



Subject:	Annual GLL policies and operational procedures alignment statement
Date:	Thursday 2 nd May 2024
Reporting Officer:	Jim Girvan, Director of Neighbourhood Services
Contact Officer:	Noel Munnis, Partnership Manager

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 type="checkbox"/> No <input checked="" type="checkbox"/>

1.0	Purpose of Report or Summary of main Issues
	To present members with annual assurances on GLL policy and procedure alignments as set out within the leisure management contract.
2.0	Recommendations
2.1	Members are requested to consider: The information provided below and note the statement of policy alignment as presented at 3.2.5 below.
3.0	Main report
3.1	<p><u>Background</u></p> <p>Under the terms of the leisure contract between BCC and GLL, Council (previously via ABL) is required to assess and provide assurance that specified GLL policies and operating procedures reflect those of Belfast City Council. This requirement is set out in the partnership specification and leisure management contract documentation. The last annual policy and procedure alignment report was presented to committee in June 2023.</p> <p>GLL are not required to adopt BCC policies and procedures but are required to have policies and operational procedures in place that are substantially aligned to those of the Council. Key policy areas specified within the leisure management contract are:</p> <ul style="list-style-type: none"> a) Equality & Diversity b) Health & Safety (including safeguarding) c) Human Resources d) Emergency Support & PSNI/BCC Public Safety <p>Each policy area is continually monitored as part of the CNS contract compliance and performance assurance programme. GLL policy documents and operational method statements are held by CNS and are confirmed/updated annually.</p> <p>Assurance statements are scheduled to be presented to committee annually in May.</p>
3.2	<p><u>Outcomes and proposals</u></p> <p>GLL policies and procedures related to the above four areas remain under ongoing review. Each is monitored by CNS officers in consultation with corporate colleagues where appropriate. The CNS Partnership Manager liaises directly with the relevant dedicated BCC departments/sections and co-ordinates any necessary actions with GLL.</p> <p>Since contract commencement in 2015 it has been standard practice to conduct intermittent in-depth reviews of GLL policies and procedures around Equality & Diversity and Health & Safety.</p>
3.2.1	The next in-depth assessment of Equality and Diversity alignment will be carried out in the Autumn of 2024.

3.2.2	Health and Safety is rightly regarded as a key BCC corporate risk. Consequently, GLL compliance with H&S legislation, including safeguarding, is closely monitored and has been independently reviewed by external consultants on three separate occasions over the last eight years.
3.2.3	GLL Human Resources practices, including TUPE transfer conditions as set out in the leisure management contract, are standard agenda items at monthly CNS/GLL strategic meetings and are the subject of regular meetings at Director and Chief Executive level.
3.2.4	Under Emergency Support & PSNI/BCC Public Safety GLL are required to make Council leisure facilities and GLL staff available when required. The CNS Partnership Manager sits on the Councils Emergency Planning Group to co-ordinate any activities or issues relevant to the leisure estate or the GLL management contract.
3.2.5	<p>Ongoing contract compliance monitoring alongside a review of previous analysis concludes that key GLL and BCC policy and operating procedures remain substantially aligned. Consequently, we are satisfied that the current arrangements and outputs support the following statement:</p> <p>‘At 2nd May 2024, BCC and GLL policies and operational procedures in relation to Equality & Diversity, Health & Safety (including safeguarding), Human Resources and Emergency Support & PSNI/BCC Public Safety are closely aligned with no significant variances or areas of concern to address.’</p>
3.3	<p><u>Summary</u> Members are requested to consider the information provided above and note the statement of policy alignment assurance presented at 3.2.5 above.</p>
3.4	<p><u>Communications & Public Relations</u> None</p>
3.5	<p><u>Financial & Resource Implications</u> None</p>
3.6	<p><u>Equality or Good Relations Implications</u> None</p>
4.0	Appendices – Documents Attached
	None