

**ARC21 JOINT COMMITTEE**  
**Meeting No 040**  
**Hosted by Ards and North Down Borough Council**  
**MINUTES**  
**Thursday 25 April 2019**

**Members Present:**

Alderman A Carson	Ards and North Down Borough Council
Alderman R Gibson ( <i>Deputy Chair</i> )	Ards and North Down Borough Council
Councillor O Gawith	Lisburn & Castlereagh City Council
Councillor D O'Loan ( <i>Chair</i> )	Mid and East Antrim Borough Council
Councillor G Craig	Newry, Mourne and Down District Council
Councillor D Curran	Newry, Mourne and Down District Council

**Members' Apologies:**

Councillor N Kelly	Antrim and Newtownabbey Borough Council
Councillor M Magill	Antrim and Newtownabbey Borough Council
Councillor S Ross	Antrim and Newtownabbey Borough Council
Councillor A Cathcart	Ards and North Down Borough Council
Councillor G Milne	Belfast City Council
Councillor J Bunting	Belfast City Council
Councillor M Collins	Belfast City Council
Councillor J Tinsley	Lisburn & Castlereagh City Council
Councillor L Poots	Lisburn & Castlereagh City Council
Councillor R Wilson	Mid and East Antrim Borough Council
Councillor B Adger	Mid and East Antrim Borough Council
Councillor W Clarke	Newry, Mourne and Down District Council

**Officers Present:**

R Burnett	arc21
G Craig ( <i>Secretary</i> )	arc21
H Campbell	arc21
J Green	arc21
K Boal	arc21
T Walker	Belfast City Council
H Moore	Lisburn and Castlereagh Borough Council
P Thompson	Mid and East Antrim Borough Council
J McBride	Newry, Mourne and Down District Council

**Officers' Apologies:**

G Girvan	Antrim and Newtownabbey Borough Council
M Lavery	Antrim and Newtownabbey Borough Council
D Lindsay	Ards and North Down Borough Council
N Grimshaw	Belfast City Council
R Moore	Newry, Mourne and Down District Council

**In attendance:**

Lorna Parsons, Local Government Staff Commission

The Chair welcomed Lorna Parsons, Director of Recruitment & Diversity at the Local Government Staff Commission, to the meeting who was in attendance, to outline the proposed recruitment process for the appointment of a new Chief Executive, under Item 5.

**Item 1 - Conflicts of Interest Statement**

The Chair read out the Conflicts of Interest Statement. There were no conflicts noted.

**Action: Noted**

**Item 2 - Apologies**

Apologies were noted.

**Action: Noted**

**Item 3 - Minutes**

The minutes of the Joint Committee meeting 039 held on 28 March 2019 were agreed.

**Action: Agreed**

**Item 4 - Matters Arising**

There were no matters arising from the minutes.

**Action: Noted**

**Council officers left the meeting during the following agenda item.**

**Item 5 - Chief Executive Position**

The Chair presented a report to update Members on the progress being made for the recruitment of a new Chief Executive following the announcement by the current Acting Chief Executive, Ricky Burnett, of his decision to retire on 31 August 2019.

He reported that at the Joint Committee meeting held on 28 March, Members authorised him to commence the process of recruiting a replacement for the current Acting Chief Executive.

This process involved engaging with Council Chief Executives and, as agreed, a letter from the Chair was issued to them together with a comprehensive information pack setting out the context of the position as well as a range of potential options for consideration.

The Chair advised that all Chief Executives had responded to the letter. The Chief Executives recognised the need for continued leadership in arc21 and that any decision should take into account the current status of the Strategic Review of Waste Management across Northern Ireland and the, as yet unknown, potential implications of same for the role and the Joint Committee.



In terms of recruitment options, five of the Chief Executives favoured a temporary arrangement being put in place, based on either Option 3 (Secondment) or Option 4 (Fixed Term), for a two-year period with the potential to extend for a further year. Given the possible impact of the ongoing strategic review of waste management the general view held was that a permanent position should not be created at this time.

The other Chief Executive confirmed that the matter had been discussed at Committee and, subject to full approval on 29 April 2019, recommended that the issue is presented to the Members of the new arc21 Joint Committee after the elections so they can take a decision on the recruitment options listed.

Members were asked to consider the responses from Council Chief Executives and decide if consideration and agreement on the recruitment options should be deferred for review by the new arc21 Joint Committee when it is formed after the elections or if the decision on the recruitment options should be taken by the current Joint Committee.

Following a lengthy debate, and taking into consideration the feedback from the Chief Executives, Members agreed to proceed with the recruitment process consistent with Option 3, Secondment, for a two year period with the potential for a further year.

Subsequently, it was also agreed that the current interim senior management arrangements in place up to 31 August 2019 be extended and be made coterminous with the term of appointment offered to the new Chief Executive to ensure that the level of support to the Joint Committee, and the new Chief Executive when appointed, is maintained with the minimum of disruption.

Members were reminded that the Local Government Staff Commission is the body which provides human resources and organisational development advice to Local Government in Northern Ireland including carrying out the recruitment exercise for Chief Executives and other Senior Officers.

Advice, as to how to proceed with such a recruitment, was therefore sought from the Local Government Staff Commission and, Lorna Parsons, Director of Recruitment & Diversity, was in attendance to set out the process in more detail for Members.

Ms Parsons provided a pack for Members detailing the proposed recruitment process including the job description and person specification, shortlisting criteria, format for interviews, schedule for trawl, recruitment timetable, panel membership, panel training and the role of the professional assessor.

She advised that it was proposed to advertise the position in week commencing 20 May by way of internal local government trawl with the intention of then holding interviews on 19 June in order to try to have the successful candidate in place as soon as possible thereafter.

She discussed the makeup of both the shortlisting and interviewing panels and outlined the guidance which recommended the number of elected Members that would be expected to be on the panels along with the Chairperson and Chief Executive of the Local Government Staff Commission, and an independent professional assessor.



She advised that the Chair of the Joint Committee and two other Members be on the shortlisting panel and that around three to five more Members be added to sit on the interviewing panel, together with the other external representatives. In addition Ms Parson stated that substitutes could be nominated and pointed out that all panel Members would receive training on the process.

Ms Parsons confirmed that it was the elected Members on the panels who would be the decision makers for the appointment.

Following discussion, Members suggested that one representative from each Council, to include the Chair and Deputy Chair, be represented on the panels.

Following discussion, Members agreed to proceed with this process and timetable and the representatives are to be agreed once the new Joint Committee is formed in May.

**Action: Agreed**

The current Acting Chief Executive asked Members to note that as a contingency measure the Strategic Investment Board (SIB) - who have been supporting arc21 with staff resources for the residual waste treatment project - have in principle agreed to provide support of senior staff for an interim period should the appointment of a replacement arc21 Acting Chief Executive via a secondment prove problematical. The basis of such support would have to be agreed at the time if such an eventuality came about.

The Chair thanked the SIB for this generous offer which potentially provides a useful backstop if required. He also noted the Deputy Acting Chief Executive would be there to provide some cover in the role for a period.

**Action: Noted**

**Lorna Parsons left the meeting and the Council Officers returned.**

The Chair advised Members that the meeting would now go In Committee, which was proposed and seconded accordingly.

### **In Committee**

Matters of a confidential and commercially sensitive nature were discussed under these agenda items.

Following discussion on the commercially sensitive matters, the Chair advised Members that the briefing would now return to the main agenda but whilst 'in committee' there were six matters discussed as follows:

**Item 6 - Minutes of Joint Committee Meeting 039 held on 28 March 2019 'in committee'**  
**Action: Agreed**

**Item 7 - Matters Arising** **Action: Noted**

**Item 8 - Residual Waste Treatment Project** **Action: Noted**

<b>Item 9 - Municipal Waste Disposal Contracts</b>	<b>Action: Agreed</b>
<b>Item 10 - MRF Contract</b>	<b>Action: Noted</b>
<b>Item 11 - Bring Bank Service Contract – Lot 1 Mixed Glass</b>	<b>Action: Agreed</b>

### **Out of Committee**

The Chair advised Members that the meeting would now return to the main agenda, which was agreed.

### **Item 12 - Contracts and Performance Update**

Ms Boal presented a report to advise the Members on the prevailing monthly situation pertinent to the operational performance of the service and supply contracts.

A summary of the key discussions is replicated as follows:

- *Organic waste delivered in March 2019 increased by 6% in comparison to March 2018.*
- *Three rejected loads delivered into Organics delivery sites in March 2019.*
- *Tonnage from the legacy Down Council is now being delivered to Regen.*
- *Landfill Tax increased to £91.35 per tonne from 1<sup>st</sup> April 2019.*

In relation to section 6 of the report a recommendation was presented on the Loading, Haulage and Transfer of Residual Municipal, Co-Mingled Dry Recyclable, Organic, Street Sweeping and Bulky Wastes – Lot 2.

Ms Boal reported that, as a result of a recent tendering exercise by Mid and East Antrim Borough Council, a variation may be required in respect of the above contract to account for a combination of increased tonnage and a change in delivery point in respect of one of the material streams, effective from 1 July 2019.

Given the implementation date it may be necessary to make a decision regarding the variation before the next Joint Committee meeting takes place to enable appropriate Council governance processes to be completed and to afford the contractor the time to implement the change.

It was recommended that should a variation to the Contract for Loading, Haulage and Transfer of Residual Municipal, Co-Mingled Dry Recyclable, Organic, Street Sweeping and Bulky Waste be required that delegated authority be given to the Acting Chief Executive to approve on behalf of the Joint Committee.

Following discussion Members agreed to endorse the recommendation and note the rest of the report.

**Action: Agreed**



### **Item 13 - Packaging Consultations**

Mr Burnett presented a report to update the Joint Committee on progress with responses to the current consultation on packaging.

He reported that at the time of this report, the development of responses to the three comprehensive consultations was being informed through ongoing liaison with other bodies. The purpose of the liaison is to ensure, where appropriate, consistency with the wider ranging local government perspective. He advised that the arc21 response should be completed by end of April.

He noted that further consultations are likely to come out towards the latter part of the year with proposals on the finer detail.

He recommended that the Joint Committee endorse the approach to the development of the arc21 response and to authorise the Acting Chief Executive to submit responses consistent, where appropriate, with the wider ranging local government sector. The responses finally submitted would be reported back to the Joint Committee.

Following discussion Members agreed to adopt this recommendation.

**Action: Agreed**

### **Item 14 - arc21 Customer Survey 2018/19**

Mr Burnett presented a report to advise the Joint Committee on the results of the annual arc21 Customer Survey which had been undertaken in April 2019.

He noted that there had been a slight reduction in satisfaction levels which was probably due to the change in personnel, the uncertain strategic direction of the organisation and a reduction in internal resources, but that the comments as always are very beneficial in consideration of improving the service to Councils.

He thanked all Members and Officers who had taken the time to complete the questionnaire.

Following discussion Members agreed to note the report.

**Action: Noted**

### **Item 15 - AOB**

#### **Waste Management Plan Process**

Mr Burnett provided an update on the WMP process.

He advised that there had been discussions at a senior officer level amongst the 11 Councils with regards to the potential for the Plan to cover all the 11 Councils and, although this would not be without challenges, discussions were still ongoing as there was a desire and wish to progress this from all concerned and further updates will be provided to the Joint Committee as these develop.

**Action: Noted**

### **Last Meeting of current Joint Committee before Local Government Elections**

As this was the final meeting of the Committee before the Local Government Elections, scheduled to take place on 2 May, Councillor Declan O'Loan advised the meeting that he would not be standing again and therefore would be stepping down as Chair of the Joint Committee. He advised of his personal pleasure in carrying out the role and thanked the Members and Officers for all their support and commitment during his tenure and wished the organisation every success in the future.

A series of speeches ensued from all the Members present thanking the Chair for his positive contribution.

**Action: Noted**

### **Item 16 - Next Meeting**

The Chair advised that the next scheduled meeting of the Joint Committee was due to be held on Thursday 30 May 2019 and hosted by arc21 in Belfast Castle. However due to the forthcoming elections and the nominations of the new Council representatives to the Joint Committee, this meeting may be rescheduled and Members will be notified accordingly.

**Action: Noted**

Date: 30-5-19

Chairman: Robert Gilson

