

Minutes
Waste Programme Steering Group Meeting
24th November 2008
Clarence Court, Adelaide Street, Belfast

Present:

Stephen Peover	Permanent Secretary, Department of the Environment [Chair]
Paul Simpson	Deputy Secretary, Local Government and Planning & Environmental Policy, Department of the Environment
Wesley Shannon	Director, Strategic Waste Programme and Climate Change, Department of the Environment
Steve Aston	Acting Director of Environmental Protection, Northern Ireland Environment Agency (NIEA)
Mary McIvor	Head of Supply, Department of Finance and Personnel (DFP)
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

In Attendance:

Denis McMahon	Director, Strategic Waste Infrastructure Programme, Department of the Environment
Ivan Gregg	Waste Programme Steering Group (WPSG) Secretariat
Bernie Conlon	WPSG Secretariat

Item		Action
1.	<p>Welcome and Introductions</p> <p>Stephen Peover welcomed everyone to the meeting and thanked them for attending.</p>	
2.	<p>Apologies</p> <p>Apologies were received from: Richard Pengelly, DFP, with Mary McIvor attending on his behalf. Alan McVicker, Programme Delivery Support Office.</p> <p>Steve Aston indicated that he would be representing NIEA at WPSG meetings whilst Dr Ramsay was acting as NIEA Chief Executive.</p>	
3.	<p>Minutes of the previous meeting</p> <p>The minutes of the previous meeting held on 1st October 2008 were agreed.</p>	
4.	<p>Matters Arising:</p> <p>At the 1st October meeting the Steering Group considered papers provided by the Secretariat setting out proposed Terms of Reference and Rules of Proceedings and Operation for the Group. A number of minor amendments were requested. Papers WPSG 7/2008 and 8/2008 carry the amendments and were tabled for agreement.</p> <p>Paper WPSG 7/2008 -Terms of Reference was agreed subject to correction of grammatical error at Para 3.1, bullet point 3. This should read “.....act as a point of escalation....” It was acknowledged by Stephen Peover that consideration would need to be given to how the Steering Group should take forward the last two bullet points listed at Para 3.1.</p> <p>Paper WPSG 8/2008 - Rules of Proceedings and Operation was agreed subject to correction at Para 4.2. This should read “.....at least four working days....”</p>	<p>Secretariat to amend</p> <p>Secretariat to amend</p>
5.	<p>Strategy Delivery Programme – Progress Reports</p> <p>A key function of WPSG is to scrutinise programme activities and monitor progress against strand plans. Paper WPSG 9/2008 provided members with progress reports on all six strands of the Waste Management Strategy.</p> <p>Wesley Shannon pointed members to the Summary and Recommendations Report at Page 2 of the Paper which highlighted changes to strand project milestones/targets and current status since the WPSG meeting 1st October 2008.</p> <p>Some of the changes reflected comments made by members at the previous meeting; others were as a consequence of discussion with strand managers on their respective projects. In</p>	

	<p>a few cases it had also been necessary to set more realistic dates for projects. Members raised points on the Waste Prevention and Learning and Communication Strands.</p> <p>Waste Prevention Project WP01 - it was noted that project status was changed from red to green. Wesley Shannon explained that the Minister had decided not to consult on waste charging and members had requested that consideration be given to alternative approaches to charging. The Department would be asking the Waste Prevention Forum (WPF) to bring forward recommendations on new approaches - this was essentially a new project coming on stream hence the green status. The timeframe for WPF reporting back to the DOE (June and October 2009) will go before the Strategic Waste Board (SWB) for agreement. Members had no comment on the dates.</p> <p>Learning and Communication – John Quinn pointed out that the status of this project was still red and that progress was dependent on additional resources being provided. Wesley Shannon explained that more detail would be forthcoming on this strand when we discussed the Paper tabled for agenda item 8.</p> <p>On a general point Wesley Shannon stated that lack of staff resources was a major concern to members at the previous meeting, however, it is now hoped to have additional staff in place within the next few months.</p>	
6.	<p>Strategy Delivery Programme – Draft Risk Register</p> <p>Stephen Peover explained that the draft provided to members under Paper WPSG 10/2008 was an initial assessment of programme risks. It would be updated on a continuous basis throughout the lifecycle of the Strategy Delivery Programme. Under WPSG Terms of Reference members are required to monitor this register and it would be included as a ‘standing item’ on future agendas.</p> <p>Paul Simpson updated members on recent changes to the register since it was circulated:</p> <p>Risk No. 3 – good progress on establishing mechanism to avoid SWIF being viewed as State Aid. Denis McMahon will expand under agenda item 7.</p> <p>Risk No. 4 – Department is confident of DFP endorsement of re-profiled SWIF expenditure period.</p> <p>Risk No. 5 – a process has now been agreed for tracking progress of planning applications.</p> <p>Risk 9 – at NI Executive meeting Thursday 20th November 2008 it was agreed that the Department can initiate consultation on the Local Government (Contracts and Compulsory Purchase) Bill.</p> <p>There were no queries from members on the draft.</p>	
7.	<p>Report from Waste Infrastructure Programme Board</p>	

	<p>Denis McMahon spoke to Paper WPSG 11/2008 in the absence of Alan McVicker. He advised members that good progress had been made in developing a mechanism framework by which SWIF can be administered without triggering any State Aid issues. A proposal has been put to DETI and if a positive response is received then it should be possible to downgrade this title from the 'very high' risk category on the programme risk register.</p> <p>Martin Darcy advised that a meeting would be held on Monday 1st December 2008 with officials from the European Investment Bank (EIB). The opportunity would be taken, outside the confines of the meeting, to take their views on the SWIF/ State Aid issue. The EIB had good experience of this type of issue.</p> <p>Stephen Peover asked the Waste Management Group representatives if they wished to update members on their projects.</p> <p>NWRWVG – Eamon Molloy advised that there was slight slippage on their project but they were determined to keep on track and advertise in OJEU before Christmas 2008.</p> <p>arc21 – John Quinn advised that submissions from the Pre-qualification Questionnaires had been shortlisted and selection would be presented to the arc21 Joint Committee on 4th December 2008. They are aiming to initiate Outline Submission Stage by 15th December 2008 with Submissions for return in February 2009.</p> <p>SWaMP2008 – Graham Byrne advised that on 4th December 2008 they would go through the technical short listing with a view to site selection in January 2009; Outline Business Case submitted February 2009; and going to market place March 2009.</p>	
8.	<p>Communications</p> <p>At the previous WPSG meeting on 1st October 2008 it was agreed that a paper would be presented at the next meeting on communications. DOE had produced Paper WPSG 12/2008 in co-operation with PDSU. On speaking to the paper Wesley Shannon reminded members that the issues raised at the previous meeting centred on the wider waste communication strategy and the NIMBYism link to infrastructure projects. The attached paper sets out the rationale for developing a communications strategy and seeks the WPSG's agreement to the six recommendations prioritised at the end of the paper.</p> <p>Lack of staff resources is a recognised issue for this strand. PEPG is hopeful of engaging external assistance within the next few weeks until a recruitment competition is undertaken by the NICS for Senior Information Officers (SIO), which would enable PEPG to acquire an SIO on secondment.</p> <p>John Quinn asked how the need for a single message to be</p>	

	<p>promulgated by all parties would be addressed – this was presently not being undertaken by the DOE Press Office. Paul Simpson said that any SIO seconded to PEPG would be posted through the DOE Press Office but would be earmarked for waste to ensure the broader waste message was taken forward. Action under Paper recommendation three would also help ensure consistency of message and the Press Office would be provided with the core brief.</p> <p>Members accepted the recommendations in the paper.</p>	
9.	<p>Legislation Update</p> <p>At the previous WPSG meeting it was suggested that it may be helpful if updates /reports on relevant waste legislation/guidance documents could be provided at Group meetings. DOE presented Paper WPSG 13/2008 for members' information. Stephen Peover indicated that a similar update would be provided to the Group on an annual basis only, unless something significant arises in the interim requiring their attention.</p> <p>Wesley Shannon highlighted the Site Waste Management Plan Regulations, which previously had not been resourced within PEPG. This has now been addressed and a scoping exercise had commenced.</p> <p>Members had no comments on the update report.</p>	
10.	<p>Format and Content of WPSG Report to the Strategic Waste Board</p> <p>Stephen Peover stated that he would be attending future meetings of the SWB to report on behalf of the WPSG. The WPSG Terms of Reference state that the Group will provide regular reports on the overall direction of the waste strategy programme to the SWB. Paper WPSG 14/2008 puts forward material which may be appropriate for inclusion in any such report.</p> <p>As there is no meeting of WPSG before the next SWB meeting on 19th December 2008 it is proposed that a draft paper circulates to members for comment. An agreed version will then be forwarded to the Board.</p> <p>Members had no comments to raise on the Paper.</p> <p>Members were advised that the new milestones/targets shown in the progress reports (agenda item 5) had to go to the SWB for approval, however the WPSG needed to 'sign-off' on the changes before this happens. It was agreed that members would be contacted by email later today and asked for their agreement on the revised Strand milestones/targets. Responses would be needed by Friday 28 November 2008.</p>	<p>Secretariat to issue draft report to members for comment.</p> <p>Secretariat to issue email to all WPSG.</p>
11.	<p>Any Other Business</p>	

	There were no items raised by members.	
12.	Date of Next Meeting The next meeting will be held on Friday 20 th February 2009 commencing at 2.00pm.	