

Ballymoney Borough Council

Health & Environmental Services Committee Meeting No 339 – 22nd April 2008

Table of Contents

339.1	Minutes - Meeting No 338 – 27 th March 2007	<i>Adopted</i>
339.2	Water Abstraction & Impoundment (Licensing) Regulations (NI) 2006	<i>Deferred to May Committee meeting</i>
339.3	Underage Sales Test Purchase Exercise	<i>Deal with the offences detected as outlined in the minute</i>
339.4	Consultation Paper on the Review of Old Mineral Permissions – Environmental Impact Assessment	<i>Support Planning Service proposals</i>
339.5	Gas Safety (Installation & Use) Regulations (NI) 2004	<i>Institute legal proceedings for failure to comply with Improvement Notice</i>
339.6	Local Government (Misc Provisions) (NI) Order 1985 – Licence Application (Full Licence) (Renewal)	<i>Renew licences</i>
339.7	Dogs (NI) Order 1983 – Article 13 – Registration of Dog Breeding Establishments	<i>Register dog breeding establishments</i>
339.8	Borough Services Directorate Plan 2008-2009	<i>Adopt plan</i>
339.9	Borough Building Control Service Plan 2008-2009	<i>Adopt plan</i>
338.10	Borough Food Service Plan 2008-2009	<i>Adopt plan</i>
338.11	Borough Health & Safety Plan 2008-2009	<i>Adopt plan</i>
338.12	Borough Health & Wellbeing Plan 2008-2009	<i>Adopt plan</i>
339.13	Northern Group of Council's Draft Environmental Health Strategy 2008-2012	<i>Support Strategy principles</i>
339.14	Building Control Applications	<i>Noted</i>
339.15	Apartments at Market Street, Ballymoney	<i>Give further consideration to name proposals</i>
339.16	Dwellings at Bann Road, Ballymoney	<i>Approve the name – Bann Meadows</i>
339.17	Dwellings at Bridge Road, Dunloy	<i>Approve the name – Cairn Hill</i>

- 339.18** NILAS Working Group – Meeting No.6 held on 11th April *Interim Residual Waste Contract –*
- (a) *accept tender evaluation reports recommendations,*
and
(b) *participate in the contract*
- Accept NILAS Working Group Minutes*
- 339.19 – 339.31** *For information*
- 339.32** Emergency Planning Course – 23rd June *Alderman Cousley & Councillor Patterson to attend*
- 339.33** *For information*
- 339.34** Council Policy – Naming of Streets and Numbering of Properties *Deferred*
- 339.35** Crosstagherty Landfill – Site Conditioning / Closure Plan *Deferred*

BALLYMONEY BOROUGH COUNCIL

Minutes of Health & Environmental Services Committee Meeting No 339 held in the Council Chamber, Riada House, Ballymoney on Tuesday 22nd April 2008 at 7.00 pm.

IN THE CHAIR Councillor E Robinson

PRESENT

Aldermen
F Campbell
H Connolly
C Cousley
J Simpson

Councillors
J Finlay
M McCamphill
T. McKeown
A Patterson
I Stevenson

IN ATTENDANCE Director of Borough Services

339.1 MINUTES – MEETING NO 338 – 27TH MARCH 2008

It was proposed by Alderman Connolly, seconded by Alderman Campbell and
AGREED:

to recommend that the minutes of Meeting No 338 – 27th March 2008, as circulated, be confirmed as a correct record.

MATTERS FOR CONSIDERATION**339.2 WATER ABSTRACTION AND IMPOUNDMENT (LICENSING) REGULATIONS (NI) 2006**

EHS has advised that the above Regulations came into effect on 1st February 2007. Under the Water (NI) Order 1999 (Article 21) the Department (DoE) is empowered to make provision to recover the cost of processing applications and other expenses incurred to ensure better water use in Northern Ireland. The EHS consultation paper (copy attached) invites comments on the Department's proposals by 23rd June 2008.

The proposed fees and charges scheme has been developed with the aim of recovering the full costs associated with implementing the legislation. Fees will be subject to annual review in order to ensure that 100% of the costs are recovered year on year.

IT IS RECOMMENDED that Committee consider the matter with the intent of making a suggestion to Council as to what its stance might be.

It was proposed by Councillor Stevenson, seconded by Alderman Campbell and **AGREED:**

to recommend that the matter be deferred to the May Committee meeting.

CHILDREN & YOUNG PERSONS (PROTECTION FROM TOBACCO) (NI) ORDER 1991

339.3 UNDERAGE SALES TEST PURCHASE EXERCISE

The undernoted item 338.8 was deferred, to be re-considered at the April Committee meeting –

“338.8 UNDERAGE SALES TEST PURCHASE EXERCISE

Article 3 of the Health and Personal Social Services (NI) Order 1978 as amended by Article 3 of the Children and Young Persons (Protection from Tobacco) (NI) Order 1991.

Further to committee report items 334.30 dated 20th November 2007 and 336.29 dated 26th February 2008, an underage sales test purchase exercise was undertaken on behalf of Ballymoney Borough Council on Saturday 9th February 2008 and Friday 15th February 2008, following LACORS guidelines.

The purpose of this exercise was:-

1. To raise awareness amongst retailers that the above legislation makes it an offence to sell tobacco products to any person under the age of 16.
2. To ascertain the level of compliance amongst retailers in accordance with the above legislation.

In total, 33 premises were tested. Of the 33, one had closed down, two no longer sold tobacco products, 19 were compliant and 11 were non-compliant. This equates to approximately 37% of all premises, currently known to sell tobacco products. Prima facie cases exist against all non compliant premises.

This is a disappointing result considering the amount of publicity which had preceded this exercise i.e. press release in local papers dated 12th December 2007 and mail shot dated 6th December 2007 to all retailers.

The offending premises are:

- (1) Milltown Spar – 1 Milltown Road, Ballymoney.
- (2) VIVO – 45 Queen Street, Ballymoney.
- (3) Oaklea Service Station – 93 Frosses Road, Ballymoney.
- (4) Seacon Service Station – 109 Newbridge Road, Ballymoney.
- (5) Ballyboyland Post Office – 30 Ballyboyland Road, Ballymoney.
- (6) Eurospar – 24 Main Street, Rasharkin.
- (7) Elliotts Service Station – 33a Bridge Road, Dunloy.
- (8) Pappy’s Shop & Bakery – 2-4 Main Street, Dunloy.

- (9) Finvoy Filling Station – 180 Finvoy Road, Ballymoney.
- (10) Moore's Cloughmills Ltd. – 11 Main Street, Cloughmills.
- (11) Shop Centra – 109 Knock Road, Dervock.

To date, nine proprietors have been interviewed under caution. One has declined to be interviewed citing mitigating circumstances and a further has yet to confirm a date for interview. All of those interviewed have expressed regret at what had occurred and have sought advice as to what could be best done to prevent a recurrence. Three business operators had already or were updating their policies and procedures for their staff.

RECOMMENDATION

Having considered the Councils Enforcement Policy Committee Report 304.4.17 dated 31st May 2005 adopted by Council CM807.4.5 dated 6th June 2005, the following recommendations are made:-

- (a) The issue of a formal caution where a business admits to an offence, and extenuating circumstances exist which make prosecution inappropriate. A formal caution is a written acceptance by an offender and may only be used where a prosecution could properly have been brought. **IT IS RECOMMENDED** that the following business operators be issued with a formal caution:-

- (1) Milltown Spar – 1 Milltown Road, Ballymoney.
- (2) VIVO – 45 Queen Street, Ballymoney.
- (3) Eurospar – 24 Main Street, Rasharkin.
- (4) Ballyboyland Post Office – 30 Ballyboyland Road, Ballymoney.

Where a business operator declines to accept a formal caution **IT IS RECOMMENDED** that legal proceedings be instigated against the operator failing to comply with Article 3 of the Health and Personal Social Services (NI) Order 1978 as amended by Article 3 of the Children and Young Persons (Protection from Tobacco) (NI) Order 1991.

- (b) With respect to the following premises **IT IS RECOMMENDED** that legal proceedings be instigated against the business operator for failing to comply with Article 3 of the Health and Personal Social Services (NI) Order 1978 as amended by Article 3 of the Children and Young Persons (Protection from Tobacco) (NI) Order 1991.

- (5) Oaklea Service Station – 93 Frosses Road, Ballymoney.
- (6) Seacon Service Station – 109 Newbridge Road, Ballymoney.
- (7) Elliotts Service Station – 33a Bridge Road, Dunloy.
- (8) Pappy's Shop and Bakery – 2-4 Main Street, Dunloy.
- (9) Finvoy Filling Station – 180 Finvoy Road, Ballymoney.
- (10) Moores, Cloughmills Ltd. – 11 Main Street, Cloughmills.
- (11) Shop Centra – 109 Knock Road, Dervock.”

Having reconsidered the matter, **IT IS RECOMMENDED** that Council ought to proceed as follows –

- (1) Where a business proprietor admits to an offence, is prepared to accept a formal caution and undertakes and puts in place written procedures to ensure that staff do not sell tobacco products to underage persons, Council ought to issue a formal caution; and

- (2) Where a business proprietor declines to accept a formal caution on the terms outlined at (1) above, then Council ought to institute legal proceedings in respect of the offence committed and detected via the recent test purchases exercise.

IT IS THEREFORE RECOMMENDED that Council deal with the offences detected via the recent test purchase exercise in accordance with the further advice given by the Director as set out at (1) and (2) immediately above.

* **Councillor McKeown and Alderman Simpson joined the meeting at 7.20pm and 7.34pm respectively.**

The Director explained to Members the reasoning behind his revised proposals as to how the offences detected via the recent test purchase exercise might best be dealt with. During the ensuing discussion, he responded to Member questions, and in particular outline the nature of the test purchase exercise undertaken. Councillor Stevenson restated his views as to how he felt the matter should be dealt with, proposing that all found to be in breach of statutory duty be prosecuted, but his proposal failed to find a seconder. He also suggested that Council consider the following matters with a view to making representations to the appropriate authorities – (a) increase the age limit to 18 years, (b) require persons to show appropriate ID and (c) Council ought to have powers to issue fixed penalties for breach of statutory duty. **IT WAS AGREED** that these suggestions be further debated at the Committee's May meeting, so that in the interim there would be time to further reflect on the proposal made by Councillor Stevenson.

It was proposed by Alderman Cousley, seconded by Councillor Finlay and **AGREED:**

to recommend that Council ought to proceed as follows –

- (1) ***Where a business proprietor admits to an offence, is prepared to accept a formal caution and undertakes and puts in place written procedures to ensure that staff do not sell tobacco products to underage persons, Council ought to issue a formal caution; and***
- (2) ***Where a business proprietor declines to accept a formal caution on the terms outlined at (1) above, then Council ought to institute legal proceedings in respect of the offence committed and detected via the recent test purchases exercise.***

Councillor Stevenson retired from the meeting – time 7.50pm.

339.4 CONSULTATION PAPER ON THE REVIEW OF OLD MINERAL PERMISSIONS – ENVIRONMENTAL IMPACT ASSESSMENT.

Planning Service has advised that it has published proposals to apply the Planning (Environmental Impact Assessment) Regulations (NI) 1999 with modifications to applications for the review of old mineral planning permissions.

Since the first EIA Regulations in 1989 there has been stringent consideration of the environmental effects of quarry development when granting planning permission. While planning permissions granted since 1990 have effective environmental conditions attached, there are a number of permissions dating from the 1970s and 1980s that do not. A number of dormant quarries have been able to return to active

status, by virtue of their old permissions, without any review of their operating conditions.

The Planning Reform (NI) Order 2006 inserted provisions into the Planning (NI) Order 1991 which, when commenced, will require a review of old mineral planning permissions to ensure that they comply with modern environmental standards. The provisions will also prevent dormant quarries returning to active status, by virtue of their old permissions, without any review of their operating conditions. These provisions will be commenced at the same time as the proposed amendments to the 1999 EIA Regulations are brought into operation.

The purpose of the consultation is to obtain views on the application of the 1999 EIA Regulations with modifications to the review of old mineral planning permissions.

The Borough Council has been invited to comment by 4th July 2008. It is believed that Council should welcome these proposals by Planning Service. It is the case within the Borough that, for example, Craigs Quarry was able to return to active status within the last five years without any review of its operating conditions, notwithstanding that Planning Service had approved a number of new homes in close proximity to what had been assumed to be a redundant stone quarry.

IT IS RECOMMENDED that Council support Planning Service proposals to apply the Planning (Environmental Impact Assessment) Regulations (NI) 1999, with modifications, to applications for the review of old mineral planning permissions.

It was proposed by Councillor Finlay, seconded by Alderman Connolly and
AGREED:

to recommend that Council support Planning Service proposals to apply the Planning (Environmental Impact Assessment) Regulations (NI) 1999, with modifications, to applications for the review of old mineral planning permissions.

HEALTH & SAFETY

339.5 GAS SAFETY (INSTALLATION AND USE) REGULATIONS (NI) 2004

HEALTH AND SAFETY IMPROVEMENT NOTICE HIS/02/08

Further to committee report items ref. CM 874.9.3 dated 22nd January 2008, informing members that a Health and Safety Improvement notice serial number HIS/02/08 has been served on the owner of business premises at 8 Church Street, Ballymoney.

The improvement notice was served on the employer after an initial routine Health and Safety visit conducted on the 9th August 2007 revealed that there was no documented evidence of effective routine maintenance of gas appliances and installation pipework on site. Written correspondence was sent requesting that a CORGI inspection report be forwarded to confirm the same. No inspection report was submitted.

A statutory notice was served on the employer on the 21st January 2008 requesting that the employer provides by the 18th February 2008 evidence of an effective maintenance of gas appliance in the form of a detailed CORGI inspection report. To

date no report has been received subsequently breaching the improvement notice HIS/02/08. Failure to comply with the Improvement notice is an offence as provided by Article 31 (1) of the Health and Safety at Work (NI) 1978.

RECOMMENDATION

Further to Enforcement Policy Committee Report 304.4.17 dated 31st May 2005 adopted by Council CM807.4.5 dated 6th June 2005, it is recommended that legal proceedings be instigated against the business operator of premises at 8 Church Street, Ballymoney.

For failing to comply with;-

- (1) Regulation 35 of the Gas Safety (Installation and Use) Regulations (NI) 2004.
- (2) Article 31 (1) of the Health and Safety at Work (NI) Order 1978.

It was proposed by Councillor Finlay, seconded by Alderman Cousley and **AGREED:**

to recommend that legal proceedings be instigated against the business operator of premises at 8 Church Street, Ballymoney for failing to comply with points (1) and (2) as set out above.

LICENSING

339.6 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) (NORTHERN IRELAND) ORDER 1985 - LICENCE APPLICATION (FULL LICENCE) (RENEWAL)

Premises

Applicant

The Glynn's Bar
Gateway Lounge and Pool Room
23 Church Street
BALLYMONEY BT53 6HS

Mr Brooke Huey

The Bush Tavern
15-17 Market Street
BALLYMONEY BT53 6EA

Mr James Craig Black

IT IS RECOMMENDED that the Borough Council renew the Indoor Entertainment's Licence as detailed above. In addition to the Borough Council's "Conditions of Licence" adopted on 7th October 1985 the additional conditions detailed on the premise file also apply.

It was proposed by Alderman Connolly, seconded by Councillor McCamphill and **AGREED:**

to recommend the renewal of licences as detailed above.

DOG CONTROL

339.7 DOGS (NORTHERN IRELAND) ORDER 1983 ARTICLE 13 – REGISTRATION OF DOG BREEDING ESTABLISHMENTS

Application as undernoted has been made to the Borough Council that the premises to which they refer be registered in accordance with the provisions of Article 13 of the Dogs (Northern Ireland) Order 1983 as a dog breeding establishment:-

<u>Applicant</u>	<u>Premises</u>
Mr Patrick McAleese	44 Finvoy Road, Ballymoney, BT44 7JE.
Mr William & Mrs Amanda Dobbin	59 Kilmandil Road, Cloughmills, Ballymena, BT44 9BH.
Mr Dan Taggart	6 Ballynacree Avenue, Balnamore, Ballymoney, BT53 7PQ.

IT IS RECOMMENDED that the Borough Council register the above-mentioned premises accordingly.

It was proposed by Councillor Finlay, seconded by Councillor Patterson and
AGREED:

to recommend the registration of premises as detailed above.

* Alderman Campbell and Alderman Simpson retired from the meeting at 8.05pm and 8.07pm respectively.

BOROUGH SERVICES DIRECTORATE PLANS

339.8 BOROUGH SERVICES DIRECTORATE PLAN 2008-09

A Borough Services Directorate Plan has been delivered for the period 1st April 2008 to 31st March 2009. The plan, attached as Appendix 1, identifies the work (primarily that of a pro-active nature) which will be undertaken within the resources Council has provided to the Directorate for the year 2008-2009

IT IS RECOMMENDED that Council endorse the Borough Services Directorate Plan 2008-2009.

The Chair drew the Mayor's attention to the following bullet point at Section 8 [environmental services] – "Continue to progress the Crosstagherty Landfill Closure Plan".

It was proposed by Councillor Finlay, seconded by Alderman Connolly that the action - "continue to progress the Crosstagherty Landfill Closure Plan" proposed by the Director be removed from the Borough Services Directorate Plan 2008-2009. On being put to the meeting the motion **WAS AGREED**.

It was proposed by Councillor Finlay, seconded by Alderman Connolly and
AGREED:

to recommend that Council endorse the Borough Directorate Plan 2008-2009, as amended by Committee.

339.9 BOROUGH BUILDING CONTROL SERVICE PLAN 2008-2009

A Borough Building Control Service Plan has been devised for the period 1st April 2008 to 31st March 2009. The plan is attached as Appendix 2. **IT IS RECOMMENDED** that Council adopt and implement the Borough Building Control Service Plan for the year 2008-2009.

It was proposed by Councillor Finlay, seconded by Councillor McCamphill and
AGREED:

to recommend that Council adopt and implement the Borough Building Control Plan for the year 2008-2009.

339.10 BOROUGH FOOD SERVICE PLAN 2008-2009

A Borough Food Service Plan, attached as Appendix 3, has been devised for the period 1st April 2008 to 31st March 2009. It includes information about the service, how services are to be provided, performance targets and standards, together with review and reporting mechanisms.

IT IS RECOMMENDED that Council adopt and implement the Borough Food Service Plan 2008-2009.

It was proposed by Councillor Finlay, seconded by Councillor Patterson and
AGREED:

to recommend that Council adopt and implement the Borough Food Service Plan 2008-2009.

339.11 BOROUGH HEALTH & SAFETY PLAN 2008-2009

A Borough Health & Safety Plan, attached as Appendix 4, has been devised for the period 1st April 2008 to 31st March 2009. It includes information about the Council service (as an enforcing authority) how services are to be provided, performance targets and standards, together with review and reporting mechanisms. **IT IS RECOMMENDED** that Council adopt and implement the Borough Health & Safety Plan 2008-2009.

It was proposed by Alderman Connolly, seconded by Councillor Patterson and
AGREED:

to recommend that Council adopt and implement the Borough Health & Safety Plan 2008-2009.

339.12 BOROUGH HEALTH & WELLBEING PLAN 2008-2009

A Borough Health & Wellbeing Plan, attached as Appendix 5, has been devised for the period 1st April 2008 to 31st March 2009.

IT IS RECOMMENDED that Council endorse the Borough Health & Wellbeing Plan 2008-2009.

It was proposed by Alderman Connolly, seconded by Councillor Patterson and
AGREED:

to recommend that Council endorse the Borough Health & Wellbeing Plan 2008-2009.

339.13 NORTHERN GROUP OF COUNCILS DRAFT ENVIRONMENTAL HEALTH STRATEGY 2008-2012

The Northern Group of Councils together with Northern Group Systems (Environmental Health) have produced an Environmental Health Strategy identifying priorities for the service up to and beyond the current Council term. The document, as circulated, sets out a vision, values, strategic context, key priorities and how success is to be measured. The strategy has been endorsed by the Northern Group Environmental Health Committee. **IT IS RECOMMENDED** that Council support the principles of the strategy, which are reflected within current Directorate and section plans, and will continue to be in the future.

It was proposed by Councillor Finlay, seconded by Councillor Patterson and
AGREED:

to recommend that Council support the principles set out in the Northern Group of Council's Draft Environmental Health Strategy 2008-2012.

BUILDING CONTROL

339.14 BUILDING CONTROL APPLICATIONS

IT IS RECOMMENDED that Council note the **Applications, Building Notices and Regularisation Certificates** as detailed in Appendix 6 to this report, which are in accordance with the requirements of the Building Regulations (NI) 2000.

It was proposed by Councillor Finlay, seconded by Councillor Patterson and
AGREED:

to recommend that Council note the Applications, Building Notices and Regularisation Certificates as detailed in Appendix

NAMING OF HOUSING DEVELOPMENT

339.15 88 APARTMENTS & 3 DWELLINGS AT MARKET STREET, BALLYMONEY FOR MCALISTER HOLDINGS LTD, 5TH FLOOR, LESLEY BUILDINGS, 61 FOUNTAIN STREET, BELFAST

The developers have written by letter dated 15/02/2008 requesting that Council name the above new housing development.

The names suggested by the developer, in order of preference, are

1. "Market Yard".
2. "St. George's Gate".

The first name is in accordance with the general policy that street names should have some connection with the local area in which they are located (the site was until recently occupied by a livestock market and was widely referred to as "the Market Yard" by local people).

The second preference suggestion "St. George's Gate" is not considered to be in accordance with Council's Street Naming and Postal Numbering Policy.

IT IS RECOMMENDED therefore that Council approve the name "Market Yard" for the overall development.

Members agreed that the second preference name was not appropriate, but were not convinced that the first preference name suggested by the developer was wholly appropriate. Following discussion, it was proposed by Alderman Cousley, seconded by Councillor Finlay and **AGREED:**

that a recommendation as to a name for the proposed development be deferred to the next Council meeting and that in the meantime the developer be approached in order to elicit any further suggestions or comments.

339.16 95 DWELLINGS AT BANN ROAD, BALLYBRAKES, BALLYMONEY FOR ARMOY HOMES LTD, 78 BALLYKENVER ROAD, ARMOY, BALLYMONEY.

The developers have written by letter dated 28/02/2008 requesting that Council name the above new housing development.

The names suggested by the developer, in order of preference, are

1. "Mill Quarter".
2. "Bann Meadows".
3. "Bannside".

The first preference choice "Mill Quarter" is **not** considered suitable, as the site of the development is not indeed located in the townland of Millquarter, as the name would tend to suggest, but in the townland of Ballybrakes, and its use would therefore give rise to confusion.

The second ("Bann Meadows") and third ("Bannside") preference names are in accordance with the general policy that street names should have some connection with the local area in which they are located (the site is located on the Bann Road, adjacent to Bannfields development and opposite Bannview Park). Of the two choices, "Bann Meadows" is considered to be the more appropriate.

IT IS RECOMMENDED therefore that Council approve the name "Bann Meadows" for the overall development.

It was proposed by Councillor Finlay, seconded by Councillor McKeown and **AGREED:**

to recommend that Council approve the name "Bann Meadows" for the overall development at the location as detailed above.

339.17 31 DWELLINGS AT BRIDGE ROAD, DUNLOY, BALLYMENA FOR JB HOMES LTD, 288 GLENELLY ROAD, CRANAGH, OMAGH.

The developers have written by letter dated 10/04/2008 requesting that Council name the above new housing development.

The names suggested by the developer, in order of preference, are

1. "Cairn Hill".
2. "Valley View".
3. "Mill View".

The first preference name "Cairn Hill" is in accordance with the general policy that street names should have some connection with the local area in which they are located (Dooley's Cairn, located off the adjoining Presbytery Lane, is a well known local landmark of significant archaeological importance).

The second preference name "Valley View" already exists in nearby Rasharkin, and its use here would only lead to confusion. Similarly, "Millview Park" (Ballybogey) already exists within the Borough, and the third choice "Mill View" is deemed to be too similar, and therefore inappropriate.

IT IS RECOMMENDED therefore that Council approve the name "Cairn Hill" for the overall development.

It was proposed by Councillor McCamphill, seconded by Councillor McKeown and **AGREED:**

to recommend that Council approve the name "Cairn Hill" for the overall development at the location as detailed above.

ENVIRONMENTAL SERVICES

339.18 NILAS WORKING GROUP MEETING No.6

The meeting considered the following documents, which had been circulated –

- (a) Minutes of NILAS Working Group Meeting no.6 held on 11th April 2008, attached as Appendix 7.
- (b) Director's Report re. NILAS Targets & Performance Review.
- (c) NWRWMG / SWaMP Interim Residual Waste Contract Evaluation Report and Addendum.

* **Councillor McCamphill retired from the meeting – Time 9.05pm.**

Item 4: NWRWMG / SWaMP Interim Residual Waste Contract.

It was proposed by Councillor Finlay, seconded by Councillor McKeown and **AGREED:**

to recommend to Council that it accept the recommendations contained in the tender evaluation reports and that it participate in the proposed NWRWMG / SWaMP Interim Residual Waste Contract.

Item 5: Date of Next Meeting

IT WAS AGREED that the date of the next meeting of the NILAS Working Group be set at the next Council meeting.

It was proposed by Councillor Finlay, seconded by Councillor McKeown and **AGREED:**

to recommend to Council that the minutes of the NILAS Working Group held on 11th April 2008 be accepted.

The Director, in response to Councillor Finlay, gave an update as to the timetable for the introduction of the recycling of co-mingled civic amenity site waste. In this regard he pointed out that it would be necessary to close the Knock Road CA Site for 4 days to enable infrastructural work to take place in safety and that the closure was presently scheduled to take place from Monday, 28th April.

MATTERS FOR INFORMATION

ENVIRONMENTAL SERVICES

339.19 MUNICIPAL WASTE RETURNS

<u>Waste Type</u>	<u>Mar 2008</u>	<u>Apr – Mar 08</u>	<u>Apr – Mar 07</u>
Mixed Residual Waste (waste to landfill)	942.88t - 0.78%	11,385.82t - 4.19%	11,883.76t
Mixed Dry Recyclables (blue bin recycling)	129.58t + 1.33%	1,650.32t + 8.32%	1,523.52t

339.20 BROWN BIN MONITORING

The monitoring of brown bins began on 17th March and over the following 2 weeks; the Recycling and Education Officer in conjunction with the refuse collection crew, checked all 10 daily routes. The prolonged spell of wet weather has had a significant impact on opportunities for householders to tackle gardening tasks, which would generate the types of waste collected through the brown bin scheme. That said, and given continuing disappointing weather, it is clear that the system is being very well received with growing numbers of bins being presented for collection.

There are three aspects of the scheme to date, which are worth noting:

- The quality of material presented has been excellent, suggesting that householders clearly understand the literature and publicity surrounding the scheme
- Weights have been very encouraging and where bins have been presented, they have been fully utilised.

- Feedback from householders has been excellent with all comments received, during the collection rounds, being positive and welcoming the scheme

Evidence suggests that the scheme will continue to grow in terms of bins presented and weights collected. Further monitoring will take place over the coming months.

ENVIRONMENTAL PROTECTION

339.21 NOISE COMPLAINT STATISTICS 2007-2008

The annual return to the Department of Environment for noise complaint statistics for the period 1st April 2007 – 31st March 2008 has been completed. The overall numbers rose slightly from 112 (2006-07) to 119 (2007-08), an increase of 6.25%. This was attributable to an increase in domestic noise complaints in particular Music/TV/Parties 12 (2006-2007) to 20 (2007-2008) and animal noise (barking dogs) increasing by 13%.

FOOD CONTROL

339.22 THE HONEY (AMENDMENT) REGULATIONS (NI) 2008

The above Regulations, which came into operation on 14th April 2008, make minor amendments to the 2003 Regulations to implement the Corrigendum to Council Directive 2001/110/EC relating to honey.

339.23 LEVEL 2 AWARD IN FOOD SAFETY IN CATERING COURSE

During the report period the Directorate delivered 1 Level 2 Award in Food Safety in Catering course. 6 persons passed the course.

HEALTH & SAFETY

339.24 HEALTH AND SAFETY AT WORK (NORTHERN IRELAND) ORDER 1978 ARTICLE 20 GUIDANCE NOTE TO DISTRICT COUNCILS: REQUIREMENT TO UNDERGO AUDIT AND IMPLEMENT IMPROVEMENTS

The Health and Safety Executive for Northern Ireland (HSENI) have recently issued the above guidance note. The guidance consolidates existing processes and provides a single and effective audit framework.

An indepth audit of each District Council will be carried out by Group Environmental Health staff every 5 years on a rolling programme with annual interim assessments using the Quality and Performance Matrix being carried out by individual Councils. Each District Council should then incorporate the recommendations for improvements arising from both the full audit and completion of the annual quality and performance matrix into their workplans.

The results of audits conducted will be presented to HSENI by the Northern Ireland Health & Safety Liaison Group on an annual basis.

The guidance issued reflects current practice with respect to the use of the Quality & Performance Matrix. Implementation of the full audit process will be carried out with the assistance of Northern Group Systems.

339.25 CONTROL OF NOISE IN MUSIC AND ENTERTAINMENT SECTOR

Public houses and bars employ many local people within the Borough, many of whom are being exposed to dangerously loud music in the workplace. Recent research suggests 170,000 people in the UK suffer deafness, tinnitus or other ear conditions due to exposure to excessive noise at work.

On the 6th April 2008 the existing regulations protecting workers in the music and entertainment sectors from exposure to excessive noise was replaced by the Control of Noise at Work Regulations (NI) 2006 For all other workplaces these regulations have been in force since April 2006.

The music and entertainment sector is defined in the regulations to include all workplaces where live or recorded music is played in a restaurant, bar, public house, discotheque or nightclub, or alongside a live dramatic or dance performance.

Employers are required to prevent or reduce the risk of potential hearing damage to their workers which may be caused through exposure to loud music at work. Noise exposure is measured by assessing both the noise level and the length of time a worker is exposed to that level. The greater the noise level, or the longer the duration of exposure, the greater the person's exposure will be.

Noise is measured in decibels and if noise exposure reaches 80 decibels or more, the employer must take certain action to control exposure. This can be achieved assessing the risks to employees from working in a noisy environment and take action to reduce the noise exposure.

Borough Services Directorate will be informing appropriate business operators of the changes in the Regulations. Visits to licensed premises holding an entertainment licence will be made through out the year offering guidance on compliance with the regulations and practical solutions to protect workers from preventable hearing damage.

PLANNING CONSULTATIONS

339.26 PLANNING CONSULTATION RESPONSES

The following response has been returned to Planning Service and is provided to Members for information. This information has been shared with the Head of Corporate and Development Services and the Head of Building Control.

Application	Address	Proposal	Comment
D/2007/0623/F	19 & 21-27 Main Street Stranocum	Demolition of existing garage and dwellings, redevelopment of associated lands with 14 semi-detached	Request that applicant provide contaminated land report (site is a former garage and filling station). Unsuitable refuse storage arrangements.

Application	Address	Proposal	Comment
		dwellings, 13 townhouses and 40 apartments with associated roads & landscaping.	
D/2006/0373/F	32 & 34 Ballymena Road Ballymoney	Demolish existing dwellings and outbuildings and construct new housing development consisting 8 x no. apartments and 10 x no. dwellings with associated car parking and road facilities.	All outstanding issues re. refuse storage now resolved.
D/2006/0350/F	48 – 50 Knock Road Ballymoney	Housing Development consisting of 13 no. apartments and 15 no. dwellings with associated car parking and road facilities.	All outstanding issues re. refuse storage now resolved.
D/2006/0452/F	21 Bridge Road Dunloy	Demolition of existing dwelling and garage and erection of 11 no. terraced townhouses, 6 no. apartments and 2 no. maisonettes with associated car parking & landscaping (amended layout).	The acoustic barrier to be erected along the development site, Northern, Western & Southern boundaries shall be 3 metres in height constructed of masonry or timber panelling (close lapped with no gaps) and have a minimum self weight of 25 kgm ² .
D/2006/0377/F	49 Knock Road Ballymoney	4 no. semi-detached dwellings and 2.5 storey block containing 5 apartments.	Informative due to its close proximity of the councils civic amenity site and an oil distribution depot. There may be times when the site may be affected by noise and odour due to normal operations.
D/2007/0377/F	64 Market	4 no. dwelling, 2	Request noise condition

Application	Address	Proposal	Comment
	Street Ballymoney	no. detached and 2 no. semi-detached (amended layout).	be attached – house number HT1 on drawing no. BM 15-07-03 B – to eastern and southern facades. Specification for sound reduction index for acoustic glazing and ventilation – 31dB(Rw). Informative:- Measures including acoustic glazing passive and mechanical ventilation to reduce internal noise levels have been provided to all habitable rooms overlooking Market Street. It is anticipated that these measures will have to be used and maintained to provide a suitable internal environment. The remaining dwellings within the development are in close proximity to the Borough Councils works depot. From time to time the properties may be affected by noise arising from normal business operations.
D/2008/0100/O	Site between 17 & 23 Charlotte Street Ballymoney	Proposed apartment development comprising 28 units, parking associated landscaping and access roadways.	Further information requested from applicant, regarding vehicular and pedestrian access over Council property and refuse storage and collection arrangements.
D/2006/0283/F	Livestock Market 30 Market Street Ballymoney	Demolition of buildings and provision of 11 no. townhouses, 12 no. maisonettes and 68 no. apartments, open space and associated car parking.	Conditions requested with respect to contaminated together with informatives covering building control issues, disposal of contamination sources and noise from construction activities.

When the Director had advised that the Charlotte Street development proposal was suggesting to planning the provision of a secondary vehicular / pedestrian access via the Council's land but yet no mention of this had been made to Council, the Mayor

commented that it was essential that the Council interests be protected and that all its land ought to be surveyed in order to deal with unauthorised accesses.

COMMUNITY SAFETY

339.27 PLANNING/CONSULTATION DAY

Ballymoney Community Safety Partnership are now consulting to develop their strategic and operational plan which will set out their strategic direction and priorities for 2008–2011. A planning/consultation day has been arranged for Thursday 8th May 2008 in the Millennium Centre, Loughgiel from 9.30 – 1.00pm to help inform this. An invitation will be issued to all elected Members, in addition to statutory voluntary and community representatives.

339.28 PEER LEADERSHIP MESSINES EXPERIENCE

Ballymoney Community Safety Partnership have been successful in securing £14,400 from Ballymoney Local Strategy Partnership to take a group of young people (20 + depending on flight costs), who have completed their OCN Level 2 Peer Leadership qualification, to the Peace Centre in Belgium for 5 days. When there, the young people will undertake their OCN Level 1 qualification in Messines Experience / Peace Studies.

HOME SAFETY

339.29 HOME SAFETY EQUIPMENT SCHEME

Since the launch of the Home Safety Equipment Scheme in February, 25 referrals have been received for the Ballymoney Borough Council area – 17 for families with children under five and 8 older people. Each person is visited by the home safety officer, who completes a home safety check and offers home safety advice and information, after which free home safety equipment is then allocated. This is delivered and fitted by the Council staff.

339.30 HOME ACCIDENT PREVENTION WEEK

The theme for HAP week this year (week starting 14th April) is Carbon Monoxide Poisoning. This week begins the start of an awareness raising campaign in the local area including a press release, talks and publicity information.

HAP groups in the Ballymoney, Coleraine and Moyle council areas are advising all solid fuel users to get their chimneys swept because of the risk of carbon monoxide poisoning. Recent heavy rainfall may have loosened soot inside chimneys, causing it to slide down and block the chimney or throat plate area. If the fire is lit, deadly carbon monoxide gas could be produced, and with no escape route, these poisonous fumes could kill anyone who breathes them in. Northern Ireland is a CO hotspot because chimneys are not swept properly.

The UK incidence of CO poisoning is on the increase, primarily involving natural gas consumers and since NI's gas-user population has increased it makes sense to consider improving the awareness of high-risk groups within the local area.

339.31 HAZARD HOUSE

There have been approximately 109 visitors to Hazard House during the last month including Ballymoney GB, Ballycastle and Antrim Housing Community Network, Carrickfergus Development Group and Goran Primary School. The Health and Safety Executive also held their local meeting in the house.

The Awards Ceremony for the 'Name the Puppets' competition for local Key Stage One, primary school children gave the pupils and teachers the opportunity to visit the house. 377 entries were received from Ballymoney, Coleraine and Moyle areas. The puppets have now officially been named as Red and Ted and will be used as an educational tool towards the delivery of home accident prevention to schools and visitors to Hazard House.

EMERGENCY PLANNING COURSE

339.32 EMERGENCY PLANNING COURSE

It was advised on 11th April that EPS Limited (Emergency Planning Solutions Ltd.) a Cabinet Office Emergency Planning College accredited company is offering, on 23rd June 2008, the following course:

'Chief Executives and Elected Members: Your Roles and Responsibilities in Civil Contingencies'

Should any member be interested in attending the course, it may be booked by using the following link – www.emergencyplanningsolutions.com/eps_book.htm. The Council currently has a credit note for 2 no. places on this course.

It was proposed by Councillor Finlay, seconded by Alderman Connolly and
AGREED:

to recommend to Council that Alderman Cousley and Councillor Patterson attend.

HEALTH AND WELL BEING

339.33 CEHOG NI – ENVIRONMENTAL HEALTH IMPROVES POPULATION HEALTH & WELL BEING

The Chief Environmental Health Officers Group NI have recently issued the above information leaflet outlining areas of work the Environmental Health profession are currently involved. A copy of the leaflet is provided for each member.

339.34 COUNCIL POLICY – NAMING OF STREETS AND NUMBERING OF PROPERTIES

The Mayor who had asked for this item to be placed on the agenda requested that the matter be deferred to a future date. ***This was agreed.***

339.35 CROSSTAGHERTY LANDFILL: SITE CONDITIONING/CLOSURE PLAN

The Director explained that this matter had been placed on the agenda as it was outstanding business.

It was proposed by Councillor Finlay, seconded by Councillor Patterson and **AGREED:**

to recommend to Council that the business relating to the Crosstagherty Landfill Site Closure / Conditioning Plan be deferred.

This being all the business, the meeting closed at 9.45pm.

Appendices attached:

Appendix 1	Borough Services Directorate Plan 2008-2009
Appendix 2	Borough Building Control Service Plan 2008-2009
Appendix 3	Borough Food Service Plan 2008-2009
Appendix 4	Borough Health & Safety Plan 2008-2009
Appendix 5	Borough Health & Wellbeing Plan 2008-2009
Appendix 6	Building Control Applications
Appendix 7	NILAS Working Group Minutes

APPENDIX 1**Borough Services Directorate Plan 2008-2009**

The Council's Borough Services Directorate Plan has a dual purpose. It fulfils the Council's statutory duty to devise an annual District Environmental Health Plan and is the pre-eminent Borough Services Directorate's document detailing how the Directorate's work [primarily that of a pro-active nature] will be undertaken by the resources Council has provided for the period – 1st April 2008 to 31st March 2009.

In addition to delivering on a day to day basis the comprehensive range of quality services within the Directorate's remit and dealing with all of the reactive work that will arise, it is planned to accomplish the following tasks within the plan period –

1. Amenities.

- Deliver the Amenities capital expenditure programme and progress future capital initiatives.
- Complete improvements to admin and IT systems including facilities booking.
- Deliver building maintenance and ground maintenance programmes.
- Develop a planned preventative maintenance programme (PPMP) for Amenities buildings and implement from 1st April 2009.
- Complete the installation of natural gas @ Riada House, Riada Stadium and Town Hall.
- Review Assets Register from an Amenities perspective.
- Complete the review of the Town Hall usage profile in light of data supplied by DCLS.
- Promote the completion of the Lower Bann Cycling Route NCM96 and other access initiatives, including countryside access.
- Contribute to the successful delivery of the 2008 Milk Cup.
- Complete the delivery of the Rasharkin CRISP Environmental Improvement Scheme.
- Complete the delivery of the Ballymoney Riverside Park Improvement Scheme.
- Continue to progress the Connect 2 Big Lottery Living Landmarks Project.
- Monitor the Council's CO₂ emissions.
- Undertake water management programme at all Amenities buildings toilets with the target to reduce cistern consumption by 33%.

2. Building Control.

- Deliver the Council's enforcement function in accordance with the Borough Building Control Service Plan.

3. Food Control (Hygiene & Standards).

- Deliver the Council's food enforcement function in accordance with the Borough Food Service Plan.

4. Health and Safety 1 – Enforcement Sector.

- Deliver the Council's health & safety enforcement function in accordance with the Borough Health & Safety Plan.

Health and Safety 2 – Corporate.

- Complete a review of the Council's administrative arrangements, etc., regarding its statutory duty for health, safety and welfare at work as a corporate body.
- Promote health, safety and welfare as a key corporate business objective.
- Raise health and safety awareness by target audits.
- Develop and implement a planned review programme on a prioritized basis of risk assessments within the Directorate's remit .

5. Consumer Protection.

- Support provincial and sub-regional activities.
- Enhance home safety awareness by actively supporting the 'hazard house' and 'mobile' learning initiatives.
- Continue to provide the anchor role regarding the Ballymoney Home Accident Prevention Group.
- Co-ordinate Home Safety Officer activity.
- Deliver home safety equipment scheme as funded by NIFH Partnership within the Borough.
- Carry out a test purchase exercise with respect to underage sales of tobacco products.

6. Environmental Protection.

- Computerise authorised premise database (Borough Part C Processes).
- Maintain the Air Quality Monitoring Programme in the Borough, drawing down funding under the DoE Air Quality Grant Scheme.
- Produce a Borough Air Quality Update Report.
- Monitor and refer instances of illegal dumping of waste in the Borough to EHS.
- Continue to prepare for the implementation of the new contaminated land legislation.

7. Environmental Health.

- Uplift a minimum of 120 water samples [50% at least being recreational water] and submit for analysis.
- Inspect public sanitary conveniences twice yearly.
- Inspect Drumaheglis Caravan Park on a bi-monthly basis during the season.
- Complete tender process for the provision and installation of Environmental health software package.

8. Environmental Services.

- Deliver the Council's capital expenditure programme and progress future initiatives both capital and revenue.
- Publicise Council waste management services.
- Monitor Council compliance with its NILAS year-on-year targets and submit Waste Dataflow returns.
- Deliver the Council's Waste Management Plan Implementation Action Plan.
- Monitor and review the green waste and mixed dry recyclates schemes, identifying possible opportunities to expand the range of waste diverted from landfill.
- Develop infrastructure @ Crosstagherty to recover and transfer co-mingled CA Site waste.
- Install static compactors [3 no.] @ Council CA Sites.
- Progress a waste education programme.
- Engage in Eco-schools projects.
- Expand recycling facilities in the Borough.
- Promote recycling and sustainable living initiatives.
- Monitor 5% of zoned land each month to establish the efficiency of street cleansing/litter control services.
- Reduce littering and fly-tipping by pro-active enforcement.

9. Licensing.

Dog Control

- Increase the number of dogs licensed by 2.5%.
- Inspect all dog breeding establishments.
- Maintain the number of dogs re-homed from the Council's pound at 40% of those impounded.
- Promote responsible dog ownership.
- Actively work to improve the legislation relating to dangerous dogs in NI.

Entertainment

- Inspect all places of indoor entertainment.
- Undertake in-performance inspections of 5% of licensed premises.
- Computerise premise database.

Petroleum

- Inspect all petroleum storage premises.
- Undertake monitoring of petroleum spirit delivery at 5% of licensed premises by review of premise documentation.
- Computerise premise database.

Amusement Permits/Societies Lotteries

- Inspect amusement permit premises.
- Oversee all societies lotteries operations.
- Computerise premise database.

10. Partnership Working.

- Continue partnership working with local statutory agencies to promote community wellbeing, including addressing Borough Fuel Poverty.
- Oversee the work of the Fuel Poverty Strategy Coordinator and Energy Efficiency Officer.
- Establish a corporate wide Investing for Health Steering Group and deliver at least one initiative internally.
- Deliver at least one Investing for Health Initiative within the Borough in which the Council would be a partner.
- Provide the anchor role regarding the Borough Community Safety Partnership.
- Develop 3-year strategy and action plan for Community Safety Partnership (2008 – 2011)
- Implement and evaluate Borough Community Safety Action Plan.
- Implement Makin' Cents Project.
- Implement Peer Leadership Messines Experience Project.
- Continue to promote Fair Trade in the Borough.

11. Emergency Planning.

- Lead and Coordinate Council Emergency Planning Activity.
- Carry out one test exercise of the Borough's Emergency Plan.
- Lead and coordinate Council Business Continuity planning.

12. Staff Development.

- Introduce Performance management programme within the Directorate.

13. Internal Audit

- Produce and implement action plans in compliance with internal audit findings as required.

14. Response Times.

[A response is actual contact with the person(s) involved.]

- All complaints, enquiries for action and accident/incident investigations to be responded to as soon as possible and within five working days.
- All returns to be made within the statutory time period or the time limit laid down in procedure notes.

15. Review.

- All Heads of Service will review service delivery and consistency within each of their respective remits on a monthly basis.

- Each shall then report to the Director with respect to performance and variance on a quarterly basis. Such reports shall include planned and actual performance in addition to an analysis of resource use in respect of each service.
- An annual report will be made to Council within two months of the plan year end detailing performance and variance.

16. Directorate Resources.

Budget

Expenditure [inc. capital charges]	£4,965,534
Income	£858,352

Staffing

Director
 Deputy Director, 3 District Environmental Health Officers, Technical Assistant,
 Community Safety Manager, Home Safety Officer, Fuel Poverty Strategy
 Co-ordinator, Energy Efficiency Officer
 P/A/Office Manager, 3 Clerical Officers
 Head of Environmental Services, Recycling & Education Officer, Environmental
 Warden, 3 Kennel Persons, Cleansing Supervisor, 28 Service Operatives
 Head of Amenities, Countryside Access Officer, Clerical Officer, Works
 Superintendent, 32 Service Operatives
 Head of Building Control, 3 Building Control Officers, Office Administrator

Building Control Service Plan 2008/2009

Section 1 - Introduction

1.1. Links to Corporate Plan

The Council's mission and values and principles have been developed to guide our department and the services we provide. The Council's mission is:

“To improve the quality of life for the citizens of Ballymoney Borough.”

Core Values

The Council has developed the following core values to underpin its mission and guide the Council in its business:

Equality	All stakeholders treated fairly, while respecting their different needs.
Partnership	Willing to collaborate internally and externally to achieve its goals.
Innovation	We will embrace innovative and enterprising ways of meeting the need of our citizens.
Accountability	We will operate in a transparent way, reporting openly to our stakeholders on performance against targets on an annual basis.
Value for Money	We will promote quality services that meet the expectations of our customers, at an affordable cost.

1.2. Services

The following services are provided: -

- Assessment and approval of plans submitted under the Building Regulations (NI) 2000
- Inspection of building work on site
- Provision of information for Property Certificate enquiries
- Naming and numbering of roads and properties
- Reporting on dangerous buildings
- Providing advice on Building Regulations and associated matters.

Section 2 - Achievements (2006 – 2007)

2.1. Workload

The following statistics give some indication of workload:-

<u>Workload for period 1 April – 31 March</u>	2003/2004	2004/2005	2005/2006	2006/2007
Full Plans Applications approved	253	270	246	270
Building Notices approved	129	112	127	140
Regularisation Certificate Applications approved	85	25	37	24
Completion Certificates issued	565	454	434	349
Inspections carried out	4991	4598	2831	2756
Postal Numbers allocated	328	347	207	143
Property Certificates processed	668	671	864	977
Building projects commenced	860	635	570	552
Building projects completed	1229	532	459	402

2.2. Budgetary Performance

The Service's income and expenditure for 2006/07 were as follows:-

Expenditure	Income	Net Cost of Service
£209,053	£245,459	- £36,406

*The net budget for the year, as included in the Rates Estimates, was **£10,155**.*
The Service, however, made **£36,406**, and therefore cost **£46,561** less than budget.

2.3 Best Value Performance Indicators

See Appendix 1.

2.4 Associated Working Arrangements

The Department, in carrying out its functions, worked along with various statutory agencies and other bodies, including:-

- Northern Ireland Fire Brigade
- Planning Service
- Northern Ireland Housing Executive
- Rates Collection Agency
- Valuation and Lands Agency
- Department of Finance and Personnel
- Construction Employers Federation
- National House Building Council

In addition, the Department co-ordinates its operations with those of other Councils through:-

- The Northern Group Building Control Committee
- The Northern Group Building Control Liaison Team
- The Building Control Central Panel and associated technical panels

Section 3 - 2008 – 2009

3.1 Budget

Proposed Expenditure	Proposed Income	Proposed Net Cost of Service
£ 258,834	£ 200,000	£ 58,834

3.2 Work Initiatives

Enforcement of Building Regulations

- Deliver the Council's Building Regulation function in accordance with the Borough Building Control Service Plan.

- Improve plan assessment response times to target levels for 50% of both domestic and non-domestic Full Plans applications.
- Initiate a programme of improvement measures in line with the recommendations of Internal Audit.
- Complete computerisation of all records of Unauthorised Building Work.

Street Naming and Postal Numbering

- Process applications for bi-lingual street nameplates made under Council's recently adopted policy on Street Naming and Postal Numbering.
- Continue to encourage developers to submit proposals for naming of new developments at as early a stage as possible.
- Initiate improvement measures in Street Naming record management in line with the recommendations of Internal Audit.

Dangerous Structures

- Develop programme of annual inspection for street frontages containing older buildings.

3.3 Standards of Service to be provided

Listed below are the standards of service delivery that we will work to. In all cases, the expression "days" refers to calendar days.

Registration of Full Plans Building Regulation Applications

- Assess fees within 7 days of receipt of application
- Register and acknowledge receipt of valid application (with correct fee) within 3 days.

Building Notice Applications

- Assess fees within 4 days of receipt of application
- Issue acknowledgement of Building Notice within 3 days of confirming that application is valid.

Regularisation Certificate Applications

- Carry out inspections on site and issue Regularisation Certificate, or detailed response if work contravenes Building Regulations, within 7 days of receipt of application.

Building Regulations Full Plan Applications – Assessment of Plans

- Plans for dwellings and other domestic work to be assessed and first response issued within 21 days of receipt of valid application.
- Plans for non-domestic work to be assessed and first response issued within 35 days of receipt of valid application.

- Amended plans when re-submitted to be re-assessed within 14 days

Pre-Application Consultations

- Provide facilities for meetings with Designers, Developers, Builders and others to discuss proposed building work in advance of formal applications under Building Regulations being made.

On-Site Inspections

- Respond to inspection notices on the same day, if received before 10.30 a.m. or within 1 day if received after 10.30 a.m.
- Respond to notices to inspect on completion of the works within 5 days.
- Issue Completion Certificates, if the work has been completed in accordance with Building Regulations and Inspection Fee has been paid, within 7 days of final inspection.
- Provide, by arrangement, on-site inspections outside normal working hours.

Property Certificate Applications

- Respond to Property Certificate applications within 7 days.

Budgetary Control

- Net Expenditure not to exceed budget.

BEST VALUE PERFORMANCE INDICATOR TABLES (Appendix 1)

Building Control Indicators 2006/07

<u>Council</u>	BC/1	BC/2	BC/3	BC/4	BC/5
<u>Antrim</u>	86%	96%	84%	70%	115%
Ards	52%	74%	67%	85%	110%
<u>Armagh</u>					
<u>Ballymena</u>	36%	51%	68%	95%	70%
<u>Ballymoney</u>	16%	31%	86%	75%	117%
<u>Banbridge</u>	93%	99%	N/A	N/A	122%
<u>Belfast</u>	63%	72%	44%	112%	104%
<u>Carrickfergus</u>	66%	91%	100%	105%	79%
<u>Castlereagh</u>	70%	56%	79%	97%	115%
<u>Coleraine</u>	35%	37%	85%	73%	103%
<u>Cookstown</u>	84%	90%	82%	62%	137%
<u>Craigavon</u>	43%	28%	81%	99%	112%
<u>Derry</u>	43%	68%	85%	136%	105%
<u>Down</u>	56%	63%	61%	84%	130%
<u>Dungannon</u>					
<u>Fermanagh</u>	15%	50%	90%	78%	120%
<u>Larne</u>					
<u>Limavady</u>	85%	67%	93%	90%	94%
<u>Lisburn</u>	90%	99%	91%	85%	121%
<u>Magherafelt</u>	43%	60%	95%	92%	107%
<u>Moyle</u>	66%	64%	87%	72%	99%
Newry & Mourne	36%	58%	29%	98%	77%
<u>Newtownabbey</u>	81%	89%	95%	96%	85%
<u>North Down</u>	52%	60%	64%	89%	135%
<u>Omagh</u>	68%	73%	57%	63%	N/A
<u>Strabane</u>	69%	82%	76%	80%	89%
NI AVERAGE	58%	67%	77%	88%	106%

- BC/1** Percentage of domestic full plan applications receiving a first assessment within 21 days from date of receipt.
- BC/2** Percentage of non-domestic full plan applications receiving a first assessment within 35 days from date of receipt.
- BC/3** Percentage of resubmissions (amended plans/information) assessed within 14 days.
- BC/4** Number of completions per annum/ Number of commencements per annum expressed as a percentage.
- BC/5** Percentage cost recovery of the Building Regulations Service.

Borough Food Service Plan 2008-2009

INDEX

- 1.0 Introduction
 - 1.1 Service Aims and Objectives
 - 1.2 Links to Corporate Objectives and Plans
- 2.0 Background
 - 2.1 Profile of Ballymoney
 - 2.2 Organizational Structure
 - 2.3 Scope of the Food Service
 - 2.4 Demands of the Food Service
 - 2.5 Enforcement Policy
- 3.0 Review of Borough Food Safety Plan 2007/08
- 4.0 Service Delivery
 - 4.1 Food and Feedingstuffs Premises Inspections
 - 4.2 Food and Feedingstuffs Complaints
 - 4.3 Home Authority Principle
 - 4.4 Advice to Business
 - 4.5 Food and Feedingstuffs Inspection and Sampling
 - 4.6 Control and Investigation of Outbreaks and Food Related Infectious Disease
 - 4.7 Food Safety Incidents
 - 4.8 Liaison with other Organizations
 - 4.9 Food and Feedingstuffs Safety and Standards Promotion
- 5.0 Resources
 - 5.1 Financial Allocation
 - 5.2 Staffing Allocation
 - 5.3 Staff Development Plan
- 6 Quality Assessment
- 7 Review
 - 7.1 Review Against the Service plan

1.0 Introduction

With the introduction of the Local Government (Employment of Group Environmental Health Staff) Order 1994, a requirement was placed on councils to prepare a District Environmental Health Plan. This is an annual plan specifying the level of service to be provided by the Council and identifying the resources necessary to implement that plan. The Borough Services Directorate has operated to such plans since 1998 attempting to address the planned and reactive workloads of all the core functions of the department including Food Safety. The plan has been reviewed on an annual basis since that time.

As a result of the Food Standards Agency document "Framework Agreement on Local Food Law Enforcement" published in September 2000 and amended in March 2001, it has become necessary to develop a separate Food Service Delivery Plan. This document is the eighth such plan and amplifies the business planning issues already undertaken to date through the Health and Environmental Services planning process. It should be noted that the agreement document also relates to Feedingstuffs enforcement, which is not a Northern Ireland District Council function and has therefore not been considered in this plan. The plan has been written to reflect recent guidance contained in the revised Food Safety (Northern Ireland) Order 1991 Code of Practice issued June 2006

This plan adopted by Council on the ... May 2008, (Council Minute refers) has effect from 1st April 2008 until 31st March 2009. The plan has been prepared taking into account the review of the previous years document.

1.1 Service Aims and Objectives

The Borough Council through its Borough Services Directorate has the following aims and objectives for the delivery of its Food Service.

AIMS

To protect consumers of food by ensuring that all food manufactured, prepared or supplied within the District;

- Complies with the food safety requirements and is of the nature, substance and quality demanded;
- Is of an acceptable quality and composition and is accurately labeled, presented and advertised.
- To protect and promote the health of the public through health education, consumer awareness and participation in multi-disciplinary health promotion initiatives.

OBJECTIVES

In order to achieve these aims the following objectives have been set.

- To inspect all food premises, as per the recommended frequencies based on risk assessment, assess food-handling practices, identify hazards and take appropriate action to remedy problems identified.

- To inspect or implement an alternative enforcement strategy for all food standards premises, as per recommended frequencies based on risk assessment, to ensure that legal requirements are met in relation to the quality, composition, labeling and advertising of food.
- To carry out a proactive and reactive food sampling programme for microbiological and chemical examination.
- To undertake health promotion/education activities.

1.2 Links to Corporate Objectives and Plans

A new corporate plan is to be developed in 2008. The Food Safety Service of the Councils Borough Services Directorate is linked to the Councils mission statement, and the corporate goals and service objectives as described below.

The council's mission statement is: -

To improving the quality of life for all the citizens of Ballymoney Borough.

Delivery of an effective food service plan will have a direct influence on the quality of life.

The Council will provide best value services and facilities while dealing openly, equitably and honestly with all its stakeholders providing equal opportunities for all and enabling employees to acquire the skills necessary to fulfill their role with confidence.

In addition the following corporate objectives will have a bearing on the delivery of the Food Safety Service.

- To actively promote and encourage an attractive, clean, healthy, safe and secure environment.
- To ensure that acceptable, accessible and affordable local services are provided in a way that meets people's needs, and
- To work with others to promote environmentally sustainable, economic and social development in the Borough.

The department will also strive:

- To maximize the potential of all employees by ensuring the provision of suitable training and development opportunities.
- To implement new procedures as required by the Food Standards Agency.
- To continue to deliver services as agreed in the Borough Services Directorate Plan.

2.0 Background

2.1 Profile of Ballymoney Borough

According to the 2002 census, the Borough Council had an estimated population of 27 478. Ballymoney District Council was established in 1973 achieving Borough status in 1977. It covers 41,855 hectares being predominantly rural in character, bounded by the west by the river Bann and to the east by the uplands of the Antrim plateau. The town of Ballymoney is its main centre, and there are numerous small villages in the rural hinterland. Farming and the food industry are the mainstays of the local economy, but there are also manufacturing businesses associated with the textile industry, medical supplies and light engineering.

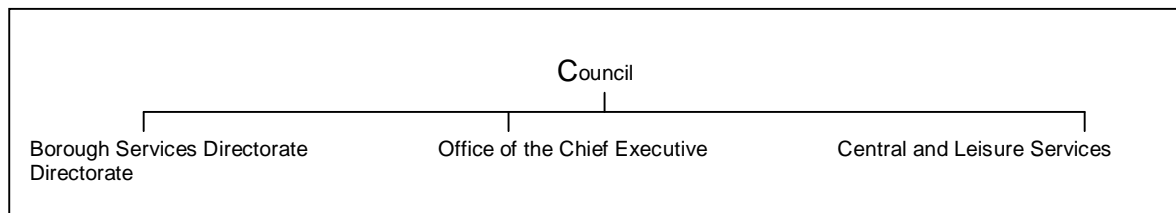
Local conditions, which have a bearing on the work of the Department, include: -

- Good transport infrastructure.
- Dominant Agricultural industry housing.
- Retail sector is the largest employer
- Increasing population base.
- Economy activity rates are high.
- Tourism during the summer months.

The Borough is currently undergoing a period of expansion particularly in the private housing sector. These growth activities though beneficial bring some problems, including noise from construction; problems with new and existing sewerage services, and a general increase in demand for services of the Department e.g. food, nuisance and occupational health and safety control.

2.2 Organizational Structure

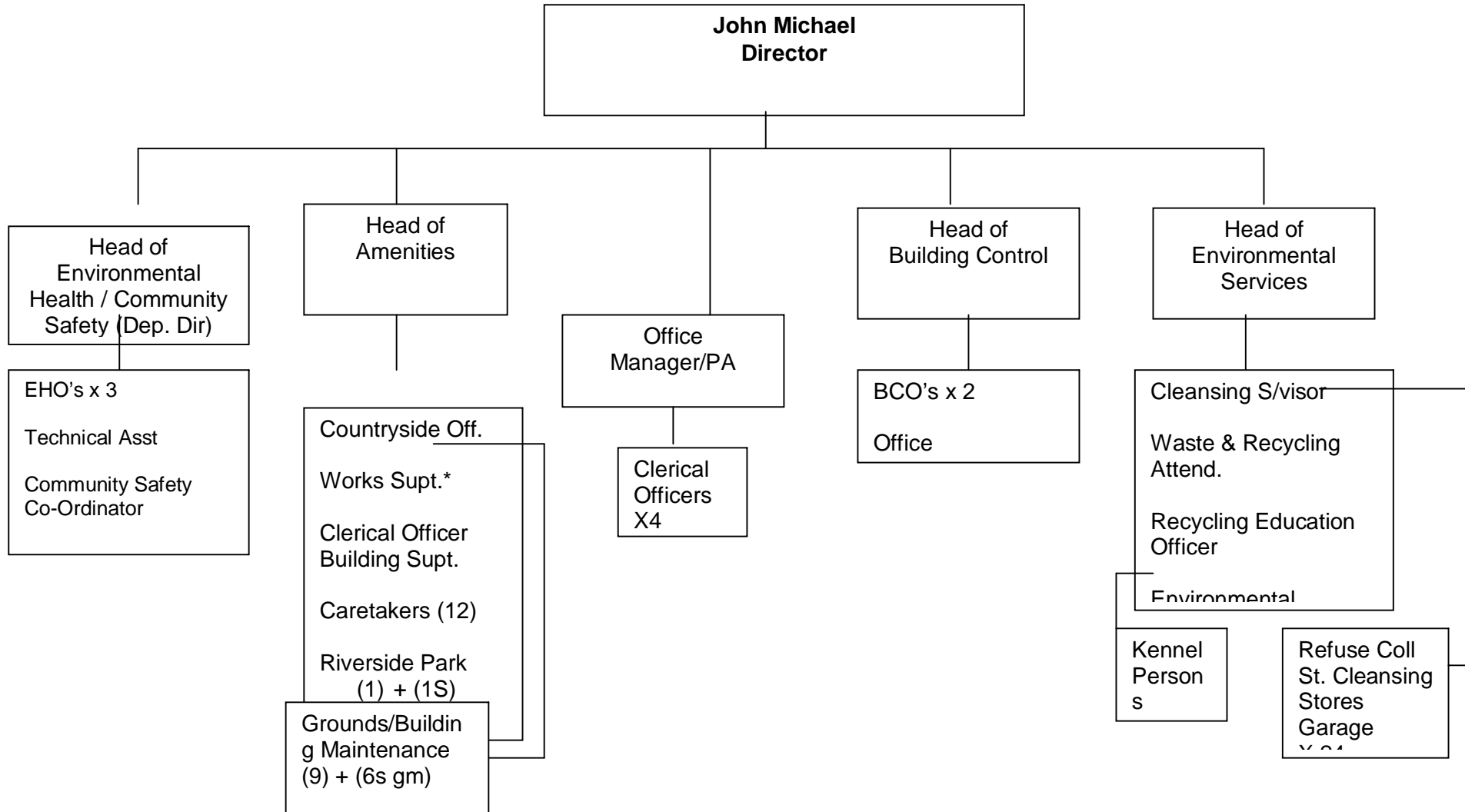
The Director of Borough Services reports Food Service issues to the Council via the Health and Environmental Services Committee, which is one of three, standing member committees.



Powers concerning the delivery of the food service function except the institution of legal proceedings have been delegated to appropriate members of staff in accordance with FC REP C008 Guidance on the assessment and documentation of competence of authorized food officers.

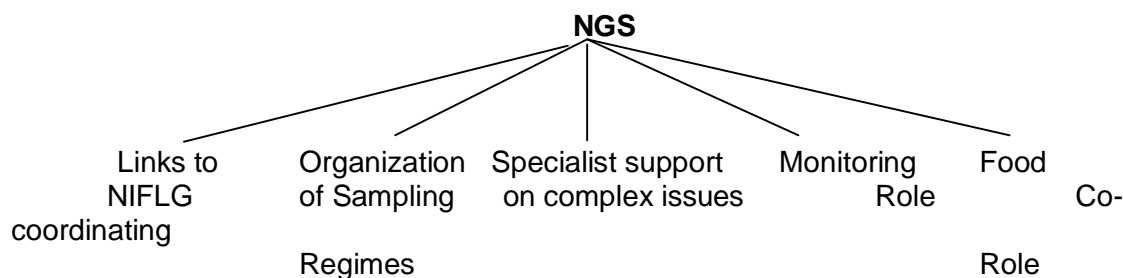
The organizational structure of the Borough Services Directorate is as follows.

BOROUGH SERVICES DIRECTORATE



Specialist Services

The Council avails of the following services: -



Public Health Laboratory
Virology Laboratory at R.V.H.
Antrim Area Hospital Laboratory
Causeway Laboratory
Department of Agriculture and Rural Development
Public Analyst
Private Laboratories
NHSSB and CDSC
North Eastern Education and Library Board
Food Standards Agency
Department Of the Environment
Chartered Institute of Environmental Health

Access to specialist advice is also available from the following: -

Collindale
 Campden & Chorleywood
 LACORS
 HPA
 Legal representatives.

Other departments within the local authority may also be used as and when required.

2.3 Scope of the Food Service

The department is responsible for the enforcement of the Food Safety (N.I.) Order 1991, approved Code of Practice and ancillary legislation made thereunder. This will be achieved by, audits and inspections, alternative enforcement strategies, response work, sampling, service management and service promotion.

Food inspections are generally carried out on their own, but low risk premises may be inspected in conjunction with low risk health and safety inspections, through liaison with the Deputy Director of Borough Services

2.4 Demands of the Food Service

With respect to the current year the Borough Council has 269 food premises currently open for which the authority has food enforcement responsibility. They fall into the following usage categories

O.C.D. Code	No. Of Premises Food Standards	No. Of Premises Food Hygiene
A - Producers	1	1
B - Slaughterhouses	2	1
C - Manufacturers/Processors	12	9
D - Packers	1	1
E - Importers/Exporters	0	0
F - Distributors (including wholesalers And transporters)	9	9
G - Retailers	86	86
H - Restaurants and Other Caterers	158	158
I - Materials and Articles Manufacturers and Suppliers	0	0
J - Manufacturers mainly selling by Retail	0	0
Total	269	265

Vertical Directive Premises

There are 3 approved premises within the Borough.

1 Meat Products, 1 Meat Preparations and 1 Dairy Products Premise.

Home Authority Premises

The Council acts as home authority for 11 premises.

Cold Stores

There is 1 cold store in the Borough.

Current Issues

Current issues, which are liable to impact on the demands of the service in the forthcoming year, are: -

- Special Events
 - Ballymoney Agricultural Show
 - Street trading events
 - Ballymoney Market
- Promotion
 - Safe Food Better Business – Catering for South Asian and Chinese Premises
 - Allergy Awareness
 - Eat Safe Award Scheme
 - Training delivery to industry
 - Investing for health initiatives
 - National Food Safety Week
- Legislation
 - Revised Code of Practice to be issued May/June 2008
- FSA
 - New Local Authority Enforcement Monitoring System (LAEMS)
- Miscellaneous
 - Unrated Premises
 - Introducing new work systems and record keeping
 - Human Resources
 - Increasing use of Councils website
 - NCEHO Food Sub Group Work Plan
 - Investigate the potential for nutrition and community based projects in the Borough in conjunction with NIFH Tackling Obesity Partnership
 - Hygiene Rating Scores

These issues will necessitate a higher percentage time spend and officer expertise.

Service Delivery Points

The service is available from Monday to Friday inclusive during the hours of 9.00 am to 5.00 pm at the Council Offices at Riada House, 14 Charles Street Ballymoney BT53 6DZ Tel No 028 2766 0257. During these hours officers can be accessed either via the above telephone number or by direct dial and voicemail or alternatively by email, food@ballymoney.gov.uk. In addition it is also possible to make service requests and enquiries through the Council's web site. An out of hours emergency service now operates on a rota basis between 5.00pm and 9.00am weekdays and 24hours weekends and Bank holidays Tel No 07775 938003. Planned out of hours work is carried out as directed by the Director of Borough Services.

2.5 Enforcement Policy

The Borough Council has adopted an Enforcement Policy, and Enforcement Concordat revised August 2007 (Council minute 866.6 and committee minute 331.11 refer) to ensure consistency of approach. This policy which includes arrangements where the Council operates a food business, may be accessed via the Councils website, www.ballymoney.gov.uk. In addition, food businesses and the general public are given the opportunity of consulting our policies at any reasonable time.

3.0 Food Service Review April 07 – March 2008

3.1 Introduction

A review of the food service delivery has been completed for the months April 07 – March 2008. A total of 1600 officer hours were devoted to the delivery of the food service.

3.2 Performance

- **Inspections**

A total of 172 food hygiene inspections were due between April 07 – March 2008. A total of 107 (62%) were actually completed.

Risk Category	Planned Inspections	Completed Inspections	Rescheduled Inspections	Closed Premises
A	12	8	3	1
B	49	43	4	2
C	73	42	29	2
D	34	14	20	1
E	4	0	3	1
Total	172	107	59	7

A total of 52 food Standards inspections were due between April 07 and March 2008. A total of 24 were actually completed.

Risk Category	Planned Inspections	Completed Inspections	Rescheduled Inspections	Closed Premises
A	1	0	1	0
B	22	9	7	1
C	29	15	18	0
Total	52	24	27	1

The discrepancy in inspections for food hygiene and food standards is largely due to the introduction of Smoke Free Legislation in April 2007. A large percentage of officer time was used to advise workplaces regarding this legislation and to assess compliance.

In addition to the above planned inspections a total of 13 inspections were carried out on new premises, in relation to food hygiene and food standards.

- **Revisits**

It is never possible to predict with complete accuracy the number of revisits needed. However for the report period a total of 30 food hygiene revisits were carried out, primarily within category A and B premises.

- **Food Safety Incidents**

Food Incidents occur on a random basis throughout the year. An estimate of the number of food safety incidents is made based on the number received in previous years.

Category	Number received April 06 - March 07	Actual received April 07 – March 08
For Action	3	0
For Information	58	52

- **Food Complaints**

The estimated number of food complaints was based on the number received in 2006/07, which were 10. During the months April 07 – March 2008 a total of 7 food complaints were received. To date none of these complaints resulted in formal action, however it should be noted that some investigations are ongoing.

- **Advice to food businesses**

The number of advisory visits estimated in the plan for 2007/08 was 115 for food hygiene and food standards. This was based on previous years figures. The number of advisory visits completed between April 07 – March 2008 was 93.

- **Food Poisoning**

During April 07 – March 08 no outbreaks of food poisoning occurred, however 1 investigation of a sporadic incident took place.

- **Voluntary Surrender/Unsound food**

No Voluntary surrenders occurred during the report period.

- **Sampling**

	Planned April 07 – March 08	Actual April 07 – March 08
Bacteriological	72	74
Chemical	48	48
Water from Food Premises	72	78

The above shows the number of samples, which were planned from April 07 to March 2008 and the numbers that were actually taken. Chemical samples include those that have been taken as part of sampling surveys and food complaints. In addition a Food Standards Technician has been made available to the council who has helped to bring labelling within bakeries and butchers up to standard. Follow up sampling has therefore been undertaken following this.

- **Training Courses/Community Activities**

During the report period the following number of training courses were delivered:

Activity	Planned	Actual	Number of Persons Trained
Level 2 Award in Food Safety in Catering	2	3	38
Intermediate Certificate	1	0	0
Update Course	1	1	13
<i>Total</i>			51

There were no Intermediate courses held, as there was no demand. In addition only one update course was undertaken as there were insufficient numbers. In addition to the above, several community-based activities were carried out.

Cook It! Project	This involved speaking to delegates about food safety matters relevant to the home
Ballymoney Show	This involved using the UV Light box to demonstrate to the public the importance of washing hands
Ballybogey Comm Asso	Again this involved speaking to the over 50's club regarding food safety in the home. This was done through a quiz
Mission: Possible	this was conducted in a local primary school and involved lessons in the classroom, followed by experiments carried out in the home.
Health Fair	This involved providing information on food safety to attendees at the health fair. In addition the UV box was used to demonstrate effective hand washing
Turkey Leaflets	A number of Christmas Turkey Leaflets were circulated to premises through out the Borough for distribution to the general public in the run up to Christmas.
Childminders Talk	A talk regarding food safety in childminders was carried out in conjunction with Coleraine Borough Council.

- **Staff Development**

District Environmental Health Officers attended the following courses and information sessions in relation to food safety: -

Tackling Obesity Together
Food Standards Training
Advanced Diploma in Health and Nutrition
Imported Food Control

- **FSA Coldstore Audit**

The recommendation identified in the FSA Audit carried out December 2006 were completed in full during the plan period to the satisfaction of the Agency and confirmed in writing on the 15th February 2008.

- **Review**

The 07/08 plan specified that regular reviews on the plan would be carried out. These were not completed as identified. However an action plan has been devised specifying improvements and will be incorporated in this current plan.

4.0 Service Delivery

4.1 Food and Feedingstuffs Premises Inspections

The Council intends to carry out food hygiene and food standards inspections for compliance with the Food Safety (NI) Order 1991 at a minimum frequency as determined by the risk assessment scoring schemes contained in the Code of Practice and other centrally issued guidance.

Following the review of the 2007/2008 food service plan consideration may be given to the implementation of an alternative enforcement strategy. It should be noted that a revised Code of Practice (COP) is to be issued May/June 2008, which details interventions and the circumstances in which they are applied. Interventions are activities which are designed to monitor, support and increase Food Law compliance within a food establishment e.g. inspections, monitoring, surveillance, verification and alternative enforcement. In light of the new COP the Food Service Plan may need to be reviewed to include such interventions in six months time.

Where appropriate Food Hygiene, Food Standards and Health and Safety inspections will be combined in the interests of efficiency. The Council intends to inspect, approve, register and licence relevant premises. The timing of inspections will be carried out to reflect the hours of operation of the business whether or not this coincides with the Councils normal hours of work.

The Council intends to carry out food hygiene and food standards activities in accordance with the following approved policies: -

- Home Authority Principle
- Enforcement Policy
- Enforcement Concordat.

During the year 2008/09 the planned number of inspections is as follows:

FOOD HYGIENE INSPECTIONS

Risk Category	Frequency	Number of Tasks (Including Outstanding)	Task Time (hrs)	Total Hours
A	6 months	8	6	48
B	12 months	49	4	196
C	18 months	94	3	282
D	24 months	45	2.5	112.5
E	36 months	11	2.0	13
F	60 months	0	1.75	0
T O T A L		207		651.5

FOOD HYGIENE RE-VISITS

Risk Category	Frequency	No. Of Tasks	No. Of Revisits	Task Time (Hrs)	Total Hours
A	100%	8	8	2.0	16
B	50%	49	25	1.25	31.25
C	30%	94	28	1.25	35
D	25%	45	11	1.25	13.75
E	15%	11	2	1.0	2
F	8%	0	0	1.0	0
TOTAL		207	64		98

NOTE - Frequency = Percentage of No. of inspections.

FOOD STANDARDS INSPECTIONS

Risk Category	Frequency	No. Of Tasks	Task Time (hrs)	Total Hours
High	12 months	1	5	5
Medium	24 months	38	3	114
Low	60 months	26	2	52
TOTAL		65		171

FOOD STANDARDS RE-VISITS

Risk Category	Frequency	No. Of Tasks	No. Of Revisits	Task Time (hrs)	Total Hours
A	100%	1	1	1.75	1.75
B	25%	38	10	1.0	10
C	10%	26	3	1.0	3
TOTAL		65	14		14.75

NOTE - Frequency = Percentage of No. of inspections.

Additional time spends for food hygiene and food standards for more specialist/complex premises: -

Category	No. Of Premises	Additional Time Spend	Total No. Of Hours
Vertical Directive Premises	3	20 hrs/premises/year	60
Cold Stores	1	3hrs/premise	3
Special Events		40 hrs	40
Eat Safe Award Scheme		20 hrs	20
New Work Systems/Record keeping		150 hrs	150
Inspection of new premises		20hrs	20
Complaints re premises		20hrs	20
Special attention on food standards issues		300hrs	300
TOTAL			613

The Council will seek additional specialist services from Northern Group Systems (Environmental Health) for specialist or complex processes to ensure competent inspections are carried out. Other expertise to assist with such activities may be obtained from outside agencies as outlined in paragraph 2.2 "Organizational Structure".

4.2 Food and Feedingstuffs Complaints

The Council intends to fully implement the approved food complaints policy and procedure. The likely demands on the service are based on 2007/2008 figures, as detailed below.

Year	Number of Complaints	Task Time (Hrs)	Total Hours
2007/2008	7	5.0	35

3.3 Home Authority Principle

The Council intends to fully implement the approved Home Authority Principle, policy and procedure. In addition to the resources in paragraph 3.1 it is estimated that the following additional resource is required.

Number of Home Authority Premises	Task Time (Hrs)	Total Hours
11	5.0	55

4.4 Advice to Business

The Council intends to provide advice to businesses in line with the approved Enforcement Concordat policy. The likely demands on the service are based on last year's figures, as detailed below.

Year	Number of Advisory Visits	Task Time (Hrs)	Total Hours
2007/2008	93	1.0	93

The following training initiatives may be available to businesses as required.

Course	Teaching Time (hrs)	Admin/Travel Time (hrs)	Total Hours
CIEH Level 2 Award in Food Hygiene in Catering (4)	24	48	72
General Food Hygiene Talks (as requested)	6	6	12
Community Food Project	6	6	12
		Total Hours	96

4.5 Food and Feeding stuffs Inspection and Sampling

The Council intends to fully implement the approved chemical and microbiological sampling policies and programmes in accordance with the NIFLG document - Food Sampling Policies and Associated Guidance November 1998.

The Council intends to implement its enforcement policy and enforcement concordat where sample results are not considered to be satisfactory.

The Council has appointed Public Analysts to carry out analysis of food samples procured from within the Council area.

The Public Health Laboratory at Belfast City Hospital will carry out examination of food samples procured from within the Council area.

Microbiological Sampling Programme

The number of samples to be taken under each of the following headings have been allocated specific sampling days and from specific premises in accordance with the provisions of Sampling procedure document FC/PRO/C007. It should be noted that this reduced sampling quota may be reviewed in light of the Public Health Laboratory capacity.

No. Of Food Samples	No. Of Drinking Water Samples	Task Time (Hrs)	Total Hours
72	72	0.5	72

NOTE - Swabs may be taken in special circumstances, e.g. investigation of food poisoning outbreaks, and under guidance from the Public Health Laboratory.

Chemical Analysis Programme

Number of Formal Samples	Task Time (Hours)	Total Hours
0	1.0	0

Number of Informal Samples	Task Time (Hours)	Total Hours
48	1.0	48

4.6 Control and Investigation of Outbreaks and Food Related Infectious Disease

The Council will investigate all outbreaks and food related infectious disease in accordance with the NHSSB, NGS (Environmental Health) and Northern Chief Officers Forum procedures in outbreak control and sporadic food borne illness.

Whilst it is not possible to predict the demand on resources arising from outbreaks, trends over previous years throughout the Northern Group area would indicate a time spend of 50 hours per investigation. This may increase appreciably depending on the scale of the outbreak and any enforcement action arising.

Outbreak Investigation

Number of Outbreaks	Task Time (Hours)	Total Hours
0	50	0

Sporadic Investigation

No of referrals from NGS/direct notification 2007/2008	Task Time (Hours)	Total Hours
12	4.0	48

4.7 Food Safety Incidents

The Council will respond to food alerts in accordance with the new Code of Practice and the Northern Chief Officers Forum approved Food Hazard Warning Procedure No.4. The likely demands on the service are based on the previous year is as detailed below.

(a) Food Alerts

Number of food alerts - For Action 2007/2008	Task Time (Hours)	Total Hours
0	7.0	0

Number of food alerts - For Information Only 2007/2008	Task Time (Hours)	Total Hours
52	0.5	26

(b) Voluntary Surrender/Unsound Food

Number of Tasks 2007/2008	Task Time (Hours)	Total Hours
0	5.0	0

4.8 Liaison with Other Organizations

The food section within the Borough Services Department of Ballymoney Borough Council is linked to other Council Departments as per Organizational Structure (Section 2.2). These internal liaisons are augmented by direct contact with other external agencies and other Councils within the Northern Group area.

Each District Council within the Northern Group area participates, at chief officer level, in the Northern Chief Environmental Health Officer's Forum together with representatives from Northern Group Systems (Environmental Health). This Forum ensures a consistent approach to the food function across the 10 District Councils comprising the Northern Group area. The Forum has a Food Sub Group, comprising food specialist representatives from each of the 10 District Councils and Principal EHO (Food), Senior(Food) from Northern Group Systems.

Specialist support to the District Councils in the food function is available from Northern Group Systems through the Principal EHO (Food) and a Senior EHO (Food).

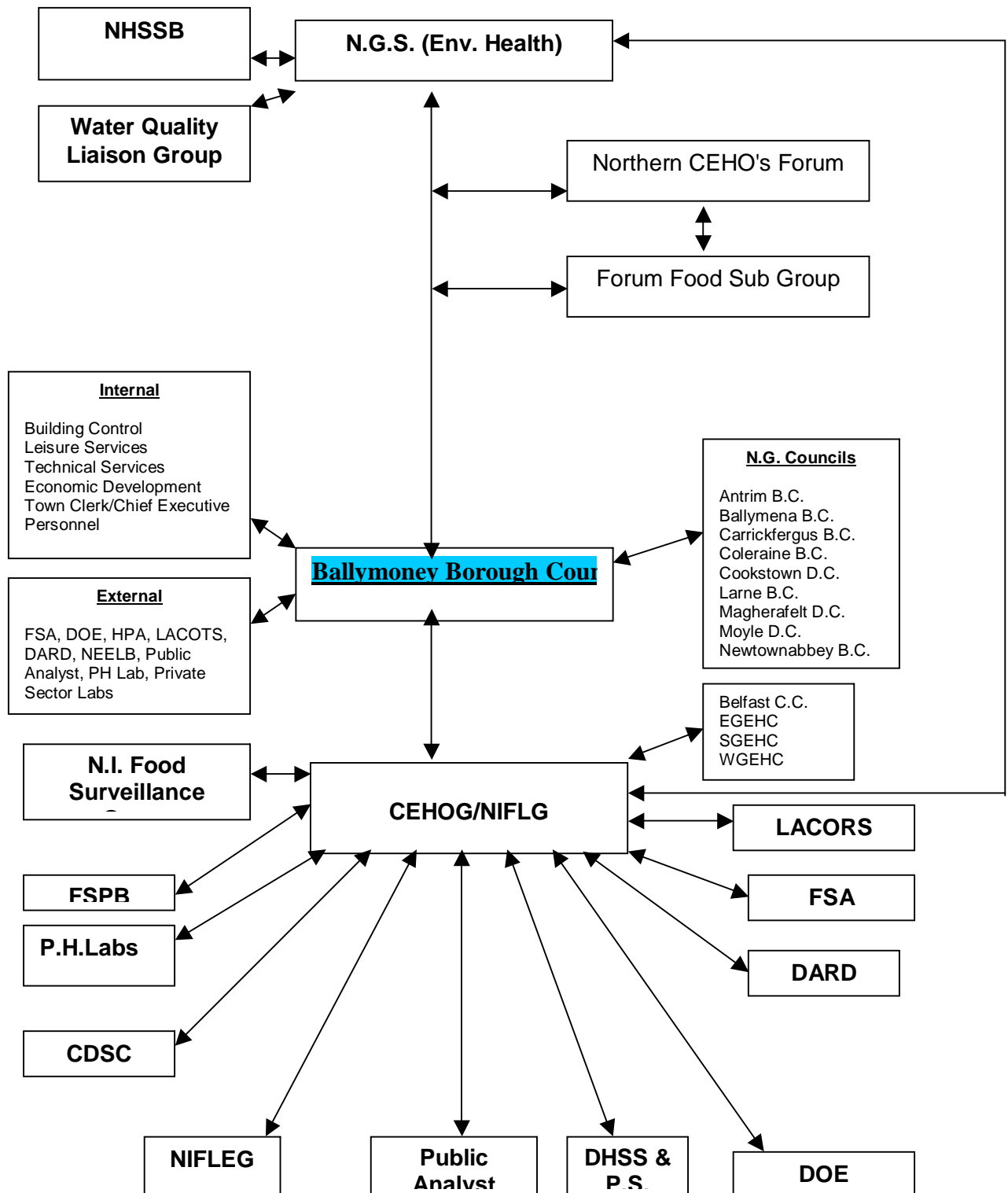
Province wide all District Councils and Groups participate in the Chief Environmental Health Officers Group, which formed a sub-group, the Northern Ireland Food Liaison Group (NIFLG). The NIFLG comprises Principal Officers (Food) from the four groups, Head of Consumer Protection (Belfast City Council) and a representative from the District Councils. The NIFLG interacts with various Government Departments and Agencies to ensure a consistent approach to the food function province-wide. It is also an integral part of LACORS with representation on both LACORS food hygiene and food standards committees. This approach ensures consistency across the UK. Other UK wide consistency is evident when e.g. FSA (NI), CDSC (NI), representatives from Public Health Laboratory etc. address this group on common issues within the food function.

An example of an all Ireland approach is where the Food Safety Promotion Board addresses communicable disease control on an all Ireland basis involving, amongst others, the NHSSB, NGS and District Councils.

Finally there is access for Ballymoney Borough Council to UK and all Ireland implementation of food legislation through CEHOG, NIFLG and NGS. This flow of information is both from and to District Councils via NGS, NIFLG and CEHOG.

Estimated Resource Allocation :- 50 hrs

4.8 Liaison with Other Organizations



LIAISON WITH OTHER ORGANISATIONS CHART- KEY TO ABBREVIATIONS

CDSC	Communicable Disease Surveillance Centre
CEHOG	Chief Environmental Health Officers Group
DARD	Department of Agriculture and Rural Development
DHSS&PS	Department of Health, Social Services and Personal Services
DOE	Department of the Environment
EGEHC	Eastern Group Environmental Health Committee
FSA	Food Standards Agency
FSPB	Food Safety Promotion Board
HPA	Health Promotion Agency
NIFLEG	Northern Ireland Food Liaison Enforcement Group
LACORS	Local Authorities Co-ordinating Body on Food & Regulatory Standards
NEELB	North Eastern Education and Library Board
NHSSB	Northern Health and Social Services Board
NIFLG	Northern Ireland Food Liaison Group
NGS	Northern Group Systems (Environmental Health)
PH Labs	Public Health Laboratory
SGEHC	Southern Group Environmental Health Committee
WGEHC	Western Group Environmental Health Committee

4.9 Food and Feedingstuffs Safety and Standards Promotion

The following promotional activities will be undertaken: -

Food Safety Week (Food Link)	50 hrs
Christmas Promotions (Turkey Leaflets)	10 hrs
Promotional Literature on Guidance on good practice	20 hrs
Allergens in foodstuffs	20 hrs
Council Newsletter	20hrs
Press Releases	10hrs
Investing for health	50hrs
Council website	50hrs
Total Hours	230 hrs

The effectiveness of the promotions will be assessed using e.g. the evaluation methodology available for Food Safety Week, response levels to competitions and follow-up surveys of representative samples of those involved.

Departmental Officer Resource Needs

The resource available in terms of officer hours for the above service delivery is as follows: -

Officer	Available Hours
DBS (2.5% of 1600 hrs)	40
DDBS (10% of 1600 hrs)	160
District EHO's (110% of 1600 hrs)	1760
Northern Group	??
Technical Assistant (5% 1600 hrs)	80
Total Available Hours	2040

Section 4, 5, 6 & 7 below indicates a time spend of **2581.25** hrs on the food function. A shortfall of **541.25** hours is estimated within the current staffing arrangements to deliver the service plan. It will therefore be necessary to prioritise planned actions as appropriate.

5.0 Resources

5.1 Financial Allocation

Overall Departmental Budget

Expenditure	£71,000
Income	£15,700

The Performance Indicators as required by the Local Government Auditor are presented for the year 2006/07 as far as they relate to the food function.

The Food Service Best Value Matrix score for the year 2006/07 was as follows:

Environmental Health							
Food Safety							
EH/1	Departmental management						A

EH/2	Service delivery	A
EH/3	Quality controls and review	A

5.2 Staffing Allocation

No. of Full Time Equivalent Clerical Staff = 1 Food Hygiene/Standards

No. of Full Time Equivalents = 1.6 Food Hygiene

Officer	Full Time Equivalent	Cat A	Cat B	Cat C	Cat D	Cat E	Cat F
J Michael	0.025		√	√	√	√	√
B Edgar	0.1		√	√	√	√	√
J. Freeburn	0.85	√	√	√	√	√	√
L. O'Brien	0.2	√	√	√	√	√	√
D Gavin	0.15			√	√	√	√
W Kirkpatrick	0.05						
Group Officers	0.21	√	√	√	√	√	√

No. of Full Time Equivalents = 0.21 Food Standards

Officer	Full Time Equivalent	High	Medium	Low
J Michael	0			
B Edgar	0			
J. Freeburn	0.1	√	√	√
L. O'Brien	0.025	√	√	√
D Gavin	0		√	√
W Kirkpatrick	0			
Group Officers	0.085	√	√	√

The above table has been completed having given due cognizance to the competence records required under procedure FSP 001 titled "Authorisation of EH Staff", and the relevant guidance within the revised Code of Practice.

It should be noted that NGS have successfully received funding for Food Standards Technicians to work with local businesses to promote and support the identification of product lines where a reduction in sodium is possible. This will be in premises primarily manufacturing bread, meat and cheese.

5.3 Staff Development Plan

All staff within the Food Section will be encouraged to identify training needs in conjunction with the Director and Deputy Director on an annual basis. These needs are recorded and prioritised within an annual plan.

In addition training needs may arise outside the annual review due to changing workloads, staff movement and legislation.

Such additional training needs may be accommodated within a Group Training Plan and/or the NI Training Officers' Plan or the department's own training budget.

All training courses and programmes are assessed both by the officer and management to ensure the training objectives have been met and implemented.

For the plan period, the training programme as agreed by NCEHOF training sub group (yet to be published) for 2008/2009 is proposed.

In addition, should the need arise or particular courses become available, ad hoc training will be provided within current budgetary constraints following a training needs analysis by the DDBS.

Time : 130hrs

6.0 Quality Assessment

The primary function of Local Government enforcement work is to protect the public, the environment and groups such as consumers and workers. It is of great importance that all relevant duties of the department are carried out in an equitable, practical and consistent manner.

To ensure a consistent approach by all staff, regular monitoring will be carried out by DDBS and the Director of Borough Services. The format, details and responsibilities of monitoring are detailed below.

(a) DDBS

On a monthly basis the DDBS will monitor the contents of one randomly selected file per officer. This will involve examination of inspection notes and proforma, premise plans where applicable, risk scores, file notes, correspondence etc.

Annually, each officer will be accompanied by a competent person during a routine visit to assess inspection methods, standards communication skills etc, such as EC Food Premises, Home Authority premises and Lead Authority premises.

Points arising from monitoring will be discussed with the individual officer at the time, and where appropriate at the next team meeting. This will allow all staff to benefit from the monitoring exercise and help to achieve consistency.

The DDBS will advise the Director of points arising from the monitoring exercise and any corrective action taken.

The DDBS will carry out monthly management checks as to plan progress e.g. planned v actual inspections, outstanding inspections, complaints received/completed, number of advisory visits, planned promotions etc. and discuss with all officers during a formalised meeting each month.

At this meeting consultation regarding all other aspects, which may have a bearing on departmental performance, e.g. staffing levels, distribution of workloads etc. will be carried out and reported to the Director of Borough Services.

(b) Director of Borough Services

The Director of Borough Services shall keep himself informed via regular meetings with the DDBS regarding plan performance.

Time : 100hrs

7.0 Review

7.1 Reviews against the Service Plan

It is intended that the plan be reviewed in the following manner.

- (a) The DDBS in conjunction with the District Environmental Health Officers at a planned team meeting will carry out a monthly review.
- (b) The DDBS will advise the Director of Borough Services on a quarterly basis.
- (c) A six monthly review will be carried out by the DDBS and the Director Borough Services incorporating a review of progress against the plan and at the rate setting exercise.
- (d) An annual report will be provided to Council via the Health and Environmental Services Committee at the end of the plan period reporting variances and the reasons for those variances.
- (e) An improvement plan will be drawn up and incorporated into the next Food Service Delivery plan as required.

Time : 50hrs

Ballymoney Borough Council

Health and Environmental Services Department

HEALTH & SAFETY SERVICE PLAN 2008-2009

1.0 SERVICE AIM

The Health and Safety Service aims and objectives have been set by considering:-

- Corporate strategic objectives
- The HELANI Strategic Plan
- The Health and Safety Commissions (HSC) Strategy for Workplace Health and Safety to 2010 and beyond.
- Investing for Health Strategy
- Local needs and priorities.

This plan supports the HELANI strategy which directs enforcing authorities to focus resources on high risk areas where we can have the greatest impact and to ensure there is an appropriate balance in the tools that we use to secure compliance, i.e. promotion, provision of information and advice and enforcement.

1.1 Health and Safety- Enforcement Sector

The Council through its Borough Services Directorate is responsible for the enforcement of the Health and Safety at Work (Northern Ireland) Order 1978, approved codes of practice and ancillary legislation made there under.

Through this statutory responsibility, the Councils aim is to

Secure the Health, Safety and Welfare of persons at work and the Health and Safety of other persons affected by work activities in the Council enforced Business sectors.

This will be achieved through individual or a combination of the following intervention methods:

- Proactive audits, inspections and revisits of premises
- To maintain and continually update a register of all premises where the service enforces health and safety legislation.
- Investigation of complaints regarding workplace conditions /activities.
- Health and Safety Education and Promotion.
- Provision of business specific information.
- Enforcement action (informal/formal).
- Self-inspection questionnaires (Low Risk Premises).
- Seminars.
- Provision of Advice.
- Planned enforcement initiatives in conjunction with HSENI were required.
- Joint working with Food, Consumer Protection and Licensing.
- To register and issue relevant documentation in respect of Amusement Permits.
- Proactive Smoke Free compliance visits.

- Smoke free advice and guidance.
- Smoke free Enforcement action (informal/formal).

1.2 Health and Safety- Corporate

The Borough Services Directorate will assist other Directorates/Officers and respective Heads of Service in the Councils overarching statutory obligation as an employer in accordance with the Health and Safety at Work (Northern Ireland) Order 1978, approved codes of practice and ancillary legislation made there under to

Secure so far as is reasonably practicable, the Health, Safety and Welfare of persons at work of all Council employees and the Health and Safety of other persons affected by Council work activities.

A structured Corporate Health and Safety work programme will be devised to review all activities within the Borough Services Directorate to assist each head of Department to initiate a formal review of Health and Safety procedures and practices within each section function namely, Environmental Services, Building Control, and Amenities.

A review of corporate health safety will be instigated within the Council throughout this year. A plan will be devised and delivered to coincide with the Council's new corporate plan. Areas of work within corporate Health and Safety plan will be targeted to the highest areas of risk within the remit of the Borough Services Directorate.

The Corporate Manslaughter and Corporate Homicide Act 2007 came into force on 6 April 2008. It creates a new statutory offence of 'corporate manslaughter'.

Employers must think about how risks are managed. The offence does not require organisations to comply with new regulatory standards, but the organisation should ensure they are taking proper steps to meet current legal duties.

The corporate health and safety plan will facilitate the ongoing work within the following areas:

- Promoting health, safety and welfare as a key corporate business objective.
- Proactive audits, inspections of council facilities.
- Investigation of accidents/complaints.
- Provision of suitable and sufficient risk assessments in areas that pose the highest risk.
- Health and safety education of staff Corporate Management team.
- Provision of advice to the relevant Heads of Service surrounding the requirements of the Safety of Sports Ground (NI) Order 2006.
- Provision of Advice and consultation with employees were necessary.
- Joint working with Directorates and Heads of Service in promoting health and safety.
- Review of health, safety and fire risk assessments within Directorate's remit.
- Revising the Health and Safety Policy to be reflective of the Organisation.

2.0 KEY WORK PROGRAMME

Health and Safety- Enforcement Sector

In order to achieve this aim the following Health and Safety activities are to be carried out in the business enforced sectors between 1st April 2008 and 31st March 2009. Planned programme of inspections will be in accordance with LAC 67/1 (Rev 3) Advice to Local Authorities on Intervention Programmes and an Inspection Rating System.

Pro-active out of hours smoke free compliance visits will be conducted throughout the year based on the number of complaints received by the Borough Services Directorate.

There has been a shift in focus of local authority health and safety enforcement to reflect the new approach to develop more effective interventions. It will require priority to be given to partnership projects, special interventions and the planning and implementation of a regular programme of visits to the highest hazard/risk premises, focusing on a topic based inspection approach.

The topic based inspection approach focuses resources to where they are likely to have the greatest impact on those key topic areas (priorities) which have been identified as contributing the highest rates of accidents/incidents and ill-health.

The table below details the planned programme of inspections for 2008-09 and included are the tasks carried forward from previous years. This table is based on the 2007/08-premise profile by risk. These figures will be reviewed taking into consideration outstanding inspections as of 31st March 2008 and the completion of the LAE 1 return to HSENI form for 2007/08.

INSPECTION ACTIVITY

<u>Risk Category</u>	<u>No · Of Pr e mi se s</u> (based on LAE1 form for 2006/07 premise profile)	<u>Inspection Period</u>	<u>Planned Inspections 2008-09</u>
A	2	Not less than once per year	2
B1	30	Not less than once per 18 months	8
B2	68	Not less than once per 2 years	21
B3	92	Other intervention strategies but (review after 3 years)	37
B4	96	Other intervention strategies but (review after 5 years)	8
C	114	Other intervention strategies	4
Total	402	Total	80

2.1 Inspection all High Risk Premises (category A, B1 and B2). Some of these premises will be chosen for sliced audits in one or more of the priority areas, namely:-

- Work related Stress
- Musculo-skeletal disorders (Back Injury/ Work Related Upper Limb Disorders)
- Workplace transport
- Slips, trips
- Falls from height
- Asbestos

- Vulnerable workers.
- Noise at Work (Entertainment Sector)

The premises risk rating will be updated after a topic-based inspection. The remainder of the planned programme will be inspected as pre normal general inspection.

PERFORMANCE TARGET:

100% of High Risk Premises (category A, B1 and B2) inspected = 31 premises

Officers Responsible: DEHO's

2.2 All low risk premises (category B3, B4 and C) will be subject to alternative enforcement strategy. This may include an invitation to attend a health and safety information seminar, issuing self-assessment questionnaires/surveys or review of accident/complaint data. Opportunities to conduct joint enforcement visits with food/consumer protection will also be considered.

PERFORMANCE TARGET:

75% of low risk premises B3, B4 and C due for inspection will be subject to alternative enforcement strategies.

10% of premises will still be inspected to show committment to enforcement action.

Officers Responsible: DEHO's

Visits to new or previously unregistered premises

Additional inspections will always arise during the year by virtue of new business start-ups, major alterations/refurbishments and requests for inspections. A risk rating will be applied to premises once a visit has been made.

Revisits

Revisits to premises to check compliance will not normally be carried out. They will only be undertaken where the initial inspection has not been concluded or where there is a possible risk of injury or were a visit is necessary to gather evidence, take enforcement action or check compliance with enforcement notices.

3.0 HELANI STRATEGIC PLAN

The Borough Council plans to contribute to the following priority issues identified in the Health & Safety Executive/Local Liaison Committee (HELANI) Strategic plan. Specific risk areas identified are-;

- Musculoskeletal Disorders
- Work related Stress
- Asbestos
- Falls from height
- Workplace transport
- Slips and Trips
- Vulnerable Groups

The service is represented on the Northern Group's Chief Officers' Health, Safety and Licensing Sub Group, which meet quarterly. This allows the service to ensure consistency and effectiveness of enforcement practice as well as maintaining established links with HSENI and other local authority enforcement officers.

3.1 **Participation in a regional enforcement initiative surrounding musculoskeletal disorders (Back injury & WRULDs)**. Targeted inspections raising the awareness of the importance of proper manual handling techniques to reduce back injury. Continued support for the Backs NI initiative.

3.2 **Participation in promotional initiatives surrounding asbestos**. Work within this area is ongoing and involves raising the profile of the risks associated with asbestos with a number of businesses in the Ballymoney Borough Council identified as having Asbestos Containing Materials. Those businesses will be furnished with the relevant support and information in order to assist them in complying with the Control of Asbestos at Work (NI) Regulations 2007.

3.3 **Participation in promotional initiatives to support Business with their legal duties to vulnerable workers** (i.e. migrant workers, expectant mothers and the Young).

3.4 **Promotion of smoke free workplaces** to help comply with the Smoking (NI) Order 2006.

3.5 **Raising awareness in the entertainment sector of the new noise action levels** laid down in the Control of Noise at Work Regulations (NI) 2006.

3.6 **Working with schools** in relation to young workers in partnership with health promoting schools to increased awareness amongst young workers of workplace risks.

3.7 **Specific Health and safety inspections targeted on the Gas Wise initiative in catering premises in 2008-09.**

3.8 Where resources are available support and coordinated any initiative devised from the HSLG.

PERFORMANCE TARGET:

April 2008-March 2009

4.0 ANTICIPATED RESOURCE DEMAND

On the basis of previous years workloads, the following service demands are predicted.

<u>Health and Safety Activities</u>	Anticipated Total
Accident Reported/Investigated	5
Complaint Investigations/Hazard Warnings	4
H&S Sub Group Meetings	4
Firework Displays	2
Manufacture & Storage of Explosives inspections	2

Total	17
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5.0 ACCIDENT INVESTIGATION

5.1 It will not generally be possible to investigate all incidents and accidents therefore the department will consider all accidents reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997 in accordance with advice contained in documented procedure guidance note HS/PRO/C001. Consideration will also be given to the priority issues as set out in the current HELANI Strategic plan and the HSENI's Enforcement Guidelines for Health and Safety at Work in N.Ireland. Investigations of accidents and incidents will be selected on a priority basis.

PERFORMANCE TARGET:

All investigations to be commenced within 5 working days of receipt. All major injuries and fatalities to be investigated and within 24 hours of receipt.

Officers Responsible: DEHO's/DDBS

6.0 COMPLAINTS INVESTIGATION

6.1 The department will carry out all complaint investigations in accordance with guidance contained within documented procedure HS/PRO/C002.

PERFORMANCE TARGET:

All investigations to be commenced within 5 working days of receipt.

Officers Responsible: DEHO's/ DDBS

7.0 COMPLAINTS AGAINST SERVICE

7.1 Any complaints made against the service provided by the department will be conducted in accordance with the Councils current complaints policy issued 1998 "Guide to making a complaint" Complainant's will be encouraged to contact the relevant inspector's Line Manager in the first instance.

PERFORMANCE TARGET:

As detailed within complaint Leaflet issued Oct 1998

Officers Responsible: DEHO's / DDBS

8.0 EDUCATION

8.1 The Borough Services Directorate plans to participate in this years' European Week for Safety and Health during October 2008 which focuses on risk assessment.

8.2 To provide at least one CIEH Foundation Certificate in Health and Safety in the Workplace Courses.

Officers Responsible: DEHO's/ DDBS

9.0 FIREWORKS

9.1 The Council will continue to act on an agency basis for the Northern Ireland Office in relation to the licensing of all fireworks displays under the Explosives (Fireworks) Regulations (N.I.) 2002. The council acts on an agency basis for the Northern Ireland Office in regard to the storage of fireworks and explosives in accordance with the Manufacture and Storage of Explosives regulations (N.I.) 2006. Ballymoney Borough Council will follow guidance within documented procedure HS/PRO/C006.

Officers Responsible: DEHO's/ DDBS

10.0 SERVICE DELIVERY

10.1 Service delivery will be provided through the employment of competent persons (Environmental Health Officers) currently based at the Borough Council offices, Borough Services Directorate, Riada House, 14 Charles Street, Ballymoney BT53 6DZ telephone 028 2766 0257 during normal office hours 9.00am-5.00pm Monday–Friday.

10.2. An out of hours emergency service now operates on a rota basis between 5.00pm and 9.00am weekdays and 24hours weekends and Bank holidays Tel No 07775 938003. Planned out of hours work is carried out as directed by the Deputy Director of Borough Services.

10.3 The Directorate presently is not the lead authority for any premise in the Borough, however it will do so if requested. If enforcement is required the relevant lead authority will be contacted wherever practicable before any action is taken.

10.4 Businesses are free to access health and safety information at the information point within the council building. The Council has a corporate website that provides a widespread up to date health and safety advice and information.

Officers Responsible: DDBS /DEHO's

10.5 When necessary, additional expertise will be made available through Health and Safety specialists based at Northern Group Systems.

Officer Responsible: DDBS

11.0 SERVICE IMPROVEMENT

11.1 The Department will comply with all new legislative requirements imposed on the Borough regarding the enforcement of Health & Safety at Work.

11.2 The Department is committed to continued improvement in service delivery in accordance with the Health and Safety at Work (NI) Order 1978, Article 20 Guidance Note to District Councils.

12.0 PARTNERSHIPS AND LIASION

12.1 The Department intends to continue links with Ballymoney Enterprise Agency with particular attention to links with new businesses starting up in the Borough.

12.2 Increased use of the Townscene Newsletter and the Ballymoney Bulletin will be made to improve health and safety awareness.

12.3 Contact with local schools, educational institutions and Investing for Health will be explored to increase health and safety awareness.

Officers Responsible: DEHO's

13.0 CUSTOMER CONSULTATION

13.1 The Department intends to consult with customers with regard to the Health and Safety Service Plan and the Enforcement Policy using the website, www.ballymoney.gov.uk

13.2 Service users and Stakeholders will be consulted using survey techniques. This feedback will be reviewed and evaluated in order to make improvements to the service.

13.3 The Borough Services Directorate is fully committed to a process of engagement with local stakeholders in order to maximise effective use of resources and achievement of desired outcomes. To date the Directorate has partnered with a number of other enforcement agencies in order to improve channels of communication, to avoid duplication of effort and ease burden on business.

14.0 RESOURCES

14.1 It is estimated that a total of 750 hours (0.5 Full Time Equivalent) needs to be maintained to deliver this service on the basis of a full complement of staff. Actual time spend in 2007/2008 was 739 hrs or **FTE 0.47**

15.0 STAFF DEVELOPMENT/COMPETENCY

15.1 All staff within the Health and Safety Section will be encouraged to identify training needs in conjunction with the Director and Deputy Director on an annual basis. These needs will be recorded and prioritised within the annual training plan.

PERFORMANCE TARGET:

May 2008

Officer Responsible: DDBS

15.2 In addition training needs may arise outside the annual review due to changing workloads, staff deployment and legislation.

15.3 Such additional training needs may be accommodated within a Group Training Plan and/or the NI Training Officers' Plan or the Department's own training budget. All training courses and programmes will be assessed both by the officer and management to ensure the training objectives have been met and implemented.

15.4 In addition, should the need arise for particular courses become available, ad hoc training will be provided within current budgetary constraints following a training needs analysis by the Deputy Director of Borough Services (DDBS).

Officer Responsible: DDBS

15.5 A record of individual staff competency will be developed in accordance with the guidance contained within the documented procedure GN/REP/C001.

Officer Responsible: DDBS

16.0 REVIEW

16.1 The **Deputy Director of Borough Services (DDBS)** will review service delivery and consistency on a monthly basis with Environmental Health officers.

16.2 The **DDBS** will review 1 premise file following inspection on a monthly basis.

16.3 The **DDBS** will review all accident and compliant investigations on a monthly basis.

16.4 The **DDBS** will report progress to the Director of Borough Services on a Quarterly basis.

16.5 Review of all health and safety procedures and policies within the Department and in partnership with Health, Safety and Licensing sub group of the Northern Group Chief Environmental Health Officers Forum, will be completed on an annual basis.

16.6 An annual report will be made to Council within two months of the plan year-end detailing performance and variance.

Officers Responsible: DBS/ DDBS

16.7 The LAE1 (statutory return) will be made to the Health and Safety Executive Northern Ireland within one month of the plan year-end.

Officers Responsible: DEHO's/ DDBS

Ballymoney Borough Council Directorate of Borough Services

Health and Wellbeing Action Plan 2008/2009

Objective	Key Task	Measured by/ PI/Timescale
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<u>Objective</u>	Key Task	Measured by/PI/Timescale
To establish an inter-departmental Health and Well Being working group for Ballymoney Borough Council	Working group to be established and meet every three months Deliver one initiative internally	Formation of group with regular meetings. One initiative delivered by March 2009
To develop a Health and Well Being Strategy for Ballymoney Borough Council	Contribute to the development of a Health and Well Being Strategy	Strategy developed by March 2009
To assist Council Members to promote a positive image of the Borough.	Corporate and external Health and well-being issues to be reported to health & Environmental Services Committee	Regular meetings
To improve food safety and nutrition awareness and reduce levels of obesity within the Borough	To support and develop community based food and nutrition programmes through attendance at the NifHP Tackling Obesity Task Group	Regular attendance at Task Group Meetings

	<p>To deliver one nutrition based initiative/training.</p> <p>To apply for funding to appropriate grant schemes for local food hygiene/nutrition initiatives to run one initiative.</p> <p>To provide support for NGS Food Standards Technicians to work with local food manufacturing businesses to identify products where a reduction in sodium is possible.</p> <p>To deliver four CIEH Level 2 in Catering courses to traders and community groups within the Borough.</p> <p>To continue to update food safety and nutrition information on the website.</p>	<p>Delivery of one nutrition based initiative/training by March 2009</p> <p>Grant Application submitted by June 2008.</p> <p>Suitable businesses and products identified and technicians reports received by March 2009.</p> <p>Four courses delivered by March 2009.</p> <p>Updating information as required.</p>
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Objective	Key Tasks	Measured by/PI/Timescale
To monitor Smoke-Free public places and workplaces legislation.	Ongoing routine and out of hours inspections of premises	<p>Officers to undertake smoke free inspections in conjunction with planned routine inspections in relation to food, health and safety, licensing and PPC programmed inspections.</p> <p>Two planned overtime visits to be conducted.</p>
To support the IfH Five Year Tobacco Control Plan 2003 - 2008	<p>Carry out one further test purchasing exercise for tobacco sales</p> <p>Attend meetings of the Causeway Local Sub group of the Northern Tobacco Control Group</p> <p>To participate in National No Smoking Day 2009</p>	<p>Exercise completed by March 2009</p> <p>Representation secured on Causeway group and meetings attended.</p> <p>Participation in No Smoking Day</p>

Objective	Key Tasks	Measured by/PI/Timescale
<p>To raise awareness of Health and Safety issues throughout the Borough.</p>	<p>Participate in European Safety Week – theme – <i>Risk Assessment Awareness</i>.</p> <p>Provide one Health & Safety course</p> <p><u>Delivery of joint initiatives targeted at employees in order to raise awareness of the cause of workplace accidents.</u></p> <p>To assist employers with information in protecting workers in the music and entertainment sectors from exposure to excessive noise in accordance with the Control of Noise at Work Regulations (NI) 2006.</p> <p>To continue to improve Health and Safety information available on the Council website</p>	<p>Week of the 20th October 2008.</p> <p>One course delivered by March 2009</p> <p>Reduced incidence of accidents and workplace related ill health, particularly in relation to musculoskeletal disorders, stress, falls from a height, transport at work and slips, trips and falls.</p> <p>May 2008</p> <p>Website updated by March 2009</p>
<p>To promote health, safety and welfare as a key corporate business objective</p>	<p><u>Review existing stress policy in light of recent best practice changes and legal decisions</u></p> <p><u>Hold health fair for all employees and elected members.</u></p>	<p>Stress policy reviewed by March 2009</p> <p>One health fair held by March 2009</p>

Objective	Key Tasks	Measured by/PI/Timescale
<p>To reduce the number of fuel poor households within the Borough.</p>	<p>To continue to support the work of Ballymoney Warmers Homes Group.</p>	<p>Warmers Homes Group 2008-2009 action plan delivered.</p>
	<p>To participate in the Warmer Ways to Better Health Scheme 2008/09</p>	<p>30 homes to receive either complete system replacements, focusing on those with Economy 7, solid fuel etc, and or insulation measures.</p>
	<p>Maximise uptake of energy efficiency measures</p>	<p>Continue to refer clients to Warm Homes, Warmer Ways to Better Health and EST. Encourage the uptake of benefits through Age Concern and Citizens' Advice.</p>
	<p>To make Affordable Fuel Scheme available to all villages within the Borough and to continue to promote the Affordable Fuel Scheme, with emphasis on areas with poor uptake. Increase awareness of scheme amongst migrant workers in the community.</p>	<p>More outlets secured for Affordable Fuel Scheme. Increased uptake of scheme in coming year. Distribute translated leaflets on scheme to as wide an area as possible.</p>

	<p>Ensure information on BBC website is up to date.</p> <p>Assist with fuel poverty training in the borough.</p>	<p>Assist as many people in the community as possible.</p> <p>Throughout 08/09 – to train key personnel across statutory, voluntary and community sectors.</p>
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Objective	Key Task	Measured by/PI/Timescale
To improve community well being through the delivery of initiatives and partnership working	<p>Increase the number of licensed dogs in the Borough by 2.5%</p> <p>Continue to raise awareness of the problem of dog fouling and responsible dog ownership through enforcement and education in two new initiatives, one of which to coincide with Noise Action Week</p> <p>To achieve Air Quality targets set out in UK Air Quality Strategy and reduce the incidence of respiratory illnesses by the</p>	<p>2.5% increase in licensed dogs</p> <p>One initiative to be run in conjunction with Noise Action Week 21st – 25th May 2008.</p> <p>One further initiative to be run by March 2009.</p> <p>Implementation and delivery of the LAQM Action Plan and the Air Quality Strategy</p>

	<p>implementation of the Local Air Quality Management Action Plan and Ballymoney Borough Council Air Quality Strategy 2007 – 2012.</p> <p>To carrying out 1 vehicle emissions testing road shows</p> <p>To deliver two new initiatives on Home Accident Prevention and enhance home safety awareness by actively supporting the 'hazard house'.</p> <p>Increase awareness within communities of the role of Environmental Health by providing literature and road shows for</p>	<p>One road show held by June 2009</p> <p>Increased awareness of Home Safety issues by Implementation of Home Safety Equipment scheme to older people and families (2008-2009)</p> <p>Carbon monoxide workshop to be held in October 2008</p> <p>Continue to promote Hazard House both locally and provincially to increase the number of visitors by 10% every year.</p> <p>Introduce a Seasonal Home Safety Tips email to inform other groups and agencies</p> <p>Implement the puppet educational programme in schools, playgroups and nurseries.</p> <p>Empowerment of communities and individuals</p>
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	<p>community groups, general public, voluntary groups, elected members and opinion formers</p> <p>Increased Community Well Being through publicity campaign re: litter and dog control</p>	<p>Increased utilization of environmental health resources</p> <p>Increased awareness of issues</p> <p>Increased pride in local communities</p> <p>Two publicity campaigns delivered.</p>
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Objective	Key Tasks	Measured by/PI/Timescale
To show a reduction in crime and anti-social behaviour in Ballymoney Borough Council and in a fear of crime amongst its residents.	Development and implementation of a new three year Borough Community Safety Action plan.	Crime and Anti-Social Behaviour figures.

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BUILDING CONTROL APPLICATIONS

The following *Applications and Building Notices* are in accordance with the requirements of the Building Regulations (N.I.) 2000.

Ref No: B/2006/0190/
Applicant: Mr Seamus McAleese
Agent: Mr T J McDowell 25A Dowgry Road Ballymena
Location: 96B Bravallen Road Burnquarter Ballymoney
Description: Dwelling

Ref No: B/2007/0074/
Applicant: Mr Thomas McClure
Agent: Ivan McDonald 17 Lissadell Avenue Portstewart
Location: 21A Dirraw Road Dirraw Ballymoney
Description: Dwelling and garage

Ref No: B/2007/0100/
Applicant: Ms Beverly Dickson
Agent: AHA Architects Unit 5 Galgorm Court Ballymena
Location: 68 Tamlaght Road Rasharkin Ballymena
Description: Garage

Ref No: B/2007/0150/
Applicant: Mr Peter McMullan
Agent: M I Architects Rathgael Chambers Coleraine
Location: 83A Garryduff Road Burnquarter Ballymoney
Description: Dwelling and garage

Ref No: B/2007/0151/
Applicant: Mr Martin Connolly
Agent:
Location: 11 Glenbush Road Knockavrinan Armoyle Ballymoney
Description: Dwelling

Ref No: B/2007/0160/
Applicant: Mrs Ann Robinson
Agent: Ivan McDonald 17 Lissadell Avenue Portstewart
Location: 7A Dirraw Road Dirraw Ballymoney
Description: Dwelling and garage

Ref No: B/2007/0164/
Applicant: Mr & Mrs Richard & Ruth Gracey
Agent: Hunter Associates 8 Charlotte Street Ballymoney
Location: 30 Tober Road Turnagrove Ballymoney
Description: Dwelling

Ref No: B/2007/0179/
Applicant: Mr Daryl Stevenson
Agent: S W Marcus Architectural Services 48 Sand Road Ballymena
Location: 7 Mounthill Drive Cloughmills Ballymena
Description: Roofspace conversion to dwelling

Ref No: B/2007/0190/
Applicant: Mrs Rosemary Purdon
Agent: L J Hilditch 119 Church Road Randalstown
Location: 10 Thorndale Terrace Ballymoney
Description: Shower room extension to dwelling

Ref No: B/2007/0202/
Applicant: Mr Frank McAlonan & Miss Donna Ferris
Agent: Pro Design 43 Kilmandil Road Ballymena
Location: 239 Garryduff Road Caldanagh Dunloy Ballymena
Description: Dwelling

Ref No: B/2007/0221/
Applicant: Mr Anthony Doherty
Agent: George Shaw 18 Sandmount Park Ballymena
Location: 91 Anticur Road Dunloy Ballymena
Description: Extension to dwelling

Ref No: B/2008/0009/
Applicant: Mrs McMullan
Agent: Andrew Wisener 18 Pinegrove Park Ballymena
Location: 65 Drones Road Armoy Ballymoney
Description: Shower room extension to dwelling

B - Full Plans Applications
BN - Building Notice Applications
RC - Regularisation Certificate Applications

	Total
B	12
Total	12

NILAS WORKING GROUP

MEETING NO. 6

Held on Friday 11th April 2008 at 3.00pm in Riada House

Present	Councillor Robinson (Chair) Alderman Connolly Alderman Cousley Councillor Finlay Councillor McCamphill Councillor McKeown
In Attendance	Director of Borough Services Head of Environmental Services Recycling & Education Officer

Item 1: Brown Bin Service - Update

The Director informed Members that the performance of the Council's recently introduced brown bin scheme had been monitored continuously for the first two weeks of the scheme i.e. from Monday 17th to Friday 28th March inclusive. Out of 7,050 bins distributed a total of 1,013 brown bins were presented for collection, of which only 3 had been rejected due to contamination. Materials in the rejected bins included plastic bags, general household waste and vegetable peelings. The quantity of green waste collected over the 10 day collection cycle was 19.80 tonnes. He indicated that a further premise count would be undertaken in June '08 and that a report would be made available following the first quarter regarding the weight of material collected via the brown bin scheme.

Councillor Finlay reported that he had received no complaints about the scheme. Councillor Robinson and Councillor McKeown advised that they had only received queries regarding the disposal of soil in the brown bin.

The Director pointed out that due to the nature of the material collected in the brown bins that the cycle time for emptying such bins is slower than that for either the black or blue bins.

Councillor Robinson suggested that an article be placed in the local papers publicizing the scheme to date. The Head of Environmental Services indicated that such an article had appeared in the local papers the week commencing Monday 7th April emphasizing the quality of the material collected in the initial collection rounds.

Item 2: NILAS Targets & Performance Review

The Director tabled a report which looked again at the Council's NILAS targets and projected performance and which comprised the following elements –

- Background actual performance information;
- Affect on NILAS performance due to reduction in BMW percentage;
- Affect on NILAS performance due to waste growth projections; and

- Affect on NILAS performance by the introduction of waste diversion measures. He explained the statistical information presented and responded to Member questions.

The recent waste characterization study commissioned by EHS which had calculated a revised biodegradable municipal waste (BMW) element of 64% was particularly welcome news. Presently a BMW of 71% is used to calculate NILAS targets. Should the Minister of the Environment adopt the findings of the EHS study and recalculate Council NILAS targets on this basis this would be an extremely positive (at no additional cost) development for Councils and would greatly assist all Councils in the avoidance of potential fines in the NILAS (Landfill Directive) target years. The Director however mentioned that the DoE was also at this time conducting a review of NILAS and so there was uncertainty as to what exactly NILAS year-on-year targets may be.

Item 3: NWRWMG Bio-Waste Contract

The Director provided a summary of the options available to process green waste material collected via the brown bin scheme and civic amenity sites.

Option 1

Continue to shred the green waste collected via the brown bin scheme & civic amenity sites, temporarily storing the shredded material at the closed Crosstagherty landfill site prior to it being used as a restorative capping material. The 2008-2009 budget is £33,900. The Director advised that EHS had indicated verbally that the methodology presently used by Council may in future have to be discontinued as EHS would not allow green waste so dealt with to contribute towards either the Council's recycling rate or more importantly its landfill diversion targets.

Option 2

Green waste collected by the Council to be hauled and processed at a 'local' 3rd party composting facility. The estimated cost of this option was £57,321 per annum based on current projected tonnages.

Option 3

Green waste collected by the Council to be hauled and processed at a composting facility operated by the preferred bidder of the NWRWMG Bio-Waste/Compost Service tender. The estimated cost of this option would be £98,913 per annum based on current projected tonnages.

Option 4

Council could extend its brown bin scheme to include the collection of kitchen waste with green waste, with the arisings being processed by the preferred bidder referred to at *option 3* above. Were this option to be favoured then Council would have to fund the provision of a purpose built temporary storage / transfer facility and the Director reminded Members that the provision of such a facility would have a lead time of approximately 18 months. Members enquired as to the likely tonnage which Council might have to handle were the brown bin scheme to incorporate both kitchen and garden waste. He advised that a best estimate was that an additional 500 tonnes per annum might be achieved. He then intimated that he would

conduct a survey of other authorities using brown bins for both kitchen/garden waste and report their figures to a future meeting.

IT WAS AGREED that Council should continue meantime with its present policy and practice, both as regards green waste collected at its CA Sites and via the recently introduced brown bin scheme.

The Director advised that Council had been named in the tender documentation as one of the participating authorities as regards the NWRWM Group Bio-Waste/Compost Contract. Members noted that due to the late delivery of a preferred bidder, it had been necessary, in order to secure waste management grant that Council had had to proceed with a garden only waste collection service via its brown bins. As the Health & Environmental Services Committee had been advised whilst a service is available immediately via the preferred bidder's extant facility, it was the current estimate that it would be May 2009 before the 'contract' facility would be available. The Director again put before Members the need for a decision as to whether – Council would participate in the proposed contract and if so when would it wish to contribute 'waste' to the contract.

IT WAS AGREED that Council could accept the recommendation made as regards the preferred bidder. Whilst Members were concerned on the one hand about the cost of participating in the proposed NWRWM Group contract, it was also believed necessary to clarify its contractual position, its obligations as a WM Group member and how it could best keep its options into the future open. **IT WAS FURTHER AGREED** that the Director be empowered to explore what options might be available to Council regarding its participation in the proposed NWRWM Group Bio-Waste/Composting Services contract and further report on the matter to the Working Group / Committee.

Item 4: NWRWMG / SWaMP Interim Residual Waste Contract

The Director indicated to Members that in order to advance the above proposed joint contract each constituent council had been required to commit a guaranteed minimum tonnage. He pointed out that given the tender prices for both processing and haul the proposed contract would in year one be marginally more costly than landfill, but in years two and three it would be financially advantageous to Council compared with the equivalent years landfill cost. The contract also offered an advantageous route to NILAS compliance as the waste processing technology proposed indicated that a 70% diversion was to be achieved. He advised that NWRWM Group officers had met to discuss the proposed contract and had decided to recommend that the NWRWM Group councils retain all of their committed tonnage and that subsequently further discussion take place as to how, to the advantage of the Group as a whole, that tonnage might be re-allocated amongst the constituent councils.

The Director recommended that Council accept the recommendations contained in the evaluation report and participate in the proposed NWRWMG / SWaMP Interim Residual Waste Contract. **IT WAS AGREED** that the Director's recommendation be accepted.

Item 5: Date of Next Meeting

The Director suggested that in future NILAS sub-group meetings be scheduled on a quarterly basis. **IT WAS AGREED** that the date of the next meeting be set at the next meeting of the Council's Health & Environmental Services Committee.

Meeting closed – 5.00pm.

Attachments

1. Directors Report re. NILAS Targets & Performance Review
2. NWRWVG / SWaMP Interim Residual Waste Contract Evaluation Report & Addendum

