



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE OPERATIONS COMMITTEE HELD
IN ANTRIM CIVIC CENTRE ON MONDAY 3 JUNE 2019 AT 6.30 PM**

- In the Chair** : Alderman J McGrath
- Members Present** : Aldermen - T Burns, M Girvan
Councillors – J Archibald, A Bennington, M Cooper,
R Foster, J Gilmour, N Kelly, R Kinnear, A Logue,
J Montgomery, N McClelland, S Ross and R Swann
- In attendance** : Alderman J Smyth
Councillors - L Clarke and B Webb
- Officers Present** : Director of Operations - Ms G Girvan
Head of Leisure – Mr M McDowell
Head of Waste Management – Mr M Lavery
Head of Environmental Health – Mr C Todd
ICT Officer – Mr C Bell
Media and Marketing Officer – Mrs J Heasley
Mayor and Member Services Officer - Mrs S Fisher

CHAIRPERSON'S REMARKS

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

He also took the opportunity to particularly welcome all the new Members along to a busy and diverse committee.

1 APOLOGIES

None

2 DECLARATIONS OF INTEREST

None

3 ITEMS FOR DECISION

3.1 EH/EHS/2 SERVICE LEVEL AGREEMENT - WELFARE OF ANIMALS (NI) ACT 2011

Since April 2015, Mid and East Antrim Borough Council has been acting as a Sub-Regional Lead Council responsible for the delivery of the Animal Welfare Service across the Northern Region (Mid and East Antrim; Antrim and Newtownabbey; and, Causeway Coast and Glens).

A Service Level Agreement (SLA) established the provisions under which Mid and East Antrim Borough Council may provide the Department of Agriculture, Environment and Rural Affairs (DAERA) funded Animal Welfare Service.

The SLA had previously been renewed on an annual basis, however upon consultation with all concerned parties, it was proposed that the period of the SLA be extended to March 2021.

A copy of the SLA with the revised end date was circulated.

In response to a query, the Head of Environmental Health advised that the service is fully funded by DEARA.

Proposed by Councillor Kelly

Seconded by Councillor Logue and agreed that

the revised Service Level Agreement between Antrim and Newtownabbey Borough Council and Mid and East Antrim Borough Council for the delivery of an animal welfare service for the period to 31st March 2021 for the Borough be approved, signed and sealed.

ACTION BY: Clifford Todd, Head of Environmental Health

3.2 EH/EHS/LR/10 ENVIRONMENTAL HEALTH ENFORCEMENT POLICY

Members were reminded that the enforcement activity carried out by the Environmental Health team is delivered in accordance with an Environmental Health Enforcement Policy.

The policy sets out the principles and approach adopted in applying the legislation falling under the remit of Environmental Health to ensure effective, consistent and open enforcement.

As set out in the policy, it was agreed that a review would take place every two years to ensure that it satisfies current legal requirements and customer expectations. This review was due in 2019 and had now been completed and was circulated for Committee's consideration.

There was one amendment in the section on confidentiality on page 4 of the document, where a sentence had been added to the narrative around confidentiality and anonymity. In this case, it was setting out that in the case of an anonymous complaint it may not be possible to pursue legal proceedings.

The revised policy had undergone Equality Screening and an Impact Assessment was not required.

Proposed by Alderman Girvan
Seconded by Councillor Kelly and agreed that

the revised Environmental Health Enforcement Policy be approved.

ACTION BY: Clifford Todd, Head of Environmental Health

3.3 EH/EHS/018 FOOD SERVICE DELIVERY PLAN 2019-2020, REVIEW OF FOOD SERVICE DELIVERY PLAN 2018-2019

Members were advised that Council is required to produce an annual plan showing how it intends to fulfil its statutory duties and deliver Food Control services.

Copies of the Food Service Delivery Plan 2019/2020 and the review of the Food Service Delivery Plan 2018/2019 were circulated.

Proposed by Councillor Montgomery
Seconded by Councillor Bennington and agreed that

i) The Food Service Delivery Plan 2019/2020 be approved;

ii) The review of the Food Service Delivery Plan 2018-2019 be noted.

ACTION BY: Clifford Todd, Head of Environmental Health

3.4 EH/EHS/011 HEALTH AND SAFETY DELIVERY PLAN 2019/2020, REVIEW OF HEALTH AND SAFETY DELIVERY PLAN 2018/2019

Monitoring guidance issued by the Health and Safety Executive Northern Ireland (HSENI) under Article 20 of the Health and Safety at Work Northern Ireland Order 1978 requires the Council to establish and maintain a planned Health and Safety activity programme on an annual basis.

Copies of the Health and Safety Service Delivery Plan 2019-2020 and the review of the Health and Safety Service Delivery plan 2018-2019 were circulated.

Proposed by Councillor McClelland
Seconded by Councillor Archibald and agreed that

i) The Health and Safety Service Delivery Plan 2019-2020 be approved.

ii) The review of the Health and Safety Service Delivery Plan 2018-2019 be noted.

ACTION BY: Clifford Todd, Head of Environmental Health

3.5 EH/GEN/009 REGULATORY EXCELLENCE AWARDS NOMINATION 2019

Members were reminded that the Council has been implementing, for the last two years, an allergy strategy to improve compliance with food allergen information requirements in food businesses. Food businesses are required by law to provide customers with accurate information on the 14 major food allergens, if they are included in any of the products they produce, sell or serve. A full report on the allergy strategy was included in the agenda report.

The Food Safety Team submitted a statement about its strategy work to the 'Regulatory Excellence Awards' and as a result, the team had been announced as a finalist in the Innovation and Technical category. The awards are organised by the Office for Product Safety and Standards part of the Department for Business, Energy & Industrial Strategy (BEIS).

The Awards recognise regulatory organisations, individuals, businesses and trade associations that have achieved positive outcomes through good practice.

This category nomination demonstrates how the Council had made a real difference in protecting its citizens and supporting local food businesses, by creating better regulation tools. To be chosen as a Regulatory Excellence Awards finalist is a significant achievement.

Category winners would be announced at the Awards final to be held at 1pm on 20 June 2019 in London.

Travel Costs

A return flight (same day) from Belfast International to London Gatwick is approximately £152 per person with additional associated public transport costs.

Proposed by Alderman Girvan

Seconded by Councillor McClelland and agreed that

the Mayor, Chair and Vice Chair of Operations Committee, or their nominees, attend as an approved duty plus 1 officer.

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

3.6 L/LEI/648 DARKNESS INTO LIGHT EVENT 2019

In recent years Council has been hosting the Darkness into light event at the V36. Darkness into Light is a unique international event which is held in 120 locations worldwide when thousands of people come together at dawn to walk from darkness into the light in memory of loved ones lost to suicide and/or to promote the message of suicide prevention and hope.

Again this year, a Working Group was established, made up of Members, Officers, PSNI, Charity partner - Antrim Youth Information and Counselling Service (AYICC) and Tesco.

The Working Group met on Thursday 2 May 2019 and the minutes of the meeting were circulated together with some photographs.

On Saturday 11 May, the event went ahead with over 200 people participating to support this cause.

Proposed by Councillor Foster
Seconded by Councillor Logue and agreed that

the minutes of the meeting of the Darkness into Light working group 2019 be approved.

ACTION BY: Anna Boyle, Sport and Physical Activity Development Manager

3.7 PK/GEN/131 PUBLIC RIGHT OF WAY ENQUIRY: ELIZABETH GARDENS TO BALLYEASTON ROAD (BALLYCLARE)

Queries had been received regarding the status of a laneway – Elizabeth Gardens to Ballyeaston Road in Ballyclare. Beginning at Elizabeth Gardens, the first half of the laneway has been tarmacked by Northern Ireland Housing Executive as shown on the map circulated. The remainder of the path (B-C) is in well maintained grass, with evidence of high usage.

However, recent complaints had been received that homeowners of houses either side of the laneway are encroaching onto it with new hedging, and blocking the exit with their vehicles. This had been confirmed by Officers who carried out a recent site visit. A Land Registry search has revealed that although the first section is owned by Northern Ireland Housing Executive, the remaining section is unregistered.

The laneway had not been asserted by Council as Public Right of Way, however, it is highly likely that it fits the criteria of a public right of way and merits investigation: ie it joins two public spaces and has been used on a regular basis by pedestrians uninterrupted for many years.

Proposed by Alderman Girvan
Seconded by Councillor Archibald and agreed that

approval is granted for Officers to initiate an investigation into the status of the laneway between Elizabeth Gardens and Ballyeaston Road, Ballyclare.

ACTION BY: Elaine Upton, Countryside and Physical Activity Development Manager

3.8 PK/BIO/018 BEST KEPT GARDEN COMPETITION 2019

Council's annual Best Kept Garden competition was launched on 10th May (during compost week) with a closing date for entries of 31st July 2019. The closing date will be later this year to ensure that entrants can provide photographs of their garden at its best.

The judging panel will assess the entries during August 2019 with a winners' event planned at Mossley Mill in September 2019. Nominations for judging

panel (3 elected members) are requested. Previously, nominees have been representatives from the Grass Management Working Group, most recently Alderman Smyth, and Councillors McWilliam and Clarke.

The time commitment required for judges is to firstly complete a shortlisting process, using photos from residents' gardens, which will take approximately one half day. A full day will be required, on a date agreed by all, to visit the gardens of those residents who have been shortlisted, and make a final decision as a panel on the winners of each category.

The categories will be similar to last year with an additional category, in partnership with the Waste Management section, to encourage a reduction in the use of plastic and/or evidence of recycling in the garden. This category, How Green Do You Garden, is for those who are innovative in how they 'garden' through minimising use of plastics, using water butts etc.

Categories for 2019:

- Best Kept Garden
- Best Kept front/container garden
- Best Kept School
- Best Kept Commercial Premises
- Best Kept Community Planting
- How Green do you Garden

Total prize money for the competition is £900.

Proposed by Councillor Kelly

Seconded by Alderman Burns and agreed that

the following four elected members are nominated to participate in the Best Kept Garden judging panel 2019.

Member Nominated	Proposer	Seconder
Councillor Montgomery	Councillor Foster	Councillor McClelland
Alderman Smyth	Alderman Girvan	Councillor Montgomery
Councillor Clarke	Alderman Girvan	Councillor Montgomery
Councillor Logue	Councillor Kinnear	Councillor McClelland

ACTION BY: Ivor McMullan, Head of Parks

3.9 PK/GEN/35/VOL2 GRASS MANAGEMENT SUB GROUP

In October 2015 it was agreed to establish a grass management sub group. The primary purpose of this sub group was to plan and manage the challenges of new traffic regulations, roundabout maintenance improvements and impact of DfI budget cuts on urban grass cutting. This sub group has proven very effective in achieving improvements in these areas and also as a mechanism for a wider range of operational Parks matters.

The Agenda to date had included: -

- roundabout landscaping and upgrades
- Roundabout Sponsorship
- urban grass cutting
- town and village accreditations (Green Flags, Ulster in Bloom, Irelands best Kept etc.)
- Traffic Management Regulations
- Village action planning
- Seasonal Planting
- Best Kept Garden Competition
- Flower bed displays

Meeting Scheduling

Meetings are scheduled up to 6 times per annum and are normally held prior to the Operations Committee. The chair of the sub group is normally the Chair of the Operations Committee. The minutes of the meeting are considered at the following month's Operations Committee.

It is proposed that the next meeting of the sub group will be scheduled by agreement following nomination of members, as a range of business is awaiting consideration. Subsequent meetings will then be scheduled prior to Operations Committee.

Membership of the Subgroup

The membership of this subgroup in 2018/2019 as follows: - Chair of Committee (Councillor Ritchie), Vice Chair (Councillor Greer), Alderman Smyth, Councillors Clarke, Montgomery, McWilliam, and Magill. Membership to date has been reviewed annually in April / May. It has to date, been Members with an interest in the subject, that has determined membership aside from the Chair of Operations Committee or his nominee.

Proposed by Alderman Girvan

Seconded by Councillor Bennington and agreed that

nominations to the Grass Management Sub Group for 2019/2020 are agreed.

Member Nominated	Proposer	Seconded
Alderman Smyth	Alderman Girvan	Councillor Bennington
Councillor Clarke	Alderman Girvan	Councillor Bennington
Councillor Magill	Alderman Girvan	Councillor Bennington
Councillor Montgomery	Councillor Foster	Councillor Ross
Councillor McWilliam	Councillor Foster	Councillor Ross
Councillor McGrath	Councillor Montgomery	Councillor Swann
Councillor Cooper	Councillor Montgomery	Councillor Swann

The Head of Parks is to review a stretch of grass on the Road to the Dunsilly Roundabout to establish ownership and arrangements for grass to be cut. The Director of Operations undertook to provide Members with a list of areas where grass is cut by Council.

ACTION BY: Geraldine Girvan, Director of Operations/Ivor McMullan, Head of Parks

3.10 PK/GEN/069 TREE SURVEY PROPOSAL

Members were advised that Council has responsibility for a significant parks estate extending to over 400 hectares. This estate includes a tree population at various life stages. To maintain this valuable asset, it is essential that a planned approach to tree maintenance is developed, to ensure a sustainable tree population including planting, tree health, tree removal and replacement.

Currently trees are managed as part of scheduled checks and work is conducted in house where possible. Larger scale works are contracted out. Assessments are conducted during summer months, with physical works carried out over winter to ensure compliance with relevant legislation (eg, The Wildlife (NI) Order).

To further enhance this process, it was proposed that an independent arboriculturalist is appointed to carry out a planned, phased assessment of tree stock, focussing specifically in areas of high usage. These independent assessments would be conducted annually and would be used to prioritise winter tree works, in conjunction with in house assessments.

Whilst the primary reason for this work was to improve the overall health of the tree stock on Council sites, the programme will also provide the reassurance that Council is proactively managing the risk associated with mature trees in particular.

The cost to conduct these assessments can be met from the parks annual revenue budgets and it was estimated that this will cost £9,000 per annum.

Proposed by Councillor Logue

Seconded by Councillor Kelly and agreed that

the report be agreed and the Committee be notified of any trees requiring removal, in advance where possible. In the event of there being urgent health and safety issues, trees to be removed and reported retrospectively. Replacement trees to be planted in parallel.

ACTION BY: Geraldine Girvan, Director of Operations

3.11 WM/WM/42 FAIRTRADE STEERING GROUP NOMINATIONS

As Members were aware, Fairtrade Borough Status is in place, through accreditation from Fairtrade UK and Ireland.

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.

Fairtrade accreditation was held by both legacy Councils and this was transferred to the new Council in April 2015. The work of Council, businesses, schools and communities has led to the continued growth in awareness and promotion of Fairtrade across the Borough and this has resulted in the successful re-accreditation of Fairtrade Borough Status in March 2019.

Part of the requirement of the accreditation is that a Fairtrade Steering Group is in place to co-ordinate the initiative in the Borough. The Steering Group is comprised of Elected Members, Officers and representatives from schools, business and residents from the area. The Steering Group meets approximately three times per year and a minimum of three Elected Members were sought to sit on the group. Meetings would generally last 1-2 hours.

Proposed by Councillor Kelly

Seconded by Councillor Foster and agreed that

up to three Elected Members be nominated to participate in the Fairtrade Steering Group.

Member Nominated	Proposer	Seconded
Councillor McClelland	Alderman Burns	Councillor Logue
Councillor Archibald	Councillor Bennington	Alderman Girvan
Councillor Gilmour	Councillor Kelly	Councillor McClelland

ACTION BY: Lynsey Daly, Waste Strategy and Contract Manager

4 ITEMS FOR INFORMATION

4.1 EH/PHWB/2 HOME ACCIDENT PREVENTION – BEE SAFE 2019

The Council's annual Bee Safe event took place in April and May at All Saints Parish Centre, Antrim and the Theatre at the Mill, Newtownabbey. Over 1,850 Year 7 pupils from 52 primary schools across the Borough attended the event.

Bee Safe is a multi-agency community safety Initiative specifically aimed at children who are about to transfer from primary to post-primary education. Bee Safe is a creative way of teaching Year 7 pupils how to prevent everyday accidents and dangerous situations and how to deal with them safely and effectively as they gain more independence in post primary education.

Pupils move around in small groups visiting seven different scenarios, each with its own safety theme. The initiative is delivered each year by agencies including:

- Police and Community Safety Partnership
- Police Service of Northern Ireland (Anti-Social Behaviour)
- Antrim and Newtownabbey Borough Council Environmental Health

- Antrim and Newtownabbey Borough Council Community Planning & Public Health Agency (Take 5 Steps to Well Being)
- Antrim and Newtownabbey Borough Council Good Relations (Inclusion & Diversity)
- Northern Ireland Fire and Rescue Service;
- Translink, and
- Antrim Youth Information and Counselling Centre (Drugs & Alcohol)

As part of this year's event, Environmental Health staff developed an interactive Home Safety bingo game which was circulated which helped pupils identify potential hazards within the home and look at ways to stay safe.

Feedback from teachers and children about Bee Safe had been very positive. 96% of teachers attending the event had rated Bee Safe as excellent in terms of content, relevance and presentation and children from Jordanstown Schools commented that they "*really enjoyed the bingo activity*".

Proposed by Councillor Montgomery
Seconded by Councillor Kelly and agreed that

the report be noted.

NO ACTION

4.2 EH/PHWB/12 ANTRIM AND NEWTOWNABBEY LONELINESS NETWORK

As part of Community Planning arrangements a range of statutory, voluntary and community organisations have been working together to set up a Network to combat loneliness across the Borough and which will be launched on Monday 24 June 2019.

Partners include:

- Environmental Health
- Northern Health and Social Care Trust
- Red Cross
- Campaign to End Loneliness
- Police and Community Safety Partnership, and
- Age Northern Ireland

Research suggested that isolation and loneliness are as harmful to our health as smoking 15 cigarettes per day.

Affecting people of all ages, loneliness is a universal social and public health issue that can be classified as:

- Emotional - where we miss the companionship of one particular person, often a spouse, sibling or friend
- Social - when we lack a wider social network or group of friends

Loneliness can be a feeling that comes and goes, can occur at certain times of the year, or it can be prolonged where someone feels lonely all or most of the time. It has also been linked to social isolation.

Through bringing together statutory, community and voluntary organisations as well as employers from across the Borough, the launch event aims to:

- Initiate and encourage conversations on how to tackle loneliness
- Encourage champions to help tackling the issue
- Share good practice, and
- Encourage partners to join the network and initiate actions

Examples of successful actions in other areas include:

- The use of a caravan which provides a drop in space for people in rural communities to reconnect over a cup of coffee
- 'Chatty cafes', and
- Using digital tools to enable connections with more people

The keynote speaker for the launch is Fiona Murphy, Northern Ireland Campaigns Manager for the Campaign to End Loneliness. Other presentations will include the Red Cross sharing their experience on tackling loneliness in the Borough, and delegates will have an opportunity to hear the experiences of existing Red Cross service users, along with a performance from the Red Cross Connected Choir.

Proposed by Councillor Montgomery
Seconded by Councillor Logue and agreed that

that the report be noted and the details for the launch be circulated.

ACTION BY: Clifford Todd, Head of Environmental Health

4.3 EH/PHWB/2 HOME ACCIDENT PREVENTION 2018-2019 PERFORMANCE REPORT

Members were reminded that Home Accident Prevention is delivered by Council in partnership with the Public Health Agency.

On average in Northern Ireland, two people die each week as a result of an accident in the home and there are 17,000 hospital admissions per year due to unintentional injuries.

The majority of accidents and deaths in the home are caused by falls but other causes include:-

- Carbon monoxide poisoning
- Smoke inhalation from fires
- Burns and scalds
- Poisonings, and
- Blind cord strangulation

Statistics show there are some groups in society who are especially vulnerable to accidents in the home and suffer more long-term consequences. These include:-

- Babies and children under 5
- People over 65, and
- Those at greater social, economic and health disadvantage - including vulnerable adults

The Home Accident Prevention Strategy, developed by the Department of Health in Northern Ireland, addresses issues across the entire population, but gives particular attention to these vulnerable groups.

The checks carried out and advice provided by the Home Safety Officer help residents to identify potential hazards, such as storage of medication and cleaning materials in an unlocked cupboard, and tripping hazards including rugs and loose carpet. The equipment provided which includes stair gates, touch lamps, cupboard locks and blind cord cleats, helps them to stay safe in their home.

Onward referrals to other service providers include requests to the Council's Cleansing section for assisted bin lifts and the Northern Ireland Fire and Rescue Service to ensure that residents get all the help and support available to protect them from the risk of fire.

Feedback from the service provided by the Home Safety Officer had been extremely positive. Residents had commented that they are very pleased with the service, the help and advice they receive and that the home safety checks put their mind at ease.

Specific comments included the following:-

"I would like to thank Antrim and Newtownabbey Borough Council for this service which really put my mind at rest about Carbon Monoxide fumes. Your employee Tom was exceptional at his job and properly give relevant information as well as providing us with some aids for the home.

He also contacted the Fire Service who came and installed a smoke alarm for us. Well done Antrim and Newtownabbey Borough Council. What a great service. Thank you."

"Tom Durrant called into our home on an arranged visit. He arrived on time, was very easy to talk to and was very helpful addressing our needs. We were very pleased with the help and advice he gave to us. In fact we have (so far) given his name and contact details to four other people that we think would benefit by a visit from Tom, Hope he doesn't mind!"

Each year, the Public Health Agency sets specific targets to tackle Home Safety. In 2018-19, a total of 522 Home Safety visits were completed and all of the targets set by the Public Health Agency were exceeded as detailed in the table below:-

2018/19

Target	Achieved
152 Home Safety Checks for the target group of Over 65/Vulnerable Adults.	285 Home Safety Checks completed.
212 Home Safety Equipment Delivery/Home Safety Checks for the Under 5 years old target group.	237 Equipment Deliveries/Home Safety Checks completed.
Signpost 25% of clients to relevant support services.	47% clients signposted.
Carry out 33 activities or events to raise awareness of Home Accident Prevention.	38 Home Accident Preventions activities delivered through talks/information and articles in Borough Life.

Proposed by Councillor Bennington
 Seconded by Councillor Kelly and agreed that

the report be noted.

NO ACTION

4.4 EH/PHWB/5 ENERGY EFFICIENCY 2018-2019 PERFORMANCE REPORT

Members were reminded that Energy Efficiency Advice is delivered by Council in partnership with the Public Health Agency.

Living in a cold home, often described as being in Fuel Poverty, can contribute to a range of health conditions that cost the National Health Service millions of pounds each year. In addition to repeat visits to GPs and admissions to hospitals, Fuel Poverty can lead to an increase number of deaths each winter through respiratory and circulatory disease. It can also have a negative impact on mental health.

Three main factors contribute fuel poverty:

- Income
- Fuel price, and
- Energy efficiency of the home

In 2011, the Department for Communities Strategy, "Warmer Healthier Homes", highlighted that these factors should be addressed to help households move out of Fuel Poverty.

As part of the Council's Environmental Health service, the Community Wellbeing Officer provides advice and information on the following:

- Improving energy efficiency
- Budgeting for heating costs
- Advice on switching energy suppliers, and

- Can make referrals to energy efficiency grant schemes e.g. Northern Ireland Sustainable Energy Programme, the Affordable Warmth Scheme and the Boiler Replacement Scheme

Referrals to the service are received directly from householders, Elected Members and a range of partner agencies including Advice Northern Ireland, Northern Health and Social Care Trust and Radius Floating Support.

Cases dealt with by the Community Wellbeing Officer often result in a complete new heating system for the householder and a number of onward referrals made to various support services.

A recent example of this work involved a referral from an 80-year-old woman with limited vision who was living on her own with no heat. To help her stay warm in the short term, the lady was given a Keep Warm Pack and assessed for eligibility for an Energy Efficiency grant. A referral for a new boiler was then made under the Northern Ireland Sustainable Energy Programme.

Whilst in her home, the Community Wellbeing Officer was concerned about both the lady's health and living conditions. With her permission, discussions took place with other statutory partners to explore options for additional support to be provided. As a result of the relationship developed with the Community Wellbeing Officer, the lady has been supported and is receiving appropriate medical treatment.

The lady had described her new boiler as "fantastic" and was continuing to receive appropriate support from statutory agencies.

In the last financial year, the Public Health Agency set targets for the Community Wellbeing Officer and all of the targets set were exceeded as detailed in the table below:-

Targets	Achieved
A minimum of 189 household referrals	554 referrals completed
Provide advice and support in response to 1,287 enquiries	Advice and support provided to 3,374 enquiries
Provide one to one support to 175 households	One to one support provided to 176 households
Provide a minimum of 24 awareness raising talks/events/meetings and articles	36 awareness events/articles delivered through talks, events, meetings and Borough Life
Provide support and assistance to other Council/ Public Health Agency led schemes such as the Oil Stamp Saving Scheme	£178,000 oil stamps issued
Support the co-ordination and distribution of Keep Warm Packs	487 Keep Warm Packs distributed throughout the Borough

The Keep Warm Packs funded by the Public Health Agency provide immediate, short term support to help those most at risk from the effects of living in a cold home.

Adult Packs contain items of clothing including:-

- Vests
- Gilet
- Warm socks, and
- A blanket

Packs with items of clothing are also available for babies, toddlers and children. To ensure packs go to those most at risk, the Public Health Agency has developed eligibility criteria which was circulated. The Community Wellbeing Officer works with the referral partners to distribute the packs throughout the Borough.

The Head of Environmental Health advised that he would review the contents of the Keep Warm Packs.

Proposed by Alderman Girvan

Seconded by Councillor McClelland and agreed that

the report be noted.

ACTION BY: Clifford Todd, Head of Environmental Health

4.5 WM/WM/37 MJ ACHIEVEMENT AWARDS

The MJ Achievement Awards recognises Local Authority service excellence, in particular innovative and thought provoking schemes. The Waste Management section, in partnership with Council's Communications Team, submitted an application this year detailing the very successful and innovative social media campaign that was rolled out across the Borough highlighting recycling and in particular the #irecycleright message. These videos can be viewed at:

<https://antrimandnewtownabbey.gov.uk/residents/bins-recycling/what-can-be-recycled/irecycleright/>

Despite record number of entries, the Council submission was commended in the *Innovation in Communication* category of the MJ Achievement Awards 2019.

Proposed by Councillor Bennington

Seconded by Alderman Girvan and agreed that

the report be noted.

NO ACTION

4.6 WM/WM/37 WASTE MANAGEMENT PERFORMANCE UPDATE REPORT Q3 2018-19 WASTE TREATMENT:

Council has two statutory waste targets that have to be complied with and they are as follows:

1. Recycle 50% of all household waste by 2020;
2. Limit the landfilling of biodegradable waste to no more than 16,358 tonnes in 2020.

Under the Landfill Regulations (Northern Ireland) 2003, Council submits waste data returns to the Northern Ireland Environment Agency. These are completed on a quarterly basis throughout the year and are used by the NIEA to calculate Council's recycling rate and compliance with the landfill diversion targets i.e. Northern Ireland Landfill Allowance Scheme (NILAS).

The waste data submission for Quarter 3 2018-19 has been submitted and the waste data for the year is shown below compared to the same period in 2017-18:

	Q3 2017-18		Q3 2018-19	
Total Household Waste Arisings	18,485		18,873	
Household Waste Arisings to Recycling	9,411	50%	10,242	54%
Household Waste Arisings to Recovery	2,587	15%	3,009	16%
Household Waste Arisings to Landfill	6,487	35%	5,622	30%

	Q3 2017 -18		Q 3 2018 -19	
Total Local Authority Collected Municipal Waste Arisings	22,299		22,562	
Municipal Waste Arisings to Recycling	11,741	53%	12,622	56%
Municipal Waste Arisings to Recovery	2,837	12%	3,704	16%
Municipal Waste Arisings to Landfill	7,721	35%	6,236	28%

Please note Local Authority Collected Municipal Waste is ALL the waste that the Council collects i.e. commercial, street sweepings, recycling centres as well as household waste.

The key points are as follows:

- The overall increase in municipal waste arisings is just over 1% for Quarter 3 and while this is down from the 4% increase recorded in Quarter 2, this continues to have an adverse impact on the Council's budgets as we handle and treat more waste. The increased waste

handled by Council is being recycled rather than landfilled and therefore treated/disposed of in the most economically advantageous way;

- Significant increase in tonnage/percentage of both household and municipal waste recycled, with rates up 7.5-9% for both household and municipal waste;
- Significant reduction in the amount of waste landfilled.

In Q3 2018-19 Council landfilled 2,825 tonnes of biodegradable waste, which equates to 20.2% of the Council's overall NILAS allocation for 2018-19, meaning the Council is well on its way to achieving its targets.

Note – This information forms Council's waste data return for Quarter 3 2018-19 and still has to be verified by DAERA and may be subject to change.

MISSED BINS:

Council has a Key Performance Indicator to ensure that 99% of bins are collected on the correct day. Every day Council and its contractors complete approximately 21,000 container and bin collections and this equates to nearly 1.4 million per quarter. During Quarter 3 2018-19 Council collected approximately 99.9% of bins on the designated day.

Those bins recorded as missed are where the Council is deemed at fault and the bins will have been collected by the Waste Section or contractors if the resident reports the issue within 24 hours of their designated collection day.

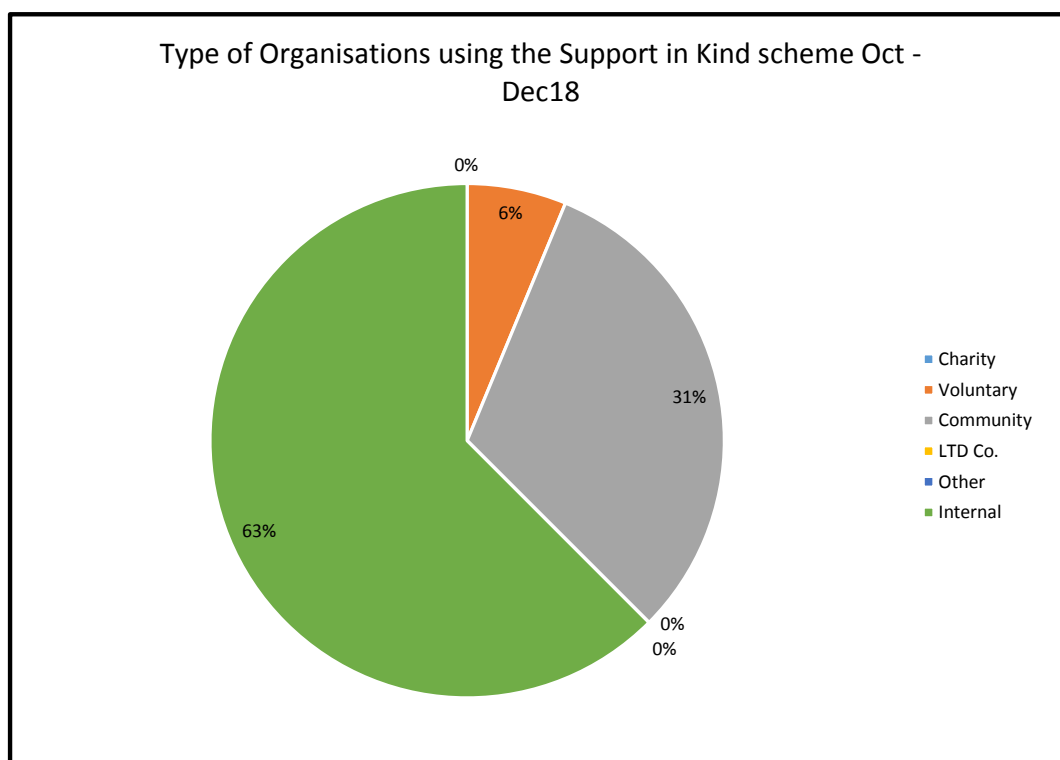
SUPPORT IN KIND REQUESTS:

The Waste Management section operates a Support In Kind scheme for local organisations or individuals. Members are reminded that this service provides litter pickers, black bags, gloves, etc. for community clean-ups, assistance at events, etc. The applications generally relate to requests for waste collection and disposal activities, although portable toilets are also included in the scheme.

In Quarter 3 of 2018/19, a total of 16 Support in Kind requests were approved, which is the same number of events supported in the same period in 2017/18. The approximate cost of Support in Kind scheme this quarter was £3038.

The costs accrued are mainly from the provision of non-returnable items such as gloves and bags, waste disposal, pre and post event sweepers and the hire of portable toilets. The cost of delivering and collecting the items, i.e. fuel and staff costs, are not included in the total.

The Graph below shows the breakdown of the type of organisations that were supported through the Support In Kind scheme in Quarter 3. The largest proportion of the requests for assistance were internally for community events such as the Christmas Lights Switch on and Christmas Market events and the secondary with environmental clean-ups in the Borough.



Proposed by Councillor Kelly
 Seconded by Councillor McClelland and agreed that

the report be noted.

NO ACTION

4.7 WM/COMMS/01 WASTE MANAGEMENT PROMOTIONS UPDATE REPORT Q4 2018-19

Members were reminded that in order to increase residents' participation in Council's recycling schemes, Officers carry out a range of awareness and promotional activities. This report had been developed to inform Committee of the initiatives that have occurred in the last quarter, January to March 2019.

Recycling Messages

- 28 Social Media Posts on environmental issues ranging from Fairtrade (7), recycling (6), litter prevention (13), to general bin collections (2);
- 3 internal communications during Fairtrade Fortnight and promotion of Community Litter Picks;
- 8 Borough Life articles;
- 1 press release.

Awareness Visits

- 10 school visits (Randalstown PS, Ballynure Play Group, Greystone PS, Straid PS, Whiteabbey PS, Randalstown Central PS, Ballyhenry Nursery

School, Groggan PS, Kings Park PS, Steeple Nursery School) on recycling awareness;

- 10 schools visited by the arc21 Waste Education Vehicle (Thompson PS, Tir-Na-Nog PS, Rosstulla Special School, Upper Ballyboley PS, Fairview PS, Kings Park PS, Ballyclare SS, Thornfield House Special School, Ashgrove PS, Mallusk PS);
- 13 School visits in partnership with NI Water Service Refill (Groggan PS, Kings Park PS, Mount St Michael's School, Greystone PS, Randalstown Central PS, Riverside Special School, Doagh PS, Fairview PS, St Joseph's Primary School, Crumlin, Parkhall Integrated College, Earlvew PS, Hollybank PS, Whiteabbey PS);
- 4 community talks (Kilbride Presbyterian Church – Boys Brigade Juniors & seniors, All Saints Parish Hall - 5th Antrim Beaver Scouts Group, St Brigid's Glengormley - Squirrel Group) on recycling and litter awareness.

Waste Awareness Events

- Ballynure Village - Ballynature Day – stand at community event;
- Belfast High Book Launch – information talk by Joanne Templeton, Waste Education and Awareness Officer.

Wheelie Big Challenge Competition

Following approval by Council, Officers have been working with Keep Northern Ireland Beautiful on this competition to improve recycling and composting rates in schools, while helping to protect the environment and reduce waste disposal costs. A total of 16 schools across the Borough have engaged with the challenge, with a final event, 30 May 2019, when schools had an opportunity to win prizes for their efforts.

Fairtrade

- 1 Fairtrade Steering Group Meeting;
- Fairtrade Celebration Event on 4 March 2019;
- Fairtrade Status Renewal Attained March 2019.

Three Mile Water Sustainable Packaging/Litter Project

- 6 takeaway business trialled sustainable packaging for 2 weeks;
- 3 community litterpicks;
- School Litter picks and Educational talks.

Officers were currently assessing the success of the Project with a view to expanding it into other areas.

Inter Government Meetings

Officers work with colleagues from both Central Government and other local authorities, participating in the National Communications Advisory Panel. This Panel brings together local authority waste communication officers to share

information and best practice and provides an opportunity for local authorities to input on the strategic development of the national waste communications campaigns.

Proposed by Councillor Montgomery
Seconded by Councillor Ross and agreed that

that the report be noted.

NO ACTION

4.8 WM/WM/40 WASTE MANAGEMENT CONSULTATIONS

Members were reminded that three waste management consultations were issued by the Department for the Environment, Farming, and Rural Affairs (DEFRA) in England, in conjunction with the Scottish Government, Welsh Government and the Department for Agriculture, Environment, and Rural Affairs (DAERA) in Northern Ireland. Due to deadlines it was agreed by Council that powers would be delegated to the Chief Executive to approve the responses with details to be reported to Council.

The three consultations are as follows, and summaries of the consultations were circulated:

1. Consultation on Reforming the UK Packaging Producer Responsibility System
2. Consultation on Introducing a Deposit Return Scheme in England, Wales and Northern Ireland
3. Consultation on a Plastic Packaging Tax

Copies of the Council responses were circulated and are summarised below, although it should be noted that further consultations will be required for all the proposals:

Consultation on Reforming the UK Packaging Producer Responsibility System:

- Council is broadly supportive of the proposals detailed under the Packaging Producer Responsibility System consultation;
- Need for detail on what "full net cost recovery" means and how it will be calculated;
- Support payments paid directly to Councils that should cover all methods of collection by Local Authorities and agree that quality and quantity targets may be required;
- Compliance with the Scheme is the brand owner's responsibility;
- The Scheme should cover packaging from takeaway food establishments. At present it mentions small cafes and restaurants selling takeaways (eg McDonalds) but not fish and chip type establishments which are a major source of litter.

Consultation on introducing a Deposit Return Scheme in England, Wales and Northern Ireland:

- Council is broadly supportive of the proposals detailed under introducing a Deposit Return Scheme consultation;
- Raised concerns over the timing of introduction as there is a potential for conflict with the Packaging Producer Responsibility Scheme (target same waste items);
- There are two proposed schemes, "All In" covering all types of drinks containers or "On The Go" which would be drinks container up to 750ml (eg containers that are not traditional recycled as they are consumed away from the home). Council supported the initial introduction of "On the Go" with the possible expansion to "All In" in the future;
- Noted that the scheme could cause scavenging in litter bins and therefore associated costs borne by Councils for damage or additional street cleansing should be taken into consideration.

Plastic Packaging Tax Consultation:

- Council is broadly supportive of the proposals detailed under Plastic Packaging Tax consultation;
- Raised concerns over the timing of introduction with the Packaging Producer Responsibility System and the Deposit Return Scheme also being proposed;
- Highlighted that all funds received through the aim of the Tax in each of the devolved administrations eg the monies are not lost in the Treasury or used outside NI;
- Recommendation that small operators should be excluded in this Tax to continue to promote small and niche businesses and recognised that this tax would create a new burden particularly in relation to exports.

The Director of Operations advised that a report on single use plastic would be brought to Committee.

Proposed by Councillor McClelland
Seconded by Councillor Ross and agreed that

the report be noted.

ACTION BY: Michael Lavery, Head of Waste Management

4.9 PT/CI/021 CORPORATE IMPROVEMENT PLAN 2019-20 SELF-IMPOSED INDICATORS

Members were reminded that Part 12 of the Local Government Act (Northern Ireland) 2014 put in place a new framework to support the continuous improvement of Council services, in the context of strategic objectives and issues.

Section 85 of the Act requires a Council, for each financial year, to set itself

improvement objectives for improving the exercise of its functions and to have in place arrangements to achieve those objectives. These objectives must be framed so that each improvement objective brings about improvement in at least one of the specified aspects of improvement as defined in Section 86:

Strategic Effectiveness; Service Quality; Service Availability; Fairness; Sustainability; Efficiency; Innovation.

A Corporate Improvement Plan (Draft for Consultation) 2019-20 was brought for Members' consideration in January 2019 and following a 12 week public consultation a final draft of the Corporate Improvement Plan 2019-20 will be brought to Council in June 2019.

The Corporate Improvement Plan 2019-20 includes:

- Improvement objectives and measures of success;
- Corporate improvement Indicators for all Council services;
- Statutory Indicators and measures of success;
- Governance arrangements.

A copy of the Corporate Improvement indicators for services under the scrutiny of the Operations Committee was circulated for Members' information.

Proposed by Councillor Bennington
Seconded by Councillor Kelly and agreed that

the report be noted.

NO ACTION

6. ANY OTHER RELEVANT BUSINESS

The Chair advised that any other business would be taken at this point.

Councillor Montgomery advised that a Ballyclare Group had been formed to create a replacement memorial for a set of captured German field guns which were in place from 1920-1940 and asked that an Officer work with the Group in order to bring this forward to Council.

Proposed by Councillor Montgomery
Seconded by Councillor Ross and agreed that

an Officer work with the Group in order to bring this proposal forward for Council.

ACTION BY: Ivor McMullan, Head of Parks

Councillor Logue requested that contact be made with Noel Fenning, DfI Roads, regarding the safety of a new pelican crossing in Templepatrick, due to concerns re: blind and visually impaired pedestrians.

The Director of Operations agreed to contact Roads Service to clarify the situation.

ACTION BY: Geraldine Girvan, Director of Operations

Councillor McClelland asked that additional bins for dog fouling waste be added in Rea's Wood to complement those at both entrances and halfway along the pathway.

The Director advised that this would be reviewed and that new signage would be added and social media used to highlight the issue.

ACTION BY: Michael Lavery, Head of Waste Management

PROPOSAL TO PROCEED 'IN CONFIDENCE'

Proposed by Councillor Ross
Seconded by Alderman Girvan and agreed that

the following Committee business be taken In Confidence.

5.1 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:

- April 2019
- May 2019

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.

Councillor Foster requested that the reiteration of his concerns regarding arc21 be noted.

Proposed by Councillor Foster
Seconded by Councillor Ross and agreed that

the papers be noted.

NO ACTION

5.2 IN CONFIDENCE FI/PRO/TEN/62 TENDER FOR WEIGHBRIDGE SOFTWARE, HARDWARE CALIBRATION AND MAINTENANCE

Contract Period: 1 August 2016 to 31 July 2018 (with an option to extend for a further 3 periods of 12 months subject to review and performance)

Members were reminded that at the Council meeting held on 27 June 2016, the contract for the above service was awarded to Precia Molen Ireland Limited.

There were no significant contract management issues regarding service performance under the terms of the contract.

As the market conditions were broadly similar, it was recommended that the contract be extended for a further period of 24 months to 31 July 2021.

Proposed by Councillor Bennington
Seconded by Alderman Burns and agreed that

the contract with Precia Molen Ireland Limited be extended until 31 July 2021.

ACTION BY: Melissa Kenning, Procurement Officer

5.3 IN CONFIDENCE L/LEI/AF/10 & L/LEI/SMW/005 ENERGY PLANT IMPROVEMENTS: SIXMILE AND ANTRIM FORUM LEISURE CENTRES

Background

Sixmile Leisure Centre: The heating requirement at the Sixmile Leisure Centre is provided by an oil fired boiler plant and supplemented by a biomass boiler plant. In February 2019, as a result of recurring faults and breakdowns, the Property Service conducted a condition survey on the energy plant equipment in Sixmile Leisure Centre which highlighted the following:

- The oil boilers are at the end of their expected life span. As the boilers are no longer manufactured, some parts required are no longer available to buy and need to be specifically produced. This leads to increased repair costs and costly downtime.
- The main oil fired boilers are supplemented by a biomass boiler which was installed approximately 10 years ago. The boiler is not operational due to issues with damp affecting the biomass chip leading to additional maintenance costs.

Antrim Forum: The heating requirement at the Antrim Forum is provided by a combined heat and power unit (CHP) which is supplemented by a biomass boiler and modular gas boilers. The CHP was installed in 2004 and the natural gas plant and biomass plant were both installed in 2009 during a plant room refurbishment. It produced approximately 250kw of heat and 185kw of electricity. While the biomass and natural gas systems are both working reliably, with an expected life span of another 10-15 years, the CHP is not operational and requires a major overhaul. The result is that the heating requirements for the centre are being met by both biomass and gas which only meet the Centre's heat demands in mild weather conditions allowing for neither the biomass or gas boilers to be offline for repairs or maintenance. In

the event of prolonged cold weather, or if either heat source was offline for a period of times, the heating needs for the centre would not be met.

As the economic appraisals had not been uploaded, the report be deferred to the June meeting of Council.

Proposed by Alderman Girvan
Seconded by Councillor Bennington and agreed that

the report and appraisal be brought to the next Council meeting.

ACTION BY: Janine Beazley, Leisure Grants and Special Projects Officer

5.4 IN CONFIDENCE L/LEI/AP/008 & L/LEI/BE/002 GOLF BALL DISPENSERS

The golf ball dispensing machines at Ballyearl and Allen Park were due to be replaced and officers proposed to automate the dispensing of golf balls within the two driving ranges. By replacing the existing ball dispensers with new models, customers would be able to choose from a wide selection of payment methods at the machine rather than visiting reception to pay, get a token and then insert the token into the machine at the driving range for the golf balls to be dispensed.

An Economic Appraisal had been completed and was circulated. The appraisal recommended that the machines be replaced with digital golf ball dispensers at an estimated cost of [REDACTED]. Costs could be met from the Leisure revenue budget.

Proposed by Councillor Montgomery
Seconded by Councillor Bennington and agreed that

approval be given for replacement of the driving range ball dispensing machines at Ballyearl and Allen Park at an estimated cost of [REDACTED] and the associated Economic Appraisal.

ACTION BY: Janine Beazley, Grants and Special Projects Officer

PROPOSAL TO PROCEED OUT OF 'IN CONFIDENCE'

Proposed by Councillor Foster
Seconded by Alderman Burns and agreed that

the remainder of Committee business be taken in Open Session.

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

There being no further committee business the Chair thanked everyone for their attendance. The meeting concluded at 7.42 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.