

**Environmental Services Committee Tuesday 3<sup>rd</sup> November 2015**

**Table of key Recommendations**

No	Item	Recommendation
5	Items For Information <b>5.4 Electric Blanket Testing</b>	<p><b>that Council reinstate the Home Accident Prevention Group.</b></p> <p><b>That Council investigate the possibility of running a further electric blanket testing roadshow.</b></p>
6.	Off Street Car Parking – Six Month Financial Update	<p><b>that Council open its Limavady Office Car Park to the Public on the last 2 Saturday's leading up to Christmas 2015.</b></p> <p><b>that Council explore offering free car parking for up to 4 days in the run up to Christmas 2015, in consultation with the Chambers of Commerce and to bring the information back to the Council meeting in November 2015.</b></p>
7.	Entertainment Licences - Grant of Occasional Licence	<b>Grant</b>
8.	Information Sharing Protocol with the Landlord Registration Registrar	<p><b>that Council sign up to the Information Sharing Protocol, circulated, with the Landlord Registration Registrar on behalf of Council be given to the Chief Executive and that the Head of Service confirm those officers authorised to access the database.</b></p>
9.	Solar PV Implementation Programme	<p><b>that Council approve the proposal above and proceed to stage 2 of the procurement process, to produce the final business case and tender report for approval.</b></p>
10.	Notice of Motion submitted by Alderman S McKillop (deferred from Council Meeting 27 <sup>th</sup> October 2015)	<b><i>support Amendment</i></b>
11.	Matters for reporting to Partnership Panel	<p><b>notify the Partnership Panel of the above Notice of Motion.</b></p>
12.	Any Other Relevant Business	<p><b>hold a Workshop presenting legacy</b></p>

	12.2 Cemeteries Rules and Regulations Policy	<b>Cemetery Rules and Regulations, to include legal implications of same.</b>
13.	Kerbside Recycling Contract	<b>award the interim contract for the collection and processing of Kerbside Recyclables (Blue Bin) to Regen Waste Ltd.</b>
14.	Berne Road Business Lease Opportunity	<b>that the submitted Tender Price in the sum of £17, 535.00, (excluding VAT) + rates as submitted by Mr. Richard J. C. Brown be approved, with a fixed term business lease of 5-years.</b>
15.	Amendments to Street Naming and Property Numbering Policy and Procedures	<b><i>Approve</i></b>

### **Environmental Services Committee reconvened Monday 16<sup>th</sup> November 2015**

#### **Table of key Recommendations**

<b>No</b>	<b>Item</b>	<b>Recommendation</b>
3.	Service Plans 2015/16 and Organisational Structure	<b>that the Organisational Structure is brought to the next committee meeting, to commence at 6.30pm, during which committee will break in to a workshop to receive the Item. The 4 no. Heads of Service are requested to also be in attendance to present the detail to any concerns and queries that may be raised.</b>

## **Environmental Services Committee**

Minutes of the Meeting of Causeway Coast and Glens Borough Council Environmental Services Committee, held in Council Chamber, Civic Headquarters, Coleraine Office on Tuesday 3<sup>rd</sup> November 2015 at 7.00 pm.

In the Chair: Councillor M Fielding

Members present: Alderman Campbell, Alderman Cole, Councillor Baird, Councillor Chivers, Councillor Douglas, Councillor Hunter, Alderman King, Councillor McCaul, Councillor McLean, Councillor Mulholland, Alderman Mullan, Councillor Watton

In attendance: A McPeake, Director of Environmental Services  
S Duggan, Committee and Member Services Officer  
B Edgar, Head of Health & Built Environment  
J Richardson, Head of Infrastructure

Also in Attendance: Public  
Press

### **1. Apologies**

Apologies were recorded from Councillor Holmes and Councillor MA McKillop.

### **2. Declarations of Interest**

Alderman Campbell Declared an Interest in the Item – Organisation Structure.

### **3. Presentation - 'Keep Northern Ireland Beautiful'**

The Chair invited Dr Ian Humphries, Chief Executive, Keep Northern Ireland Beautiful to address Committee. Dr Humphries expressed a request for funding of £21,000 from Council towards the "Live Here Love Here" Campaign which launched in 2014, anticipating a 3-year rolling Programme. The Campaign, which would be branded locally, includes the availability of small grants for community groups that support Council's vision. He further advised that seven Councils to date had signed up to the

Campaign, with the addition of the Department of the Environment, Tourism NI and Coca Cola.

Dr Humphries responded to queries, Members gave their support to the initiative.

\* **Dr Humphries left the meeting.**

\* **Councillor Duddy arrived at the meeting at 7.20pm during consideration of the above matter.**

**4. Minutes of Environmental Services Committee Meeting held on 6<sup>th</sup> October 2015**

The Chair advised the Minutes of the last meeting had been ratified by Council on 28<sup>th</sup> October 2015.

**5. Items For Information**

**5.1 Local Government (Miscellaneous Provisions) (NI) Order 1985  
Entertainment Licences**

The undernoted applications for entertainment licences were received, acknowledged and processed during the report period.

<b><u>Applicant</u></b>	<b><u>Name of Premises</u></b>
Ms. Shelini Collins	Saffron Inn, 15 Main Street, Rasharkin, Ballymena, BT44 8PT.
Mr. Brian Craig	The Royal British Legion, 11 Townhead Street, Ballymoney, BT53 7HG.
Rev. John Murray	St. Olcan's Parish Centre, Gortahar Road, Rasharkin, Ballymena, BT44 8SB.
Mr David Watton	Coronation Sports & Social Club, 24 Creamery Road, Coleraine, BT52 2NE
Rev Diane Matchett	Christ Church Hall, 52 Main Street, Castlerock, BT51 4RA
Mr Wilfred Ridge	Agherton Parish Centre, 19 Church Street, Portstewart, BT55 7AH
Mr Ashley McCahon	Boveedy Community Hall, 22 Boveedy Road, Kilrea, BT51 5XT

<u>Applicant</u>	<u>Name of Premises</u>
Mr Thomas Joseph McEldowney	Old Point Inn, 80 Drumagarner Road, Kilrea, BT51 5TE

## 5.2 The Private Tenancies (Northern Ireland) Order 2005

The following Certificate of Fitness has been granted under Article 36(4) of the above legislation, the dwelling has been inspected and deemed to meet the fitness standard for human habitation as set out in Article 46 of the Housing (Northern Ireland) Order 1981.

<u>Landlord</u>	<u>Dwelling House</u>
Mr Declan O’Kane	8 Meetinghouse Street, BALLYMONEY, BT53 6JN

## 5.3 Liquor Licence Applications

The undernoted applications for occasional licences have been received, acknowledged and responded to without objection during the report period.

<u>Applicant</u>	<u>Purpose</u>	<u>Dates</u>
Joseph McEldowney	Occasional Licence at Marian Hall, New Row, Kilrea. The organising body is Kilrea Gaelic Athletic Club.	Saturday 21 <sup>st</sup> November 2015 from 8pm to 12 midnight
Joseph McEldowney	Occasional Licence at Pearses Park, 130 Drumagarner Road Kilrea. The organising body is Kilrea Gaelic Athletic Club	Saturday 28 <sup>th</sup> November 2015 from 8pm to 12 midnight

## 5.4 Electric Blanket Testing

During September and October 3 no. electric blanket testing roadshows took place in Ballycastle, Ballymoney and Coleraine. 119 no. electric blankets were tested in total with 79 failing the test. These 79 were all replaced with new

electric blankets making this a very successful event having removed old blankets from many homes within the Borough.

The electric blankets were purchased in local towns and PHA provided the funding via the Causeway Coast and Glens Borough Council Home Accident Prevention Groups.

Councillor Duddy drew attention to the high number of electric blankets failing the test, stating it would be worth re-running in a more centrally accessible location. The Director advised he would investigate.

It was proposed by Alderman Campbell, seconded by Alderman King and **AGREED: to recommend that Council reinstate the Home Accident Prevention Group.**

**IT WAS AGREED: to recommend that Council investigate the possibility of running a further electric blanket testing roadshow in the near future.**

#### 5.5 North West Region Waste Management Group (NWRWVG) Minutes

Minutes of the NWRWVG Joint Committee, for meeting held in Strabane on Wednesday 17 September 2015 were circulated.

### 6. Off Street Car Parking – Six Month Financial Update

The transfer of the Off Street Parking functions from the DRD to local councils occurred on 1 April 2015 by virtue of the Off Street Parking (Functions of District Councils) Act 2015. At the time of transfer, DRD provided financial documentation to Council which forecasted the associated revenue from car parking and penalty charge notice (PCN's) together with operating costs such as enforcement, penalty charge notice (PCN), processing and rates.

Income Summary	Budgeted	Budget	Actual	Variance
	Total	Half	Half	
	Income	Yearly	Yearly	
	Annual	Income	Income	
Off street	885,105.00	442,552.50	428,375.24	- 14,177.26
PCN's	226,310.00	113,155.00	60,547.23	- 52,607.77
	<b>1,111,415.00</b>	<b>555,707.50</b>	<b>488,922.48</b>	<b>- 66,785.03</b>

Expenditure Summary	Budgeted	Budgeted	Actual	
	Total	Half	Half	
	Enforcement	Yearly costs	yearly	
	Costs		Costs	Variance
Recharge invoice re Enforcement	210,709.00	105,353.00	97,195.28	8,157.72
	Annual Costs	Budgeted	Actual	
		Rates	Rates Paid	Variance
Rates	111,581.00	111,581.00	153,012.90	- 41,431.90

**Total variance after six months -£100,059.21**

The obvious variance from the 6 month figures are in relation to PCN income. Further analysis has confirmed a similar number of PCN's were issued for this period as budgeted, however revenue collection is below the forecast. DRD have been asked to clarify the reason for this anomaly and we await their response.

The Director responded to queries on the DRD transfer.

It was proposed by Councillor Chivers, seconded by Alderman Mullan and **AGREED: to recommend that Council open its Limavady Office Car Park to the Public on the last 2 Saturday's leading up to Christmas 2015.**

It was proposed by Alderman King, seconded by Councillor Duddy and **AGREED: to recommend that Council explore offering free car parking for up to 4 days in the run up to Christmas 2015, in consultation with the Chambers of Commerce and to bring the information back to the Council meeting in November 2015.**

**7. Entertainment Licences - Grant of Occasional Licence**

**Premises:** Riverside Table Table

**Applicant:** Ms Emma Winterbottom

**Application:** Grant of an entertainment licence for Riverside Table Table, 3 Riverside Park North, Castleroe Road, Coleraine, BT51 3AW

Days and times on which it is applied to provide entertainment:

Monday – Saturday 11:30 – 01:00

Sunday 12:30 – Midnight

**Representations:** Closing 4<sup>th</sup> November 2015

**PSNI and NIFRS:** Awaiting response

**IT WAS AGREED to recommend that Council grant an Annual Entertainment Licence subject to compliance with any recommendations of the Councils licensing department inclusive of the following special conditions:**

- 1) No representations**
- 2) No objections from PSNI or NIFRS**
- 3) All requirements as contained within Nightsafe Coleraine Code of Best Practice 2012.**
- 4) All door supervisors employed must be licensed with a scheme recognised by Causeway Coast and Glens Borough Council.**

The Director of Environmental Services will forward information on the Nightsafe Coleraine Code of Best Practice 2012 to members.

## **8. Information Sharing Protocol with the Landlord Registration Registrar**

The Landlord Registration Scheme Regulations (Northern Ireland) 2014 came into force on the 25<sup>th</sup> February 2014. This requires all private landlords to register immediately prior to the letting of a new tenancy, or where there is an existing tenancy, to register within 12 months and Council is responsible for enforcement.

Regulation 9 The Landlord Registration Scheme Regulations (Northern Ireland) 2014 prescribes the nature of the data that must be shared between the Registrar and District Councils. An Information Sharing protocol has been developed to assist the sharing and disclosure of such information and ensure compliance with the Data Protection Act 1998 and was signed by each of the legacy Councils previously.

The purpose of the document, circulated, is to ensure there is a protocol for the sharing of certain personal data collected by the Registrar in its role as Data Controller of the Landlord Registration Scheme, where that personal data is needed for the purposes of enabling or assisting a council in the exercise of its functions under any provision of the Private Tenancies (Northern Ireland) Order 2006 and Article 54 of the Rent (Northern Ireland) Order 1978, as per The Landlord Registration Scheme Regulations (Northern Ireland) 2014.

The Landlord Registrar has requested that this be signed on behalf of Causeway Coast and Glens Borough Council and that those officers requiring access to the database be reconfirmed.

**IT WAS AGREED to recommend that Council sign up to the Information Sharing Protocol, circulated, with the Landlord Registration Registrar on behalf of Council be given to the Chief Executive and that the Head of Service confirm those officers authorised to access the database.**



## 9. Solar PV Implementation Programme

The Head of Infrastructure delivered the report, circulated, summarised as undernoted;

The Legacy Coleraine Borough Council successfully implemented a Solar PV Installation programme which was recently completed. Solar panels were installed across 6 sites with a total rating of 224Kw's at a cost of £318,200.00 +vat. The anticipated pay back for this is 5.5 years with the total revenue generated for Council projected at £681,000.00.

Solar PV generates electricity for use within Council properties, which reduces cost to Council. In addition subsidy via reduced energy costs, Government grants also fund these installations via the Renewable Obligations Certificate Scheme (ROCS) delivered and managed by DETI which makes payment to the solar PV owners for all electricity generated by their solar PV installations. The current ROCS incentive (from 1<sup>st</sup> October 2015 until 1<sup>st</sup> October 2016) for solar PV installations up to 50KW in size is 3 ROCS which is currently 12.24 pence per KW generated. From 1<sup>st</sup> October 2016 the ROCS are to reduce to 2 ROCS which would therefore be worth 8.16 pence per KW generated (based on the current ROC price). Thus, in order to avail of 3 ROC's prior to 1<sup>st</sup> Oct 2016 grant reduction, installations must be complete and registered with OFGEM by this time.

### New Solar PV Installation

Based on anticipated costs and returns as can be seen in table 1, circulated, the payback period is expected to be 6.3 years, as shown in diagram 1, circulated. As ROC payments are for 20 years from the date of registration therefore providing over 13 years of profit.

In addition to income incentive for Council, Government legislation is gradually becoming more penalty driven, thereby reinforcing the need for Council to take commercial advantage of renewable energy technology incentive schemes to ensure that an Energy Management Strategy EMS can be delivered cost effectively to meet obligations, namely;

Carbon Reduction Commitment CRC– Current capture criteria set at 6000 MWhrs (electric) - Carbon Emissions (Co2) Charged at £16.00 Tonne. See figure 4.4 is an excerpt from Coleraine Borough Council EMS – highlighting the impact of the CRC.

The Strategic Energy Framework (SEF) was endorsed by the Assembly in 2010.

DETI set targets for 40% of Electricity and 10% of Heat Energy in N. Ireland to be provided from Renewable sources by 2020. See figure 6.4 – which demonstrates how the proposal contributes to these obligations.

The NI Greenhouse Gas Emissions Reduction Action Plan endorsed by the Assembly in Feb 2011 set a target to reduce CO2 Emissions by at least 25% below 1990 levels before 2025.

The Climate Change Act 2008 commits UK Government to Reducing Carbon Dioxide (CO2) emissions by 80% from 1990 levels before 2050\*.

The EU Renewable Energy Directive 2009 (RED) set a target for 15% of all energy used across the UK to come from renewable sources by 2020\*\*.

It is proposed to carry out a detailed feasibility study to identify Council owned buildings within the Causeway Coast and Glens Borough estate which use a significant amount of electricity and which have adequate structures to allow solar PV to be installed over a period of 20 years.

The following premises have initially been identified as possibilities for inclusion within a rollout scheme. The size of the expected solar panel system for each premises is also noted:

Joey Dunlop Leisure centre, Ballymoney: 50Kw  
Ballymoney Town Hall: 9Kw  
Drumaheglis Marina, Ballymoney: 10Kw  
Riada House, Ballymoney: 15Kw  
Sheskburn House, Ballycastle: 50Kw  
Roe Valley Leisure Centre, Limavady: 50Kw  
Limavady Council Offices: 50Kw  
Benone Tourist Complex, Benone: 12Kw  
Limavady Town Hall: 20Kw

\*subject to detailed site survey with regards to structural capability and safe access for installation and maintenance.

The total expected rating of the above is: 266Kw (210 MWhr PA) generating an income of £809,661.00 for Council (£372,400 + vat installation cost)

It was proposed by Alderman Cole, seconded by Councillor Duddy and **AGREED: to recommend that Council approve the proposal above and proceed to stage 2 of the procurement process, to produce the final business case and tender report for approval.**

**10. Notice of Motion submitted by Alderman S McKillop (deferred from Council Meeting 27<sup>th</sup> October 2015)**

It was proposed by Councillor Douglas, seconded by Councillor Duddy to recommend that Council support the Notice of Motion:

*"That this council believes that there is a responsibility on animal owners to treat their pets with dignity and repudiates all forms of animal abuse including local incidents of dog baiting. Furthermore, we call upon the PSNI and the courts to treat such incidents with the severity they deserve. Council encourages anyone with information about such incidents to immediately come forward so that those responsible can be brought to justice."*

An Amendment was proposed by Councillor Baird, seconded by Alderman Mullan and **AGREED to recommend: that this council believes that there is a responsibility on animal owners to treat all animals with dignity and repudiates all forms of animal abuse including local incidents of dog baiting. Furthermore, we call upon the PSNI and the courts to treat such incidents with the severity they deserve. Council encourages anyone with information about such incidents to immediately come forward so that those responsible can be brought to justice.**

The Chair put the Amendment to the Committee vote, committee voted unanimous in favour, the Chair declared the Amendment carried.

## **11. Matters for reporting to Partnership Panel**

**IT WAS AGREED to recommend that Council notify the Partnership Panel of the above Notice of Motion.**

The Director concurred with member comments that there was a requirement for Council to implement a process whereby the Partnership Panel acknowledged Council's submissions.

## **12. Any Other Relevant Business**

### **12.1 Castlerock Railway Station Footbridge**

Alderman Cole referred to the deferral of the Item from the last committee meeting, he had expected that investigations into the matter would be expedited to aid the community of Castlerock. The Director of Environmental Services invited The Head of Infrastructure to outline the history of the due maintenance of the bridge to date.

The Director of Environmental Services advised that it had been agreed at the October Council meeting that members of the Bann District Electoral Area and Council Officers would attend a meeting with Community Representatives and this had been scheduled.

### **12.2 Cemeteries Rules and Regulations Policy**

**IT WAS AGREED: to hold a Workshop presenting legacy Cemetery Rules and Regulations, to include legal implications of same.**

Councillor Baird referred to that fact that Ballycastle did not have a Cemetery. Councillor Baird requested that a report is brought back to the next committee meeting on the historical perspective of the issue along with a resume of activity to try to achieve the objective of providing a Cemetery in Ballycastle. Councillor Duddy suggested that Rathlin Island was included in the consideration.

### **12.3 Street Trading Licensing**

Councillor Watton highlighted the issue of discrepancies within Street Trading licensing with Ballymoney, compared to that of other Legacy areas. The Director of Environmental Services advised there were a number of issues with Ballymoney, he was seeking legal advice and would bring the information back as soon as it was received.

### **12.4 Brown Bins**

Alderman Cole requested that the issue of the inequality of the supply of Brown Bins is brought to the working Group with a matter of urgency.

The Director of Environmental Services advised the Working Group for Waste would meet after the Committee meeting in December 2015, the Working Group for Licensing would meet after the Committee meeting in January 2016. The timing of the Working Groups may be reviewed, if necessary.

\* **Councillor Hunter left the meeting at 9.15pm.**

### **13. Kerbside Recycling Contract**

It was proposed by Alderman King, seconded by Alderman Cole and **AGREED: to recommend that Council move in-committee.**

\* **Press and Public left the meeting at 9.25pm.**

Causeway Coast and Glens Borough Council provide a Kerbside Recycling Service (Blue Bin) to all households within the borough.

The materials collected within the blue bin are bulked up at Councils transfer stations at Craighulliar, Limavady and Ballymoney. Council collect approximately 10,000 tonnes per annum.

Council require for these materials to be collected, processed and transferred to end users to ensure that the appropriate recycling rate is achieved.

The recent long term contract to collect, process and transfer these materials ended on the 1<sup>st</sup> October 2015. Council has been using a short term weekly contract at a cost of £65 per tonne. An interim contract has now been tendered and will be used until a long term contract is assessed and evaluated by the North West Region Waste Management Group (NWRWMG).

This interim contract will initially be for a 3 month period with optional monthly extensions up to a maximum of 12 months.

Membership of the NWRWMG consists of Causeway Coast and Glens Borough Council and Derry City and Strabane District Council.

The interim contract was sent to 3 companies namely Regen Waste Ltd., Recyco and Bryson Recycling.

2no companies returned tenders and both Regen Waste Ltd. and Recyco passed the completeness check. The prices submitted are outlined below.

<b>Potential Provider</b>	<b>Evaluation Price</b>
Regen Waste Ltd.	£77.95 per tonne
Recyco	£83.00 per tonne

It was proposed by Alderman King, seconded by Councillor Duddy and **AGREED: to recommend that Causeway Coast and Glens Borough Council award the interim contract for the collection and processing of Kerbside Recyclables (Blue Bin) to Regen Waste Ltd.**

#### 14. Berne Road Business Lease Opportunity

The Head of Infrastructure delivered the report, summarised as undernoted:

A report item was taken before the legacy Coleraine Borough Council meeting, dated 27<sup>th</sup> January 2015 by Environmental Services Department to seek approval to carry out alterations to the once derelict Berne Road Public Toilet block, Portstewart, in order to facilitate a new small café / tourism related premises. The property presents a fantastic business opportunity, located on the 'Ulster Way', which is a circular walking route taking in the six counties of Northern Ireland used by thousands of people each year.

Subsequently, approval was obtained, with the following actions were undertaken:-

- Secure change of use planning approval to convert disused toilet facility to tourist café outlet.
- Construction related works tendered in accordance with legacy Coleraine Borough Council Procurement Policy. All professional related services were carried out in-house (at no cost to Council)
- The resultant business opportunity was advertised in the local press, social media and Council website, for leasing.

A public procurement process was undertaken, which commenced on Thursday 17<sup>th</sup> September 2015, with a closing date and time of Friday 9<sup>th</sup> October 2015, 12noon.

Of the 12 no. companies / individuals who expressed an interest, 6 no. returned an ITT Pack.

Tender assessment criteria was based on 100% cost, (the highest bidder), whilst providing sufficient detail on the nature of business to be operated.

The highest bidder would be interviewed with regards to their tender submission.

An assessment panel was convened, consisting of those listed below:-

- Mr John Richardson, Head of Infrastructure – CC&GBC
- Mrs Moira Harvey, Leisure Services – CC&GBC
- Mr Wayne Hall, Project Officer – CC&GBC

Table 1A below notes tender returns received.

Company / Individual name	Tendered Price	Rank No.
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Company A	£17, 535.00	1
Company B	£12, 250.00	2
Company C	£10, 200.00	3
Company D	£10, 000.00	4, (joint 4 <sup>th</sup> )
Company E	£10, 000.00	4, (joint 4 <sup>th</sup> )
Company F	£7, 500.00	No.5

As part of our tender assessment process, the highest bidder was invited to attend an interview, whereby the following points were discussed:-

- The scope of draft lease, including restricted opening and delivery times.
- A clear understanding of the costs, i.e. rent and rates etc. to be paid.
- Business to be operated by the bidder.

On all three accounts, the highest bidder confirmed that he was aware of his obligations under the lease, including costs, with a business plan being presented detailing that the business would be a café.

It was proposed by Councillor Duddy, seconded by Alderman King and **AGREED: to recommend that the submitted Tender Price in the sum of £17, 535.00, (excluding VAT) + rates as submitted by Mr. Richard J. C. Brown be approved, with a fixed term business lease of 5-years.**

## 15. Amendments to Street Naming and Property Numbering Policy and Procedures

Further to committee report ES 150602, item 19, and committee report on ES 151006 and subsequent discussion, a number of amendments have been made, tracked, legal opinion applied and presented for further consideration, circulated.

It was proposed by Councillor Mulholland seconded by Councillor McCaul to recommend that at page 11, 5.2 iii) replace '*occupiers appearing on the electoral register*' with '*respondents*'.

The Chair put the proposal to the committee to vote. Alderman Cole sought a recorded vote. 3 Members voted for; Councillor Chivers, McCaul and Mulholland: 9 voted against; Aldermen Campbell, Cole and King; Councillors Baird, Douglas, Duddy, Fielding, McLean and Watton, 1 member abstained; Alderman Mullan. The Chair stated the Proposal fallen.

It was proposed by Councillor Duddy, seconded by Alderman Cole and **AGREED: to recommend that Council approve the following amendments to the existing Street Naming and Property Numbering Policy and Procedures, circulated:**

19<sup>th</sup> August, 2015

- Page 2, Page numbers amended;
- Page 3, Para 1.2 “*Building Control Department*” changed to “*Environmental Services Directorate*”;
- Page 7, Para 4.1.9 “such as the Pointer Group” removed;
- Page 10, Para 5.1 “*Having regard to the significant resource consequences of administering the implications of the policy, the policy should be reactive in nature*” removed;
- Page 11, Para 5.2iii “*then the proposal will be put forward to Council for their consideration*” removed, and substituted with revised wording;
- Page 12, Section 5.2 “*Procedure for removal of a street sign in a language other than English*” added;
- Page 15, Para 10.0 Line, “Environmental Services Directorate” added to contact address;  
1995”;
- Page 23, Appendix IV changed ‘in both English and Irish’ to ‘in both English and (Other Language)’
- Page 24, Appendix V added “Record of changes to policy and procedure”.

16<sup>th</sup> September, 2015

- All references to “Building Control Department” removed from document and “Health and Built Environment Department” inserted in lieu.

27<sup>th</sup> October 2015

- Page 11, 5.2 ii) add ‘Councillors within the District Electoral Area as automatic consultees’.
- Page 12, 5.2 iv) remove the word ‘long’
- Page 12, 5.2 viii) replace ‘24 months period’ within ‘5 year period’

## 16. Service Plans 2015-16

Councillor Duddy advised he had not received the Service Plans within a sufficient timescale to allow him to consider them prior to the Committee meeting. In order that a recommendation might be brought to the Council meeting in November for ratification, Councillor Duddy suggested that Committee meet at near future date to allow this to happen.

The Chair declared a 5-minute recess at 10.00pm.

It was proposed by Councillor Duddy, seconded by Councillor Baird and **AGREED: to recommend that Committee adjourn to Monday 16<sup>th</sup> November at 7pm to consider the Items Organisational Structure and Service Plans 2015/2016.**

**The meeting adjourned at 10.10pm.**

The meeting reconvened on Monday 16<sup>th</sup> November 2015 in the Council Chamber, Civic Headquarters, Coleraine Office at 7.00 pm.

In the Chair: Councillor M Fielding

Members present: Alderman Campbell, Alderman Cole, Councillor Chivers, Councillor Douglas, Councillor Duddy, Alderman King, Councillor McCaul, Councillor McLean, Alderman Mullan

In attendance: A McPeake, Director of Environmental Services  
S Duggan, Committee and Member Services Officer  
G Doyle, Head of Estates  
B Edgar, Head of Health & Built Environment

Also in Attendance: Councillor I Stevenson

### 1. Apologies

Apologies were recorded from Councillors Hunter, Mulholland, MA McKillop and Watton.

### 2. Declarations of Interest

Alderman Campbell Declared an Interest.

### 3. Service Plans 2015/16 / Organisational Structure

It was proposed by Councillor Duddy, seconded by Alderman King and **AGREED that committee move in-committee.**

It was proposed by Councillor Duddy, seconded by Councillor McLean and **AGREED that committee receive information on each of the Service Plans in conjunction with its Organisation Structure individually.**

The Director of Environmental Services delivered the initial report, as undernoted:

***It is a key objective of the management team within Council to ensure that all services are provided to ratepayers and visitors in an efficient and effective manner.***

***Business planning is an important tool in ensuring that the attributes of any service meet the criteria above. To be meaningful, business planning also requires being the subject of challenge from those other than the service provider.***

***The Environmental Services section within Causeway Coast and Glens Borough Council consists of four departments - Capital Projects, Energy and Infrastructure; Estate and Facilities; Health & Built Environment; and Operations.***

***Each section within Environmental Services operates using a business plan which outlines the purpose of the service, helps focus efforts, sets objectives and ensures that the business is managed and planned in accordance with strategic values set out in the Council Strategy 2015-2019.***



***The business plans also include background information which shows exactly how and why the Council services are to be provided. Information, targets and objectives are disseminated to relevant managers within each section so that the business plan becomes a working document and provides operational assistance and accountability.***

***Each business plan is to be reviewed each quarter. Dependent on achievement, customer feedback or external factors, business plans can be adjusted to ensure that the strategic objectives of the Environmental Services department and the Council Strategy are at the core of service provision.***

***Each of the 4 business plans were circulated.***

***It is recommended that the Environmental Services organisational structure depicted, circulated, is adopted by the Causeway Coast and Glens Council and that a service review will be carried out to assess further structural requirements in Tiers 6&7.***

The Head of Health and Built Environment delivered the report, circulated. The Head of Estates delivered the report, circulated. The Director of Environmental Services delivered the Capital Projects, Energy and Infrastructure and Operations reports. During delivery of each of the reports, Elected Members posed specific queries in relation to the proposed structures, raised concerns surrounding the lack of tangible measures and key performance indicators and sought additional middle management savings to facilitate reducing costs without impinging on the service provided.

It was proposed by Councillor Chivers, seconded by Councillor McCaul to recommend that the Environmental Services organisational structure depicted, is adopted by the Causeway Coast and Glens Council and that a service review will be carried out to assess further structural requirements in Tiers 6&7.

The Chair put the proposal to the committee to vote, 2 Members voted for, 6 Members voted against, the Chair declared the proposal lost.

It was proposed by Councillor Duddy, seconded by Councillor Holmes and **AGREED to recommend that the Organisational Structure is brought to the next committee meeting, to commence at 6.30pm, during which committee will break in to a workshop to receive the Item. The 4 no. Heads of Service are requested to also be in attendance to present the detail to any concerns and queries that may be raised.**

It was proposed by Councillor Duddy, seconded by Councillor Holmes **that committee resolve itself out of committee.**

- \* **Alderman King left the meeting at 8.10pm during consideration of the item.**
- \* **Alderman Mullan left the meeting at 9.15pm during consideration of the item.**

**This being all the business the meeting closed at 10.20pm.**