Lisburn & Castlereagh City Council

Civic Headquarters
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February 27th, 2025

Chairperson: Councillor P Catney

Vice-Chairperson: Councillor G Hynds

Aldermen: J Baird, O Gawith, A McIntyre, S Skillen, J Tinsley

Councillors: S Burns, A Gowan, P Kennedy, G McCleave, C McCready, M McKeever, R McLernon, N Parker

Ex Officio:

The Right Worshipful the Mayor, Councillor K Dickson

Deputy Mayor, Councillor R Carlin

Notice Of Meeting

A meeting of the Environment and Sustainability Committee will be held on **Wednesday, 5th March 2025** at **6:00 pm** for the transaction of the undernoted Agenda.

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)

3.0 Report by the Acting Head of Service (Environmental Health, Risk and Emergency Planning)

3.1 Business Continuity Policy Review – January 2025 v 3

For Noting

4.0 Confidential Report from the Acting Director of Environmental Services

4.1 Interim Fleet Replacement Plan

For Decision

Confidential due to information relating to the financial or business affairs of any particular person (including the Council holding that information).

4.2 Procurement of four (4) new replacement RCV's - APPENDIX TO FOLLOW (BUSINESS CASE)

For Decision

Confidential due to information relating to the financial or business affairs of any particular person (including the Council holding that information).

Item 2 confidential - Replacement of 4 RCVs (ff).pdf ***Page 42***

4.3 Project Initiation Request for Repairs at Altona Depot

For Decision

Confidential due to information relating to the financial or business affairs of any particular person (including the Council holding that information).

Item 3 confidential - Repairs Altona Depot (f).pdf ***Page 45***

5.0 Any Other Business

LISBURN & 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):

____

Date of Meeting: _______________________________

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

____

Nature of Private or Personal Non-Pecuniary Interest:

Name: Address:

Signed:	Date:

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

Lisburn & Castlereagh City Council

Committee:	Environment and Sustainability
Date:	5 March 2025
Report from:	Head of Service (Acting) - Environmental Health, Risk and Emergency Planning

Item for:	**Noting**
Subject:	Business Continuity Policy Review – January 2025 v 3

1.0 **Background and Key Issues**

1.1 The Council's Business Continuity Policy was first implemented in 2019 following the appointment of a Risk & Business Continuity Officer and this identified need for a business continuity management system to the meet the Council's business and statutory obligations during an incident.

1.2 The Business Continuity Policy provides a structure through which:

- Critical services and their supporting activities/resources can be identified.
- Plans will be developed to ensure continuity of critical service delivery following disruption, which may arise from loss of facilities, personnel, IT and/or communications or failure within the supply and support chains.
- Activation of business continuity plans throughout the Council can be managed.
- Plans are subject to continuous review and validation through exercising and testing.

1.3 It is therefore essential that this policy is monitored and reviewed to ensure the management system introduced by the Council remains valid and sufficient to continue to meet their obligations to provide critical services to the public and partner agencies during a period of disruption.

1.4 This report outlines the review of the Council's Business Continuity (BC) Policy incorporating the following amendments:

Risk and Business Continuity Roles and Responsibilities Amendment:

- To stipulate responsibility for the maintenance of the corporate business continuity plan. All other service unit business continuity plans are the responsibility of the relevant Head of Service / Director.

Directors Roles and Responsibilities Amendment:

- To include regular review (at least annually) of their service unit BCPs to ensure necessary contingency arrangements are in place for their directorate.
- To include chairing of the Emergency Management Team in the absence of the Chief Executive.

Heads of Service Roles and Responsibilities Amendment:

- To include review of their Business Continuity Plan at least annually and following a significant event.
- To communicate any significant changes made to the Business Continuity Plan to the relevant Director.
- To test and exercise their Service unit Business Continuity Plan annually.

	Inclusion of Line Manager Roles and Responsibilities: • To complete a business impact analysis for their function/area within the service unit. • To maintain up to date databases of service providers, customers and staff contact details. • To ensure correct out of hours contact numbers are kept for staff. • Business Continuity Steering Group Roles and Responsibilities Amendment to include the composition of the group and representation requirement. • Council Structure Amendment to reflect current structure with fifth directorate, Organisation Development & Innovation. • Policy Review amended annually to three yearly	
2.0	**Recommendation** It is recommended that Members note the revised Business Continuity Policy.	
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?	Yes
4.2	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out Review of Policy - No key issues identified – screening document attached as **Appendix 2 EH**.	
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 **or** rationale why the screening was not carried out. Not applicable – Council Policy review only.	

Appendices:	**Appendix 1 EH** - Business Continuity Policy v3 Jan 2025 **Appendix 2 EH** - Equality Screening

Lisburn & Castlereagh City Council

Business Continuity Policy

Document Ref.	BCMS-DOC-05-1
Version:	~~V2~~V3
Dated:	~~13 January 2021~~01 January 2025
Document Author:	Samantha Rice
Document Owner:	Chief Executive

Revision History

Version	Date	Revision Author	Summary of Changes
Draft	Mar 19	Samantha Rice	9.0 Include reference to Equality Screening
V1	May 19	Samantha Rice	
V2	Jan 21	Samantha Rice	4.1 Business Continuity Model 5.0 Roles & Responsibilities 6.1 BCP structure 8.2 Review frequencies
V3	Jan 25	Samantha Rice	5.2 Risk & BC Roles & Responsibilities Amendment 5.3 Directors Roles & Responsibilities Amendment 5.5 BC Steering Group Roles & Responsibilities Amendment 6.1 Council Structure Amendment 8.3 Policy Review amended annually to three yearly

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Distribution

Name	Title
All	Elected Members
David Burns	Chief Executive
All	Directors
All	HOS
All	Line Managers
All	Staff

Approval

Name	Position	Signature	Date

Contents

1 Introduction

Lisburn & Castlereagh City Council (LCCC) recognises that it provides services to the community and works in partnership with others in order to deliver the corporate priorities that we have identified. It is vital that we, as a Council are able to ensure that our most critical services and functions are maintained and resources protected to at least a reasonable level during incidents and disruptions. This will assist the Council in becoming more resilient and will also help in maintaining our reputation both to the community we serve and to the many people, visitors and businesses that are attracted to LCCC in order to live, work or visit.

The policy requires Directors and Heads of Service to demonstrate that they have considered the need for a business continuity plan for every service within their department. Plans must be written, published and tested for all critical services.

2 Aims

Lisburn & Castlereagh city Council's Business Continuity Policy provides a structure through which:

- Critical services and their supporting activities/resources can be identified.
- Plans will be developed to ensure continuity of critical service delivery following disruption, which may arise from loss of facilities, personnel, IT and/or communications or failure within the supply and support chains.
- Activation of business continuity plans throughout the Council can be managed.
- Plans are subject to continuous review and validation through exercising and testing.

3 Objectives

Business continuity plans must, as a minimum address the following:

- Staff safety, welfare and internal communications.
- Adherence to contractual and statutory obligations.
- Management of risk.
- Maintenance of customer and public confidence and the reputation of the Council.
- The timely resumption of critical functions.

4 Scope

4.1 The Council business continuity plan is based on standards defined by ISO 22301, the Civil Contingencies Act 2004 and the Business Continuity Institute. Each Business Continuity plan will be prepared to meet recognised standards of corporate governance.

Figure 1: Business Continuity Institute Model

4.2 All departments within LCCC are required to identify critical services and functions. Business continuity plans will then be developed which will include identifying key activities/business processes and key staff within each service, as well as the minimum resourcing and staffing levels required, should there be an interruption in service.

4.3 All officers and those working voluntarily or under contract to the Council must be aware of, and are required to comply with, all relevant Council policies and procedures.

4.4 This policy also applies to the management of all supply chains especially outsourced contracts. It requires those responsible for negotiating and managing contracts to ensure appropriate business continuity conditions are included in contracts, in order that the service provider is able to deliver acceptable levels of service following a disruption to the Council or the supplying company.

4.5 LCCC's corporate business continuity plan and service unit plans will include a clear procedure for invoking the plan, identifying key personnel and their roles in conjunction with the Council's Emergency Planning Policy and Procedures.

4.6 Performance monitoring will be co-ordinated by the Risk & Business Continuity Officer and will focus on the following components:

- Scope – to ensure that all critical functions are identified.
- Validation – to verify the plans works and are fit for purpose.
- Training and exercising – to familiarise key staff with what is expected of them in a crisis and preparing them for crisis conditions.

5 Roles and Responsibilities

5.1 Chief Executive

- Strategic owner of the corporate business continuity plan.
- Participate in tests and exercises.
- Activate the Business Continuity Plan.
- Chair Emergency Management Team (EMT) during an emergency.
- Liaise with appropriate Elected Members.

5.2 Risk & Business Continuity Officer

- Ensure the Corporate Business Impact Analysis is current.
- Maintain the Corporate Business Continuity Plan.
- Ensure all relevant employees are aware of the plan.
- Provide advice and assistance on development and testing of plans.
- Assist the Chief Executive in business continuity activities.

5.3 Directors

- Ensure a Business Impact Assessment and Business Continuity Plan is effectively completed by their service units to address the services delivered by their department.
- ~~Ensure the necessary contingency arrangements are appropriately developed to provide back up to normal service delivery.~~
- Regularly review ~~and update~~ their service unit BCPs (at least annually) to ensure the necessary contingency arrangements are ~~appropriately developed~~in place for their Directorate.~~ to provide back up to normal service delivery.~~
- Chair Emergency Management Team in the absence of the Chief Executive.~~and provide appropriate awareness raising and training measures for all staff.~~
- If required, take on the role of plan owner.

5.4 Heads of Service

- ~~Complete a business impact analysis and identify critical areas within their service unit.~~
- Develop necessary contingency strategies (business continuity plan) appropriate to their service unit areas of responsibility.
- ~~Compile related databases of service providers, customers and staff contact details.~~
- ~~Ensure correct out of hours contact numbers are kept for staff.~~
- Review Business Continuity Plan at least annually and following a significant event.
- Communicate any significant changes made to the Business Continuity Plan to the relevant Director.
- Test and Exercise their Service unit Business Continuity Plan annually.

5.5 Line Managers

- Complete a business impact analysis for their function/area within the service unit.
- Maintain up to date databases of service providers, customers and staff contact details.
- Ensure correct out of hours contact numbers are kept for staff.

5.6 Business Continuity Steering Group

The Business Continuity Steering Group comprises of senior managers from the Council.~~ where~~ Eeach department will be represented with the aim to promote and embed Business Continuity Management (BCM) principles throughout Lisburn & Castlereagh City Council. The Group will~~ and~~ oversee the operation of the Business Continuity Management System ~~as a representative of LCCC~~ with overall responsibility for its effectiveness. Their main roles & responsibilities include:

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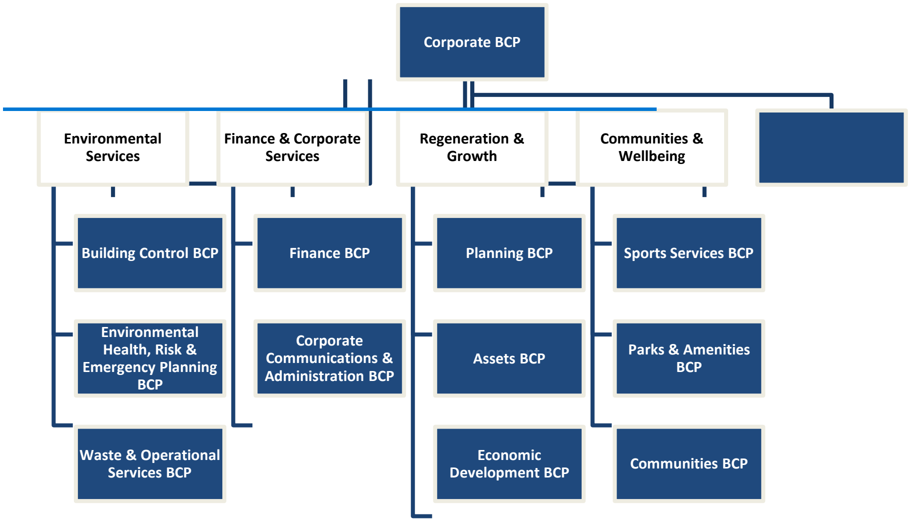
- ~~Communicate~~ Communicating the importance of meeting the objectives and the need for continual improvement throughout the organisation.
- Maintaining an awareness of business needs and major changes.
- Ensuringe that business continuity requirements are determined and are met with the aim of minimising risk and maintaining effective strategies and plans.
- Communicatinge progress and outcomes through their Home Departmental Management Team Meetings.

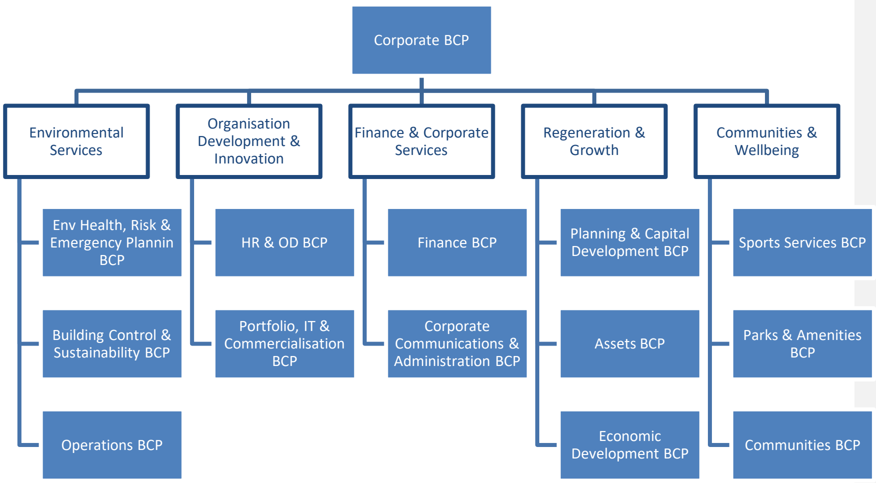
5.76 All Staff

- Be involved in training and awareness training sessions.
- Ensure they are familiar with the contingency arrangements in place relevant to their area of service delivery.

6 Business Continuity Plan's

6.1 There are ~~15~~ 14 Business Continuity Plans (BCPs) within Lisburn & Castlereagh City Council, which follow the hierarchy of the Council's structure, namely:





6.2 The Corporate Business Continuity Plan will ensure that all departments identify their key risks and develop effective backup and recovery strategies to mitigate or avoid the impact of disruptive events in order to be able to continue to provide their critical services, whilst responding to an emergency.

6.3 All Business Continuity Plan's will take into consideration risks identified through the risk management strategy.

7 Compliance

7.1 The Civil Contingencies Act 2004 introduced a statutory requirement that essential services to the public be maintained during disruption. The Local Government (Northern Ireland) Order 2005 Article 29 provides powers to the Council to prepare plans for Civil Emergencies.

8 Monitoring and Review

8.1 Business continuity management is essential if the Council is to meet its obligations to provide critical services to the public and partner agencies during a period of disruption.

8.2 All Business Continuity Plan's will be reviewed annually or in the following circumstances:

- Structural, procedural or systems changes within the Council that would significantly affect the management of a major disruption to critical services;
- External changes that would significantly affect the management of major disruption to the Council's identified critical services;
- New Regulations / Guidance;
- Recommended changes following testing/exercises;
- Recommended changes following a major disruption or activation of this plan;
- Any other significant factors.

8.3 This policy will be reviewed ~~annually~~every 3 years.

9.0 Equality

9.1 This policy has been screened in accordance with the Council's responsibilities under Section 75 of the Northern Ireland Act 1998 to ensure the needs and effects of the policy on people within the Section 75 equality groups have been taken into account.

Lisburn & Castlereagh City Council

Section 75 Equality and Good Relations Screening template (Oct 2022)

Part 1. Information about the activity/policy/project being screened

This Policy provides a structure through which the Council's critical services and their supporting activities/resources can be identified. Activation of business continuity plans throughout the Council can be managed and plans will be subject to continuous review and validation through exercising and testing.

Name of the activity/policy/project

Business Continuity Policy

Is this activity/policy/project – an existing one, a revised one, a new one?

Revision

What are the intended aims/outcomes the activity/policy/project is trying to achieve?

The aim of the Policy is to provide a structure through which:

- Critical services and their supporting activities/resources can be identified.
- Plans will be developed to ensure continuity of critical service delivery following disruption, which may arise from loss of facilities, personnel, IT and/or communications or failure within the supply and support chains.
- Activation of business continuity plans throughout the Council can be managed.
- Plans are subject to continuous review and validation through exercising and testing.

Who is the activity/policy/project targeted at and who will benefit? Are there any expected benefits for specific Section 75 categories/groups from this activity/policy/project? If so, please explain.

All groups will benefit from having a clear, concise and agreed interpretation of requirements, providing:

- Staff safety, welfare and internal communications.
- Adherence to contractual and statutory obligations.
- Management of risk.
- Maintenance of customer and public confidence and the reputation of the Council.
- The timely resumption of critical functions.

Who initiated or developed the activity/policy/project?

The policy was initiated by the Risk & Business Continuity Officer with support from the Head of Service, ARP.

Who owns and who implements the activity/policy/project?

The policy is now owned by the HoS Environmental Health, Risk and Emergency Planning Service Unit. It is implemented by the Chief Executive.

Are there any factors which could contribute to/detract from the intended aim/outcome of the activity/policy/project?

No

If yes, give brief details of any significant factors. Click here to enter text.

N/A

Who are the internal and external stakeholders (actual or potential) that the activity/policy/project will impact upon? Delete if not applicable

Staff All Staff

Service users All Users

Other public sector organisations Suppliers, contractors

Voluntary/community/trade unions Trade Unions, Community Groups, Local Businesses

Other N/A

Other policies/strategies/plans with a bearing on this activity/policy/project

Name of policy/strategy/plan	Who owns or implements?
LCCC Risk Management Policy	LCCC
LCCC Emergency Plan	LCCC
ISO 23001	International Standard https://www.bsigroup.com/en-GB/iso-22301-business-continuity
BCI Framework	Business Continuity Institute https://www.thebci.org

Available evidence

What evidence/information (qualitative and quantitative) have you gathered or considered to inform this activity/policy? Specify details for each Section 75 category.

Most up to date NISRA population data from Census 2021 (published 22/09/22) **Lisburn and Castlereagh Census Data**

Section 75 Category	Details of evidence/information
Religious Belief	<table><tr><th>NI Census 2021</th><th>N. Ireland (%)</th><th>LCCC (%)</th></tr><tr><td>Catholic</td><td>42.3</td><td>23.9</td></tr><tr><td>Protestant and Other Christian</td><td>37.7</td><td>48.7</td></tr><tr><td>Other</td><td>17.3</td><td>1.8</td></tr><tr><td>No Religion</td><td>17.3</td><td>24. 1</td></tr><tr><td>Not Stated</td><td>1.6</td><td>1.4</td></tr></table>

<table>
<tr><td>Political Opinion</td><td>The Local Government Election in May 2023 demonstrated the following weighting in the Borough's political opinion. Note: only 52% of those eligible submitted a vote.
<table>
<tr><th>DUP (%)</th><th>Alliance (%)</th><th>UUP (%)</th><th>SF (%)</th><th>SDLP (%)</th><th>Ind (%)</th></tr>
<tr><td>35</td><td>32.5</td><td>15</td><td>10</td><td>5</td><td>2.5</td></tr>
</table></td></tr>
<tr><td>Racial Group</td><td>
<table>
<tr><th>NI Census 2021</th><th>N. Ireland (%)</th><th>LCCC (%)</th></tr>
<tr><td>White</td><td>96.6</td><td>96.07</td></tr>
<tr><td>Irish Traveller</td><td>0.01</td><td>0.07</td></tr>
<tr><td>Other/Not Recorded</td><td>3,39</td><td>3.86</td></tr>
</table></td></tr>
<tr><td>Age</td><td>
<table>
<tr><th>NI Census 2021</th><th>N. Ireland (%)</th><th>LCCC (%)</th></tr>
<tr><td>0-15</td><td>19%</td><td>20.2%</td></tr>
<tr><td>16-39</td><td>31%</td><td>28.9%</td></tr>
<tr><td>40-64</td><td>32%</td><td>33.3%</td></tr>
<tr><td>65+</td><td>17%</td><td>17.6%</td></tr>
</table></td></tr>
<tr><td>Marital Status</td><td>For the 16+ population in relation to marital and civil partnerships:
30.65% single; 53.78% married; 0.10% same sex partnership; 3.27% separated; 5.52% divorced; 6.68% widowed.
<table>
<tr><th>NI Census 2021</th><th>N. Ireland (%)</th><th>LCCC (%)</th></tr>
<tr><td>Single</td><td>38</td><td>33.07</td></tr>
<tr><td>Married</td><td>43</td><td>51.4</td></tr>
<tr><td>Civil Partnership</td><td>0.3</td><td>0.19</td></tr>
<tr><td>Separated</td><td>4</td><td>3.1</td></tr>
<tr><td>Divorced</td><td>6</td><td>5.9</td></tr>
<tr><td>Widowed</td><td>6</td><td>6.2</td></tr>
</table></td></tr>
</table>

Sexual Orientation	<table><tr><th>NI Census 2021</th><th>N. Ireland (%)</th><th>LCCC (%)</th></tr><tr><td>Straight or heterosexual</td><td>90.04</td><td>91.36</td></tr><tr><td>Gay or lesbian</td><td>1.17</td><td>1.21</td></tr><tr><td>Bisexual</td><td>0.75</td><td>0.69</td></tr><tr><td>Other sexual orientation</td><td>0.17</td><td>0.15</td></tr><tr><td>Prefer not to Say</td><td>4.58</td><td>3,72</td></tr><tr><td>Not Stated</td><td>3.30</td><td>2.87</td></tr></table>
Men & Women Generally	2021 Census Information - The population of the LCCC Council Area is 49% male and 51% female.
Disability	In the 2021 Census, 50,121 disabilities or residents with 1 or more long-term health conditions were reported within the 149,107 residents' population in the Lisburn & Castlereagh City Council area that are over 16. 66.84% of the council area reported they experienced no condition. In 2021, 3% of the eligible population in the council area were claiming Disability Living Allowance, 7% were claiming Personal Independent Payments and 3% were claiming Attendance Allowance.
People with and without Dependants	2021 Census Information – Lisburn & Castlereagh City Council is just slightly above the mid – point Northern Ireland in relation to dependent children in household between ages of 0 - 4; 5 – 9; 10 – 14 but is in bottom position in relation to children & young adults aged 15 – 19 years. In 2021, of the 60,143 households in the Lisburn & Castlereagh City council area 14.4% (8,661) had dependent children; 10.98% of the population on average provide unpaid care, with 3.4% providing in excess of 50 hours per week.

The following data on staff in some categories is currently limited. This in development through a new HR system.

Age	%
<18 years	1.3
18-25	15.8
26-35	14.3
36-45	22.3
46-55	24.7
56+	21.5

Gender	%
Male	54.6
Female	45.4

Ethnicity	%
Indian	0.1
Other	0.4
Unknown	15.4
White	84.2

Declared disability	0.66%

Community Background	%
Protestant	63.9
Roman Catholic	23.5
Non-determined	12.6

Dependants	%
Have dependants	22.1
No dependants	35.4
Unknown	42.5

Marital Status	%
Married/Civil Partnership	39.2
Divorced/Separated	3.2
Single	41.4
Widow	0.2
Unknown	16.0

Sexual Orientation	%
LGBTQ	1.1
Heterosexual	25.7
Unknown	73.2

The existing Business Continuity Policy has been in place for a number of years and the evidence would show, that although there have been a few incidents of disruption, there has been no distinction or significant deviation that would show any bias or impact across any one of the specific Section 75 groupings.

During the period the current policy has been in place, there has never been any instance of complaint or query over a section 75 grouping being impacted as a result of the guidelines.

Needs, experiences and priorities

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular activity/policy/decision? Specify details for each of the Section 75 categories

Section 75 Category	Details of needs/experiences/priorities
Religious Belief	LCCC recognises the needs of the various groups but with the aim of the policy being to ensure that the most critical services and functions of the Council are maintained and resources protected to at least a reasonable level during incidents and disruptions, this will be for all groups and therefore not detrimental to any one group in particular.
Political Opinion	
Racial Group	
Age	
Marital Status	
Sexual Orientation	
Men & Women Generally	
Disability	
People with and without Dependants	

Part 2. Screening questions

1 What is the likely impact on equality of opportunity for those affected by this activity/policy, for each of the Section 75 equality categories?

Section 75 Category	**Details of likely impact – will it be positive or negative? If none anticipated, say none**	**Level of impact - major or minor*** - see guidance below
Religious Belief	Minor positives for all.	N/A
Political Opinion		
Racial Group		
Age		
Marital Status		
Sexual Orientation		
Men & Women Generally		
Disability		
People with and without Dependants		

* See Appendix 1 for details.

2(a) Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?

Section 75 Category	**IF Yes, provide details**	**If No, provide details**
Religious Belief		Given the above it is considered that there are no better opportunities at this time. Open for benefit of all.
Political Opinion		
Racial Group		
Age		

Marital Status		
Sexual Orientation		
Men & Women Generally		
Disability		
People with and without Dependants		

Equality Action Plan 2021-2025 [new question]

Does the activity/policy/project being screened relate to an action in the Equality Action Plan 2021-2025? No

2(b) DDA Disability Duties (see Disability Action Plan 2021-2025) [new]

Does this policy/activity present opportunities to contribute to the actions in our Disability Action Plan:

- to promote positive attitudes towards disabled people? No
- to encourage the participation of disabled people in public life? No

3 To what extent is the activity/policy/project likely to impact on good relations between people of different religious belief, political opinion or racial group?

Good Relations Category	**Details of likely impact. Will it be positive or negative?** [if no specific impact identified, say none]	**Level of impact – minor/major***
Religious Belief		None
Political Opinion		None
Racial Group		None

*See Appendix 1 for details.

4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Good Relations Category	IF Yes, provide details	If No, provide details
Religious Belief		At this time it is considered there are no opportunities to better promote good relations.
Political Opinion		
Racial Group		

Multiple identity

Provide details of any data on the impact of the activity/policy/project on people with multiple identities. Specify relevant Section 75 categories concerned.

No one individual sits exclusively within just one designated group and this is recognised by Council and has been given consideration at this time.

Part 3. Screening decision/outcome

Equality and good relations screening is used to identify whether there is a need to carry out a **full equality impact assessment** on a proposed policy or project. There are 3 possible outcomes:

1) **Screen out** - no need for a full equality impact assessment and no mitigations required because no relevance to equality, no negative impacts identified or only very minor positive impacts for all groups. This may be the case for a purely technical policy for example.
2) **Screen out with mitigation** - no need for a full equality impact assessment but some minor potential impacts or opportunities to better promote equality and/or good relations identified, so mitigations appropriate. Much of our activity will probably fall into this category.
3) **Screen in for full equality impact assessment** – potential for significant and/or potentially negative impact identified for one or more groups so proposal requires a more detailed impact assessment. [See Equality Commission guidance on justifying a screening decision.]

Choose only one of these and provide reasons for your decision and ensure evidence is noted/referenced for any decision reached.

Screening Decision/Outcome	**Reasons/Evidence**
Option 1 **Screen out** – no equality impact assessment and no mitigation required [go to Monitoring section]	The purpose of this policy is to ensure that the most critical services and functions of the Council are maintained and resources protected to at least a reasonable level during incidents and disruptions, for the benefit of all.
Option 2 **Screen out with mitigation** – some potential impacts identified but they can be addressed with appropriate mitigation or some opportunities to better promote equality and/or good relations identified [complete mitigation section below]	

Option 3 **Screen in** for a full Equality Impact Assessment (EQIA) [If option 3, complete timetabling and prioritising section below]	

Mitigation (Only relevant to Option 2)

Can the activity/policy/project plan be amended or an alternative activity/policy introduced to better promote equality of opportunity and/or good relations? N/A

If so, give the **reasons** to support your decision, together with the proposed changes/amendments or alternative activity/policy and ensure the mitigations are included in a revised/updated policy or plan.

Timetabling and prioritising for full EQIA (only relevant to Option 3) N/A

If the activity/policy has been **'screened in'** for full equality impact assessment, give details of any factors to be considered and the next steps for progressing the EQIA, including a proposed timetable.

Is the activity/policy affected by timetables established by other relevant public authorities? N/A

Part 4. Monitoring

Public authorities should consider the guidance contained in the Commission's Monitoring Guidance for Use by Public Authorities (July 2007).

Effective monitoring will help a public authority identify any future adverse impact arising from the activity/policy which may lead the public authority to conduct an equality impact assessment, as well as help with future planning and activity/policy development.

What will be monitored and how? What specific equality monitoring will be done? Who will undertake and sign-off the monitoring of this activity/policy and on what frequency? Please give details:

Will be undertaken by: **Name & Position/Job Title:**	**Frequency (eg. Annually):**
Samantha Rice, Emergency Planning, Corporate H&S, Risk & BC Manager (Acting)	Three Yearly
Will be signed-off by: Name & HoS Title:	**Frequency:**
Sally Courtney, HOS Environmental Health, Risk & Emergency Planning (Acting	Three Yearly

Part 5 - Approval and authorisation

		Position/Job Title	**Date**
Screened by:	Samantha Rice	Environmental Health Manager (Acting) Environmental Health, Risk & Emergency Planning	14/01/2025
Reviewed by:	Annie Wilson	Equality Officer	16/01/2025
Approved by:	Sally Courtney	Head of Service (Acting) Environmental Health, Risk & Emergency Planning	22/01/2025

Note: On completion of the screening exercise, a copy of the completed Screening Report should be:

- approved and 'signed off' by a senior manager responsible for the activity/policy
- included with Committee reports, as appropriate
- sent to the Equality Officer for the quarterly screening report to consultees, internal reporting and publishing on the LCCC website
- shared with relevant colleagues
- made available to the public on request.

Evidence and documents referenced in the screening report should also be available if requested.

Appendix 1 – Equality Commission guidance on equality impact

*Major impact:

a) The policy/project is significant in terms of its strategic importance;
b) Potential equality matters are unknown, because, for example, there is insufficient data upon which to make an assessment or because they are complex, and it would be appropriate to conduct an equality impact assessment in order to better assess them;
c) Potential equality and/or good relations impacts are likely to be adverse or are likely to be experienced disproportionately by groups of people including those who are marginalised or disadvantaged;
d) Further assessment offers a valuable way to examine the evidence and develop recommendations in respect of a policy about which there are concerns amongst affected individuals and representative groups, for example in respect of multiple identities;
e) The policy is likely to be challenged by way of judicial review;
f) The policy is significant in terms of expenditure.

Minor impact

a) The policy is not unlawfully discriminatory and any residual potential impacts on people are judged to be negligible;
b) The policy, or certain proposals within it, are potentially unlawfully discriminatory, but this possibility can readily and easily be eliminated by making appropriate changes to the policy or by adopting appropriate mitigating measures;
c) Any asymmetrical equality impacts caused by the policy are intentional because they are specifically designed to promote equality of opportunity for particular groups of disadvantaged people;
d) By amending the policy there are better opportunities to better promote equality of opportunity and/or good relations.

No impact (none)

a) The policy has no relevance to equality of opportunity or good relations;

b) The policy is purely technical in nature and will have no bearing in terms of its likely impact on equality of opportunity or good relations for people within the equality and good relations categories.

Updated Template @ Oct 2022

Committee:	Environment and Sustainability Committee
Date:	5 March 2025
Report from:	Acting Director

CONFIDENTIAL REPORT

Reason why the report is confidential:	**Information relating to the financial or business affairs of any particular person (including the Council holding that information)**
When will the report become available:	**Cover report and Interim Fleet Replacement Plan April 2025 following Council ratification of March 2025 ESC papers**
When will a redacted report become available:	**N/A**
The report will never become available:	**Appendix 2 Capital Replacement Schedule**

Item for:	Decision
Subject:	Interim Fleet Replacement Plan

1.0	**<u>Background and Key Issues</u>**
1.1	Members have previously been advised of the need to develop a Fleet Strategy to manage the future vehicle and equipment needs of the Council. As this is being progressed, an Interim Fleet Replacement Plan has been developed which will allow planning and delivery of fleet replacements as appropriate during this time.
1.2	This Plan will allow management of the Council's Fleet and Equipment until clarity is received on significant anticipated service delivery changes such as Waste Collection through DAERA's 2024 consultation, the outcomes of which may affect the choices and numbers of suitable collection vehicles
1.3	The Plan details consideration of the Fleet economic life, funding of replacement costs, implementation and utilisation, investment over the 7 year period, takes cognisance of the environment and sustainability and how the fleet will be used and managed.
1.4	The annual cumulative cost of replacing vehicles and equipment as profiled in Appendix 1 is used to inform the Capital Programme. Expenditure in years 1 and 2 is aligned with the current Capital Programme; the cumulative replacement costs in years 3, 4 and 5 will be used to inform the next 3 year Capital Programme (2027-2030) and similarly for the next iteration using years 6 and 7 (2031-2032).
1.5	Members will note that monies from the pEPR fund have been allocated in years 1 and 2 to supplement the Capital Programme provision and address urgent frontline vehicle replacement needs, specifically Refuse Collection Vehicles (RCVs) and permit an accelerated replacement plan.
1.6	Additional funding has been identified from proposed pEPR payments which will be added to the Waste Fund. This Fund will be used to offset identified costs associated with waste services, including the purchasing of vehicles.

1.7 1.8	Looking ahead at years 3, 4 and 5 of the Plan and the profiled expenditure, further consideration by Members may be required to consider the impact on MRP due to the need for increased borrowing or reprofiling of the existing Capital Programme. Opportunity will be taken to align vehicle, equipment, fuel and infrastructure developments on a sustainable basis as the Councils Sustainability Strategy is developed.	
2.0	**Recommendation** It is recommended that Members approve the Interim Fleet Replacement Plan and attached Fleet Replacement Schedule	
3.0	**Finance and Resource Implications** Identified costs in Appendix 1 will be reflected in the Capital Programme with supplementation from pEPR payments in years 1 and 2.	
4.0	**Equality/Good Relations and Rural Needs Impact Assessments**	
4.1	Has an equality and good relations screening been carried out?	Yes
4.2	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out Screened out with no mitigations	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	Yes
4.4	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out. Screened out with no mitigations	

Appendices:	Appendix 1 confidential - Interim Fleet Replacement Plan Appendix 2 confidential - Capital Fleet Replacement Schedule Appendix 3 confidential - EQIA Appendix 4 confidential - Rural Needs Assessment

Lisburn & Castlereagh City Council

Interim Fleet Replacement Plan

2025-2032

1.0 Introduction

The Interim Fleet Replacement Plan will align with and support the Council's Corporate Plan, Community Plan and their objectives. This includes

- Delivering and supporting better lives for all through protecting our planet and environment in the vehicles and equipment we use
- Achieving better lives for the people who work, live in or visit the LCCC area by maintaining high standards of service delivery through the vehicles and equipment we use.
- Residents' wellbeing within the Community Plan focusing on
  1. Where we live
  2. Our community

2.0 Purpose

This Plan provides a framework for the procurement and management of vehicles (and similar equipment) required by the Council to deliver services on a daily and continuous basis. On-going running costs (fuel, tax, insurance) and maintenance of the fleet costs approximately £1,925,080, (for assets with a value exceeding £3,000), procured through provision made in the Capital Programme and managed by the Fleet Policy.

3.0 Economic Life

All vehicles have an economic life. Historically vehicles have been retained longer than industry standards suggest leading to increased and often excessive servicing and maintenance costs. The projected replacement programme is attached in **Appendix 1;** vehicles and equipment are listed by Service Unit user, vehicle description, location and year of registration. This profiled replacement programme will ensure that vehicles are replaced at a time and age before excessive costs are incurred in consideration of their use and services they deliver. Prioritisation of vehicle replacement(s) (within budget availability and limitations) will focus on those necessary to the delivery of front line and statutory services in the first instance whilst mindful of other Service Unit needs. This is reflected through stakeholder discussions and details contained within Appendix 1.

There are currently 126 road registered vehicles (see Table 1), and 169 pieces of plant equipment and trailers managed by the Fleet Unit. Each year the fleet travels more than one million miles on delivering services.

Table 1

	Vehicle Type and Target Date for Decarbonisation	Quantity
Category 1	Cars Type M1 – 2030	2
Category 2	Vans Type N1 and N2 – 2035	52
Category 3	HGVs up to 26 tonne – 2036	72

Vehicles must be fit for purpose, offer good value for money and be managed effectively to protect the health and safety of both staff and the wider community.

Vehicles up to 12 years of age are required to have a safety inspection every 12 weeks but subject to a variable matrix affecting this frequency e.g. mileage covered, work delivered, operating environment, vehicle capacity. Vehicles 12 years of age and over are required to have a safety inspection every 6 weeks.

At end-of-life, vehicles will be disposed of through auction unless a more effective alternative is identified which will deliver a higher financial return. Monies received will be returned to the Capital Fleet budget provision.

Appendix 1 refers to the total number of vehicles and equipment within the Council fleet by type, age and Service Unit ownership. This is a live document subject to change on an on-going basis correct at time of writing.

4.0 Funding

The Interim Fleet Replacement Plan provides a projected capital expenditure over the 7-year span 2025-2032 (see **Appendix 1**). Years 1 (which includes 4 RCVs on order) and 2 identify significant initial investment to bring the core fleet to an acceptable standard to mitigate risk of service disruption to front line statutory services.

Years 3-7 identify anticipated vehicle and equipment replacement costs subject to justified exceptions e.g. excessive maintenance/repair costs, unforeseen changes in service delivery needs etc. A CPI rate of 2.5% has been applied annually from 2026 onwards to ensure capital provision is aligned with projected replacement costs.

Currently all vehicles are owned by the Council however as part of the replacement processes, consideration will be given to other alternatives to ensure best value has been achieved. Opportunity will be afforded to test alternative vehicles through short term hire or surplus capital availability in-year arising from changes to vehicles procured or savings realised. This will help inform future decision-making to ensure suitability of vehicles and value-for-money.

To date outright purchase has been determined to be the most cost-effective way of procuring vehicles and this may continue to be the prevalent method however during the course of this Plan consideration can and will be given to alternatives e.g. leasing, contract hire, external funding etc

Vehicle livery will be using a standard blue paint which should incur no additional procurement costs but allow a corporate image along with Lisburn & Castlereagh City Council logo and branding to be added through use of wrapping.

Fleet users will be advised by the FMU a minimum of one year in advance of any vehicles and equipment scheduled for replacement. The relevant Service Unit will then be required to complete a Business Case to support the decision to replace which will take into consideration continuing need, alternative service delivery models if appropriate, a cost/benefit analysis and any other relevant points. Consideration should always be given to fleet reduction however in instances where it is necessary to increase fleet numbers (e.g. change in operating model) further consideration will need to be given to whole-of-life costs and increased garage revenue costs for servicing and maintenance over the vehicle/equipment anticipated life.

This Business Case will then be approved by the relevant Director and passed to the FMU for progression. Where additional vehicles or equipment are proposed, the Business Case will be brought to the Capital Programme Board and CMT for their consideration and approval before progression by the FMU.

5.0 Implementation and Utilisation

Formal processes will be managed to ensure Directorates, and their Service Units justify vehicle provision, with replacements or additional requirements based on lifetime costs and consideration of other alternatives to deliver the most effective solution. Consideration will be given to creating Pool vehicles of similar type e.g. supervision vans, to reduce numbers required and improve efficiency of use.

The Fleet Management Unit (FMU) will assume responsibility for the maintenance of all vehicles and equipment as identified and included in the replacement schedule and procured through this agreed process. Any equipment procured through individual Service Unit budgets will be their sole responsibility for whole-of-life costs and will sit outside of this Plan. No maintenance works and associated costs for these items will be borne by the FMU and garage.

If external or other sources of funding outside of Capital provision are available and considered for the procurement of vehicles or equipment, advice and guidance should always be sought from the FMU before progression. Consideration must be given to whole-of-life costs which should be met from within the vehicle or equipment user's own annual revenue budget provision.

Opportunity will be given to considering use of vehicles to promote council messaging by means of flexible signage systems. Design and content will be developed in conjunction with Corporate Communications to ensure consistency.

6.0 Investment 2025-2032

This Interim Fleet Replacement Plan will provide a clear road map from 2025 until 2032 for capital investment, vehicle replacement, and suitability of size and vehicle types in consideration of all available options.

New technology will be incorporated within vehicle specifications and garage maintenance to ensure decisions are evidence-based and data-led.

As new and emerging technologies become available, Council will explore options to develop its infrastructure to ensure its fleet can avail thus ensuring it meets its commitments to reducing carbon emissions and improving sustainability. For example, electric vehicles would require investment in electricity supply and charge points; hydrogen fuel will require other supporting infrastructure if vehicles using either of these fuel sources are to be included within the fleet.

Until such times as new fuel sources and cost of vehicles using them become cost effective, Council will continue to invest in fossil fuelled vehicles in categories 3 and 4. At time of writing, HVO presents an increase in fuel costs to the diesel alternative and further consideration of its use will be taken subject to assessment of its impact upon the rate setting process.

Route Optimisation software is identified as key software in ensuring vehicles' usage is at its most efficient and effective particularly for front line services with high asset value vehicles such as waste collection and street cleansing. This will ensure optimum numbers of vehicles are in service and route design is efficient to reduce fuel usage, vehicle wear and tear and associated maintenance costs.

7.0 Sustainability

The Council is committed to delivering services in an environmentally sustainable way and reducing carbon emissions from its operations. The impact from the vehicle fleet on our environment is an important factor in future procurement choices. The Council will consider new and emerging vehicle types, fuel types, supporting infrastructure and emerging alternatives to fossil fuels in reviewing fleet suitability.

The Council will use this Plan in its work towards achieving net zero carbon emissions and other legislative targets as determined by regional and national governments. The current target date for the cessation of sales of new fossil fuelled vehicles by type is as follows:

- Category 1. Cars Type M1 – 2030
- Category 2. Vans Type N1 and N2 – 2035
- Category 3. HGVs up to 26 tonne – 2036

A consultancy report commissioned by Building Control and Sustainability Service unit in September 2024 *"Sustainable, Low and Zero Carbon Generating Technology Feasibility Study"* provided a number of fleet-related recommendations.

1. Consider the use of Hydrotreated Vegetable Oil (HVO) in fleet vehicles. HVO can achieve emissions reductions of approximately 90% and is suitable to be used in most diesel engines with no modifications. Although HVO is more expensive, it can be blended with regular diesel to reduce the cost while still achieving emissions reductions.

2. Consider introduction of electric vehicles to reduce emissions from transport fuel. This can include the use of electric vans for local operations. Further reduced cost if charged from renewable sources.

3. Trial hydrogen fleet vehicles such as for Refuse Collection Vehicles (RCVs). Currently supply of Green Hydrogen (from renewable sources) within Northern Ireland is low but as this increases, it's potential use in fleet vehicles should be considered.

4. Implement route optimisation software to reduce waste collection emissions.

5. Ensure AdBlue is used for all diesel vehicles where possible to reduce NOx emissions

All points listed are either already in place (route optimisation and AdBlue), trialled (HVO fuel) or included within this Plan to be progressed in coming years.

8.0 Service Standards

By maintaining a modern fleet of vehicles this will reduce expenditure on fuel and maintenance costs thus reducing annual revenue spend.

The FMU has a statutory responsibility to ensure all vehicles and equipment managed through this Plan are maintained in a fully compliant condition which is monitored through its Operator Licence. Significant or continuous vehicle problems e.g. excessive PSV/MOT inspections failures at first inspection, or road accidents, could result in suspension or removal of the licence rendering the Council unable to deliver its functions and meet its statutory obligations.

To meet these obligations, the Council's vehicle workshop will be suitably equipped and resourced. All vehicles managed through the Interim Fleet Replacement Plan will be scheduled for routine safety checks, maintenance and repairs and all responsible Departments and their vehicle users will be obligated to present their vehicles as required.

Management performance indicators.

Table 2 - KPIs

	KPI	Reporting Frequency
Fleet availability	Number of vehicle inspections completed	Monthly
Operator Licence compliance	Percentage first time pass rate at annual DVA test	Monthly
Fleet fuel efficiency	Fuel used % reduction on previous year	Annual

9.0 Driving Standards

All drivers using Council vehicles will be required to provide a copy of the appropriate licence and undertake any training necessary. All drivers will be responsible for the vehicle in their use, completing all necessary checks and records and informing the FMU of any identified defects, incidents and/or damages incurred.

The FMU will monitor accidents and damages incurred; where driver fault is identified, the driver may be referred for additional training.

All drivers (fulltime and agency) participate in mandatory Drivers Certificate of Professional Competency (CPC) training once per year. The current modules include but are not limited to

- Eco & Safe Driving
- Professional HGV Driver
- Drivers Hours
- Load Safety
- Vehicle Legal Requirements
- Safer Drivers & Safer Vehicles

LCCC also operate a Driver Assessment programme where drivers are assessed by a competent 3rd party assessor should there be any concerns with their driving. Drivers that have two or more incidents within a twelve-month period are automatically nominated for a Driver Assessment. Should this assessment highlight further training this is arranged through the Driver Assessment program.

Committee:	**Environment & Sustainability**
Date:	5th March 2025
Report from:	Acting Director of Environment and Sustainability

CONFIDENTIAL REPORT

Reason why the report is confidential:	**Information relating to the financial or business affairs of any particular person (including the Council holding that information)**
When will the report become available	**N/A**
When will a redacted report become available:	**April 2025 following Council ratification of March 2025 ESC papers**
The report will never become available:	**Appendix 5 confidential - Business Case is not to be released**

Item for:	Decision
Subject:	Procurement of four (4) new replacement RCVs

1.0	**<u>Background and Key Issues</u>**
1.1	Four Refuse Collection Vehicles (RCVs) have been ordered in February 2025 as approved by September 2024 ESC in line with the replacement schedule and Capital Programme. Delivery is expected in September 2025
1.2	At February 2025 ESC meeting Members agreed to progress the purchase of a further 4 RCVs and to use the previous Business Case as supporting rationale. However in accordance with internal processes and governance, a Business Case is required. It is anticipated these processes post approval of the business case will be expedited to allow the timely placement of an order with delivery by December 2025.
1.3	The Council operates a fleet of 39 Refuse Collection Vehicles (RCVs) to deliver its statutory waste collection services.
1.4	Industry standards advise RCVs have an optimum replacement age of 5-7 years however RCVs continue to provide functional service delivery up to 10 years without significant maintenance costs.

1.5	When RCVs exceed 12 years old they are subject to statutory safety inspections every 6 weeks compared to every 12 weeks when they are less than 12 years old. These safety checks take longer as vehicle ages increase, removing them from service whilst being completed. Costs of maintenance and repairs also increase significantly as vehicles age.	
1.6	The average age of the council's fleet of RCVs is 8.5 years thus exceeding industry standards. Of the 39 RCVs in fleet, 25 are 10 years or older, up to 17 years old.	
1.7	The cost of the additional 4 RCVs will be met from the Waste Fund which will include monies to be received from the Extended Producer Responsibility payment (pEPR) for packaging waste, the intention of which is to be applied to offset waste management costs.	
1.8	The cost of one new RCV is approximately £[redacted] therefore £[redacted] will be provided from the Waste Fund. The Business Case states £[redacted] which includes an additional uplift of 3% to reflect a possible inflationary increase to ensure sufficient provision has been made.	
1.9	The first pEPR payment for 2025/26 is expected to be received in November 2025, with subsequent payments expected in January and March 2026.	
2.0	**<u>Recommendations</u>** It is recommended that Members consider and approve the procurement of the 4 new RCVs	
3.0	**<u>Finance and Resource Implications</u>** Finance provision has been made from the Waste Fund which includes pEPR monies to be received in November 2025, January and March 2026.	
4.0	**<u>Equality/Good Relations and Rural Needs Impact Assessments</u>**	
4.1	Has an equality and good relations screening been carried out?	Yes
4.2	Brief summary of the key issues identified and proposed mitigating actions **<u>or</u>** rationale why the screening was not carried out No issues identified. Screened out without mitigation	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	Yes
4.4	Brief summary of the key issues identified and proposed mitigating actions **<u>or</u>** rationale why the screening was not carried out. No issues identified. Screened out without mitigation	

Appendix:	Appendix 5 confidential - Business case

Committee:	Environment and Sustainability Committee
Date:	5 March 2025
Report from:	Director of Regeneration and Growth

CONFIDENTIAL REPORT

Reason why the report is confidential:	Information relating to the financial or business affairs of any particular person (including the Council holding that information).
When will the report become available:	
When will a redacted report become available:	April 2026
The report will never become available:	

Item for:	Decision
Subject:	Project Initiation Request for repairs at Altona Depot

1.0

Background

1. Altona Depot was constructed circa 1980 and since then it has undergone a number of repairs including minor repairs to the roof most recently following the Storm Eowyn.

2. A latent defect has been discovered during a very warm weather period last summer. What appears to have happened is that the frame of the building has expanded and caused displacement of brickwork from the separating walls. This gave rise to an investigatory report into the causes of the defect.

3. A condition report attached (**see Appendix**) was undertaken with a specific objective of providing recommendations in respect of the roof and defective walls. The attached project initiation request and the associated strategic outline case deals with the recommendations of that condition report amongst other opportunity improvements.

Key Issues

1. Following the manifestation of the defects, mitigation measures were taken to eliminate health and safety risks due to falling brickwork and loose roofing material. These mitigation measures included the erection of temporary scaffold as an interim measure.

2. Attached (**see Appendix**) is the PIRSOC which proposes to examine six options through a business case for essential repairs and upgrades to Altona Road Depot. These proposals deal with the engineer's recommendations to correct latent defects and a beyond life roof covering which is currently leaking.

	3. In addition, it is proposed that the business case examines an option for the installation of photovoltaic panels to the roof. The opportunity for upgrading the roof and addressing the AD Sustainability recommendations is logical. The latter comes forward as part of a wider sustainability programme as presented to this Committee in January 2025. 4. It is proposed that any business case allows for programming and phasing of the work so as to minimise disruption to the operational activities within the Depot. The project will be dealt with under the Council's capital programme governance and the initial estimations would indicate the project to be in the order of [redacted] should the full scheme be adopted and deemed acceptable by the Members when evaluating the business case. Provision has been made within the affordability assessment of [redacted] for this project. 5. Other peripheral improvements to the Depot will be considered as part of the project including the installation of EV Charging, given the synergies involved in the specialist contractors.
2.0	**Recommendation** It is recommended that Members consider and agree to the attached Project Initiation Request and the associated Strategic Outline Case for works to the Depot at Altona Road.
3.0	**Finance and Resource Implications** The Business Case will be developed in-house and, should Members consider this an appropriate investment, there will be a [redacted] draw on the Capital Programme. Provision has been made for this project in the order of circa [redacted] within the Capital Programme.

4.0	**Equality/Good Relations and Rural Needs Impact Assessments**	
4.1	Has an equality and good relations screening been carried out?	Yes
4.2	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out. *As per the attached PIRSOC*	
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 **or** rationale why the screening was not carried out. *As per the attached PIRSOC*	

Appendices:	Appendix 1 – PIRSOC Appendix 2 – Tetra Tech Report Appendix 3 – Stronghold Preservation Report

	Appendix 4 – Thornton Report Appendix 5 – AD Sustainability Report