



Assoċjazzjoni Kunsilli Lokali

Local Councils' Association Malta

A: Local Councils' Association
Local Government Building,
Triq il-Gvern Lokali,
Marsa, MRS3000 - Malta

T: 00356 2596 8000
E: lca@lca.org.mt

www.lca.org.mt

Minuti – Laqgħa tal-Eżekuttiv Nu. 37

Data: It-Tlieta, 25 t' Awwissu 2020

Fin: 17:30

Post: Uffiċini Assoċjazzjoni Kunsilli Lokali, il-Marsa

Preżenti:

Is-Sur Mario Fava – President
Chev Paul Farrugia – Viċi President
Dr. Samuel Azzopardi – Viċi President - online
Is-Sur Michael Fenech Adami – Membru
Is-Sur Jesmond Aquilina – Membru
Is-Sur Mark Grech – Membru
Is-Sur Joseph Cordina – Membru

Skuzati:

Is-Sur. Anthony Mifsud – Membru
Perit Graziella Galea – Membru

Mistiedna:

Is-Sur Martin Saliba (Awtorita' tal-Ippjanar)
Perit Frans ~~Malla~~ (Awtorita' tal-Ippjanar)
Is-Sa. Suzanne Brincat Dimech (Advisor – Green Environmental Projects)

Uffiċjal Preżenti:

Sa. Lianne Cassar – Segretarju Eżekuttiv



Il-President propona li jkun hemm sospensjoni tal-Aġenda sabiex issir il-laqgħa ma' rappreżentanti mill-Awtorita' tal-Ippjanar u wara tkun tista' tiġi eżwrita l-Aġenda kif kienet mibgħutha. Fuq proposta tal-President, l-Eżekuttiv qabel li għandu jsir kif kien propost.

Is-Segretarja prezentant l-ittri ta' apologija tas-Sa. Graziella Galea u s-Sur Anthony Mifsud. Fuq proposta tal-President, l-Eżekuttiv aċċetta l-apologiji. Il-President semma wkoll li Dr. Azzopardi inqalghatlu emergenza fl-aħħar ħin u għaldaqstant talab li jidhol isegwi l-laqgħa online.

37.1 Laqgħa Planning Fund

- 37.1.1 Il-President ta merħba lis-Sur Saliba u lill-mistiedna l-oħrajn li kienu preżenti, wara li l-AKL dehrilha li kellha ssir laqgħa fuq livell ta' Eżekuttiv li tirrigwardja il-Planning Fund sabiex jiġu diskussi ċerti punti li l-AKL u l-Kunsilli Lokali ma jaqblux magħhom. Bħala AKL semma li ma kienux infurmati dak li ġie deċiż u bl-emendi li saru fil-planning fund. Għandu jiġi spjegat fid-dettal it-tibdil li sar fil planning fund kif ukoll il-benefiċji ta' dan it-tibdil.
- 37.1.2 Is-Sur Spiteri semma li l-ispiegazzjoni saret lil kull Reġjun. Semma li l-ħsieb originali kienet li fondi allokatu minn permessi ta' żvilupp, pero mill-esperjenza il-Planning Authority jiġu li domanda għall-fondi jiġu minn individwi u NGOs. Minflok il-PA ser tmur kull darba għand il-Kunsilli Lokali biex tara jekk il-Kunsill Lokali għandux proposta imħejjija ta' kif ser juża l-fondi allokatu, għalhekk 20% tal-fondi ġew allokatu li jistgħu jintużaw mill-NGOs u individwi. Semma li dawn l-istess NGOs u individwi kienu diġa qed jibbenifikaw minn dan il-fond. Semma li jekk ser isir proġett mill-NGOs xorta għall-ġid tal-Kunsill Lokali rispettiv.
- 37.1.3 Is-Sur Frans Mallia semma li bħala dettalji ġew spjegati lil kull Reġjun. Fis-sena 2019 kien hemm arrangament li meta jkun hemm partnership bejn NGO u l-Kunsilli Lokali jonqsilhom 20%, minn din is-sena dawk il-Kunsilli Lokali li jagħmlu partnerships ser ikun qed jibbenifikaw mill-100%.
- 37.1.4 Chev Farrugia semma li huwa jhossu urtat li meta qalbu mill-UIF għall-Planning Fund kienu jattendu diversi laqgħat. Semma li din id-darba ma saret l-ebda komunikazzjoni qabel ma dahlu fis-seħħ dawn il-miżuri. Semma li m'hemm l-ebda persentaġġ allokatt għar-Reġjun. Semma li jinsab urtat mill-mod kif ir-Reġjuni ġew minsijja minn dan il-fond.
- 37.1.5 Is-Sur Michael Fenech Adami semma li ma saritx konsultazzjoni mal-AKL għall-kuntrarju ta' dak li beda jingħad lis-Sindki waqt il-laqgħat Reġjonali. Jaqbel ma' Chev. Farrugia li r-Reġjuni ġew minsijja kompletament. Semma li il-Kunsilli Lokali fi hdan ir-Reġjun Ċentru għadhom qed jistennew il-fondi li l-Gvern ha sabiex jagħmel il-car park tal-Universita'. Semma wkoll l-frustrazzjoni ta' Sliema Neptunes li l-PA ma tatx fondi għall-proġett tal-pixxina. Semma li kull Kunsill Lokali għandu jiġi trattat bl-istess mod.



- 37.1.6 Is-Sur Jesmond Aquilina semma li dejjem kien hemm kontroversji fuq dan il-fond anki meta saru għadd ta' żuntieri ta' knejjes. Semma li ma jidhirx li kien hemm xi problemi mas-Sindki tar-Regjun Nofsinar. Semma li ma jhossx li r-Regjun għandu jibbenifika minn dan il-fond.
- 37.1.7 Is-Sur Cordina staqsa lill-Eżekuttiv jekk l-AKL kinitx qabliet li 20% jingħataw lil NGOs. Is-Sur Michael Fenech Adami semma li kien ikun aktar korett kieku l-PA obligat lill-Kunsilli Lokali biex 20% tal-fondi allokati jintużaw b' kollaborazzjoni mal-NGOs.
- 37.1.8 Is-Sur Mark Grech semma li l-NGOs għandhom ikollhom approvazzjoni tal-Kunsill Lokali rispettiv qabel japplikaw għall-proġett.
- 37.1.9 Il-President semma li hu jaħseb li l-problema prinċipali hi li fuq livell nazzjoni semma li minkejja li jkollok Gvernijiet li jagħmlu riformi fil-Kunsilli Lokali imma l-entitajiet jinsew lill-Kunsilli Lokali u Regjuni. Dan l-istadju qed jinqabeż u hemm qed jinholqu l-problemi. M'hemmx għarfien tal-lok tal-Kunsilli Lokali. Semma wkoll li nies li marru fir-Regjuni li jikkellmu fuq il-Planning Fund deher li semmew li kienet saret konsultazzjoni mal-AKL, li dan ma kien minnu xejn. Għied l-attenzjoni li kif sar id-diskors jinfthiem li l-President attenda għal xi laqgħat u ma nfermax lill-Eżekuttiv u lill-kumplement tas-Sindki.
- 37.1.10 Is-Sur Spiteri semma li r-Regjun jista' jagħmel talab mill-fond.
- 37.1.11 Is-Sur Michael Fenech Adami semma li kull Sindku huwa politiku għaldaqstant semma li s-sindki ma jmorrux għand il-Presidenti Reġjonali biex jagħmlu proġetti flimkien. Semma li meta kien Sindku sar investiment fi Ġnien ta' l-Istazzjon u wara reġgħu ingħataw ammont ta' fondi sostanzjali biex jerga' jsir żvilupp fl-istess ġnien wara li tkisser dak kollu li kien sar bl-ewwel fondi li kienu ingħataw.
- 37.1.12 Is-Sur Martin semma li hemm allokazzjoni ta' fondi biex issir manutenzjoni ta' l-istess proġett.
- 37.1.13 Chev. Farrugia semma li f' 20 sena li kien Sindku kien jibbenifika mill-fondi, saru proġetti u għadhom hemm. Is-Sur Joseph Cordina semma li kemm kien dam Sindku fil-Kunsill Lokali tax-Xagħra kien jibbenifika minn dawn il-fondi u saru diversi proġetti għall-benefiċċju tar-residenti.
- 37.1.14 Il-President ikkonkluda billi:
- Dejjem iheggeg lill-Kunsilli Lokali biex jagħmlu użu minn dan il-fond
 - L-Awtorita' tal-Ippjanar għandha tara li meta jkun hemm Kunsill Lokali illi jiddikjara x-xewqa li ser jagħmel proġett maġġuri li jiswa aktar mill-ammont allokati fil-fond tiegħu, il-fondi għandhom jitwarbu u jiġu allokati għal dan il-proġett flimkien mal-flus li jkunu qed jizdiedu minn żmien għall-żmien dan sakemm jintlehaq l-ammont sħiħ tal-proġett. F' din l-istanza ma jkunx hemm lok li xi NGO tagħmel użu mill-fond ta' dan il-Kunsill



għax il-flus ikunu diġa allokat. Is-Sur Saliba qal li ser jara fl-Awtorita' jistax jissodisfa din it-talba.

37.1.14 Is-Sur Martin Saliba flimkien mar-rappreżentanti l-oħra ħallew il-laqgħa 18:20.

37.2 Qari u Approvazzjoni tal-Minuti Laqgħa Nu. 36

37.2.1 Il-President talab għall-approvazzjoni tal-Minuti Laqgħa tal-Eżekuttiv Nu.36.

37.2.2 Fuq proposta tal-President, issekondata minn Chev Paul Farrugia u s-Sur Joe Cordina, l-Eżekuttiv approva l-minuti hekk kif preżentati.

37.3 Puntji li joħroġu mill-Minuti Laqgħa Nu. 36

37.3.1 Spejjeż Kunsilli Reġjonali relatati mat-Tribunali Lokali

Chev. Paul Farrugia semma li r-Regjuni għadhom ma rċivewx il-workings biex japprovahom imma minflok dawn għaddew għand DLG. Semma li din il-materja dejjem tiġi aktar kumplessa u tiegħu aktar fit-tul. Is-Sur Fava semma li ser ikun qed jikkomunika mal-LESA sabiex il-ftehim li kien hemm jiġi onorat u r-Regjuni jirċievu l-informazzjoni li kellhom jirċivu.

37.3.2 Slow Streets Project

Il-President semma l-istudju f' diversi lokalitajiet kien beda u wasal f' fażi avvanzata. Semma li ser jibda wkoll studju f' lokalitajiet oħra lejn in-Nofsinhar ta' Malta.

37.3.3 Proġett EDIC

Il-President semma li l-proposta giet sottomessa.

37.4 Approvazzjoni Skeda tal-Pagamenti Nu. 36

37.4.1 Fuq proposta tal-President li giet issekondata minn Chev Paul Farrugia u s-Sur Joe Cordina giet approvata l-iskeda ta' pagamenti għall-perjodu ta' bejn it-18 ta' Lulju 2020 u l-25 ta' Awwissu 2020 li kienet tammonta għall-€47,651.81.

37.5 Sejħa għall-Offerti Vetturi għall-użu tal-AKL

37.5.1 Il-President semma li s-sejħa għall-vetturi elettronici kienet għalqet u li l-AKL irċeviet erba' offerti.



37.5.2 Il-President talab lill-Membri tal-Board tal-Evalwazzjoni sabiex jikkonkludu min-naħa tagħhom. Semma li r-rapport finali jiġi preżentant fil-laqgħa tal-Eżekuttiv li jmiss.

37.6 Komunikazzjoni mill-President

37.6.1 ACR+

Il-President semma li l-AKL ġietha l-opportunita' li tissieħeh fl-ACR+, li hija Association of Cities and Regions for sustainable Resource management. Is-Sur Fenech Adami issuggerixxa li l-membership fee tinqasam bejn ir-Reġjuni u l-AKL.

37.6.2 Master Plan Valley Water Catchment

Il-President semma li fis-26 t' Awwissu 2020 ser issir laqgħa online u l-AKL hija mistiedna.

37.6.3 Korsijiet ta' taħriġ għall-impjegati

Il-President semma li wara laqgħa mal-impjegati tal-AKL dawn iddeċiedew li jagħmlu kors Higher National Diploma. Fuq proposta tal-President, l-Eżekuttiv qabel li l-AKL għandha tissusidja dan l-istudju fuq il-premessa li jsir ftehim mal-impjegati sabiex jiġi onorat terminu ta' żmien ta' impjig wara li dawn jispiċċaw il-kors b' suċċess.

37.6.4 General Protocol – COVID-19

Il-President semma li intbqgħatet ċirkulari interna lill-ħaddiema tal-AKL b' linji igwida kif wieħed irid jopera u jaġixxi fiċ-ċirkustanzi. Dokument anness u immarkat DOK A.

37.6.5 Uffiċini RPO

Il-President semma li saret laqgħa mad-Direttur Ġenerali li taħtu hemm r-responsabbilita' tad-Dipartiment tal-RPO. Semma li saret riferenza għall-ammont ta' nies li żdiedu fl-uffiċini, s-saħħa u s-sigurta' ta' l-istess uffiċini u wkoll li l-binja għandha fire exit wieħed fil-bidu tal-binja.

37.6.6 Taħriġ lill-Kunsilliera fuq ir-responsabilitajiet ta' Dekasteri

Il-president semma li l-Assoċjazzjoni ser tkun qed tkompli bil-program ta' taħriġ għall-Kunsilliera. Semma wkoll li kienet harġet sejha għal-venues u catering għal dawn il-laqgħat. Is-sejha tagħlaq lejn l-aħħar t' Awwissu.

37.6.7 Skema CIES

Il-President semma li l-applikazzjoni li l-AKL issottometiet biex ikollha ħaddiem minn ta' CIES għadha pendenti dan minħabba li ma kienx hemm matching ta' kompetenzi ma' dak li kien rikjest. Semma li ser issir laqgħa ma' Lino Spiteri Foundation.



37.6.8 Ġbir tal-Ħgieg

Il-President semma li l-AKL attendiet għal-laqgħa ma' l-Onor. Aaron Farrugia, l-iskemi u l-Wasteserv. Semma li l-AKL ser tkompli taħdem viċin il-Kunsilli Lokali fuq din il-materja sabiex jiġu identifikati spejjeż żejda li l-Kunsill jista' jgarrab kif ukoll id-difikultajiet li ser jiltaqgħu magħhom.

37.6.9 Entente Florale Europe

Il-President semma li l-AKL bgħatet ċirkulari lill-Kunsilli Lokali sabiex jipparteċipaw f' din il-kompetizzjoni. Il-President semma li jidher li hemm Kunsilli Lokali imħajra li jipparteċipaw biss pero hemm mebership fee li trid titħallas f' isem il-Kunsilli. Il-President propona li din għandha titħallas mill-AKL. Is-Sur Michael Fenech Adami ssuġġerixxa li l-ispiza għandha tinqasam fuq l-AKL u r-Regjuni. Il-President talab lis-Segretarja biex tipproċedi u tiskeda laqgħa introdutturja.

37.6.10 Dokument Skaeholders Consultation – Cleaner Vehicles Commission

Il-President semma li ser ikun qed iħejji dokument biex jiġi ċirkulat mal-Eżekuttiv u Kunsilliera. Semma li l-AKL intalbet tkun stakeholder f' dan il-proċess.

37.6.11 Kwotazzjonijiet

Il-President semma li kienu ingabbbru kwotazzjonijiet:

- Xogħol ta' gypsum u dawl għaż-żewgħt ikmamar li jintużaw mill-istaff bħala uffiċini
- Ta' pinen u lapsijiet bil-logo tal-AKL
- Ta' iffumugar tal-uffiċni
- Djarji għas-sena 2021 bil-logo tal-AKL
- Website tal-AKL (referenza Frar 2020)
- Catering li intuża waqt żewg laqgħat
- Għamara tal-Board Room u Uffiċini tal-ħaddiema

Fuq proposta tal-President, l-Eżekuttiv qabel li għadhom imorru għall-irħas kwotazzjonijiet miġbura.

37.6.12 Proġetti Ewropej

Il-President semma li l-AKL qed tiċievi mill-ALDA għadd ta' proposti ta' proġetti Ewropej li fihom l-AKL tista' tipparteċipa. Il-President semma li l-AKL ser tkun qed tara f' liema proġetti l-aħjar tiegħu sehem u ser tkun qed tissottometti l-interess tagħha.



37.9 Agġornament

37.9.1 Il-Laqgħa agġornat fis-sebġha u nofs ta' filgħaxija. L-Eżekuttiv qabel li għandu jerga' jiltaqa' nhar il-Ħamis, 17 ta' Settembru 2020 fil-ħamsa u nofs ta' filgħaxija ġewwa l-binja tal-Assoċjazzjoni Kunsilli Lokali.

Lianne Cassar
Segretarju Eżekuttiv

Dawn il-minuti ġew approvati fil-Laqgħa tal-Eżekuttiv Nu.38 li nżammet nhar il-Ħamis, 17 ta' Settembru 2020.

Mario Fava
President

Memo

Ref: Int Memo AKL 01/2020

Data: 11th August 2020

To: LCA Employees

Subject: Office Procedures COVID-19



Keeping workers safe and limiting the spread of COVID-19

- ensure physical distancing by keeping a distance of at least 2 metres between people where possible
- frequently wash their hands for at least 20 seconds with soap and water or by using an 70% alcohol-based hand sanitiser and to practise good personal hygiene
- COVID-19 symptoms (fever, cough, sore throat, shortness of breath, headaches, tiredness, muscle pain, loss of taste, loss of smell, vomiting and diarrhoea) workers do not come to work if they are unwell
- workplace is regularly cleaned and disinfected

Specific general hygiene practices

- Steps need to be taken to ensure that additional hygiene practices become common place in the office.
- Staff need to pay special attention to hand hygiene and it is recommended that all staff wash or sanitize hands frequently.
- Hand sanitising units and antibacterial wipe dispensers to be used.
- Frequent cleaning and disinfection of common surfaces further reduces risk of surface contamination spreading to healthy persons.
- Hand hygiene is of paramount importance to avoid infection. It is recommended that staff carry hand-sanitizer to use frequently, especially after touching common surfaces in cars, public transport, organised transport, at the workplace, before and after meals, before and after going to the restroom.

Distancing measures and limitations of group sizes

- Maintaining distance between individuals reduces the risk for healthy persons to inhale infected droplets.
- There should be at least four (4) square metres per staff member within the office or office space and a minimum of two (2) metres between staff members. When this is not possible, acrylic or tempered glass screens are to be used or masks or visors must be worn at all times.

- All staff members must have a personal working space. Alcohol wipes should be used to wipe down all surface before and after use by each person using shared desks.

Cleaning Procedures

- Cleaning and disinfection will need to be increased as standard, with regular disinfecting of shared areas.
- High traffic contact zones, such as handles, bathrooms, desks and chairs, lift buttons, shared printers and copiers will need frequent cleaning and disinfection throughout the day.
- Intercom and letterbox should also be disinfected frequently

Integrate effective hygiene practices into your culture

- In the event of sickness, staff should be encouraged to stay at home.
- In the case of vulnerable staff, remote working should be provided as an option
- Staff shall be informed of the rules on sick leave. Individuals displaying fever (37.2o C or more) or flu-like symptoms must remain at home until they have been cleared by a medical professional before they can return to work.
- Persons suffering from COVID-19 infections or their contacts must be cleared by the public health authorities.

Travel to and from work

- If travel to and from work is by means of public transport, private rental vehicle or shared means provided by the employer, a mask or visor must be worn. This is not required if travelling in a personal vehicle.
- Company vehicles must additionally be equipped with hand hygiene and disinfection products, paper towels and waste bags.
- The interiors of company vehicles must be regularly cleaned, especially if they are used by multiple employees.

Specific measures in the office

- Each morning all staff members must have their body temperature checked before entering the workplace. Individuals displaying fever (37.2o C or more) shall not be allowed to enter.
- If symptoms arise at the workplace, temperature should be re-checked. Regardless of the presence or absence of fever, no staff member should remain on site with symptoms. If symptoms arise, the individual must return home alone, and remain there until medical assessment is carried out and necessary care instituted.
- Restrooms must be sanitized frequently. Special attention must be given to common surfaces such as light-switches, doorknobs and locking mechanisms, taps, flushing mechanisms, toilet seats etc
- Doors and windows must be kept open, air-conditioning adjusted for more ventilation and recirculated air-conditioning avoided.
- Airconditioning flaps should be directed towards the ceiling. Filters should be cleaned well and maintained properly

Computers and work equipment

- Computers and work equipment must be individually assigned
- Regular cleaning of the telephone sets, keyboards, mouse, mobiles and intercom
- Daily cleaning of shared printers
- Daily cleaning of doorbell and intercoms

Visitors attending the office

- Non-essential visits to the office should not be allowed. Family members of staff, particularly children, should not be allowed inside the office.
- Minimise the number of workers attending to clients, deliveries and contractors as much as possible.
- Clients should be given clear instructions of requirements while they are in the office.
- Clients, contractors and other visitors should wear a mask or visor.
- Acrylic or tempered glass screens should separate staff from clients.
- Contractors who need to provide maintenance or repair services or perform other essential activities, should be given clear instructions of requirements while they are in the office.
- Ensure hand washing facilities, or if not possible, alcohol-based hand sanitizer, is readily available for workers, particularly after socially interacting with clients or handling deliveries.
- Use, and ask clients, delivery persons and contractors to use, electronic paperwork where possible, to minimise social interaction.
- If a pen or other utensil is required for signature, ask that the pen or utensil is cleaned or sanitised before use or use your own.
- Supplies which are not urgent will be left for 2 days before taking them out of their boxes
- All visitors /suppliers must remain at the entrance of the premises.
- A log of visitors need to be kept at the entrance

Paperwork

- Purchase Orders should be signed by the person who print them. A signed scanned copy will have to be sent to the Executive Secretary
- Leave Forms should be sent via email and the confirmation email will then be attached and filed accordingly
- Everyone should take care of his own filing
- Documents send to other employees for filing should be sent via email. Printed and filed by the same employee.
- Use Access Reader for time-in and time-out, no need to fill in attendance. A time table will be printed at end of month; signed and authorised by the Executive Secretary
- Payment vouchers will be signed all at once at end of month
- Any papers that require the Executive Secretary's and/or the President's signature should be left on the tray at the ES office

Stationery

- Everyone should have his own stationery
- Do not share any pens and other stationery
- Seperate pens should be left for visitors

Others

- Disposable cups should always be used and disposed immediately
- If one uses his own cup, this need to be washed immediately and no empty cups will be left on the desk
- Wash your own plates and dishes or else put them in the dishwasher immediately
- When necessary disposable plates and utensils must be used



- Avoid unnecessary walking in other offices, use emails, Microsoft teams and calls to communicate between one another. When need to visit each other offices, one should respect social distancing
- Use gloves to handle the post
- Desks and tables must be wiped everyday with antibacterial wipes
- Key Sets must be sprayed with antispetic spray everyday

Common Areas

- A mask or visor should be worn to access and use common areas such as bathrooms, kitchen and common parts which other Departments use.
- Bathrooms should always be kept locked

Mario Fava
LCA President

Lianne Cassar
LCA Executive Secretary