



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE OPERATIONS COMMITTEE HELD  
IN ANTRIM CIVIC CENTRE ON MONDAY 2 MARCH 2020 AT 6.30 PM**

- In the Chair** : Councillor M Cooper
- Members Present** : Alderman - M Girvan  
Councillors – A Bennington, R Foster, J Gilmour, N Kelly,  
R Kinnear, A Logue, J Montgomery, N McClelland and  
S Ross
- Non Committee Members** : Alderman – L Clarke  
Councillors – R Lynch, M Magill and B Webb
- 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 Laverty  
ICT Officer – J Higginson  
Digital Content Officer – L Penman  
Mayor and Member Services Officer - S Fisher

**CHAIRPERSON'S REMARKS**

The Chairperson welcomed everyone to the March Operations Committee meeting and reminded all present of the recording requirements.

**1 APOLOGIES**

Aldermen – T Burns and J McGrath  
Councillors – J Archibald and R Swann

**2 DECLARATIONS OF INTEREST**

None

### 3 PRESENTATION

Members noted that the presentation from Stephanie Leckey on behalf of the Community Resuscitation Working Group had been re-scheduled to take place at April Committee.

### 4 ITEMS FOR DECISION

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

Members were 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.

The Trust was content that the pilot is working well and their ultimate aim is to rollout the arrangement with Councils across the Northern Area. The pilot had 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 had had minimal impact in terms of additional time spent making these requests for adaptations.

Proposed by Councillor Montgomery  
Seconded by Councillor McClelland and agreed that

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

*ACTION BY: Tom Durrant, Home Safety Officer*

## **4.2 EH/EHS/FC/8 PUBLIC ANALYST SERVICES**

Members were 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.

Proposed by Councillor Bennington  
Seconded by Councillor Foster and agreed that

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

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

## **4.3 EH/PHWB/012 ANTRIM AND NEWTOWNABBEY LONELINESS NETWORK**

Members were 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 had met on five occasions with attendees from a wide range of statutory, community and voluntary groups as well as local businesses. The Network had 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 had 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 had piloted 'Conversation and a Cuppa Tea Parties' held in several locations across the Borough each month. Those in attendance had benefitted from the simple connection made through a cup of tea. The events had 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 aimed 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.

Proposed by Councillor McClelland  
Seconded by Councillor Logue and agreed 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.**

*ACTION BY: Kelly Forsythe, Environmental Health Officer (Health and Wellbeing)*

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

Members were 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 had 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 was 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 a Sports Club having its own premises, it was proposed that Leisure Centres be made available as training venues at no charge.

A Memorandum of Understanding setting out the Terms of the arrangement was circulated. 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 14<sup>th</sup> February deadline. As it stands Council's interest in the pilot had been through a signed MoU in place, subject to approval.

Sport NI would 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.

Following a request by a number of Members, the Director of Operations undertook to explore opportunities for the scheme to be made available to post primary schools.

Proposed by Councillor Logue

Seconded by Councillor Bennington and agreed 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.**

*ACTION BY: Matt McDowell, Head of Leisure/Geraldine Girvan, Director of Operations.*

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

Members were 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 was circulated;
- 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 as circulated;
- 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 were circulated. 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.

Proposed by Councillor Kelly

Seconded by Councillor McClelland and agreed that

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

*ACTION BY: Joanne Templeton, Waste Education and Awareness Officer*

#### **4.6 L/GEN/056 FACILITY CLOSURES**

A schedule for the proposed closure arrangements including public Holiday together with opening hours for 2020/2021 were circulated 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 were preparing a report for April Committee recommending measures to alleviate volume. Following analysis of usage – extended hours was not being recommended at this time.

Proposed by Councillor Bennington

Seconded by Alderman Girvan and agreed that

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

*ACTION BY: Vicki Kyles, Executive Assistant to Director of Operations*

### **5 ITEMS FOR INFORMATION**

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

Members were 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 would be brought to the April meeting of the Operations Committee which would 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.

The Chair asked that Members forward any practical suggestions on how to tackle dog fouling to the Operations team and the Director of Operations confirmed that the possibility of using dog DNA was being explored.

Proposed by Councillor Kelly  
Seconded by Alderman Girvan and agreed that

**the report be noted.**

*NO ACTION*

## **5.2 CE/OA/017 DRIVER AND VEHICLE LICENSING AGENCY**

Members were 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 and was circulated.

Proposed by Councillor Kelly  
Seconded by Alderman Girvan and agreed that

**the report be noted.**

*NO ACTION*

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

Members were 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 had 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.

Proposed by Councillor Foster  
Seconded by Councillor Kelly and agreed that

**the report be noted.**

*NO ACTION*

#### **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 was 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.

Proposed by Alderman Girvan  
Seconded by Councillor Gilmour and agreed that

**the report be noted.**

*NO ACTION*

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

The Department of Agriculture, Enterprise and Rural Affairs (DAERA) had 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 were 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 were currently drafting a response and had proposed to submit it by the deadline of 18<sup>th</sup> March, subject to consideration by Council at the March meeting.

Proposed by Councillor Ross  
Seconded by Councillor Kelly and agreed that

**the report be noted.**

*NO ACTION*

*The Chair advised that Any Other Business would be taken at this point*

## **ANY OTHER BUSINESS**

In response to a query from a Member regarding the use of single use plastics in a catering franchise, the Director of Operations undertook to raise this matter with the Head of Arts and Culture.

### **PROPOSAL TO PROCEED 'IN CONFIDENCE'**

Proposed by Alderman Girvan  
Seconded by Councillor Foster and agreed that

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

#### **6.1 IN CONFIDENCE WM/arc21/4 arc21 JOINT COMMITTEE PAPERS**

As agreed at the November (2015) meeting of Council, the papers for the arc21 Joint Committee Meeting were circulated for:

- February 2020

Members were reminded that these documents are confidential and may be legally privileged or otherwise protected from disclosure so therefore Members should not disclose this information to any third party and the information must be kept secure.

The Director of Operations advised that following the invitation to present to the Committee the Chief Executive of arc21 had confirmed that he would present.

Proposed by Councillor Foster  
Seconded by Councillor Montgomery and agreed that

**the report be noted.**

*ACTION BY: Michael Lavery, Head of Waste Management*

#### **6.2 IN CONFIDENCE FI/PRO/TEN/312 TENDER FOR CAR PARK MANAGEMENT SERVICES**

**CONTRACT PERIOD: 1 MAY 2020 TO 30 APRIL 2022 (WITH AN OPTION TO EXTEND FOR UP TO A MAXIMUM OF 24 MONTHS, SUBJECT TO 12 MONTHLY REVIEW AND PERFORMANCE)**

This tender opportunity was made available on eSourcingNI on 13 December 2019. Two tenders to provide car park management services were opened via the eSourcingNI Portal on 17 January 2020 and referred to the evaluation panel for assessment. The tenders were evaluated on a two-stage basis as follows:

## STAGE 1 – SELECTION STAGE

The tenders were evaluated on a pass/fail basis for mandatory exclusion and financial compliance, economic and financial standing, previous relevant experience, management systems and practices, GDPR and declarations and form of tender. Both tenders met the requirements of Stage 1 of the evaluation process and proceeded to Stage 2.

## STAGE 2 – AWARD STAGE

### Confirmation of Compliance

Both tenderers confirmed that their tenders met all the requirements of the specification of service.

### Quality / Commercial Assessment (30%/70%)

The tenders were evaluated on the basis of implementation (5%), proposals for collecting and verifying cash (5%), advisory notes and PCNs (5%), secure storage and income return arrangements (5%), safe systems of work (5%), contract management (5%) and cost (70%). The recommendation is as follows:

Supplier	Quality Assessment (out of 30%)	Cost Assessment (out of 70%)	Total % Score	Estimated Total Overall Annual Cost(£) (excl. VAT)
<b>Car Park Services (CPS) Limited in partnership with RMS Cash Solutions t/a RMS Group Services</b>	<b>30%</b>	<b>70%</b>	<b>100%</b>	<b>£ [REDACTED]</b>

Proposed by Councillor Ross

Seconded by Councillor Bennington and agreed that

**having achieved the higher score of 100%, Car Park Services (CPS) Limited in partnership with RMS Cash Solutions t/a RMS Group Services be appointed to provide car park management services at an estimated total overall annual cost of £ [REDACTED] (excl. VAT) for the period 1 May 2020 to 30 April 2022 (with an option to extend for up to a maximum of 24 months, subject to 12 monthly review and performance).**

*ACTION BY: Sharon Logue, Procurement Manager*

### 6.3 **IN CONFIDENCE** PK/GEN/165 HAZELBANK BOWLING GREEN REDEVELOPMENT PROPOSAL

Members were reminded that the Grass Management Group minutes, considered at the Operations Committee in February, recommended the redevelopment of the old bowling green beside Hazelbank Pavilion. This Green has been unused for 4-5 years.

Officers had considered how best to redevelop it to add to the amenities available at Hazelbank Park. Members were also reminded that the Pavilion, adjacent to the bowling green also fell into disuse until a temporary arrangement with a local Sure Start group. The group is due to move into new premises later in the year and Officers were considering alternative proposals for this building with a view to reporting to Committee in the summer.

The Economic Appraisal, was circulated and examined a number of options for the redevelopment including planting a rose garden and two options including a rose garden, labyrinth and maze using different materials. The preferred option, Option 4, Development of a rose garden, labyrinth and maze which is accessible for those with mobility issues (natural materials) at an estimated total cost of £[REDACTED]. Costs to be met from the Parks capital budget. A visual of the preferred option was circulated.

Members were asked to note that the Parks team had been carrying out improvements to Hazelbank Park through normal revenue budgets including: the repointing of the two towers together and the installation of interpretation panels, improvements to the flower beds in the main car park, phased repainting of the railings along the sea path and the phased replacement of litter bins. The existing orchard had also been replanted.

Following a lengthy discussion, it was

Proposed by Councillor Bennington  
Seconded by Councillor Ross and agreed that

**Officers develop and cost an alternative proposal involving a café in the pavilion, a play park in the bowling green and a rose garden, maze and labyrinth at the site of the current play park.**

*ACTION BY: Ivor McMullan, Head of Parks*

#### **PROPOSAL TO PROCEED OUT OF 'IN CONFIDENCE'**

Proposed by Councillor Foster  
Seconded by Councillor Bennington 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. The meeting concluded at 7.17 pm.

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**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.***