



MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE OPERATIONS COMMITTEE HELD IN ANTRIM CIVIC CENTRE ON MONDAY 1 OCTOBER 2018 AT 6:30 PM

In the Chair : Councillor D Ritchie

Members Present : Alderman J Smyth
Councillors – L Clarke, S Flanagan, R Foster, N Kelly, J Greer, A Logue, J Montgomery, N McClelland, J McGrath and M Rea

Officers Present : Director of Operations - Ms G Girvan
Director of Finance & Governance - Ms S Cole
Head of Environmental Health – Mr C Todd
Head of Leisure – Mr M McDowell
Head of Parks - Mr I McMullan
Head of Waste – Mr M Lavery
ICT Officer – Mr J Higginson
Media and Marketing Officer – Mrs J Heasley
PA to the Chief Executive – Mrs D Waddell
PA to Director of Finance & Governance – Mrs D Lynn

CHAIRPERSON'S REMARKS

The Chair welcomed everyone to the October Operations Committee Meeting and reminded all present of recording requirements.

The Chair offered his congratulations to the Council's Nutrition and Wellbeing Officer, Dr Janice McConnell who won Nutritionist/Dietitian of the Year at this year's Northern Ireland Health and Fitness Awards which took place on 22 September 2018.

Congratulations were also extended to Jonathan Rea who had secured an unprecedented fourth FIM Superbike World Championship title by winning his 13th race of the season and is the only rider to have won four championships in succession.

1 APOLOGIES

Aldermen – A Ball, T Burns, M Girvan

2 DECLARATIONS OF INTEREST

None.

3 REPORT ON BUSINESS TO BE CONSIDERED

3.1 F1/PRO/QUO/138 VALLEY LEISURE CENTRE CATERING FRANCHISE

Members were reminded that the franchise opportunity at Valley Leisure Centre was advertised and secured by Café Aroma in April 2017. Officers had been working closely with the franchisee over recent months to support the business at the centre however, the franchisee had given notice to cease operating on September 30th 2018 citing that the business was unsustainable for their business model.

To ensure that there was a continuity of service, Officers had approached Café Sinnamon, who currently operate the catering franchise at Antrim Forum, to provide a catering service on an interim basis or until a new contractor had been appointed. This franchise provided a much needed service at the Valley for our customers and events, and Officers were keen to test the market to establish interest in the opportunity for the benefit of the centre.

Proposed by Councillor Kelly
Seconded by Councillor Foster and agreed that

approval be given for the advertisement of the catering franchise opportunity at the Valley Leisure Centre

The Head of Leisure confirmed that the opening times for the interim arrangements were; Monday – Friday: 9am – 8.30pm, Weekends: 9am – 6pm

ACTION BY: Matt McDowell, Head of Leisure

3.2 L/LEI/047 MACMILLAN MOVE MORE PROGRAMME

Members were reminded that approval was granted in 2016 to pilot a partnership scheme with Macmillan Cancer which aimed to establish a physical activity pathway for cancer patients in the Borough. Being physically active can help prevent and manage some of the side effects of cancer treatment, such as fatigue, depression, muscle wasting and risks to heart health.

Macmillan Cancer awarded £119,000 to Council to fully fund a full time Macmillan Physical Activity co-ordinator post within the Borough over a 3 year period. Alan McCausland was appointed, taking up post in June 2016. As the programme moves into its final year, Macmillan had indicated that it remains committed to the programme but future funding would be on a sliding scale. More detail on this is set out overleaf.

Referral targets for the programme were outlined below:

	Targets	Achievements	%
Yr 1: 16/17	100	165	165%
Yr 2: 17/18	175	363	207%
Yr 3: 18/19	250	*an indication will be given at November Committee meeting	

Weekly classes had been established at various locations across Borough. These classes and referrals assist participants suffering from all stages of cancer.

Venue	Type of class	No weekly participants	No participants over six months
Antrim Forum	Cancer rehab	93	632
Antrim Forum	Walking football	20	150
Antrim Forum	Walking group	30	264
Six Mile LC	Cancer rehab	36	234
Crumlin LC	Cancer rehab	17	142
Mossley Mill	Walking group	30	488

A total of 26 clients had taken out leisure memberships as a result of participating in the programme

As well as weekly classes, a range of programmes had been delivered utilising Council facilities such as: golf, swimming, football, yoga, pilates, mindfulness meditation, and gardening projects at Antrim Castle Gardens.

Clients on the referral pathway had also had the opportunity to attend training courses. For example, Council in partnership with Northern Trust delivered a walk leader course to train cancer specific walk leaders. This led to clients forming their own walking group at Mossley Mill with the Mayor officially at the launch.

Council also facilitated a Level 4 Cancer Rehabilitation Course in which 5 Council fitness instructors participated. Macmillan also funded a service user to attend the course which she successfully passed.

Health walks had been held with one on Divis Mountain, and the other at Slieve Donard in which 140 clients from the Borough participated.

Alan McCausland, the Move More coordinator was recently selected as Macmillan's Ambassador for Marks and Spencer and would appear on internal communications promoting the Move more programme.

Further information was circulated, and a promotional video is available to view at the following link:

<https://getactiveabc.com/news/move-project-supports-cancer-patients-getting-active-staying-active/>

Macmillan Cancer had recently informed Council that they wished to continue funding beyond the initial three years but on a sliding scale, with funding for the co-ordinator post reducing from 75% in year one to 25% in year 3. The proposal by Macmillan for the new 3 year programme was as follows:

	Salary (inc. on costs)	Macmillan Contribution		Council Contribution	
Yr 1: 2019/20	£39,421	75%	£29,565	25%	£9,855
Yr 2: 2020/21	£40,168	50%	£20,084	50%	£20,084
Yr 3: 2021/22	£40,931	25%	£10,233	75%	£30,698
Total	£120,520	Total	£59,882	Total	£60,638

It was anticipated that the above contribution required by Council could be met through ongoing efficiencies being delivered within the Leisure Service, and would not result in an increase in the overall net cost of service.

Proposed by Councillor Montgomery
Seconded by Councillor Smyth and agreed that

If possible to extend the deadline for confirmation of commitment to funding, that the Macmillan Move More Co-ordinator be invited to the November Operations Committee to give a presentation on the project to date and if an extension cannot be granted the presentation to be made to the October Council meeting.

ACTION BY: Anna Boyle, Sport and Physical Activity Programme Manager and Matt McDowell, Head of Leisure

3.3 L/LEI/2 LEISURE GRANT AID REVIEW

The Director of Operations gave a verbal update and apologised that this report was not yet complete and indicated that she hoped to bring it to October Council Meeting for consideration.

ACTION BY: Geraldine Girvan, Director of Operations

3.4 PK/GEN/043 / PK/GEN/064 ALLOTMENTS

A number of issues relating to three allotments had been received and were set out below.

Rathfern Activity Area: Community Allotments

Plot holders at the Rathfern allotment facility have had a successful first year, despite the exceptionally wet winter and very dry summer experienced, which made conditions problematic for growing. All of the plots are allocated, although some remain uncultivated. Officers are in the process of seeking confirmation from this small number of plot holders that they wish to retain their allotments.

In the meantime, the tenants are in the process of establishing an allotment association, and are keen to purchase a communal polytunnel with their own resources. No additional space exists within the facility for this to be housed. Therefore, the group have requested permission for one of the larger (5m x 10m) plots to be donated for this purpose, if it becomes vacant.

All of Council's other allotments have a designated communal area for the allotment holders to meet up and work together.

New Mossley Allotments

A request had been received from the recently formed New Mossley Allotment Association, seeking permission to erect a temporary building with services on the New Mossley allotment site. A letter of comfort was required for funders at this stage.

The Association had undertaken some initial fund raising and intends to apply for further funding for both the building and its connection to electricity, sewage and water. The proposed location is on the hard standing area next to the main entrance of the allotment site. The Association had indicated that it intends to be responsible for the maintenance, security and insurance of the temporary building if approved. In 2016, Council approved a similar request from the allotment association at the Greystone facility for the installation of a temporary building.

The building would be an asset to the Association site and would facilitate greater community cohesion among allotment holders. The group have already obtained the support from fellow tenants. Report on outcome of funding applications to be brought to Committee in due course.

Greystone Allotments

Greystone allotments contain 72 plots, and there is a very active association in place, Muck and More Allotment Association. The allotments are well used and popular. Following Council approval, the Association recently acquired and installed a portacabin, at its own expense (through a successful application to the Big Lottery Fund) and is currently applying for funding for the installation of solar panels. The Association is now asking Council's permission to (i) connect the portacabin to mains sewage, water and electricity and (ii) for provision of financial support. At this early stage it is estimated that with civil works costs involved could be £8,000 - £15,000. If approved, this could be met from existing Parks budgets. More accurate estimates will be provided in due course, subject to approval.

Proposed by Councillor Kelly

Seconded by Councillor Foster and agreed that

- (i) for the donation of a large plot at the Rathfern allotment facility, to the newly formed Rathfern Allotment Association to install a communal polytunnel, subject to a plot becoming available in the near future;**
- (ii) in principle, for the New Mossley Allotment Association to install a temporary building on the new Mossley allotment site, subject to successful applications for funding and that a 'letter of comfort' be issued to this affect in support of funding applications;**
- (iii) approval is given to Muck and More Allotment Association, to progress necessary utility connections to their portacabin and that approval is given for financial support subject to confirmation of costs.**

ACTION BY: Elaine Upton, Countryside Officer

3.5 PK/GEN/035/VOL2 GRASS MANAGEMENT SUB GROUP

The grass management sub group met on Wednesday 3rd September 2018, and officers updated Members on a range of issues (minutes circulated). In summary, Members were updated on:

Roundabout improvements
Parks grass cutting programme

Requests for floral displays
Seasonal planting proposals
Town and Village Workshop planned for 6th November 2018
Action plans for Glengormley, Ballyclare, Straid, Randalstown and Antrim.
Award of 17 Green Flags
Urban grass cutting programme

Members received an update on the Department for Infrastructure, Roads Urban Grass Cutting Programme and considered the issue for the next financial year. Since the indications were that the Department's budgets would cover two cuts per season the additional 5 urban cuts in which Council had agreed to in the last number of years be budgeted for again in 2019/2020. Budgetary provision for 5 cuts at a cost of £50,000 in total would be required in the 2019/2020 estimates.

In addition, Members got an update on the success of the Best Kept Garden Competition including the increasing number and calibre of applications, photographs included in minutes.

Details of flowerbed designs to celebrate the Centenary celebrations for the First World War initiative in the Borough were also discussed.

The members of the sub group recommended that officers progress:

- (i) Further visuals and estimated costs for further improvements to Sandyknowes Roundabout
- (ii) Schedule of roundabouts to be revised to include those not currently not listed to enable consideration of potential improvements

Proposed by Councillor Smyth

Seconded by Councillor Clarke and agreed that

- (i) the minutes of the Grass Management Sub Group be approved**
- (ii) that budgetary provision in the 2019/2020 estimates be made for 5 urban grass cuts at a cost of £50,000 to complement the 2 cuts by the DfI**
- (iii) information to be ascertained from the DfI on grass cutting in rural areas and any member with any specific requests to contact DfI directly**
- (iv) Vice-Chair of Operations Committee be added to the membership of the Grass Management Sub-Group.**

ACTION BY: Ivor McMullan, Head of Parks

3.6 WM/COMS/01 ECO SCHOOLS WHEELIE BIN CHALLENGE 2018

Members were reminded that Council currently contributes to Keep Northern Ireland Beautiful's (KNIB) Eco-Schools programme a very valuable means to promote sustainable living in schools. As part of the Eco Schools Programme KNIB had submitted a funding proposal to Council to deliver the Wheelie Big Challenge at a cost of £4,506, for 10 schools in the Borough.

The Wheelie Big Challenge is a waste reduction and recycling project which requires the participating schools to audit their waste streams and put in place practical actions to reduce the amount of waste going to landfill from the school bins. Although new to the Borough, this programme has been run in Belfast where schools who have participated in the Challenge have achieved average reductions in waste to landfill of approximately 18%.

The Challenge is open to primary schools, 10 in the first instance. If the scheme becomes oversubscribed, there is potential to have up to 20 schools, but at an additional cost to Council. If the Challenge is successful, Officers would present a proposal to participate annually.

The Challenge would also aim to increase domestic recycling with take home actions to encourage pupils and parents to improve their recycling habits outside school.

The cost of £4,506 included the following measures:

- recruiting schools to the project;
- creating and providing resources for the schools to use during the challenge;
- delivering 5 workshops in the participating schools;
- collating the feedback from each school and judging the entries;
- organising a final awards event with prizes for the schools involved.

If the funding was approved, recruitment of the schools would commence in November, with a proposed launch of the Challenge in January 2019 and completion by the end of the school year in June 2019.

The cost of the Challenge would be met through the existing waste education and awareness budget with the cost offset by potential savings in the landfill budgets if similar performance is replicated from previous Challenges. The proposal includes £1,000 as total prize money for schools, however sponsorship could be sought from local businesses to provide educational items to the school. Subject to approval of participation in the Programme, Officers would explore this opportunity.

Proposed by Councillor Flanagan
Seconded by Councillor Clarke and agreed that

Council agrees to participate in the Eco-Schools Wheelie Bin Challenge in 2018/19 at a cost of £4,506 for 10 schools from the Borough.

ACTION BY: Michael Laverty, Head of Waste Management

3.7 WM/WM/COMS/1 PROPOSALS TO REDUCE SINGLE USE PLASTICS ACROSS COUNCIL

Background

Following a request at Operations Committee a review of use of plastics by Council had been carried out.

The versatility of plastic has led to multiple uses of the material and this has resulted in both environmental advantages and disadvantages. For example, the use of plastics rather than glass for holding drinks and other materials has

resulted in reduced fuel costs and carbon emissions, while the recycling of these materials has been traditionally more difficult than glass and there is also the problem of being discarded and ending up as litter, rather than being binned.

European and National Actions:

As a result of greater awareness by the public through recent media coverage, the impact on the environment of the use and disposal of certain plastics, in particular Single Use Plastics (SUP) is very much under the spotlight from governments. SUP are plastic products that are generated for use only once and can include bottles, cups, cutlery, and straws. The products are often discarded, rather than being binned causing an adverse environmental impact.

To date a number of initiatives and proposals have been announced including:

- European Union is proposing a ban on SUPs to help protect marine life. The proposals are aimed at prohibiting the use of commonplace plastic items including straws, cotton buds, cutlery, balloon sticks and drink stirrers. The current proposals still need to be approved by the 28 member states and the European Parliament;
- UK Government's 25-year Environment Plan released in January 2018 includes a target of eliminating all avoidable plastics by 2042;
- Northern Ireland Plastic Bag Levy which is replicated in the other Devolved Administrations;
- HM Treasury Consultation on Using the Tax System or Charges to Address SUP Waste;
- 42 businesses, including Sainsbury's, Tesco, and Coca-Cola, have committed to a Plastics Pact to achieve the following by 2025, 100% of plastic packaging to be reusable, recyclable or compostable; 70% of plastic packaging effectively recycled or composted; and 30% average recycled content across all plastic packaging.

Waste management is a devolved issue and therefore any amendments in the legislation would normally pass through the Northern Ireland Assembly. With the current uncertainty as a result of the suspension of the Assembly, it is envisaged that there will be no legislative changes affecting the use of plastics in the short/medium term.

Council Actions to date:

Many of the issues raised in the media regarding plastics are as a result of the irresponsible disposal of the material. It is important to note at this stage that, Council collects, stores, and disposes of plastics in accordance with all current waste management legislation. In addition, Council has put in place a number of measures over recent years to both raise awareness of recycling and put the infrastructure and services in place to promote recycling:

The measures implemented by Council to date include:

- Provision of a household kerbside recycling service for plastic bottles, pots, tubs and trays;
- Promotion of plastic recycling to the general public through educational campaigns and Borough Life;

- Promotion of recycled plastic products as part of school education programmes;
- Trialling the use of biodegradable waste sacks in waste management operations;
- In the Gift Shop at Antrim Castle Gardens only paper bags are supplied, not plastic.

Proposals

In addition to these measures and in light of ongoing uncertainty as to what legislative changes, if any, will be forthcoming Officers have set out proposals which could build on these established initiatives and adopt further measures to reduce plastic waste, with particular focus on SUP:

1. Increase the use of biodegradable waste sacks;
2. Require all Council catering franchisees to stop the use of SUP such as cutlery, polystyrene food containers, straws, plates and cups when franchises are being renewed
3. Consider options to encourage those vendors providing catering at council events to reduce or stop use of plastic containers and utensils;
4. Provide advice and assistance to existing Council catering franchisees on phasing out of all unnecessary SUP;
5. Assess the economic and environmental impact of removing all plastic bottles from Council and caterers' vending machines, including market testing at time of contract renewal;
6. Carry out a survey with members of the leisure centres to ascertain their views on the removal of the vending machines and paper cups in public areas and their replacement with promotional water bottles;
7. Support the National Refill Campaign;
8. Assess options to effectively remove all SUP and cardboard cups from water fountains in Mossley Mill and Antrim Civic Centre e.g;
 - a. Staff provided with reusable plastic containers
 - b. Options for conferencing visitors to be assessed
9. A pilot is being developed in take -aways in the Threemilewater DEA to encourage these businesses to stop using plastics in favour of paper and wooden utensils.

	Proposed Action	Implications
1	Increase the use of biodegradable waste sacks through further trials of the sacks to identify a supply that would be an acceptable quality	Biodegradable waste sacks have been used over the last six months although the current quality does not meet operational requirements. Further trials of stronger biodegradable waste sacks will be carried out. While the cost of the biodegradable sacks is higher than the virgin plastic sacks, the price difference would not be material and required quality would be the critical factor in the continuing use.
2	Require all catering contractors to stop the use of SUP as a contractual requirement in all new catering contracts from 1 April 2019	This proposal would prevent all catering contractors from using plastic cutlery, straws, plates, cups, and polystyrene food containers. This would be applicable to catering establishments in Council buildings and Council run events. This would have no cost implications for the Council although the catering contractors

		would have additional equipment costs which they may pass onto the public.
3	Consider options to encourage those vendors providing catering at council events to reduce or stop the use of plastic containers and utensils	Options to be developed and discussed with Officers who procure such vendors and proposals reported to Committee.
4	Provide advice and assistance to existing Council catering contractors	Zero cost as the advice would be provide by existing waste management staff who would encourage existing Council catering contractors to phase out of all unnecessary SUPs before the end of their contracts.
5	Assess the economic and environmentally impact of removing all plastic bottles from Council and caterers vending machines, including market testing at time of contract renewal	There are a number of studies that state that the use of plastic packaging for bottles are more sustainable than glass or metal packaging, if the plastic bottles are recycled. Council officers will seek further advice from WRAP to ascertain the environmental impact of each type of drinks packaging and then report back to Committee.
6	Carry out a survey with members of the leisure centres regarding the removal of vending machines in the leisure centres	Survey the Council's leisure membership to see whether they would support proposals to remove vending machines and paper cups in public areas and replace SUP with promotional water bottles. Alternative options to include sale of reusable water bottles with campaign branding for use at refill stations.
7	Support the National Refill Campaign	Zero cost proposal with the promotion of the Campaign app which identifies the location of refill stations and shops where the public are encouraged to refill their water bottles. Participate in the campaign by identifying those council facilities where the public can refill their water bottles.
8	Consider options for the removal of SUP and cardboard cups from water fountains in the public and staff areas of Mossley Mill and Antrim Civic Centre	Options to be assessed and proposals reported back to Committee.
9	Take -away pilot project in the Threemilewater DEA to encourage use of paper and wooden utensils instead of plastics.	Pilot to be rolled out, evaluated and proposals to be brought to Committee on the potential to roll out across the Borough.

The proposals above demonstrate Council's ongoing commitment to environmental best practice. The proposed actions should not have a

significant cost impact and the additional spend would be absorbed by the current waste management budget.

Proposed by Councillor Kelly

Seconded by Councillor Logue and agreed that

approval is given for the proposals set out above, designed to reduce the use of Single Use Plastics across Council and report to be brought back to Committee with costings.

Head of Waste Management to discuss the provision of recycling facilities for plastic at large events with Councillor Logue.

ACTION BY: Michael Laverty, Head of Waste Management

3.8 WM/CON/04 RESIDUAL WASTE RECYCLING/RECOVERY TREATMENT CONTRACT

Members noted that Council collects mixed residual waste at the Recycling Centres, through trade waste collections and street cleansing operations. At present, this residual waste is sorted in order to recycle as much of the waste as possible with the remaining material sent for energy recovery before any landfill operations in accordance with the EU and UK Waste Hierarchy.

Council's current contract for this treatment process is due for renewal in April 2019 and Officers had been preparing for a new procurement exercise, as are a number of other councils; Lisburn and Castlereagh City Council, Belfast City Council, and Mid and East Antrim Borough Council. arc21 had offered to co-ordinate a procurement exercise for the service and provide the contract management services on the award of the contract on behalf of the participating councils.

A joint arc21 co-ordinated procurement exercise would have the following benefits:

1. Collective approach may achieve economies of scale;
2. Mitigate risks through centralised procurement and contract management activities;
3. Greater consistency in contract requirements;
4. Potential to provide contingency arrangements, where appropriate, to manage residual waste.

Due to the number of councils in the process of procuring the same service arc21 had offered to progress a 'dynamic purchasing system' and the Joint Committee approved the proposal in August 2018. The main elements of the contract specification were as follows:

- Arrangements shall be flexible to facilitate participation by any Council;
- Arrangements shall be valid and open for a period not exceeding five years;
- Contract conditions will assist in achieving strategic resource management performance targets e.g. minimum landfill diversion rate;
- Payment will be on a gate fee per tonne basis for feedstock material;
- Feedstock material shall be from any one or combination of the following residual waste streams:
 - Household waste Recycling Centres/ Civic Amenity Sites;

- Bulky Waste Collections;
- Fly tipped materials;
- Kerbside household waste collections;
- Commercial waste collections;
- Other relevant sources not including any of the above and specified by a participating council.
- Arrangements shall be sufficiently flexible to facilitate the varying requirements of participating Councils;
- Default Schedule of Penalties will be applied for non-performance by the contractor(s);
- Evaluation shall be on the basis of the most economically advantageous tender entailing appropriate qualification thresholds, quality and cost.

Dynamic Purchasing System

At present, it is proposed that the procurement exercise would identify a Dynamic Purchasing System which would be a list of approved service providers and, as and when, councils wish, mini procurement processes would take place to appoint individual contractors.

This type of procurement process would allow new potential service providers to join an approved list at different stages and this would provide Council with greater security and flexibility in a waste treatment market that may be affected by Brexit.

Following discussions with the Finance section, it was recommended that Council participates in the arc21 procurement exercise as the joint procurement should achieve greater economies of scale and arc21 would provide the procurement and contract management services. It was envisaged that initial participation would be in the form of officer time with no additional monetary cost. Any decision to provide tonnage to the contract would require further Council approval.

Proposed by Councillor Smyth

Seconded by Councillor Clarke and agreed that

the Council participates in a joint arc21 procurement exercise for the provision of a residual waste recycling/recovery treatment contract and that a visit to Natural World Product site be arranged.

ACTION BY: Michael Laverty, Head of Waste Management

3.9 L/LEI/007, EH/GEN/007, WM/WM/046, EH/EHS/LR/004, EH/EHS/LR/001 SECTION 75 SCREENING OUTCOMES

In compliance with Section 75 requirements, a screening exercise had been completed for the following policies: Screening forms were circulated.

1. Entertainment Licensing Protocol
2. Amusement Permit Protocol
3. The Roads (Miscellaneous Provisions) Act (Northern Ireland) 2010
4. Triple Stack Implementation
5. Waste Collection Review- Outsourcing of Collection Service
6. Waste Collection Policy

7. Private Swimming Lessons

Proposed by Councillor Kelly
Seconded by Councillor Smyth and agreed that

Committee approves the screening outcomes for the policies listed above.

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

3.10 EH/EHS/015 SUNBED SAFETY 2018 - SUNBED UNDERAGE SALES TEST PURCHASE EXERCISE

Skin cancer rates in Northern Ireland have trebled in the last 25 years and is now the most common form of cancer here accounting for 28% of all diagnosed cases. The Skin Cancer Prevention Strategy and Action Plan was launched by Department of Health and Social Services and Public Safety in July 2011 and focuses on preventative measures and early detection. A cross-sectoral group has been established by the Public Health Agency to implement the action plan contained within the strategy.

Councils have a statutory duty to enforce the provisions of The Sunbeds Act (Northern Ireland) 2011 which came into effect in May 2012. The Act prohibits the use or sale and/or hire of sunbeds to persons under the age of 18. Research has shown that sunburn in childhood and exposure to ultraviolet light from sunbeds can greatly increase the risk of developing skin cancer in later life. The Public Health Agency has set a target for all premises operating sunbeds to be subject to test purchasing at least once every two years.

There are currently 25 premises offering sunbeds to the public across the Borough and of these, 22 were subjected to a test purchase by Environmental Health staff in August 2018. Three premises were not tested as they only offer sunbed sessions to gym members, employees or by appointment. Of those tested, one premises sold a sunbed session to a young person aged under 18 for which a fixed penalty notice for £250 was issued and paid. Warning letters were sent to two other premises where controls were found to require further attention.

A copy of the full report of the test purchase exercise was circulated.

Proposed by Councillor Kelly
Seconded by Councillor Smyth and agreed that

the report be noted.

NO ACTION

3.11 EH/PHWB/8 DEPARTMENT OF HEALTH CO-PRODUCTION GUIDE

Members were reminded that in 2016, the Health and Wellbeing team within Environmental Health carried out a hugely successful pilot utilising Co-Production in Duneane. This work was highlighted as an example of good practice by the Chief Medical Officer in his annual report for 2017. The approach is also being utilised across the Borough in the development of the Age Friendly work stream under the Council's Community Plan.

Co-Production is a genuine partnership approach which brings people together to find shared solutions, from the start to the end of any change that affects them.

In October 2016, "Health and Wellbeing 2026: Delivering Together" a 10 year approach to transforming health and social care was launched. Councils are a key partner in the delivery of this ambitious plan and in particular, helping to link social care more strongly with improving and safeguarding the wellbeing of individuals, families and communities.

A number of Transformational Implementation Groups (TIG) have been set up, including one for the 'Delivering Together' work stream. This TIG requested the development of a practical guide to support the application of co-production across the whole of the Health and Social Care system.

A Co-Production Working group was established and facilitated by Dr Aideen McGinley, OBE. The group included those with experience in using Health and Social Care services, including Carers, Health and Social Care staff, Personal Public Involvement (PPI) leads, the Health and Social Care Board, the Public Health Agency and the Patient Client Council.

The group also included representatives from the Community and Voluntary Sector and policy makers from the Department of Health. Alison Briggs, Principal Environmental Health Officer represented the Local Government sector in Northern Ireland, based on her experience utilising Co-Production in Duneane project in the Borough.

The Co-Production Guide, 'Connecting and Realising Value Through People' was officially launched on the 31st August 2018 at Parliament Buildings, Stormont.

The Co-Production guide was circulated.

Proposed by Councillor McClelland
Seconded by Councillor Flanagan and agreed that

that the report be noted.

NO ACTION

3.12 EH/EHS/3 FOOD STANDARDS AGENCY – PROPOSED CHANGES TO FOOD PREMISES REGISTRATION

Under current EU legislation and The Northern Ireland Food Law Code of Practice, a food business operator is required to register with the Council at least 28 days before trading or before commencement of the food operation. This process involves completing a hard copy registration form by providing basic details about the food business including the address and the food activities involved. The registration process is free and Environmental Health Officers provide the necessary support and advice to new businesses about the process.

The Food Standards Agency (FSA) are aiming to improve the approach taken to registration so as to make it easier for new businesses to understand what is required of them. The FSA published a report last year entitled "Regulating our

Future" in which it detailed how a new digitally enabled approach would make it easier for businesses to register and access relevant information and guidance. The full report is available via the following link:

<https://www.food.gov.uk/sites/default/files/media/document/rof-paper-july2017.pdf>

The FSA in their role as the Central Competent Authority would like an oversight of all food businesses within the UK. It is also anticipated that by having more detailed information it will allow Local Authorities to respond more quickly and effectively to food incidents and improve levels of protection for the consumer.

To achieve this, an online service is being created that will provide the FSA with real-time access to registration details of all businesses in England, Wales and Northern Ireland.

The development phase of the online service was completed in April 2018 and the FSA have started to build a working version for testing by Local Authorities from across England, Wales and Northern Ireland. Council will be one of the 18 local authorities piloting the process and will be an early adopter of the new online registration process.

A development team from the FSA in London visited the Borough in August this year and interviewed Environmental Health Officers and Food Business Operators, about the online process to gauge opinions on the development work so far. Further testing, research and assessment will continue with a widening group of Councils ahead of the system going live in early 2019.

Alongside the development of the online registration service, the FSA have undertaken research to gain a better understanding of how new businesses currently enter the regulatory system and what type of support they receive and find useful. This will help to identify when and how it is most helpful to provide the business with the advice and support that they require.

Proposed by Councillor Smyth
Seconded by Councillor Foster and agreed that

the report be noted.

NO ACTION

3.13 EH/GEN/009 NORTHERN IRELAND HEALTH AND FITNESS AWARDS

Members were advised that Dr Janice McConnell, Nutrition and Wellbeing Officer won the Nutritionist/Dietitian category of the Northern Ireland Health and Fitness Awards. This was the first year for these awards in Northern Ireland and the ceremony was held on Saturday 22nd September 2018, in the Crowne Plaza Hotel, Belfast.

Janice's entry highlighted her unique role as the only registered nutritionist working at Local Government level in Northern Ireland and the innovative interventions such as Sowing Seeds for Healthy Living, Muddy Boots and Nutritious Nursery Nosh she has developed.

Proposed by Councillor McClelland
Seconded by Councillor Smyth and agreed that

the report be noted and that Dr Janice McConnell be invited to give a presentation to Committee.

ACTION BY: Clifford Todd, Head of Environmental Health

3.14 PK/GEN/021 TRANSLINK 40TH ANNIVERSARY ULSTER IN BLOOM RESULTS 2018

Members were reminded that 14 towns/villages throughout the Borough were entered in the prestigious Translink Ulster in Bloom Competition 2018.

This annual horticultural competition encourages cities, towns and villages right across Northern Ireland to look their best, boosting civic pride through beautiful plant and floral displays.

This year 3 towns and villages from the Borough received awards as follows:

Town/Village	Category	Place
Ballynure	Village	3 rd place
Randalstown	Small Town	1 st place
Antrim Town	Large Town	1 st place

In addition, O'Kane's Bar Randalstown received a Special Award for Outstanding Floral Presentation for their floral display, and Council also won a Special Award for Biodiversity - Roadside Verge Grass Management.

The winners were announced on Thursday 20 September at Ballyscullion Park Bellaghy, attended by the Deputy Mayor, Officers and community representatives from the winning towns and villages.

Proposed by Councillor Kelly
Seconded by Councillor McClelland and agreed that

the report be noted.

NO ACTION

3.15 WM/arc21/14 arc21 ORGANIC WASTE TREATMENT CONTRACT

As Members were aware, the organic waste collected in the Borough at the Household Recycling Centres and through the brown bin collection service was processed through the arc21 Organic Waste Treatment Contract.

The contract was awarded to Natural World Products and under the terms of the Organic Waste Treatment Contract they are required to develop infrastructure associated with the receipt and treatment of organic waste collected in the arc21 area. This organic waste infrastructure was as follows:

1. A transfer station at Antrim, on a site owned by the Council;
2. A transfer station at Drumanakelly near Seaforde, on a site owned by the Council;

3. A facility at Dargan Road, Belfast, on a site owned by the Council, in order to deal with and treat all Type 1 and Type 2 organic waste collected in arc21's area.

The two Transfer Stations are now operational. However, as detailed work on the proposals for the Dargan Road facility developed, it became clear that the delivery of a suitable facility capable of singularly dealing with all of arc21's organic waste was unrealistic within the prevailing parameters of planning and waste licensing on that site.

Accordingly, arc21 officers had been considering various options associated with the current situation. This process included 'without prejudice' discussion with the contractor, engagement with Council Officers and consultation with professional advisors particularly legal advisors. It was anticipated that arc21 would be in a position to present an options report for consideration at the September meeting of the Joint Committee and subsequently this would be reported to Council for approval, if appropriate.

Proposed by Councillor Greer
Seconded by Councillor Flanagan and agreed that

the report be noted.

NO ACTION

3.16 WM/RC/08 RECYCLING CENTRE OPERATIONS UPDATE

As Members were aware Council approved the harmonisation of the Recycling Centre opening times and hours in January 2017. An update on progress with this and other operational issues concerning the Recycling Centres was set out below.

Background

There are five Recycling Centres in the Borough at the following locations:

1. Bruslee Recycling Centre, Ballyclare;
2. Craigmore Recycling Centre, Randalstown;
3. Crumlin Recycling Centre, Crumlin;
4. Newpark Recycling Centre, Antrim;
5. O'Neill Road Recycling Centre, Glengormley.

The Recycling Centres have over 650,000 vehicular visits per annum and are responsible for approximately 30% of the waste collected in the Borough. The operations at the Centres are very important in helping Council achieve its recycling targets with approximately 70% of the waste entering the sites being diverted from landfill to recycling or recovery outlets.

Harmonisation of Opening Times

The opening times of the five Recycling Centres had been completely harmonised with all Centres operational on all public holidays with the exception of Christmas Day, Boxing Day, and 12 July.

Harmonisation of Opening Hours

The opening hours for Monday to Saturday at the five Recycling Centres had now been harmonised as approved by Council in January 2017 as follows:

	Approved Monday to Saturday Opening Arrangements	
	Summer (Apr- Sept)	Winter (Oct- Mar)
ALL FIVE RECYCLING CENTRES (Bruslee, O'Neill Road, Craigmore, Crumlin, & Newpark)	Mon - Sat 9.00am - 8.00pm	Mon - Sat 9.00am - 6.00pm

In order to achieve the harmonisation of the opening hours, substantial consultation was required with employees, especially with legacy Newtownabbey staff who had to work extended periods and their flexibility in adopting to the new shift patterns had been very beneficial.

Sunday Opening

Council also approved the following Sunday opening for Bruslee and Newpark Recycling Centres in January 2017:

	Approved Sunday Opening Arrangements	
	Summer (Apr- Sept)	Winter (Oct- Mar)
Bruslee Recycling Centre	Sun 9am – 5pm	Sun 9am – 5pm
Newpark Recycling Centre	Sun 12noon – 5pm	Sunday 12noon – 5pm

To open Newpark Recycling Centre on a Sunday requires a significant change to the employees' terms and conditions, with full consultation required with Trade Unions and staff. Following the Council decision in January 2017, Officers immediately commenced consultation with TU representatives.

Members were reminded that the Trade Unions subsequently disengaged from all collective discussions in March 2017 for approximately 9 months.

On the resumption of the discussions with the Trade Unions, negotiations had primarily concentrated on the terms and conditions of the waste collection and street cleansing staff to facilitate the merger these strands of the waste management service. It was envisaged that this process was reaching its conclusion and upon completion the focus would be on the Recycling Centre staff.

In the meantime, Officers have sought to resource Newpark Recycling Centre by other means. Voluntary overtime was offered to the whole of the waste management workforce, approximately 120 staff, but insufficient volunteers were identified. Officers had also sought agency staff from Council's contracted employment agencies but this had also been unsuccessful with the agencies unable to supply the required number of employees.

While Officers are continuing to seek internal volunteers and external agency staff, it was envisaged that Sunday opening at Newpark Recycling Centre would not be possible until staff have been moved onto new employment terms and conditions.

Operational Issues at O'Neill Road

Members had requested that opening hours on Sundays at O'Neill Road also be reviewed, however the same issues as set out above apply.

In the meantime, since opening O'Neill Road Recycling Centre has been very successful and it is now the most well used of all the sites. There is extremely high

usage on Saturdays with on average over 900 vehicle visits every Saturday, equating to approximately 100 cars/vans per hour.

Staff had been carrying out surveys to monitor the usage of the centre by car and van users and it had become apparent that it can take up to one hour to empty some of the vans.

In addition to working towards opening on Sundays at both O'Neill Road and Newpark, Officers were currently considering a number of measures to reduce the congestion at O'Neill Road and would present a report to the Operations Committee in the near future.

Proposed by Councillor Kelly

Seconded by Councillor Foster and agreed that

the report be noted.

Further to a request from the Deputy Mayor, the Head of Waste Management to provide him with costs for Sunday opening at Bruslee.

ACTION BY: Michael Laverty, Head of Waste Management

3.17 WM/WG/2 WINTER OPERATIONS PLAN

From November to April, the Council maintains a Winter Operations Plan to assist staff in delivering Council services as safely and efficiently as possible during the winter months. The Plan also includes provision for gritting services for all Council facilities and designated areas like town centres and car parks, the delivery of the waste collection services during adverse weather, and snow clearance operations.

The Plan is reviewed every year and as winter approaches, it was deemed prudent to advise Members of its provisions. A copy of the current Plan was circulated along with Appendix 2 of the Plan which outlines the areas which would be gritted including how and when this would occur.

The Plan outlines the notification procedure for gritting operations which is activated when the designated officer believes there is a strong possibility of ice occurring based on Met Office warnings and media weather reports.

The procedure takes into account micro climatic differences across the Borough, for example, areas may be gritted in Glengormley due to sub-zero temperatures but there will be no requirement to do so in Crumlin as the temperature is above freezing.

The Plan aims to have Council facilities gritted before staff arrive at work and the main town centres to be serviced before shops and businesses open at 9am. Gritting operations cannot take place during periods of heavy rain or snow.

The Plan also addresses the possible impact of adverse weather on the waste collection services. In the event of severe weather, road conditions will be assessed and operations revised to reflect the increased risks to staff and public safety.

During periods of heavy snow fall, clearance operations will be directed by a dedicated management team chaired by the Director of Operations. This is both for Council operations and facilities, and also in line with the agreement in place with the Department of Infrastructure (Roads), to clear designated footways during prolonged adverse weather. The removal of snow is dependent on the availability of resources although during heavy snow events, the street cleansing services may be suspended and staff re-allocated to clearance operations if deemed safe to do so.

All actions resulting from the Plan would be passed to the Communications and Customers Services section to ensure that Elected Members and the public are kept fully informed of Council operations.

Proposed by Councillor Smyth
Seconded by Councillor Flanagan and agreed that

the report be noted.

NO ACTION

The undernoted supplementary items were considered at this point.

3.21 SUPPLEMENTARY REPORT L/LEI/AP/5 ALLEN PARK RESTAURANT FRANCHISE

Members were reminded that the franchise opportunity at Allen Park had been delivered by Mann's Catering Services on an interim basis. Mann's have been providing a service between Thursdays and Sundays during the summer months as well as catering for society events and special bookings outside these times.

With the main golfing season coming to a close, Mann's Catering Services had reduced the provision at Allen Park to a bar service at weekends as well as catering for society events and special bookings when required.

Officers had advertised the catering opportunity with a revised specification which hoped to highlight the opportunity to an owner/chef or social enterprise. It was anticipated that the tender process be completed by end of October and a new catering contractor be in place in November.

Proposed by Councillor Smyth
Seconded by Councillor Kelly and agreed that

the report be noted.

NO ACTION

3.22 SUPPLEMENTARY REPORT WM/WM/COMS/1 REQUEST FROM KEEP NORTHERN IRELAND BEAUTIFUL TO ASSIST IN A LITTER SURVEY

Council had received a request from Keep Northern Ireland Beautiful (KNIB) to assist them in a project in which they aim to tackle the growing issue of plastic waste in Northern Ireland.

KNIB wanted to collate and identify the main sources of littering in Northern Ireland and in order to do this they wanted to analyse the waste in litter bins in

the Borough. KNIB required this baseline information to quantify the proportion of litter by business type with the aim of seeking further assistance from these producers of the waste through education and awareness campaigns.

The required assistance would have minimal financial or service impact on Council and would result in minor operational changes for a short period of time e.g. the tagging of bags from litter bins for a period of 5 days and short-term shortage of litter waste. Therefore it was proposed to assist KNIB as requested with their litter survey.

Proposed by Councillor Kelly
Seconded by Councillor Smyth and agreed that

Council assists Keep Northern Ireland Beautiful with its litter survey.

Councillor Rea reiterated previous concerns regarding people littering on the Ballyrobin Road, the main road to Belfast International Airport.

Councillor Clarke raised the issue of vandalism of post-mounted litter bins in the Randalstown area. Head of Waste Management to review and install ground mounted bins to address problem.

ACTION BY: Michael Laverty, Head of Waste Management

3.23 SUPPLEMENTARY REPORT WM/WM/001/VOL2 PROPOSAL FOR PARTNERING ARRANGEMENTS FOR THE REMOVAL OF SNOW AND ICE FROM TOWN CENTRE FOOTWAYS AND PEDESTRIAN AREAS.

Following Council approving a request in 2015 from Transport Northern Ireland Council to enter into a Memorandum of Understanding in connection with the removal of snow and ice from town centre footways and pedestrian areas correspondence had been received from the Department for Infrastructure, Roads requesting renewal of the agreement. The renewal is again for 3 years from 1st October 2018.

The draft Memorandum of Understanding (MoU) was circulated.

The MoU provides an agreed framework to formalise the level of service to be provided and defines each organisation's duties and obligations in delivering the service.

Points to note

- The Department for Infrastructure, Roads provides Council with salt/grit mix free of charge
- Council will receive an annual Service Fee of £2,358
- The Department for Infrastructure, Roads extends the indemnity offered to council and its agents

Proposed by Councillor Smyth
Seconded by Councillor McClelland and agreed that

Council agrees to renew the partnering arrangements with the Department for Infrastructure, Roads, for the removal of snow and ice as set out in the Memorandum of Understanding, from 1st October 2018 for 3 years.

Councillor Rea requested that Officers provide the cost to Council for undertaking this work.

ACTION: Geraldine Girvan, Director of Operations

Councillor Logue left the meeting at 7.32 pm.

ANY OTHER RELEVANT BUSINESS

- (1) In response to a query the Director of Operations advised that the Head of Arts and Culture now reported to the Director of Community Planning and any future Committee items for the Arts & Culture Section would be brought to the Community Planning and Regeneration Committee.

- (2) In response to a query on whether legacy Antrim residents would be provided with a triple stack system for recycling, the Director of Operations advised that the collection of glass in Antrim was under review and a report would be brought to Committee in due course.

PROPOSAL TO PROCEED 'IN CONFIDENCE'

Proposed by Councillor Foster
Seconded by Councillor McGrath and agreed that

the following Committee business be taken In Confidence.

3.18 IN CONFIDENCE FI/PRO/TEN/130 EXTENSION OF SPORTSTURF MAINTENANCE CONTRACT

Contract Period: 3 June 2017 to 31 May 2018 (with an option to extend for a further 24 months, in 3 month increments, subject to review and performance)

At the Council meeting on 30 May 2017, the contract for the Sportsturf Maintenance was awarded to various suppliers as listed below.

The contract is currently being used and the Contract Manager is satisfied with the performance of the service providers.

As the market conditions are broadly similar, the Contract Manager recommends that the option to extend be exercised and that the contract be extended until 31 May 2019. A further review will be carried out in advance of that date with a view to recommending a way forward.

Lot	Principal Supplier	1st Reserve Supplier	2nd Reserve Supplier
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Lot 1 Verti-Draining & Topdressing	WM Contracts	Irwin Ground Works	Haffey Sportsgrounds Ltd
Lot 2 Hollow Tining	WM Contracts	Irwin Ground Works	Clive Richardson Ltd
Lot 3 Solid Tining	WM Contracts	Irwin Ground Works	Haffey Sportsgrounds Ltd
Lot 4 Overseeding and Direct Seeding	Irwin Ground Works	Clive Richardson Ltd	WM Contracts
Lot 5 Spraying	WM Contracts	Irwin Ground Works	Tony Patterson Sportsgrounds Ltd
Lot 6 Sand Slitting	Clive Richardson Ltd	Haffey Sportsgrounds Ltd	Irwin Ground Works
Lot 7 Scarification	Irwin Ground Works	Clive Richardson Ltd	WM Contracts
Lot 8 Aeration	Irwin Ground Works	WM Contracts	Haffey Sportsgrounds Ltd
Lot 9 Other Maintenance Works	WM Contracts	Haffey Sportsgrounds Ltd	Clive Richardson Ltd
Lot 10 Flailing	WM Contracts	Haffey Sportsgrounds Ltd	Irwin Ground Works
Lot 11 Turfing	WM Contracts	Irwin Ground Works	Tony Patterson Sportsgrounds Ltd
Lot 12 Goal Renovation Works	WM Contracts	Irwin Ground Works	Clive Richardson Ltd
Lot 13 Grounds Works	WM Contracts	Haffey Sportsgrounds Ltd	Clive Richardson Ltd
Lot 14 Drainage	WM Contracts	Haffey Sportsgrounds Ltd	Clive Richardson Ltd
Lot 15 Gravel Banding	Irwin Ground Works	Haffey Sportsgrounds Ltd	Tony Patterson Sportsgrounds Ltd

Proposed by Councillor Smyth
 Seconded by Councillor Rea and agreed that

the contract with the above noted suppliers be extended until 31 May 2019.

ACTION BY: Melissa Kenning, Procurement

3.19 **IN CONFIDENCE** PK/CEM/015 CEMETERY HOUSES AND CARETAKERS BUNGALOW

BACKGROUND

Members were reminded that a request was made for an assessment to be carried out on options available for the cemetery/caretakers' houses.

Council owns four residential dwellings, three of which are located within the boundaries of Antrim, Ballyclare and Carnmoney cemeteries, the fourth is located in Steeple Park (Antrim)

Overview of properties

- [REDACTED]
- Ballyclare Cemetery House is vacant and requires redecoration and some modifications; if it is to be retained as a domestic property.
- Carnmoney Cemetery House is vacant and requires refurbishment and modernisation to become habitable.

- Steeple Park (caretakers bungalow) is vacant and requires redecoration

Officers have considered the following options

1. Do nothing (3 out of 4 would remain vacant and 1 [REDACTED])
2. Sale
- 3a Use for alternative Council use or,
- 3b Demolish/retain and review in the future for redevelopment
4. Lease/rent.

An Economic Appraisal and Business Case was carried out to consider the individual merits of each property (circulated) i.e. condition, location, investment required and any local agreements which may be in place.

OUTCOME

Based on the findings the following options were recommended:

[REDACTED]

Ballyclare Cemetery House - OPTION 2 – Sale* - invest in remedial works and modifications to include creation of a separate entrance at a cost of £[REDACTED] and put on open market for sale.

Carnmoney Cemetery House - OPTION 3b – Demolish and redevelop for other Council purpose (e.g. car parking, storage) at an estimated cost of £[REDACTED]. Car parking is limited. The most recent valuation of the house as it stands is £[REDACTED].

Steeple Park house - OPTION 3b – Retain building as it is and review in context of the Steeple Park Masterplan.

*a recent valuation indicates that the potential sale will generate in the region of £[REDACTED], this assumption is based on the lower end of the valuation of £[REDACTED], less 25% due to the location of the property. Note – the sale price is sensitive to the current local market, and could go up or down.

Proposed by Councillor Montgomery
Seconded by Councillor Kelly and agreed that

approval be given:

- i) [REDACTED]
- ii) For Ballyclare Cemetery house to be valued for sale as is with any necessary planning permission in place,
- iii) For the Carnmoney Cemetery House site to be assessed for provision of additional burial plots and if not suitable, property to be valued for sale as is with any necessary planning permission in place,
- iv) For a valuation on the Steeple House, as is, to be reported to Committee
- v) A report be brought back to committee with valuations for properties.

ACTION BY: Ivor McMullan, Head of Parks

3.20 **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:

- September 2018

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.

Proposed by Councillor Foster
Seconded by Councillor Smyth and agreed that

the papers be noted.

ACTION BY: Michael Laverty, Head of Waste Management

PROPOSAL TO PROCEED OUT OF 'IN CONFIDENCE'

Proposed by Councillor Smyth
Seconded by Councillor Foster 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 19.58 pm.

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.