

**ARC21 JOINT COMMITTEE**  
**Meeting No 035**  
**Hosted by Belfast City Council**  
**MINUTES**  
**Tuesday 4 December 2018**

**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 A Cathcart	Ards and North Down Borough Council
Councillor M Collins	Belfast City Council
Councillor O Gawith	Lisburn & Castlereagh City Council
Alderman J Tinsley	Lisburn & Castlereagh City Council
Councillor B Adger	Mid and East Antrim Borough Council
Councillor D O'Loan ( <i>Chair</i> )	Mid and East Antrim Borough Council
Councillor R Wilson	Mid and East Antrim Borough Council
Councillor G Craig	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 G Milne	Belfast City Council
Councillor J Bunting	Belfast City Council
Councillor L Poots	Lisburn & Castlereagh City Council
Councillor W Clarke	Newry, Mourne and Down District Council
Councillor D Curran	Newry, Mourne and Down District Council

**Officers Present:**

R Burnett	arc21
G Craig ( <i>Secretary</i> )	arc21
H Campbell	arc21
K Boal	arc21
J Green	arc21
M Laverty	Antrim and Newtownabbey Borough Council
N Martin	Ards and North Down Borough Council
T Walker	Belfast City Council
W Muldrew	Lisburn & Castlereagh City Council
D Carey	Mid and East Antrim Borough Council
R Moore	Newry, Mourne and Down District Council

**Officers' Apologies:**

C Robinson	arc21
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
P Thompson	Mid and East Antrim Borough Council

## **Item 1 - AGM**

### **Thanks from the Chairman**

The Chairman, Councillor Declan O'Loan, thanked the Deputy Chair, Alderman Robert Gibson, for all his support during the past year. He further thanked the Members and Officers and staff of arc21 for all their support during the year.

Councillor O'Loan then stood down from the Chair in order for the election of the positions of Chair and Deputy Chair to take place.

### **Item 1(a) - Procedures**

Mr Craig referred to the procedures for the elections presented in the papers. He pointed out that due to the Local Government Elections, which are to be held in May 2019, the next term of office would run until 2 May 2019. He then asked the Deputy Chair, Alderman Robert Gibson, to take the Chair in order to conduct the election of the position of Chair for the forthcoming year.

*(Alderman Gibson in the Chair)*

### **Thanks from the Deputy Chair**

Alderman Gibson took the Chair. He forwarded his sincere thanks to Councillor O'Loan for an excellent year in office and for doing a fantastic job.

### **Item 1(b) – Election of Chair**

Alderman Gibson then sought nominations for the position of Chair to serve the Joint Committee for the forthcoming year.

*Nominated: Councillor Declan O'Loan*

*Proposed: Councillor Angus Carson*

*Seconded: Councillor Owen Gawith*

It was resolved that Councillor O'Loan be elected as Chair of the Joint Committee for the incoming year.

*(Councillor O'Loan in the Chair)*

Councillor O'Loan thanked the Members for re-electing him as Chair of the Joint Committee for the forthcoming year and welcomed the opportunity to continue supporting the organisation. Councillor O'Loan stated that the next item of business was the election of the position of Deputy Chair for the forthcoming year.

### **Item 1(c) - Election of Deputy Chair**

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

*Nominated: Alderman Robert Gibson*  
*Proposed: Councillor Angus Carson*  
*Seconded: Councillor Owen Gawith*

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

Alderman Gibson thanked Members for re-electing him as Deputy Chair of the Joint Committee for the forthcoming year.

### **Item 2 - Conflicts of Interest Statement**

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

**Action: Noted**

### **Item 3 - Apologies**

Apologies were noted.

**Action: Noted**

### **Item 4 - Minutes**

The minutes of Joint Committee meeting 034 held on 27 September 2018 were agreed.

**Action: Agreed**

### **Item 5 - Matters Arising**

**NWP Change of Ownership** - Ms Boal advised Members that she had provided an update on this at the last meeting and no issues with the new ownership were noted. No change in this position remains.

**Declaration of Interest Forms** - Mr Craig reported that following the last meeting there were still five forms outstanding. He suggested that as the Council elections would be taking place in May 2019, and new nominations made by Councils to the Joint Committee, that the opportunity to seek the completed forms from Members would be when the new Joint Committee membership is known. He also confirmed that it was the intention to continue with completing the forms on an annual basis.

Following discussion the Joint Committee agreed to endorse this approach.

**Action: Agreed**

**Audit Committee Representation** - Mr Craig advised Members that the Audit Committee was made up of 4 Committee Members and one external member. However, with one Member recently unable to continue with this role, the Committee now consisted of 3 Committee Members and one external member.

He suggested that, as there was only one more meeting scheduled for the Audit Committee before the May 2019 elections, the current Committee composition should continue with nominations to serve on the Audit Committee then being sought when the new Joint Committee membership, post elections, was known.

Following discussion the Joint Committee agreed to endorse this approach.

**Action: Agreed**

**Chief Executive Temporary Position** - The Chair advised Members that following his communique with the Chief Executives in relation to the arc21 Chief Executive position, that to date he had received letters from Stephen Reid, Liam Hannaway and Nigel Grimshaw. He reported that he had already met with Stephen Reid and Nigel Grimshaw and was awaiting a meeting date with Liam Hannaway who was also trying to include the remaining Chief Executives. He reported that discussions had been positive and that the Chief Executives he had spoken to seemed content with the temporary arrangements put in place and supportive of a collaborative approach continuing. The Chair confirmed that he would update Members on developments as they progress.

**Action: The Chair**

#### **Item 6 - Notes of Joint Committee briefing held on 25 October 2018**

The briefing notes of the Joint Committee meeting held on 25 October 2018 were noted.

**Action: Noted**

#### **Item 7 - Matters Arising**

**Joint Committee Meetings** - Mr Burnett reported that following the last meeting he had sent out an email to Members to highlight the importance of attendance as the decisions could not be taken at the last meeting due to it being inquorate.

He reported that the last full council meeting in one of the Councils before the May elections would be taking place on 4<sup>th</sup> March. Accordingly, in order for any recommendations to go through the governance cycle for ratification by 4<sup>th</sup> March, the Joint Committee meeting at the end of January would probably be the last opportunity to present recommendations for approval.

He advised that there may be the need to hold some Special Joint Committee meetings accordingly but encouraged as many to attend these meetings as possible, as there would be difficult decisions to be made and it would be imperative to have a quorum present.

**Action: Noted**

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 8 - Minutes of Joint Committee Meeting 034 held on 27 September 2018 'in committee'** **Action: Agreed**

**Item 9 - Matters Arising** **Action: Noted**

**Item 10 - Notes of Joint Committee Briefing held on 25 October 2018 'in committee'** **Action: Noted**

**Item 11 - Matters Arising:**

**Item 11.1 - Proposed Variation to MRF Contract Lot 1** **Action: Agreed**

**Item 11.2 - Organic Waste Treatment Contract** **Action: Noted**

**Item 12 - Residual Waste Treatment Project** **Action: Agreed**

## **Out of Committee**

The Chair advised Members that the briefing 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:

- *Increase in Organic Waste Tonnages in October 2018 in comparison to October 2017 by over 6%;*
- *One Rejected load into Organics delivery site in October 2018, and a further five in November 2018;*
- *A fire was extinguished at Mullaghglass Landfill caused by battery power pack included in waste delivered to the site.*

Following discussion the Joint Committee agreed to note the report.

**Action: Noted**

## **Item 14 - Financial Report 2017-18**

Mr Craig presented Members with the Financial Report for the year to March 2018, following the completion of the statutory external audit and the certification of the accounts by the Local Government Auditor.

A summary of the report is replicated as follows:

- *The Joint Committee is required to prepare a Draft Statement of Accounts Report annually and subject it to a Statutory Audit by the Local Government Auditor. The Draft Statement of Accounts of the Joint Committee for the year to March 2018 was presented to the Audit Committee at the meeting held on 31 May 2018 and then provided to the Department for the Communities.*
- *Following completion of the annual audit, the Local Government Auditor has, once again, certified our accounts without qualification.*
- *The Annual Audit Letter is required to be presented to the Joint Committee and, once again, there were no issues of concern raised by the Local Government Auditor.*
- *There is a requirement on the Joint Committee to publish both the certified Statement of Accounts and the Annual Audit Letter and this is achieved by placing the documents on our website.*
- *In terms of financial highlights, overall income was down slightly from £29.6m to £28.3m year on year, with the lower volume of landfill waste tonnage delivered largely accounting for this reduction in income (down from £17.7m in 16/17 to £15.2m in 17/18).*
- *A small surplus on the operational activities of £751 was achieved in 17/18 compared to a surplus of £216,908 in the previous year.*
- *Cash balances at 31 March 2018 were slightly down year on year (£3.9m compared to £4.1m in the previous year) but remained sufficient to provide the ongoing essential liquidity to enable arc21 to meet its monthly contractual obligations, which average out at around £3m.*
- *The Pension Scheme Reserve remains in a deficit position but there was a decrease of £30,000 in the deficit in 17/18 compared to the previous year (£568k versus £598k).*
- *The General Reserves at 31 March 2018 increased to £1.24m (£1.18m in 16/17) continuing to place the Joint Committee in a strong financial position to meet the significant challenges ahead, particularly with the Residual Waste Treatment Project where expenditure is expected to increase significantly should the planning application be approved to enable the Project to progress to contract award.*

The Chair paid tribute to the Audit Committee and arc21 staff for achieving such excellent results.

Following discussion the Joint Committee agreed to note the report.

**Action: Noted**

### **Item 15 - Education Vehicle**

Mr Burnett presented a report to provide the Joint Committee with a synopsis on the utilisation of the education vehicle during the last financial year.

He summarised the report as follows:

- *Types and locations of visits were as follow: Schools - 72%; Summer Schemes - 8%; Community Events - 8%; Evening Groups - 5%; Shopping Centres - 4%; Area Door Knocking - 2% and HRCs - 1%.*
- *Survey results show that 96% of visitors to the vehicle rated their visit as very useful with a high proportion of education respondents rating the programme as excellent.*

Following discussion the Joint Committee agreed to note the report.

**Action: Noted**

### **Item 16 - ISO9001:2015 Accreditation**

Mr Burnett presented a report to advise Members that, following the annual audit surveillance inspection, arc21 had again retained certification under ISO 9001:2015 for its various functions.

He reported that not one issue had been highlighted which reflected well on the organisation and he recorded his congratulations to all the staff for this remarkable result.

Following discussion the Joint Committee agreed to note the report.

**Action: Noted**

### **Item 17 - NILAS 2017/18**

Mr Burnett presented Members with a report on the final NILAS position for 2017/18.

He reported that all arc21 Councils had met their target this year and there was no requirement to initiate the Transfer protocol.

Following discussion the Joint Committee agreed to note the report.

**Action: Noted**

### **Item 18 - Personnel**

All Officers were asked to leave the meeting during this agenda item with the exception of Mr Burnett, Mr Craig and Ms Campbell.

Mr Burnett reported that, following his appointment as Acting Chief Executive, he had had to step out of his role as Policy and Operations Director to concentrate on the more strategic issues of the organisation and as such Ms Boal had stepped in to cover this position.

He recommended that formal arrangements for Ms Boal to act up in support of the Policy and Operations Director role be agreed by the Joint Committee and that an appropriate honorarium be payable to cover the additional duties and responsibilities involved. As Ms Boal had been undertaking the new duties and responsibilities since 1 October 2018 Mr Burnett asked that the honorarium be applicable from that date.

Following discussion the Joint Committee agreed to endorse this recommendation.

**Action: Agreed**

**Item 19 - Next Meeting**

The Chair advised that the next scheduled meeting of the Joint Committee was due to be held on Thursday 31 January 2019 at 10.30am and hosted by Mid and East Antrim Borough Council and wished everyone a very Happy Christmas.

**Action: Noted**

Date: 31 Jan 2019 Chairman: Declan O'Lo