

**A**

**Minutes of Meeting of Environment Committee of Mid Ulster District Council  
held on Wednesday 5 November 2014 in Magherafelt District Council Offices**

**Members Present:** In the Chair, Councillor Cuddy (Chair)  
  
Councillors Cuthbertson, Gillespie, Mallaghan, McAleer, McFlynn, B McGuigan, S McGuigan, Mullen, Mulligan (7.22 pm), O'Neill, Reid

**Member in Attendance:** Councillor Forde

**Officers in Attendance:** Mr Tohill, Chief Executive  
Mr Cassells, Director of Technical Services and Leisure Services (MDC)  
Mr Kelso, Director of Environmental Health and Building Control (CDC)  
Mr Law, Head of Waste Services (DSTBC)  
Mr McAdoo, Head of Waste and Contracts Management (CDC)  
Mrs McClements, Director of Environmental Services (DSTBC)  
Mr Young, Director of Environmental Health (MDC)  
Miss Thompson, Committee Services/Senior Admin Officer (DSTBC)

**Others in Attendance:** **Northern Ireland Amenity Council**  
Mr Furphy, Mrs McIlroy, Miss Muskett, Mr Powles

**Lough Neagh Partnership**  
Mr Darby and Mr Monaghan

The meeting commenced at 7.00 pm

**E28/14 Apologies**

Councillors Buchanan, Burton, McGinley and McNamee.

**E29/14 Declarations of Interest**

The Chair reminded members of their responsibility with regard to declarations of interest.

**E30/14 Receive Delegation from Northern Ireland Amenity Council**

The Chair welcomed representatives of the Northern Ireland Amenity Council who provided Members with an overview of its work.

The Northern Ireland Amenity Council is an environmental charity which administers the Best Kept Awards and has been running for 57 years. Some of its aims and objectives include promoting for public benefit the protection, preservation and improvement of the environment in Northern Ireland through the five main categories of Best Kept Awards in Towns, Villages, Housing Areas, Healthcare facilities and Schools.

The Best Kept Awards are a much respected and established brand throughout Northern Ireland which brings together communities and encourages residents and business communities to participate in raising the profile of the area they represent.

The Northern Ireland Amenity Council currently receive contributions from participating Councils, each of the five Education and Library Boards, the Department of Health, Social Services and Public Safety and Northern Ireland Housing Executive. The primary purpose of revenue received is to assist in the promotion and administration of the Best Kept Awards programme.

In December 2013 a long term commercial sponsor to the scheme withdrew their revenue and due to difficult economic times a new sponsor has yet to be found. As a result there is not enough funding to keep the programme going and Northern Ireland Amenity Council could cease to exist within the coming years if adequate financial support cannot be found to keep the competition going for the future.

To ensure the Northern Ireland Amenity Council is able to administer the Best Kept Awards Programme in the future they requested the following from Mid Ulster District Council from April 2015:

- 1 An affiliation fee of £2,300 from each Super Council
- 2 A close working relationship with each council department associated with environmental projects

Councillor Mallaghan asked for the justification in raising the contribution fee to the Northern Ireland Amenity Council. Members were advised that contribution fees have not increased since 2001 and taking into account inflation etc £2,300 is the minimum amount needed from each new Council to remain operational in the future.

The Chair thanked the representatives of the Northern Ireland Amenity Council for their presentation following which they left the meeting at 7.20 pm.

#### **E31/14 Receive Delegation from Lough Neagh Partnership**

The Chair welcomed representatives of the Lough Neagh Partnership to the meeting and invited them to make their presentation.

*Councillor Mulligan entered the meeting at 7.22 pm.*

Mr Monaghan made a presentation to Members outlining the current position of the Lough Neagh Partnership, the benefits of the Partnership and proposals for the future.

Currently the Partnership is responsible for the integrated co-ordination, marketing and development of Lough Neagh in relation to:

- Tourism
- Recreation
- Culture and cultural tourism
- Heritage
- Environment

Mr Monaghan spoke in relation to a report commissioned recommending a new integrated management structure for the Partnership and how this could be funded. The Partnership has also worked with Councils in developing a Destination Management Plan for Lough Neagh and Mr Monaghan advised how this could continue to be delivered.

Mr Monaghan informed Members of the Heritage Lottery Fund Landscape Partnership which offers a whole lough based programme of funding, this programme is currently in a development phase with a five year implementation programme from January 2016 to January 2021.

Mr Monaghan stated that the Partnership, or its successor, will bring about whole lough co-ordination, it will be able to bring funding to Councils and enable and facilitate stakeholders throughout the lough shore area. In return Mr Monaghan asked for the support of Mid Ulster District Council to maintain the core activities of the Lough Neagh Partnership stating that if the Lough Neagh Partnership was to cease then the Landscape Partnership funding from Heritage Lottery would be at risk. Mr Monaghan requested that Mid Ulster District Council financially support the Lough Neagh Partnership, or its successor, by setting aside funding for 2015/16 and thereafter.

Councillor O'Neill felt that Lough Neagh is an important asset to Mid Ulster District Council and it would be important to support the Lough Neagh Partnership in the future.

Councillor Cuddy spoke in relation to the opportunity for Council to tap into Heritage Lottery Funding.

In response to Councillor Reid's question regarding how much financial funding would be required from the Council Mr Monaghan advised it would depend on the number of projects going on within the new District Council area.

Councillor McFlynn felt that Mid Ulster District Council needs to support the Lough Neagh Partnership and going forward should promote the area and its facilities.

Councillor Mallaghan spoke in relation to the amount of money generated from Lough Neagh from sand dredging and asked if any of these companies have ever been approached for funding. Councillor Mallaghan felt it would be important to ask the dredging companies for some financial support.

Mr Monaghan advised that it had been reported that sand dredging is to cease on the lough in the future but confirmed that these dredging companies have not been approached to date. Mr Monaghan also advised that as Lough Neagh is family owned the Partnership has in the past approached the family for support, this request has been refused.

The Chair thanked Messrs Darby and Monaghan for their presentation following which they left the meeting at 7.40 pm.

*Councillor Mallaghan left the meeting at 7.40 pm.*

**E32/14      Receive and confirm minutes of the Environment Committee meeting held on Wednesday 8 October 2014**

**Resolved**      That the Minutes of the Meeting of the Environment Committee held on Wednesday 8 October 2014 (E18/14 – E27/14) were considered and signed as accurate and correct.

**Matters for Decision**

**E33/14      Receive and consider paper on Environmental Health and Building Control Charges, Fees and Fixed Penalties**

Mr Young provided a report with recommended prescribed charges, fees and fixed penalties for adoption to apply within Mid Ulster District Council from 1 April 2015. In making the recommendations Mr Young advised that consideration was given to comments made at the October Environment Committee and that cost recovery and maintenance of income was considered as far as possible along with the existing fees prescribed in the existing councils.

Members discussed the report as detailed.

**CHARGES AND FEES**

**High Hedges Act (Northern Ireland) 2011**

Fee to make a complaint <b>(Maximum permitted £360)</b>	<b>£250</b>
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Proposed by Councillor B McGuigan  
Seconded by Councillor O'Neill and

**Resolved**      That it be recommended to the Council to adopt the fee of £250 to make a complaint under the High Hedges Act (Northern Ireland) 2011.

Repayment of fees staged for early withdrawal of complaint	<b>Yes-50% where work done before service of notice</b>
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Proposed by Councillor S McGuigan  
Seconded by Councillor Reid and

**Resolved** That it be recommended to the Council to repay 50% fees staged for early withdrawal of a complaint where work has been done before notice served.

Fee transfer if remedial notice served <b>(Maximum permitted £360)</b>	<b>£360</b>
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Proposed by Councillor Cuthbertson  
Seconded by Councillor Gillespie and

**Resolved** That it be recommended to the Council to adopt fee transfer of £360 if remedial notice served.

Policy re transfer of fees	<b>Transfer on Remedial Notice taking effect</b>
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Proposed by Councillor Reid  
Seconded by Councillor O'Neill and

**Resolved** That it be recommended to Council to adopt policy of transfer of fees on remedial notice taking effect.

### **Street Trading Act (Northern Ireland) 2001**

Mr Young asked Members to note the proposed fees as listed in the report advising that a further report will be brought back to this committee at a later date to enable a suitable process and case be made for adoption of fees.

Mr Young also asked Members to confirm the existing Councils' designated areas as listed within the report.

### **Cinemas (Northern Ireland) Order 1991**

Cinema licensing	<b>£375</b>
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Proposed by Councillor Mulligan  
Seconded by Councillor Reid and

**Resolved** That it be recommended to Council to adopt the cinema licensing fee of £375. This fee will be reviewed after a year of operation and this

review may consider setting a different fee for small cinemas of less than 100 seats.

## **Schedule 2 – Local Government (Miscellaneous Provisions) (NI) Order 1985 Sex Establishments**

Proposed by Councillor B McGuigan  
Seconded by Councillor S McGuigan and

**Resolved** That it be recommended to Council to adopt Schedule 2 of the Local Government (Miscellaneous Provisions) (NI) Order 1985 with a commencement date of 1 April 2015.

Sex shop licence	<b>Grant £2,000 Renew £1,000 Transfer £375</b>
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**Resolved** That it be recommended to Council to adopt the fee of £2,000 for grant of a sex shop licence, £1,000 to renew and £375 to transfer. These fees to be reviewed after a year of operation.

## **Part V – Local Government (Miscellaneous Provisions) (NI) Order 1985 Acupuncture Etc**

Acupuncture / electrolysis / tattooing/ piercing	<b>£50</b>
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Proposed by Councillor S McGuigan  
Seconded by Councillor Reid and

**Resolved** That it be recommended to Council to adopt the fee of £50 for registration of acupuncture, electrolysis, tattooing and piercing establishments.

## **Private Tenancies Order (NI) 2006 Enforcement Action**

Article 26 – Private Tenancies Order	Power to charge for enforcement action	<b>Notice of disrepair £50 Notice of unfitness £150</b>
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Proposed by Councillor B McGuigan  
Seconded by Councillor Reid and

**Resolved** That it be recommended to Council to adopt fee of £50 for Notice of Disrepair and fee of £150 for Notice of Unfitness.

## Betting and Gaming (Northern Ireland) Order 2004

May charge such amount as Council considers necessary to balance income and expenditure	Renew amusement permit (default £250)	<b>£250</b>
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Proposed by Councillor Cuthbertson  
Seconded by Councillor Gillespie and

**Resolved** That it be recommended to Council to adopt fee of £250 for renewal of amusement permit. This fee to be reviewed after a year.

## Places of Marriage/Civil Partnerships

Places of marriage /civil partnerships Maximum – costs reasonably incurred	Approval	<b>£400 per three years</b>
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Proposed by Councillor S McGuigan  
Seconded by Councillor B McGuigan and

**Resolved** That it be recommended to Council to adopt the fee of £400 per three years for approval of a place of marriage/civil partnership. This fee to be reviewed after a year.

Councillor Cuthbertson expressed concern and felt that fee should be £400 each year.

## Dogs (NI) Order 1983

Collection of unwanted dogs licensed	<b>£15</b>
Collection of unwanted dogs unlicensed	<b>£15</b>
Kennel charges	<b>Same day collection £30 Per overnight stay additional £15</b>

Proposed by Councillor McFlynn  
Seconded by Councillor Gillespie and

**Resolved** That it be recommended to Council to adopt fee of £15 for collection of unwanted dogs, both licensed and unlicensed. Kennel charges to be £30 for same day collection and £15 per additional overnight stay.



## Poisons (NI) Order 1976

Registration of premises selling poisons / Renewal and amendment of registrations	<b>£5</b>
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Proposed by Councillor McAleer  
Seconded by Councillor Reid and

**Resolved** That it be recommended to Council to adopt fee of £5 for registration of premises selling poisons and for renewal and amendment of registrations.

## FIXED PENALTIES – Discretionary

Legislation		
<b>Clean neighbourhoods and Environment Act (N.I.) 2011</b>		
Part 2 Article 29 (A) PCLG (NI) Order 1978 <b>Prescribed £200</b> <b>minimum £60 for early payment</b>	Vehicles – Unauthorised abandonment	£200 prescribed – (within 7 days £120)
Section 3(1) Section 4(1) <b>Prescribed £100</b> <b>minimum £60 for early payment</b>	Nuisance parking Repair of vehicles / sales	£100
Part 3 Article 3(1) Litter (NI) Order 1994 <b>Range £50 to £80 default</b> <b>£75</b> <b>Minimum £40 for early payment</b>	Offence of throw down/drop/deposit and leave litter	£80 (within 7 days £50)
Part 3 Article 12C(1) – Litter Clearing Notice <b>Range £75 to £110</b> <b>minimum £60 for early payment</b>	Failing to comply – Litter Clearing Notice	£110 (within 7 days £70)
Part 3 Article 13 – Street Litter Control Notice <b>Range £75 to £110</b> <b>minimum £60 for early payment</b>	Failing to comply – Street Litter Control Notice	£110 (within 7 days £70)
Part 3 – Article 14B Schedule 1A – Free Distribution of Printed Material <b>Range £50 to £80 default</b>	Unauthorised distribution of printed material	£80 (within 7 days £50)

<b>£75</b> <b>Minimum £40 for early payment</b>		
Part 4 Section 26(1) - Graffiti and Fly-Posting <b>Range £50 to £80 default £75</b> <b>Minimum £40 for early payment</b>	Offence – Graffiti and Fly-posting	£80 (within 7 days £50)
Dog Control Orders <b>Range £50 to £80 default £75</b> <b>Minimum £40 for early payment</b>	Breach of dog control orders	£75
Alarm notification area <b>Range £50 to £80 default £75</b> <b>Minimum £40 for early payment</b>	Failure to nominate key holders in alarm notification area	£75
Section 8(1) Noise Act 1996 as set for district <b>Default £100</b> <b>Council may set lower levels for early repayment</b>	Night time noise from domestic premises	£100
<b><u>Private Tenancies (N.I.)</u></b> <b>Order 2006</b>		
Article 5(B) – PTO (tenancy deposit regs) <b>Maximum one fifth of maximum penalty (i.e.£500)</b>	accepting deposit other than money	£500
Article 65(A)4 –PTO Landlord registration <b>Maximum one fifth of maximum penalty (i.e.£500)</b>	Failure to register /letting without being registered	£500
<b>Dogs order</b> <b>Article 17(1)</b> <b>Range £50 to £80</b> <b>Default £75</b> <b>Early payment minimum £50</b>	Keeping dog without licence	£80 Early payment £50
<b>Dogs order</b> <b>Article 22(1)</b> <b>Range £50 to £80</b> <b>Default £75</b> <b>Early payment minimum £50</b>	Penalty for stray dogs	£80 Early payment £50

<b>Dogs order Article 35(3) Range £50 to £80 Default £75 Early payment minimum £50</b>	Control of dogs on certain roads and land	£80 Early payment £50
<b>Dogs order Article 30 E (5) Range £50 to £80 Default £75 Early payment minimum £50</b>	Failure to notify transfer	£80 Early payment £50
<b>Dogs order Article 30F(1) Range £50 to £80 Default £75 Early payment minimum £50</b>	Failure to comply with control conditions	£80 Early payment £50

Proposed by Councillor S McGuigan  
Seconded by Councillor Mullen and

**Resolved** That it be recommended to Council to adopt fees for fixed penalties as set out in table above.

*Councillor Forde left the meeting at 8.00 pm*

**E34/14 Receive and consider paper on Managing and Regulating Waste in Northern Ireland**

Mr Cassells presented a report which informed Members of the publication by the Department of the Environment (NI) of an Operational Plan in relation to Managing and Regulating Waste in Northern Ireland.

The basis of this Operational Plan came about due to the revoking of a waste management licence in the North West by the Northern Ireland Environment Agency (NIEA) following concerns regarding a waste processing operation and the substantial amount of illegally dumped waste which was unearthed adjacent, but not part of, the location of where the licence was based. The NIEA subsequently commissioned a review the results of which were published in December 2013 (The Mills Report). The DOE has now published their Operational Plan which sets out how they intend to implement the recommendations of the Mills Report, the key themes being:

- 1 Enhanced liaison and partnership working between central and local government
- 2 Working with general industry to promote resource efficiency and legitimate waste disposal

- 3 Creating a compliant waste industry
- 4 Ensuring effective and efficient regulation and enforcement

Councillor Cuddy welcomed the Operational Plan but expressed concern at the likely increased cost of processing waste.

Proposed by Councillor S McGuigan  
Seconded by Councillor Reid and

**Resolved** That it be recommended to the Council endorse the actions of the Department of the Environment in tackling illegal activity in the Waste Industry as set out in the Operational Plan.

*Councillor S McGuigan left the meeting at 8.05 pm*

**E35/14 Receive and consider paper on Recycling and Refuse Collection Policy for Mid Ulster District Council**

Mr McAdoo presented the proposed Recycling and Refuse Collection Policy for Mid Ulster District Council. Mr McAdoo highlighted the varying policies and practices currently operated by the existing Councils and how these have been harmonised into a common policy going forward.

Mr McAdoo advised that Cookstown and Dungannon Councils are currently in the process of rolling out the brown bin collection scheme to the remainder of areas without the service. Once this is complete all households in the Mid Ulster District will have the same three bin systems and consideration can then be given to the introduction of a restriction to the size of (new) black bins for residual waste as is currently the case in the Magherafelt District Council area. Mr McAdoo also advised that new waste regulations will have an impact and that this policy should be reviewed annually.

In response to Councillor Reid's question, Mr McAdoo advised that there is no income to Council from brown bin waste.

Councillor McAleer enquired how the public can be made aware of the provision of an extra bin for households with particular requirements for medical reasons.

Mr McAdoo advised that if a household has particular requirements there is an application process for the provision of an additional bin.

Councillor B McGuigan felt that there is still a job of educating the public as to what materials are accepted in each bin. Mr McAdoo agreed that going forward this will be an ongoing process with a common advertising campaign and continued education from the recycling officers.

Proposed by Councillor Reid  
Seconded by Councillor Cuthbertson and

**Resolved** That it be recommended to the Council to adopt the Recycling and Refuse Collection Policy for Mid Ulster District Council for implementation from 1 April 2015.

**E36/14 Receive and consider paper on status of Building Control Service Convergence across existing councils**

Mr Kelso presented a report on the current status of Building Control Service Convergence across Mid Ulster Councils and the key issues arising, in particular the following;

**Document Charging Schemes**

Mr Kelso set out the document charging schemes currently in place across the three councils and the proposed fee structure for Mid Ulster District Council as below;

Re-stamping of Plans	£20
Re-Issue of Approval Certificates	£15
Legal enquiries regarding Work	£25
Postal Address Confirmation	£15
Archive Search	£25
Exemption Letter	£15

Councillor O'Neill made reference to the hand delivering of documents by Council officers.

Mr Kelso advised that he would not be aware of the background to this situation but agreed to follow up on the matter.

Councillor Gillespie expressed concern at the proposed increase in document charges.

Mr Kelso advised that the current charges have not been revised since their introduction around ten years ago.

**Mid Ulster District Council On-Line Applications**

Mr Kelso advised that the current three Councils all operate a hard copy plans based system for all new applications received. To assist in the implementation of an IT focused application process, it is proposed that provision be made available to enable new applications to be digitally submitted from 1 April 2015.

Proposed by Councillor Cuthbertson  
Seconded by Councillor Reid and

**Resolved** That it be recommended to the Council to adopt the proposed document charging scheme as set out above and make appropriate arrangements to pilot the process for receipt of on-line building notices and regularisation applications both from 1 April 2015.

## **Matters for Information**

### **E37/14      Receive paper on Environmental Health and Building Control Risk Register**

Mr Kelso updated Members on the Environmental Health and Building Control Transition Working Group risk register for the transition period 2014-2015.

### **E38/14      Receive paper on Waste and Technical Services Risk Register**

Mr Cassells provided Members with an update on the work of the Waste and Technical Services Transitional Working Group with regards to dealing with the risks identified in the 2014-2015 transition period.

## **IN COMMITTEE**

Proposed by Councillor B McGuigan  
Seconded by Councillor Gillespie and

**Resolved**      That item E39/14 is taken in committee.

### **E40/14      Duration of Meeting**

The meeting was called for 7.00 pm and ended at 8.35 pm.

CHAIR \_\_\_\_\_

DATE \_\_\_\_\_

**B**

<b>Subject</b>	<b>Eco-Schools Programme</b>
<b>Reporting Officer</b>	<b>Mark McAdoo</b>

<b>1</b>	<b>Purpose of Report</b>
1.1	To seek approval for Mid Ulster District Council to support the Eco-Schools Programme in 2015/16.

<b>2</b>	<b>Background</b>
2.1	<p>The Eco-Schools programme was developed in 1994 on the basis of the need for involving young people in finding solutions to environmental and sustainable development challenges at the local level. The programme was initiated by Member organisations of the Foundation for Environmental Education with the support of the European Commission.</p> <p>In Northern Ireland, the Eco-Schools Programme is operated by Keep Northern Ireland Beautiful (formerly Tidy NI), an environmental charity, and is supported by commercial sponsorship, the Department of the Environment and the majority of local councils. The Eco-Schools Green Flag, awarded to schools with high achievement in their programme, is a recognised and respected eco-label for environmental education and performance.</p> <p>There are 1164 registered Eco-Schools (representing over 98% of all schools) in Northern Ireland, of which 361 have achieved the internationally accredited Green Flag award. The number of schools registered in our Council areas are:</p> <p style="text-align: center;"><i>Cookstown - 29 No. (100%)</i> <i>Dungannon - 58 No. (100%)</i> <i>Magherafelt - 39 No. (98%)</i></p> <p>At present both Cookstown and Magherafelt District Councils make an annual financial contribution towards the cost of the programme. This contribution towards the programme helps to provide Eco-Schools Administrative post support and to help support schools in Eco-School projects.</p>

<b>3</b>	<b>Key Issues</b>
3.1	<p>The Eco-School programme aims to make environmental awareness and action an intrinsic part of the life and ethos of a school. This includes the students, teachers, non-teaching staff and parents, as well as the local authority, the media and local businesses in the activities.</p> <p>Eco-Schools endeavours to extend learning beyond the classroom and develop responsible attitudes and commitment, both at home and in the wider community. The participatory approach and combination of learning and action make it an ideal way for schools to embark on a meaningful path to improving</p>



	<p>the environments of schools and their local communities, and of influencing the lives of young people, school staff, families, local authorities, NGOs, and all other bodies involved in this vitally important area of work.</p> <p>The programme covers 10 topics: waste; litter; energy; water; transport; healthy living; biodiversity; climate change; school grounds; and global perspective.</p> <p>The Northern Ireland Waste Prevention Programme – “The Road to Zero Waste” published recently by the Department of the Environment identifies Eco-Schools as one of the key support areas for the successful delivery of the Programme.</p>
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<b>4</b>	<b>Resources</b>
4.1	<p><b><u>Financial</u></b></p> <p>Keep Northern Ireland Beautiful is proposing a standard programme cost of £1500 per “super” Council. Cookstown and Magherafelt Councils currently contribute £240 and £475 per annum respectively (as per previous banding system based on number of schools). The additional cost to Mid Ulster Council is therefore £785 (as Dungannon Council does not currently support the scheme)</p>
4.2	<p><b><u>Human</u></b></p> <p>An element of Recycling Officer time is allocated to supporting the Programme through conducting school visits, undertaking Green Flag assessments etc.</p>
4.3	<p><b><u>Basis for Professional/ Consultancy Support</u></b></p> <p>N/A</p>
4.4	<p><b><u>Other</u></b></p> <p>None</p>

<b>5</b>	<b>Other Considerations</b>
5.1	The Eco Schools 20 <sup>th</sup> Anniversary Celebration Event will be held on 5 <sup>th</sup> March 2015 at the Meadowbank Sports Arena in Magherafelt.

<b>6</b>	<b>Recommendations</b>
6.1	It is recommended that Mid Ulster District Council support the Eco-Schools Programme during 2015/16 at a cost of £1500+VAT.

<b>7</b>	<b>List of Documents Attached</b>
7.1	Letter from Keep Northern Ireland Beautiful dated 20 <sup>th</sup> October 2014.
7.2	Report on the Eco Schools Programme for April to September 2014.

20<sup>th</sup> October 2014

FAO Mark McAdoo, Head of Waste and Contract Management

**Re: Official Request for Eco-Schools Post Support 2015 – 2016**

I am writing to request your continued support of the Eco-Schools programme through the newly formed Mid Ulster council area. Support from local councils has been invaluable to the success of the programme; in helping to achieve on-going growth; and in helping with the delivery of the programme to schools across NI. We now have over 1160 registered Eco-Schools representing over 98% of all schools and in the past year awarded a record breaking 114 Green Flags. Going forward our aspirations are to achieve 'Every School an Eco-School' and to see NI become a world leader in the Eco-Schools Programme. As such, council support is vital and is very much appreciated.

**Benefits of Eco-Schools to Councils include:**

- A ready-made scheme to assist the council to deliver their educational programme in schools;
- Reduce the amount of litter on the streets surrounding the school and in the district;
- Reduced traffic congestion and increased safety surrounding the schools;
- Increased awareness and use of council recycling facilities to improve district recycling rate;
- Increased use of council leisure facilities via the healthy living aspect of Eco-Schools; and
- Reduced energy consumption within the school and pupils homes therefore causing a reduction in pollution levels throughout the district; and
- Council involvement in this respected internationally-recognised programme and in our aspiration to see NI schools to become world leaders in the Eco-Schools Programme.

**Information Provided to Councils by Eco-Schools:**

- Monthly Eco-Schools Newsletter;
- 6 monthly Reports to Councils (March and September) highlighting statistics for registered schools and information about initiatives;
- Support at Cluster Group meetings and Green Flag Award Ceremonies organised by councils;
- Termly update on new registrations in council area; and
- Ad hoc queries on status of schools in council area.

The popularity of the programme with schools is testament to its value and the positive impacts the programme has on schools and the wider community. We are delighted to work with the majority of local councils as delivery partners and we hope with the Review of Public Administration we can move towards seeing all super-councils choosing to support the programme.

Bridge House, 2 Paulett Avenue, Belfast, BT5 4HD  
T. 028 9073 6920 E. [enquiries@keepnorthernirelandbeautiful.org](mailto:enquiries@keepnorthernirelandbeautiful.org)

[keepnorthernirelandbeautiful.org](http://keepnorthernirelandbeautiful.org)  

This contribution towards the programme is required to help provide Eco-Schools Admin post support and to help support schools involvement in Eco-Schools projects and with their overall Eco-Schools Programme. Keep Northern Ireland Beautiful has undertaken a review of all our programme prices and there will now be one standard programme cost per super-council. The Eco-Schools Programme cost is £1,500 per annum to cover schools in your area.

This contribution from councils is essential to support the future of the programme in your area and at a cost of around 6p per pupil I hope you feel this represents good value for money. Additional contributions for targeted development in your council area to assist in meeting SD targets may be allocated year on year subject to available additional funding.

I have enclosed the Eco-Schools Admin Officer Post Support Request Form below and look forward to receiving your completed support form as soon as possible. If you have any further questions or comments about the Eco-Schools programme please do not hesitate to contact me.

Yours sincerely,

Carmel Fyfe  
Eco-Schools Manager  
Enc.



Bridge House, 2 Paulett Avenue, Belfast, BT5 4HD  
T. 028 9073 6920 E. [enquiries@keepnorthernirelandbeautiful.org](mailto:enquiries@keepnorthernirelandbeautiful.org)

[keepnorthernirelandbeautiful.org](http://keepnorthernirelandbeautiful.org)  

**Eco-Schools Admin Officer Post Support 2015-2016 Request Form**

Eco-Schools Post-Support Cost      £1500

Council .....

Agrees to support the Eco-Schools Admin Officer's post

OR

Do not wish to support the Eco-Schools Admin Officer's post

Council Purchase Order Number (required for invoicing) .....

Signed .....

Name .....

Position/job title.....

Date.....

Please return to.

Carmel Fyfe  
Eco-Schools Manager  
Keep Northern Ireland Beautiful  
Bridge House  
2 Paulett Avenue  
Belfast  
BT5 4HD  
[carmel.fyfe@keepnorthernirelandbeautiful.org](mailto:carmel.fyfe@keepnorthernirelandbeautiful.org)



KEEP NORTHERN IRELAND BEAUTIFUL

# Report on the Eco-Schools Programme

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## For Local Councils

April - September 2014

Eco-Schools Northern Ireland is operated by Keep Northern Ireland Beautiful, sponsored by SSE Airtricity and supported by the Department of the Environment



## Eco-Schools Report to Local Councils September 2014

### Introduction

Eco-Schools is an international award programme that guides schools on their sustainable journey, providing a framework to help embed these principles into the heart of school life.

Eco-Schools in Northern Ireland is administered by Keep Northern Ireland Beautiful and is supported by all five of the Education and Library Boards with financial support from the DOE and 16 of the 26 local councils to date. It is also assisted by about 24 Delivery Partners without whose practical support the programme could not have achieved the success and recognition it has received.

### FEE

Eco-Schools is one of five environmental education programmes run internationally by the Foundation for Environmental Education (FEE). In addition to Eco-Schools, FEE runs Green Key, Young Reporters for the Environment, Blue Flag and Learning about Forests. In 2009, Keep Northern Ireland Beautiful (formerly TIDY Northern Ireland) became a full Member of FEE.

The Eco-Schools programme is an internationally recognised Education for Sustainable Development (ESD) programme operating in over 59 countries worldwide – this represents more than 600,000 teachers and 14 million students.

### Present situation of the programme

Schools wishing to join the programme can register online at the Northern Ireland dedicated Eco-Schools website [www.eco-schoolsni.org](http://www.eco-schoolsni.org) or by phone or post. Council Officers are forwarded details of newly registered schools in their area on a termly basis.

At 30<sup>th</sup> September 2014, the programme had 1164 schools registered in Northern Ireland which is approximately 98.8% of all schools (see Table 1). 361 of these have achieved the internationally accredited Green Flag, which is the required standard outlined in the ministerial target in the Sustainable Development Strategy (SDS). The total number of live Green Flag awards is 211.

In addition to the Green Flag, schools can also achieve intermediate accreditation by obtaining Bronze and Silver status, with at present 691 schools achieving Bronze Awards and 528 Silver Awards.

Eco-Schools currently has 1 full time Eco-Schools Manager, Carmel Fyfe and 1 permanent full time Project Officer, Ruth Van Ry. The National Operator for Eco-Schools in Northern Ireland is Carmel Fyfe, Eco-Schools Manager. The programme is currently administered by a part-time Administration Officer, Joanna McDonnell (20 hours per week).

## Registered Eco-Schools

The number of registered Eco-Schools in each council area is detailed below:

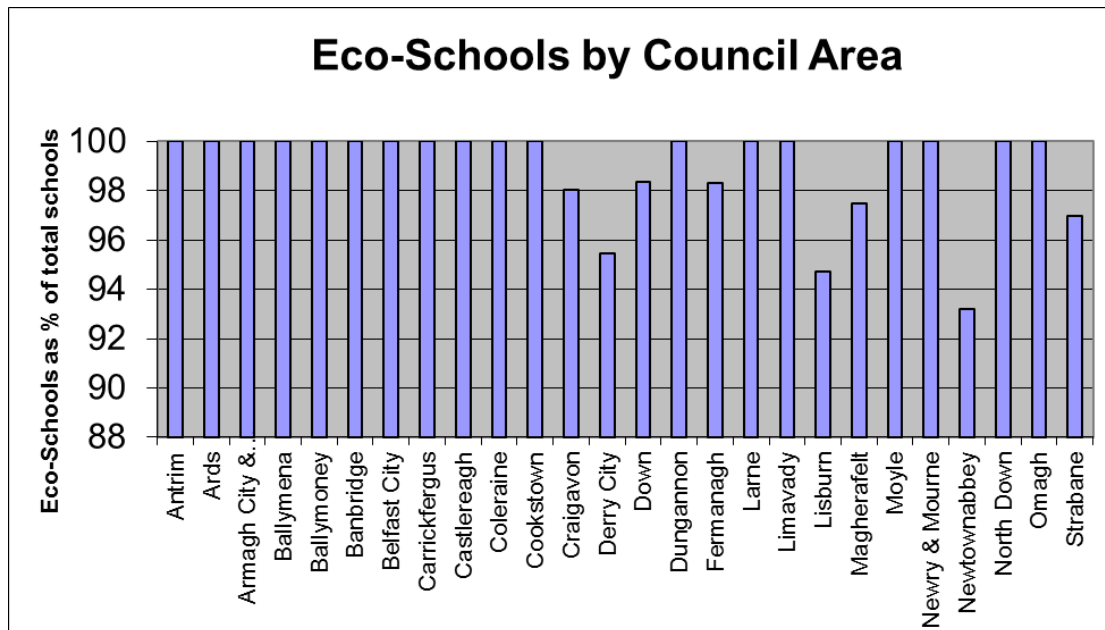
Council Area	No of schools registered	% of schools registered
Antrim Borough Council	32	100
Ards Borough Council	40	100
Armagh City & District Council	48	100
Ballymena Borough Council	44	100
Ballymoney Borough Council	18	100
Banbridge District Council	33	100
Belfast City Council	159	100
Carrickfergus Borough Council	18	100
Castlereagh Borough Council	28	100
Coleraine Borough Council	40	100
Cookstown District Council	29	100
Craigavon Borough Council	50	98
Derry City Council	63	95
Down District Council	60	98
Dungannon & South Tyrone Borough Council	58	100
Fermanagh District Council	59	98
Larne Borough Council	23	100
Limavady Borough Council	24	100
Lisburn City Council	54	95
Magherafelt District Council	39	98
Moyle District Council	17	100
Newry & Mourne District Council	75	100
Newtownabbey Borough Council	41	93
North Down Borough Council	28	100
Omagh District Council	52	100
Strabane District Council	32	97

**Table 1:** Eco-Schools as % of total schools in each council area

It is pleasing to note that only eight council areas have now **not** reached 100% registrations and the majority of schools across all council areas are now involved in the programme.

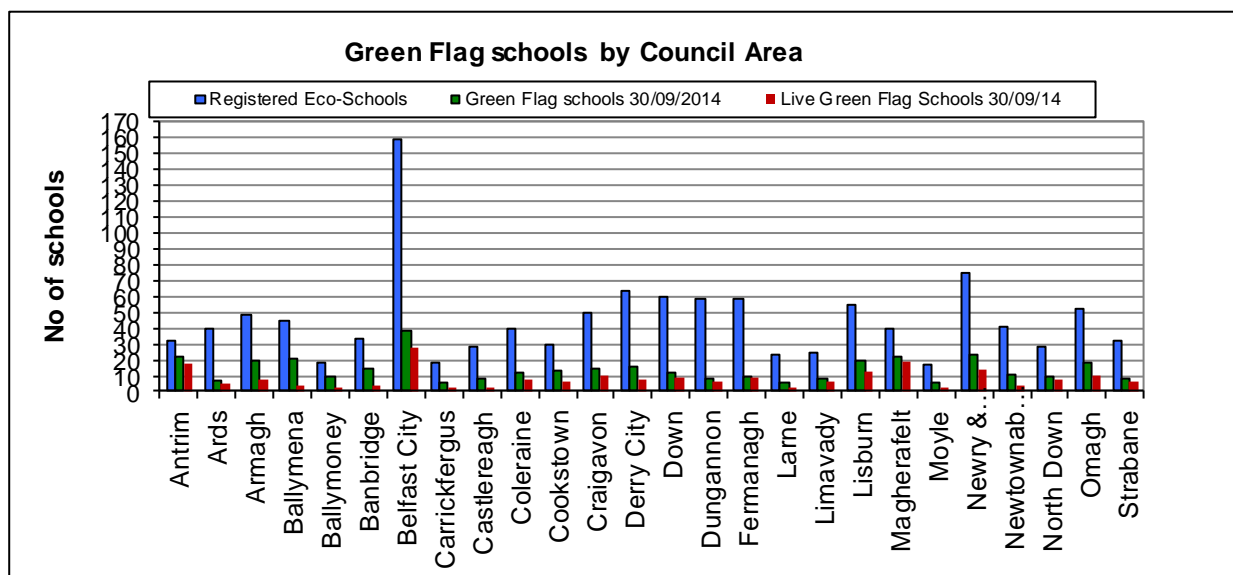


**Figure 1:** Registered Eco-Schools as % of schools in each council area 31/03/2014.



### Green Flag Schools

It is extremely pleasing to note the number of live Green Flag School in each Council area as shown in the graph below.



**Figure 2:** Numbers of registered Eco-Schools and Green Flag schools in each council area. This graph shows a total of 361 schools with Green Flag awards. However, the number of live Green Flag awards is 211.

### **Eco-Schools Newsletter**

The monthly Eco-Schools newsletter is aimed at all Eco-Coordination in Eco-Schools in Northern Ireland. A new style Newsletter has just been introduced in line with other Keep Northern Ireland Beautiful newsletters. It is sent to all registered schools, delivery partners and council contacts. The newsletter contains news, examples of good practice, statistics, case studies and latest awards. Older versions of the Eco-Schools Newsletters are published on the Eco-Schools website at [http://www.eco-schoolsni.org/resources\\_sub.aspx](http://www.eco-schoolsni.org/resources_sub.aspx).

### **Green Flag Assessors Training**

We currently have about 50 trained and Access NI checked Green Flag assessors for the programme. Each Green Flag assessment, organised by the Admin Officer, is normally undertaken by two assessors. A newly trained assessor is always accompanied by an experienced assessor. We now have 2 trained Eco-Schools assessors who are fluent in Irish and will be able to offer assessments to Irish speaking Eco-Schools. Assessor training is planned for 2<sup>nd</sup> October with 8 people attending and another date will be confirmed.

### **Welcome Pack**

All new schools are forwarded a Welcome letter to encourage them to work towards their first Eco-Schools award. This includes contact details on their Local Council and details about our website highlighting our Eco-Schools toolkit which includes our Handbook, the award criteria, document templates and useful links.

There are also other downloadable documents for Eco-Schools on the [Eco-Schools website](#).

### **Eco-Schools Cluster group Meetings**

Two Cluster Group meetings have been held in the last 6 months with an overall attendance of 37 people. These meetings, all of which were organised in conjunction with the local councils, proved to be a great success with many new schools registering on the Eco-Schools Programme or for projects/initiatives as a direct result of attending and the positive feedback given by those already involved in the Programme.

If you would like to organise a Cluster Group meeting in your area we would suggest some of the following:

- Set a date and time well in advance so that as many schools as possible are able to attend – many schools would prefer to attend after school hours to avoid having to get cover for teachers;
- Contact **all** the schools in your Council area – send out an email invitation detailing the date and time and what will be happening at the event and request that schools RSVP by a certain date;
- Consider asking your local biodiversity officer/recycling officer/schools education officer to give a short presentation on ways in which the council can assist schools in their Eco-Schools and environmental work. A member of Eco-Schools team would also be very pleased to attend and give a short presentation on Eco-Schools;
- Perhaps think about inviting a Delivery Partner along to give a short presentation on how they can assist schools in working on one of the ten topics;
- Consider inviting a Green Flag school to give a short presentation on their Eco-Schools work; and
- Allow time for teachers to ask questions and share ideas.

### **Eco-Schools Awards Ceremonies**

All local councils have been encouraged to host a Green Flag Awards ceremony in their council area each year for schools who have achieved their Green Flag in that academic year. Presentation Ceremonies have been held for three council areas during the last 6 months. We hope to continue with the councils taking ownership of the Green Flag presentations as this is an excellent opportunity for both schools and councils to publicise their environmental activities and to reward the pupils who have undertaken all the hard work over the year.

### **Eco-Schools Northern Ireland 20<sup>th</sup> Anniversary Celebration Event**

The Eco-Schools 20<sup>th</sup> Anniversary Celebration Event will be held on **Thursday 5<sup>th</sup> March 2015 at the Meadowbank Sports Arena, Magherafelt**, celebrating 20 years of Eco-Schools and recognising all the fantastic environmental projects that schools are working on. We are hoping that approximately 3000 guests, mostly schoolchildren from across Northern Ireland, will attend.

The event will be an exciting, fun-filled and interactive day offering pupils and guests numerous environmental activities, performances and exhibitions. There will be hands-on practical workshops and inspirational activities providing pupils with a productive and motivating learning experience.

We would be delighted to have representation from all local councils at the Eco-Schools Celebration Event.

### **Eco-Schools Northern Ireland Website**

An updated Eco-Schools Northern Ireland website [www.eco-schoolsni.org](http://www.eco-schoolsni.org) including an Irish version of the website is available, allowing all schools to make use of the fantastic resources. The Irish version can be accessed by going to our website and clicking on the button 'As Gaeilge' in the top right hand corner.

Schools register as an Eco-School online with their chosen email address and password. They can then use these details to apply for Bronze and Silver awards online. Newly registered schools are now also forwarded a Welcome Letter by the Eco-Schools Admin Officer including contact details for local Council officers and the Eco-Schools Northern Ireland Toolkit and they are subsequently forwarded the Rubbish Monster Resources.

Bronze and Silver awards are self-assessed and schools can download and print their certificates.

Eco-Schools Northern Ireland has its own dedicated section for [Delivery Partners](#) on the Eco-Schools website and a [Resources](#) section to which we are continually adding curriculum based teacher information and classroom activities linked to all key stages and school case studies sharing best practise.

The website also includes a "What's New?" section with up-to-date information about events, initiatives and news etc. There are also dedicated sections for Games, Competitions and Campaigns.

The Eco-Schools website is regularly updated with new stories and schools competitions and initiatives and we are currently working on ways to improve this resource with the developers to further enhance the experience.

Councils have been asked to provide information so that we can update individual pages for each council. Details of council contacts can be found at the following link: <http://www.eco-schoolsni.org/partners.aspx>

### **Future plans**

We assessed and awarded 95 schools with Green Flags from April 2013 – September 2014 and have a further 15 Green Flag applications to assess. We are doing our best to encourage schools to think of the assessment as a year round process and not just something restricted to the final school term. To assist with this, we set 2 deadlines (9<sup>th</sup> January and 20<sup>th</sup> March 2015) which guarantee assessments before Easter and before the end of June 2015 respectively. The increasing numbers of Green Flags being awarded reflects the rapid growth in interest in the programme and the success of schools working towards this international award. Keep Northern Ireland Beautiful continues to accept new registrations and has worked tirelessly to assess as many schools as possible. Given the significant increase in work associated with this increase in numbers (both registrations and assessments) over the past few years Keep Northern Ireland Beautiful is considering every way in which efficiencies can be made whilst still encouraging growth.

### **Next Report**

The next report to Local Councils is due in March 2015.

**C**

<b>Subject</b>	<b>Cyclical Fleet Replacement Programme</b>
<b>Reporting Officer</b>	<b>Terry Scullion</b>

<b>1</b>	<b>Purpose of Report</b>
1.1	To advise Members of proposals for a rolling replacement programme for the Mid Ulster Council fleet of vehicles and diverse machinery.

<b>2</b>	<b>Background</b>
2.1	<p>The three existing Council's directly operate a fleet of approximately 128 vehicles (excluding diverse machinery, plant and equipment). The fleet profile includes refuse vehicles, mechanical sweepers, tipper lorries, light commercial vehicles, 4x4s, and items of diverse plant from small ride on mowers to diggers, dumpers and telehandlers.</p> <p>Refuse Collection vehicles are the most expensive fleet assets. While the remaining fleet is utilised supporting service delivery within grounds maintenance/parks, cemeteries, street cleansing, building maintenance, dog enforcement, and other direct Council services.</p>

<b>3</b>	<b>Key Issues</b>
3.1	<p><u>Current Practice</u> The three existing Council's do not have a scheduled fleet replacement programme. In the current financial year (14/15) have made a cumulative investment in fleet replacement of approximately £1.8m. Fleet replacement has been based on service need and the availability of annual budgets. As a consequence older vehicles in respective fleets have been subjected to significant maintenance and in some instances major overhaul/refits during to extend utilisation (e.g. lifting gear of refuse collection vehicles replaced, engines rebuilt, etc). Some older vehicles have been reassigned to less intensive use. The maintenance challenge is ensuring compliance with Council Operator's Licence legal requirements on maintenance, inspection and record keeping standards.</p>
3.2	<p><u>Replacement Criteria</u> It is proposed to develop a rolling fleet replacement plan to replace vehicles at a stage in their lifecycle when maintenance costs increase significantly, vehicle efficiency decreases, and the condition of the vehicle deteriorates. The criteria used for replacements has been determined by fleet age. For Heavy Goods Vehicles replacement cycle is eight years old, and for Light Goods Vehicles every six years in a rolling programme of replacements.</p>
3.3	<p><u>Replacement Cost</u> The proposed rolling programme requires a capital investment of approximately £5.5m over the next five years. The table below shows a breakdown of the</p>

	anticipated spend per year based on the Net Present Value of vehicles:				
	<b>Yr1</b>	<b>Yr 2</b>	<b>Yr 3</b>	<b>Yr 4</b>	<b>Yr 5</b>
HGV's (£)	1,125,000	1,023,000	765,000	545,000	513,000
LGV's (£)	124,000	104,000	150,000	1650,00	74,000
Diverse Machinery (£)	12,000	131,000	87,000	291,000	411,000
<b>Total per annum (£)</b>	<b>1,261,000</b>	<b>1,258,000</b>	<b>1,002,000</b>	<b>1,001,000</b>	<b>998,000</b>
<b>Total Capital profiled (£)</b>	<b>5,520,000</b>				
3.4	<p>Due to the high average age of the current fleet to realise the replacement cycle on a rolling basis it is necessary to phase the implementation through the service. From year four HGV's will be replaced every six years. From year five LGV's will be replaced every 8 years. From year three an average of close to £1m capital is required per annum to cyclically replace and maintain the current fleet at the present level of service demand and vehicle mix.</p> <p><u>Affordability</u> The existing fleet has to date been purchased primarily through council finances, and some refuse fleet have previous received externally funding. The majority of vehicles have been publicly procured, and more recently Dungannon and South Tyrone Borough Council has purchased from a procurement framework.</p> <p>Outright purchase gives Councils better choice of the specialist vehicles required and at a time when it best suits service need. It also integrates with the maintenance arrangements in place by respective Councils to ensure fleet reliability for frontline services.</p> <p>It is proposed that Fleet replacement is based on outright purchase financed through central government loan charges paid off over the life of the fleet to realise a planned cyclical replacement programme. This will require continued engagement with the Council's Finance Lead Officer as part of the current budget build process.</p>				

<b>4</b>	<b>Resources</b>
4.1	<b>Financial:</b> A cyclical annual budget for fleet replacement to be included within Mid Ulster Council's financial estimates from April 2015 as detailed.
4.2	<b>Human:</b> Officer time in relation to the Waste & Technical Services TWG to develop a full budgeted programme that meets anticipated service need with continued engagement with Council's Finance Lead Officer.
4.3	<b>Basis for Professional/ Consultancy Support:</b> None
4.4	<b>Other:</b> None

<b>5</b>	<b>Other Considerations</b>
5.1	The Fleet vehicle mix is unlikely to change in the short term unless services are redesigned or were legislation results in a change to service delivery. When Mid Ulster Council services converge consideration can be given to utilisation of fleet and align of vehicle type of fleet in service areas.

<b>6</b>	<b>Recommendations</b>
6.1	Members are asked to endorse the proposals for a rolling replacement programme of Council fleet subject to budget confirmation during the annual rates setting process.

<b>7</b>	<b>List of Documents Attached</b>
7.1	Mid Ulster Council Fleet Replacement Summary (Appendix 1)



**MUC DRAFT FLEET REPLACEMENT COSTS FOR FIRST COUNCIL TERM (November 2014)**

REG NO	YEAR	MAKE / MODEL	DEPT SECTION	AGE	REPLACEMENT YEAR	APPROX. REPL BUDGET (£)	2015/16	2016/17	2017/18	2018/19	2019/20	
<b>MGV's/HGV's (i.e. &gt; 3.5T)</b>												
<b>REFUSE VEHICLES</b>								<b>&gt;10yrs old</b>	<b>&gt;9yrs old</b>	<b>&gt;8yrs old</b>		
TNZ	2014	SCANIA	REFUSE (SPORT)	0	2022	164						
RNZ 6985	2012	MERCEDES	REFUSE (Twin axle)	2	2020	160						
DNZ 5255	2002	DENNIS	REFUSE	12	2014	145						
CNZ 7398	2002	DENNIS	REFUSE	12	2015	145	x					
NNZ 6015	2009	DENNIS	REFUSE	6	2017	145			x			
HNZ 8345	2006	DENNIS	REFUSE	8	2015	145	x					
HNZ 4522	2006	DENNIS	REFUSE	8	2015	145	x					
JNZ 5796	2007	SCANIA	REFUSE (SPORT)	7	2016	164		x				
JNZ 5797	2007	SCANIA	REFUSE (SPORT)	7	2016	164		x				
LNZ 5163	2008	MERCEDES	REFUSE	6	2017	145			x			
LNZ 8039	2008	MERCEDES	REFUSE	6	2017	145			x			
ONZ 8632	2010	MAC PAC	REFUSE	4	2018	70				x		
UFZ 7905	2014	Merc Euro 6	REFUSE	0	2022	160						
UFZ 7906	2014	Merc Euro 6	REFUSE	0	2022	160						
UFZ 7907	2014	Merc Euro 6	REFUSE	0	2022	160						
UFZ 7908	2014	Merc Euro 6	REFUSE	0	2022	160						
PN14 BTZ	2014	Merc Euro 5	REFUSE	0	2022	160						
PN14 CFA	2014	Merc Euro 5	REFUSE	0	2022	160						
PHZ 3109	2012	Dennis Euro 5	REFUSE	2	2020	160						
NHZ 9382	2011	Merc Euro 5	REFUSE	3	2019	145					x	
NHZ 8347	2011	Merc Euro 5	REFUSE	3	2019	145					x	
JHZ 8826	2007	Merc	REFUSE	7	2017	145			x			
HHZ 6328	2006	Dennis	REFUSE	8	2016	145		x				
HHZ 6204	2006	Seddon	REFUSE	8	2016	145		x				
GHZ 5923	2005	Dennis	REFUSE (Spare)	9	2014	145						
EHZ 6225	2003	Merc	REFUSE	11	2014	145						
BHZ 7809	2001	DAF	REFUSE (Spare)	13	2014	145						
SHZ 5145	2014	Dennis Elite	REFUSE	0	2022	160						
PHZ 5641	2012	Dennis Olympus	REFUSE	2	2020	160						
PHZ 3684	2012	Mercedes Econic	REFUSE	2	2020	160						
MHZ 8421	2010	Dennis Olympus	REFUSE	4	2018	145				x		
LHZ 7691	2009	Dennis Phoenix	REFUSE	5	2018	145				x		
IHZ 1228	2006	Dennis Phoenix	REFUSE	8	2016	145		x				
GHZ 3315	2005	Dennis Phoenix	REFUSE	9	2015	145	x					
ORDERED	2014	Dennis Elite (sqd 8 -Jan 15)	REFUSE	0	2022	145						
ENZ 4110	2003	Dennis Phoenix (spare)	REFUSE	11	n/a	0						
KHZ 3235	2007	Isuzu Nqr Macpac	REFUSE	7	2014	70						
YIW 8176	2000	MAN	REFUSE - SKIP SERVICE (SKIP Vehicle)	14	2015	100	x					
CNZ 5056	2002	VOLVO	REFUSE - SKIP SERVICE (Big Bite)	12	2015	180	x					
KHZ 8719	2008	Renault Big Bite	REFUSE - SKIP SERVICE	6	n/a	0						
HHZ 6205	2006	BMC Skip Lorry	REFUSE - SKIP SERVICE	8	2016	100		x				
FHZ 4776	2004	Renault Big Bite	REFUSE - SKIP SERVICE	10	n/a	0						

BHZ 6195	2001	Man Hooklift	REFUSE - SKIP SERVICE	13	2015	100	x				
NHZ 8550	2011	Iveco Trakker	REFUSE - SKIP SERVICE	3	2019	100					x
SHZ 3039	2014	Vauxhall Movano Tipper	REFUSE - H/Hold Bulky Collect.	0	2022	30					
<b>SUB-TOTAL</b>							<b>960</b>	<b>863</b>	<b>580</b>	<b>360</b>	<b>390</b>
<b>STREET CLEANSING</b>											
DJZ 5112	2002	DAF	STREET CLEANSING	12	2014	110					
ONZ 8635	2010	IVECO SCARAB	STREET CLEANSING	4	2017	110			x		
MFZ 1713	2007	IVECO DAILY	STREET CLEANSING	7	2017	30			x		
SNZ 6394	2013	IVECO DAILY	STREET CLEANSING	1	2020	30					
JKZ 5739	2002	IVECO	GENERAL	12	2015	30	x				
IHZ 1764	2006	DAF	STREET CLEANSING	8	2016	125		x			
SHZ 7512	2014	DAF	STREET CLEANSING	0	2022	125					
YJI 3586	1999	Renault Midliner c/w tail-lift	STREET CLEANSING	15	2015	30	x				
PHZ 6430	2012	Scarab Minor	STREET CLEANSING	2	2019	85					x
EFZ 2680	2010	Iveco/Johnston	STREET CLEANSING	4	2018	120				x	
MHZ 3448	2009	Schmidt Swingo	STREET CLEANSING	5	2014	68					
BHZ 2602	2001	Iveco Daily Tipper	STREET CLEANSING	13	N/A	0					
<b>SUB-TOTAL</b>							<b>60</b>	<b>125</b>	<b>140</b>	<b>120</b>	<b>85</b>
<b>GROUND MAINTENANCE</b>											
	2008	FERRARI	GRM	6	2017	45			x		
BNZ 2139	2001	BEAVER	GRM	13	2015	35	x				
EHZ 2822	2003	Izuzu Beaver Tail	GRM/PARKS	11	2014	35					
MHZ 4864	2010	Iveco Daily Beaver Tail	GRM	4	2018	35				x	
LHZ 5338	2009	Iveco Daily Tipper	GRM	5	2018	30				x	
GHZ 4781	2005	Iveco Euro Cargo Tipper	GRM	9	2015	35	x				
		Tipper lorry/Beaver tail	GRM	-	2019	38					x
<b>SUB-TOTAL</b>							<b>70</b>	<b>0</b>	<b>45</b>	<b>65</b>	<b>38</b>
<b>BUILDING MAINTENANCE</b>											
FJO3MKW	2003	FORD	C+BM	11	2015	35	x				
INZ 1099	2006	CITREON	C+BM	8	2016	35		x			
<b>SUB-TOTAL</b>							<b>35</b>	<b>35</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>SUB TOTALS per Year (Based on replacements approx every 8 yrs from year 4):</b>							<b>£1,125,000</b>	<b>£1,023,000</b>	<b>£765,000</b>	<b>£545,000</b>	<b>£513,000</b>
<b>TOTAL HGV FOR PERIOD APR 15 - MAR 20</b>							<b>£3,971,000</b>				
<b>AVERAGE HGV EXPENDITURE P.A. FROM APR '15 TO MAR '20</b>							<b>£794,200</b>				
<b>LGV's (i.e. &lt;3.5T)</b>											
<b>STREET CLEANSING</b>											
							<b>&gt;12yrs old</b>	<b>&gt;11 yrs old</b>	<b>&gt;9yrs old</b>	<b>&gt;7yrs old</b>	<b>&gt;6yrs old</b>
CFZ 5467	2010	HAKO SWEEPER	STREET CLEANSING	4	2018	45				x	
SHZ 6700	2014	Mercedes tipper	STREET CLEANSING	0	2022	25					
SHZ6701	2014	Mercedes tipper	STREET CLEANSING	0	2022	25					
KHZ 4913	2008	Ford Transit	STREET CLEANSING	6	2017	18			x		
FHZ 3087	2004	LDV Pick Up	STREET CLEANSING	10	2016	18		x			
EHZ 3629	2003	LDV Pick Up	STREET CLEANSING	11	2015	18	x				
EHZ 3628	2003	LDV Pick Up	STREET CLEANSING	11	2015	18	x				
SHZ 1163	2014	Peugeot Boxer C/Cab	STREET CLEANISNG/GRM	0	2020	18					

MEZ 2542	2007	Johnson Pedestrian	STREET CLEANSING	7	2017	18			x		
ERZ 9318	2012	Renault Kango (Electric)	STREET CLEANSING	2	2019	12					x
NHZ 5820	2010	Peugeot Boxer	STREET CLEANSING	4	2018	18				x	
JHZ 5218	2007	Peugeot Partner	STREET CLEANSING	7	2017	12			x		
DHZ 3054	2002	Ford Courier (spare)	STREET CLEANSING	12	n/a	0					
DHZ 1576	2002	Iveco Daily	STREET CLEANSING/GRM	12	2014	18					
<b>SUB TOTAL</b>							<b>36</b>	<b>18</b>	<b>48</b>	<b>63</b>	<b>12</b>
<b>GROUNDS MAINTENANCE</b>											
RNZ 3749	2012	CITREON	GRM	2	2019	18					x
INZ 1101	2006	CITREON	GRM	8	2017	18			x		
INZ 1102	2006	CITREON	GRM	8	2017	18			x		
LNZ 6026	2008	RENAULT	GRM	6	2017	18			x		
LNZ 6027	2008	RENAULT	GRM	6	2017	18			x		
LNZ 6028	2008	RENAULT	GRM	6	2017	18			x		
XKZ 6142	2009	RENAULT	GRM	5	2018	18				x	
TFZ 7836	2014	Peugeot Partner	GRM/PARKS	0	2022	14					
SHZ 6702	2014	Mercedes Tipper	GRM/PARKS	0	2022	25					
SHZ6703	2014	Mercedes Tipper	GRM/PARKS	0	2022	25					
GHZ 8359	2005	LDV Pick Up	GRM/PARKS	9	2016	18		x			
EHZ 3626	2003	LDV Pick Up	GRM/PARKS	11	2014	18					
EHZ 2022	2003	LDV Pick Up	GRM/PARKS	11	2014	18					
EHZ 2021	2003	LDV Pick Up	GRM/PARKS	11	2015	18	x				
DHZ 2926	2002	LDV Pick Up	GRM/PARKS	12	2014	18					
EHZ 2105	2003	Landrover Defender	GRM/PARKS	11	2015	16	x				
RCZ 5879	2003	Vauxhall Combo	GRM/PARKS	11	2015	12	x				
SHZ 8210	2014	Ford Ranger	GRM/PARKS SUPERVISOR	0	2022	24					
RHZ 9276	2014	Peugeot Boxer	STREET CLEANISNG/GRM	0	2020	18					
RHZ 7174	2013	Citroen Berlingo	GRM SUPERVISOR	1	2019	14					x
<b>SUB TOTAL</b>							<b>46</b>	<b>18</b>	<b>90</b>	<b>18</b>	<b>32</b>
<b>BUILDING MAINTENANCE</b>											
SHZ 7818	2014	Ford Courier	BUILDING MAINTENANCE	0	2022	16					
SHZ 6704	2014	Mercedes van	BUILDING MAINTENANCE	0	2022	18					
GHZ 8358	2005	LDV Pick Up	BUILDING MAINTENANCE	10	2016	18		x			
FHZ 3089	2004	LDV Pick Up	BUILDING MAINTENANCE	10	2016	18		x			
FHZ 2088	2004	LDV Pick Up	BUILDING MAINTENANCE	10	2016	18		x			
FHZ 3498	2001	Vauxhall Combo	BUILDING MAINTENANCE	13	2014	12					
ECZ 4067	2000	Vauxhall Combo	BUILDING MAINTENANCE	14	2015	12	x				
MHZ 7566	2010	Peugeot Boxer	BUILDING MAINTENANCE	4	2018	18				x	
LHZ 4647	2009	Ford Transit	BUILDING MAINTENANCE SUPERVISOR	5	2018	18				x	
<b>SUB TOTAL</b>							<b>12</b>	<b>54</b>	<b>0</b>	<b>36</b>	<b>0</b>
<b>DOG CONTROL</b>											
SNZ 6776	2013	CITREON DISPATCH	DOG CONTROL	1	2019	15					x
NHZ 2901	2010	VW Transporter	DOG CONTROL - ENV HLTH	4	2018	18				x	
SHZ 1692	2014	Peugeot Partner	ENFORCEMENT - ENV HLTH	0	2020	12					
LHZ 5807	2009	Peugeot Partner	DOG CONTROL - ENV HLTH	5	2018	12				x	
IHZ 6419	2007	Peugeot Partner	DOG CONTROL - ENV HLTH	7	2017	12			x		
<b>SUB TOTAL</b>							<b>0</b>	<b>0</b>	<b>12</b>	<b>30</b>	<b>15</b>
<b>OTHER LGV'S</b>											

SNZ 7682	2013	CITREON DISPATCH	BIN INSPECTOR	1	2019	15					x
RNZ 3748	2012	CITREON RELAY	GARAGE	2	2018	18				x	
BHZ 5757	2001	Iveco Van	GARAGE	13	2015	18	x				
GHZ 1214	2004	Ford Transit Connect	INSPECTIONS - BINS, PLAYPARKS	10	2015	14		x			
YAZ 5962	1999	Vauxall Combo	SPORTS DEVELOPMENT - MUSA	15	2017	12	x				
SUB TOTAL							30	14	0	18	15
<b>SUB TOTALS per Year (Based on replacements approx every 6 yrs from year 5):</b>							<b>£124,000</b>	<b>£104,000</b>	<b>£150,000</b>	<b>£165,000</b>	<b>£74,000</b>
<b>SUB TOTALS FOR PERIOD</b>							<b>£617,000</b>				
<b>AVERAGE LGV EXPENDITURE P.A. FROM APR '15 TO MAR '20</b>							<b>£123,400</b>				
<b>DIVERSE MACHINERY/PLANT</b>											
BIW 61	1976	MASSEY F.	GRM	38	n/a	0					
		THWAITES DUMPER	WASTE DISPOSAL	?	n/a	0					
J574 OKK	1992	J.C.B.	C+BM	22	2016	45					x
CD 300	1999	KOMATSU	WASTE DISPOSAL	15	n/a	0					
BNZ 7731	2002	MERLO	GENERAL	12	2017	50			x		
KR05 WKF	2005	JCB LOADALL	VCU	9	2019	25					x
	2008	FORKLIFT	RECYCLING	6	2023	15					
MNZ 5370	2009	CASE INTERNATIONAL	GENERAL	5	2019	25					x
GC 23100	2010	MINI TRACTOR	DRIVING RANGE	4	2018	10				x	
GC 23100	2011	MINI TRACTOR	DEPOT	3	2019	10					x
T842KKL	1999	NEW HOLLAND TRACTOR	GRM	16	2017	25			x		
	2009	JCB LOADING SHOVEL	WASTE DISPOSAL	5	2018	15				x	
		SHUNT	WASTE DISPOSAL								
EHZ 4708	2003	Massey Ferguson	Parks	11	2018	30				x	
EHZ 4516	2003	Massey Ferguson	Parks	11	2018	30				x	
EHZ 1290	2003	Ford/New Holland	Parks	11	2019	30					x
GHZ 9712	2001	Renault	Building Services	13	2016	18		x			
SIW 2975	1995	Deutz	LAND FILL	19	n/a	0					
NKZ 7847	2004	Sam	LAND FILL	10	n/a	0					
OHZ 8279	2012	JCB Loadall (CA site)	RECYCLING	2	2019	50					x
SKZ 2525	2006	Seddon	GRM	8	2018	60				x	
M983 OMA	1995	DAF - Tanker	GRM	19	2016	60		x			
HJZ 7883	1984	JCB	GRM	30	n/a	0					
HHZ 6432	2008	Landrover Defender	LAND FILL	6	n/a	0					
NA	2006	Yamaha Kodiak 450	LAND FILL	8	n/a	0					
NA		Star 850Gal Slurry tank	LAND FILL		n/a	0					
EJI 681	1978	Ford 4600	LAND FILL	36	n/a	0					
OHZ 9807	2012	JCB 360 Digger	RECYCLING	2	2019	100					x
KHZ 6316	2008	JCB Forklift	RECYCLING	6	2016	35		x			
R446 MJB	1997	CASE 180 Digger	RECYCLING	17	2019	50					x
KDZ 7069	2008	Merlo Telescopic	GENERAL	6	2018	60				x	
	2010	Case 360 Digger Cx31b	CEMETERY	4	2019	28					x
	2006	John Deere X595	CEMETERY	8	2018	18				x	
	2003	Lifton Mini (narrow access)	CEMETERY	11	2018	12				x	
	2001	Volvo EC20XTV	CEMETERY	13	2018	28				x	
	1995	Thwaites 2T	CEMETERY	19	2015	12	x				

	2004	Applied Ped Sweeper	CEMETERY	10	2019	15					x
PNZ 6737	2011	John Deere 2720	GRM	3	2019	18					x
	2010	Shibaura 374	GRM	4	2019	15					x
DHZ 7189	2005	John Deere 4410 (MUSA)	GRM (MUSA)	9	2018	18				x	
IHZ 4330	2006	Kubota ST Tractor	GRM	8	2017	12			x		
	2013	John deere	GRM	1	2020	18					
GHZ 4511	2001	John Deere 4300	GRM	13	2016	18			x		
<b><i>SUB TOTALS per Year (Based on a varied replacement timeframe):</i></b>							<b>£12,000</b>	<b>£131,000</b>	<b>£87,000</b>	<b>£291,000</b>	<b>£411,000</b>
<b><i>SUB TOTALS FOR PERIOD</i></b>									<b>£932,000</b>		
<b><i>AVERAGE DIVERSERY MACHINERY/PLANT EXPENDITURE P.A. FROM APR '15 TO MAR '20</i></b>									<b>£186,400</b>		

**D**

<b>Subject</b>	<b>Building Control – Land and Property Services</b>
<b>Reporting Officer</b>	<b>M G Kelso</b>

<b>1</b>	<b>Purpose of Report</b>
1.1	To update Members on the Building Control and Land and Property Services - Joint Working Programme for Mid Ulster.

<b>2</b>	<b>Background</b>
2.1	<p>Land and Property Services (LPS) is a Division within the Department of Finance and Personnel and has responsibility for Mapping, Land Registration, Rating and Property Valuation in Northern Ireland.</p> <p>The Address and Property Information Database shared between Building Control Services and Land &amp; Property Services, is used to update the ‘<b>Pointer Address Database</b>’ which is accessed and used by all Government Agencies and supports the Rating System, as required under the Rates (Northern Ireland) Order 1977.</p> <p>On a monthly basis each Council’s Building Control Service provides the following information regarding new build / construction for their area, as part of an agreed Memorandum of Understanding, established between the Councils and Land &amp; Property Services. The details provided include information on:-</p> <ul style="list-style-type: none"> <li>• Commencement Lists</li> <li>• Completion Notices – Ready List</li> <li>• Address Details</li> <li>• Property Data Set and Occupancy Information.</li> </ul> <p>The current Land &amp; Property Services / Council - Memorandum of Understanding is under revision. A copy of the revised document will be brought to Committee Members’ attention when it becomes available.</p>
<b>3</b>	<b>Key Issues</b>
3.1	<p>A Mid Ulster Building Control / Land &amp; Property Services Working Group was established in June 2014, to ensure a consistent and structured approach was taken in refining the ‘Pointer Database’ and updating the general Address Dataset for Mid Ulster.</p> <p>The Working Group has identified a number of Key Action Points as set out below.</p> <p>(a) Data Referencing / Land &amp; Property Services</p> <p>(b) Commercial Database Review</p>

- (c) 'New Build' Notifications
- (d) Road / Street Name Standardisation
- (e) Unverified Address Lists - Refinement
- (f) Boundary Changes – (Dungannon).

3.2 **Pointer Address Database**

As part of this programme, each Council's Address Database is being reviewed and verified, to enable redundant and historical information to be removed. The current status is as shown in the Table below.

Name of Council	No. of Properties on Address Database	Degree of Refinement (%) Current
Magherafelt	21,000	90%
Cookstown	19,700	90%
Dungannon	29,800	Ongoing
<b>TOTAL</b>	<b>70,500</b>	-

A special focus has been placed on 'data cleansing', for each of the existing Address Databases, in preparation for 1<sup>st</sup> April 2015.

3.3 **Non-Domestic Vacancy Control Programme**

In addition to this programmed work, Land & Property Services have requested all constituent Councils to assist with the Non-Domestic Vacancy Control Programme. This programme is focussed on ensuring that all commercial business activities are 'Valued and Rated' for the purposes of Rates Collection, including dormant commercial properties which are re-occupied.

A number of Council's are currently working closely with Land & Property Services in delivering on this programme. It is our understanding that Councils within 5 of the 11 new Cluster Areas are currently undertaking non-domestic

vacancy checks. As part of the process Land & Property Services identify a summary list of premises for review. Building Control Services in conjunction with other programmed work, complete a 'Premises Check List' for the properties concerned. The completed reviews are returned to Land & Property Services to enable the commercial Rate Register to be updated and so provide additional Rate Revenue for Council, as additional contribution to the local 'Penny Product'.

The Non-Domestic Vacancy Control Programme is currently being piloted in Cookstown Council area. If Members are in agreement, it is proposed that the Vacany Control Programme is further developed and rolled-out across Mid Ulster, to take effect from 1<sup>st</sup> April 2015, as part of the new arrangements for Mid Ulster Council.



<b>4</b>	<b>Resource Implications</b>
4.1	<b><u>Financial</u></b> As costed within current Building Control Services.
4.2	<b><u>Human resources</u></b> As permitted within available resource and to be kept under review.
4.3	<b><u>Assets and other implications</u></b> N/A.

<b>5</b>	<b>Other Considerations</b>
5.1	N/A

<b>6</b>	<b>Recommendations</b>
6.1	Members give approval to the roll-out of the Vacancy Inspection Programme for Mid Ulster Council, to take effect from 1 <sup>st</sup> April 2015.

<b>7</b>	<b>List of Documents Attached</b>
7.1	A copy of the current Memorandum of Understanding between Land and Property Services and Local Councils is attached for Members' information.

# **Memorandum of Understanding between**

***Land & Property Services***

***and***

***XXXXXXXXXX***

***Council***

***Version: 28/1/14***

DF1/14/64222

## 1.0 INTRODUCTION

Land & Property Services (LPS) is a Division within the Department of Finance and Personnel responsible for mapping, land registration, rating and property valuation in Northern Ireland. The rating system which it operates finances both Local and Regional Government functions and has a statutory basis in the Rates (Northern Ireland) Order 1977 as amended. The Order places certain statutory obligations on public bodies, including Councils.

XXXXX Council (the Council) is an elected municipality that provides a diverse range of statutory and non-statutory functions to the citizens that live and visit within its predetermined geographical boundaries. The primary funding for the Council's activities is through the rating system.

## 2.0 PURPOSE

The purpose of this Memorandum of Understanding (MOU) is to build on the established working arrangements between LPS and the Council to support the effective and efficient delivery of their respective functions. Both parties also recognise a broader set of relationships between LPS and Local Authorities, relationships which are overseen by a Strategic Steering Group and its sub groups, the Penny Product Working Group and the Property Services Liaison Group.

Central to this agreement is the recognition that there is a mutual dependency between the work of LPS and the Council and, therefore, a need to share information to assist the delivery of both organisations' services.

This MOU sets out statements of intent regarding the interactions between LPS and the Council. Some of these statements are further supported by formal agreements, which are appended to this document.

## 3.0 AIMS OF ENHANCED INTERACTION

- 3.1 To provide a framework for LPS and the Council to work in a spirit of collaboration, assisting each other in the delivery of their corporate objectives.
- 3.2 To maximise the proportion of collectible rates collected and to enhance equity in the rating system within the Council area through the provision of timely and accurate information.
- 3.3 To assist in the economic development of the Council area through the sharing of:
  - timely, accurate and current information including in the areas of robust financial planning and spatial referencing of property through addressing and mapping;
  - registration of properties throughout the Council area in the Land Register;
  - information relating to effective asset management.

3.4 The sharing of information is subject to the provisions of the Data Protection Act 1998. Personal information will only be disclosed on a case-by-case basis, under a legal exemption. Details of the data sharing arrangements and compliance with the Data Protection Act 1998 are included in a Data Sharing Protocol at **Appendix A**.

#### 4.0 **OBJECTIVES OF ENHANCED INTERACTION**

4.1 To improve the effectiveness and efficiency of the rating process and related activities for the Council area.

4.2 To ensure the timely delivery of an Estimated Penny Product (EPP) to enable the Council to set a fair and equitable rate.

4.3 To identify ongoing risks which may impact on the EPP and/or the Actual Penny Product (APP) so as to enable the Council to make informed decisions in relation to financial planning and monitoring. These will include any significant issues arising from:

- vacancy trends;
- irrecoverables;
- Valuation Tribunal and Lands Tribunal decisions; and
- Legislative/Policy Changes.

4.4 To provide regular, forecast and outturn position of the current year's finalisation to assist rate setting and year end accounting.

4.5 To assist the Council planning by the sharing of reliable forward-looking financial and resource data.

4.6 To provide transparency and robustness in the shared understanding of in-year levels of collection and losses, including debt write-off and cost of collection attributed to the Council's ratepayers.

4.7 To facilitate timely and accurate valuation of rateable properties by the transfer of data provided by the Council to LPS.

4.8 Within the constraints of relevant legislation relating to the sharing of data and information, for the Council to provide information it holds on ownership and occupation of properties to LPS to support LPS in fulfilling its statutory function of determining ownership and occupation of properties for the issuing of rate bills.

4.9 To enhance Pointer® as the definitive, unambiguous and fully accurate address dataset for the Council area (including its use in all transfer of property information between LPS and the Council) by the provision of relevant address and provisional geo-referencing data to LPS in an accurate and timely manner.

- 4.10 To facilitate accurate spatial planning for the Council area by the sharing of relevant data between the organisations, whether under the Northern Ireland Mapping Agreement (NIMA) (**Appendix B**) and its successor agreements for LPS mapping data, or through other means.
- 4.11 To assist in areas of spatial planning and the exercise by LPS of its statutory duties by encouraging the registration of all of the Council's property in the Land Register and (subject to contractual commitments with LPS' suppliers) the sharing of land register information.
- 4.12 To provide property services to the Council (comprising asset register valuations, general property advice and valuation work) in a timely and accurate manner.

## 5.0 **SPECIFIC AREAS FOR FOCUS**

The Council and LPS have agreed that this document should each year include particular areas for focus in the coming year, to ensure continuing improvement in the areas of work covered by this document. The Council and LPS have agreed that the particular areas will be as listed in **Appendix C**.

## 6.0 **STATEMENTS OF INTENT**

LPS and the Council commit to using their best endeavours to complete the actions and interactions set out in this section.

### 6.1 **Commencement Lists**

On a monthly basis the Council will provide details of each new property and alteration to an existing property commenced within the Council area of which it is aware to LPS.

### 6.2 **Completion Notice Ready Lists**

On a monthly basis the Council will provide LPS with agreed details relating to domestic properties which the Council has visited as part of their ongoing processes and have reached the stage of development that they could be completed within 3 months.

LPS, will on a biannual basis, provide the Council with full details of Completion Notices issued under The Rates Order and progress of the same, including the rating impact of each.

### 6.3 **Address details**

Address data for new properties will be provided by the Council to LPS as soon as it is available, to ensure that Pointer addresses can be used as early in the land and property lifecycle as possible. To ensure accuracy of LPS addresses, the Council will review existing addresses which have been queried by LPS or third parties, through a mutually agreed procedure and in a standard format, in a timely fashion. LPS and the Council commit to moving to the use of Pointer

addresses and Unique Property Reference Numbers (UPRN) as the key references for addresses and properties, to aid the unambiguous sharing of information.

#### **6.4 Property dataset to enable Property Valuation of Domestic Alterations**

Once the Council becomes aware that alterations to a property reach occupiable stage for rating purposes, the Council will provide in a timely and accurate manner the agreed property and occupancy data set. It should be noted that this occupiable date does not indicate occupancy.

LPS will provide relevant information it holds to the Council following a formal request in accordance with Sections 29 and 35 of the Data Protection Act 1998 or when there is a statutory provision for LPS to provide the information.

#### **6.5 Occupancy information**

The Council will provide to LPS, in accordance with an agreed Data Sharing Protocol, relevant occupier, date of occupancy and ownership details it holds to enhance equity in the rating system. LPS and the Council will agree what data is relevant and adds value to LPS activity in this area. This will encompass data sets held by the Council where their sharing with LPS is lawful.

#### **6.6 Maintenance of the Valuation Lists**

Based upon the data provided by the Council, LPS will provide a rateable valuation for each rateable property and update the Valuation List in a timely manner.

LPS will review the Valuation Lists where the address information or Commencement Lists provided indicates that properties have been demolished and ensure that it takes necessary action to confirm the situation and make necessary changes to the lists. LPS and the Council will continue to work together to improve the timely sharing of information regarding demolitions.

#### **6.7 Continuing Property Monitoring**

In addition to the provision of information concerning any alterations to properties where a Building Regulations application is made or where LPS is made aware of an alteration to a building from an alternative source, the Council and LPS will collaborate to ensure that their shared knowledge of changes to property, its address and its status in the Council area is accurate and current. This will include the provision of the Valuation List by LPS to the Council on a quarterly basis. LPS will take early action on all information provided by the Council, paying particular regard to the dates for data freezing for the EPP and APP calculations, and the issue of the annual rate bills.

The Council notes in particular the importance of information on industrial properties becoming vacant, as this can impact significantly on rate assessments, and where possible will provide any such information of which it becomes aware, to LPS in a timely manner.

## 6.8 **Vacant Property Control**

LPS will carry out continuing monitoring of properties listed as vacant, using all data sources available including those supplied by the Council. Where possible, the Council will assist LPS in the rolling programme of vacancy inspection of small batches of targeted properties.

## 6.9 **Provision of Estimated Penny Product Information**

LPS will provide to the Council a written Stage 1 Estimate of the Penny Product (EPP) reflecting the value of the rates base of the Council area in September each year supported by a dataset containing income and rating loss information. This will form the basis of formal discussion with officials of the Council, and agreed amendments to the EPP will be provided by LPS in the Stage 2 estimate, as required from these discussions or from other significant changes in the period between October and the date at which LPS provides the figures to DOE for the purposes of General Grant calculations<sup>1</sup>. The EPP analysis will include comparative data for previous years for domestic and non-domestic properties for the various components of the figures.

Notification of the EPP, whether in-year or prior year, will include a commentary on the assumptions used, and agreed by the Penny Product Working Group setting out, inter alia, any anticipated changes in the EPP through the impact of legislation, vacancy inspection exercises, revaluations, revisions to the Valuation List and debt write-off.

## 6.10 **Provision of Actual Penny Product Information**

LPS will provide forecasts of finalisation figures to the Council on a quarterly basis in July, October and December each year. This will include the costs of collection and demonstrate the costs attributable to the Council of that collection, including comparisons with other areas and previous years. LPS will also provide details of debt write-off to the Council on a quarterly basis.

LPS will provide the Council with an initial draft of the provisional APP by 7<sup>th</sup> June each year following the end of the financial year. The initial draft will be subject to scrutiny by NIAO which may result in changes.

LPS will notify the Council on a quarterly basis of Valuation List and billing trends including a highlight report of value significant changes.

## 6.11 **Medium Term Planning**

LPS and the Council will share financial and resource data to assist planning. This will include such development, planning and financial data as is agreed by LPS and the Council to be relevant in furthering the objectives of this document.

## 6.12 **Registering of Land in the Land Register**

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<sup>1</sup> The exact timing of the provision of the EPP to Councils and DOE each year will be agreed between LPS, DOE and Councils

The Council will work with LPS in a systematic fashion to ensure all property in its ownership is registered in the Land Register and to encourage other property owners in the Council area voluntarily to register their land holdings in the Land Register. This will benefit the Council by providing it with an accurate, current map-based record of all property in its ownership which will be protected by the Government's guarantee of title.

#### **6.13 Mapping and Geo Referencing Triggers**

The Council and LPS will work within the terms of NIMA and its successor agreements to further the accuracy and timeliness of the spatial referencing of the Council area by sharing information which will allow the mapping and spatial modelling of the Council area to be updated in a complete and timely manner. This will include provision of comprehensive completion information for building regulation works lists and, where possible, indication of when physical boundaries have been established.

#### **6.14 Preparing for arrangements post RPA**

In the arrangements leading up to and immediately following the introduction of the 11 Council model, LPS and the Council will work together on the following:

- Financial modelling for new boundaries.
- Integration of the planning function of development management into the predictive modelling (Note: this relates to Councils new planning responsibilities and the potential impact of planning decisions on Valuation List and billing).
- Remodel the EPP and APP process to reflect the structural changes.
- Work with DOE and RPD on the development and implementation of a RPA Transitional Relief Scheme.
- Informing the creation of community plans.
- Communications with citizens and other interested parties.

#### **6.15 General Property Valuations and Advice**

The Council may consider use of the specialist, professional skills of LPS in asset valuation, general property advice and valuation work as appropriate to assist the Council in making fully informed, effective decisions in relation to property matters. Such services may be delivered either by way of a Service Level Agreement specifying the client requirement and delivery standards in detail, or on an individual case basis where the terms of engagement will be agreed at the outset.



## **7.0 FINANCIAL ARRANGEMENTS**

The implementation of this MOU is not predicated by financial considerations. It is a framework within which local agreements can be founded. These local agreements will require negotiation to agree the extent of the burden for either party and will be subject to yearly evaluation.

## **8.0 LEGAL STATUS**

This MOU is not legally binding. LPS and the Council will use it as their reference point when conducting business and act in accordance with the intentions and commitments stated herein.

## **9.0 COMMENCEMENT AND TERMINATION**

This MOU will come into effect on 1<sup>st</sup> March 2014 and will be open-ended. This MOU may be terminated by either party giving the other party six months notice in writing.

## **10.0 MONITORING AND REVIEW ARRANGEMENTS**

This MOU is subject to annual review and is intended to be a baseline from which both organisations undertake to build upon existing understanding, technologies, legislative frameworks and responsibilities. The Council and LPS will identify and agree a small number of progress indicators which will enable them to measure performance and identify areas for improvement.

Formal review meetings will take place, involving Senior Managers in LPS and the Council, biannually (in the autumn [based around provision of the EPP] and the spring [based around the provision of the APP]) of each year, with the spring meeting undertaking the annual review of this MOU).


Should a requirement for a significant variation arise prior to the annual review either party can notify the other party in writing, giving a summary of the required change and a meeting will be arranged to discuss the issue. Any minor variations that arise before the annual review is due can be agreed by an exchange of letters of acceptance between the signatories to the MOU.

## **11.0 BREACH OF MOU**

An attempt to resolve any difficulties or complaints arising from a breach of the MOU by either party should be made initially through informal contact between the respective managers or their representatives. If this approach fails, the matter will be considered jointly by the signatories to the MOU and their decision will be final.

**Signed on behalf of DFP:**

**Signed on behalf of the Council**



Handwritten signature of John Wilkinson in black ink on a light background.

.....

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**Name: John Wilkinson**  
**Position: Chief Executive**

**Name:**  
**Position:**

**Date: 13<sup>th</sup> March 2014**

**Date:**

# Appendices

Appendix A            Data Sharing Protocol (to be agreed with the Council)

Appendix B            Northern Ireland Mapping Agreement (NIMA)

Appendix C            Areas for specific focus

### AREAS FOR SPECIFIC FOCUS

LPS and the Council agree that the following areas will be a specific focus for the period between the commencement date and the implementation of the RPA changes to the Council Area.

Areas for particular focus will be:

- Agreeing performance indicators.
- Robust management of vacant property listings.
- Robust management of rating debt so as to maximise recovery and minimise irrecoverable.

Other areas will be:

- Strive to improve the accuracy of the in-year finalisation figures through the effective pooling of information and knowledge between LPS and the Council.
- Preparation of timely, accurate and robust financial estimates and indicative Penny Product estimates for the Council post-RPA in a timely manner.
- Ensuring a more systematic flow of Valuation List changes and occupancy information, including graphical representation and mechanisms for automatic flow of information from LPS systems into the Council's analytical systems.
- Improving the flow of timely and complete information regarding demolitions.
- Integration of Pointer addresses into the sharing of all address-based information between the organisations.
- Agreement of what data under Section 6.5 is relevant and adds value.

## Glossary of Terms

For the purposes of this document, the following terms are defined as follows:

Actual Penny Product (APP)	A collection of rate statistics that determine what each Council has actually raised from a penny of rates.  <i>The Rates Regulations (Northern Ireland) [SR 2007 No. 61]</i>
Commencement Lists	Lists of all works pertaining to Building Regulations which are commenced within the Council area. The lists are segmented into purpose groups.
Completion Notices	Notices issued by LPS under Article 25B of the Rates Order giving notice to the occupier of a property that it will be considered complete for rating purposes at a stated future date.
Data Sharing Protocol	An agreement to facilitate the sharing and disclosure of information between organisations. The agreement between LPS and the Council is included as Appendix A of this document.
Rating Service	Includes the creation and maintenance of a Valuation List, billing and collection of rates.
Estimated Penny Product (EPP)	An estimate of the rate revenue that one penny of rates will yield in the coming financial year in a District Council area.  <i>The Rates Regulations (Northern Ireland) [SR 2007 No. 61]</i>
NIMA	The Northern Ireland Mapping Agreement, a supply agreement for OSNI mapping products, between LPS (the supplier) and a public sector body including a Council (the customer). The Agreement is included as Appendix B of this document.
Pointer®	A definitive address dataset for Northern Ireland, including postal addresses, Townlands, co-ordinates and a unique property identifier.
RPA	The Review of Public Administration, in particular with regard to the changes arising from it in Council numbers, geographic coverage and functions.
UPRN	Unique Property Reference Number – the unique identifier assigned to each address in the Pointer

	dataset.
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**E**

<b>Subject:</b>	Private Water Sampling to continue to be taken by Environmental Health staff on behalf of Drinking Water Inspectorate (DWI)
<b>Reporting Officer:</b>	Fiona McClements

<b>1</b>	<b>Purpose of Report</b>
1.1	To seek approval for the current working arrangements between the 3 Mid Ulster cluster councils Environmental Health Departments and DWI to continue in the Mid Ulster Council.

<b>2</b>	<b>Background</b>
2.1	Environmental Health staff, through a voluntary agreement with the DWI Unit of the NI Environment Agency, currently collect water samples and undertake risk assessments at private water supplies. Councils are reimbursed for undertaking these activities through invoicing through Environmental Health Group systems.

<b>3</b>	<b>Key Issues</b>
3.1	Mid Ulster Council have been asked to continue the working arrangements currently in place between the 3 Mid Ulster cluster councils and the DWI for a set fee.

<b>4</b>	<b>Resource Implications</b>
4.1	<p><b><u>Financial</u></b> The income and number of risk assessments and sampling levels are unlikely to change significantly and would be dependent on the continuing use of private water supplies in businesses within the Mid Ulster district.</p>
4.2	<p><b><u>Human Resources</u></b> Resources need to remain available to carry out approximately 36 sampling visits per year with associated opportunity for training for any additional staff. The list of the Environmental Health contacts and Environmental Health staff warranted for this work is likely to need reviewed.</p>
4.3	<p><b><u>Assets and other implications</u></b>  N/A</p>



<b>5</b>	<b>Other Considerations</b>
5.1	N/A

<b>6</b>	<b>Recommendations</b>
6.1	It is recommended that the current voluntary agreement between the 3 Mid Ulster cluster councils and the DWI is maintained with the necessary amendments put in place.

<b>7</b>	<b>List of Documents Attached</b>
7.1	Correspondence to Chief Executive from the Chief Inspector of Drinking Water dated 7 <sup>th</sup> November.

Mr Antony Tohill  
Chief Executive  
Mid Ulster

Date: 7 November 2014

**To: All Chief Executives for the New Local Government Districts –  
Continuation of Private Water Supply Activities Undertaken by  
Environmental Health Staff on Behalf of the Drinking Water Inspectorate  
(DWI)**

Dear Antony

**1. Purpose**

The purpose of this letter is to seek confirmation from the respective new Chief Executives that the current working arrangements regarding private water supplies, undertaken on our behalf by the environmental health staff within the district councils, will continue under the new structures, post April 2015.

Subject to this confirmation, I would also seek to identify the new administrative process by which your council will invoice us for this work.

**2. Background**

The Drinking Water Inspectorate (DWI) was established in 1996. It is a unit within the Northern Ireland Environment Agency, which is responsible for regulating drinking water quality. Through primary and secondary legislation, this remit covers both public and private drinking water supplies.

In implementing the regulations relating to private water supplies, it has been standard practice that environmental health staff, through a voluntary agreement, have undertaken the collection of samples on behalf of the DWI from private water supplies located within their respective district council areas. This arrangement has and continues to work well providing a collaborative approach to ensuring food and public health safety at sites using private water supplies. The supplies currently registered with DWI in your council area, together with the number of scheduled sampling visits are included in Appendix A to this letter.

In 2009, changes in the legislation introduced the requirement to undertake risk assessments at private water supplies, and following agreement with the councils the activities undertaken by environmental health staff was extended to cover this requirement. A training programme was delivered by DWI in 2010/11 to provide the required competency for environmental health staff to undertake both the sampling and risk assessment activities.

As a follow up to the training, DWI established a warrant card system in 2011 to enable named council staff to act on behalf of DWI in relation to undertaking these delegated activities. A list of staff in your council area currently holding a warrant card is also provided in Appendix A of this letter.

To ensure environmental health staff are reimbursed for undertaking these activities there is an invoicing system in place which is currently administered through the finance departments of the five Environmental Health Groups.

### **3. Future Working Arrangements**

The current working arrangements provide environmental health staff with the necessary competency, and along with their acquired depth of local knowledge of these private water supplies, is an integral part of DWI being able to deliver its regulatory duties on behalf of the Department of the Environment.

I would therefore be grateful if you could advise if you are agreeable that the current position in relation to the sampling and risk assessment activities undertaken by environmental health staff can continue under your new council structure.

On agreement of the continuation of this working arrangement, then any changes to the practicalities for its delivery can be managed through appropriate points of contact between DWI and your staff. Regarding the operational delivery, a revised list of contacts for your council area may be required. Our current points of contact are included in Appendix A to this letter. As regards the financial reimbursement for the services, I would suggest this is processed through your council finance department. The contact details to allow us to take this forward should therefore also be provided.

I would be grateful for your response to this letter by **30 November 2014** to allow DWI to plan appropriately and ensure business continuity for the provision of sampling and risk assessment activities at private water supplies. The maintenance of these services is critical in ensuring public health protection for individuals who use or come in contact with these supplies within your council area.

Myself (Tel: 028 9056 9294) or Berni Corr (Tel: 028 9056 9479) would be happy to meet to discuss further any points raised in this letter, if you consider that this would be helpful.

Yours sincerely

*Margaret Herron.*

**Margaret Herron**  
Chief Inspector of Drinking Water  
Drinking Water Inspectorate

Appendix A

REGISTERED PRIVATE WATER SUPPLIES FOR MID ULSTER COUNCIL AREA IN 2014

Mid Ulster	Code	Name	No. of Scheduled Sampling visits/year	Environmental Health Contact	Warrant Card Holders
<b>Cookstown</b>	K0001	Dromona Quality Foods Ltd	4	Marissa McCormick	Marissa McCormick Emma Stewart Cathal McWilliams Louise Ferguson Sarah McKeever
	K0002	Glenavon House Hotel	2		
	K0003	Rocwell Springwater	1		
	K0004	Vion	4		
	K0005	Tullylagan Country House	2		
	K0007	Stuart Hall Stewartstown	1		
<b>Dungannon</b>	O0003	Fivemiletown & Brookborough Co-Op	2	Kieran Donnelly	Ethna Moore Kieran Donnelly Shane Campbell Louise Boylan Nicola Salley Leanne Doyle Rodney Gillis Orla Daly
	O0004	Moy Park Ltd	4		
	O0005	Dunbia	4		
	O0006	The Haven Nursing Home	1		
	O0008	Grange Farm	2		
	O0009	Corick House Hotel	2		
<b>Magherafelt</b>	T0003	Glenshane Eggs	2	Kathy Donnelly	Kathy Donnelly Roisin Healy Leah Watters Catriona Davis
	T0004	Bradmount Foods	1		
	T0005	Walsh's Hotel	2		
	T0006	Centra Apartments	1		
	T0008	Premier Electrics	1		
<b>Total sites</b>	<b>17</b>	<b>Total visits</b>	<b>36</b>		

**F**

<b>Subject:</b>	Street Trading Fees
<b>Reporting Officer</b>	Fiona McClements

<b>1</b>	<b>Purpose of Report</b>
1.1	To establish a proposed fee for applications for Street Trading licences in order to begin the legislative process to set such fees.

<b>2</b>	<b>Background</b>
2.1	<p>The Street Trading Act (NI) 2001 enables Councils to regulate street trading in their districts. It prohibits street trading unless the trader has a licence or temporary licence granted by the district council.</p> <p>There are three types of licence:</p> <ol style="list-style-type: none"> <li>1. Stationary- which relates to repeated trading in a designated pitch</li> <li>2. Mobile –which allows trading by mobile traders in specified areas e.g. an ice cream van</li> <li>3. Temporary – which is usually associated with events and is of temporary nature ranging from a day or part of a day up to seven days.</li> </ol> <p>The council is permitted to charge maximum fees sufficient to recover the full costs of administering the scheme (but not including enforcement against illegal traders). Where the council decide to charge a fee there is a legislative process that must be carried through:</p> <ol style="list-style-type: none"> <li>1. The proposed fees must be publicised in two or more newspapers circulating in the district.</li> <li>2. The council must give notice of the proposed fees to licence holders affected by the proposal.</li> <li>3. 28 days must be permitted for anyone to make a written representation concerning the proposed fees.</li> <li>4. The council must consider any such representations made and determine the fees.</li> <li>5. Having reached such a decision the council must again publicise the fees in two or more newspapers in the district and notify all licence holders affected by the decision.</li> </ol>

<b>3</b>	<b>Key Issues</b>
3.1	<p>In setting the Street Trading Fee the decision is made based on cost recovery fees, designation procedure fees, review/calculation fees and the number of newspapers used for advertising.</p> <p>The fee calculations have made the assumption that it is year 'Zero' in relation to the costs of administrating the scheme as a new council and therefore there are no outstanding deficits or surpluses that are to be taken into account from the predecessor councils administration of the Street Trading regime.</p> <p><b>SUMMARY OF PROPOSED FEES</b></p>

## STATIONARY TRADERS

	Advertising in 2 papers	Advertising in 8 papers
Fee advertising costs, Application and Regulation costs	£173.47	£213.39
Advertising costs for designation of street	£23.45	£85.99
<b>Total Cost Per Licence (excluding designation costs)</b>	<b>£173.47</b>	<b>£213.39</b>
<b>Total Cost Per Licence (including designation costs)</b>	<b>£196.92</b>	<b>£299.38</b>

## MOBILE TRADERS

	2 papers	8 papers
Advertising costs – Fees/Application/Regulation	£173.47	£213.39
<b>Total Cost Per Licence</b>	<b>£173.47</b>	<b>£213.39</b>

## TEMPORARY TRADERS

Administration & Regulation Costs	£54.40
<b>Total Cost Per Licence</b>	<b>£54.40</b>

Bearing in mind that the number of temporary traders that will be licensed is not known and that the Council can recoup enough money (but must not profit) from licence fees to cover the cost of administering the 2001 Act, it is proposed that, depending on the Council decision in relation to the number of newspapers to be used for advertising purposes and that an exact figure for corporate costs has not been included, the fees for Street Trading Licences for April 2015 – March 2016 are as follows:

	Fees within Magherafelt DC currently	Fees within Cookstown DC currently	Fees within Dungannon & STBC currently	MUC (2 papers used)	MUC (8 papers used)
<b>STATIONARY TRADER</b>	£152	£225	£580	<b>£175</b>	<b>£215</b>
<b>MOBILE TRADER</b>	£135	£175	£225	<b>£175</b>	<b>£215</b>
<b>TEMPORARY TRADER</b>	£46	£65	£60	<b>£55</b>	<b>£55</b>
<b>VARIATION OF LICENCE</b>	None set	None set	£70	<b>£70</b>	<b>£70</b>

## 4 Resources

### 4.1 Financial

Funding will be required to pay for the cost of the public notices of the proposed/ decided fees. This will depend on the number of newspapers agreed for placing such notices. In addition, future income from street trading licences will be affected by the proposed fee structure.

### 4.2

### Human

The fees process will involve consultation with existing traders and dealing with general public queries as well as collating representations.



4.3	<b><u>Basis for Professional/ Consultancy Support</u></b>
4.4	<b><u>Other</u></b>

<b>5</b>	<b>Other Considerations</b>
5.1	<p>There is currently a consultation report produced by the Department for Social Development in relation to proposed changes to street trading legislation to ensure that it complies with the European Union Services Directive 2006/123/EC, implemented into UK domestic law by the Provision of Services Regulations 2009. Amongst other things, these proposals include one that may result in councils issuing street trading licences for more than the current maximum three year period. This may have future implications for the council who may have to decide on other fee related issues such as annual maintenance fees/ charges as opposed to renewal fees. The new Regulations have not yet been published but are due to take effect in spring 2015.</p>

<b>6</b>	<b>Recommendations</b>
6.1	<ol style="list-style-type: none"> <li>1. Designation process costs, if incurred, are to be recovered through the licensing fee for stationary traders.</li> <li>2. Public Notices are placed in the two newspapers with the largest circulation in the new council area, along with publication on the councils' websites.</li> <li>3. The proposed level of fees are agreed in order to progress fee setting.</li> <li>4. All fees are payable at the time of application with an administrative portion retained in the event of the licence being refused.</li> <li>5. Licence holders affected by the proposal within the MUC council area to be given notice of the proposed fees.</li> </ol>

<b>7</b>	<b>List of Documents Attached</b>
7.1	Letter from DSD re proposed changes to Street Trading Legislation



Karen Smyth BSc (Hons), MBA  
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Belfast  
BT5 6BQ

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1 Cromac Place  
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BELFAST BT7 2JB  
Tel: (028) 9082 9249 Network: 38249  
Fax: (028) 9082 9539  
Email: [liam.quinn1@dndi.gov.uk](mailto:liam.quinn1@dndi.gov.uk)

Date: 7 November 2014

Dear Ms Smyth

## **STREET TRADING AND PEDLARY LAWS –COMPLIANCE WITH THE EUROPEAN SERVICES DIRECTIVE**

The European Union Services Directive 2006/123/EC (the Services Directive), implemented into UK domestic law by the Provision of Services Regulations 2009, aims to make it easier for businesses to set up and sell goods anywhere in the European Union. Specifically, the Services Directive prohibits competent authorities (for example, a district council) from adopting procedures which are in fact barriers to the freedom of trade.

As you are aware, a joint consultation with the UK and Scottish Governments, published in November 2012, sought views on draft regulations which would ensure that the law regulating pedlar and street trading activity throughout the UK was in compliance with the requirements of the Services Directive.

I am writing to inform you that a Department for Social Development (DSD) response to the consultation to repeal the Pedlars Acts and make changes to street trading legislation in Northern Ireland was published today and can be found at [www.dsdni.gov.uk](http://www.dsdni.gov.uk).

Following careful consideration of the views expressed, Minister Storey has decided the following changes, affecting Northern Ireland, should be made.

### **Changes to the Pedlars Acts 1871 and 1881 (which have UK wide application)**

- remove the current residency requirement and introduce a new good character check.

### **Changes to the Street Trading Act (Northern Ireland) 2001 in relation to pedlars**

- remove the current house to house restriction placed on pedlar trading in the Street Trading (Northern Ireland) Act 2001 (the Street Trading Act);

- provide a power in the Street Trading Act to allow councils to designate areas as unsuitable for pedlars, to carry out trading. This power can be relied on in relation to pedlars pushing or pulling a receptacle and thereby causing undue nuisance or inconvenience to persons or vehicles using such an area.

### **Changes to the Street Trading Act (Northern Ireland) 2001 in relation to street traders**

- ensure an application for a street trading licence (not processed in time) will not be deemed to have been granted where mandatory grounds for refusing a licence apply;
- give councils the discretion of granting street trading licences for extended periods (as long as this does not create a barrier to trade in localities where there is excess demand for street trading pitches) – currently the regime allows licences to be granted for a period of up to 3 years;
- allow electronic applications for street trading licenses and in the case of electronic applications, one photo can be submitted rather than two – currently the legislation specifies two photos to be submitted with an application made in writing;
- remove the requirement that an applicant for a street trading licence is an individual;
- reduce the number of discretionary grounds that a council has in regards to refusing or revoking a street trading licence;
- remove the requirements that a temporary licence is limited to 7 days and may only be granted to an applicant up to 5 times in any year.

It is expected the regulations will come into force in 2015.

I hope you find this information helpful.

Regards



**Liam Quinn**  
**Social Policy Unit**

**G**

<b>Subject</b>	<b>Health &amp; Safety Audit – Waste and Technical Services</b>
<b>Reporting Officer</b>	<b>Chief Executive</b>
<b>Contact Officers</b>	<b>Ray Hall, Elaine Girvan, Jackie Kane</b>

<b>1</b>	<b>Purpose of Report</b>
1.1	Provide Mid Ulster Council Chief Executive and Members with the outcome of an initial gap analysis on the Occupational Health and Safety Management systems across Dungannon, Cookstown and Magherafelt Waste and Technical Services.

<b>2</b>	<b>Background</b>
2.1	<p>It was agreed at the September meeting of the Environment Committee that a further report be brought to the Committee outlining progress toward the establishment of common documentation and work practices as regards health and safety in Mid Ulster</p> <p>To progress the work and identify the current situation across the three Councils an initial gap analysis was undertaken to provide an indication of where each Council currently stands in relation to managing the risks that each faces. It was carried out by a Health and Safety Task group comprised of Officers who deliver Health and Safety advice services corporately in Dungannon and Cookstown Councils and in Magherafelt to the Technical Services team.</p> <p>The tool used was designed to establish to what extent existing arrangements were in place for:</p> <ul style="list-style-type: none"> <li>• Identifying and responding to the requirements of relevant legal requirements</li> <li>• Identifying and anticipating the significant hazards, and assessing risks to health and safety arising from the work environment and work activities.</li> <li>• Developing and implementing effective risk controls to eliminate hazards and minimize risk to health or safety.</li> <li>• Consultation and reporting arrangements</li> <li>• Identifying the documentation and forms that each Council used</li> <li>• Measuring performance including the reporting and investigation of accidents and incidents</li> </ul>

<b>3</b>	<b>Key Issues</b>
3.1	<p><b>Risk Assessment Processes:</b></p> <p>To effectively manage Occupational Health and Safety it is essential to systematically identify the significant hazards with a potential for harm in terms of human injury or ill health; assess the risks and implement the appropriate controls to manage the risk. It is also a legal requirement that risks are documented.</p>

	<p>In carrying out the process some sources of information or inputs do need to be considered e.g. legal requirements, records of incidents, visitors to the workplace etc. The following key issues were identified:</p> <ul style="list-style-type: none"> <li>• All Councils had in place a fairly extensive suite of general risk assessments as regards Technical based operations; these did go a long way towards significantly addressing the high risk activities.</li> <li>• Two Councils already use same General risk assessment format.</li> <li>• Two Councils had extensive procedural documents in place to guide the risk assessment process across the spectrum of risks (<i>General, Manual Handling, CoSHH, DSE etc.</i>)</li> <li>• Some review and updating of existing procedural documents is required</li> <li>• Some issues are yet to be addressed in all three Councils e.g. Noise</li> <li>• Significant gaps were identified in not meeting legal requirements in one Council in there not having documented risk assessments for Manual Handling, COSHH etc.</li> </ul> <p>It is relatively easy to achieve alignment if all Mid Ulster Council adopts the processes, format and common documentation already in use at two of the Councils, there is opportunity to disseminate the completed assessments across Mid Ulster Council as work practices are broadly common in these areas.</p> <p><b>We recommend that the common documentation is put in place for Mid Ulster.</b></p>
3.2	<p><b>Organisational Arrangements:</b> It is a legal requirement that a Health and Safety Policy exists and all three Councils did have in place a policy.</p>
	<p>Two of the Councils had formal reporting structures in place to ensure that Elected members, senior management and trade unions were kept informed about the suitability and adequacy of health and safety performance. One Council did not have in place a Health and Safety Committee which is a legal requirement if requested by unions.</p>
	<p>Reporting arrangements for health and safety to elected members within the Mid Ulster Council have already been broadly outlined. There will be a need to establish the Terms of Reference and membership of a Mid Ulster Safety Committee at an early stage.</p>
	<p><b>We recommend that Terms of Reference for a Mid Ulster Safety Committee are prepared and a Committee put in place at an early stage.</b></p>
3.3	<p><b>Monitoring, Inspection and Review</b> Inspections and reviews are a vital element of any safety management system to determine whether the standards set for the work activities are being met and to allow the identification of problems before they become more serious or result in an incident or accident. They also provide essential evidence to enforcers and claims defence that safety management is active and taking place. Some inspections are required by law such as lifting equipment, local exhaust ventilation and pressure vessels.</p> <p>All of the Councils had inspection systems of one kind or another in place. Two of the Councils have a formal audit and inspection regime.</p>

<p>3.4</p> <p>3.5</p>	<p>There is a need to agree and align the documentation used and the frequency rates of inspection, monitoring and reviews moving forward to Mid Ulster Council.</p> <p><b>We recommend that the above is put in place.</b></p> <p><b>Training</b> It is a statutory requirement that employees receive adequate training to allow them to do their job safely. Two of the Councils had in place a formalised training programme and while the other was more ad hoc the training in high risk activities was mostly evident. There was a gap in training in high risk activities in one Council as regards mobile and static street works and the reversing of refuse vehicles.</p> <p>All of the Councils were fortunate to have managers in the Technical Services disciplines who had received formalised manager's safety training to an accredited standard.</p> <p>While it is envisioned that the capacity training programme will contain elements of health and safety related training the opportunity exists immediately for greater use of an offer to cluster partners of safety related training and this should be built on.</p> <p>There is a need moving forwards for all of the Councils to identify the essential safety training for each job role and ensure the consistent delivery of the same.</p> <p><b>We recommend that a Role Specific, Health and Safety related, Training Needs Analysis is put in place, as soon as structures are embedded in the Mid Ulster Council.</b></p> <p><b>Measurement</b> It was relatively easy for two of the Councils to measure their performance in relation to numbers of accidents and trends as they are using an IT system for the reporting and recording of accidents. While the system used is relatively simple in the short to medium term it is adequate and could be expanded out for use across Mid Ulster.</p> <p><b>We recommend expanding the existing IT system for Mid Ulster Council in the short to medium term, and in the longer term a more comprehensive IT based Health and Safety system be introduced.</b></p>
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4	<b>Resources</b>
4.1	<b>Financial</b> - None required at this stage
4.2	<b>Human</b> - Health and Safety Task Group

4.3	<b><u>Basis for Professional/ Consultancy Support</u></b> - None Required
4.4	<b><u>Other</u></b> – None required at this stage

<b>5</b>	<b>Other Considerations</b>
5.1	None identified

<b>6</b>	<b>Recommendations</b>
6.1	The Committee are requested to note the contents and consider the recommendations of this report
6.2	That an examination of Occupational Health Arrangements relating to Health Surveillance be carried out.
6.3	That a similar health and safety gap analysis be carried out across Leisure related facilities and report provided
6.4	That the existing H&S Policies are reviewed and a recommended format for a Mid Ulster District Council H&S Policy be developed.

<b>7</b>	<b>List of Documents Attached</b>
7.1	Initial Gap Analysis of Health and Safety in Cookstown, Magherafelt and Dungannon and South Tyrone Councils



## INITIAL GAP ANALYSIS OF HEALTH AND SAFETY AT MID ULSTER COUNCILS

		CDC	D&STC	MDC	Format	Comment	
<b>Organisational Arrangements</b>	General Health and Safety Policy including Policy Statement	YES	YES	YES			
	Reporting Lines to Council Committee	YES	YES	NO			
	Corporate Health and Safety Committee	YES	YES	NO			
	Access to Internal Competent Advice	YES	YES	YES		1 X PT - CDC, 1 X FT -DSTBC, 3 x P/T (OPERATIONS/CORPORATE/LEISURE) - MDC	
	Access to Health and Safety Information E.g. Barbour, Croner	BOTH	CRONER	NO		via HR Director - Dungannon	
<b>Procedures</b>	General Risk Assessment Procedure in place	YES	YES	NO	CDC & DSTBC Procedures very similar		
	CoSHH Risk Assessment Procedure in place	YES	YES	NO			
	DSE Risk Assessment Procedure in place	YES	YES	NO			confirmed by FLORENCE WILSON
	Manual Handling Risk Assessment Procedure in place	YES	YES	NO			
	Fire Risk Assessment Procedure in place	YES	YES	YES			VIA BLDG CONTROL - MDC
	Asbestos Management Procedure in place	YES	YES	YES			REGISTERS IN ALL 3 (D Bell/J McNeill/McKinstry)
	Electricity at Work Procedures in place	NO	NO	NO			
	Legionella Management Procedure in place	YES	YES	YES			
	Noise at Work Procedures in place	NO	NO	NO			
	DSEAR Management Procedure in place	YES	YES	NO			
	Control Of Contractors Arrangements	YES	YES	YES			variable in MDC
	Working at Height Procedure in place	NO	YES	NO			
	Street and Traffic Management Procedures in place	YES	YES	NO			LASAN
	Permit to Work Procedures	YES	YES	NO			
	Vibration at Work Procedures	NO	NO	NO			
Lone Working Procedures	NO	YES	NO		CDC Contained in R/A		
<b>Forms</b>	Accident/Incident Reporting Form	YES	YES	YES	Forms Identical	OPERATIONS - ACCIDENT BK/LEISURE - INTERNAL FORM - CDC & DSTBC	
	Risk Assessment Form	YES	YES	YES			
	COSHH Form	YES	YES	NO			
	Manual Handling Assessment Form	YES	YES	NO			

		CDC	D&STC	MDC	Format	Comment
FC	DSE Assessment Form	YES	YES	NO	CDC & DSTC	confirmed by FLORENCE WILSON
	Permit to Work Form	YES	YES	YES		
Monitoring, Inspection & Reviews	Site Diary Monitoring	YES	YES	YES	Forms and Procedures used vary across each Council	
	Daily Inspections - Vehicles	YES	YES	YES		
	Daily Inspections - Equipment	YES	YES	PART		PROCEDURE IN PLACE, NO SHEET - MDC
	Supervisors Inspections Waste Collection	YES	YES	NO		DSTBC - CONTAINED IN SUPERVISORS DIARY
	Amenity Site Inspections - Daily	YES	YES	NO		NOT RECORDED - MDC
	Amenity Site Inspections - Weekly	YES	YES	YES		WASTE DISPOSAL & LANDFILL ONLY - MDC
	Landfill Inspection	YES	YES	YES		14001 - CDC, WEEKLY - MDC
	External Health and Safety Inspections	NO	NO	NO		
	PUWER Inspections - Welder, Grinder, Tyre Changer etc.	YES	YES	NO		BUREAU VERITAS - CDC
	LOLER Inspections - Jacks, Vehicle Lifts etc.	YES	YES	YES		HEYN - CDC, ZURICH - MDC
	Accident Recording Systems	YES	YES	YES		
	HSENI Enforcement in Last Year	NONE	NONE	NONE		
Training	Induction Training in place	YES	YES	YES		LOCAL - MDC
	General Health and Safety Training in place - Yearly Training Plan	YES	YES	NO		LOCAL & AD HOC -MDC
	Managers Safety Training in Place eg NEBOSH Cert, IOSH Managing Safety	YES	YES	NO		
	IOSH Working Safely Course or equivalent	NO	YES	NO		Commenced in DSTBC
	Manual Handling Training in Place	YES	YES	YES		
	Working at Height Training in Place - Ladder, MEWP, Scaffold	YES	YES	YES		
	Site and Risk Specific Training in place E.G. TBT etc	YES	YES	YES		
	First Aid Training	YES	YES	NO		
	Mobile & Static Street Works	YES	YES	NO		
	Specialist Equipment - Diggers,Trailer, Chippers etc.	YES	YES	YES		FLT -MDC
	Drivers CPC	YES	YES	YES		
	Handbooks - General & Drivers	NO	YES	YES		DRIVERS - MDC
	Reversing Assistant/Banksmen	YES	YES	NO		
	Noise/Vibration Training	YES	YES	NO		
Risk Assessment Training	YES	YES	NO			

		CDC	D&STC	MDC	Format	Comment
	COSHH Training	YES	YES	NO		
	Cemeteries Training	YES	No	NO		
SOW	Refuse Collection General	YES	YES	YES		
	Refuse Collection Routes Specific	YES	YES	YES		STARTED, NOT YET COMPLETED - MDC
	Hook Loader Risk Assessment & SSOW	YES	YES	N/A		RO/RO ONLY - CDC
	Skip Exchange Risk Assessment & SSOW	N/A	YES	YES		AND BIG BITE - MDC
	Street Cleansing General	YES	YES	YES		
	Street Sweepers Mechanical	YES	YES	YES		
	Bulky Household Collections	NO	YES	YES		
	Shunter Risk Assessment	N/A	N/A	NO		
	Traffic Management - Depot	NO	YES	NO		REPORT CAVALABLE IN CDC DEPOT
	Traffic Management - CA Sites	YES	YES	NO		
	Building Maintenance General	YES	YES	YES		
	Workshops – Metal, Woodworking etc.	YES	YES	YES		
	Working with FLT	N/A	YES	N/A		
	Using Circular Saw etc.	YES	YES	YES		CDC == CONTAINED IN GEN R/A
	Use of LEV	NO	YES	NO		PORTABLE LEV - CDC, GARAGE & RECYCLING LEV SYSTEM IN PLACE
	DSEAR	N/A	YES	NO		
	Vehicle Maintenance General	N/A	YES	YES		MULTIPLE ASSESSMENTS - MDC
	Abrasive Wheels	YES	YES	YES		CDC == CONTAINED IN GEN R/A
	Welding	NO	YES	YES		
	Working in Hoppers	N/A	N/A	YES		
	Removing Major Assemblies (engine, gearbox, axle, sweep plate)	N/A	YES	YES		
	Attending Breakdowns	N/A	YES	YES		
	Changing LGV Tyres	YES	YES	NO		MDC - SOME ELEMENTS WITHIN OTHER R/A
	Working on Pressurised Cooling Systems	N/A	YES	NO		
	Boosting Vehicle Batteries	N/A	YES	NO		
Road Testing on Public Highway	N/A	YES	NO			

		CDC	D&STC	MDC	Format	Comment
Key Risk Assessments & S	Grounds Maintenance General	YES	YES			
	Grounds Maintenance Equipment – Small Powered	YES	YES	YES		
	Grounds Maintenance Equipment – Ride on	YES	YES	YES		
	Grounds Maintenance Chemicals/Pesticides	YES	YES	NO		
	Grounds Maintenance Using Strimmers/Hand-held	YES	YES	YES		
	Grounds Maintenance Using Tractor Mounted e.g. Flail	N/A	YES	N/A		
	Grounds Maintenance - Highway Working	YES	YES	YES		
	Grounds Maintenance - Use of Chainsaw	NO	YES	YES		
	Grounds Maintenance - Watering Using Tanker	NO	YES	YES		
	Civic Amenity Sites General - Site Operations	YES	YES	YES		
	CA Sites Managing Contractors	YES	YES	NO		
	CA Sites small & large Electricals incl CFCs	YES	YES	YES		
	CA Sites Green Waste e.g. Chippers, Diggers etc.	YES	YES	N/A		
	CA Sites Compactors	YES	YES	YES		MONEYMORE ONLY - CDC, MAGHERA & MAGHERAFELT - MDC
	CA Sites - waste specific (plasterboard, fluorescent tubes etc)	NO	YES	YES		
	CA Sites - Lone Working	YES	YES			
	Fuel Handling & Storage	YES	YES	YES		
	Landfill - Traffic Management	YES	YES	NO		MDC SITE CLOSED
	Landfill - Cover	YES	YES	NO		
	Landfill - Control of Visitors	YES	YES	YES		SOP1B - NO DETAIL
	Landfill - Lagoon	YES	YES	N/A		CDC SOP/NO RA
	Landfill - Tip Face	YES	YES			DEALT WITH IN SITE OPERATIONS AT MDC / CDC SOP/NO RA
	Landfill - MRVs/Discharge Waste	YES	YES	N/A		
	Landfill General (Use Chemicals/Dust Management/Rat Bait etc)	YES	YES	YES		INCLUDES DIGGER/COMPACTOR - MDC
	DSEAR	YES	YES	NO		
	Cemeteries - Hand Digging	YES	YES	YES		
	Cemeteries - Mechanical Digging	YES	YES	YES		
	Cemeteries - Backfill	YES	YES	YES		
Cemeteries - Manual Handling/Lowering	YES	YES	YES		CDC - MAN HANDLING R/A COMPLETED	

		CDC	D&STC	MDC	Format	Comment
<b>Measurements</b>	Accident Statistics	YES	YES	NO		CDC & DSTBC AVAILABLE FROM I.T ACCIDENT SYSTEM
	Number of RIDDOR Reports	YES	YES	YES		