

**Minutes**  
**Waste Programme Steering Group Meeting**  
**20<sup>th</sup> February 2009**  
**Clarence Court, Adelaide Street, Belfast**

**Present:**

Stephen Peover	Permanent Secretary, Department of the Environment [Chair]
Wesley Shannon	Director, Climate Change and Waste Management Division, Department of the Environment
Pamela Patterson	Principal Scientific Officer, Land and Resource Management Unit, Northern Ireland Environment Agency (NIEA)
John McKibbin	Principal Officer, Supply 2, Department of Finance and Personnel (DFP)
Alderman Mervyn Rea	Antrim Borough Council Elected representative arc21
John Quinn	Chief Executive, arc 21
Councillor 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
Alan McVicker	Director, Programme Delivery Support Unit
Andy McClenaghan	Waste Policy Co-ordinator, NILGA
Ivan Gregg	Waste Programme Steering Group (WPSG) Secretariat
Bernie Conlon	WPSG Secretariat

Item		Action
1.	<p><b>Welcome and Introductions</b></p> <p>Stephen Peover welcomed everyone to the meeting and thanked them for attending.</p>	
2.	<p><b>Apologies</b></p> <p>Apologies were received from:  Paul Simpson, Department of the Environment  Martin Darcy, Strategic Investment Board.  Richard Pengelly, DFP, with John McKibbin attending on his behalf.  Anne Blacker, NIEA with Pamela Patterson attending on her behalf.</p>	
3.	<p><b>Minutes of the previous meeting</b></p> <p>The minutes of the previous meeting held on 24<sup>th</sup> November 2008 were agreed.</p>	
4.	<p><b>Matters Arising:</b></p> <p><b>Para 4 of the 24/11/08 minutes</b> – members asked for a number of minor corrections to be made to papers provided by the Secretariat on Steering Group Terms of Reference and Rules of Proceedings and Operation. The Secretariat amended the Papers as requested and reissued to members for information on 12<sup>th</sup> February 2009. Members confirmed their receipt and agreement to the amended papers.</p> <p><b>Para 10 of the 24/11/08 minutes</b> – the Secretariat issued an e-mail to members on 24<sup>th</sup> November 2008 seeking their agreement on new strand milestones / targets contained within the strand progress reports. Secretariat also issued draft report to members on 8<sup>th</sup> December 2008 for comment. No matters of contention were raised and report was subsequently tabled at the Strategic Waste Board (SWB) meeting on 19<sup>th</sup> December 2008.</p> <p>Graham Byrne was concerned that the amber status shown for Project WPL03 (SWaMP waste infrastructure procurement) gave the impression that they were not managing the project properly. Wesley Shannon stated that the project was amber because of slippage in meeting the original procurement timetable. It was agreed that Alan McVicker and Graham would produce a paper explaining the position in greater detail and set out the revised timetable. Ivan Gregg indicated that approval of the SWaMP2008 Outline Business Case in March 2009 may lead to a return to green status on the project.</p>	<p>Graham Byrne/ Alan McVicker to produce position paper on SWaMP infrastructure project</p>

5.	<b>Draft Minutes of Strategic Waste Board meeting 19<sup>th</sup> December 2008</b>	
5.1	A copy of the draft minutes of the last SWB meeting was provided to members for information under Paper WPSG 1/2009. Stephen Peover updated members on two action points from the meeting.	
5.2	The first action point (Para 8.2 of the draft minutes) suggested the DOE Press Office should arrange a meeting with local environmental journalists to brief them on the current recycling position. This followed disquiet from local government members that there may be a public perception that recycled materials are being stockpiled or sent to landfill because of the market downturn in recyclable materials. At a meeting held on 7 <sup>th</sup> December 2008 between the Department and local government representatives it was decided that a press briefing may be counterproductive. Instead a Ministerial Press Release was issued on 12 <sup>th</sup> January 2009 reassuring the public that despite the global downturn, the domestic waste they recycle was still being sent for recycling. BBC NI also ran a short news item on 14 <sup>th</sup> January 2009 putting across a similar message.	
5.3	Stephen Peover asked representatives of the Waste Management Groups (WMGs) for their impressions on the current status of the market. Eamon Molloy advised that whilst the market remains volatile they had no particular concerns with their existing contract. Councillor John Campbell said that a market is there for quality products. John Quinn said there had been a slight improvement in the market in recent months. Councillor Evelyne Robinson was concerned about reports in the media on toxic waste being exported to South Africa and hoped that this did not apply to any of our public sector contracts.	
5.4	<b>The second action point (Para 9.1 of the draft minutes)</b> requires the Department to prepare an Information Paper for SWB on how the reuse, recycling and recovery of construction and demolition waste will be taken forward to meet the new statutory targets contained within the revised Waste Framework Directive. A draft Paper [WPSG 4/2009] for presentation to the SWB was included for members' information – this will be dealt with under agenda item 8.	
5.5	Graham Byrne advised that an alternative venue was being sought for the next SWB meeting. He will advise the Board Secretariat on new venue as soon as possible.	Graham Byrne to confirm venue for SWB meeting 13 March 2009
6	<b>Strategy Delivery Programme – Progress Reports</b>	
6.1	Stephen Peover introduced Paper WPSG 2/2009. He advised members that steady progress continues to be made on a number of strands, particularly 3 (waste planning) and 5 (legislation and enforcement). Concern was expressed at the previous meeting on the lack of staff resources to progress	

	<p>projects. This has been partially addressed by the provision of 3 additional administrative staff to work on strands 1 (waste prevention), 4 (data and research) and 5 (legislation and enforcement) along with the engagement, on a temporary basis, of a PR consultancy to assist with the development of a communications action plan. The need for additional technical support remains a concern.</p>	
6.2	<p>Wesley Shannon highlighted a number of suggested changes to strand and/or project milestones/targets. He took members through the main changes as follows:</p> <ul style="list-style-type: none"> <li>• Change in status of Strand 1 (Waste Prevention) from green to amber along with a corresponding change in the status of Strand Project (WP02). The ongoing sick absence of a newly appointed member of staff has hindered progress;</li> <li>• Change in status of Project WPL02 (Waste Planning) from amber to green. The North Waste Region Waste Management Group (NWRWMG) has submitted and gained approval for their Outline Business Case. Eamon Molloy confirmed that the OJEU notice had been published and they intended going to regional press next week. He was very pleased with the level of interest to date and aimed to go to Joint Committee by May 2009 with a select list. Stephen Peover wished to put on record his acknowledgement of the effort made by all parties i.e. WMGs, DOE and DFP to progress the infrastructure projects to their current stage.</li> <li>• Change in staffing status for Strand 4 (Data and Research) from red to amber due to the appointment of an additional member of staff;</li> <li>• Change in status of Project LE04 (Legislation and Enforcement) from green to amber due to delays arising in reaching agreement with the DoEHLG on the repatriation of illegally dumped waste from NI to ROI; and</li> <li>• Change in status of Strand 6 (Learning and Communication) from red to amber along with a corresponding change in the status of Strand Project LC01. This change is warranted following the appointment of additional staff resources and the engagement of Morrow Communications to assist with the development of a communications plan for the Waste Management Strategy. An advert for Senior Information Officers has been published and it is hoped to have someone in post by June 2009.</li> </ul>	
6.3	<p>Councillor John Campbell raised the issue of the withdrawal of DOE funding (£3k) for the Environmental YouthSpeak competition 2009. He asked if this decision could be reviewed. Wesley Shannon said he was unfamiliar with the initiative but would check the circumstances surrounding the decision to withdraw funding. Wesley also advised that Morrow Communications will be considering the needs of schools and children as part of the learning and communications programme.</p>	<p>Wesley Shannon to check funding position regarding YouthSpeak 2009.</p>
6.4	<p>Councillor Evelyne Robinson raised concerns over the persistent red status for staffing and budget shortages. She</p>	

6.5	<p>wanted to know if these persistent red markings meant an increase in the probability of EU fines being imposed on Northern Ireland. Stephen Peover acknowledged her concerns but said we should not get discouraged and the Department would do all it could to build capacity and source the right skills.</p> <p>The changes recommended in Paper WPSG 2/2009 were endorsed by the Group and will be presented to the SWB at their meeting on 13<sup>th</sup> March 2009.</p>	
7.	<p><b>Strategy Delivery Programme – Programme Risk Register</b></p> <p>7.1 Members considered an update report on the Strategy Delivery Programme Risk Register. Paper WPSG 3/2009 detailed changes to programme risks since the last meeting and how mitigation action is progressing.</p> <p>7.2 Wesley Shannon highlighted the following points from the Paper:</p> <ul style="list-style-type: none"> <li>• No new risks have been identified;</li> <li>• One risk (number 7) has had its overall risk rating changed. The rating was reduced from 12 to 8 following engagement of new staff resources; and</li> <li>• Progress column outlines action taken by responsible owner or process put in place to manage the identified risk.</li> </ul> <p>7.3 Stephen Peover stated that the Register must not descend into a tick box exercise. It must be of practical use, needs to be ‘live’ and reflect real concerns.</p> <p>7.4 Councillor Evelyne Robinson recalled seeing £75k as a funding figure for learning and communication projects. She enquired as to what this money would be used for. Wesley Shannon explained that the £75k would be used for short term deliverables up to March 2009 such as reviewing the “Wake up to Waste” website, highlighting examples of good practice and delivering a number of key (behavioural change) messages.</p> <p>7.5 Members had no further comments on or changes to make to the Paper.</p>	
8.	<p><b>Construction, Demolition and Excavation waste</b></p> <p>8.1 Wesley Shannon explained that an action point from the SWB meeting of 19<sup>th</sup> December 2008 requires the Department to produce an Information Paper on how the reuse, recycling and recovery of construction and demolition waste will be taken forward to meet the new statutory targets contained within the revised Waste Framework Directive. The Department has prepared an early draft of the Paper [WPSG 4/2009] and would seek members’ agreement to it being forwarded to the SWB at their 13<sup>th</sup> March meeting. The main points of interest from the Paper are:</p> <ul style="list-style-type: none"> <li>• The revised Waste Framework Directive sets specific statutory targets for construction, demolition and excavation</li> </ul>	

<p>8.2</p> <p>8.3</p> <p>8.4</p>	<p>waste (CDEW). Focus to date has been on municipal waste;</p> <ul style="list-style-type: none"> <li>• Considerable amount of good work being carried out by WRAP with the Construction sector;</li> <li>• There are some question marks over the extent of the data held for this waste stream. The Department is currently looking at ways to make it more rigorous ; and</li> <li>• A number of actions are being taken forward on improved data collection, learning and communication and development of site waste management plans.</li> </ul> <p>Pamela Patterson stated that NIEA is now producing a lot more robust and inclusive survey data. The Agency has initiated a contract to assist in filling existing data gaps. They are establishing better links with the Northern Ireland Statistics and Research Agency (NISRA).</p> <p>John Quinn asked how the Department aims to take forward the practical mechanisms necessary to underpin the legislation some of which will be difficult to implement. Wesley Shannon said the Department would be considering these particular issues through the relevant strands in the waste strategy.</p> <p>Members agreed that the Paper could be forwarded to the SWB.</p>	
<p>9.</p> <p>9.1</p> <p>9.2</p> <p>9.3</p> <p>9.4</p>	<p><b>Waste Management Plans – Annual Reports</b></p> <p>Stephen Peover introduced Paper WPSG 5/2009. He explained that under the Waste and Contaminated Land (NI) Order 1997 there is a requirement on district councils to produce Waste Management Plans (WMPs) and for the Department to prepare and publish an annual report which shall include information on the implementation by district councils of their WMPs. The three WMGs have in the past produced annual reports for NIEA, however, this ceased in 2005/06.</p> <p>The establishment of the SWB with its role of overseeing and monitoring of the Waste Management Strategy necessitates regular progress reports on implementation of the WMPs. There is therefore both a statutory and a governance need to re-establish WMP reporting. Paper WPSG 5/2009 outlines for members the background and proposed new reporting structure.</p> <p>The basis of the new reporting structure will include an Annual Performance Review Report (APRR), configured around the six strands of the Waste Management Strategy, which the WMGs are requested to submit by 30 September each year plus a short Implementation Action Plan (IAP) to be submitted by the end of April each year. It was acknowledged that the April deadline for 2009 would be challenging and that additional time would need to be allowed for submission of the IAP for 2009/10.</p> <p>Wesley Shannon asked the WMG representatives for their comments. In response the WMG representatives acknowledged the need to produce annual reports. Wesley</p>	

	<p>Shannon explained that the Department would be arranging a meeting with the WMGs to discuss practical issues surrounding the new structure and how to cover performance data for the intervening years i.e. 2005/06 to 2007/08.</p> <p>It was agreed that "Next Steps" Para. 5 of Paper WPSG 5/2009 should be amended before going to the March meeting of the SWB as these would need to be discussed at the meeting to be held with the WMGs. The Board could be presented with a complete reporting timetable at its June 2009 meeting.</p>	Wesley Shannon to amend Paper
10.	<p><b>Report from Waste Infrastructure Programme Board</b></p>	
10.1	<p>Alan McVicker spoke to Paper WPSG 6/2009. He advised members that good progress had been made to date but there were still a number of large issues to be addressed.</p>	
10.2	<p>Stephen Peover asked the WMG representatives if they wished to update members on their projects.</p> <p>NWRWMG – Eamon Molloy advised that their OJEU notice had been published. Approaches have been made to the public sector for possible infrastructure sites. A similar approach will be made next week to the private sector. Because of sensitivity issues they have engaged directly with media outlets to get the correct message across on their infrastructure procurement programme. Councillor Evelyne Robinson wanted to put on record the NWRWMG Committee's appreciation of the work Eamon has done to date, how he has educated the Committee and kept them informed during the whole process.</p> <p>arc21 – John Quinn advised that arc21 issued Invitations To Participate in Dialogue (ITPD) documentation to the 6 short-listed bidders. A recent Information Session held with bidders had been positive and encouraging. Informal bilateral meetings with individual companies will be arranged over the next week.</p> <p>SWaMP2008 – Graham Byrne advised that the SWaMP2008 Joint Committee had decided to formally exclude incineration from their infrastructure procurement programme. They aim to have a proposed Bidders' Day by end March 2009.</p>	
10.3	<p>Stephen Peover advised that the Minister has confirmed that he is willing to participate in any communication strategy that will help progress the programme.</p>	
11.	<p><b>WPSG Report to the Strategic Waste Board meeting 13<sup>th</sup> March 2009</b></p>	
11.1	<p>Stephen Peover stated that at the 24 November 2008 WPSG meeting members agreed the format and material that would be appropriate for inclusion in such reports. The Department has prepared a draft report, Paper WPSG 7/2009, for presentation to the SWB at their next meeting on 13<sup>th</sup> March. The Paper very much mirrors the progress report given to WPSG i.e. Paper WPSG 2/2009, outlining the suggested changes to strand /</p>	

	<p>project status for Board approval.</p> <p>Members had no revisions to make to the Paper. They were asked to forward any comments they might have by lunchtime Wednesday 25<sup>th</sup> February. No response would be taken as a sign they are content.</p>	<p>WPSG members to forward comments by 25<sup>th</sup> February</p>
12.	<p><b>Any Other Business</b></p>	
12.1	<p>Graham Byrne said the SWaMP2008 Joint Committee had asked him to write to Rob Thompson, thanking him for his assistance whilst with the Programme Delivery Support Unit. They had also asked him to write to a wide circulation list expressing their concern about the proposed increase in landfill tax beyond 2011.</p>	
12.2	<p>Members agreed that the minutes of the WPSG meetings should be published on the DOE website as soon as they were approved by the Steering Group.</p>	
13.	<p><b>Date, time and venue for next meeting</b></p>	
13.1	<p>The next meeting will be held on Friday 15<sup>th</sup> May 2009 commencing at 2.00pm in Room 6-01C Clarence Court.</p> <p>Members were also asked to note their diaries for future meetings to be held on Friday 21<sup>st</sup> August 2009 and Friday 27<sup>th</sup> November 2009. The meetings would be held in Clarence Court and commence at 2.00pm.</p>	