



Chairperson: Councillor C McCready

Vice-Chairperson: Councillor R Carlin

Aldermen: J Baird, M Gregg, S Skillen, J Tinsley

Councillors: S Burns, P Catney, G Hynds, P Kennedy, J Lavery BEM, A McIntyre, M McKeever, R McLernon, N Parker

Ex Officio:

The Right Worshipful the Mayor, Councillor A Gowan

Deputy Mayor, Councillor G McCleave

Notice Of Meeting

A meeting of the Environment and Sustainability Committee will be held on **Wednesday, 14th June 2023** at **6:00 pm** for the transaction of the undernoted Agenda.

For those Members attending this meeting remotely, the Zoom details are included in the Outlook invitation that has been issued.

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 Director of Environmental Services

3.1 Notice of Motion in the name of former Councillor Nathan Anderson -Support NI Farmers and Lower Food Prices

📄 *Item 3.1 NOM former Cllr Nathan Anderson Support NI Farmers and Lower Food Prices.pdf* Page 1

📄 *Item 3.1 Appendix 1 DES - Cllr N Anderson re Support to NI Farmers and Lower Food Prices.pdf* Page 4

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

4.1 DAERA Consultation on 'Climate Change Reporting by Specified Public Bodies – Developing New Regulations'

📄 *Item 4.1 DAERA Consultation on Climate Change Reporting by Specified Public Bodies Developing New Regulations.pdf* Page 5

📄 *Item 4.1 Appendix 1BC Consultation - LCCC Response Climate Change Reporting by Specified Public Bodies - 2nd June 2023.pdf* Page 8

5.0 Report by the Acting Head of Service (Environmental Health)

5.1 Department of Justice Service Level Agreement

📄 *Item 5.1 SLA between DoJ and other Councils (final).pdf* Page 26

📄 *Item 5.1 Appendix 1 EH - SLA between DoJ and District Councils - March 2023.pdf* Page 29

5.2 Regulated Stand at Down Royal Racecourse

📄 *Item 5.2 Regulated Stand at Down Royal Racecourse (final).pdf* Page 39

📄 *Item 5.2 Appendix 2 EH - Stand Safety Cert Down Royal Racecourse 28.03.23.pdf* Page 42

6.0 Confidential Report from the Acting Director of Environmental Services

6.1 Provision of a kerbside sort service for the collection and recycling of dry recyclables and food waste from households within the Lisburn & Castlereagh City Council area

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

Item 6.1 Confidential - provision of a kerbside sort contract.pdf

Not included

6.2 Software Licensing, Support & Maintenance for Building Control and Environmental Health Information Management Systems

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

Item 6.2 confidential Idox Software Licensing, Support & Maintenance for BC and EH IMS).pdf

Not included

Item 6.2 confidential Idox Software Licensing, Support & Maintenance for BC and EH IMS) REDACTED.pdf

Page 69

6.3 Department for Communities: Period of notice given to terminate the Affordable Warmth Scheme partnership agreement with Councils

Confidential due to Information which is likely to reveal the identity of an individual and Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or a Government Department and employees of, or office holders under, the Council.

Item 6.3 Confidential DfC termination of AWS final report.pdf

Not included

6.4 Potential Land Acquisition for Cemetery Use

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

📄 *Item 6.4 Confidential - Potential Land Acquisition for Cemetery Use.pdf* **Not included**

📄 *Item 6.4 Confidential Potential Land Acq for Cemetery Use P3_Redacted.pdf* **Page 73**

7.0 Any Other Business



Environment and Sustainability Committee

14th June 2023

Report from:

Acting Director of Environmental Services

Item for Decision

TITLE: Item 3.1 – Notice of Motion in the name of former Councillor Nathan Anderson - Support NI Farmers and Lower Food Prices

Background and Key Issues:

1. At the Council meeting on 25 April 2023 the following Notice of Motion (NOM) in the name of former Councillor Nathan Anderson was referred to the Environment and Sustainability Committee.
2. “This Council agrees to write to the Secretary of State to request that HM Government presents a Bill to Parliament to strike down the agricultural targets within the Climate Change (NI) Act 2022”.
3. Members are further reminded that the Council granted delegated authority to the Environment and Sustainability Committee to progress any decisions taken on this matter.
4. Attached as **Appendix 1 DES** for Members’ information is a copy of the NOM from former Councillor Anderson.

Recommendation:

It is recommended that Members consider the Notice of Motion regarding Support NI Farmers and Lower Food Prices.

Finance and Resource Implications:

Screening and Impact Assessment

1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy? N/A

If no, please provide explanation/rationale

If yes, what was the outcome?:

Option 1 Screen out without mitigation	N/A	Option 2 Screen out with mitigation	N/A	Option 3 Screen in for a full EQIA	N/A
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Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?	N/A	Has a Rural Needs Impact Assessment (RNIA) template been completed?	N/A
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If no, please given explanation/rationale for why it was not considered necessary:

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

SUBJECT TO PLANNING APPROVAL:

N/A

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

APPENDICES:

Appendix 1 DES - Notice of Motion from former Councillor Nathan Anderson

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:



Motion to support NI farmers and lower food prices

This Council recognises the invaluable contribution of the thousands of farmers and other workers within the Agrifoods sector to Lisburn & Castlereagh City Council's local economy, vibrant community and natural environment.

This Council notes the late stage in which amendments to the targets within the Climate Change (Northern Ireland) Act 2022 were introduced. This provided insufficient time to assess evidence or satisfactorily consult the Agrifood sector. The targets have potential consequences on food security and food prices particularly in the context of a cost of living crisis. The impact of such targets will be keenly felt by NI's Agrifood industry, the local economy and Lisburn & Castlereagh residents.

The Council further notes NI farmers are part of the solution. Farmers in NI have signed up to tackling emissions with the GHGIP. Milk production in NI has achieved 68% reduction in fuel and electric emissions between 1990 and 2017. Targets are therefore best considered and achieved in conjunction with this sector.

This Council agrees to write to the Secretary of State to request that HM Government presents a Bill to Parliament to strike down the agricultural targets within the Climate Change (Northern Ireland) Act 2022.

Proposed: Cllr Nathan Anderson






Environment & Sustainability Committee

14th June 2023

Report from:

Head of Service – Building Control & Sustainability

Item for Decision

TITLE: Item 4.1 – DAERA Consultation on ‘Climate Change Reporting by Specified Public Bodies – Developing New Regulations’

Background and Key Issues:

1. The purpose of this report is to bring to Elected Members attention the DAERA Consultation on Climate Change Reporting by Specified Public Bodies and to seek Members approval and comment for the attached response in **Appendix 1BC** to be submitted on behalf of this Council.
2. The consultation closing date was 9th June 2023, however, on writing to the Department and citing local council elections and governance cycle, they have agreed to extend the closing date until 30th June 2023 to allow ratification of our response at our June Council meeting.
3. On 14th April 2023, all Elected Members were emailed to be made aware of the consultation having been released by DAERA and any advance comments sought from Members. All responses and views of Members received have been included within the consultation response attached.
4. Please find the link which directs Members to the Department website, discussion, guidance documents and response template:

<https://www.daera-ni.gov.uk/consultations/consultation-climate-change-reporting-by-specified-public-bodies-developing-new-regulations>

5. The draft response attached was compiled after consultation with internal council officers, discussion across other council sustainability champions and our partners Sustainable NI and Climate NI.

Recommendation:

It is recommended that Members, subject to any further comment, agree to the submission of the attached response, on behalf of the Council in relation to the DAERA Consultation on ‘Climate Change Reporting by Specified Public Bodies – Developing New Regulations’.

Finance and Resource Implications:

None at this stage

Screening and Impact Assessment

1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy? N/A

If no, please provide explanation/rationale

Note: Section 75 statutory duties (of the 1998 NI Act), Environmental Impact, Rural Needs and other regulatory screening; DAERA as policy owners will be responsible.

If yes, what was the outcome?:

Option 1 Screen out without mitigation	N/A	Option 2 Screen out with mitigation	N/A	Option 3 Screen in for a full EQIA	N/A
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Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?	N/A	Has a Rural Needs Impact Assessment (RNIA) template been completed?	N/A	
--	-----	---	-----	--

If no, please given explanation/rationale for why it was not considered necessary:

Note: Section 75 statutory duties (of the 1998 NI Act), Environmental Impact, Rural Needs and other regulatory screening; DAERA as policy owners will be responsible.

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

SUBJECT TO PLANNING APPROVAL:

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

APPENDICES:

Appendix 1 BC – LCCC draft Consultation Response for submission.

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

Consultation on Climate Change Reporting by Specified Public Bodies - Developing New Regulations

Response Template

March 2023

First, please tell us 'About You', to help us analyse the responses

A. (Optional) What is your name?

Colin Duff

B. (Optional) What is your email address?

Colin.duff@lisburncastlereagh.gov.uk

C. Are you representing an organisation, or are these your personal views?

- I am representing an organisation.
- I am providing my personal views.

If you are representing an organisation, please tell us the name of that organisation.

Lisburn & Castlereagh City Council

D. What area do the functions of your organisation fall under?

Please select one description, which most closely fits the **primary functions** of your organisation.

- Local Council
- North South Implementation Body
- Agriculture / Forestry / Fishing
- Arts / Culture / Sport
- Business / Finance
- Charity / NGO (environmental)
- Charity / NGO (other)
- Education
- Energy
- Health / Emergency Services / Social Care

- Industrial Processes / Manufacturing
- Regulator / Auditor
- Residential / Housing / Built Environment
- Transport / Infrastructure
- Waste Management / Recycling
- Other

If you selected 'Other' - please provide a brief description of your organisation's primary function.

E. What size is your organisation?

We have provided a choice of options below, for you to describe the size of your organisation: by number of staff, by annual budget, and/or described in your own words.

Optional: Your organisation's average number of Full-Time Equivalent (FTE) staff, over the financial year ending March 2022.

- 1 - 9 FTE staff
- 10 - 49 FTE staff
- 50 - 249 FTE staff
- 250 - 499 FTE staff
- 500 or more FTE staff

Optional: Your organisation's approximate annual budget for the financial year ending March 2022.

- Less than £1 million
- Between £1 million and less than £3 million
- Between £3 million and less than £5 million
- Between £5 million and less than £10 million
- Between £10 million and £25 million
- More than £25 million

Optional: Please enter any other metric(s) to describe the size of your organisation, e.g. square footage of estate/premises, fleet size etc.

F. Does your organisation currently report on climate change?

Yes

No

If yes, please tell us the name of the reporting regime/scheme, etc.

If yes, is your participation mandatory, voluntary or both.

Please tick all that apply.

Mandatory

Voluntary

Main Consultation Questions

1. How often do you think specified public bodies should provide their adaptation reports?

- Annually
- Every 2 years
- Every 3 years
- Every 4 years
- Every 5 years*
- Other

*(*Aligns with the independent expert climate change advice from the CCC - see section 3.4.2 of the full-length consultation document)*

If you chose 'Other' - please tell us HOW OFTEN you think adaptation reporting should be required.

Please tell us your REASONS for your chosen response.

The 5 year reporting cycle aligns with the CCC advice as an appropriate interval to reassess climate risk and fits with the CCC five yearly evidence reports.

2. When should specified public bodies be required to provide their first adaptation report?

- By end of January 2025*
- By end of March 2025*
- Later than March 2025
- Other

*(*Aligns with the independent expert climate change advice from the CCC - see section 3.4.2 of the full-length consultation document)*

If you chose 'Later than March 2025' or 'Other' - please tell us your SUGGESTED MONTH and YEAR for providing the first adaptation reports.

Please tell us your REASONS for your chosen response.

The first adaptation report should be made available by March 2025, as recommended by the CCC, since the fourth Climate Change Risk Assessment (CCRA) will be published in 2027. However it should be noted that this timeline for first reporting will be challenging for some public bodies that have not yet commenced and have limited resources and NO direct government financial support nor a clear reporting template as yet.

The adaptation reports from specified public bodies will feed into the CCRA4 as evidence of climate risks and opportunities to prevent them. They will also enable the evaluation of appropriate risk management by a public body.

3. How often do you think specified public bodies should provide their mitigation reports?

- Annually
- Every 2 years*
- Every 3 years*
- Every 4 years*
- Every 5 years
- Other

*(*Aligns with the independent expert climate change advice from the CCC - see section 3.4.2 of the full-length consultation document)*

If you chose 'Other' - please tell us HOW OFTEN you think mitigation reporting should be required.

Please tell us your REASONS for your chosen response.

We agree with the CCC on the point that mitigation reporting should happen more frequently than adaptation reporting because there is a need for more frequent updates on progress towards meeting NI and UK overall emissions reduction targets. It also aligns with the United Framework Convention on Climate Change (UNFCCC) reporting requirements for mitigation.

Based on targets for reducing greenhouse gas emissions set in the Climate Change Act (NI) 2022, regular reporting on emissions every three years will ensure the track of progress and better monitoring to guarantee that appropriate measures and action are taken if necessary. Up-to-date data are essential to inform policy and decision-making and make more informed decisions about mitigation strategies and policies to adopt.

Reporting every three years allows for regular updates on progress and provides enough time for significant changes in emissions trends to be observed. Furthermore, data on emissions, which must include Scope 3 emissions, within an interval of three years can be collected and analysed correctly to identify key strategic changes in policy and other factors.

4. When should specified public bodies be required to submit their first mitigation report?

- By end of October 2025
- Later than October 2025
- Earlier than October 2025

If you chose 'Later' or 'Earlier' than October 2025 - please tell us your PREFERRED MONTH and YEAR.

Please tell us your REASONS for your chosen response.

Several public bodies in NI will be in the first data collection stage for their greenhouse gas emissions. Currently, the data gathering is focused on Scope 1 and 2 emissions with Scope 3 to follow.

This would give time to public bodies to harness and review their information and to contact external service providers like Sustainable NI to support and guide them in collecting initial data and information to feed their reports.

However it should be noted that this timeline for first reporting will be challenging for some public bodies that have not yet commenced and have limited resources and NO direct government support/financial support nor a clear reporting template or agreed methodology as yet.

5. Do you agree that the time period for which emissions data must be provided, by specified public bodies in their mitigation reports, should cover financial years? (i.e. periods from 1st April to 31st March)

Yes

No

If you chose 'No' - please tell us your SUGGESTED ALTERNATIVE.

Please tell us your REASONS for your chosen response.

We believe the data collection on emissions should be provided on a financial year basis.

At the UK level, estimates and funding is provided on a financial calendar.

The approach that could be used by public bodies in Northern Ireland for data collection should follow the financial calendar as CAPs that require financial support to bring to fruition and to reduce emissions are based on the financial year.

6. If you have any other views on the frequency and timing of reporting, which should be set under the future regulations, please provide them below.

Other views on the FREQUENCY of reporting.

N/A

Other views on the TIMING of reporting.

7. How do you think the specified public bodies (who will have a duty to report under the regulations) should be identified?

- A criteria-based proportionality approach should be applied
- An exemptions approach should be applied
- A different approach should be applied

If you chose 'a different approach' - please DESCRIBE THE APPROACH which you think should be applied.

Please tell us your REASONS for your chosen response.

LCCC believes that a criteria-based proportionality approach, as explained and presented in sections 4.4 and 4.5 of the Consultation Document, should be used to identify public bodies that have large estates and large staff numbers, high impact and influence over a range of policy areas and provision of services, significant expenditure, audit or regulatory functions. Climate change adaptation and mitigation progress reporting should be considered organisational priorities.

8. If a criteria-based proportionality approach is used in the future regulations, which criteria do you think should be included for specifying public bodies?

Please tick all that apply.

- High impact
- High influence
- Large estates
- Large numbers of staff
- Large expenditure
- Auditing or regulatory functions
- Critical/key infrastructure or service provider
- Other

If

you chose 'Other' - please describe what you think the criteria should be.

If you have any comments on your chosen response, please provide them below.

9. Do you agree that all of the public bodies listed, in the schedule of the example draft regulations, should be required to report under the future regulations?

The example draft regulations can be viewed in annex 3 of the full-length consultation, or appendix 1 of the abridged version.

- Yes – all
- Yes – but additional bodies should be included
- Partially agree – but some bodies should be removed/not specified
- No – none of these bodies

Please describe any CHANGES which you think should be made to this list.

Please provide your REASONS for any changes which you think should be made to the list.

10. Please note - question 10 has been omitted here, as it only seeks information from North/South Implementation Bodies.

11. Do you think that the future regulations should allow flexibility for public bodies to share data and information with each other, to help them comply with their reporting duties?

- Yes
- No
- Don't know

Please tell us your REASONS for your chosen response.

In Scotland, in addition to reporting on their activities and progress, public bodies are also expected to work collaboratively to address climate change and to support more comprehensive efforts to build resilience to climate impacts. We strongly believe that the flexibility to share data and information would support consistency and improve collaboration and coordination in addressing climate change issues.

The Scottish Government has developed several initiatives to support information sharing and cooperation between public bodies, from forums to networks. Data and information sharing with the appropriate guidance can support collaboration, consistency, and capacity building on public sector climate action.

The CARO arrangement in RoI brings benefits to a collaborative approach in both experience, expertise and funding.

12. Do you think that the future regulations should allow flexibility for two or more public bodies to provide a single, joint report?

- Yes
- No
- Don't know

Please tell us your REASONS for your chosen response.

Northern Ireland is a area, and a joint collaborative approach to climate action should be a priority. Public bodies should be invited to cooperate to identify tools and methods for tackling climate change.

In Scotland, the Sustainable Scotland Network (SSN) Secretariat works with colleagues in the Edinburgh Climate Change Institute to prepare consistent carbon scenario planning, to explore how public bodies can work together better.

In Scotland, through the 2009 Act, and in the Republic of Ireland, the Irish National Adaptation Framework, joint reports can be submitted and are indeed encouraged without omitting responsibilities to meet reporting obligations of individual public bodies. Therefore, broader collaborative reporting crossing the boundaries of jurisdictions and control can favour more detailed information on progress in a geographical area and can facilitate the commission of coordinated work to provide aligned and consistent data using the same methodology, guaranteeing comparability and better risk management.

In addition, it can offer opportunities to access financial support to implement existing initiatives or take action when identified and required. However, there are issues related to data sharing, confidentiality, and consistency of reporting when preparing joint reports since each public body may have its data management policies and practices.

Therefore, it is crucial for the participating public bodies to establish clear guidelines and protocols for data sharing, confidentiality, and consistency of reporting before embarking on joint reports. We strongly advise that these guidelines related to collaborative reporting should be specified in regulations devised by the executive in a framework.

13. Which format do you think the future regulations should require reports to be submitted in?

- Online portal
- Electronic form & email
- Other

If you chose 'Other' - please provide details in the box below.

14. Where do you think the future regulations should require reports to be published?

- On the DAERA website only
- On the specified public bodies' websites only
- On both DAERA and the specified public bodies' websites

Questions 15 & 16 relate to the example draft reporting template provided in annex 5 of the full-length consultation, or appendix 2 of the abridged version.

Consultees are reminded that the future regulations must stay within the scope of section 42 of the Act (covered in section 1.6 of the full-length consultation), and any future reporting template would be based on the content of the regulations.

15. Do you think that your organisation could currently provide the level of detail requested in the example draft reporting template?

	Could currently provide all of the detail	Could currently provide some of the detail	Could currently provide none of the detail
Part 1 – Profile of Organisation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Part 2 -Climate Change Management and Governance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Part 3.1 – Climate Change Risk Management	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Part 3.2. – Adaptation Action Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Part 4.1 – Baseline Year and Emissions Statements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Part 4.2 – Mitigation Action Plan (i.e. Emissions Reduction Plan)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Part 5 – Validation of Report	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Please explain your answer.

The development of Climate Action Plans including both Adaptation and Mitigation is at an early stage for council. We look forward to central government funding along with the Regulations to support councils in progressing plans to deliver on Net Zero.

Most councils do not have the 'on the shelf' expertise to deliver effective CAP nor assess carbon footprint, especially Scope 3. This will require adequate funding in order to ensure that appropriate staffing and data collection and reporting systems are in place.

DAERA reporting templates are critical as large effort may be required to translate and lift council plans and present in a format that is stipulated by DAERA.

An effort should be made to align the reporting template with current council work in developing their plans.

16. Are there any questions in the example draft reporting template, which you think should be amended, removed or any further questions to be added?

In the list below, please select all options which reflect your views.

- Amend questions
- Remove questions
- Further questions to be added
- None

If you think that any questions should be AMENDED, please indicate below which questions these would be, and how you think they should be amended.

3.1 question f) Has the organisation calculated how each risk might change, by the years 2050 and 2100, in light of various climate scenarios? If yes, describe.

3.2 Adaptation Action Plan – question a) point vii. The metrics used to assess progress in the management of climate-related risks should be listed to facilitate compliance.

3.2 question c) – co-benefits for reducing emissions should be listed, as examples to consider, along with potential risks associated to adaptation actions.

If you think that any questions should be REMOVED, please indicate below which questions these should be.

Sections 3.3 and 3.4 place an unnecessary burden on councils to complete reviews, updates and case studies without sufficient funding support. In the first reporting periods, returns should be as simple and straightforward as possible. As public bodies develop their plans and capabilities then the scope for what is reported can be widened.

If
you

think that any questions should be ADDED, please indicate below which questions these should be.

Please provide your REASONS for any changes which you think should be made.

LCCC consider the open questions challenging to manage without placing undue burden on council.

When reporting it is important to provide options from which to decide.

The reporting template must be in line with how councils carry out their approach to CAP and should be aligned with such with the same methodologies used by all public bodies for consistent key data and information.

We need to ensure useful analysis of the reports is relatively straightforward.

17. What type of support do you think may be required to help specified public bodies meet their reporting duties under the future regulations?

(Please tick all that apply)

- Guidance document
- Training for staff
- Other

If you chose 'Other' - please describe your SUGGESTED ALTERNATIVE.

A partnership and expertise from DAERA. It is clear that the CARO arrangement in RoI provides the necessary cross departmental support for councils to collaborate and deliver a consistent approach. DAERA should appoint a lead officer to each (or shared) council to assist in the first reporting cycle to deliver an effective coordinated approach to Climate Change and Public Body Reporting. Or support a third party to do so. Financial and expertise support is essential.

The climate risk assessment and reporting template should be presented in a user-friendly format to provide accessibility and create a flow of information that is easy to compare and understand. If the reports are going to be published, it is essential that the public can have access to it and understand the progress made without excessive use of jargon.

Please tell us your REASONS for your chosen response.

Potential lack of funding and expertise in some public bodies.

18. Should public bodies be required to validate the information in their reports before they are submitted to DAERA under the future regulations?

For example, a requirement for reports to be signed off by the organisation's senior management, etc.

- Yes
- No
- Don't know

If you chose 'Yes' - please specify WHAT TYPE of validation you think should be required.

What does validate mean? Simply that it a true reflection? A managers signature? If so, then yes. The additional burden of 3rd party checking should fall to the Department

Please provide your REASONS or any further comments.

Unnecessary burden without central support

19. If the future regulations place climate change reporting duties on your organisation, please provide an estimate of what the resource implications might be.

Please enter any description or detail for your estimate in the box below, e.g. costs, staff numbers, time, etc.

Impossible to know and understand the full implications at this time. The Regulations have not been made and we don't yet fully understand what we may be asked to do or to report. For example carrying out a GHG emissions report, what methodology are we being asked to use? This council would suggest the LGA Greenhouse Gas Accounting Tool. We would also suggest that in the first reporting period only Scope 1 and 2 should be considered. As yet we are to fully understand or investigate Scope 3. This is just one example of why the costs are yet unknown. It is likely that councils will require consultants/ expertise at a cost to provide direction on reduction measures as well as reporting and GHG data collection and development of new methodologies/ IT to collect and compile the information.

20. If you have any further comments in respect of any of the issues raised in this consultation, please provide them below.

It is as yet unclear as to:

- The technical details of this reporting ask and implications for council
- Financial support for the reporting process and indeed for the wider adaptation and mitigation measures that will fall out of any CAP. Councils require funding to drive mitigation and adaptation. This should not be a further challenge the ratepayer
- Expertise and shared support

21. If you have any other comments on any important issues, which you feel have not been adequately covered in this consultation, please provide them below.

Climate Change Public Body Reporting
Climate Change and Green Growth Policy Division
2nd Floor, Klondyke Building
1 Cromac Avenue
Gasworks Business Park
Belfast
BT7 2JA

Tel: 028 9056 9291 / 028 9056 9246

Email: climatechangediscussion@daera-ni.gov.uk

www.daera-ni.gov.uk



Environment and Sustainability Committee

14th June 2023

Report from:

Head of Service (Acting) – Environmental Health, Risk and Emergency Planning

Item for Decision

TITLE: **Item 5.1 – Department of Justice Service Level Agreement**

Background and Key Issues:

1. In previous years Environmental Health Officers have assisted the Department of Justice (DoJ) in the assessment of firework display sites and in the inspection of premises which are regulated under the Manufacture and Storage of Explosive Regulations (MSER).
2. This has been provided for by means of a Service Level Agreement (SLA) between the DoJ and District Councils which has recently been reviewed and updated.
3. This revised SLA was approved by Environmental Health Northern Ireland (EHNI) on 15 March 2023 and is attached as **Appendix 1 EH** for Members' information.
4. The DoJ will reimburse the Council for the time spent by the Warranted Officer assessing a fireworks display application (either site visit assessment or desktop only assessment), including the Warranted Officer's completion of the display checklist and associated timesheet.
5. The DoJ will pay the Council for mileage incurred by the Warranted Officers for their mileage to and from the fireworks display site (in line with the revised Motor Car Allowances which have been agreed by the National Joint Council for Local Government

Services employees with effect from 1 April 2010 without exception) where a site visit was required.

- 6. MSER inspections - The Department will pay the Council £300 for work performed in relation to an initial registration and £270 for a renewal.
- 7. If a reduced inspection schedule is agreed for a site, the inspection costs will be adjusted accordingly.
- 8. If an additional inspection is required, it will be agreed with the DoJ in advance and the DoJ will pay the Council £90.

Recommendation:

It is recommended that Members approve the Acting Director of Environmental Services to sign the Service Level Agreement between Lisburn & Castlereagh City Council and the Department of Justice on behalf of the Council.

Finance and Resource Implications:

Income generating.

Screening and Impact Assessment

1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy? N/A

If no, please provide explanation/rationale

If yes, what was the outcome?:

Option 1 Screen out without mitigation	N/A	Option 2 Screen out with mitigation	N/A	Option 3 Screen in for a full EQIA	N/A
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Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?

Has a Rural Needs Impact Assessment (RNIA) template been completed?

If no, please give explanation/rationale for why it was not considered necessary:

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

SUBJECT TO PLANNING APPROVAL:

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

APPENDICES:

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

If Yes, please insert date:

SERVICE LEVEL AGREEMENT BETWEEN THE DEPARTMENT OF JUSTICE AND DISTRICT COUNCILS FOR WARRANTED OFFICERS IN RESPECT OF:

- A) The Manufacture and Storage of Explosives Regulations (Northern Ireland) 2006 (as amended) in respect of persons registered to store hazard type 3 & 4 explosives as defined in Service Schedule 1; and
- B) The Explosives (Fireworks) Regulations (Northern Ireland) 2002 (as amended) in respect of fireworks displays.

Introduction

1. This Service Level Agreement (SLA) is between the Department of Justice (the Department) and District Councils hereafter referred to as “the Council”. The Department and the Council will be known jointly as “the parties”.
2. It concerns Council Warranted Officers (WOs) enforcing -
 - a) The Manufacture and Storage of Explosives Regulations (Northern Ireland) 2006 on behalf of the Department in respect of the items listed in Service Schedule 1; and
 - b) The Explosives (Fireworks) Regulations (Northern Ireland) 2002 in relation to the licensing of fireworks displays.

MSER Health and Safety Prosecution Checks

3. On receipt of a request in writing from the Department, WOs¹ will check if the named MSER applicant has any previous or ongoing formal Council enforcement action (e.g. formal cautions, improvement notices or prosecutions) which has not previously been notified² to the Department. A reply should be made in writing within 2 weeks of the date of issue of the request.

MSER Inspections

4. WOs will carry out an **initial** site inspection to ensure that the storage complies with the guidance and to assess the applicant’s knowledge of their responsibilities contained in the “Approved Code of Practice and Guidance on the Manufacture and Storage of

¹ WOs can only respond in relation to actions taken in their own council area

² Since the last inspection, as previous enforcement action should have been notified to the Department at time of initial application/interim/renewal inspections

Explosives in Northern Ireland” (the ACoP)³ and submit a report, using the agreed MSER inspection checklist, to the Department within 3 weeks of the date of issue of the request.

5. If a WO is unable to complete the initial inspection within 3 weeks, they should notify the Department in writing. Where minor improvements are needed to meet the requirements of the guidance contained in the ACoP, the WO should first liaise with the applicant to resolve such issues, giving an appropriate period of time for completion of the works, and notify the Department accordingly. Once this period has elapsed, the WO should submit their report and recommendations to the Department.
6. Thereafter WOs will carry out 2 **interim** inspections for each site during the 5-year duration of the registration (typically in years 2 and 4) and confirm whether or not the site remains suitable and that the registered person remains fit on each occasion. The WO should complete an interim inspection report, which should be signed by the applicant/their representative and the WO, and send it to the Department within 6 weeks from date of notification that an interim inspection is due (see 7 below also). If appropriate, a reduced interim inspection schedule for a site can be agreed with the Department.
7. If a WO recommends a registration period shorter than five years, they will provide the Department with written justification. An appropriate inspection schedule will be agreed and inspection costs adjusted accordingly.
8. If the registration is to keep **fireworks**, interim inspections will be carried out at a time when the fireworks are likely to be present. This may require agreeing a suitable alternative inspection date with the Department.
9. For audit purposes, the Department may verify with registered persons that interim inspections have taken place.
10. The Department will provide advance notification of all registration **renewal** requests and WOs will carry out a renewal inspection and submit a report using the agreed MSER

³ [Manufacture and storage of explosives in Northern Ireland | Health and Safety Executive Northern Ireland \(hseni.gov.uk\)](https://www.hseni.gov.uk)

checklist to the Department as soon as possible, and no later than one week prior to the expiry date of the registration. If the registration is to keep fireworks, renewal inspections will be carried out at a time when the fireworks are likely to be present. This may require agreeing a suitable alternative inspection date with the Department.

11. If a WO recommends that a person should not be registered, or that a registration should not be renewed, or that one should be revoked, a detailed report justifying the recommendation and appropriate evidence must be provided to the Department as soon as possible.
12. The Department will share copies of certificates of registration; renewal reminder and expiry notification letters; notifications when interim inspections are due; and notifications of businesses ceasing or due to cease trading.

Fireworks Display Inspections

13. The Department, where possible, will provide the WO with a complete fireworks display application at least 4 weeks before the date of the fireworks display. Where the applicant gives less than 2 weeks' notice, the Department will contact the WO to confirm whether or not the application can be assessed.
14. WOs will carry out an inspection and risk assessment of a site for Category F3 & F4 fireworks displays to assess whether or not it is safe for a fireworks licence to be issued. For a frequently used site, with a known firer, a desk assessment is considered suitable.
15. WOs will also be requested to carry out a desk assessment if possible and/or an inspection for some Category F2 fireworks displays, to ensure site suitability. This will typically be in relation to applications for a new site, new firer or community events but will be requested on a case-by-case basis.
16. Should monitoring of the display itself be recommended, an explanation should be provided when the WO is submitting their Fireworks Display Site Checklist. For audit purposes, the monitoring WO must submit a report on the adherence to the conditions of the licence and general competence of the applicant/firer as soon as is practicable after the display. In situations where the need to monitor a display has been identified after

the checklist has been submitted to the Department, the WO should inform the Department (email is acceptable) as soon as possible.

17. The completed Fireworks Display Site Checklist should be submitted to the Department as soon as possible to allow time to consider the WO's recommendations and process the licence or advise the applicant that their application has been refused.

Enforcement

18. WOs will ensure that, when enforcing the provisions of the Regulations, their approach is consistent with the council's enforcement policy, and in accordance with any instructions from the Department.
19. If the WO identifies minor breaches, they should inform the Department as soon as possible. The Department will consider issuing a warning letter under Regulation 17 of MSER. If the WO identifies more serious breaches requiring immediate attention, they may issue an enforcement notice and/or consider prosecution. The Department must be informed immediately and will consider issue of a Regulation 17 letter under MSER. Failure to remedy the breaches may lead to the Department revoking the Certificate of Registration.

Meetings

20. Twice yearly meetings will be held between the Department and Council representatives to review processes and to share information on current registrations and fireworks displays. Ad hoc meetings can be arranged if necessary.

MSER Costs

21. Costs, as per Service Schedule 2, relate to individual registrations and not to the number of inspection visits.
22. On the Department's request to carry out an initial or renewal inspection, the Council, on completion of the inspection, will invoice the Department, in accordance with Service Schedule 2, for up to two interim inspections to be undertaken during the term of the registration, one of which may be an inspection on the ending of the registration. The

invoice will include the registration reference number and the Purchase Order Number supplied by the Department.

23. The Department will review the MSER costs annually with any increase coming into effect from 1st April.

Fireworks Costs

24. Costs, as per Service Schedule 3, relate to the inspection and risk assessment of all requested fireworks displays.

25. On the Department's request to carry out an inspection/assessment, the Council will invoice the Department in accordance with Service Schedule 3, for work completed. The invoice will include each Fireworks Licence Number, the Fireworks Display Site Inspection Timesheet and the Purchase Order Number (supplied by the Department on receipt of the Fireworks Display Site Inspection Timesheet).

26. The Department will review the fireworks costs annually with any increase coming into effect from 1st April.

MSER & Fireworks Training and Warranting

27. The Department will determine and provide appropriate training on all relevant Regulations.

28. Thereafter, the Department and the Council will co-ordinate arrangements for training of WOs to perform their functions under this SLA. Formal training for new WOs and refresher training for existing WOs will be provided where there are sufficient numbers or should a specific training need merit it, to enable WOs to fulfil their obligations under this SLA.

29. Upon receipt of a request from the Council and evidence that training has been received/completed, the Department will warrant officers and issue them with a letter of indemnification to perform their functions under the Regulations. Where an officer no longer requires their warrant, it should be returned to the Department in a timely manner.

30. WOs should be able to produce their Department of Justice-issued Warrant, on request, when carrying out MSER and fireworks display site inspections.

31. The Department shall discharge all claims made by any person in respect of any liability of the Council for injuries sustained by a WO while carrying out their duties (or services) under this Agreement.

Review and Termination

32. This SLA will take effect from the date of signing. It should be reviewed every two years or at any time at the request of either party.

33. This SLA shall terminate on the expiry of six months' written notice given by either party to the other or on the production of a newly agreed SLA.

Signed

Name: _____

Date: _____

Department of Justice

Signed

Name: _____

Date: _____

Council _____

Service Schedule 1

Hazard Type 3 & 4 Explosives

Arrangements for enforcement of Regulations 10(2) and 13 on behalf of the Department of Justice

Police	Warranted Officers from each Council area		
Any explosives within the meaning of MSER except when ONLY those specifically mentioned opposite are subject to the provisions in Reg. 13 And All explosives when they are subject to the provisions in Reg. 10(2)	<i>Generic description</i>	<i>UN Number</i>	<i>Hazard Type</i>
	Air Bag Inflators, Air Bag Modules, Seat-Belt Pre-tensioners	0503	4
	Articles, Pyrotechnic for technical purposes	0430	3
	Articles, Pyrotechnic for technical purposes	0431 & 0432	4
	Cartridges, Power device	0275	3
	Cartridges, Power device	0276 & 0323	4
	Cartridges, Signal	0054	3
	Cartridges, Signal	0312	4
	Fireworks	0335	3
	Fireworks	0336 & 0337	4
	Flares, Aerial	0403 & 0404	4
	Rockets, Line-Throwing	0240	3
	Rockets, Line-Throwing	0453	4
	Signal Devices, Hand	0191 & 0373	4
Signals, Distress, ship	0195	3	
Signals, Railway Track, Explosive	0193	4	
Signals, Smoke	0507 & 0197	4	

U.N. No.	Name and Description	Glossary
0503	Air Bag Inflators, Air Bag Modules, Seat-Belt Pre-tensioners	Articles which contain pyrotechnic substances and are used as life-saving vehicle airbags or seat-belts.
0430, 0431 & 0432	Articles, Pyrotechnic for technical purposes	Articles which contain pyrotechnic substances and are used for technical purposes such as heat generation, gas generation, theatrical effects, etc.
0275, 0276 & 0323	Cartridges, Power device	Articles designed to accomplish mechanical actions. They consist of a casing with a charge of deflagrating explosive and a means of ignition. The gaseous products of the deflagration produce inflation, linear or rotary motion or activate

		diaphragms, valves or switches or project fastening devices or extinguishing agents.
0054 & 0312	Cartridges, Signal	
0335, 0336 & 0337	Fireworks	Pyrotechnic articles designed for entertainment.
0403 & 0404	Flares, Aerial	Articles containing pyrotechnic substances which are designed to be dropped from an aircraft to illuminate, identify, signal or warn.
0240 & 0453	Rockets, Line-Throwing	
0191 & 0373	Signal Devices, Hand	Portable articles containing pyrotechnic substances which produce visual signals or warnings. The term includes small surface flares such as highway or railway flares and small distress flares.
0195	Signals, Distress, ship	
0193	Signals, Railway Track, Explosive	Articles containing a pyrotechnic substance which explodes with a loud report when the article is crushed. They are designed to be placed on a rail.
0507 & 0197	Signals, Smoke	Articles containing pyrotechnic substances which emit smoke. In addition they may contain devices for emitting audible signals.

Service Schedule 2

MSER Inspection Costs for the period from 1 April 2023

The Department will pay the Council £300 for work performed in relation to an initial registration and £270 for a renewal⁴.

If a reduced inspection schedule is agreed for a site, the inspection costs will be adjusted accordingly.

If an additional inspection is required, it will be agreed with the Department in advance and the Department will pay the Council £90.

⁴ For Initial Registration, 8 hours at £30 per hour on time spent on initial inspection and two interim inspections and £60 mileage for 3 journeys. For Renewal of Registration, 7 hours for renewal inspection and two interim inspections and £60 mileage for 3 journeys.

Service Schedule 3

Firework Display Site Inspection Costs for the period from 1 April 2023

The Department will pay the Council for the time spent by a WO assessing a fireworks display application (either site visit assessment or desktop only assessment), including the WO's completion of the Display checklist and associated timesheet.

The Department will pay the Council for mileage incurred by the WO for their mileage to and from the fireworks display site (in line with the revised Motor Car Allowances which have been agreed by the National Joint Council (NJC) for Local Government Services employees with effect from 1 April 2010 without exception) where a site visit was required.



Environment and Sustainability Committee

14th June 2023

Report from:

Head of Service (Acting) – Environmental Health, Risk and Emergency Planning

Item for Decision

TITLE: Item 5.2 – Regulated Stand at Down Royal Racecourse

Background and Key Issues:

1. Under the provisions of the Safety of Sports Grounds (Northern Ireland) Order 2006, the Council is required to issue a Regulated Stand Certificate to a stand that:
 - a) Provides covered accommodation for 500 or more spectators, and
 - b) Is not located in a designated sports ground.
2. The Council received an application from the responsible person at Down Royal Racecourse for a Regulated Stand Certificate in April 2019. Due to the impacts of COVID 19 and maintenance work being carried out to the stand at the racecourse, the application process has only recently been completed. Attached as **Appendix 2 EH** is a copy of the Regulated Stand Certificate for Down Royal Racecourse.
3. The Certificate will stipulate the maximum number of spectators that can be accommodated within the stand at the venue, the entry and exiting arrangements, safety management arrangements and contingency plans in the event of an incident. Viewing capacity will be based on the circumstances pertinent at the time of the inspection of the grounds and will be influenced by two key factors:

- (i) The physical conditions of, and facilities at, the stand e.g. exiting and entry, capacity, the design and construction of terracing and physical crowd management “fixtures” such as crush barriers; (‘P’ factors) and
 - (ii) The management arrangements for the stand. (‘S’ factors)
4. The Safety Certificate is a formal document relating to all sports events at the relevant grounds and is served on the person who is responsible for the management of the ground.
 5. The Regulated Stand General Safety Certificate, including its terms and conditions if properly applied, should ensure the reasonable safety of spectators attending specified activities at the Regulated Stand at the venue.

Recommendation:

It is recommended that Members approve the Regulated Stand Certificate for Down Royal Racecourse in accordance with Safety of Sports Grounds (Northern Ireland) Order 2006.

Finance and Resource Implications:

None.

Screening and Impact Assessment

1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy? N/A

If no, please provide explanation/rationale

If yes, what was the outcome?:

Option 1 Screen out without mitigation	N/A	Option 2 Screen out with mitigation	N/A	Option 3 Screen in for a full EQIA	N/A
--	-----	---	-----	--	-----

Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?

N/A

Has a Rural Needs Impact Assessment (RNIA) template been completed?

N/A

If no, please give explanation/rationale for why it was not considered necessary:

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

SUBJECT TO PLANNING APPROVAL:

N/A

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

APPENDICES:

Appendix 2 EH - Regulated Stand Certificate for Down Royal Racecourse

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

**THE SAFETY OF SPORTS GROUNDS
(NORTHERN IRELAND) ORDER 2006**

REGULATED STAND GENERAL SAFETY CERTIFICATE

Certificate Number 2023/01

**GRANDSTAND at
Down Royal Racecourse
Gravelhill Road
Lisburn**

**THE SAFETY OF SPORTS GROUNDS (NORTHERN IRELAND) ORDER 2006
REGULATED STAND GENERAL SAFETY CERTIFICATE**

GRANDSTAND at Down Royal Racecourse, Gravelhill Road, Lisburn

1. In exercise of the powers conferred by the Safety of Sports Grounds (Northern Ireland) Order 2006 and related legislation.

Lisburn and Castlereagh City Council ("the Council")
hereby issues this Regulated Stand General Safety Certificate to:-

Mrs Emma Meehan

In respect of:

The **Grandstand** located at **Down Royal Racecourse, Lisburn**

(including the means of access to entrances and exits from the stand) being a Regulated Stand as determined under Part III of the Safety of Sports Grounds (Northern Ireland) Order 2006 by Lisburn and Castlereagh City Council on 1 May 2023.

2. This Certificate includes the Schedules, Appendices, Drawings and related documents attached hereto.
3. The words used in this Certificate and related documents shall have the meaning assigned to them by the Safety of Sports Grounds (Northern Ireland) Order 2006, the Northern Ireland Guide to Safety at Sports Grounds, and Schedule A.
4. The Qualified Person shall retain control of each part of the Regulated Stand and shall take all necessary precautions for the reasonable safety of spectators admitted to the Regulated Stand.

The Qualified Person shall have responsibility for the safety of spectators at the Regulated Stand at all times.
5. The Qualified Person shall ensure compliance with the terms and conditions of this Certificate and related documents at all times when the Regulated Stand is in use for a specified activity.
6. The Qualified Person shall ensure that a Safety Policy Statement for spectators at the Regulated Stand is produced. This Policy Statement should outline the chain of command; cover the safety objectives, and the means of achieving them.

The Qualified Person shall take steps to ensure that the policy is communicated to and understood by all staff and voluntary personnel who carry out work activities at the sports ground.

The Qualified Person shall also ensure that the Safety Policy Statement is kept under review and is revised as appropriate and that a copy is kept with this Regulated Stand General Safety Certificate.

The Qualified Person shall appoint a person(s) to be responsible for the implementation of the policy.

The Qualified Person shall make copies of the Safety Policy Statement available to authorised persons under the (2006) Order.

7. The use of the Regulated Stand for spectator events under this Regulated Stand General Safety Certificate is restricted to those activities specified in **Appendix 1**, and is subject to the terms and conditions set out in this Certificate.
8. The Qualified Person shall give notice to the Council, the Police Service of Northern Ireland, the Northern Ireland Fire and Rescue Service and the Northern Ireland Ambulance Service of all forthcoming specified activities. This period of notice shall be, where possible, not less than 28 days, particularly for higher risk events (this information could be conveyed via the Safety Advisory Group).
9. The Qualified Person shall draw up and keep up to date plans showing the layout of the Regulated Stand, buildings, and equipment associated with it and all details considered necessary by the Council in connection with this Regulated Stand General Safety Certificate and shall upon request supply the Council with durable copies.

The Qualified Person shall ensure that all details considered appropriate by the Council in connection with this Regulated Stand General Safety Certificate are included within the documentation. The plans and related documentation should be forwarded to the Council and a copy shall be kept with this Regulated Stand General Safety Certificate.

The Qualified Person shall provide copies of this documentation upon request to persons authorised under the (2006) Order.

10. The Qualified Person shall ensure that all buildings and structures, means of ingress and egress and all installations including electrical and mechanical referred to in **Appendix 2** are at all relevant times maintained in good repair and in such condition as to fulfil their required functions and shall comply with the requirements outlined in this certificate. The Qualified Person shall also control the use of such buildings, structures and installations in such a manner that spectators within the Regulated Stand are not put at risk.
11. The Qualified Person shall ensure that inspections and testing is carried out to the structures and services at the Regulated Stand in accordance with the content of the Green Guide to Safety at Sports Ground. Structures and services that fail the relevant test shall be immediately repaired or taken out of service. The Qualified Person shall inform the Council where there is an impact on the safety of spectators within the Regulated Stand.

Schedule D outlines testing requirements and recommended test periods and a list of likely structures and services that require inspection/testing is included in **Appendix 3**.

Records of the inspections and testing shall be recorded and made available for inspection by persons authorised under the (2006) Order.

A current test certificate should be available for inspection by an authorised person for all structures and installations at the Sports Ground that impact upon the safety of those using the Regulated Stand.

12. No alteration or addition shall be made to the Regulated Stand or its structures or installations without the prior consent of the Council. Execution of any work for which consent has been granted shall be carried out to the satisfaction of the Council.

Written notice shall be given to the Council of any proposed alteration or addition, and such notice shall be accompanied by two sets of:-

- a) drawings at a scale of 1:100, and

b) such other drawings and calculations as are necessary to give full details, or are further required by the council.

13. The Qualified Person shall take appropriate steps to ensure that the maximum number of spectators that may be admitted at any one time to the Regulated Stand and to each part thereof shall not exceed the capacities specified in **Appendix 4**, and shall also ensure that the measures for managing crowds prescribed in this certificate are observed. The Qualified Person should take appropriate steps to ensure that the arrangements for the access to and egress from the Regulated Stand within the Sports Ground are maintained.
14. The Qualified Person shall appoint a Chief Safety Marshall and, where appropriate, Safety Marshalls who shall take charge of the Regulated Stand the whole time it is in use for any specified activities. These personnel shall be of appropriate competence, status and authority to take responsibility for the implementation of the safety arrangements at the Regulated Stand and be able to authorise and supervise safety arrangements during specified activities.

The Qualified Person shall ensure that the Chief Marshall is accountable to the management of Down Royal Racecourse.

The Qualified Person shall set out in writing the duties of the Chief Marshall and a copy of these duties shall be kept with this Regulated Stand General Safety Certificate.

The Chief Marshall should carry out inspections of the Regulated Stand at the Sports Ground in accordance with the Guide to Safety at Sports Grounds (Green Guide).

15. The Qualified Person shall advise the Council of the names of the Chief Safety Marshall and where appropriate the Safety Marshalls in writing upon their appointment.
16. The Qualified Person shall request the Chief Constable to provide a police presence at a fixture where the Council have deemed a police presence to be appropriate.

The Council having consulted with the Safety Advisory Group will notify the Qualified Person in writing of such fixtures.

It will be for the Chief Constable to determine the level of police presence.

17. The Qualified Person shall ensure first-aid and medical staff, equipment, facilities and accommodation are provided according to **Schedule F**. Site arrangements are set out in **Appendix 7**.
18. The Qualified Person shall ensure that a Fire Safety Risk Assessment for the Regulated Stand is undertaken by a competent person (and updated as appropriate) and shall ensure that the controls identified in the Risk Assessment are implemented and properly maintained. A copy of the Fire Risk Assessment and any subsequent amendments shall be forwarded to the Council and copies made available to persons authorised under Article 23 of the (2006) Order upon request.

A copy of the Fire Risk Assessment should be kept with this Regulated Stand General Safety Certificate. Control arrangements in accordance with terms and conditions of this certificate shall be included (**Appendix 8**).

19. The Qualified Person shall ensure that suitable communication systems are in place within the Regulated Stand to ensure the safety of spectators whilst they are inside, or at access and egress points to the Regulated Stand within the Sports Ground. The communication arrangements should be appropriate for the normal running of an event

and in an emergency situation. A list of the communication equipment and arrangements is detailed in **Appendix 9**.

- 20. The Qualified Person shall produce a Plan of action to deal with emergencies in the Regulated Stand. The plan shall be produced in consultation with the Police Service for Northern Ireland, the Northern Ireland Fire and Rescue Service, the Northern Ireland Ambulance Service and the Council, and a copy shall be kept with this Regulated Stand General Safety Certificate. The plan shall cover all reasonably foreseeable contingencies up to and including the need for partial and total evacuation of the Regulated stand and shall identify appropriate individuals and their respective tasks including precautions against electrical or mechanical failure. The qualified person shall regularly review test and keep up to date the plan of action.

The Qualified Person shall regularly review the plan and amend it as appropriate. The Qualified Person shall forward a copy to the Council and a copy should be made available to persons authorised under Article 23 of the (2006) Order on request.

The Qualified Person shall ensure that a training exercise is undertaken at appropriate intervals so as to confirm that the procedures as set out in the Contingency Plan be implemented effectively. The Northern Ireland Fire and Rescue Service, Police Service for Northern Ireland and the Northern Ireland Ambulance Service shall be notified when training is to take place to enable them to observe the effectiveness of the procedures. Details of training exercises shall be entered in a log book and be made available to authorised persons on request.

- 21. This Certificate is issued without prejudice to other legislation regulating the construction or the use of the stand, or the Sports Ground and it does not invalidate any other statutory obligations placed upon the Qualified Person. The specific requirements of this Certificate shall not be regarded as the limit of the obligation placed on the Qualified Person to take all necessary precautions for the reasonable safety of all spectators admitted to the Sports Ground.
- 22. This Certificate is effective from 1 May 2023 and may be amended or replaced at a future date in accordance with Article 16 of the (2006) Order. This Certificate will be reviewed by the Council within a period no greater than 12 months.

..... DATE

OFFICER NAME: Richard Harvey

POSITION: Director Environmental Services (Acting)

Lisburn and Castlereagh City Council

Lagan Valley Island

Lisburn

BT27 4RL

To be included with the Certificate:

Appendix 10 outlines the plans and documents included with this Certificate, which includes but is not limited to:

1. Plans and documents regarding layout of buildings and equipment at the Regulated Stand;
2. Safety Policy Statement for Spectators;
3. Fire Risk Assessment for the Regulated Stand;
4. Duties of the Chief Safety Marshall for the Regulated Stand
5. Contingency Plan for the Regulated Stand.
6. Emergency evacuation plan for the site.
7. Medical plan/risk assessment for the site during race meetings.
8. Stewarding plan for the site.

SCHEDULE A

DEFINITIONS

(See Section 3 of the Regulated Stands General Safety Certificate)

See also the Safety of Sports Grounds (Northern Ireland) Order 2006 and Northern Ireland Guide to Safety at Sports Grounds.

Memorandum of Understanding

Also known as a Statement of Intent. This is a document which lists the duties and responsibilities of the various parties regarding management arrangements at the sports ground.

Safety Advisory Group (SAG)

This group is chaired by Lisburn and Castlereagh City Council and provides a forum for members to give specialist advice to the District Council on the certification of Regulated Stand(s) within Sports Grounds. Its membership should include representatives of the Police Service for Northern Ireland, the Northern Ireland Fire and Rescue Service, the Northern Ireland Ambulance Service, the Council department responsible for the enforcement of building control regulations, the council department responsible for the enforcement of Health and Safety legislation (or the Health and Safety Executive for Northern Ireland where appropriate) and the council department responsible for emergency planning. Other stakeholder groups may also be invited to be members. Sport NI should be invited to meetings to provide advice and guidance but should not be a member of the Safety Advisory Group.

The Qualified Person and representatives of recognised supporter's organisations may also be invited to become members and attend meetings where appropriate.

Chief Safety Marshall

A person who manages the safety arrangements within the Regulated Stand at a Sports Ground during a specified activity. They should have sufficient training, competence and knowledge to enable them to undertake this function.

Spectator

Persons attending the Regulated Stand at the Sports Ground to view a specified activity and includes able bodied, non-able bodied and persons of all age groups.

Specified Activity

Any of the activities listed in Appendix 1, and shall be construed as including the whole period when spectators are in the Regulated Stand at the Sports Ground.

Safety Marshall

A person who assists the Chief Safety Marshall with the safety arrangements within the Regulated Stand at a Sports Ground during a specified activity. They should have appropriate training, competence and knowledge to enable them to undertake this function.

The Plans

Means the Documents attached to this certificate marked “plans referred to in the Regulated Stands General Safety Certificate” and any other documents that may be added thereto

The Qualified Person

Means the person who is responsible for the management of the ground

The Regulated Stand

Means “The Grandstand at Down Royal Racecourse”. Hereinafter called THE STAND and includes the means of ingress and all exits therefrom including the area in its immediate vicinity as shown on the layout plan for Down Royal Racecourse, Lisburn.

The Sports Ground

Means the Sports Ground known as Down Royal Racecourse, Lisburn and the means of access to it as shown in the layout plan for Down Royal Racecourse.

SCHEDULE B

STAFF AND CROWD CONTROL

Safety Officer

The Safety Officer or the Deputy Safety Officer as is relevant, takes responsibility for all Safety matters, inspections, tests and training immediately prior to, during and after every specified activity.

The Safety Officer shall be easily identifiable and shall be based at the Safety Control Room as necessary. When away from the Safety Control Room he/she shall appoint a person to take temporary control and the Safety Officer shall always be in radio contact with that person.

They shall not be engaged in other tasks, except as agreed with the Council, which would prevent him/her from exercising the sole duty of safety during a Specified Activity.

Stewards and Other Staff

At each Specified Activity there should be a Chief Steward and such number of Senior Stewards and Stewards which is considered sufficient.

Each Steward shall be readily recognisable with the same distinctly coloured uniforms or similar.

Each member of staff and each Steward shall be properly trained in his/her duties and in Safety Procedures to ensure Order and Safety is maintained, and be fit to carry out his/her duties. No Steward, whether directly employed or supplied by an Agency, shall be deployed without proper training, unless accompanied by a Steward who has been so trained.

All Stewards shall be trained and instructed by competent persons to deal with any emergency relating to fire evacuation and first aid.

The Responsible Person shall ensure that Stewards are responsible for:-

- Controlling or directing spectators who are entering or leaving the Regulated Stand, to help achieve an even flow of people to and from the viewing area;
- Appraising crowd densities, recognising signs of crowd distress and reacting to crowd dynamics so as to help ensure safe disposal of spectators on standing area;
- Patrolling the course to deal with emergencies e.g. raising alarms or tackling the early stages of fires;
- Staffing entrances, exits to and from the viewing accommodation and other strategic points, especially exit doors and exit gates from the Racecourse which may not be continuously open whilst the course is in use;
- Assisting the Police as appropriate or as requested with crowd control responsibilities;
- Undertaking duties allocated by the Safety Officer; and
- Undertaking specific duties in an Emergency and facilitating Emergency Evacuation

Before beginning duty at a Specified Activity, each Steward shall be thoroughly briefed, instructed and made fully aware of his/her general responsibilities and his/her duties in the event of an Emergency. Records shall be kept of such briefings.

No Steward shall leave his/her place of duty during a Specified Activity without the permission of the appropriate Senior Steward, who shall provide a replacement Steward before the position is vacated.

Stewards shall be located throughout the Stand and adjacent areas and particularly at key points where control is most needed such as in gangways, vomitories, tops of stairways, gates providing access from one part of the course to another and at each exit or entrance.

Disabled Persons

The Responsible Person shall ensure that wheelchairs used by disabled persons shall be suitably accommodated in the external viewing area of the stand. Wheelchairs internally should be monitored and the areas where they are accommodated remain known to Stewarding Staff throughout the Specified Activity.

Where a disabled person in a wheelchair is not accompanied by an able bodied person who is capable of assisting the disabled person from the Stand in an Emergency or otherwise, then the Responsible Person shall ensure that a sufficient number of stewards are in attendance in the areas affected to undertake that function.

Crowd Control and Policing

Before each Specified Activity the Holder shall:-

- Consult with the Council, the Northern Ireland Fire & Rescue Service (NIFRS), the Northern Ireland Ambulance Service (NIAS) and the Police Service of Northern Ireland (PSNI) regarding the general arrangements for that activity as well as an specific requirements for attendance at an event
- The Holder shall enter into a written Statement of Intent with the PSNI setting out their respective responsibilities for crowd safety and control. Any variation in the statement must be agreed in writing in advance of the Specified Activity.
- When considered necessary, entry can be limited to entry only by ticket issued or sold before the day the Racecourse is in use for that particular Specified Activity.
- Suitable communication measures must be in place i.e. radio systems, and/or public address systems and shall be capable of communicating information to all areas both outside and inside the Racecourse.
- Each exit, unless secured in the open position, shall be controlled by a Steward while spectators are present at the Racecourse
- Closed circuit television and the associated emergency power supply shall be maintained to enable monitoring during each Specified Activity.

SCHEDULE C

BUILDINGS STRUCTURES AND INSTALLATIONS

Means of Ingress and Egress

The Means of Ingress and Egress shall be maintained in good condition and unobstructed to each part of the Regulated Stand.

No door or gate forming part of an escape route shall be locked by a key or fastened in such other way that it cannot easily and immediately be opened by those using that route in an Emergency.

All exit gates, unless secured in an open position, shall be staffed at all times while the Racecourse/Stand is used by the public.

'EXIT' Notices shall be provided and maintained over or alongside each exit and exit routes shall be indicated as required.

Each gangway, exit route, stairway, ramp, stepping and means of access for emergency vehicles shall be kept free of stored goods and litter, whilst the Racecourse/Stand are in use for any Specified Activity. The treads of steps and stairways shall be maintained in good condition.

Gangways in the Stand shall be marked in a conspicuous colour. All gangways shall be kept clear of spectators at all times.

Access for Emergency Vehicles

Suitable means of access for Emergency Service vehicles shall be provided, signposted and communicated to all relevant parties.

The means of access for Emergency Service vehicles shall be maintained unobstructed and in good condition to the satisfaction of the Council.

Electrical, Mechanical and Heating Installations

The electrical installation shall be maintained in accordance with relevant standards.

Any escape lighting shall automatically provide illumination in the event of a failure in the normal lighting supply.

An alternative electricity supply which functions for a minimum of three hours in the event of failure of the normal supply shall be provided to the following installations:-

- Emergency Lighting
- Emergency Telephone
- Fire Alarm
- CCTV Control and Remote Camera System
- First Aid Rooms
- Control Room
- Others apparatus/areas where required

The heating installation (including all boilers and safety devices) for the premises, shall be maintained in a safe and satisfactory condition and shall be examined periodically as necessary.

Any gas installation shall be provided and maintained in accordance with the relevant Regulations.

General

Except as provided within this document or with the consent of the Council in writing and except where required for Medical or Veterinary use provided adequate signs are attached, no cylinder for the storage of compressed air, oxygen, hydrogen or other gas, or liquid under pressure shall be stored in any part of the Racecourse/Stand.

Cylinders for the storage of CO₂ may be used for the supply of beer pumps provided that only one cylinder in use, chained in an upright position, plus one spare for each Bar, may be kept in such Bar or Store. Any other CO₂ cylinder shall be kept in a store approved by the Council.

No special effects, displays or other arrangements (including pyrotechnics, lasers etc) shall be undertaken without prior consent of the Council in writing.

Television cameras and commentary points etc. for the broadcast or recording of Specified Activities and including cables and other portable equipment, shall be restricted to positions as agreed and so as not to pose unnecessary risk to spectators.

All installations shall be checked by the Responsible Person for Safety and to ensure Means of Ingress and Egress and Escape Routes are unaffected. These checks shall be recorded in the Racecourse Safety Log along with the other Pre-Race Activity checks.

All fire doors shall be maintained effectively self-closing and shall not be secured open unless otherwise permitted by the Council. Doors to Stores and Plant Rooms shall be kept locked whilst spectators are on the premises during a Specified Activity.

Barriers and guard rails must meet the requirements of the Green Guide and must be maintained in safe condition.

SCHEDULE D

TESTING AND INSPECTION BY THE RESPONSIBLE PERSON

The Responsible Person shall ensure all necessary and required testing and inspections of structures, services and facilities etc. are carried out by a competent person at relevant intervals so that they are maintained to a safe standard.

Any defect found as a result of those tests and inspections or otherwise shall be recorded in the Defects Log Book which shall also record when the defect is discovered and when remedied. All defects and deficiencies shall be reported to the Safety Officer as soon as is reasonably possible.

Relevant inspections and checks are expected to be undertaken immediately prior to a specified activity, during a specified activity and immediately after a specified activity, for example:-

Before and during each Activity

- Fire Detection and Fire Warning systems
- Stewards Radio systems
- Emergency Telephones
- Public Address system and back up loud hailer
- Closed Circuit Television system
- Video or electronic information boards
- Auxiliary Power supplies
- Emergency Lighting systems
- Television Camera platforms, gantries and other media installations
- Structures, installation and components
- Ingress, egress and evacuation routes
- Turnstiles
- Firefighting equipment is in position and in good order and available for use
- Areas to which the public access is prohibited are appropriately locked or sealed off
- Directional signs are in place
- First Aid facilities prepared
- Correct numbers of stewards in attendance and briefings complete.

Inspection After The Activity

Visual inspection for :-

- Signs of damage which might create a potential danger to the public, with particular attention to the condition of seats, terracing, barriers and stairways.
- Waste and litter to be cleared
- Issues of concern to be recorded and arrangements made for remedial action before the next Specified Activity.
- Event debrief

Periodic Inspection of equipment

- Passenger lifts
- Emergency lighting
- Fixed Electrical Installation
- Gas installation and equipment
- Boilers
- Fire Alarm

- CCTV
- PA system
- Firefighting equipment
- Stand structural integrity
- Crush Barriers, hand rails

The Lightning Protection system shall be inspected/tested by a competent person and a certificate confirming that it is in a satisfactory condition shall be submitted to the Council.

One Evacuation training exercise shall be carried out every 12 months and the details recorded in the log book.

SCHEDULE E

FIRE AND FIREFIGHTING

General

All emergencies are to be directed in the first instance to the Safety Control Room.

The NIFRS shall be called to any outbreak of fire or "suspicion" of fire.

The NIFRS shall be informed of any proposal to keep petroleum and other hazardous substances at the premises. The relevant Petroleum Licensing Authority shall be informed of any proposal to keep petroleum at the premises.

Fire Warning System

The Fire Warning System i.e. the emergency telephones, the automatic Fire Detection Systems and the Public Address System shall be maintained in an effective working order.

Any defects noted in the testing of the systems shall be noted in the Defects Log Book and remedied without delay prior to the next Specified Activity, if this is not possible, the matter shall be reported to the Council and the Fire Brigade. Notification shall also be made to the Police.

Fire Fighting Equipment

- Portable firefighting equipment with adequate water supplies shall be provided at the site and inspected and tested as required and records kept.
- Extinguishers shall comply with relevant British Standards.
- Extinguishers shall be installed and maintained in accordance with British Standards.
- Extinguishers shall be located in conspicuous positions on brackets or stands and can be readily seen by persons following an escape route.
- Extinguishers shall be sited so as not to cause obstruction and shall not be placed over or close to heating appliances. They shall be protected against heat or cold and where necessary, shall contain anti-freeze agent recommended by the manufacturer.
- After accidental or malicious discharge, fire extinguishers shall be recharged and left in working order before the next Specified Activity.

Fire Duties

Each member of staff and each steward shall be fully trained in the procedure to be adopted in the event of fire or other emergencies as appropriate to the duties they perform.

Evacuation/Emergency Exercise should be carried out at least once a year so as to ensure the emergency procedures operate correctly.

Fire Risk Assessment

To be complete periodically.

SCHEDULE F

FIRST AID AND MEDICAL FACILITIES

Accommodation and Equipment

- The Responsible Person shall provide a suitable First Aid Room.
- The Room shall be provided with a WC, wash basin with a hot and cold water supply and should be well maintained with suitable heating, lighting, ventilation etc.
- The Responsible Person shall provide in the First Aid Room, all of the necessary equipment and facilities to provide first aid attention.
- There should be suitable sign posting from the Regulated Stand and areas adjacent.
- The First Aid accommodation shall be available for First Aid during each Specified Activity.
- Instruction Notices for contacting the Emergency Services shall be displayed in the First Aid Room.

Personnel

The Responsible Person must ensure suitable and properly trained First Aid Personnel are present at each specified activity.

APPENDIX 1
SPECIFIED ACTIVITIES

Activities covered by this Certificate

The activities covered by this Certificate are as follows:-

- **Horse Racing Meetings**

APPENDIX 2**BUILDINGS STRUCTURES AND INSTALLATIONS****List of Structures and Services:**

Grandstand (with Bar underneath)
Electrical Installation
Fire Risk Assessment, Fire Fighting Equipment and Fire detection/alarm system
Gas installation (Bar/Kitchen)
Boiler/Heating System
Passenger Lifts
Disable access Lift
Disable access viewing platform
Barriers
Lighting
Emergency Lighting
WC's
Private boxes
Media platform
PA System
CCTV
Bar/Kitchen Facilities

Across the rest of the site:

Corporate viewing stand
Members Stand
Turnstile Block
Control Room
Temporary Demountable Structures
Clubhouse/changing/stables/WC etc
Electrical installation
PA System
Telephony/radio communication systems
Lighting systems
Display Screens
CCTV

APPENDIX 3**STRUCTURES / EQUIPMENT TESTING ARRANGEMENTS****Items to be tested in accordance with Northern Ireland Guide to Safety at Sports Grounds (Green Guide) –**

Grandstand Structure
Grandstand Barriers, Guard Rails
Passenger lifts
Disabled persons access lift

Temporary Demountable Structures
Public Address System
Electrical Supply & Equipment
Gas Fired Installation
Boilers and other Heating Devices
Media Provision
Compressed air systems – beer lines, pumps
Fire Alarms/detection Systems
Emergency Lighting
CCTV

Copies provided with this Certificate.

NOTE The Northern Ireland Guide to Safety at Sports grounds requirements for:

- 4.13 – Annual Review
- 4.14 – Keeping records &
- 4.15 – Plans and Specifications

Other items may require testing; this should be done in accordance with manufactures instructions, legal requirements and related guidance and in accordance with best practice

APPENDIX 4**PERMITTED NUMBERS OF SPECTATORS****(See section 13)**

The maximum number of spectators that may be admitted to each part of the Regulated Stand/Sports ground at any one time shall be restricted to:-

NO. OF SPECTATORS/LOCATION

Stand: seated – 0 standing - 1440
Hospitality/bar (ground floor): total accommodation 610
First floor Moscow Flyer: total accommodation 120
Corporate boxes: 200 (approx.)
Stand total: 2,370 (approx.)

REMAINDER OF GROUND

(exiting must be satisfied)*

The Home Straight: 5,000 (approx.)
Governors Stand: 400 (approx.)
The Shortcross Gin Stand: 900 (approx.)

It is noted that there can be up to three temporary hospitality marquees at a race meeting with individual capacities of up to 250 patrons.

TOTAL SPECTATOR ACCOMMODATION

*There must be appropriate exiting for persons located in the "The Stand" from that structure. Arrangements must be in place to ensure that there is appropriate exiting for all persons in the Sports Ground.

8,670 (approx.)

APPENDIX 5

ACCESS, EGRESS ARRANGEMENTS

REGULATED STAND ENTRANCING AND EXITING:

The structure is divided into a number of viewing and hospitality areas. Access to the ground floor viewing and bar/hospitality is available to all spectators. First and Second Floor access is limited and is via the bar/hospitality area.

ENTRANCING & EXITING ARRANGEMENTS MAIN VIEWING AREA:

Three front external stairway entry/exit points.

One central entry/exit to/from bar/hospitality, which also has two side entrance/exits.

Passenger Lift Available.

EMERGENCY EXITS:

Three front external stairway entry/exit points.

One central entry/exit to/from bar/hospitality if access to front is limited or restricted

Two exit gates at the front of the stand onto the racecourse.

Main exit gate.

ENTRANCING & EXITING ARRANGEMENTS MOSCOW FLYER AND CORPORATE BOXES:

Entrance/Exit from hospitality/bar area to first floor Moscow Flyer.

Access to second floor corporate boxes is via stairways at either side of Moscow Flyer, which lead to a radial gangway that extends along the width of the structure. Patrons of the corporate boxes may also access a lateral gangway that extends to frontage of the boxes and leads to a standing terrace.

Passenger Lift Available. Passenger lift unavailable in emergency.

Emergency Exiting via same routes. Exiting capacity is greater than the number of persons that will be present in the area.

SITE ENTRANCING AND EXITING:

Entrance Arrangements: Via Turnstiles

The Entrancing Capacity:

Recognised Guidance advises that a turnstile can process up to 660 persons per hour a figure of 400 persons per hour has been adopted. It is considered that the majority of patrons arrive over a 2 hour period at race meetings hosted at Down Royal thus each turnstile can accommodate 800 persons. There are 10 turnstiles available thus the Entrancing Capacity is 8,000 persons.

Exiting Arrangements:

Gates adjacent to turnstile entrance

The Exiting Capacity:

There are 2 exit gates both are adjacent to the turnstile block. The gates are 4.1 meters wide and 3.1 meters wide respectively.

The gates have exiting capacities of 336 persons per minute and 254 persons per minute respectively providing a total of 590 persons per minute.

It is noted that patrons at race meetings tend to exit over a prolonged period.

EMERGENCY EXIT ARRANGEMENTS:

Main Exit Gate to parking and Gravelhill Road.

Two emergency exits onto the racecourse signposted.

Gates to remain unlocked throughout the duration of the activity

Emergency Exiting Capacity:

Recognised Guidance advises that patrons should be able to make their way to a place of safety in an orderly manner within an 8-minute period. It is therefore considered that emergency exiting time for the venue should be 10.5 minutes.

In addition to the gates mentioned above that would have an exit capacity of 6,199 in a 10.5 minute period there are 2 emergency exit routes (reasonably separated) that run onto the home straight and onto the interior of the racetrack. Each of the routes is 4.7 meters wide and each with an exit capacity of 4,046 persons in a 10.5-minute period.

Discounting the largest route this will provide an emergency exiting capacity of 8,092 persons in a 10.5-minute period.

It is also noted that some parts of the venue could be considered as a place of safety depending on the location of the incident.

APPENDIX 6

LOCATIONS AND NUMBERS OF STEWARDS

The deployment of Stewards may be varied by the Qualified Person or his representative, dependent on the anticipated attendance, provided the minimum requirements of this certificate and the Guide to the Safety at Sports Grounds Green Guide are satisfied

When any part of the Stand is completely closed to spectators, Marshalls need not be provided for that part.

Chief Safety Marshall

Chief Safety Marshall appointed for each event. Event Sec provide the personnel with a suitable level of training. Appointed person varies between events.

STEWARDING REQUIREMENTS

Five minutes before each race 3 stewards will move into position at the three front stand entrance/exit points. A chain will be present at each of these three points to allow stewards to restrict access as necessary.

One steward will be out the front of the stand with an overall view of the stand.

One steward will be present on the central entrance/exit point within the stand leading to/from the bar/hospitality.

One steward will be present at either side of the stand which permits entry to the bar area.

Other stewarding arrangements across the site:

Stewards present at other locations throughout the site throughout the event.

Stewards present at the main site entrance/exit throughout the event and for a period after the event.

* Stewarding plan provided with this certificate. Plan varies depending on event size and anticipated crowd etc.

APPENDIX 7

FIRST AID / MEDICAL

Staff, Equipment, Facilities and Accommodation

Pro Paramedics contracted to be in attendance for each event.

Designated first aid room.

Designated personnel and Ambulance for Public.

Management Plan

First aiders shall:

- have no other duties or responsibilities
- be in post at the ground prior to the spectators being admitted
- remain in position until stood down

APPENDIX 8

FIRE SAFETY - Control Arrangements

Fire Safety Management and Emergency Plan in place

Fire Safety Risk Assessment carried out

Trained Fire Wardens on site during events

Fire Fighting Equipment in place and maintained

Clear routes for emergency vehicles

Emergency Evacuation plan in place

Exit gate unlocked during event

Fire Risk Assessments for temporary demountable structures

Electrical installation inspected and maintained

Implement a system for the control of combustible waste by ensuring waste materials and rubbish are not allowed to build up and stored carefully until disposed of.

Implement a system for the proper storage of chemicals and maintenance equipment during specified activities.

Identify one person (Chief Safety Marshall or Assistant) to contact NIFRS in the event of fire/emergency.

Implement a system of monitoring for arson/vandalism.

Implement a system for regular inspection of electrical installations/equipment

Implement all control measures specified in the current Fire Safety Risk Assessment for the ground, which relate to spectator safety.

Regular monitoring during events.

Contract in place with Fire Safety Solutions, who are regularly on site.

APPENDIX 9

COMMUNICATION ARRANGEMENTS

As identified by risk assessment for each event.

Use of a suitable public address system that is clearly audible in all areas of the sports ground backed up by the use of loud hailers in the event of PA failure.

A telephone is provided in the control room for external communications.

Provision of shortwave radios to allow communication between the Qualified Person, Safety Officer, Chief Steward, Event Controller, control room, Stewards in the Stand and across other parts of the grounds etc.

Broadcasters can also connect into communication systems during emergency situations.

APPENDIX 10**PLANS AND RELATED DOCUMENTATION**

Ground Floor, First floor and Second Floor plans
Structural Certificate for Grandstand
Barrier Testing Report for the Grandstand
Spectator Safety Policy
Role and Responsibilities for Safety Officer
Event Management Plan (Example)
Contingency plan for Grandstand at Down Royal Racecourse, Lisburn
Fire Safety Management and Emergency Plan
Fire Risk Assessment
Electrical Installation Inspection Report
Emergency Lighting Report
Medical Arrangements
Stewarding Contract Agreement Declaration (Event-sec)
Stewarding plan (example as can vary)
Other Reports pertaining to maintenance of building, services equipment



Environmental Services Committee

Confidential

14th June 2023

Confidential Report from:

Acting Director of Environmental Services

Local Government Act (Northern Ireland) 2014

Schedule 6 - Access to Information: Exemption Information

- 3. Information relating to the financial or business affairs of any particular person (including the Council holding that information).

When will the report become unrestricted:

Specify when report will become available	<input type="text"/>	Redacted report available	<input checked="" type="checkbox"/>	After contract is sealed	<input type="checkbox"/>	Never	<input type="checkbox"/>
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Item for Decision

TITLE: Item 6.2 Software Licensing, Support & Maintenance for Building Control and Environmental Health Information Management Systems

Background and Key Issues:

Purpose:

- 1. The purpose of this report is to seek Elected Member approval for the award of a Single Tender Action to the current Building Control and Environmental Health IT Software provider (Idox Software Ltd) and award a contract for licensing, support and maintenance for a period of 3 years up to 31st March 2026.

Background and Key Issues:

2. The Councils Building Control and Environmental Health Services use a third party Information Technology partner, Idox Software Ltd, to supply and host its application software.
3. The service units have 7 modules supported in this format, including modules for Building Regulations, Licencing, Dogs and the online customer portal etc. The same software also provides the service the ability to host the data within a secure cloud offering agile access and allows our customers flexibility in accessing our online facilities.
4. The Service units have been using the supplier Idox for a number of years now and is actively working with our partner to develop the current systems further to our evolving needs.
5. Building Control Services entered into this agreement with Idox Software Ltd (former Tascomi Ltd) in April 2018, with Environmental Health having procured their services a couple of years prior. The original Building Control contract was procured through a government procurement framework for the initial period, which has now expired.
6. This product is currently providing for the needs of the Services with Officers engaged with the supplier to develop our customer offering further. There is no intention of leaving the current supplier within the foreseeable future as no alternative supplier that can provide the service or financial comparison is available.
7. As the initial framework period has concluded (for both services) a new licensing agreement and contract needs Council approval which will allow the partnership to be extended for a further 3 years. This licensing agreement is to authorise Officers to use the software and sets the term for the support and maintenance over the next 3 years, up to 31 March 2026.
8. Members should note that there are no new or additional financial implications to Council. Any costs noted are in line and at levels currently agreed. The support and maintenance costs for the financial year 2023/2024 are agreed within the financial estimates.
9. The signed documentation to support the [REDACTED] **confidential** for Members information. This has been agreed through the Councils Procurement section.

Recommendation:

Members are recommended to approve the award of the Single Tender Action for the Licensing Agreement for Building Control and Environmental Health software including Support and Maintenance for our existing IT software provider, IDOX Software Ltd, for a period up to 31st March 2026.

Finance and Resource Implications:

Finance implications as noted below. Allowance has been made within existing IT Budgets for this maintenance and support payment and finances are available, in 23/24.

Costs:

Year 1 – 2023/2024	[Redacted]
Year 2 – 2024/2025	[Redacted]
Year 3 – 2025/2026	[Redacted]

[Redacted]

For historical context, 2022/2023 costs were [Redacted]
Entering into this licensing contract does not have an effect on the cost as the price is linked to inflationary CPI increases.

Screening and Impact Assessment

1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy?

If no, please provide explanation/rationale

There are no implications for Good Relations or Equality. This is simply the agreement for support and maintenance of an existing IT system.

If yes, what was the outcome?:

Option 1 Screen out without mitigation	<input type="text" value="N/A"/>	Option 2 Screen out with mitigation	<input type="text" value="N/A"/>	Option 3 Screen in for a full EQIA	<input type="text" value="N/A"/>
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Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

[Redacted]

Insert link to completed Equality and Good Relations report:

[Redacted]

2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?	<input type="text" value="No"/>	Has a Rural Needs Impact Assessment (RNIA) template been completed?	<input type="text" value="No"/>
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If no, please given explanation/rationale for why it was not considered necessary:

The proposal is to enter a licensing agreement with a current IT provider. It has no effect on Rural Needs.

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

[Empty text box for rural issues summary]

SUBJECT TO PLANNING APPROVAL:

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

APPENDICES:

[Redacted content]

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

[Empty text box for date]



Environment & Sustainability Committee

Confidential

14th June 2023

Confidential Report from:

Acting Director of Environmental Services

Local Government Act (Northern Ireland) 2014

Schedule 6 - Access to Information: Exemption Information

- 3. Information relating to the financial or business affairs of any particular person (including the Council holding that information).

When will the report become unrestricted:

Specify when report will become available

Point 3 – December 2023

Points 5, 6, 7 and recommendation – following the outcome of a Business Case.

Redacted report available

Yes

Never

Item for Noting

TITLE: Item 6.4 - Potential Land Acquisition for Cemetery Use

Background and Key Issues:

1. A previous report was tabled to the Environmental Services Committee on 1 February 2023 relating to current and future cemetery needs.
2. The Council has 10 Cemeteries which it manages. Nine of these cemeteries are still open and accepting burials. However, only one cemetery, Lisburn New Cemetery Extension on

the Blaris Road, Lisburn, offers new plots for sale. New plots can only be purchased at the time of death.

3. At present there are approximately 70/75 burial plots left for sale which, at current sale rates would supply burial plots until the latter part of 2023.
4. Construction work is currently taking place within Lisburn New Cemetery Extension to provide an additional 150 new burial plots for the immediate short term needs. This project is known has Phase 1a and will be completed soon. It includes 3 small pockets of land which were not being utilised.
5. [Redacted]
6. [Redacted]
7. [Redacted]

Recommendation:

It is recommended that Members note the update report [Redacted] for provision of burial space.

Finance and Resource Implications:

To be determined.

Screening and Impact Assessment

1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy? N/A

If no, please provide explanation/rationale

N/A

If yes, what was the outcome?:

Option 1 Screen out	N/A	Option 2	N/A	Option 3	N/A
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without mitigation	<input type="text"/>	Screen out with mitigation	<input type="text"/>	Screen in for a full EQIA	<input type="text"/>
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Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?	<input type="text" value="N/A"/>	Has a Rural Needs Impact Assessment (RNIA) template been completed?	<input type="text" value="N/A"/>
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If no, please give explanation/rationale for why it was not considered necessary:

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

SUBJECT TO PLANNING APPROVAL:

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

APPENDICES:

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

If Yes, please insert date: