

ARC21 JOINT COMMITTEE
Meeting No 032
Hosted by Lisburn & Castlereagh City Council
MINUTES
Thursday 28 June 18

Members Present:

Councillor M Magill
Alderman R Gibson (*Deputy Chair*)
Alderman A Carson
Councillor O Gawith
Councillor D O'Loan (*Chair*)
Councillor B Adger
Councillor D Curran

Antrim and Newtownabbey Borough Council
Ards and North Down Borough Council
Ards and North Down Borough Council
Lisburn & Castlereagh City Council
Mid and East Antrim Borough Council
Mid and East Antrim Borough Council
Newry, Mourne and Down District Council

Members' Apologies:

Councillor S Ross
Councillor A Cathcart
Councillor G Milne
Councillor M Collins
Councillor J Bunting
Alderman J Tinsley
Councillor L Poots
Councillor R Wilson
Councillor W Clarke
Councillor G Craig

Antrim and Newtownabbey Borough Council
Ards and North Down Borough Council
Belfast City Council
Belfast City Council
Belfast City Council
Lisburn & Castlereagh City Council
Lisburn & Castlereagh City Council
Mid and East Antrim Borough Council
Newry, Mourne and Down District Council
Newry, Mourne and Down District Council

Officers Present:

J Quinn
G Craig (*Secretary*)
H Campbell
K Boal
J Green
R Burnett
M Lavery
B Murray
H Moore
P Thompson
R Moore

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Antrim and Newtownabbey Borough Council
Belfast City Council
Lisburn & Castlereagh City Council
Mid and East Antrim Borough Council
Newry, Mourne and Down District Council

Officers' Apologies:

G Girvan	Antrim and Newtownabbey Borough Council
D Lindsay	Ards and North Down Borough Council
N Grimshaw	Belfast City Council
C Campbell	Belfast City Council

The Chair advised the Committee of two new representatives from Antrim and Newtownabbey Borough Council, Councillors John Blair and Stephen Ross who replaced Alderman Mervyn Rea and Councillor Brian Duffin. He noted however that Councillor Blair had since become an MLA and would therefore be replaced with a new representative, the details of which was yet to be advised.

The Chair also congratulated Councillor Dermot Curran on his new appointment as President of NILGA.

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 Joint Committee meeting 031 held on 31 May 2018 were agreed.

Action: Agreed

Item 4 - Matters Arising from the Minutes

All matters arising were discussed under agenda items.

Action: Noted

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

In Committee

The Chair read out section 4.15 of the Councillors' Code of Conduct.

Matters of a confidential and commercially sensitive nature were discussed under this agenda item and recorded accordingly.

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

Item 5 - In Committee Minutes of Meeting No. 031 held 31 May18	Action: Agreed
Item 6 - Matters arising from the Minutes	Action: Noted
Item 7 - Residual Waste Treatment Project	Action: Noted
Item 8 - Procurement and Contract Legal Services Contract	Action: Agreed
Item 8.2 - Bring Sites Mixed Paper Contract	Action: Agreed

Out of Committee

The Chair advised Members that the meeting would now return to the main agenda, which was further proposed and seconded.

Item 9 - Contracts and Performance Update

Ms Boal and Mr Burnett presented a report to advise the Joint Committee 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:

- *Increased volumes of organic waste were received for processing in May 2018. Over 2,100 tonnes more material was delivered than in the last highest month, which occurred in June 2017.*
- *Vigilance requested due to recent spate of small fires at waste facilities.*

Following discussion, the Joint Committee agreed to note the report.

Action: Noted

Item 10 - 2017/18 Waste Statistics

Mr Burnett presented a report to report on the indicative position in respect of key waste statistics covering the 2017/18 year which included the following:

1. Annual Waste Arisings (Municipal and Household);
2. Annual Household Waste per Household;
3. Annual Recycling Rates Municipal and Household);
4. Annual Waste to Landfill Municipal and Household);
5. NILAS; and
6. Summary.

Following discussion, the Joint Committee agreed to note the report.

Action: Noted

Item 11 - arc21 Customer Survey 2017/18

Mr Burnett presented a report to advise the Joint Committee on the results of the annual arc21 Customer Survey.

He reported that all members of the Joint Committee and Steering Group Officers were invited to participate in the survey. The survey was conducted using a propriety web based system with the answers being anonymous.

The survey format consisted of ten multi-choice questions covering a number of aspects relating to the services provided by arc21. There was also the provision for participants to offer comments after each question.

Mr Burnett thanked the Officers and Members who duly responded and participated in the survey.

Following discussion, the Joint Committee agreed to note the report.

Action: Noted

Item 12 - Recruitment of Chief Executive Position

Mr Craig presented a report to the Joint Committee in respect of the proposed recruitment process for the new Chief Executive of arc21, including short-term interim arrangements necessary to ensure business continuity, for approval.

He reported that at the Joint Committee meeting held on 31 May 2018, the Chair informed Members that he had received notice that the Chief Executive, Mr John Quinn, intended to retire on 31 August 2018 and that arrangements now needed to be made for the recruitment of a new Chief Executive.

Mr Craig set out the proposed process for both recruiting a permanent Chief Executive and also a temporary Chief Executive. He explained that, in terms of the temporary position, through the normal practice of acting up arrangements the functions of the Chief Executive would be reallocated, as additional duties, to the current two Directors who formally report to, and deputise, for the Chief Executive. He also explained that this process would result in the current decision making structure being retained through one of the two current Directors being nominated as Acting Chief Executive.

Mr Craig set out four recommendations in his report, replicated below, to enable the process to get underway as quickly as possible.

- Authorises the Chair to commence the process for the recruitment of a new Chief Executive;
- Authorises the Chair to seek a proposal from the Local Government Staff Commission, for Members consideration and approval, in relation to the undertaking of the recruitment process for the permanent position;

- Authorises the Chair to put in place temporary acting up arrangements for the continuity of the business of the Joint Committee during the time when the permanent Chief Executive position remains vacant; and
- The Joint Committee formally reviews and reassesses the position after six months in the event that the new Chief Executive post has not been filled.

Following discussion it was agreed to approve the recommendations.

Action: The Chair

The Chair also informed Members that this meeting would be the last that Mr Quinn would attend. He explained that with holiday commitments and annual leave to use up Mr Quinn would not be able to attend the July and August formal meetings but was pleased to confirm that Mr Quinn was able to come back in August for a final farewell.

Item 13 - arc21 Corporate Plan 2018-20

Mr Craig presented the Joint Committee with the Draft Corporate Plan for the two years to March 2020 for consideration and approval.

He reported that given the fact that the outcome of the negotiations on the exit from the EU by the United Kingdom and its implications for the Joint Committee remain unknown, the focus of the Corporate Plan is very much business as usual for the next two years.

He explained that, at the same time, a flexible approach would be adopted, and is built in to the Plan, to enable arc21 to take into account any issues that may emerge from the Brexit talks and consider any implications for the strategic plans of the Joint Committee.

The Joint Committee was asked to consider and approve the Draft Corporate Plan for the two-year period to March 2020.

Following discussion the Joint Committee agreed to approve the Plan.

Action: Agreed

Item 14 - AOB

Councillor Gibson advised the Committee of the recent passing of Councillor John Shields who had been a former Member of the Joint Committee, representing Ards Borough Council previously, and condolences were noted by all present.

Action: Noted

Item 15 - Next Meeting

The Chair advised that the next scheduled meeting of the Joint Committee was due to be held on Thursday 26 July 2018 at 10.30am and hosted by Mid and East Antrim Borough Council.

Action: Noted

Date: 27.09.2018

Chairman: D. O'Loon

