



28 February 2024

Committee Chair: Councillor J Burbank

Committee Vice-Chair: Councillor V McWilliam

Committee Members: Aldermen P Bradley, L Clarke and J Smyth

Councillors R Foster, J Gilmour, AM Logue, H Magill,  
A McAuley, E McLaughlin, M Ní Chonghaile,  
L O'Hagan, L Smyth and M Stewart

Dear Member

#### **MEETING OF THE OPERATIONS COMMITTEE**

A meeting of the Operations Committee will be held in the **Round Tower Chamber, Antrim Civic Centre on Monday 4 March 2024 at 6.30 pm.**

You are requested to attend.

Yours sincerely

A handwritten signature in black ink, appearing to be "Richard Baker".

Richard Baker, GM MSc

**Chief Executive, Antrim & Newtownabbey Borough Council**

**PLEASE NOTE: Refreshments will be available in the Café from 5.20pm**

**For any queries please contact Member Services:**

Tel: 028 9448 1301

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## **A G E N D A**

### **1 APOLOGIES**

### **2 DECLARATIONS OF INTEREST**

### **3 PRESENTATION**

3.1 NILGA Lough Neagh Update

### **4 ITEMS FOR DECISION**

4.1 Parks and Open Spaces Sub Group Minutes

4.2 Directorate Business Plans

4.3 Joint Waste Management Resource for Northern Ireland Councils

### **5 ITEMS FOR NOTING**

5.1 Healthy Eating Cue Cards for 1-4 Year Olds

5.2 Performance and Improvements Plan 2023/24 – Progress Report

5.3 Energy Saving Tips Booklet

5.4 Air Quality Monitoring

### **6 ITEMS IN CONFIDENCE**

6.1 Arc21 Joint Committee Papers

6.2 Procurement of Asset Management Software System

6.3 Organisation Structures

6.4 Disposal of Land at New Lodge Road

6.5 Electric Vehicle Charging Provision – Update

6.6 People Counters

### **7 ANY OTHER RELEVANT BUSINESS**

**REPORT ON BUSINESS TO BE CONSIDERED AT THE  
OPERATIONS COMMITTEE MEETING ON  
MONDAY 4 MARCH 2024**

**3 PRESENTATION**

**3.1 PK/BIO/044 NILGA LOUGH NEAGH UPDATE**

Members are advised that Karen Smyth from NILGA will make a short presentation (**enclosed**) in person to update on current issues at Lough Neagh.

## **4 ITEMS FOR DECISION**

### **4.1 PK/GEN/035/VOL4 PARKS AND OPEN SPACES SUB GROUP MINUTES**

#### **1. Purpose**

**The purpose of this report is to seek approval for the most recent Parks and Open Spaces Sub-Group meeting held on 6 February 2024.**

#### **2. Summary**

At the Parks and Open Spaces Sub-Group meeting on 6 February 2024, Members considered a detailed report which provided a range of updates from the Park Service. Arising from the meeting a series of recommendations were made for consideration by the Operations Committee. The minutes of the meeting are **enclosed** for Members' consideration.

#### **3. Recommendation**

**It is recommended that the minutes of the Parks and Open Spaces Sub-Group meeting held on 6 February 2024 be approved.**

Prepared by: Vicki Kyles, Personal Assistant to Director of Parks and Leisure Operations

Agreed by: Paul Mawhinney, Head of Parks Operations

Approved by: Matt McDowell, Director of Parks and Leisure Operations

## 4.2 CE/CS/032 DIRECTORATE BUSINESS PLANS

### 1. Purpose

**The purpose of this report is to present to Members for consideration and approval the:**

- **Sustainability Directorate Business Plan 2024-25**
- **Parks & Leisure Directorate Business Plan 2024-25**

### 2. Introduction/Background

Members are reminded that Part 12 of the Local Government Act (Northern Ireland) 2014 (the Act) puts in place a framework to support the continuous improvement of Council services.

Specifically, the duties in the Act relate to Section 84(1), 85 (2) and 85(9) whereby the Council has a statutory duty to make arrangements to:

- Secure continuous improvement;
- Secure achievement of its improvement objectives; and
- Exercise its functions so that any Departmental specified standards are met.

It is proposed to adopt a formal approach and methodology to business planning which will support and be an integral part of the Council's performance management and delivery arrangements.

Business Plans for the Sustainability and Parks and Leisure Directorates 2024-25 are **enclosed** for Members' approval.

### 3. Previous Decision of Council

The Council approved a strategic performance management framework as part of the Corporate Performance and Improvement Plan (draft for consultation) 2024-25 in January 2024.

### 4. Purpose

The purpose of the Directorate Business Plans are to:

- Demonstrate how each of the Directorates are supporting and achieving Council's priorities.
- Provide a clear sense of purpose of the Directorate and the challenges it faces.
- Illustrate how it is aligning its resources to meet the challenges ahead.
- Measure performance and hold ourselves to account to ensure we deliver for the Council and its residents.

## 5. Format

The proposed format is robust and follows best practice, to bring together all the key aspects of the Directorate into one place to provide transparency and consistency. It provides alignment with the Corporate Plan; Corporate Performance and Improvement Plan; Financial Plan; Resourcing and Risk Register.

The format includes:

- Introduction and Background to Directorate
- Directorate Structure
- Directorate Risk Register
- Achievements in 2023-2024
- Alignment with draft Corporate Plan 2024-2030
- Directorate Business Plan 2024-25
- Financial Position 2024-25
- Progress Report (bi-annual report)

## 6. Governance / Reporting Arrangements

It is proposed that a bi-annual report is presented to Committee (September 2024 and April 2025 on progress and achievement of the business plans.

## 7. Financial Position/Implications

As agreed as part of the Councils rate setting process.

## 8. Summary

In summary this proposed approach and methodology to Business Planning will provide a more streamlined and integrated method of tracking and analysing performance and providing enhanced visibility.

## 9. Recommendation

**It is recommended that Members consider and approve the:**

- a) Sustainability Directorate Business Plan 2024-25**
- b) Parks & Leisure Directorate Business Plan 2024-25**

Prepared by: Helen Hall, Director of Corporate Strategy

Approved by: Richard Baker, Chief Executive

#### **4.3 WM/WM/040 JOINT WASTE MANAGEMENT RESOURCE FOR NORTHERN IRELAND COUNCILS**

##### **1. Purpose**

**The purpose of this report is to seek Members approval to recruit a shared waste management resource for Northern Ireland Councils to assist with the introduction of new legislation including Extended Producer Responsibility, Deposit Return Scheme, and Common Collections Guidance.**

##### **2. Background**

At present there is new waste management legislation being introduced, including Extended Producer Responsibility (EPR) which proposes to move the cost of dealing with packaging waste away from the taxpayer and on to packaging producers, who will pay for the full cost of managing packaging waste from households. This will be achieved through fees paid to councils by the packaging producers.

Deposit Return Scheme (DRS) will require consumers to pay a deposit at the initial purchase of a food or drink can or bottle which can then be redeemed later, and will have implications for the types and quantities of recyclable materials collected. In addition, the Common Collections Guidance is likely to stipulate the minimum types of recyclables that must be collected by councils.

##### **3. Key Issues**

These changes in the waste management legislation have the potential to impact Council finances, positively in the case of EPR, and how we collect waste,

Currently, there are discussions ongoing across the devolved administrations about the introduction of the legislation and the development of the EPR payment mechanisms for councils. A national Steering Group has been established with representatives from local government across the UK invited to participate so the views and considerations of local authorities are fully reflected in the design and implementation of the finalised EPR scheme.

In consideration of the above, it is the considered view of SoLACE, Council Waste Forum (CWF) and NILGA that a dedicated resource be appointed to represent all of Northern Ireland's councils on this steering group.

Following discussions with Strategic Investment Board (SIB), they have agreed to recruit and manage this resource with the postholder working 2.5 days per week on EPR and related matters for the 11 district councils with the remaining period spent on SIB projects.

The postholder will report to and receive direction from a co-ordinating group of SoLACE (via CWF), SIB and NILGA on a regular basis.

#### 4. Financial Implications

Council, along with the other 10 local authorities in Northern Ireland, will be asked to provide funding to support the appointment of this resource for a two-year period at a cost of £5,000 per annum.

While this financial provision has not been included in the 2024-25 waste management budgets, the impact of EPR will result in a net gain as producers make payments for the costs of managing packaging in household waste and the cost can be absorbed into next year's budget.

#### 5. Recommendation

**It is recommended that the Council approves the recruitment of a shared waste management Resource for Northern Ireland Councils to assist with the introduction of new legislation, including EPR, at a cost of £5,000 per annum, for a two year period.**

Prepared and Approved by: Michael Lavery, Director of Sustainability



## 5 ITEMS FOR NOTING

### 5.1 EH/PHWB/007 HEALTHY EATING CUE CARDS FOR 1-4 YEAR OLDS

#### 1. Purpose

**The purpose of this report is to inform Members of a new educational resource, 'Healthy Eating Cue Cards' which will aim to develop healthy eating habits among children aged 4 and under.**

#### 2. Introduction/Background

Members will be aware that the Environmental Health section is part of the Northern Healthy Lifestyles Partnership (NHLP) operating within the Northern Health and Social Care Trust.

The Partnership helps deliver the outcomes of the regional obesity prevention framework "A Fitter Future for All" which focuses on promoting healthy diets and increased physical activity.

#### 3. Main Report

Environmental Health successfully secured £4,000 in funding for the 'Healthy Eating Cue Card' initiative. These cue cards are tailored to support early year's settings like nurseries and playgroups, in promoting healthy eating habits among children aged 1-4. Feedback through a questionnaire from these settings informed the development of the Cue Cards with educational content, including group discussions, sensory play, and interactive activities.

A comprehensive resource pack has been produced, including cue cards, healthy eating recipes and activity sheets. This has been reviewed and approved by a Northern Health and Social Care Trust Nutritionist. Both hard copies and an online version of the resource pack will be made available to all early year's settings in the Borough. The cue cards can be found at:

<https://antrimandnewtownabbey.gov.uk/cue-card-resources>.

Additional resources of healthy eating recipes and activity sheets to accompany the resource pack will also be available on the Council website. There are no cost implications as the Project was externally funded.

#### 4. Summary

Environmental Health received £4,000 in funding from the Northern Healthy Lifestyles Partnership to develop a healthy eating resource pack for early year's settings, to help promote healthy diets in our residents.

#### 5. Recommendation

**It is recommended that the report be noted.**

Prepared by: James O'Kane, Health and Wellbeing Manager

Agreed by: Colin Kelly, Head of Environmental Health and Wellbeing

Approved by: Michael Lavery, Director of Sustainability

## **5.2 PT/CI/049 PERFORMANCE AND IMPROVEMENTS PLAN 2023/24 – PROGRESS REPORT**

### **1. Purpose**

**The purpose of this report is to recommend to Members that the Performance and Improvement Plan 2023/24 Performance Progress Report Quarter 3 be noted.**

### **2. Background**

Members are reminded that Part 12 of the Local Government Act (Northern Ireland) 2014 puts in place a framework to support the continuous improvement of Council services.

The Council's Corporate Performance and Improvement Plan 2023/24 was approved in June 2023. This set out a range of robust performance targets, along with six identified improvement objectives and a number of Statutory Performance Targets

### **3. Previous Decision of Council**

As agreed at the August Council meeting, quarterly performance reports will be presented to the relevant committee or Working Group.

### **4. Main Report**

Third Quarter performance progress reports for Parks and Leisure Services and Sustainability are **enclosed** for Members information.

### **5. Summary**

The main points to highlight are:

- The temporary closure of the centre's main entrance has affected data collection, along with the refurbishment-related closure of the swimming pool, combine to have a negative impact on leisure usage figures.
- Council achieved Platinum status in the NI Environmental Benchmarking Survey;
- The levels of Food Standards and Health and Safety inspections has increased significantly as resources have been targeted at this area;
- On course to exceed target of 60% recycling rate.

### **6. Recommendation**

**It is recommended that the Performance and Improvement Plan 2023/24 Performance Progress Report Quarter 3 be noted.**

Prepared by: Allen Templeton, Performance Improvement Officer

Agreed by: Lesley Millar, Head of Organisation Development

Approved by: Helen Hall, Director of Corporate Strategy

### 5.3 EH/PHWB/005 ENERGY SAVING TIPS BOOKLET

#### 1. Purpose

**The purpose of this report is to inform Members about the Energy Saving Tips booklet, aimed at providing guidance on energy efficiency to our residents.**

#### 2. Introduction/Background

Members will be aware that the Public Health Agency (PHA) support Environmental Health section in providing energy efficiency advice to residents. This funding facilitates various activities aimed at assisting residents in improving energy efficiency.

#### 3. Main Report

The 'Energy Saving Tips' booklet offers actionable advice and support that can help residents save money by managing energy consumption effectively at home. In addition, it provides generalised hints and tips tailored to different aspects of daily living. The booklet also provides details of the Council's oil stamp savings scheme and provides information on how to access energy efficiency grants information through Environmental Health.

Hard copies will be distributed at various events across the Borough and are available upon request. Furthermore, to complement the content of the booklet four short videos focusing on different energy saving tips and the oil stamp savings scheme have been posted on the Council's social media channels and website.

Booklet and Video link;

<https://antrimandnewtownabbey.gov.uk/residents/residents-community-information/cost-of-living/energy-efficiency/>

Oil stamp saving link;

<https://antrimandnewtownabbey.gov.uk/oilstamps/>

#### 4. Financial Implication

The design of the booklet has been done in-house by the marketing and PR team. The cost of printing the booklet was £250.

#### 5. Summary

Environmental Health has created an Energy Saving Tips Booklet providing advice and guidance on reducing energy costs in the home. The booklet will be available in hard copy and is available on the Council website.

## **6. Recommendation**

**It is recommended that the report be noted.**

Prepared by: James O'Kane, Health and Wellbeing Manager

Agreed by: Colin Kelly, Head of Environmental Health and Wellbeing

Approved by: Michael Lavery, Director of Sustainability

## 5.4 EH/EHS/008 AIR QUALITY MONITORING

### 1. Purpose

**The purpose of this report is to provide Members with an update on the findings of the 2023 Air Quality monitoring in the Borough.**

### 2. Introduction/Background

Local Air Quality Management (LAQM) operates under the Environment Order (NI) 2002 providing the framework for managing air quality by Northern Ireland's local authorities. This report delivers the results of monitoring conducted in 2023.

### 3. Main Report

Members will be aware that Council is responsible for reviewing the state of air quality in the Borough. To assist this process an Air Quality Strategy (AQS) has been devised for the UK. This sets down standards and objectives for the air quality pollutants causing the problems and allows councils to review air quality in their area against these.

LAQM requires Council to review and assess a range of air pollutants against the objectives set by the AQS, using a range of monitoring, modelling, and other methodologies.

Council has designated one Air Quality Management Area (AQMA), Antrim Road, Glengormley, as the levels of Nitrogen Dioxide (NO<sub>2</sub>), commonly associated with vehicle pollutants, have been recorded above the UK's annual mean target at this location.

DAERA require the levels of NO<sub>2</sub> to be monitored on an hourly basis to ensure that the 1-hour mean and annual mean legislative objectives are not being exceeded. The monitoring station automatically measures NO<sub>2</sub> levels on an hourly basis and the data from the station is available via the following link;

<https://www.airqualityni.co.uk/site/NWT5>

The results for the year 2023 have shown a reduction in NO<sub>2</sub>.

- The NO<sub>2</sub> annual mean for 2023 was 32.1 µg m<sup>-3</sup> which did not exceed the AQS objective of 40 µg m<sup>-3</sup> (2022 mean 38 µg m<sup>-3</sup>).
- The NO<sub>2</sub> 1-hour AQS Objective was not exceeded for any period of time.

Historical data shows that NO<sub>2</sub> emissions in 2020 and 2021 were lower due to reduced traffic flows during the Covid-19 pandemic. While levels increased in 2022, they have reduced again in 2023 and this is likely due to improvements in vehicle technology resulting in reduced emissions, increased use of public transport and changes in commuting practices.

#### 4. Summary

Results of monitoring in 2023 for the Antrim Road, Glengormley show that the air quality standards, as set out in the UK's Air Quality Strategy, have not been exceeded and monitoring will continue in 2024.

#### 5. Recommendation

**It is recommended that the report be noted.**

Prepared by: Liam Nicholas, Environmental Health Manager (Environment)

Agreed by: Colin Kelly, Head of Environmental Health and Wellbeing

Approved by: Michael Lavery, Director of Sustainability