



Subject:	Service Level Agreement between the Drinking Water Inspectorate and Belfast City Council for the provision of services to the Drinking Water Inspectorate in regard to Private Water Supplies
Reporting Officer:	Siobhan Toland, Director City Services
Contact Officer:	Claire O'Neill Principal Environmental Health Officer

Restricted Reports	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Please indicate the description, as listed in Schedule 6, of the exempt information by virtue of which the council has deemed this report restricted.	
Insert number <input type="checkbox"/>	
<ol style="list-style-type: none">1. Information relating to any individual2. Information likely to reveal the identity of an individual3. Information relating to the financial or business affairs of any particular person (including the council holding that information)4. Information in connection with any labour relations matter5. Information in relation to which a claim to legal professional privilege could be maintained6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction7. Information on any action in relation to the prevention, investigation or prosecution of crime	
If Yes, when will the report become unrestricted?	
After Committee Decision	<input type="checkbox"/>
After Council Decision	<input type="checkbox"/>
Sometime in the future	<input type="checkbox"/>
Never	<input type="checkbox"/>

Call-in	
Is the decision eligible for Call-in?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

1.0	Purpose of Report/Summary of Main Issues
1.1	All 11 district Councils in Northern Ireland undertake risk assessments and sampling of private water supplies on behalf of The Drinking Water Inspectorate (DWI) under The Private Water Supplies Regulations (Northern Ireland) 2009 (as amended).
1.2	The arrangements for providing this service to the Drinking Water Inspectorate (DWI) are set out in a Service Level Agreement which is subject to review and sets the objectives of this Agreement to establish the administrative arrangements under which the Council will make available the professional services of its staff when acting as agents of the DWI. This Agreement sets out the basis upon which the Council will undertake sampling, risk assessment, and investigatory functions for the DWI, including the provision of staff, equipment, and other necessary resources. It also defines the respective roles, responsibilities and obligations of each party and a schedule of costs for the provision of this service by Councils.
2.0	Recommendation
2.1	The Committee is requested to: <ul style="list-style-type: none"> • Note the contents of the report which provides an overview of the draft service level agreement between the Council and The Drinking Water Inspectorate (DWI) to undertake services regarding private water supplies on their behalf and • to authorise the Director of City Services to sign the service level agreement.
3.0	Main Report
3.1	Belfast City Council officers currently sample and risk assess 11 private water supplies in Belfast on the DWI's behalf. An annual programme of sampling is issued by 31 December each year and the sampling programme frequency is determined risk assessment process.
3.2	The Drinking Water Inspectorate for Northern Ireland (DWI) have reviewed and updated the current Service Level Agreement. This agreement outlines the arrangement between the Drinking Water Inspectorate for Northern Ireland (DWI) and the City and Neighbourhood Services Department of Belfast City Council appointed as a competent authority for the purposes of undertaking on behalf of the DWI, risk assessments and sampling of private water supplies under The Private Water Supplies Regulations (Northern Ireland) 2009 (as amended).
3.3	The objectives of the Agreement are to continue the administrative provision under which the Council provides the professional services of council staff in roles where they are acting as agents of the DWI. This arrangement has been in place since 2015 and it enables the Council to provide sampling, risk assessment, and investigatory services, including staff and

resources to DWI and to define each party's role, responsibilities and obligations. It also enables the DWI to individually authorise the Council to carry out duties on their behalf.

3.4

The updated Service Level Agreement (SLA) sets out the contractual arrangements for the delivery of this activity including a data processing contract between the Council and the Drinking Water Inspectorate (DWI). This SLA covers the period April 2025 to April 2026 for the purposes of claiming agreed fees as set out below and will remain in force until a further review takes place.

4.0

Financial & Resource Implications

The DWI have set the following fees for all District Councils in the table below.

SCHEDULE OF FEES

Activity*	Description	Unit Cost
Scheduled Sample Collection	Routine collection of water quality samples as planned within the annual schedule published in the DWI for NI web application.	£75 / sample
Resample Collection (Investigation)	Ad hoc water quality samples as a result of regulatory contraventions or investigations which occur outside of the routine sampling within the annual schedule.	£75 / sample
Full Risk Assessment (with site visit)	Initial completion of a risk assessment for a new site: assessment of risk from source to tap (all sections) and controls in place to mitigate the risk, with site visit to gather information and photographs.	£585 / risk assessment
5-year Review of Risk Assessment (with site visit)	Review of all sections of a current risk assessment (validated by DWI), with a site visit to gather information and photographs.	£585 / risk assessment review
Review of Risk Assessment (with site visit)	Interim review of limited sections of a current risk assessment (validated by DWI), with a site visit to gather information or photographs.	£200 / risk assessment review
Review of Risk Assessment (without site visit)	Interim review of limited sections of a current risk assessment (validated by DWI), with no site visit (desktop only – photographs or additional information may be provided by the site).	£100 / risk assessment review

5.0

Equality or Good Relations Implications and Rural Needs Assessment

There are no relevant equality considerations associated with the delivery of the service level agreement.

6.0	Appendices
6.1	Appendix 1 - Service Level Agreement for the provision of services by City Services, City & Neighbourhoods Services Department, Belfast City Council to The Drinking Water Inspectorate for Northern Ireland.