

ARC21 JOINT COMMITTEE
Meeting No 87
MINUTES
Thursday 30 May 2024
Hosted by Belfast City Council
at Malone House, Belfast

Members Present:

Councillor M Goodman (*Chair*)
Councillor T Kelly
Councillor A Givan
Councillor P Kennedy
Councillor C Enright
Councillor T Andrews
Councillor K Murphy

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

Members' Apologies:

Councillor E McLaughlin
Alderman P Michael
Councillor C Blaney
Councillor J Cochrane
Councillor A Cathcart
Councillor E McDonough-Brown
Councillor B Smyth
Alderman S Skillen
Councillor G McKeen (*Deputy Chair*)
Councillor R Quigley
Councillor A Wilson

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

Officers Present:

T Walker
H Campbell (*Secretary*)
K Boal
J Green
M Laverty
S Leonard, B Murray, J McConnell
W Muldrew
D Carey
S Murphy

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

Officers' Apologies:

D Lindsay
R Harvey
S Morley

Ards & North Down Borough Council
Lisburn & Castlereagh City Council
Mid & East Antrim Borough Council

Item 1 - Conflicts of Interest, Gifts and Hospitality Statement

The Chair read out the Conflicts of Interest, Gifts and Hospitality Statement, and none were noted. **Action: Noted**

Item 2 - Apologies

Apologies were noted.

Action: Noted

Item 3 - Minutes of Joint Committee Meeting 086 held on 26 April 2024

The Joint Committee approved the minutes. Proposed by Councillor Andrews, seconded by Councillor Murphy.

Action: Agreed

Item 4 - Matters Arising

All matters arising were either actioned or discussed later in the meeting.

Action: Noted

IN COMMITTEE

The Chair recommended that the meeting would now move “*in committee*” which was agreed. Proposed by Councillor Murphy, seconded by Councillor Enright.

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

Following discussion on the commercially sensitive matters, the Chair recommended that the meeting would now return to the main agenda, which was approved, but whilst “*In Committee*” during this section of the meeting, there were 5 matters discussed.

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| Item 5 | Minutes of Joint Committee Meeting 086 held on 25 April 2024 ‘in committee’ - approved |
| Item 6 | Matters Arising - noted |
| Item 7 | Commercially Sensitive Contract & Procurement Issues - approved |
| Item 8 | The Supply of Services Relating to the Receipt, Processing, Treatment, Recycling and Disposal of Street Sweepings Waste – Contract Award - approved |
| Item 9 | Residual Waste Treatment Project - noted |

OUT OF COMMITTEE

Proposed by Councillor Kennedy, seconded by Councillor Enright.

Item 10 - Contracts & Operations Briefing Report

(1) Annual Performance Review 2023/24

Ms Boal presented the annual contractor performance from April 2023 to March 2024, including the number of loads handled and spread of number of vehicle movements, number of site visits, rejected loads, overweight vehicles etc. She noted that these are all reported on a monthly basis throughout the year.

Service Status

Ms Boal reported that all services were operational during the month of April 2024 and there were no requests from contractors to put any contingency arrangements in place.

Performance

She reported that turnaround times had been reviewed for April, and in most cases the contractors provided adequate reasons and therefore no service credits were applied. However, service credits were applied to Bryson for falling to meet their contractual turnaround times.

The overweight vehicles continue to be monitored and in April there was a sizeable increase in the number for the Organics contract compared to the last number of months.

In April, all weekly and monthly reports were submitted on time and there were no issues.

In April, there were eight requests for bring site rectifications (they did not have the specified capacity) across all contracts. These were communicated with the contractors, and in most cases, they confirmed that they had been emptied within the required 48 hours.

Health & Safety

(i) Annual Review

Ms Boal reported that from Apr 2023 – Mar 2024, there had been 34 x Health & Safety incidents reported to arc21, a reduction of 10 x incidents from the same period last year and these were noted in the report.

She noted that, where applicable, an individual report detailing the incidents and near misses will also be sent to each individual council covering the year above.

(ii) Incidents

During April 2024, she noted that there were 4 x Health & Safety incidents reported to arc21 by contractors.

In addition, Biffa reported that on 2 April a smouldering battery was found at the tipping area. This could not be attributed to a specific council delivery, but again highlights the ongoing risk of fire from batteries.

She noted that councils' officers have been asked to continue to liaise with their H&S officers and operational managers, including those of external contractors, to ensure that their operational teams have due regard to Health & Safety obligations and that they abide by the site rules of each site.

(iii) Audits

Ms Boal reported that the external Health & Safety consultants continues to undertake health and safety audits.

In April, an audit was conducted with ReGen Waste at their Newry site. Some minor recommendations and actions were identified, and these reports have been shared with ReGen. arc21 is working with them to address these as soon as possible.

She noted that a matrix is kept on all the audits and any recommendations and actions to be carried out are monitored.

(4) Vapes, Batteries & Gas Cannisters

(i) Communications - Vapes, Batteries & Gas Cannisters

She reported that Bryson have recently seen a significant increase in vapes, batteries and gas cannisters delivered to their site and have asked councils to carry out some communications requesting people not to dispose of these items with their dry recyclables. She noted that a suggested press release and information for social media has been circulated to councils.

A ban on single use vapes was discussed and Ms Boal advised that it was due to happen in England and NI should follow the same route. She advised that a ban on imports was being considered and in response to Members queries confirmed that she would bring a report outlining the current position to the next meeting.

Action: Ms Boal

(ii) Regulation 34 Request - Vapes

She noted that arc21 have been requested by the councils to issue a Regulation 34 to request a collection service from HWRC's for vapes. This is currently being progressed and it is hoped to have this enacted by the next Joint Committee meeting.

Rejected Loads

Ms Boal reported that there were no rejected loads delivered into MRF facilities, and one rejected load delivered into Organics delivery sites in April 2024.

Council officers have again been requested to continue to review their protocols to ensure that systems are in place so that vehicles are fully emptied before collecting another material stream.

She advised that arc21 is considering how it incorporates those contaminated loads into all of its call off competitions.

arc21 Contract Tonnages

A list of the contract tonnages for April 2024 was presented as follows:

- an increase of 12.6% for MDR material delivered into Bryson;
- a 35.2% increase material delivered to ReGen;
- a 9.8% increase for Type 1 organics material;
- an increase of 5.5% for Type 2 organics material; and
- a 14.7% decrease for the Landfill Residual Waste Contract.

Supplies

The summary of the aspects pertinent to the supplies contract were presented.

Cottonmount Landfill - Odour Complaints

Ms Boal referred to the report and noted that there had been a significant increase in the number of odour complaints received in relation to the site during March and April 2024 and highlighted the actions taken by Biffa.

It was noted that since then the complaint levels had fallen with there being only two last week. This was put down to the effectiveness of the capping works that had recently been completed.

Following discussion, the Joint Committee noted the report. Proposed by Councillor Enright, seconded by Councillor Kelly.

Action: Noted

Item 11 - Waste Tonnage Trends

Ms Boal presented the waste tonnage trends for materials delivered into the arc21 contracts highlighting in particular that:

- landfill – starting at a lower level than the 23/24 year with the BCC waste now taken elsewhere;
- Organics type 1 – starting slightly higher than the 23/24 year, but still considerably lower than the 21/22 year but weather dependent and with the recent better weather we should see this start to increase;
- Organics Type 2 - following similar starting point as Type 1 above; and
- MRF combined tonnage – starting almost at same position as 22/23 year which is well above the starting point in 23/24 year.

Following discussion, the Joint Committee noted the report. Proposed by Councillor Andrews, seconded by Councillor Kennedy.

Action: Noted

Item 12 - Consultation - Rethinking Our Resources: Measure for Climate Action and a Circular Economy in NI

Ms Boal referred to the draft response which had been circulated to Members and through a presentation highlighted some of the key points. It was noted that for questions where there was no consensus among the councils that arc21 was not intending to respond.

She noted that the consultation contains twenty-six proposals covering aspects such as core materials and capacities for household collections, and setting out proposals for collections from businesses.

She noted that the proposed response had been presented to Steering Group officers and any comments that had been received had been taken into account in the draft response as presented.

The Chair noted that Members were probably considering the content of this consultation already within their councils, if not their council's response had not already been submitted.

Councillor Enright inquired if there was a national strategy at the front of the supply chain. Mr Walker advised that there is a Waste Prevention Strategy at a national and local level. He noted that the introduction of Extended Producer Responsibility for packaging (EPR) is starting to put a pressure on those producers placing certain packaging materials onto the marketplace; the aim of the new policy and legislation is to encourage those responsible for

commissioning the various types of packaging to amend their practices by mandating them to pay for collection arrangements for the recycling of the materials generated by residents after use. Other countries (e.g. France) have extended EPR to other material streams, such as mattresses and food.

The proposed response to the collection of side waste at Christmas was raised by a Member and in response Ms Boal advised that there had been a consensus that this would be a retro grade step and also referred to potential health and safety issues regarding collection of such items.

It was recommended that the Joint Committee approve the response for submission by the deadline, which was agreed. Proposed by Councillor Enright, seconded by Councillor Kennedy.

Action: Agreed

Item 13 - Governance Report

Mr Walker presented a report with four items for consideration.

1. Corporate Plan 2024-28

The draft Corporate Plan for the four-year period from April 2024 to March 2028 was presented for consideration, prior to being issued to the councils for their information.

Mr Walker provided an overview of the proposed content and noted that it had been drafted against a time of significant change. He advised that arc21 is still focusing on its five key areas of service: advocacy, planning, procurement, contract management and outreach.

He noted that a draft Action Plan for the four-year period was appended to the Plan which is to be further developed with the senior management team.

2. Waste Management Plan Addendum

Mr Walker advised that he had hoped to be able to present final draft of the proposed Waste Management Plan Addendum to the meeting for consideration, however, following discussions between the council representatives, the consultants and DAERA officials last month, an issue had arisen regarding whether a consultation exercise should be undertaken. Previously, advice had been given to one of the non-arc21 councils but this has yet to be shared and consequently, further discussions have been held with DAERA and legal advice specific to arc21 has been sought in relation to the WMP addendum and next steps. This is in the process of being produced and it is anticipated that a further update will be available for the June meeting.

3. Conflicts of Interest Policy

Mr Walker noted that the Conflicts of Interest process was subject to internal audit this year (2023/24) and one of the resulting recommendations was that arc21 should create a corporate level policy to augment the two Codes of Conduct which currently exist for (i) Members and (ii) officers, and this should include written practical guidance such as the frequency of completion of forms, the mechanism for review, how to manage conflicts etc.

The result of this internal audit action was to produce a Conflicts of Interest Policy which was presented for consideration and approval.

It was recommended that the Joint Committee adopt this Policy.

4. CIWM Annual Conference - 20 June 2024

Mr Walker discussed this year's joint Recycle NI/Chartered Institution of Wastes Management (CIWM) conference which is scheduled on 20 June at the Europa Hotel, Belfast.

The full agenda for the conference was presented for information.

He also advised that this year the conference coincides with the CIWM Presidential Inauguration, which is also being held in Belfast, at which the arc21 Chief Executive will be inaugurated as the 108th president of the Institution.

Given the relevance of the conference to what arc21, it was proposed that the Joint Committee should approve the attendance of the Chair and Deputy Chair (or their nominees) to this conference, along with the Chief Executive (or his nominee).

It was recommended that the Joint Committee:

1. consider the Corporate Plan, provide any comment and, in the event that there are none, to approve the content and recommendations prior to release of the Plan to the constituent councils;
2. note the update in relation to the Waste Management Plan addendum;
3. approve the Conflicts of Interest Policy; and
4. approve the attendance of the Chair and Deputy Chair (or their nominees) to the CIWM (NI) Annual Conference on 20 June, along with the Chief Executive (or his nominee).

It was agreed to approve items 3 and 4, defer the approval of the Corporate Plan to next month's meeting, and to note the update on the WMP Addendum.

Mr Walker advised that as it is planned to commence the annual staff appraisal process in June in line with arc21's ISO procedures, he would propose that the draft Plan would be used in order for staff to be able to set their objectives for the year ahead, and it was agreed to progress using this approach.

Proposed by the Chair, seconded by Councillor Enright.

Action: Agreed

Item 14 - Annual Customer Survey

Ms Boal advised that in the past the return rate from the annual customer survey had been poor and this year it was suggested to present the survey in hard format to Members to complete either during or after the meeting. She noted that this approach been used with officers at the recent Steering Group meeting.

Members requested that the survey also be sent out in electronic format to all including those not present.

Action: Ms Boal

Item 15 - AOB

There was no further business discussed.

Item 16 - Next Meeting Thursday 27 June 2024 at 10.30am, in the Council Chamber, Island Civic Centre, Lagan Valley Island, Lisburn, hosted by Lisburn & Castlereagh City Council

Date: 23 July 2024

Chairman:

A handwritten signature in black ink, appearing to read "Michael Goodman", with a horizontal line drawn underneath it.