

# Public Document Pack

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



**Belfast  
City Council**

24<sup>th</sup> July, 2020

## **MEETING OF STRATEGIC POLICY AND RESOURCES COMMITTEE**

Dear Alderman/Councillor,

The above-named Committee will meet remotely via Microsoft Teams on Friday, 31st July, 2020 at 9.30 am, for the transaction of the business noted below.

You are requested to attend.

Yours faithfully,

SUZANNE WYLIE

Chief Executive

### **AGENDA:**

#### **1. Routine Matters**

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

#### **2. Presentation**

- (a) St George's Market Traders Committee - Re: St George's Market Update (Pages 1 - 4)

#### **3. Restricted Items**

- (a) Finance Update (Pages 5 - 24)
- (b) Micro Grant Funding (Pages 25 - 32)
- (c) Revised District Council's Good Relations Action Plan 2020/21 (Pages 33 - 46)

- (d) Department for Communities Covid-19 Town Centre Revitalisation Fund (Pages 47 - 50)
- (e) Minutes of Party Group Leaders Consultative Forum (Pages 51 - 54)
- 4. **Strategic Issues/Belfast Agenda**
  - (a) Leisure Services Reopening Update (Pages 55 - 66)
- 5. **Physical Programme and Asset Management**
  - (a) Physical Programme Update (Pages 67 - 70)
- 6. **Finance, Resources and Procurement**
  - (a) Contracts Update (Pages 71 - 76)
  - (a) Light up the City Hall Request - World AIDS Day, 1st December (Councillor Nicholl to raise)
  - (b) Roselawn Cemetery (Councillor McLaughlin to raise) (Pages 77 - 78)



<b>Subject:</b>	St George's Market update
<b>Date:</b>	Friday 31 July 2020
<b>Reporting Officer:</b>	John Greer, Director of Economic Development
<b>Contact Officer:</b>	Lisa Toland, Senior Manager, Economy

<b>Restricted Reports</b>	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If Yes, when will the report become unrestricted?	
After Committee Decision	<input type="checkbox"/>
After Council Decision	<input type="checkbox"/>
Some time in the future	<input type="checkbox"/>
Never	<input type="checkbox"/>

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

<b>1.0</b>	<b>Purpose of Report or Summary of main Issues</b>
1.1	<p>The purpose of this report is to update members on:</p> <ul style="list-style-type: none"> <li>The financial implications of any decisions to waive the stall fees for market stall holders at St. George's Market</li> <li>The ongoing work between the Markets Team and the Traders' Committee to assist with the economic recovery of the market.</li> </ul>
<b>2.0</b>	<b>Recommendations</b>
2.1	<p>The Committee is asked to:</p> <ul style="list-style-type: none"> <li>Note the costs of waiving stall fees at St George's Market – based on figures for three and six month periods</li> </ul>

	<ul style="list-style-type: none"> <li>Note the ongoing work between the Traders' Committee and the Markets Management team to support the recovery of the market.</li> </ul>
<b>3.0</b>	<b>Main report</b>
3.1	At the July meeting of Council, members agreed that the decision of the Strategic Policy and Resources Committee of 19th June, under the heading "Recovery Programme", be amended in relation to the decision not to waive the stall fees for market stall holders at St. George's Market.
3.2	Members asked that a report be brought back on the cost of waiving the stall fees for market stall holders at St George's Market and to enter into discussions with the stall holders around their proposals to assist with the economic recovery of the market. They also agreed that the Council should invite a deputation of Market Stall Traders to discuss the issue at the next Committee.
3.3	Both Smithfield Market and St George's Market closed to the public due to COVID-19 on 22 and 23 March 2020 respectively. In line with NI Executive guidance, both markets have since re-opened, with St George's Market re-opening to the public on 3 July 2020. In preparation for re-opening, officers developed mobilisation plans and risk assessments, These took into consideration a number of factors to ensure the safety of staff, traders and customers and critically to give assurances to the public that the markets are safe buildings to enter. This includes arrangements to manage social distancing in open areas, engagement with traders to support them in ensuring compliance within their stalls and provision of additional equipment such as hand washing facilities and hand sanitisers as well as signage and messages to provide appropriate levels of assurance to the public. Staff also developed guidance for traders and customers and worked with the Facilities team to ensure that social distancing can be maintained within staff and office areas.
3.4	<p>Engagement with the National Market Traders' (NMTF) Committee was central to informing decisions around the operational elements of the re-opening of the market. This included discussions on the reduced level of capacity and how this could be managed; revised layouts to manage social distancing and changes to opening hours. Some of the key operational decisions include:</p> <ul style="list-style-type: none"> <li>Reduction in the number of stalls: at a standard weekend market, St George's can accommodate up to around 200 stalls each day. The pre-COVID19 occupancy rates were 225 stalls on Friday, 189 on Saturday and 186 on Sunday. Taking account of</li> </ul>

	<p>social distancing measures, 84 stalls have currently been provided on the market floor</p> <ul style="list-style-type: none"> <li>• Changes to opening hours: initial operating hours for each day were agreed as 10am to 3pm (note: current operating hours are: 6am-3pm on Friday; 9am to 3pm on Saturday and 10am to 4pm on Sunday). These mirror the reduced opening times in many retail units across the city centre</li> <li>• Managing the movement of visitors: based on input from the council's Corporate Health and Safety Unit (CHSU), a one-way operating system was put in place, with limited points of access and egress. Additional staffing, security and cleaning cover was put in place to provide additional levels of assurance to the public. No seating areas have been provided for customers at this point.</li> </ul>
3.5	<p>It was agreed with NMTF that these decisions would be kept under regular review once the market was open. Any changes would be dependent on ensuring compliance with relevant NI Executive guidance and would be conditional on working within agreed financial projections.</p>
3.6	<p>In advance of the market opening in July 2020, the traders asked the council to provide an exemption period of six months from the payment of stall fees (currently £25 per stall for hot foot traders and £16 per stall for all other traders). St George's Market had budgeted for a small surplus (around £31,000) for the 20/21 financial year. Taking account of the loss of income during lockdown, the additional overheads required to operate the market post-COVID (in particular additional security and cleaning costs) and the reduction in income as a result of the social distancing constraints, the re-opening of the market will have significant financial implications for the council, with additional costs estimated at £346,150. A six month stallage freeze would result in a total cost to Council of £550,408 which is an increase of £204,258 against the operating budget of £346,150 agreed at CMT in June 2020. A three month stallage freeze would result in a total cost to Council of £440,408 which is an increase of £94,258 against the operating budget of £346,150 agreed at CMT in June 2020.</p>
3.7	<p>Since the re-opening of the market, the NMTF Committee continues to work with the Markets Management Team to support the recovery of the market. In line with the rest of the city centre, footfall levels in the market are currently around 30% of the numbers in previous years. It is important to note that the market has only been open for three weekends up to this point and that, week on week, visitor numbers have increased incrementally. These are</p>

	<p>consistent with figures that have been monitored across the rest of the city centre – where retail units were open a number of weeks ahead of the market.</p>
3.8	<p>It is also important to note that the Committee and the Markets Management are working on plans to enhance the market, with new seating areas being introduced in the coming weeks (with additional management and cleansing regimes being put in place) and proposals for some animation and music to be re-introduced, once the regulations permit. There is also a phased plan to increase the number of stalls in the market once the social distancing guidelines are revisited. While indicative dates for these developments are in place, it is impossible to confirm these at this point, due to ongoing changes to guidelines and concerns about the possible need for additional restrictions at some point. There have also been negotiations around a revision to the initially-agreed opening hours, subject to support from all market traders.</p>
	<p><u>Financial and resource implications</u></p>
3.9	<p>St George’s Market had budgeted to make a small surplus of £31,311 in this financial year. Taking account of the loss of income during lockdown, the additional overheads required to operate the market post-COVID (in particular additional security and cleaning costs) and the reduction in income as a result of the social distancing constraints, the re-opening of the market will have significant financial implications for the council, with increased costs estimated at £346,150.</p>
3.10	<p>A six month stallage freeze from 1 August 2020 would result in a total cost to Council of £550,408 which is an increase of £204,258 against the operating budget of £346,150 agreed at CMT in June 2020. There is currently no provision in any departmental budget to cover these increased costs and will increase the forecast corporate deficit by this amount.</p>
3.11	<p>If a three month stall fee holiday was to be applied, from 1 August 2020, the cost to Council will increase by an additional £94,258 to £440,408. There is currently no provision in any departmental budget to cover these increased costs and will increase the forecast corporate deficit by this amount.</p>
3.12	<p><u>Equality or Good Relations Implications/Rural Needs Assessment</u>  No specific equality/good relations implications. No negative impact on rural areas.</p>
<b>4.0</b>	<b>Appendices – Documents Attached</b>
	None

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of the Local Government Act (Northern Ireland) 2014.

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<b>Subject:</b>	Leisure Services Reopening Update
<b>Date:</b>	31 <sup>st</sup> July 2020
<b>Reporting Officer:</b>	Ryan Black, Director of Neighbourhood Services
<b>Contact Officer:</b>	Noel Munnis, Partnership Manager

<b>Restricted Reports</b>	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If Yes, when will the report become unrestricted?	
After Committee Decision	<input type="checkbox"/>
After Council Decision	<input type="checkbox"/>
Some time in the future	<input type="checkbox"/>
Never	<input type="checkbox"/>

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

<b>1.0</b>	<b>Purpose of Report or Summary of main Issues</b>
1.1	The purpose of this report is to update Members' on the remobilisation of GLL staff and the reopening of Leisure Services as permitted by the Executive Office (TEO) within the easing of Covid-19 restrictions.
<b>2.0</b>	<b>Recommendations</b>
2.1	The Committee is requested to: <ul style="list-style-type: none"> <li>• Note the information provided below and the centre re-opening plans as detailed.</li> </ul>

<b>3.0</b>	<b>Main report</b>
	<p data-bbox="272 226 421 255"><u>Key Issues</u></p> <p data-bbox="165 322 209 351">3.1</p> <p data-bbox="272 309 1453 389">All BCC indoor leisure centres and associated outdoor facilities closed on 16<sup>th</sup> March 2020 due to the Covid-19 outbreak and in response to government restrictions.</p> <p data-bbox="165 461 209 490">3.2</p> <p data-bbox="272 461 1461 589">The easing of TEO Covid-19 restrictions has been delivered in phases with announcements relating to different aspects of leisure services released continuously since mid-June 2020.</p> <p data-bbox="165 660 209 689">3.3</p> <p data-bbox="272 660 1425 788">Reopening approval has been built around a large number of TEO and industry/sport National Governing Body (NGB) guidelines. The key measures required include revised protocols and assurances in relation to:</p> <ol data-bbox="323 862 1219 1093" style="list-style-type: none"> <li>1. Social distancing (reduced capacities)</li> <li>2. Enhanced air handling and fresh air intake levels (indoor spaces)</li> <li>3. Hand sanitising and enhanced cleaning regimes</li> <li>4. Customer behaviour instructions and enforcement</li> <li>5. Track and trace data capture</li> </ol> <p data-bbox="165 1164 209 1193">3.4</p> <p data-bbox="272 1164 858 1193">To date TEO has approved the reopening of:</p> <p data-bbox="165 1265 233 1294">3.4.1</p> <p data-bbox="272 1265 561 1294"><b><u>OUTDOOR PITCHES</u></b></p> <p data-bbox="272 1364 1414 1491">BCC pitches opened for booking on 29<sup>th</sup> June and have been available for use since 6<sup>th</sup> July. This has included synthetic pitches at eight leisure centres (see table below) managed by GLL.</p> <p data-bbox="272 1568 1453 1597">The service currently allows for pitch hire only with no changing or toilet facilities available.</p> <p data-bbox="272 1671 1321 1751">Use is restricted to club and community sports programme use and is subject to compliance with TEO approval and team sport NGB Covid-19 secure guidelines.</p> <p data-bbox="272 1823 1453 1904">Pitches are open at peak hours only. Typically 5.00pm – 10.00pm Monday to Friday and 10.00am – 3.00pm Saturday and Sunday. Opening hours remain under review and will be</p>

amended on a site by site basis subject to demand and further easing of Covid-19 restrictions and associated operating guidance.

3.4.2

### **FITNESS SUITES AND STUDIO CLASSES**

Fitness suites and group exercise classes opened on 14<sup>th</sup> July at nine leisure centres (see table below) managed by GLL. Fitness suite opening hours are typically as they were before lockdown.

Group exercise class timetables have been amended and in most cases reduced to comply with social distancing protocols and permitted 'Covid secure' activities/exercises).

Access is restricted to registered members only and on a pre booked basis. This is essential to comply with TEO track and trace data capture requirements.

Booking slots are currently restricted to one hour to allow for 50 a minute workout

A rolling entry system is in place controlled by 'queue marshals'. Reception desks have been closed but a welcome host/queue marshal is on duty in each reception area.

All bookings and payments must be made online (mobile App, PC or at the 'in centre' kiosks)

Machines/exercise station availability has been reduced to comply with social distancing guidance. This, along with customer behaviour changes, has significantly reduced gym capacities.

Significant capacity reductions are in place based on 2m social distancing criteria. For example, at the centres we have recently reopened, fitness suite capacity is at approximately 50% of pre lockdown level.

Some gyms were not reopened in phase 1 as, due to room size and air turnover rates, they cannot comply with Covid Secure operational guidelines. This impacted on centres with smaller fitness suites of less than 350m<sup>2</sup>. This size restriction dictates a maximum customer capacity that does not justify the cost of opening the building solely for the fitness suite and classes. Some of the smaller fitness suites will be considered for opening in

phase 2 (early August) at which point centres may open up main halls, courts and swimming pools. At that stage the buildings will be opened and staffed anyway, thereby allowing the fitness suites to be open at little or no additional cost. Even with very low customer capacities. Fitness suites at the following centres fall into this category:

**Table 1**

<b>Centre</b>	Justification for not opening fitness suite and group exercise classes in phase 1
Ballysillan	<ul style="list-style-type: none"> <li>• Small fitness suite (adapted original café space)</li> <li>• Inadequate air handling potential</li> <li>• Low customer capacity</li> <li>• Under consideration for opening at phase 2 in early August</li> </ul>
Girdwood	<ul style="list-style-type: none"> <li>• Small narrow fitness suite</li> <li>• Low customer capacity</li> <li>• Under consideration for opening at phase 2 in early August</li> </ul>
Ozone/ Tennis Centre	<ul style="list-style-type: none"> <li>• Small fitness suites (2) (both narrow and not designed for the purpose)</li> <li>• Inadequate air handling potential</li> <li>• Low customer capacity</li> <li>• Under consideration for opening at phase 2 in early August</li> </ul>
Whiterock	<ul style="list-style-type: none"> <li>• Small fitness suite (adapted 1<sup>st</sup> floor space from original purpose)</li> <li>• Inadequate air handling potential</li> <li>• Low customer capacity</li> <li>• Under consideration for opening at phase 2 in early August</li> </ul>
<b>Belvoir</b>	<ul style="list-style-type: none"> <li>• Small fitness suite</li> <li>• Inadequate air handling potential</li> <li>• Low customer capacity</li> <li>• Restricted general customer circulation areas with narrow corridors</li> <li>• May remain closed until Covid-19 restrictions are removed</li> </ul>
<b>Loughside</b>	<ul style="list-style-type: none"> <li>• Two very small fitness suites (converted office/storage spaces).</li> <li>• Low ceilings with inadequate air handling potential.</li> <li>• Extremely low customer capacity.</li> <li>• Restricted general customer circulation areas with narrow corridors</li> <li>• May remain closed until Covid-19 restrictions are removed</li> </ul>

Changing and shower facilities are not currently available and only designated toilets are open. This will remain under review and subject to future TEO approvals and industry lead body guidance amendments.

Hand sanitising points and equipment/supplies/instructions for workout station self-cleaning by customers is in place.

Substantially enhanced cleaning regimes are now the norm with regular deep cleans scheduled throughout the day.

Shift patterns have been amended to increase fitness suite staff cover in order to ensure compliance with social distancing and appropriate customer behaviours.

Air handling has been reset to meet 'fresh air' intake requirements and increased 'turn over' rates.

Group exercise class capacities have been allocated 9m<sup>2</sup> per person with grids marked on all floors. Some classes have been moved from studios to main halls to facilitate larger participant numbers,

### 3.4.3 **BROADER INDOOR LEISURE FACILITIES (EXCLUDING SWIMMING POOLS)**

An EO announcement in June indicated that a broader range of indoor leisure services would be permitted from 7<sup>th</sup> August 2020. Within the NI leisure industry this was generally interpreted to include swimming pools along with main halls, courts, etc.

TEO subsequently announced, on 9<sup>th</sup> July, that indoor leisure centres (excluding pools) would be permitted to open from 17<sup>th</sup> July.

It is hoped that a further EO announcement will approve the opening of swimming pools. BCC/GLL are planning for the widening of the leisure offer, including swimming pools, from early August, subject to TEO approval. It is anticipated that the initial reopening of pools will be for lane swimming only with casual/family swimming and learn to swim lessons to follow as soon as operational guidance is agreed.

At this stage it will not be possible to open our leisure water facilities at Shankill and Andersonstown. Leisure water has not been included in TEO approval at this stage. The

new £25m centre at Andersonstown was due to open just after the lockdown was announced. Formal commissioning was interrupted by the Covid-19 restrictions and in particular because the supplier/installer of the leisure water features is based in Canada and to date has not been in a position to arrange for the required technical commissioning team to travel to Belfast. This will remain under review pending TEO approval and formal commissioning of the Andersonstown leisure water zone.

Centre pools we are not intending to open are as follows:

**Table 2** Justifications for not planning to opening specific pools at phase 2.

Centre	Justification for not opening the swimming pools at phase 2
Ballysillan	<ul style="list-style-type: none"> <li>• Only four 25m lanes available allowing for the operation of 2 double lane width programmable spaces in line with current Covid safe guidance.</li> <li>• Although this could work from an operational perspective, swimmer numbers would be low and may not justify the financial cost of lifeguarding and pool water treatment.</li> <li>• Adequate ceiling height and air circulation.</li> <li>• Difficulty to function on the same operating model as other centres.</li> <li>• No access to the poolside from spectator gallery (closed in café area) thereby not allowing for the one way customer flow principle.</li> </ul>
Brook	<ul style="list-style-type: none"> <li>• Only four 25m lanes available allowing for the operation of 2 double lane width programmable spaces in line with current Covid safe guidance.</li> <li>• Although this could work from an operational perspective, swimmer numbers would be low and may not justify the financial cost of lifeguarding and pool water treatment.</li> <li>• Difficulty to function on the same operating model as other centres.</li> <li>• No access to the poolside from spectator gallery thereby not allowing for the one way customer flow principle.</li> </ul>
Shankill	<ul style="list-style-type: none"> <li>• Leisure features not approved for opening at this stage.</li> </ul>

- Only three 25m lanes available meaning that only one double lane width could be utilised.

Broadening services to include the opening of additional spaces and activities requires substantial planning and staff training. The lead in time required for detailed risk assessments and staff training rendered 17<sup>th</sup> July impractical.

**Table 3** below sets out the current reopening plans at 20<sup>th</sup> July.

Centre	Fitness & Classes	Synthetic Pitches	Main Hall	Swimming Pool
Andersonstown LC	Opened 14/07/20	5-a-side not currently open	Not applicable	Preparing for opening in early August
Better Gym Belfast	Opened 14/07/20	Not applicable	Not applicable	Dry centre
Better Gym Connswater	Opened 14/07/20	Not applicable	Not applicable	Dry centre
Brook LC	Opened 14/07/20	Opened 06/07/20 (5-a-side not currently open)	Preparing for opening in early August	Not planning to open at phase one due to Covid-Safe considerations and financial sustainability
Falls LC	Opened 14/07/20	Not applicable	Preparing for opening in early August	Preparing for opening in early August
Grove LC	Opened 14/07/20	Not applicable	Preparing for opening in early August	Preparing for opening in early August
Lisnasharragh LC	Opened 14/07/20	5-a-side not currently open	Preparing for opening in early August	Preparing for opening in early August
Olympia	Opened 14/07/20	Opened 06/07/20	Preparing for opening in early August	Preparing for opening in early August
Ozone & Tennis Centre	Not currently open. Under consideration for next phase	Opened 06/07/20	Preparing for opening in early August	Dry centre
Shankill LC	Opened 14/07/20	Not applicable	Preparing for opening in early August	Unable to meet Covid-Safe protocols
Ballysillan LC	Not currently open. Under consideration for next phase	Opened 06/07/20	Preparing for opening in early August	Not planning to open at phase one due to Covid-Safe

				considerations and financial sustainability
Girdwood CH	Not currently open. Under consideration for next phase	Opened 06/07/20	Preparing for opening in early August	Dry centre
Whiterock LC	Not currently open. Under consideration for next phase	Opened 06/07/20	Preparing for opening in early August	Preparing for opening in early August
Belvoir AC	Unable to meet Covid-Safe protocols	Not applicable	Unable to meet Covid-Safe protocols	Dry centre
Loughside RC	Unable to meet Covid-Safe protocols	Grass pitches will open in line with BCC seasonal schedule	Unable to meet Covid-Safe protocols	Dry centre

#### 3.4.4

#### **SWIMMING POOL SERVICE IMPACTS**

Subject to TEO approval, when swimming pools reopen, the service offering and customer restrictions will result in a very different pool experience for most users. Social distancing, pool capacity restrictions and limited shower/changing availability will impact on the customer experience for clubs, learn to swim lessons, fitness lane swimmers and casual/family users. Within the anticipated Covid safe operational requirements, casual swimming, general customer behaviours and shower/changing provision present the main challenges. It is anticipated that pool capacities will be at less than 50% of pre lockdown numbers. Key points for swimming pool operations include:

- Lane swimming and club coaching are the most controllable and therefore safest pool activities
- Clubs will be required to comply with published Swim Ireland guidance
- Casual/family use presents the greatest challenges
- Changing and showering will be discouraged and at best will be restricted. Pool users will be encouraged to arrive 'pool ready' and plan to shower at home.
- Advanced booking for registered users only will become the norm for the foreseeable future.



- Booking slots (session duration) will be restricted to facilitate a 'roll in roll out' capacity management system.

In the first phase of reopening pools, only the main pools will be open. Minor pools and pools with restricted access options will remain closed until all operational systems have been fully tested or until further restriction easing is announced.

3.5

### **OPERATIONAL AND BEHAVIOURAL GUIDANCE**

Reliance on Sport National Governing Body (NGB) and industry lead body operational guidance will be a key requirement. For both wet and dry facilities, clubs will be required to comply with their respective sport NGB Covid safe guidance. Sports will not be permitted to recommence until their NGB has Sport NI approved Covid safe protocols in place.

3.6

### **DIRECT DEBIT/INCOME IMPACT**

A substantial percentage of the leisure income is derived from Direct Debit pre-paid monthly membership payments. 14,000 Health and Fitness members were contacted on 2<sup>nd</sup> July informing them that their Direct Debit payments would be reactivated from 14<sup>th</sup> July. This was done on an 'opt out' basis whereby members could (a) allow their payments to restart without taking any action, (b) freeze their membership at no cost or (c) choose to cancel. At 17<sup>th</sup> July circa 1,000 members had opted to freeze their memberships with a further 700 choosing to cancel. This 12% loss is lower than expected but is an ongoing process and expected to increase. Set against the loss of existing (pre lockdown) members, over 300 new Health and Fitness membership have been sold since reopening the gyms on 14<sup>th</sup> July. **Up to date figures for freezes, cancellations and new member sales will be verbally presented at the meeting.**

Since lockdown almost all GLL staff have been on furlough with only 26 of 600 team members working to deliver essential building checks. To facilitate reopening staff are being brought back off furlough on a phased basis. At 17<sup>th</sup> July circa 120 staff are back in work delivering outdoor pitch and fitness products. This number will rise as additional services are reopened.

3.7

**BCC APPROACH AND ALIGNMENT WITH OTHER NI COUNCILS**

It should be noted that BCC/GLL have set exemplary standards in Covid Safe planning for leisure operations. BCC officers are actively engaged with industry lead bodies and TEO advisory panels. BCC intervention (including a fact finding tour of Olympia LC) was instrumental in ensuring that local authority fitness suites were included, along with private sector gyms, in the EO approval announcement and that group exercise was included in the permitted services.

The BCC approach set out above is in line with other NI Local Authorities. Most of the eleven NI Councils are working to a similar timeline with three scheduling their phased reopening approximately four weeks later.

3.8

**BUSINESS RISK AND FINANCIAL SUSTAINABILITY**

The reopening strategy is not without risk. As we continue to reopen additional services and move towards normal operations, we assume liability for all/most of the associated fixed costs. Income has always been a key driver in the business model and in maintaining a sustainable net deficit. In the current climate, income is very much an unknown variable and at best, for the foreseeable future, will be restricted by capacity reductions and the loss of income from services that will remain closed. The main areas to be aware of include:

- Pre-paid monthly membership reactivation percentage and the impact on income.
- Possible second wave of membership freeze/cancellations when service restrictions become clear and customers experience the 'new norm'.
- Reliance on public confidence and the desire to return to indoor fitness and leisure.
- Customer behaviour and resulting PR for BCC (social media).
- Covid-19 infection spikes and any future reintroduction of restrictions or return to lockdown

3.9

**SUMMARY**

The key message is that we are working hard to restore services with the number one priority being the safety of our customers and staff.

Our ability to return to normal is almost entirely subject to TEO approvals and the associated operational guidance. This is a rapidly moving environment with announcements and clarifications emerging on a daily basis.

The reopening schedule is not without both financial and reputational risk. In a very uncertain environment BCC officers continue to work closely with GLL to identify risks and to agree and implement appropriate mitigations to minimise any impacts.

3.10

### **Financial & Resource Implications**

The financial impact of the lockdown period has been significant.

- During this period there has been £0 taken in income.
- Note that during the lockdown period the overall membership base reduced by 20%, and this has decreased by a further 12% since opening.
- During this four month period the centres were forecast to take £2.8m in income and therefore a financial gap was created.
- All staff have been paid fully during the lockdown period and the majority of staff have been on furlough.
- This has allowed GLL to process furlough claims for staff not working and therefore recoup some of this financial gap. The monthly job retention scheme claim is circa £450k.
- During lockdown maintenance of the centres and a steady state of operation as has been maintained therefore while utility bills have reduced costs still exist in each centre.
- There were a team of 20 staff that have also been paid in full throughout lockdown that were not part of the furlough scheme as they supported daily building checking and maintenance checks.
- The job retention scheme has minimised the impact to date in drawing any further pressure on mgt fee payments, however the scheme does reduce from August to October on an incremental scale.
- In relaunching the centres from the 10th July, 120 staff are now working and no longer can be included within the job retention claims to government and therefore are fully costed.
- The income modelling has been based on a cashless model and membership only approach, with a focus on the gym sim and group ex activities from August.
- At this stage the modelling for August based on the proposal of openings could ensure a break even position which is essential as centre gradually reopen.

	<ul style="list-style-type: none"> <li>• The goal is to balance the reopening of centres and volume of staff return, in line with the covid secure requirements to ensure centres could return to a “new normal” by October.</li> <li>• During this period GLL will minimise all non essential expenditure to protect any financial risk to council.</li> <li>• Once a full 4- 6 weeks of opening has been achieved a more robust forecast can be developed based on the actual return of members and real costs. A further report will be provided to Members detailing the overall financial implications in September.</li> </ul> <p><b><u>Equality or Good Relations Implications</u></b></p> <p>None</p>
<b>4.0</b>	<b>Appendices – Documents Attached</b>
	None



<b>Subject:</b>	Physical Programme Update
<b>Date:</b>	31 <sup>st</sup> July, 2020
<b>Reporting Officer:</b>	Sinead Grimes, Director of Physical Programmes Ronan Cregan, Deputy Chief Executive and Director of Finance and Resources
<b>Contact Officer:</b>	Michelle Bagnall, Programme Manager

<b>Restricted Reports</b>	
<b>Is this report restricted?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>If Yes, when will the report become unrestricted?</b>	
After Committee Decision	<input type="checkbox"/>
After Council Decision	<input type="checkbox"/>
Some time in the future	<input type="checkbox"/>
Never	<input type="checkbox"/>

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

<b>1.0</b>	<b>Purpose of Report or Summary of Main Issues</b>
1.1	The Council's Physical Programme covers over 200 projects under a range of funding streams together with the projects which the Council delivers on behalf of external agencies. This report outlines a proposed movement under the Capital Programme together with a proposed realignment of BIF funding.
<b>2.0</b>	<b>Recommendations</b>
2.1	The Committee is requested to –

	<ul style="list-style-type: none"> <li>- agree to the inclusion of a new IT project under the council's IT Programme due to business criticality– <b>Enhanced, additional telephony licensing for telephony environment</b> - and <b>move to Stage 3 Committed with a maximum £80,000 budget allocated.</b></li> <li>- Note the reduced scope of the Royal British Legion BIF proposal (from £500k to £300k) and to agree, in the absence of the West AWG, to reallocate £115,000 of this reduced scope towards two previously agreed LIF projects which have significant funding deficits (Berlin Swifts – additional £65,000 and St. James's Farm – additional £50,000) in order to allow these projects to be fully delivered. Both projects are at/nearing contract award stage</li> </ul>
<p><b>3.0</b></p> <p>3.1</p> <p>3.2</p> <p>3.3</p>	<p><b>Main report</b></p> <p><b><i>Capital programme 2020/21 - Project movements</i></b></p> <p><i>IT Programme – Additional licensing for telephony environment</i></p> <p>Under the Council's IT Programme of work, additional licensing for the telephony environment has been identified as being business critical and opportunity to ensure continuity of service provision. With almost all staff home working as a result of Covid 19, one of the key lessons learned from a business continuity perspective, is the need to extend and enhance telephony features for remote workers to allow operations to continue unhindered.</p> <p>The Council is already in the process of upgrading the telephone system, as part of programme of work to improve the system in terms of resilience but also introduce enhanced features and services being delivered as part of the council's extensive Customer Focus Programme. The go-live is expected in coming months. The new telephony system will allow contact centre and switchboard features to be made available remotely, but it requires further licensing for increased numbers of home workers. This will support a sustained period of home working / recovery plans and provide improved business continuity while overall recovery and continued service delivery management takes place. Members are asked to note that this is required to be undertaken now as part of the ongoing Customer Service Programme as this will save significant time and effort by procuring and applying the licenses in advance of the upgrade work already in motion.</p> <p>Members are asked to agree that this project <b>moves to Stage 3 Committed in order to expedite the necessary procurements and it is recommended that a maximum budget of £80,000 is allocated.</b> The Director of Finance &amp; Resources has confirmed the affordability of these projects due to the corporate criticality requirements and to ensure business continuity is maintained.</p> <p><b>Area Working Groups - BIF realignment</b></p>

Members will be aware that the Area Working Groups are currently not sitting due to the ongoing impact of Corona and associated resource impacts. All decisions regarding BIF and LIF allocations are normally taken via the AWGs with the resultant recommendations being brought into SP&R. However due to time pressures Members are being asked to consider and agree a proposed realignment of BIF/LIF funding from the West AWG.

The SP&R Committee has previously agreed an in principle allocation of £500,000 towards the Royal British Legion project (BIF29) in October 2016. Members will be aware that in the last round of the AWGs an update on all projects under LIF, BIF and SOF programmes was provided. It was agreed by each AWG that a letter would be issued to those groups where there had been no information or progress for some time. This included the Royal British Legion project. The Group subsequently confirmed that they wished to remain part of the Programme but with a reduced project scope to a maximum of £300,000. This would allow for a £200,000 reallocation which is below the minimum threshold for a BIF project.

There are two LIF projects within West which have previously been agreed by the SP&R Committee – WLIF2-08 Berlin Swifts (£65,000 agreed in September 2015) and WLIF02-10 St. James's Community Farm (£82,000 agreed in October 2015). Since this time both projects have been worked up in detail and both have funding deficits (Berlin Swifts - £65k and St. James's - £50k) due to a number of reasons including raising construction costs, unforeseen issues etc. Officers have worked very closely with both projects on trying to secure match funding but this has proved unsuccessful to date. This has meant that both projects have to be substantially value-engineered which is hampering their ability to be able to deliver on the full scope of the projects. With a reallocation of funding from the unrequired portion of the RBL project funding both projects could be delivered to their full scope. Members are asked to note that this is being brought forward now as both projects are at an advanced stage in terms of the tendering process. Members are therefore asked to agree the reallocation of an additional £65,000 towards the Berlin Swifts project and an additional £50,000 towards the St. James's Community Forum project.

Members will note that this leaves a residual amount of £85,000 which will be brought back into the next West AWG for consideration in terms of reallocation. This is in other line with the other AWGs that have reallocations to consider.

3.10 **Financial & Resource Implications**

*Financial* --

- IT Programme – Additional licensing for telephony environment, with maximum £80,000 budget allocation.

	<p>– West AWG – realignment of unrequired amount from BIF12 will allow two LIF projects to be fully delivered. These projects have both previously been considered by the AWG and recommended for funding and have been through the full due diligence process. This is not additional overall funding but is a reallocation.</p> <p><i>Resources</i> – Officer time to deliver as per project requirements.</p>
3.11	<p><b><u>Equality or Good Relations Implications/ Rural Needs Assessment</u></b></p> <p>All capital projects are screened as part of the stage approval process.</p>
4.0	<p><b>Appendices – Documents Attached</b></p>
	<p>None</p>





<b>Subject:</b>	Contracts Update
<b>Date:</b>	31 July 2020
<b>Reporting Officer:</b>	Ronan Cregan, Deputy Chief Executive and Director of Finance and Resources
<b>Contact Officer:</b>	Noleen Bohill, Head of Commercial and Procurement Services

<b>Restricted Reports</b>	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If Yes, when will the report become unrestricted?	
After Committee Decision	<input type="checkbox"/>
After Council Decision	<input type="checkbox"/>
Sometime in the future	<input type="checkbox"/>
Never	<input type="checkbox"/>

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

<b>1.0</b>	<b>Purpose of Report or Summary of main Issues</b>
1.1	The purpose of this report is to: <ul style="list-style-type: none"> <li>• seek approval from members for tenders and STAs over £30,000</li> </ul>
<b>2.0</b>	<b>Recommendations</b>
2.1	The Committee is asked to: <ul style="list-style-type: none"> <li>• Approve the public advertisement of tenders as per Standing Order 37a detailed in Appendix 1 (<b>Table 1</b>)</li> <li>• Approve the award of STAs in line with Standing Order 55 exceptions as detailed in Appendix 1 (<b>Table 2</b>)</li> </ul>
<b>3.0</b>	<b>Main report</b>
3.1	<u>Publically Advertised Tenders</u> Section 2.5 of the Scheme of Delegation states Chief Officers have delegated authority to authorise a contract for the procurement of goods, services or works over the statutory limit

<p>3.2</p>	<p>of £30,000 following a tender exercise where the council has approved the invitation to tender</p> <p>Standing Order 60(a) states any contract that exceeds the statutory amount (currently £30,000) shall be made under the Corporate Seal. Under Standing Order 51(b) the Corporate Seal can only be affixed when there is a resolution of the Council.</p> <p>Standing Order 54 states that every contract shall comply with the relevant requirements of national and European legislation.</p> <p><u>Single Tender Actions (STAs)</u></p> <p>The following STAs are being submitted for approval:</p> <p>Direct award contract for event management and support services to deliver a collaborative public private partnership programme in order to attract real estate investors, developers, occupiers and funders in the context of development and investment that provides for sustainable inclusive growth in the city. In particular, this involves provision of professional services over three distinct areas: Partnership management; programme development and delivery; and International PR, Marketing and Communications</p> <p>Direct award contract for specialist advice on rating matters including a review of the Council's assessments in the Valuation List, advice on rate implications of investment projects (BeITel, student housing, build to rent) and advice for Business Rate Reform consultations.</p> <p><u>Financial &amp; Resource Implications</u></p> <p>3.3 The financial resources for these contracts are within approved corporate or departmental budgets</p> <p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p> <p>3.4 None</p>
<p><b>4.0</b></p>	<p><b>Appendices – Documents Attached</b></p>
	<p>Appendix 1</p> <p>Table 1 Publically Advertised Tenders</p> <p>Table 2 Direct Award Contracts</p>



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**Table 1 – Publically Advertised Tenders**

<b>Title of Tender</b>	<b>Proposed Contract Duration</b>	<b>Estimated Total Contract Value</b>	<b>Senior Responsible Officer</b>	<b>Short description of goods/ services</b>
Measured Term Contract for building repairs including plastering & brickwork	Up to 3 years	£60,000	S Grimes	Building repairs including plastering & brickwork
Measured Term Contract for new metal fencing installations	Up to 3 years	£60,000	S Grimes	New metal fencing installations
Measured Term Contract for new soft flooring installations	Up to 4 years	£80,000	S Grimes	Soft flooring installations
Measured Term Contract for swimming pool filtration & Ozone generation, callouts, repairs, planned maintenance & minor works	Up to 4 years	£150,000	S Grimes	Swimming Pool maintenance
Measured Term Contract for mechanical services, callouts, repairs & planned maintenance	Up to 4 years	£600,000	S Grimes	Mechanical services, callouts, repairs & maintenance
Measured Term Contract for pitch lighting callouts, repairs & planned maintenance	Up to 3 years	£50,000	S Grimes	Callouts, repairs & planned maintenance for pitch lighting
Measured Term Contract for building repairs including plastering & brickwork	Up to 3 years	£60,000	S Grimes	Building repairs including plastering & brickwork
Brook Changing Pavilion, Existing pitch lighting LED replacement	Up to 3 months	£40,000	S Grimes	Replacement of pitch lighting

Duncrue Complex, Building Energy Management System Trend IQ installation for unsupported Software - All sites	Up to 3months	£30,000	S Grimes	Building Energy Management System - All sites
Henry Jones Changing Pavilion, upgrading pitch lighting including columns	Up to 3months	£41,000	S Grimes	Pitch lighting including upgrade columns
Tender for the procurement and implementation of enhanced used licensing on the corporate telephone system	One off Purchase	£80,000	R Cregan	Licensing on the corporate telephone system
Peace IV Delivery of Events as part of wider PeaceIV Programme	Up to 2 years	£70,000	N Grimshaw	Delivery of events as part of the Peace IV programme of work
Procurement Cards	Up to 2 years	£240,000	R Cregan	Use of CPD framework for the use of procurement cards for lower value transactions not covered by SRM ordering system.

**Table 2- Direct Award Contracts (Single Tender Action)**

<b>Title of Tender</b>	<b>Supplier</b>	<b>Total Value</b>
Event management and support services to deliver a collaborative PPP programme to attract real estate investors, developers, occupiers and funders & provide sustainable inclusive growth.	Lanyon Communication	£60,000
Specialist advice on rating matters including a review of the Council's Assessments in the Valuation List	Institute of Revenues Rating and Valuation (IRRV)	£90,000

## Roselawn Cemetery Request from Councillor McLaughlin

Roselawn Cemetery has been chosen as the location for a 2<sup>nd</sup> crematorium in the North. Given the circumstances over the last few weeks and the displays that has erected at Roselawn Cemetery, we would like to request an additional equality assessment takes places in relation to the location of the 2<sup>nd</sup> crematorium.

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