



January 28th, 2026

**Chairperson:** Alderman O Gawith

**Vice-Chairperson:** Councillor S Burns

**Aldermen:** J Baird, S Skillen

**Councillors:** J Bamford, D Bassett, P Catney, A Givan, A Gowan, G Hynds, C McCready, B Magee, M McKeever, R McLernon, N Parker

**Ex Officio:**

The Right Worshipful the Mayor, Alderman A Grehan

Deputy Mayor, Alderman H Legge

**Notice Of Meeting**

A meeting of the Environment and Sustainability Committee will be held on **Wednesday, 4th February 2026 at 6:00 pm** for the transaction of the undernoted Agenda.

Hot Buffet will be available in Lighters from 5.15pm for Committee Members.

**David Burns**  
**Chief Executive**

# Agenda

## 1.0 Apologies

## 2.0 Declaration of Interests

- (i) conflict of interest on any matter before the meeting (Members to confirm the specific item)
- (ii) pecuniary or non-pecuniary interest (Member to complete disclosure of interest form)

 *Disclosure of Interests form Sept 24.pdf*

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## 3.0 Report by the Head of Service (Building Control and Sustainability)

### 3.1 The Climate Change (Reporting Bodies) Regulations (NI) 2024 - Adaptation For Noting

 *Item 3.1 BC - Public Body Reporting Report (Adaptation).pdf*

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## 4.0 Report by the Head of Service (Environmental Health, Risk and Emergency Planning)

### 4.1 Safeguarding Board for Northern Ireland (SBNI) Strategic Plan 2026-2030 For Decision

 *Item 4.1 EH - Report - SBNI Strategic Plan 2026 - 2030.pdf*

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 *Appendix 1EH - SBNI Strategic Plan 2026 - 2030.pdf*

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 *Appendix 2EH - Summary of Consultation Document with proposed responses.pdf*

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### 4.2 Department of Justice (DoJ) – Causeway Service Level Agreement For Decision

 *Item 4.2EH - DoJ - Causeway Service Level Agreement.pdf*

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 *Appendix 3 EH -DoJ Cover letter for SLA.pdf*

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 *Appendix 4 EH - Lisburn Castlereagh City Council - SLA - June 2024.pdf*

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## 5.0 Report by the Head of Service (Waste Management and Operational Services)

### 5.1 Bryson Recycling Service Disruption

*For Noting*

□ *Item 5.1 - Bryson recycling service disruption.pdf*

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□ *Appendix 1 W&OS - Summary of steps & measures taken1.pdf*

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## **6.0 Any Other Business**

## LISBURN &amp; CASTLEREAGH CITY COUNCIL

## MEMBERS DISCLOSURE OF INTERESTS

**1. Pecuniary Interests**

The Northern Ireland Local Government Code of Conduct for Councillors under Section 6 requires you to declare at the relevant meeting any pecuniary interest that you may have in any matter coming before any meeting of your Council.

Pecuniary (or financial) interests are those where the decision to be taken could financially benefit or financially disadvantage either you or a member of your close family. A member of your close family is defined as at least your spouse, live-in partner, parent, child, brother, sister and the spouses of any of these. Members may wish to be more prudent by extending that list to include grandparents, uncles, aunts, nephews, nieces or even close friends.

This information will be recorded in a Statutory Register. On such matters **you must not speak or vote**. Subject to the provisions of Sections 6.5 to 6.11 of the Code, if such a matter is to be discussed by your Council, **you must withdraw from the meeting whilst that matter is being discussed**.

**2. Private or Personal Non-Pecuniary Interests**

In addition you must also declare any significant private or personal non-pecuniary interest in a matter arising at a Council meeting (please see also Sections 5.2 and 5.6 and 5.8 of the Code).

Significant private or personal non-pecuniary (membership) interests are those which do not financially benefit or financially disadvantage you or a member of your close family directly, but nonetheless, so significant that could be considered as being likely to influence your decision.

Subject to the provisions of Sections 6.5 to 6.11 of the Code, you must declare this interest as soon as it becomes apparent and **you must withdraw from any Council meeting (including committee or sub-committee meetings) when this matter is being discussed**.

In respect of each of these, please complete the form below as necessary.

**Pecuniary Interests**

Meeting (Council or Committee - please specify and name):  
\_\_\_\_\_  
\_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Item(s) in which you must declare an interest (please specify item number from report):  
\_\_\_\_\_  
\_\_\_\_\_

Nature of Pecuniary Interest:

**Private or Personal Non-Pecuniary Interests**

Meeting (Council or Committee - please specify and name):

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Date of Meeting:

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Item(s) in which you must declare an interest (please specify item number from report):

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Nature of Private or Personal Non-Pecuniary Interest:

Name:

Address:

Signed:

Date:

Signed:	Date:
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If you have any queries please contact David Burns, Chief Executive,  
Lisburn & Castlereagh City Council

<b>Committee:</b>	<b>Environment &amp; Sustainability Committee</b>
<b>Date:</b>	4 February 2026
<b>Report from:</b>	Head of Service – Building Control & Sustainability

<b>Item for:</b>	<b>Noting</b>
<b>Subject:</b>	The Climate Change (Reporting Bodies) Regulations (NI) 2024 - Adaptation

### **Background and Description**

- 1.0 The purpose of this report is to bring to Elected Members attention the requirements of the Climate Change (Reporting Bodies) Regulations (NI) 2024.
- 1.1 The Climate Change Act (NI) 2022, Part 3, section 42, entitled 'Climate change reporting by public bodies' makes provision for Regulations to be made to place duties on specified public bodies to prepare and submit reports on various matters.
- 1.2 The Climate Change (Reporting Bodies) Regulations (NI) 2024 were made and came into effect on 3<sup>rd</sup> May 2024. The Reporting Bodies Regulations specifies that all district councils (amongst others) are a 'reporting body' and therefore have a duty to report under these Regulations.
- 1.3 The purpose of the data collection is to provide central government with an overview and collation of the wider climate adaptation measures being taken and to facilitate a co-ordinated approach.

### **Reporting under Regulation 4 – Climate change adaptation reports**

- 1.4 The Climate Change (Reporting Bodies) Regulations (NI) 2024 specify that the first climate adaptation reports must be submitted to the Department (DAERA) by 'not later than 31<sup>st</sup> March 2026'.
- 1.5 Council officers are working to collate the required information for submission by the closing date. Officers are engaged with DAERA representatives to ensure the information is presented and uploaded in the required format on the DAERA, 'online portal'.

### **What is being Reported?**

- 1.6 The extract below taken from the Regulations, sets out what must be reported within the Adaptation Reports:
  - 1.7 (1) Every reporting body must prepare reports which include—
    - (a) an assessment of the current and predicted impact of climate change in relation to its functions;
    - (b) a statement of the body's proposals and policies for adapting to climate change in the exercise of its functions;
    - (c) a statement of the time-scales for implementing those proposals and policies; and

	(d) an assessment of the progress made towards implementing the proposals and policies set out in any previous climate change adaptation report.	
1.8	(2) The first report must relate to the period of four years beginning with 1 <sup>st</sup> January 2026	
1.9	(3) Subsequent reports must relate to the period of five years beginning immediately after the end of the period to which the previous report relates.	
1.10	(4) Reports must be prepared and sent to the Department not later than one month after the end of the period to which the previous report relates, or in the case of the first report 31st March 2026	
	<b><u>Committee Reporting</u></b>	
1.11	Council Officers are currently working to collate the information required within the regulations and intend to submit to DAERA by the required date of 31 <sup>st</sup> March 2026. The information submitted will subsequently be presented to a future Environment & Sustainability Committee.	
2.0	<b><u>Recommendations</u></b>  It is recommended that the committee notes: <ul style="list-style-type: none"><li>• this update regarding council's obligations under the Climate Change (Reporting Bodies) Regulations (NI) 2024; and</li><li>• the presentation of the information submitted in the report at a future meeting of the Environment &amp; Sustainability committee.</li></ul>	
3.0	<b><u>Finance and Resource Implications</u></b>  Officer time and resource in compiling information and in complying with the Regulations.	
4.0	<b><u>Equality/Good Relations and Rural Needs Impact Assessments</u></b>	
4.1	Has an equality and good relations screening been carried out?	No
	<b>Third party data collection in line with legislative requirements.</b>	
4.2	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out	
	<b>Third party data collection in line with legislative requirements.</b>	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.	
	<b>Third party data collection in line with legislative requirements.</b>	

**Appendices:**

None

<b>Committee:</b>	Environment & Sustainability
<b>Date:</b>	4 February 2026
<b>Report from:</b>	Head of Service - Environmental Health, Risk and Emergency Planning

<b>Item for:</b>	Decision
<b>Subject:</b>	Safeguarding Board for Northern Ireland (SBNI) Strategic Plan 2026-2030

1.0	<b><u>Background and Key Issues</u></b>
1.1	The Environmental Health, Risk and Emergency Planning Service Unit has received a Consultation Document from SBNI relating to its 2026-2030 Strategic Plan (attached as <b>Appendix 1 EH</b> for Members' information).
1.2	The Safeguarding Board for Northern Ireland (SBNI) presents its fourth Strategic Plan for 2026-2030, focusing on safeguarding children and young people through collaborative efforts and addressing key issues. The plan highlights the strategic priorities of SBNI over the next 4 years together with an implementation, review and evaluation process. An overview of the Strategic Plan is detailed below for members' reference.
1.3	<p><b>Strategic Priorities for 2026-2030</b></p> <p>The SBNI has identified four strategic priorities for 2026-2030:</p> <ul style="list-style-type: none"> <li>• Leadership in safeguarding, protection, and welfare of children and young people.</li> <li>• Focus on online safety to protect children in the digital space.</li> <li>• Addressing domestic violence and abuse affecting children and young people.</li> <li>• Combatting child exploitation, including sexual, criminal, and radicalisation issues.</li> </ul>
1.4	<p><b>Objectives of the Strategic Plan</b></p> <p>The SBNI aims to achieve specific objectives aligned with its strategic priorities:</p> <ul style="list-style-type: none"> <li>• Contribute to the Northern Ireland Executive's Programme for Government (PfG) 2024-2027.</li> <li>• Promote communication between the SBNI Board and children and young people.</li> <li>• Incorporate the views of children and young people in its initiatives.</li> <li>• Involve parents and carers in safeguarding efforts.</li> </ul>
1.5	<p><b>Implementation and Review Process</b></p> <p>The SBNI will continuously review its Strategic Plan to adapt to changing circumstances and emerging concerns:</p> <ul style="list-style-type: none"> <li>• Annual business plans will detail specific focus areas and deliverables.</li> <li>• Learning from case management reviews will be integrated into practice.</li> </ul>

- Ongoing training and awareness opportunities will be provided across all areas of work.
- The SBNI will consult with the Department of Health before implementing changes.

## 1.6 **Strategic Context and Legislative Framework**

The SBNI operates within a framework of international treaties and domestic legislation:

- Guided by the UN Convention on the Rights of the Child, ensuring the best interests of children.
- Complies with the Children (Northern Ireland) Order 1995 and the Children's Services Co-operation Act (Northern Ireland) 2015.
- Aligns with various departmental strategies, including the Online Safety Strategy 2020-2025 and the Mental Health Strategy 2021-2031.

## 1.7 **Mission, Vision, and Values of SBNI**

The SBNI articulates its mission, vision, and core values to guide its work:

- Mission: To safeguard and promote the welfare of children and young people through partnership.
- Vision: All children and young people should feel protected and able to thrive.
- Values: Commitment to protecting marginalised children, listening to their voices, and promoting equality and transparency.

## 1.8 **Monitoring and Reporting Mechanisms**

The SBNI will implement robust monitoring and reporting systems to track progress.

- Regular reports will be generated to assess performance against strategic objectives.
- Annual reports will be submitted to the Department of Health for review.
- Engagement with children, young people, and their families will be prioritised to ensure their voices are heard.

1.9 Members were provided with the consultation document by email in January 2026 for consideration; any comments provided have been included in the draft response (attached as **Appendix 2 EH**).

## 2.0 **Recommendation**

It is recommended that the committee:

- approve the consultation response document in relation to the Safeguarding Board for Northern Ireland (SBNI) Strategic Plan 2026-2030 (attached as **Appendix 2 EH**) to be submitted to SBNI on behalf of the Council.

## 3.0 **Finance and Resource Implications**

Not Applicable.

## 4.0 **Equality/Good Relations and Rural Needs Impact Assessments**

4.1	Has an equality and good relations screening been carried out?	No
4.2	<p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out</p> <p>The Department of Communities have carried out a Regulatory Impact Assessment (RIA) in relation to these matters within this legislation.</p>	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	<p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.</p> <p>Screening of the consultation was carried out by SBNI</p> <p>The Department of Communities have carried out a Regulatory Impact Assessment (RIA) in relation to these matters within this legislation.</p>	

<b>Appendices:</b>	<b>Appendix 1 EH</b> - Safeguarding Board for Northern Ireland (SBNI) Strategic Plan 2026-2030 <b>Appendix 2 EH</b> - Summary of Consultation Document with proposed responses.
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# **Safeguarding Board for Northern Ireland**

## **Strategic Plan**

**2026 – 2030**

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# Foreword



As the Independent Chair of the Safeguarding Board for Northern Ireland (SBNI) it gives me great pleasure to present to you our Strategic Plan 2026-2030.

This is the SBNI's fourth Strategic Plan and builds on the achievements of our member agencies and on the enormous amount of work that has been done during the last four years to tackle the SBNI strategic priorities of; Domestic Violence and Abuse, Online Safety and Children and Young People's Mental Health.

The SBNI is a partnership organisation consisting of all of the key statutory bodies, the major voluntary agencies and appointed independent persons that manage, operate and resource the safeguarding and child protection system in Northern Ireland. It was set up under the Safeguarding Board Act (NI) 2011. It is the statutory body responsible for coordinating and ensuring the effectiveness of its 21-member bodies, for the purposes of safeguarding and promoting the welfare of the 436,705<sup>1</sup>children and young people in Northern Ireland.

This new Strategic Plan sets out the direction for the SBNI over the next four years, 2026-2030. I am particularly grateful to the children and young people, their parents and carers, our member bodies and the partner organisations we work with, who took the time to share with us their views on what we should prioritise during this period. Based on what we have heard so far from these key stakeholders, the SBNI has confirmed that our four strategic priorities over the next four years will be;

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<sup>1</sup> [Mid-Year Population Estimates | Northern Ireland Statistics and Research Agency](#)

- To provide leadership and set direction in the safeguarding, protection and welfare of children and young people.
- Online Safety
- Domestic Violence and Abuse; and
- Child Exploitation (including sexual, criminal, and radicalisation).

The primary responsibility of the SBNI membership is to protect children and young people from risk and harm and ensure that effective work to protect children and young people is properly coordinated and conducted.

This new Strategic Plan sets out a clear path of how we intend to do this, the priorities we will focus on and how we will measure and monitor this work to make sure we are making a difference. Operationally, for each year of this Strategic Plan, we will develop an annual business plan that will detail how and what we will focus, and deliver, on.

A strength of our business planning process is that we maintain the facility to add new and emerging safeguarding and child protection issues to our workload as separate priorities if necessary over the duration of this Strategic Plan. This agility enables the SBNI to ensure that the key and current safeguarding harms, risks and issues affecting children and young people in Northern Ireland are at the forefront of our work over the four-year period.

This Strategic Plan commits me, as the Independent Chair of the SBNI, and all our members to work tirelessly to make sure that all the priorities and aims set out in it are realised. Our intention is to live up to our objective of safeguarding and promoting the welfare of children and young people in Northern Ireland.



**Bernie McNally OBE**

**SBNI Independent Chair**

## Introduction

Throughout this plan we use the term safeguarding<sup>2</sup> in its widest sense to encompass the full range of both child protection and prevention activities.

Safeguarding children and young people is the process of positively promoting the safety and wellbeing of all children in society. It is about ensuring that children and young people grow up safely and securely and are provided with effective care. It is also about preventing the impairment of children and young people's health and development. Safeguarding also involves a comprehensive response to the needs of children and young people when it is suspected that they have suffered any form of abuse or neglect. Safeguarding also includes the promotion and protection of children and young people's rights. We want children and young people to have the best possible success in adulthood.

The Safeguarding Board for Northern Ireland (SBNI) was established by the Safeguarding Board (Northern Ireland) Act 2011 (the Act). The principal functions stipulated in the Act are:

- to coordinate and ensure the effectiveness of what is done by each person or body represented on the Board for the purpose of safeguarding and promoting the welfare of children
- to develop policies and procedures for safeguarding and promoting the welfare of children and young people
- to promote an awareness of the need to safeguard and promote the welfare of children and young people
- to keep under review the effectiveness of what is done by each person or body represented on the Board to safeguard and promote the welfare of children and young people
- to undertake case management reviews
- to provide advice in relation to safeguarding and promoting the welfare of children and young people

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<sup>2</sup> Definition of safeguarding can be found at Cooperating to Safeguard Children and Young People in Northern Ireland, Version 2.1 October 2024 2024 p.g.12

- to promote communications between the Board and children and young people
- to make arrangements for consultation and discussion in relation to the safeguarding and promotion of the welfare of children and young people.

Further detail of the membership, functions and procedures are provided in [The Safeguarding Board for Northern Ireland \(Membership, Procedure, Functions and Committee\) Regulations \(Northern Ireland\) 2012 \(legislation.gov.uk\)](https://www.legislation.gov.uk).

The SBNI is chaired by an independent person appointed by the Minister of Health through the public appointments process, who is independent of the member bodies. The membership of the SBNI is made up of representatives from the five Health and Social Care Trusts, the Department of Health's Strategic Planning and Performance Group, the Public Health Agency, the Probation Board for Northern Ireland, the Police Service of Northern Ireland, the Education Authority, District Councils, the Youth Justice Agency, a member of the Northern Ireland General Practitioners Committee of the British Medical Association, the Children's Court Guardian Agency for Northern Ireland, the NSPCC, two lay members and the Chair of the Case Management Review Panel. There is also representation from the voluntary sector from Barnardo's Northern Ireland, Children in Northern Ireland, the Voice of Young People in Care, and Women's Aid Federation Northern Ireland. In addition to the Board members, two Safeguarding Panel Chairs, and the Chair of the Interfaith Committee are in attendance at the Board. The 21-member bodies are represented on the SBNI by a senior member of staff. Their common purpose is to help safeguard and promote the welfare of children and young people in Northern Ireland and help protect them from all forms of abuse and harm.

The SBNI Independent Chair and the SBNI members are responsible for providing strategic leadership and direction to the child protection and safeguarding system across Northern Ireland and for ensuring the effective performance and discharge of its statutory objective, duties and functions as set out in the Act. The SBNI Independent Chair and member bodies are supported in their work by a small central support team made up of eight staff.

This Strategic Plan covers the period 1 April 2026 to 31 March 2030. It sets out the strategic direction of the SBNI and provides a guide to the work it will do for the next four years.

The SBNI continues to:

- work in partnership with other agencies, service users and communities to ensure our children and young people have the best start in life and are part of a caring society that supports people throughout their lives<sup>3</sup>
- provide leadership and set direction for the safeguarding system across Northern Ireland
- respond in a timely manner to new and emerging concerns
- drive improvements in the current child protection system
- build the capacity of the SBNI to enhance the knowledge and skills of the entire membership to ensure it is providing effective, evidence-based responses to the safeguarding challenges now and in the years ahead.

In addition, the SBNI continues to build on the achievements of the last four years to drive forward and embed a [trauma informed approach](#) - to underpin all of its work to safeguard children and young people. This strengths-based approach to practice, policy, procedure and strategy has shown how, when professionals better understand what has happened to the children and young people in their care and the adversity they have experienced, they respond more compassionately and more appropriately which ultimately leads to better outcomes over the long-term.

The relationship between many other issues affecting children and young people and safeguarding and child protection has long been recognised. These issues include poverty, mental health, substance misuse, trauma, equality and disability. These issues will be threaded throughout this Strategic Plan, as underpinning considerations, for all work undertaken on the strategic priorities. We recognise that there is a clear link to our work on understanding and addressing adverse childhood experiences and, thereby, increasing life chances.

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<sup>3</sup> [PfG 2024-27 Wellbeing Framework](#)

For example, in some cases family poverty can lead to an increased likelihood of abuse, harm and neglect as a result of the additional strains that it places on family life.

The SBNI continues to be cognisant of this and is seeking to ensure that the issue of poverty, in the many forms that it can impact on a child's life, informs and influences the Board's work.

The SBNI also recognises the occurrence and impact of paramilitary violence and organised criminal activity in relation to child protection and safeguarding. It continues to support the involvement and outputs of its member bodies as part of the ongoing work currently being undertaken by the Executive Programme on Tackling Paramilitarism and Organised Crime (EPPOC). The SBNI is committed to working with the EPPOC to support a multiagency trauma informed response to prevent risk and harm for the children and young people affected by paramilitary activity. The SBNI continues to participate in the strategic and operational forums designed to address this significant child protection issue.

### **Strategic Priorities for 2026 - 2030**

- To provide leadership and set direction in the safeguarding, protection and welfare of children and young people
- Online Safety
- Domestic Violence and Abuse; and
- Child Exploitation (including sexual, criminal, and radicalisation).

### **Objectives**

The SBNI Strategic Plan 2026-2030 aims to:

- contribute to delivering on the Northern Ireland Executive's Programme for Government (PfG) 2024-2027
- fulfil our Personal and Public Involvement duties and satisfy the SBNI's statutory function to promote communication between the SBNI Board and children and young people

- be informed by the views of children and young people in Northern Ireland in its delivery
- acknowledge the important role played by parents/carers in safeguarding children and young people and to involve them.

## Implementation

As mentioned above, the SBNI Strategic Plan 2026-2030 will be kept under review to ensure it takes into account changes in the external environment, best practice, new and emerging concerns, research developments and the needs of children and young people in Northern Ireland. Any proposed changes to this Strategic Plan resulting from developments will be carefully analysed, assessed and agreed with the SBNI member bodies. We will also consult with the Department of Health (DoH) prior to implementation, as required by legislation.

In developing this Plan, we have reviewed the previous SBNI Strategic Plan 2022-2026, considered progress to date and identified the continuing challenges in child protection and safeguarding.

We will fulfil any outstanding commitments from our previous four years work, in addition to our four strategic priorities and will specifically:

- ensure that the learning from case management reviews is embedded in child protection practice
- continue to uphold the principles of the United Nations Convention on the Rights of the Child (UNCRC)
- continue to provide training and general awareness opportunities across all areas of our work
- commission professional training and awareness in relation to our strategic priorities as is appropriate
- continue to support and provide assistance to faith-based communities to assist in the sharing of best safeguarding practice
- continue to embed safeguarding and child protection policies and procedures to ensure standardisation of practice

- support parents in positive parenting and member agencies who help them to do this

In particular, the SBNI Safeguarding Panels at local levels will:

- coordinate the implementation of the SBNI Strategic Plan to safeguard and promote the welfare of children and young people in their areas
- promote an awareness of the need to safeguard and promote the welfare of children and young people
- where relevant, ensure that the findings of case management reviews are disseminated widely and implemented in full
- promote and facilitate communication and engagement with children and young people in the exercising of their statutory duties.

## **Strategic Context**

Since the Safeguarding Board for Northern Ireland (SBNI) became operational in 2012, it has worked to improve the safeguarding and protection arrangements for children and young people in Northern Ireland.

This work has been informed, influenced and shaped by international treaties. The United Nations Convention on the Rights of the Child (UNCRC) is of particular relevance. In accordance with the UNCRC the SBNI must at all times act in the best interest of the child (Article 3), in a manner which is non-discriminatory (Article 2) and in a way which respects the views of the child (Article 12).

The SBNI Strategic Plan 2026-2030 takes account of domestic legislation such as the Children (Northern Ireland) Order 1995 and the Children's Services Co-operation Act (Northern Ireland) 2015 as well as a number of departmental strategies, policies and priorities, such as the 'Keeping children and young people safe: an Online Safety Strategy for Northern Ireland, 2020-2025', the 'Mental Health Strategy 2021-2031', the Children and Young People's Strategy 2020-2030, the cross-departmental policy 'Cooperating to Safeguard Children and Young People (Version 2.1 October 2024)', the Domestic and Sexual Abuse Strategy 2024-2031, the Domestic Abuse and Civil Proceedings Act (Northern Ireland) 2022<sup>4</sup>.

The Northern Ireland Executive's Programme for Government (PfG) sets out the major societal priorities that the Executive wants to achieve. We have carefully considered this PfG and have identified three of the 10 strategic domains that especially apply to our work. These are:

- Thriving Children - our children and young people have the best start in life
- Caring Society - we have a caring society that supports people throughout their life
- Safer Communities - everyone feels safe – we all respect the law and each other.<sup>5</sup>

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<sup>4</sup> Domestic Abuse and Civil Proceedings Act (Northern Ireland) 2021 (legislation.gov.uk)

<sup>5</sup> [PfG 2024-27 Wellbeing Framework](#)

The SBNI is committed through this Strategic Plan to help ensure that these outcomes are realised. The strategic priorities for the next four years therefore reflect, support and complement the PfG.

The Department of Health (DoH) is the sponsor department for the SBNI. In accordance with guidance issued by the DoH, the SBNI is required to report on progress against its Strategic Plan and the annual business plans which flow from it. We are also required to provide assurance as to the ongoing effectiveness of our systems on internal control.

The SBNI remains committed to aligning our work with current and emerging departmental strategies, policies and priorities. In particular, the key policy document 'Cooperating to Safeguard Children and Young People in Northern Ireland (Version 2.1 October 2024)'. This provides the overarching, cross departmental policy for safeguarding children and young people in Northern Ireland and directs all safeguarding policy and practice.

In addition to the Safeguarding Board Act (Northern Ireland) 2011 which places a requirement on all member bodies to work together to safeguard and promote the welfare of children, the Children's Services Co-operation Act (Northern Ireland) 2015 strengthens this by providing a statutory duty for public authorities to co-operate in order to contribute to the well-being of children and young people. The addition of this legislation to the safeguarding arena strengthens the commitment to partnership working demonstrated within this strategic plan.

All public sector organisations, including all SBNI member bodies and our central support team, are facing substantial budgetary constraints. It is likely that these constraints will continue to be a theme throughout the duration of this Strategic Plan. It is imperative that the SBNI keeps the impact of any financial constraints under review and makes the best use of available resources to achieve the maximum outcomes.

The SBNI continues to use its Outcomes-Based Accountability (OBA) framework to help define the outcomes we want to achieve as a result of our work and how this can be measured. The use of OBA is helping improve safeguarding and welfare outcomes for children and young people in Northern Ireland.

# **Mission, Vision and Values**

## **SBNI Mission Statement**

Our mission is to safeguard and promote the welfare of children and young people by working together in partnership to prevent, and protect them from, risk and harm.

## **SBNI Vision Statement**

Our vision is that all children and young people are seen, heard and feel protected, in order that they may grow up in safety, thrive and fulfil their individual potential.

## **SBNI Values**

We strive to protect children and young people, particularly those who are marginalised.

We listen to children and young people and respond to them about their wishes, experiences and place them at the heart of what we do.

We work in partnership to safeguard and promote the welfare and rights of children and young people.

We develop, empower, respect and value those who work with us as we strive for excellence in what we do.

We are open, honest, transparent and compassionate in our dealings with children and young people, our members, partners and staff and we respect diversity and promote equality in all that we do.

## **Strategic Priorities**

### **Strategic Priority 1: To provide leadership and set direction in the safeguarding, protection and welfare of children and young people.**

SP1.1 To ensure that the Case Management Review and Safeguarding Panels meet their statutory functions.

SP1.2 To ensure that the non-statutory committees fulfil their delivery obligations within their terms of reference.

SP1.3 To participate in relevant child safeguarding and child protection fora.

### **Strategic Priority 2: To hear and respond to the voices of children and young people affected by domestic violence<sup>6</sup> and abuse (DVA)**

SP2.1 To work with government departments and their agencies to increase the skills and knowledge of children and young people, and of supporting adults in their lives, about forming healthy relationships, helping to prevent domestic violence and abuse.

SP2.2 To work with member and partner agencies engaged in the DVA arena to raise awareness among parents/carers and professionals of how to reduce the impact of DVA on children and young people, and how to recover from the trauma.

SP2.3 To work with member and partner agencies to enable children and young people to feel confident to report domestic violence and abuse.

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<sup>6</sup> Definition of Domestic Abuse as per the Domestic and Sexual Abuse Strategy 2024-2031

**Strategic Priority 3: To support children and young people in exercising their rights to enjoy the benefits of the online world free from harm, fear and abuse.**

SP3.1 To work with government departments and their agencies to continue to dynamically develop and embed online infrastructure and associated standards to prevent children and young people from experiencing harm and abuse online.<sup>7</sup>

SP3.2 To work with member and partner agencies to educate children and young people, their parents and carers and those who work with them to navigate the online world safely and confidently and support them to stay safe and well online.

**Strategic Priority 4: To help prevent, protect and safeguard children and young people affected by child exploitation (sexual, criminal, radicalisation and other emerging forms of exploitation).**

SP4.1 To work with government departments and agencies to prevent children and young people being exploited

SP4.2 To work with member and partner agencies to raise awareness among children, young people, parents, carers, and professionals of the different forms of child exploitation and promote protective factors

SP4.3 To work with partners to develop and promote resources to improve recognition, assessment and response to child exploitation.

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<sup>7</sup> This aligns with the Department of Health's Online Safety Strategy 2020-2025

## **Monitoring and Review**

The SBNI believes that its plans and priorities for the next four years are ambitious and challenging and will require everyone to work together to make them happen.

The SBNI is committed to continually reviewing the Plan to ensure it remains relevant and fit for purpose and is able to respond to new and emerging concerns.

It will continually monitor its performance against each of the strategic objectives and priorities and aims outlined in the Plan. This will be done through monitoring and reporting mechanisms and the identification of outcome measures and indicators.

The SBNI will receive regular reports throughout each year on progress against its Strategic Plan from the Safeguarding Panels and SBNI Committees. These will reference and comment upon the annual business plans to make sure the SBNI is achieving its strategic objectives and priorities. The SBNI will provide to the DoH an annual assurance statement relating to performance against the Strategic Plan's priorities and aims underpinned by supporting evidence.

Each year the SBNI will provide an annual report to the DoH to be laid before the Northern Ireland Assembly. This will include reports from all SBNI Safeguarding Panels and Committees.

The SBNI commits to making sure that children and young people, their parents and carers are involved in the out-workings of the Strategic Plan and are able to comment and influence this. This will be done through our Safeguarding Panels and the engagement exercises they undertake at their local levels.

The SBNI will also provide assurance that each member body is adhering to the SBNI requirements as set out in the legislation.

All member bodies must have in place arrangements to ensure that:

- their functions are exercised having due regard to the need to safeguard and promote the welfare of children and
- any services provided are done so having due regard to that need.

The SBNI is committed to monitoring and reviewing its work to help ensure that it is on target to achieve its priorities and aims and that the member bodies are really listening and acting upon what they hear from children and young people and their parents and carers.

DRAFT

## **Safeguarding Board for Northern Ireland (SBNI) Strategic Plan 2026-2030 Proposed Response from Lisburn & Castlereagh City Council**

When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

Required

### **Your details**

By providing information about yourself or your organisation, we will be better able to understand the context of the answers that you provide to our consultation.

We also want to be sure that we have received responses from as many interested parties as possible. This information will, therefore, help us to accurately record who has responded to this consultation.

Your details will only be kept for this consultation and future work directly related to this.

#### **1. What is your name?**

Brona Turley/Sandra Pinion

#### **2. Please tell us if you are responding as an individual or representing a group or organisation**

Responding as an individual

Responding on behalf of an organisation or group

#### **3. If you are responding on behalf of an organisation or group, please tell us who you are responding on behalf of and include its type, (e.g. health and social care trust, voluntary organisation, parents' group)**

Lisburn & Castlereagh City Council  
A District Council

#### **4. What is your email address?**

[Brona.turley@lisburncastlereagh.gov.uk](mailto:Brona.turley@lisburncastlereagh.gov.uk)  
[Sandra.pinion@lisburncastlereagh.gov.uk](mailto:Sandra.pinion@lisburncastlereagh.gov.uk)

SBNI Mission, Vision and Values

#### **5. SBNI Mission:**

Our mission is to safeguard and promote the welfare of children and young people by working together in partnership to prevent and protect them from risk and harm.

**Do you agree that our mission clearly states the purpose of the SBNI?**

Yes X  
No

**6. If not, what would you have expected to see included? (Limited to 150 words)****7. SBNI Vision:**

Our vision is that all children and young people are seen, heard and feel protected, in order that they may grow up in safety, thrive and fulfil their individual potential.

**Do you agree that our vision clearly sets out what we are trying to achieve?**

Yes X  
No

**8. If not, what would you have expected to see included? (Limited to 150 words)****9. SBNI Values:**

- We strive to protect children and young people, particularly those who are marginalised.
- We listen to children and young people and respond to them about their wishes, experiences and place them at the heart of what we do.
- We work in partnership to safeguard and promote the welfare and rights of children and young people.
- We develop, empower, respect and value those who work with us as we strive for excellence in what we do.
- We are open, honest, transparent and compassionate in our dealings with children and young people, our members, partners and staff and we respect diversity and promote equality in all that we do.

**Do you agree that our values meet your expectation of a modern children and young people safeguarding public service?**

Yes X  
No

**10. If not, what would you have expected to see that is not reflected in our values? (Limited to 150 words)**

<b>Committee:</b>	Environment & Sustainability
<b>Date:</b>	4 February 2026
<b>Report from:</b>	Head of Service - Environmental Health, Risk and Emergency Planning

<b>Item for:</b>	<b>Decision</b>
<b>Subject:</b>	Department of Justice (DoJ) – Causeway Service Level Agreement

1.0	<b><u>Background and Key Issues</u></b>	
1.1	The Council has received correspondence from the Department of Justice in relation to providing a unique reference number (URN) when progressing a prosecution through the court against a third party. A URN is required to be displayed on summons prior to the summons being passed to the Northern Ireland Courts & Tribunal Services (NICTS).	
1.2	The correspondence and a copy of the SLA are attached ( <b>Appendix 3EH &amp; Appendix 4EH</b> ) for members' reference.	
1.3	The SLA has been reviewed by the Council's Policy and Data Protection Officer and the SLA reflects the final agreed version between both parties.	
1.4	This is a cross cutting departmental issue and all services seeking a prosecution through the NICTS will have to adhere to the procedure as defined within the SLA. The report sits before this committee for consideration as an extension of the Council's Enforcement Policy and in line with the current TOR's of the Environment and Sustainability Committee.	
2.0	<b><u>Recommendation</u></b>	
	It is recommended that Members approve the signing of the SLA between the Department of Justice and Lisburn & Castlereagh City Council.	
3.0	<b><u>Finance and Resource Implications</u></b>	
	None	
4.0	<b><u>Equality/Good Relations and Rural Needs Impact Assessments</u></b>	
4.1	Has an equality and good relations screening been carried out?	N/A
4.2	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out	N/A

4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	N/A
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4.4	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.	N/A
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<b>Appendices:</b>	<b>Appendix 3 EH - DOJ Cover Letter for SLA</b> <b>Appendix 4 EH – Lisburn &amp; Castlereagh City Council SLA June 2024</b>
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Department of

**Justice**[www.justice-ni.gov.uk](http://www.justice-ni.gov.uk)

Gillian Colhoun  
Causeway  
Knockview Buildings  
Stormont Estate  
Belfast  
BT4 3SG

[Gillian.colhoun@justice-ni.gov.uk](mailto:Gillian.colhoun@justice-ni.gov.uk)

23 September 2024

Lisburn & Castlereagh City Council

Dear Whom it may concern,

**Service Level Agreement**

I am writing to advise that we have conducted a comprehensive review of our internal processes, resulting in the creation of an SLA for every organisation that we share the Causeway system's unique reference number (URN) with. I have attached a copy of the SLA for Lisburn & Castlereagh City Council for your review. Please review the document and return with any proposed changes by 23 October 2024. If you are content with the document, please sign and return to us by 23 October 2024.

I look forward to hearing from you at your earliest convenience. Should you have any questions, please contact Susan Campbell [Susan.campbell@justice-ni.gov.uk](mailto:Susan.campbell@justice-ni.gov.uk) or Gayle Horner [Gayle.horner@justice-ni.gov.uk](mailto:Gayle.horner@justice-ni.gov.uk).

Thank you for your attention to this matter.

Yours sincerely,

*Gillian Colhoun*

**Gillian Colhoun**

Head of Causeway



**Service Level Agreement (SLA) between  
DoJ Causeway and Lisburn & Castlereagh City Council**



## Document Information

### Status

The current status of this document is: **Draft**

### Version History

**Number of this Version:** 1.0

**Date of this Version:** 1 January 2026

Version Number	Version Date	Summary of Changes
1.0	1 January 2026	New draft for review by Lisburn & Castlereagh City Council

### Owner

The person responsible for this document is Susan Campbell  
[susan.campbell@justice-ni.gov.uk](mailto:susan.campbell@justice-ni.gov.uk).

### Document Location

This document is located on 24/224452

### Distribution

Name	Position	Responsibility
Sara McKeegan	Head of Causeway IT	Review
Siobhan Murray	Causeway Service Manager	Review
Susan Campbell	Causeway Business Co-ordinator	Review
Gillian Colhoun	Head of Causeway	Approval
Richard Harvey	Head of Environmental Health, Risk & Emergency Planning – Lisburn & Castlereagh City Council	Review
Angela McCann	Director of Environmental Services following approval by Lisburn & Casltereagh City Council	Approval

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## 1. Introduction

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- 1.1 This SLA defines the agreement between Causeway and Lisburn & Castlereagh City Council for sharing the Causeway system's unique reference number (URN). Causeway will serve as the supplier and Lisburn & Castlereagh City Council as the Customer.
- 1.2 Lisburn & Castlereagh City Council obtains the URN from Causeway, and it has the authority to do so as it is a requirement that the URN be displayed on the summonses before they are passed to NICTS when a third party is being prosecuted.
- 1.3 This document outlines the critical stages in the business process to be followed for Causeway to supply URNs to Lisburn & Castlereagh City Council for summonses before passing them to NICTS.
- 1.4 Although the contents of this document are not legally binding, they establish the responsibilities of each organisation under the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).

## 2. Purpose

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- 2.1 The purpose of this SLA is to define the following:
  - the covered terms, including the range of services to be provided;
  - the support structure, including the hours the services are required;
  - the availability of services and capacity targets;
  - customer and supplier responsibilities;
  - service reporting and reviewing arrangements;
  - the change management process, including the support arrangements;
  - financial considerations and the payment process covering cost and
  - data protection obligations and responsibilities.

## 3. Covering Terms

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- 3.1 This SLA covers the provisions of URNs, as outlined in the agreements.
- 3.2 The agreement becomes effective from the date of signing and will be reviewed annually.
- 3.3 Approval of the agreement is required from the Head of Causeway and Lisburn & Castlereagh City Council.
- 3.4 Either Lisburn & Castlereagh City Council or Causeway can terminate the agreement to provide or use the services outlined in this document, provided that a written notice of at least three months is given by one of the signatories.
- 3.5 Once approved, both Causeway and Lisburn & Castlereagh City Council are responsible for keeping this SLA up to date. Any changes to services or terms of this SLA are subject to the Change Management Process outlined in Section 8.

#### 4. Support Structure

---

- 4.1 Causeway Operations Team (COT) Service Desk: Any requests for URNs or queries relating to URNs should be referred to the COT third party mailbox which will be manned during Normal Service Hours. Outside Normal Service Hours the mailbox remains available for Lisburn & Castlereagh City Council, but any requests or queries will be addressed the morning of the next business day as there is no emergency out-of-hour's service.
- 4.2 Logging URN applications: The COT third party mailbox will be checked twice daily, and all applications received will be acknowledged within one working day.
- 4.3 Customer and Supplier relationship arrangements: In order to ensure a strong business relationship, Causeway will provide a Service Manager, and Lisburn & Castlereagh City Council will provide appropriate contacts to fulfil the requirement of an "intelligent customer" function (roles and responsibilities detailed at Annex A).

This SLA outlines the roles and responsibilities between Lisburn & Castlereagh City Council and Causeway to ensure ongoing quality of existing services, agree amendments to existing services, and introduce new services.

Service Review Meetings will take place as required between the Causeway Service Manager and Lisburn & Castlereagh City Council.

- 4.4 Lisburn & Castlereagh City Council's Service Desk will be available during normal working hours.  
(All email interactions between Lisburn & Castlereagh City Council and Causeway will be via a work email address on the IT Assist network if available or a password protected document).
- 4.5 Any disputes on resolution should be referred to the Causeway Service Manager via the COT email inbox. Outside normal service hours (COT normal service hours are: 09:00 – 17:00), the dispute will be picked up on the morning of the next business day.
- 4.6 Primary points of contact are as follows:
  - a) Causeway third party e-mail  
[Causeway.tpp@justice-ni.gov.uk](mailto:Causeway.tpp@justice-ni.gov.uk)
  - b) Causeway Operations Team (COT)  
[cot@justice-ni.gov.uk](mailto:cot@justice-ni.gov.uk)
  - c) Causeway Business Team  
[CausewayBusiness.Team@justice-ni.gov.uk](mailto:CausewayBusiness.Team@justice-ni.gov.uk)

## 5 Provision of Services

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- 5.1 Causeway will supply Lisburn & Castlereagh City Council with URNs. Causeway will conduct a search on the Criminal Record Viewer (CRV) when requested by Lisburn & Castlereagh City Council to check the criminal records of the individual or organisation being prosecuted. If a suitable match is found, Causeway will provide the existing URN to Lisburn & Castlereagh City Council; otherwise, a new URN will be created. The completed URN response will be sent by Causeway to the email address from which the request was received.
- 5.2 This information is needed by Lisburn & Castlereagh City Council as it's a requirement that the URN be displayed on the summonses before they are passed to NICTS when a third party is being prosecuted.
- 5.3 Change control and constraints: Changes to services, or this SLA, are subject to the Change Management Process outlined in Section 8.

## 6 Critical information points, associated time limits, contingency measures and format of URN Request

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- 6.1 To create a request for a URN, Lisburn & Castlereagh City Council will complete a pro-forma in the format specified in Annex B. If any errors are found on the pro-forma, the request will be returned to Lisburn & Castlereagh City Council along with an email describing the error within two hours of the error being identified. Lisburn & Castlereagh City Council should rectify all errors and resubmit the amended URN request to Causeway for Processing.
- 6.2 Requests will be sent to Causeway within ten days of a decision to prosecute being finalised and the setting of a court date. Any requests received later than 4pm on a working day will be logged on the morning of the next business day. In exceptional circumstances where there is a shorter lead time, Lisburn & Castlereagh City Council can contact COT by email and request the application be re-prioritised for immediate action. COT will treat each case on its merits and reprioritise accordingly.
- 6.3 Causeway will respond to Lisburn & Castlereagh City Council with URNs for all cases within two working days of receipt for correctly formatted requests.
- 6.4 Causeway will retain a copy of all electronic URN requests for auditing purposes in accordance with HMG guidelines for handling data.

## 7 Contingency

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- 7.1 If the Causeway system goes offline for a period expected to exceed 24 hours, the Lisburn & Castlereagh City Council Service Desk will be notified within two hours of establishing that contingency arrangements need to be invoked, and the impact on services of the contingency arrangements. Lisburn & Castlereagh City Council will be notified when contingency services are revoked and normal service resumes, including details for dealing with any backlogs.

## 8. Change Management Process

---

- 8.1 If Lisburn & Castlereagh City Council or Causeway need to modify any existing services or the terms outlined in this agreement, they must submit a Contact Change Notification (CCN) to the Causeway Business Team via email: [CausewayBusiness.Team@justice-ni.gov.uk](mailto:CausewayBusiness.Team@justice-ni.gov.uk). A copy of the CCN is enclosed at Annex G.
- 8.2 The CCN will be registered by the Causeway's Business Team.
- 8.3 Once registered, the CCN will follow the Change Management Process. A high level process flow is included below.

**High Level Process Flow of CCNs**

## **9. Financial Considerations**

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- 9.1 The service provided by Causeway will be provided free of charge to Lisburn & Castlereagh City Council.
- 9.2 All system changes shall be subject to a change control process which will include full financial impact.

## **10. Disputes**

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- 10.1 Failure to meet any element of this agreement will be reported to the Causeway Service Manager.
- 10.2 Any dispute which cannot be resolved through discussion at this level will be considered jointly by the SLA signatories.

## **11. Complaints Procedures**

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- 11.1 If Lisburn & Castlereagh City Council feel dissatisfied with the level or quality of the service provided, they have the right to raise a complaint.
- 11.2 The initial complaint should be sent to the Causeway Service Manager via email. Causeway is committed to responding within five working days.
- 11.3 Should the response be found unsatisfactory, the matter can be escalated to the Head of Causeway. All complaints should be made via email, referencing the original request, and a response will be provided within ten working days.

## **12. Security of Data**

---

- 12.1 Both Causeway and Lisburn & Castlereagh City Council are required to comply with all relevant security policies pertaining to the operations of this SLA.
- 12.2 Lisburn & Castlereagh City Council is responsible for any alleged misuses of data obtained from Causeway by its staff or other officers employed or engaged by Lisburn & Castlereagh City Council. This includes any legal challenges that may arise from such misuse.
- 12.3 Causeway reserve the right to suspend the service at any time where any breach would, in the opinion of Causeway, endanger the security of Causeway IT systems or the integrity of the security of the data held.

### **13. Data Protection**

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#### **Principles Relating to Processing Personal Data:**

13.1 Lisburn & Castlereagh City Council should ensure, and be able to demonstrate, that they meet the requirements of:

- Article 5 of UK GDPR (principles relating to processing of personal data);
- Article 6 of UK GDPR (lawfulness of processing);
- Article 9 of UK GDPR (processing of special categories of personal data);
- Article 10 of UK GDPR (processing of personal data relating to criminal convictions and offences) and
- Part 3 of the Data Protection Act 2018 (Law Enforcement Processing)

13.2 Lisburn & Castlereagh City Council agree, in so far as they are obliged to by law, to inform those coming into contact with the criminal justice system whose information is likely to be shared via Causeway that their personal data in respect of any criminal history may be obtained by Lisburn & Castlereagh City Council to fulfil the purposes set out at paragraph 1.4 above. This must be communicated by way of a Privacy Notice. In addition, this may also be communicated by the following methods:

- oral notification;
- the publication of a Data Charter for the organisation; or
- the inclusion of statements to this effect in written documentation provided to the individual.

13.3 Lisburn & Castlereagh City Council will comply with its responsibilities in relation to UK GDPR, the Data Protection Act 2018, the Human Rights Act 1998 and the Freedom of Information Act 2000.

13.4 Lisburn & Castlereagh City Council will be accountable for any alleged misuses of data by its staff or other officers employed or engaged by Lisburn & Castlereagh City Council, together with any legal challenges that may result from such alleged misuse.

### **14. Force Majeure**

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14.1 Neither Causeway nor Lisburn & Castlereagh City Council will be liable for any breach of their obligations under this Agreement due to an Event of Force Majeure. Each party must provide written notice to the other party when they become aware of an Event of Force Majeure. This notice should include details of the circumstances that led to the event.

### **15. Approved by**

---

15.1 Signed on behalf of Lisburn & Castlereagh City Council:

Date:

Signed on behalf of Causeway:

Date:

**Annex A****Customer/Supplier Management Structure**

Name	Description	Contact Details
Gillian Colhoun	Head of Causeway	<a href="mailto:gillian.colhoun@justice-ni.gov.uk">gillian.colhoun@justice-ni.gov.uk</a>
Sara McKeegan	Head of Causeway IT	<a href="mailto:Sara.Mckeegan@justice-ni.gov.uk">Sara.Mckeegan@justice-ni.gov.uk</a>
Siobhan Murray	Causeway Service Manager	<a href="mailto:siobhan.murray@justice-ni.gov.uk">siobhan.murray@justice-ni.gov.uk</a>
Susan Campbell	Causeway Business Co-ordinator	<a href="mailto:susan.campbell@justice-ni.gov.uk">susan.campbell@justice-ni.gov.uk</a>
Causeway third party email address	Email address to submit any URN requests	<a href="mailto:Causeway.tpp@justice-ni.gov.uk">Causeway.tpp@justice-ni.gov.uk</a>
Causeway Operations Team (COT)	COT email address	<a href="mailto:cot@justice-ni.gov.uk">cot@justice-ni.gov.uk</a>
Richard Harvey	Head of Environmental Health, Risk & Emergency Planning, Lisburn & Castlereagh City Council	<a href="mailto:richard.harvey@lisburncastlereagh.gov.uk">richard.harvey@lisburncastlereagh.gov.uk</a>
Angela McCann	Director of Environmental Services, Lisburn & Castlereagh City Council	<a href="mailto:angela.mccann@lisburncastlereagh.gov.uk">angela.mccann@lisburncastlereagh.gov.uk</a>

**Annex B**

**PROFORMA FOR URN REQUEST FROM NON-FREQUENT THIRD PARTY  
PROSECUTORS**

**Prosecuting Organisation/Name:**

**Name of official requesting information:**

**Contact details (phone number):**

<b>Mandatory Information</b>	<b>1<sup>st</sup> Case</b>	<b>2<sup>nd</sup> Case</b>	<b>3<sup>rd</sup> Case</b>	<b>4<sup>th</sup> Case</b>
Individual (Y/N)				
Forename (max 70 characters)				
Surname (max 35 characters)				
Gender (male/female/unknown)				
Address				
Postcode (max 8 characters)				
<b>Optional information:</b>				
Title (Mr/Mrs/Ms / unknown)				
Date of birth (ddmmyyyy) Or				
Approximate date of birth (ddmmyyyy)				
<b>CAUSEWAY URN</b>				

**This form should be sent from a secure e-mail system to [Causeway.tpp@justice-ni.gov.uk](mailto:Causeway.tpp@justice-ni.gov.uk)**

**If you have any queries please contact the Causeway Operations Team at 028 90261366.**

**Annex C****Request for change proforma**

CR NO.: CCNXXX	TITLE:	TYPE OF CHANGE:
CONTRACT: The Causeway Project	REQUIRED BY DATE:	
ACTION: Agree Change	NAME:	DATE:
RAISED BY:		
FUNDED BY:		
AREA(S) IMPACTED (OPTIONAL FIELD):		
ASSIGNED FOR IMPACT ASSESSMENT BY:		
ASSIGNED FOR IMPACT ASSESSMENT TO:		
SUPPLIER REFERENCE NO:		
FULL DESCRIPTION OF REQUESTED CONTRACT CHANGE (INCLUDING PROPOSED CHANGES TO THE WORDING OF THE CONTRACT):		
DETAILS OF ANY PROPOSED ALTERNATIVE SCENARIOS:		
REASONS FOR AND BENEFITS AND DISADVANTAGES OF REQUESTED CONTRACT CHANGE:		
SIGNATURE OF REQUESTING CHANGE OWNER:		
DATE OF REQUEST:		
CR NO.: CCNXXX	TITLE:	DATE RAISED:
CONTRACT: The Causeway Project	TYPE OF CHANGE:	REQUIRED BY DATE:

[KEY MILESTONE DATE: [if any]]	
DETAILED DESCRIPTION OF CONTRACT CHANGE FOR WHICH IMPACT ASSESSMENT IS BEING PREPARED AND WORDING OF RELATED CHANGES TO THE CONTRACT:	
PROPOSED ADJUSTMENT TO THE CHARGES RESULTING FROM THE CONTRACT CHANGE:	
DETAILS OF PROPOSED ONE-OFF ADDITIONAL CHARGES AND MEANS FOR DETERMINING THESE (E.G. FIXED PRICE BASIS):	
SIGNED ON BEHALF OF THE AUTHORITY:	SIGNED ON BEHALF OF THE SUPPLIER:
Signature: _____	Signature: _____
Name: _____	Name: _____
Position: _____	Position: _____
Date: _____	Date: _____

<b>Committee:</b>	Environment & Sustainability Committee
<b>Date:</b>	4 February 2026
<b>Report from:</b>	Head of Service - Waste Management & Operations

<b>Item for:</b>	Noting
<b>Subject:</b>	Bryson Recycling Service Disruption

1.0	<b><u>Background and Key Issues</u></b>
1.1	At the meeting of this committee in January, Members requested Officers provide an update report regarding ongoing disruptions to the Bryson Recycling collections which impacted the Castlereagh South and East District Electoral Areas (DEAs).
1.2	Bryson Recycling had been experiencing difficulties with maintaining a regularity of collections over a number of months. This was due to staffing issues as a result of unprecedented high levels of sickness absences, and a national driver shortage which impacted on its ability to recruit new drivers. These factors played a significant part in Bryson Recycling's ability to cover collection routes over the last weeks and months. Some runs were either not completed on their designated collection day and had to be rolled over to the following day and occasionally longer.
1.3	Whilst at the time of writing this report, the service disruption experienced appears to be resolved, <b>Appendix 1</b> outlines the daily engagement Waste Management Officers have had with Bryson Recycling since service disruption began. This details the process of contract management and efforts made to try to minimise service disruption whilst Bryson Recycling endeavoured to put resolutions in place.
1.4	To try to ensure residents received a service as close to their scheduled day as possible, a number of missed runs had to be rolled over to the following day. However, this had the unfortunate knock-on effect on collections scheduled for the following day, necessitating them to then be rolled over to their following day as resources continued to be limited. This approach generally enabled Bryson Recycling to reschedule collections to within 24hrs of their normal scheduled collection, occasionally 48 hrs, and ensured as best as possible that, residents were receiving a weekly service.
1.5	In addition, overtime was also used to cover runs on their designated day albeit collections in these circumstances would take place later in the day and would be dependent upon crews being prepared to work overtime.
1.6	Unfortunately, the adverse weather (snow/ice) after Christmas compounded operational difficulties and presented a further challenge in addressing any back log in collections.
1.7	The Director of Environmental Services, Head of Service and Waste Management Officers met with the Bryson Recycling Chief Executive on Monday 5 January 2026. At this meeting, Officers expressed council concerns about the ongoing service disruption, impact upon residents and sought assurances that measures were being implemented to address and overcome this ongoing disruption. The outcomes from this meeting and the commitment by Bryson Recycling to the early implementation of a Recovery Plan

were explained to Members at the January meeting of this committee. As agreed, this was further shared by email to the committee members on 16 January.

1.8	Members will see from the details given in the attached appendix that Waste Management Officers have been in daily contact with Bryson Recycling since the commencement of the operational challenges. The cooperation with Bryson Recycling and its commitment to remedy the challenges are acknowledged and communications with the officers on both sides were consistent throughout.	
1.9	<b><u>Remedial Action</u></b>	
1.10	On Monday 12 January, continued service disruption was experienced, particularly over the preceding weekend where commitments for service delivery had not been implemented. Although the Recovery Plan outlined by Bryson House Chief Executive was still being implemented and needed time to take effect, Officers agreed a further urgent meeting with Bryson Recycling was necessary to ensure immediate remedial action was taken.	
1.11	This meeting was held on the afternoon of 12 January and it was agreed council would provide operational assistance for the remainder of that week. This assistance would be on a cost recovery basis, to bring outstanding collections and significant volumes of recyclables awaiting collection, up-to-date. It was anticipated this support would stabilise service delivery to residents and allow Bryson Recycling to begin collections from Monday 19 January from a more normalised position which should then be sustainable to deliver.	
1.12	Materials collected by council were taken to the Bryson Recycling facility at Mallusk where they were processed separately to other collected materials to ensure recycling of materials as normal.	
2.0	<b><u>Recommendation</u></b>  It is recommended that the committee notes: <ul style="list-style-type: none"><li>- the content of the report regarding service disruption to Bryson Recycling collections; and</li><li>- stabilisation of service disruption from Monday 19 January following intervention from council to assist with missed collections in the preceding week.</li></ul>	
3.0	<b><u>Finance and Resource Implications</u></b>  No additional contract costs have been incurred by council during the period of disruption with any overtime costs being absorbed by Bryson Recycling. Bryson Recycling has also agreed to reimburse the council for costs incurred as a result of providing manpower and vehicles to support the service.	
4.0	<b><u>Equality/Good Relations and Rural Needs Impact Assessments</u></b>	
4.1	Has an equality and good relations screening been carried out?	N/A

4.2	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out	N/A
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.	N/A

**Appendices:****Appendix 1 W&OS - Service Disruption Summary**

## APPENDIX 1

### Service Disruption Summary

#### Summary of Steps & Measures taken

- The contract with Bryson Recycling is for the kerbside collection and recycling of mixed dry multi-materials with a number of properties receiving a food waste collection service. The service is provided to approximately 20,200 properties in Castlereagh South and East.
- As detailed in the covering report, service disruption has been experienced to varying degrees for the period August 2025 to January 2026.
- For the period August 2025 to December 2025 there were 129 customer care cases in relation to the service. However, it is recognised that not all calls for service/complaints are received directly by the Council.
- Throughout the period of disruption from August 2025 to January 2026, a range of contract management measures and tools have been used.
- There is daily contact with Bryson Recycling to manage contract performance and to address any collection issues as they arise.
- Council Officers receive operational morning and afternoon reports from Bryson Recycling, which provide detail on run status/crew availability, service progress, and any disruptions.
- The afternoon report includes areas where there are access issues, e.g. parked cars, roadworks, etc, along with photographic evidence and any service disruption experienced during the day. Where required, alternative collection arrangements are provided.
- All complaints and service-related requests are channelled through the council and are not handled by Bryson Recycling. This gives the council visibility of any operational issues.
- Our internal contract management arrangements do not rely on Bryson Recycling's self-reporting.
- Where runs are disrupted and rescheduled for completion, these are tracked internally.
- Any disruption is updated on the council's website under a dedicated Service Disruption page, supplemented where necessary with social media posts.
- Complaints and requests for service are managed using the council's Customer Care system and our own internal daily reports of missed collection/service requests which

are forwarded to Bryson Recycling at the end of each day. These will normally be actioned by Bryson Recycling the following day.

- A live monitoring list is maintained internally, and forwarded to Bryson Recycling each day, which flags addresses that have reported service issues or missed collections. This allows officers to track and follow up on service issues. It also allows Bryson Recycling to flag addresses with crews.
- Council Officers monitor addresses and areas as required to ensure collections have been completed.
- Waste Management maintain daily contact with Bryson Recycling in addition to planned and ad-hoc contract meetings. Contract meetings are generally planned for every three months, in addition to any ad-hoc meetings. Between July 2025 and January 2026, there were seven meetings held with Bryson Recycling.

### **Bryson Recycling Recovery Plan – Key Points**

- Where possible, additional collection crews operating during the day, on overtime and at weekends.
- Staff with relevant driving licence are being redeployed from other duties to driving collection rounds.
- Comprehensive review of recruitment and retention practices, to include –
  - Recruitment methods
  - Job Description and advertising
  - Rates of pay
  - Training and mentorship
  - Staff culture
- Job advertisement issued in December 25 has resulted in a significant increase in applications compared to previous recruitment drives.
- Additional drivers (circa 8) being inducted/commenced during the month of January.
- 12 candidates enrolled in Driver Academy programme to attain Class 2 Licences (on-going programme).

The measures should ensure a sustained improvement to normal service delivery by the end of January/February 2026.