

**ENVIRONMENTAL SERVICES COMMITTEE MEETING
TUESDAY 5 JUNE 2018**

Table of Recommendations

| No | Item | Summary of Key Recommendations |
|-----------|---|--|
| | Any Other Relevant Business (notified in accordance with Standing Order 12 (o)) Cottage Wood Recent vandalism at Cottage Wood and what steps Council are taking to ensure this doesn't happen again. | <i>Director of Environmental Services to provide Member with written response</i> |
| | | |
| 1 | Apologies | <i>Councillors Chivers Holmes, Hunter and MA McKillop</i> |
| | | |
| 2 | Declarations of Interest | <i>Alderman Campbell Item 7 – Councillor Mulholland Item 18</i> |
| | | |
| 3 | Minutes of Environmental Services Committee Meeting held on 1 May 2018 | <i>Approve</i> |
| | | |
| 4 | Any Other Relevant Business (notified in accordance with Standing Order 12 (o)) 4.1 Drumaduff Land Update on the sale of the land at Drumaduff and the current position regarding the leasing of the land to a Gun Club. | <i>Director of ES to bring back detailed report to Committee</i> |
| 5 | Grant of Entertainment Licences | <i>Approve Item 5.1 and 5.2</i> |
| | | |

| | | |
|-----------|---|------------------------|
| 6 | Transfer of Houses in Multiple Occupation (HMO) Function from NIHE to District Councils | Approve |
| | | |
| 7 | Consultation on Changes to the Fire and Rescue Services (Northern Ireland) Order 2006 | Approve |
| | | |
| 8 | Public Analyst Contract | Approve |
| | | |
| 9 | Procurement of Mechanical Road Sweeper | Approve |
| | | |
| 10 | Proposed Maintenance of Slipways, Quay Walls and Water Access Points at Portstewart, Dunseverick, Ballintoy and Dalriada Harbours | Approve |
| | | |
| 11 | Acupuncture/Business of Cosmetic Piercing/Tattooing/Semi-permanent Skin Colouring/Electrolysis Regulations | For Information |
| | | |
| 12 | Approval of Premises as a Location for Civil Marriage | For Information |
| | | |
| 13 | Entertainment Licence Renewals | For Information |
| | | |
| 14 | Liquor Licences | For Information |
| | | |
| 15 | Petroleum Spirit Licence Renewals | For Information |
| | | |
| 16 | Affordable Warmth Update for 2018/2019 | For Information |
| | | |
| 17 | Street Naming and Property Numbering | For Information |
| | | |
| 18 | Tobacco & Cigarette Lighter Refill Underage Sales Test Purchase Exercises | For Information |
| | | |
| 19 | Matters for Reporting to Partnership Panel (Local Government side) | None |
| | | |
| 20 | Correspondence | None |
| | | |
| 21 | Essential Maintenance – Cloonavin Fire Alarm | Approve |

| | | |
|-----------|---|-----------------------|
| | | |
| 22 | Tender for the Collection/Receipt and Reprocessing of Wood from Household Recycling Centres | <i>Approve</i> |
| | | |
| 23 | Provision for the Collection and Processing of Waste Batteries and Accumulators from Designated Collection Facilities | <i>Approve</i> |
| | | |
| 24 | Provision for the Collection and Processing of Household WEEE Material from Designated Collection Facilities | <i>Approve</i> |
| | | |
| 25 | Proposal to Develop a New Local Government Resilience Resourcing Model | <i>Approve</i> |
| | | |

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE
ENVIRONMENTAL SERVICES COMMITTEE
IN CIVIC HEADQUARTERS, COLERAINE ON
TUESDAY 05 JUNE 2018 AT 7:00 PM**

In the Chair: Councillor Finlay

Members Present: Aldermen: Campbell, Cole, King and Hillis
Councillors: Baird, Callan, Douglas, Loftus,
K Mulholland, McCorkell, McLean, Watton and
Wilson

Officers Present: A McPeake, Director of Environmental Services
B Edgar, Head of Health and Built Environment
D Allen, Committee and Member Services Officer

In Attendance: Press (2 No)

It was **AGREED** that as Councillor MA McKillop was unable to attend the meeting a written response would be provided by the Director of Environmental Services directly, in relation to the item under Any Other Relevant Business regarding recent vandalism at Cottage Wood and what steps Council are taking to ensure this doesn't happen again.

SUBSTITUTIONS

Councillor Baird replaced Councillor Holmes and Alderman Hillis replaced Councillor Hunter for the transaction of business for the evening.

1. APOLOGIES

Apologies were recorded for Councillors Chivers, Holmes, Hunter and MA McKillop.

2. DECLARATIONS OF INTEREST

Declarations of Interest were recorded for:

- Alderman Campbell - Consultation in Changes to the Fire and Rescue Services (Northern Ireland) Order 2006
- Councillor K Mulholland - Tobacco and Cigarette Lighter Refill Underage Sales Test Purchase

3. MINUTES OF ENVIRONMENTAL SERVICES COMMITTEE MEETING HELD TUESDAY 1 MAY 2018

The Chair advised that the minutes of the above meeting were approved at the Council Meeting on Tuesday 22 May 2018.

AGREED - to change the Order of Business, Any Other Relevant Business – Drumaduff Land Sale (Councillor Callan) to be taken before Grant of Entertainment Licences.

4. ANY OTHER RELEVANT BUSINESS (NOTIFIED IN ACCORDANCE WITH STANDING ORDER 12 (o))

* Councillor Watton arrived at the meeting at 7:05pm.

4.1 Drumaduff Land Sale (Councillor Callan)

Councillor Callan requested an update on the sale of the land at Drumaduff and the current position regarding the leasing of the land to a Gun Club.

The Director of Environmental Services informed Members that 80% of the land had been identified for purchase and that any remaining issues would be resolved over the next few months.

In response to a query raised by Councillor Callan in relation to a second Gun Club requesting to lease the land the Director of Environmental Services confirmed that it had previously been agreed and ratified by Council that the Gun Club currently in residence would be offered a 4 year lease. It would be a matter for the current Gun Club and the second Gun Club to discuss to see if they could work in tandem.

It was **AGREED** that the Director of Environmental Services would bring back a report to the Committee with more details.

5. GRANT OF ENTERTAINMENT LICENCES

5.1 The Local Government Miscellaneous Provisions (NI) Order 1985 Grant of Annual Indoor Entertainments Licence

| | |
|---------------------|--|
| Premises: | The Gawn Inn, 21 Clare Road, Ballycastle |
| Application: | Grant of Annual Indoor Entertainments Licence for The Gawn Inn. Days and times on which it is applied to provide entertainment: Monday – Sunday 11.30hrs to 01:00hrs |

It is recommended to Grant an Annual Indoor Entertainments Licence subject to compliance with any recommendations of the Councils licensing department.

**5.2 The Local Government Miscellaneous Provisions (NI) Order 1985
Variation of Annual Indoor Entertainments Licence**

| | |
|---------------------|--|
| Premises: | The Point Bar, 107 Point Road, Magilligan |
| Application: | Variation of annual indoor entertainments licence to reflect an increased safe capacity for The Point Bar due the extension of restaurant/bar area. Days and times on which it is applied to provide entertainment: No change to existing days/hours |

It is recommended to grant a variation of Entertainment Licence subject to compliance with any recommendations of the Councils licensing department inclusive of the following special condition:

- (i) No objections from NIFRS

Proposed by Councillor K Mulholland
Seconded by Councillor Loftus and

AGREED – to recommend that Council approve recommendations therein at Items 5.1 - 5.2 inclusive.

6. TRANSFER OF HOUSES IN MULTIPLE OCCUPATION (HMO) FUNCTION FROM NIHE TO DISTRICT COUNCILS

Report circulated.

- * Councillor Douglas arrived at the meeting at 7.15pm.

The new legislative control, the Houses in Multiple Occupation (HMO) Act NI 2016 completed Final Stage on the 15th March 2016 and received Royal Assent on the 12th May 2016. On commencement of this Act HMO regulation will transfer to local Councils.

This paper provides an update on the progress with the transfer of Houses of Multiple Occupation (HMO) function from the Northern Ireland Housing Executive (NIHE) to Councils.

The programme for the transfer of the HMO function is being overseen by a Regional Board in NI consisting of officers from Department for Communities (DfC), NIHE and the three lead Councils (Belfast City Council, Causeway Coast and Glens Borough Council, and Derry City and Strabane District Council) and has been endorsed by SOLACE.

An economic appraisal commissioned by the Department for Communities (DfC) considered a number of delivery options for the new service. The appraisal included financial and option modelling.

This appraisal recognised that whilst an 11 Council model was the most desirable it would mean that full cost recovery for councils would prove difficult and would create a potential rate base burden on councils as the service would have to be provided within existing resources. It was considered that the only way to negate these risks and provide a cost neutral and fit for purpose service was to cluster councils and provide the new regime via a shared service.

The proposed model for service delivery is to cluster councils on a geographical basis, the cluster leads being those areas with the largest number of HMOs, Belfast, Causeway Coast and Glens, and Derry City and Strabane. See Appendix 1.

It is accepted by the Regional Board that the Cluster Leads will need to provide support to each other in order to ensure the effectiveness and provision of a fit-for-purpose service. This will require providing support across each other's respective cluster areas.

* Councillor K Mulholland left the meeting at 7.20pm.

It is recommended that Causeway Coast and Glens Borough Council note the update information regarding the Houses of Multiple Occupation function and the current status of the programme of transfer, and to endorse the approach as recommended by SOLACE with respect to the determination of fees process, the transference of staff and the procurement of a suitable ICT system.

In response to a query raised by Councillor Baird in relation to a possible increase in fees for tenants the Head of Health and Built Environment clarified that fees currently paid to the Housing Executive would not cover the full cost of administering the scheme. Fees would be reviewed by a consultant and by the Department for Communities and would ultimately be administered under each individual Council.

Councillor Baird raised a query in relation to the employment of staff. The Head of Health and Built Environment clarified that there would be one Human Resources Department and one Line Management through the nominated lead Council, Belfast City Council, which would ensure less disruption and a single point of contact. Staff to be employed through the lead Council, Belfast City Council.

The Head of Health and Built Environment also stated that each individual Council would be responsible for taking the decision on the potential closure of any premises and it would be the responsibility of the Housing Executive to rehouse those affected.

Proposed by Alderman King
Seconded by Councillor McClean and

AGREED - to recommend that Causeway Coast and Glens Borough Council note the update information regarding the Houses of Multiple Occupation function and the current status of the programme of transfer, and to endorse the approach as recommended by SOLACE with respect to the determination of fees process, the transference of staff and the procurement of a suitable ICT system.

7. CONSULTATION ON CHANGES TO THE FIRE AND RESCUE SERVICES (NORTHERN IRELAND) ORDER 2006

Report circulated.

* Alderman Campbell left the meeting at 7.30pm.

The Department of Health issued a consultation document on 9th April 2018 on proposals to make amendments to the Fire and Rescue Services (Northern Ireland) Order 2006. Responses are sought by 3rd June 2018. An extension has been sought so that Councils response may be considered.

Article 50 of the Order of 2006 gives the meaning of a relevant premise, Article 50(1) (a) excludes domestic premises from the definition of a relevant premise. This has the effect of removing responsibility for fire

safety inspection and enforcement in common areas that exist in flats and apartment blocks (stairs, passageways, gardens and yards etc.) of domestic premises from NIFRS.

The Department see this as a significant risk and propose to make NIFRS responsible for fire safety enforcement in the common areas of domestic premises such as flats and apartment blocks.

The Houses of Multiple Occupation (HMO) Act received Royal Assent in May 2016. The operation of the HMO licensing scheme will be the responsibility of local District Councils. District Councils will carry out all the checks/inspections (including fire safety) required to license or otherwise a HMO. The Department for Communities (DfC) are working towards the implementation of the HMO Act with a commencement date of the 1 April 2019.

To facilitate this transfer of powers, the current Order requires amendment to allow the Chief Fire and Rescue Officer to delegate fire safety inspections for Houses in Multiple Occupation. Additionally Article 33.(3) and 52.(1) only empowers “fire and rescue officers” to undertake fire safety / enforcement inspections, by amending both Articles to “people” this will allow the delegation of authority to suitably trained and competent District Council staff to undertake fire safety inspections in HMOs. It is envisaged that those transferring officers would be authorised following consideration of their competency.

A Memorandum of Understanding (MoU) will require to be agreed between local councils and NIFRS. That will clarify and coordinate the roles and responsibilities in the future with respect to fire safety inspection in HMO premises.

The proposals will not impact the existing fire safety arrangements in relation to HMO’s while the DfC progress the necessary regulations to bring the new licensing arrangements into place.

The document consults on the proposal to make amendments to the Fire and Rescue Service (Northern Ireland) Order 2006 and seeks responses to the questions as outlined in the report.

It is recommended that Causeway Coast and Glens Borough Council endorse the suggested responses to the consultation document and that these be submitted to the Department of Health for consideration.

Councillor Baird inquired if the Housing Executive properties had been inspected by HMO staff. The Head of Health and Built Environment stated that he would include this query in Council’s response to the consultation.

Proposed by Alderman Cole
Seconded by Alderman Hills and

AGREED - to recommend that Causeway Coast and Glens Borough Council endorse the suggested responses to the consultation document and that these be submitted to the Department of Health for consideration.

* Alderman Campbell re-joined the meeting at 7.34pm.

8. PUBLIC ANALYST CONTRACT

Report circulated.

Following a tendering exercise to provide Public Analyst Services for the 11 Councils in 2016 the contract was awarded to Public Analyst Scientific Services Limited. Said contract was for a period of 24 months with the option to extend the contract by two periods of 12 months at Council's discretion.

The 24 month contract for the Public Analyst Services is coming to an end and must be extended or a new tendering process for provision of these services commenced. The Environmental Health Department has been satisfied with the service provided by Public Analyst Scientific Services Limited since it was awarded the contract.

Article 27 (1) of the Food Safety (NI) Order 1991 requires that the Council appoint one or more persons (Public Analyst(s)) to act as Analyst(s) within the district of the Council.

Furthermore the Framework Agreement* (Chapter 2, para 12.8), states that Causeway Coast and Glens Borough Council shall ensure that a Food Analyst is appointed to carry out examinations and analyses of food samples. In making these appointments, all relevant legal requirements and Codes of Practice shall be satisfied.

The qualifications required by Analysts are set out in the Food Safety (Sampling and Qualifications) Regulations (NI) 2013. The Environmental Health Department is satisfied that the following persons, who are employed by Public Analyst Scientific Services, fulfil the requirements of the Regulations for appointment as Public Analysts on behalf of the Council:

Ronald Anthony Ennion BSc, MChemA, CChem, FRSC, MIFST
Watney Elizabeth Moran MSc, MChemA, CChem, FRSC

Duncan Kenelm Arthur BSc, MChemA, CChem, MRSC
Nigel Kenneth Payne MSc, MChemA, CChem, MRSC
Joanne Hubbard BSc, MChemA, CChem, MRSC
Kevin Wardle MSc, MChemA, CChem, MRSC
Lilian Emma Jane Downie MChem, MChemA, CChem, MRSC
Michelle Evans BSc, MChemA, MRSC

It is recommended that the contract for public analyst services to Council by Public Analyst Scientific Services Limited is extended by a further 12 months and the above persons are appointed as Public Analysts to the Council under Article 27 (1) of the Food Safety (NI) Order 1991.

Proposed by Councillor McLean
Seconded by Councillor Baird and

AGREED - to recommend that the contract for public analyst services to Council by Public Analyst Scientific Services Limited is extended by a further 12 months and the above persons are appointed as Public Analysts to the Council under Article 27 (1) of the Food Safety (NI) Order 1991.

9. PROCUREMENT OF MECHANICAL ROAD SWEEPER

Report circulated.

Council operate a fleet of 15 no mechanical road sweepers.

Further to a review the need to replace a 2004 15 tonne mechanical road sweeper has been identified. The chassis of this vehicle has corroded to such an extent that it has spilt and is beyond repair.

It is recommended that approval be given to procure a replacement 15 tonne mechanical road sweeper.

In response to a query raised by Alderman King the Director of Environmental Services confirmed that a rigid inspection had taken place whereupon the corroded chassis had been identified. He also confirmed that a further report would be brought back to the Committee with the tender returns.

Proposed by Alderman King
Seconded by Councillor Baird and

AGREED - to recommend that approval be given to procure a replacement 15 tonne mechanical road sweeper.

10. PROPOSED MAINTENANCE OF SLIPWAYS, QUAY WALLS AND WATER ACCESS POINTS AT PORTSTEWART, DUNSEVERICK, BALLINTOY AND DALRIADA HARBOURS

Report circulated.

The purpose of this report is to request permission to progress this project to Stage 2 of the Capital Programme (Detailed Design and Procurement of a Contractor).

The proposed Project is required in order to abide by the current Health & Safety Regulations and good practice guidelines (Health & Safety at Work Act 1974), Occupiers Liability Act 1984, RoSPA etc.). The overall aim of these regulations and guidelines is to minimise Health & Safety risks and prevent accidents both to employees and members of the public who avail of Portstewart, Dunseverick, Ballintoy and Dalriada Harbour facilities.

It is recommended that the Environmental Services Committee approve the progression of this project to Stage 2 (Detailed Design and Procurement of a Contractor) within the Capital Programme. This will allow preparation of the detailed specification and procurement documentation required to complete Stage 2. The subsequent Tender Report will be brought to Members for consideration.

Councillor Baird raised concerns in relation to the apparent non-existence of the barrier which had previously been erected at Ballintoy Harbour to stop cars driving around the harbour wall. She also stated that Motor Homes had been seen parked at the harbour overnight. The Director of Environmental Services commented that the barrier previously installed should still be in place but was hard to control, and that he would look into further options to reduce access to these vehicles.

In response to a query raised by Councillor Loftus regarding Dalriada Harbour the Director of Environmental Services confirmed that the harbour had been closed due to the bad state of the slipway and that tenders for a contractor would go ahead if approved by Council with work due to start soon after the contractor had been appointed.

The Director of Environmental Services clarified that Dalriada Harbour was a slipway in Cushendall situated between the Caravan Park and beach on the coastal route.

Proposed by Councillor McLean
Seconded by Councillor Baird and

AGREED - to recommend that the Environmental Services Committee approve the progression of this project to Stage 2 (Detailed Design and Procurement of a Contractor) within the Capital Programme. This will allow preparation of the detailed specification and procurement documentation required to complete Stage 2. The subsequent Tender Report will be brought to Members for consideration.

**11. ACUPUNCTURE/BUSINESS OF COSMETIC
PIERCING/TATTOOING/SEMI-PERMANENT SKIN
COLOURING/ELECTROLYSIS REGULATIONS**

Information report circulated.

**Local Government (Miscellaneous Provisions) (NI) Order 1985
Articles 13 & 14, Practice of Acupuncture/Business of Cosmetic
Piercing/Tattooing/Semi-Permanent Skin Colouring/Electrolysis**

1 application for Practice of Acupuncture/Business of Cosmetic Piercing/Tattooing/Semi-Permanent Skin Colouring/Electrolysis had been received, acknowledged and processed during the report period.

The information report was noted.

12. APPROVAL OF PREMISES AS A LOCATION FOR CIVIL MARRIAGE

Information report circulated.

The Marriage (NI) Order 2003

1 application for renewal as an approved place for Civil Marriage had been received, acknowledged and processed during the report period.

The information report was noted.

13. ENTERTAINMENT LICENCE RENEWALS

Information report circulated.

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

15 applications for Entertainment Licences had been received, acknowledged and processed during the report period.

The information report was noted.

14. LIQUOR LICENCES

Information report circulated.

Licensing (Northern Ireland) Order 1996 Liquor Licence

19 applications for grant, renewal, transfer or grant of an occasional Intoxicating Liquor Licence had been received and acknowledged to Court Service during the report period.

The information report was noted.

15. PETROLEUM SPIRIT LICENCE RENEWALS

Information report circulated.

Petroleum (Regulation) Acts (NI) 1929 and 1937 Petroleum Spirit Licence

1 application for renewal of petroleum spirit licences had been received, acknowledged and processed during the report period.

The information report was noted.

16. AFFORDABLE WARMTH UPDATE FOR 2018/2019

Information report circulated.

Councillors will recall that during the 2017/2018 financial period, Councils throughout the province were asked to submit 405 referrals to the Northern Ireland Housing Executive for the affordable Warmth Scheme (Energy Efficient Initiative).

Council advised that they met the targets set by the Department of Communities.

Throughout the province £16.9 million was spent on the affordable warmth scheme, 3,850 referrals were received, 4,148 homes were improved and 8,232 measures installed. The average cost of measures per household was approximately £4,500, 3,359 homes had heating installed, 2,375 windows, 1,602 loft insulation, 620 cavity wall insulation, 187 damp proofing and 88 solid wall insulation.

Since the scheme started in 2014/15, £16.299 million has been spent on the affordable warmth scheme, 12,281 homes improved and 23,278 measures installed.

During 2017/18 period, Causeway Coast and Glens referred 402 households to the Northern Ireland Housing Executive of which 73 were ineligible or no help required, 351 approvals were granted; these approvals were valued at £1.45 million for the Borough and 777 measures were completed in 402 homes.

During this period the Affordable Warmth Team sign posted vulnerable people and households for additional support and advice locally.

The Head of Health and Built Environment informed Members of an error in the 4th paragraph of the report which should read ***“Since the scheme started in 2014/15, £60.4 million has been spent on the Affordable Warmth Scheme with 16,299 approvals issued, 12,281 homes improved and 23,278 measures installed.”***

Councillor Baird raised concerns where contractors fail to carry out works as contracted. The Head of Built and Health Environment stated that he was unaware of any particular instances but explained that the applicant would choose the contractor and that the Housing Executive would oversee the work carried out.

The information report was noted.

17. STREET NAMING AND PROPERTY NUMBERING

Information report circulated.

Council is required to carry out the formal process of street naming and postal numbering and the provision of street signage including street names expressed in a language other than English all in accordance with the Order.

Under Section 11 of the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1995 affords Council discretion to approve street naming and postal numbering.

These discretionary powers are carried out under the Street Naming and Numbering Policy and Procedures adopted by Council on March 2015 and revised and amended on the 27th October 2015.

The following street names have been approved under the above policy:

Bradley Drive, Dungiven
Castlecroft Drive, Dungiven
Atlantic Link Road, Coleraine

The information report was noted.

18. TOBACCO & CIGARETTE LIGHTER REFILL UNDERAGE SALES TEST PURCHASE EXERCISES

Information report circulated.

District Councils in Northern Ireland have a statutory duty to enforce the legislation relating to the sale of certain age-restricted products such as cigarettes, tobacco products and cigarette lighter refill products.

The Children and Young Persons (Protection from Tobacco) (NI) Order 1991 and Children & Young Persons (Sale of Tobacco) Regulations (NI) 2008 make it an offence to supply any cigarettes or tobacco products to any person under the age of 18. The Cigarette Lighter Refill (Safety) Regulations 1999 make it an offence to supply any cigarette lighter refill canister containing butane or a substance with butane as a constituent part to any person under the age of 18. Both the sales person and the business owner can be liable for any illegal sales, even if they thought the purchase was being made on behalf of an adult, or if the person looked like they were over 18.

To raise awareness of the above legislation and assess compliance by commercial premises 3 test purchase exercises were conducted between January and March 2018 across the Ballymoney, Limavady and Moyle legacy council areas. A test purchase in the Coleraine legacy area was carried out earlier in 2017/18.

All test purchase exercises are carried out in accordance with Local Government Regulation (formerly LACORS) "Code of Best Practice" on test purchasing as endorsed by the Home Office. The test purchase involved sending a young person under 18 years of age into retail premises to ask for cigarettes or a cigarette lighter refill canister containing butane.

As per Council procedure all retailers selling relevant products are written to once per year reminding them of their legal responsibilities with guidance on how to prevent the underage display/sale of age restricted goods.

A total of 2 premises were visited and tested for butane cigarette lighter refills and both refused the sale to the child. This represents a 100%

compliance rate by the retailers tested in relation to the selling of butane volatile substances to an underage person.

A total of 45 premises were visited and tested for tobacco sales. 35 premises refused sales to the child for cigarettes. This represents a 78% compliance rate by the retailers tested in relation to the selling of tobacco to an underage person.

Of the 10 retailers that failed the test purchase exercise and sold cigarettes to the child 3 Fixed Penalty Notices and 1 written warning were issued to business owners and 6 Fixed Penalty Notices were issued to the sales person.

The Fixed Penalty amount is £250 which is reduced to £187.50 if paid with 14 days.

The overall compliance rate for the exercises is fairly high and shows that the majority of retail premises are diligent in applying the legislation. This is attributable to the ongoing commitment shown by Council and staff of the Environmental Health Department in this education and enforcement programme.

The information report was noted.

19. MATTERS FOR REPORTING TO PARTNERSHIP PANEL (LOCAL GOVERNMENT SIDE)

There were no matters to report.

20. CORRESPONDENCE

There was no correspondence.

MOTION TO PROCEED 'IN COMMITTEE'

Proposed by Councillor McCorkell
Seconded by Alderman Campbell and

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

* Press left the meeting at 7.50pm.

21. ESSENTIAL MAINTENANCE – CLOONAVIN FIRE ALARM

Confidential report circulated.

* Councillor K Mulholland left the meeting at 7:52pm.

Cloonavin Civic Centre is the headquarters of Causeway Coast & Glens Borough Council, with approximately 200 members of staff based within the building.

The existing fire detection and alarm system has been in place since the building opened in 2001. The system has developed a significant number of faults over the years, and has now reached a point where it is no longer serviceable. The equipment is manufactured by Minerva and, due to age and advances in technology is now obsolete, and spare components cannot be purchased for ongoing maintenance. The fire alarm panel is not functioning correctly, devices are constantly failing, and numerous cabling faults exist which cannot be repaired.

The system has now reached the end of its useful life expectancy and is strongly recommended for complete replacement.

Based on the major health and safety concerns associated with a lack of operational fire alarm system, the normal Council tendering procedure has been fast-tracked to a combined quality and cost tender, rather than a separate pre-qualification stage.

7 contractors were invited to submit a fixed price lump sum tender for the works described within the fire alarm design specification and drawings.

Tenders were issued by email on 28th March 2018, and were due to be returned by 12:00noon on Monday 23rd April 2018. Tenders were received from 4 contractors and no tender was received from 3 contractors by the tender return date.

All tenders were checked and found to be arithmetically correct. The tender costs received are subject to VAT at the prevailing rate. The top three contractors passed the quality assessment, the fourth failed as no quality information was included within their tender submission.

The tenders were based on the works being carried out within normal working hours and the top three companies were approached and asked to consider the cost implications should they be required to work outside normal working hours, (i.e. night shifts) to avoid disruption to business operations throughout Cloonavin.

Each contractor was subsequently asked for a revised cost if the works were to be completed during night shifts.

It is recommended that Causeway Coast & Glens Borough Council proceed with the appointment of Atlas Fire & Security Ltd., in the sum of £101,500.00 + VAT (based on the majority of the installation works being completed outside of normal working hours).

The Director of Environmental Services confirmed that the quality element had been assessed in the tender approval.

Proposed by Alderman King
Seconded by Councillor McLean and

AGREED - to recommend that Causeway Coast & Glens Borough Council proceed with the appointment of Atlas Fire & Security Ltd., in the sum of £101,500.00 + VAT (based on the majority of the installation works being completed outside of normal working hours).

* Councillor K Mulholland re-joined the meeting at 7:55pm.

22. TENDER FOR THE COLLECTION/RECEIPT AND REPROCESSING OF WOOD FROM HOUSEHOLD RECYCLING CENTRES

Confidential report circulated.

The purpose of the procurement was to ensure that suitably qualified providers were invited to tender for the collection/receipt and reprocessing of wood from household recycling centres.

The initial contract period will be one year. The duration of the contract period may be extended at the sole discretion of council by up to a maximum of a further two years.

Two tender responses were received. Both tender submissions were compliant.

It is recommended that the tender be awarded to Brickkiln Skip Hire Ltd, in accordance with Council's specification and contract conditions.

Proposed by Councillor McCorkell
Seconded by Councillor Baird and

AGREED – to recommend that the tender be awarded to Brickkiln Skip Hire Ltd, in accordance with Council's specification and contract conditions.

23. PROVISION FOR THE COLLECTION AND PROCESSING OF WASTE BATTERIES AND ACCUMULATORS FROM DESIGNATED COLLECTION FACILITIES

Confidential report circulated.

The purpose of the procurement was to ensure that suitably qualified providers were invited to tender for the provision for the collection and processing of waste batteries and accumulators from designated collection facilities. Invitation to tender issued jointly by arc21, the North West Region Waste Management Group (NWRWVG) and the three remaining local authorities.

The initial contract period will be two years. The duration of contract may be extended at the sole discretion of council by a further one year. The contracting authority is Causeway Coast and Glens Borough Council.

One tender response was received.

Tender evaluation report, dated May 2018, is included in Appendix 1 (previously circulated).

It is recommended that Council approves the recommendation to enter into agreement with European Recycling Platform for the provision of the collection and processing of batteries from designated collection facilities for 24 months with the option of a 1 year extension.

Proposed by Councillor McCorkell
Seconded by Councillor Baird and

AGREED - to recommend that Council approves the recommendation to enter into agreement with European Recycling Platform for the provision of the collection and processing of batteries from designated collection facilities for 24 months with the option of a 1 year extension.

24. PROVISION FOR THE COLLECTION AND PROCESSING OF HOUSEHOLD WEEE MATERIAL FROM DESIGNATED COLLECTION FACILITIES

Confidential report circulated.

The purpose of the procurement was to ensure that suitably qualified providers were invited to tender for the provision for the collection and processing of household WEEE material from designated collection facilities. Invitation to tender issued jointly by arc21, the North West

Region Waste Management Group (NWRWVG) and the three remaining local authorities.

The initial contract period will be two years. The duration of contract may be extended at the sole discretion of council by a further one year. The contracting authority is Causeway Coast and Glens Borough Council.

One tender response was received. The submission received was from European Recycling Platform (ERP).

Five lots were tendered. The submission only covered Lots 1 (large household appliances), 2 (cooling appliances), 4 (gas discharge lamps) and 5 (all other WEEE). No submission was received for Lot 3 (all display equipment including those containing cathode ray tubes).

Tender evaluation report, dated May 2018, is included in appendix 1 (previously circulated).

It is recommended that Council approves the recommendation to enter into agreement with European Recycling Platform for the provision of the collection and processing of household WEEE from designated collection facilities for 24 months with the option of 1 year extension for Lots 1, 2, 4 and 5.

Proposed by Councillor McCorkell
Seconded by Councillor Baird and

AGREED - to recommend that Council approves the recommendation to enter into agreement with European Recycling Platform for the provision of the collection and processing of household WEEE from designated collection facilities for 24 months with the option of 1 year extension for Lots 1, 2, 4 and 5.

25. PROPOSAL TO DEVELOP A NEW LOCAL GOVERNMENT RESILIENCE RESOURCING MODEL

Confidential report circulated.

In light of local government reform in April 2015, the Business Consultancy Service of the Department of Finance and Personnel undertook an independent review of the local government civil contingencies arrangements in Northern Ireland. The recommendations from this report aimed to provide direction for local government to ensure fit for purpose, collaborative multi-agency working arrangements could be implemented for the good of the people and communities of Northern

Ireland. All councils endorsed the recommendations emanating from this review.

In 2016, PSNI advised that the model of five Emergency Preparedness Group areas (EPGs) did not fit well with how PSNI co-ordinate their response. A disconnect existed between the planning areas and the police area co-ordination tiers and consequently the PSNI response model. Furthermore, there was significant resource required to support the five EPGs with some duplication of effort, therefore the reduction in the number of EPG to 3 areas was proposed.

In August 2017, a Regional Officer was appointed to co-ordinate and oversee the delivery of local government's civil contingencies work programme following the priorities set by SOLACE.

One of the first priorities was to ensure a seamless transition to this new model, which came into effect in January 2018. The new EPG structures are jointly chaired by the PSNI and local government, with representation from all the emergency services, health sector, Department for Infrastructure, NI Water, NI Housing Executive, Met Office, Utilities, Voluntary sector and other relevant organisations essential to ensure an integrated approach to emergency planning, e.g. airports, ports.

The introduction of these new structures requires a new local government-resourcing model to provide adequate programme management of these new areas and sufficient resources to enable an effective response to emergencies.

It is recommended that Council note the attached report and agree the proposed way forward, subject to funding. These include the agreement of a single employing authority and the need for the development of a service level agreement between the employer council and the other 10 councils.

Councillor K Mulholland requested clarification on whether Councils across the border had been consulted. The Head of Health and Built Environment stated that he did not have any information on this but all Councils within Northern Ireland had been consulted.

Proposed by Councillor Loftus
Seconded by Alderman Campbell and

AGREED - to recommend that Council note the attached report and agree the proposed way forward, subject to funding. These include the agreement of a single employing authority and the need for the

development of a service level agreement between the employer council and the other 10 councils.

MOTION TO PROCEED 'IN PUBLIC'

Proposed by Councillor McCorkell
Seconded by Alderman Campbell and

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 **8.05pm**.

Chair