

Minutes
Waste Programme Steering Group
1 October 2008
Clarence Court, Adelaide Street, Belfast

Attendees:

Stephen Peover	Permanent Secretary, DOE [Chair]
Wesley Shannon	Director, Climate Change and Waste Management Division, DOE
Denis McMahon	Director Waste Management Infrastructure Programme, DOE
Steve Aston	Acting Director of Environmental Protection, Northern Ireland Environment Agency
Mary McIvor	Head of Supply, Department of Finance and Personnel
Martin Darcy	Strategic Advisor, Strategic Investment Board
Alderman Mervyn Rea	Antrim Borough Council Elected representative arc21
John Quinn	Chief Executive, arc 21
Councillor Mrs Evelyne Robinson	Ballymoney Borough Council Elected representative NWRWMG
Eamon Molloy	Development Officer, NWRWMG
Councillor John Campbell	Armagh City & District Council Elected representative SWaMP2008
Graham Byrne	Operational Director, SWaMP2008
Ivan Gregg	Waste Management Planning and Programme Support Office, DOE
Rodney Simpson	Waste Management Planning and Programme Support Office, DOE

<p>1) Welcome and Introductions</p> <p>Stephen Peover welcomed everyone to the inaugural meeting of the Steering Group.</p> <p>Stephen Peover stated that Denis McMahon (DOE) and Alan McVicker (PDSU) would be useful attendees at meetings of the Steering Group and proposed that they attend as necessary as ex-officio members. This was agreed to by members.</p> <p>2) Apologies</p> <p>Apologies were received from:- Paul Simpson, DOE Richard Pengelly, DFP</p>	
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3) Draft Terms of Reference (WPSG 1/08)

A copy of the existing Terms of Reference for the Strategic Waste Board was circulated for information. Members considered the draft Terms of Reference for the Steering Group. The following amendments were discussed and agreed:-

- 2.1 Steering Group will be accountable *to the Strategic Waste Board* for the timely and effective implementation of each strand.....
- 3.1 *promote* the development of skills required to deliver each strand;
assess the adequacy of resources.....
- 4.1 Delete – “be accountable to the Chair of the Steering Group”.

4) Draft Rules of Proceeding and Operation (WPSG 2/08)

Members discussed the draft Rules of Proceeding and Operation. Graham Byrne proposed an amendment to paragraph 3.1 to simplify decision making by the Group. It was agreed that this should be by a majority vote of members present. Councillor Campbell pointed out that no quorum was specified. Stephen Peover stated that the Department would consider what the quorum should be and report back at the next meeting for members to consider. It was also agreed to delete “or may not” from paragraph 9.1

5) Programme Governance (WPSG 3/08)

Members considered paper WPSG 2/08. Stephen Peover pointed out that it was mainly for information and had been updated from previous versions to include the recent addition of a Waste Infrastructure Programme Manager. In response to questions Stephen clarified the rationale for having Steering Group meetings once every 3 months and also stated that resourcing on the Infrastructure Strand would be kept under review

6) Remuneration of Members (WPSG 4/08)

Members agreed the draft paper. In response to questions Stephen Peover clarified that remuneration would be paid on a similar basis as for the Strategic Waste Board and that attendance allowance would be limited to meetings and official sub-groups of the WPSG.

Where elected member sought an allowance for attending other meetings or carrying out other duties these would be considered on a case-by-case basis. However, an allowance could only be considered where it could be shown that an elected member was required to undertake those duties on behalf of the Steering Group.

7) Strategy Delivery Programme – Progress Reports (WPSG 5/08)

Wesley Shannon outlined the 3-tier system of reporting on progress with strands in the Waste Management Strategy and stated that resourcing difficulties was a common theme across most of the

Secretariat to amend draft Terms of Reference

Secretariat to amend draft Rules of Proceeding and Operation and include a suggested quorum for agreement at the next meeting.

strands.

Strand 1: Waste Prevention

It was noted that a decision had been made not to proceed with Project WP01 and as there was no outstanding action the overall status should be green. In response to a question raised by Mary McIvor concerning alternative actions that could be taken to achieve the objective, Wesley Shannon stated that this would be looked at in the wider waste prevention and learning and communications context. The absence of a waste charging/incentive scheme will be considered in any action plan produced by the Waste Prevention Forum.

Councillor Robinson highlighted the number of strands showing major concerns (red status) and a lack of suitably skilled staff. Wesley Shannon explained the difficulty of recruiting suitable experienced staff and that PEPG had only recently received funding to enable additional staff to be appointed.

Strand 2: Recycling and Recovery

In respect of project RR02 it was agreed that the status should be recorded as amber. Whilst there were concerns that funding may cease, there was agreement between NIEA and PEPG to carry out an interim evaluation. This should enable worthwhile schemes to continue.

Strand 3: Waste Planning

Members noted the good progress being made on infrastructure procurement. John Quinn, Eamon Molloy and Graham Byrne provided an update on their respective projects. Denis McMahon suggested that WPL04 – Funding should have an amber status due to issues with State Aid and the need to reprofile SWIF expenditure. This was agreed to by members.

Strand 4: Data and Research

Stephen Peover stated that while this strand seemed to be progressing reasonably well, there was a problem with not identifying new areas of research due to a lack of staff with sufficient scientific expertise and knowledge. The absence of a budget was noted by Martin Darcy and it was pointed out by Wesley Shannon that the strand first required suitable staff to identify budget needs. It was suggested that the major risks should be expanded to include a future horizon scanning role.

Strand 5: Legislation and Enforcement

Wesley Shannon reported that this strand was well resourced and progressing well. A discussion took place regarding progress with the Local Government (Contracts and Compulsory Purchase) Bill. Stephen Peover stated that it was still the intention that the Bill would meet its original timetable. Martin Darcy suggested that it may be helpful to members if updates or reports could be provided at Steering Group meetings on relevant waste legislation or guidance documents.

Programme Manager and Strand Manager to review.

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Secretariat and Strand Managers to arrange updates.

Strand 6: Learning and Communications

Wesley Shannon stated that this strand was a critical stand in the delivery of the Waste Strategy and that currently it was not adequately resourced. However, efforts were urgently being made to identify staff with the necessary skills and abilities and a number of possible contingencies were under consideration by the Department.

A discussion took place regarding the importance of communications in delivery of the infrastructure projects and the problems of misinformation and NIMBYISM. There was general agreement from members that this was of critical importance and there needed to be a coordinated approach between central and local government. It was agreed that a paper be presented at the next meeting on communications which would include input from the PDSU.

Wesley Shannon advised member that a waste management information session targeted at MLAs had been arranged to take place at Stormont on Tuesday 4th November.

8) Report from Waste Infrastructure Programme Board (WPSG 6/08)

Denis McMahon provided an update on progress with the Waste Infrastructure Programme Board and highlighted a number of areas of activity. These included; state aid and reprofiling of the Strategic Waste Infrastructure Funds, formalising finance procedures and market sounding.

9) AOB

There were no items raised by members.

6) Date of next meeting

Stephen Peover explained that it was envisaged that Steering Group meetings should take place at least 3 weeks prior to meetings of the Strategic Waste Board. Next SWB meetings are set for Friday 19 December 2008, 13 March 2009 and 12 June 2009. It was therefore proposed and agreed that the Steering Group would meet on:-

- Friday 28 November 2008;

(NB Subsequent to the meeting it has been necessary to rearrange the date of the next meeting to Monday 24 November.)

- Friday 20 February 2009, and
- Friday 22 May 2009.

Wesley Shannon to coordinate.