

Document Pack

**Democratic Services Section
Chief Executive's Department
Belfast City Council
City Hall
Belfast
BT1 5GS**



15th November. 2010

MEETING OF STRATEGIC POLICY AND RESOURCES COMMITTEE

Dear Councillor,

The above-named Committee will meet in the Lavery Room (Room G05), City Hall on Friday, 19th November, 2010 at 10.00 am, for the transaction of the business noted below.

You are requested to attend.

Yours faithfully,

PETER McNANEY

Chief Executive

AGENDA:

1. Routine Matters

- (a) Apologies
- (b) Minutes

2. Democratic Services and Governance

- (a) Appointments to Outside Body (Pages 1 - 2)
- (b) Transitional Governance Arrangements for the Education Sector (Pages 3 - 4)
- (c) Requests for the Use of the City Hall and the Provision of Hospitality (Pages 5 - 8)
- (d) Northern Ireland Local Government Association Annual Conference 2011 (Pages 9 - 10)

- (e) Commencement Time of Strategic Policy and Resources Committee Meetings (The Chairman, Councillor Crozier, to raise)

3. **Finance**

- (a) Update on Revenue Estimates 2011-12 (Pages 11 - 22)
- (b) Financial Reporting - Quarter 2 2010-11 (Pages 23 - 46)
- (c) Minutes of Meeting of Budget and Transformation Panel of 11th November (Pages 47 - 48)
- (d) Approval to Seek Tenders for the Supply of Vehicles (Pages 49 - 50)
- (e) Approval to Seek Tenders - Air Conditioning Equipment (Pages 51 - 52)
- (f) Registration Services (Pages 53 - 60)

4. **Corporate Plan**

- (a) My City My Neighbourhood (To Follow)

5. **Human Resources**

- (a) Attendance Management (Pages 61 - 64)

6. **Asset Management**

- (a) Asset Management - Acquisitions and Disposals (Pages 65 - 88)
- (b) Disposal of Land to the Ulster Museum (Pages 89 - 96)
- (c) Introduction of Carbon Reduction Commitment Energy Efficiency Scheme (Pages 97 - 100)
- (d) Connswater Community Greenway Update (Pages 101 - 116)

7. **Good Relations and Equality**

- (a) Minutes of Meeting of Memorabilia Working Group of 28th October (Pages 117 - 120)
- (b) Minutes of Meeting of Good Relations Partnership of 12th November (To Follow)

8. **Cross-Cutting Issues**

- (a) Consultation - Justice Bill (Northern Ireland) (To Follow)



Belfast City Council

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| Report to: | Strategic Policy and Resources Committee |
| Subject: | Appointment to Outside Body |
| Date: | 19 th November, 2010 |
| Reporting Officer: | Stephen McCrory, Democratic Services Manager (ext 6314) |
| Contact Officer: | |

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| 1 | Relevant Background Information |
| 1.1 | A request has been received from the Department of Culture, Arts and Leisure for the Council to nominate two Members to the Board of a Special Purpose Vehicle Company to be formed to oversee the delivery of the World Police and Fire Games in 2013. |

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| 2 | Key Issues |
| 2.1 | The Council, following the Local Government elections on 5 th May, 2005, determined through the application of the d'Hondt system of proportionality its representation on 90 Outside Bodies. These nominations were approved formally at the Annual Council meeting on 26 th May. |
| 2.2 | Members may recall that the Committee, at its meeting on 19 th August, 2005, in considering the nomination of a Member to make application to represent the Council on the Drainage Council for Northern Ireland, agreed to continue the application of the original d'Hondt process to determine the Party Groupings which would be entitled to appoint nominees to any subsequent invitations of a similar nature which might be received during the current Council term. Accordingly, this system was again applied at the Committee's meeting on 23 rd April, 2010 when appointments were made to the Lyric Theatre Education Advisory Panel. |
| 2.3 | Under the current system for determining appointments to Outside Bodies, the next two choices fall to the Sinn Fein and the Democratic Unionist Party Groupings. |

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| 3 | Resource Implications |
| | None. |

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| 4 | Equality Implications |
| | None. |

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| 5 | Recommendations |
| 5.1 | The Committee is asked to approve the appointment of one Member from each of the Sinn Fein and the Democratic Unionist Party Groupings as the Council's two representatives on the Board of the Special Purpose Vehicle Company to be formed to oversee the delivery of the World Police and Fire Games in 2013 |

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| 6 | Decision Tracking |
| | Stephen McCrory, Democratic Services Manager 2 nd December, 2010 |



Belfast City Council

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| Report to: | Strategic Policy and Resources Committee |
| Subject: | Transitional Governance Arrangements for the Education Sector |
| Date: | 19 th November, 2010 |
| Reporting Officer: | Stephen McCrory, Democratic Services Manager (ext 6314) |
| Contact Officer: | |

| 1 | Relevant Background Information |
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| 1.1 | The Committee will be aware that the issue of the appointment of elected Members to the Transitional Belfast Education and Library Board remains unresolved after almost a year of correspondence between the Council and the Minister for Education. |
| 1.2 | In essence, the disagreement between the Council and the Minister is centred on who should be entitled to nominate the elected representatives who will be appointed to serve on the Transitional Board. |
| 1.3 | Members will recall that the Committee, in December, 2009, first considered a request from the Minister to nominate eight Members from whom four would be chosen to serve on the Board. The Committee, at its meeting on 11 th December agreed to nominate only four Members with the representatives being selected using a one-off d'Hondt process. This resulted in the nominations falling to the SF, DUP, UUP and SDLP groupings. Throughout the subsequent correspondence, the Council has maintained the position that the four elected representatives should be appointed from the largest four political parties on the Council, thus reflecting on the transitional Board the wishes of the people of the city as expressed at the Local Council elections in 2005. |
| 1.4 | The Minister's position is different in that she insists that the Council submit eight names so that the principle of Ministerial choice is upheld. |
| 1.5 | At its meeting on 24 th September, the Committee agreed that it be left to each of the four main Party Groupings to decide whether to submit one or two names to the Minister. The Sinn Fein and Social Democratic and Labour Party Groupings submitted two names each while the Democratic Unionist and Ulster Unionist |

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| | <p>Party Groupings submitted one name each only. A letter was sent to the Department of Education on 11th October explaining the Council position and urging the Minister to proceed to appoint the four elected Member representatives from that list of six names whilst ensuring that one elected Member from each of the four main Party Groupings was appointed.</p> |
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| 2 | Key Issues |
| 2.1 | <p>A further letter has been received from the Department indicating that “conversations with a purpose” have been held with the Council’s six nominees but that they cannot proceed to appoint Councillors to the transitional Belfast Board until the nomination and application process has been completed. The Department makes the points that Belfast is the only Council which has not submitted the requisite number of nominees to the Minister, that they have proceeded to make appointments of elected Members to several of the other Boards and that they cannot proceed in Belfast until the Council submits the names of an additional two candidates.</p> |
| 2.2 | <p>The current situation means that there is no political representation on the transitional Board in Belfast and the Committee is asked to consider the matter and take whatever action it considers to be appropriate.</p> |

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| 3 | Resource Implications |
| | <p>None</p> |

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| 4 | Equality Implications |
| 4.1 | <p>The Committee’s previous decision has been consistent with it’s policy on proportionality in relation to the appointment of Members to Outside Bodies.⁵</p> |

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| 5 | Recommendations |
| 5.1 | <p>The Committee is asked to consider the information supplied and decide if it wishes to affirm its decision of 24th September that it be left to each of the four main Party Groupings to decide whether to submit one or two names to the Minister.</p> |

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| 6 | Decision Tracking |
| <p>Stephen McCrory, Democratic Services Manager 2nd December, 2010</p> | |



Belfast City Council

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| Report to: | Strategic Policy and Resources Committee |
| Subject: | Requests for the use of the City Hall and the provision of Hospitality |
| Date: | Friday, 19th November, 2010 |
| Reporting Officer: | Mr. Stephen McCrory, Democratic Services Manager (Ext. 6314) |
| Contact Officer: | Mr. Gareth Quinn, Senior Democratic Services Officer (Ext. 6316) |

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| 1. | Relevant Background Information |
| 1.1 | Members will recall that the Committee, at its meeting on 26th September, 2003, agreed to the criteria which would be used to assess requests from external organisations for the use of the City Hall and the provision of hospitality. Subsequently the Committee at its meeting on 7th August, 2009, further amended the criteria so as to incorporate the new Key Themes as identified in the Council's Corporate Plan. |

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| 2. | Key Issues |
| 2.1 | The revised criteria has been applied to each of the requests contained within the appendix and recommendations have been made to the Committee on this basis. |

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| 3. | Resource Implications |
| 3.1 | Provision has been made in the Revenue Estimates for hospitality. |

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| 4. | Equality Implications |
| 4.1 | N/A |

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| 5. | Recommendations |
| 5.1 | The Committee is asked to approve the recommendations as set out in the Appendix. |

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| 6. | Decision Tracking |
| Officer responsible – Gareth Quinn 2nd December, 2010 | |

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| 7. | Key to Abbreviations |
| Not applicable. | |

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| 8. | Documents Attached |
| Appendix 1 – Schedule of applications | |

**SCHEDULE OF APPLICATIONS FOR THE USE OF THE CITY HALL AND
THE PROVISION OF HOSPITALITY**

| Organisation / Body | Event / Date – Number of Guests | Request | Comments | Recommendation |
|-------------------------------------|---|---|--|---|
| The Pony Club | Pre-Conference Reception 7th March, 2011 Approximately 500 attending | The use of the City Hall and the provision of hospitality in the form of a drinks reception. | Delegates will be staying in accommodation in Belfast and the conference will take place within the city. This event would contribute to the Council's Key Theme of 'City Leadership, Strong, Fair and Together'. | The use of the City Hall and the provision of hospitality in the form of red/white wine and soft drinks. Approximate cost £500 |
| Volunteer Now | Pre-Conference Reception 23rd March, 2011 Approximately 125 attending | The use of the City Hall and the provision of hospitality in the form of a drinks reception. | Delegates will be staying in accommodation in Belfast and the conference will take place within the city. This event would contribute to the Council's Key Themes of 'City Leadership, Strong, Fair and Together' and 'Better support for people and communities'. | The use of the City Hall and the provision of hospitality in the form of red/white wine and soft drinks. Approximate cost £500 |
| Queen's University Belfast | Society of Renaissance and Baroque Hispanic Poetry 10 th Biennial International Conference Reception 6th September, 2011 Approximately 120 attending | The use of the City Hall and the provision of hospitality in the form of a drinks reception. | Delegates will be staying in accommodation in Belfast and the conference will take place within the city. This event would contribute to the Council's Key Themes of 'Better opportunities for success across the city' and 'Better support for people and communities'. | The use of the City Hall and the provision of hospitality in the form of red/white wine and soft drinks. Approximate cost £500 |
| Northern Cricket Union of Ireland | 125th Anniversary Dinner 15th October, 2011 Approximately 400 Attending | The use of the City Hall and the provision of hospitality in the form of a pre-dinner drinks reception. | This event seeks to celebrate the 125 th Anniversary of the Northern Cricket Union of Ireland and to acknowledge its contribution to the general life and well-being of the city. This event would contribute to the Council's Key Themes of 'City Leadership, Strong, Fair and Together' and 'Better support for people and communities'. | The use of the City Hall and the provision of hospitality in the form of a pre-dinner drinks reception. Approximate cost £500 |
| Upper Springfield Development Trust | Success of the West Awards 2011 2 nd February, 2011 Approximately 150 attending | The use of the City Hall and the provision of hospitality in the form of tea/coffee and biscuits | This event seeks to recognise the achievements of local people from vocational training programmes across West Belfast. The event also aims to empower people from the local area to show leadership | The use of the City Hall and the provision of hospitality in the form of tea/coffee and biscuits. Approximate cost £300 |

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| | | | <p>and contribute to the success of their community.</p> <p>This event would contribute to the Council's Key Themes of 'City Leadership, Strong, Fair and Together' and 'Better support for people and communities'.</p> | |
| <p>Girlguiding Belfast</p> | <p>County Awards Ceremony</p> <p>17th May, 2011</p> <p>Approximately 150 attending</p> | <p>The use of the City Hall and the provision of hospitality in the form of tea/coffee and biscuits</p> | <p>This event seeks to recognise the achievements of Guides and their Leaders. The awards being presented include the Queen's Guide, Duke of Edinburgh, Baden Powell and Long Service Awards.</p> <p>This event would contribute to the Council's Key Themes of 'City Leadership, Strong, Fair and Together' and 'Better support for people and communities'.</p> | <p>The use of the City Hall and the provision of hospitality in the form of tea/coffee and biscuits.</p> <p>Approximate cost £300</p> |



Belfast City Council

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| Report to: | Strategic Policy and Resources Committee |
| Subject: | Northern Ireland Local Government Association Annual Conference 2010 |
| Date: | Friday, 19th November, 2010 |
| Reporting Officer: | Mr. Stephen McCrory, Democratic Services Manager (extension 6325) |
| Contact Officer: | Mrs. Julie Lilley, Democratic Services Officer (extension 6321) |

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| 1.0 | Relevant Background Information |
| 1.1 | The Northern Ireland Local Government Association is holding its Annual Conference in the La Mon Hotel and Country Club, Castlereagh from Thursday, 10th till Friday, 11th February, 2011. |
| 1.2 | The theme of the NILGA 2011 Annual Conference is 'Energising Local Government'. The main focus of the Conference will be how Local Government can become energised to plan strategically for the delivery of services in the future. Debates at the Conference will include the current spending review, the economic crisis and an overview of how NILGA can move forward over the coming year. |
| 1.3 | Attendance at the conference would provide an opportunity for Councillors to network with other Elected Members from across Northern Ireland. In addition, Members will be able to participate in the Northern Ireland Local Government Awards Ceremony which will be held on the Thursday evening. The Local Government Awards aim to recognise exceptional performance and achievement by both officers and Members. |

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| 2.0 | Key Issues |
| 2.1 | As Members may be aware the Council is represented on NILGA by sixteen Members and both the Council and NILGA are taking steps to ensure that the views of Belfast City Council are taken account of properly. Attendance at the conference by Members will provide a further opportunity to ensure that the Council has a strong voice in the debate around the future role of NILGA and how best it can represent Local Government. |

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| 3.0 | Resource Implications |
| 3.1 | <p>Northern Ireland local Government Association Annual Conference</p> <p>Delegate Fee: £195 Travel: £15 ----- Total per delegate: £210</p> |

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| 4.0 | Equality Implications |
| 4.1 | None |

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| 5.0 | Recommendations |
| 5.1 | <p>It is recommended that the Committee agrees to authorise:</p> <ul style="list-style-type: none"> ▪ the attendance at the NILGA Annual Conference of the Chairman and the Deputy Chairman of the Committee, the Democratic Services Manager (or their nominees) and the Council's representatives on NILGA ; and ▪ the payment of the appropriate travelling and subsistence allowances in connection therewith. |

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| 6.0 | Decision Tracking |
| <p>Officer responsible – Mrs. Julie Lilley, Democratic Services Officer</p> <p>10th January, 2011</p> | |

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| 7.0 | Key to Abbreviations |
| NILGA – Northern Ireland Local Government Association | |

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| 8.0 | Documents Attached |
| None | |

**Belfast City Council**

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| Report to: | Strategic Policy and Resources Committee |
| Subject: | Update on Revenue Estimates 2011/12 |
| Date: | 19 November 2010 |
| Reporting Officer: | Julie Thompson, Director of Finance and Resources |
| Contact Officer: | Ronan Cregan, Head of Finance and Performance |

Relevant Background Information

- 1.1** An update on the revenue estimates for 2011/12 was presented to the Strategic Policy and Resources Committee at its meeting on 22 October 2010. As advised within that report, the rates bill received by ratepayers contains two principal elements – the district rate received by local Councils and the regional rate which is set and received by the Northern Ireland Executive.
- 1.2** For information, over the last ten years, the district rate increases have ranged from 2.83% to 7.81%, with an average increase of 5.6%. It is important to note that the setting of the rate for 2011/12 reflects two unique circumstances:
 - (a) the recession means that the rates base is no longer growing. This represents a significant risk for the future finances of the Council, given that the district rate provides approximately 74% of the total funding for the Council's activities; and
 - (b) on the positive side, there is a one off opportunity to reallocate money that was needed in 2010/11 to boost reserves.
- 1.3** The October report to the Strategic Policy and Resources Committee on rates setting presented information on three scenarios, as requested by Members – 0%, 1% and 2.5% increases in the rates. This was a preliminary assessment of the overall position and there were a range of internal and external variables which were still uncertain at that stage. In addition, at the October meeting, Members agreed to action a number of proposals which would utilise some £1.1m of the 2010/11 underspend. These proposals will produce savings of some £700k for 2011/12 which now need to be factored into the rates setting process.
- 1.4** This report provides an update on our assessment of the revenue estimates for 2011/12, reflecting our current analysis of both the internal position and the external variables and providing more information on what can be achieved within the various scenarios.

Key Issues

2.0 Updated analysis of zero growth in rates

2.1 The scenario for zero growth in the rates has been updated from the October position to reflect:

- (a) the £700k savings arising from implementation of the agreed proposals for the use of the 2010/11 underspend; and
- (b) the current indication of the industrial derating grant for 2011/12 from DOE which is a reduction of £210k from the 2010/11 budget.

Table 1

| | 2011/12 increase £m | % increase |
|--------------------------------------|--------------------------------|-------------------|
| Department Estimates | 1.5 | 1.3 |
| City Investment Strategy | 0.0 | 0.0 |
| Capital Programme | 1.4 | 19.1 |
| Waste Plan | 1.3 | 106.3 |
| De-rating Grant decrease | 0.2 | 4.8 |
| Rate Increase before Reserves | 4.4 | 3.6 |
| Movement in reserves | -4.5 | -100 |
| District Rate Decrease | -0.1 | -0.07 |

2.2 Departmental Estimates – This is the money required by departments to deliver services and typically covers expenditure on headings such as salaries, supplies and services. Based on current estimates, this scenario would mean that net expenditure is budgeted to rise by £1.5m which equates to some 1.3% of an increase from 2010/11. Given that inflation has been estimated at 3.1%, **this represents a real terms cut of some 1.8%**, in line with that faced by the Northern Ireland Executive. The key drivers for the departmental estimates increases include costs which the council has limited control over such as:

- Payroll costs – increases in pension contributions and assumptions on nationally agreed pay rises for employees earning less than £21,000 and staff increments
- Increase in landfill tax
- Loss of external income in areas such as building control
- Inflationary pressures

In order to minimise the impact of these cost pressures, some £2.9m of cash savings have been identified and deducted from budgets for 2011/12, as part of the efficiency programme. This has been achieved without any cut in front line services. This will mean that the Council will achieve savings of some **£12m since 2006/07**. These are set out below in **Table 2** and explained in more detail in **Appendix 1**.

Table 2

| Efficiency Split | Target | Actual |
|-------------------------|---------------|---------------|
| | £'000 | £'000 |
| Assets / Land | 200 | 294 |
| Budgetary Challenge | 388 | 769 |
| ICT | 195 | 98 |
| Income Generation | 122 | 245 |
| Procurement | 357 | 320 |
| Service Review | 440 | 522 |
| Use of Underspend | — | 700 |
| Total | 1,702 | 2,948 |

- 2.3 Capital Programme** - Most of the capital programme is currently financed through loans and therefore the rates set need to cover the cost of borrowing to the council. This scenario provides the additional £700k needed to finance existing ongoing schemes in 2011/12 and to finance the **Mercury Abatement at the Crematorium and developments at Dunville and Woodvale Park**. It will also provide £700k for the financing of some £4.85m of additional capital investment, which is explained more fully in section 4 below.
- 2.4 City Investment Strategy** – This scenario assumes **no growth** from the £3m per annum currently invested in the City Investment Strategy. This fund has been put in place to support major iconic projects and help lever in additional money into the city. This fund is currently supporting the Titanic Signature Project, the MAC, the Lyric and the Connswater Greenway.
- 2.5 Waste Plan** – The costs of managing waste continue to rise. Indeed, it is estimated that costs to Belfast City Council will be some £5m higher in 2014/15 compared to 2010/11. The council needs to prepare financially for this increase in order to avoid a one off hike in the rates in 2014/15. The zero growth rates scenario therefore assumes a stepped increase of some £1.3m to help meet this financial commitment in 2014/15, building on the £1.2m set aside in 2010/11. This money will primarily be directed to actions which enhance recycling, thus reducing the amount of waste for landfill and assisting the Council to meet its landfill diversion targets.
- 2.6 Industrial De – Rating Grant** – The Council currently receives a grant from the DOE to cover those properties affected by the policy on industrial de-rating. Following a review by LPS, the number of properties which attract this grant has fallen, predominantly due to the increase in vacant properties. Our latest information is that the grant from the DOE will reduce by some £210k in 2011/12, but there is a risk that this may be further adjusted during 2011/12, if the level of industrial vacant properties continues to rise.
- 2.7 Reserves** – Members will recall that a significant element of the rate increase in 2010/11 was attributable to the need to increase reserves to an acceptable level. Given that approach and the 2010/11 underspend, this zero growth scenario assumes that there does not need to be a contribution from the rates to reserves in 2011/12.

3.0 Key Risks/External Variables

- 3.1** There are a number of external variables which have been previously highlighted and which represent risks to the scenarios outlined above.

(a) Clarity on EPP – the estimated penny product (EPP) is provided by LPS to the Council as an estimate of what the rates will yield in income for the Council in 2011/12. As the Council is dependent on the district rate for some 74% of its income, this figure can make a significant difference to the rates that the council needs to set in order to cover its planned expenditure.

We have been engaging with LPS on both the EPP for 2011/12 and the updated rates assessment (APP) for 2010/11. The separate report on the Financial Position – Quarter 2, 2010/11 outlines that the LPS has advised that the estimated rates income for 2010/11 will be some £0.6m less than planned. This is a matter of concern both for 2010/11 and future years, as the economic downturn leads to more vacant properties, appeals and bad debts. These rates scenarios are based on a “flat” EPP rather than the traditional growth scenario of previous years. Members will need to consider the need for sound financial planning and the risks to the rates base in setting the level of the rates for 2011/12.

(b) Effects of cuts in government funding – the implications of the Spending Review on the Council for 2011/12 are not known at this stage but at present the Council receives around £4m in government funding to support various activities such as community relations and community safety. It is unlikely that we will know how any cuts will impact on the Council by the time the rates need to be set. Members will therefore need to consider the potential risks to the Council finances from cuts to central government funding in setting the level of the rates for 2011/12.

(c) Level of the Regional Rate – At this stage the increase in the regional rate is unknown but it is likely that it will be at least in line with inflation. Members are reminded that the regional rate accounts for 55% of the rates bill and that inflation has been estimated at some 3.1%.

4.0 Investment Implications of Scenarios

4.1 Members had asked for a number of scenarios to be considered. This report sets out the implications of the three previously identified scenarios and an additional 2% scenario to assist Members discussions. Each scenario builds on from the zero growth scenario set out in section 2 above. With scenarios of 1%, 2% and 2.5%, further sums would be available for investment in either capital or revenue projects.

4.2 At the Members workshop in September there were strong views about the importance of investment in the City. The key arguments were in terms of delivering for the citizen to show value for their rates contribution and support for the beleaguered construction sector, as well as enhancing the economic multiplier effect. The current tendering environment is also favourable, at the moment, given the difficulties in the construction sector. These are set out in **Table 3** below.

Table 3

| Scenario | Average Cost to Ratepayer Per Annum | Additional Revenue Investment | Additional Capital Finance (Table 4) | Additional Capital Investment (Table 4) | Additional Total investment (revenue and capital) |
|----------|-------------------------------------|-------------------------------|--------------------------------------|---|---|
| 0% | -£0.23 | 0 | £0.7m | £4.85m | £0.7m |
| 1% | £3.34 | £1m | £1.2m | £8.0m | £2.2m |
| 2% | £6.79 | £1m | £2.5m | £15.0m | £3.5m |
| 2.5% | £8.40 | £1m | £3.2m | £20.5m | £4.2m |

A. Capital Investment

- 4.3 The Council has delivered several beneficial projects over the past few years and has just let a significant contract for the Connswater Community Greenway. **Table 4** gives some examples as to the level and type of capital investment that could be considered, depending on the particular rates level agreed by Members.

Table 4

| Project Title | Gross Project Cost | Financing Cost – Rates Impact | Gross Project Cost | Financing Cost – Rates Impact | Gross Project Cost | Financing Cost – Rates Impact | Gross Project Cost | Financing Cost – Rates Impact |
|-----------------------------|--------------------|-------------------------------|--------------------|-------------------------------|--------------------|-------------------------------|--------------------|-------------------------------|
| Rate increase | 0% | | 1% | | 2% | | 2.5% | |
| Pitches - Various Locations | | | £3.0m | | £10.0m | | £10.0m | |
| Alleygates | £0.85m | | £1.0m | | £1.0m | | £1.0m | |
| Mary Peters Track 2013 | £3.0m | | £3.0m | | £3.0m | | £3.0m | |
| Other Schemes | £1.0m | | £1.0m | | £1.0m | | £6.50m | |
| | £4.85m | £0.70m | £8.0m | £1.23m | £15m | £2.5m | £20.5m | £3.22m |

- 4.4 The above table provides examples of what could be achieved under the various scenarios. **Members will need to agree the level of the rates and the actual schemes which will be financed under that scenario.** The particular schemes used as an example were chosen for the following reasons:

- they are commitments by Council
- they are the most straightforward schemes in terms of deliverability as they do not depend on other funding or other people's land
- they will have short run economic benefits in terms of construction jobs
- they will have long run benefits in terms of improving the quality of service, providing new facilities and provide a positive impact upon equality, social inclusion and good relations
- in some instances they will assist in leveraging further resources.

- 4.5 Specifically the **Pitches and Changing Accommodation Strategy** is a £30m plan to enhance provision right across the City with two thirds of provision via use of school playing fields and support from DCAL and Sport NI. The Council's £10m will address our provision and create new pitches, bring existing pitches up to standard and enhance or produce new changing accommodation and helps our leverage of others resources. The outcomes include:

- better facilities
- healthy active lifestyle opportunities
- diversionary activity from anti-social behaviour
- greater social inclusion of young people and positive cross community impacts.

- 4.6 **Alleygates** are a popular tool to address peoples concerns regarding safety and security and have major benefits in upgrading and maintaining clean, green environments.

- 4.7 The **Mary Peters track** is a clearly stated objective of the Council and has obvious long run sporting benefits. More immediate bonuses exist in terms of the World Police and Fire Games 2013 and the Glasgow based Commonwealth Games of 2014 which if properly harnessed have substantial tourism and economic benefits for the City.

4.8 Other schemes relate to various proposals in the existing Capital Programme which are neither too expensive or too dependent on external funding – see **Appendix 2** for the full list of current uncommitted capital schemes.

B. *Additional Revenue Investment*

4.9 Within the October revenue estimates report, there was a proposal to pilot new and innovative approaches to integrated service delivery at a neighbourhood level.

4.10 An additional £1.0m of revenue would secure a £250k budget for the four city areas. This would facilitate a member led process to allocate resources at a local level and to prioritise local actions. This process could be supported by information from the SRFs, the Public Consultation Survey and the My City My Neighbourhood programme. The next stage of the My City My Neighbourhood programme is a member led local engagement programme. A report on the My City My Neighbourhood programme is a separate item on the Committee agenda.

4.11 Examples of what the area budgets could be spent on include:

- Additional arterial routes support
- Health awareness programmes which would tackle issues like suicide and mental ill-health
- Safer neighbourhood programmes
- Improved small scale tourism initiatives
- Increase in youth activities
- Support to local traders, to animate local activity

4.12 It is proposed in the separate Committee report on the Financial Position – Quarter 2, 2010/11 to invest £100k in a pilot of this initiative in 2010/11, based on a number of guiding principles. If agreed, learning from this pilot could help inform the future development of integrated service delivery at a local level (if this is affordable within the recommended rates scenario).

5.0 Implications of the Scenarios for Ratepayers

5.1 The following tables summarise the potential rate options and their impact on the rate payer.

Table 5

| District Rate Increase | District Rate Impact on Domestic Ratepayer Per Annum | District Rate Impact on Domestic Ratepayer Per Week |
|------------------------|--|---|
| 0% | -£0.23 | £0.004 |
| 1% | £3.34 | £0.064 |
| 2% | £6.79 | £0.131 |
| 2.5% | £8.40 | £0.162 |

Table 6

Average District Rates Bills based upon scenarios of -0.07%, 1%, 2% and 2.5%

| PROPERTY | Ave Capital Value /NAV | District Rate 2011/12 | | | |
|--------------------------------|------------------------|-----------------------|-------|-------|-------|
| | | -0.07% | 1.00% | 2.00% | 2.50% |
| Domestic Properties | | £ | £ | | |
| Terrace House | 86,425 | -0.17 | 2.51 | 5.10 | 6.31 |
| 3-Bed Semi-Detached House | 132,173 | -0.26 | 3.83 | 7.80 | 9.65 |
| 4-Bed Detached House | 293,843 | -0.59 | 8.52 | 17.34 | 21.45 |
| Apartment | 83,379 | -0.17 | 2.42 | 4.92 | 6.09 |
| Average Capital Value | 115,000 | -0.23 | 3.34 | 6.79 | 8.4 |
| Non-Domestic Properties | | | | | |
| Office Property | 12,728 | -2.28 | 32.56 | 65.13 | 81.41 |
| Retail Property | 10,247 | -1.83 | 26.21 | 52.43 | 65.54 |

6.0 Summary

Members are asked to consider the information above and recommend a district rate for Belfast City Council which recognises the economic recession and the challenges and risks it presents, can demonstrate value for money to the ratepayer, represents sound financial planning and delivers Members' ambitions for improved services for the citizens of Belfast.

Resource Implications

A range of rates scenarios have been presented – 0%, 1%, 2% and 2.5%

| |
|------------------------|
| Recommendations |
|------------------------|

Members are asked to:

- (a) note this most up to date assessment of the revenue estimates for 2011/12 and the risks highlighted;
- (b) note that further engagement is planned with Members on the corporate plan and departmental plans which are proposed to be delivered with the resources available;
- (c) recommend a level for the rates for 2011/12;
- (d) agree that Members briefings should take place to prioritise and agree the capital projects which are affordable within the recommended rates scenario; and
- (e) note that key messages will be developed to assist Members based on the recommended rates scenario.

| |
|--------------------------|
| Decision Tracking |
| |

| |
|-----------------------------|
| Key to Abbreviations |
| |

| |
|---------------------------|
| Documents Attached |
|---------------------------|

Appendix 1 – Efficiency programme 2011/12
Appendix 2 – Uncommitted Capital Schemes

Appendix 1

Efficiency Programme – 2011/12

Table One below presents the latest position in relation to the capturing the efficiency savings and presents the actual versus target position. As you can see from the table the actual figures have surpassed the required £1.7m efficiency target.

Table One

| Efficiency Split | Target £'000 | Actual £'000 |
|-------------------|-----------------|-----------------|
| Assets / Land | 200 | 294 |
| Budgetary | | |
| Challenge | 388 | 769 |
| ICT | 195 | 98 |
| Income Generation | 122 | 245 |
| Procurement | 357 | 320 |
| Service Review | 440 | 522 |
| Use of Underspend | 0 | 700 |
| Total | 1,702 | 2,948 |

The following sections provide an overview of the type of projects/activities that have been completed across departments to highlight the diversity of work that has been completed to deliver the 2011/12 Efficiency Programme.

Assets & Land

A total efficiency saving of £294k has been identified under this theme. The efficiencies are made up from a range of areas, including reviewing car parking arrangements, reductions in rental costs/rates/premises costs and a reduction on the corporate land bank costs for unused properties.

Budgetary Challenge

Significant savings of £769k are proposed to be realised through challenging budgets across the Council. Some examples of this type of savings are:

- More co-ordinated approach to graphic design - £135k
- Reductions in planned costs of conferences - £77k
- Consultancy - £292k
- Reductions in printing and stationery requirements - £38k
- Reductions in materials needed - £55k

ICT

Efficiencies have been identified totalling £98k. These relate to various initiatives, for example integration of the invoice register, consolidation of utility bills, and e-invoicing. They will reduce the requirement for manual processing and therefore reduce agency staff costs. Server virtualisation and the roll-out of the print strategy will also achieve savings through a reduction in electricity and toner expenditure respectively.

Income Generation

A total of £245k has been identified under this theme. For example, additional income is proposed to be generated by ISB from external sales of existing ISB products and an increase in Crematorium fees and charges (subject to committee approval).

Procurement

The total efficiency saving from the procurement theme is £320k and some of the key areas making up this figure are:

- Advertising vacancies;
- Floral displays;
- Consultancy;
- Catering supplies;
- Banking contract; and
- Playground/sports equipment.

Service Reviews

A major challenge for the organisation is to find ways to deliver better value for money services. Members have already made it clear that priority should be given to streamlining back office functions such finance, HR, Payroll, Business Support etc.

Service review efficiencies totalling £522k are being proposed, around half of which have been identified in Finance and Resources Department. Parks & Leisure Department will make operational service efficiencies, which will absorb much of the additional costs of the Connswater Community Greenway in 2011/12. A range of service reviews have been completed within the Health & Environmental Services Department. These included completing a review of the shift patterns in the Recycling Centres which reduced the requirements for overtime. Within the Development Department, savings are proposed from reductions in overtime costs and a reduction in posts.

Use of the Underspend

The Committee has agreed to proposals for utilisation of £1.1m of the 2010/11 underspend which will generate savings of £700k in 2011/12. These savings are estimated as £600k from employee costs due to voluntary redundancies and £100k from energy saving initiatives across the Council and water savings at the Zoo.

Appendix 2: Uncommitted Capital Schemes

| Project Title | Gross estimate | External funding estimate | Net estimate |
|---|----------------|---------------------------|--------------|
| Pitch Provision - Pitches and Changing Accommodation Strategy | 10,000,000 | 0 | 10,000,000 |
| Alleygates Phase 3 | 700,000 | 0 | 700,000 |
| Mary Peters Track 2013 (8 lane track & spectator stand) | 2,895,600 | 0 | 2,895,600 |
| Gasworks Northern Fringe Site Development - Infrastructure | 1,675,000 | 0 | 1,675,000 |
| Botanic Gardens - Tropical Ravine | 4,000,000 | 2,500,000 | 1,500,000 |
| BVCB/BWC Relocation | 1,500,000 | 0 | 1,500,000 |
| Titanic Memorial Gardens | 220,000 | 120,000 | 100,000 |
| Wireless Bin Monitoring System | 217,000 | 0 | 217,000 |
| Zoo - Floral Hall Refurbishment | 3,565,000 | 2,065,000 | 1,500,000 |
| <i>Cliftonville Playing Fields Redevelopment (could be part of pitches strategy?)</i> | 605,000 | 450,000 | 155,000 |
| Development of New Recycling Centre (Springfield Road) | 2,900,000 | 0 | 2,900,000 |
| Barnetts Demense - Mountain Bike track | 336,000 | 261,000 | 75,000 |
| Grove LC Demolition and Clearance | 500,000 | 0 | 500,000 |
| North Foreshore Business Park Development - Infrastructure | 28,860,000 | 4,362,500 | 24,497,500 |
| PC Strategy | 1,000,000 | 0 | 1,000,000 |
| Andersonstown LC - Handball Courts and Spectator Accommodation | 655,000 | 655,000 | 0 |
| St Georges Market - rewiring and emergency lighting | 142,500 | 0 | 142,500 |
| Skegoniel Site Incorporation into Grove Park | 600,000 | 0 | 600,000 |
| New Leisure Centre - North Belfast | 14,850,000 | 0 | 14,850,000 |
| New Leisure Centre - South Belfast | 14,850,000 | 0 | 14,850,000 |
| New Leisure Centre - East Belfast | 14,850,000 | 0 | 14,850,000 |
| WfH Conference Centre | 25,000,000 | 17,000,000 | 8,000,000 |
| Vehicle replacement programme 2011/12 | 1,900,000 | 0 | 1,900,000 |

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**Belfast City Council**

| | |
|---------------------------|---|
| Report to: | Strategic Policy and Resources Committee |
| Subject: | Financial Reporting – Quarter 2 2010/11 |
| Date: | 19 November 2010 |
| Reporting Officer: | Julie Thompson, Director of Finance and Resources |
| Contact Officer: | Ronan Cregan, Head of Finance and Performance |

Relevant background information

The Strategic Policy and Resources Committee agreed at its meeting on 18 June 2010 that:

- the Council would produce financial reporting packs for the Strategic Policy and Resources Committee and each Standing Committee on a quarterly basis
- the Budget and Transformation Panel would also receive monthly financial updates if there were any significant issues to report.

The reporting pack contains a summary dashboard of the financial indicators and an executive summary explaining the financial performance (Appendix 1). It also provides a more detailed explanation of each of the relevant indicators covering the year to date and forecast financial position, progress in year on the capital programme, implications for reserves, payments to creditors and recovery of debt.

As we previously advised the Committee, we will continue to develop the style and contents of the reports in liaison with Members. In particular, the Members' financial training at the end of September 2010 provided a good opportunity for discussion and feedback on the reports. It is therefore intended to make some amendments to style and layout for the quarter 3 financial reports.

Central finance and departmental management teams have worked together to develop the information within the financial reporting packs.

Key Issues

A. Current and Forecast Financial Position 2010/11 and Implications for Reserves

The current year to date financial position for the Council is an underspend of some £1.4m (quarter 1: £1.1m) which is 3% of estimated net expenditure. There is a forecast end of year underspend of some £2.1m (quarter 1 : £2.9m) which is 2% less than budget.

As in quarter 1, the reasons for this underspend relate mainly to the current unutilised pay rise budget, additional electricity generation income, fuel costs being lower than anticipated and the deferred rollout of food collection as part of waste management, as well as departmental underspends.

The financial position now reflects the utilisation of £1.1m of the 2010/11 underspend, which was agreed at Strategic Policy and Resources Committee on 22 October 2010. In addition, whilst there have been increased savings in some departments (Health and Environmental Services, Chief Executive's and Property and Projects) compared to the quarter 1 forecast, these have been partially offset by two concerning changes in external variables. These are:

- (a) the latest rates income forecast for 2010/11 from the LPS which shows a **reduction of £0.6m compared to our planned rates income**. There are concerns about the number of vacant properties and the level of bad debt.
- (b) A **reduction of £0.2m in the industrial de-rating grant** received from DOE, which reflects an increase in the number of industrial vacant properties

These issues reflect the downturn in the wider economy and are significant risk factors for 2010/11 and the 2011/12 rates setting process. Given that the district rate represents some 74% of the funding received for Council activities, any reduction in the rates base will significantly impact on our future financial planning. These external variables are therefore a key reason why the Council needs to prudently plan for the future and ensure it has an adequate level of reserves.

It is proposed to prepare a report on rates/LPS issues for SP&R and Budget and Transformation Panel in December to provide an update on the implications for rates income for 2010/11 and future years.

The financial reporting pack contains more detail on both the overall Council position and the financial performance in each of the Committees.

We would like to emphasise that the end of the financial year is still several months away and that there are significant uncertainties which could impact on the forecast. Nevertheless, a half-year forecast is helpful to Members in making financial decisions for the remainder of 2010/11 and to inform the 2011/12 rates setting exercise.

The district reserves of the Council were planned to be some £9.1m by 31 March 2011, being the opening reserves of £4.6m at 1 April 2010 and the £4.5m contribution from the rates to reserves, agreed as part of the 2010/11 rates setting exercise. The current forecast underspend of £2.1m would lead to reserves of some £11.2m by 31 March 2011, unless Members agree alternative uses of the forecast in-year underspend (section B and C below).

B. Recommended Actions on the Forecast Financial Position

Members agreed a report on 'Proposals for Use of the 2010/11 Underspend' at their meeting of 22 October 2010 which utilised some £1.1m of the forecast 2010/11 underspend and is reflected in the current financial position. In addition, it was agreed at that meeting that further proposals of up to £0.8m (that met the agreed criteria) could be put forward by Members through their party group leaders.

This issue was discussed at the Budget and Transformation Panel on 11 November. Members expressed concern about the recent changes notified by LPS and DOE as outlined above. **They therefore suggested that only a further £0.1m should be recommended to be utilised at this stage** (section C below). This would leave a forecast underspend of £2m which would be considered at quarter 3, based on the latest forecast at that time. This represents sound financial planning which will provide a contingency against any further reductions in the rates base and enable resources to be invested in reserves, when the financial position is clearer.

C. Proposal for Utilisation of £0.1m of 2010/11 Underspend

This proposal is to assign £100,000 to the delivery of local area-based initiatives on a North, South, East, West basis. There is a separate report on the Committee agenda on the Revenue Estimates. This includes an option to invest £1m in piloting new and innovative approaches to integrated service delivery at a neighbourhood level in 2011/12. This proposal is to use £100,000 of the 2010/11 underspend on local area initiatives within the current year which would, in effect, allow Members to pilot this approach in the coming months and begin allowing local people to see action being taken and resources being applied to local issues.

The roll-out of this pilot approach would of course be Member-led. This process could be supported by information from the SRFs, the Public Consultation Survey and the My City, My Neighbourhood programme, which is a Member led local engagement programme. A separate report on the Committee agenda outlines progress on the My City, My Neighbourhood agenda and the proposed next steps. This could be used to support Members in showing local people how the £100,000 is being used to make an immediate difference locally.

It is essential that this process is guided by a set of over-arching principles to ensure that there is clarity about the purpose of the pilot and the way in which decisions about the allocation of resources are made. These principles require consideration by Members but in order that the process can get underway and so that funds can be spent in-year, a number of guiding principles are set out below: *(Need advice from CQ)*:

- Alignment with the Council's current corporate priorities;
- Alignment to the priorities and requirements of local people;
- The process should be assured as fair and equitable;
- Initiatives should allow the budget to be spent by end March 2011;
- Expenditure to be within the Council's legal powers and subject to any criteria and financial procedures determined by SP&R;
- Regular reports on progress to the SP&R Committee;
- All learning from pilot to inform future development of integrated service delivery at a local level.

D. Other Financial Indicators

The financial reporting pack also includes information on a number of other financial indicators - progress in year on the capital programme, payments to creditors and recovery of debt. Of these indicators:

- recovery of debt is currently red and cause for concern. A further report went to Committee in October on the current processes for billing and collection and proposals for improvement
- although we expect to incur £1m more in the capital programme than we had forecast for the year, this is because two projects will be completed earlier than expected – we expect both to complete within the agreed budget

Resource Implications

There is a year to date underspend of £1.4m and a forecast underspend of some £2.1m.

Recommendations

Members are recommended to:

- (i) Note the above report and associated financial reporting pack;
- (ii) Note that a report will be provided to the December Committee on the LPS/rates issues;
- (iii) Agree that £0.1m of the underspend is utilised in line with Section C above and that the remaining £2m underspend is considered at quarter 3, based on the forecast at that time

Decision Tracking

Key to Abbreviations

Documents Attached

Financial Reporting Pack

































Strategic Policy and Resources Committee

Quarterly Finance Report

Report Period: Quarter 2 2010/11

Dashboard: Quarter 2, 2010/11

| Strategic Element: Financial Planning | | £,000 (under)/ over | Indicator % | | Page no |
|---|----------|---------------------------|---|---|------------|
| Year to date variance | | | | | |
| BCC | (1,423) | (3%) |  |  | 3 |
| • Strategic Policy and Resources | (2,112) | (13%) |  |  | |
| • Health & Environmental Committee | (890) | (4%) |  |  | |
| • Parks & Leisure Committee | 213 | 2% |  |  | |
| • Development Committee | (222) | (2%) |  |  | |
| Forecasted variance | | | | | |
| BCC | (2,138) | (2%) |  |  | 4 |
| • Strategic Policy and Resources | (2,049) | (6%) |  |  | |
| • Health & Environmental Committee | (648) | (2%) |  |  | |
| • Parks & Leisure Committee | 193 | 1% |  |  | |
| • Development Committee | (490) | (2%) |  |  | |
| Capital Programme | | | | | |
| Forecasted Capital variance | 1,168 | 17% |  |  | 5 |
| Reserves | | | | | |
| Reserves variance | (2,138) | 48% |  |  | 6 |
| Strategic Element: Better Services | | Days | Days | | |
| | | Q1 10/11 | Q2 10/11 | | |
| % of creditors paid in 30 days (average) | 65 | 71 |  |  | 7 |
| % Debt recovered in 30 days (average) | 36 | 45 |  |  | 8 |
| % Debt under 90 days old | 47 | 41 |  |  | 9 |

Note: Negative variances represent an under spend

Executive Summary

Year to Date % variance

The Council revenue position at the end of quarter 2 is an under spend of £1.4m (3%) at the end of quarter 2, up by £0.3m from quarter 1.

In line with quarter 1, the main elements of the year to date underspend relate to the current unutilised pay rise budget, additional electricity generation income, fuel costs being lower than anticipated, the deferred roll out of food collection as part of waste management and delays in the filling of vacant posts.

In addition, the year to date position reflects:

- (a) the utilisation of £1.1m of the 2010/11 underspend, which was agreed at Strategic Policy and Resources Committee on 22 October 2010;
- (b) increased savings in Health and Environmental Services and Strategic Policy and Resources Committees compared to quarter 1;
- (c) the latest rates income forecast for 2010/11 from the LPS which shows a reduction of £0.6m compared to our planned rates income; and
- (d) a reduction of £0.2m in the industrial de-rating grant received from DOE due to an increase in the number of vacant properties.

Forecasted variance

The Council is forecasting an under spend of £2.1m (2%) at the year end, down £0.8m from the £2.9m reported at quarter 1. The forecast reflects the factors set out in the year to date variance above. Most notably, **the £0.6m reduction in estimated rates income and the £0.2m reduction in the industrial de-rating grant reflect the downturn in the wider economy and the impact of vacant properties**, particularly in the non domestic sector. These two issues also represent **significant risk factors for the 2011/12 rates setting process**.

The Committee report provides advice on this current year end forecast.

Capital Programme

We expect two projects to be completed earlier than expected and as a result we expect to incur £1m more than we had forecast for the year at quarter 1. Both projects will have been completed on time and within the agreed project budgets.

The remaining programme is within the estimated budgets.

Reserves

Exclusive of in year savings, reserves are forecast to be £9.1m by 31 March 2011. The forecast underspend is currently estimated to be £2.1m. If this underspend were applied to reserves, the forecast balance for 2010/11 would be £11.2m. However, Members will consider the use of this underspend in the attached Committee report and in the quarter 3 financial report.

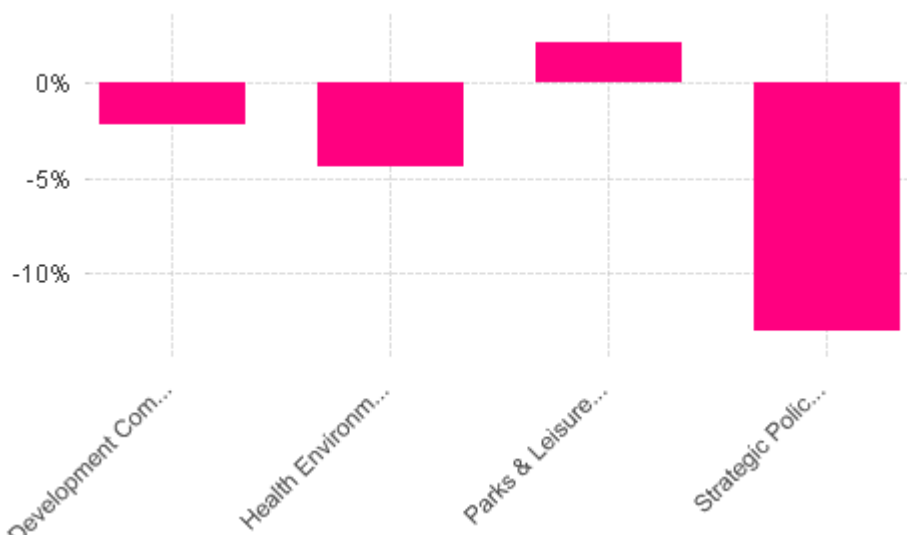
Better Services: Creditors and Debtors

The average number of creditors paid within 30 days at 71% (quarter 1: 65%) has increased for the quarter. Further action is being taken to bring the actual performance closer to the target of 75%.

The overall Council debt has fallen to £3.6m (quarter 1: £3.9m) and the percentage of debtors collected within 30 days has risen to 45% (quarter 1: 36%). This continues the trend in recent years to reduce the level of debt owed to the Council. However, the debt over 90 days old is still a cause for concern. An update on debt management was provided to the Committee at its meeting on 22 October.

Year to Date % variance

This indicator calculates the difference between the budgeted net expenditure and the actual net expenditure as a percentage. It is reported for the year to date.



Commentary and action required

The Council has an under spend of £1,423k (3%) at the end of quarter 2, up by £300k from quarter 1. The main reasons for the variance are:

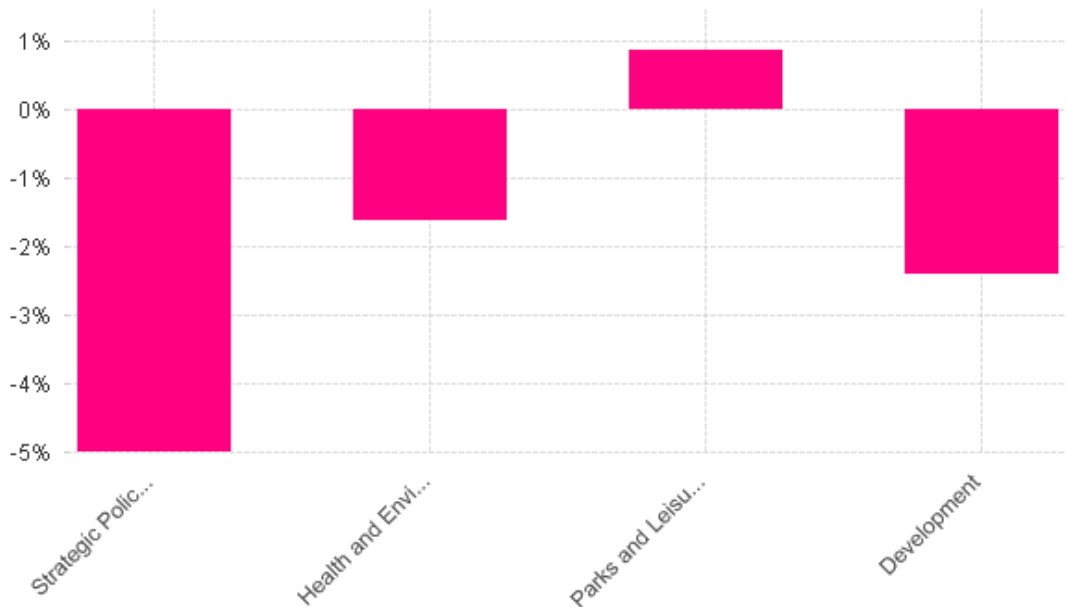
- The deferred roll out of the inner city food collection element of the waste management plan means that forecast 2010/11 expenditure is no longer required. In addition, the contingency budget for potential fuel price pressures, held centrally, has not been needed to date. Together these give rise to a £500k under spend at the end of quarter 2 (SP&R)
- Electricity generation income from the North Foreshore is higher than anticipated leading to additional income of £147k (SP&R)
- Pensions are under-spent by £230k, though expect to be fully utilised by the year end (SP&R)
- Pay is under spent by £623k given there has been no pay rise in 2010/11.
- With the exception of Parks and Leisure, departmental under-spends are mainly as a result of delays in filling posts and consequent delays in projects and programmes
- The most significant underspends are within Health and Environmental Services and Strategic Policy and Resources

These are offset by:

- Parks and Leisure employee budget is over spent by 4%.
- Reductions in rates income of £0.6m and industrial de-rating grant of £210k

Forecast % variance

This indicator calculates the difference between the planned net expenditure and the forecasted net expenditure as a percentage. It is reported as a forecast for the end of the financial year.



Commentary and action required

The Council is forecasting an under spend of £2.1m (2%) at the year end. The main reasons for this forecast under spend are :

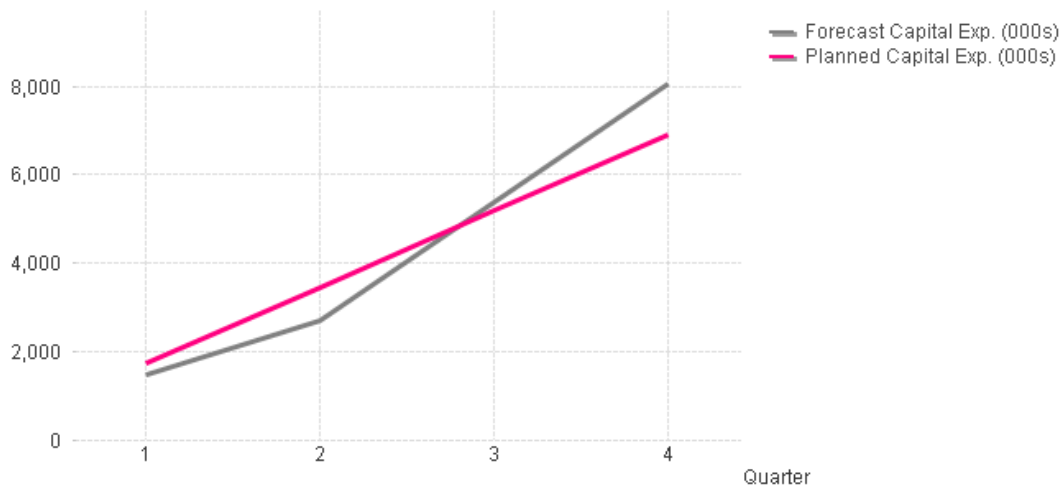
- Electricity generation is forecasting to raise additional income of £0.3m by the year end.
- Food waste collection proposals and fuel contingencies are forecast to be under spent by £1m at the year end.
- £1.1m of the budgeted pay rise is not anticipated to be required in 2010/11
- Under-spends on employee costs as a result of delays in restructuring, the application of the council's vetting procedure and staff turnover.

The current forecast of £2.1m reflects the decision to utilise some £1.1m of the above savings in 2010/11 on voluntary redundancy and other proposals in order to produce additional savings from 2011/12, as agreed at the SP&R on 22 October 2010. It also reflects the latest forecast for 2010/11 from LPS which has, concerningly, reduced the rates income forecast by almost £600k compared to the EPP advised at the time of setting the 2010/11 rates. There has also been a £210k reduction in the industrial de-rating grant received from DOE due to the increase in industrial vacant properties. It is proposed to prepare a report on rates/LPS issues for SP&R in December to provide an update on the implications for rates income for 2010/11 and future years.

Capital Programme

This indicator shows the planned capital expenditure against the planned forecasted expenditure for the current year.

The planned capital expenditure is taken from the agreed capital programme which provides for new buildings, vehicles and large investments in IT amongst others.



Commentary and action required

We are currently estimating that we will incur £1.1m more than we had forecast at quarter 1 for the current financial year. This is due predominantly to two specific projects attaining finalisation more rapidly than was originally envisaged.

It is now anticipated following discussions with the relevant contractors that the main contract final account for both the City Hall and The Grove Wellbeing Centre are likely to be finalised within the current financial year.

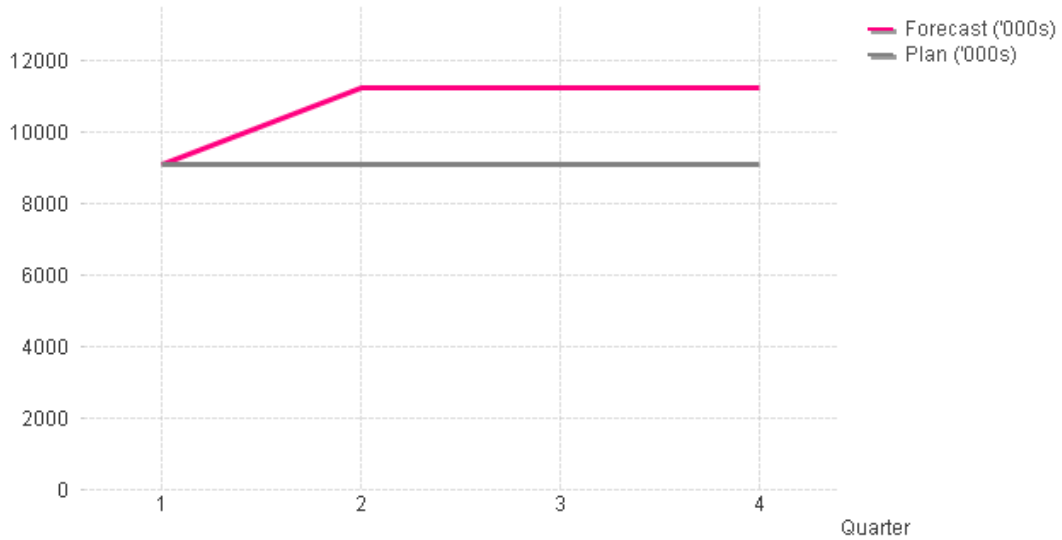
Whilst this means that we will pay these additional monies in the current year, both these projects will have been completed both on time and within the agreed project budgets.

As was outlined to SP&R Committee on 22nd October 2010 these projects are 'Committed and Funded' where the necessary loan funding has been made available through provision in the rates or other means.

The remaining programme is within the estimated budget.

Reserves Balance

This indicator shows the forecasted reserves balance against the planned reserves balance, from the rate setting exercise.



Commentary and action required

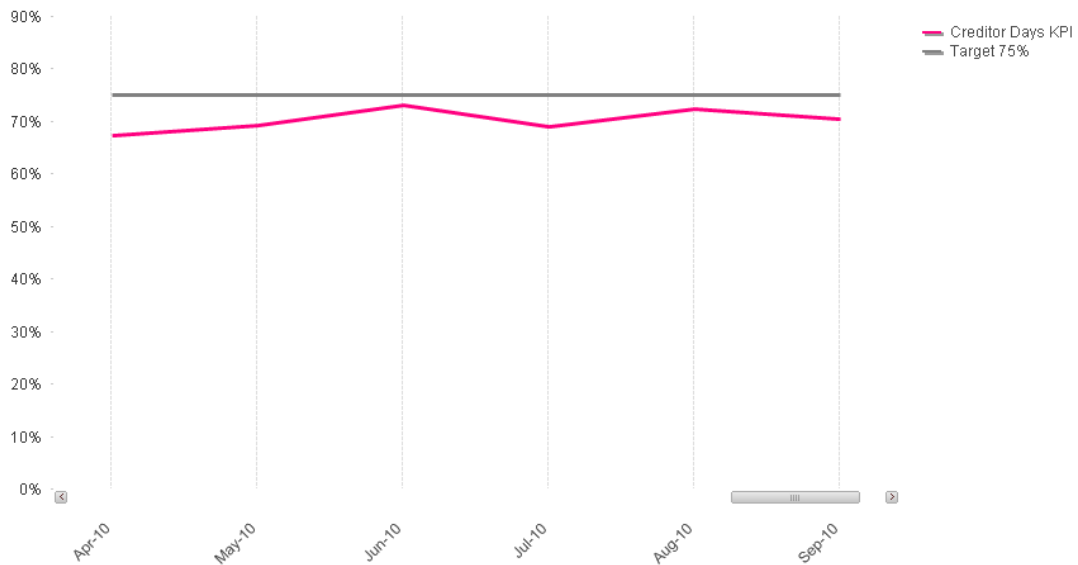
As agreed by Council in February 2010 the rate for 2010/11 included £4.5m as a contribution to reserves.

The final accounts for 2009/10 record a reserves balance of £4.6m. The forecast for 2010/11 is an under spend of £2.1m. If this under spend were applied to reserves, the forecast balance for 2010/11 would be £11.2m.

Advice is provided to Committee in relation to this reserves position in the covering report.

% of Creditors paid within 30 days

This indicator measures the percentage of supplier (creditor) invoices that have been paid within the 30 day limit.



Commentary and action required

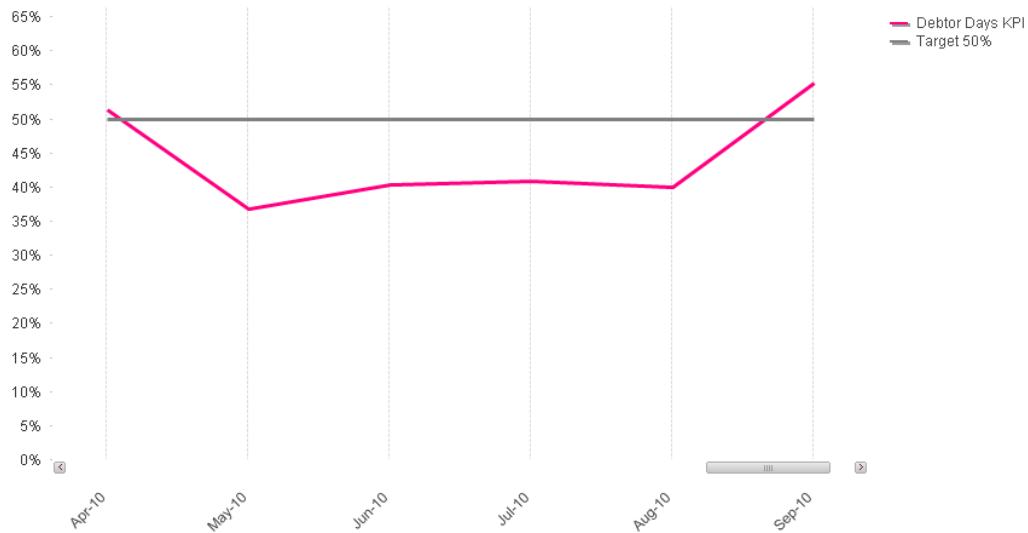
The average creditors paid within 30 days for the quarter is showing an upwards trend (qtr 1, 65% to qtr 2, 71%)

In order to improve the situation further we are recommending that certain suppliers who continue to send in invoices not containing the relevant information, e.g. purchase number, will have their invoices returned. This is to encourage suppliers to adhere to the Council’s procedures and enable us to pay invoices faster and more efficiently.

The Council’s performance management system will also be used to measure how departments adhere to procure-to-pay procedures to enable targeted remedial action.

% of Debtors collected within 30 days

This indicator measures the percentage of customer (debtor) invoices that have been collected within a 30 day period.



Commentary and action required

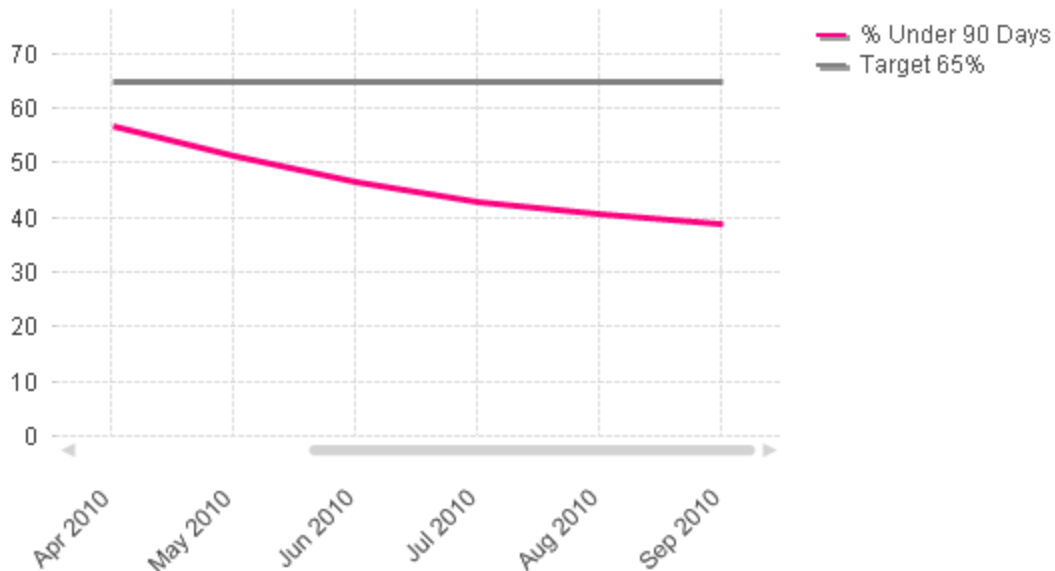
The average debt recovered within 30 days for the quarter is showing an upwards trend (qtr 1, 36% to qtr 2, 45%)

The rise in the above figures is due to 6 monthly invoices being issued in September for Commercial Waste. These invoices are collected by Direct Debit within 14 days of issue. This has led to the large percentage increase shown above.

A paper has gone to SP&R on 22 October 2010 on debt management on how to move forward with the recovery of debt in an attempt to improve this area.

% of Debt under 90 days old

This indicator measures the percentage of outstanding money (debt) owed to the council that is less than 90 days old.



Commentary and action required

The average debt under 90 days for the quarter is showing a downwards trend (qtr 1, 47% to qtr 2, 41%)

The overall level of debt has reduced to £3.6m from £3.9m. However, the debt over 90 days has not reduced as quickly as we would like.

A paper has gone to SP&R on 22 October 2010 on debt management on how to move forward with the recovery of debt in an attempt to improve this area.

Appendix A – Supplementary Information

Belfast City Council – Movement on Reserves

| | Variance YTD £'000 | % Variance | Plan 10/11 £'000 | Forecast for Y/E at P6 £'000 | Forecast Variance £'000 | % Variance |
|----------------------------------|--------------------------|---------------|------------------------|---------------------------------------|-------------------------------|---------------|
| Total Departmental | (2,533) | (4%) | 114,946 | 111,930 | (3,016) | (3%) |
| City Investment Fund | | | 3,000 | 3,000 | | 0% |
| Capital Financing | 300 | | 7,019 | 7,319 | 300 | 4% |
| Rates & General Grant | | | | | | |
| General Grant | 210 | | (4,372) | (4,162) | 210 | (5%) |
| Rates Income | | | (125,078) | (125,078) | | 0% |
| APP | 600 | | | 600 | 600 | |
| Specified Reserves | | | | (232) | (232) | |
| Movement on Reserves | (1,423) | (3%) | (4,485) | (6,623) | (2,138) | 48% |

| Analysis of Reserves Balance | £ 000's |
|-------------------------------------|----------------|
| Opening Balance @ 01.04.2010 | 4,602 |
| Add Forecast Movement for 10/11 | 6,623 |
| Forecast Reserves @ 31.03.11 | 11,225 |

Belfast City Council - Departmental Analysis & Forecast

| | Variance YTD £'000 | % Variance | Plan 10/11 £'000 | Forecast for Y/E at P6 £'000 | Forecast Variance £'000 | % Variance |
|---|--------------------------|---------------|------------------------|---------------------------------------|-------------------------------|---------------|
| Strategic Policy & Resources | (2,112) | (13%) | 31,731 | 29,681 | (2,049) | (6%) |
| Health & Environmental | (890) | (4%) | 39,332 | 38,684 | (648) | (2%) |
| Parks & Leisure | 213 | 2% | 22,291 | 22,484 | 193 | 1% |
| Development | (222) | (2%) | 20,351 | 19,861 | (490) | (2%) |
| Employee Pay Rise (1.5%) | (623) | | 1,241 | 120 | (1,121) | (90%) |
| Agreed use of underspend | 1,100 | | | 1,100 | 1,100 | |
| Total Departmental | (2,533) | (4%) | 114,946 | 111,930 | (3,016) | (3%) |

Note: Negative variances represent an under spend

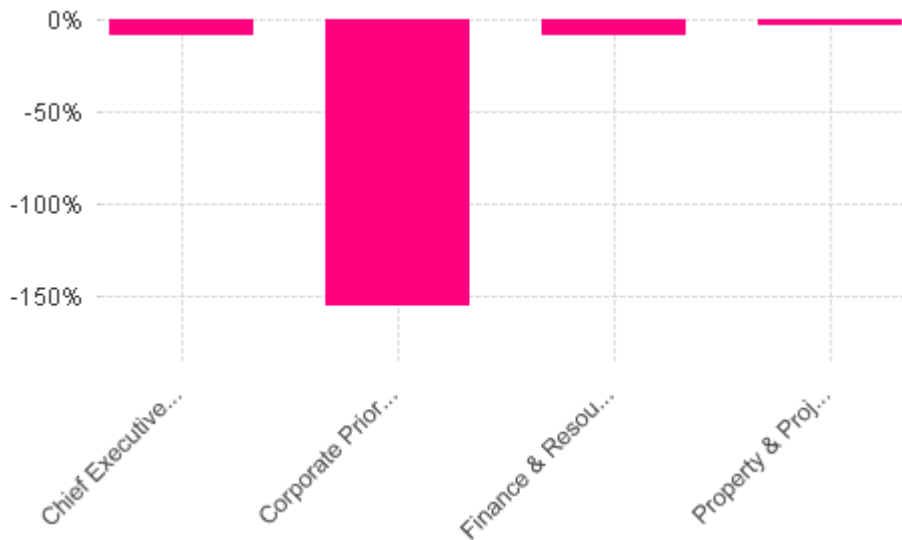
**Appendix B – Strategic Policy and Resources
Committee detail**

Year to Date % variance

Source: SAP

PI definition:

This indicator calculates the difference between the budgeted net expenditure and the actual net expenditure as a percentage. It is reported for the year to date.

**Commentary and action required**

The Strategic Policy and Resources Committee is under-spent by £2.1m at the end of quarter 2. This compares to an under spend of £0.3m in quarter 1.

The variance against plan for corporate priorities has moved from an under-spend of £277k (88%) at the end of quarter 1 to an under-spend of £1,099k (155%) at the end of quarter 2. The main reasons for the movement in the variance are:

1. Contingency budgets for food collection (as the roll-out has been deferred until 2011/12) and fuel are unlikely to be required, together giving rise to a £500k under-spend.
2. The invest-to-save budget is under-spent by £295k as efficiencies are being achieved within existing departmental budgets.
3. Electricity generation income from the north foreshore is higher than anticipated, leading to an over-recovery of £147k.

The increases in under spends in Chief Executive's and Finance and Resources departments from quarter 1 are mainly as a result of:

1. An increase in the under spend on pensions of £120k from quarter 1 – however, this will fund voluntary redundancies later in the year
2. delays in filling vacant posts (£550k).

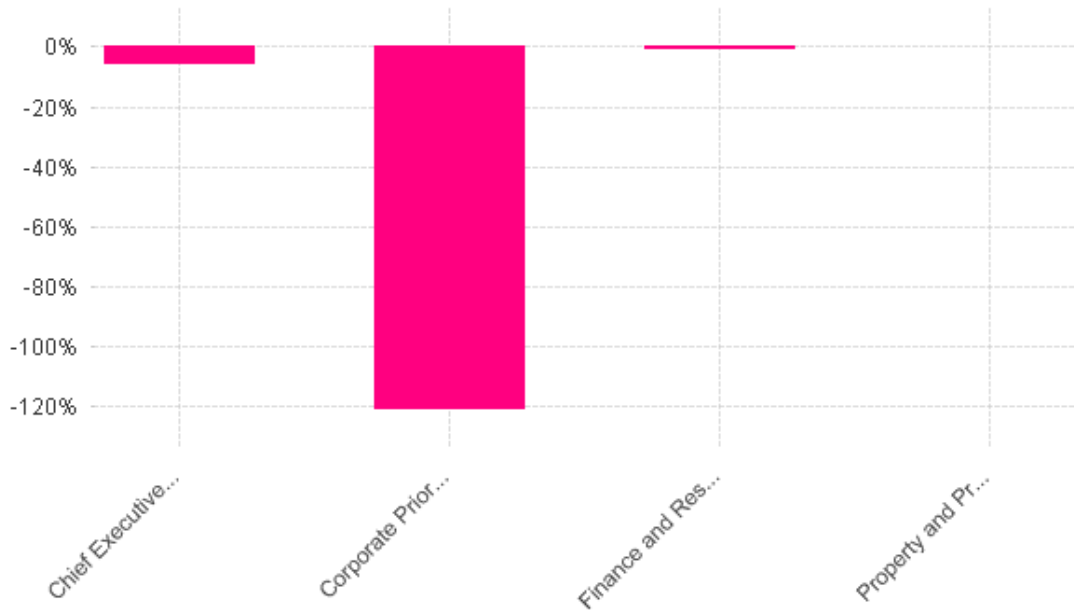
Property and Projects Department has addressed over-spending and is experiencing delays in implementing some programmes of work. As result the over spend of £216k at quarter 1 has moved to an under-spend of £180k at quarter 2.

Forecast % variance

Source: SAP

PI definition:

This indicator calculates the difference between the planned net expenditure and the forecasted net expenditure as a percentage. It is reported as a forecast for the end of the financial year.



Commentary and action required

The Strategic Policy and Resources Committee is forecast at quarter 2 to have an under spend of £2.0m compared to the £1.3m under spend forecast at quarter 1.

Some £1.6m of this forecast is driven by corporate priorities, including:

1. Electricity generation is forecasting additional income of £300k
2. Invest-to-save budgets are now forecast to be under-spent by £374k.
3. Food and fuel contingencies are forecast to be under-spent by £1m.

Departments within the remit of Strategic Policy and Resources Committee are forecast to spend some £0.4m (1%) less than plan for the year. The forecast departmental under spend has improved by some £0.6m compared to quarter 1, as a result mainly of:

- delays in filling vacant posts
- reprogramming of works in Industrial Estates and North Foreshore
- efficiencies realised.

Strategic Policy and Resources Committee - Section Expenditure Budgetary Analysis & Forecast

| | Variance YTD £'000 | % Variance | Plan 10/11 £'000 | Forecast for Y/E at P6 £'000 | Forecast Variance £'000 | % Variance |
|--|--------------------------|---------------|------------------------|---------------------------------------|-------------------------------|---------------|
| Strategic Policy & Resources Total | (2,112) | (13%) | 31,731 | 29,681 | (2,049) | (6%) |
| Chief Executives Department | (300) | (9%) | 5,727 | 5,387 | (340) | (6%) |
| Legal Services | (54) | (14%) | 787 | | | |
| Corporate Communications | (28) | (5%) | 1,061 | | | |
| Business Support | 16 | 12% | 249 | | | |
| Good Relations | (51) | (7%) | 448 | | | |
| Democratic Services | (143) | (11%) | 2,700 | | | |
| Strategic Policy | (39) | (16%) | 482 | | | |
| Finance and Resources (exc corp Priorities) | (532) | (9%) | 12,385 | 12,260 | (125) | (1%) |
| Human Resources | (32) | (4%) | 1,696 | | | |
| Finance and Performance | (220) | (16%) | 2,834 | | | |
| ISB | 25 | 1% | 4,167 | | | |
| Audit Governance & Risk Services | (40) | (13%) | 636 | | | |
| Project Corporate Systems | (34) | (20%) | 344 | | | |
| Pensions | (230) | (24%) | 1,900 | | | |
| Directorate | (45) | (20%) | 424 | | | |
| Health and Safety | 44 | 23% | 384 | | | |
| Property and Projects | (180) | (3%) | 12,258 | 12,328 | 70 | 1% |
| Facilities Management | 43 | 1% | 14,741 | | | |
| CIT Management | (45) | (13%) | 629 | | | |
| Projects, Procurement and Estates | (178) | 11% | (3,111) | | | |
| Corporate Priorities | (1,099) | (155%) | 1,361 | (293) | (1,654) | (122%) |

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Budget and Transformation Panel**Thursday 11 November 2010****Present:**

| | |
|-----------------|-----------------------------------|
| Cllr I Crozier | DUP (Chair) |
| Cllr D Browne | UUP |
| Cllr M Brown | SF |
| Cllr M Jones | ALL |
| Cllr P McCarthy | SDLP |
| | |
| P McNaney | Chief Executive |
| J Thompson | Director of Finance and Resources |
| G Millar | Director of Property and Projects |
| R Cregan | Head of Finance and Performance |

1. Revenue Estimates 2011/12

The Director of Finance and Resources outlined the risks concerning the setting of the rate for 2011/12.

(a) The Rate Base

- LPS has recently informed the council that it is forecasting a negative clawback of £600k for 2010/11. This is mainly due to the total non-domestic value of the city decreasing in the period 30 June 2010 to 30 September 2010 by 0.46% and the domestic valuation only growing by 0.15%.
- We are currently working with the LPS on the EPP for 2011/12. At this stage we are not in a position to provide an accurate figure but it is likely that the EPP will be around the 0% mark.
- The grant covering industrial de-rating which is paid to the council by DOE has been reduced.

(b) The impact of the Spending Review

- No more detail on the potential impact of the government cuts is available at this time.

(c) The impact of the Regional Rate

- At this stage the increase in the regional rate is unknown. However it is likely to be at least in line with inflation.

The Director of Finance and Resources also set out the most up to date analysis of the revenue estimates and the implications of the various scenarios in terms of affordable investment and the implications for ratepayers.

Members discussed the analysis presented.

Action Required:

Members agreed that the Director should provide an update report to the Strategic Policy and Resources Committee on 20 November to include:

- a) The investment implications of the 0%, 1% and 2.5% scenarios in terms of the capital programme and additional revenue projects (and an additional scenario of 2%);
- b) The financial implications of the scenarios for ratepayers based on different house types;
- c) The key financial risks.

2. Financial Position 2010/11

The Director of Finance and Resources informed Members that the current forecast end of year under spend is £2.3m.

The financial position now reflects the utilisation of £1.1m of the 2010/11 underspend, which was agreed at Strategic Policy and Resources Committee on 22 October 2010. In addition, whilst there have been increased savings in some departments (Health and Environmental Services, Chief Executives and Property and Projects) compared to the quarter 1 forecast, these have been partially offset by two concerning changes in external variables. These are:

- (a) the latest rates income forecast for 2010/11 from the LPS which shows a **reduction of £0.6m compared to our planned rates income**. There are concerns about the number of vacant properties and the level of bad debt.
 - (b) A **reduction in the industrial de-rating grant** received from DOE, which reflects an increase in the number of industrial vacant properties (confirmed as £0.2m after the meeting, giving a revised forecast underspend of £2.1m)
- Members expressed concern about the recent changes notified by LPS and DOE and recommended to the Director that it would be prudent to only consider £0.1m of the under spend for reallocation. This should be allocated across the city and allocated through a Member led programme.
 - It was also recommended that a report on rates / LPS issues should be presented to the Budget and Transformation Panel and the SP&R Committee in December.



BELFAST CITY COUNCIL

| | |
|---------------------------|---|
| Report to: | Strategic Policy & Resources Committee |
| Subject: | Approval to seek tenders for the supply of vehicles |
| Date: | 19 November 2010 |
| Reporting Officer: | Gerry Millar, Director of Property & Projects, Ext: 6217 |
| Contact Officer: | George Wright – Head of Facilities Management (Ext.5206/6232) |

Relevant background information

Members will be aware that the Fleet Management unit is responsible for the procurement of new and replacement vehicles for the council's vehicle fleet. Following liaison with user departments a schedule of replacement vehicles and assets has been prepared, and a sum of up to **£1,500,000** has been included in the 2011/12 capital programme.

It should be noted that this sum makes no allowance at all for any assets due for replacement in 2011/12 and nor does it provide for any element of new vehicle purchase (i.e. adding new types of vehicles to the fleet as opposed to simple replacement of existing assets). This provision is intended only to replace items which were scheduled for replacement during the last 3 years but which we have been unable to replace as planned, due to a lack of capital funding.

In other words, this level of provision is simply allowing us to mark time and to minimise any further deterioration in our fleet. Members will be aware that there are very obvious downsides to operating an increasingly ageing fleet, most notably:

- an increased likelihood of unforeseen break-down and/or equipment failure leading to accidents and injury for staff and other road users;
- increasing off-the-road time for essential fleet assets (notably domestic refuse collection and street cleansing);
- an increased likelihood of parts obsolescence and of increased costs and delays in obtaining appropriate spares;
- an increased likelihood that fleet assets (particularly the HGV items) will not comply with strict modern particulate emissions guidelines and will thus operate against BCC's stated objectives in terms of sustainability and environmental management etc; *and*
- damage to the council's image and reputation caused by operating old and decrepit assets around the city.

For these reasons it is necessary to carry out some essential replacements of specific fleet assets which, in the opinion of the Fleet Manager, should not be further used in the light of the risks specified above.

However, as the existing contracts for the supply of vehicles have terminated the unit wishes to undertake a procurement exercise, and seeks approval from Committee to invite tenders for a range of vehicle types.

It should be noted that a number of other local authorities in the province have expressed an interest in buying from the contracts resulting from these tender exercises. This would not

mean that vehicle specifications would have to change to the detriment of BCC as a result of external input, but merely that other councils could purchase vehicles at the prices agreed in the BCC contract on the basis of the specifications therein.

This is a practice which has been implemented previously and has been discussed with the Procurement Manager as necessary.

Key Issues

Tenders will be evaluated on the basis of seeking the most economically advantageous whole-life submissions, and will be done in liaison with the council's procurement manager, using the appropriate mix of cost and quality evaluation criteria. Any resulting contracts will be awarded using the authority already delegated by the Committee in respect of these matters.

Resources Implications

Financial

Provision has been made in the 2011/12 capital programme for the purchase of vehicles.

Human Resources

There are no direct HR implications in respect of this report.

Asset and other implications

In order to maintain a modern and efficient fleet of vehicles and meet environmental targets it is essential that the council replaces vehicles which have reached the end of their economic life.

Recommendations & Decisions

The Committee is recommended to approve the Fleet Management unit to carry out a procurement exercise for the supply of vehicles and assets.

Decision Tracking

If Committee approval is forthcoming the unit would anticipate inviting applications to tender in January 2011.

Key to Abbreviations

None.

Documents attached

None.



BELFAST CITY COUNCIL

| | |
|---------------------------|---|
| Report to: | Strategic Policy & Resources Committee |
| Subject: | Approval to seek a Tender for the Installation of Air Conditioning Equipment on the Ground Floor ISB Building, Gloucester Street |
| Date: | 19 th November 2010 |
| Reporting Officer: | Gerry Millar, Director of Property and Projects, Ext: 6217 |
| Contact Officer: | George Wright, Head of Facilities Management, Ext: 5206/2438 |

Relevant background information

Members will be aware that, under the revised Scheme of Delegation, approval must be sought from the relevant Committee prior to inviting tenders for the supply of goods or services.

Members are also reminded that as part of the Asset Realisation Strategy the Reprographics Unit (merged with ISB in 2009) be relocated from their existing location in Seymour House to the main ISB Building, Gloucester Street. This will complete the necessary operational issues and allow Seymour House to be available for disposal or development, as determined by Members.

The relocation of Reprographics to the ground floor of the main ISB Building, Gloucester Street will require the installation of Air Conditioning Equipment in order to deal with excess heat from the machinery, any associated fumes, and provide a suitable working environment.

The contract required is as follows:

- Supply and Installation of Air Conditioning Equipment on the Ground Floor ISB Building, Gloucester Street at an approximate cost of £55,000.

Detailed technical drawings and specifications are to be prepared in order to permit the contract to be let, and subject to Committee approval advertisements will be placed in the local press inviting applications for inclusion on a Select List.

Submissions will be evaluated in accordance with agreed evaluation criteria and in liaison with the Procurement Section where appropriate.

Key Issues

Installation of the air conditioning equipment will facilitate the relocation of the Reprographics Unit from Seymour House to the Main ISB Building, Gloucester Street and complete the operational issues necessary to allow disposal or development of Seymour House, as determined by Members, as part of the Asset Realisation Strategy.

Resources Implications

Financial

Regularly testing the market via competitive tendering ensures that we obtain the best possible value for money and standards of service from our external suppliers, which in turn assists us in driving down costs and minimising the rate burden.

Human Resources

There are no direct HR implications in respect of this report.

Asset & other implications

Having a range of experienced and efficient contractors available is an important factor in delivering effective property maintenance to the Council.

Recommendations & Decisions

The Committee is recommended to approve the following:

- (a) To invite applications for inclusion on a Select List in respect of the activities specified above.

Key to Abbreviations

None.

Documents attached

None



Belfast City Council

| | |
|---------------------------|---|
| Report to: | Strategic Policy and Resources Committee |
| Subject: | Registration Services |
| Date: | 19 November 2010 |
| Reporting Officer: | Ciaran Quigley, Town Solicitor & Assistant Chief Executive – Ext 6038 |
| Contact Officer: | Sean McCarthy, Departmental Business Manager – Ext 6053 |

| 1 | Relevant Background Information |
|-----|---|
| 1.1 | As part of the Review of the Centre the functions within Registration Services (also known as the Births, Deaths, Marriages and Civil Partnerships Service), were transferred from the former Corporate Services Department to the Chief Executive's Department. |
| 1.2 | The purpose of this report is to: - <ul style="list-style-type: none"> • inform Members on revised resource requirements as directed by the General Register Office (GRO) • inform Members on registration fee increases proposed by the General Register Office • propose an increase in charges levied by Belfast City Council for use of the ceremony room in City Hall • propose an increase in charges for the attendance of the Registrar at ceremonies in approved venues. |
| 1.3 | The General Register Office is part of the NI Statistics and Research Agency (NISRA), which is an agency of the Department of Finance and Personnel ("the Department") and is responsible for the administration and control of civil registration of births, adoptions, deaths, marriages and civil partnerships. |
| 1.4 | The registration function is regulated and governed by three pieces of legislation, namely: The Births and Death Registration (NI) Order 1976 The Marriage (NI) Order 2003, and The Civil Partnership Act 2004 |
| 1.5 | The legislation provides that each local government district shall be a registration district. In the exercise of the functions conferred on it as a local registration authority, Belfast City Council acts as an agent for the Department and in accordance with such directions as the Department may give to the Council. |

| | |
|-----|--|
| 1.6 | Expenditure incurred in the exercise of these functions is reimbursed by the Department, subject to the approval of the Registrar General. The majority of costs relate to employees and, whilst all staff within Registration Services are employed directly by Belfast City Council, the staffing complement of the Service is determined by the GRO and all salaries and associated costs are recouped by quarterly invoice to GRO. |
|-----|--|

| | |
|----------|---|
| 2 | Key Issues |
| | Staffing Complement for Registration Services |
| 2.1 | GRO has, over the last couple of months, been involved in an exercise to explore ways of reducing expenditure both within the GRO and in relation to the provision of the Registration Services in all district council areas, this being in the light of the present climate of financial challenge |
| 2.2 | GRO commissioned consultants (KPMG) to examine the resources required for each District Registration Office and in 2006 KPMG developed a series of timings and formulae for measuring resource requirements. On 29 October 2010, the GRO wrote to Belfast City Council advising that it had applied the KPMG timings and formulae in its current annual review of resource requirements, and that as a result of this methodology, financial approval would not be given for costs exceeding a staffing complement of 7.76 Full Time Equivalent (FTE) for Belfast City Council. This is in the context where the present approved establishment is 9.7 FTE, although the position at present is that the current complement is 8.41 FTE (the difference being due to one unfilled post and changing work patterns). |
| 2.3 | As previously noted, district councils can only act as agents for the Department in relation to registration functions, and must also act in accordance with such directions as the Department (through GRO) gives. The effect of the latest correspondence received from GRO is that the Council only has approval to maintain a staffing complement of 7.76 FTE with effect from 1 January 2011, and this therefore puts the Council in the position of having to manage the required reduction in establishment from 9.7 to 7.76 FTE. |
| 2.4 | Fortunately, the Unit (Registration Services) has one currently unfilled post, while anticipated changes in the staffing complement will reduce further in April, bringing staff and posts to 7.41 FTE, and which will thereby more than satisfy the direction from GRO in relation to reduction of staffing. However, between 1 January 2011 to 31 March 2011 the Council has no immediate proposals on how to remove the excess staff complement of 0.65 FTE. The cost of this excess staff complement for that period will amount to £4,529.03. |
| 2.5 | In light of these developments Registration Services has requested a deferral of or a "phasing in" of the reduction in financial approval for the period between 1 January 2011 to 31 March 2011. This would allow the Council to sustain the excess staff complement for a short period to allow normal staff attrition to resolve the matter on 1 April 2011. |
| | Registration Fee Increases |
| 2.6 | GRO has released a schedule of proposed fee increases effective from 1 January 2011, the Registration Bulletin No 48/10 is included as Appendix 2. These fees will be passed directly to the public and will not impact on BCC. |
| | The proposed increases have yet to be endorsed by the Assembly. |
| | e.g. in the proposal current fees payable to GRO for a marriage registration will increase from £55 to £73. |

| 2.7 | <p>Proposed Increase in Ceremony Room Hire</p> <p>Members will be aware the Council provides a ceremony room which can be hired for marriages and civil partnerships. This is an arrangement outside the authority of GRO and the Council can generate fee income to subsidise the registration service.</p> <p>The current hire charge is £75 per ceremony which has generated income of almost £12,000 for the first half of the year to 30/09/10.</p> <p>Benchmark information shows that venues such as Ormeau Baths, Belfast Castle and Malone House charge room hire ranging from £226 - £400.</p> <p>Based on the average number of wedding ceremonies held in City Hall a £25 increase in the room hire rate would net an additional £8,875 income for the Council, while a £50 increase would give an additional £17,750.</p> <p>Members are asked to consider making the following increases in fees charged by Registration Services which would yield an additional £5,000 per quarter in fee income for the Council.</p> | | | | | | | | | | | | | | | | | | | |
|---|--|---------------------|--|--------------------|---------------------|--------------------|-------|--------|---|--|--|---------|-------|--------|----------|-------|-------|--------------|-------|-------|
| | <table border="1"> <thead> <tr> <th></th> <th>Current Charge (£)</th> <th>Proposed Charge (£)</th> </tr> </thead> <tbody> <tr> <td>Ceremony Room Hire</td> <td>75.00</td> <td>100.00</td> </tr> <tr> <td>Registrar Attendance at Approved Venues</td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">Weekday</td> <td>75.00</td> <td>100.00</td> </tr> <tr> <td style="text-align: right;">Saturday</td> <td>63.00</td> <td>84.00</td> </tr> <tr> <td style="text-align: right;">Bank Holiday</td> <td>50.00</td> <td>67.00</td> </tr> </tbody> </table> | | | Current Charge (£) | Proposed Charge (£) | Ceremony Room Hire | 75.00 | 100.00 | Registrar Attendance at Approved Venues | | | Weekday | 75.00 | 100.00 | Saturday | 63.00 | 84.00 | Bank Holiday | 50.00 | 67.00 |
| | Current Charge (£) | Proposed Charge (£) | | | | | | | | | | | | | | | | | | |
| Ceremony Room Hire | 75.00 | 100.00 | | | | | | | | | | | | | | | | | | |
| Registrar Attendance at Approved Venues | | | | | | | | | | | | | | | | | | | | |
| Weekday | 75.00 | 100.00 | | | | | | | | | | | | | | | | | | |
| Saturday | 63.00 | 84.00 | | | | | | | | | | | | | | | | | | |
| Bank Holiday | 50.00 | 67.00 | | | | | | | | | | | | | | | | | | |

| | | | |
|----------|---|-------|-----------------------------------|
| 3 | Resource Implications | | |
| 3.1 | Additional cost to the Council of £4,529 unless this is deferred by GRO, (representing 0.65 of a Deputy Registrar post for three months). | | |
| 3.2 | An increase in fees charged by the Council would yield additional income in excess of £5,000 per quarter as detailed above. | | |
| 4 | Equality Implications | | |
| | None as charges for ceremony room hire or registrar attendance at approved venues would apply to all applicants. | | |
| 5 | Recommendations | | |
| 5.1 | To note the revised staffing establishment as advised by GRO, effective from 1 January 2011 although discussions are on-going. | | |
| 5.2 | Note the proposed increase in fees charged by GRO | | |
| 5.3 | Approve the proposed increase in fees charged to the public by Registration Services. | | |
| 6 | Decision Tracking | | |
| | ACX to progress. | | |
| 7 | Key to Abbreviations | | |
| GRO | General Register Office | NISRA | NI Statistics and Research Agency |
| RCM | Registration and Certificate Modernisation | FTE | Full time Equivalent |

| | |
|--|---|
| | Documents Attached |
| | App1 – KPMG Matrix App2 – Registration Bulletin outlining proposed fee increases |

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Annex 1

Belfast – 2009

| Activity | Number | **Timings / Activity | Total Timings - Minutes | Day Conversion |
|---|--------|----------------------|-------------------------|----------------|
| *Births | 4338 | 15 | 65070 | 146.55 |
| *Still births | 31 | 25 | 775 | 1.75 |
| *Deaths | 2692 | 25 | 67300 | 151.58 |
| *Notice of marriage | 1376 | 30 | 41280 | 92.97 |
| *Civil marriages Mon-Fri (Reg Office) | 264 | 60 | 15840 | 35.68 |
| *Civil marriages Sat / PH (Reg Office) | 60 | 222 | 13320 | 30.00 |
| *Civil marriages Mon-Fri (App Ven) | 81 | 60 | 4860 | 10.95 |
| *Civil marriages Sat / PH (App Ven) | 55 | 222 | 12210 | 27.50 |
| *Travel to external venues | 136 | 60 | 8160 | 18.38 |
| *Registration of religious marriages | 786 | 10 | 7860 | 17.70 |
| *Notice of civil partnership | 64 | 30 | 1920 | 4.32 |
| *Civil partnership Mon-Fri (Reg Office) | 37 | 60 | 2220 | 5.00 |
| *Civil partnership Sat/PH (Reg Office) | 14 | 222 | 3108 | 7.00 |
| *Civil partnership Mon - Fri (App Ven) | 9 | 60 | 540 | 1.22 |
| *Civil partnership Sat / PH (App Ven) | 3 | 222 | 666 | 1.50 |
| ***Copies of certs birth / death | 3092 | 10 | 30920 | 69.64 |
| ***Copies of certs marriage | 1936 | 15 | 29040 | 65.41 |
| Public searches / queries | 12 | 444 | 5328 | 12.00 |
| Initial inspection of approved places | 3 | 180 | 540 | 1.22 |
| Finance | 52 | 444 | 23088 | 52.00 |
| Training / GRO events | 5 | 444 | 2220 | 5.00 |
| Training of deputies | 30 | 444 | 13320 | 30.00 |
| Corporate council events | 3 | 444 | 1332 | 3.00 |
| Travel time to hospital | 52 | 320 | 16640 | 37.48 |
| Time Spend | | | 367557 | 827.83 |
| Management of registration | | | | 82.78 |
| Telephone queries | | | | 124.17 |
| General administration | | | | 41.39 |
| Total Time Spend | | | | 1076 |

NB

- * **Actual recorded activities**
- ** **Timings set and agreed by KPMG in 2006 following an extensive independent exercise across all offices**
- *** **Number of certificates issued is based on actual stamps used but does not include certificates issued at point of registration**

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REGISTRATION BULLETIN No. 48/10

TO BE READ AND NOTED BY ALL REGISTRATION STAFF**RE: PROPOSED FEES INCREASE FROM 1ST JANUARY 2011**

Please find below information on the proposed fees increase from 1st January 2011.

You should note that the proposed fees have still to be approved by the Assembly and are being issued for your information only. Confirmation of the fees will follow in due course.

You will notice from the table below that a fee will be introduced for the processing of a 14 day Marriage Waiver; this will be set at £20 per person per waiver.

Proposed New Fees

| SERVICE | CURRENT FEE | NEW FEE |
|--|--------------------|-----------------|
| Certificate Production | | |
| Full Certificate | £12.00 | £14.00 |
| Additional Copies | £6.00 | £8.00 |
| Statutory Certificates | £6.00 | £6.00 |
| Priorities | £17.00 | £18.00 |
| General Search assisted by a member of staff | £26.00 per hour | £35.00 per hour |
| General Search of Indexes | £12.00 | £14.00 |
| Index Verifications | £3.00 | £4.00 |
| Search Only | £6.00 | £6.00 |
| No Trace | £6.00 | £6.00 |
| Marriage/ Civil Partnership Fees – Registration Offices | | |
| Notice | £15.00 | £20.00 each |
| Solemnisation/Ceremony | £25.00 | £33.00 |
| Attendance of Registrar (Sat) | £87.00 | £116.00 |
| Attendance of Registrar (Bank Hol) | £125.00 | £165.00 |
| (i) 14 Day Marriage Waiver (exc. death bed waivers) | - | £20.00 each |

| | | |
|---|---------|---------|
| Marriage/Civil Partnership Fees – Approved Venues | | |
| Solemnisation/Ceremony | £50.00 | £66.00 |
| Attendance of Registrar (Sat) | £87.00 | £116.00 |
| Attendance of Registrar (Bank Hol) | £125.00 | £165.00 |
| | | |
| Registration Section Fees | | |
| Recording of Change of Name | £31.00 | £35.00 |
| Recording of Change of Name (2 nd or subsequent child) | £15.00 | £16.00 |
| Baptismal Name Change | £15.00 | £17.00 |

Violet Kennedy
Asst Registrar General
26 October 2010



Belfast City Council

| | |
|---------------------------|---|
| Report to: | Strategic Policy and Resources Committee |
| Subject: | Attendance Management |
| Date: | 19 November 2010 |
| Reporting Officer: | Peter McNaney, Chief Executive |
| Contact Officer: | Jill Minne, Head of Human Resources, ext 3220 |

Relevant Background Information

The purpose of this report is to inform members of the council's performance in relation to managing attendance as at the middle of the financial year 2010/2011 (i.e. end of September 2010).

Since 2005/06 there has been reduction in absence of nearly four days per full time employee (FTE). At the end of the last financial year however we missed our target to reduce to 11.00 days as our actual average day's absence for 2009/10 was 11.98.

Consequently the Strategic Policy and Resources Committee agreed to refer the matter of attendance management to the council's Audit Panel. The Panel has been scrutinising this matter on a regular basis since June 2010.

The council's target in relation to managing attendance is to reduce rates to 11.0 days per full time equivalent by March 2011 and to 10.75 days by March 2012.

Key Issues

Mid year Absence Management Performance (as at the end of September 2010)

- Year to date figures at the mid year point of the financial year 2010/11 (end of September 2010) are **4.71** average days absence per full-time equivalent employee compared to **6.00** days for the same time last year. This means at mid year point the council is on target. (i.e. to reduce by one day in 2010/11)
- 76.68% of our staff had no absence during quarter two of this year. This is an increase for the same time last year when 72.09% of staff had no absence.
- 4.52% of the council's staff were categorised as long term absent. This represents a decrease from the same time last year of 6.04%, a reduction of 1.52%
- Appendix 1 sets out departments' absence figures at the end of September 2010 compared to their target and their performance for the same time last year. Each of the council's departments is on target.

In relation to the ongoing management of attendance in the council, the corporate HR team will continue to :

- Report the Council's performance in relation to attendance to Strategic Policy and Resources Committee on a bi-annual basis
- Audit the compliance of those sections that are not on target.
- Report any ongoing compliance issues to the Audit Panel on a quarterly basis

Decision required

Members are asked to note the Council's performance in relation to managing attendance.

Documents Attached

Appendix 1 – Absence Performance against targets September 2010

| Appendix 1 - Absence figures at end of September 2010 | Target set for 10/11 | Where should be at September to meet target | Actual days absence per fte at September 2010 | Variance | Actual days absence per fte at September 2009 | % of workforce employed in this part of the council | % of sickness absence in this part of the council |
|---|----------------------|---|---|----------|---|---|---|
| BCC | 11.00 | 5.50 | 4.71 | 0.79 | 6.00 | | |
| Chief Executive's | 8.28 | 4.14 | 3.62 | 0.52 | 3.51 | 4.58% | 3.52% |
| Finance and Resources | 7.44 | 3.72 | 3.47 | 0.25 | 4.6 | 9.97% | 7.36% |
| Health & Environmental Services | 11.44 | 5.72 | 4.71 | 1.01 | 5.9 | 36.32% | 36.37% |
| Parks and Leisure | 13.38 | 6.69 | 6.07 | 0.62 | 8.58 | 26.59% | 34.29% |
| Development Department | 8.89 | 4.45 | 3.81 | 0.64 | 4.85 | 11.51% | 9.32% |
| Property and Projects | 10.42 | 5.21 | 3.90 | 1.31 | 5.02 | 11.02% | 9.14% |

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Belfast City Council

Report to: Strategic Policy and Resources Committee

Subject: Asset Management:

Item 1: Proposed Lease of part Stables Block at Sir Thomas & Lady Dixon Park

Item 2: Proposed Exchange of Land with NI Water at Annadale Embankment

Item 3: Acquisition of Open Space Land at Slievegallion Drive from NIHE

Item 4: Grazing Licences at Monagh Wood and Glen Road

Item 5: Grant of Easement to Phoenix Gas at North Foreshore

Date: 19 November 2010

Reporting Officer: Gerry Millar, Director of Property and Projects, Ext. 6217.

Contact Officer: Cathy Reynolds, Estates Manager, Ext. 3493 (Items 1-4)
Tom Cowan, North Foreshore Unit Ext 3642 (Item 5)

Relevant Background Information

Item 1: Lease at Stables Block

Following recent re-location of staff within Parks and Leisure Department the refurbished first floor office accommodation within the 'Stables' block at Sir Thomas and Lady Dixon Park is currently unoccupied. The first floor office area comprises approximately 1350 square feet.

Following discussions between officers from Parks and Leisure Department and the Belfast Marathon Office it is proposed that the Marathon Office be located on the first floor accommodation above the Stables Restaurant. It is also proposed that this occupation be regulated by way of a formal lease from the Council.

Belfast City Marathon Limited is a company limited by guarantee formed for the purpose of organising and operating the Belfast Marathon. The company receives annual funding from the Council in the region of £40K out of a total annual budget in the region of £300K. The Company Board of nine is made up of representatives from Athletics Northern Ireland, Sport NI, an independent Chairman, and three representatives from Belfast City Council (two Councillors and one officer). Council assistance is also provided to the staging of the event by the Council's Events Team.

The main terms of the proposed lease are:

Tenant: Belfast City Marathon Limited

Commencement Date: As soon as practicable to allow finalisation of address and telephone arrangements in the lead-in to the 2011 event.

Duration: One year and year to year thereafter.

Rent: £11,000 per annum, subject to review after five years if tenancy continues.

Rates: Tenant responsible.

Service Charge: The Council will seek to recover a number of costs (security, heating etc. on a proportionate basis via an annual Service Charge).

Access and Parking: Tenant will have access to the Park at all times. Parking will only be permitted in recognised parking bays.

Item 2. Annadale Embankment: Exchange of Land

At its meeting on 14 October 2010 the Parks and Leisure Committee approved the disposal of approximately 541 square metres (outlined red on Appendix 2) and acquisition of approximately 87 square metres (outlined blue on Appendix 2) for a net receipt to the Council of £24,500, subject to ratification by the Strategic Policy and Resources Committee and subject to an appropriate legal agreement to be drawn up by the Town Solicitor.

An extract from the Parks and Leisure Committee minute of 14 October 2010 is attached at Appendix 3. The minute sets out the reasons for the proposed scheme and the nature of the proposed development. The report also notes that Full Planning Permission for the proposed scheme was granted on 7 June 2010.

In view of the existing use of the area outlined blue (i.e. as a sewerage pumping station) acquisition of this portion by the Council remains subject to agreement on suitable decommissioning works to be carried out by NI Water as set out in the minute.

Under the provisions of The Water and Sewerage Services (Northern Ireland) Order 2006, NI Water are precluded from compulsorily acquiring land from any public body unless the compulsory acquisition has been approved by a resolution of the Assembly. For this reason NI Water are seeking to acquire the subject land from the Council by agreement.

Item 3. Slievegallion Drive open Space

The Council currently hold 4.975 acres of land at Slievegallion Drive (shown shaded green on the attached map – Appendix 4). The land is held on a 10,000 year lease, dated 20 February 1984, from the Northern Ireland Housing Executive. The lease restricts use of the site to open space.

A small portion of land at the northern end of the site was omitted from the original transfer and remains in NIHE ownership. At its meeting on 16 September 2010 the Parks and Leisure Committee approved the acquisition of this portion of land (approximately 0.173 acres) from the Northern Ireland Housing Executive. An extract from the minute is attached at Appendix 5 and a map showing the relevant land hatched black, is attached at Appendix 4.

Item 4. Grazing Licences

The Council owns an 8.5 acre site at Glen Road located between St. Teresa's GAC and the Glen Road Travellers Camp which is held in the Corporate Landbank. Part of the land (edged green on map in Appendix 6) has recently been used, without permission, by a person living in the near vicinity for grazing a horse

Members will be aware that previous Committee approval was granted to disposal of this land to NIHE for social housing purposes. Whilst there were proposals to develop both this land and the adjoining NIHE and privately owned lands for housing purposes, the sale of the land has been delayed primarily due to EU procurement issues in terms

of design and build restrictions affecting housing associations. However discussions regarding disposal are still underway with NIHE and the Housing Associations nominated by NIHE to develop this land, and a separate report will be brought back to Committee in the near future on this.

There are also horses grazing on another Council owned site at Monagh Wood (location map at Appendix 7), again without permission. The land is zoned as Green Belt under dBMAP and an Area of High Scenic Value.

Item 5: Easement at North Foreshore

Phoenix Natural Gas Ltd is laying a new mains gas pipeline from North Belfast to the Odyssey Arena Complex in East Belfast via Duncrue Road, Corporation Street and the Queen Elizabeth Bridge.

A short length of this pipeline cuts across the South West corner of the North Foreshore site as shown in the attached plan.

Key Issues

Item 1. Lease At Stables Block

Proposed lease on an annual basis, to Belfast Marathon Office, of accommodation which is not currently being utilised for Council purposes. Under the terms of the Business Tenancies (NI) Order 1996, the Council will retain an ability to recover possession if required for delivery of any statutory function. Otherwise continuance of the lease may be by mutual consent. Agreed rent is recommended as satisfying the provisions of Section 96 of the Local Government Act (NI) 1972 in relation to 'best price'.

Item 2. Annadale Embankment: Exchange of Land

Proposed acquisition of Council land by Northern Ireland Water 'by agreement'. If the Council object to disposal of the land then for NI Water to proceed with compulsory acquisition would require approval by resolution of the Assembly.

The financial terms outlined in this report have been agreed with Land and Property Services acting on behalf of NI Water.

Item 3. Slievegallion Drive open Space

Transfer of the portion of land hatched black on Appendix 4 would rationalise the existing site boundaries and 'square off' the Council's land holding. This would simplify any future pitch or other recreational development at this location. Acquisition of the land would be at no cost to the Council

Item 4. Grazing Licences

The main issue for the Council is protect its land holdings and to avoid facing any claims for adverse possession. The Estates Management Unit has already taken steps to remove a semi permanent structure from the land at Glen Road Heights that was being used as a stable.

It is proposed to advertise in the local press the availability of licences to regularise grazing on the land. The persons grazing horses on the land will be given the opportunity to respond to the advert and the sites will be licensed to the persons offering the best terms to the Council.

The grazing licences would be subject to the strict provisions that no structures, permanent or temporary would be permitted on the land at any time. The licensee in each case would be responsible for the maintenance and up keep of the land and

ensuring, insofar as possible, is kept clear from the accumulation of litter or dumping. In each case the licence would be terminable in the event that the Council sells the land, wish to develop it or needs it for any other purpose or if there are any breaches in the provisions of the licence.

There will be no security of tenure and such an arrangement would not be afforded the protection of the Business Tenancies Order, as Article 4 [1] [d] excludes a tenancy of agricultural land, including farm houses and farm buildings.

The licences are seen as the best course of action as the boundaries for both sites would be difficult to secure, and the alternative would be to take enforcement action against those currently using the land for grazing but this could prove to be a costly and time consuming option.

Item 5: Easement at North Foreshore

The pipe is underground at a depth of some 2.0 metres.

Phoenix Natural Gas Ltd requires a 5 metre wide easement for pipe maintenance purposes. This will be accessed via the existing cycle track which is in Council ownership. A Right of Way will extend over the cycle track to its junction with Dargan Road. Location Map at Appendix 8.

Resource Implications

Financial

Item 1. Lease of part Stables Block

Proposed rental income of £11,000 per annum plus service charge. Tenancy will also provide some rates income.

Item 2. Exchange Land at Annadale Embankment

Capital receipt of £24,500 reflects proposed low key use and existing planning status.

Item 3. Open Space at Slievegallion Drive

The acquisition would be at no capital cost to the Council. Minimal additional revenue costs for grass cutting of the additional portion of land.

Item 4. Grazing Licences

This will be dependant upon the terms of any offers received in relation to the expressions of interest although it is envisaged that a nominal rent may apply.

Item 5: Easement: North Foreshore

The grant of easement and right of way will require Phoenix Natural Gas Ltd to reimburse the Council's reasonable legal costs. The easement fee will be a nominal £1 per annum, if demanded.

Human Resources

Items 1 -4

Existing resource in Legal Services Department and Estates Management Unit (EMU) required in agreeing detailed terms. Further Parks and Leisure Department and EMU inputs will be required on an on-going basis in connection with lease management in relation to Item 1.

Item 5

Input from the North Foreshore Unit and Legal Services to complete the agreement.

Asset and Other Implications

Item 1 Lease at Stables

Letting brings an income-producing use to a Council asset which is currently unoccupied. Duration of lease brings flexibility to Council and to the prospective tenant. Council's ability to recover possession is protected by statute.

Item 2. Exchange Land at Annadale

As reported in minute of Parks and Leisure Committee attached at Appendix 2.

Item 3. Open Space at Slievegallion Drive

Acquisition would rationalise site boundaries which are currently undefined around this portion of land. i.e. there are currently no fences or other structures which separate the Council's existing land from the portion to be acquired

Item 4. Grazing Licences

Regularisation of current grazing by way of a licence will protect the Council's interests.

Item 5. Easement at North Foreshore

The grant of easement and right of way will have no negative impact on the Council's proposed development plans for the North Foreshore. The installation of a mains natural gas supply may benefit the North Foreshore should the Council decide to provide a mains natural gas supply to the site.

Recommendations

Item 1. Lease at Stables

Proposed lease to Belfast Marathon Office of first floor accommodation above Stables Restaurant, at Sir Thomas and Lady Dixon Park, on an annually renewable basis at a rent of £11,000 per annum (subject to review after five years if lease is continuing) is recommended for approval, subject to appropriate terms being incorporated in legal agreement prepared by the Legal Services Department.

Item 2. Exchange of Land at Annadale

Committee is recommended to approve the disposal of 541 square metres (outlined red on Appendix 2) and acquisition of approximately 87 square metres (outlined blue on Appendix 2) for a net receipt to the Council of £24,500, subject to an appropriate legal agreement to be drawn up by the Legal Services Department.

Item 3. Open Space at Slievegallion Drive

Committee is recommended to approve the acquisition from the Northern Ireland Housing Executive of approximately 0.173 acres of land shown hatched black on Appendix 4 to this report, on the basis of a long lease at a nominal rent, with use restricted to open space, subject to appropriate legal documentation to be approved by the Legal Services department.

Item 4. Grazing Licences

Committee is recommended to approve the use of the lands for grazing purposes following expressions of interest being sought, subject to the regularisation of this by way of a grazing licence to be prepared by the Legal Services Department. .

Item 5. Easement at North Foreshore

Committee is recommended to approve the grant of easement and right of way to

Phoenix Gas subject to appropriate legal documentation to be drawn up by the Legal Services Department.

Decision Tracking

Director of Property and Projects to ensure:

Item 1: Lease Completion by 31 December 2010.

Item 2: Completion of land exchange by 30 June 2011.

Item 3: Monitor acquisition completed by 31 March 2011

Item 4: Licences are completed within a 4 month timeframe.

Item 5: Easement and Right of Way completion December 2010.

Key to Abbreviations

EMU – Estates Management Unit

NI Water – Northern Ireland Water

NIHE – Northern Ireland Housing Executive

dBMAP – draft Belfast Metropolitan Area Plan

NIHE – Northern Ireland Housing Executive

Documents Attached

Appendix 1 – Map showing location of Stables block (shaded pink) at Sir Thomas and Lady Dixon Park, Upper Malone Road, Belfast.

Appendix 2 – Map showing land being disposed of to NI Water for new pumping station (outlined red) and land to be acquired by the Council (outlined blue).

Appendix 3 – Extract from the minute of the Parks and Leisure Committee of 14 October 2010.

Appendix 4 – Map showing the land to be acquired hatched black. The Council's existing land holding at Slievegallion Drive Open Space is shaded green.

Appendix 5 – Extract from the minute of the Parks and Leisure Committee of 16 September 2010.

Appendix 6 – Map showing Council boundaries of site at Glen Road outlined in red with area where horse is grazing shaded green.

Appendix 7 - Map showing Council boundaries of site at Monagh Wood outlined in red.

Appendix 8 –Map of proposed easement at North Foreshore



St. Mary's and Lady Dixon Park



Wilmont House

Wilmont
Old People's Home

Playground

Upper Malone Road

River Lagan

Foot Bridge

Drum Bridge

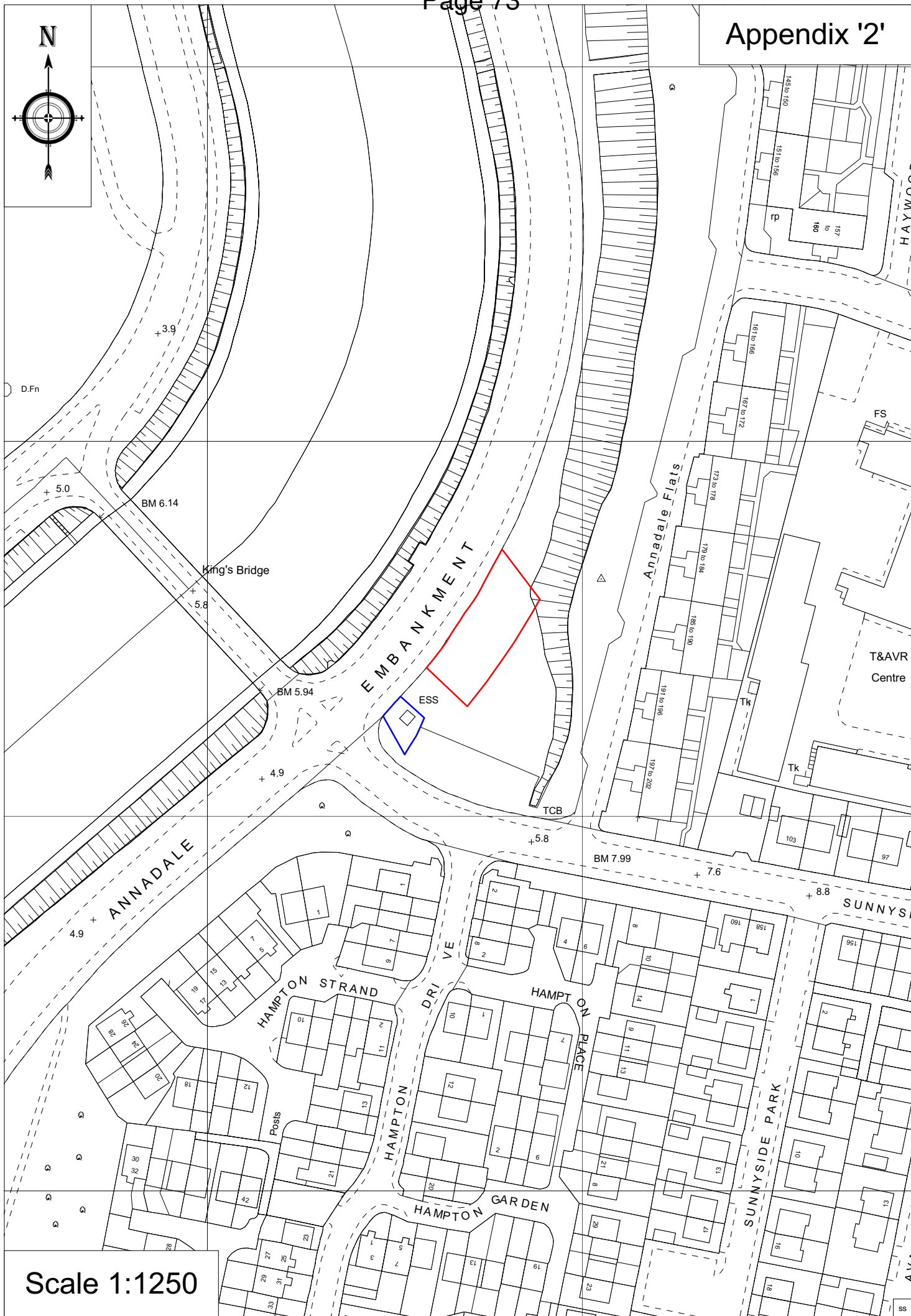
River Lagan

Drum House

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APPENDIX 3

Parks and Leisure Committee,
Thursday, 14th October, 2010

C
1047

Exchange of Land at Annadale Embankment with Northern Ireland Water

The Committee considered the undernoted report:

"Purpose of Report

To advise Committee of the proposal.

Relevant Background Information

The Council has been approached by Northern Ireland Water who wish to upgrade the Pumping Station facilities at the junction of Sunnyside Street and Annadale Embankment to replace an existing one in the vicinity. The aim is to reduce the amount of overflow discharge to the River Lagan at peak times and to screen discharges to vastly reduce or eliminate the discharge of solid matter to the River.

The planned new Pumping Station is to be located in relatively close proximity to the existing facility for engineering and cost reasons. The exact location will be determined by the suitability of the Council land for vehicle access and egress and to satisfy DRD Roads Service sightline requirements.

The main holding tank and pumping station will be located underground and the majority of the site will be surfaced with reinforced grass (grass-crete or similar). The area above the 9 metre diameter tank and pumping station will be formed in concrete hardstanding. Two control cabinets approximately 2.4 metres high will be located, above ground, on the site, adjacent to the public footway. A 4 metre high vent stack and aerial will be installed close to the cabinets. Landscape Planning and Development Unit, within Parks and Cemeteries Services Section consider that finishing the site with reinforced grass will assist in minimising the visual impact of the scheme and that no additional screen planting is desirable at this location. In Planning terms the site is currently open space to which PPS 8 applies. It also falls within the draft BMAP 'River Lagan/Botanic Local Landscape Policy Area'. It falls outside the road protection corridor for the southern approaches SuperRoute. Full Planning Permission for the NI Water scheme at this location was granted on 7 June 2010 having been passed by the Town Planning Committee at its meeting on 3 June 2010 without comment.

The site of an existing NI Water pumping station which NI Water would consider disposing of to the Council in part exchange for the land required for the new pumping station. In view of the existing use of the area outlined blue, acquisition of this portion by the Council would be subject to provision of suitable decommissioning works being carried out by NI water and the provision of an indemnity to the Council in terms of any potential contamination which may lie within this area or emanate from it.

Under the provisions of The Water and Sewerage Services (Northern Ireland) Order 2006, NI Water are precluded from compulsorily acquiring land from any public body unless the compulsory acquisition has been approved by a resolution of the Assembly. For this reason NI Water are seeking to acquire the subject land from the Council by agreement and have instructed Land and Property Services (LPS) to negotiate potential purchase of the land on their behalf. Following negotiations with LPS the following levels of value have been agreed subject to approval by NI Water and relevant Council Committee(s).

- (i) Disposal of approximately 541 square metres (0.134 acres) for £27,000.

OR

- (ii) Disposal of land at i) plus acquisition of approximately 87 square metres (0.22 acres) on the basis of a net receipt to the Council of £24,500.

Key Issues

Proposed acquisition of Council land by Northern Ireland Water 'by agreement'. If the Council object to disposal of the land then for NI Water to proceed with compulsory acquisition they would require approval by resolution of the Assembly in order to proceed.

Resource Implications

Financial

Modest capital receipt reflects proposed low key use and existing planning status.

Human Resources

No additional human resources required.

Asset and Other Implications

It is proposed that use of the land be restricted to NI Water's statutory functions and that if their need for those purposes ceased, then the land would be offered back to the Council. As referred to in the body of this report, acquisition of the area outlined blue would be subject to adequate reassurances being provided by NI Water. The proposed new pumping station is likely to initiate the installation of additional sewers across adjoining Council land. Any such sewer installations remain subject to separate compensation payments to be negotiated between the Council and NI Water in due course.

Recommendations

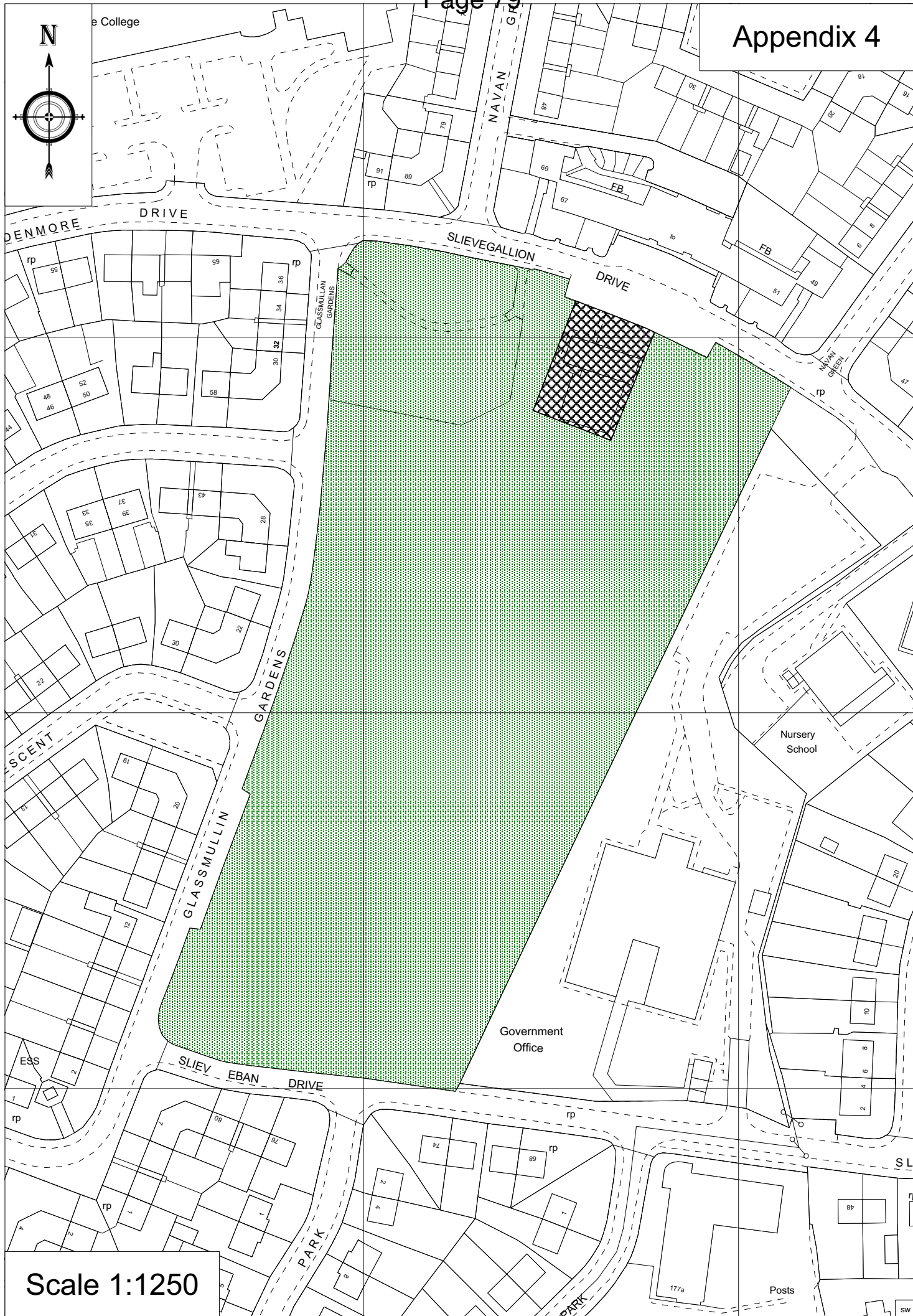
Committee is asked to note that the disposal of approximately 541 square metres and acquisition of approximately 87 square metres for a net receipt to the Council of £24,500 is recommended, subject to ratification by the Strategic Policy and Resources Committee in accordance with Standing Order 60 and further subject to title and an appropriate legal agreement to be drawn up by the Town Solicitor and Assistant Chief Executive.

Key to Abbreviations

DRD – Department for Regional Development
BMAP – Belfast Metropolitan Area Plan
NI Water – Northern Ireland Water
LPS – Land and Property Services”

The Committee adopted the recommendation.

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APPENDIX 5

Parks and Leisure Committee,
Thursday, 16th September, 2010

C
1021

Acquisition of Land at Slievegallion Drive

The Committee considered the undernoted report:

“Purpose

The purpose of this report is to receive Committee approval to proceed with the acquisition of land at Slievegallion open space.

Relevant Background Information

The Committee is asked to note that the Council currently holds 4.975 acres of land at Slievegallion Drive. The land is held on a 10,000 year lease, dated 20 February 1984, from the Northern Ireland Housing Executive. The lease restricts use of the site to open space.

A small portion of land at the northern end of the site was omitted from the original transfer and remains in NIHE ownership. To allow rationalisation of the site boundary Council officers contacted the NIHE and requested the transfer of the previously omitted portion to the Council. The transfer would be on terms similar to those of the original lease i.e. a long lease at nominal rent. The NIHE has agreed to this request.

The land to be acquired comprises approximately 0.173 acres. The land is currently in grass. A Preliminary Risk Assessment to increase understanding of any potential contamination on the site indicates there are no greater contamination risks associated with the portion being acquired than with the other portions of the site which are already held by the Council.

Key Issues

The key issue for the committee to note is that the transfer of the portion of land hatched black would rationalise the existing site boundaries and 'square off' the Council's land holding. This would simplify any future pitch or other recreational development at this location. Acquisition of the land would be at no cost to the Council.

Resource Implications

Financial

The acquisition would be at no capital costs to the Council. Minimal additional revenue costs incurred for grass cutting of the additional portion of land which measures approximately 20 metres x 30 metres.

Human Resources

There are no additional human resources required.

Asset and Other Implications

Acquisition would rationalise site boundaries which are currently undefined around this portion of land. i.e. there are currently no fences or other structures which separate the Council's existing land from the portion to be acquired.

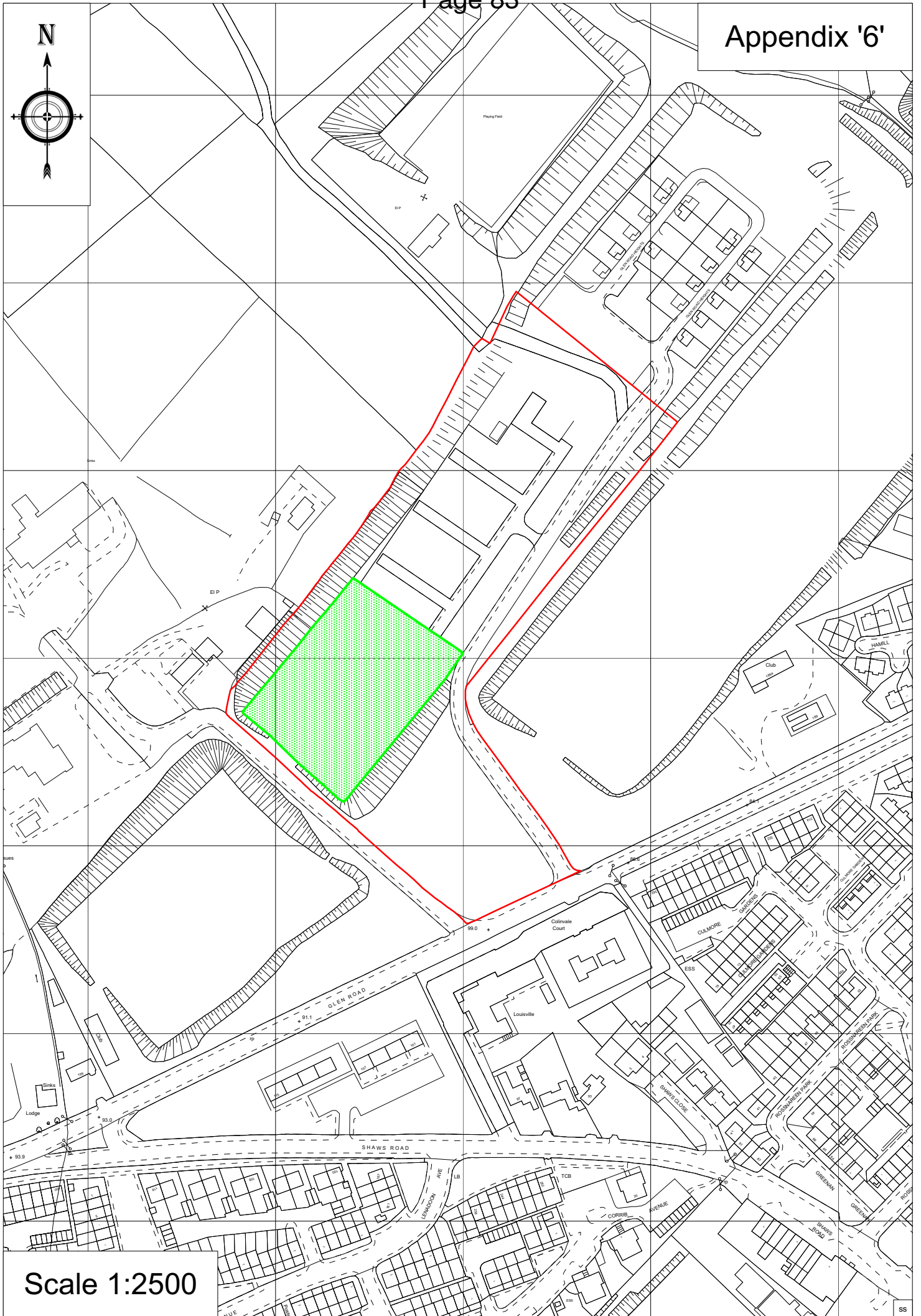
Recommendations

It is recommended that the Committee approve the acquisition from the Northern Ireland Housing Executive of approximately 0.173 acres of land, on the basis of a long lease at a nominal rent, with use restricted to open space, subject to the approval of the Strategic Policy and Resources Committee in accordance with Standing Order 60 and appropriate legal documentation to be approved by the Assistant Chief Executive and Town Solicitor.

Key to Abbreviations

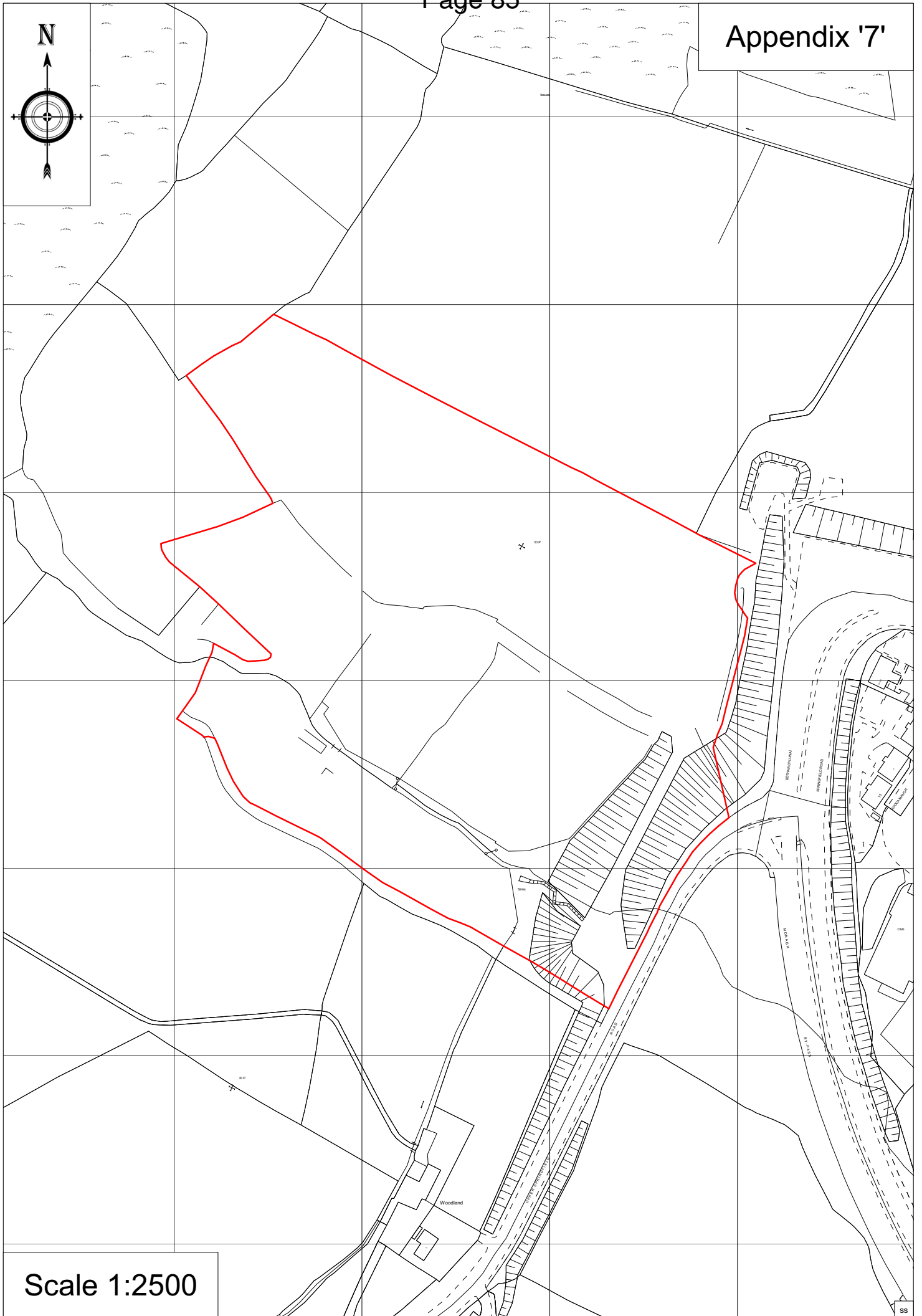
NIHE: Northern Ireland Housing Executive"

After discussion, the Committee agreed to adopt the recommendation contained within the report.



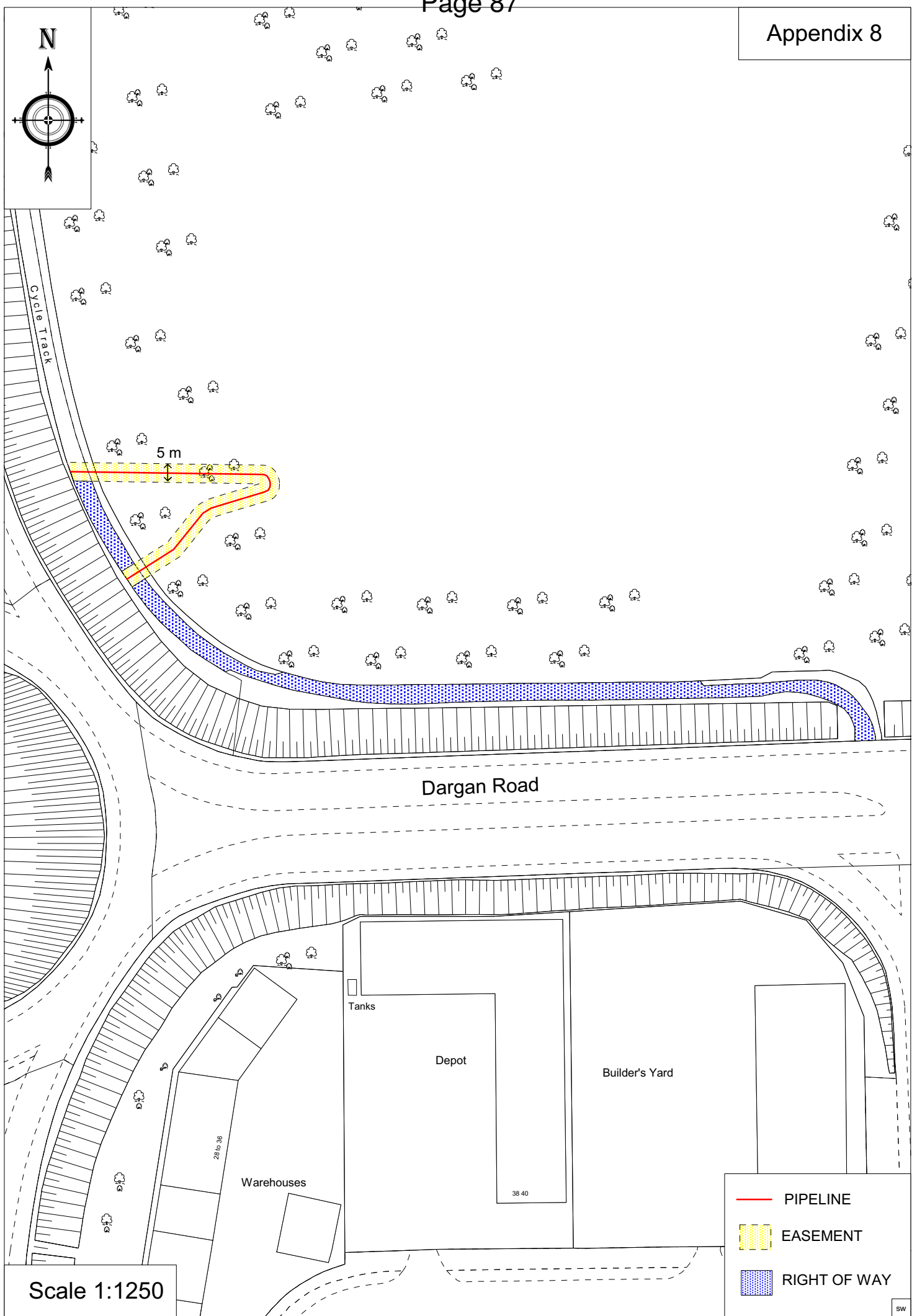
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| | |
|--|--------------|
| | PIPELINE |
| | EASEMENT |
| | RIGHT OF WAY |

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Belfast City Council

| | |
|---------------------------|---|
| Report to: | Strategic Policy and Resources Committee |
| Subject: | Disposal of Land to the Ulster Museum |
| Date: | 19 November 2010 |
| Reporting Officer: | Gerry Millar, Director of Property and Projects, Ext. 6217. |
| Contact Officer: | Cathy Reynolds, Estates Manager, Property & Projects Department, Ext. 3493. |

Relevant Background Information

At its meeting on 24 September 2010 Committee deferred consideration of a report in relation to the disposal of land to the Ulster Museum to enable further information to be submitted.

The report to 24 September 2010 Committee and associated Appendix is attached at Appendix 1.

There had been a series of prior Committee decisions by the then Parks and Cemeteries Committee in relation to the proposed disposal of some 825 sq yards of land at Botanic Gardens to the Ulster Museum for use as a car park. These culminated in a decision to dispose of the land at the Parks and Cemeteries Committee on 29 October 1970. Subsequently the disposal price of £1,150 for the land, as recommended by the Commissioner of Valuation, was approved by the Parks and Cemeteries Committee without further debate, at its meeting on 13 May 1971. A 999 year lease was subsequently prepared and signed by Lord Mayor and Town Clerk before being issued to the Museum for completion. In March 1974 the Board of Trustees of the Ulster Museum agreed to complete the lease on their part. There followed exchanges of correspondence between the Museum's solicitor and the Town Solicitor querying certain aspects of the lease. In the end it appears the lease was not formally completed, despite the willingness and approval of Elected Members and the Board Of Trustees to the arrangement. It is not clear where any fault in relation to the non-completion may lie, although the current Museum management would be of the view that the available correspondence appears to place responsibility with the Council.

In addition the same portion of land (approximately) had been occupied in connection with construction of the extension to the museum, by the Museum's contractor, under Licence from Belfast Corporation since c.1967. This contractor's occupation was still

continuing in 1971, however it appears to have been absorbed into the Museum's occupation for car parking purposes by the erection of railings on or about November 1971 (i.e. after Council approval to dispose of the land). The Museum's occupation of the land has continued until the present time.

Key Issues

There was an expressed political authority, subsequent agreement and legal intention, to dispose of land for a car park to the Ulster Museum in the period 1970/71 to 1974. On the strength of this the Museum took (or were permitted to take/continue) occupation of the site in advance of completion of the proposed 999 year lease. In the event the lease, for reasons unknown, was not satisfactorily completed by the parties. The most likely reason for non-completion appears to be because of an oversight by either Council or the Museum or both bodies.

While the Council could potentially re-cover possession of the car park it is likely the Museum will oppose this on legal and moral grounds. Any recovery process is therefore likely to be lengthy with an uncertain outcome.

Resource Implications

Financial

Not known at this stage. There could be a range of financial incomes dependant upon agreement of terms with Ulster Museum and potentially approval of same by the DOE if the arrangement is deemed to fall below 'best price'.

Human Resources

No additional human resources required.

Asset and Other Implications

The current unregulated use of the land is undesirable from an asset management perspective. Disposal of the land would give effect to previous Committee decisions and realise a modest capital income as originally intended in 1971.

Recommendations

Committee is recommended to approve in principle to proceed with disposal of lands to the Ulster Museum, as originally intended, subject to a revised lease to be prepared by the Town Solicitor and subject to a disposal price to be agreed with the Museum and reported to, and approved by, a future meeting of Committee.

Decision Tracking

Director of Property and Projects to bring a further report to Committee by 30 June 2011 to provide an update on the progress of negotiations with the Ulster Museum.

Key to Abbreviations

None

Documents Attached

Appendix 1. Report to 24 September 2010 meeting of Strategic Policy and Resources Committee (including Appendix thereto).

APPENDIX 1

Appendix 1



Belfast City Council

| | |
|---------------------------|---|
| Report to: | Strategic Policy and Resources Committee |
| Subject: | Disposal of Land to the Ulster Museum |
| Date: | 24 September 2010 |
| Reporting Officer: | Gerry Millar, Director of Property and Projects, Ext. 6217. |
| Contact Officer: | Cathy Reynolds, Estates Manager, Property & Projects Department, Ext. 3493. |

Relevant Background Information

The Ulster Museum have been utilising a portion of Botanic Gardens, to the rear of the Ulster Museum, since they were granted a temporary Licence by the then Belfast Corporation under a Licence Agreement dated 4 September 1967. The land has been fenced off from Botanic Gardens and has not formed part of the Park, approximately since that time. The only current access to it is via land in Museum ownership.

At its meeting on 13 May 1971 the Corporation's, Parks and Cemeteries Committee, approved the disposal of 825 square yards at this location to the Trustees of the Ulster Museum, for use as a staff car park, on a 999 year lease for a premium of £1150 (assessed by the District Valuer). This decision was ratified at full Council on 1 June 1971. Following this a draft lease was prepared by the Town Solicitor, signed by the Lord Mayor and Town Clerk and then issued to the Museum for completion and return of cheque. There followed some correspondence between the Museum and their solicitor apparently culminating in a letter dated 9 May 1974 from the Museum to the Town Solicitor which raised some queries on the Council's ability to dispose of the land for car parking and stating that the Museum would be happy to complete the transaction once the queries had been cleared. There is no record of any subsequent correspondence and the lease was never completed and the monies never paid. Legal Services Department have recently confirmed that the Council are at liberty to dispose of the land for the intended use as car parking.

Current legal advice is that the Museum's occupation of the car park has been with Council consent and in such circumstances the Museum could not claim possessory title. Given the aforementioned scenario, Legal advice is that this arrangement could be terminated by the Council if there was a desire to do so.

In recent years Council officers had been seeking to regularise the Museum's use of the

aforementioned car park area but were unaware of the previous legal arrangements until copy correspondence was provided by the Museum. Officers then conducted further research at the Public Records Office in an effort to piece together the Committee approvals which preceded the legal correspondence of 1974.

The present boundary on site is formed by a 2 metre high fence the precise location of which would require verification as part of any future arrangements.

The area referred to in the 1974 uncompleted lease was 825 Square yards. The area currently enclosed within the car park fence is approximately 670 square yards.

Officers of the Council and the Museum wish to proceed with clarification of the legal arrangements in relation to the car park area. A number of options appear to be available at this stage.

Option 1. Do nothing. This would allow the loosely regulated present arrangement to continue. This would leave the Museum in an uncertain position and could thwart any further investment in the parking area by the Museum and may limit their options for use of their adjoining land. The Council would continue to lose use of the land without receiving any payment to compensate for that loss.

Option 2. Recover Possession. While legal advice is that the Council could recover possession of the land, this may be challenged by the Museum. While recovery of the land could be a fall-back position in the event of the Museum being unwilling to agree financial terms, it is considered inappropriate on account of the Council's previous clear commitment to sell the land. Council use of the land for car parking is unlikely to be practical as the present vehicle access is via adjoining land in Museum ownership. Recovery of the land could potentially allow it to be restored as part of Botanic Gardens.

Option 3. Agree Terms for Disposal. There is scope for agreement on current boundaries and incorporation of these and revised financial terms in a revised lease. The financial terms could themselves be approached from a number of perspectives (each of which would be adjusted on a pro rata basis to take account of the actual area to be leased) as follows:

- i) Disposal at original price.
- ii) Disposal at original price plus inflation or interest.
- iii) Disposal at current market value to be assessed by the District Valuer.

Each method will be considered further and quantified prior to discussions with Museum personnel.

Key Issues

Previous disposal of land at Botanic Gardens to the Trustees of the Ulster Museum in 1974 was stalled and did not complete. The Museum have occupied the land since 1967 and both parties now wish to clarify the legal arrangements. Financial and other terms to be agreed subject to Committee 'in principal' approval to proceed with disposal.

Resource Implications

Financial

Not know at this stage. Could be a range of financial incomes dependant upon agreement of terms with Ulster Museum and potentially approval of same by the DOE if the arrangement is deemed to fall below 'best price'.

Human Resources

No additional human resources required.

Asset and Other Implications

Option 1 would permit partially regulated use of part of Botanic Gardens to continue and is undesirable from an asset management perspective. Options 2 and 3 would bring greater clarity to the arrangements. Option 2 (recovery of possession) would enlarge the space available within the park (although the land area is relatively modest) whereas Option 3 would realise a capital income as originally intended in 1971.

Recommendations

Option 3 is recommended for Committee approval, that is, approval of disposal of an area of approximately 670 square yards (0.138 acres) (precise area to be confirmed) as indicated approximately on the attached map, Appendix 1, subject to a further report on financial and other terms of disposal being brought to Committee in due course.

Decision Tracking

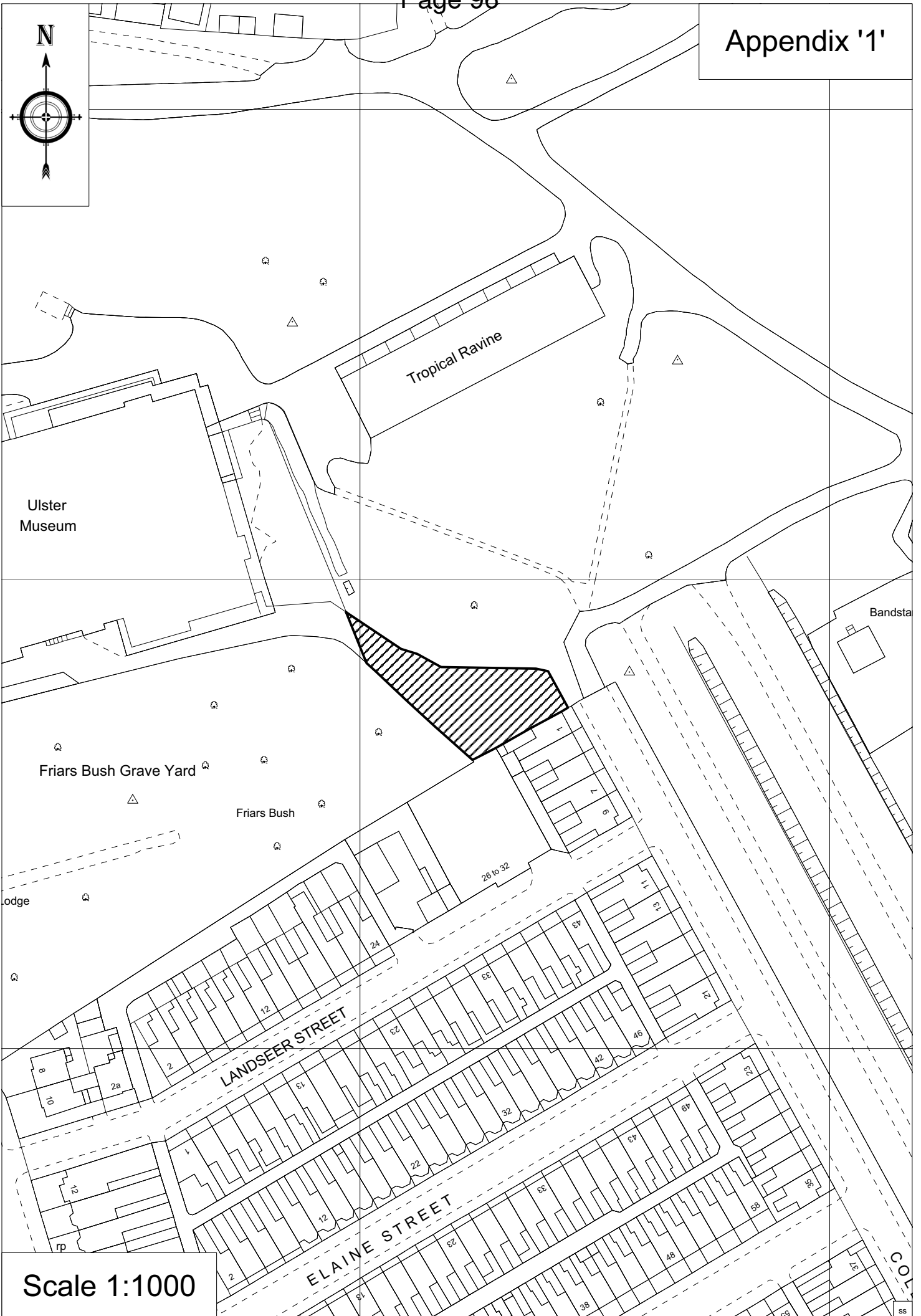
Director of Property and Projects to bring a further report to Committee by 30 June 2011 to provide an update on the progress of negotiations with the Ulster Museum.

Key to Abbreviations

None.

Documents Attached

Appendix 1. Map showing (hatched black) the approximate area of the exiting car park used by the Ulster Museum.



Scale 1:1000



Belfast City Council

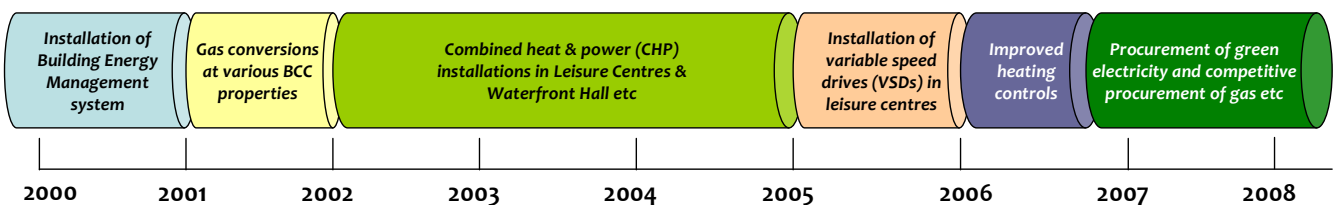
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| Report to: | Strategic Policy & Resources Committee |
| Subject: | INTRODUCTION OF CARBON REDUCTION COMMITMENT (Carbon Reduction Commitment) ENERGY EFFICIENCY SCHEME |
| Date: | 19 November 2010 |
| Reporting Officer: | Gerry Millar – Director of Property & Projects Ext. 6217 |
| Contact Officer: | George Wright – Head of Facilities Management – Ext. 6232/5206 |

Relevant Background Information

Members will be aware that the issue formerly referred to as ‘global warming’ but now more usually referred to generically as ‘climate change’ is currently the subject of vigorous scientific and political debate internationally.

Clearly, the generation and consumption of energy (e.g. electricity and gas) involves a significant amount of CO₂ production, and in fact, the council’s current estimated CO₂ output from its existing property portfolio is around **17,000** tonnes per annum. It must first be pointed out that, in recent years, a number of significant energy-efficiency projects have been carried out which have reduced BCC’s CO₂ emissions by **17%**, and in most cases we have been successful in obtaining 100% external grant aid in order to make the necessary changes at no cost to the rate-payer (e.g. installation of combined heat and power plant [CHP] at leisure centres, building insulation, swimming pool covers, conversions from oil to natural gas etc). It should, however, be noted that the likelihood of obtaining 100% (or even match-funded) grants in the future is remote, and consequently that any future initiatives will have to be funded by the council.

The principal actions taken to date are illustrated below:



In terms of procurement of energy, the council has also been able to achieve a level of 85% of its electricity from ‘green’ sources (100% in City Hall) and is currently seeking competitive tenders for the supply of natural gas. It should be noted that under the Carbon Reduction Commitment Energy Efficiency Scheme, all electricity, irrespective of source, has to be reported at the ‘grid average’ emission rate.

Consequently, under current Carbon Reduction Commitment scheme conditions, the Council derives no benefit from purchasing green electricity, however it is understood that this is to be reconsidered, which may have implications for electricity generation at the North Foreshore site.

Background

On foot of the **Climate Change Act 2008** the Department of Energy & Climate Change (DECC) have introduced a statutory scheme designed to encourage improvements in energy management, in order to assist the government in delivering on its climate change obligations. This scheme is referred to as the CRC (Carbon Reduction Commitment) – Energy Efficiency Scheme and participation for organisations falling within the stated parameters became mandatory from April 2010.

The target sector for the Carbon Reduction Commitment is the group of large public and private sector organisations, which together account for around 10% of the UK's emissions. The scheme affects approximately 5,000 large organisations across the UK (although less than 100 in Northern Ireland), and includes Belfast City Council as a full participant. Although Belfast is the only local council to fall into this bracket there will be many other large public bodies in N.I. involved in the scheme. The council registered for the Carbon Reduction Commitment scheme as required in September 2010.

The Carbon Reduction Commitment scheme seeks to encourage organisations to reduce CO₂ emissions from their buildings and in so doing to reduce their potential liability under it by carrying out energy-efficient upgrading work to systems and services etc. No specific annual target for CO₂ reductions is mandated by the scheme or by the 2008 Act however, a reduction of 1% per annum has been adopted by the Department of Finance & Personnel (DFP) locally.

It must be emphasized that improving CO₂ emissions performance by doing this sort of upgrade work may result in an improved league-table position for the council and a reduced Carbon Reduction Commitment contribution, but this cannot be guaranteed even at quite high levels of investment. This is because our position on the table is relative and not absolute: it depends in part on the actions of others and, as the table is not limited to public-sector organizations, it is perfectly possible that private-sector companies may take commercial decisions around this sort of 'green' investment in order to improve their commercial and marketing position at levels which could wholly or partially negate any BCC investment in terms of league position.

Operation of the Carbon Reduction Commitment scheme

As originally conceived, the scheme involved a 'cap and trade' approach to carbon reduction, commencing in 2011/12. In essence, all of the qualifying organizations would be required to make payments into the scheme based on their levels of CO₂ emissions, at a fixed initial price of **£12** per tonne. The council's current level of CO₂ emissions is just over 17,000 tonnes per annum, which would require a payment of approx. **£205,000** per annum. However, by way of a lead-in mechanism for participants, the scheme also provides for a system of rebates during the first 5 years. In the first year, an organization will receive a rebate of between 90% and 110% (i.e. an organization can actually receive more in rebate than it paid in) on the basis both of its emissions performance against the base year of 2008 and also in terms of its performance in relation to what are described as 'early-action metrics'.

The principal early-action metric is the percentage of the total footprint emissions covered by ½-hour electricity and gas metering, with the target being set at **90%** or more. Members will be aware that this Committee has already agreed to provide funding from existing 2010/11 underspends to carry out the work necessary to achieve this level.

As a consequence - and assuming that our energy usage does not rise significantly - BCC's exposure under the current Carbon Reduction Commitment scheme can be no more than **£20,750** during 2011/12, and may be significantly less. The level of potential rebate then falls by 10% per annum for the remainder of the lead-in period, and will disappear completely in 2016/17.

However, it should also be noted that, in 2013/14, the total number of allowances available to the participating organizations is to be capped at a level lower than at present, and the intention is that the carbon ‘allowances’ would then be traded amongst the participants on a free-market basis. This reduction in supply would increase demand for the credits (by a factor of two or three by most estimates) and this, coupled with the falling potential levels of rebate, could potentially mean annual Carbon Reduction Commitment payments in the order of **£175,000** for the council at that time.

Further, once all rebates cease in 2016/17 the council would, under the current scheme, be faced with typical annual payments in the order of **£260,000** (if the 2013/14 increases in the cost of carbon allowances are modest) or up to **£420,000** in the worst-case scenarios.

Recent changes

Very recently, a number of issues have arisen which have the potential to significantly alter the operation of the proposed scheme as set out above. Firstly, the Climate Change Committee produced a paper entitled “**The Carbon Reduction Commitment Energy Efficiency Scheme – Advice to government on the second phase**” in September 2010. In essence this scheme makes a number of proposals, most notably:-

- ★ if a cap on available carbon allocations were to be introduced, the Committee recommends a reduction of up to 4% annually;
- ★ the Committee acknowledges the complexity of the cap and trade scheme and recommends doing away with this element and instead extending the first phase (i.e. no limit on the number of allocations which can be purchased at a fixed price, in advance of a more fundamental review and re-design of the scheme);
- ★ the Committee recommends separate league tables for the public and private sectors; *and*
- ★ the Committee is recommending the inclusion of emissions from renewable energies which are currently excluded from the scheme.

In addition, the **Spending Review 2010** document produced by HM Treasury in October 2010 contained the following provision (at S2-108):

“The Carbon Reduction Commitment Energy Efficiency scheme will be simplified to reduce the burden on businesses, with the first allowance sales for 2011-12 emissions now taking place in 2012 rather than 2011. Revenues from allowance sales totalling £1 billion a year by 2014-15 will be used to support the public finances, including spending on the environment, rather than recycled to participants”.

This proposal not only means that it is now very unlikely that there will be any financial implications for the council during the 2011/12 financial year but, more significantly, appears to provide that the self-regulating ‘cap & trade’ mechanism will be discontinued and that the scheme will essentially become a new form of direct taxation, with payments made direct to government rather than into the Carbon Reduction Commitment scheme’s ‘pot’ for re-distribution to contributors.

Finally, there are also indications that the N.I. Assembly is seeking to develop its own position in relation to carbon-reduction issues, and the NI Assembly Committee for the Environment has recently issued a council questionnaire, which seeks to establish a baseline situation locally, presumably as the basis on which to develop future policy-making in this area.

Summary

It appears likely that the Carbon Reduction Commitment scheme will be implemented as originally conceived in April 2011 and that CO₂ emissions returns will be submitted as required by July 2011. However it now appears to be unlikely that any payments under the scheme will be required during the financial year 2011/12; instead the first payment will be required in the 2012/13 financial year and will be based on actual emissions for the previous year.

The maximum total nett amount which the council would need to provide is **£20,750** (although this is of course based on current and historical BCC emissions trends, so if there were a significant increase in emissions during the measured period then this figure could increase somewhat).

It also seems clear that the Carbon Reduction Commitment scheme will be significantly modified as the result of both national and regional policy development, and also that officers will, as a consequence, require additional time in which to assess the various changes now being proposed and their likely financial and other implications for BCC.

Key Issues

The key issues are (a) the extent of the council's liability under the scheme in the upcoming 2011/12 financial year and (b) the likely format, scale and scope of the scheme in subsequent years.

Resource Implications

The maximum potential liability under the scheme in 2011/12 will be **£20,750** (subject to actual emissions levels) but it is very probable that no payments will in fact be required until 2012/13.

Under the current scheme, liability would double in the 2nd year and increase significantly in the 3rd year (to approx. £175,000) following the imposition of the carbon 'cap' and the floating of the price of carbon 'allowances' and - once all lead-in rebates are removed in 2016/17 - the council's liability would be in the order of £270,000 - £420,000 per annum under the Carbon Reduction Commitment scheme.

It is clear that the cost of carbon emissions will have very significant cost implications for BCC in the future, however as illustrated above the existing scheme is clearly going to change significantly in its scale, scope and applicability, and these changes must be properly assessed before the Committee can take any meaningful longer-term decisions in the matter.

Recommendations

It is recommended that, should a Carbon Reduction Commitment payment be necessary during 2011/12, the Committee authorise the Director of Property & Projects to make such payments under the Carbon Reduction Commitment scheme on the understanding that such payment(s) will not exceed £20,750 in total value.

It is further recommended that the Committee notes the potential uncertainty around the future format and scope of the Carbon Reduction Commitment scheme and agrees to receive a further report in early 2011, setting out the definitive situation in terms of the council's obligations under the scheme once the situation has clarified.

Key to Abbreviations

None.

Documents Attached

None.



Belfast City Council

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| Report to: | Strategic Policy and Resources Committee |
| Subject: | Connswater Community Greenway Update |
| Date: | 19 November 2010 |
| Reporting Officer: | Gerry Millar, Director of Property and Projects, Ext: 6217 |
| Contact Officer: | Celine Dunlop, Estates Surveyor, Property and Projects, Ext: 3419 |

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| 1 | Relevant Background Information |
| 1.1 | Belfast City Council, as part of the City Investment Strategy, has agreed to coordinate the acquisition of lands to enable the Connswater Community Greenway Programme to proceed. The Council will secure rights over the land needed for the Greenway and shall be responsible for the management and maintenance of this land and any assets on the land. The Greenway must be accessible for 40 years to comply with the Big Lottery Fund letter of offer, although the intention is to secure rights for longer if possible. |
| 1.2 | The Council have awarded the contract for the construction of the Greenway to SIAC/Galliford Try and construction of the first phase from Cregagh Glen to Montgomery Road is currently programmed to commence on the 1 st December 2010. |

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| 2 | Key Issues |
| 2.1 | (i) Area of land at Park Ave near the subway access to Victoria Park consisting of 0.052 acres and shown outlined red on the attached plan at Appendix '1' has been identified as being required for the Connswater Community Greenway. Council officials have agreed to purchase these lands from Helm Housing for £1000. |
| 2.2 | (ii) The Project Manager is in the process of finalising the programme of work with the contractor and the intention is to hand over the land required for the Greenway in phases linked to that programme of work. Land assembly for all phases of work is progressing well and it is intended that all acquisitions of land |

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| | <p>will be in place by the date on which the land needs to be handed over to the contractor. There can however be unforeseen difficulties with title to the land which take time to resolve despite a willingness by all parties to proceed. In order to be sure that the land is available for handover to the contractor in good time, officers would propose that the Council take a licence for each of the following areas of land;</p> <p>Part of Cregagh Glen, as shown outlined red on plan attached at Appendix '2'</p> |
| 2.3 | <p>Part of the Belfast Metropolitan College land adjacent to the Loop River from Alexander Road to Montgomery Road, as shown outlined red on the plan attached at Appendix '3'</p> |
| 2.4 | <p>Part of the Belfast Education and Library Board land along the Knock River from Orangefield Park to Laburnum Playing fields , as shown outlined red on plan attached at Appendix '4'</p> |
| 2.5 | <p>Part of Laburnum Playing fields, as shown outlined red on the plan attached at Appendix '5'.</p> |
| 2.6 | <p>The acquisition of the lands at Cregagh Glen and Laburnum Playing fields has already been approved by the Council and Legal Services have been instructed to complete the conveyance of the land to the Council. Negotiations are ongoing with respect to the value of the lands required from BELB and Belfast</p> |
| 2.7 | <p>Metropolitan College. Officials expect to have the value of both these sites agreed and Committee approval for the acquisition of both areas sought within the next two months.</p> |
| 2.8 | <p>(iii) An area of land at Holywood Arches owned by the Belfast Health and Social Care Trust (BHSCT) consisting of 0.089 acres and shown outlined red on the attached plan at Appendix '6' has been identified as being required for the Connswater Community Greenway. The areas of land shaded blue and consisting of 0.01029 acres are owned by Belfast City Council but have been incorporated into the BHSCT car park since the site was redeveloped in 2007. Council officers have agreed with Land & Property Services, subject to the approval of the Committee and the BHSCT board to exchange the area of land outlined blue for the area of land outlined red at no additional cost to either party and each party discharging their own legal and professional fees.</p> |

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| 3 | Resource Implications |
| | <p>Financial</p> |
| 3.1 | <p>(i) The proposal to acquire the land from Helm Housing requires expenditure of £1000 to purchase the land plus associated reasonable professional and legal fees.</p> |
| 3.2 | <p>(ii) There are no additional charges for the licence agreements.</p> |
| 3.3 | <p>(iii) The exchange of land does not incur any additional costs.</p> |
| 3.4 | <p>The purchase costs for all of the land required for the Connswater Community Greenway are included in the Connswater Community Greenway budget of the</p> |

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| | City Investment Fund and there will be no additional cost to Council. |
| 3.5 | <p>Human Resources</p> <p>Staff resource required from Estates Management Unit and Legal Services.</p> <p>Asset and Other Implications</p> |
| 3.6 | The additional land will form part of the Connswater Community Greenway which when complete will be managed and maintained by the Council. The licence agreements will terminate on the date of formal completion of the acquisition of the lands. |

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| 4 | Equality Implications |
| 4.1 | The Connswater Community Greenway will have a positive impact in terms of equality of opportunity and good relations. |

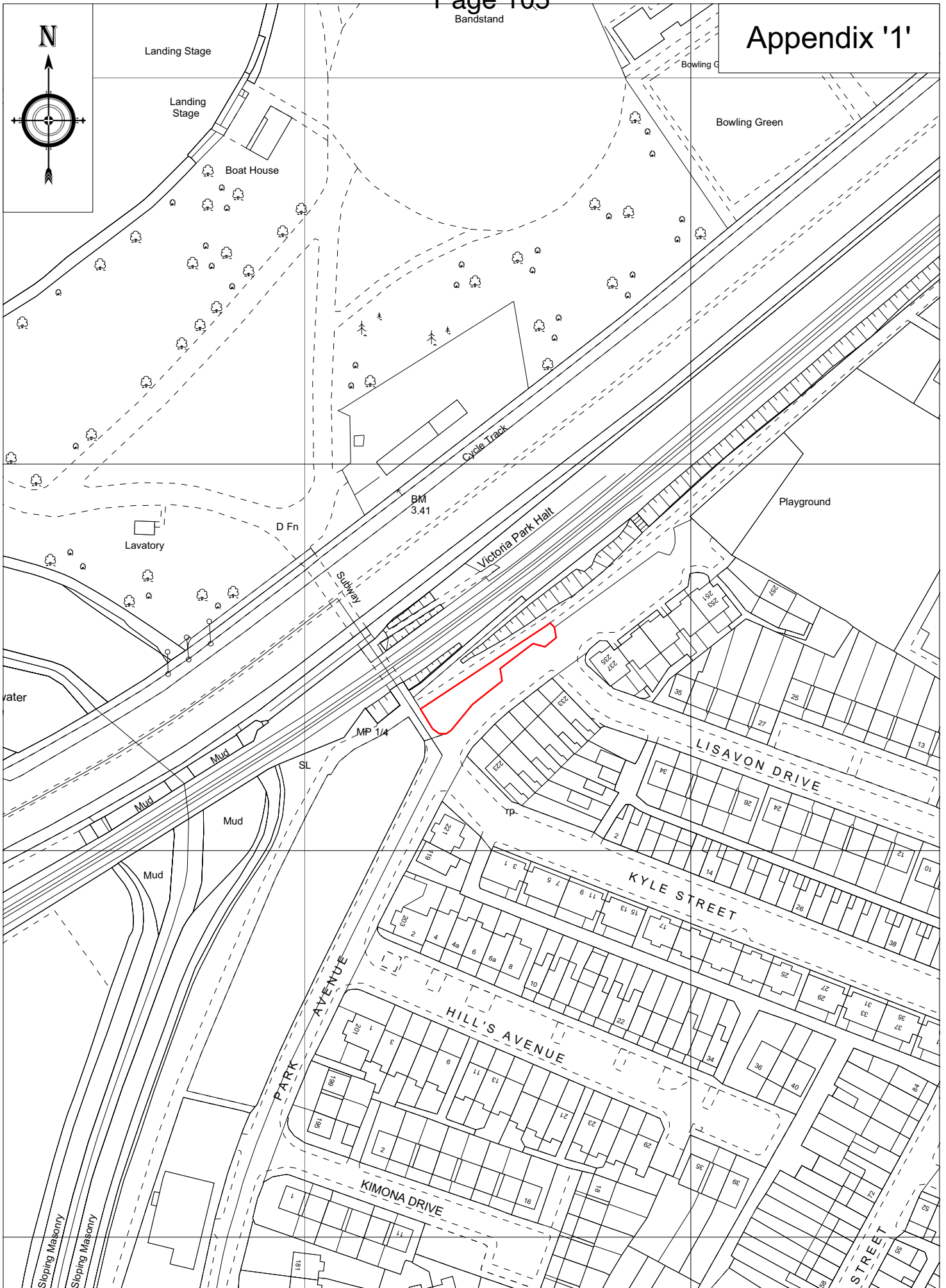
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| 5 | Recommendations |
| 5.1 | (i) It is recommended that the Committee grant approval for the Council to purchase the lands outlined red on the plan attached at Appendix '1' from Helm Housing for £1000. |
| 5.2 | (ii) It is recommended that the Committee grant approval for the Council to take licences, to facilitate the hand over of the land to the contractor for the lands shown outlined red on the plans at Appendices '2', '3', '4' and '5'. |
| 5.3 | (iii) It is recommended that the Committee grant approval for the Council to complete the exchange of lands outlined red and shaded blue on the plan attached at Appendix '6'. |

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| 6 | Decision Tracking |
| | Action by Celine Dunlop to be completed by 31 st December 2010. |

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| 7 | Key to Abbreviations |
| | N/A |

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| 8 | Documents Attached |
| | Plans at Appendix '1', '2', '3', '4', '5' and '6' |

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Scale 1:1250

Connswater Community Greenway - Plot 7c

Area 0.052 acres

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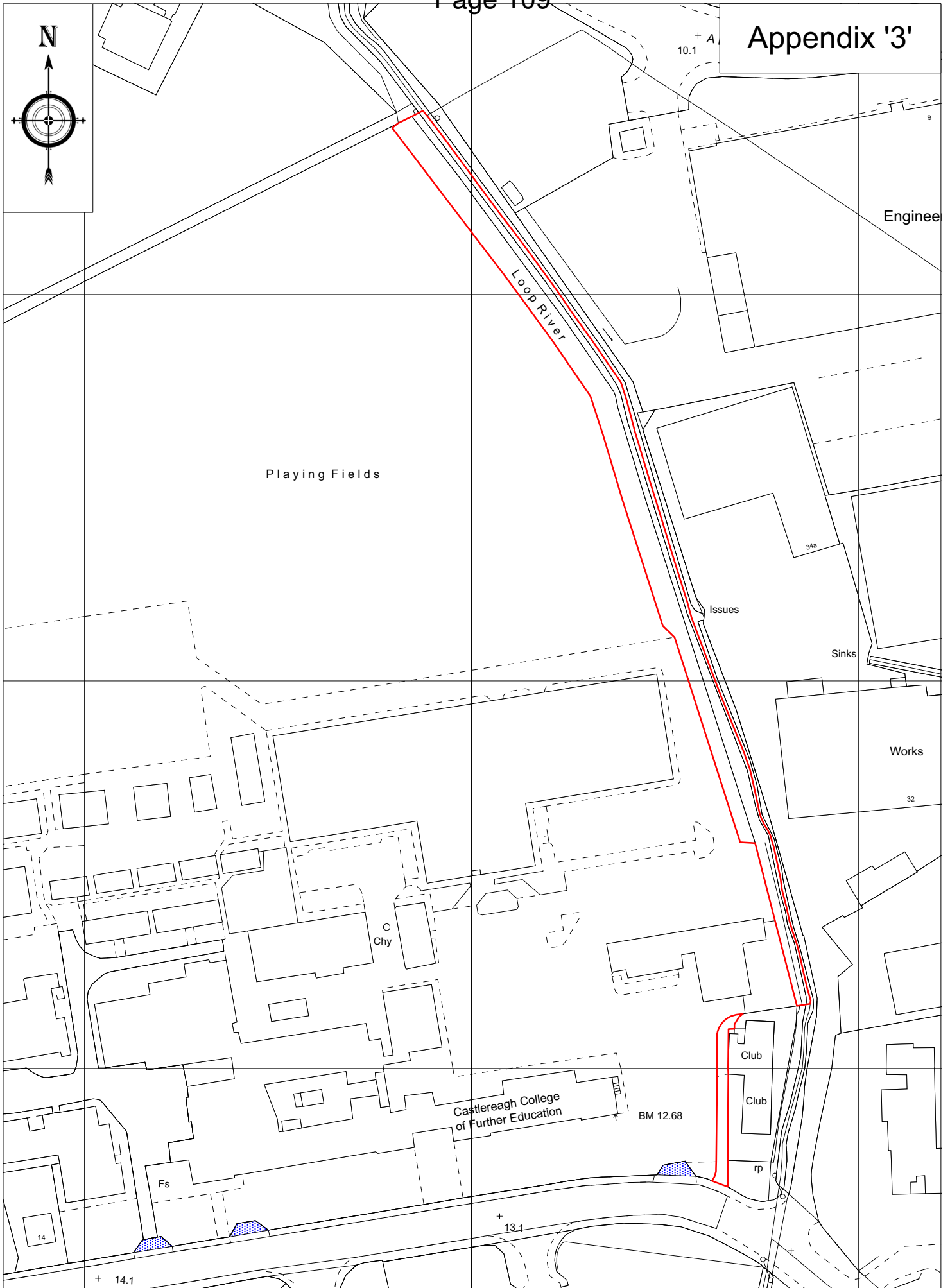
Scale 1:1250

Connswater Community Greenway
Plot 80a - Part 2

Area 1.393acres

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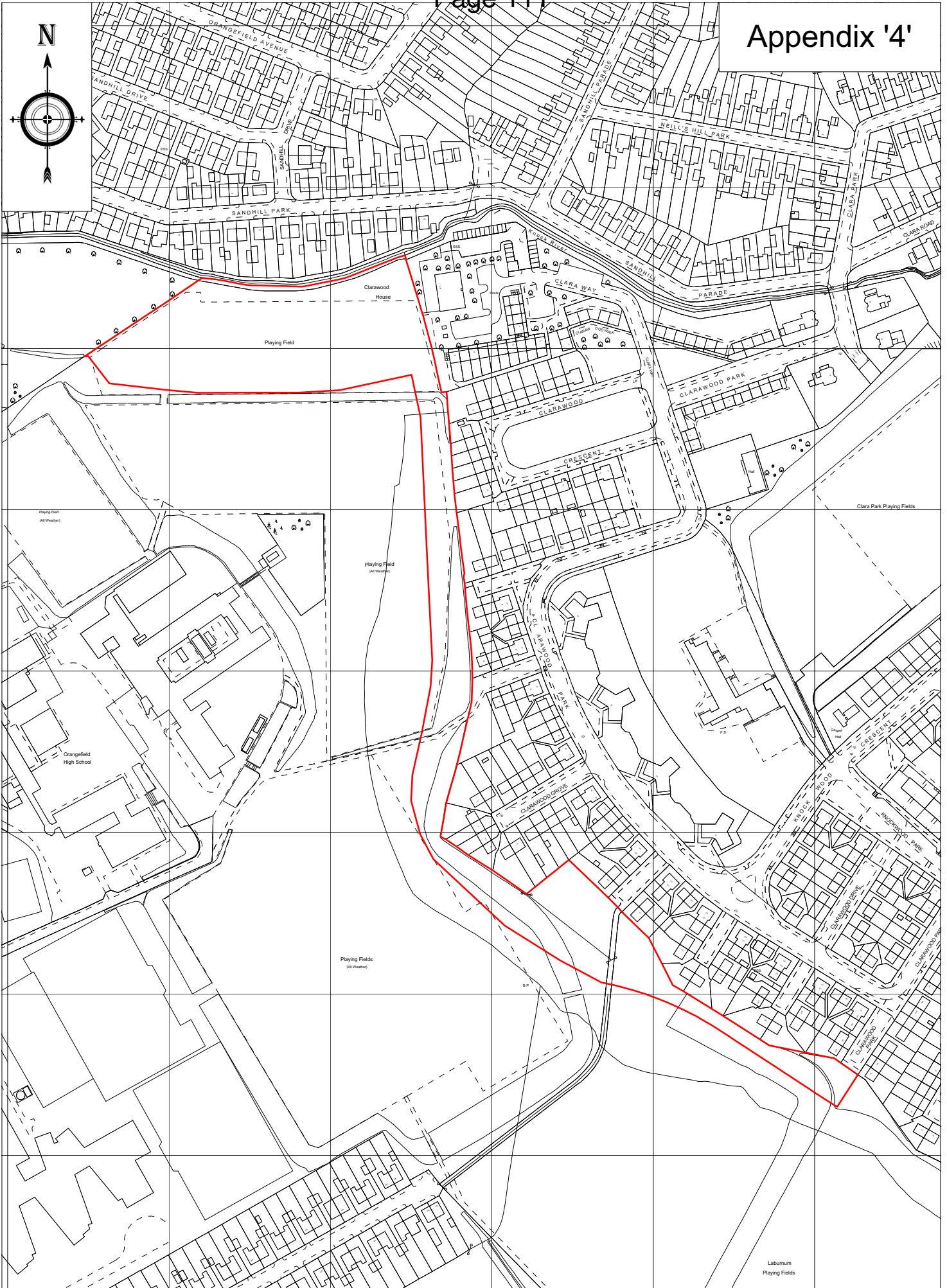


Scale 1:1250

Connswater Community Greenway - Plot 75

Area 0.491 acres

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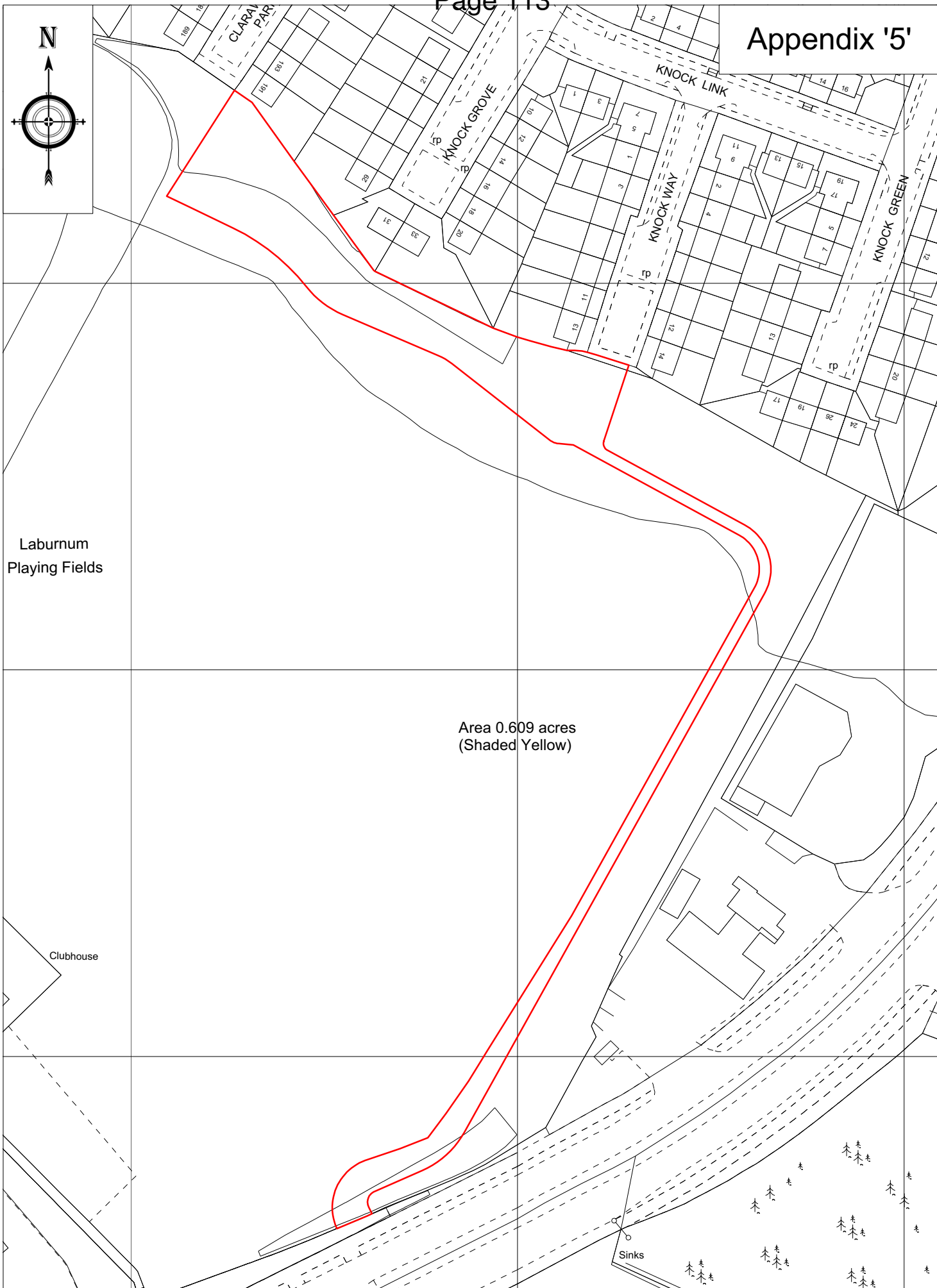


Scale 1:3000

Connswater Community Greenway - Plot 88a

Area 6.382 acres

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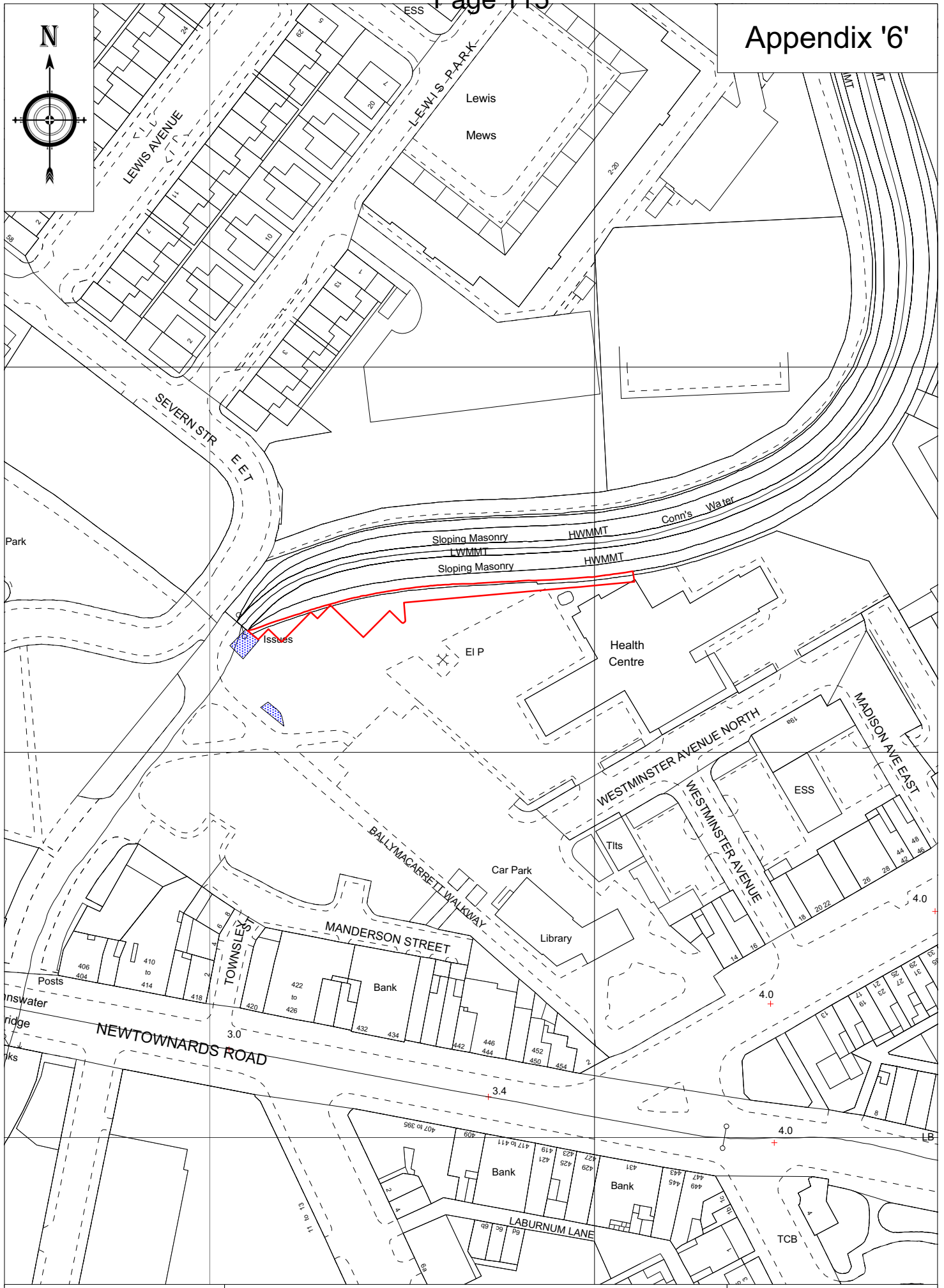
Area 0.609 acres
(Shaded Yellow)

Scale 1:1250

Connswater Community Greenway - Plot 90

Area 0.876 acres

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Scale 1:1250

Connswater Community Greenway - Plot 25a

Area 0.089 acres

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**MEMORABILIA WORKING GROUP
THURSDAY 28 OCTOBER 2010**

MEMBERS PRESENT: Councillor Hendron Chairman
 Councillor C. Maskey
 Councillor McCarthy
 Councillor Stoker
 Hazel Francey Good Relations Manager
 Anne Deighan Good Relations Officer
 Marie Craig Good Relations Assistant (minutes)

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| 1.0 | ROUTINE MATTERS |
| 1.1 | The Working Group agreed to consider changing the start time of future meetings from 5.30 pm. |
| 1.2 | The minutes of the meeting of 9 September 2010 were taken as read and signed as correct. |
| 1.3 | <p>Arising from the minutes, the Working Group noted that:</p> <ul style="list-style-type: none"> • The stained glass window commission had been referred back by the Strategic Policy & Resources Committee at its meeting on 24 September. • The Good Relations Partnership has agreed that funding under the Peace III programme should be pursued for both the stained glass window and the Blitz event. • The date of the Italian evening has been postponed due to the unavailability of the Italian Consul General. It is possible that the event will now take place in December but may be deferred until the New Year. |
| 2.0 | COMMISSIONING OF STAINED GLASS WINDOW – PROPOSED ARTIST’S BRIEF |
| 2.1 | The Good Relations Manager reminded the Group that, at its meeting on 9 September, it had agreed to commission a stained glass window on the theme of <i>Celtic Myths & Legends</i> . She referred to an artist’s brief, copies of which had been previously circulated, seeking expressions of interest in the commission. |
| 2.2 | She pointed out that this would be a two-stage process and outlined the probable timeline for commissioning the window. The closing date for Stage 1 (for submission of expressions of interest) is now likely to be end of November 2010, with stage 2 having a closing date of January 2011. It is envisaged that the stained glass window should be in place by April/May 2011. |
| 2.3 | The Good Relations Manager suggested that the Selection Panel should be comprised of the Chairmen of the Good Relations Partnership, the Strategic Policy & Resources Committee and the Development Committee (Cllrs Hendron, Crozier and C. Maskey, or their nominees). This would ensure both a political and gender balance. Appropriate officers from the Good Relations Unit and the Culture & Arts Units would also participate in the Selection Panel. The Working Group agreed that the external members of the Good Relations Partnership should also be invited to nominate up to 2 external members to participate in the selection process and agreed the composition of the Selection Panel as set out above. |
| 2.4 | The Good Relations Manager informed the Working Group that expressions of interest will be invited through social media such as Twitter, Facebook and the internet. This method of advertising had been used very successfully for the commissioning of the artwork to reflect Irish heritage and also avoided the high costs of advertising in newspapers. |

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| 2.5 | The Good Relations Manager also asked the Working Group to consider a suitable location for the stained glass window. Some suggestions included the window behind Reception, the first window along the corridor towards the lift or on the first floor towards the Lord Mayor's Parlour. All agreed that the window should be situated in an area accessible to the public. The Working Group agreed that the Good Relations Manager should meet with appropriate officers from the Property & Projects Department to discuss the most appropriate location and the installation of the new window and report back in due course. |
| 3.0 | REQUEST TO STAGE EXHIBITION from the FAMILIES of the VICTIMS of the BALLYMURPHY MASSACRE |
| 3.1 | The Good Relations Manager referred to a report, copies of which had previously been circulated, reminding the Group that at the last meeting on 9 September, a letter had been tabled from the families of the victims of the Ballymurphy massacre, requesting an opportunity to stage a photographic exhibition entitled <i>Reflections</i> in the City Hall in August/September 2011 as part of their 40 year anniversary. Copies of images and text used in the exhibition were also tabled. |
| 3.2 | The exhibition consists of 12 boards, one for each person that was killed and one panel that set the scene regarding the lead up to the events in August 1971. The exhibition is made up of a group of 11 photographs taken by local photographer Jonathan Porter. The individuals who were killed were all civilians and included a Catholic priest and a mother of eight children; a total of 51 children were left without a parent as a result of the events. |
| 3.3 | The Good Relations Manager reminded the Working Group that the families of the victims continue to seek an acknowledgement from the British Government that those killed were innocent of any wrongdoing. The Ballymurphy group had recently met with the Secretary of State and has requested the Attorney General to order a fresh inquest into the deaths. |
| 3.4 | A Good Relations Officer met with representatives of the Ballymurphy group who wish their campaign to be given greater prominence within the City. Members noted that the exhibition has already been exhibited twice in Stormont and in Whiterock Library, West Belfast Festival (for several years), the Ulster Museum, the Grand Opera House and in Dublin. A letter of support for the exhibition from Alan McBride, the Co-ordinator of the WAVE Trauma Group, was tabled. He stated that he thought that the exhibition would reinforce the view that the City Hall was a welcoming place for all the citizens of Belfast. |
| 3.5 | A Member stated that although he had no problem with the exhibition and had every sympathy with the families, he had concerns around the accompanying text and could not support the staging of the exhibition in the City Hall for that reason. A Member noted that the letter from Alan McBride illustrated how the dynamic had changed within the victims sector and he felt that the City Hall should be open to all these groups. |
| 3.6 | The Good Relations Manager suggested that a film from the WAVE trauma centre 'Unheard Voices' could be screened for one evening during the time of the Ballymurphy exhibition. This film was made up of a collection of 6 powerful short stories of those who have lost someone as a result of the NI conflict, presenting poignant reflections on a range of experiences. The Working Group agreed that Good Relations staff should contact the Ballymurphy group before the next Strategic Policy & Resources Committee meeting to check if they would be happy to agree to this, since they might not wish their exhibition to be diluted. |
| 3.7 | The Working Group also agreed that other victims groups should be made aware that the space in the City Hall was available for similar exhibitions. It might be possible at some stage in the future to hold a broader exhibition on victims/violence in the City. |

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| 3.8 | After discussion, the Working Group voted by 3 votes to 1 to recommend to the Strategic Policy & Resources Committee that the request from the Ballymurphy Group should be approved. |
| 4.0 | HERITAGE LOTTERY FUND APPLICATION |
| 4.1 | The Good Relations Manager advised that although she had hoped to be able to up-date the Working Group, the meeting scheduled with the Heritage Lottery Fund representative had been postponed. A decision by the Heritage Lottery Fund is expected at the end of November. |
| 5.0 | BELFAST BLITZ – request for MEMORIAL |
| 5.1 | The Good Relations Manager referred to a letter she had received that afternoon from the NI War Memorial Committee requesting that the Council erect a permanent memorial to the victims of the Belfast Blitz in 1941. The War Memorial Committee had requested that the Council should erect a memorial pillar on the front lawn of the City Hall near the Queen Victoria statue, in a style that would complement both the US Forces and the VC Magennis memorials. |
| 5.2 | The War Memorial Committee noted that all sections of the community in Belfast had suffered during the Blitz and the memorial would pay tribute to all those killed in April/May 1941; they would like the pillar to be in place for April 2012. |
| 5.3 | The NI War Memorial Committee envisaged that the pillar would cost in the region of £20,000 and stated that they would be willing to contribute half of that sum. |
| 5.4 | The Good Relations Manager pointed out that as the item had not been on the agenda, she did not expect a decision to be made at this meeting. She stated that she would meet with other appropriate officers within the Council and obtain more details before bringing back a further report on this item. |
| 6.0 | DATE OF NEXT MEETING |
| 6.1 | Since the Heritage Lottery Fund decision would not be known until at least December and various Members would be involved in the Selection Panel for the commissioning the stained glass window, the Working Group agreed to postpone its next scheduled meeting until the New Year. |
| 6.2 | Members referred to the reception for voluntary and community groups funded by the Good Relations Partnership to be held before Christmas and expressed the view that it was important that the commitment and dedication of those groups was adequately acknowledged. The event should recognise the substantial contribution of the voluntary/community sector to the work of the Council and the life of the city. Agreed. |

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