

**A**

**Subject:** Committee Terms of Reference

**Reporting Officer:** Chief Executive

<b>1</b>	<b>Purpose of Report</b>
1.1	To advise Members on the Terms of Reference of the Environment Committee.

<b>2</b>	<b>Background</b>
2.1	Members will be aware that Mid Ulster District Council at its meeting on 26 June 2014 established four committees to take forward the work of the Council during the transitional period.
2.2	<p>The committees established and functions aligned to each committee were as follows:-</p> <p><b>Policy &amp; Resources Committee</b></p> <ul style="list-style-type: none"> <li>• Finance</li> <li>• Human Resources</li> <li>• ICT</li> <li>• Governance</li> <li>• Marketing &amp; Communications</li> </ul> <p><b>Environment Committee</b></p> <ul style="list-style-type: none"> <li>• Waste Management</li> <li>• Cleansing</li> <li>• Building Control</li> <li>• Environmental Health</li> </ul> <p><b>Development Committee</b></p> <ul style="list-style-type: none"> <li>• Community Planning</li> <li>• Economic Development</li> <li>• Leisure</li> <li>• Arts and Culture</li> </ul> <p><b>Planning Committee</b></p> <ul style="list-style-type: none"> <li>• Capacity building</li> <li>• Area Plan preparations</li> </ul>

2.3	<p>At the meeting on 26 June 2014, parties appointed the following Members to the Environment Committee</p> <p>Cllr Walter Cuddy, UUP (Chair)  Cllr Brian McGuigan, SF (Vice-Chair)  Cllr Mickey Gillespie, SF  Cllr Sean McGuigan, SF  Cllr John McNamee, SF  Cllr Joe O'Neill, SF  Cllr Ronan McGinley, SF  Cllr Clement Cuthbertson, DUP  Cllr Wilbert Buchanan, DUP  Cllr Frances Burton, DUP  Cllr Sharon McAleer, SDLP  Cllr Christine McFlynn, SDLP  Cllr Robert Mulligan, UUP  Cllr Denise Mullen, SDLP  Cllr Cáthal Mallaghan, SF  Cllr Kenneth Reid, UUP</p>
-----	--

<b>3</b>	<b>Key Issues</b>
3.1	Members will be aware that a committee's terms of reference specify the functions with which the committee is charged and define the limits of its authority.
3.2	Collectively, the terms of reference for Mid Ulster District Council committee's should be all-embracing and mutually exclusive. The terms of reference of all committees should cover the whole of the council's area of operations without any overlap.
3.3	As it is not possible to foresee every eventuality that may arise it is necessary that the terms of reference of one of the committees includes responsibility for any matter not coming within the remit of any other committee. It is recommended that this requirement is added to the terms of reference of the Policy & Resources Committee.
3.4	Mid Ulster District Council has not delegated any authority to the Environment Committee during the transitional period.

<b>4</b>	<b>Resource Implications</b>
4.1	<p><b><u>Financial</u></b></p> <p>N/A</p>

4.2	<b><u>Human resources</u></b> N/A
4.3	<b><u>Assets and other implications</u></b> N/A

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

<b>6</b>	<b>Recommendations</b>
6.1	Members note the Terms of Reference for the Environment Committee.

<b>7</b>	<b>Documents Attached</b>
7.1	Appendix A : Terms of Reference – Environment Committee

**Terms of Reference**

**Environment Committee**

To consider and make recommendations to the council on the following:-

Waste Management  
Refuge Collection  
Street Cleansing  
Recycling  
Cemeteries  
Grounds Maintenance  
Property Maintenance  
Vehicle Maintenance  
Environmental Health  
Dog Control  
Building Control  
Capital Projects Delivery  
Licensing  
Street Naming & Postal Numbering  
Property Certificates  
Bus Shelters  
Biodiversity  
Affordable Warmth  
Home Accident Prevention  
Public Toilets  
DRD transferring functions.

**Date and Time of Meeting**

Meetings of the Environment Committee shall normally be held on the Wednesday following the first Monday in each month at 7pm.

**B**

**From:** Environmental Health / Building Control Transition Working Group

**Officer(s) Presenting:** Mark Kelso, Maurice Young, Fiona McClements

<b>1.0</b>	<b>Purpose</b>
1.1	Provide members with an update on transition working group activity during the Mid Ulster Statutory Transition Committee period and subsequent priorities for action throughout the Mid Ulster District Council transitional period.

<b>2.0</b>	<b>Remit and Scope of Group: Transition Committee Period</b>
2.1	Undertake scoping and baseline activities on a cross-council basis to gather the information necessary to inform the Transition Committee on critical decisions to be taken in the convening of the shadow council and establishment of the new Mid Ulster Council by 2015
2.2	Identify discrete services provided and functions undertaken by Environmental Health and Building Control sections across each Council . Report to include similarities and differences on discrete services
2.3	Confirm financial and non-financial resources required by Environmental Health and Building Control sections across each Council for the shadow period on convergence activity (Shadow Council budget) above and beyond routine activity.

<b>3.0</b>	<b>Summary of Activity: Transition Committee Period</b>
3.1	Establishment and facilitation of working group and attendance by officers and elected representatives from each Council
3.2	Development of separate “baseline” templates for Environmental Health and Building Control outlining the functions discharged by each Department, staffing levels, costs of service and costs and functions discharged by Group Environmental Health and Group Building Control
3.3	Development of draft papers outlining priority tasks for Environmental Health and Building Control during the shadow Council period
3.4	Establishment of existing bye –laws within the three Councils and enforcement actions taken
3.5	Establishment of existing Environmental Health and Building Control contracts
3.6	Consideration of ICT requirements and associated convergence costing
3.7	Consideration of relevant transferring functions and impact on Environmental Health and Building Control
3.8	Preparation of priority work plan for period until end March 2015

<b>4.0</b>	<b>Working Group Priorities: Mid Ulster DC Transitional Period</b>
	Note : priorities are draft and subject to addition / amendment
	<b>Environmental Health priorities</b>
4.1	Operational arrangements and service delivery e.g. oil stamp schemes
4.2	Contracts including dog kennelling and public health agency contracts
4.3	Fees and penalties (licensing /enforcement)
4.4	Equipment maintenance / calibration
	<b>Building Control priorities</b>
4.5	Operational arrangements and service delivery including plan assessment and validation
4.6	Software convergence
4.7	Building services – maintenance programmes
4.8	Property database review
4.9	Effect and implementation of boundary changes (Dungannon)

<b>5.0</b>	<b>Forward Work Plan to 1 April 2015</b>
5.1	<b>PROVISIONAL WORK PLAN</b>
	Continue the work of the sub group to achieve a smooth transition to the Mid Ulster Council
	Review progress against the work plan and amend or incorporate other items as necessary
	Respond to specific requests from the Chief Executive of Mid Ulster Council e.g. drafting responses to consultations as requested
	<b>PRIORITY TASKS</b>
	<b>Building Control</b>
	<b>Carry out necessary work (in conjunction with other working groups as necessary) to allow alignment of services with regard to</b>
	Operational Arrangements – Sub Groups August 2014
	Plan assessment and validation September 2014
	Regularisation procedures September 2014
	BC software system October 2014

Building Services Maintenance	October 2014
Property database	October 2014
Licensing	October 2014
Group support /gap analysis	October 2014
Authorisations / Delegated Powers	November 2014
Contract Management	November 2014
Dilapidated / Dangerous structures	November 2014
Boundary changes (Dungannon)	December 2014
Energy Management	December 2014
<b>PRIORITY TASKS</b>	
<b>Environmental Health</b>	
<b>Carry out necessary work (in conjunction with other working groups as necessary) to allow alignment of services with regard to</b>	
Operational arrangements – establish sub groups	August 2014
Level of fixed penalties	September 2014
High Hedges fees	September 2014
Group support / gap analysis	October 2014
PTO costs	October 2014
Authorisation and delegation of powers	November 2014
Street Trading Costs	November 2014
Other Licensing Costs	November 2014
EH software system	December 2014
Animal welfare arrangements	December 2014
Oil stamp savings scheme	January 2015
Dog kennelling arrangements	January 2015
Affordable Warmth arrangements	January 2015
PHA contracts	January 2015
Maintenance / Calibration of equipment	February 2015

	EU Services Directive	February 2015
	In addition to the above the Working Group will review any Transferring Functions which may be allocated to this Service Function area.	

<b>6.0</b>	<b>Documents Attached</b>
	N/A

**From:** Waste and Technical Services Transition Working Group

**Officer(s) Presenting:** Andrew Cassells

<b>1.0</b>	<b>Purpose</b>
1.1	Provide members with an update on transition working group activity during the Mid Ulster Statutory Transition Committee period and subsequent priorities for action throughout the Mid Ulster District Council transitional period.

<b>2.0</b>	<b>Remit and Scope of Group: Transition Committee Period</b>
2.1	To undertake scoping and baseline activities on a cross-council basis and gather the information necessary to inform the Transition Committee on the critical decisions to be taken in convening the shadow council and establishment of the new Mid Ulster Council by April 2015.

<b>3.0</b>	<b>Summary of Activity: Transition Committee Period</b>
3.1	Identified discrete services provided by Waste and Technical Services across the three Councils.
3.2	Identified and provided prioritised tasks that need to be undertaken to allow seamless transition of Waste and Technical Services functions on 1 <sup>st</sup> April 2015.
3.3	Confirmed financial and non-financial resources required by Waste and Technical Services for shadow period to aid convergence.
3.4	Provided report on similarities and differences on discrete services provided by Waste and Technical Services across the three Councils
<b>4.0</b>	<b>Working Group Priorities: Mid Ulster DC Transitional Period</b>
4.1	Harmonise all fees and charges e.g. waste collection/disposal, burials etc. (to assist in preparation of revenue budgets for first year of new Council)
4.2	Align policies and service delivery standards e.g. waste and recycling collection policy, verge grass cutting etc.
4.3	Review land ownership issues and service level agreements in respect of transferring function i.e. car parks
4.4	Prepare/agree work programme for route optimisation rollout across Mid Ulster region
4.5	Transfer of waste authorisations e.g. licences, permits, discharge consents etc. (in conjunction with NIEA) and other statutory consents e.g. Operator Licences
4.6	Review and compare all existing contracts and identify potential convergence dates

	for high value waste management contracts
4.7	Identify planned (and aspirational) capital works/procurement for first term of new Council e.g. landfill closure, waste transfer stations, fleet etc.
4.8	Agree approach to preparation of new Waste Management Plan for Mid Ulster region taking account of existing regional plans and future of Waste Management Groups
4.9	Prepare scoping paper on Health and Safety activity and future requirements across Waste and Technical Services
4.10	Input into work of other transition working groups where necessary e.g. terms and conditions (HR), branding (Communications), budgets (Finance) etc.

<b>5.0</b>	<b>Forward Work Plan to 1 April 2015</b>
5.1	Paper for priority 4.1 to be submitted to Committee for consideration on 8 <sup>th</sup> Oct 2014
5.2	Paper for priority 4.2 to be submitted to Committee for consideration on 5 <sup>th</sup> Nov 2014
5.3	Paper for priority 4.3 to be submitted to Committee for consideration on 4 <sup>th</sup> Mar 2015
5.4	Paper for priority 4.4 to be submitted to Committee for consideration on 3 <sup>rd</sup> Dec 2014
5.5	Paper for priority 4.5 to be submitted to Committee for consideration on 14 <sup>th</sup> Jan 2015
5.6	Paper for priority 4.6 to be submitted to Committee for consideration on 3 <sup>rd</sup> Sept 2014
5.7	Paper for priority 4.7 to be submitted to Committee for consideration on 5 <sup>th</sup> Nov 2014
5.8	Paper for priority 4.8 to be submitted to Committee for consideration on 4 <sup>th</sup> Feb 2015
5.9	Paper for priority 4.9 to be submitted to Committee for consideration on 3 <sup>rd</sup> Sept 2014

<b>6.0</b>	<b>Documents Attached</b>
	N/A

**C**

<b>Subject</b>	DSD Affordable Warmth Programme: Mid Ulster cluster of councils
<b>Reporting Officer</b>	Mark Kelso

<b>1</b>	<b>Purpose of Report</b>
1.1	To update members on the timescales and arrangements for implementation of the Department Social Development - DSD Affordable Warmth Programme in Mid Ulster area which will replace Warm Homes.

<b>2</b>	<b>Background</b>
2.1	Councils in Mid Ulster have worked closely with the Department Social Development over past two years to trial new models for the delivery of Energy Efficiency Improvements to low income households across the area . Mid Ulster was chosen to deliver a Pilot of the Affordable Warmth Scheme in 2013 / 14 with over 1000 households being identified and referred for a range of home improvements . Following on from the success of this Pilot and a recent consultation exercise the Department are now introducing the new Affordable Warmth Programme which will officially launch in September 2014 .

<b>3</b>	<b>Key Issues</b>
3.1	The new Affordable Warmth Programme will replace the current Warm Homes Scheme which has operated across N Ireland since 2009 . The Warm Homes Scheme was scheduled to finish at the end of June 2014 , however the Department have now extended the current contract , to complete in March 2015. This decision was taken to enable all Councils to put appropriate arrangements in place for programme delivery .
3.2	The Affordable Warmth Programme will utilise an Area Based approach using a Fuel Poverty Index Rating to identify areas where Fuel Poverty is most prevalent across the Mid Ulster area . The address lists will be supplied by the DSD . The individual households are then surveyed and assessed for eligibility, before being referred to NIHE Grants Departments for delivery of the available measures which will include loft and cavity wall insulation , heating solutions and other insulation measures .
3.3	A Memorandum of Understanding will be drawn up which outlines the responsibilities and duties of the partner organisations , DSD , Council and NIHE. - Target Number of Households - 1000 Referrals / year .
3.4	DSD are still finalising the Scheme details ,household income eligibility levels and the maximum amount of grant support that will be paid for each eligible household . More details will be provided on these arrangements when these are complete .

<b>4</b>	<b>Resource Implications</b>
4.1	<p><b><u>Financial</u></b></p> <p>The Department Social Development have confirmed a funding package for staff and support costs to enable existing Councils within Mid Ulster to deliver the Programme for 2014/15 (Lead Council – Cookstown) and Mid Ulster Council from April 2015 – March 2019 .</p>
4.2	<p><b><u>Human resources</u></b></p> <p>The staffing structure for 2014 /15 delivery will be based on the Mid Ulster Pilot 2013/14 which consisted of a Programme Co – Ordinator , Admin support and a team of temporary surveyors who were employed for the duration of the household surveys . The staffing structure for 2015/16 will be reviewed by Mid Ulster Council for as part of the wider service delivery programme going forward.</p>
4.3	<p><b><u>Assets and other implications</u></b></p> <p>Programme staff will utilise mobile technology and temporary accommodation in Cookstown and associated Council offices and be integrated with existing Environmental Health and Building Control teams .</p>

<b>5</b>	<b>Other Considerations</b>
5.1	<p>The 2013/14 Pilot utilised a temporary mobile IT Platform to collate and process the household survey data . It is hoped to review options for data collection / transfer in conjunction with other Council Clusters .</p>

<b>6</b>	<b>Recommendations</b>
6.1	<p>It is Recommended that Committee notes the proposed commencement of the Affordable Warmth Programme in Mid Ulster cluster of councils</p>

<b>7</b>	<b>List of Documents Attached</b>
7.1	<p>None</p>