	Cost	Net Cost/ (Surplus)
Ballyearl Arts	280	96%	£11,815	£11,300	(£515)
Ballyclare Town Hall	231	73%	£5037	£3045	(£1992)
Clotworthy Arts	401	84%	£11,317	£10,514	(£803)
Museum at The Mill	303	94%	£11,451	£10,105	(£1,346)
Pogues Entry	28	90%	£666	£750	£84
TOTAL	1243	86%	£40,285	£35,714	(£4,571)

Post Course Evaluations

Throughout the current financial year Antrim Castle Gardens, Museum at The Mill and Ballyclare Town Hall have been carrying out post course evaluations on a pilot basis with a view to agreeing a standard evaluation format for use across all venues from April 2018. Evaluations carried out to date achieved the following results:

- Antrim Castle Gardens 100% achieved a 'very good' rating

- Museum at The Mill 100% achieved excellent
- Ballyclare Town Hall 100% satisfied

An agreed standard evaluation system has been introduced for all classes and courses at the start of the month and will measure customer feedback in terms of a Satisfaction Rating in line with corporate survey format used throughout the Council. A copy is **enclosed** for members' information. A further report on performance of this area will be brought to the Committee in September.

RECOMMENDATION: that the report be noted.

Prepared by: Ursula Fay, Head of Arts & Culture, Operations Department

Agreed by: Geraldine Girvan, Director of Operations

3.11 AC/GEN/10 BOROUGH ARTS AND CULTURAL ADVISORY PANEL

Members are advised that the final quarterly meeting of the Borough Arts and Cultural Advisory Panel of 2017/18 was held in Theatre at The Mill on Wednesday 7 March 2018 and the minutes are **enclosed** for members' information.

At this meeting the Summer 2018 performing arts programmes for Theatre at The Mill, The Old Courthouse and The Courtyard Theatre were presented and agreed by the Panel and are **enclosed** for members' information.

RECOMMENDATION: that the minutes of the meeting of 7 March 2018, including spring programmes for the three theatres, be noted.

Prepared by: Ursula Fay, Head of Arts & Culture, Operations Department

Agreed by: Geraldine Girvan, Director of Operations

3.12 AC/GEN/42 UK EXPERIENCE SURVEY – AUDIENCE FEEDBACK

Members are reminded that the arts and culture service has been participating in a UK wide theatre experience survey which asks audience members to assess the experience they have had after a visit to the theatre. The study asks customers to complete an outline survey as soon as possible after their visit and aims to capture both artistic and operational feedback and therefore the total customer experience.

The survey is carried out annually between August and January as this is traditionally a very busy season for the theatre, which by including the Christmas audience captures the widest possible range of all theatre goers within the study sample.

The results of the 2016/17 survey were reported to the committee in May 2017 and showed that the Council's theatres have performed very well when compared with all others achieving a rating of 4.61 out of 5 for whole experience against a UK average of 4.34 out of 5. This was an increase from 4.49 in the previous year compared with a UK average of 4.35.

The Council is one of 12 organisations who participated in the 2017/18 survey with audience members of The Old Courthouse, Theatre at The Mill and The Courtyard Theatre taking part. The main purpose of the survey is to:

- Assess the impact of the artistic experience.
- Quantify service levels within the venue.
- Compare performance with other organisations.

Over the period 384 members of the theatres audiences completed the experience survey and results compared data taken from a total of 20,007 respondents throughout the UK.

The Council's theatres once again have performed very well when compared with all others achieving a rating of 4.52 out of 5 for whole experience against a UK average of 4.35 out of 5. This is a slight reduction from 4.61 last year compared with a UK average of 4.34 however may be as a result of a significantly larger sample survey size of 384 compared with 156 in the previous year. A copy of survey findings is **enclosed** for members' information.

In general terms the results achieved across all the survey areas shows that Council theatres are performing higher than the national average across all quality and service areas measure. One of the most notable results being the excellent 4.68 out of 5 score achieved for overall appearance of the buildings against a national average of 4.36.

RECOMMENDATION: that the report be noted.

Prepared by: Ursula Fay, Head of Arts & Culture, Operations Department

Agreed by: Geraldine Girvan, Director of Operations

3.13 EH/PHWB/4 ANTRIM AND NEWTOWNABBEY HOME ACCIDENT PREVENTION GROUPS

Members are reminded that Home Accident Prevention Northern Ireland was established in 1965 with the following aims:

- To stimulate and co-ordinate the work of home accident prevention
- To work in the community to further the knowledge and awareness of dangers around the home
- To increase the sense of responsibility towards the safety of the family in general
- To collect and disseminate information and generate publicity to help prevent accidents occurring in the home

Local Home Accident Prevention Groups were established throughout Northern Ireland to advance education and raise public awareness in relation to home safety at a local level and in doing so support the work of Home Accident Prevention Northern Ireland. Many of the groups relied on volunteers with support from professional officers representing various agencies. As awareness of Home Safety increased, many Councils employed Home Safety Officers with the posts part funded by the Public Health Agency. In many areas including in the Antrim and Newtownabbey Groups the Home Safety Officer took on a key role in the support of the local Home Accident Prevention Group including providing secretarial support and organising events. In recent years, there has been a reduction in the number of active Home Accident Prevention Groups.

In 2015, the Department of Health published its ten year Home Accident Prevention Strategy and the Council is represented on the Regional Implementation Group. As a result of this regional structure there has been a reduction in the number of active Home Accident Prevention Groups and Home Accident Prevention Northern Ireland was dissolved on the 7th March 2017 in line with their constitution.

A meeting of the Antrim and Newtownabbey Home Accident Prevention Groups was held on 7th March 2018 and it was agreed by those present that with the advent of the new Council and the integration of Home Accident Prevention into various work streams, the Antrim and Newtownabbey Groups would be dissolved in line with their constitutions. The work of all the members and in particular the volunteers in raising awareness of Home Accident Prevention was commended at the meeting. A lunch was provided after the meeting to thank all the members for their contribution.

RECOMMENDATION : that the report be noted and a letter of thanks is sent to the members of the Antrim and Newtownabbey Home Accident Prevention Groups.

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

Approved by: Clifford Todd, Head of Environmental Health

Agreed by: Geraldine Girvan, Director of Operations

3.14 EH/GEN/003 WORKPLACE TRANSPORT INITIATIVE

Across the United Kingdom, vehicles continue to be a major cause of both fatal and serious injuries in the workplace. Each year there are over 5,000 incidents and approximately 50 of these result in people being killed. Individuals have been knocked down, run over, or crushed. Falls have also resulted in injuries, whether getting on or off a vehicle, working at height, or when loading or unloading.

Over recent years there have been investigations into serious forklift truck accidents involving warehouses in the Borough as well as another more serious accident.

The Health and Safety team within Environmental Health have over the past year, been working on an initiative to address issues arising from workplace transport.

This initiative has focused on the following areas:-

Safe people - Operators should be physically and mentally fit to drive or operate machinery as well as competent to do the work.

Safe vehicle - Vehicles must be safe, task appropriate, driven safely, accessed safely, regularly maintained, repaired and inspected.

Safe site - Vehicles should be segregated from other users of the site during vehicle movement or loading/unloading.

The initiative started in May 2017 with a seminar held at Mossley Mill. During this seminar, a wide range of businesses from across the Borough heard from a number of speakers on workplace transport related issues. A media training tool was also created for businesses to support cascade training on issues relating to workplace transport.

Following the seminar, a range of visits and inspections to support business with changes to their risk assessments, changes in site operations and training of staff has taken place.

A report detailing the outcomes of the initiative to date is **enclosed**.

RECOMMENDATION: that the report be noted.

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

Approved by: Clifford Todd, Head of Environmental Health

Agreed by: Geraldine Girvan, Director of Operations

3.15 EH/EHS/004 TOBACCO TESTING PURCHASING EXERCISES 2017/2018

In February 2012, the Department of Health (DoH) published the '10 Year Tobacco Control Strategy for Northern Ireland', the overall aim of which is to create a tobacco free society. While the strategy targets the entire population, it focuses on three priority groups: -

- Children and young people
- Pregnant women, and their partners, who smoke
- Disadvantaged people who smoke

The strategy has three key objectives:

- Fewer people smoking
- More smokers quitting
- Protection for all from second hand smoke

Smoking is responsible for around 2,300 deaths in Northern Ireland each year and is a major risk factor for coronary heart disease, strokes and other diseases of the circulatory system.

Legislation has been in place in Northern Ireland to prohibit the sale of cigarettes to under 18 year olds for a number of years. In April 2016, the Tobacco Retailers Act (Northern Ireland) 2014 came into force that aimed to reduce smoking prevalence among children and young people by further restricting access to tobacco products.

The Act contains the following provisions:-

- Requires all tobacco retailers to register
- Bans retailers from selling tobacco products following three tobacco offences within 5 years
- Creates a number of new offences, including those relating to the register and the offence of proxy selling (i.e. making it illegal for anyone over the age of 18 to buy tobacco products for someone under the age of 18)
- Allows for the application of fixed penalty notices for a number of tobacco offences

It is an offence for business owners or their staff to sell cigarettes, electronic cigarettes or any tobacco products including cigarette papers, to a person under the age of 18 years. It is up to businesses to decide if a person looks 18 years of age and have the appropriate measures in place to challenge someone if they believe them to be under 18. Cigarettes and tobacco products must be stored out of sight of customers except during the course of a sale.

The sale of cigarettes to any person under the age of 18 years can result in a fixed penalty of £250 being issued or a fine of up to £5,000.

In order to ensure compliance with the legislation and reduce the number of underage sales of items such as cigarettes, the Council carries out a programme of Test Purchase Exercises, where underage volunteers try to buy cigarettes. Strict guidelines govern these visits to make sure they are fair to the traders and, above all, preserve the welfare and safety of the volunteers.

Prior to conducting test purchasing, the Council's Tobacco Control Officer visits and writes to all premises reminding them of the legal requirements placed upon them.

A report on the Test Purchase Exercises carried out in 2016/17 and 2017/18 is enclosed.

RECOMMENDATION: that the report on Tobacco Test Purchasing be noted.

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

Approved by: Clifford Todd, Head of Environmental Health

Agreed by: Geraldine Girvan, Director of Operations

3.16 L/GEN/5 LEISURE PRICING UPDATE

Members are aware that the new leisure membership pricing was launched in October 2nd 2017 with the aim of getting more people, more active, more often. 6 months have elapsed since the membership launch and the results below clearly illustrate the continued success of the scheme: -

- **63% increase in membership (paying members) from October 2nd 2017**
- **65% increase in monthly income from October 2nd 2017**
- **Over 12,000 total members with 56% made up of family members**
- **Membership scheme target of 6,463 paying members achieved in March (currently 7,100)**
- **15% increase in usage (October 2016 against October 2017)**

To sustain the success detailed above, officers are focusing on the following priorities throughout 2018/2019.

- **Programming.** Delivering a sustainable and efficient programme of activities that are available within the membership. Particular focus on leisure swim, fitness classes, and programmes to increase usage in Leisure Centres at off-peak times.
- **Marketing.** Working in collaboration with Communications and Customer Service, continue to effectively promote the "More" brand through traditional and innovative methods.
- **Customer Service.** Using the launch of the new Leisure Management System in June 2018 to significantly increase the ease in which customers can access services within Leisure.

RECOMMENDATION: that the report be noted.

Prepared by: Matt McDowell, Head of Leisure

Agreed by: Geraldine Girvan, Director of Operations

3.17 L/GEN/032 TRANSFORMATION STRATEGY FOR PARKS AND OPEN SPACES

Members are reminded that in October 2016 approval was given to progress a Strategy for Leisure, Parks and Open Spaces. Given the scale of the project, leisure transformation was progressed first and the new membership scheme was launched in October 2017. As work continues in Leisure, officers are now progressing to the next phase of the project.

A survey in December 2017 showed that the Council's Parks and Open Spaces continue to be important to residents.

Officers intend to provide a blueprint for the future transformation of Parks and Open Spaces through a Strategy which will guide budgeting, improvements, events, maintenance and staffing.

A draft project plan is **enclosed** for Members' information.

RECOMMENDATION: that the report be noted.

Prepared by: Caroline Douglas, Transformation Manager

Agreed by: Ivor McMullan, Head of Parks

Approved by: Geraldine Girvan, Director of Operations

3.18 PK/BIO/008 LIVE HERE LOVE HERE COMMUNITY AWARDS 2018

Keep Northern Ireland Beautiful hosted the second Live Here Love Here Community Awards in Belfast Harbour Commissioners Office in February 2018. The event, compered by Lesser Spotted Ulster presenter, Joe Mahon featured the work of a number of volunteers across Northern Ireland.

The Mayor was invited on stage to present winners from the Borough.

Antrim and Newtownabbey Litter Heroes Award

- **Winner:** Tidy Randalstown
- **Honorary Mentions:** Ruairi McCormack and Suzanne Winters from Tidy Randalstown.

The Live Here Love Here Awards are one element of the Live Here Love Here programme run by Keep Northern Ireland Beautiful, supported by the Council. The Live Here Love Here Small Grant scheme will be launched in Mid-April and to date this has proved to be popular with a number of local groups, who have been successful in securing grant aid.

Successful groups 2017/18 funding:-

- Ballycraigy PS & Muckamore Pre-School Playgroup
- Ballynure and District Community Association
- Ballyearl Improvement Group
- Rotary Club of Newtownabbey
- Parkgate and District Community Group (PDCG)
- TIDAL
- Tir na Nog Primary School
- Monkstown Village Initiatives

RECOMMENDATION: that the report be noted.

Prepared by: Lindsay Houston, Biodiversity Officer

Agreed by: Ivor McMullan, Head of Leisure

Geraldine Girvan, Director of Operations

3.19 WM/RC/09 RECYCLING END DESTINATIONS

The table (**enclosed**) shows the end destination for each of the waste streams collected by Council. At present the majority of the waste collected is processed within the British Isles.

Members may be aware of new import restrictions on recyclable waste entering China and in particular paper and cardboard waste. These import restrictions have significantly reduced the amount of paper and cardboard being recycled in China.

While recycling markets for card and plastics are still available globally, there is now an over-supply for these facilities and this has resulted in a reduction in the price paid for paper and cardboard. This is likely to affect recycling processing contracts in the future. Officers will continue to monitor the situation and advise Members accordingly.

RECOMMENDATION: that the report be noted.

Prepared by: Michael Laverty, Head of Waste Management

Approved by: Geraldine Girvan, Director of Operations