

**ARC21 JOINT COMMITTEE**  
**Meeting No 031**  
**Hosted by Belfast City Council**  
**MINUTES**  
**Thursday 31 May 18**

**Members Present:**

Councillor M Rea  
Alderman R Gibson (*Deputy Chair*)  
Alderman A Carson  
Councillor M Collins  
Councillor O Gawith  
Alderman J Tinsley  
Councillor D O'Loan (*Chair*)  
Councillor R Wilson  
Councillor B Adger  
Councillor G Craig  
Councillor D Curran  
Councillor W Clarke

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

**Members' Apologies:**

Councillor B Duffin  
Councillor M Magill  
Councillor A Cathcart  
Councillor G Milne  
Councillor J Bunting  
Councillor L Poots

Antrim and Newtownabbey Borough Council  
Antrim and Newtownabbey Borough Council  
Ards and North Down Borough Council  
Belfast City Council  
Belfast City Council  
Lisburn & Castlereagh City Council

**Officers Present:**

J Quinn  
G Craig (*Secretary*)  
H Campbell  
K Boal  
J Green  
R Burnett  
C Robinson  
M Laverty  
S Toland  
T Walker  
S Holgate  
R Moore

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Antrim and Newtownabbey Borough Council  
Belfast City Council  
Belfast City Council  
Mid and East Antrim  
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
H Moore	Lisburn & Castlereagh City Council
P Thompson	Mid and East Antrim Borough Council

The Chair welcomed Rosemary Lundy of Arthur Cox Solicitors to the meeting in relation to Agenda Item 3 and a presentation on General Data Protection Regulation.

**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 – General Data Protection Regulation**

Mr Craig provided a report to update the Joint Committee on the preparations underway for compliance with the new General Data Protection Regulation.

He welcomed Rosemary Lundy from Arthur Cox Solicitors, who provided a presentation on arc21's progress.

Following discussion Ms Lundy advised that she was happy to confirm that arc21 was compliant as of 25<sup>th</sup> May 2018, the date that the new legislation came into effect.

The Chair thanked Ms Lundy for her presentation and following discussion the Joint Committee agreed to note the report. At this point Ms Lundy left the meeting.

**Action: Noted**

**Item 4 - Minutes**

The minutes of Joint Committee meeting 030 held on 26 April 2018 were agreed.

**Action: Agreed**

**Item 5 - 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:

<b><u>Item 6 - In Committee Minutes of Joint Committee Meeting No. 030 held on 26 April 2018</u></b>	<b>Action: Agreed</b>
<b><u>Item 7 - Matters arising from the Minutes</u></b>	<b>Action: Noted</b>
<b><u>Item 8 - Residual Waste Treatment Project</u></b>	<b>Action: Agreed</b>
<b><u>Item 9 – Proposed Variation to MRF Contract with Bryson Recycling</u></b>	<b>Action: Agreed</b>
<b><u>Item 10 – WEEE and Batteries Service Contracts</u></b>	<b>Action: Agreed</b>

## Out of Committee

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

### **Item 11 - Contracts and Performance Update**

Ms Boal and Ms Robinson 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:

- *Type 1 organic waste tonnages increased by 28% when compared with March 2018 tonnages whilst there was a 31% increase in Type 2 material in the corresponding period.*
- *All Councils received bagged compost for compost giveaways and promotions during Compost Awareness Week, 6<sup>th</sup> – 12<sup>th</sup> May 2018.*
- *New walkway at forecourt of ReGen.*
- *Potentially dangerous objects received at Bryson House from Council deliveries.*
- *Landfill Services - the current Landfill services arrangements are due to expire on 31<sup>st</sup> March 2019 and it will be necessary to procure new contracts to commence from 1<sup>st</sup> April 2019. Accordingly, it is recommended the following main elements of a new specification be approved by the Joint Committee:*

- (a) *A service contract for the disposal of municipal waste in landfill to a single nominated delivery site per Lot with requirements incorporated in up to two Lot Contracts;*
- (b) *A gate fee contract with payment based on Price per Tonne of Feedstock Material disposed of as a charge to the Authority per Lot;*
- (c) *No exclusivity and no minimum tonnage guaranteed by the Authority, however, required guaranteed available capacity for each Lot should be provided at the single delivery site;*
- (d) *Contract for an initial period of two years with the service commencing on 1<sup>st</sup> April 2019, with optional extensions for any one or more Lots for any period or periods up to 12 months;*
- (e) *Default Schedule of Penalties applied for non-performance; and*
- (f) *Evaluation shall be on the basis of the most economically advantageous tender received with the application of a quality/price based on a 30% / 70% ratio split.*

*It was recommended the Joint Committee approve the main elements of new Landfill service contracts as outlined above.*

- *Bring Site Services - the current Bring Site services arrangements are due to expire on 31<sup>st</sup> March 2019 and it will be necessary to procure new contracts to commence from 1<sup>st</sup> April 2019. Accordingly, it is recommended the following main elements of a new specification be approved by the Joint Committee:*

- (a) *Four separate lots specific to the collection and processing of each type of waste stream - Mixed Glass, Textiles, Mixed Paper and Mixed Cans;*
- (b) *Contract duration to be two years with an option to extend for up to two years;*
- (c) *No guaranteed tonnage;*
- (d) *Fixed cost / income per tonne;*
- (e) *Incorporation of an appropriate mechanism to provide for a revenue share based on materials sold;*
- (f) *Measure(s) to be designed to promote closed loop recycling;*
- (g) *Preventative maintenance service element;*
- (h) *Cleaning Service to be included;*
- (i) *Provision of information to provide End of Destination facilities; and*
- (j) *Evaluation shall be the most economically advantageous tender received with the application of a price/quality split of 60%/40%.*

*It was recommended the Joint Committee approve the main elements of a new Bring Site service contract as outlined above.*

Following discussion, the Joint Committee agreed to approve the Landfill Services and Bring Suite Services main elements of the contracts and note the rest of the report.

**Action: Agreed**

#### **Item 12 – Call for Evidence on Using the Tax System or Charges to Address Single-use Plastic Waste**

Mr Burnett presented a report to advise the Joint Committee on the call for evidence originating from HM Treasury relating to the possible introduction of a tax on single-use plastic waste.

He reported that a key element of the government's plan to eliminate avoidable plastic waste is to examine how economic incentives can be used to encourage more sustainable behaviour.

Following consultation with a number of parties, an appropriate submission was submitted to HM Treasury by arc21 by the closing date of 18 May 2018.

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

**Action: Noted**

### **Item 13 - Audit Committee Update**

Mr Craig presented a report to provide the Joint Committee with an update on the issues to be dealt with at the next Audit Committee meeting being held directly after the Joint Committee meeting on 31 May 2018.

A copy of the Executive Summary was presented for information which provides a brief synopsis of the agenda items to be discussed and actions required.

The Chair noted his thanks to all the Members and Officers of the Audit Committee for all their good work.

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

**Action: Noted**

### **Item 14 - AOB**

*Annual Customer Survey* - Mr Burnett advised Members that the annual customer survey had been emailed out to Members and Officers in the format of an online questionnaire and strongly encouraged all to complete and return accordingly.

**Action: ALL**

*Notice of Retirement* – The Chair read out a letter he had received from the Chief Executive in relation to his notice of retirement.

He continued by paying tribute to Mr Quinn noting the privilege of having Mr Quinn as the Chief Executive of arc21, how he was an outstanding public figure and expert in his field of waste management and the exemplary manner in which he has conducted the job. He advised that he was sorry to have received the letter but understands his personal circumstances and wished him a long and healthy retirement.

He advised Members that he would be arranging to meet with Mr Quinn and the Directors of arc21 to discuss the way forward and would then update the Joint Committee at the next meeting.

Members present also took the opportunity to express their sadness at the news and reiterated their highest regards to Mr Quinn and offered him their best wishes for the future.

Councillor M Rea advised the Committee that this would be his last meeting as the representative from Antrim and Newtownabbey Borough Council. He advised that he had worked with Mr Quinn in arc21 for over 14 years and thanked him for all his experience and knowledge in the waste business during this time. He especially thanked him for his support and friendship during this time as a former Chair of arc21 and long-term Member. He wished him all the best for the future.

**Action: Noted**

**Next Meeting**

The Chair advised that the next scheduled meeting of the Joint Committee was due to be held on Thursday 28 June 2018 at 10.30am and hosted by Lisburn & Castlereagh City Council.

**Action: Noted**

**Date:** 28.06.2018      **Chairman:** D. O'Leary