

**ENVIRONMENTAL SERVICES COMMITTEE MEETING  
TUESDAY 6 AUGUST 2019**

**Table of Recommendations**

<b>No</b>	<b>Item</b>	<b>Summary of Key Recommendations</b>
<b>1.</b>	Apologies	<b><i>None</i></b>
<b>2.</b>	Declarations of Interest	<b><i>None</i></b>
<b>3</b>	Minutes of Meeting held 4 June 2019	<b><i>Confirmed</i></b>
<b>4</b>	Provision of Waste Services for the Collection, Disposal and Treatment of Engine Oil, Oily Rags, Oil Filters, Vegetable Oil, Paints, Varnishes and Used Engine Oil Containers – Extension of Contract	<b><i>Approve</i></b>
<b>5</b>	Amusement Permit Renewals	<b><i>Information</i></b>
<b>6</b>	Approval of Premises as a Venue for Civil Marriage	<b><i>Information</i></b>
<b>7</b>	Approval of Premises as a Venue for Civil Partnership	<b><i>Information</i></b>
<b>8</b>	Entertainments Licence Renewals	<b><i>Information</i></b>
<b>9</b>	Petroleum Spirit Licences Renewals	<b><i>Information</i></b>
<b>10</b>	Street Trading Licence Renewals	<b><i>Information</i></b>
<b>11</b>	Regulatory Excellence Awards 2019	<b><i>Information</i></b>
<b>12</b>	Matters for Reporting to Partnership Panel	<b><i>None</i></b>
<b>13</b>	Conferences	<b><i>None</i></b>

<b>14</b>	Correspondence	<b>None</b>
<b>15</b>	Consultation Documents	<b>None</b>
<b>16</b>	Any Other Relevant Business (notified in accordance with Standing Order 12 (o))	
	<b>16.1 Alderman Finlay</b> Grass Cutting	<b>Director of ES to look into frequency of cuttings</b>
	<b>16.2 Alderman Finlay</b> Litter Issues	<b>Bins to be continually checked and emptied</b>
	<b>16.3 Councillor Beattie</b> Air Quality Screening - Dungiven	<b>Director of ES to look into rebate to Council</b>
	<b>16.4 Councillor Wilson</b> To ask the director of Environmental Services to supply a breakdown of the allocated budget for the environmental services department for the last 3 consecutive years: to supply the actual expenditure incurred against the yearly budget for the above-mentioned periods. (to assist in decision making surrounding proposed cuts)	<b>Director of ES to bring back figures monthly/bi-monthly</b>
	<b>IN COMMITTEE</b>	
<b>17</b>	Restructuring of Health & Built Environment Organisational Structure	<b>Defer to August Council Meeting</b>
<b>18</b>	Restructuring of Estates Organisational Structure	<b>Defer to August Council Meeting</b>
<b>19</b>	Appointment of Disciplines to Enhance the existing Professional Construction related Consultancy Services Framework	<b>Approve</b>
<b>20</b>	Environmental Services Efficiency Saving Proposals	<b>Defer to August Council Meeting</b>
<b>21</b>	Any Other Relevant Business (notified in accordance with Standing Order 12 (o)) (contd)	
	<b>Councillor Holmes</b> <b>21.1</b> What is the total monthly cost of ES labour for the previous 12 months against budget? Please provide	<b>Director of ES to provide figures within the week</b>

	figures separately for Operational and Office staff.	
<b>21.2 Councillor Holmes</b>	What are the total monthly hours worked by ES staff for the previous 12 months against budget? Please provide figures separately for Operational and Office staff.	<b><i>Director of ES to provide figures within the week</i></b>
<b>21.3 Councillor Holmes</b>	What is the monthly overtime cost and hours worked per month for the past 12 months against target?	<b><i>Director of ES to provide figures within the week</i></b>
<b>21.4 Councillor Holmes</b>	How is labour productivity measured within ES and the various ES functional departments?	<b><i>Director of ES to provide figures within the week</i></b>
<b>21.5 Councillor Wilson</b>	To ask the director/relevant staff member to detail the quantity, type and relevant cost of hiring vehicles /machinery within the environmental services remit over the last 12 months?	<b><i>Item deferred until a future date</i></b>

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE  
ENVIRONMENTAL SERVICES COMMITTEE  
IN CIVIC HEADQUARTERS, COLERAINE ON  
TUESDAY 6 AUGUST 2019 AT 7:45 PM**

**In the Chair:** Councillor Mulholland

**Members Present:** Alderman Boyle, Fielding, Finlay and Robinson  
Councillors Beattie, Callan, Chivers, Hunter, Holmes,  
McLaughlin, McLean, McMullan, Nicholl, Wallace and  
Wilson

**Officers Present:** A McPeake, Director of Environmental Services  
G Doyle, Head of Estates  
B Edgar, Head of Health & Built Environment  
J Richardson, Head of Capital Works & Infrastructure  
A Mullan, Head of Operations  
D Allen, Committee & Member Services Officer

**In Attendance:** Press (1 No)

Councillor Wilson commended the Environmental Services Team for all their hard work put in during the 148<sup>th</sup> Open Golf Championship held at Portrush Golf Club and declared it a resounding success.

**1. APOLOGIES**

There were no apologies recorded.

**2. DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**3. MINUTES OF MEETING HELD 4 JUNE 2019**

The Minutes of the above meeting were adopted at the Council Meeting held on Tuesday 25 June 2019.

**4. PROVISION OF WASTE SERVICES FOR THE COLLECTION,  
DISPOSAL AND TREATMENT OF ENGINE OIL, OILY RAGS, OIL  
FILTERS, VEGETABLE OIL, PAINTS, VARNISHES AND USED ENGINE  
OIL CONTAINERS – EXTENSION OF CONTRACT**

Report previously circulated.

The Head of Operations presented Elected Members with a report seeking permission to extend the contract for the collection, disposal and treatment of engine oil, oily rags, oil filters, vegetable oil, paints, varnishes and used engine oil containers. The contract was procured by North West Region Waste Management Group (NWRWVG) on behalf of its constituent Councils. The current service provider is Enva Ltd.

Extension period is for a further 12 months, commencing 1 February 2020. The price per tonne tendered will remain unchanged.

The initial contract period was for three years, commencing 1 February 2017 and terminating 31 January 2020 and was approved by Council in March 2017.

**It is recommended** that the Environmental Services Committee recommends to Council the extension of the contract for the collection, disposal and treatment of engine oil, oily rags, oil filters, vegetable oil, paints, varnishes and used engine oil containers for a further 12 months.

Proposed by Alderman Robinson  
Seconded by Alderman Finlay and

**AGREED** – to recommend that the Environmental Services Committee recommends to Council the extension of the contract for the collection, disposal and treatment of engine oil, oily rags, oil filters, vegetable oil, paints, varnishes and used engine oil containers for a further 12 months.

**5. AMUSEMENT PERMIT RENEWALS  
THE BETTING, GAMING, LOTTERIES AND AMUSEMENTS (NI)  
ORDER 1985**

Information report circulated.

The undernoted application for renewal of an amusement permit has been received and processed during the report period.

Licence No	Name of Premises
AP013	Hayes Caravan Park

The information report was **NOTED**.

**6. APPROVAL OF PREMISES AS A VENUE FOR CIVIL MARRIAGE  
MARRIAGE REGULATIONS (NI) 2003  
THE MARRIAGE (NI) ORDER 2003**

Information report circulated.

The undernoted applications for renewal as an approved place for Civil Marriage were received, acknowledged and processed during the report period.

<b>Unique Reference Number</b>	<b>Premises Name</b>	<b>Approval Type</b>
MA033	The Coast Bar & Restaurant	Grant
MA006	The Arcadia	Renewal
TMA001	Dominican College	Temporary Approval
MA003	Portstewart Golf Club	Renewal

The information report was **NOTED**.

**7. APPROVAL OF PREMISES AS A VENUE FOR CIVIL PARTNERSHIP  
THE CIVIL PARTNERSHIP REGULATION (NI) 2005  
THE CIVIL PARTNERSHIP ACT 2004**

Information report circulated.

The undernoted applications for renewal as an approved place for Civil Partnership were received, acknowledged and processed during the report period.

<b>Unique Reference Number</b>	<b>Premises Name</b>	<b>Approval Type</b>
CP033	The Coast Bar & Restaurant	Grant
CP006	The Arcadia	Renewal
CP003	Portstewart Golf Club	Renewal

The information report was **NOTED**.

**8. ENTERTAINMENTS LICENCE RENEWALS  
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) (NI) ORDER  
1985**

Information report circulated.

50 applications for an Entertainments Licence have been received, acknowledged and processed during the report period.

The information report was **NOTED**.

**9. PETROLEUM SPIRIT LICENCE RENEWALS  
PETROLEUM (REGULATION) ACTS 1929 AND 1937**

7 applications for renewals of Petroleum Spirit Licences have been received, acknowledged and processed during the report period.

The information report was **NOTED**.

**10. STREET TRADING LICENCE RENEWALS  
STREET TRADING (NI) ACT 2001**

Information report circulated.

17 applications for a Street Trading Renewal were received, acknowledged and processed during the report period.

The information report was **NOTED**.

**11. REGULATORY EXCELLENCE AWARDS 2019**

Information report circulated.

The Head of Health and Built Environment presented a report which informed Elected Members of the success by Councils Environmental Health Department, as a member of the Northern Ireland Environmental Health Consumer Protection Sub Group, who won an award for excellence in the Product Safety category at the Regulatory Excellence Awards 2019.

The winners have been announced in the Regulatory Excellence Awards 2019 organised by the Office for Product Safety and Standards. The Awards took place on 20 June 2019 in London and recognise regulatory organisations, individuals, businesses and trade associations that have achieved positive outcomes through good practice.

There were four entry categories:

- Primary Authority
- Product Safety
- Better Business for All
- Innovation and Technical (including metrology and hallmarking)

Entries were judged under the following areas:

- Outstanding partnership or organisation.
- Champions who have gone the extra mile in their respective field
- Impact makers, who have made the biggest difference for their citizens and business communities.

Council's Environmental Health Department is an active member of the Northern Ireland Environmental Health Consumer Protection Sub Group which won the Award for Excellence in the Product Safety category.

The award was for a collaborative project which brought together the Environmental Health departments of all 11 Northern Ireland Councils, the Department for the Economy, Trading Standards Service for Northern Ireland and the General Dental Council to deliver a targeted social media campaign informing citizens and industry on the health risks of unsafe tooth whitening products and services. Over 1700 letters were issued by the regulators and a media campaign featuring a video was released via social media and publicised on council websites.

OPSS Chief Executive Graham Russell said: "All the entries show the immense hard work being put in by regulatory teams across the UK, and our judges faced a considerable challenge in deciding which ones demonstrated that extra bit of spark or innovation to put them through to the final.

The finalists ranged from small Trading Standards teams to National Regulators to large and small businesses, and getting to this stage is a mark of merit in itself. Our external judging panel had quite a task in choosing those finalists that are outstanding."

Mr Russell recently attended a meeting of SOLACE to acknowledge and highlight the important work being done by the Environmental Health Northern Ireland Consumer Protection (EHNI CP) Sub Group.

A copy of the certificate has been provided to the Consumer Protection team and further promotion of the award is planned in the near future.

The information report was **NOTED**.

## **12. MATTERS FOR REPORTING TO PARTNERSHIP PANEL**



There were no matters for reporting to the Partnership Panel.

### **13. CONFERENCES**

There were no conferences.

### **14. CORRESPONDENCE**

There was no correspondence.

### **15. CONSULTATIONS**

There were no consultations.

**AGREED** - to change the order of Business.

### **16. ANY OTHER RELEVANT BUSINESS (NOTIFIED IN ACCORDANCE WITH STANDING ORDER 12 (O))**

#### **16.1 Alderman Finlay – Grass Cutting**

Alderman Finlay expressed concerns that the grass at the Bendooragh Play Area had not been cut often enough and was now very overgrown.

**\* Councillor Callan joined the meeting at 7.49pm.**

The Director of Environmental Services stated he would check the frequency of the grass cutting in this area.

#### **16.2 Alderman Finlay – Litter**

**\* Councillor Nicholl joined the meeting at 7.50pm.**

Alderman Finlay raised concerns in relation to the overflowing of bins in particular Portrush.

The Director of Environmental Services informed Members that this was due primarily to an event taking place and assured Members that bins would be checked and emptied. He clarified that there was a scheduled route for the emptying of bins and that if problems arose it was brought to Councils attention and actioned.

Councillor Chivers suggested that a new Anti-Litter Campaign be set up in the area.

- \* **Councillor Nicholl left the meeting at 7.52pm.**

The Director of Environmental Services stated that litter issues needed to be addressed throughout Northern Ireland.

- \* **Councillor Nicholl rejoined the meeting at 7.55pm.**

### **16.3 Councillor Beattie – Air Quality Screening, Dungiven**

*Dungiven is a designated Air Quality Monitoring Area. The residents of Dungiven are exposed on a daily basis to high levels of air pollution. The Air Quality Monitor on Dungiven Main Street is vital for us to monitor the situation.*

*Part of the equipment is a data logger for which we pay an annual fee. The data logger provides council with daily data. Since April this data has been unavailable as we were unable to pay this fee because we hadn't been issued with an invoice.*

*This is unacceptable. Although the data has been stored we need to be receiving it daily so environmental health officers can identify and remedy the causes for any spikes in readings.*

*Can council confirm and assure us that steps are being taken to ensure that this does not happen again? Can we ensure that next year, the company concerned issues council with an invoice in on time?*

Councillor Beattie advised Members that Council had lost 3 months of live data which has now been paid for and that Council should look for a rebate on this.

The Director of Environmental Services informed Members that the issue had been addressed and the invoice paid and Council would follow up in relation to a possible rebate.

In response to Members queries in relation to the live and stored data the Head of Health & Built Environment clarified that Council was responsible for the monitor linked to the website Air Quality NI. The data, although not lost, is important as it feeds into the NI monitoring network and is essential for Council to be able to complete reports to DAERA in terms of Air Quality Screening.

### **16.4 Councillor Wilson – Environmental Budget**

Councillor Wilson requested this to be discussed 'Out of Committee' for purposes of transparency.

Councillor Wilson requested the Director of Environmental Services supply a breakdown of the allocated budget for the Environmental Services Department for the last 3 consecutive years: to supply the actual expenditure incurred against the yearly budget for the above-mentioned periods (to assist in decision making surrounding proposed cuts).

The Director of Environmental Services advised Members that he had been on annual leave and had only returned to work on Monday 6 August. He provided Members with a spreadsheet for Environmental Services Actual v Budget for the last 3 years.

Councillor Wilson stated that members of the public should be aware of the current deficit within the Council budget.

The Director of Environmental Services informed Members that the ES budget had decreased over the last 3 years even though there were increased pressures such as pay awards, pension contributions and inflationary contract costs. There was also reduced revenue from landfill income and commercial trade waste. Council had struck a rate on this basis each year which had continually put them on a back foot. He commented that it was an under provision rather than an overspend.

Councillor Wilson raised concerns and that Council had a duty to rate payers to identify areas of waste/mismanagement/over staffing; further efficiencies had to be found and stated that he would not support an increase in charges to the ratepayers.

Members raised concerns that Council was now 5 years in from the Legacy Councils and had not delivered the efficiencies; still much was needed to be sorted out. The Director of Environmental Services stated that proposals had been presented to members in each of the previous years to ensure budgets would be met but these were not agreed to.

Councillor Beattie suggested that a breakdown be compiled from all departments and brought back to Council.

\* **Councillor McLaughlin left the meeting at 8.35pm.**

The Director of Environmental Services confirmed that Council had been working with PWC to look at the financial plan and proposals were being put forward but yet to be finalised. He confirmed that figures could be brought back to Council on a monthly or bi-monthly basis.

## **MOTION TO PROCEED 'IN COMMITTEE'**

Proposed by Alderman Boyle  
Seconded by Alderman Robinson and

**AGREED** – that the Committee proceed to conduct the following business 'In Committee'

\* **Press left the meeting at 8.40pm.**

### **17. RESTRUCTURING OF HEALTH & BUILT ENVIRONMENT ORGANISATIONAL STRUCTURE**

Confidential Report previously circulated.

The Director of Environmental Services presented a confidential report seeking approval to restructure the Health & Built Environment Organisational Structure to provide efficient service delivery with budgetary savings.

**It is recommended** that the Environmental Services Committee approves progression of the proposal to amend the HBE organisational structure to the Corporate Policy and Resources Committee.

The Head of Health & Built Environment provided Members with an updated version of the proposed restructuring for Health and Built Environment.

Discussion ensued on the details of staffing of the proposed restructure and costs and savings.

Proposed by Councillor Holmes  
Seconded by Councillor Wilson

– to recommend that the Environmental Services Committee **DEFERS** progression of the proposal to amend the HBE organisational structure to the Corporate Policy and Resources Committee until the full Council Meeting 27 August 2019.

Councillor Callan remarked that information supplied was not sufficient and that Members should be able to have access to the Council budget as a whole and concurred with the decision to defer.

Members voted unanimously.

The Chair declared the motion **CARRIED**.

- \* **Councillor Wilson, Alderman Fielding and Alderman Finlay left the meeting at 9.15pm.**

## **18. RESTRUCTURING OF ESTATES ORGANISATIONAL STRUCTURE**

Confidential Report previously circulated.

The Director of Environmental Services presented a confidential report seeking approval to restructure the Estates Organisational Structure to provide efficient service delivery with budgetary savings.

**It is recommended** that the Environmental Services Committee approves progression of the proposal to amend the Estates Organisational Structure to the Corporate Policy and Resources Committee.

- \* **Councillor Wallace left the meeting at 9.17pm.**
- \* **Councillor Wilson rejoined the meeting at 9.18pm.**

Discussion ensued on the details on staffing of the proposed restructure; costs and savings; delivery impact on front line services and extensive consultations.

Proposed by Councillor Holmes  
Seconded by Alderman Callan

- to recommend that the Environmental Services Committee **DEFERS** progression of the proposal to amend the Estates Organisational Structure to the Corporate Policy and Resources Committee until the full Council Meeting 27 August 2019.

Members voted unanimously.

The Chair declared the motion **CARRIED**.

- \* **Councillor Nicholl left the meeting at 9.25pm.**
- \* **Councillor McMullan left the meeting at 9.26pm.**

## **19. APPOINTMENT OF DISCIPLINES TO ENHANCE THE EXISTING PROFESSIONAL CONSTRUCTION RELATED CONSULTANCY SERVICES FRAMEWORK**

Confidential Report previously circulated and presented by the Head of Capital Works, Infrastructure and Energy.

In April 2017 Elected Members approved the award of the Professional Construction Related Consultancy Services Framework to assist with the delivery of Council Services.

The current contract proved to be a successful mechanism in the implementation of the Capital Programme and other smaller scale maintenance projects by delivering value for money and providing a timely service provision to high standards of quality.

In order to enhance the existing operational Framework, the Department for Capital Works, Infrastructure & Energy conducted a new procurement exercise for the following professional disciplines;

- Conservation Architect
- Environmental Consultancy
- Mechanical & Electrical

**It is recommended** Elected Members approve the Professional Consultancy framework to the successful tenderer as set out in Appendix A (previously circulated).

Proposed by Councillor Holmes  
Seconded by Councillor Hunter and

**AGREED** – to recommend that Elected Members approve the Professional Consultancy framework to the successful tenderer as set out in Appendix A (previously circulated).

\* **Councillor McMullan rejoined the meeting.**

## **20. ENVIRONMENTAL SERVICES SERVICE REDUCTION MEASURES**

Confidential Report previously circulated and presented by the Director of Environmental Services.

In order to ensure that Environmental Services Directorate keeps within the budget set at Rates Meeting in February 2019 a significant number of services reductions need to be implemented from 1<sup>st</sup> September 2019.

**It is recommended** that the Environmental Services Committee approves the measures identified in order to achieve the budget set.

\* **Councillor Nicholl rejoined the meeting at 9.34pm**

\* **Councillor Hunter left the meeting at 9.35pm.**

Discussion ensued on the details of the proposed Environmental Services service reduction measures.

**It is recommended** that the Environmental Services Committee approves the measures identified in order to achieve the budget set.

Proposed by Councillor Holmes  
Seconded by Councillor Callan

- to recommend that the Environmental Services Committee **DEFERS** the decision to approve the Environmental Services service measures identified until the full Council Meeting 27 August 2019.

Members voted unanimously.

The Chair declared the motion **CARRIED**.

\* **Councillor Nicholl left the meeting at 10.06pm.**

Councillor Chivers suggested that a workshop be held as part of the process so that Members could obtain a greater understanding of the figures.

In response to a request from Councillor McMullan in relation to the value of art after the amalgamation of four Councils, the Director of Environmental Services informed Members that this did not sit within the Environmental Services remit but would pass the request on to the Director of Leisure and Development.

## **21. ANY OTHER RELEVANT BUSINESS (NOTIFIED IN ACCORDANCE WITH STANDING ORDER 12 (O))**

### **Councillor Holmes**

- 21.1** What is the total monthly cost of ES labour for the previous 12 months against budget. Please provide figures separately for Operational and Office Staff.
- 21.2** What are the total monthly hours worked by ES staff for the previous 12 months against budget? Please provide figures separately for Operational and Office staff.
- 21.3** What is the monthly overtime cost and hours worked per month for the past 12 months against target?

**21.4** How is labour productivity measured within ES and the various ES functional departments?

**Councillor Wilson**

**21.5** To ask the director/relevant staff member to detail the quantity, type and relevant cost of hiring vehicles /machinery within the environmental services remit over the last 12 months?

- \* **Alderman Robinson and Councillor McMullan left the meeting at 10.32pm.**

The Director of Environmental Services informed Members that information on the above Any Other Relevant Business was not yet available and confirmed the figures would be available within the week.

Councillor Wilson stated that he wished to defer his item until a future date.

- \* **Alderman Boyle left the meeting at 10.38pm.**

**MOTION TO PROCEED 'IN PUBLIC'**

Proposed by Councillor Holmes  
Seconded by Councillor Callan

**AGREED** - that the Committee proceed to conduct the following business 'In Public'

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at **10:40pm.**

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Chair