

**Democratic Services Section
Legal and Civic Services Department
Belfast City Council
City Hall
Belfast
BT1 5GS**



**Belfast
City Council**

23rd November, 2023

MEETING OF THE STRATEGIC POLICY AND RESOURCES COMMITTEE

Dear Alderman/Councillor,

The above-named Committee will meet in the Lavery Room and via Teams on Friday, 24th November, 2023 at 9.30 a.m., for the transaction of the business noted below.

You are requested to attend.

Yours faithfully,

John Walsh

Chief Executive

AGENDA:

1. Routine Matters

- (a) Apologies
- (b) Minutes
- (c) Declarations of Interest

2. Restricted Items

- (a) Financial Reporting – Quarter 2 2023-24 (Pages 1 - 22)
- (b) Revenue Estimates 2024-25 and Medium-Term Financial Planning (Pages 23 - 28)
- (c) Discretionary Payments (Pages 29 - 36)
- (d) Targeted Acquisition (Pages 37 - 40)
- (e) Update on Smart Belfast Programme (Pages 41 - 48)
- (f) Appointment of Strategic Director of City Operations (Pages 49 - 52)

- (g) Organisational Reviews and Change Programme (Pages 53 - 58)
- (h) Update on Physical Programme (Pages 59 - 66)
- (i) Review of Summer Community Diversionary Fund (Pages 67 - 76)
- (j) Update on Hardship Programme 2023/24 (Pages 77 - 82)
- (k) Belfast 24 – Oliver Jeffers Power Plants Commission (Pages 83 - 96)
- (l) Alleygates Phase V (Pages 97 - 108)
- (m) Funding Requests (Pages 109 - 134)
- (n) Update on The MAC (Pages 135 - 138)

3. Matters referred back from Council/Motions

- (a) Motion - Mental Health Accessibility Audit (Pages 139 - 142)
- (b) Motion - Childcare Provision (Pages 143 - 146)
- (c) Motion - Rugby World Cup (Pages 147 - 148)
- (d) Motion - Right to Food - Response from Department of Education (Pages 149 - 154)

4. Governance

- (a) Schedule of Meetings 2024 (Pages 155 - 158)
- (b) Change of Date of Council Meeting (Pages 159 - 162)
- (c) Code of Conduct - Disclosure of Restricted Information (Pages 163 - 168)
- (d) Election Accounts May, 2023 (Pages 169 - 174)

5. Belfast Agenda/Strategic Issues

6. Physical Programme and Asset Management

- (a) Asset Management (Pages 175 - 194)

7. Finance, Procurement and Performance

- (a) Update on Contracts (Pages 195 - 202)
- (b) Accounting Treatment of Belfast Investment Fund (Pages 203 - 206)
- (c) Social Value Procurement Policy/Minutes of the Meeting of the Social Policy Working Group (Pages 207 - 240)

8. Equality and Good Relations

- (a) Minutes of the Meeting of the Shared City Partnership (Pages 241 - 252)
- (b) Rural Needs Act (Northern Ireland) 2016 – Department of Agriculture, Environment and Rural Affairs Annual Monitoring Return (Pages 253 - 260)
- (c) Modern Slavery Act 2015: Updated Modern Slavery Statement and Corporate Action Plan (Pages 261 - 272)
- (d) Equality and Diversity Annual Report to the Equality Commission for Northern Ireland 2022-23 (Pages 273 - 274)
- (e) Draft Changing Places Toilet Policy (Pages 275 - 294)

9. Operational Issues

- (a) Minutes of the Meeting of the Party Group Leaders' Consultative Forum (Pages 295 - 300)
- (b) Update to Health and Safety Policy Statement (Pages 301 - 306)
- (c) Requests for the use of the City Hall Grounds for Events in 2024 (Pages 307 - 310)
- (d) Minutes of the Meeting of the Cost of Living Working Group (Pages 311 - 314)
- (e) Requests for use of the City Hall and the Provision of Hospitality (Pages 315 - 320)

10. Issues Raised in Advance by Members

- (a) Request for Update on Motion on Overdose Prevention Facility in Belfast
(Councillor Smyth to raise)

By virtue of paragraph(s) 3 of Part 1 of Schedule 6
of the Local Government Act (Northern Ireland) 2014.

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Subject:	Motion – Mental Health Accessibility Audit
Date:	24th November, 2023
Reporting Officer:	Nora Largey, Interim City Solicitor/Director of Legal and Civic Services
Contact Officer:	Jim Hanna, Senior Democratic Services Officer

Restricted Reports

Is this report restricted?

Yes

☐

No

☒

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

1. Information relating to any individual
2. Information likely to reveal the identity of an individual
3. 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 matter
5. Information in relation to which a claim to legal professional privilege could be maintained
6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction
7. 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

After Council Decision

Sometime in the future

Never

Call-in

Is the decision eligible for Call-in?

Yes

☒

No

☐

1.0	Purpose of Report/Summary of Main Issues
	To bring to Members' attention a motion in relation to a Mental Health Accessibility Audit, which the Standards and Business Committee considered at its meeting on 24th October.
2.0	Recommendation
	The Committee is asked to consider the motion.
3.0	Main Report
3.1	<p><u>Key Issues</u></p> <p>The Standards and Business Committee, at its meeting on 24th October, considered the following motion which had been received for submission to the Council on 1st November:</p> <p><u>Mental Health Accessibility Audit</u></p> <p>“Northern Ireland (NI) has the highest prevalence of mental health problems in the UK.</p> <p>It is estimated that only 40% of people in NI who seek help can access effective mental health care and 79% of those do not receive the service they need.</p> <p>This Council will conduct an online survey open to everyone who lives in the Council district to assess accessibility to mental health support within each District Electoral Area.</p> <p>The survey will include but not be limited to assessing stakeholders' ease of access to mental health support, sample stakeholders' understanding of their rights regarding mental health, document the source of stressors and the number of services perceived to be providing mental health and well-being support in the district.</p> <p>As leaders in the field of mental health provision, this Council will work with MindWise in co-designing and hosting the survey and will invite a representative from MindWise to give deputation to the relevant or interested Committee or Committees.”</p> <p>Proposer: Councillor Garrett Seconder: Councillor McCormick</p>
3.2	The motion calls upon the Council to undertake a survey to ascertain ease of access to mental health support. Whilst the Council has no statutory responsibility for mental health

	<p>services, it does, in the Belfast Agenda, under Theme 1: Our People and Communities – Health Inequalities, have a strategic intent to promote and improve positive mental health and emotional wellbeing by raising awareness of support and services available and actions which can be taken at an individual level to improve or maintain good mental health. The motion was, therefore, referred, in the first instance, to the Strategic Policy and Resources Committee.</p> <p><u>Financial and Resource Implications</u></p>
3.3	<p>None at this stage.</p> <p><u>Equality or Good Relations Implications / Rural Needs Assessment</u></p>
3.4	<p>This motion, if agreed, may have potential equality, good relations and rural needs implications and should be subject to our normal screening process as appropriate.</p>
4.0	Documents Attached
	None

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Subject:	Motion – Childcare Provision
Date:	24th November, 2023
Reporting Officer:	Nora Largey, Interim City Solicitor/Director of Legal and Civic Services
Contact Officer:	Jim Hanna, Senior Democratic Services 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 individual 2. Information likely to reveal the identity of an individual 3. 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 matter 5. Information in relation to which a claim to legal professional privilege could be maintained 6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction 7. 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 After Council Decision Sometime in the future Never	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <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
	To bring to Members' attention a motion in relation to Childcare Provision, which the Standards and Business Committee considered at its meeting on 24th October.
2.0	Recommendation
	The Committee is asked to consider the motion.
3.0	Main Report
	<p><u>Key Issues</u></p> <p>3.1 The Standards and Business Committee, at its meeting on 24th October, considered the following motion which had been received for submission to the Council on 1st November:</p> <p><u>Childcare Provision</u></p> <p>“This Council recognises childcare as vital social and economic infrastructure, a crucial form of early intervention, early education, an anti-poverty tool and a means by which to improve productivity and gender equality in the labour market across the Council area; believes that childcare should be child-centred, high quality and accessible to all children; and commits to reviewing how the Council can support childcare provision in the area, including reviewing whether schemes supported by the Council during school holidays can be expanded.”</p> <p>Proposer: Councillor Maghie, Seconder: Councillor Bower</p> <p>3.2 The motion calls upon the Council to review how it can support childcare provision in the area. There is currently a motion in the system on a childcare strategy, which falls within the remit of the Strategic Policy and Resources Committee, which that Committee, at its meeting on 20th October, agreed to keep open. This latest motion was, therefore, referred, in the first instance, to the Strategic Policy and Resources Committee.</p> <p><u>Financial and Resource Implications</u></p> <p>3.3 None at this stage.</p> <p><u>Equality or Good Relations Implications / Rural Needs Assessment</u></p> <p>3.4 This motion, if agreed, may have potential equality, good relations and rural needs implications and should be subject to our normal screening process as appropriate.</p>

4.0	Documents Attached
	None

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Subject:	Motion – Rugby World Cup
Date:	24th November, 2023
Reporting Officer:	Nora Largey, Interim City Solicitor/Director of Legal and Civic Services
Contact Officer:	Jim Hanna, Senior Democratic Services Officer

Restricted Reports	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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If Yes, when will the report become unrestricted?	
After Committee Decision After Council Decision Sometime in the future Never	<input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/>
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
	To bring to Members' attention a motion in relation to the Rugby World Cup, which the Standards and Business Committee considered at its meeting on 24th October.
2.0	Recommendation
	The Committee is asked to consider the motion.
3.0	Main Report
3.1	<p><u>Key Issues</u></p> <p>The Standards and Business Committee, at its meeting on 24th October, considered the following motion which had been received for submission to the Council on 1st November:</p> <p><u>Rugby World Cup</u></p> <p>“This council recognises the historic success of the Irish rugby team in the Rugby World Cup 2023 and agrees to hold a civic reception in its honour.”</p> <p>Proposer: Councillor Lyons, Seconder: Councillor Maghie</p>
3.2	<p>The motion calls upon the Council to hold a civic reception for the Irish Rugby World Cup team. The Strategic Policy and Resources Committee is responsible for the provision of hospitality and, if the motion is adopted, there will be cost implications. The motion was, therefore, referred to this Committee for consideration.</p> <p><u>Financial and Resource Implications</u></p>
3.3	<p>As referred to in paragraph 3.2 above.</p> <p><u>Equality or Good Relations Implications / Rural Needs Assessment</u></p>
3.4	<p>This motion, if agreed, may have potential equality, good relations and rural needs implications and should be subject to our normal screening process as appropriate.</p>
4.0	Documents Attached
	None



Subject:	Motion - Right to Food - Response from Department of Education
Date:	24th November, 2023
Reporting Officer:	Nora Largey, Interim City Solicitor/Director of Legal and Civic Services
Contact Officer:	Jim Hanna, Senior Democratic Services Officer

Restricted Reports

Is this report restricted?

Yes

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No

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7. 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

After Council Decision

Sometime in the future

Never

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Call-in

Is the decision eligible for Call-in?

Yes

☒

No

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1.0	Purpose of Report/Summary of Main Issues
1.1	To present the response received from the Department of Education in relation to the motion on the Right to Food Campaign.

2.0	Recommendation
2.1	The Committee is asked to note the response.
3.0	Main Report
3.1	<p>The Council, at its meeting on 4th October, considered the following motion, which had been proposed by Councillor Doherty and seconded by Councillor McCusker:</p> <p>“This Council recognises the impact the scourge of food poverty is having on families right across our city, made worse by the cost-of-living emergency and recent price rises and gives its formal backing to the Right To Food campaign, joining cities like Liverpool and Manchester in becoming a Right To Food city.</p> <p>We believe that the British Government and any restored Executive must prioritise food poverty, implementing a range of new measures including universal free school meals, support for community kitchens and enshrining the Right To Food for all through legislation.”</p> <p>The motion was amended by the Council to provide for the inclusion of the following two paragraphs:</p> <p>“This Council also notes the School Holiday Food Grant was a crucial element of government support to tackle child food insecurity, targeted at those most in need, and helped struggling families cover the cost of food at times when their children did not have access to Free School Meals.</p> <p>This Council will write to the Permanent Secretary at the Department of Education calling for the urgent restoration of the School Holiday Food Grant Scheme and to request that the Department protect and prioritise the needs of the most disadvantaged children and young people when making decisions regarding the allocation of its resources.”</p>
3.3	Accordingly, Democratic Services wrote to the Permanent Secretary. A response has been received from the Director of Transport and Food in Schools, on his behalf, a copy of which is attached.
3.4	The Director begins by stating that the Department of Education recognises the challenges which are being experienced by many families in accessing affordable and nutritious food. She explains that the Department of Education works closely with other departments to tackle food poverty, with the Department for Communities being the lead department in the development of the Executive’s Anti-Poverty Strategy, which seeks to bring focus to the Executive’s collective efforts to tackle the root causes of poverty and impacts of inequality. The issue of holiday hunger for children of school age will continue to be considered in the development of that Strategy.
3.5	She points out that, since July 2020, the Department of Education, on behalf of the Executive, has been in receipt of additional ring-fenced funding to facilitate the payment of the School Holiday Food Grants payment scheme. This reflects the urgency of the scheme being developed in the early stages of the pandemic and the ability of the Education Authority to use the payment mechanisms already in place for its provision of uniform grant payments to low-income families. However, the additional funding ended in April 2023 and, despite recognising the important support which the School Holiday Food Grants payment scheme provided for low-income families who are struggling financially, the Department had no option but to discontinue the scheme from 31st March.

3.6	<p>The Director then states that, based on the budget allocated by the Secretary of State for 2023-24, there remains an estimated funding gap for the Department of Education in the region of £300m. Faced with this extremely challenging financial position, the Department has, in addition to the decision on the School Holiday Food Grants payment scheme, taken significant decisions, including reductions to the Aggregated Schools' Budget, the Education Authority's Block Grant and the cessation of the Engage and Healthy Happy Minds schemes from the end of March, 2023.</p>
3.7	<p>She goes on to point out that the Department of Education recently published an Equality Impact Assessment Consultation Report on the 2023-24 Resource Budget. However, in view of the available budget, decisions could not be delayed until the Equality Impact Assessment had been completed in full. The Equality Impact Assessment would enable the Department to better assess the impacts of the budget and provide valuable insight to inform future decisions, should additional funding become available.</p>
3.8	<p>The Director concludes by confirming that responses received during the consultation period are being considered currently, with the final consultation report to be published on the Department's website in due course.</p> <p><u>Financial and Resource Implications</u></p> <p>None associated with this report.</p> <p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p> <p>None associated with this report.</p>
4.0	Document Attached
	Response from the Director of Transport and Food in Schools, Department of Education

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**DIRECTOR OF TRANSPORT AND
FOOD IN SCHOOLS**



Louise McLornan
Democratic Services Officer
Belfast City Council

Rathgael House
43 Balloo Road
Rathgill
BANGOR
BT19 7PR

Via email:
McLornanL@belfastcity.gov.uk

Email: margaretrose.mcnaughton@education-ni.gov.uk

Our Ref: STOF-0297-2023

7 November 2023

Dear Ms McLornan

Thank you for your letter of 13 October 2023 to Dr Mark Browne regarding the Right to Food. I have been asked to reply on the Permanent Secretary's behalf.

The Department of Education recognises the challenges that are being experienced by many families in accessing affordable and nutritious food. It also understands the importance of the role played by the Department of Education as part of cross-departmental work to tackle food poverty, led by the Department for Communities as the lead department in the development of the Executive's Anti-Poverty Strategy. This strategy will aim to bring focus to the Executive's collective efforts to tackle the root causes of poverty and impacts of inequality.

The issue of holiday hunger for children of school age will continue to be considered in the development of the Anti-Poverty Strategy. Since July 2020, on behalf of the Executive, the Department of Education had been in receipt of additional ring-fenced funding to facilitate payment of the School Holiday Food Grants (SHFG) payment scheme. This reflected the urgency of this scheme being developed in the early stages of the pandemic and the ability of the Education Authority to use the payment mechanisms already in place for its provision of uniform grant payments to low-income families. From April 2023 this additional ringfenced funding ended and therefore SHFG could no longer be made.

The Department recognises the important support the SHFG scheme has provided for low-income families who are struggling financially, particularly with recent cost of living rises and realises the disappointment this will have been for parents. It was therefore with great reluctance that the Department had no alternative to discontinuing the SHFG scheme from 31 March 2023.

Based on the budget allocated by the Secretary of State for 2023-24, there remains an estimated funding gap for the Department of Education in the region of £300m and the Department is currently facing an extremely challenging financial position.

Faced with this extremely challenging financial position, in addition to the decision on the SHFG scheme, the Department has taken significant decisions including reductions to the Aggregated Schools' Budget, the Education Authority's Block Grant and the cessation of the Engage and Healthy Happy Minds schemes from the end of March 2023.

The Department recently published an Equality Impact Assessment (EQIA) Consultation Report on the 2023-24 Resource Budget. In view of the available budget, decisions could not be delayed until the full completion of an EQIA. In addition, the financial constraints are at a level that will significantly inhibit the Department's ability to reinstate funding, even where impacts are substantial.

The EQIA will enable the Department to better assess the impacts of the budget; and provide valuable insight to inform future decisions should additional funding become available. Responses received during the consultation period are being considered and it is anticipated that the final consultation report will be published on the DE website in due course.

Yours sincerely



MARGARET ROSE McNAUGHTON
Director of Transport and Food in Schools



Subject:	Schedule of Meetings 2024
Date:	24th November, 2023
Reporting Officer:	Nora Largey, Interim City Solicitor/Director of Legal and Civic Services
Contact Officer:	Jim Hanna, Senior Democratic Services Officer

Restricted Reports									
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>								
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<p>If Yes, when will the report become unrestricted?</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">After Committee Decision</td> <td style="width: 30%; text-align: center;"><input style="width: 40px; height: 20px;" type="text"/></td> </tr> <tr> <td>After Council Decision</td> <td style="text-align: center;"><input style="width: 40px; height: 20px;" type="text"/></td> </tr> <tr> <td>Sometime in the future</td> <td style="text-align: center;"><input style="width: 40px; height: 20px;" type="text"/></td> </tr> <tr> <td>Never</td> <td style="text-align: center;"><input style="width: 40px; height: 20px;" type="text"/></td> </tr> </table>		After Committee Decision	<input style="width: 40px; height: 20px;" type="text"/>	After Council Decision	<input style="width: 40px; height: 20px;" type="text"/>	Sometime in the future	<input style="width: 40px; height: 20px;" type="text"/>	Never	<input style="width: 40px; height: 20px;" type="text"/>
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Sometime in the future	<input style="width: 40px; height: 20px;" type="text"/>								
Never	<input style="width: 40px; height: 20px;" type="text"/>								

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	To advise the Committee of the dates and times of the meetings of the Strategic Policy and Resources Committee between January and December, 2024.
2.0	Recommendation
2.1	The Committee is requested to approve the schedule of meetings, as set out below, and to agree to the holding of additional special meetings, if required, to consider the rate-setting process, on dates to be determined in consultation with the Chairperson.
3.0	Main Report
	<u>Key Issues</u>
3.1	The monthly meeting of the Strategic Policy and Resources Committee is normally held at 9.30 a.m. on the 3rd Friday of each month.
3.2	However, it is necessary on occasions to move some meetings to earlier/later in the month.
3.3	Members will also be aware that a special meeting is normally scheduled in January, in case it is required for the consideration of the rate-setting process.
3.4	There is always the possibility that additional meetings may be required for this purpose. If so, these meetings would have to be arranged at short notice. The Committee is being asked, therefore, to agree to the holding of such meetings on dates and times to be determined in consultation with the Chairperson.
3.5	<p>The following dates have been identified for meetings of the Strategic Policy Committee for the period from January to December, 2024:</p> <ul style="list-style-type: none"> • Friday 12th January at 9.30 a.m. (Rate setting, if required) • Friday 19th January at 9.30 a.m. • Friday 23rd February at 9.30 a.m. • Friday 22nd March at 9.30 a.m. • Friday 19th April at 9.30 a.m. • Friday, 24th May at 9.30 a.m. • Friday 21st June at 9.30 a.m. • No monthly meeting in July • Friday 23rd August at 9.30 a.m. • Friday 20th September at 9.30 a.m.

	<ul style="list-style-type: none"> • Friday 25th October at 9.30 a.m. • Friday 22nd November at 9.30 a.m. • Friday 13th December at 9.30 a.m.
3.6	<p><u>Financial and Resource Implications</u></p> <p>None associated with this report.</p>
3.7	<p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p> <p>None associated with this report.</p>
4.0	Documents Attached
	None

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Subject:	Change of Date of Council Meeting
Date:	24th November, 2023
Reporting Officer:	Nora Largey, Interim City Solicitor/Director of Legal and Civic Services
Contact Officer:	Jim Hanna, Senior Democratic Services Officer

Restricted Reports

Is this report restricted?

Yes

☐

No

☒

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

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7. 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

After Council Decision

Sometime in the future

Never

Call-in

Is the decision eligible for Call-in?

Yes

☒

No

☐

1.0	Purpose of Report/Summary of Main Issues
1.1	To consider a change to the normal date for the monthly Council meeting in January.
2.0	Recommendation
2.1	The Committee is recommended to agree to move the Council meeting in January from Tuesday, 2nd to Monday, 8th.

3.0	Main Report
	<u>Key Issues</u>
3.1	<p>The Council's Standing Order 1 states that:</p> <p><i>“Monthly meetings of the Council will be held on the first working day of each month except in August. Monthly Meetings shall not, however, take place on a Bank or Public Holiday, Friday, Saturday or Sunday, but shall be held on the next following weekday instead.”</i></p>
3.2	In previous years, Members have commented that the date scheduled for the monthly meeting of the Council around the New Year period means that some cannot attend due to holiday commitments. The same can be said for officers, some of whom are also on holiday around that time.
3.3	In 2024, the January meeting of the Council is scheduled to be held on Tuesday, 2nd, the first working day following the New Year public holidays. There would not be any difficulty in moving this meeting to Monday, 8th January at 6.00 p.m., as no other meetings are scheduled for that date.
3.4	It is, therefore, proposed that the January meeting of the Council take place on Monday, 8th at 6.00 p.m.
3.5	<p><u>Financial and Resource Implications</u></p> <p>None associated with this report.</p>
3.6	<p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p> <p>None associated with this report.</p>
4.0	Documents Attached
	None.

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Subject:	Code of Conduct – Disclosure of Restricted Information
Date:	24th November 2023
Reporting Officer:	John Walsh, Chief Executive
Contact Officer:	Nora Largey, Interim City Solicitor / Director of Legal and Civic Services

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 style="width: 40px;" type="text"/>	
<ol style="list-style-type: none"> 1. Information relating to any individual 2. Information likely to reveal the identity of an individual 3. 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 matter 5. Information in relation to which a claim to legal professional privilege could be maintained 6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction 7. 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 After Council Decision Sometime in the future Never	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <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	At the Council meeting on 4 th October, the Chief Executive, in response to a Member's query, agreed to consider in conjunction with the City Solicitor, any internal measures which could be taken in respect of Members posting restricted information on social media, particularly when there were commercial sensitivities.
1.2	The City Solicitor has provided this report, which outlines the general duty of confidence in this regard and the steps that may be taken if a Member discloses confidential information.
2.0	Recommendation
2.1	<p>The Committee is asked to:</p> <ul style="list-style-type: none"> i. note the contents of this report, including the provisions within the 2014 Act and the Northern Ireland Local Government Code of Conduct for Councillors in respect of the treatment of restricted information; ii. note the steps that may be taken should a disclosure of confidential information be suspected; and iii. consider the proposal to include a reference to 'restricted' reports and the duty of confidence in the Chairperson's statement.
3.0	Main Report
3.1	<p><u>Access to Meetings and Documents</u></p> <p>Part 8 of The Local Government Act (Northern Ireland) 2014 ("the 2014 Act") sets out the rules around public access to council meetings and documents.</p> <p>A meeting of the council must be open to the public at all times, except where the council by resolution has excluded the public during an item of business whenever it is likely, due to the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during that item, that either:</p> <ul style="list-style-type: none"> - 'confidential information' would be disclosed to the public in breach of the obligation of confidence, or - 'exempt information' would be disclosed to the public. - <p>'Confidential information' means 'information provided to the council by a government department upon terms (however expressed) which forbid the disclosure of the information to the public; and information the disclosure of which to the public is prohibited by or under any statutory provision or by the order of a court'.</p>

	<p>'Exempt information' is defined in Section 51 and Schedule 6 of the 2014 Act.</p> <p>The Council has the power by resolution to mark certain reports as "restricted" and to exclude the public from proceedings whilst such reports are discussed. Reports which are marked restricted are required to describe the nature of the 'exempt information' from the categories listed in Schedule 6 of the 2014 Act.</p>
3.2	<p><u>The Northern Ireland Local Government Code of Conduct for Councillors</u></p> <p>The Code of Conduct for Councillors Paragraph 4.15 is clear that a Member must not disclose any confidential information to the public unless authorised to do so. Confidential information includes any information discussed during a closed session of a council meeting.</p> <p><i>Code paragraph 4.15</i></p> <p><i>"You must not disclose confidential information or information which should reasonably be regarded as being of a confidential nature, without the express consent of a person authorised to give such consent; or unless required to do so by law."</i></p> <p>The Commissioner's Guidance for Councillors includes the following guidance in relation to the disclosure of confidential information:</p> <p><i>"Confidential information may take a number of forms. Sometimes, the confidential nature of the information will be explicit, such as when a document is marked 'confidential'. In other cases it will be clear from the nature of the information or from the circumstances in which it was provided to you that the information is confidential: all of the following types of information are confidential in nature:</i></p> <ul style="list-style-type: none"> <i>• commercial information, such as information relating to a contract or a contractor's business;</i> <i>• personal information such as information relating to a person's employment;</i> <i>• information which is confidential as a result of a statutory provision. For example, the Commissioner's investigations must be conducted in private and therefore all information relating to his investigations should be regarded as confidential;</i> <i>• information discussed in the closed sections of meetings should always be treated as confidential; and</i> <i>• legal advice obtained by your council, whether it was provided by external lawyers or by your council's own legal staff, is covered by legal privilege and should not be disclosed without the permission of the council".</i>

3.3	<p><u>What are the next steps if a disclosure of information is suspected?</u></p> <p>It is clear from reading the provisions in both the 2014 Act and the Code of Conduct that Members are not permitted to disclose any confidential or exempt information which is the subject of discussion during a closed session of a council meeting.</p> <p>If such an occurrence takes place, whether intentionally or otherwise, there are a number of steps that could be taken, including:</p> <ul style="list-style-type: none"> - that the Council deal with the matter internally; - that the Council may refer the matter to the Commissioner for Standards; or - that any person may refer the matter to the Commissioner for Standards.
3.4	<p><u>Steps the Council may take Internally</u></p> <p>In the majority of cases, the Chief Executive or the City Solicitor may recommend that the Council deal with the matter internally and will immediately alert the Member concerned to their duty of confidence under the Code of Conduct. This may take place during the council proceedings or immediately afterwards if the disclosure is not apparent at the time. The Member will also be advised to remove any such disclosure of confidential information from social media or any other medium where it may be viewed or listened to.</p> <p>(Note: Whilst the Council has developed an Internal Dispute Resolution Protocol, it can only be used to deal with potential breaches under “Code Paragraph 4.13(a) – You must show respect and consideration for others”. The Protocol is not designed to deal with complaints made under any other provisions of the Code and such complaints should be made directly to the Local Government Commissioner for Standards).</p> <p><u>Recommendation to add to the Chairpersons statement re restricted items</u></p> <p>As Members will be aware, prior to dealing with restricted items the Chairperson reads a statement seeking approval to exclude members of the press and public from the meeting (see excerpt below).</p> <p><u>Proposal to Exclude the Public from the Committee Meeting</u></p> <p><i>“That the Committee agrees to exclude the members of the Press and public from the Committee meeting during discussion of agenda items <> to <> inclusive as, due to the nature of those items, it is likely that there would be disclosure of exempt information as described in Section 42 (4) and Schedule 6 of the Local Government Act (Northern Ireland) 2014.”</i></p> <p>It is recommended that the following short sentence is added to this statement:</p>

	<p><i>"Members are reminded that the content of 'restricted' reports and any discussions which take place during closed session must be treated as 'confidential information' and that no such information may be disclosed to the public as per Paragraph 4.15 of the Code of Conduct".</i></p> <p><u>Member Training on the Code of Conduct</u></p> <p>Members are also reminded that Council officers offer regular training on the Code of Conduct with the last session having been provided after the election in June 2023 and delivered by the Chief Executive, the City Solicitor and the Commissioner for Standards. Members are encouraged to avail of this training as and when it is offered.</p>
3.5	<p><u>Council may refer a matter to the Commissioner for Standards</u></p> <p>Depending on the nature and seriousness of the disclosure, the Chief Executive or the City Solicitor may in certain circumstances decide that it is in the interests of the Council that they refer a matter to the Commissioner for Standards to investigate an alleged breach of the Code of Conduct. These instances are rare and often involve allegations of serious misconduct and/or conduct which could cause reputational damage to the Council.</p>
3.6	<p><u>Any person may refer a matter to the Commissioner for Standards</u></p> <p>Any person can refer a matter to the Commissioner for Standards with respect to an alleged breach of the Code of Conduct for Councillors. Such referrals will usually be from another Councillor or from a member of the public and will often be in relation to allegations of serious or clear breaches of the Code of Conduct.</p>
3.7	<p><u>Financial and Resource Implications</u></p> <p>There are no financial or resource implications connected to this report.</p>
3.8	<p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p> <p>There are no equality or good relations implications connected to this report.</p>
4.0	Documents Attached
	None

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Subject:	Election Accounts – May, 2023
Date:	24th November, 2023
Reporting Officer:	Nora Largey, Interim City Solicitor/Director of Legal and Civic Services
Contact Officer:	Jim Hanna, Senior Democratic Services Officer

Restricted Reports

Is this report restricted?

Yes

☐

No

☒

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

☐

1. Information relating to any individual
2. Information likely to reveal the identity of an individual
3. 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 matter
5. Information in relation to which a claim to legal professional privilege could be maintained
6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction
7. 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

After Council Decision

Sometime in the future

Never

☐
☐
☐
☐

Call-in

Is the decision eligible for Call-in?

Yes

☒

No

☐

1.0	Purpose of Report/Summary of Main Issues
1.1	To advise the Committee of the cost to the Council of the Local Government Elections held in May, 2023.
2.0	Recommendation
2.1	The Committee is asked to note the report.
3.0	Main Report
	<u>Key Issues</u>
3.1	The local council expenditure for delivering Local Government Elections is, under the provision of the Electoral Law Act (Northern Ireland) 1962, constrained by a scale of expenditure set by the Secretary of State for Northern Ireland.
3.2	The Local Election Fees and Expenses Scale for Belfast City Council for May, 2023 was £909,463. This excludes the cost of candidates' mailing, which is not included within that maximum. However, that cost still must be met by the Council.
3.3	The direct cost to the Council was £292,476.96 and the Electoral Office of Northern Ireland's costs charged to the Council were £551,858.00.
3.4	Therefore the cost of administering and delivering the election was £844,335, which was £65,127.68 under the budget set by the Northern Ireland Office (NIO).
3.5	With the additional cost of candidates' mailing being £26,345.28 this brings the total cost to the Council to £1,120,353.92.
3.6	Compared with the cost of the Elections in 2019 of £853,008.64, this is an increase of £267,345.28.
3.7	This increase is due principally to the general increase in costs since four years ago, particularly staffing costs. Given this increase, a review of how we administer and deliver the elections will be undertaken to identify any potential cost saving measures going forward.
3.8	A breakdown of the cost is attached to this report.
	<u>Financial and Resource Implications</u>
3.9	None associated with this report. The Council sets, each year during the rate setting process, an amount into a specified reserve to cover the cost of elections and there was sufficient funding in the budget to cover this year's election.

3.10	<u>Equality or Good Relations Implications/Rural Needs Assessment</u> None associated with this report.
4.0	Document Attached
	Election Account

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Local Government Election Account

Staff Costs

Polling staff, Count staff, training, security	527,073.55
Staff Costs Total	527,073.55

Administration Costs

Advertising	9,726.67
Stationery and Printing	63,290.00
Postage (poll cards, proxy poll cards, postal votes, staffing)	143,157.00
Use of Premises	12,680.00
Transportation	25,557.00
Equipment	56,142.00
Materials for verification and count	6,709.10
Administration Costs Total	317,261.77

SUB TOTAL 844,335.32

Postage

Candidates' Election Addresses	276,018.60
Candidates' Election Postage Costs Total	276,018.60

GRAND TOTAL 1,120,353.92

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Subject:	Asset Management i) Gasworks Northern Fringe – Disposal of land to Radius Housing Association ii) 2 Royal Avenue – Surrender of Lease to AIB Group NI PLC iii) Cherryvale Playing Fields – Vesting of c25 sqm of adjoining lands. iv) Cregagh Green - Licence to Cregagh Wanderers FC. to install a storage container and portable toilet. v) Station Street Car Park – Licence renewal vi) Leisure Centres – Agreements with Easygo for Operation and Maintenance of FASTER Project Electric Vehicle Chargers
Date:	24th November, 2023
Reporting Officer:	Sinead Grimes, Director of Property and Projects
Contact Officer:	Pamela Davison, Estates Manager

Restricted Reports	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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	The purpose of this report is to seek approval from the Committee on asset related disposal, acquisition, and estates matters.
2.0	Recommendations
2.1	<p>The Committee is asked to:</p> <p>i) Gasworks Northern Fringe – Disposal of Land to Radius Housing Association</p> <ul style="list-style-type: none"> - approve the disposal of c68sqm of land on Site A Gasworks Northern Fringe and the disposal of c24sqm on Site D to Radius Housing Association. <p>ii) 2 Royal Avenue – Surrender of Lease to AIB Group NI PLC</p> <ul style="list-style-type: none"> - approve the surrender of a Lease to AIB Group NI PLC in respect of the ATM structure at 2 Royal Avenue <p>iii) Cherryvale Playing Fields – Vesting of c25 sqm of Adjoining Lands.</p> <ul style="list-style-type: none"> - approve the commencement of a vesting process in relation to a small piece of land (c. 25 sqm) separating Cherryvale Playing Fields from the public footpath and road. <p>iv) Cregagh Green – Licence to Cregagh Wanderers FC. to install a Storage Container and Portable Toilet.</p> <ul style="list-style-type: none"> - approve the grant of a site licence to Cregagh Wanderers Football Club for a storage container and portable toilet at Cregagh Green. <p>v) Station Street Car Park – Licence Renewal</p> <ul style="list-style-type: none"> - approve the renewal of a licence agreement from the Department for communities (DfC) in relation to the Council operated off-street car park a Station Street. <p>vi) Leisure Centres – Agreements with Easygo for Operation and Maintenance of FASTER Project Electric Vehicle Chargers</p> <ul style="list-style-type: none"> - approve entering into 7 year legal agreements with electric charge point operator EASYGO to regulate the operation of electric vehicle chargers at seven leisure centre sites.
3.0	Main Report
3.1	<p>i) Gasworks Northern Fringe – Disposal of land to Radius Housing Association</p> <p><u>Key Issues</u></p> <p>On 31st March 2023, the Council sold c1.628 acres of land on Site A Gasworks Northern Fringe and c0.685 acres on Site D Gasworks Northern Fringe to Radius Housing Association, for the development of 94 social housing units. Radius has commenced construction works and now wish to acquire lands adjacent to their site at Site A – Raphael Street and their site</p>

	<p>at Site D - Cromac Place in order to install electricity sub-stations that will service the respective completed developments. The Site A sub-station lands are shown outlined in red on the site map attached in Appendix 1. The Site D sub-station lands are shown outlined in red on the site map attached in Appendix 2. LPS has valued the Site A sub-station lands at £12,500 and the Site D sub-station lands at £3,200.</p> <p>The Committee is asked to approve the disposal to Radius Housing Association of c68 sq. m of land on Site A Gasworks Northern Fringe for £12,500 and c24 sq m of land on Site D Gasworks Northern Fringe for £3,200.</p>
3.2	<p>ii) 2 Royal Avenue – Surrender of Lease to AIB Group NI PLC</p> <p><u>Key Issues</u></p> <p>The Council acquired 2 Royal Avenue subject with an existing Lease between Rover Group Trustees Limited and AIB Group NI plc which granted AIB the right to install ATMs within a free-standing structure in front of the building. The Lease is for a term of 99 years from 24/07/1996 and is subject to a nominal rent. Following the Primark fire, the ATM structure was enclosed within hoarding and ATMs put out of operation. The ATM's were not and AIB have informed the Council of their wish to be released from their interest at this site. Council would have an opportunity to generate an income stream from an alternative service provider or re-purpose the structure in line with its vision for 2 Royal Avenue.</p> <p>The Committee is asked to approve the surrender of a Lease to AIB Group NI PLC in respect of the ATM structure at 2 Royal Avenue.</p>
3.3	<p>iii) Cherryvale Playing Fields – Vesting of c25 sqm of adjoining lands.</p> <p><u>Key Issues</u></p> <p>The Council owned Cherryvale Playing Fields has a pedestrian gate located along its southern boundary, at the junction of Rosetta Park and Knockbreda Road. Historically this gate has been closed to deter anti-social behaviour, however following recent requests to have the gate re-opened, consultations have taken place with local residents, and it is agreed to re-open the gate for public access/egress to the playing fields from this location. A small triangle of land (c. 25 sqm and shaded yellow on the map attached at appendix '4') has been identified between the gate and public footpath/road for which ownership is unknown. The land is not owned or adopted by DfI, suggesting it is private land. Extensive attempts have been made through historic maps, ground rents, title and registrations to try and identify the landowner, including consultations with the adjoining landowners with the intention of agreeing an access for members of the public over this land, but unfortunately these attempts have been unsuccessful. Legal Services have recommended the vesting process in order for Council to assume ownership of this piece of land if approved by DfC and give members</p>

	<p>of the public access from the public footpath/road directly into Cherryvale Playing Fields via the pedestrian gate.</p> <p>The Committee is asked to approve the commencement of the vesting process for this land subject to DfC approval in order for Council to have ownership and be able to open the gate.</p>
3.4	<p>iv) Cregagh Green - Licence to Cregagh Wanderers FC. to install a storage container and portable toilet.</p> <p><u>Key Issues</u></p> <p>Members will recall the grant of a site licence in October 2022 to Cregagh Wanderers Football Club to install a metal shipping container on a small plot of land adjoining the Cregagh Green football pitch. Cregagh Wanderers Football Club have been allocated LIF funding for the installation of an additional container and portable toilet. Members are asked to approve a licence for two years to Cregagh Wanderers Football Club for the installation of an additional container and portable toilet within the lands shown shaded blue in Appendix 5. The Council will deliver this project including the procurement and installation of the container and portable toilet. The licence will permit the installation of a free-standing portable toilet (not connected to main services) to be cleaned and managed by the club. The container and portable toilet will be insured and maintained by the club.</p> <p>The Committee is asked to approve the grant of a licence to Cregagh Wanderers Football Club for the installation of a container and portable toilet on a site at Cregagh Green.</p>
3.5	<p>v) Station Street Car Park – Licence Renewal</p> <p><u>Key Issues</u></p> <p>As part of the Transfer of Functions legislation for off-street car parking from DRD, the car park at Station Street transferred to Council on 01 April 2015. This car park is owned by the Department for Communities (DfC) and has been held by Council under Licence since the transfer date. The current Licence from DfC was for a term of 3 years and expired on 30/06/2022 in which Council are currently holding over. Following ongoing discussions it is proposed to extend the Licence for a further term of 1 year to 30/06/2023 subject to a Licence fee £54,812 as assessed by Land & Property Services (LPS) based on the actual income the car park generated in the previous year with a further 1-year Licence to 30/06/2024 subject to a fee to be assessed by LPS. Council will retain all revenue generated from its operation of the car park. Both DfC and Council would have a mutual 6-month break option to facilitate the Queens Quay development plans.</p>

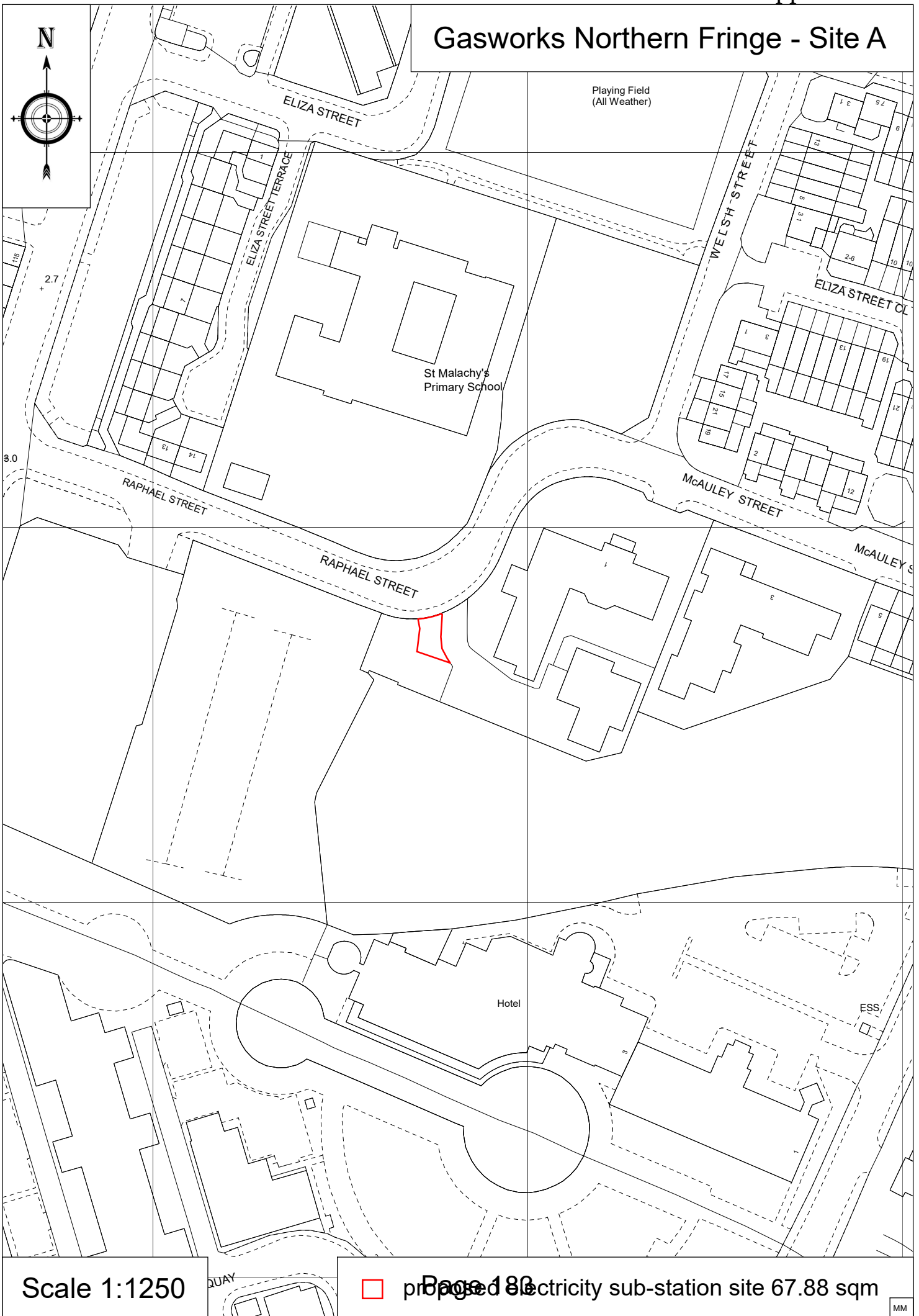
	The Committee is asked to approve both Licence renewals to 30/06/2023 and 30/06/2024 in respect of the DfC owned car park at Station Street.
3.6	<p>vi) Leisure Centres – Agreements with Easygo for Operation and Maintenance of FASTER Project Electric Vehicle Chargers</p> <p><u>Key Issues</u></p> <p>The Climate and City Resilience Committee at its meeting on 13 October 2022 noted that an opportunity existed to bring forward a number of leisure centre sites for inclusion on a reserve list within the INTERREG funded FASTER Project (the Project) funded by SEUPB, and supported Officers progressing same. The Project is a joint cross border project across Scotland, the border Counties of Ireland and NI to support transition to low carbon transport systems and to demonstrate how each of the three jurisdictions can provide early systems learning in relation to the electrification of transport. The Project also aims to ensure that the availability of public charging stations is not a major obstacle to electric vehicle market penetration. A further update was brought to the same Committee on 15 June 2023 noting that three proposed sites had been included as primary sites in a live procurement exercise to appoint a charge point operator to manage, design, install and operate charge points at these sites. Furthermore, Committee granted approval to add one additional primary site and three further reserve sites. The seven sites being:-</p> <ul style="list-style-type: none"> • Avoniel Leisure Centre • Ballysillan Leisure Centre • Brook Leisure Centre • Girdwood Community Hub • Grove Wellbeing and Treatment Centre • Whiterock Leisure Centre • Lisnasharragh Leisure Centre <p>Following analysis by Ulster University and NIE and subsequent liaison with GLL and the Council's Energy Manager, all sites have now been included within the Project. Phase 1 has resulted in the appointment of chargepoint operator Easygo at sites across three council districts, including Belfast. This was managed centrally by Ulster University who led the procurement, and by East Border Region who are the project coordinators. A total of 10 chargepoints have been approved, with 1-2 chargers allocated to each site. Phase 2 of the project will see Easygo enter into proposed 7year agreements for the maintenance and delivery of the chargers, with the option to extend for a further 3 years on completion. The</p>

	<p>legal agreement between Belfast City Council and Easygo has been drafted and is being reviewed by Legal Services at present.</p> <p>The Committee is asked to approve entering into the proposed 7 year legal agreements with EASYGO in a form to be agreed by Legal Services and signed by Council officers.</p>
	<u>Financial and Resources Implications</u>
3.7	<p>i) Gasworks Northern Fringe – Disposal of land to Radius Housing Association</p> <ul style="list-style-type: none"> - The Council will receive payments totalling £15,700. Legal Services will act on the instructions of Estates. <p>ii) Royal Avenue – Surrender of Lease to AIB Group NI PLC</p> <ul style="list-style-type: none"> - AIB Group NI PLC pay a nominal rent and therefore a surrender of their Lease presents no loss of income. Legal Services shall act on the instructions of Estates to draft a Deed of Surrender. <p>iii) Cherryvale Playing Fields – Vesting of c25 sqm of adjoining lands.</p> <ul style="list-style-type: none"> - Legal Services shall act on the instructions of Estates to draft and lodge a vesting order application. Council will be liable for the costs associated with this application. In addition, Council will be responsible for maintenance of the land going forward. <p>iv) Cregagh Green - Licence to Cregagh Wanderers FC. to install a storage container and portable toilet.</p> <ul style="list-style-type: none"> - The licence will be drafted by Legal Services on the instructions of Estates. <p>v) Station Street Car Park – Licence renewal</p> <ul style="list-style-type: none"> - Council will be responsible for payment of a Licence fee assessed by LPS based on actual income generated by the car park. Council will retain all revenue generated from its operation of the car park. <p>vi) Leisure Centres – Agreements with Easygo for Operation and Maintenance of FASTER Project Electric Vehicle Chargers</p> <ul style="list-style-type: none"> - Legal agreements with Easygo for each site will be finalised and agreed with Legal Services. Installation of the chargepoints will be at no cost to the Council, with the costs of their maintenance and operation the responsibility of Easygo for the duration of the term.
	<u>Equality and Good Relations / Rural Needs Assessment</u>
3.8	None associated with this report.

4.0	Documents Attached
	<p>Appendix 1 – Site Map – Site A – Gasworks Northern Fringe sub-station land</p> <p>Appendix 2 – Site Map – Site D – Gasworks Northern Fringe sub-station land</p> <p>Appendix 3 – Map illustrating the ATM structure at 2 Royal Avenue.</p> <p>Appendix 4 – Map illustrating the lands adjoining Cherryvale Playing Fields proposed to be vested.</p> <p>Appendix 5 – Cregagh Green - Map showing the site shaded blue.</p> <p>Appendix 6 – Map illustrating Station Street Car park.</p>

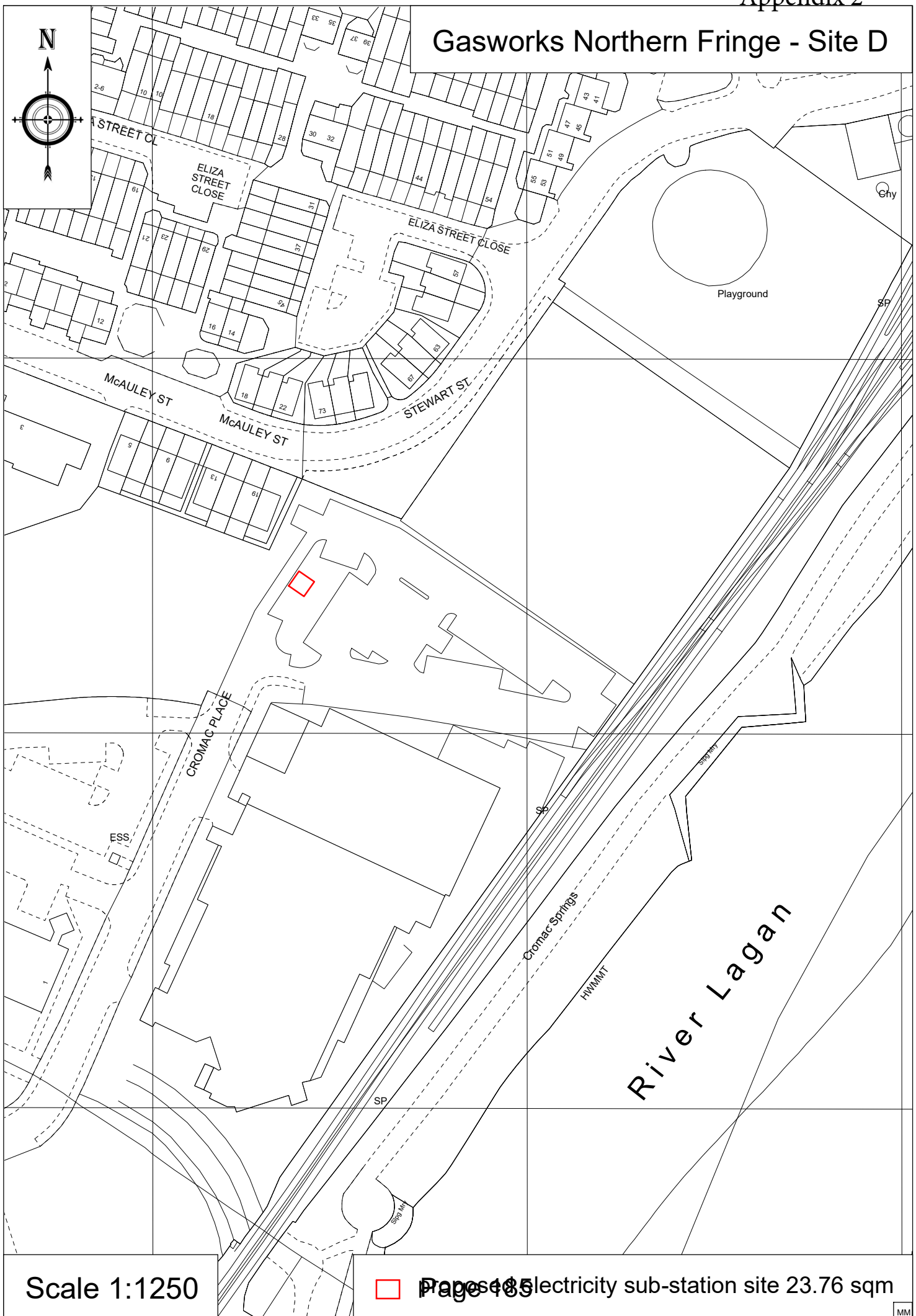
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Gasworks Northern Fringe - Site A



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Gasworks Northern Fringe - Site D



Scale 1:1250

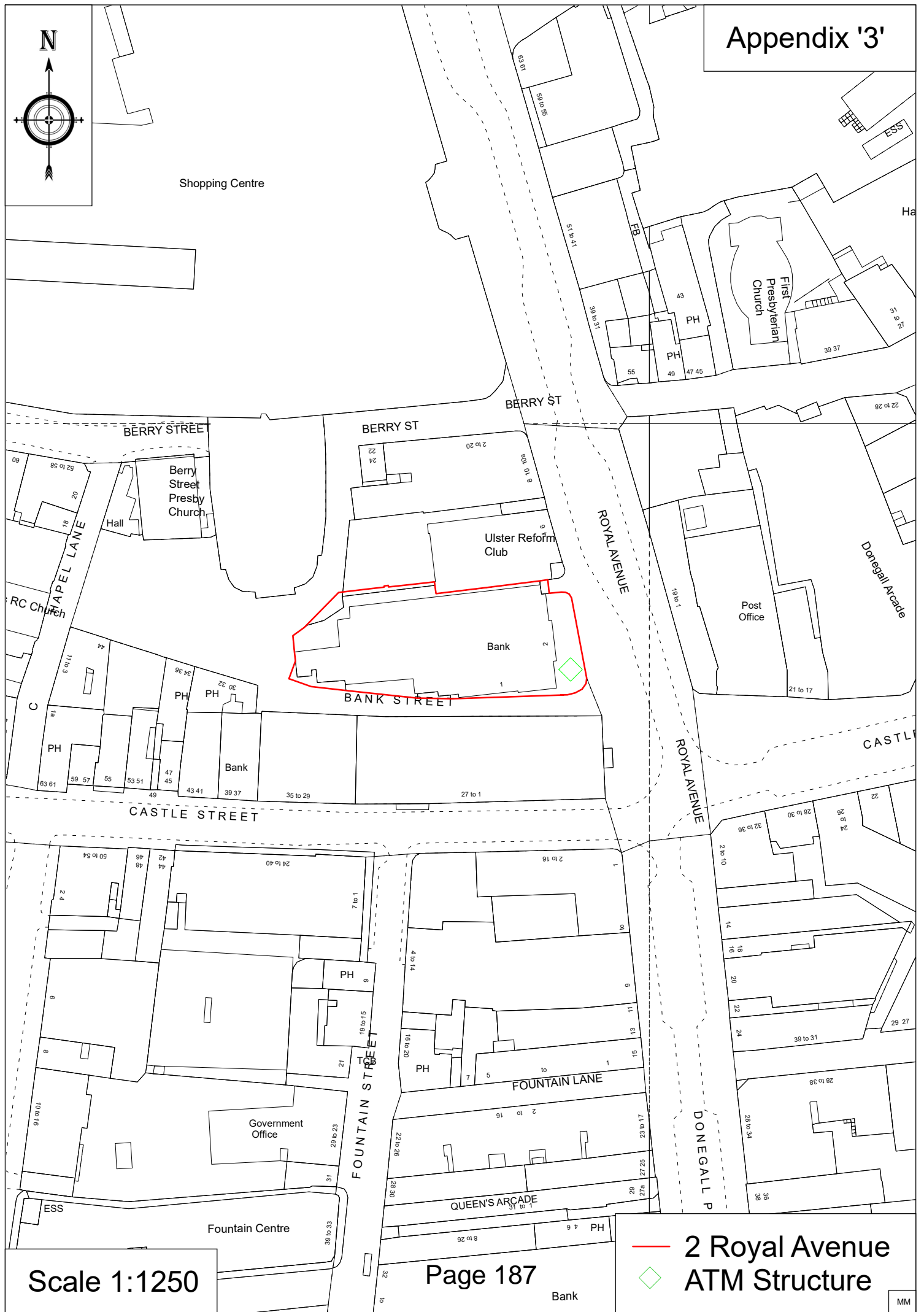


Page 485 Electricity sub-station site 23.76 sqm

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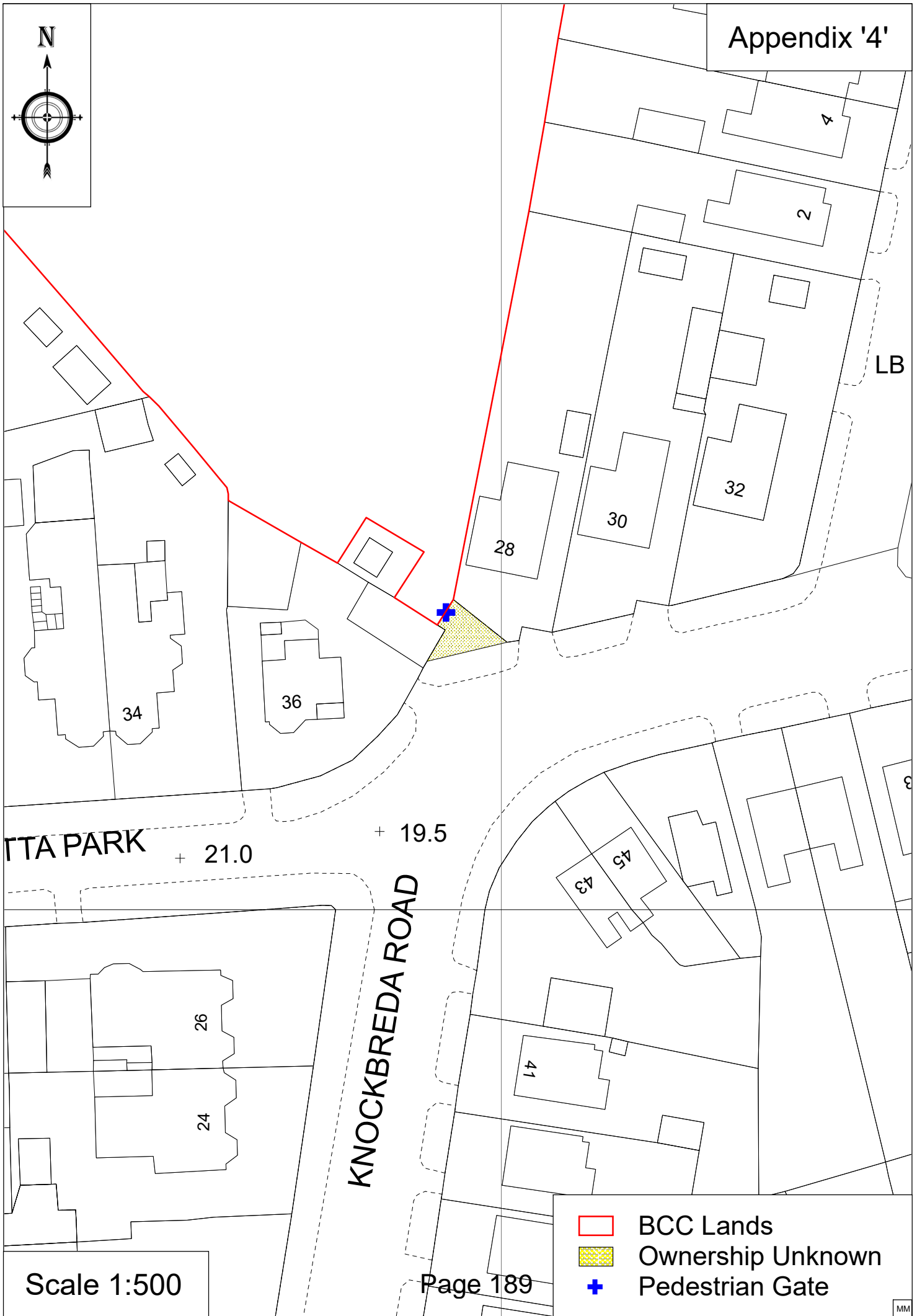
Shopping Centre



Scale 1:1250

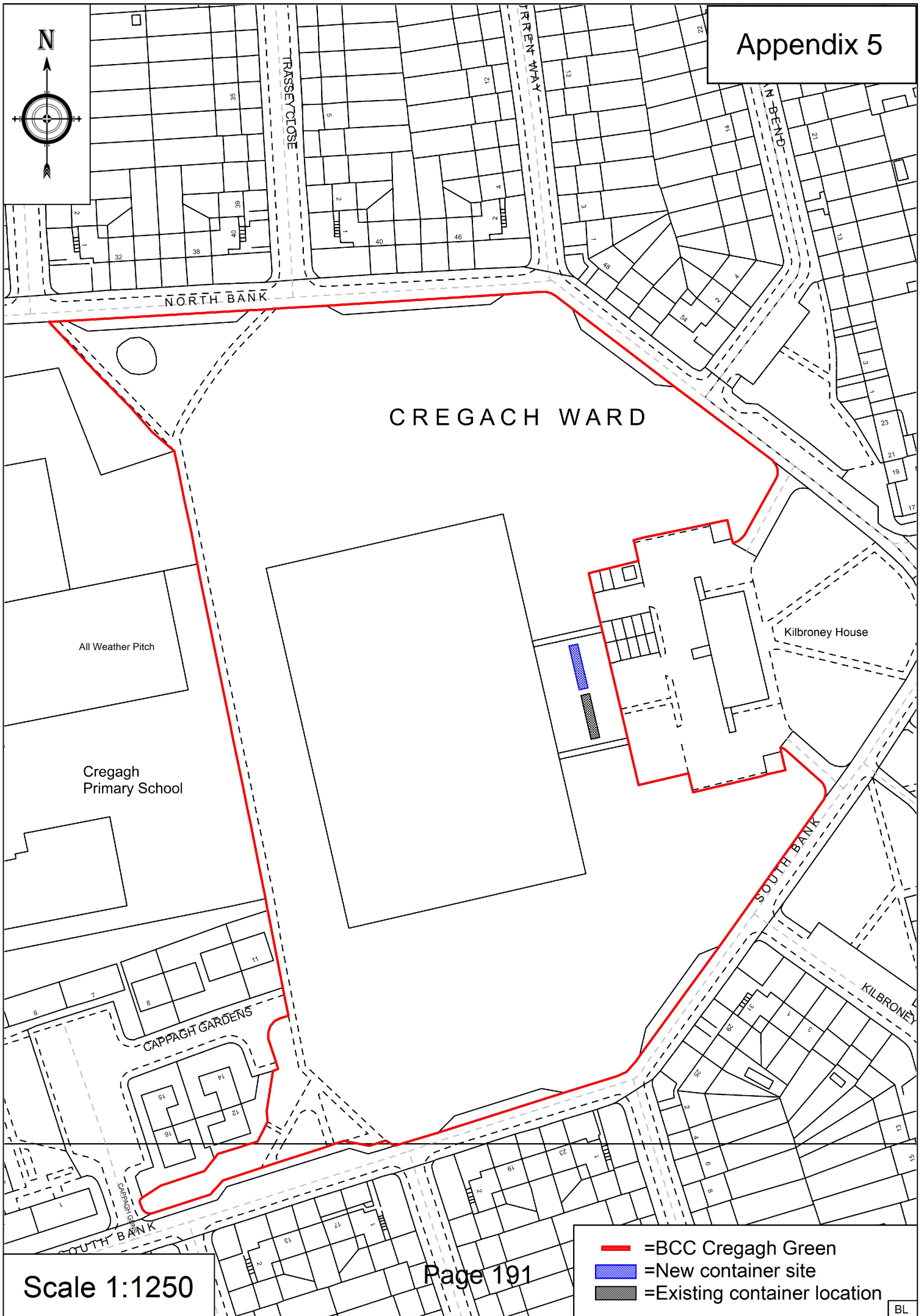
2 Royal Avenue
ATM Structure

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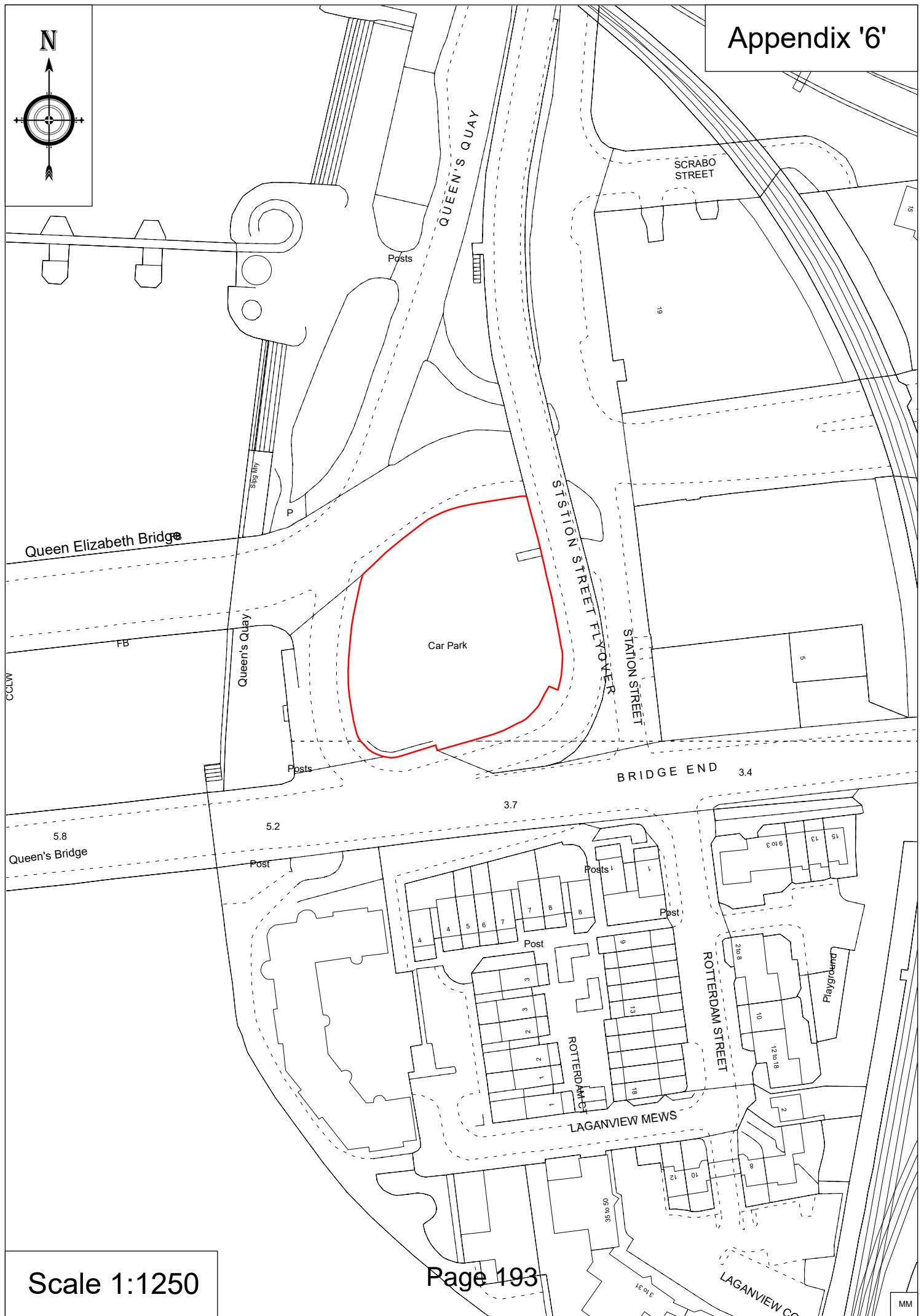


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Belfast
City Council

Subject:	Update on Contracts
Date:	24th November, 2023
Reporting Officer:	Sharon McNicholl Deputy Chief Executive / Director of Corporate Services
Contact Officer:	Noleen Bohill, Head of Commercial and Procurement Services

Restricted Reports	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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	<p>The purpose of this report is to:</p> <ul style="list-style-type: none"> Seek approval from the Committee for tenders and Single Tender Actions (STA) over £30,000 <p>And to ask the Committee to:</p> <ul style="list-style-type: none"> note contract modifications to contract term and retrospective Single Tender Actions (STAs); note an update on quarterly reporting on STAs and Contracts <£30k – see section 6.0 of this report; and advise if CPS should arrange condensed training for Members via Teams to talk through the STA process and guidance provided to officers.

2.0	Recommendations
2.1	<p>The Committee is asked to:</p> <ul style="list-style-type: none"> • approve the public advertisement of tenders as per Standing Order 37a detailed in Appendix 1 (Table 1); • approve the award of STAs in line with Standing Order 55 exceptions as detailed in Appendix 1 (Table 2); and • approve the modification of the contract as per Standing Order 37a detailed in Appendix 1 (Table 3)
3.0	Competitive Tenders
3.1	Section 2.5 of the Scheme of Delegation states that Chief Officers have delegated authority to authorise a contract for the procurement of goods, services or works over the statutory limit of £30,000 following a tender exercise where the council has approved the invitation to tender.
3.2	Standing Order 60(a) states that any contract that exceeds the statutory amount (currently £30,000) shall be made under the Corporate Seal. Under Standing Order 51(b), the Corporate Seal can only be affixed when there is a resolution of the Council.
3.3	Standing Order 54 states that every contract shall comply with the relevant requirements of national and European legislation.
3.4	The Committee is asked to approve the public advertisement of tenders, as per Standing Order 37a, detailed in Appendix 1 (Table 1)
	Single Tender Actions (STAs)
3.5	The Council's current Single Tender Action (STA) process, which has been in place since 2020, provides assurance that the Council continues to comply with its obligations under the Public Contracts Regulations 2015 'PCRs' and internal governance arrangements including required controls and approvals. It mirrors the PCRs setting out the exceptional and specific circumstances when a STA can be used (see STA/ Direct Award Reasons Table in Appendix 1).
3.6	To support officers' understanding and to build capability CPS also offer STA Process training on a regular basis. To date, 89 officers have been trained.
3.7	CPS would welcome the opportunity to take Members through this STA process.
3.8	In line with Standing Order 55, the following STAs are being submitted for approval:

	<ul style="list-style-type: none"> • a contract for up to £73,000 for up to 2 year, awarded to Bravosolutions UK Ltd, for the support and maintenance of E-Bravo tendering solution. Annual license for the continued use of E-Bravo until new Finance system is in place. Bravosolutions UK Ltd are the only supplier of the current platform and associated licences/software; • a contract for up to £210,000, for up to 3 years, awarded to Belfast Tradfest (a Social Enterprise) for the provision of a city centre weekend music programme as part of the overall St Patrick's day celebrations. A formal tender process was carried out which resulted in a NIL return. A direct award is being made to a local social enterprise who has experience in delivering musical festivals; and • a contract for up to £36,000, for up to 3 years, awarded to Kinetics Solution for the booking system for Belfast Castle (BC) and Malone House (MH). Continued use of the booking system at BC and MH until a replacement system can be procured. Based on current programme of work within Digital Services, capital investment required and associated planning required it is unlikely this would be actioned until 2 to 3 years. Kinetic Solutions are the only supplier of the current booking system and associated licences/software.
3.9	Further details on these STAs is set out in Appendix 1 (Table 2) including the reason selected to support justification of each STA.
	Modification to Contract
3.10	The Committee is asked to approve the following modification of the contract as per Standing Order 37a: <ul style="list-style-type: none"> • Up to an additional 4 months, for Contract T2335 Procurement of a Local Area Energy Plan for Belfast and Queens Island (Fully funded), awarded to Energy Systems Catapult. Requesting a 4 month extension of contract period up to 31 March 2024 to due to implementation delay. No additional expenditure.
3.11	Further details on this contract modification is set out in Appendix 1 (Table 3).
	STA and Contracts <£30k Reporting
3.12	The Committee, at its meeting on 20th October, agreed that 'the quarterly finance report should, in future, include information on expenditure on Single Tender Actions and on the number and value of contracts under £30,000'.

3.13	Information on expenditure broken down by individual STA contract records is not readily available from the Council's current financial system.																																				
3.14	However, CPS centrally records the number and maximum total value of STA contract records that are approved by the SP and R Committee. Quarter 2 2023/24 is provided below as a sample: <table><tr><td colspan="4">FY 23/24 Qtr 2</td></tr><tr><td>Type of Contract</td><td>No.</td><td>Maximum total contract value</td><td>Average Contract Value</td></tr><tr><td>Retrospective Single Tender Actions</td><td>7</td><td>£355,476.11</td><td>£50,782.30</td></tr><tr><td>Over £30,000</td><td>5</td><td>£339,476.11</td><td>£67,895.22</td></tr><tr><td>Under £30,000</td><td>2</td><td>£16,000.00</td><td>£8,000.00</td></tr><tr><td>Single Tender Actions</td><td>26</td><td>£939,027.99</td><td>£36,116.46</td></tr><tr><td>Over £30,000</td><td>8</td><td>£653,100.00</td><td>£81,637.50</td></tr><tr><td>Under £30,000</td><td>18</td><td>£285,927.99</td><td>£15,884.89</td></tr><tr><td>Grand Total</td><td>33</td><td>£1,294,504.10</td><td>£39,227.40</td></tr></table>	FY 23/24 Qtr 2				Type of Contract	No.	Maximum total contract value	Average Contract Value	Retrospective Single Tender Actions	7	£355,476.11	£50,782.30	Over £30,000	5	£339,476.11	£67,895.22	Under £30,000	2	£16,000.00	£8,000.00	Single Tender Actions	26	£939,027.99	£36,116.46	Over £30,000	8	£653,100.00	£81,637.50	Under £30,000	18	£285,927.99	£15,884.89	Grand Total	33	£1,294,504.10	£39,227.40
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Grand Total	33	£1,294,504.10	£39,227.40																																		
3.15	Similarly, records for contracts (including title; supplier name; value; duration etc) valued below £30,000 are not centrally held. These records are maintained on Departmental registers.																																				
3.16	CPS recently sought an annual return on this information for contracts awarded during 2022/23. The returns provided have been incorporated into the first Annual Procurement Report, which is planned for issue to the SP and R Committee in Q4.																																				
	Financial and Resource Implications																																				
3.17	The financial resources for these contracts are within approved corporate or departmental budgets																																				
	Equality or Good Relations Implications / Rural Needs Assessment																																				
3.18	None																																				
4.0	Documents Attached																																				
	Appendix 1 Table 1 - Competitive Tenders Table 2 - Single Tender Actions Table 3 - Modification to Contract																																				

Table 1: Competitive Tenders

Title of Tender	Proposed Contract Duration	Est. Max Contract Value	SRO	Short description of goods / services
Maintenance, repair and inspection of grounds maintenance plant and equipment	Up to 5 years	£750,000	D Sales	Maintenance, repair and inspection of grounds maintenance plant and equipment to fulfil the requirements of the OSS service
Telephone service provision - calls / lines / broadband	Up to 12 months	£152,131	P Gribben	The corporate telephony solution required so that all devices and users have ongoing service provision
Planned preventative maintenance for backup generators to 7 Council Properties	Up to 3 years	£120,000	S Grimes	Recurring contract for backup generators to 7 properties to cover callouts, repairs and planned maintenance
MTC for fire and intruder alarms maintenance	Up to 3 years	£210,000	S Grimes	Recurring contract which covers callouts, repairs, planned maintenance and small works to fire & intruder alarms systems to all council properties
Online civic engagement platform	Up to 4 years	£78,000	P Gribben	Current contract for civic engagement platform expires in Aug 24
Collection and recycling of scrap metal and abandoned vehicles	Up to 4 years	£900,000 (Income)	C Matthews	Recurring contract to ensure the Council recycles scrap metal and maximises associated income.
Supply and delivery of office furniture including office design and fit-out service	Up to 5 years	£250,000*	N Largey	Various departments and buildings in the ongoing office furniture needs covering simple repair/ replacement requirements through to new office fit out and redesign services. * Estimated £50k per annum spend. Spend is cross-departmental and not solely L&CS.
The provision of external mail collection service for outbound mail from the centralised mailroom	Up to 3 years	£400,000	P Gribben	To provide the continued operation and support of the mailroom and outbound post

Table 2: Single Tender Actions

Title	Duration	Est. Max Contract Value	SRO	Description	Supplier	STA Reason Code
Support and maintenance of eSourcing tendering solution	Up to 2 years	£73,000	P Gribben	Licenses for the continued use of eSourcing until new finance system is in place	Bravosolutions UK Ltd	3
Provision of a city centre weekend music programme as part of the overall St Patrick's day celebrations	Up to 3 years	£210,000	J Greer	A formal tender process was carried out which resulted in a NIL return. A direct award is being made to a local social enterprise with experience in delivering musical festivals.	Belfast Tradfest	1
Booking system for Belfast Castle and Malone House	Up to 3 years	£36,000	P Gribben	Continued use of the booking system at BC and MH until a replacement system can be procured. Based on current programme of work within Digital Services, capital investment required and associated planning required it is unlikely this would be actioned until 2 to 3 years. Kinetic Solutions are the only supplier of the current booking system and associated licences/software.	Kinetics Solutions	3

Table 3: Modification to Contract

Title of Contract	Duration	Modification	SRO	Description	Supplier
T2335 Procurement of a Local Area Energy Plan for Belfast and Queens Island (Fully funded)	Up to 11 months	Additional 4 months	J Tully	Requesting a 4 month extension of contract period up to 31 March 2024 to due to implementation delay. No additional expenditure	Energy Systems Catapult

* See STA/ Direct Award Reasons in table below.

STA/ Direct Award Reasons

Reason Code	Reasons in line with Public Contract Regulations
1	No response following advertised procurement exercise
2	Creation or acquisition of a unique work of art or artistic performance
3	Competition is absent for technical reasons (no reasonable substitute exists)
4	The protection of exclusive rights, including intellectual property rights
5	Extreme urgency brought about by events unforeseeable by BCC, the time limits for a procurement cannot be complied with.
6	Products manufactured purely for the purpose of research, experimentation, study or development
7	Additional deliveries which are intended either as a partial or extended replacement of supplies or installations where a change of supplier would result in supplies of different technical characteristics causing incompatibility or disproportionate technical difficulties in operation and maintenance
8	Supplies quoted and purchased on a commodity market
9	Supplies or services on particularly time-limited advantageous terms e.g. supplier winding up its business activities
10	New works and services consisting of the repetition of similar works or services, provided that the possibility of a direct award is disclosed during the original tender process
11	Other – Reason not in line with Public Contract Regulations (PCR 2015)

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Subject:	Accounting Treatment of Belfast Investment Fund
Date:	24th November, 2023
Reporting Officer:	Trevor Wallace, Director of Finance
Contact Officer:	Trevor Wallace, Director of Finance

Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>								
<p>Please indicate the description, as listed in Schedule 6, of the exempt information by virtue of which the council has deemed this report restricted.</p> <p>Insert number <input type="checkbox"/></p> <ol style="list-style-type: none"> 1. Information relating to any individual 2. Information likely to reveal the identity of an individual 3. 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 matter 5. Information in relation to which a claim to legal professional privilege could be maintained 6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction 7. Information on any action in relation to the prevention, investigation or prosecution of crime 									
<p>If Yes, when will the report become unrestricted?</p> <table style="width: 100%;"> <tr> <td style="width: 70%;">After Committee Decision</td> <td style="width: 30%;"><input type="checkbox"/></td> </tr> <tr> <td>After Council Decision</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Sometime in the future</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Never</td> <td><input type="checkbox"/></td> </tr> </table>		After Committee Decision	<input type="checkbox"/>	After Council Decision	<input type="checkbox"/>	Sometime in the future	<input type="checkbox"/>	Never	<input type="checkbox"/>
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
1.1	To provide the Committee with information on how the accounting treatment of the Belfast Investment Fund.

2.0	Recommendation
2.1	The Committee is asked to note the report.
3.0	Main Report
3.1	At the Council meeting on 1st October, the Chief Executive agreed that a report would be submitted to a future meeting of the Strategic Policy and Resources Committee outlining the accounting treatment in relation to the allocation of funding for the Belfast Investment Fund..
3.2	The Belfast Investment Fund was first set up to support partnership projects across the city, with a recurring amount included in the revenue estimates of £3.27m. The intention being to borrow the money to pay for the projects with the recurring budget covering the borrowing costs.
3.3	Due to slippages in delivery of projects to date, the majority of projects have been funded by the recurring budget without the need to borrow. As at period 7 (31 October 2023), the fund has an amount of £5,379,365 allocated to it.
3.4	The fund would be designated as a cash backed fund, however, this does not mean that the Council has £5.4m sitting in an account waiting to be spent on Belfast Investment Fund projects. Similarly, it does not have cash/investments to support all its useable reserves. For information, as at 31st March 2023, the Council had useable reserves of £87,787,629 but only held cash and cash equivalents of £19,140,662.
3.5	This is due to the Council using its cash to fund capital expenditure, referred to as internal borrowing, and then only using external borrowing as and when required to ensure it has adequate working capital.
3.6	By applying this approach to managing its cash balances the Council minimises its cost of carry, i.e., the difference borrowing rates and investment returns.
	Accounting Treatment
3.7	As mentioned above, the annual amount include in the estimates is £3.27m. Every month 1/12 th of this amount is debited to the cost centre and credited to the balance sheet, BIF Account. At the end of the financial year an amount is transferred from the BIF balance sheet account to finance the capital expenditure incurred on Belfast Investment Fund projects.
	Financial and Resource Implications
3.8	None

	Equality or Good Relations Implications / Rural Needs Assessment
3.9	None
4.0	Documents Attached
	None

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Belfast
City Council

Subject:	Social Value Procurement Policy/Minutes of the Meeting of the Social Policy Working Group
Date:	24th November, 2023
Reporting Officer:	Sharon McNicholl Deputy Chief Executive / Director of Corporate Services
Contact Officer:	Noleen Bohill, Head of Commercial and Procurement Services

Restricted Reports	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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	To provide the Committee with an update on the delivery of social value outcomes via Council tender competitions awarded in accordance with the Social Value Procurement Policy and present the minutes of the meeting of the Social Policy Working Group of 14th November for approval.
2.0	Recommendations
2.1	The Committee is asked to note the Social Value Procurement Policy Delivery Report, as presented to the Social Policy Working Group on 14th November and approve the minutes of that meeting.
3.0	Main Report
3.1	The Social Value Procurement Policy Delivery Report is presented to the Social Policy Working Group every two months, in line with the scheduled meetings and is then presented to the S P and R Committee for notation. The latest report covers the reporting period from 1st July to 30th September, 2023. A longer reporting period has been required due to the Working Group meeting being rescheduled to November.

3.2	<p>Financial and Resource Implications</p> <p>The financial resources for these contracts are within approved corporate or departmental budgets</p> <p>Equality or Good Relations Implications / Rural Needs Assessment</p> <p>3.3 None</p>
4.0	Documents Attached
	<p>Appendix 1 - Social Value Procurement Policy Delivery Report November 23</p> <p>Appendix 1 (a) Appendix to Social Value Procurement Policy Delivery Report</p> <p>Appendix 2 – Minutes of the Meeting of the Social Policy Working Group – 14th November</p>



Subject:	Update on Social Value Procurement Policy Delivery
Date:	14th November, 2023
Reporting Officer:	Noleen Bohill, Head of Commercial and Procurement Services
Contact Officer:	Lewis Murray, Strategic Category Officer, Commercial and Procurement Services

1.0	Purpose of Report/Summary of Main Issues
	<p>To update the Social Policy Working Group on the delivery of social value outcomes via open tender competitions awarded in accordance with the Council's Social Value Procurement Policy 'SVPP'</p> <p>The report also provides an update on tenders awarded by Physical Programmes where, due to project funding rules, social value has been considered and included in accordance with the CPD Buy Social Model.</p>
2.0	Background
	<p>The SVPP was approved by Committee in April 22, with a 'Go Live' date of 1st June, 2022.</p> <p>A copy of the SVPP can be found here - Social Value Procurement Policy (belfastcity.gov.uk)</p> <p>SVPP applied to any new applicable open tender exercises with approval dated from 1st June 22.</p> <p>To help officers and suppliers understanding of the SVPP and how to apply this to applicable tender competitions, the Commercial and Procurement Services team has developed:</p> <ul style="list-style-type: none"> • online guidance on interlink which takes Officers through key considerations in line with the SVPP. This guidance was developed and communicated to Officers ahead of the 'Go Live' date in June 22; • a new Supplier Guidance document which was launched in September 23 which includes step by step guidance for suppliers in how to offer social value as part of their tender and how their social value offers are evaluated (new innovative approach). This was developed taking on board key learnings since the SVPP was launched in June 22; and • Social value evaluation training based on the new approach developed from September 2023. This is being rolled out during October 23 to January 24.

A link has been provided below to the interlink guidance (within the link you can access the guidance which should open as a Microsoft Sway document)

[Social value procurement guidance now available \(sharepoint.com\)](#)

It is planned for the Supplier Guidance will be available on the Councils' website but want to ensure it is fully tested with the suppliers and gather feedback before doing so. Currently available as a PDF document with tenders.

As outlined in the guidance to Officers application of the SVPP is considered in 2 key parts:

Part 1 – For all tender competitions valued over £30k, consideration by officers about whether to:

1. Reserve the tender competition to a social enterprise/ VCSE sector taking into consideration levels of market competition in this sector.
2. Include organisational behaviours (i.e., ethical procurement, environmental and HR policies and procedures) taking into consideration relevance of these policies and procedures to the goods, services or works being purchased and relevance to the market. When selected for inclusion in the tender these social value organisational behaviours are mandatory pass/fail questions for suppliers to demonstrate rather than scored questions.

Part 2 – the inclusion of a social value weighting (10% or 15%) and scoring for tenders valued:

- over £250k for tenders pre-April 23
- over £30k for tenders post-April 23

The social value offer made by suppliers using the list of social value initiatives and points is then evaluated and scored with a minimum scoring threshold required to be met.

Note from April 23 for all tender competitions valued over £30k, the following be included (in addition to the above in Part 1):

1. Payment of the Real Living Wage by suppliers to their employees
2. The prohibited use of zero hours contracts by suppliers

The above post April 23 changes will be implemented on a phased approach from April 23 and applied to any new applicable open tender exercises with approval dated from 1st April 23.

CPD Buy Social Model

The CPD Buy Social Model is applied where external central government funding of 50% or greater is provided for a capital/ works project managed by Physical Programmes.

Further information on the CPD Buy Social Model can be found here:

[PPN 01/21 - Scoring Social Value | Department of Finance \(finance-ni.gov.uk\)](#)

[Social Value - \(buysocialni.org\)](#)

	<p>The CPD Buy Social Model is broadly similar to the Council's SVPP in terms of achieving the social value outcomes. See comparison table set out in the Annexe below (at end of report) which provides an overview of the similarities/ differences in key areas.</p>
2.0	Reporting Period
	<p>It is intended that this report will be provided every two months, in line with scheduled SPWG meetings.</p> <p>This report covers the reporting Period from 1st July to 30th September, 2023 (3 months due to the rescheduling of last SPWG meeting).</p>
3.0	Main Report
	<p>The attached appendix set out details of tenders valued over £30k which have been awarded during the Reporting Period and associated SVPP data/information</p> <p>The appendix includes:</p> <p><u>Table 1 - Tenders awarded during Reporting Period</u></p> <p>This sets out details of tenders awarded during Reporting Period and whether SVPP was applied or not.</p> <p>For ease of reporting this shows tenders awarded by Commercial and Procurement Services 'CPS' team and the Physical Programmes department.</p> <p><u>Table 2 – Summary of Key Data and Findings associated with application of SVPP</u></p> <p>This shows a summary of key findings from the tenders set out in Table 1; in particular a summary of the Part 1 SVPP considerations i.e. reserved contracts and social value organisational behaviours.</p> <p><u>Table 3 - Summary of Supplier's Social Value Offers (Scored submissions)</u></p> <p>This shows a summary of the tenders that included a social value weighting (10/ 15%) and the social value offers put forward by suppliers for evaluation as explained under Part 2.</p> <p>A summary of each applicable tender has been set out in a table.</p> <p><u>Lessons Learned and Continuous Improvement</u></p> <p>A Social Value Review Team has been established to review how the SVPP is being implemented and any lessons learned that need to be applied following conclusion of tender competitions. Areas the team are currently reviewing include, but not limited to:</p> <ol style="list-style-type: none"> 1. trends in the use of Reserved Contracts and any further guidance required for Officers on when these should be used; 2. trends in the selection of Social Value Organisational Behaviours by Officers when using the Social Value Toolkit and any further guidance required for Officers on when these should be applied;

	<p>3. The quality of social value offers by suppliers (the scored submissions) and if further guidance is required in terms of how these are evaluated by Officers. In addition any further guidance required for suppliers to improve their understanding BCC expectations in line with Belfast Agenda aims and associated strategies.</p> <p>The Social Value Review Team will meet every two months, in line with scheduled meetings and the production of this report.</p> <p>The content/ format of this report will be reviewed with further information included as more social value data becomes available i.e. social value delivery by suppliers using SIB reporting database.</p>
4.0	Summary
	<p>The Working Group is asked to consider the content of this report and provide feedback (positive or negative) on the data/ information contained in this report and how the SVPP is being applied.</p> <p>This feedback can then be considered by the Social Value Review Team and associated guidance updated for Officers and suppliers when applying the SVPP.</p>
	Documents Attached
	<p>Appendix</p> <ul style="list-style-type: none"> • Table 1 - Tenders awarded during Reporting Period • Table 2 – Summary of key data and findings associated with application of SVPP • Table 3 - Summary of Supplier's Social Value Offers (Scored submissions)

Annexe

Comparison between BCC's SVPP and CPD Buy Social Model

Key Criteria	BCC SVPP Approach	CPD Buy Social Model Approach
Consideration of Reserved Contracts	Mandatory consideration with rationale document for inclusion/exclusion noted in Social Value Toolkit	Mandatory consideration but no further guidance provided about when to reserve.
Social Value Organisational Behaviours	See comparison table below	See comparison table below
Social value weighting	<p>Applied to all applicable tenders valued over £250k (goods, services and work) from June 22 and £30k from April 23.</p> <p>Social value weighting determined by cost criteria for tender i.e.</p> <p>If cost criteria is >50% then social value weighting is 10%</p> <p>If cost criteria is ≤50% then social value weighting is 15%</p>	<p>Applied to above threshold tenders (applicable Public Contracts Regulations) for services and works. Supplies not included.</p> <p>For local government this means application to tenders valued above:</p> <p>£170k (approx.) for services contracts</p> <p>£4.3m (approx.) for works contracts</p> <p>Social value weighting 10%, rising to 20% from June 23 (subject to review/ approval)</p>
Minimum Social Value scoring threshold	<p>If 10% social value weighting then minimum 7% out 10% required</p> <p>If 15% social value weighting then minimum 11% out 15% required</p> <p>Suppliers who fail to meet this threshold are excluded from award of tender.</p>	Not included
Real Living Wage	Mandatory from April 23	Mandatory requirement
Prohibited use of zero hours contracts	Mandatory from April 23	Not included

Social Value Organisational Behaviours Comparison

BCC SVPP Approach	CPD Buy Social Model Approach
<p>BCC currently include the following requirements as mandatory for all suppliers:</p> <ol style="list-style-type: none"> 1. Compliance with the Fair Employment and Treatment (Northern Ireland) Order 1998 2. Compliance with the Modern Slavery Act 2015 3. Prompt payment of suppliers/ supply chains <p>Using the Social Value Toolkit (as explained under Part 1) Officers then consider the inclusion of the following social value organisational behaviours in the tender:</p> <p><u>1. Ethical Procurement and Fair Treatment of the Supply Chain</u></p> <p>Suppliers are to demonstrate they have a procurement policy and/or corporate social responsibility policy which clearly sets out the supplier's commitment to ethical procurement practices and fair treatment of your supply chain including associated training/ communication to staff.</p> <p><u>2. Environmental Management Systems</u></p> <p>Suppliers are to demonstrate they have an environmental management system in place i.e. ISO14001 or equivalent.</p> <p><u>3. Single Use Plastics Policy</u></p> <p>Suppliers are to demonstrate they have a single use plastics 'SUP' policy which clearly sets out the supplier's commitment to managing and reducing the use of SUP in their business operations including associated training/ communication to staff.</p> <p><u>4. Donating/ Recycling equipment to the VCSE sector</u></p> <p>Suppliers are to demonstrate they have a policy in place which clearly sets out their commitment to supporting the VCSE sector through donating/ recycling equipment (e.g. ICT equipment)</p>	<p>From 1st September 2021, the following requirements are mandatory;</p> <ol style="list-style-type: none"> 1. compliance with relevant employment, equality and health and safety law and human rights standards; 2. adherence to relevant collective agreements; and 3. adoption of fair work practices for all workers engaged in the delivery of the contract.

<p><u>5. Equality and Diversity Policy</u></p> <p>Suppliers are to demonstrate they have an equality and diversity policy and/or relevant HR policy which clearly sets out their commitment to equality and diversity in the workplace including associated training/ communication to staff.</p> <p><u>7. Development, Health and Wellbeing of Employees</u></p> <p>Suppliers are to demonstrate their commitment to the development, health and wellbeing of their employees by providing at least 3 of the following points i) to v):</p> <p>i) evidence that employees are offered fair and equitable terms of employment including sick pay, holidays, pension and set working hours;</p> <p>ii) evidence of having a learning and development policy in place which shows commitment to the personal and career development of your employees;</p> <p>iii) evidence of having in place employee appraisal procedures in place including regular employment engagement;</p> <p>iv) evidence of offering employees flexible working to support a healthy work life balance i.e. flexible working hours or working from home option;</p> <p>v) evidence of having in place policies/ initiatives to support the mental and physical health of your employees e.g. offer employee counselling services or occupation health support service.</p>	
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Table 1: Tenders awarded during Reporting Period

Table 1a: Tenders awarded by Commercial and Procurement Services Team 'CPS'

Ref	Contract Title	Contract Type	Value	Successful Supplier	SVPP applied (Y/N)	If No - Reason why?	Reserved Contract (Y/N)	Social Value Weighting % applied
T2396	Extend the utilisation of the Port Health Interactive Live Information System (PHILIS) (STA)	Supplies	£73,745.00	East Suffolk Council	N	STA	N	N/A
T2363	Supply, delivery and off-loading of rubber crumb for 3G and 4G pitches	Supplies	£120,000.00	PPP Group	Y	N/A	N	N/A. <£250k (Pre April 23)
T2395	Supply and Erection of Street Nameplates	Supplies	£240,000.00	Traffic Signs and Equipment Ltd	Y	N/A	N	N/A. <£250k (Pre April 23)
T2184	Electrical Supplies	Supplies	£1,600,000.00	Edmundson Electrical Ltd	Y	N/A	N	10%
T2433	Provision of Strategic Oversight and Support for Complex Lives and Community Planning	Services	£200,000.00	Marsh Public Service Solutions	Y	N/A	N	15%
T2447	Annual engagement of the Institute of Revenues Rating and Valuation (IRRV), the professional body for local taxation, benefits and valuation (STA)	Services	£135,000.00	Institute of Revenues Rating and Valuation Ltd	N	STA	N	N/A
T2404(h)	Supply and Delivery of Utility Vehicle with FIDO Unit	Supplies	£138,796.00	R D Mechanical Services Ltd	Y	N/A	N	N/A. <£250k

Ref	Contract Title	Contract Type	Value	Successful Supplier	SVPP applied (Y/N)	If No - Reason why?	Reserved Contract (Y/N)	Social Value Weighting % applied
								(Pre April 23)
T2150g	Delivery of a GCSE Maths and English Support Programme (under E&S DPS T2150)	Services	£70,000.00	West Belfast Partnership Board	Y	N/A	N	15%
T2358*	Dynamic purchasing system 'DPS' framework to supply a range of food products for Belfast Zoo and catering operations	Supplies	£1,530,000.00	WD Meats, Henderson Foorservice Ltd, First4fruit, Lynas Foodservice, Martin McAleese Fruit & Veg, North Down Group, Clerkin Farmfeeds Equestrian & Farm Feeds, John Thompson & Sons Ltd	Y	N/A	N	N/A*
T2455	Procurement Advice for City Centre Regeneration	Services	£150,000.00	KMPG	N	External Framework Used	N	N/A
T2342	Advertising Service for the Placement of Planning Notices	Services	£125,000.00	Mediahius Ltd	Y	N/A	N	N/A. <£250k (Pre April 23)

Ref	Contract Title	Contract Type	Value	Successful Supplier	SVPP applied (Y/N)	If No - Reason why?	Reserved Contract (Y/N)	Social Value Weighting % applied
T2407b	NIESS' Framework A Engage and Foundation	Services	£12,000,000.00	Enterprise NI	Y	N/A	N	15%
T2345**	Belfast 2024 Creative Programme	Services	£95,000.00	Belfast International Arts Festival	Y	N/A	N	N/A**
T2345**	Belfast 2024 Creative Programme	Services	£99,352.00	Another World Belfast CIC	Y	N/A	N	N/A**
T2345**	Belfast 2024 Creative Programme	Services	£200,000.00	Bounce Culture	Y	N/A	N	N/A**
T2345**	Belfast 2024 Creative Programme	Services	£45,000.00	Robin Price	Y	N/A	N	N/A**
T2345**	Belfast 2024 Creative Programme	Services	£185,648.00	Paragon Studios Ltd [PS2]	Y	N/A	N	N/A**
T2345**	Belfast 2024 Creative Programme	Services	£38,000.00	Jasmin Marker	Y	N/A	N	N/A**
T2345**	Belfast 2024 Creative Programme	Services	£200,000.00	Henry Sykes	Y	N/A	N	N/A**
T2345**	Belfast 2024 Creative Programme	Services	£215,000.00	Boom Clap Play	Y	N/A	N	N/A**
T2345**	Belfast 2024 Creative Programme	Services	£150,000.00	Ulster Orchestra	Y	N/A	N	N/A**
T2345**	Belfast 2024 Creative Programme	Services	£180,000.00	OGU Architects Limited	Y	N/A	N	N/A**
T2345**	Belfast 2024 Creative Programme	Services	£172,000.00	Studio idir	Y	N/A	N	N/A**
T2345**	Belfast 2024 Creative Programme	Services	£70,000.00	Wild Belfast	Y	N/A	N	N/A**
T2345**	Belfast 2024 Creative Programme	Services	£200,000.00	Outburst Arts	Y	N/A	N	N/A**

Ref	Contract Title	Contract Type	Value	Successful Supplier	SVPP applied (Y/N)	If No - Reason why?	Reserved Contract (Y/N)	Social Value Weighting % applied
T2345**	Belfast 2024 Creative Programme	Services	£250,000.00	Lyric Theatre Belfast	Y	N/A	N	N/A**
T2345**	Belfast 2024 Creative Programme	Services	£175,000.00	An Droichead	Y	N/A	N	N/A**
T2345**	Belfast 2024 Creative Programme	Services	£200,000.00	Eileen McClory	Y	N/A	N	N/A**
T2345**	Belfast 2024 Creative Programme	Services	£225,000.00	Belfast Film Festival	Y	N/A	N	N/A**
T2438	NIESS Enquiry Handling Service	Services	£500,000.00	Like Us NE Ltd	Y	N/A	N	15%
T2407a(1)	NIESS' Framework A Growth and Scaling - Lot 1	Services	£2,100,000.00	Deirdre Fitzpatrick and Associates	Y	N/A	N	15%
T2407a(2)	NIESS' Framework A Growth and Scaling - Lot 2	Services	£1,100,000.00	Mallusk Enterprise Park Ltd	Y	N/A	N	15%
T2407a(3)	NIESS' Framework A Growth and Scaling - Lot 3	Services	£2,800,000.00	Full Circle	Y	N/A	N	15%
T2407a(4)	NIESS' Framework A Growth and Scaling - Lot 4	Services	£3,800,000.00	Full Circle	Y	N/A	N	15%
T2407a(5)	NIESS' Framework A Growth and Scaling - Lot 5	Services	£4,300,000.00	Full Circle	Y	N/A	N	15%
T2441(3)	Provision of St Patrick's Day Festival Events - Lot 3	Services	£150,000.00	Féile an Phobail	Y	N/A	N	15%
T2215***	T2215(1a) Research, Analysis & Scoping and Evaluations	Services	£70,000	Smith and Kent Consulting	Y	N/A	N	See note below***

* Dynamic Purchasing Systems 'DPS'

For the T2358 DPS framework multiple suppliers were appointed. Under the DPS all contracts 'Call Offs' require a mini competition so the SVPP will be applied to each 'Call Off' awarded under the DPS i.e. consideration of social value organisational behaviours and use of social value weighting and scoring. 'Call Offs' awarded will be reported via this report as and when awarded.

** The T2345 was awarded using a Design Contest. Due to the unique nature of this procurement (i.e. the value of any contracts awarded is unknown until the 'Design' has been assessed and evaluated) it was determined that including social value scoring and evaluation was not possible. Other elements of the SVPP were considered as part of the toolkit considerations i.e. Reserved Contracts and SV Organisational Behaviours.

*** This is a direct award contract under the T2215 framework therefore no evaluation of the supplier's social value offer.

Table 1b: Tenders awarded by Physical Programmes

Ref	Contract Title	Contract Type	Value	Successful Supplier	SVPP applied (Y/N)	If No - Reason why?	Reserved Contract (Y/N)	Social Value Weighting % applied
ITT 36755	Belfast Stories – Project Management & Design Assurance Team	Services	£2,100,263.25	Gleeds Management Services Ltd	N	Externally Funded – CPD/SIB	N	N/A
ITT 37275	Integrated Consultant Team for Cathedral Gardens (& Blitz Memorial) Project	Services	£421,444.13	Doran Consulting	Y	N/A	N	15%

Table 2: Summary of key findings/ data

Key area/ criteria	Summary/ Key Findings
Total number of tenders awarded during Reporting Period	39 tenders awarded
Total number of tenders awarded where SVPP was applied	35 out of 39 tenders
Number of tenders awarded where a % weighting and scoring was applied.	12 out of 39 tenders
Summary of reasons why SVPP was not applied	2 out of 4 – STAs/ Direct Awards 1 out of 4 – an external framework was used to award contract therefore restricted to framework evaluation criteria 1 out of 4 – externally funded project therefore CPD Buy Social policy applies but are below threshold (CPD/SIB set threshold) to include social value
Total number of tenders awarded where CPD Buy Social (above threshold) was applied	None

Number of Reserved Contracts	<p>None.</p> <p>Social Value Review Team to consider if any further guidance is required about when/ what tenders should be reserved to social enterprises.</p>
Social value organisational behaviours selected for inclusion in tenders.	<p>Ethical Procurement Policies - included in 10 out of 35 tenders</p> <p>Environmental Managements Systems - included in 3 out of 35 tenders</p> <p>Single Use Plastics Policy - included in 1 out of 35 tenders</p> <p>Donating/recycling equipment to VCSE policy - included in 1 out of 35 tenders</p> <p>Equality and Diversity policy - included in 12 out of 35 tenders</p> <p>Employee development, health, and wellbeing policy - included in 12 out of 35 tenders</p> <p>The Social Value Review Team will review guidance to ensure it is clear when to include these organisational behaviours in tenders; particular areas where there are low levels of inclusion i.e. single use plastic and donating/ recycling equipment to VCSE sector policies.</p>

Table 3: Summary of Supplier's Social Value Offers (Scored submissions)

222	Social Value Initiatives																
Tender Awarded - Supplier	Number of employment weeks* (FTE) created for Apprenticeships	Number of employment weeks* (FTE) created for Priority Groups	Number of employment weeks* (FTE) created for Students	Employability or skills initiatives to support Priority Groups	Initiatives to enhance employability of young people	Use of a social enterprise or co-operative in the supply chain (in relation to contract)	Initiatives to support VCSE organisation	Initiatives to improve good relations between people from different religious, political, racial & ethnic backgrounds	Initiatives to reduce or prevent crime (including hate crime) and/or ASB	Initiatives to reduce or prevent health related inequalities	Initiatives to increase participation in sports related activities	Initiatives to increase participation in arts related activities	Reduce carbon emissions associated with energy supply	Reduce carbon emissions associated with transportation	Improve waste management, including recycling, upcycling and supporting the circular	Improve resource efficiency	Enhance environmental natural resources and biodiversity
T2184 - Electrical Supplies – Edmundson Electrical				✓	✓		✓	✓	✓	✓	✓		✓	✓	✓		✓

	Social Value Initiatives																
Tender Awarded - Supplier	Number of employment weeks* (FTE) created for Apprenticeships	Number of employment weeks* (FTE) created for Priority Groups	Number of employment weeks* (FTE) created for Students	Employability or skills initiatives to support Priority Groups	Initiatives to enhance employability of young people	Use of a social enterprise or co-operative in the supply chain (in relation to contract)	Initiatives to support VCSE organisation	Initiatives to improve good relations between people from different religious, political, racial & ethnic backgrounds	Initiatives to reduce or prevent crime (including hate crime) and/or ASB	Initiatives to reduce or prevent health related inequalities	Initiatives to increase participation in sports related activities	Initiatives to increase participation in arts related activities	Reduce carbon emissions associated with energy supply	Reduce carbon emissions associated with transportation	Improve waste management, including recycling, upcycling and supporting the circular	Improve resource efficiency	Enhance environmental natural resources and biodiversity
T2407a(2) - NIESS' Framework A Growth and Scaling - Lot 2 - Ballusk Enterprise Park Ltd				✓	✓	✓	✓										
T2407a(3) - NIESS' Framework A Growth and Scaling - Lot 3 - Full Circle			✓		✓	✓	✓						✓				
T2407a(4) - NIESS' Framework A Growth and Scaling - Lot 4 - Full Circle			✓		✓	✓	✓						✓				
T2407a(5) - NIESS' Framework A Growth and Scaling - Lot 5 - Full Circle			✓		✓	✓	✓						✓				
T2441(3) - Provision of St Patrick's Day Festival Events - Lot 3 - Féile an Phobail						✓											
T2215(1a) - Research, Analysis & Scoping and Evaluations - Smith and Kent Consulting					✓												

	Social Value Initiatives																
Tender Awarded - Supplier	Number of employment weeks* (FTE) created for Apprenticeships	Number of employment weeks* (FTE) created for Priority Groups	Number of employment weeks* (FTE) created for Students	Employability or skills initiatives to support Priority Groups	Initiatives to enhance employability of young people	Use of a social enterprise or co-operative in the supply chain (in relation to contract)	Initiatives to support VCSE organisation	Initiatives to improve good relations between people from different religious, political, racial & ethnic backgrounds	Initiatives to reduce or prevent crime (including hate crime) and/or ASB	Initiatives to reduce or prevent health related inequalities	Initiatives to increase participation in sports related activities	Initiatives to increase participation in arts related activities	Reduce carbon emissions associated with energy supply	Reduce carbon emissions associated with transportation	Improve waste management, including recycling, upcycling and supporting the circular	Improve resource efficiency	Enhance environmental natural resources and biodiversity
ITT 37275 - Integrated Consultant Team for Cathedral Gardens (& Blitz Memorial) Project Doran Consulting	✓																

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Social Policy Working Group

Tuesday, 14th November, 2023

MEETING OF THE SOCIAL POLICY WORKING GROUP

**HELD IN THE CONOR ROOM AND
REMOTELY VIA MICROSOFT TEAMS**

- Members present:** Councillor Doherty (Chairperson); and
Councillors S. Douglas and R. McLaughlin.
- In attendance:** Ms. S. McNicholl, Deputy Chief Executive/Director of
Corporate Services;
Mr. J. Tully, Director of City and Organisational Strategy;
Ms. C. Sheridan, Director of Human Resources;
Ms. N. Bohill, Head of Commercial and Procurement
Services;
Ms. C. Christy, HR Manager (Development);
Ms. L. Toland, Senior Manager – Economy;
Ms. S. O'Regan, Employability and Skills Manager;
Ms. C. Hutchinson, Strategic Planning and Policy Officer;
Mr. L. Murray, Strategic Category Officer;
Ms. C. Patterson, Policy and Programme Manager,
Inclusive Growth;
Ms. K. McDonald, Data Analyst, Strategy, Policy and
Partnerships Team;
Ms. M. Robinson, Belfast Business Promise Programme
Co-Ordinator;
Mr. J. Uprichard, Business, Research and Development
Manager;
Mr. J. Yohanis, Employability and Skills Officer; and
Mr. H. Downey, Democratic Services Officer.

Apologies

An apology was reported on behalf of Councillor Smyth.

Minutes

The minutes of the meeting of 5th September were approved by the Working Group.

Declarations of Interest

No declarations of interest were reported.

Update on Actions

The Working Group noted the contents of a report providing information on those actions which were now complete and those which were still ongoing.

Update on Belfast Business Promise

The Belfast Business Promise Programme Co-ordinator reminded the Working Group that the Belfast Business Promise, which was a key commitment within the Belfast Agenda, the Belfast Agenda Refresh and the Inclusive Growth Strategy, focused on creating an inclusive City by working in collaboration with partners. The overall model had been co-designed with the help of an external business working group, with input from over 25 organisations and 130 individuals and a six-month pilot initiative had commenced on 24th April, with a target figure of 20 participants.

In relation to the progress which had been made to date, she confirmed that:

- a dedicated support team was now in place;
- 30 supporter organisations were working towards accreditation;
- 14 expressions of interest had been received;
- the Corporate Relationship Management system was now operational;
- the accreditation criteria/process had been agreed and mapped with external partners;
- the first cycle of Technical Panels had been completed and tested and would be held on a quarterly basis moving forward;
- Promise Learning Days, focusing on Pledges 1, 2, 3, 4, 7 and 8, had been held in the City Hall, Queen's University and St. Comgall's;
- a light touch communications exercise had been undertaken to highlight the Promise Learning Days and supporter organisations; and
- an equality and rural needs screening had been completed, with opportunities to promote diversity and inclusion.

She went on to point out that, whilst the number of partner organisations had not changed since the last meeting of the Working Group, she was engaging with other anchor institutions/organisations across the City to ensure that specialist support was available to participants, when required.

She reviewed the main incentives for signing-up to the Belfast Business Promise and provided details of the feedback which had been received from supporters. In terms of highlights/successes, she confirmed that:

- the Pledges had touched on all of the key issues required to create an inclusive City;
- one organisation had signed up as a Real Living Wage employer;
- almost 50% of organisations had been supported to measure their carbon footprint for the first time;
- there had been a consistently high attendance at Promise Learning Days;
- Belfast Business Promise supporters were recommending other organisations to sign up to the Programme;
- there was an increasing awareness of relevant initiatives/programmes and there were opportunities to showcase the Programme and promote good employment practices.

The Belfast Business Promise Programme Co-ordinator went on to outline the following recommendations for improvement:

Belfast Business Promise Model and Pledges

- review and refine the wording of the Pledge criteria with partners and supporters to ensure clarity, direction and alignment with other relevant policies and accreditations;
- include a requirement to encourage employers to promote inclusivity/accessibility;
- reduce the number of Pledges required to achieve member status from six to five;
- develop a detailed welcome pack, including a detailed breakdown of requirements, expectations, time commitments and benefits; and
- produce guidance notes for supporters to clarify and explain the Pledge criteria expectations.

Accreditation Process/Technical Panel

- adopt a risk-based approach to accreditation assessments, to balance a robust assessment and team capacity;
- implement a partner screening/due diligence process and assessment plan/timetable for organisations; and
- establish a process to review and revise pledge criteria and new accreditations or standards emerged.

Belfast Business Promise Offer

- develop a communications plan to increase the profile and prestige of the Belfast Business Promise and its supporters, members and ambassadors, attract new participants and foster a sense of community;
- develop the website to enhance access to resources, promote good practice and build connections;
- consider a tailored accreditation process and support package for small and start up organisations; and
- identify opportunities to integrate the Belfast Business Promise with existing programmes/policies such as Employability and Skills, the Enterprise Support Service, social value procurement etc.

Ongoing Development

- targeted engagement to promote the Belfast Business Promise to organisations in more challenging sectors; and
- progress the evaluation framework and carry out an iterative, annual impact assessment to continuously improve.

In terms of next steps, covering the period from November, 2023 to March, 2024, the Belfast Business Promise Programme Co-ordinator reported that:

- a Promise Learning Day would be held on 5th December, with a focus on International Day for People with Disabilities;
- changes/recommendations would be considered and implemented;
- a Technical Panel meeting would be held on 11th January;
- officers would, in January, attend a planned future of work conference in Belfast;
- strategic engagement with anchor organisations and key city employers would be revisited;
- a soft launch would, on 1st February, take place in the City Hall to award accreditations (Member status), with the Lord Mayor to attend;
- engagement would take place with further organisations to sign up to the Belfast Business Promise (target of 50 organisations for year 1); and

- planning would continue for 2024/25 by scoping resource options to develop a work plan, based on optimum levels of onboarding and support.

She concluded by pointing out that management discussions were ongoing around securing Technical Panel/partner organisations expertise for Pledge 8 (Protect our Environment), developing a JAM Card bursary support for Belfast Business Promise supporters, delivering a proactive communication and marketing message, developing a website and securing staff and resources beyond 31st March, 2024.

After discussion, the Working Group noted the information which had been provided and agreed that any proposed changes to the wording used within the Pledge criteria be circulated to the Members for review before adoption.

Update on Social Value Procurement Policy Delivery

The Strategic Category Officer reminded the Working Group that the Strategic Policy and Resources Committee, at its meeting on 28th March, 2022, had approved the revised draft Social Value Procurement Policy. The Policy had been implemented on 1st June, 2022 and applied to any new applicable open tender exercises with approval from that date.

He drew the Working Group's attention to a report, covering the period from 1st July to 30th September, 2023, on the delivery of social value outcomes via open tender competitions awarded in accordance with the Social Value Procurement Policy. The report also provided an update on those tenders which had been awarded by the Physical Programmes Unit where, due to project funding rules, social value had been considered and included, in accordance with the Construction and Procurement Delivery Buy Social Model.

He went on to explain that a Social Value Review Team had been established to assess how the Social Value Procurement Policy was being implemented, along with any lessons learned which needed to be applied following the conclusion of tender competitions. Areas which the Team was currently reviewing included, but was not limited to:

- i. trends in the use of Reserved Contracts and any further guidance required for officers on when these should be used;
- ii. trends in the selection of Social Value Organisational Behaviours by officers when using the Social Value Toolkit and any further guidance required for officers on when these should be applied; and
- iii. the quality of social value offers by suppliers (the scored submissions) and if further guidance was required, in terms of how these are evaluated by officers. In addition, any further guidance required for suppliers to improve their understanding of the Council's expectations, in line with the aims of the Belfast Agenda and associated strategies.

The Strategic Category Officer pointed out that the Social Value Review Team would meet every two months, in line with scheduled meetings of the Working Group and

that the current format for this report would be reviewed and expanded, as additional social value data become available.

He concluded by highlighting the fact that the Commercial and Procurement Services team had developed online guidance to lead officers through key considerations, in line with the Social Value Procurement Policy, as well as a new step-by-step guidance document for suppliers on how to offer social value as part of their tender and how their social value offers were evaluated. Social value evaluation training was also being rolled out until January, 2024.

After discussion, the Working Group:

- i. noted the contents of the report; and
- ii. agreed that a report be submitted to its next meeting examining the potential for including social value in future reserve contracts and single tender actions and outlining the background to the decision which had been taken to bypass the Social Value Procurement Framework in the case of the Belfast 2024 design competition and any lessons learned.

Social Value Procurement Policy/Ethical Framework

(Mr. C. Campbell, Divisional Solicitor, attended in connection with this item.)

The Working Group was reminded that, at the Council meeting on 1st November, it had been granted approval to review the Ethical Framework element of the Social Value Procurement Framework, in the context of procurement practices relating to any country found to have committed war crimes.

The Divisional Solicitor explained that Article 19 of the Local Government Miscellaneous Provisions Order (Northern Ireland) Order 1992 set out a number of non-commercial considerations which a council was unable to take into account in contracts for the supply of goods or materials, one of which related to the country or territory of origin of supplies. In essence, whilst a council could develop a policy or adopt a resolution, in relation to country or territory of origin, it would find it difficult to put these into practice. This would be further compounded by the Economic Activity of Public Bodies (Overseas Matters) Bill, which was currently passing through Parliament and would make provision to prevent public bodies from being influenced by political or moral disapproval of foreign states when taking certain economic decisions.

The Working Group noted the information which had been provided and agreed that a report be submitted to its next meeting providing clarity on whether the Council could, from a legal perspective, choose not to procure goods and services from any company involved in the importation, exportation or manufacture of ammunition, munitions, chemicals etc. and on the potential for developing an ethical framework for commercial and income generating projects.

Inclusive Growth Index and Toolkit

The Working Group noted an update from the Strategic Planning and Policy Officer on the progress which had been made on the development of an Inclusive Growth Index and Toolkit, which would provide officers with a framework to monitor the extent to

which Belfast was an inclusive City and practical guidance to encourage inclusive growth through the development, design, monitoring and evaluation and delivery of programmes, projects and services.

Update on Enterprise Support Service

The Senior Manager – Economy submitted for the Working Group’s consideration the following report:

“1.0 Purpose of Report

- 1.1 The purpose of this report is to update the Working Group on the new Enterprise Support Service – the regional initiative to support business start-up and growth that will be led by Belfast City Council, on behalf of the eleven councils.**

2.0 Recommendation

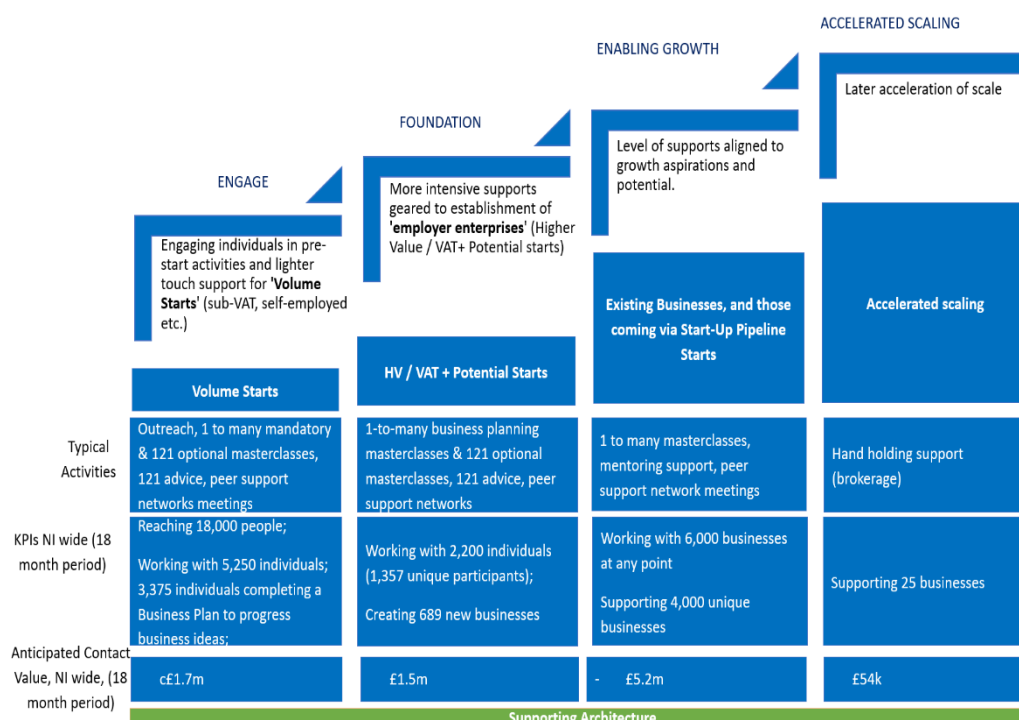
- 2.1 The Working Group is asked to note the update on the new Enterprise Support Service, including the planned go-live date for the new intervention.**

3.0 Main Report

- 3.1 The Strategic Policy and Resources Committee, at its meeting on 17th February, agreed that the Council should lead on the submission of an application to UK Shared Prosperity Fund (UKSPF) for the eleven-council Enterprise Support Service model. It agreed also that, subject to additional due diligence and risk management work being undertaken, the Council should lead on the future development and delivery of the service on behalf of the eleven councils.**
- 3.2 Since that time, a significant amount of work has taken place to finalise the detail of the programme content, start the commissioning process of the new service and set in place the delivery structures so that it can become operational in November 2023.**
- 3.3 The service represents the councils’ collective response to our statutory responsibility – set out as part of Local Government Reform in 2015 – for business start-up, social enterprise and entrepreneurship for specific target groups such as women and young people. Previously, the majority of the targets associated with the statutory responsibility were delivered through the Go for It programme. However, over time, the funding available for Go for It reduced significantly to the extent that it provided limited support for new start businesses and those target groups. Councils recognised the need for a more ambitious response so they commissioned research from the Enterprise Research Centre at Aston Business School which identified a new model and associated**

targets that could create a much more dynamic business base across the region.

- 3.4 The result was an enhanced support service that would provide a continuum of support from early-stage enterprise awareness through to starting, growing and scaling a business. The concept was that the service would help people get the right support at the right time – and would also help maximise other available funding streams by helping businesses to navigate the complex support ecosystem.
- 3.5 In order to fund the scaled-up intervention, officers identified the opportunity presented through the new Shared Prosperity Fund (SPF). This is the UK Department for Levelling Up, Housing and Communities' (DLUHC) fund that was established as a replacement for EU funding (ERDF and ESF). One strand of funding focused on 'Supporting Local Business'. The Investment Plan for UKSPF in Northern Ireland was launched in December 2022. At that time, the Plan proposed that a central component of the Supporting Local Business strand would be the 11 council Enterprise Support Service. In September 2023 Belfast City Council received a MOU from DLUHC which set out a financial commitment of £17million - £12million programme delivery and £5million for small grants – to deliver the service. UKSPF funding is available to March 2025 so the initial programme period will run from Autumn 2023 to March 2025. The programme overview is detailed below:



Commissioning of Service Delivery

- 3.6** Taking account of the marketplace, the procurement approach for delivery of the business support services (i.e. 121 mentoring support; masterclasses; peer support networks) was broken down into two main areas, namely:
- Engage and Foundation
 - Growth and Scaling.
- 3.7** For both areas, there was a significant focus on ensuring that the needs of the local business base could be considered – given the differences in business sectors; composition and development needs across the council areas.
- 3.8** In addition to the delivery elements, there are a number of support elements that have been put in place for the service, these include:
- **Marketing and communications:** this will cover a range of advertising, promotional and communication activities. This is critical in order to build and maintain awareness of the new service. The support service will also incorporate a new website/portal through which businesses will be directed to the support provided by the service – as well as a range of additional supports and relevant information. Derry City and Strabane District Council agreed that they will continue to lead on the communications activity – as they did under the Go for It programme. In doing so, they will work closely with the Belfast City Council team in order to ensure a seamless approach to all activities supported through the service;
 - **Call handling:** the Go for it programme benefitted from a freephone number through which business and entrepreneurs could be directed to the relevant delivery agent. That support will continue under the new service; and
 - **CRM:** in order to track all business engagement with the service and also support the development of relevant reports for funders and individual councils, a customer relationship management (CRM) system is being developed. Belfast City Council's Digital Services team have taken the lead on this and they will be supported by other council services such as the Information Governance Unit (IGU) and Legal Services in order to ensure compliance with all relevant obligations.

- 3.9** Following a range of procurement exercises and having received the MOU in September 2023, officers were able to proceed with the appointment of the contractors for the delivery of services to businesses, as well as the provision of support services such as marketing and communications and call handling. Following completion of the procurement process, successful contractors include:
- Engage and Foundation – Enterprise NI and Partners
 - Growth and Scaling – DCSDC and CCGBC – Deirdre Fitzpatrick and Associates
 - Growth and Scaling – BCC – Full Circle Management Solutions
 - Growth and Scaling – FODC, MUDC and ABCBC – Full Circle MS
 - Growth and Scaling – ANDBC, LCCC and NMD – Full Circle MS
 - Growth and Scaling – ANBC and MEABC – Mallusk Enterprise Park
 - Telehandling – Like Us NE
 - Communications and Marketing – Ardmore
- 3.10** The service will provide an opportunity for councils to deliver a consistent approach to enterprise, start up and growth provision across the region, but will have the flexibility to adapt to meet the specific needs of entrepreneurs and businesses within local areas. To achieve this councils have developed a series of annual service plans which include community outreach activity which will target key groups to raise awareness of entrepreneurship and increase participation and address specific barriers for accessing the service, these groups include females, individuals with a disability, ethnic minorities etc. The service also has specific targets in relation to engagement levels with females and social enterprises, we will work to ensure there is 50% participation rate with females, in addition to this there is a target of 10% engagement with social enterprises and cooperatives across all elements the service.
- 3.11** In order to achieve this, the range of providers we have commissioned have identified delivery partners who will provide tailored support to these groups, we are also working closely with organisations aligned to these underrepresented groups and other stakeholders to ensure that we fully understand the requirements of each group and provide the relevant support to help them proceed onto the service. To achieve the 10% target of social enterprise engagement we will work in conjunction with our existing providers and organisations within the sector to profile ESS.
- 3.12** As part of the mobilisation period, work has been undertaken to develop new brand for the new service. The scoping

exercise consisted of detailed surveys, focus groups and stakeholder workshops which led to the creation of a new brand/logo, 4 sub brands and brand guidelines.

- 3.13 The selected brand Proposition is outlined as follows; 'Go Succeed NI Business Support is a service to help potential entrepreneurs, new starts and existing businesses to maximise their potential and contribute to Northern Ireland's economy. It provides would-be and existing businesses with flexible, tailored and easily accessible advice and support at any stage of their growth journey.'
- 3.14 The brand Value is that Go Succeed is the go-to source of easily accessible advice and support for anyone starting or growing their business in NI.
- 3.15 To accommodate marketing messages aimed at the widest possible range of businesses, and to allow for promotion of the specific support offerings applicable to each level, a set of Go Succeed sub-brands have been created.
- 3.16 The formal launch of the brand and the new service is scheduled to take place on 13th November in the City Hall to mark the start of Global Entrepreneurship week.
- 3.17 The launch event will be hosted by Sarah Travers and will include a welcome and overview of the new service from John Walsh, Chief Executive, representing Belfast City Council as the service lead. The launch will also include a panel discussion from entrepreneurs and business owners across the region who discuss business support provision and how they have accessed council led services and others to achieve their business growth ambitions. The event will be attended by representatives from DLUHC, the other 10 councils, key stakeholders, delivery partners and key media partners.
- 3.18 As part of the funding application to DLUHC, resources were secured for a number of staff roles in order to support programme delivery and provide appropriate management and oversight for funders and all council partners. Recruitment for these roles took place in October and have now concluded, however due to some of the exercises being unsuccessful and the creation of additional posts for finance and compliance positions, a further exercise will now take place in November 2023 and staff should be in position for December 2023 (subject to notice periods).
- 3.19 In the interim, the development and mobilisation work is being led by existing resources within the Enterprise and Business Growth Team. The team has been supported by colleagues from across the council including Digital Services, Procurement, Finance, Legal Services, Information

Governance Unit, Human Resources and Continuous Improvement and Audit, Governance and Risk.

- 3.20 For Belfast – and all councils – this new service represents an important step forward in the councils positioning their intent to drive their local economies – with an increasing focus on support for indigenous businesses. This is reflected in the draft Community Plan. This new approach also ensures that the councils, as a collective, can have a strong voice in the development of the new Entrepreneurship Strategy which will be a key pillar for the delivery of the 10x ambitions. It is also important to note that there is a limited window of opportunity in which to make progress so councils will be focused on ensuring that the new service works effectively to meet business needs. However, they will also need to consider how they can position the new service to attract additional funding for delivery after March 2025 – recognising the challenges in the public sector investment environment at present.**

Financial and Resource Implications

- 3.23 The Council will act as the lead council on behalf of the 11 councils for delivery of the service. To do so, we will establish a delivery and management team which will be fully resourced through the DLUHC funding.**
- 3.22 The overall indicative SPF budget is in the region of £5million revenue in year 1 and £7million revenue in year 2, with around £5million available across the funding period for grant support.**

Equality or Good Relations Implications/Rural Needs Assessment

- 3.23 An equality impact assessment for the service has been completed. Local targets for delivery in each council area have been established and will be part of the contractual commitments with delivery partners.”**

The Working Group noted the contents of the report.

Economic Inactivity Research Brief

The Senior Manager – Economy reminded the Working Group that the Northern Ireland Shared Prosperity Fund, which provided support to organisations working to reduce economic inactivity, was due to close in March, 2025.

She explained that, in order to initiate discussion around future provision, the Council had asked the Ulster University’s Economic Policy Centre to revisit, as a useful starting point, its Anatomy of Economic Activity paper which had been published in 2016. The Council was also facilitating, under the auspices of the eleven Labour Market Partnerships, an event on 22nd January in the new Ulster University campus, focusing primarily on inclusive labour markets, with a view to identifying needs, priorities,

challenges and opportunities from April, 2025 onwards. It had also commenced a separate piece of work specific to Belfast, as economic inactivity was an issue which impacted significantly upon residents. Details of that would be presented to the City Growth and Regeneration Committee and the Social Policy Working Group in due course.

The Working Group noted the information which had been provided.

Schedule of Meetings

The Working Group noted that a schedule of meetings for 2024 would be circulated in due course.

Chairperson

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Subject:	Minutes of the Meeting of the Shared City Partnership
Date:	24th November, 2023
Reporting Officer:	David Sales, Strategic Director of City Operations
Contact Officer:	Jim Girvan, Neighbourhood Services Manager Godfrey McCartney, Good Relations 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="text"/>	
<ol style="list-style-type: none"> 1. Information relating to any individual 2. Information likely to reveal the identity of an individual 3. 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 matter 5. Information in relation to which a claim to legal professional privilege could be maintained 6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction 7. 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 After Council Decision Sometime in the future Never	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <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	To report to the Committee the key issues discussed at the meeting of the Shared City Partnership on 6 th November.

2.0	Recommendation
2.1	<p>The Committee is asked to approve the minutes and recommendations from meeting of the Shared City Partnership Meeting of 6th November, including:</p> <p><u>Schedule of Meetings 2024</u></p> <ul style="list-style-type: none"> The Partnership approved the schedule of meetings for 2024 and agreed that all meetings would commence at 1.30 p.m. <p><u>Shared City Partnership Membership (Verbal Update)</u></p> <ul style="list-style-type: none"> That members note the verbal update and agree the approach provided by the Good Relations Manager detailed in the attached minutes. <p><u>Good Relations Scope of Work</u></p> <ul style="list-style-type: none"> The Partnership recommended to the Strategic Policy and Resources Committee that it note the update provided and also that an updated Action Plan would be submitted to the December meeting of the Partnership which would aim to further build sustainable good relations within communities. <p><u>Update on Peace Plus</u></p> <ul style="list-style-type: none"> The Partnership recommended to the Strategic Policy and Resources Committee that it note the update provided.
3.0	Main Report
3.1	<p><u>Key Issues</u></p> <p>The Shared City Partnership is a Working Group of the Strategic Policy and Resources Committee which consists of Elected members and representatives from various sectors across the city. The minutes from the Partnership are brought before the Committee for approval on a monthly basis.</p>
3.2	<p>The key issues on the agenda at the meeting on 6^h November were:</p> <ul style="list-style-type: none"> the Schedule of Meetings for 2024 a verbal update on SCP Membership Good Relations Scope of Work An update on Peace Plus
3.3	

3.4	More details regarding the above issues and recommendations are included in the attached minutes.
3.5	<p><u>Financial and Resource Implications</u></p> <p>All financial implications are covered through existing budgets.</p> <p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p> <p>The recommendations of the Partnership promote the work of the Council in promoting good relations and will enhance equality and good relations impacts.</p>
4.0	Document Attached
	Minutes of the meeting of 6 th November

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SHARED CITY PARTNERSHIP

Monday 6th November, 2023

MEETING OF SHARED CITY PARTNERSHIP HELD REMOTELY VIA MICROSOFT TEAMS

Members present: Councillor Duffy (Chairperson);
Councillors Lyons and I. McLaughlin.

External Members: Mr. T. Burns, Faith Sector;
Mr. J. Donnelly, Community and Voluntary Sector;
Ms. J. Irwin, Community Relations Council;
Mr. P. Mackel, Belfast and District Trades Union;
Ms. T. Mimna, Good Relations, TEO;
Mr. M. McBride, Education Authority;
Ms. A. Roberts, Community and Voluntary Sector; and
Mr. G. Walker, North Belfast Community Representative.

In attendance: Ms. D. McKinney, PEACE Programme Manager;
Mr. G. McCartney, Good Relations Manager; and
Mrs. S. Steele, Democratic Services Officer.

Apologies

Apologies were reported on behalf of Councillor Smyth and Ms. B. Arthurs, Ms. C. McMenamin, Wasif Naeem and Ms. A.M. White.

Minutes

In considering the minutes of the meeting of 9th October, which had been ratified at the meeting of the Strategic Policy and Resources Committee held on 20th October, Mr. J. Donnelly advised that his attendance had not been recorded. He also clarified that under the heading 'Belfast Stories Presentation' he had stated that a mapping exercise of major tourism investment across the city should be undertaken and asked that this be reflected in the November minutes.

The minutes of the meeting of 9th October 2023 were taken as read and agreed as correct, subject to the foregoing variation.

Declarations of Interest

Ms. T. Mimna declared an interest in agenda item 4 'Peace Plus Belfast City Council Local Action Plan' as TEO was the accountable department for PEACE Plus Investment Area 1.1 and at this stage in the proceedings she left the meeting.

Schedule of Meetings 2024

The Partnership approved the following schedule of meetings for 2024 and agreed that all meetings would commence at 1.30 p.m.:

- Monday, 8th January
- Monday, 5th February
- Monday, 11th March
- Monday, 8th April
- Monday, 13th May
- Monday, 10th June
- Monday, 5th August
- Monday, 9th September
- Monday, 7th October
- Monday, 11th November
- Monday, 2nd December.

SCP Membership Update (Verbal)

The Good Relations Manager commenced by welcoming Mr. Tim Burns to his first meeting of the Partnership, representing the Faith Sector. He also welcomed Ms. Tracey Mimna from TEO who was standing in for Ms. Anne Tohill whilst she was on a period of extended leave.

The Partnership was advised that there remained two vacant positions on the Partnership from the Belfast Chamber of Trade and Commerce. He stated that, should these posts not be filled by December, he would submit a report to the January 2024 meeting of the Partnership with a contingency plan seeking to fill the vacant positions from other areas of the local business sector.

The Members were reminded that Mr. Aengus Hannaway had recently retired from the NIHE. The Housing Executive was still to appoint a new representative and the officer advised that he was hopeful that he would have details of the new nominee for the December meeting of the Partnership.

The Partnership recommended to the Strategic Policy and Resources Committee that it note the update provided.

Good Relations Scope of Work

The Good Relations Manager provided the Members of the Partnership with a comprehensive update on the range of projects that the Good Relations Unit was currently engaged in and the role of the Good Relations Officers.

The Members were advised that, since 2003, the Council had delivered an annual Good Relations Action Plan of programmes and projects, both internally within the Council and externally within the community. The Executive Office supported the Council's Action Plans under the T:BUC programme called the District Council's Good

Relations Programme (DGGRP). In addition to the delivery of the DCGRP, the Good Relations Unit also supported the Council in carrying out its functions under Section 75 (2) of the Northern Ireland Act; namely that all public bodies in carrying out their functions are *“required to have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group”*.

He reported that, in previous years, the Good Relations Action Plan had been approximately £1M, whilst this year it had been reduced to approximately £0.6M. The Members were reminded that the role of the Good Relations Unit was much more than the delivery of the annual Action Plan, with officers involved in a range of activity.

He detailed that the current financial climate was challenging, however, the volume of Good Relations work remained unchanged. The officers felt that it would be a useful exercise to inform Members of the breadth and scope of the work of the Unit and that of officers, in order to demonstrate the wider role and ensure that the Members of the Partnership were kept apprised of the work of Good Relations and how it supported the work of the Shared City Partnership.

He advised that the Good Relations Unit in Belfast City Council not only provided the District Council’s Good Relations Action Plan but also Advice, Support, and Advocacy in a number of ways, as follows:

Internal support to Council Units

He explained that, internally, the role was to provide advice and guidance to those seeking it to ensure that Good Relations was at the heart of all work. This was critical as one of the underpinning themes within the Belfast Agenda stating, *“BCC will work with the Shared City Partnership to deliver an integrated plan to improve good relations, develop a sustainable, transferable and scalable approach to management and promotion of shared spaces, while creating leadership and networking opportunities”*.

The officer detailed that the Good Relations Unit was supporting the following internal activities:

- the provision of Good Relations Awareness Training material, along with Human Resources, to all staff, including refresher training every 3 years;
- advice and guidance with the implementation of key Corporate Initiatives such as the new Dual Language Street Sign policy, expert advice to the recent One Young World Conference content group, Belfast Stories, Youth Advisory Group and regular advice to projects within Physical Programmes, Facilities or activities within Parks and Open Spaces;
- the main Council point of contact for staff who were seeking to engage with migrant and minority ethnic groups and advising senior management on policy and action planning in these areas;

- provision of advice and guidance for colleagues dealing with Good Relations challenges, such as flags, emblems, memorials and other cultural issues;
- support for the Lord Mayor's Unit in engagement with groups from a variety of community backgrounds, meeting with groups, drafting briefings, speeches and follow up on any actions from such engagements;
- provision of advice and guidance for Peace III, Peace IV and PeacePlus, including the drafting of projects for inclusion in these various Council plans; and
- working with senior management on a meaningful 'mainstreaming' of Good Relations.

External Support to Community and Statutory Organisations in Belfast City

The Good Relations Manager advised that externally the Unit had a significant footprint within the city, through years of building relationships with key stakeholders and representing the Council at a range of forums. The Unit also supported a range of groups, universities and those seeking to explore the Council's role in Good Relations and Peacebuilding.

He provided some examples of this work, as follows:

- managing external funding for initiatives such as the Home Office Dispersal Funding, Heritage Lottery funding for Centenaries projects in 2021, Stena Line funding for work in schools as well as the annual TEO Action Plan;
- providing support for local forums, advisory groups and advice projects at a neighbourhood level on a variety of Good Relations issues such as Interfaces, Minority Ethnic issues, shared housing schemes and cultural expression;
- providing support to communities at a neighbourhood level where there was localised Good Relations issues that required advice, support and intervention;
- proving support to local groups in seeking funding from other agencies;
- regular and ongoing relationship building with local groups and organisations seeking to build Good Relations at a local level;
- undertaking interviews with students studying peacebuilding and conflict resolution;

- providing talks and presentations to visiting international groups in partnership with universities and organisations such as Intercomm; and
- connecting local groups with other statutory, community and governmental bodies in order to maximise their projects and ideas.

Supporting Central Government

The Good Relations Manager detailed that the role of the Unit also involved a significant partnership with TEO, in the support of its wider T:BUC Headline Actions. This included a range of tasks such as:

- assessing grant applications for the Central Good Relations Fund and the Planned Intervention Programme;
- participation in regular ‘shared learning’ events with other practitioners within the Good Relations field on a regional basis;
- providing information to TEO for Assembly Questions or for queries from MLA’s;
- participating in the DoJ led Interfaces Working Group; and
- support for TEO staff delivering initiatives such as Urban Villages, Minority Ethnic Development Fund and Tackling Paramilitarism. This support included linking staff with local communities, facilitating engagement and signposting.

The Good Relations Manager advised that the aforementioned areas of work necessitated undergoing a significant degree of vouching, monitoring and evaluation, this was also undertaken within the Unit. He explained that this work was crucial, not only for the stewardship of external funding, but also to maintain the good reputation of the Council.

The Partnership recommended to the Strategic Policy and Resources Committee that it note the update provided and also that an updated Action Plan would be submitted to the December meeting of the Partnership which would aim to further build sustainable good relations within communities.

Peace Plus Belfast City Council Local Action Plan

The Partnership considered the undernoted report:

“1.0 Purpose of Report or Summary of main Issues

The purpose of this report is to provide Shared City Partnership Members with an information update on the submission timetable for PEACE PLUS 1.1. Co-designed

Local Community Peace Action Plan for Belfast, and the scheduled Public Information Sessions.

2.0 Recommendations

That Members note the contents of the report and recommend to the Strategic Policy and Resources Committee that they too, note the contents of the report.

3.0 Main report

SCP members are aware that the development of the £15.1 million Local PEACE Action Plan is being delivered in three stages:

**Stage 1 Co-design needs & opportunities
Stage 2 Co-design long list of priority projects
Stage 3 Action Plan submission**

The plan will be delivered under the following 3 Thematic Areas

- 1. Community Regeneration & Transformation (Capital Projects)**
- 2. Thriving & Peaceful Communities**
- 3. Building Respect for All Cultural Identities**

3.2 Current Status – Stage 3 Submission

There are a number of moving parts which have been timetabled out for submission in November 2023.

- Executive Summary**
- The proposed Peace and Reconciliation Action Plan**
- Strategic and Policy Context**
- The Co- Design Process**
- Project Options Considered and Preferred Option**
- Budget and Financial Projections**
- Risk Analysis (Risks, Uncertainty and Constraints)**
- Horizontal Themes - Sustainable Development and Equality**
- Management Arrangements**
- Communication & Marketing Plan**
- Monitoring & Evaluation Plan**
- Exit Strategy And VFM - Economy, effectiveness and efficiency**
- Summary Action Plan**
- JEMS Application Support**

Further Detail of the above is detailed in Appendix 1.

3.3 Information Sessions

Two public information sessions will be held to report back on all initiatives included in the overall plan for submission to SEUPB, as a member of the Shared City Partnership Officers would welcome your attendance and support at one of these sessions.

- Tuesday 7th November 11.00 am – 12.30pm, Girdwood Community Hub, 10 Girdwood Avenue, BT14 6EG
- Monday 13th November 7.00 pm – 8.30 pm, Riddel Hall, 185 Stranmillis Road, BT9 5EE

To book a place, can you please email peacepluslap@belfastcity.gov.uk and confirm which session you will attend.

3.4 Further to this Belfast City Council hope to offer practical training with regards to preparing for the tendering opportunities that will be available as part of PEACEPLUS Local Action Plan.

3.5 Financial and Resource Implications

Within existing budget to be claimed retrospectively from SEUPB.

3.6 Equality or Good Relations Implications/ Rural Needs Assessment

The Plan, once produced, will need to be screened for equality and good relations implications along with completion of a rural needs assessment.”

With the aid of PowerPoint, the Peace Programme Manager presented the Members with a detailed update on the submission timetable for PEACE PLUS 1.1. Co-designed Local Community Peace Action Plan for Belfast, advising of the specific dates of competition for the various areas of the plan.

The Members noted the particularly tight deadlines and the Chairperson, on behalf of the Partnership, thanked the officers for their dedication and commitment at this time in ensuring that the deadlines were achieved.

The Good Relations Manager advised that the following Public Information Sessions were scheduled to be held to report back on all initiatives included in the overall plan for submission to the SEUPB:

- Tuesday, 7th November 11.00 am – 12.30 pm, Girdwood Community Hub, 10 Girdwood Avenue, BT14 6EG; and

- Monday, 13th November 7.00 pm – 8.30 pm, Riddel Hall, 185 Stranmillis Road, BT9 5EE

He advised that a place could be reserved by e-mailing peacepluslap@belfastcity.gov.uk and he encouraged the Members to attend one of the sessions to show their support.

Following a query from a Member regarding the current high levels of inflation, the Peace Programme Manager concurred with the difficulties of estimating for this and advised that, where possible, realistic contingency sums were being built into the proposals. She added that it might be possible for funds to be diverted should there be a shortfall in other areas.

The Partnership recommended to the Strategic Policy and Resources Committee that it note the update provided.

Chairperson



Belfast
City Council

Subject:	Rural Needs Act (Northern Ireland) 2016 – Department of Agriculture, Environment and Rural Affairs Annual Monitoring Return
Date:	24th November, 2023
Reporting Officer:	Nora Largey, Interim City Solicitor and Director of Legal and Civic Services
Contact Officer:	Sarah Williams, Governance and Compliance Manager

Restricted Reports

Is this report restricted?

Yes

☐

No

☒

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

☐

1. Information relating to any individual
2. Information likely to reveal the identity of an individual
3. 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 matter
5. Information in relation to which a claim to legal professional privilege could be maintained
6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction
7. 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

After Council Decision

Sometime in the future

Never

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☐
☐

Call-in

Is the decision eligible for Call-in?

Yes

☒

No

☐

1.0	Purpose of Report/Summary of Main Issues
1.1	To present for the Committee's approval the Council's annual monitoring return (the "Annual Return"), which provides evidence of how the Council has met certain duties under the Rural Needs Act (NI) 2016 (the "Act").
2.0	Recommendation
2.1	The Committee is asked to approve the submission of the Council's Annual Return for 2022 – 2023 to the Department of Agriculture, Environment and Rural Affairs, subject to ratification by the Council on 1st December.
3.0	Main Report
3.1	<p><u>Background</u></p> <p>As the Committee will be aware, the rural population of Belfast is comprised of the small settlements of Edenderry, Hannahstown and Loughview.</p>
3.2	<p>Section 1(1) of the Act requires public authorities to have due regard to rural needs when developing, adopting, implementing or revising policies, strategies and plans, and when designing and delivering public services.</p> <p>As part of that duty, Council officers complete Rural Needs Impact Assessments.</p>
3.3	<p><u>Key Issues</u></p> <p>Section 3(1) of the Act requires public authorities to: (i) compile information on the exercise of their functions, (ii) include that information in annual reports and (iii) send that information to DAERA.</p>
3.4	The Annual Return is designed to inform stakeholders and other interested parties of how the Council has had due regard to rural needs in the exercise of its functions. The attached Annual Return shows how the Council has met this duty for 2022-23.
3.5	<p><u>Next Steps</u></p> <p>The Annual Return was submitted to DAERA last month for inclusion in its Rural Needs Annual Monitoring Report in order to meet DAERA's deadline for publication. DAERA will note in its Annual Monitoring Report that the Council Annual Return is subject to Council ratification.</p> <p>A copy of the Annual Return, together with a list of the Rural Needs Impact Assessments completed will be published on the Council's website as the Council does not have an annual report.</p>

3.6	<p><u>Financial and Resource Implications</u></p> <p>Officers from across the organisation are involved in completing Rural Needs Impact Assessments and the Equality and Diversity Unit have corporate responsibility for collating this information.</p>
3.7	<p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p> <p>The Annual Return provides evidence as to how the Council has met its duty under the Act to have due regard to Rural Needs.</p>
4.0	<p>Document Attached</p>
	<p>Annual Monitoring Return to Department of Agriculture, Environment and Rural Affairs</p>

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Information to be compiled by Public Authorities under Section 3(1)(a) of the Rural Needs Act (NI) 2016.

(To be completed and included in public authorities' own annual reports and submitted to DAERA for inclusion in the Rural Needs Annual Monitoring Report).

Name of Public Authority:

Reporting Period: April 20 to March 20

The following information should be compiled in respect of each policy, strategy and plan which has been developed, adopted, implemented, or revised and each public service which has been designed or delivered by the public authority during the reporting period.

<i>Description of the activity undertaken by the public authority which is subject to section 1(1) of the Rural Needs Act (NI) 2016¹.</i>	<i>The rural policy area(s) which the activity relates to².</i>	<i>Describe how the public authority has had due regard to rural needs when developing, adopting, implementing, or revising the policy, strategy or plan or when designing or delivering the public service³.</i>
Corporation Street & Exchange Street Placemaking Brief	N/A	This project has considered the impacts on a range of existing and potential stakeholders. We do not consider this policy to have relevance to the social and economic needs of persons in rural areas.
Heritage Trail Sign Policy – City Hall	Other – Good Relations	The Heritage Trail Policy – City Hall applies only to the installation of interpretive signs at City Hall in Belfast City

		Centre and is not likely to impact people in rural areas. Therefore, the council has not taken steps to identify the social and economic needs of people in rural areas.
Development of a Commercial Plan	N/A	<p>The draft Commercial Plan aims to contribute to the Council's investment plans, its efficiency programme and to 'recovering' and 'rebuilding' from the COVID-19 pandemic. This will assist to safeguard services that are delivered in all our local communities (both urban and rural). That being the case, it is anticipated there will be no adverse impact on people in rural areas.</p> <p>The draft Commercial Plan was not adopted by Council and therefore the Council is not implementing it at this time.</p>
Naming a new public park in Colin as Páirc Nua Chollann	Other – Good Relations	The name of the new park has no implications for the social and economic needs of people in rural areas.
Onboarding of Council Services and return to the office for office-based staff	Internal	Some Council staff live in and travel from rural areas. However the current proposals to recover all Council service provision and return to the workplace, office based staff, who have been working remotely during the pandemic, will revert staff to their contracted pre Covid working patterns/ working locations.
Introducing a Car User Policy	Internal	The policy is for use by internal staff of Belfast City Council and has no impact on people in rural areas.
Reopening of Knockbreda Road entrance to Cherryfield Playing Fields	Other – Good Relations	No rural needs were identified in planning the Knockbreda Road entrance gate into Cherryvale Playingfields and park having given due regard to likely users coming from a localised vicinity to the proposed reopening of the access point.
Hub of Innovation and Entrepreneurship (HUB IN) Belfast Roadmap	N/A	The roadmap will have no direct impact on people in rural areas as it is focused on digital innovation and creative industries on the Maritime Mile.
Age Friendly Belfast Plan 2022-26	Transport services or infrastructure/ businesses/ housing/ training & community	The plan does not make specific proposals for rural areas at this stage, however more detailed planning in relation to the specific actions will consider any potential differential

	safety in rural areas	impacts on rural areas as they are progressed.
Fuel Poverty Hardship Fund	Poverty/ Deprivation	We will ensure the support available through the Fuel Poverty Hardship Fund will reach those most in need in both rural and urban areas on an equitable and inclusive basis through the application of pre-set eligibility criteria and effective monitoring and verification processes built into the project management system.
Additional leave provisions for bereavement, miscarriage and fertility treatment	Internal	The policy is for use by internal staff of Belfast City Council and has no impact on people in rural areas.
Smart Belfast Urban Innovation Framework 2022-2026	Rural businesses/ tourism	The framework will have no direct impact on people in rural areas as it is focused on urban innovation. A public consultation carried out on the framework did not identify any specific issues for people in rural areas or any likely adverse rural impact.
Security Unit Shift Rota	Internal	The policy is for use by internal staff of Belfast City Council and has no impact on people in rural areas.

NOTES

1. This information should normally be contained in section 1B of the RNIA Template completed in respect of the activity.
2. This information should normally be contained in section 2D of the RNIA Template completed in respect of the activity.
3. The information contained in sections 3D, 4A & 5B of the RNIA Template should be considered when completing this section.

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Subject:	Modern Slavery Act 2015: Updated Modern Slavery Statement and Corporate Action Plan
Date:	24th November, 2023
Reporting Officer:	Nora Largey, Interim City Solicitor / Director of Legal and Civic Services and David Sales, Director Neighbourhood Services
Contact Officer:	Sarah Williams, Governance & Compliance Manager

Restricted Reports

Is this report restricted?

Yes

☐

No

☒

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

☐

1. Information relating to any individual
2. Information likely to reveal the identity of an individual
3. 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 matter
5. Information in relation to which a claim to legal professional privilege could be maintained
6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction
7. 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

After Council Decision

Sometime in the future

Never

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☐
☐
☐

Call-in

Is the decision eligible for Call-in?

Yes

☒

No

☐

1.1	The purpose of this report is to provide the Committee with the updated annual Modern Slavery Transparency in Supply Chains Statement to meet the obligations of the Modern Slavery Act, 2015 and an update on the related corporate action plan.
2.0	Recommendation
2.1	<p>The Committee is asked to:</p> <ul style="list-style-type: none"> i. note the updated annual Modern Slavery Transparency in Supply Chains Statement (the “Transparency Statement”); ii. approve the addition of the Transparency Statement to the UK Government’s online registry; and iii. note the progress made on the action plan
3.0	Main Report
3.1	<p>Background</p> <p>The Modern Slavery Act 2015 (the “Act”) aims to address slavery and trafficking by enhancing support and protection for victims, giving law enforcement the tools needed to target today’s slave drivers and ensuring perpetrators can be severely punished. It also includes a provision in Section 54 to encourage organisations to ensure their supply chains are slavery-free, known as the Transparency in Supply Chains arrangements (“TISC”).</p>
3.2	<p>Key Issues</p> <p>The Council has voluntarily published an annual Transparency Statement on its website since 2015. This sets out what the Council has done to ensure there is no modern slavery in its supply chains or any part of its business.</p> <p>This year, the annual Transparency Statement has been reviewed by Commercial and Procurement Services, the Council’s Safeguarding Officer, the Council’s Registrar for Births, Deaths, Marriages and Civil Partnerships and the Equality and Diversity Officer and has been refreshed to reflect current guidance on its content. An updated version for 2022-23 is set out in Appendix 1 which, following Council ratification, will be published on the Council’s website.</p>
3.3	<p><u>Recent changes to the Transparency Statement Requirements</u></p> <p>The TISC provisions currently apply to commercial organisations, however, in recent years both the UK Government and the Northern Ireland Department of Justice have reviewed and consulted on these provisions and their potential application to the public sector:</p> <ul style="list-style-type: none"> • In July 2018, the Home Secretary undertook an independent review of the Act and made recommendations, one of which was to strengthen Section 54 by extending the requirement to publish Modern Slavery Statements to government and the public sector.

	<ul style="list-style-type: none"> • In July 2019, the UK Government launched a consultation on measures to strengthen the TISC arrangements and published its proposals on how it planned to take this work forward. Many of the proposed changes will require legislative change which has not happened to date. The proposed changes would see a strengthening of the TISC arrangements for commercial businesses, and would, for the first time, extend them so they apply to the public sector. • In January 2022, the Northern Ireland Department of Justice (“DOJ”) published its report, summary of responses and next steps in response to its consultation on TISC. It found that overall, there is widespread support for the strengthening of TISC arrangements.
3.4	<p><u>Approach to Modern Slavery in Northern Ireland</u></p> <p>In October 2022, the DOJ launched a public consultation on a new three-year draft Modern Slavery and Human Trafficking Strategy.</p> <p>The DOJ noted in its consultation that the UK Government plan to make additional changes to the TISC provisions in the Act. The additional changes include:</p> <ol style="list-style-type: none"> 1. Reporting on specific topics; 2. Publishing the MS statement on a public registry; 3. Setting a deadline for submitting a statement annually; 4. Extending the requirement to publish a statement to public sector organisations with a turnover of over £36million; and 5. The introduction of financial penalties for those that do not publish a slavery statement. <p>The public consultation closed in January 2023. The DOJ Modern Slavery and Human Trafficking Unit has advised that a report has been drafted and is awaiting sign off.</p>
3.5	<p>It should be noted that the Legislative Consent of the Northern Ireland Assembly will be required to extend any UK Government changes to Northern Ireland.</p> <p>Alongside the consultation, the DOJ published a progress report on the commitments laid out in the 2021-22 Modern Slavery and Human Trafficking Strategy for Northern Ireland. The Progress Report states in part that the DOJ “will engage further with public sector procurement leads once the additional measures to strengthen TISC are progressed in legislation and will become mandatory for all businesses with an annual turnover of over £36million.”</p>

3.6	<p>In March 2021, the UK Government launched an online modern slavery statement registry. Since its launch, over 7,000 statements have been submitted covering over 23,350 organisations on a voluntary basis.</p> <p>Members asked to approve the addition of the Belfast City Council Transparency Statement to this registry.</p>
3.7	<p><u>Action Plan</u></p> <p>In October 2021, the Council approved an action plan to tackle modern slavery to be taken forward by various departments. This was based on guidance from NILGA. An updated version is attached at Appendix 2.</p> <p>Members should note that the suggested action of developing a Council protocol for reporting suspicions of Modern Slavery has been removed because Government guidance states that suspicions should be reported either to the police or to the Modern Slavery Helpline.</p> <p>Members should also note that an initial awareness session for relevant Belfast City Council managers on recognising Modern Slavery and Human Trafficking was held on 17 November 2022 by the Department of Justice.</p>
3.8	<p><u>Reporting</u></p> <p>The Governance and Compliance Manager co-ordinates an annual report on progress to be brought to CMT and the Strategic Policy and Resources Committee.</p>
3.9	<p><u>Financial and Resource Implications</u></p> <p>The implementation of the action plan will involve staff from City and Neighbourhood Services, Legal Services, Governance & Compliance Services, Commercial and Procurement Services, Corporate HR and Marketing and Corporate Communications.</p>
3.10	<p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p> <p>Any equality, good relations or rural needs implications will be identified using the council's usual screening process.</p>
4.0	<p>Documents Attached</p>
	<p>Appendix 1: Draft Modern Slavery Act Transparency Statement 2022 - 23</p> <p>Appendix 2: Modern Slavery Action Plan</p>

Appendix 1



Belfast City Council

Modern Slavery Act Transparency Statement for the period 01 April 2022 to 31 March 2023

Introduction

The Modern Slavery Act 2015 (the “Act”) places specific responsibilities on organisations to ensure slavery and human trafficking does not exist within their supply chains, and in any part of their own businesses. Organisations need to demonstrate accountability through transparency to protect workers, adults and children from abuse and exploitation.

Belfast City Council is committed to improving practices to prevent slavery and human trafficking. The Council expects suppliers, partners and third parties to adhere to the same values and principles to combat slavery and human trafficking.

This statement is made pursuant to section 54(1) of the Act and constitutes Belfast City Council’s slavery and human trafficking statement for the financial year ending 31st March 2023.

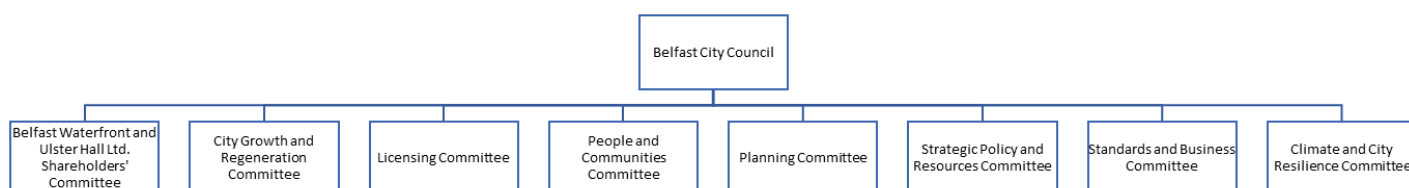
Our structure and our supply chains

The Council is the local authority for the Belfast area with responsibility for a wide range of services including local planning, economic development, tourism, street cleaning and parks, leisure and waste management.

The [Belfast Agenda](#) is the community plan that the whole city is working towards. Our vision is that by 2035 Belfast will be a city

- Where everyone benefits from a thriving and prosperous economy
- That is welcoming, safe, fair and inclusive for all
- That is vibrant, attractive, connected and environmentally sustainable
- Where everyone experiences good health and wellbeing and
- Where everyone fulfils their potential

Our political governance structure is set out below:



Belfast City Council procured goods, works and services from circa 2,400 suppliers during the last financial year with a supply chain mostly based in the UK and Ireland.

The Council has a responsibility to prevent slavery and human trafficking within its supply chain and in any part of the organisation. As the customer, the Council makes clear to our suppliers, and those wishing to do business with us, what is expected of them.

The Council's tender process require all applicable tenderers to provide confirmation that they are compliant with the Act. They are also required to confirm their subcontractors and suppliers comply with the Act.

Our policies in relation to slavery and human trafficking

Belfast City Council have the following policies or procedures in place, related to mitigating the risks of slavery and human trafficking:

Safeguarding

In February 2023, Belfast City Council launched our new Safeguarding All Ages Policy, which emphasises that safeguarding is everyone's business. Everyone has a fundamental right to be safe. Whatever the cause, and wherever it occurs, harm caused to children and adults by abuse, exploitation or neglect is not acceptable.

This policy is Belfast City Council's contribution to the fulfilment of a Northern Ireland Executive Programme for Government commitment to deliver a package of measures to safeguard children and adults who are at risk of harm and to promote a culture where safeguarding is everyone's business. It sets out the Council's responsibilities and details where support can be obtained.

The policy is in 2 parts: [Part 1 Safeguarding Policy Children and Young People \(belfastcity.gov.uk\)](https://belfastcity.gov.uk/part-1-safeguarding-policy-children-and-young-people) and [Part 2 Safeguarding Policy for Adults \(belfastcity.gov.uk\)](https://belfastcity.gov.uk/part-2-safeguarding-policy-for-adults).

Equality and Diversity

We are committed to Equality and Diversity and actively seek to eradicate discrimination and inequality when developing services and when goods and or services are provided on the Council's behalf. To this end we have developed an internal toolkit which integrates equality and diversity into everything we do from policy development to service planning and delivery. The Council's new five-year Equality Scheme which has been drawn up in accordance with Section 75 and Schedule 9 of the Northern Ireland Act 1998 was approved in January 2021.

We are an Equal Opportunities employer and welcome applications from all sections of the community. We are a Lead Partner and Member of Excellence of Employers for Disability NI with members of our recruitment team being accredited as "Disability Positive". We have a dedicated helpline for any applicants who require reasonable adjustments or whose first language is not English. We appoint strictly on the merit principle and our recruitment processes require the completion of relevant pre-employment checks which include eligibility to work in the UK and the uptake of suitable references, where required.

We operate a job evaluation scheme to ensure all employees are paid fairly and equitably.

Raising Concerns

We encourage workers to raise any concerns that they may have and there are established arrangements in place for handling these. Externally, members of the public and customers can use our [Corporate Complaints Compliments and Comments](#) procedure to report concerns.

Fraud and bribery

We are committed to protecting the public money we look after and to making sure that the opportunity for fraud, bribery or any other financial impropriety is reduced to the lowest possible risk. We have policies and procedures to manage the risk of fraud, bribery and other financial impropriety, including arrangements for prevention and detection as well as arrangements for reporting and investigation.

Code of Conduct

We expect all employees and Councillors to demonstrate the highest standards of conduct and ethical behaviour. We require all Councillors and relevant officer to submit declarations of interests to record and declare personal and pecuniary interests.

Social Value Procurement Policy

Our [Social Value Procurement Policy](#) sets out our approach to delivering on the council's [inclusive growth](#) commitments and explains our social value objectives, the impact these changes will make and how we will work with suppliers using our social value toolkit to achieve our ambitions.

Due diligence in assessing modern slavery risk in operations or supply chains

Belfast City Council's Commercial and Procurement Services team operate a Category Management structure. A Category Management structure within the team enables greater transparency in the identification of risks associated with modern slavery on a category basis.

Risk Assessment and Management

All new suppliers, for new applicable contracts, are assessed as part of the Council's tendering process to ensure that they meet the requirements of the Act.

The Commercial and Procurement Services team completed CIPS Ethical Procurement training achieving the professional standard of CIPS Corporate Ethics kite mark for the service.

An integral part of the risk management is the new Safeguarding All Ages policy, which was introduced in February 2023 and the associated updated training already in place, which includes Modern Slavery and Human trafficking as topics.

Key performance indicators to measure effectiveness of steps being taken

We will communicate this policy to our staff to make them aware of the issue and the Council's obligations.

In October 2021, Belfast City Council approved suggested actions for various council departments based on guidance from the Northern Ireland Local Government Association. These actions include: providing Modern Slavery Awareness Training for all council personnel in public facing services; designating a point of contact to report modern slavery concerns and raise awareness of modern slavery among communities; and collaborating with other councils and agencies. This action plan is being taken forwards by officers.

The Northern Ireland Department of Justice is expected, at some point, to announce guidance on the new duty to report incidences of modern slavery. This may require further training and guidance being issued to staff.

Training on modern slavery and trafficking

The Commercial and Procurement Services team commit to retaining the professional standard of CIPS Corporate Ethics during 2022/23. Further Council officers involved in procurement activity will also be selected for this training.

This statement was approved by the Corporate Management Team of Belfast City Council on 20 September 2023.

Signed on behalf of Belfast City Council by:

Nora Largey
Interim City Solicitor and Director of Legal and Civic Services
Date:

Policy Control

Organisation	Belfast City Council
Title	Modern Slavery Act Transparency Statement 2022-2023 v. 0.2
Author	Sarah Williams, Governance and Compliance Manager
Owner	Nora Largey
Review date	
Location of document	Website home page
Approved by	Strategic Policy & Resources Committee and ratified at Full Council
Approval date	

BELFAST CITY COUNCIL MODERN SLAVERY ACTION PLAN

Appendix 2

Action	NILGA Guidance and Suggested Council Actions	Suggested Lead	Estimated deadline	November 2023 Progress Update
1. Provide Modern Slavery Awareness Training for all council personnel in public facing services.	<p>NILGA Guidance:</p> <ul style="list-style-type: none"> The Department of Justice and the Department of Finance's Construction and Procurement Delivery can advise on TISC (Transparency in Supply Chains) training for public sector and council procurement leads. The guidance provides a list of voluntary and community sector organisations which can advise on modern slavery and provide training. <p>NILGA's suggested next steps for Councils:</p> <ul style="list-style-type: none"> Deliver training for public sector procurement leads in respect of transparency in supply chains. Accessing "Train the trainer" sessions for Councils shared by the Department of Justice to provide Councils with the tools to deliver their own inhouse training on Modern Slavery. <i>(The Train the Trainers session will be built into NILGA's Regional Training Programme and further information will follow on an ongoing basis as appropriate).</i> Using Training Materials for Council Staff, available from the Department of Justice and PSNI. <i>(In April 2019, the Department of Justice and the PSNI wrote to all local Council CEOs to offer training materials for staff on modern slavery concerns.)</i> 	<p>Head of Commercial and Procurement Services</p> <p>Director of HR / Governance & Compliance Manager</p> <p>External provider to deliver approved training.</p>	Completed	An initial corporate awareness session was delivered by the NI DOJ Modern Slavery and Human Trafficking branch to relevant managers (BDM&CP and Environmental Health) on 17 November 2022. Further training can be arranged if desired, subject to approval by SP&R and Council.
2. Designate a point of contact to report modern slavery concerns and raise awareness of	<p>NILGA Guidance:</p> <ul style="list-style-type: none"> Councils should designate a lead officer or team who can act as a point of contact and expertise on the issue. Council Community Planning, Good Relations or Policing and Community Partnerships (PCSP) teams are ideally placed to fulfil this role. A Lead Officer from either one of 	<p>Nora Largey and David Sales.</p> <p>To be agreed, at the relevant time, how</p>	Ongoing	CMT has discussed and agreed that Nora Largey and David Sales will act as points of contact for modern

Action	NILGA Guidance and Suggested Council Actions	Suggested Lead	Estimated deadline	November 2023 Progress Update
modern slavery among communities.	<p>these teams could be nominated as the “go to” person for other officers or council workers who have concerns that modern slavery may be happening in certain businesses or in the community.</p> <ul style="list-style-type: none"> • Community Planning Partnerships should be harnessed to share information and to raise awareness of modern slavery with communities and the drive to eradicate it. • PCSPs are a key council resource in the drive to eradicate modern slavery in Northern Ireland. Intelligence which can be disclosed by the PCSP should be shared with the lead person / team in the council appointed as the “go to” for modern slavery concerns. 	we will embed / promote through the Community Planning Structures, SCP and PCSP/DPCSP’s.		slavery and human trafficking concerns.
3. Establish clear procurement guidelines	<p>NILGA guidance: The modern slavery transparency statement required to be published by the Council under Section 54 of the MSA must include the steps the Council has taken during the financial year to ensure that slavery and human trafficking is not taking place in any of its supply chains, and in any part of its own business or; that the organisation has taken no steps in the financial year.</p> <ul style="list-style-type: none"> • Transparency in supply chains is a process of continuous improvement. As stipulated in government guidance, the government expects organisations to <i>build</i> on their statements year on year • Guidance and resources include: Transparency in Supply Chains etc. A practical guide; Council Transparency Statements Portal; TISC Report Transparency Map; LGA’s Tackling Modern Slavery Guide <p>NILGA’s suggested next steps for Councils:</p> <ul style="list-style-type: none"> • Taking account of any further government developments on proposals to extend the scope of Section 54 (TISC). 	Commercial and Procurement Services – N Bohill	Annually	Annual update to Modern Slavery Transparency Statement has been drafted and approved by CMT. It will be uploaded to the council website and the UK Government registry after SP&R and Council approval.

Action	NILGA Guidance and Suggested Council Actions	Suggested Lead	Estimated deadline	November 2023 Progress Update
4. Collaborate with other councils and agencies	<p>NIGLA guidance: Opportunities for collaboration include:</p> <ul style="list-style-type: none"> • All-Council Professional Officers Groups (e.g. the Environmental Health Professional Officers Group, the Local Government Safeguarding Network and the Planning Professional Officers Group); • Cross-council project collaboration (e.g. Arc21); and • Council collaboration with the private sector: e.g. for Economic Development teams to provide guidance to new and existing businesses in their districts on developing modern slavery transparency statements to enhance their competitiveness when bidding for new, or when renewing goods / services contracts. 	All Directors to raise with relevant officers	Immediate / ongoing	This can be started following the roll-out of training to staff

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Subject:	Equality and Diversity: Annual Report to the Equality Commission for Northern Ireland 2022-23
Date:	24th November, 2023
Reporting Officer:	Nora Largey, City Solicitor/Director of Legal and Civic Services
Contact Officer:	Sarah Williams, Governance and Compliance Manager

Restricted Reports									
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>								
<p>Please indicate the description, as listed in Schedule 6, of the exempt information by virtue of which the council has deemed this report restricted.</p> <p>Insert number <input style="width: 40px;" type="text"/></p> <ol style="list-style-type: none"> 1. Information relating to any individual 2. Information likely to reveal the identity of an individual 3. 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 matter 5. Information in relation to which a claim to legal professional privilege could be maintained 6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction 7. Information on any action in relation to the prevention, investigation or prosecution of crime 									
<p>If Yes, when will the report become unrestricted?</p> <table style="width: 100%;"> <tr> <td style="width: 70%;">After Committee Decision</td> <td style="width: 30%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>After Council Decision</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Sometime in the future</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Never</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		After Committee Decision	<input type="checkbox"/>	After Council Decision	<input type="checkbox"/>	Sometime in the future	<input type="checkbox"/>	Never	<input type="checkbox"/>
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
1.1	The purpose of this report is to submit for the Committee's approval the Council's Annual Report to the Equality Commission (ECNI) for 2022/23.
2.0	Recommendation
2.1	The Committee is asked to approve the Council's Annual Report to the ECNI for 2022/23.
3.0	Main Report
	<u>Background</u>
3.1	As required by Section 75 of the Northern Ireland Act 1998, the Council is required to report annually to the ECNI on the progress of the implementation of its Equality Scheme, this is covered in Part A. In addition, an annual update on the delivery of our Disability Action Plan is contained in Part B of the report.
	<u>Key Issues</u>
3.2	The annual report outlining progress on actions identified to promote equality of opportunity and good relations for the period April 2022 – March 2023 is set out here . In addition, updates on the Council's Equality Action Plan here will accompany the Annual Report to the ECNI. Please note that due to resourcing issues in the Equality and Diversity Unit this report has been delayed. A draft version will be provided to the ECNI subject to Council ratification.
	Financial and Resource Implications
3.3	None.
	Equality or Good Relations Implications / Rural Needs Assessment
3.4	The Annual Report contributes to the Council's compliance with section 75 of the Northern Ireland Act 1998.
4.0	Documents Attached
	None



Subject:	Equality and Diversity: Draft Changing Places Toilet Policy
Date:	24th November, 2023
Reporting Officer:	Nora Largey, Interim City Solicitor / Director of Legal and Civic Services
Contact Officer:	Sarah Williams, Governance and Compliance 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 style="width: 30px;" type="text"/>	
<ol style="list-style-type: none"> 1. Information relating to any individual 2. Information likely to reveal the identity of an individual 3. 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 matter 5. Information in relation to which a claim to legal professional privilege could be maintained 6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction 7. 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 After Council Decision Sometime in the future Never	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <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	The purpose of this report is to seek the Committee's approval to issue the attached draft Changing Places Toilet Policy for public consultation.
2.0	Recommendation
2.1	The Committee is asked to grant approval to issue the draft policy for public consultation.
3.0	Main Report
3.1	<p>Background</p> <p>A motion proposed by Councillor Ross McMullan calling for the introduction of a Changing Places Toilets Policy for Belfast City Council was referred to this Committee by the Council on 1st September 2021. The Committee adopted the motion and agreed that a report be brought back to a subsequent meeting providing details on how it would be facilitated, resourced and managed.</p> <p>An update report was brought to the Disability Working Group in February 2023, summarising the motion and the proposed approach. A Changing Places Toilet Policy officer working group has met regularly over the past few months and their input has helped inform the various factors which the policy must consider including how it will be facilitated, resourced and managed.</p> <p>A further update was brought to the Disability Working Group on 10th October, which endorsed the draft Policy and recommended that it be brought back to this Committee for approval.</p>
3.2	<p>Draft Policy and Key Issues Arising</p> <p>The final draft policy is attached for Committee approval at Appendix 1. A summary of the policy is included below.</p> <p>Buildings</p> <ul style="list-style-type: none"> • Members will note that the requirement to provide Changing Places Toilet (CPT) facilities in all large new builds of a certain size is enforced through the amended Building Regulations rather than through this policy. • The policy restates this requirement but goes further by adding consideration of CPTs where we extend or refurbish existing buildings, even if the provision of CPTs were not required by the amended building regulations. <p>Council Estate</p> <ul style="list-style-type: none"> • The policy as drafted would also commit the Council to carrying out a review of where CPT facilities could be installed on the council estate.

- When reviewing the provision of any future CPT facilities within the Council estate we will consider the existing level of provision on the Council estate and also the availability of CPT facilities in non-Council assets.
- Whilst cost alone will not be the deciding factor in any decision, the cost of installing any specific Changing Places facility will need to be carefully considered in conjunction with all of the other capital programme priorities identified by the council.
- The management and maintenance of any such CPT facility will need to be carefully considered when examining any proposal. Following installation there will be ongoing costs associated with cleaning, checking and maintaining the equipment within the facility.

Events

- The draft policy extends to events, and creates new requirements upon both the Council and external events organisers.
- When organising public events, the Council will consider if it can take place at a venue that already has a Changing Places facility or will make reasonable adjustments to ensure that customers have access to either a fixed or portable Changing Places facility as part of the design of the event.
- The Council will require external organisers of all large-scale public events (e.g. concerts, festivals) on council property to make reasonable adjustments to ensure that customers have access to either a fixed or portable Changing Places facility as part of the design of the event.
- It will be a condition of hire that any large-scale event (whether it needs an entertainments licence or not) must have a Changing Places facility. This should be included in the lease agreement between council and the event organiser. It should also be a condition of hire that event organisers must complete the Planning Checklist at Section E of the Council's "Inclusive Events Guide" for review by the EDU team.
- As a further step we will consider the requirement to include an access audit within the Event Management Plan which is submitted in support of the event. It would then be for the organiser to justify why they would not be required to include a CPT as part of their site set-up. An officer of the Council involved in management of the land for hire must ensure these steps are followed.
- The Council when organising smaller public events, will encourage small scale events organisers to undertake an accessibility audit and provide a Changing Places facility where possible.
- The Council's "Inclusive Events Guide" has been refreshed. The new Small Scale Events Checklist is set out at **Appendix 2**.

	<p>Responsibility</p> <ul style="list-style-type: none"> The Legal and Civic Services Department will be the corporate lead for this policy however actions will be required across different departments including Place and Economy and City and Neighbourhood Services.
3.3	It is proposed that an application be made to the Department for Communities' Access and Inclusion Programme in 24/25 to secure funding which could contribute towards the purchase of a mobile changing places unit which could be used at events.
3.4	<p><u>Financial and Resource Implications</u></p> <p>There are potential resource implications associated with this policy and its implementation may result in the need for future capital funding by Council.</p>
3.5	<p><u>Equality or Good Relations Implications/Rural Needs Implications</u></p> <p>A Changing Places Toilet Policy may have potential equality, good relations and rural needs implications and will be subject to our normal screening process as appropriate.</p>
3.6	The introduction of such a policy will present an opportunity for the council to promote positive attitudes towards disabled people and to encourage the participation of disabled people in public life.
4.0	Documents Attached
	<p>Appendix 1 – Draft Belfast City Council Changing Places Policy</p> <p>Appendix 2 – Inclusive Events Guide's new small-scale events checklist</p>



Belfast City Council

CHANGING PLACES TOILETS DRAFT POLICY

Version Control

Version	Description	Date
0.1	Initial draft version	
0.2	Updated following meeting	16.02.23
0.3	Updated following comments from officers	13.03.23
0.4	Updated following additional comments	14.03.23
0.5	Updated following meeting with officers	04.04.23
0.6	Updated following meeting of officer working group	24.04.23
0.7	Updated following meeting of officer working group	02.06.23
0.8	Updated following meeting of officer working group	11.08.23
0.9	Updated following meeting with officers	05.09.23

CONTENTS

1. Introduction
2. Background
3. What are Changing Places Toilets (CPTs)?
4. Belfast City Council approach
5. References

Appendix 1 - Relevant legislation

Appendix 2 – Building Regulations

1. Introduction

This policy sets out Belfast City Council's approach and commitment to providing Changing Places Toilet facilities in public places within council facilities and across the council area.

Changing Places Toilets (CPTs) meet the needs of people with profound and multiple learning disabilities as well as people with other physical disabilities such as spinal injuries, muscular dystrophy and multiple sclerosis. These specialised toilet facilities make public places and spaces accessible and inclusive for everyone, including children, adults and older people with complex needs or mobility issues. Where they are not provided, people are changed on a toilet floor, which is dangerous, unhygienic and undignified. Without them, people may be excluded entirely from certain public spaces.

Installing Changing Places Toilet facilities is a practical step through which public bodies can demonstrate that they are taking positive action to promote equality of opportunity for disabled people, as outlined in the Disability Equality Duty.

The Council will strive to:

- provide as required a Changing Places facility in every new large building development¹ in which the public will have access to its services and where public toilet provision is available for others (in accordance with Building Regulations - Part R).
- make every effort to include Changing Places facilities when we extend or extensively refurbish an existing Council-owned building where it is reasonable to do so.
- review where such Changing Places facilities could be installed on the council estate e.g playgrounds, parks
- when organising a large public event, consider if it can take place at a venue that already has a Changing Places facility or include a mobile/portable facility, if a permanent Changing Places toilet is not available.
- require organisers of all large-scale public events (e.g. concerts, festivals) on council property to make reasonable adjustments to ensure that customers have access to either a fixed or portable Changing Places facility as part of the design of the event.
- When organising smaller public events, encourage small scale events organisers to undertake an accessibility audit and to provide a Changing Places facility where possible.

¹ Large buildings developments are defined in the Department of Finance Amendments to Technical Booklet R (June 2022) - Paragraph 6.14A <https://www.finance-ni.gov.uk/sites/default/files/publications/dfp/AMD%208%20final.pdf>

2. Background

Thousands of people with profound and multiple learning disabilities, as well other disabilities that severely limit mobility, cannot use standard accessible toilets.

People may be limited in their own mobility so need equipment to help them or may need support from one or two carers to either get on the toilet or to have their continence pad changed. Standard accessible toilets (or "disabled toilets") do not provide changing benches or hoists and most are too small to accommodate more than one person. Without Changing Places toilets, the person with disabilities is put at risk, and families are forced to risk their own health and safety by changing their loved one on a toilet floor. This is dangerous, unhygienic and undignified.

It is now accepted and expected that everyone has a right to live in the community, to move around within it and access all its facilities. Government policy promotes the idea of "community participation" and "active citizenship," but for some people with disabilities the lack of a fully accessible toilet is denying them this right. Providing these toilets in public places would make a dramatic difference to the lives of thousands of people who desperately need these facilities.

The Department of Finance recently updated the Building Regulations to make provisions requiring Changing Places toilets in certain buildings commonly used by the public. This new requirement for Changing Places Toilets is in addition to the current requirements for standard accessible toilets and will benefit around 7,000 people in Northern Ireland. The new statutory guidance came into effect on 30 June 2022 and applies to buildings constructed after this date.

Benefits for the council and others

There are a number of benefits that a Changing Places facility can bring both to the ourselves and the wider council area. These include:

- **Compliance** – we have a statutory duty under the Disability Discrimination Act to ensure all of our premises are accessible. The provision of Changing Places facilities helps us to meet this obligation.
- **Customer benefits** – Changing Places facilities provide people with disabilities with the ability to freely attend council properties, locations and events knowing that they can safely visit a clean, hygienic toilet at all times. It also provides family members and carers with the freedom to plan visits to such locations without worrying about when or for how long they can attend.
- **The Purple Pound** – the purple pound refers to the combined spending power of people with disabilities in the UK. At last estimate, it has a value of over £200 billion in the UK economy which can represent a huge amount of new custom for businesses or service providers that are accessible to disabled people.
- **Reputation** – Any business or service provider which installs Changing Places facilities will be clearly demonstrating that it cares for the disabled and their families. This improves their reputation and provides them with a unique selling point over and above their competitors.

3. What are Changing Places Toilets (CPTs)?

Changing Places Toilets (CPTs) meet the needs of people with profound and multiple learning disabilities, as well as people with other physical disabilities such as spinal injuries, muscular dystrophy and multiple sclerosis. However, the range of people who may need to use a CPT can also include for example people living with stroke, older people who require assistance, people who are unable to transfer independently or have no sitting balance, people who are doubly incontinent or who have total dependency on assistants.

These toilets provide specific equipment including a height adjustable adult-sized changing table, a tracking hoist system, adequate space for a disabled person and up to two carers, a peninsular WC with room either side and a safe and clean environment including tear off paper to cover the bench, a large waste bin and a non-slip floor.

These facilities enable people with complex care needs to take part in everyday activities such as travel, shopping, family days out or attending a sporting event.

An example of a Changing Places Toilet is shown below



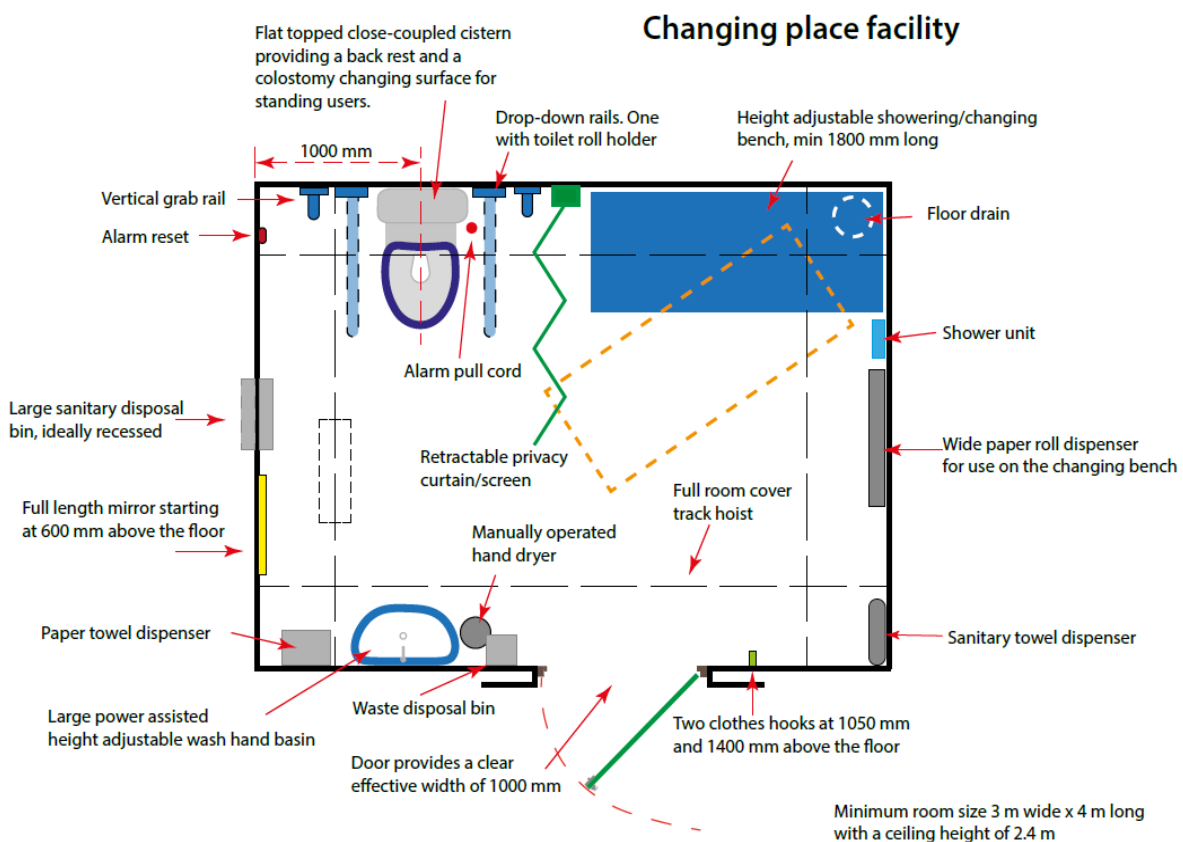
Image from Changing Places Consortium

A standard-sized CPT facility is a room with a floor area of 12m² (3m wide and 4m long, with a ceiling height of 2.4m). A room of 3m x 4m gives a rectangular space to allow users and carers to move between each piece of equipment in the toilet.

Changing Places Toilets have a range of features including:

- A tracking hoist covering the full room
- A height adjustable adult changing bench which is easily cleaned
- A peninsula WC with drop down support rails and 1m clearance each side
- A non-slip floor
- Optional adjustable shower
- Adjustable height sink
- Privacy curtain or screen
- Alarm pull cords and reset button
- Comfortable temperature for undressing
- Welcoming and interesting decoration with visual contrast to highlight equipment, door frames and door handles

It is important for a wheelchair user to be able to move in a wheelchair between each item and to have the space for up to two carers, to transfer or hoist the user from the wheelchair on to the fold down bench or from the wheelchair on to the peninsular toilet, or from the toilet to the adjustable changing bench. These movements between sink, bench and toilet will vary given the size of the adult or child and the size of their wheelchair. Hoists lift (and lower) the user and ease manual handling for the carers. BS 8300 Part 2 new Code of Practice sets out CPT layout and fixtures detail standards.



4. Belfast City Council's Approach

The Council already have a number of Changing Places Toilet (CPT) facilities within the council estate. We have Changing Places facilities in the following locations:

- Belfast City Hall
- Belfast Zoo
- Andersonstown Leisure Centre
- Olympia Leisure Centre
- Lisnasharragh Leisure Centre
- Brook Leisure Centre
- Girdwood Community Hub
- Waterfront Hall
- Templemore Baths

4.1 Provision of Changing Places Toilet facilities within the Council Estate

When reviewing the provision of any future Changing Places Toilet facilities within the Council estate we will consider the following factors in advance of any decision.

Existing provision

The requirement for Changing Places Toilet facilities will be based on the existing level of provision as identified via a review of relevant buildings and locations on the council estate. It should be accepted that not all buildings or locations will require a Changing Places facility to be provided. We will also take into account the availability of Changing Places Toilets in non-council assets. Consideration must be given to the proximity of any other CPT facilities and whether an alternative facility is within walking distance.

The location of 'Changing Places' facilities across Belfast can be found at the following link www.changingplaces.uktoiletmap.org/

Cost / Investment Priority

The Council aspire to provide Changing Places Toilet facilities in public places within council facilities and across the council area. Whilst cost alone will not be the deciding factor in any decision, the cost of installing any specific Changing Places facility will clearly need to be carefully considered in conjunction with all of the other capital programme priorities identified by the council.

The cost of a specific facility may be greatly influenced by the location. For example, the costs for installing a CPT in a new building will differ from the cost to install a CPT in an existing building. Other cost considerations may include structural changes to an existing building, changes to entrance or exit points, maintenance costs and security costs.

Management and Maintenance

The management and maintenance of any such CPT facility will need to be carefully considered when examining any proposal. Following installation there will be ongoing costs associated with cleaning, checking and maintaining the equipment within the facility. Other ongoing costs include the removal of sanitary waste and the provision of sanitary products such as the wider tear off paper roll. Staff will also need to be trained on room set up, including how and when to put the hoist in the charging position, how to identify any problems within the facility and procedures to follow and who to contact should a fault or problem arise.

Staff should not need to be trained on the operation of the equipment. If a customer and their carer wish to use the facility but are unsure how to do so they should be advised not to use it at all.

New builds

All new builds are required to comply with The Building Regulations 2012 which were amended in June 2022 to make provision for Changing Places Toilets and to introduce criteria for the provision of Changing Places Toilets in certain in-scope buildings, depending on their type and size in terms of footprint or capacity when larger buildings, commonly visited by the public, are newly built or where a building is formed by a material change of use.

This new requirement for Changing Places Toilets is in addition to the current requirements for standard accessible toilets. (See Appendix 1)

Existing council buildings

We will make every effort to include a CPT facility when we extend or extensively refurbish an existing council owned building where it is reasonable and practicable to do so.

There may be some other council buildings which do not meet the criteria above and which may be relatively smaller in size, but for which the provision of a Changing Places facility might be appropriate.

Wider Council estate

The Council will carry out a review to determine where Changing Places facilities could be installed on the wider council estate, including in our parks and open spaces. This review will take a range of factors into consideration including affordability, location and other site-specific information.

4.2 Provision of Changing Places Toilet Facilities at Events

Events organised by Council

When organising public events, the council will consider if it can take place at a venue that already has a Changing Places facility or will make reasonable adjustments to ensure that customers have access to either a fixed or portable Changing Places facility as part of the design of the event.

Events organised by external organisers

Any large scale outdoor event

Any outdoor event at which more than 5,000 people will be in attendance is deemed to be a “large scale” event. However, it will be at the discretion of the Council to determine whether an event is defined as “large scale” for the purposes of this policy (based on a range of factors including location and area covered, duration, attendees, impact on surrounding area or services, etc.).

It will be a condition of hire (whether the event requires an entertainments licence or otherwise) that event organisers must complete the Planning Checklist for Large Scale Events at Section E of the Council’s Inclusive Events Guide for review by the EDU team. As a further step we will consider the requirement to include an access audit within the Event Management Plan which is submitted in support of the event. It would then be for the organiser to justify why they would not be required to include a CPT as part of their site set-up.

An officer of the Council involved in management of the land for hire must ensure these steps are followed.

Small scale community events

For small scale community events that are on council land we will request that the organisers complete the Small Scale Events Checklist at Section E of the Council’s Inclusive Events Guide.

Inclusive Events Guide

All event organisers must have regard to the Council’s Inclusive Events Guide, which has information on how event organisers can make events accessible to visitors. There is information on how organisers could make reasonable adjustments at events venues by considering time, space, adjustability and attitude.

A copy of the Inclusive Events Guide can be found at the following link

[Update current Sharepoint link to one which is accessible to public](#)

REFERENCES

Changing Places: the practical guide (The Changing Places Consortium)

<https://www.changing-places.org/>

[Link to PDF version here](#)

Changing Places: legal framework concerning provision of Changing Places public toilets

[Link to PDF version here](#)

Disability Discrimination Act 1995

<https://www.legislation.gov.uk/ukpga/1995/50/contents>

The Building Regulations (Northern Ireland) – AMD 8 – Amendments to Technical Booklet R

<https://www.finance-ni.gov.uk/sites/default/files/publications/dfp/AMD%208%20final.pdf>

British Standard 8300:2018 – Design of buildings and their approaches to meet the needs of disabled people

<https://www.thenbs.com/PublicationIndex/documents/details?Pub=BSI&DocID=320547>

Health and Safety at Work Act 1974

<https://www.legislation.gov.uk/ukpga/1974/37/contents>

Health and Safety at Work Order (Northern Ireland) 1978

<https://www.legislation.gov.uk/nisi/1978/1039>

The Purple Guide to the Health, Safety and Welfare at Outdoor Events

<https://www.thepurpleguide.co.uk>

Appendix 1**Relevant legislation****British Standard (BS) 8300**

British Standard 8300:2018 – Design of buildings and their approaches to meet the needs of disabled people, provides guidance on good practice for the design of new buildings and their approaches to meet the needs of people with disabilities. As a code of practice, this British Standard takes the form of guidance and recommendations.

The guidance in this standard covers a wide range of impairments and the use of the built environment by people with disabilities who may be residents, visitors, spectators, customers, employees, or participants in sports events, performances and conferences, and recommends that Changing Places toilets should be provided in larger buildings and complexes. It also provides guidance on the installation of Changing Places toilets.

The Building Regulations (Northern Ireland) 2012

The Building Regulations (NI) 2012 Technical Booklet R (Access to and use of buildings) makes provision for Changing Places Toilets. Recent amendments to the Building Regulations introduced criteria for the provision of Changing Places Toilets in certain in-scope buildings, depending on their type and size in terms of footprint or capacity when larger buildings, commonly visited by the public, are newly built or where a building is formed by a material change of use.

This new requirement for Changing Places Toilets is in addition to the current requirements for standard accessible toilets. The new statutory guidance effective from 30 June 2022 can be accessed at the following link.

<https://www.finance-ni.gov.uk/sites/default/files/publications/dfp/AMD%208%20final.pdf>

Northern Ireland Act 1998

Section 75 of the Northern Ireland Act As well as complying with anti-discrimination law, service providers who are public authorities are subject to Section 75 of the Northern Ireland Act 1998. This means that, in carrying out their work, public authorities must have due regard to the need to promote equality of opportunity for a range of groups including between persons with a disability and persons without.

Disability Discrimination Act 1995

Section 49A of the Disability Discrimination Act 1995 (as amended by the Disability Discrimination (NI) Order 2006) requires the Council, as a public body, to promote positive attitudes towards disabled people and to encourage participation by disabled people in public life when carrying out its functions.

Under the Disability Discrimination Act 1995 (DDA), service providers have a duty to make reasonable adjustments to enable disabled people to access their services. Reasonable adjustments may mean changing practices, policies or procedures if they make it impossible or

unreasonably difficult for disabled people to access a service. Failure to make a reasonable adjustment when one would have been appropriate may be held to be discrimination.

Provisions under Disability Discrimination Act: discrimination, and justification for less favourable treatment.

Discrimination occurs in the case of a provider if, “for a reason which relates to the disabled person’s disability, he treats him less favourably than he treats or would treat others to whom that reason does not or would not apply” (s.20). It is also discrimination if a s.21 duty to make reasonable adjustments (see below) is not complied with. However, in both cases, it is only discrimination if the provider cannot show that the less favourable treatment is justified. Less favourable treatment can be justified on a number of grounds. The Act states that less favourable treatment could be justified if the provider of services believes, and it is reasonable in all the circumstances for him/her to believe, that one of these grounds applies (s.20):

Health and Safety

One of the grounds capable of justifying less favourable treatment, and relevant to public Changing Places toilets, is that of health and safety. The Act states: “in any case, [where the less favourable treatment] is necessary in order not to endanger the health or safety of any person (which may include that of the disabled person)” (s.20). There are clearly very real health and safety issues around the use of hoists and changing benches in public toilets. However, if a provider were to put forward such an argument, it would have to show that its health and safety argument was based on proper and well-informed risk assessment.

Under s.2 of the **Health and Safety at Work Act 1974**, all employers have a duty to “ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees”. The Health and Safety at Work Order (Northern Ireland) 1978

The Management of Health and Safety at Work Regulations 1999 contain, amongst other things, an explicit obligation to carry out a risk assessment in relation to both employees (r.2) and non-employees (r.3).

Appendix 2**Technical Booklet R – Access to and use of buildings: October 2012.**

The changes to Technical Booklet R take effect from 30th June 2022. The previous editions will continue to apply to work started before 30th June 2022, or to work subject to a building notice or full plans applications submitted before that date

Changing Places Toilets should be provided in the following types of new buildings:

Assembly, entertainment and recreation buildings* with a capacity of 350 people or more; or a collection of smaller buildings associated with a site used for assembly, entertainment and recreation, such as theme parks, zoos and venues for sport and exhibitions, with a capacity of 2000 people or more;

- shopping centres/malls, or retail parks with a gross floor area of 30,000 m² or more;
- retail premises with a gross floor area of 2500 m² or more;
- leisure and sport buildings with a gross floor area of 5000 m² or more;
- hospitals and primary care centres;
- cemetery and crematorium buildings.

** Assembly, entertainment and recreation buildings can be defined as buildings such as amusement arcades; art galleries; cinemas; concert halls; conference centres; further education colleges; hotels that provide functions, leisure and sport facilities; libraries open to the public; motorway service areas; museums; places of worship; theatres; university buildings open to the public; or any other buildings or sites as defined by these thresholds, which are open to the public and used for the purposes of assembly, entertainment or recreation.*

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Small Scale Events Checklist

Inclusive / Disability Event Plan Template

Name of event:

Contact details:

Knowing it's on /Communication Plan

Web/ Marketing Disability Programme/ Alternative Formats	
--	--

Getting there

Date, time, scheduling/ car parking/ transport/ venue/access audit/ drop off point	
--	--

Getting about /Access at the event

Facilities/ Moving about and getting out/ Toilets. Quiet rooms/ Assistance dogs/ Personal assistants or enablers/ Personal assistants or enablers/ Orientation maps, signs and guides	
---	--

Taking part

Date, time, scheduling/ support/ information/loop system/ communication/ accessible set up	
--	--

Social/ Safe

Planning for emergencies/ staff training/ catering	
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Minutes of Party Group Leaders Consultative Forum Thursday 16th November 2023

Attendance

Members:

Councillor Michael Long
Councillor Ciaran Beattie
Councillor Brian Smyth
Alderman Sonia Copeland
Councillor Christina Black
Councillor Tracy Kelly (*for Councillor Sarah Bunting*)
Councillor Séamas de Faoite,

Apologies: Councillor Sarah Bunting

Officers:

John Walsh, Chief Executive
Sharon McNicholl Director of Corporate Services and Deputy Chief Executive
Nora Largey, Interim City Solicitor/Director of Legal and Civic Services
Trevor Wallace, Director of Finance (for Item1)
David Sales, Strategic Director of City Operations (for Items 2 & 4)
Sinead Grimes, Director of Property & Projects (for Item 3 & 6)
Kate Bentley, Director of Planning & Building Control (for Items 5 & 6)
Christine Sheridan, Director of Human Resources(for Item 6)
Joanne Delaney, Portfolio and Programme Coordinator (secretariat)

1. Finance Update

The Director of Finance provided an update on the setting of the district rate for 2024/25 following the completion of the Departmental estimates process. He advised that potential efficiencies had been proposed by Departments as part of this process and that these would need to be considered by Members as part of the upcoming Party Group Briefings. He outlined that work has also been progressing in order to quantify the financial risks of the uncontrollable costs and their impact on the revenue estimates for 2024/25 and the medium term. Some issues were raised by Members in relation to how the council could support the Community & Voluntary sector to make external funding bids in these challenging times, it was agreed that officers would further consider. Members also noted an overview of the quarter two 2023/24 forecast position and that a report on both the setting of the district rate 2024/25 and the quarter two forecast position would be submitted to November SP&R for Members consideration.

The Director also provided an update on the review undertaken in relation to the criteria for the management of discretionary payment requests. Further to the update provided to Members at the October meeting the Director outlined some proposed changes to the criteria and the rationale for these changes. A report will be brought to November SP&R Committee for Member to consider the criteria changes discussed.

2. Review of Summer Community Diversionary Festival Fund

The Strategic Director of City Operations provided a briefing on the review of the Summer Community Diversionary Festival Fund. The Director highlighted some of the suggested changes to the current approach, assessment process and budget. It was noted that a report outlining the proposed Terms of Reference for the independent review will be considered by Members at November SP&R Committee. The report will also outline the proposed timeframes for programme development, and it is anticipated that a call for applications would then commence in April 2024. A number of issues and concerns were raised by Members, specifically in relation to how smaller organisations could access the summer community diversionary funding and the challenging timeframe. The Director to consider the feedback provided in advance of a report being brought to November SP&R Committee. It was also agreed that other available funding streams particularly for capacity building be identified by Officers that could be shared with some of those groups highlighted. The Director also noted some additions to the proposed stakeholder engagement.

3. Peace IV

The Director of Property and Projects firstly provided an overview of the Peace IV programme to date including key decision timelines. She then provided a detailed briefing on both current and emerging challenges and risks in relation to funding for Peace IV projects. The Chief Executive advised that discussions were ongoing with the Special EU Programme Body (SEUPB) in relation to the challenges and risks outlined. Work is progressing in order to minimise any adverse impacts where possible in advance of the closure of the programme in December 2023. Correspondence has also been drafted in relation to a specific issue which has arisen, and Members noted this will be issued imminently to SEUPB. The Chief Executive advised a special meeting of Party Group Leaders would be convened if required as this work progresses.

4. Alleygates Update

The Director of City Operations provided a briefing on Phase 5 of the Alleygates programme as requested by the November P&C Committee. The Committee asked that the full location details be shared with Party Group Leaders following the low response rate to the public consultation exercise and he advised that this information had been circulated in advance of the meeting. There was detailed discussion on the challenges involved to date, proposed alternative thresholds and way forward for installations. Following discussion the Director to incorporate the feedback from Members in the report to be submitted to November SP&R Committee. It was agreed that a review of the programme should be considered after this phase is complete given some of the issues raised which the Director noted.

5. Planning Update

The Director of Planning & Building Control updated the Forum on the live planning applications and informed the Forum of applications that were being presented to the Planning Committee in the coming months. She also advised that the Local Development Plan would be included on the agenda for upcoming Party Briefings.

6. AOB

City Innovation update

The Director of Corporate Services and Deputy Chief Executive advised that the Belfast Region, led by Belfast City Council, had secured £3.8 million wireless innovation funding from the UK Department for Science, Innovation and Technology (DSIT). Members had previously agreed that the bid should be made and had been updated on the content of the bid at the October SP&R Committee. A detailed update on the wider innovation programme of work including the detail of the DSIT funding award and contract would be brought to November SP&R Committee. A number of points were made welcoming the funding whilst stressing the importance of the innovation agenda having a positive impact on local communities. In relation to issues raised, the Deputy Chief Executive to follow up, she also advised Members that a further briefing on the City Innovation programme of work was available for Parties if required.

Freedom of the City

A Member outlined a request for Freedom of the City which Party Group Leaders had considered previously. It was noted that the Forum had previously discussed the process for considering Freedom of the City requests and had requested that alternative options on how citizens could be recognised by the council be carried out. The City Solicitor advised that this work was progressing, and a report will be brought back to a future meeting of the Forum outlining proposed alternatives for recognition. Current requests will be considered in the context of the process once this work is completed. Consideration of timeframe for some of the requests was noted.

Dual Language Street Signs

The Director of Planning & Building Control outlined the process for the erection of Dual language Street signs in the Gaeltacht Quarter as approved by October SP&R Committee. Members noted the suggested timeline and the operational issues involved for this programme of works.

The Director also provided an update on some current requests for the erection of Dual Language street signs to be considered by P&C Committee for which some adverse impacts had been identified which will be brought to the Committee in December. It was agreed that the long list of requests for Dual Language street signs outside of the Gaeltacht Quarter would be circulated to Party Group Leaders. Members also noted an update in relation to the process for requests for the City Centre, long streets, and developers applications. A number of specific queries were raised by Members and the Director to seek clarity and follow up after the meeting.

Elected Members Development Programme

The Director of Human Resources provided an overview on the approach to the Elected Member Development framework and the process for re-accreditation of Charter Plus which is due early 2024. She outlined the proposed programme of work, and it was noted that this will be progressed via this Forum as a standing item.

Neighbourhood Regeneration

The Director of Property and Projects provided a briefing for Members on the Neighbourhood Regeneration Fund. She advised that the November Area Working Group meetings will consider the business cases recommended to move to Stage 3. Members noted that site visits can be arranged for those Members who were unable to attend in September should they be required.

Coronation Gift

The Chief Executive provided an update on the offer of a coronation gift (*an Irish Oak Tree*) to His Majesty's Lord-Lieutenant for Belfast, which she wished to gift to the City. A report will be brought to November SP&R for Members consideration.

City Hall - Media Protocol

The Chief Executive outlined the current guidelines for media interviews for party political purposes in City Hall following an issue raised. He asked that Members were mindful of these guidelines in the future. Members discussed in detail and some issues were raised also in relation to the use of Committee Rooms and the need for consistency. It was agreed that further consideration is given to this, and a report is brought back to Party Group Leaders for consideration and review.

Human Rights Day

A Member raised a query in relation to a request made to Party Group Leaders to mark Human Rights day 2023. The City Solicitor advised that she was following up and would provide an update imminently.

Redevelopment in the Cathedral Quarter

The Chief Executive provided an update in relation to a vesting issue within the Tribeca Site. In relation to a query raised by a Member regarding meetings with Party Group Leaders in relation to this issue the Chief Executive to provide clarity on how the meetings will be arranged.

Special Council Meeting

The City Solicitor advised that a Notice of Motion for a special Council meeting had been submitted and was deemed competent, it was proposed that this would be held on Wednesday 29 November. The wording of the motion and the proposed time of the meeting to be circulated to Party Group Leaders.



Belfast
City Council

Subject:	Update to Health and Safety Policy Statement
Date:	24th November, 2023
Reporting Officer:	Nora Largey, Interim City Solicitor and Director of Legal and Civic Services
Contact Officer:	Sarah Williams, Governance & Compliance Manager; Emma Eaton, Corporate Health and Safety Manager

Restricted Reports									
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>								
<p>Please indicate the description, as listed in Schedule 6, of the exempt information by virtue of which the council has deemed this report restricted.</p> <p>Insert number <input style="width: 30px;" type="text"/></p> <ol style="list-style-type: none"> 1. Information relating to any individual 2. Information likely to reveal the identity of an individual 3. 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 matter 5. Information in relation to which a claim to legal professional privilege could be maintained 6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction 7. Information on any action in relation to the prevention, investigation or prosecution of crime 									
<p>If Yes, when will the report become unrestricted?</p> <table style="width: 100%;"> <tr> <td style="width: 70%;">After Committee Decision</td> <td style="width: 30%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>After Council Decision</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Sometime in the future</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Never</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		After Committee Decision	<input type="checkbox"/>	After Council Decision	<input type="checkbox"/>	Sometime in the future	<input type="checkbox"/>	Never	<input type="checkbox"/>
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
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1.1	The purpose of this report is to seek approval from the Strategic Policy and Resources Committee on the update to the Health and Safety Policy Statement.
2.0	Recommendation
2.1	The Committee is requested to approve the update to the Health and Safety Policy Statement which will be signed by the Chair of the Committee, the Chief Executive and the Interim City Solicitor and Director of Legal and Civic Services.
3.0	Main Report
3.1	<p><u>Background</u></p> <p>There is a statutory requirement for the Council to have a Health and Safety Policy in place and to revise this as often as may be appropriate.</p>
3.2	<p>The Health and Safety Policy sets out who we are as an organisation, our commitment to health and safety and what we are doing to achieve our commitments. It is signed annually by the Chief Executive, Chair of the Strategic Policy and Resources Committee and the Nominated Director for health and safety matters.</p>
3.3	<p><u>Key Issues</u></p> <p>The Council's Health and Safety Policy had last been reviewed and signed in April 2019 before the Coronavirus pandemic.</p>
3.4	<p>It has now been reviewed and a minor amendment to the commitments on setting objectives and targets has been proposed to bring it up to date.</p>
3.5	<p><u>Next Steps</u></p> <p>The Committee is asked to approve the minor change proposed (as tracked in the attached appendix) and the statement will then be signed by the Committee Chair, the Chief Executive and the Interim City Solicitor and Director of Legal and Civic Services.</p>
3.6	<p>It is proposed that, once the Policy is approved, it will be communicated to employees through Interlink, health and safety committees and corporate health and safety training. It is available to other interested parties on request.</p>
3.7	<p><u>Financial and Resource Implications</u></p> <p>There are no financial or resource implications arising from the updating of the policy statement.</p>

3.8	<p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p> <p>An equality screening is in place for this policy and no impacts were identified. There have been no significant changes to the Policy since it was last screened.</p>
4.0	Document Attached
	Draft Updated Health and Safety Policy

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Belfast
City Council

BELFAST CITY COUNCIL POLICY

DRAFT HEALTH AND SAFETY POLICY

DATED 2023

1. HEALTH AND SAFETY POLICY STATEMENT

Belfast City Council is the largest of the local authorities in Northern Ireland. It is responsible for delivering an extensive range of services which play a key role in improving the quality of life of its citizens.

To meet these responsibilities the Council employs over 2,600 people at over 200 premises across the city. Through the provision of these services, the Council recognises that it is responsible for a large variety of potential health and safety hazards and will continue to strive to control these hazards by a process of hazard identification, risk assessment and risk control.

The Council is committed overall to ensuring, so far as is reasonably practicable, the health, safety and welfare of all its employees and of any others who may be affected by the Council's undertakings. In order to enable the Council to achieve the highest possible standards in health and safety and continual improvement, it has committed to the following principles of action:

- ensuring that compliance with the Health and Safety at Work (NI) Order 1978 and all related regulations, standards and codes of practice is the minimum standard which will be attained by all Council officers and departments
- demonstrating senior management commitment through the effective operation of a Health and Safety Assurance Board which reports to the Council's Assurance Board / Audit and Risk Panel and to the Strategic Policy and Resources Committee
- the provision of a competent and adequately resourced Corporate Health and Safety Unit
- the management of a corporate health and safety risk register to ensure that the Council's significant risks are identified and effectively controlled
- the implementation and monitoring of an effective health and safety management system
- the [setting of development of arrangements for all departments and services to annually set challenging health and safety targets, objectives and improvement plans by all departments and services within the annual business planning process](#)
- the prevention of accidents and ill health through effective reporting, investigation, performance monitoring and feedback arrangements
- the allocation of adequate resources by senior management to support effective policy delivery and any associated targets, objectives and plans

- the communication of this policy to all employees on induction, through regular health and safety training and on the Council's Intranet service
- ensuring the competence of staff to undertake their responsibilities safely through the annual PDP process, corporate health and safety training programme and risk assessments
- the encouragement of employees to take responsibility for their own individual health and safety performance and to recognise their contribution to the Council's attainment of the highest possible health and safety standards
- to make this policy freely available to all interested parties
- the regular review of the operation and implementation of this policy by senior management.

2. HEALTH AND SAFETY ORGANISATION

Whilst overall responsibility for health and safety rests with the Chief Executive, the Nominated Health and Safety Director has overall responsibility for formulating and revising the Health and Safety Policy. The Policy is approved by the Strategic Policy and Resources Committee and reviewed annually by the Health and Safety Assurance Board. The Chief Executive and the Nominated Health and Safety Director will be supported in achieving their responsibilities by the Health and Safety Assurance Board and the Corporate Health and Safety Unit.

The health and safety organisation structure for the Council and the associated roles and responsibilities to ensure delivery of the Health and Safety Policy are contained within the Council's Health and Safety Responsibilities Code of Practice.

3. HEALTH AND SAFETY ARRANGEMENTS

This health and safety policy statement is supplemented by specific responsibilities, policies, codes of practice, guidance notes and training courses as are required to address the practical implementation of these policy commitments in the various workplaces and work activities.

All relevant documentary material will be held in the Corporate Health and Safety Unit's webpage which is available to all staff through Interlink. These arrangements are living documents that will be revised as and when required, with any such revisions being brought to the attention of affected staff.

Signed:

Chair of Strategic Policy and
Resources Committee

Chief Executive

City Solicitor (Nominated
Health & Safety Director)

Date tbc



Subject:	Requests for the use of the City Hall Grounds for Events in 2024
Date:	24th November, 2023
Reporting Officer:	Nora Largey, Interim City Solicitor and Director of Legal and Civic Services
Contact Officer:	Aisling Milliken, Functions and Exhibition Manager

Restricted Reports	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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"/>

Is the decision eligible for Call-in?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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1.0	Purpose of Report/Summary of Main Issues
1.1	<p>To present the following requests from various clients for the use of City Hall grounds in 2024:</p> <ul style="list-style-type: none"> Action Cancer Breast Foot Forward Walk – 7th June Pride Picnic – 20th July Féile Rocks Pride Concert – 27th July Belfast One Film Screening – 10th and 11th August Belfast Mela Carnival Parade Party – 17th August
2.0	Recommendations
2.1	<p>The Committee is requested to:</p> <ol style="list-style-type: none"> authorise the use of the City Hall grounds on the dates listed above; and authorise the events to take place on the basis of submission of an event management plan and risk assessment to ensure delivery of a safe public events.

3.0	Main Report
	<u>Background Information</u>
3.1	Members will be aware that requests for the use of City Hall are normally dealt with under the authority delegated by the Committee to the Director of Legal and Civic Services, using criteria agreed for this purpose. Occasionally however, it is necessary to place such requests directly before the Committee and the requests set out below falls into this category.
	<u>Key Issues</u>
3.2	Several requests have been received for events over the spring and summer period and this report seeks to update members on larger events using City Hall grounds, due to the larger scale of activities involved it is deemed necessary to seek Committee approval.
	<u>The Proposed Events</u>
3.3	The proposed events would take place on the front lawns only and areas such as the Titanic Garden and Cenotaph will remain open to the public. Access to the City Hall building will not be affected.
3.4	The events would be free to enter. In each case, the organisers would be providing all stewarding/marshalling staff and first aiders and would of course have to comply with the usual conditions including indemnities for damage and submission of a formal event-management plan.
	<u>7th June 2024 - Action Cancer Breast Foot Forward Walk</u>
3.5	The Breast Foot Forward walk has taken place at the City Hall since 2014. It is Action Cancer's flagship fundraising event and raises circa £60,000 each year. City Hall is the starting point for the event with entertainment and warm up activities before 800 participants take part in 5k or 10k walk around Belfast returning to the City Hall as the end point. An annual event in City Hall calendar and delivered without incident.
	<u>10th and 11th August 2024 Belfast One Cinema Screenings</u>
3.6	This event aims to encourage people to experience the city centre shops and hospitality while they are in town. Organisers will be offering attendees information about potential offers provided our business members. Belfast One plan to show 4 films per day. Films early in the day will be aimed at young children and families and later films at a slightly older audience. All films will be rated appropriately. The event will be ticketed and access managed. There will be a big screen and audio equipment and additional entertainment by way of face painting and film props. Previous events in 2022 and 2023 were very popular and delivered without incident.

3.7	<p><u>20th July 2024 Belfast Pride Family Fun Day</u></p> <p>This event would take place on the front lawns would include a radio roadshow, various performers on a stage, food stalls and children's attractions. The event would last from 12 noon to 5.00 pm although access would be required earlier and later in the day for set ups and strip downs. The event would be free and the organisers estimate up to 5,000 people would be in attendance. Previous event in 2019, 2022 and 2023 were very popular and delivered without incident.</p>
3.8	<p><u>27 July 2024 Féile Rocks Pride Concert</u></p> <p>A request has been received from Feile an Phobail to use the front lawns for the 'City Hall Rocks Back' event feature local young and emerging bands from all sections of the community and the type of music played includes Rock, Blues, Heavy Metal, Rap Ska and Reggae. The organisers require use of the grounds between 8 am and 7.30 pm for stage and sound set ups and strip downs. The event itself takes place between 1pm and 5pm. Depending on the weather the event could attract up 2,000 people. The profile of those attending includes family and followers of the bands, plus local and overseas visitors in the city for the day. plan etc. Previous events have taken place in the grounds without incident.</p>
3.9	<p><u>17th August 2024 Belfast Mela Carnival Parade Party</u></p> <p>In 2022, ArtsEkta launched a new event as part of the festival titled 'Mela Carnival, a spectacular opening to the festival and begin a series of 50 events across a full week which will culminate in the traditional event at Botanic Gardens. The 2022 and 2023 events were very successful and wish to host the event again this year.</p> <p>A 800-participant carnival parade will begin at Writers Square, proceed onto Royal Avenue into Donegal Place and end at City Hall grounds. ArtsEkta request the use of the City Hall grounds for a free to access carnival party and celebration event for the participants, family/friends and wider audiences with stage entertainment, performers, food traders and carnival floats.</p>
3.10	<p><u>Financial and Resource Implications</u></p> <p>There would be no costs for the council as the various organisers would bear any/all stewarding and equipment costs etc themselves. The utilities costs on the day are of a very minor nature and the normal event support in the form of electrical and water provision in the grounds will be provided.</p> <p>There are no concerns from an asset management point of view, although the organisers would be required to provide the usual insurances, indemnities, and obligations.</p>

3.11	<p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p> <p>There are no direct good relations, equality or rural needs implications arising from this report.</p>
4.0	Documents Attached
	None

Cost of Living Working Group

Thursday, 16th November, 2023

COST OF LIVING WORKING GROUP MINUTES HELD IN HYBRID FORMAT

Members present: Councillor Bradley (Chairperson);
Alderman Copeland; and
Councillors Doherty, Flynn,
I. McLaughlin and Nelson.

In attendance: Mr. D. Sales, Strategic Director of City Operations;
Mr. J. Tully, Director of City and Organisational Strategy;
Ms. N. Lane, Neighbourhood Services Manager;
Mr. B. Carr, Portfolio and Programme Coordinator;
Ms. M. Higgins, Lead Officer, Community Provision;
Mr. S. Lavery, Programme Manager; and
Mrs. L. McLornan, Democratic Services Officer.

Apologies

No apologies for inability to attend were reported.

Minutes

The minutes of the meeting of 5th October were agreed as an accurate record of proceedings.

Declarations of Interest

No declarations of interest were recorded.

Update on Delivery

The Neighbourhood Services Manager reminded the Working Group that the Council had agreed, at its meeting on 1st November, to allocate £1,019,000 through the Emerging Hardship Fund amongst the following three themes: Support to Children and Families, Support for Individuals and Families in Immediate (Emergency) Need and “Enhancing the Capacity of Existing Structures and Programmes”.

She reported that Fareshare had since advised that it would be unable to spend the £80,000 which it had initially been allocated and that the amount had been reduced to £40,000. She explained that the Strategic Policy and Resources Committee had granted delegated authority to Directors to reallocate any such funding and that, therefore, an additional £15,000 had been diverted to Social Supermarkets and an additional £25,000 had been diverted to Family Support Hubs.

The Working Group was advised that the letter of offer from the Department for Communities allowed for up to 10% of costs to be allocated to management fees for the operators and that most groups had confirmed that they would be able to work within that budget. She explained that some partners would have unavoidable costs relating to delivery infrastructure and that officers were working with those organisations to keep those to a minimum.

The Working Group was advised that the Red Cross had indicated that it would require 22% of its £75,000 allocation, totalling £16,600, to deliver its community connector programme in Belfast. The Neighbourhood Services Manager outlined that, while it would still allow the overall programme to remain with the 10% which had been budgeted, the Strategic Policy and Resources Committee would be asked to determine whether it wished to proceed with the funding for that programme.

The Strategic Director of City Operations advised the Working Group that, if the management costs of the Red Cross were not approved, the following options could be considered:

- engagement with organisations who might be able to provide a similar type of support to those aged 55+, noting that there might be a delay to the commencement of support for that element; or
- should that option not be feasible, the funding of £75,000 could be reallocated to the Warm and Well Scheme, which would ensure the cohort of people over 55+ would receive support with energy or heating costs.

A number of Members stated that they felt that the focus of the funding should be in addressing the need across the City.

In response to a Member's question, the Lead Officer in Community Provision advised the Working Group that the Trussell Trust had requested a reduction in its initial funding, from £80,000 to £30,000, as only three of its hubs in the City had confirmed that they would be able to participate in the scheme before the end of March 2024, at a cost of £10,000 each.

It was agreed that the Members would discuss the issue of the management costs requested by the Red Cross with their party groups, in advance of a decision being made by the Strategic Policy and Resources Committee the following week.

Additional PHA Funding

The Working Group was advised that the Public Health Agency (PHA) was keen to contribute up to £90,000 towards work in nine designated hot-spots which had been identified through the Warm and Well Programme. The Neighbourhood Services Manager explained that Council had allocated £50,000 to enhance the Warm and Well Programme, which would be delivered by National Energy Action city-wide.

In response to a Member's question, the Portfolio and Programme Coordinator confirmed that the £90,000 offered by the PHA was separate to the £1million Cost of Living support and that the Working Group was asked to consider the offer from the PHA

to augment the Warm and Well Programme to intensify levels of support in identified hotspots.

The Working Group agreed to recommend that the Strategic Policy and Resources Committee accept the additional £90,000 which had been offered by the PHA.

Schools Project Update

In relation to the Schools Project, the Portfolio and Programme Coordinator reminded the Members that the Council had agreed to allocate £250,000 towards supporting school-led projects to help alleviate the impacts of the cost-of-living crisis. He advised the Members that letters would be issued, in December, to all schools in Belfast and that any which expressed an interest would be asked to sign a letter of offer committing to provide monitoring information and to abide by eligibility criteria.

The Members were advised that, once the total number of participating schools was known, the Education Authority would release funding to the schools with the project to be completed by 31st March, 2024.

In response to a Member's question, the Portfolio and Programme Coordinator confirmed that statistics in relation to update from schools across the City would be available at the conclusion of the programme but that he would encourage Members to advise their local schools of the upcoming funding.

Noted.

Communications Update

The Neighbourhood Services Manager explained that the communications surrounding the scheme would focus on signposting people to existing services. She highlighted that officers had developed a cost-of-living guide to signpost residents to support and advice services available across the city.

The Members emphasised that it was important that lessons were learned from previous schemes which had resulted in organisations having been inundated with requests for help and thereby impacting their ability to operate effectively.

The Working Group thanked the officers for the work which had been carried out in respect of the scheme to date.

Noted.

Date of Next Meeting

The Working Group noted that the date and time of the next meeting would be agreed in conjunction with the Chairperson.

Chairperson

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Belfast
City Council

Subject:	Requests for use of the City Hall and the Provision of Hospitality
Date:	24th November, 2023
Reporting Officer:	Nora Largey, Interim City Solicitor and Director of Legal and Civic Services
Contact Officer:	Aisling Milliken, Functions and Exhibition Manager

Restricted Reports

Is this report restricted?

Yes

☐

No

☒

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

☐

1. Information relating to any individual
2. Information likely to reveal the identity of an individual
3. 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 matter
5. Information in relation to which a claim to legal professional privilege could be maintained
6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction
7. 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

After Council Decision

Sometime in the future

Never

☐
☐
☐
☐

Call-in

Is the decision eligible for Call-in?

Yes

☐

No

☒

1.0	Purpose of Report/Summary of Main Issues
1.1	This report and the attached appendix, contains the recommended approach in respect of each of the requests by external organisations for access to the City Hall function rooms received up to 10th November, 2023.
2.0	Recommendation
2.1	The Committee is asked to approve the recommendations as set out in the appendix.
3.0	Main Report
	<p><u>Background Information</u></p> <p>The current criteria for use of the function rooms used to review external applications is:</p> <p>3.1 Functions permitted</p> <ul style="list-style-type: none"> • functions which support other events in the city and which are of demonstrable economic benefit to Belfast whether organised by the council or not • functions which demonstrably enhance the city's image nationally or internationally as a desirable commercial, business or tourist destination • functions designed to celebrate or commemorate a notable achievement or significant anniversary (25, 50, 100 years) by an organisation or body with close links to the city or province • functions organised by recognised local community or voluntary sector groups for non-profit and non-political purposes. <p>3.2 Functions not permitted</p> <ul style="list-style-type: none"> • conferences, meetings, seminars, performances, wedding receptions, private parties or receptions and similar booking requests in the prestige function rooms • functions, which have as their principal purpose the generation of commercial gain for the organisers. Charity-fundraising functions are managed by the Lord Mayor's Office. • functions which have no compelling links to the council or the city specifically and which could instead use local private sector facilities • functions which have as their primary purpose the advancement of any political or religious cause or campaign or are otherwise potentially contentious or involve significant reputation risks for the council. • functions which involve exceptionally large or disruptive set-ups or pose a real and tangible risk to the fabric of the building or grounds.

	<u>Key Issues</u>
3.3	The existing revised criteria and scale of charges have been applied to the various requests received and the recommendations herein are offered to the Committee on this basis for approval.
3.4	The attached schedule covers 8 applications for functions, scheduled for 2024 and 2025.
	<u>Financial and Resource Implications</u>
3.5	None, any recommendations for hospitality will be met from existing budgets.
	<u>Equality or Good Relations Implications / Rural Needs Assessment</u>
3.6	None.
4.0	Document Attached
	Schedule of function requests received up to 10th November, 2023

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NOVEMBER 2023 CITY HALL FUNCTION APPLICATIONS

NAME OF ORGANISATION	FUNCTION DATE	FUNCTION DESCRIPTION	CRITERIA MET		HOSPITALITY OFFERED	CIVIC HQ RECOMMEND
2024 EVENTS						
Pharmacy Forum	8 February 2024	Rewarding Excellence Awards celebrating excellence in pharmacy profession and fellowships awarded for outstanding contributions. Numbers attending – 100	B & C	No (charity)	Yes, Tea and coffee Reception	Approve No Charge Tea and Coffee Reception <i>£500 given to their chosen caterer for wine on arrival</i>
European Youth Parliament	27 February 2024	NI Regional Session of Youth Parliament - teams of secondary students debate and present their ideas and solutions on current topics. Numbers attending – 100	B & D	No (Charity)	Yes, Tea and coffee Reception	Approve No Charge Tea and Coffee Reception <i>£500 given to their chosen caterer for wine on arrival</i>
Indian Women Association Belfast	10 March 2024	International Women's Day Celebration - Cultural programme of lunch and entertainment. Numbers attending 100	D	No charge as not for profit group	Yes, Tea and coffee Reception	Approve No Charge Tea and Coffee Reception <i>£500 given to their chosen caterer for wine on arrival</i>
Association of Canadian Studies in Ireland (ACSI)	9 May 2024	Reception for the 21st Biennial International Conference of the Association of Canadian Studies in Ireland for guests attending their 3 day congress taking place in Queens University. Numbers attending - 150	A & B	No as Charity and linked to Visit Belfast)	No hospitality	Approve No Charge No hospitality
British Council Northern Ireland	5 September 2024	Study USA Graduation 2024 for students returning to Northern Ireland following completion of their year's study in the United States under the Study USA programme and in recognition of	A & B	No (Charity)	Yes, Tea and coffee Reception	Approve No Charge Tea and Coffee Reception <i>£500 given to their chosen caterer for wine on arrival</i>

NOVEMBER 2023 CITY HALL FUNCTION APPLICATIONS

		<p>their achievements and to celebrate the success of the programme,</p> <p>Numbers attending - 120</p>				
DFK International	7 November 2024	<p>DFK Annual Gala Ball - Dinner and entertainment for guests attending their 7 day congress</p> <p>Numbers attending - 130</p>	A & B	No (Waiver as linked to Visit Belfast)	No hospitality	<p>Approve No Charge No hospitality</p>
Polish Educational and Cultural Association	23 November 2024	<p>Polish Independence Day 2024 –Celebration event to promote diversity and reflect on positive contribution of Polish community.</p> <p>Numbers attending – 160</p>	C & D	No charge as Charity	Yes, Tea and coffee Reception	<p>Approve No Charge Tea and Coffee Reception</p> <p><i>£500 given to their chosen caterer for wine on arrival</i></p>
2025 EVENTS						
<p>Ulster University</p> <p>(Local organiser for the British Accounting & Finance Association Conference)</p>	1 May 2025	<p>British Accounting & Finance Association Conference Dinner and entertainment for guests attending their 3 day congress taking place in Ulster University.</p> <p>Numbers attending - 400</p>	A & B	No (Waiver as linked to Visit Belfast)	No hospitality	<p>Approve No Charge No hospitality</p>