

ARC21 JOINT COMMITTEE

Meeting No 041

Hosted by arc21

MINUTES

Thursday 30 May 2019

Members Present:

Councillor T McGrann	Antrim and Newtownabbey Borough Council
Alderman A Carson	Ards and North Down Borough Council
Alderman R Gibson (<i>Chair</i>)	Ards and North Down Borough Council
Councillor G Walker	Ards and North Down Borough Council
Councillor JJ Magee	Belfast City Council
Councillor F Ferguson	Belfast City Council
Alderman D Drysdale	Lisburn & Castlereagh City Council
Councillor S Lee	Lisburn & Castlereagh City Council
Councillor I Friary	Mid and East Antrim Borough Council
Councillor H Harvey	Newry, Mourne and Down District Council
Councillor H McKee	Newry, Mourne and Down District Council
Councillor W Clarke (<i>Deputy Chair</i>)	Newry, Mourne and Down District Council

Members' Apologies:

Councillor N Kelly	Antrim and Newtownabbey Borough Council
Councillor A Bennington	Antrim and Newtownabbey Borough Council
Councillor N Verner	Belfast City Council
Councillor M Gregg	Lisburn & Castlereagh City Council
Councillor M Burnside	Mid and East Antrim Borough Council
Councillor M Armstrong	Mid and East Antrim Borough Council

Officers Present:

R Burnett	arc21
G Craig (<i>Secretary</i>)	arc21
H Campbell	arc21
J Green	arc21
K Boal	arc21
M Lavery	Antrim and Newtownabbey Borough Council
T Walker	Belfast City Council
W Mulgrew	Lisburn and Castlereagh Borough Council
P Thompson	Mid and East Antrim Borough Council
R Moore	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
H Moore	Lisburn & Castlereagh City Council

Item 1 – Welcome and Presentation to the New Joint Committee

The Chief Executive welcomed Members and Officers to the first meeting of the new Joint Committee.

A PowerPoint presentation was presented by the arc21 senior management team to provide an overview of the organisation for the new Members. This included a briefing on its background and formation, governance and finance, contracts and procurements and current and future issues.

A question and answer session followed the presentation and handouts of the slides were provided for all present.

An Elected Member Handbook was also presented to all Members to provide further in-depth background and governance information on the organisation.

Item 2 - AGM

Item 2(a) - Procedures

Mr Craig referred to the procedures presented in the papers for the position of electing a Chair and Deputy Chair for the forthcoming year.

Item 2(b) - Election of Chair

Mr Craig then sought nominations for the position of Chair to serve the Joint Committee for the forthcoming year.

Nominated: Alderman Robert Gibson
Proposed: Alderman Angus Carson
Seconded: Councillor Harry Harvey

It was resolved that Alderman Gibson be elected as Chair of the Joint Committee for the incoming year.

(Alderman Gibson in the Chair)

Alderman Gibson thanked the Members for electing him as Chair of the Joint Committee for the forthcoming year and stated that the next item of business was the election of the position of Deputy Chair for the forthcoming year.

Item 2(c) - Election of Deputy Chair

Nominations were then invited for the position of Deputy Chair of the Joint Committee.

Nominated: Councillor Willie Clarke
Proposed: Councillor JJ Magee
Seconded: Councillor Taylor McGrann

It was resolved that Councillor Clarke be elected Deputy Chair of the Joint Committee for the incoming year.

Councillor Clarke thanked Members for electing him as Deputy Chair of the Joint Committee for the forthcoming year.

Item 3 - Conflicts of Interest Statement

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

Action: Noted

Item 4 - Apologies

Apologies were noted.

Action: Noted

Officers left the meeting during the following agenda item. Mr Craig and Ms Campbell remained in the meeting.

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 this agenda item.

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 two items discussed as follows:

Item 5 - Chief Executive Position

Action: Agreed

Mr Burnett returned to the meeting to present a report on the following item:

Item 5 - Organisation Resilience Review

Action: Agreed

Out of Committee

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

Officers returned to the meeting.

Item 6 - Minutes

The minutes of the Joint Committee meeting 040 held on 25 April 2019 were agreed.

Action: Agreed

Item 6 - Matters Arising

There were no matters arising from the minutes.

Action: Noted

Item 8 - Establishment of and Nominations to Audit Committee

Mr Craig presented a report to ask the Joint Committee to establish a new Audit Committee as part of the process of providing robust governance arrangements for the organisation.

He reported that an Audit Committee formed an important part of the overall governance arrangements of an organisation and is now common within the Local Government sector. arc21 originally established an Audit Committee in 2008 and with the new Joint Committee having recently been formed the opportunity is being taken to re-establish an Audit Committee.

The primary role of the Audit Committee is to provide assurance to the Joint Committee in regards to issues of governance, finance and risk management activities in the operations of arc21.

Previously, the Joint Committee established the Audit Committee, which was made up of four elected Members from the Joint Committee (who appointed a Chair and Vice Chair from its membership) and an independent Officer who was able to provide technical accounting support. To date this technical accounting support has been provided by Mr John Balmer, Head of Finance at Antrim and Newtownabbey Borough Council. John has indicated his willingness to continue providing this support to the new Audit Committee, if required.

The Joint Committee was asked to approve the structure of the Audit Committee and nominate the relevant number of elected Members to serve on the Audit Committee.

Following discussion, it was agreed that Alderman Carson, Councillor McGrann, Alderman Drysdale and Councillor Harvey would serve on the Audit Committee. In addition the Audit Committee agreed to invite Mr John Balmer, Head of Finance at Antrim and Newtownabbey Borough Council, to continue providing the service of Independent Member of the Audit Committee.

Action: Agreed

Mr Craig advised that he would make contact with Members regarding arranging the first meeting of the new Audit Committee.

Action: Mr Craig

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 four matters discussed as follows:

Item 9 - Minutes of Joint Committee Meeting 040 held on 25 April 2019 'in committee'	Action: Agreed
Item 10 - Matters Arising	Action: Noted
Item 11 - Residual Waste Treatment Project	Action: Noted
Item 12 - Commercially Sensitive Contracts Issues	Action: Agreed

Out of Committee

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

Item 13 - 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 April 2019 increased by 25% in comparison to April 2018.*
- *All Councils received bagged compost for compost giveaways and promotions during Compost Awareness Week, 5th - 11th May 2019.*
- *Overall the tonnages delivered to the MRF's were slightly higher than during the same period last year.*

Following discussion Members agreed to note the report.

Action: Noted

Item 14 - Packaging Consultations

Mr Burnett presented a report to provide the Joint Committee with copies of the responses to the consultations relating to packaging.

Following discussion Members agreed to note the report.

Action: Noted

Item 15 - AOB

There was no further business discussed.

Item 16 - Next Meeting

The Chair advised that the next scheduled meeting of the Joint Committee was due to be held on Thursday 27 June 2019 and hosted by Belfast City Council in Malone House, Shaw's Bridge, Belfast.

Action: Noted

Date: 27-6-2019

Chairman: Robert Gibson