



February 24th, 2022

**Chairman:** Councillor A P Ewing

**Vice-Chairman:** Councillor C McCready

**Aldermen:** J Baird, M Henderson MBE and P Porter

**Councillors:** N Anderson, S Eastwood, A Givan, M Gregg, S Lee, H Legge, S Lowry, A McIntyre, R McLernon and S Skillen

**Ex Officio:**

The Right Worshipful the Mayor, Alderman S Martin

Deputy Mayor, Councillor T Mitchell

**Notice Of Meeting**

A meeting of the Environmental Services Committee will be held on **Wednesday, 2nd March 2022 at 6:00 pm** for the transaction of the undernoted Agenda.

For those Members attending this meeting remotely, the Zoom details are included in the Outlook invitation that has been issued.

A light buffet will be available in Lighters Restaurant from 5.30pm.

**David Burns**  
**Chief Executive**

# Agenda

## Covid-19 Safety Measures

When attending meetings in the Council Chamber you are asked to observe the following measures to ensure the safety of your Council colleagues and members of staff:

Prior to meetings if you are experiencing symptoms of COVID-19 please do not attend. Book a test and self-isolate.

Whilst not compulsory, you are encouraged to satisfy one of the three following conditions before attending meetings:-

- been fully vaccinated for more than two weeks; **or**
- have had a negative PCR test or rapid lateral flow test taken within 48 hours of meetings
- (a lateral flow test taken at home will need to be reported into the public reporting system); **or**
- evidence of a positive PCR test result for COVID-19 within the previous 180 days and following completion of the self-isolation period.

Please be reminded of the following measures which remain in place:

- Face coverings must be worn indoors unless seated at a desk. They must be worn when leaving the Council Chamber for any reason.
- Good hand hygiene should be adhered to and hand sanitiser is available in the ground floor foyer and the Council Chamber.
- Social distancing remains strongly advised. Desks will be distanced at 1m apart and you should keep face-to-face contact to a minimum.

Lisburn & Castlereagh City Council fully supports the NI Executive in its call for people to make safer choices.

## 1.0 Apologies

## 2.0 Declaration of Interests

- (i) conflict of interest on any matter before the meeting (Members to confirm the specific item)
- (ii) pecuniary or non-pecuniary interest (Member to complete disclosure of interest form)

## 3.0 Report by the Director of Environmental Services

### 3.1 Environmental Services Performance Report

 *Item 3.1 ESC Performance Report Q3 KPI's 2021 22.pdf*

*Page 1*

 *Item 3.1 Appendix 1 Q3 - ES Management Accounts Summary Report.pdf*

*Page 4*

## **4.0 Report by the Head of Service (Environmental Health)**

### **4.1 Appointment of Public Analysts**

## **5.0 Report by the Head of Service (Waste Management and Operational Services)**

### **5.1 Consultation on the Introduction of Mandatory Digital Waste Tracking**

## **6.0 Confidential Report from the Director of Environmental Services**

### **6.1 Council Consortium Materials Recovery and Sorting Facility (MRSF) - Addendum to Business Case**

Confidential due to containing information relating to the financial or business affairs of any particular person (including the Council holding that information)

## **7.0 Any Other Business**



## Environmental Services Committee

2<sup>nd</sup> March 2022

### Report from:

Director of Environmental Services

### Item for Decision

**TITLE:** Item 3.1 Environmental Services Performance Report

### Background and Key Issues:

This paper deals with the following areas:

- Management Accounts covering the period 1<sup>st</sup> October 2021 to 31<sup>st</sup> December 2021
- Q3 2021/22 KPI's

### **Environmental Services Management Accounts – Q3 (covering the period 1<sup>st</sup> October 2021 to 31<sup>st</sup> December 2021)**

Attached as Appendix 1 are the following trading summaries:

- Period 1 (1<sup>st</sup> October – 31<sup>st</sup> October 2021)
- Period 2 (1<sup>st</sup> November – 30<sup>th</sup> November 2021)
- Period 3 (1<sup>st</sup> December – 31<sup>st</sup> December 2021)

### **Q3 2021/22 Environmental Services KPI's**

The Council operates a broad range of KPI's including statutory targets, for example, percentage of household waste collected that is sent for recycling (set externally and reported internally via Council Committees), performance improvement targets (set by Council and reported through

Governance & Audit Committee) and operational metrics/service KPIs (set by Council and reported internally via Council Committees).

The operational metrics/service KPIs are internal targets to track and monitor aspects of service performance across the Council.

Appendix 2a. provides an outline of performance for Q3 (October – December 21) for the operational metrics/service KPIs .

Also attached Appendix 2b. for Members Information is the ES Performance Improvement Target KPI Update for Q3 (October – December 21).

### Recommendations

It is recommended that Members **scrutinise** and note:

- Management accounts covering the Period 1<sup>st</sup> October to 31<sup>st</sup> December 2021 – Appendix 1.
- The outturn of operational metrics/service KPIs for Q3 (October – December 21) – Appendix 2a.
- The outturn of Performance Improvement KPI for Q3 (October – December 21) – Appendix 2b.

### Finance and Resource Implications:

None

### Screening:

Equality and Good Relations

N/A

Environmental Impact Assessment

N/A

Rural Impact Assessment

N/A

### SUBJECT TO PLANNING APPROVAL:

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

**APPENDICES:**

Appendix 1 Management Accounts Summary for Q3 (October – December 21)

Appendix 2a Operational metrics/Service KPIs for Q3 (October – December 21)

Appendix 2b Performance Improvement KPI for Q3 (October – December 21)

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

If Yes, please insert date:

**Environmental Services - April 2021 to March 2022**

Month:-

Oct-21

Department	Annual Budget	Total Actual & Committed	Budget to date	Total Variance
<b>Expenditure:</b>				
<b>Payroll</b>				
Director's Office	241,120	144,225	140,653	3,572
Environmental Health	2,369,030	1,314,899	1,386,075	(71,176)
Operational Services	6,623,160	3,757,180	3,831,722	(74,542)
Building Control	1,273,210	693,637	730,204	(36,567)
<b>Total Payroll Expenditure:</b>	<b>10,506,520</b>	<b>5,909,941</b>	<b>6,088,654</b>	<b>(178,713)</b>
<b>Non-Payroll</b>				
Director's Office	400,060	246,961	249,715	(2,754)
Environmental Health	618,220	271,352	333,552	(62,200)
Operational Services	9,848,700	5,743,586	6,084,024	(340,438)
Building Control	83,260	48,242	39,058	9,184
<b>Total Non-Payroll Expenditure:</b>	<b>10,950,240</b>	<b>6,310,141</b>	<b>6,706,349</b>	<b>(396,208)</b>
<b>Total Expenditure</b>	<b>21,456,760</b>	<b>12,220,082</b>	<b>12,795,003</b>	<b>(574,921)</b>
<b>Income:</b>				
Environmental Health	(1,686,860)	(949,468)	(967,173)	17,705
Operational Services	(507,540)	(427,694)	(420,433)	(7,261)
Building Control	(919,630)	(845,749)	(573,638)	(272,111)
<b>Total Income:</b>	<b>(3,114,030)</b>	<b>(2,222,911)</b>	<b>(1,961,244)</b>	<b>(261,667)</b>
<b>Overall Net Position:</b>				
Director's Office	641,180	619,258	390,368	818
Environmental Health	1,300,390	636,783	752,454	(115,671)
Operational Services	15,964,320	9,323,418	9,495,313	(422,241)
Building Control	436,840	(103,870)	195,624	(299,494)
<b>Net Overall Position</b>	<b>18,342,730</b>	<b>10,475,589</b>	<b>10,833,759</b>	<b>(836,588)</b>
<b>Total Net Overall Position</b>	<b>18,342,730</b>	<b>10,475,589</b>	<b>10,833,759</b>	<b>(836,588)</b>

**Environmental Services - April 2021 to March 2022**

Month:-

Nov-21

Department	Annual Budget	Total Actual & Committed	Budget to date	Total Variance
<b>Expenditure:</b>				
<b>Payroll</b>				
Director's Office	241,120	164,673	160,746	3,927
Environmental Health	2,339,030	1,492,279	1,548,632	(56,353)
Operational Services	6,623,160	4,247,268	4,343,532	(96,264)
Building Control	1,273,210	794,211	838,804	(44,593)
<b>Total Payroll Expenditure:</b>	<b>10,476,520</b>	<b>6,698,431</b>	<b>6,891,714</b>	<b>(193,283)</b>
<b>Non-Payroll</b>				
Director's Office	400,060	246,735	250,986	(4,251)
Environmental Health	648,220	330,959	407,525	(76,566)
Operational Services	9,848,700	6,465,106	6,846,981	(381,875)
Building Control	83,260	54,885	54,060	825
<b>Total Non-Payroll Expenditure:</b>	<b>10,980,240</b>	<b>7,097,685</b>	<b>7,559,552</b>	<b>(461,867)</b>
<b>Total Expenditure</b>	<b>21,456,760</b>	<b>13,796,117</b>	<b>14,451,266</b>	<b>(655,149)</b>
<b>Income:</b>				
Environmental Health	(1,686,860)	(1,072,084)	(1,047,335)	(24,749)
Operational Services	(507,540)	(542,128)	(434,046)	(108,082)
Building Control	(919,630)	(937,858)	(656,498)	(281,360)
<b>Total Income:</b>	<b>(3,114,030)</b>	<b>(2,552,070)</b>	<b>(2,137,879)</b>	<b>(414,191)</b>
<b>Overall Net Position:</b>				
Director's Office	641,180	411,408	411,732	(324)
Environmental Health	1,300,390	751,154	908,822	(157,668)
Operational Services	15,964,320	10,170,246	10,756,467	(586,221)
Building Control	436,840	(88,762)	236,366	(325,128)
<b>Net Overall Position</b>	<b>18,342,730</b>	<b>11,244,047</b>	<b>12,313,387</b>	<b>(1,069,340)</b>
<b>Total Net Overall Position</b>	<b>18,342,730</b>	<b>11,244,047</b>	<b>12,313,387</b>	<b>(1,069,340)</b>



**Environmental Services - April 2021 to March 2022**

Month:-

Dec-21

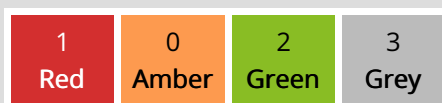
Department	Annual Budget	Budget to date	Total Actual & Committed	Total Variance
<b>Expenditure:</b>				
<b>Payroll</b>				
Director's Office	241,120	180,839	185,222	4,383
Environmental Health	2,339,030	1,744,515	1,684,564	(59,951)
Operational Services	6,623,160	4,857,742	4,754,206	(103,536)
Building Control	1,273,210	947,405	898,220	(49,185)
<b>Total Payroll Expenditure:</b>	<b>10,476,520</b>	<b>7,730,501</b>	<b>7,522,212</b>	<b>(208,289)</b>
<b>Non-Payroll</b>				
Director's Office	413,720	253,169	250,014	(3,155)
Environmental Health	648,220	455,873	383,747	(72,126)
Operational Services	9,835,040	7,566,695	7,098,489	(468,206)
Building Control	83,260	65,608	56,473	(9,135)
<b>Total Non-Payroll Expenditure:</b>	<b>10,980,240</b>	<b>8,341,345</b>	<b>7,788,723</b>	<b>(552,622)</b>
<b>Total Expenditure</b>	<b>21,456,760</b>	<b>16,071,846</b>	<b>15,310,935</b>	<b>(760,911)</b>
<b>Income:</b>				
Environmental Health	(1,686,860)	(1,181,892)	(1,245,113)	(63,221)
Operational Services	(507,540)	(447,660)	(553,581)	(105,921)
Building Control	(919,630)	(709,249)	(989,711)	(280,462)
<b>Total Income:</b>	<b>(3,114,030)</b>	<b>(2,338,801)</b>	<b>(2,788,405)</b>	<b>(449,604)</b>
<b>Overall Net Position:</b>				
Director's Office	654,840	434,008	435,236	1,228
Environmental Health	1,300,390	1,018,496	823,198	(195,298)
Operational Services	15,950,660	11,976,777	11,299,114	(677,663)
Building Control	436,840	303,764	(35,018)	(338,782)
<b>Net Overall Position</b>	<b>18,342,730</b>	<b>13,733,045</b>	<b>12,522,530</b>	<b>(1,210,515)</b>
<b>Total Net Overall Position</b>	<b>18,342,730</b>	<b>13,733,045</b>	<b>12,522,530</b>	<b>(1,210,515)</b>

# Performance Summary

## Environmental Services

(Type = 'Service')

Friday 11th of February 2022



Red = Target missed or measure overdue  
 Amber = Measure due but not complete  
 Green = Target met or exceeded  
 Grey = Measure not yet due

Environmental Services	1 Green	1 Grey
Planning Enforcement	1 Green	
Environmental Health	1 Red	
Operational Services	2 Grey	

ENVIRONMENTAL SERVICES			DUE 1ST APR 22		
204 : Waste Kerbside model for collection, treatment, and disposal of household waste. <b>We have agreed a preferred kerbside model for collection, treatment, and disposal of household waste</b>			TARGET Yes	ACTUAL No	STATUS Grey
TARGET	Yes				
ACTUAL	No				
<p><b>Notes:</b> The necessary data isn't validated and available and therefore cannot be reported at this stage. This KPI will be populated at end of year.</p>					

ENVIRONMENTAL SERVICES			DUE 1ST APR 22		
205 : Cemeteries Development of a Cemetery Strategy. <b>We have developed a LCCC Cemetery Strategy during the 2021/22 year</b>			TARGET Yes	ACTUAL Yes	STATUS Green
TARGET	Yes				
ACTUAL	Yes				
<p><b>Notes:</b> The strategy is out for public consultation during Q4.</p>					

PLANNING ENFORCEMENT				DUE 1ST JAN 22		
29 : Enforcement Cases Enforcement cases processed to a target conclusion within 39 weeks of receipt of complaint. <b>Enforcement cases processed within 39 weeks</b>				TARGET 70	ACTUAL 83	STATUS Green
TARGET	70	70	70			
ACTUAL	86	90	83			
<p><b>Notes:</b></p>						

ENVIRONMENTAL HEALTH				DUE 1ST JAN 22		
101 : Planning Consultation % of general planning consultations responded to as a statutory consultee . <b>% responded to within 15 working days of receipt by Environmental Health</b>				TARGET 100%	ACTUAL 96.5%	STATUS Red
TARGET	100%	100%	100%			
ACTUAL	96.9%	99.3%	96.5%			
<p><b>Notes:</b> Total number of Planning Consultations received by EHSU = 198. Total responded to within 15 working days = 191 = 96.5%. Target not achieved as a result of staff absence.</p>						

OPERATIONAL SERVICES

DUE 1ST APR 22

165 : Recycling % of household waste collected by District Councils that is sent for recycling . % of household waste collected by District Councils that is sent for recycling

TARGET  
50%

ACTUAL

STATUS  
Grey

TARGET	50%
ACTUAL	

**Notes:** The necessary data isn't validated and available and therefore cannot be reported at this stage. This KPI will be populated at end of year.

OPERATIONAL SERVICES

DUE 1ST APR 22

58 : Landfill The amount (Tonnage) of biodegradable Local Authority Collected Municipal Waste that is landfilled. Tonnage of biodegradable waste landfilled.

TARGET  
16,444

ACTUAL

STATUS  
Grey

TARGET	16,444
ACTUAL	

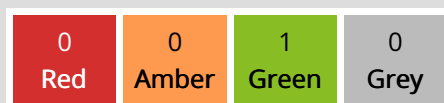
**Notes:** The necessary data isn't validated and available and therefore cannot be reported at this stage. This KPI will be populated at end of year.

# Performance Summary

## Environmental Services

(Type = 'Performance Improvement')

Wednesday 9th of February 2022



Red = Target missed or measure overdue

Amber = Measure due but not complete

Green = Target met or exceeded

Grey = Measure not yet due

Environmental Services



ENVIRONMENTAL SERVICES

DUE 1ST JAN 22

191 : Online services Number and type of services available online within the Environmental Services Directorate. **Number and type of services available online within the Environmental Services Directorate**

TARGET  
2

ACTUAL  
2

STATUS  
**Green**

11

TARGET	2	2	2
ACTUAL	2	2	2

**Notes:** Building Control Service Unit: Conveyancing Solicitors now have the ability to submit Property Certificate Applications online. Waste Management & Operations service unit ceased use of the BinFormation App and redeveloped the waste communications page on the Council's Website.



## Environmental Services Committee

2<sup>nd</sup> March 2022

### Report from:

**Head of Service – Environmental Health**

### Item for Decision

**TITLE: Item 4.1 Appointment of Public Analysts**

#### Background and Key Issues

Belfast City Council on behalf of the 11 NI Councils provided procurement services for the awarding of a new contract for a Public Analyst. Eurofins Food Testing Ireland Ltd were awarded the 2 years contract up to 31st March 2023 with the option to renew for a further 2 years.

Lisburn & Castlereagh City Council's Procurement Unit reviewed all necessary documentation provided by Belfast City Council and were satisfied with the Tender process and Contract awarded.

The contract was Signed & Sealed by Council on 26th October 2021

Article 27(1) of the Food Safety (NI) Order 1991 requires that the Council appoint one or more persons (Public Analyst(s)) to act as Analyst(s) within the district of the Council.

Furthermore the Framework Agreement (Official Feed and Food Controls by Local Authorities Amendment 5 April 2010) (Chapter 2, Para 12.8), states that Lisburn & Castlereagh City Council shall ensure that a Food Analyst is appointed to carry out examinations and analyses of food samples. In making these appointments, all relevant legal requirements and Codes of Practice shall be satisfied.

The qualifications required by Analysts are set out in the Food Safety (Sampling and Qualifications) Regulations (NI) 2013. The Environmental Health Service Unit is satisfied that the following persons, who are employed by Public Analyst Scientific Services, fulfil the requirements of the Regulations for appointment as Public Analysts on behalf of the Council.

**Public Analysts**

**Duncan Kenelm Arthur** BSc, MChemA, CChem, MRSC  
**Nigel Kenneth Payne** MSc, MChemA, CChem, MRSC  
**Lilian Emma Jane Downie** MChem, MChemA, CChem, MRSC  
**Michelle Evans** BSc, MChemA, CChem, MRSC  
**Donna Hanks** BSc, MChemA, MRSC  
**Mary Butts** MSc MChemA MRSC

**Recommendation:**

It is recommended that the above persons are appointed as Public Analysts to the Council under Article 27 (1) of the Food Safety (NI) Order 1991.

**Finance and Resource Implications:**

None.

**Screening:**

Equality and Good Relations

N/A

Environmental Impact Assessment

N/A

Rural Impact Assessment

N/A

**SUBJECT TO PLANNING APPROVAL:**

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

**APPENDICES:**

None

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

If Yes, please insert date:





## Environmental Services Committee

2<sup>nd</sup> March 2022

### Report from:

Head of Waste Management & Operational Services

### Item for Decision

**TITLE:** Item 5.1 Consultation on the introduction of mandatory digital waste tracking

### Background and Key Issues:

Attached at **Appendix 1 WMO** is a letter from the NIEA Waste Tracking Team advising of the launch of a four-nation consultation on the 'Introduction of mandatory digital waste tracking' seeking views on the practical aspects of implementation, including:

- What waste activities and information will need to be recorded
- What current waste reporting will be replaced by the new service
- How users will be able to enter information onto the service
- Who will be required to enter information and when
- Alternative provisions for digitally excluded waste holders
- Data access controls
- Cost recovery
- Compliance and enforcement
- How we should go live with the service – including questions about the costs and benefits to you.

Responses must be submitted by 15<sup>th</sup> April 2022. Full details of the background, purpose and scope of the consultation, as well as key questions, are provided in the Consultation document, which is available at:

<https://consult.defra.gov.uk/environmental-quality/waste-tracking/>

Information on the consultation was circulated via e-mail to Members on 3<sup>rd</sup> February 2022 with requests for comments for inclusion in the response to be sent to the Council Waste Policy & Development Manager by Wednesday, 9<sup>th</sup> March 2022.

In order to meet the deadline date for submission of responses it is recommended that the April Environmental Services Committee is granted delegated authority to consider and approve the draft response.

**Recommendation:**

It is recommended that Members:

- forward any comments they have for inclusion in the Council response to this consultation to the Waste Policy & Development Manager no later than Wednesday, 9<sup>th</sup> March 2022.
- grant delegated authority for the April Environmental Services Committee to consider and approve the draft response.

**Finance and Resource Implications:**

Implementation of digital waste tracking may have resource implications for the Council in relation to transitioning to a new system and any potential additional requirements associated with the move to a digital system. It will not be possible to quantify this until full proposals are available however the potential impact on Council will be referenced within the consultation response.

As noted in the letter from the NIEA Waste Tracking Team it is also envisaged that a digital waste tracking service will have multiple benefits, including, helping to make better informed decisions about waste policy and waste infrastructure through having a complete picture of what waste is being generated and helping to tackle waste crime opportunities e.g. fly-tipping, illegal waste sites and misclassification of waste.

**Screening:**

Equality and Good Relations

No

Environmental Impact Assessment

No

Rural Impact Assessment

No

**SUBJECT TO PLANNING APPROVAL:**

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

**APPENDICES:** **Appendix 1 WMO - Letter from NIEA Waste Tracking Team**

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

If Yes, please insert date:

Dear Stakeholder

You may be aware that the four UK governments and environment agencies are working together on a project to develop a UK-wide digital waste tracking service to capture information on the movement of non-hazardous, hazardous and international shipments of green list waste. While waste is a devolved matter, a digital waste tracking service will work best if we take a UK-wide approach in developing a single system for users, and therefore the consultation has been developed collaboratively with our colleagues in DEFRA, the devolved administrations and the other three UK Environment Agencies.

A digital waste tracking service will have multiple benefits, including supporting our move to a more circular economy by helping businesses unlock the full potential value of waste materials to reduce raw materials costs, it will help to make better informed decisions about waste policy and waste infrastructure through having a complete picture of what waste is being generated and where it's ending up and will help tackle waste crime opportunities e.g. fly-tipping, illegal waste sites and misclassification of waste.

Therefore a four-nation consultation on the 'Introduction of mandatory digital waste tracking' has just been launched seeking views on the practical aspects of implementation, including:

- What waste activities and information will need to be recorded
- What current waste reporting will be replaced by the new service
- How users will be able to enter information onto the service
- Who will be required to enter information and when
- Alternative provisions for digitally excluded waste holders
- Data access controls
- Cost recovery
- Compliance and enforcement
- How we should go live with the service – including questions about the costs and benefits to you.

Please click [here](#) to view the consultation and submit your views by the 15<sup>th</sup> April 2022. Please also feel free to share this e mail with your customers.

In parallel with the consultation, the development of the IT service is underway, focussing most recently on a [prototype for the export of green list waste](#).

The development is being supported by a user panel of around 1200 members representing waste producers, carriers, brokers, waste site operators, local authorities and regulators from across the UK. Panel members are helping us develop the service by participating in user research and usability testing.

If you'd like to join our user panel you can sign up [here](#)

You can also [Subscribe here to receive our newsletter](#).

Allison Townley  
NIEA Waste Tracking Team