

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

**Present:**

Stephen Peover	Permanent Secretary, Department of the Environment [Chair]
Wesley Shannon	Director, Strategic Waste Infrastructure Programme, Department of the Environment
Helen Anderson	Acting Director, Climate Change and Waste Management Division, Department of the Environment
Dave Foster	Acting Director, Environmental Protection, Northern Ireland Environment Agency (NIEA)
Alderman Mervyn Rea	Antrim Borough Council Elected representative arc21
John Quinn	Chief Executive, arc 21
Eamon Molloy	Development Officer, NWRWMG
Councillor John Campbell	Armagh City & District Council Elected representative SWaMP2008
Graham Byrne	Operational Director, SWaMP2008

**In Attendance:**

Alan McVicker	Director, Programme Delivery Support Unit
Ivan Gregg	Waste Programme Steering Group (WPSG) Secretariat
Bernie Conlon	WPSG Secretariat

Item		Action
1.	<p><b>Welcome and Introductions</b></p> <p>1.1 Stephen Peover welcomed everyone to the meeting and thanked them for attending. As Helen Anderson and Dave Foster were attending their first meeting of the Steering Group the Chair made the necessary introductions.</p> <p>1.2 He advised the Steering Group of Paul Simpson's retirement and the termination of Denis McMahon's period of secondment with the Department in April 2009. Competitions for both posts are underway and it is hoped to hear the outcome of those shortly. In the intervening period a number of temporary senior staff changes have taken place within PEPG to cover Denis's post and maintain momentum on the waste infrastructure programme. Wesley Shannon has taken over the role of Director of Waste Infrastructure Programme with Helen Anderson acting up into Wesley's post as Director of Climate Change and Waste Strategy.</p>	
2.	<p><b>Apologies</b></p> <p>2.1 Apologies were received from Councillor Evelyne Robinson, NWRWMG and Richard Pengelly, DFP.</p>	
3.	<p><b>Minutes of the previous meeting</b></p> <p>3.1 The minutes of the previous meeting held on 20<sup>th</sup> February 2009 were agreed.</p>	
4.	<p><b>Matters Arising</b></p> <p>4.1 Stephen Peover took members through the matters arising from the previous meeting.</p> <p>4.2 <b>Para 4 of 20/2/09 minutes</b> – <i>Graham Byrne and Alan McVicker to produce a position paper on SWaMP infrastructure project.</i> It was proposed that this matter should be dealt with within the approval process for the SWaMP2008 Outline Business Case (OBC). Councillor John Campbell and Graham Bryne expressed concern at the delay in approving the OBC. Wesley Shannon replied that this had arisen due to queries raised by DFP and DOE on the OBC, however these queries have been addressed and DFP have advised that approval should be forthcoming by end May 2009.</p> <p>4.3 <b>Para 5.5 of 20/2/09 minutes</b> – <i>Graham Byrne to confirm venue for SWB meeting 13<sup>th</sup> March 2009.</i> The venue for the Strategic Waste Board (SWB) meeting was later changed to an arc21 council area (Ballymena). The meeting on 5<sup>th</sup> June 2009 will be hosted by SWaMP2008.</p> <p>4.4 <b>Para 6.3 of 20/2/09 minutes</b> – <i>Wesley Shannon to check funding position regarding Environmental YouthSpeak 2009.</i> A number of applications, in addition to the Youth Speak request,</p>	<p>DOE to advise on funding request for</p>

	<p>have been received by the Department for funding in 2009/10. In the absence of an agreed funding policy the Department is considering whether it can fund any of the applications and should reach a decision within the next couple of weeks.</p> <p>4.5 <b>Para 9.4 of 20/2/09 minutes</b> – Wesley Shannon to amend ‘Next Steps’ Para of Paper WPSG 5/2009 before issue to SWB on 13<sup>th</sup> March 2009. This had been actioned.</p> <p>4.6 <b>Para 11.1 of 20/2/09 minutes</b> – WPSG members to forward comments on Paper WPSG 7/2009 to Secretariat by 25<sup>th</sup> February. Comments received from Graham Byrne had been incorporated in the report to SWB.</p> <p>4.7 The previous minutes noted at Para 12.2 the Steering Group’s agreement that WPSG minutes, once approved should be made available on the DOE Internet site. This action has been taken forward by the Secretariat, with minutes for the 1<sup>st</sup> October and 24<sup>th</sup> November 2008 meetings placed on the website along with a short background note on the composition of the Steering Group and its main functions. The minutes of the 20<sup>th</sup> February 2009 meeting will be placed on the website in due course.</p>	Environmental YouthSpeak 2009
<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p><b>Draft Minutes of Strategic Waste Board meeting 13<sup>th</sup> March 2009</b></p> <p>A copy of the draft minutes of the last SWB meeting was provided to members for information under Paper WPSG 8/2009. Stephen Peover updated members on two action points from that meeting.</p> <p>First action point (Para. 8 of the draft minutes) indicates the Board’s agreement that central government representatives on the SWB provide an annual update to the Board on progress in implementing their Departmental Waste Management Action Plans and delivery of Waste Management Strategy aims and goals. Further discussion on this matter will be covered in today’s agenda item 9 and accompanying Paper WPSG 12/2009. At this point in the meeting hard copies of additional departmental responses received following issue of Paper WPSG 12/2009 were handed out to members.</p> <p>Second action point (Para 9.1 of the draft minutes) notes the Board’s recognition of the need for regular reporting on the performance of Waste Management Plans and agreement to the proposed new reporting structure to be progressed by the Department. This coincides with the views expressed by the Steering Group at their meeting on 20<sup>th</sup> February.</p>	
<p>6</p> <p>6.1</p>	<p><b>Strategy Delivery Programme – Progress Reports</b></p> <p>Stephen Peover introduced Paper WPSG 9/2009 and then asked Helen Anderson to take members through the main changes of note in the Paper. Helen highlighted the following:</p> <ul style="list-style-type: none"> <li>• Whilst there was slight slippage in reconvening the Waste Prevention Forum the additional staff allocated from April on</li> </ul>	

6.2	<p><i>Strand 1 (Waste Prevention)</i> should increase progress made on project milestones;</p> <ul style="list-style-type: none"> <li>• On <i>Strand 2 (Recycling and Recovery)</i> there had been slippage with regard to the Community Waste Innovation Fund grant scheme. This was mainly due to additional time needed by DOE Economics Branch in evaluating the previous grant scheme plus a lack of in-house technical advice to assist with policy development work on any new scheme;</li> <li>• Suggested change in status of <i>Strand 2 Task</i> (DFP amending Building Regulations (NI) 2000) from green to amber. Responses to the consultation exercise raised matters that require further investigation and it is anticipated that the amendment regulations will not be made until summer 2009. John Quinn advised that local government was seeking to synchronise the issue of a Waste Storage Guide with this as well as endorsement by both DOE and DFP Ministers. He further advised that this would be discussed at the next WIPB;</li> <li>• Changes to milestones and targets for the three Waste Management Groups infrastructure projects under <i>Strand 3 (Waste Planning)</i>. These changes were necessary in order to bring them into line with those specified within the Waste Infrastructure Programme (WIP) as approved by the WIPB;</li> <li>• Good progress on project WPL05 within <i>Strand 3 (Waste Planning)</i>. Following meetings with WMG representatives agreement has been reached on the content and timetable for the monitoring of Waste Management Action Plans;</li> <li>• Overall target date for the planned introduction of the Waste Bill (Project LE01) <i>Strand 1 (Legislation and Enforcement)</i> has been brought forward from May 2010 to January 2010. The reduced timeframe was due to the use of a single rather than two stage consultation exercise in the legislative process. In response to a question from John Quinn, Helen advised that this is a permissible and appropriate option available to departments; and</li> <li>• Considerable progress has been made on Project LE04 within <i>Strand 5 (Legislation and Enforcement)</i> resulting in suggested status change from amber to green.</li> </ul> <p>Paper WPSG 9/2009 was endorsed by the Group and will be presented to the SWB at their meeting on 5<sup>th</sup> June 2009.</p>	
7.	<p><b>Strategy Delivery Programme – Programme Risk Register</b></p>	
7.1	<p>Stephen Peover introduced Paper WPSG 10/2009 and then asked Wesley Shannon to detail any changes to programme risks since the last meeting.</p>	
7.2	<p>Wesley directed members to Pages 8 to 10 of the Paper and made the following points:</p> <ul style="list-style-type: none"> <li>• No new risks have been identified;</li> <li>• Risk 1 has had its overall risk rating increased from 16 to 20. This was due to the vacant SRO and Director of Waste Infrastructure Programme posts which leave a major gap in the senior staff structure. These posts will hopefully be filled</li> </ul>	

	<p>in the near future and the risk rating would then be reduced. Alderman Rea queried why it took so long to replace staff on retirement. Stephen Peover recognised that the process was slow but said that work had commenced on filling the SRO post in October /November 2008 and reiterated that it was hoped that both posts would soon be filled. Hopefully both posts would be filled in the short term;</p> <ul style="list-style-type: none"> <li>• Risk 3 has had its overall risk rating reduced from 12 to 9. The rating has been reduced following recent legal advice on a GB project where capital has been injected without breaching State Aid rules. It is envisaged that this will omit the need to submit a non paper to the Commission;</li> <li>• Risk 4 has had its overall risk rating increased from 12 to 16. The need to use resources rather than capital funding for some of the development costs experienced by WMGs is increasing pressure on in-year resource budget and the profiling of SWIF expenditure; and</li> <li>• Risk 6 has had its overall risk rating reduced from 12 to 8 following the arrival of a DP and Staff Officer to the waste prevention team and resultant likelihood of progress on project milestones.</li> </ul> <p>Members had no comments or changes to make to the Paper.</p>	
<p>8.</p> <p>8.1</p>	<p><b>Report on Progress towards compliance with the EU Landfill Directive</b></p> <p>Stephen Peover introduced Paper WPSG 11/2009 which graphically presents the progress Northern Ireland is making towards meeting its statutory obligations under the NI Landfill Allowance Scheme (NILAS). The graph uses historical information on Biodegradable Municipal Waste sent to landfill from NILAS reports for scheme years 2005/06 to 2007/08 plus predicted growth rates provided by the three regional Waste Management Groups. Overall, it shows that while Northern Ireland is currently within the NILAS targets, and should meet its first statutory target in 2010, there is a need for additional residual waste treatment capacity for future target years 2013 and 2020. He said all parties should take pride in having achieved the current position but highlighted the need for continued joint working.</p> <p>Steering Group members noted the Paper and had no comments to offer.</p>	
<p>9.</p> <p>9.1</p>	<p><b>Departmental Waste Management Action Plans</b></p> <p>Stephen Peover introduced Paper WPSG 12/2009. He said there is a broad recognition of the need to actively manage the NI Waste Management Strategy implementation process, and this has been evidenced through the scrutiny of strand progress reports at both WPSG and SWB level. In order to provide a more complete picture, and to further demonstrate central government's commitment to taking the lead in delivering the Strategy, it is necessary to report on the actions and progress made by each department towards implementation of more</p>	

<p>9.2</p> <p>9.3</p>	<p>sustainable waste management practices.</p> <p>At the SWB meeting on 13<sup>th</sup> March it was agreed that the central government representatives on the Board would provide an annual report on progress by each of their departments towards delivery of the aims and goals of the NI Waste Management Strategy and in implementing their Departmental Waste Management Action Plans. The first annual report will be submitted at the next meeting of the Board on 5<sup>th</sup> June.</p> <p>Reports from 6 departments had been received to date [DARD, DCAL, DEL, DETI, DOE and DFP] and these were provided to members for information. As a number of the reports had only been provided to members on the day it was agreed that comments would be taken after the meeting. Members should forward their comments to the Secretariat as soon as possible.</p> <p>Steering Group members had no comments to make at the meeting.</p>	<p>Steering Group members to forward comments on departmental reports to Secretariat</p>
<p>10.</p> <p>10.1</p> <p>10.2</p> <p>10.3</p> <p>10.4</p>	<p><b>Report from Waste Infrastructure Programme Board</b></p> <p>Stephen Peover asked the WMG representatives to update members on their respective procurement projects.</p> <p>arc21 – John Quinn advised that arc21 had finished the first stage of Dialogue and they aim to complete the evaluation of bidders' submissions by 20<sup>th</sup> May with select list approved by 28<sup>th</sup> May. They hope to issue detailed ISOS documents by end June. A decision on the availability of Dargan Road is critical with report going to Belfast City Council on 9<sup>th</sup> June for a decision. John stated that the 3 critical issues for the WMGs were site selection, planning approval and funding. All three issues needed expedited as soon as possible.</p> <p>NWRWMG – Eamon Molloy advised that the outcome of the procurement evaluation process will go to their Joint Committee for approval in mid June. They are very satisfied with the evaluation criteria used and confident that it will mitigate any possible legal challenges to the process. Selected sites are being evaluated at present by Property Services and they are content with progress on this front. He agreed that planning approval and funding were critical issues for his Group. He commented that the meeting with Treasury, facilitated by the Department had been extremely useful and he thanked the organisers for arranging it.</p> <p>SWaMP2008 – Graham Byrne advised that they are waiting for OBC approval. SWaMP2008 Joint Committee has agreed that they can move directly to ISDS stage post enhanced PQQ and thereby make up some time in the procurement process, however the opportunity to retain an ISOS stage remains open. Site selection to go to Joint Committee for approval before the end of May.</p> <p>Alan McVicker highlighted a number of points of interest from</p>	

	<p>his Paper WPSG 13/2009:</p> <ul style="list-style-type: none"> <li>• A further Gateway Review at the level of the Waste Infrastructure Programme is planned to be carried out in summer 2009;</li> <li>• A meeting held on 14<sup>th</sup> May with Planning Service, PDSU, NIEA and the WMGs had proven very useful. Some positive aspects had emerged as well as critical issues to be dealt with;</li> <li>• Recognised pressures on the budget for the WIP in 2009/10 which has necessitated an early bid to DFP for additional revenue in-year; and</li> <li>• PDSU website is now live and an electronic document management system has been procured to help the WMGs in the sharing of information etc at each stage of the procurement process.</li> </ul> <p>Graham Byrne enquired as to the outcome of the bid for additional funding. Stephen Peover advised that there were a number of financial pressures facing the department at present but we would do our best to find the additional revenue in-year for the WIP. The Executive would consider June monitoring budget returns at their meeting on 15<sup>th</sup> June and departments would then hear the outcome from those discussions.</p> <p>Alan McVicker advised that PDSU currently has £800k in-year revenue budget to allocate between the three WMGs. He would be writing out shortly to them confirming the funding for each Group.</p>	
<p>11.</p> <p>11.1</p>	<p><b>WPSG Report to the Strategic Waste Board meeting 5<sup>th</sup> June 2009</b></p> <p>The Department had prepared draft report, Paper WPSG 14/2009, for presentation to the SWB at their next meeting on 5<sup>th</sup> June. The Paper very much mirrors the progress report given to WPSG i.e. Paper WPSG 9/2009, outlining the suggested changes to project /milestone status for Board approval.</p> <p>Members had no revisions to make to the Paper and agreed it should be presented to SWB on 5<sup>th</sup> June.</p> <p>Graham Byrne enquired as to whether changes could be made to the report should SWaMP2008 OBC get approval at the end of May. Wesley Shannon said the approval process would need to go through WIPB before any changes could be made to the SWB Paper.</p>	
<p>12.</p> <p>12.1</p> <p>12.2</p>	<p><b>Any Other Business</b></p> <p>Stephen Peover introduced Paper WPSG 15/2009 on Expenses Guidelines for Elected Members of the WPSG.</p> <p>At the last meeting of SWB held on 13<sup>th</sup> March Board members agreed two small changes to their Expenses Guidelines i.e. clarification on when attendance allowance would be paid and update on mileage rates. As the system for remuneration of</p>	

	<p>WPSG elected members is based on that used for elected members of the SWB it is recommended, in the interest of consistency, that the WPSG Expenses Guidelines be updated to coincide with those of the Board. Paper WPSG 15/2009 sets out the position for members and includes an updated copy of the Guidelines with tracked changes for ease of reference.</p> <p>Members agreed the changes made to the Guidelines.</p>	
13.	<p><b>Date, time and venue for next meeting</b></p>	
13.1	<p>The next meeting of the WPSG was due to be held on 21<sup>st</sup> August 2009 but due to difficulties in members' availability over the summer months it was agreed to defer the next meeting until Tuesday 1<sup>st</sup> September 2009. The meeting will commence at 2.00pm and be held in Room 6-01C Clarence Court.</p>	
13.2	<p>Councillor Campbell informed the Group that his term of office as Chair of SWaMP2008 would draw to a close at the end of May 2009. He expressed his gratitude for the courtesy and co-operation he had received during his membership of WPSG. Stephen Peover passed on the thanks of the entire Group for the contribution Councillor Campbell had made to the work of the WPSG.</p>	