

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



**Belfast
City Council**

14th November, 2022

MEETING OF THE STRATEGIC POLICY AND RESOURCES COMMITTEE

Dear Alderman/Councillor,

The above-named Committee will meet in the **Lavery Room and via Microsoft Teams** on Friday, 18th November, 2022 at 9.30 a.m., for the transaction of the business noted below.

You are requested to attend.

Yours faithfully,

John Walsh

Chief Executive

AGENDA:

1. Routine Matters

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

2. Restricted Items

- (a) Financial Reporting – Quarter 2 2022/23 (Pages 1 - 22)
- (b) Revenue Estimates and District Rate 2023-24 (Pages 23 - 34)
- (c) Update on NI Council Strategic Waste Management Arrangements (Pages 35 - 84)
- (d) Fuel Poverty Hardship Fund (Pages 85 - 100)

3. Matters referred back from Council / Motions

4. Governance

- (a) Schedule of Meetings 2023 (Pages 101 - 102)
- (b) Change of Date of Council Meeting (Pages 103 - 104)

5. Belfast Agenda/Strategic Issues

- (a) Update on City Region Growth Deal (Pages 105 - 116)
- (b) Leisure Management Contract Governance and Performance Reporting (Pages 117 - 120)
- (c) Belfast City Council Safeguarding All Ages Policy (Pages 121 - 196)

6. Physical Programme and Asset Management

- (a) Alleygating Programme: Phase 5 Funding – Response from Department of Justice (Pages 197 - 200)

7. Finance, Procurement and Performance

- (a) Update on Contracts (Pages 201 - 210)

8. Equality and Good Relations

9. Operational Issues

- (a) Minutes of the Meeting of the Party Group Leaders' Consultative Forum (Pages 211 - 214)
- (b) Requests for Use of the City Hall and the Provision of Hospitality (Pages 215 - 218)

10. Issues Raised in Advance by Members

- (a) Memorial to Baroness May Blood
(Councillor Murray to raise)

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Subject:	Schedule of Meetings 2023
Date:	18th November, 2022
Reporting Officer:	Nora Largey, Interim City Solicitor/Director of Legal and Civic Services
Contact Officer:	Jim Hanna, Senior Democratic Services Officer

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

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

1.0	Purpose of Report/Summary of Main Issues
1.1	To advise the Committee of the dates and times of the meetings of the Strategic Policy and Resources Committee between January and December, 2023.
2.0	Recommendation
2.1	The Committee is requested to approve the schedule of meetings, as outlined below, and to agree to the holding of additional special meetings, if required, to consider the rate-setting process, on dates to be determined in consultation with the Chairperson.
3.0	Main Report
	<u>Key Issues</u>
3.1	The monthly meeting of the Strategic Policy and Resources Committee is normally held at 9.30 a.m. on the 3rd Friday of each month.

3.2	However, it is necessary on occasions to move some meetings to earlier/later in the month.
3.3	Members will also be aware that a special meeting is normally scheduled in January, in case it is required for the consideration of the rate-setting process.
3.4	There is always the possibility that additional meetings may be required for this purpose. If so, these meetings would have to be arranged at short notice. The Committee is being asked, therefore, to agree to the holding of such meetings on dates and times to be determined in consultation with the Chairperson.
3.5	<p>The following dates have been identified for meetings of the Strategic Policy Committee for the period from January to December, 2023, with a commencement time of 9.30 a.m:</p> <ul style="list-style-type: none"> • Friday 13th January at 9.30 a.m. (Rate setting, if required) • Friday 20th January at 9.30 a.m. • Friday 17th February at 9.30 a.m. • Friday 24th March at 9.30 a.m. • Friday 14th April at 9.30 a.m. <p>(No meeting in May - Local Government Elections)</p> <ul style="list-style-type: none"> • Friday 16th June at 9.30 a.m. • Friday 18th August at 9.30 a.m. • Friday 22nd September at 9.30 a.m. • Friday 20th October at 9.30 a.m. • Friday 24th November at 9.30 a.m. • Friday 15th December at 9.30 a.m. <p><u>Financial and Resource Implications</u></p> <p>None associated with this report.</p> <p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p> <p>None associated with this report.</p>
4.0	Documents Attached
	None



Subject:	Change of Date of Council Meeting
Date:	18th November, 2022
Reporting Officer:	Nora Largey, Interim City Solicitor and Director of Legal and Civic Services
Contact Officer:	Jim Hanna, Senior Democratic Services Officer

Restricted Reports

Is this report restricted?

Yes

☐

No

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If Yes, when will the report become unrestricted?

After Committee Decision

After Council Decision

Sometime in the future

Never

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☐

Call-in

Is the decision eligible for Call-in?

Yes

☒

No

☐

1.0	Purpose of Report/Summary of Main Issues
1.1	To consider a change to the normal date for the monthly Council meeting in January.
2.0	Recommendation
2.1	The Committee is recommended to agree to move the Council meeting in January from Tuesday, 3rd to Monday, 9th January.

3.0	Main Report
	<u>Key Issues</u>
3.1	The Council's Standing Order 1 states that:

	<p><i>“Monthly meetings of the Council will be held on the first working day of each month except in August. Monthly Meetings shall not, however, take place on a Bank or Public Holiday, Friday, Saturday or Sunday, but shall be held on the next following weekday instead.”</i></p>
3.2	<p>In previous years, Members have commented that the date scheduled for the monthly meeting of the Council around the New Year holiday period means that some cannot attend due to holiday commitments. The same can be said for officers, some of whom are also on holiday around that time.</p>
3.3	<p>In 2023, the January meeting of the Council is scheduled to be held on Tuesday, 3rd, the first working day following the New Year public holidays. There would not be any difficulty in moving this meeting to Monday, 9th January at 6.00 p.m., as no other meetings are scheduled for that date.</p>
3.4	<p>It is, therefore, proposed that the January meeting of the Council should take place on Monday, 9th at 6.00 p.m.</p> <p><u>Financial and Resource Implications</u></p> <p>None associated with this report.</p> <p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p> <p>None associated with this report.</p>
4.0	Documents Attached
	None



Subject:	Update on City Region Growth Deal
Date:	18th November, 2022
Reporting Officer:	John Walsh, Chief Executive
Contact Officer:	Damien Martin, Programme Director

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

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

1.0	Purpose of Report/Summary of Main Issues
1.1	This report provides the Committee with an update on the progress of the Belfast Region City Deal (BRCD).
2.0	Recommendations
2.1	The Committee is asked to: <ul style="list-style-type: none"> i. note the update on progress being made now that the Deal is in the delivery phase, including in relation to: <ul style="list-style-type: none"> • agreeing the Contracts for Funding which are required for each of the capital projects delivered through the Deal; and • project development and delivery across the pillars of investment; and ii. note the update on the BRCD Council Panel.

3.0	Main Report
	<p>Deal Delivery</p> <p>Contracts for Funding</p> <p>3.1 Before funding can flow to projects for which Outline Business Cases (OBCs) have been approved, Contracts for Funding need to be agreed between departments and the Accountable Body and Funding Agreements agreed between the Accountable Body and Project Sponsors.</p> <p>3.2 Since the last update to the Committee and following the signing of the first individual Contract for Studio Ulster in July, progress has continued to prepare and agree a number of contracts. As previously noted by Members the Framework Contract was agreed by the BRCD Executive Board and it was agreed that subsequent agreements would be made between the relevant parties without needing specific individual Board approvals. It was also noted that the Committee would be advised of progress to agree the funding agreements for each project.</p> <p>3.3 The Contract for the Advanced Manufacturing Innovation Centre (AMIC) is nearing completion with the Contract now finalised and agreed with the relevant department and partners and is expected to be signed during December following University approvals. Draft Contracts for the Institute for Research Excellence in Advanced Clinical Healthcare (iREACH) and Momentum One Zero (formerly the Global Innovation Institute) have been shared by the Department for Economy and are being considered.</p> <p>3.4 Following agreement of the Contract with the Department for Communities, Mid & East Antrim Borough Council received approval to sign the Carrickfergus Contract for Funding at their Council meeting on 7th November and this will be signed by the middle of November. Three of the Contracts for projects within the Tourism & Regenerations pillar, namely Newry City Centre Regeneration, Bangor Waterfront and Mourne Mountain Gateway, are also now being actively progressed.</p> <p>Progress across BRCD Pillars</p> <p>Innovation</p> <p>3.5 Following signing of the Contract for Funding for Studio Ulster in July, construction at the site in Belfast Harbour commenced on 3rd October following a media launch. When complete in July 2024 it will include world-class commercial Virtual Production stages, fully supported by an integrated R&D and Innovation Centre of Excellence in real-time and virtual production. In the coming months Ulster University are due to complete the Pre-Qualification stage for the Studio Ulster Operator and Delivery Partner.</p>

3.6	<p>The Advanced Manufacturing Innovation Centre (AMIC) has been advanced by Queen's University through to the detailed design stage and it was recently announced that Sam Turner, Chief Technology Officer at the High Value Manufacturing Catapult would be seconded into the position of CEO for AMIC to drive forward plans for delivery, which include the construction of the "Factory for the Future" at Global Point. AMIC also recently launched its NI Technology Roadmap and the Invitation to Tender for its construction contractor is expected to issue in late 2022 or early 2023.</p>
3.7	<p>Momentum One Zero (formerly known as the Global Innovation Institute) is reaching the end of RIBA Stage 2 (concept design) with approval to proceed to detailed design being sought in the coming months. The IREACH project also continues to move through RIBA Stage 2, is considering in further detail its commercial model and has been undertaking significant stakeholder engagement.</p>
3.8	<p>The Centre for Digital Healthcare Technology project has undertaken a feasibility study to consider an alternative to the proposed demolition and rebuild option, driven by the net zero carbon agenda and by cost. Early procurement of equipment is being considered in relation to the Royal Victoria Hospital Living Lab.</p>
3.9	<p>The Committee is asked to note that, as part of plans to utilise the BRCD funding to leverage additional investment in support of our growth ambitions, a letter of support has been provided for a bid by the Health Innovation Research Alliance (HIRANI), supported by local industry, Invest NI, Universities and other partner Councils, to become one of 10 regions to partner with Innovate UK to define launchpad support to grow the economic value of established clusters- in this case life and health sciences. This is not direct funding but unlocks £7.5M in-kind and commercial Innovate UK grants for revenue funding to overcome barriers to commercialisation and support local business-led innovation, collaboration and growth, over 2 years (2023-25). This will build from existing and emerging local clusters such as homes for health ageing and precision diagnostics and help support the long-term investments in innovation in life and health sciences planned in each of the City and Growth deals. The bid does not involve any direct financial or resource ask from Belfast City Council.</p>
3.10	<p>Digital</p> <p>Members will be considering a separate report on the Smart Belfast Urban Innovation Framework which reflects the importance of the BRCD investments to delivering the City's and the indeed the Region's digital innovation ambitions. However, a brief update is provided below on key developments in the digital pillar since the previous report.</p>

3.11	Following Executive Board approval in October, the OBC for the Digital twin project led by Digital Catapult UK, which will see a digital twin hub for the UK being established in Belfast, attended Casework Committee on 19th October 2022 and received Ministerial approval on 28th October 2022.
3.12	Since the last update to the Committee, consultants have been appointed to commence the development of the OBC for the Venture Fund element of the Innovation Challenge Fund and a Case for Change workshop took place on 9 th November.
3.13	The i4c Innovation Centre project, led by Mid & East Antrim Borough Council received approval from the Economy Minister in Spring 2022 and the Council have been working intensively with the Department for the Economy to address challenges such as construction inflation and will now be proceeding to seek Department of Finance supply approval.
3.14	In relation to the Advanced Wireless business case, engagement has now taken place with key officials in the Department for the Economy in order to discuss options for the project following feedback on the draft OBC. The next steps are now being considered and these will be presented to the Digital Advisory Board for consideration.
	Tourism and Regeneration
3.15	The OBC for Destination Royal Hillsborough was considered at Casework Committee on 25th October 2022 with a recommendation for Ministerial approval, which was then secured on 28th October 2022 from the Economy Minister. The project will now proceed for Department of Finance supply approval.
3.16	Members will be aware that Belfast Stories is the Council's flagship project and is due to open in 2028 and that the Committee approved the extension of the Project Director for 5 years in line with this timescale. Progress against the agreed programme is ongoing with procurement of professional services now in place to progress design to RIBA 2 and enable a full OBC to be developed. The casework review is anticipated to be held in 2023. A Public consultation exercise has also been ongoing which includes elements of the Stories Collection Framework and will in turn inform the design brief for the project. The key findings of the consultation exercise will be presented to Members at a future meeting along with recommendations and next steps for the project.
	Employability and Skills (E&S)
3.17	Further to the update to Members in September, all Councils have approved their contribution to the Digital Transformation Flexible Fund and pre-development work has commenced. This will enable the key resources that supported the Full-Fibre Network to be retained by Newry,

	Mourne and Down District Council to support the OBC and establish the necessary arrangements to operate the fund from 1 April 2023 (subject to business case approval).
3.18	To better understand the labour market and skills implications resulting from the jobs created through the city deal investment a significant piece of work is underway through a process of skills assessments. Delivered through a task and finish approach, with input from projects, city deal partners (as deliverers of employability and skills interventions), industry and wider stakeholders are undertaking a deep dive to understand the nature of jobs likely to be created and to identify if and where there is a need to evolve the existing skills offer in response. To date a construction skills assessment is nearing completion, a further assessment is underway focusing upon advanced manufacturing linked to AMIC and additional assessments expected to commence in the forthcoming months will focus upon the digital and creative industries.
3.19	Experience to date suggests that the outcomes of skills assessments are likely to result in recommendations that could have implications for BRCD, (particularly partners as deliverers of employability and skills interventions) industry and government departments. The output from this work will inform plans developed through Labour Market Partnerships and the NI Skills Council. The absence of revenue funding to support the E&S priorities of city and growth deals will require consideration as to how partners could ' <i>bend the spend</i> ', i.e. realign existing resources to the needs identified.
3.20	<p>Infrastructure</p> <p>The Infrastructure Minister published the consultation report on Belfast Rapid Transit Phase 2 in October and announced the preferred routes. Departmental officials have appointed consultants to deliver the procurement phase of the Lagan Pedestrian and Cycle Bridge to facilitate the detailed design and construction. It is expected that it will take approximately three and a half years to deliver the procurement, detailed design and construction phases of the project. Design of the Newry Southern Relief Road continues and preparation of the draft Statutory Orders, along with an Environmental Impact Assessment Report (EIAR), in advance of statutory public consultation is ongoing.</p>
3.21	<p>BRCD Council Panel</p> <p>A hybrid meeting of the BRCD Council Panel was held on 28 September, hosted by Mid and East Antrim Borough Council. Panel Members considered a detailed programme update and received a presentation on the work that is being undertaken to ensure that social value criteria are being integrated into future BRCD procurements and that social value benefits are then realised.</p>

3.22	As part of the update, the Panel also discussed in detail some of the key challenges currently facing the programme, including in particular in relation to construction inflation and the impact of the complexity of governance and approvals processes, which can result in delays to project progression and increased costs. In recent weeks senior level engagement has been taking place with government departments and across City and Growth deals with the aim of developing collaborative solutions to these significant and ongoing challenges, which arise at a time of significant economic and financial uncertainty.
3.23	The minutes of the previous Panel meeting hosted by Lisburn and Castlereagh City Council were approved by the Panel and are attached. The next meeting will be hosted as a hybrid meeting by Newry, Mourne and Down District Council on 25th January 2023.
3.24	<p><u>Financial and Resource Implications</u></p> <p>All costs associated with the BRCD are within existing budgets.</p> <p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p> <p>The approach taken to develop the City Deal has been subject to independent equality screening and rural proofing and states that;</p> <p><i>‘BRCD is inherently inclusive, affording an opportunity for the region to grow in a way that will benefit the economy of Northern Ireland as a whole, thereby enhancing the lives and well-being of its citizens. If during further development of the programme it becomes apparent that there may be an adverse impact on certain groups or communities then the partnership commits to carrying out further Section 75 work and including screening and EQIAs as and when appropriate.’</i></p>
4.0	Documents Attached
	Minutes of the BRCD Council Panel 22 June 2022

BRCD Council Panel

Subject:	Minutes of Belfast Region City Deal (BRCD) Council Panel
Date:	12.30 pm, 22 June 2022
Councillors in attendance:	<p>Councillor Uel Mackin - Lisburn & Castlereagh City Council (Chairperson)</p> <p>Alderman Allan Ewart – Lisburn & Castlereagh City Council</p> <p>Alderman Amanda Grehan – Lisburn & Castlereagh City Council</p> <p>Councillor Matthew Magill – Antrim & Newtownabbey Borough Council</p> <p>Councillor Stephen Ross – Antrim & Newtownabbey Borough Council</p> <p>Alderman Alan McDowell – Ards & North Down Borough Council</p> <p>Alderman George Dorrian – Belfast City Council</p> <p>Councillor Ronan McLaughlin – Belfast City Council</p> <p>Councillor Carl Whyte – Belfast City Council</p> <p>Alderman Billy Ashe MBE – Mid & East Antrim Borough Council</p> <p>Alderman Audrey Wales MBE – Mid & East Antrim Borough Council</p> <p>Councillor Robin Stewart – Mid & East Antrim Borough Council</p> <p>Councillor Timothy Gaston – Mid & East Antrim Borough Council</p> <p>Councillor Barra O’Muirí - Newry, Mourne & Down District Council</p> <p>Councillor Charlie Casey - Newry, Mourne & Down District Council</p> <p>Councillor Robert Burgess - Newry, Mourne & Down District Council</p> <p>Councillor Pete Byrne - Newry, Mourne & Down District Council</p>
Officers:	<p>David Burns – Chief Executive, Lisburn & Castlereagh City Council</p> <p>Stephen Reid – Chief Executive, Ards & North Down Borough Council</p> <p>Marie Ward – Chief Executive, Newry, Mourne and Down District Council</p> <p>Ronan Cregan – Deputy Chief Executive, Belfast City Council</p> <p>Majella McAllister – Director of Economic Development and Planning, Antrim and Newtownabbey Borough Council</p> <p>Ursula O’Loughlin – Head of Economic Development, Mid and East Antrim Borough Council</p> <p>Conor Mallon – Director Enterprise, Regeneration and Tourism, Newry, Mourne and Down District Council</p> <p>Amanda Smyth – Head of Regeneration and Business Development, Newry, Mourne and Down District Council</p> <p>Damien Martin – BRCD Programme Director, Belfast City Council</p> <p>Emer Husbands, Theresa Slevin, Stephen Wallace, Ruth Rea, Joanne Delaney, Lorraine Beggs – BRCD Programme Office</p> <p>Padraic Murphy, Shelley Baldrick, Lisa Crossey - Lisburn and Castlereagh City Council</p> <p>Lesley Holmes, Marketing & Communications Co-ordinator, Belfast City Council</p> <p>David Roberts – Director of Strategic Development, Tourism NI</p>

1.0	Welcome and Introductions
1.1	<p>Councillor Mackin welcomed the members of the BRCD Council Panel to the meeting which was hosted by Lisburn and Castlereagh City Council.</p> <p>Councillor Mackin thanked officers and the Executive Board for their work in driving the City Deal forward in recent months and outlined the key areas of focus for the meeting.</p>

2.0	Apologies
2.1	<p>Apologies were received from:</p> <p>Alderman Mark Cosgrove – Antrim & Newtownabbey Borough Council Councillor Julie Gilmour – Antrim & Newtownabbey Borough Council Councillor Stephen Dunlop- Ards & North Down Borough Council Councillor Richard Smart - Ards & North Down Borough Council Councillor Alistair Cathcart – Ards & North Down Borough Council Councillor Eric Hanvey – Belfast City Council</p> <p>Apologies were received from the following Officers:</p> <p>Jacqui Dixon – Chief Executive, Antrim and Newtownabbey Borough Council John Walsh – Chief Executive, Belfast City Council Valerie Watts – Interim Chief Executive, Mid & East Antrim Borough Council</p>
3.0	Declarations of Interest
3.1	<p>Cllr Mackin asked Councillors if they had any interests to declare in relation to the agenda. No interests were declared.</p>
4.0	Minutes of Previous Meeting
4.1	<p>Cllr Mackin asked if the Panel agreed that the minutes of the previous meeting were an accurate reflection of the meeting.</p> <p>Ald Ewart proposed that the minutes from the previous meeting were agreed. Seconded by Cllr Casey Members agreed the minutes.</p> <p>Cllr Mackin noted that an action from the previous panel, to send a formal letter of thanks to former Belfast City Council Chief Executive, Suzanne Wylie, had been completed.</p>
5.0	BRCD Programme Update
5.1	<p>Cllr Mackin highlighted that Members had received a paper outlining the intensive work ongoing by a range of partners following deal signing to progress the development of projects and to enable funding to start to flow to the projects.</p> <p>Damien Martin, BRCD Programme Director, provided Members with a detailed update on programme delivery across a number of areas, including Outline Business case Development (OBC) and approvals, with an increasing number of projects having received both Ministerial and Department of Finance approvals and a number of other projects, proceeding towards casework committee or through departmental approvals. Damien Martin also noted that several of the Innovation pillar projects had continued to proceed at risk (in advance of receipt of funding) including through the appointment of design consultants and establishment of operational models.</p> <p>Projects in digital and infrastructure, with the exception of i4C and the Lagan Cycling and Pedestrian Bridge, are at an earlier stage of development and are currently developing or commencing individual OBCs.</p> <p>Damien Martin highlighted the significant programme risk of construction inflation which is affecting all large capital projects at present. Whilst it was noted that all projects, through the OBC process, had factored in the potential for construction inflation, it was recognised that the current scale of construction inflation was exceptional.</p> <p>The importance of skills was further noted and recognised as a key challenge. An employability and skills action plan has been developed with key areas of work focusing upon understanding and identifying ways to create a</p>

skills pipeline to support City Deal projects. Training has also been rolled out on the approach to integrating social value within city deal procurements and it was further noted the OBC for the Digital Transformation Flexible Fund is currently at draft business case stage.

Following Deal signing, arrangements have been put in place to support new processes & procedures for the delivery phase, including for the Accountable Body, and partners are supporting these arrangements.

In relation to wider Deal Documentation, it was noted that an Implementation Plan and Financial Plan for the Deal had now been agreed and would be updated as required.

Finally, Damien Martin provided Members with an update in relation to the progress in agreeing a framework Contract for Funding. The intensive and complex work across multiple partners, including a number of Government Departments, was recognised and whilst there are still a small number of issues outstanding, the majority of key issues had been resolved and it was hoped that the framework Contract for Funding could be concluded and agreed in the coming weeks. It was explained that this was critical as delays in agreeing the Contract for Funding were starting to impact on the most advanced projects. The agreed framework would then apply to individual project agreements, which would be approved by relevant partner organisations through back-to-back agreements.

Ald Ewart noted concerns around construction inflation and asked about the options for projects in the absence of additional funding from government. Ald Ewart further asked if projects were scaled back whether this would require updates to OBCs.

In response, Damien Martin explained that all projects have taken account of construction inflation in their OBCs, however the current situation is exceptional. The City Deal partners have raised the issue with NI and UK Government on the basis that-if proposals are developed in relation to other government led or funded capital investments, then City Deal projects should not be treated any less favourably. It was noted that there was no indication of additional funding from governments at this point, but government partners do recognise the scale of the challenge and are willing to work with the BRCD partners to explore solutions. In relation to OBC updates, this has also been discussed with Departments and it is hoped a pragmatic approach can be found given that OBC updates would take time and could cause delay and this would not assist projects in an inflationary environment.

In relation to the Contract for Funding, Damien Martin explained that BRCD partners had been involved in discussions with all the Departments and so when the framework is agreed shortly, that will include agreement with Departments.

Ald Ewart followed-up by asking whether the levelling-up fund was a potential funding solution. Damien Martin explained that this was unlikely at a programme level, but that the City and Growth Deals Complementary Fund may be an option worth exploring.

Cllr Casey thanked Damien Martin for his detailed overview and thanked officers for their work in addressing all challenges to date. Cllr Casey asked whether there were any specific challenges in relation to the Southern Relief Road and its progress.

Damien Martin explained that decisions were required for the project in relation to the option of a lifting bridge and that delays in relation to this decision could result in project delays. The additional challenges are those faced by any large road scheme.

	<p>Members noted:</p> <ul style="list-style-type: none"> • the update on the development of the key documents supporting the delivery of the deal; and • the update on the progress of projects within the individual Pillars of Investment <p>Proposed by Ald Henderson Seconded by Ald Ewart</p>
6.0	Impact of Tourism & Regeneration Investment Royal Hillsborough
6.1	<p>Cllr Mackin introduced David Roberts, Director of Strategic Development at Tourism NI.</p> <p>David Roberts presented an overview of the planned investments and the key role these major investments will play in supporting the recovery of the tourism industry.</p> <p>Cllr Casey stressed the importance of Tourism NI working with partners in Tourism Ireland for the benefit of all regions.</p> <p>Cllr Mackin then introduced David Burns, Chief Executive of Lisburn & Castlereagh City Council.</p> <p>David Burns presented an overview of the Destination Royal Hillsborough project and set out how the City Deal investment will build on the major investments made by Historic Royal Palaces and Lisburn & Castlereagh City Council, to help to deliver a successful project for the benefit of the region.</p>
7.0	BRCD Communication and Engagement Update
7.1	<p>Cllr Mackin introduced Lesley Holmes, Marketing & Communications Co-ordinator at Belfast City Council.</p> <p>Lesley Holmes provided an overview of the work of the Communications Forum in support of the City Deal, outlining some of the successful campaigns and promotional activity in the media since the Deal launch. She advised that the newly developed communications products, including a programme video, updated BRCD Summary document, slides and social media assets are available for partners to use individually in order to promote the benefits of the deal. Lesley then outlined the proposed next steps and the communication objectives for the next phase of the deal.</p> <p>Damien Martin highlighted that there will be a stronger focus during Phase 3 on project level communication. He outlined the benefit of now having several projects at detailed design stages, as this provides tangible material to support communications.</p> <p>Members agreed the focus and objectives for communication in phase 3 and noted the update in relation to the proactive releases, promotion and media activity.</p> <p>Proposed by Ald Ewart Seconded by Ald Grehan</p>
8.0	Press Release
8.1	<p>Cllr Mackin asked members if they were content to agree the draft press release circulated in advance of the meeting, subject to one minor amendment which had been proposed.</p> <p>No further comments were raised, and on this basis Cllr Mackin was happy to note that Members agreed the press release.</p>

9.0	Schedule of Meetings
9.1	Cllr Mackin highlighted that the next meeting is to be hosted by Mid & East Antrim Borough Council on 28 September 2022.

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Subject:	Leisure Management Contract Governance and Performance Reporting
Date:	18th November, 2022
Reporting Officer:	David Sales, Director of Neighbourhood Services
Contact Officer:	Noel Munnis, Partnership Manager

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

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

1.0	Purpose of Report/Summary of Main Issues
1.1	To present proposals for the future governance of the leisure management contract, including contract compliance and performance reporting.
2.0	Recommendations
2.1	<p>The Committee is requested to consider:</p> <ul style="list-style-type: none"> i. the recommendation that the People and Communities Committee is the most appropriate route for future Council reports; and ii. the proposed contract compliance and performance report schedules presented below at 3.5 and 3.6.
3.0	Main Report
3.1	<p><u>Background</u></p> <p>The Committee is reminded that, in November 2020, it agreed to review the tri-partite leisure model and the ABL Board, including its membership and governance arrangements. Terms</p>

	<p>of Reference were approved in June 2021 and First Point Management and Consultancy Limited was appointed to conduct the review.</p> <p>The final review report was presented to this Committee on 25th March 2022. After consideration, the Committee approved Option 3 as the preferred way forward, namely, to bring Contract Compliance and Performance Monitoring of GLL back into the Council and commence the winding up of ABL. That decision was subsequently ratified by the Council on 4th April.</p> <p>ABL has been dormant since 6th June and will remain so until formally dissolved.</p> <p>Contract compliance, performance management and financial transactions have been managed through the City and Neighbourhood Services Department (CNS) since 6th June. This will continue until new mechanisms for direct Council governance are agreed.</p> <p>Proposals for Committee consideration include general oversight arrangements, periodic reports, key performance indicators, budgets and financial transactions and audit/risk assurances.</p> <p><u>Outcomes and Proposals</u></p>
3.2	<p>This report sets out options and proposals for the future governance of the leisure management contract. CNS will continue to gather and collate contract compliance evidence and performance data as previously required for reporting through Active Belfast Limited.</p> <p><u>Committee Reporting and Governance Overview</u></p>
3.3	<p>Following the decision to bring management of the GLL leisure contract back under direct Council control, an agreed reporting mechanism is now required. It is recommended that CNS prepares contract compliance and performance monitoring papers to:</p> <p>a) Report directly into Committee. People and Communities is recommended as the most appropriate Committee.</p> <p>It is anticipated that, within the first Committee report, report formats and frequencies together with specific performance measures will be presented for consideration.</p>

3.4	<p><u>Contract compliance</u></p> <p>Contract compliance assurances are already well established. CNS takes a central role in collating information and works with Corporate H and S, Corporate finance, Audit, Governance and Risk Services and Legal Services to review and present assurances.</p> <p>Contract compliance requirements are set out within the legally binding contract with GLL. As these contractual requirements will remain unchanged, it is proposed that the same suite of check mechanisms and assurance reports be retained as part of direct Council governance procedures. For example, existing mechanisms include:</p> <ul style="list-style-type: none"> a) Assurances on key BCC/GLL policy alignments b) Health and Safety (including Safeguarding) reporting c) Timelines for submission of key annual proposals around, pricing, programming, marketing and promotion, sports development, community engagement, etc. <p><u>Performance Reporting</u></p> <p>Periodic performance report measures and formats have evolved since contract commencement in January 2015. The current scorecard format has provided consistent and comparable management information for the last four years. Nine key performance indicators (KPI's) are presented under the following three themes:</p> <ul style="list-style-type: none"> a) Business (financial) <ul style="list-style-type: none"> - Labour cost recovery - Expenditure recovery - Cost per visit b) Membership <ul style="list-style-type: none"> - Pre-Paid monthly membership net gain - Pay and Play membership net gain - Swim School membership net gain c) Occupancy <ul style="list-style-type: none"> - Main hall occupancy to capacity ratio - Studio occupancy to capacity ratio - Synthetic Pitch occupancy to capacity ratio
3.5	

	<p>The above KPI's present a solid overview of contract performance. All three themes are accepted within the wider leisure industry as key drivers of overall performance.</p> <p>To provide the above, CNS would continue to collate more detailed data, beyond the nine listed KPI's, which would be retained on file should additional or more specific ad-hoc performance analysis be requested.</p>
3.6	<p>It is recommended that contract compliance and performance reports be presented to Committee on a six-monthly basis presented in November and May. This would allow for sufficient time to collate and verify management information data related to the preceding six-month periods of April to September and October to March.</p> <p>CNS would continue to collate monthly management information data on a centre-by-centre level. Unless otherwise requested, six monthly committee reports would be presented at a strategic overall service level supported by centre specific performance examples where appropriate.</p>
3.7	<p><u>Summary</u></p> <p>The Committee is requested to consider the governance proposals/recommendations set out above.</p> <p>Key decisions required relate to overall governance mechanisms at 3.4, contract compliance assurances at 3.5 and performance reports at 3.6.</p>
3.8	<p><u>Communications and Public Relations</u></p> <p>None</p>
3.9	<p><u>Financial and Resource Implications</u></p> <p>None</p>
3.10	<p><u>Equality or Good Relations Implications / Rural Needs Assessment</u></p> <p>None</p>
4.0	Documents Attached
	None



Subject:	Belfast City Council Safeguarding All Ages Policy 2022 - Consultation Results and Analysis
Date:	18th November, 2022
Reporting Officer:	David Sales, Director of Neighbourhood Services, CNS
Contact Officers:	Cate Taggart, Neighbourhood Services Manager Anthony McPeake, Safeguarding Compliance Manager

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

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

1.0	Purpose of Report
1.1	<p>This purpose of this report is to finalise the new Safeguarding All Ages Policy post public consultation and:</p> <ul style="list-style-type: none"> i. To provide an overview of the responses received. ii. To provide details on any changes, amendments or written response in response to the consultation iii. To note that the final policy has been presented to CMT and JNCC. Both panels have supported the progression to implementation. iv. To note and support the offer of training in Adult Safeguarding on 23rd November for Elected members and Senior staff. v. To note the expected launch date of 15th January 2023 vi. To approve the policy for ratification by the Council.

2.0	Recommendation
2.1	The Committee is asked to note the progress made to date and approve the Safeguarding Policy.
3.0	Main Report
	<p><u>Context</u></p> <p>3.1 “Safeguarding is everybody’s responsibility, and safeguarding all ages is important to us. The Council recognises everyone has a fundamental right to be safe. Whatever the cause, or wherever it occurs, harm caused to children, young people or adults by abuse, exploitation or neglect is not acceptable.”</p> <p>3.2 Safeguarding has always been a consideration for the Council. In July 2021 a report was presented to CMT to outline the process and ongoing strategic and practical developments to improve practise and assurance across the council’s areas of responsibility.</p> <p>3.3 The main area for improvement was to review the current policy in place since 2009 and to replace it with an up-to-date policy including robust assurance and accountability. While COVID and the necessary emergency response delayed the project, the policy went out to public consultation between May 2022 and August 2022.</p> <p><u>Results of the Public Consultation:</u></p> <p>3.4 This is an overview of the salient points. A more detailed report is available in the attachments.</p> <p>3.5 Over the 14-week period the number of visitors were as follows:</p> <ul style="list-style-type: none"> • 10 Engaged Visitors (participated in some way) • 40 Informed Visitors (visited multiple pages/Contributed) • 156 Aware Visitors (visited at least one page) <p>3.6 None of the respondents suggested any changes to the policy content and the predominant responses were positive. The small response level was expected due to the specialist nature of the policy.</p> <p><u>Financial and Resource Implications</u></p> <p>3.7 There are financial implications associated with the policy implementation and successful safeguarding assurance across the organisation, for example, the re-vetting cost for Access NI checks (every three years), and the officer and member training programme.</p>

3.8	While these are council wide, they have been included in the CNS budget growth estimates.
	<u>Equality or Good Relations Implications / Rural Needs Assessment</u>
3.9	The EQIA and the RNA have been completed and were part of the public consultation process. As the policy is a positive policy, any impact will be for the better in terms of both equality and Rural needs. Both documents are tabled alongside the final draft policy for consideration.
3.10	The Consultation responses did not suggest any changes to the equality impact or the Rural needs impact.
4.0	Documents Attached
	Appendix 1: Summary - Safeguarding all ages Draft Policy and Procedures 2022 Appendix 2: Safeguarding all ages Draft Policy 2022 Appendix 3: EQIA Appendix 4: Rural Needs Impact assessment. Appendix 5: Detailed Overview of consultation response

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Summary of Draft Policy

Safeguarding is everybody's responsibility, and safeguarding all ages is important to us.

The Council recognises everyone has a fundamental right to be safe. Whatever the cause, or wherever it occurs, harm caused to children, young people or adults by abuse, exploitation or neglect is not acceptable. In response to Keep Safe Children – Our duty to Care (2017) and Keep Adults safe – A shared responsibility (2015) published by Volunteer Now to reflect development in Safeguarding and changes in legislation and guidance, we reviewed the current policy and procedure and recommended some improvements.

In summary, the revised policy is designed to improve the safety and minimise the risk of harm of people of all ages living in Belfast (including staff) with whom Council may come into contact. It seeks also to enable all Council staff and Members to recognise and know how to respond to concerns about abuse. The policy provides definitions of the forms of abuse for both young persons and Adults at risk and details the steps that need to be taken by all staff, and others, if they have a concern about anyone potentially being abused.

The policy also enables Council staff to identify those adults within the community who may use Council services and who may be defined as being "at risk." The policy details how staff can get support and advice in situations where they have concerns about an older person or an adult who may be vulnerable as a result of learning disability, illness or physical or mental infirmity.

The policy is aligned with the overarching policy framework for safeguarding children and young people produced by the DHSSPS "Cooperating to safeguard Children and Young People" (2016) and with the Northern Ireland Adult Safeguarding Partnership (NIASP) "Adult Safeguarding Operational Procedures" (2016).

The draft policy is divided into 2 sections which set out Council's commitment to safeguarding people of all ages:

Section 1: Is specifically child and young person's safeguarding

Section 2: Is specifically adult safeguarding

Both sections cover: Safeguarding Policy statement, Recruitment and selection of staff and volunteers, Effective management of staff and volunteers, Reporting Concerns, Assessing and managing risk, Dealing with comments, suggestions and complaints, Information sharing, Code of behaviour, General safety and management of activities, Implementation and Monitoring Procedures.

Additional information for staff is included in an Operational procedures document that compliments and works alongside the policy. By keeping the operational procedures as a live, but separate document it will allow the Safeguarding panel and operational group to develop these procedures in line with operational need.

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Draft Policy

Belfast City Council

Safeguarding All Ages Policy 2019

Draft version 8 final. (Post Public Consultation)

Approved Date	
Review date	Every three years or in response to changes in legislation or guidance.
Related legislation	Please see policy
Replaces	Policy and procedures for the protection of Children and Vulnerable adults 2009
Policy Lead (name, Position, contact details)	Cate Taggart
Policy Author	Anthony McPeake
Sponsor Directorate	City and Neighbourhood services
Version	Final draft

Version Record

Date	Version	Revision description
26/10/2022	Final	Approved By CMT
20/10/2022	Final	Approved at full JNCC
11/10/2022	Final	No revision post public consultation
27/05/2021	V8	Small amendments in response to JNCC TU call.
10/03/2020	V7	Revision for typos
27/02/2020	V6	Revision following JNCC call by ARGS
10/01/2020	V5	Final revision from HR
18/12/2019	V4	Revision after feedback from HR and Legal.
20/10/2019	V3	Feedback from Safeguarding panel members

01/09/2019	V2	Used for Development of current policy. This document was never approved by council or seen outside of the Safeguarding panel for development.
01-09-2009	V1	Revisited due to need to update in line with changes in guidance and legislation

Overview:

1. Chief Executives Foreword

2. Rationale

3. Policy:

I. Part 1

Safeguarding Children and Young People Policy

II. Part 2

Safeguarding Adults Policy

Chief Executives Foreword:

Everyone has a fundamental right to be safe. Whatever the cause, and wherever it occurs, harm caused to children and adults by abuse, exploitation or neglect is not acceptable. This policy emphasises that safeguarding is everyone's business and that as a Council, we will strive to prevent harm to children and adults from abuse, exploitation or neglect. This policy requires us to put all individuals who may be at risk at the centre of what we do, to listen to them and to work in partnership with them on an inter-agency basis to create an organisation which has a zero-tolerance of harm to the most vulnerable people living in Belfast.

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

The Council recognises that the Safeguarding Policy must be owned at all levels within the organisation. As Chief Executive of Council I have directed that this policy be developed and I, the elected members and the Corporate Leadership Team, will be responsible for its approval and ensuring it is fully implemented and reviewed. A key element of the safeguarding policy is the recruitment of a Safeguarding Compliance Manager who will ensure that this council embraces best practice in this area.

We will also strive to incorporate the ethos of trauma informed practise into all aspects of council life by incorporating the six key principles of Safety, Trustworthiness and Transparency, Peer support, Collaboration and mutuality, Empowerment, voice and choice, Cultural, Historical, and Gender Issues.

The Policy applies to all employees, elected members, casual/agency workers, volunteers, contractors, grant-aided organisations and those using our facilities irrespective of their function, remit or role. It provides a robust platform which sets out the Councils responsibilities and details where support can be obtained.

I particularly commend this Policy to all employees and would ask that you take the time to familiarise yourself with the contents.

John Walsh

Chief Executive

Rationale

Safeguarding is everybody's responsibility, and safeguarding all ages is important to us. The Council recognises everyone has a fundamental right to be safe. Whatever the cause, or wherever it occurs, harm caused to children, young people or adults by abuse, exploitation or neglect is not acceptable. In response to Keep Safe Children – Our duty to Care (2017) and Keep Adults safe – A shared responsibility (2015) published by Volunteer Now to reflect development in Safeguarding and changes in legislation and guidance, we reviewed the current policy and procedure and recommended some improvements; Following this in 2018 we introduced a Safeguarding Panel and began a piece of work to establish robust policies and procedures, demonstrating our commitment to safeguarding and to provide clear and practical support to elected members, staff, agency workers, casual workers, and volunteers. We have designed this document to be user friendly and to incorporate the ethos that safeguarding of all ages is everyone's responsibility.



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- [1.1 Standards](#)
- [1.2 Definition of safeguarding and child protection](#)
- [2.0 Policy statement; aims and objectives](#)
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- [2.2 Objectives](#)
- [3.0 Definitions](#)
- [4.0 Recognising abuse](#)
- [4.1 Types of abuse](#)
- [5.0 Recruitment and selection of employees](#)
- [6.0 Training of employees](#)
- [7.0 Record keeping, confidentiality and information sharing](#)
- [8.0 Governance, monitoring and reporting](#)
- [8.1 Safeguarding flow chart](#)
- [8.2 Third party contracts and interactions](#)

1.0 What is safeguarding?

Within this policy the term 'safeguarding' is used in its widest sense, that is, to encompass both activity which prevents harm from occurring in the first place (council safeguarding procedures) and activity which protects children and adults at risk where harm has occurred or is likely to occur (council reporting to statutory agencies procedures).

Preventative safeguarding includes a range of actions and measures. Council employees may come into contact with children and adults who may be at risk of harm and so must recognise the potential for, and to prevent, harm. In practice we support staff by providing safeguarding procedures which include:

- recruitment and selection – vetting procedures
- management, support, supervision, training and awareness
- reporting procedures for safeguarding children and adults at risk of harm

- assessing and managing risks
- comments and complaints procedures
- management of records, confidentiality and sharing of information
- workplace domestic violence policy and trusted colleagues
- safeguarding codes of behaviour
- booking procedures for council facilities including Safeguarding requirements.
- photographic guidance
- role of Safeguarding Compliance Manager

Protective safeguarding is targeted at children and adults who are in need of protection, that is, when harm from abuse, exploitation or neglect is suspected, has occurred, or is likely to occur. The Health and Social Care (HSC) Trusts and PSNI lead the protection service. In practice the Council has internal reporting protocols for concerns regarding children and adults which may lead to referrals to these statutory agencies.

The duty to safeguard is a responsibility of all organisations, groups, services and agencies within society that come into contact with children and adults at risk of harm.

1.1 Standards

We have designed the standards in this policy on Information taken from the following:

Legislation

- UN Convention on the Rights of the Child 1989 (UNCRC International Treaty)
- Data Protection Act 2018 - GDPR (Replaces Data Protection Act 1998)
- The Disability Discrimination Act 1995
- Sexual Offences (NI) Order 2008
- The Sexual Offences Act 2003
- The Criminal Justice (NI) Order 2008
- Rehabilitation of Offenders Order (NI) 1978.
- Criminal Law Act (NI) 1967
- Safeguarding Vulnerable groups (NI) Order 2007
- Section 75 NI Act 1998
- The Safeguarding Board Act (NI) 2011

Guidance Documents

- Volunteer Now – Safeguarding Children and Vulnerable Adults – Policy Standards 2012
- SBNI – Safeguarding Board for NI - Policy standards
- Co-operating to Safeguard Children (DHSSPS) Guidance
- Our Duty to Care: Standards and Guidance for Keeping Children and Young People Safe (2014), Volunteer Now.
- Co-Operating to Safeguard Children and Young People in Northern Ireland, March 2016

For the purposes of this policy, the definition of a child is any person under 18 as per The Children Order (NI) 1995.

1.2 Definition of Safeguarding and Child protection

Safeguarding is more than child protection.

Safeguarding begins with promotion and preventative activity which enables children and young people to grow up safely and securely in circumstances where their development and wellbeing is not adversely affected. It includes support to families and early intervention to meet the needs of children and continues through to child protection. Child protection refers specifically to the activity that is undertaken to protect individual children or young people who are suffering or are likely to suffer significant harm.

(Co-Operating to Safeguard Children and Young People in Northern Ireland, August 2017)

Children and young people have the right to live their lives to the fullest potential, to be protected, to be able to participate in and enjoy activities and to be treated with dignity and respect. There is a considerable body of legislation, government guidance and standards designed to ensure that these all children and young people are protected from harm.

Everybody has a responsibility for the safety of children and young people and in accordance with relevant legislation we, as an organisation which has significant contacts with children and young people across its services, have both a moral and legal obligation to ensure a duty of care.

The purpose of this policy and its associated procedures is to help protect the children and young people who use our services and to ensure that Belfast City Council employees, volunteers, and elected members are aware of issues that can cause children and young people harm and take effective action to protect them.

By complying fully with the policies and procedures, we seek to ensure that employees, volunteers, and elected members are also protected whilst carrying out their duties.

2.0 Policy Statement; aims and objectives

Policy Statement

Every child and young person has a right to feel safe and protected and, as a provider of public facilities and services, we are committed to creating and maintaining the safest possible environment for the children and young people who use our facilities, access our services and come into contact with members of our workforce. We will take all reasonable steps to protect children and young people using our facilities and services from harm, discrimination, or degrading treatment whilst respecting their rights, wishes, and feelings.

2.1 Aims

We aim to do this by:

- Recognising that all children and young people have the right to freedom from abuse and protection from harm.

- Putting in place robust recruitment procedures to ensure that those individuals whose behaviour could be a threat to the safety and wellbeing of children and young people are not offered employment.
- Raising the awareness of the duty of care responsibilities throughout the council.
- Actively encouraging good practice amongst all employees, volunteers, and elected members throughout the council and promoting wider awareness wherever possible, with partnership organisations and user groups.
- Creating a safe and healthy environment within all our services, avoiding situations where abuse or allegations of abuse may occur.
- Respecting and promoting the rights, wishes, and feelings of children and young people and working closely with other agencies.
- Recruiting, training, supervising, and supporting employees and volunteers who work with children and young people to adopt best practice to safeguard and protect children and young people from abuse, and themselves against false allegations. Employees who work with children and young people will be subject to the appropriate level employment checks. All appropriate new staff will be inducted on these policy and procedures with sign-off from their line managers and Human Resources.
- Introducing a Code of Behaviour specific to Safeguarding.
- Responding to any allegations appropriately and implementing the appropriate council policies and procedures.
- Requiring employees, volunteers, and elected members to follow the council's safeguarding children and young people policy and procedures.
- Having appropriately trained Designated Safeguarding Officers in place to co-ordinate children and young people safeguarding issues and give advice. (Please note, certain council facilities / services operate outside of 9am – 5pm, therefore, this may result in a Duty Manager rather than a Designated Officer being onsite outside of these hours).
- Ensuring we maintain confidentiality where appropriate and we restrict access to confidential information to the appropriate authorities.
- Carrying out a regular audit and review of the effectiveness of our safeguarding children and young people policy and procedures.
- Helping to maintain professionalism and standards of service which are associated with best practice provision, including a Code of Behaviour.
- We are committed to reviewing our policies, procedures, practices and training in line with changes in legislation and best practice or at a minimum every three years.

2.2 Objectives

Our objectives to achieve these aims are:

- To provide appropriate training for all appropriate employees, volunteers and elected members.
- To aid employees, volunteers, and elected members to respond sensitively and seriously to anyone who discloses information about abuse and be confident and able to take appropriate action swiftly, regardless of whom the allegation is about.
- To promote the general welfare and well-being of children and young people within council facilities and services.
- To develop and implement effective procedures for recording and responding to complaints of alleged or suspected child or young person abuse.

3.0 Definitions

Throughout this document 'children or child' is used. Unless specifically mentioned this relates to 'children and young people'.

- The term children or young person is used to refer to anyone under the age of 18 years as defined in the Children (NI) Order 1995.
- The term parent is used as a generic term to represent parents, carers and guardians.
- The term employees, staff and elected members is used to refer to employees, agency workers, casual workers, volunteers and District Councillors' and anyone working on behalf of and/or representing the Council (contractors).
- A volunteer is anyone who without compensation or expectation of compensation (other than reimbursement of agreed expenses, for example mileage) performs a task at the direction of and on behalf of the council.

4.0 Recognising abuse

Recognising child abuse is not easy. It is **not** our responsibility to decide whether or not child abuse has taken place or if a child or young person is at significant risk of harm from someone. We do, however, have both a responsibility and duty, as set out in our children and young people safeguarding policy and procedures, to act in order that the appropriate agencies can investigate and take any necessary action to protect a child or young person.

Everyone who works with children or young people or comes into contact with children or young people through their work, should be able to recognise, and know how to act upon, indicators that a child's or young person's welfare or safety may be at risk.

Abuse can be perpetrated by:

- parents
- others with parental responsibility
- adults in a position of trust
- people within the wider family circle or neighbourhood
- complete strangers or
- other children

Abuse or harm occurs as much from omissions and lack of protection as from commission of the actual acts of abuse. Child protection/safeguarding processes should always consider the wider needs of the child and family; the council's elected members, staff, agency workers, casual workers and volunteers should always be alert to potential indicators of abuse or neglect.

Disabled children

Disabled children are at increased risk of abuse because they can experience greater vulnerability. This is the result of negative societal values, attitudes, and assumptions and unequal access to services and resources. They may have problems seeking help because of barriers to communication such as no verbal communication, isolation or

inaccessible services. If staff or volunteers supporting people with disabilities have limited knowledge and skills with regard to a disability, this can increase the barriers to the recognition of abuse. The nature of a disability will be unique to each individual child or young person. They are likely to have additional needs relating to physical, sensory, cognitive, and/or communication impairments.

Reasons why disabled children and young people are more vulnerable:

- more risk of social isolation
- increased dependency for practical assistance which may increase risk of exposure to abusive behaviour
- impaired capacity to resist/avoid abuse
- speech and language communication needs can affect ability to report abuse
- lack of access to someone they trust
- vulnerable to bullying and intimidation
- looked after Children who are disabled are vulnerable due to being in care but also vulnerable due to the additional dependency of their disability

4.1 Types of abuse

A child or young person can suffer harm through acts of abuse perpetrated upon them by others. Abuse can happen in any family, but children may be more at risk if their parents have problems with drugs or alcohol, or mental health issues, or if they live in a home where domestic abuse happens. Abuse can also occur outside of the family environment. Evidence shows that babies and children with disabilities can be more vulnerable to suffering abuse (NSPCC Stats suggest children with disabilities are three times more likely to be abused).

Although the harm from the abuse might take a long time to be recognisable in the child or young person, professionals may be in a position to observe its indicators earlier, for example, in the way that a parent interacts with their child. The key is effective and ongoing information sharing between professionals.

Harm from abuse is not always straightforward to identify and a child or young person may experience more than one type of harm or significant harm.

Harm can be caused by:

- physical abuse
- sexual abuse
- emotional abuse
- neglect; and, or
- exploitation¹.

Physical abuse

Is deliberately physically hurting a child or young person. It might take a variety of different forms, including hitting, biting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child or young person.

Sexual abuse

Occurs when others use and exploit children sexually for their own gratification or gain or the gratification of others. Sexual abuse may involve physical contact, including assault by penetration (for example, rape, or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via e-technology). Sexual abuse is not solely perpetrated by adult males. Women can commit acts of sexual abuse, as can other children.

Emotional abuse

Is the persistent emotional maltreatment of a child. We sometimes call this psychological abuse and it can have severe and persistent adverse effects on a child's emotional development.

Emotional abuse may involve deliberately telling a child that they are worthless, or unloved and inadequate. It may include not giving an opportunity to express their views, deliberately silencing them, or 'making fun' of what they say or how they communicate. Emotional abuse may involve bullying, including online bullying through social networks, online games, or mobile phones by a child's peers.

Neglect

Is the failure to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter that is likely to result in the serious impairment of a child's health or development. Neglected children often also suffer from other types of abuse.

Exploitation¹

Is the intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person or situation, for personal gain. It may manifest itself in many forms such as child labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud, or child trafficking. It extends to the recruitment, transportation, transfer, harbouring, or receipt of children for the purpose of exploitation. Exploitation can be sexual in nature.

Self-harm

Although not categorised as abuse, it is important that we recognise and respond appropriately to children and young people who may have self-harmed or are suspected of self-harming. Self-harm is a term used when someone injures or harms himself or herself on purpose (also called self-injury or deliberate self-harm) rather than by accident.

¹ Although 'exploitation' is not included in the categories of registration for the Child Protection Register, professionals should recognise that the abuse resulting from or caused by the exploitation of children and young people can be categorised within the existing CPR categories as children who have been exploited will have suffered from physical abuse, neglect, emotional abuse, sexual abuse or a combination of these forms of abuse.

Common examples include cutting, hitting, scratching or burning. Attempted suicide is the most serious form of self-harm.

Course of action: If a young person discloses that they self-harm to you or you suspect a young person could be self-harming then you should follow the safeguarding process/procedures.

5.0 Recruitment and selection of employees

Council implements transparent and clearly defined recruitment and selection procedures in accordance with legislative and statutory requirements as set out in the Local Government Staff Commission Code of Procedures for Recruitment and Selection.

The procedures set out in this document are in place to screen out those who are not suitable to work with children and young people.

As part of the Councils commitment to safeguarding children and young people we undertake 'Safer Recruitment' when recruiting to posts which are considered 'regulated activity'.

Regulated Activity (definition)

Regulated activity is defined as a position which requires working closely, regularly and unsupervised with children and is defined in Schedule 2 of the Safeguarding Vulnerable Groups (NI) Order 2007, as amended by the Protection of Freedoms Act 2012.

Regulated positions include those whose normal duties require them to care for, train, advise, counsel or are in sole charge of children, or have unsupervised contact with children, as well as the supervisors/managers of individuals in regulated positions.

Access NI

Access NI provides criminal history information to organisations and individuals on three levels of 'Criminal Record Check', standard, enhanced, basic disclosures.

The level of checks required will be determined at the beginning of the recruitment process by the employing department. Corporate HR will also hold a list of Regulated posts, and the related procedures will be managed by the HR department.

An Access NI Enhanced Disclosure with Barred List Check is required for employees and volunteers in posts designated as regulated activity i.e. those posts which work with children and young people (as defined under the Safeguarding Vulnerable Groups (NI) Order 2007, as amended by the Protection of Freedoms Act 2012). Before commencing a selection process for a post, the line manager in consultation with Departmental HR, Corporate HR, Continuous Improvement and the Safeguarding Compliance Manager will determine if the post is considered to be a 'regulated post'.

During the selection process the preferred candidate must give consent for the relevant Access NI Disclosure Check. If the preferred candidate refuses to give consent for the check or if they are found to have withheld information this will be sufficient grounds for the Council to withdraw their conditional offer of employment.

Checks will be requested for any employee in a regulated position and those whose business or professional practice dictates. Checks will be repeated every three years for those in regulated activity and/or excepted posts, as appropriate. Checks will not normally be requested for existing employees (in non-regulated activity) however, a check will be requested if, an employee takes up new duties in a regulated position, where this has not previously been the case.

Access NI Disclosures

If a Criminal Records check reveals details of convictions which may render the applicant unsuitable for the applied for post Departmental HR/Corporate HR will discuss the situation with the applicant in accordance with the guidance set out in the Councils Guidelines for Dealing with Applicants with Convictions.

It is an offence for a barred person to work, apply to work or offer to work in Regulated Activity with a group they are barred from working with. Candidates on the Barred List will not be employed in Regulated Activity by the Council. If the checks reveal that a candidate is on the Barred List for Regulated Activity, the Council will make a referral to the Disclosure and Barring Service to notify them of the individuals attempt to apply for barred work.

Identification

The Council require all those applicants who have to complete the Access NI check to produce evidence of their identity e.g., a long birth certificate. This is important as Access NI can only make checks if the persons identify is confirmed.

References

The Council require two references from people who have employed you and who are not family members. Where a post involves work with children the Council may request references from any other previous employment, which involved working with children or young people.

If for legitimate reasons there is difficulty in sourcing suitable references, we reserve the right to seek alternatives as described in the referencing guidance document.

Agency workers

Council will ensure that agency workers in Regulated Activity are required to complete the relevant Access NI checks before they commence work.

Volunteers

Where volunteers work in Council and they are carrying out work considered as Regulated Activity, the council will:

- require the Volunteer to complete a registration form
- confirm their identity (e.g. provide a long birth certificate)
- receive two written references
- organise a meeting with the volunteer to review the details on the application form, review the volunteering role, ensure they are aware of the Safeguarding Children and Young People Policy and Procedures and the induction paperwork
- give permission for council to apply to Access NI for an Enhanced Disclosure

Young Workers and Placements

Should the Council engage for any purpose a young person under the age of 18 then a safeguarding and health and safety risk assessment must be completed at induction.

6.0 Training of employees, agency workers, volunteers and elected members

Learning and development must not be seen as a one-off event, but a continuous process which requires the investment of time and resources within organisations to create a learning environment and a competent workforce. Each organisation must take responsibility to develop both knowledge and expertise in safeguarding and protecting children and young people and seek to identify the most appropriate and relevant opportunities to develop the confidence, abilities and competence of staff and volunteers.

Co-Operating to Safeguard Children and Young People in Northern Ireland, March 2016

Safeguarding children and young people training will be offered as per SBNI Child Safeguarding Learning and Development Strategy and Framework (currently 2020 -2023) on a regular basis facilitating employees, agency workers, volunteers and elected members to update their knowledge and skill as appropriate.

The Council will provide refresher training every three years. The training will be provided at three levels - according to job description and role.

Level 1- Awareness raising (online and in person)

General awareness for all, employees, agency workers, volunteers and elected members. Attendees will gain basic knowledge of signs and indicators of child abuse and contributory factors; agency / staff policy and procedures; reporting procedures / processes and record keeping. Learning outcomes will include the ability to recognise and respond appropriately to child safeguarding issues and understand own role and the role of others within the organisation using the safeguarding policy and procedures. This will form part of the Council's induction programme.

Level 2 – Facilitated training (online during COVID-19)

Safeguarding children and young people training for relevant managers, employees, agency workers and volunteers who have substantial contact with children and young people. Attendees will gain more in-depth knowledge of values and principles of safeguarding children and young people; code of behaviour; recording skills; relevant legislation and referral process. Learning outcomes will include the ability to contribute to the assessment and management of risk; assist in safeguarding and promoting the welfare of children and young people and understand the importance of own behaviour and boundaries.

Level 3 – Facilitated training (online due to COVID 19)

Comprehensive training for Designated Safeguarding Officers', Relevant Managers and Duty Mangers. Attendees will gain knowledge of key tasks to safeguard children; national, regional and local policies, standards and guidance: 'the protocol for joint investigation by police officers and social workers of alleged and suspected cases of child abuse – Northern Ireland' (April 2013). Learning outcomes will include the ability to develop working relationships with other professionals; identify learning from case management reviews and contribute to interagency safeguarding plans.

7.0 Record keeping, confidentiality and information sharing

Confidentiality

While it is important that we adopt a partnership approach to ensure the safety and welfare of adults at risk, it is of equally important that all concerned are confident that the information they provide will only be disclosed where it is in the best interests of the adult at risk to do so. We have carefully constructed the council's policy and procedures to ensure such confidentiality while protecting the interests of the adult at risk.

We have an Adult Safeguarding Champion, Safeguarding Compliance Manager and officers with designated responsibility due to the complex nature of operations.

Officers' who have been specially trained in the area of safeguarding and are committed to the principle of confidentiality.

Information obtained by organisations in the exercise of their safeguarding duties may be of a personal nature about a particular adult at risk, and therefore is governed by the common law duty of confidentiality, the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (the DPA).

The six principles state that personal data should be:

- processed lawfully, fairly and in a transparent manner
- collected for specified, explicit and legitimate purposes
- adequate, relevant and limited to what is necessary
- accurate and where necessary kept up to date

- kept in a form which permits identification of data subjects for no longer that is necessary for the purposes for which those data are processed, and
- processed in a manner that ensures appropriate security of the personal data

Accountability is central to GDPR. Data Controllers are responsible for compliance with the principles and must be able to demonstrate this to data subjects and the regulator.

8.0 Governance, monitoring and reporting

In order to ensure compliance with the requirements of safeguarding legislation and expectation there are a number of procedures in place:

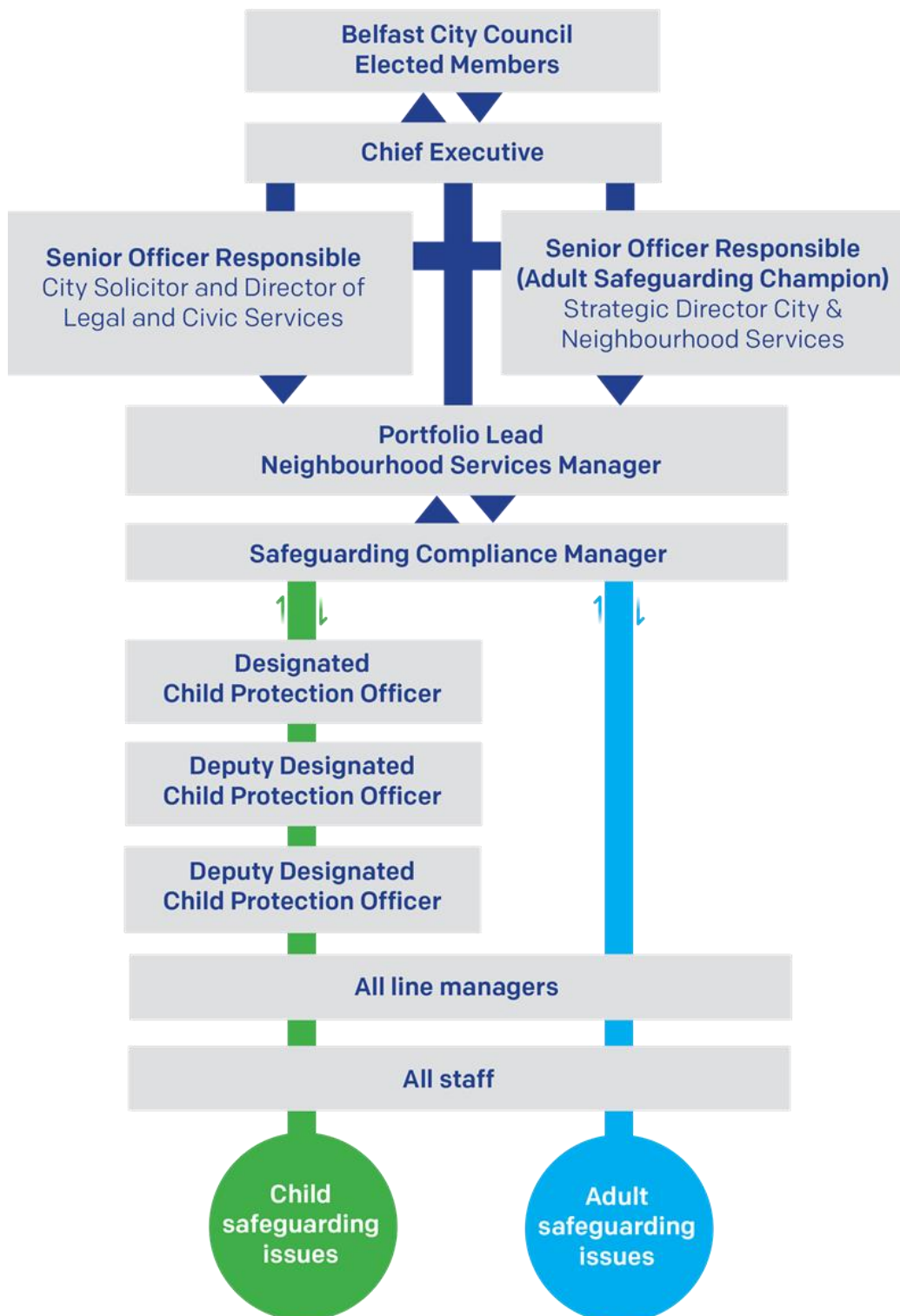
- The Safeguarding Panel:

The Safeguarding Panel is a cross-departmental assurance and compliance group set up by the Council to oversee the practical implementation of this Policy and to develop, monitor and review safeguarding procedures.

Its role includes:

- Identifying safeguarding training needs within services.
- Developing supplementary safeguarding procedures as they are required.
- Promoting good practice within council services – to include procurement of services.
- Discussing incidents and concerns raised in services to facilitate a council-wide response if necessary.
- Setting internal reporting requirements.
- Regularly review the internal reports, identify any actions needed and oversee implementation of these actions.
- Review risks and emergent issues that may require action for the council.

Safeguarding Structure



8.2 Third party contracts and interactions

Safeguarding is everybody's responsibility, and safeguarding all ages is important to us. The Council recognises everyone has a fundamental right to be safe. Whatever the cause, or wherever it occurs, harm caused to children, young people or adults by abuse, exploitation or neglect is not acceptable.

This expectation extends to all 3rd parties that work with or on behalf of the council, this includes 3rd party Contracts such as Greenwich Leisure Limited (our delivery partners for leisure services), organisations who receive grant funding, supply contracts, funded projects, events and anyone hiring our venues. In line with this policy, we expect our contactors/partners to:

- Have in place their own policy and procedures for safeguarding children, young people and adults at risk of harm consistent with current legislation and best practise.
- In absence of their own policy, agree to use ours until such time as they can write/implement their own.
- Ensure that all members of staff and volunteers who will be employed in the programme and fall into the regulated categories as per the Safeguarding of Vulnerable Groups (NI) Order 2007 (as amended by the Protection of Freedoms Act 2012) have had the appropriate level of Access NI check carried out.

Footnotes

¹ Although 'exploitation' is not included in the categories of registration for the Child Protection Register, professionals should recognise that the abuse resulting from or caused by the exploitation of children and young people can be categorised within the existing CPR categories as children who have been exploited will have suffered from physical abuse, neglect, emotional abuse, sexual abuse or a combination of these forms of abuse.

Safeguarding Policy for Adults

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1.0 Policy statement

We are dedicated to the comfort and safety of all our Elected Members, Staff, Volunteers and Service Users. We recognise our duty of care and want to make sure that we protect adults at risk while they visit our premises. The following safeguarding adults policy outlines the systems in place within the Council in order to achieve this aim. Its successful achievement requires co-operation and partnership between our staff/volunteers and our many users.

We are committed to creating and maintaining a safe and positive environment and accept our responsibility to safeguard the welfare of all adults involved in our activities in accordance with the Safeguarding Adults Operational Procedures (Sept 2016).¹

The safeguarding adults policy and procedures apply to all individuals over the age of 18 at risk of harm. We are committed to the delivery of a quality service that also promotes good practice which protects adults at risk from harm.

It will also ensure procedures are in place to safeguard our staff and volunteers and the Council from potential or unfounded allegations.

These safeguarding adults policies and procedures are applicable to all Elected Members, Staff, Agency Workers, Casual Staff, and Volunteers indeed anyone associated with Belfast City Council who may have direct or indirect contact with adults at risk. It should also be noted that latest guidelines have moved from using the term 'Vulnerable Adults' in favour of the new terminology of 'Adult at Risk', the reason for this change is to standardise the language used in line with the new definitions and that we can all be vulnerable given the right life circumstances and/or personal characteristics.

We all have a responsibility to ensure that the council is a safe environment for all visitors who attend. Therefore, you should be vigilant and alert to possible safeguarding incidents at all times when the public are using the building. You must report all incidents in accordance with the procedures laid out in this document.



2.0 Legal background information

We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights which states that everyone is entitled to

all rights and freedoms set forth therein, without distinction of any kind, such as age, disability, gender, race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status.

The practices and procedures within this policy are based on the principles contained within UK legislation and government guidance and have been developed to complement the Northern Ireland Adults Safeguarding Panel (NIASP) policy and procedures, which take into consideration the following:

Legislation

- 
- The Protection of Freedoms Act 2012
 - Family Homes and Domestic Violence (NI) Order 1998
 - The Safeguarding Vulnerable Groups (NI) Order 2007
 - The Sexual Offences (Northern Ireland) Order 2008
 - The Human Rights Act 1998
 - The Data Protection Act 2018 Inc. GDPR (replaced 1998 DPA)
 - The Disability Discrimination Act 1995
 - Justice Act (Northern Ireland) 2015

Guidance Documents

- Adult Safeguarding: Prevention and Protection in Partnership (July 2015)
- Adult Safeguarding Operational Procedures (Sept 2016)

3.0 Aims of the safeguarding adults policy and procedures

The aim of this document is to:

- Demonstrate our commitment to providing and maintaining an organisation that protects adults from harm, and protects staff, agency workers, volunteers and the organisation itself from potential allegations.
- Promote zero-tolerance of harm to all adults from abuse, exploitation, or neglect.
- Influence the way our organisation thinks about harm to adults resulting from abuse, exploitation or neglect by embedding a culture which recognises every adult's right to respect and dignity, honesty, humanity and compassion in every aspect of their life.
- Prevent and reduce the risk of harm to adults, while supporting people's right to maintain control over their lives and make informed choices free from coercion.
- Encourage our staff, agency workers and volunteers to work collaboratively across sectors and on an inter-agency and multi-disciplinary basis, to introduce a range of preventative measures to promote an individual's capacity to keep themselves safe and to prevent harm occurring.
- Establish clear guidance for reporting concerns that an adult is, or may be, at risk of being harmed or in need of protection and how these will be responded to; including a Code of behaviour.
- Promote access to justice for adults at risk who have been harmed as a result of abuse, exploitation or neglect.
- Promote a continuous learning approach to adult safeguarding.
- Make sure our staff are carefully selected, vetted and trained in issues of safeguarding adults.
- Provide guidance on appropriate and relevant supervision; including the appointment of officers with delegated safeguarding responsibility within each of our business units.
- Make sure staff are aware of the adults safeguarding policy and procedures within the council; their role within the policy and the consequence of not following these procedures.
- Make sure appropriate action is always taken in the event of an incident, in line with best practice.
- Provide clear procedures and guidance on how staff, agency workers, volunteers and contractors must deal with any safeguarding issues or concerns; (Code of Behaviour).
- Provide guidelines on appropriate safeguarding training for staff, agency workers and volunteers.
- Provide guidelines for staff, agency workers, volunteers when dealing with adults at risk; (Code of Behaviour).
- Provide a Safeguarding Adults Code of Behaviour for staff and volunteers.
- Provide a complaints procedure with guidance on how a complaint can be raised regarding a safeguarding issue.

We will ensure staff, agency workers, volunteers and contractors are aware of the safeguarding standards within the organisation, their role within the policy, and the consequences of not following our procedures.

We will make sure that appropriate training or awareness is given to staff, agency workers, and volunteers to ensure an understanding of their role in recognising abuse and to familiarise them with our safeguarding adults policies and procedures.

We are committed to reviewing our policies, procedures, practices and training in line with changes in legislation and best practice or at a minimum every three years.

4.0 Principles of safeguarding adults at risk

The guidance given in the policy and procedures is based on the following principles:

- **A rights-based approach:** To promote and respect an adult's right to be safe and secure; to freedom from harm and coercion; to equality of treatment; to the protection of the law; to privacy; to confidentiality; and freedom from discrimination.
- **An empowering approach:** To empower adults to make informed choices about their lives, to maximise their opportunities to participate in wider society, to keep themselves safe and free from harm and enabled to manage their own decisions in respect of exposure to risk.
- **Person-centred approach:** To promote and facilitate full participation of adults in all decisions affecting their lives taking full account of their views, wishes and feelings and, where appropriate, the views of others who have an interest in his or her safety and well-being.
- **A consent-driven approach:** To make a presumption that the adult has the ability to give or withhold consent; to make informed choices; to help inform choice through the provision of information, and the identification of options and alternatives; to have particular regard to the needs of individuals who require support with communication, advocacy or who lack the capacity to consent; and intervening in the life of an adult against his or her wishes only in particular circumstances, for very specific purposes and always in accordance with the law.
- **A collaborative approach:** To acknowledge that safeguarding adults will be most effective when it has the full support of the wider public and of safeguarding partners across the statutory, voluntary, community, independent and faith sectors. Working together in a way where roles, responsibilities and lines of accountability are clearly defined and understood. Working in partnership and a person-centred approach will work hand-in-hand.

All adults, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status have the right to be protected from abuse and poor

practice and to participate in an enjoyable and safe environment. We will seek to make sure that the organisation is inclusive and make reasonable adjustments for any ability, disability or impairment, we will also commit to continuous development, monitoring, and review.

We will always respect the rights, dignity and worth of all adults.

We recognise that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, for example those who have a dependency on others or have different communication needs.

We recognise that an adult with an impairment or a disability may or may not identify themselves/be identified as an adult 'at risk' or vulnerable.


Working in partnership

The diversity of our functions and settings means there can be great variation in practice when it comes to safeguarding adults at risk. We will endeavour to work in partnership with a range of stakeholders to promote safeguarding.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with adults at risk and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

Equality

We are committed to ensuring that equality is incorporated across all aspects of our development.

- 
- We respect the rights, dignity and worth of every person and will treat everyone equally within the context of their activity while on council premises, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
 - We are committed to everyone having the right to enjoy their activity in an environment free from threat of intimidation, harassment and abuse.
 - We have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
 - We will deal with any incidence of discriminatory behaviour seriously, according to the council's disciplinary procedures

5.0 Safeguarding definitions

In recent years there has been a marked shift away from using the term 'vulnerable' to describe adults potentially at risk from harm or abuse.

To help you work through and understand this policy, we have provided a number of key definitions:

- **Adult** is anyone aged 18 or over.

- **Adult at risk of harm:**

Is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their:

a) Personal characteristics which may include, but are not limited to, age, disability, special educational needs, illness, mental or physical frailty or impairment of, or disturbance in, the functioning of the mind or brain.

and/or

b) Life circumstances which may include, but are not limited to, isolation, socio-economic factors and environmental living conditions.

- **Adult in need of protection:**

Is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their:

a) Personal characteristics

and/or

b) Life circumstances

and

c) Who is unable to protect their own well-being, property, assets, rights or other interests

and

d) Where the action or inaction of another person or persons is causing, or is likely to cause, him or her to be harmed

6.0 Categories of abuse

What is abuse?

Abuse is defined as:

Abuse is a single or repeated act, or lack of appropriate action, occurring within any relationship where there is an expectation of trust, which causes harm or distress to another individual or violates their human or civil rights. Abuse is the misuse of power and control that one person has over another. It can involve direct and indirect contact and can include online abuse.

(Adult Safeguarding Operational Procedures 2016)*

Everyone who works with adults or comes into contact with adults through their work, should be able to recognise, and know how to act upon, indicators that an adult's welfare or safety may be at risk. It is essential that you understand the different types of abuse that adults may suffer. Abuse is not always straightforward to identify and a person may experience more than one type of harm or significant harm. Harm can be caused by:

- physical abuse
- sexual violence and abuse
- psychological or emotional abuse
- financial abuse
- institutional abuse
- neglect
- exploitation

Physical abuse

Physical abuse is the use of physical force or mistreatment of one person by another which may or may not result in actual physical injury. This may include hitting, pushing, rough handling, exposure to heat or cold, force feeding, improper administration of medication, denial of treatment, misuse or illegal use of restraint and deprivation of liberty. Female genital mutilation (FGM) is considered a form of physical and sexual abuse.

Sexual violence and abuse

Sexual abuse is 'any behaviour (physical, psychological, verbal, virtual/online) perceived to be of a sexual nature which is controlling, coercive, exploitative, harmful, or unwanted that is inflicted on anyone (irrespective of age, ethnicity, religion, gender, gender identity, sexual orientation or any form of disability)'. Sexual violence and abuse can take many forms and may include non-contact sexual activities, such as indecent exposure, stalking, grooming, being made to look at or be involved in the production of sexually abusive material, or being made to watch sexual activities. It may involve physical contact, including but not limited to non-consensual penetrative sexual activities or non-penetrative sexual activities, such as intentional touching (known as groping). Sexual violence can be found across all sections of society, irrelevant of gender, age, ability, religion, race, ethnicity, personal circumstances, financial background or sexual orientation.

Psychological or emotional abuse

Psychological or emotional abuse is behaviour that is psychologically harmful or inflicts mental distress by threat, humiliation or other verbal or non-verbal conduct. This may include threats, humiliation or ridicule, provoking fear of violence, shouting, yelling and swearing, blaming, controlling, intimidation and coercion.

Financial abuse

Financial abuse is actual or attempted theft, fraud or burglary. It is the misappropriation or misuse of money, property, benefits, material goods or other asset transactions which the person did not or could not consent to, or which were invalidated by intimidation, coercion or deception. This may include exploitation, embezzlement, withholding pension or benefits or pressure exerted around wills, property or inheritance.

Institutional abuse

Institutional abuse is the mistreatment or neglect of an adult by a regime or individuals in settings which adults who may be at risk reside in or use. This can occur in any organisation, within and outside Health and Social Care (HSC) provision. Institutional

abuse may occur when the routines, systems and regimes result in poor standards of care, poor practice and behaviours, inflexible regimes and rigid routines which violate the dignity and human rights of the adults and place them at risk of harm.

Institutional abuse may occur within a culture that denies, restricts or curtails privacy, dignity, choice and independence. It involves the collective failure of a service provider or an organisation to provide safe and appropriate services and includes a failure to ensure that the necessary preventative and/or protective measures are in place.

Neglect

Neglect occurs when a person deliberately withholds, or fails to provide, appropriate and adequate care and support which is required by another adult. It may be through a lack of knowledge or awareness, or through a failure to take reasonable action given the information and facts available to them at the time.

It may include physical neglect to the extent that health or well-being is impaired, administering too much or too little medication, failure to provide access to appropriate health or social care, withholding the necessities of life, such as adequate nutrition, heating or clothing, or failure to intervene in situations that are dangerous to the person concerned or to others, particularly when the person lacks the capacity to assess risk.

Exploitation

Exploitation is the deliberate maltreatment, manipulation or abuse of power and control over another person; to take advantage of another person or situation usually, but not always, for personal gain from using them as a commodity. It may manifest itself in many forms including slavery, servitude, forced or compulsory labour, domestic violence and abuse, sexual violence and abuse, or human trafficking.

This list of types of harmful conduct is neither exhaustive nor listed here in any order of priority. There are other indicators that we should not ignore. It is also possible that if a person is being harmed in one way, he/ she may very well be experiencing harm in other ways.

Adult Safeguarding Operational Procedures 2016*

Related definitions

Victims of domestic violence and abuse, sexual violence and abuse, human trafficking and hate crime are regarded as adults in need of protection. There are specific strategies and mechanisms in place designed to meet the particular care and protection needs of these adults and to promote access to justice through the criminal justice system. It is essential that we refer such safeguarding concerns to the appropriate services as outlined below.

Domestic violence and abuse

Domestic violence or abuse is 'threatening, controlling, coercive behaviour, violence or abuse (psychological, virtual, physical, verbal, sexual, financial or emotional) inflicted on anyone (irrespective of age, ethnicity, religion, gender, gender identity, sexual orientation

or any form of disability) by a current or former intimate partner or family member'. Domestic violence and abuse is essentially a pattern of behaviour which is characterised by the exercise of control and the misuse of power by one person over another. It is usually frequent and persistent. It can include violence by a son, daughter, mother, father, husband, wife, life partner or any other person who has a close relationship with the victim. It occurs right across society, regardless of age, gender, race, ethnic or religious group, sexual orientation, wealth, disability or geography.

The response to any adult facing this situation will usually require a referral to specialist services such as Women's Aid or the Men's Advisory Project. Specialist services will then decide if the case needs to be referred to a HSC Trust for action under the safeguarding procedures. If in doubt, anyone with a concern can ring the Domestic and Sexual Violence helpline (0808 802 1414) to receive advice and guidance about how best to proceed.

Human Trafficking and Modern Slavery

Human trafficking and modern slavery involves the acquisition and movement of people by improper means, such as force, threat or deception, for the purposes of exploiting them. It can take many forms, such as domestic servitude, forced criminality, forced labour, sexual exploitation and organ harvesting. Victims of human trafficking/ modern slavery can come from all walks of life; they can be male or female, children or adults, and they may come from migrant or indigenous communities. The response to adults at risk experiencing human trafficking/modern slavery will always be to report the incident to the PSNI.

Hate crime

Hate crime is any incident which constitutes a criminal offence perceived by the victim or any other person as being motivated by prejudice, discrimination or hate towards a person's actual or perceived race, religious belief, sexual orientation, disability, political opinion or gender identity. The response to adults at risk experiencing hate crime will usually be to report the incident to the PSNI.

Adult Safeguarding Operational Procedures 2016*

Self-neglect and Self harm

Is when a person seriously neglects their own care and welfare and putting themselves and/or others at serious risk. The seriousness of this issue lies in the recognition that self-neglect in vulnerable persons is often not just a personal preference or a behavioural idiosyncrasy, but a spectrum of behaviours associated with increased morbidity, mortality and impairments in activities of daily living.

Therefore, we should view self-neglect referrals as alerts to potentially serious underlying problems requiring evaluation and treatment (Naik et al, 2007).

Self-harm or self-neglect are not included within the definition of an 'adult in need of protection'. Each case will require a professional Health and Social Care (HSC) assessment to determine the appropriate response and consider if any underlying factors require a protection response. For example, self-harm may be the manifestation of harm which has been perpetrated by a third party and which the adult feels unable to disclose.

People wish to respect autonomy and may not wish to be intrusive. However, if concerned or aware of a significant negative change in behaviour, staff must consider making contact or alerting statutory services.

Adult Safeguarding Operational Procedures 2016*

7.0 Recognising and dealing with abuse

Being alert to potential abuse plays a major role in ensuring that adults are safeguarded and it is important that we take all concerns about possible abuse seriously and take appropriate action.

There are a variety of ways that someone could alert you that an adult is suffering harm:

- they may disclose to you
- someone else may tell you of their concerns or something that causes you concern
- they may show some signs of physical injury for which there does not appear to be a satisfactory or credible explanation
- their demeanour or behaviour may lead you to suspect abuse or neglect
- the behaviour of a person close to them makes you feel uncomfortable (this may include another staff member, volunteer, peer or family member); or through general good neighbourliness and social guardianship

[Adult Safeguarding Operational Procedures 2016](#) (link opens in new window)

Recognising adult abuse is not easy. It is not our responsibility to decide whether or not adult abuse has taken place or if an adult is at significant risk of harm from someone. We do, however, have both a responsibility and duty, as set out in our adults safeguarding policy and procedures, to act in order that the appropriate agencies can investigate and take any necessary action to protect an adult.

Abuse can occur from:

- parents / carers
- intimate partners
- friends
- adults in a position of trust
- people within the wider family circle or neighbourhood
- strangers

In general, there are four possible situations where you may need to respond to a concern or case of alleged or suspected abuse:

- a) responding to an adult disclosing abuse - an adult makes an allegation of abuse

- b) responding to allegations or concerns against staff, agency, workers, volunteers, regular contractors
- c) responding to allegations or concerns against any other person, for example parent, carer, other service user
- d) raising concerns over incidents, observations, interactions and suspicion that they themselves have recognised

Abuse or harm occurs as much from omissions and lack of protection as from commission of actual acts of abuse. You should report any concerns you have for the welfare of adult in the council to your line manager or Safeguarding Compliance Manager using the safeguarding incident form.

Health and Social Care Trust (HSC) adult safeguarding teams should always be informed when there are reasonable grounds for concern that an adult may have been abused, or is being abused, or is at risk of abuse.

Dealing with disclosures

When dealing with a disclosure you should follow the procedures for reporting safeguarding concerns but there are some extra considerations for you to take:

- Ensure the immediate safety of the person. If urgent medical or police help is required, call the emergency services.
- Stay calm and listen attentively; avoid expressing your own views on the matter. A reaction of shock or disbelief could cause the person to 'shut down', retract or stop talking so try to stay calm.
- Express concern and acknowledge what is being said; they've told you because they want help and trust you'll be the person to believe them and help them.
- Tell them it's not their fault. Abuse is never the person's fault and they need to know this.
- Tell the person that they did the right thing in telling you; reassurance can make a big impact to the person who may have been keeping the abuse secret.

It can be very hard for adults at risk to reveal abuse. Often, they fear there may be consequences. Some delay telling someone about abuse for a long time, while others never tell anyone, even if they want to. Adults at risk value being believed and it is vital that you act on what you've been told.

Do:

- Say you believe them. An adult at risk could keep abuse secret in fear no one will believe them. They've told you because they want help and trust you'll be the person to believe them and help them.

- Don't talk to the alleged abuser. Confronting the alleged abuser about what the adult at risk told you could make the situation a lot worse for the adult at risk.
- Explain what you'll do next. Explain to the adult at risk you'll need to report the abuse to someone who will be able to help.
- Let the person know that the information will be taken seriously and provide details about what will happen next, including the limits and boundaries of confidentiality.
- Explain to them that it is your duty to share your concern with your Adult Safeguarding Champion, the Safeguarding Compliance Manager or Designated Safeguarding Officer unless to do so could increase their risk – for example, the Designated Safeguarding Officer is the subject of the allegations. In this case contact the Safeguarding Compliance Manager.
- Reassure the person that they will be kept involved at every stage; explain that the Designated Safeguarding Officer will seek their consent before any referral is made to external agencies.
- If you think a crime has occurred be aware that medical and forensic evidence might be needed. Consider the need for a timely referral to the police service and make sure nothing you do will contaminate it.
- Complete a safeguarding incident form as soon as possible and report to the Safeguarding Compliance Manager immediately.

Do not:

- Stop someone disclosing to you.
- Promise to keep secrets.
- Criticise the alleged perpetrator.
- Make promises about the future.
- Use leading questions or put words in the person's mouth.
- Press the person for more details or make them repeat the story.
- Gossip about the disclosure or pass on the information to anyone who does not have a legitimate need to know.
- Contact the alleged person to have caused the harm.
- Attempt to investigate yourself.
- Leave details of your concerns on a voicemail or by email.
- Delay reporting the abuse. The sooner the abuse is reported after a disclosure the better.

Report immediately to the Safeguarding Compliance Manager. Complete a safeguarding incident form and pass to the Adult Safeguarding Champion or Safeguarding Compliance Manager as soon as possible. The Adult Safeguarding Champion or Designated Safeguarding Officer will take any immediate action required to make sure the adult at risk of harm is safe and make a decision as to when it is appropriate to speak with the adult at risk of harm about the concerns and any proposed actions.

How to record a disclosure

If someone discloses abuse to you, you must complete a safeguarding incident form and give it to your Designated Safeguarding Officer. If you have a literacy or language

difficulties, the Designated Safeguarding Officer may assist you to complete the form but you must acknowledge this on the incident form.

The safeguarding incident form will be retained securely and confidentially by the Safeguarding Manager. We will retain Safeguarding records with protected status as per GDPR guidelines.

When recording the disclosure you must:

- Make a note, as soon as practical, of what the adult has said, using their own words.
- Describe the circumstances in which the disclosure came about. Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate; and,
- be mindful of the need to be confidential at all times, this information must only be shared with your Designated Safeguarding Officer and others only on a need to know basis.

Depending on the individual circumstances, for example, the age of the adult or level of understanding, it may be necessary for an advocate to be present to enable the adult's voice to be heard more effectively. This might be the adult's group leader, carer or parent, unless she or he is the person of concern. If the supervising person is not available, you can ask another member of staff to assist in representing the voice of the adult if appropriate. If the adult at risk is part of an organised group the Designated Safeguarding Officer will inform the group's leader and will make every effort to agree an appropriate course of action.

[Responding to allegations of or concerns against a member of staff, agency worker, elected member or any other person.](#)

Any staff member who receives allegations should follow the process below:

- Take all allegations or concerns seriously.
- Record in writing on a safeguarding incident form all the details that you are aware of as soon as possible.
- Report to and inform the Safeguarding Manager or Designated Safeguarding Officer as soon as possible.
- The Safeguarding manager or Designated Safeguarding Officer will inform the relevant persons, i.e. HR, AGRS (Whistleblowing) or external agencies social services and / or the Police if appropriate.
- The Safeguarding manager or Designated Safeguarding Officer should inform the Head of HR as soon as possible.

[Possible outcome:](#)

- Depending on the allegation, the individual may be asked to stand aside from duties or be temporarily suspended pending an investigation.

[Safeguarding concerns or Allegations about a Designated Safeguarding Officer](#)

If the concern or allegation is about a Designated Safeguarding Officer, you should refer such concerns to Council's Safeguarding Manager and / or Head of Service who will follow the steps outlined above.

Concerns about failures to adhere to safeguarding policy and procedures

If you have concerns about a colleague not fulfilling the requirements of Council's Safeguarding Policy and Procedures, these concerns should be taken to your line manager or any member of Council's Designated Safeguarding Team. The line manager or Designated Safeguarding Officer should contact the Safeguarding Manager for advice and support.

Support for external service providers

If an external provider has any concerns regarding council staff, agency workers or volunteers, a visitor, or other contractor they should report their concerns immediately to one of our Designated Safeguarding Officers. There will always be a Designated Safeguarding Officer on duty in all areas, and they may be accessed via the Duty Manager.

If the concern is about a Designated Safeguarding Officer, external service providers should report their concerns to Safeguarding Manager.

Consent and capacity

It is important to include the adult at risk throughout the process and seek consent for any referral to social services or the PSNI unless the adult in need of protection is in imminent danger of harm. Designated Safeguarding Officers are not in the position to determine capacity of adults; if you are unsure if an adult is able to consent you should contact the HSC Trust Adult Safeguarding Team for advice and guidance. If an adult at risk does not want a referral made to the HSC Trust or PSNI, the Designated Safeguarding Officer must contact the Adult Safeguarding Team for advice and guidance about whether or not to make a referral. These factors will influence whether or not you should make a referral without consent:

- Do they have capacity to make this decision?
- Have you given them full and accurate information in a way which they understand?
- Are they experiencing undue influence or coercion?
- Is the person causing harm a member of staff, a volunteer or someone who only has contact with the adult at risk because they both use the service?
- Is anyone else at risk from the person causing harm?
- Do you suspect a crime has been committed?

The HSC may determine that a referral without consent should be made and you should follow their instructions for making the referral.

If it is determined that the concern(s) do not meet the definition of an adult at risk or an adult in need of protection and a referral cannot be made without consent, the concerns raised must be recorded, including any action taken, and the reasons for not referring to HSC. In situations where the adult in need of protection is in imminent danger it may not be possible to discuss their wishes with them and obtaining a valid consent may not be

possible. Under these circumstances, you should take whatever action you feel is appropriate to protect the adult at risk, including seeking medical and/or PSNI intervention.

7.1 Record keeping, confidentiality and information sharing

While it is important that we adopt a partnership approach to ensure the safety and welfare of adults at risk, it is of equally important that all concerned are confident that the information they provide will only be disclosed where it is in the best interests of the adult at risk to do so. We have carefully constructed the council's policy and procedures to ensure such confidentiality while protecting the interests of the adult at risk.

We have an Adult safeguarding champion and officers with designated responsibility due to the complex nature of operations.

Officers' who have been specially trained in the area of safeguarding and are committed to the principle of confidentiality.

Information obtained by organisations in the exercise of their safeguarding duties may be of a personal nature about a particular adult at risk, and therefore is governed by the common law duty of confidentiality, the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (the DPA).

The six principles state that Personal data should be:

- processed lawfully, fairly and in a transparent manner
- collected for specified, explicit and legitimate purposes
- adequate, relevant and limited to what is necessary
- accurate and where necessary kept up to date
- kept in a form which permits identification of data subjects for no longer that is necessary for the purposes for which those data are processed, and
- processed in a manner that ensures appropriate security of the personal data
- accountability is central to GDPR

Data Controllers are responsible for compliance with the principles and must be able to demonstrate this to data subjects and the regulator.

8.0 Adult safeguarding champion (ASC)

The ASC provides strategic and operational leadership and oversight in relation to adult safeguarding for an organisation or group and is responsible for implementing its adult safeguarding policy statement. The ASC should ensure that, at a minimum, the organisation safeguards adults at risk by:

- recognising that adult harm is wrong and that it should not be tolerated
- being aware of the signs of harm from abuse, exploitation and neglect
- reducing opportunities for harm from abuse, exploitation and neglect to occur, and
- knowing how and when to report safeguarding concerns to HSC Trusts or the PSNI

The ASC role has both strategic and operational components.

Adult safeguarding: prevention and protection in partnership summarises the key responsibilities for the ASC as follows:

- to provide information and support for staff on adult safeguarding within the organisation
- to ensure that the organisation's adult safeguarding policy is disseminated and support implementation throughout the organisation
- to advise within the organisation regarding adult safeguarding training needs
- to provide advice to staff or volunteers who have concerns about the signs of harm, and ensure a report is made to HSC Trusts where there is a safeguarding concern
- to support staff to ensure that any actions take account of what the adult wishes to achieve – this should not prevent information about any risk of serious harm being passed to the relevant HSC Trust Adult Protection Gateway Service for assessment and decision making
- to establish contact with the HSC Trust Designated Adult Protection Officer (DAPO), PSNI and other agencies as appropriate
- to ensure accurate and up to date records are maintained detailing all decisions made, the reasons for those decisions and any actions taken
- to compile and analyse records of reported concerns to determine whether a number of low-level concerns are accumulating to become significant; and make records available for inspection

In larger or more complex organisations the ASC may delegate some of the operational tasks or activities as appropriate. For example, a provider with a number of Nursing Homes throughout Northern Ireland may choose to delegate some of the tasks of an ASC to a member of staff in each facility. They would then report to the ASC on adult safeguarding matters on a regular basis and assist in the compilation of reports, training needs analyses and data analysis.

For the purposes of this policy Belfast City Council's nominated person is the Safeguarding Compliance Manager.

9.0 Safer recruitment

There are currently no roles in Belfast City Council that are categorised as regulated under the Adult safeguarding criteria.

Safer recruitment and selection procedures help to ensure a safe work place by deterring and screening out unsuitable individuals. We will endeavour to promote the safety of

adults at all times and provide a safe environment, by following carefully the procedures for recruitment and selection of staff, agency workers and volunteers and by carrying out the appropriate vetting procedure for staff, agency workers and volunteers.

Recruitment and selection of employees

We implement transparent and clearly defined recruitment and selection procedures in accordance with legislative and statutory requirements as set out in the Local Government Staff Commission Code of Procedures for Recruitment and Selection. These procedures are in place to screen out those who are not suitable to work with adults at risk.

As part of our commitment to safeguarding adults at risk we undertake “safer recruitment” when recruiting to posts which are considered ‘regulated activity’.

Access NI

Access NI provides criminal history information to organisations and individuals on three levels of ‘Criminal Record Check’, basic, standard, enhanced disclosures.

We will determine the level of checks required at the beginning of the recruitment process and Corporate HR will manage the related procedures. An Access NI Enhanced Disclosure with Barred List Check is required for employees, agency workers and volunteers in posts designated as regulated activity that means, those posts which work with children and young people and Adults at risk (as defined under the Safeguarding Vulnerable Groups (NI) Order 2007, as amended by the Protection of Freedoms Act 2012). Before commencing a selection process for an established post the line manager in consultation with the Safeguarding Compliance Manager, Departmental HR Officer and Corporate HR Officer will determine if the post is a ‘regulated post’. If it is new post the line manager, in consultation with the Safeguarding Compliance Manager and the continuous improvement team, will ensure that this assessment is included as part of the job design process.

During the selection process the preferred candidate must give consent for the relevant Access NI Disclosure Check. If the preferred candidate refuses to give consent for the check or if we find they have withheld information this will be sufficient grounds for the council to withdraw their conditional offer of employment. We will repeat the checks every three years for regulated posts. If in the course of their employment with BCC, an employee moves from a non-regulated post to a regulated post then that employee will be subject to Access NI checks prior to deployment and may be subject to further relevant reference or line management recommendation checks.

Identification

We require all applicants who have to complete the Access NI check to produce evidence of their identity for example, a long birth certificate. This is important as Access NI can only make checks if the person’s identity is confirmed.

Access NI Disclosures

If a Criminal Records check reveals details of convictions which may render the applicant unsuitable for the applied for post Departmental HR/Corporate HR will discuss the situation with the applicant in accordance with the guidance set out in the Councils Guidelines for Dealing with Applicants with Convictions.

It is an offence for a barred person to work, apply to work or offer to work in regulated activity with a group they are barred from working with. We will not employ candidates on the barred list in regulated activity. If the checks reveal that a candidate is on the barred list for regulated activity, we will make a referral to the Disclosure and Barring Service to notify them of the individuals attempt to apply for barred work.

References

The Council require two references from people who have employed you and who are not family members. Where a post involves work with children the Council may request references from any other previous employment, which involved working with children or young people.

If for legitimate reasons there is difficulty in sourcing suitable references, we reserve the right to seek alternatives as described in the referencing guidance document.

Agency workers

We will ensure that agency workers in Regulated Activity are required to complete the relevant Access NI checks before they commence work.

Volunteers

Where volunteers work in the council and they are carrying out work considered regulated activity, we will:

- require the volunteer to complete a registration form
- confirm their identify (e.g. provide a long birth certificate)
- receive two written references
- organise a meeting with the volunteer to review the details on the application form, review the volunteering role, ensure they are aware of the Safeguarding Children and Young People Policy and Procedures and the induction paperwork
- give permission for Council to apply to Access NI for an Enhanced Disclosure

10.0 Training

We must not see learning and development as a one off event, but a continuous process which requires the investment of time and resources to create a learning environment and a competent workforce. Each organisation must take responsibility to develop both knowledge and expertise in safeguarding and protecting adults, and seek to identify the most appropriate and relevant opportunities to develop the confidence, abilities and competence of staff and volunteers.

We are committed to providing all staff, agency workers and volunteers with appropriate safeguarding awareness sessions or the relevant level of training in accordance with the Northern Ireland Adult Safeguarding Partnership Training Strategy 2013.

At each level, the training or awareness raising will identify:

- required safeguarding knowledge and skills
- key learning outcomes
- target audience

Safeguarding Adults at Risk Training Schedule

Level 0: Safeguarding awareness

All staff, agency workers, and volunteers within the organisation. This will involve familiarising staff / agency workers / volunteers with the working environment, with Belfast City Council expectations and the requirements of the job. All staff / agency workers / volunteers will be provided with a corporate code of behaviour and a safeguarding code of behaviour, which they must read. The code of behaviour will draw particular attention to Belfast City Council's Safeguarding policy and procedure. This will be part of the induction process for all new employees and volunteers.

Level 1: Safeguarding adults training (Face to face facilitated Learning)

All staff, agency workers and volunteers who have relevant contact with adults at risk, or with carers/parents of adults at risk and those who have regular contact with adults at risks, or adults known or suspected of posing a risk to adults at risk. This six-hour, face-to-face training session will enable managers, staff, agency workers and volunteers to understand their roles and responsibilities in relation to safeguarding adults at risk within the context of the organisation's policies and procedures.

Level 2: Managers' responsibilities and supervisory awareness training

Available to all managers, staff, agency workers and volunteers who have supervisory responsibilities. This six-hour, face-to-face training session will enable managers, staff, agency workers and volunteers to understand their roles and responsibilities in relation to safeguarding adults at risk within the context of the organisation's policies and procedures.

Level 3: Adult safeguarding champion, or designated person training

All officers with designated responsibility. (Delivered externally) This full-day, face-to-face training session will enable Adult safeguarding champion, or designated person to become familiar with the role and responsibilities of their role and to develop competence and confidence in carrying out this role. Completion of Level 0: Safeguarding awareness and attendance at all subsequent relevant training is a mandatory requirement and individual training records will be maintained by HR.

11.0 Governance, monitoring and reporting

In order to ensure compliance with the requirements of safeguarding legislation and expectation there are a number of procedures in place:

The Safeguarding Panel:

The Safeguarding Panel is a cross-departmental assurance and compliance group set up by the Council to oversee the practical implementation of this Policy and to develop, monitor and review safeguarding procedures.

Its role includes:

- identifying safeguarding training needs within services
- developing supplementary safeguarding procedures as they are required
- promoting good practice within council services – to include procurement of services
- discussing incidents and concerns raised in services to facilitate a council-wide response if necessary
- setting internal reporting requirements
- regularly review the internal reports, identify any actions needed and oversee implementation of these actions
- review risks and emergent issues that may require action for the council

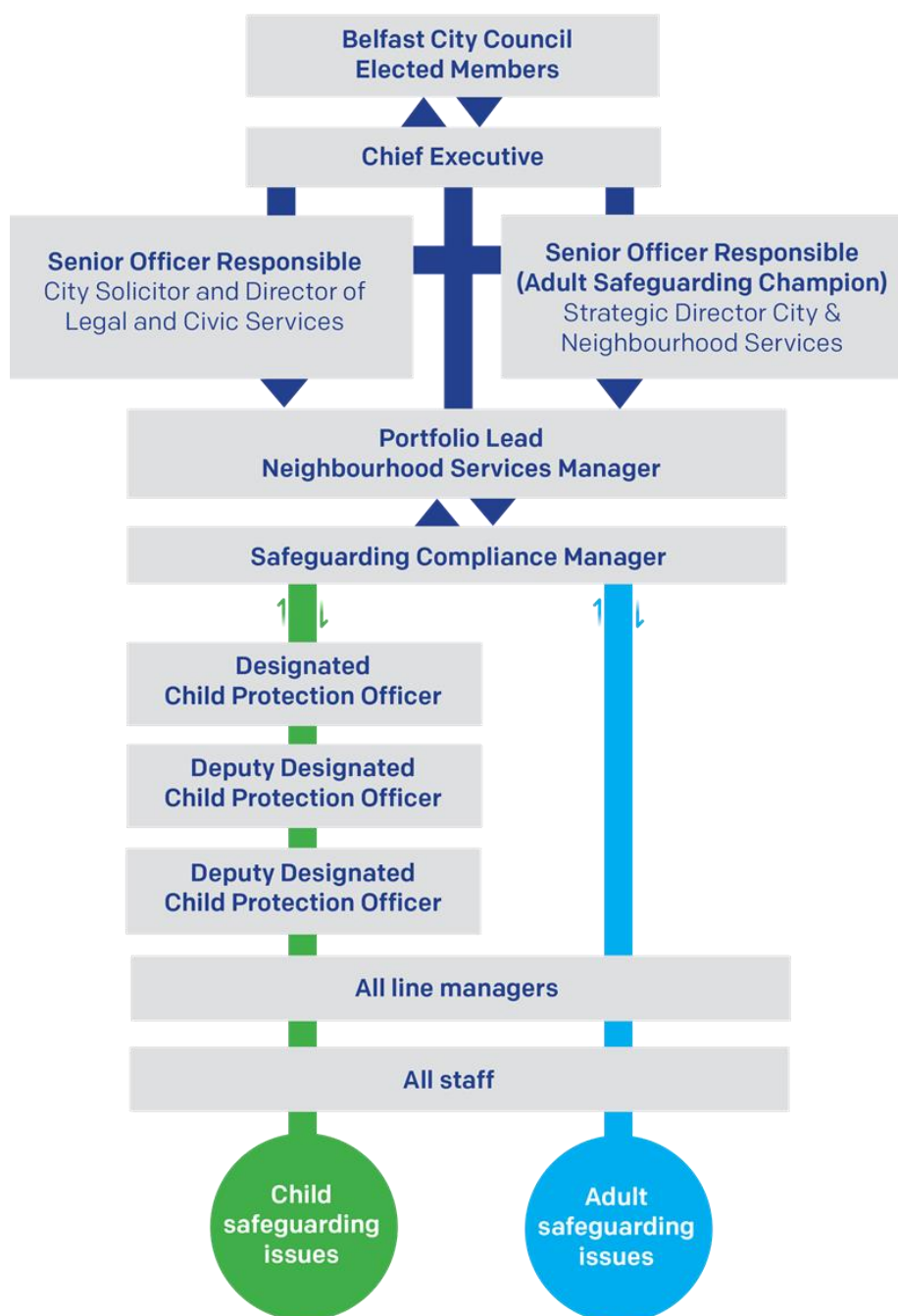
12.0 Third party contracts and interactions

Safeguarding is everybody's responsibility, and safeguarding all ages is important to us. The Council recognises everyone has a fundamental right to be safe. Whatever the cause, or wherever it occurs, harm caused to children, young people or adults by abuse, exploitation or neglect is not acceptable.

This expectation extends to all 3rd parties that work with or on behalf of the council, this includes 3rd party Contracts such as Greenwich Leisure Limited (our delivery partners for leisure services), organisations who receive grant funding, supply contracts, funded projects, events and anyone hiring our venues. In line with this policy, we expect our contactors/partners to:

- Have in place their own policy and procedures for safeguarding children, young people and adults at risk of harm consistent with current legislation and best practise.
- In absence of their own policy, agree to use ours until such time as they can write/implement their own.
- Ensure that all members of staff and volunteers who will be employed in the programme and fall into the regulated categories as per the Safeguarding of Vulnerable Groups (NI) Order 2007 (as amended by the Protection of Freedoms Act 2012) have had the appropriate level of Access NI check carried out.

Safeguarding Structure



Footnotes

¹ <http://www.hscboard.hscni.net/download/PUBLICATIONS/safeguard-vulnerable-adults/niasp-publications/Adult-Safeguarding-Operational-Procedures.pdf> (link opens in new window)

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Equality Screening Template



The Council has a statutory duty to screen. This includes our strategies, plans, policies, legislative developments; and new ways of working such as the introduction, change or end of an existing service, grant funding arrangement or facility. This screening template is designed to help departments consider the likely equality impacts of their proposed decisions on different groups of customers, service users, staff and visitors.

Before carrying out an equality screening exercise it is important that you have received the necessary training first. To find out about the training needed or any other queries on screening, contact the Equality and Diversity Officer Lorraine Dennis on extension 6027 or Lisa McKee on extension 6310 or by email equality@belfastcity.gov.uk

The accompanying **Screening Guidance** note provides straightforward advice on how to carry out equality screening exercises. Detailed information about the Section 75 equality duties and what they mean in practice is available on the Equality Commission's website¹.

The screening template has 4 sections to complete. These are:

Section A - provides details about the policy / decision that is being screened

Section B – gives information on the consultation process, supporting evidence gathered and has 4 key questions outlining the likely impacts on all equality groups.

Section C - has 4 key questions in relation to obligations under the Disability Discrimination Order

Section D - is the formal record of the screening decision.

¹ <http://www.equalityni.org/archive/pdf/S75GuideforPublicAuthoritiesApril2010.pdf>

Section A

Details about the policy / decision to be screened

1. Title of policy / decision to be screened:-

Belfast City Council Safeguarding All Ages Policy 2022.

2. Brief description of policy / decision to be screened:-

(Explain - Is this a new, revised or existing policy? Are there financial / legislative / procurement implications?)

This is to update and replace the existing policy from 2009.

The Council recognise's everyone has a fundamental right to be safe. Whatever the cause, or wherever it occurs, harm caused to children, young people or adults by abuse, exploitation or neglect is not acceptable. In response to Keep Safe Children – Our duty to Care (2017) and Keep Adults safe – A shared responsibility (2015) published by Volunteer Now to reflect development in Safeguarding and changes in legislation and guidance, we reviewed the current policy and procedure and recommended some improvements; Following this in 2018 we introduced a Safeguarding Panel and began a piece of work to establish robust policies and procedures, demonstrating our commitment to safeguarding and to provide clear and practical support to elected members, staff, agency workers, casual workers, and volunteers. We have designed this document to be user friendly and to incorporate the ethos that safeguarding of all ages is everyone's responsibility.

3. Aims and objectives of the policy / decision to be screened:-

((What is the policy trying to achieve?))

Section one of the policy is in reference to Child Safeguarding and protection.

Every child and young person have a right to feel safe and protected and, as a provider of public facilities and services, we are committed to creating and maintaining the safest possible environment for the children and young people who use our facilities, access our services or come into contact with members of our workforce. We will take all reasonable steps to protect children and young people using our facilities and services from harm, discrimination, or degrading treatment whilst respecting their rights, wishes, and feelings.

We aim to do this by:

- Recognising that all children and young people have the right to freedom from abuse and protection from harm.
- Putting in place robust recruitment procedures to ensure that those individuals whose behaviour could be a threat to the safety and well-being of children and young people are not offered employment.
- Raising the awareness of the duty of care responsibilities throughout the council.
- Actively encouraging good practice amongst all employees, volunteers, and elected members throughout the council and promoting wider awareness wherever possible, with partnership organisations and user groups.
- Creating a safe and healthy environment within all our services, avoiding situations where abuse or allegations of abuse may occur.
- Respecting and promoting the rights, wishes, and feelings of children and young people and working closely with other agencies.
- Recruiting, training, supervising, and supporting employees who work with children and young people to adopt best practice to safeguard and protect children and young people from abuse, and themselves against false allegations. Employees who work with children and young people will be subject to the appropriate level employment checks. All appropriate new staff will be inducted on these policy and procedures with sign-off from their line managers'
- Highlighting the Code of Behaviour specific to Safeguarding
- Responding to any allegations appropriately and implementing the appropriate council policies and procedures.
- Requiring employees, volunteers, and elected members to follow the council's safeguarding children and young people policy and procedures.

- Having appropriately trained Designated Safeguarding Officers in place to co-ordinate children and young people safeguarding issues and give advice. (Please note, certain council facilities / services operate outside of 9am – 5pm, therefore, this may result in a Duty Manager rather than a Designated Officer being onsite outside of these hours.)
- Ensuring we maintain confidentiality where appropriate and we restrict access to confidential information to the appropriate authorities.
- Carrying out a regular audit and review of the effectiveness of our safeguarding children and young people policy and procedures.
- Helping to maintain professionalism and standards of service which are associated with best practice provision, including a Code of Behaviour.
- We are committed to reviewing our policies, procedures, practices and training in line with changes in legislation and best practice or at a minimum every three years.

2.2 Objectives

Our objectives to achieve these aims are:

- To provide appropriate training for all appropriate employees, volunteers and elected members
- To aid employees, volunteers, and elected members to respond sensitively and seriously to anyone who discloses information about abuse and be confident and able to take appropriate action swiftly, regardless of whom the allegation is about.
- To promote the general welfare and well-being of children and young people within council facilities and services.
- To develop and implement effective procedures for recording and responding to complaints of alleged or suspected child or young person abuse.

Section 2 is in relation to Adult Safeguarding.

Aims of the safeguarding adult's policy and procedures:

This aim of this document is to:

- demonstrate our commitment to providing and maintaining an organisation that protects adults from harm, and protects staff, agency workers, volunteers and the organisation itself from potential allegations.

- promote zero-tolerance of harm to all adults from abuse, exploitation, or neglect.
- Influence the way our organisation thinks about harm to adults resulting from abuse, exploitation or neglect by embedding a culture which recognises every adult's right to respect and dignity, honesty, humanity and compassion in every aspect of their life.
- prevent and reduce the risk of harm to adults, while supporting people's right to maintain control over their lives and make informed choices free from coercion.
- encourage our staff, agency workers and volunteers to work collaboratively across sectors and on an inter-agency and multi-disciplinary basis, to introduce a range of preventative measures to promote an individual's capacity to keep themselves safe and to prevent harm occurring;
- establish clear guidance for reporting concerns that an adult is, or may be, at risk of being harmed or in need of protection and how these will be responded to; including a Code of behaviour;
- promote access to justice for adults at risk who have been harmed as a result of abuse, exploitation or neglect;
- promote a continuous learning approach to adult safeguarding;
- make sure our staff are carefully selected, vetted and trained in issues of safeguarding adults;
- provide guidance on appropriate and relevant supervision; including the appointment of officers with delegated safeguarding responsibility within each of our business units;
- make sure staff are aware of the adults safeguarding policy and procedures within the council; their role within the policy and the consequence of not following these procedures;
- make sure appropriate action is always taken in the event of an incident, in-line with best practice;
- provide clear procedures and guidance on how staff, agency workers, volunteers and contractors must deal with any safeguarding issues or concerns; (Code of Behaviour)
- provide guidelines on appropriate safeguarding training for staff / agency/ workers / volunteers.
- provide guidelines for staff, agency workers, volunteers when dealing with adults at risk; (Code of Behaviour)
- provide a Safeguarding Adults Code of Behaviour for staff and volunteers; and,
- Provide a complaints procedure with guidance on how a complaint can be raised regarding a safeguarding issue.

We will ensure staff, agency workers, volunteers and contractors are aware of the safeguarding standards within the organisation, their role within the policy, and the consequence of not following our procedures.

We will make sure that appropriate training or awareness is given to staff, agency workers, and volunteers to ensure an understanding of their role in recognising abuse and to familiarise them with our safeguarding adult's policies and procedures.

We are committed to reviewing our policies, procedures, practices and training in line with changes in legislation and best practice or at a minimum every three years.

Principles of Safeguarding Adults at Risk

The guidance given in the policy and procedures is based on the following principles:

- A rights-based approach: To promote and respect an adult's right to be safe and secure; to freedom from harm and coercion; to equality of treatment; to the protection of the law; to privacy; to confidentiality; and freedom from discrimination.
- An empowering approach: To empower adults to make informed choices about their lives, to maximise their opportunities to participate in wider society, to keep themselves safe and free from harm and enabled to manage their own decisions in respect of exposure to risk.
- Person-centered approach: To promote and facilitate full participation of adults in all decisions affecting their lives taking full account of their views, wishes and feelings and, where appropriate, the views of others who have an interest in his or her safety and well-being.
- A consent-driven approach: To make a presumption that the adult has the ability to give or withhold consent; to make informed choices; to help inform choice through the provision of information, and the identification of options and alternatives; to have particular regard to the needs of individuals who require support with communication, advocacy or who lack the capacity to consent; and intervening in the life of an adult

against his or her wishes only in particular circumstances, for very specific purposes and always in accordance with the law.

- A collaborative approach: To acknowledge that safeguarding adults will be most effective when it has the full support of the wider public and of safeguarding partners across the statutory, voluntary, community, independent and faith sectors working together and is delivered in a way where roles, responsibilities and lines of accountability are clearly defined and understood. Working in partnership and a person-centred approach will work hand-in-hand.

All adults, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.

We will seek to make sure that the organisation is inclusive and make reasonable adjustments for any ability, disability or impairment, we will also commit to continuous development, monitoring, and review.

We will always respect the rights, dignity and worth of all adults.

We recognise that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, for example those who have a dependency on others or have different communication needs.

We recognise that an adult with an impairment or a disability may or may not identify themselves/be identified as an adult 'at risk' or vulnerable.

<https://www.health-ni.gov.uk/sites/default/files/publications/dhssps/adult-safeguarding-policy.pdf>

4. On whom will the policy / decision impact?

Consider the internal and external impacts (both actual or potential) and explain:-

Staff	YES
Service users	YES
Other public sector organizations	YES
Voluntary / community groups / trade unions	YES
Others, please specify	YES

- **Anyone who interacts with BCC third party contractors etc.**

5. Are there linkages to other Agencies/ Departments?

The Policy is relevant across our organisation and all those who provide services on our behalf.

Section B

Information on the consultation process, supporting evidence gathered and has 4 key questions outlining the likely impacts for equality and good relations

6. Outline consultation process planned or achieved:

The Safeguarding all ages policy has been/ and continues to undergo a rigorous consultation process.

The policy was designed and created under the jurisdiction of the Safeguarding panel. The panel is made up of senior officers and holds a strategic role in relation to Safeguarding.

The development also included the implementation group of officers at an operational level.-

Both these panels formed part of the quality assurance framework for Safeguarding and met bi-monthly

The policy has also been agreed by the Joint Consultative Committee by management and trade Unions.

The policy has also been presented to the SP&R Committee and received support from all parties.

A further 12 week public consultation is due to take place from mid-April 2022.

This will include but no be limited to:

1. Using the Your Belfast forum
2. Directed e-mails to relevant stakeholders for example SBNI members, Volunteer Now, NSPCC, SOLACE, members of the Local Government Safeguarding Network (LGSN), the Local Adult Safeguarding Panel (LASP) and wider community networks.
3. Contacting the disability forum members
4. The Belfast Youth Council

What evidence / information (both qualitative and quantitative) have you gathered to inform this policy? Set out all evidence below to help inform your screening assessment.

It is important to record information gathered from a variety of sources such as: monitoring information; complaints; research surveys; consultation exercises from other public authorities.

Section 75 category	Details of evidence/information and engagement
Religious belief	Updated post Public Consultation 10/10/22: During the process numerous engagement activities were undertaken:
Political opinion	
Racial group	
Age	
Marital status	

[Type here]

Sexual orientation	<ul style="list-style-type: none"> Internally all stakeholders including the Trade Unions, Safeguarding Panel, Senior management and staff were involved in the process; Externally the draft policy was shared for comment with the following <ul style="list-style-type: none"> Safeguarding Board for Northern Ireland Belfast panel members Local adult safeguarding partnership members Children and young person strategic partnership Local Government Safeguarding network. It was also shared with a number of relevant focus groups and forums via the Equability team. Finally, a 14 week public consultation between May 2022 and August 2022. The consultation did not result in any changes to the current equality screening.
Men and women generally	
Disability	
Dependants	

8. What is the likely impact (indicate if the policy impact is positive or negative) on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? What is the level of impact?

Section 75 category	Likely impact?	Level of impact? Minor/Major/None
Religious belief	This policy ensures the safeguarding commitment is provided to each individual irrespective of their S75 category. It includes age specific activities and behaviour where appropriate; facilities for carers and reasonable adjustments for those with a disability to ensure participation.	None
Political opinion		None
Racial group		None
Age		Minor/positive
Marital status		None
Sexual orientation		Minor/positive
Men and women generally		None
Disability		Minor/positive
Dependants		Minor/positive

[Type here]

9. Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?

Section 75 category	If Yes, provide details	If No, provide reasons
Religious belief	This policy ensures the safeguarding commitment is provided to each individual irrespective of their S75 category. It includes age specific activities and behaviour where appropriate; facilities for carers and reasonable adjustments for those with a disability to ensure participation.	
Political opinion		
Racial group		
Age		
Marital status		
Sexual orientation		
Men and women generally		
Disability		
Dependants		

10. To what extent is the policy likely to impact (positive or negatively) on good relations between people of different religious belief, political opinion or racial group? What is the level of impact?

Good relations category	Likely impact?	Level of impact? Minor/Major/None
Religious belief		None
Political opinion		None
Racial group		None

[Type here]

11. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Good relations category	If Yes, provide details	If No, provide reasons
Religious belief		This policy is aimed at safeguarding all children, young people and adults who access the council's facilities and services and applies to all of the above regardless of their religious belief, political opinion or racial group
Political opinion		
Racial group		

Section C

Belfast City Council also has legislative obligations to meet under the **Disability Discrimination Order** and Questions 12-13 relate to these two areas.

Consideration of Disability Duties

12. Does this proposed policy / decision provide an opportunity for the Council to better promote positive attitudes towards disabled people?

Explain your assessment in full

No. This policy positively promotes equality of opportunity for all to whom it applies.

13. Does this proposed policy / decision provide an opportunity to actively increase the participation by disabled people in public life?

[Type here]

Explain your assessment in full

Positive actions are encouraged towards all those included in this policy.

14. Multiple Identities

Provide details of data on the impact of the policy with multiple identities.

This policy will be delivered to all equitably and has positive actions within it to ensure that each child, young person or adult who may be vulnerable is dealt with as an individual with their own unique multiple identities.

The implementation of this policy will ensure that where any potential barriers such as language, access to facilities and/or services are identified these will be addressed in an appropriate and timely manner.

15. Monitoring Arrangements

Section 75 places a requirement the Council to have equality monitoring arrangements in place in order to assess the impact of policies and services etc; and to help identify barriers to fair participation and to better promote equality of opportunity.

Outline what data you will collect in the future in order to monitor the impact of this policy / decision on equality, good relations and disability duties.

Equality	Good Relations	Disability Duties
Number of enquiries to Designated Officer/s and number of reported incidents will be monitored with relevant Section 75 data for each incident if available.		

Section D

Formal Record of Screening Decision

Title of Proposed Policy / Decision being screened

Belfast City Council

Safeguarding All Ages Policy 2022

I can confirm that the proposed policy / decision has been screened for –

[Type here]

X	equality of opportunity and good relations
X	disabilities duties

On the basis of the answers to the screening questions, I recommend that this policy / decision is – *(place an X in the appropriate box below)*

	* <u>Screened In</u> – Necessary to conduct a full EQIA
--	--

	<p>*<u>Screened Out</u> – No EQIA necessary (no impacts)</p> <p>Provide a brief note here to explain how this decision was reached:</p>
--	--

X	<p>* <u>Screened Out -</u> Mitigating Actions (minor impacts)</p> <ul style="list-style-type: none">• Provide a brief note here to explain how this decision was reached:• Explain what mitigating actions and / or policy changes will now be introduced: <p>This policy ensures the safeguarding commitment is provided to each individual irrespective of their S75category . It includes age specific activities and behaviour where appropriate; facilities for carers and reasonable adjustments for those with a disability to ensure participation.</p> <ul style="list-style-type: none">• The formation of the Safeguarding Panel and the Operational group as part of the Assurance framework will allow for the identification of gaps in the process and for operational officers to risk assess their own teams and identify training or support requirement.
---	---

[Type here]

Formal Record of Screening Decision (cont)

Screening assessment completed by (Officer level) -

Name: Anthony McPeake

Date: 31/03/2022

Department : Safeguarding Compliance Manager

Signature: please insert a scanned image of your signature below



Screening decision approved by -

Name: David Sales

Date:

Department:

Signature: please insert a scanned image of your signature below

Please save the final version of the completed screening form and forward to the Equality and Diversity Officer – equality@belfastcity.gov.uk. The screening form will be placed on the BCC website and a link provided to the Council's Section 75 consultees.

For more information about equality screening contact –

Lorraine Dennis/Lisa McKee

Belfast City Council

City Hall

Belfast

BT1 5GS

Telephone: 028 9027 0511

equality@belfastcity.gov.uk

Rural Needs Impact Assessment.

Rural Needs Impact Assessment Template (RNIA)

Section 1 - Defining the activity subject to Section 1(1) of the Rural Needs Act (NI) 2016

1A. Name of Public Authority

Belfast City Council

1B. Please provide a short title, which describes the activity being undertaken by the Public Authority that is subject to the Section 1(1) of the Rural Needs Act (NI) 2016.

Replacing and updating the current Safeguarding Policy for 2009 and implementing the new Belfast City Council Safeguarding All Ages Policy 2022

1C. Please indicate which category the activity specified in Section 1B above relates to.

Developing a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Adopting a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Implementing a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Revising a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Designing a Public Service	Policy <input checked="" type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Delivering a Public Service	<input type="checkbox"/>		
	<input type="checkbox"/>		

1D. Please provide the official title (if any) of the Policy, Strategy, Plan for Public Service document or initiative relating to the category indicated in Section 1C above.

1E. Please provide details of the aims and/or objectives of the Policy, Strategy, Plan or Public Service.

The Council recognises everyone has a fundamental right to be safe. Whatever the cause, or wherever it occurs, harm caused to children, young people or adults by abuse, exploitation or neglect is not acceptable. In response to Keep Safe Children – Our duty to Care (2017) and Keep Adults safe – A shared responsibility (2015) published by Volunteer Now to reflect development in Safeguarding and changes in legislation and guidance, we reviewed the current policy and procedure and recommended some improvements; Following this in 2018 we introduced a Safeguarding Panel and began a piece of work to establish robust policies and procedures, demonstrating our commitment to safeguarding and to provide clear and practical support to elected members, staff, agency workers, casual workers, and volunteers.

We have designed this document to be user friendly and to incorporate the ethos that safeguarding of all ages is everyone's responsibility.

Section 2 – Understanding the impact of the Policy, Strategy, Plan or Public Service

2A. Is the Policy, Strategy, Plan or Public Service likely to impact on people in rural areas?

Yes ☐ No ☒ If the response is **NO** GO TO Section **2E**.

2B. Please explain how the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas.

The intention of the Belfast City Council Safeguarding All Ages Policy 2022 is to impact positively on all people, Staff, Services users, Contractors, Volunteers, in fact all people who come into contact with the Council, across all geographical areas of Belfast, regardless of whether they live in a rural or urban area.

2C. If the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas

differently from people in urban areas, please explain how it is likely to impact on people in rural areas differently.

The Policy applies to all, regardless of location and is designed to have a positive impact on all operations and interactions.

2D. Please indicate which of the following rural policy areas the Policy, Strategy, Plan or Public Service is likely to primarily impact on.

Rural Businesses	<input type="checkbox"/>
Rural Tourism	<input type="checkbox"/>
Rural Housing	<input type="checkbox"/>
Jobs or Employment in Rural Areas	<input type="checkbox"/>
Education or Training in Rural Areas	<input type="checkbox"/>
Broadband or Mobile Communications in Rural Areas	<input type="checkbox"/>
Transport Services or Infrastructure in Rural Areas	<input type="checkbox"/>
Poverty in Rural Areas	<input type="checkbox"/>
Deprivation in Rural Areas	<input type="checkbox"/>
Rural Crime or Community Safety	<input type="checkbox"/>
Rural Development	<input type="checkbox"/>
Agri-Environment	<input type="checkbox"/>
Other (Please state) <u>Safeguarding of children, young people and adults</u>	<input type="checkbox"/>

If the response to Section 2A was YES GO TO Section 3A

2E. Please explain why the Policy, Strategy, Plan or Public Service is NOT likely to impact on people in rural areas.

The intention of the Belfast City Council Safeguarding All Ages Policy 2022 is to safeguard all people, Staff, Services users, Contractors, Volunteers, in fact all people who come into contact with the Council, across all geographical areas of Belfast, regardless of whether they live in a rural or urban area.

Section 3 – Identifying the Social and Economic Needs of Persons in Rural Areas

3A. Has the Public Authority taken steps to identify the social and economic needs of people in rural areas that are relevant to the Policy, Strategy, Plan or Public Service?

Yes ☐ No ☒ If the response is **NO** GO TO Section **3E**.

3B. Please indicate which of the following methods or information sources were used by the Public Authority to identify the social and economic needs of people in rural areas.

Consultation with Rural Stakeholders	<input type="checkbox"/>	Published Statistics	<input type="checkbox"/>
Consultation with Other Organisations	<input type="checkbox"/>	Research Papers	<input type="checkbox"/>
Surveys or Questionnaires	<input type="checkbox"/>	Other Publications	<input type="checkbox"/>
Other Methods or Information Sources (include details in Question 3C below).			<input type="checkbox"/>

3C. Please provide details of the methods and information sources used to identify the social and economic needs of people in rural areas including relevant dates, names of organisations, titles of publications, website references, details of surveys or consultations undertaken etc.

3D. Please provide details of the social and economic needs of people in rural areas which have been identified by the Public Authority

If the response to Section 3A was YES GO TO Section 4A

3E. Please explain why no steps were taken by the Public Authority to identify the social and economic needs of people in rural areas?

The intention of the Belfast City Council Safeguarding All Ages Policy 2022 is to safeguard all people, Staff, Services users, Contractors, Volunteers, in fact all people come into contact with the Council, across all geographical areas of Belfast, regardless of whether they live in a rural or urban area.

We did not directly take steps to identify the social and economic needs of people in rural areas, as the policy applies to all people regardless of the socio-economic status or needs or where they reside in the City

Section 4 – Considering the Social and Economic Needs of Persons in Rural Areas

4A. Please provide details of the issues considered in relation to the social and economic needs of people in rural areas.

Due regard has been given to the Rural Needs Act (Northern Ireland) 2016, however it is not considered that the Belfast City Council Safeguarding All Ages Policy 2022 will have a material impact on the social and economic needs of people in rural areas.

The intention of the Belfast City Council Safeguarding All Ages Policy is to safeguard all people, Staff, Services users, Contractors, Volunteers, in fact all people come into

contact with the Council, across all geographical areas of Belfast, regardless of whether they live in a rural or urban area.

Section 5 – Influencing the Policy, Strategy, Plan or Public Service

5A. Has the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, been influenced by the rural needs identified?

Yes ☐ No ☒ If the response is **NO** GO TO Section **5C**.

5A. Please explain how the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, has been influenced by the rural needs identified?

No specific rural needs/impacts have been identified in undertaking this assessment and therefore there are no rural needs to influence the development of the policy.

If the response to Section 5A was YES GO TO Section 6A

5C. Please explain why the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or the delivery of the Public Service, has NOT been influenced by the rural needs identified.

No specific rural needs/impacts have been identified in undertaking this assessment and therefore there are no rural needs to influence the development of the policy.

SECTION 6 – Documenting and Recording

6A. Please tick below to confirm that the RNIA Template will be retained by the Public Authority and relevant information on the Section 1 activity compiled in accordance with paragraph 6.7 of the guidance.

I confirm that the RNIA Template will be retained and relevant information compiled. ☐

X

Rural Needs Impact Assessment undertaken by:	Anthony McPeake
Position / Grade:	Safeguarding Compliance Manager
Division / Branch:	CNS
Signature:	
Date:	01/02/2022
Rural Needs Impact Assessment approved by:	Catherine Taggart
Position / Grade:	Neighbourhood Services Manager
Division / Branch:	CNS
Signature:	
Date:	17.10.22

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CMT Overview

CMT Overview of the responses to the Safeguarding all ages Policy Public Consultation

Methodology:

The consultation was shared in a variety of way with stakeholders and members of the public:

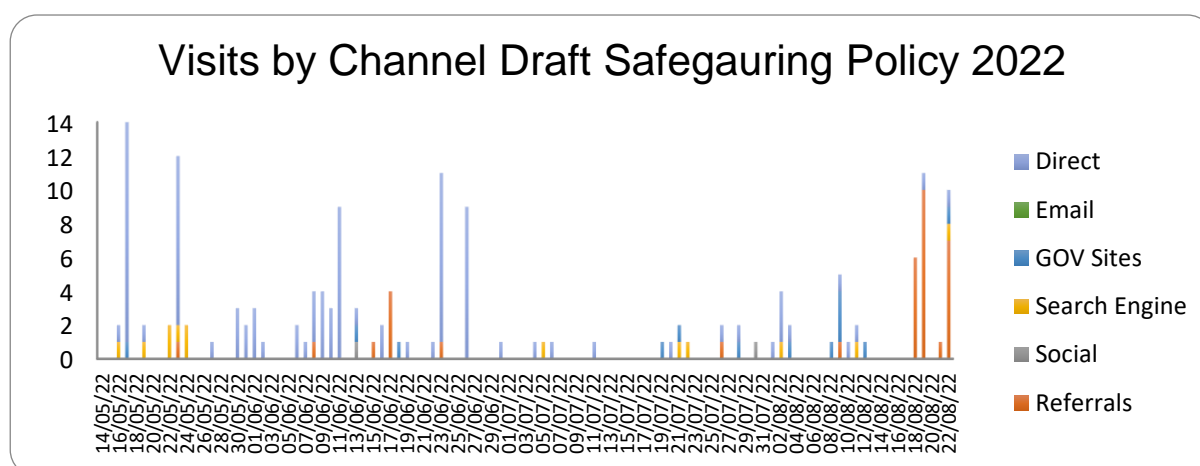
These include but were not limited to:

- Staff Via interlink
- Members of the SBNI Belfast panel (NSPCC, Banardos, Women's Aid, BHT and PSNI)
- Local government Safegaurding Partnership (all 11 Councils + NIHE)
- Members of the Local Adult Safegaurding Partnership.
- Other groups associated with the Equality Team.
- Links via the public website to Your Belfast portal.

Results

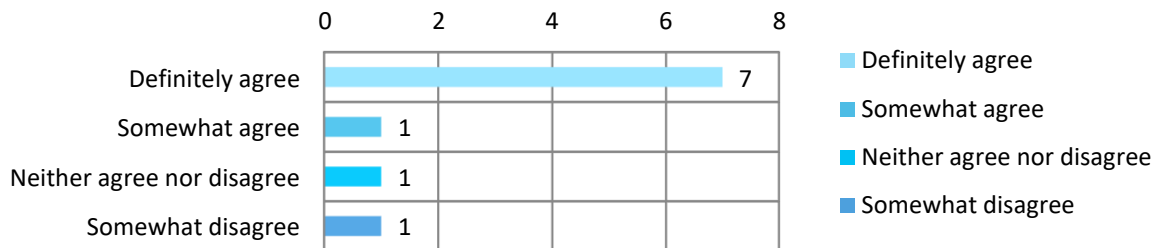
Below is a summary of the Data collected in the in the public consultation the ran from the 16th May 2002 to the 22nd August 2022.

There were 229 visits to the site which produced 10 written responses. The graph below shows the visits by channel.

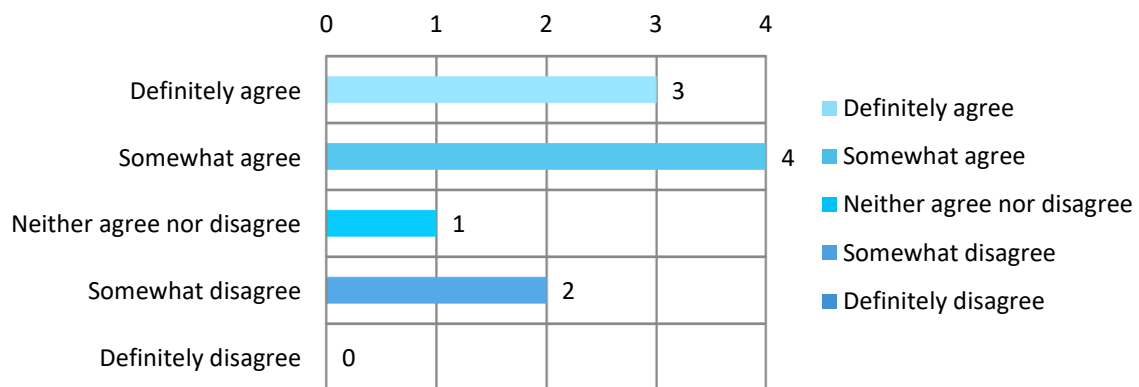


The limited response was no unexpected, given the specialist nature of the policy and the fact that it is a non-contentious subject.

To what extent do you agree or disagree that safeguarding is everybody's responsibility?

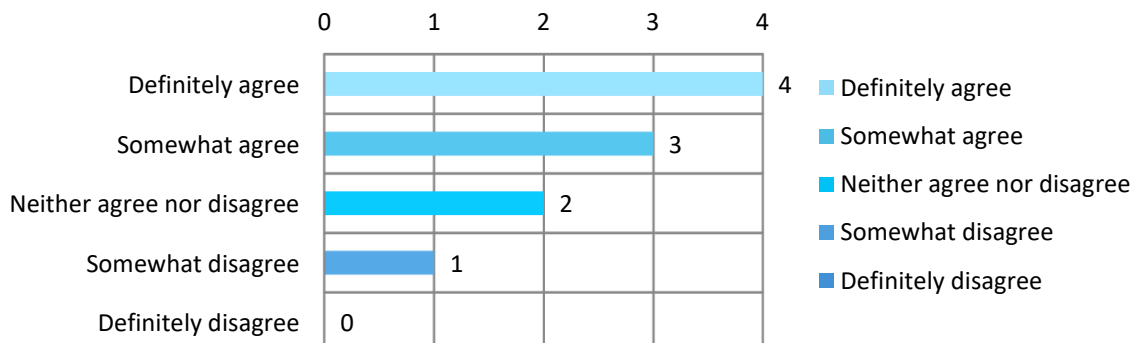


To what extent do you agree or disagree that our draft policy is 'easy to understand'?

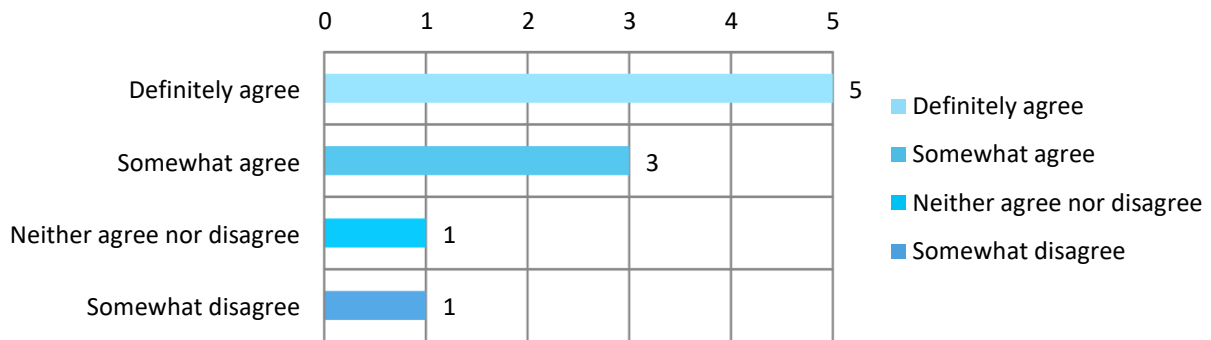


The tables below provide a breakdown of the responses:

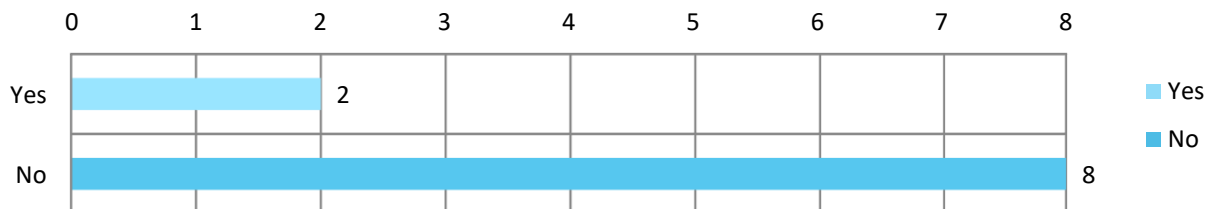
Clear in its aims



We have split the policy into two sections - Child Safeguarding and Adult Safeguarding as we feel there are differences between the two fields of operation. To what extent do you agree or disagree with this approach?



Do you have any comments or suggestions for improvement in relation to our Equality screening?



In relation to the above question the two comments detailed below were offered by way of explanation from those responders who answered YES.

“As a sign language user, British Sign Language is my first language and I struggle to understand this. I would like this to be translated or plain English.”

“There should be an easy read or plain English version for both Child Safeguarding and Adult Safeguarding policies. Also, it would be great if both policies were translated from English to British Sign Language.”

In reply, it is possible to translate the policy in to sign language, although costly and time consuming.

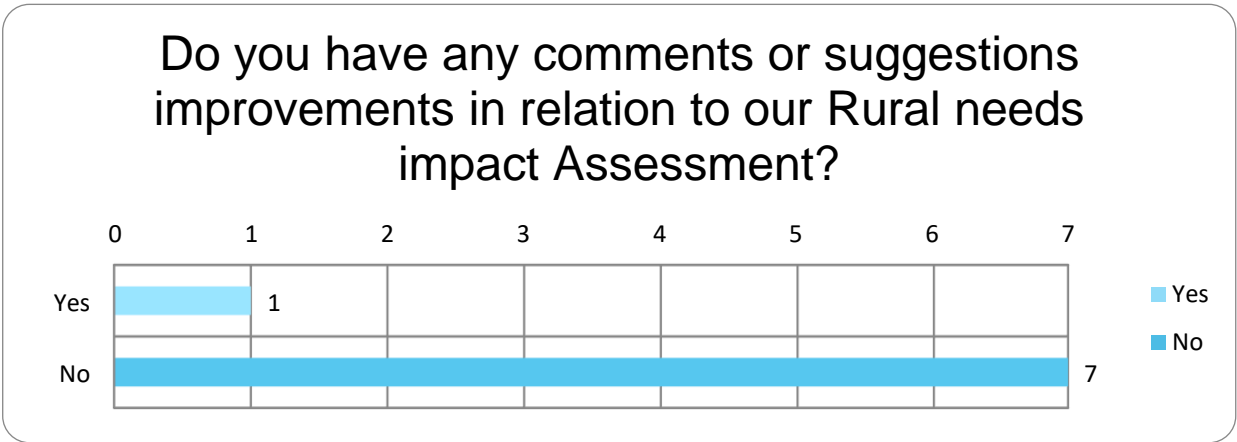
I have spoken with the equality team and as matter of practise this would be completed on request.

In relation to the comment regarding plain English, unfortunate a large proportion of the policy is governed by legislation and policy documents which are statutory requirements we are duty bound to follow. The language is therefore fixed, however should an individual request it, one of the safeguarding team would be happy to meet with the service user or group to go through any particular questions.

“If on the microscale an institution wishes to be seen as being meritocratic then said institution should endeavour to always seek out the best candidate for the job regardless of political, religious, racial or sexual characteristics. As regards to vetting people there is no need for a robust system, the reality ought to be if an adult has committed a depraved act against a minor then said adult should not get a look in, in short such an individual ought to be thrown out to the wolves for such atrociousness. However, given the escalation in violence in society particularly from the youth an adult should not be castigated for defending oneself against a pernicious section amongst this cohort. In years gone by things being done on a case-by-case basis was indeed fitting, this required work and scrutiny. There is indeed too much in the way with legislation being carefully crafted these days to promote an agenda that is not in-keeping with traditional social norms and values, which existentially still apply to the masses in their daily lives but for a select few the unwritten rules and social mores are being inverted in such a way to allow for the opportunity of a sense of elevated status given an individual's unique set of circumstances. This is counter to what has gone before. Pigeon-holing and playing into identity politics should be abandoned with vigour as this type of thing erodes social bonds and heightens friction.”

Whilst the intensions of the responder are no doubt rooted in fundamental societal belief of self-regulation, the reality of the situation is that there are people in society that have and do harm others intentionally. Therefore, we do need a robust system in place to gather as much information as is legally allowed to make informed decisions when it comes to employment and Safegaurding.

This is not to pry on those who apply, but to act as a deterrent to those with nefarious intention and to reduce the risk to service users and staff as is our duty under legislation.

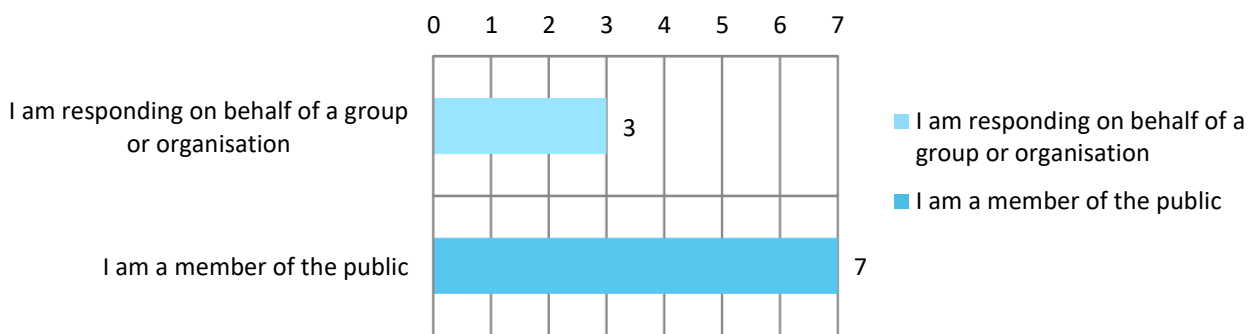


The response below was received in relation to the above question:

“Belfast has been expanding for years into rural areas, there is indeed a blurring of the boundaries between what was once the countryside and beside it a city. The amount of employees particularly office based employees that are indeed from rural areas coming into the city to work or working from home possibly 40 miles away from their employer will demand something of the city in the not so distant future but for now I would be content for the city to keep its agenda away from rural areas. I can only surmise that into the future with energy being deemed incredibly precious to all European nations that there will be a shift regarding policy here, how much it ought to impact safeguarding and rural needs is anyone's guess.”

It is my contention that the responder has mis-understood the question and therefore, the response is somewhat tangential to the process we are engaged in.

Are you responding as an individual (member of the public) or on behalf of a group or organisation?



Conclusion.

The consultation exercise has not suggested any amendments or changes to the published Documents. The responses were largely positive and endorsed the content and strategic direction of the policy.

To add some context a similar exercise was completed by Lisburn and Castlereagh Council at a similar time and they only received one response.

Given the responses it is my recommendation that we move forward to implementation

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Subject:	Alleygating Programme: Phase 5 Funding – Response from Department of Justice
Date:	18th November, 2022
Reporting Officer:	Sinead Grimes, Director of Physical Programmes
Contact Officer:	Sinead Grimes, Director of Physical Programmes

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

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

1.0	Purpose of Report/Summary of Main Issues
1.1	To bring to the Committee's attention correspondence which has been received from the Department of Justice in response to a request from the Council for match funding for Phase 5 of the Alleygating Programme.
2.0	Recommendation
2.1	The Committee is asked to note the correspondence and take such action thereon as may be determined.
3.0	Main Report
	<u>Key Issues</u>
3.1	The Committee will recall that, at its meeting on 23rd September, it approved a list of streets to be taken forward under Phase 5 of the Council's alleygating programme, with £500k to be allocated under the Capital Programme for delivery.
3.2	The Council, at its meeting on 3rd October, in ratifying that decision, agreed that a letter be forwarded to the Justice Minister requesting that the Department of Justice match the Council's allocation of £500k.

3.3	A response has been received from Mr. Richard Pengelly, Permanent Secretary in the Department of Justice, a copy of which is attached.
3.4	The Permanent Secretary begins by acknowledging the important work being undertaken by the Council around alleygating and the significant level of its investment.
3.5	In terms of the Council's request for match funding, he confirms that, given the ongoing priorities within the remit of the Department of Justice and the extraordinary constraints on its budget, the Department is not, at this time, in a position to provide funding. He points out that the Department has, in the past, used its powers to assist the Council when alley gates have been sought by residents to prevent access due to anti-social behaviour. However, this has usually been limited to interface areas and precedes adoption of the gates by the Council. On a small number of occasions, it has agreed to fund such measures, albeit that this has usually been on the recommendation of Policing colleagues for express and pressing community protection needs.
3.6	He goes on to state that the Department of Justice fully recognises the negative impact which antisocial behaviour can have on communities and that it is currently leading on a review of the legislation to ensure that the relevant authorities, such as councils, have effective and proportionate enforcement powers in place to tackle the issue.
3.7	He points out that the Department of Justice, in partnership with the Northern Ireland Policing Board, provides £826,516 annually to Policing and Community Safety Partnerships, which lead on the Department's response to community safety issues at a local level. That funding is utilised by the Policing and Community Safety Partnerships across Belfast's districts to fund a range of projects and initiatives to address antisocial behaviour, including supporting the important work being delivered via the Holyland Intervention Project.
3.8	<p>The Permanent Secretary concludes by again stating that the Department of Justice is not in a position to providing funding on this occasion and by wishing the Council every success with the Programme.</p> <p><u>Financial and Resource Implications</u></p> <p>None associated with this report.</p> <p><u>Equality or Good Relations Implications / Rural Needs Assessment</u></p> <p>None associated with this report.</p>
4.0	Document Attached
	Response from Permanent Secretary, Department of Justice



**FROM THE PERMANENT SECRETARY
RICHARD PENGELLY CB**

Rm B5.10, Castle Buildings
Stormont Estate
BELFAST BT4 3SG
Tel: 028 9052 2992
email: richard.pengelly@justice-ni.gov.uk

via email: downeyh@belfastcity.gov.uk

Henry Downey
Belfast City Council
Legal and Civic Services Department
City Hall
Belfast
BT1 5GS

Your Ref: HD. SP and R 23.09.2022

3 November 2022

Dear Henry

COUNCIL'S ALLEYGATING PROGRAMME

Thank you for your correspondence of 20 October 2022. I appreciate the important work of the Council and the significant investment it is making in phase five of the alleygating programme. I note the request of elected members that the Council write to the Department of Justice (DoJ) requesting matched funding for the initiative.

Unfortunately, given the ongoing priorities within the remit of the Department and extraordinary constraints on our budget, the DoJ is not, at this time, in a position to provide funding for the alleygating programme. The DoJ has used its powers in the past to assist Council when alleygates have been sought by residents to prevent access due to anti-social behaviour (ASB), but usually this is limited to interface areas and precedes adoption of the gates by Council. On a small number of occasions we have agreed to fund such measures, albeit this has usually been on the recommendation of policing colleagues for express and pressing community protection needs.

The Department fully recognises the negative impact that ASB can have on communities, and is currently leading on a review of ASB legislation to ensure that the relevant authorities, such as councils, have effective and proportionate enforcement powers in place to tackle the issue.



In partnership with the Northern Ireland Policing Board, the Department provides annual funding of £826,516 to Policing and Community Safety Partnerships (PCSPs) who lead on the Department's response to community safety issues at a local level. That funding is utilised by the PCSPs across Belfast's districts to fund a range of projects and initiatives to address ASB, including supporting the important work being conducted via the Holyland Intervention Project.

In concluding, the Department is not in a position to providing funding on this occasion, however, I wish you every success with the Programme.

Yours sincerely

RICHARD PENGELLY CB



Belfast
City Council

Subject:	Update on Contracts
Date:	18th November, 2022
Reporting Officer:	Noleen Bohill, Head of Commercial and Procurement Services
Contact Officer:	Noleen Bohill, Head of Commercial and Procurement Services

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

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

1.0	Purpose of Report/Summary of Main Issues
1.1	<p>The purpose of this report is to ask the Committee:</p> <ul style="list-style-type: none"> to approve tenders and Single Tender Actions over £30,000; and to note contract modifications to contract term and retrospective Single Tender Actions
2.0	Recommendations
2.1	<p>The Committee is asked to:</p> <ul style="list-style-type: none"> approve the public advertisement of tenders as per Standing Order 37a detailed in Appendix 1 (Table 1); approve the award of STAs in line with Standing Order 55 exceptions as detailed in Appendix 1 (Table 2); approve the modification of the contract as per Standing Order 37a detailed in Appendix 1 (Table 3); note the award of retrospective STAs in line with Standing Order 55 exceptions as detailed in Appendix 1 (Table 4); and note the award of contracts by Arc 21 on behalf the Council (Table 5)

3.0	Main Report
	<u>Competitive Tenders</u>
3.1	Section 2.5 of the Scheme of Delegation states that Chief Officers have delegated authority to authorise a contract for the procurement of goods, services or works over the statutory limit of £30,000, following a tender exercise where the Council has approved the invitation to tender.
3.2	Standing Order 60(a) states any contract that exceeds the statutory amount (currently £30,000) shall be made under the Corporate Seal. Under Standing Order 51(b) the Corporate Seal can only be affixed when there is a resolution of the Council.
3.3	Standing Order 54 states that every contract shall comply with the relevant requirements of national and European legislation.
	<u>Single Tender Actions (STAs)</u>
3.4	<p>The following STAs are being submitted for approval:</p> <ul style="list-style-type: none"> • a contract for £35,000, for up to 1 year, awarded to SAP UK limited for SAP annual licence support. Licenses can only be obtained directly from SAP; and • contracts for £74,000, for up 1 year, awarded to HCL Technologies for maintenance and support for SAP, SRM & VIM. The financial system replacement project is currently at implementation stage with 'Go Live' envisaged for Q2/Q3 2023. Continued use of the incumbent SAP support service provider is critical during this period to ensure successful implementation of the new financial system.
3.5	<p>The following retrospective STAs were awarded:</p> <ul style="list-style-type: none"> • a contract for £50,000, for up to 6 months, awarded to Digital Catapult NI for the appointment of company to support the delivery of a creative digital capacity building programme. Digital Catapult NI are the only organisation in NI with their own Immersive Lab, based in Belfast and have access to a wide range of specialist mentors and industry to address the specific nature of the project. Digital Catapult NI are also working with the innovation team in relation to larger City Deal and Challenge funding projects; • a contract for £40,000, for up to 9 months, awarded to Honeycomb Recruitment for the requirement of a PEACE IV Finance & Systems Officer. The existing contracted provider for T1792 Provision of Temporary Agency Resources: Matrix SCM have confirmed they are unable to fulfil the required role of PEACE IV Finance & Systems Officer within the contractually agreed time period to find a suitable candidate;

- a contract for £100,000, for up to 6 months, awarded to MCS Group for the requirement of 2 x Environmental Health Officers and 1 x Technical Support Officer required for 24hr shift rota cover for essential service delivery within the Port Health service (fully funded). The existing contracted provider for T1792 Provision of Temporary Agency Resources: Matrix SCM have confirmed they are unable to fulfil the required role of 2 x Environmental Health Officers and 1 x Technical Support Officer within the contractually agreed time period to find a suitable candidate; and
- a contract for £36,000, for up to 9 months, awarded to Hays Recruitment of a PEACE IV Project Support Officer. The existing contracted provider for T1792 Provision of Temporary Agency Resources: Matrix SCM have confirmed they are unable to fulfil the required role of PEACE IV Project Support Assistant within the contractually agreed time period to find a suitable candidate.

Modification to Contract Term

3.6

The following contract terms were modified:

- A 10-month extension for contract T2136 - Development of a Residential Strategy awarded to Savills. The value of the contract remains as per the original contract. This extension is required to complete the works to provide a city centre living vision which will include an analysis on city centre residential development that would provide analysis of the latent demand in terms of quantum and product requirement.
Please note this request is retrospective;
- A 4-month extension for T2056 - Peace IV - Delivery of TechConnects – a cross community peace building programme for children and young people using digital technology, Lot 3 - Young People (aged 17-24 years), awarded to Belfast Metropolitan College. An extension is required to allow the project to complete deliverables. The contract extension has been approved by Shared City Partnership and PEACE IV Programme Board in October 2022;
Please note this request is retrospective.
- A 4-month extension and an increase in contract value by £6,000 for contract T1948 – Hire of grounds maintenance machinery, complete with operator, for use at various Council properties and locations, awarded to Clive Richardson. A modification is required to extension whilst a re-tender is completed. The original contract was not required during winter months and could be re-tendered later ahead of the spring/summer but service continuity is now required over the winter months.
Please note this request is retrospective.

	<ul style="list-style-type: none"> A 3-month extension and an increase in contract value by £8,000 for contract - T2012 - West Belfast District Policing and Community Safety Partnership Network Support Project, awarded to Falls Community Council. West Belfast DPCSP Members had agreed for this project to be retendered to ensure no gap in service, with the new contractor expected to be in place from 1 January 2023. It was included in the 2022/2023 Belfast PCSP Action Plan that was submitted to the Joint Committee (external funders). Funders decided that they were not content to approve that the Network Support Project be retendered without an evaluation which has delayed the project.
3.7	The Committee is also asked to note that a 3-month extension of contract has been agreed with our supplier for the contract for the interim treatment and disposal of residual waste until 31st March 2023. This is facilitate the latter stages of a procurement process for a replacement contract which is being managed by arc 21 on behalf of the council.
	Financial and Resource Implications
3.8	The financial resources for these contracts are within approved corporate or Departmental budgets.
	Equality or Good Relations Implications / Rural Needs Assessment
3.9	None
4.0	Documents Attached
	<u>Appendix 1</u> Table 1 - Competitive Tenders Table 2 - Single Tender Actions Table 3 - Modification to Contract Table 4 - Retrospective Single Tender Actions Table 5 - Contracts awarded by arc 21 on behalf of the Council

Table 1: Competitive Tenders

Title of Tender	Proposed Contract Duration	Estimated Total Contract Value	SRO	Short description of goods / services
Dynamic purchasing system 'DPS' framework to supply a range of food products for Belfast Zoo and other Council catering operations	Up to 5 years	£1,530,000	J Greer	The DPS will provide a flexible, compliant and quicker solution to source a wide range of food products to support Belfast Zoo and internal catering team(s).
The appointment of delivery agent for Gateway to Choices service as part of Belfast Labour Market partnership Previously approved Oct 21 for 4y&6m at £800k. Now reviewed due to £1.45m funding from DFC and DFE.	Up to 3 years and 3 months	£2,000,000	J Greer	The purpose of the partnership is to make employability and skills interventions more effective and support an inclusive approach to growth in the city.
Procurement of a Dynamic Purchasing System (DPS) for Enterprise and Business Growth Framework	Up to 6 years	£6,000,000	J Greer	The DPS will be developed to complement and enhance the Enterprise and Business Growth 'EBG' Framework by providing additional, specialist support for businesses. The EBG framework has already been approved.
Supply, delivery and off-loading of rubber crumb for 3G and 4G pitches	Up to 3 years	£120,000	D Sales	To ensure 3G/4G pitches continue to meet all required H&S legislative requirements.
Consultancy for City Centre Residential Development	Up to 2 years	£160,000	C Reynolds	The continuation of consultancy services which was initially required to progress the Strategic Sites Assessment and Belfast Destination Hub work-streams and aligned with the Covid-19 Recovery Plan. The Strategic Sites Assessment has now progressed to real estate consultancy advice in relation to procuring an

				investment/development partner through a Competitive Dialogue Process.
West Belfast District Policing and Community Safety Partnership Network Support Project	Up to 3 years and 6 months	£135,000	S Toland	West DPCSP has articulated that they want the contractor in place for 3 years, but the funding is in year so needs to be subject to annual approval.
To appoint an Integrated Design Team (IDT) to provide design development services to support The Business Cluster & Community Grant Programme	Up to 10 months	£60,000	C Reynolds	It is proposed to commission an IDT will work with grant recipients to develop concept designs, provide advice regarding statutory approvals (Pavement Café Licence, Planning, utility connections) procurement and pricing schedules
Insurance reinstatement valuations for council buildings	Up to 5 years	£150,000	T Wallace	Council buildings have not been revalued for insurance purposes for some time so current valuation are now out of date due to inflation, capital additions and other building alterations.

Table 2: Single Tender Actions

Title	Duration	Total Value	SRO	Description	Supplier
SAP annual licence support	Up to 1 year	£53,000	T Wallace	Licenses are obtained directly from SAP	SAP UK Limited
Maintenance and support for SAP, SRM & VIM	Up to 1 year	£74,000	T Wallace	Continued maintenance and support from the incumbent SAP service provider is critical for the successful implementation of the new financial system.	HCL Technologies

Table 3: Modification to Contract

Title of Contract	Duration	Modification	SRO	Description	Supplier
T2136 Development of a Residential Strategy *Please note this request is retrospective	Up to 8 months	Additional 10 months	J Greer	This extension is to complete the works to provide a city centre living vision which will include an analysis on city centre residential development that would provide analysis of the latent demand in terms of quantum and product requirement. The value of the contract remains as per the original contract.	Savills
T2056 - Peace IV - Delivery of TechConnects – a cross community peace building programme for children & young people using digital technology Not 3 - Young People (aged 17-24 years) *Please note this request is retrospective	Up to 2 years	Additional 4 months	S Toland	An extension is requested to 31 January 2023 to allow the project to complete deliverables. The contract extension has been approved by Shared City Partnership and PEACE IV Programme Board in October 2022	Belfast Metropolitan College
T1948 – Hire of grounds maintenance machinery, complete with operator, for use at various Council properties and locations *Please note this request is retrospective	Up to 3 years	Additional 4 months and £6,000	D Sales	An extension to allow for a new procurement exercise. An increase in value of £6K – 8% will be needed to allow work to continue. The original view was the contract would not be required during winter months and could be re-tendered later in the year ahead of the next spring/summer, but service continuity is now required over the winter months	Clive Richardson Ltd
T2012 - West Belfast District Policing and Community Safety Partnership Network Support Project	Up to 3 years	Additional 3 months and £8,000	S Toland	West Belfast DPCSP Members had agreed for this project to be retendered to ensure no gap in service, with the new contractor expected to be in place from 1 January 2023. It was included in the 2022/2023 Belfast	Falls Community Council

				<p>PCSP Action Plan that was submitted to the Joint Committee (external funders).</p> <p>Funders decided that they were not content to approve that the Network Support Project be retendered without an evaluation which has delayed the project.</p>	
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Table 4: Retrospective Single Tender Actions

Title of Contract	Duration	Value	SRO	Description	Supplier
<p>Appointment of company to support the delivery of a creative digital capacity building programme</p> <p>Page 208</p>	Up to 6 months	£50,000	J Greer	Digital Catapult NI are the only organization in NI with their own Immersive Lab, based in Belfast and have access to a wide range of specialist mentors and industry to address the specific nature of the project. Digital Catapult NI are also working with the innovation team in relation to larger City Deal and Challenge funding projects	Digital Catapult NI
Requirement for a PEACE IV Finance & Systems Officer	Up to 9 months	£40,000	D Sales	<p>The existing contracted provider for T1792 Provision of Temporary Agency Resources: Matrix SCM have confirmed they are unable to fulfil the required role of PEACE IV Finance & Systems Officer within the contractually agreed time period to find a suitable candidate.</p>	Honeycomb Recruitment
<p>2x Environmental Health Officers and 1x Technical Support Officer required for 24hr shift rota cover for essential service delivery within the Port Health service</p> <p>(Fully funded)</p>	Up to 6 months	Up to £100,000	S Toland	<p>The existing contracted provider for T1792 Provision of Temporary Agency Resources: Matrix SCM have confirmed they are unable to fulfil the required role of 2x Environmental Health Officers and 1x Technical Support Officer within the contractually agreed time period to find a suitable candidate.</p>	MCS Group

Requirement for PEACE IV Project Support Officer	Up to 9 months	£36,000	D Sales	The existing contracted provider for T1792 Provision of Temporary Agency Resources: Matrix SCM have confirmed they are unable to fulfil the required role of PEACE IV Project Support Assistant within the contractually agreed time period to find a suitable candidate.	Hays Recruitment
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Table 5: Contracts awarded by arc 21 on behalf of the Council

Contract Title	Duration	SRO
Municipal Waste Disposal Contract – Lot 2	Extend until 31st March 2023	Cathy Matthews

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Minutes of Party Group Leaders' Consultative Forum Thursday 10th November, 2022

Attendance

Members:

Councillor Ryan Murphy
Councillor Billy Hutchinson
Councillor Michael Long
Alderman George Dorrian
Councillor Mal O'Hara
Councillor Brian Heading
Alderman Sonia Copeland
Councillor Emmet McDonough-Brown.

Apologies: Councillor Fiona Ferguson

Officers:

John Walsh, Chief Executive
Trevor Wallace, Director of Finance (for Item 1)
John McConnell, City Services Manager (Resources & Fleet) (for Item 2)
Kevin Heaney, Head of Inclusive Growth and Anti-Poverty (for Item 3)
Nora Largey, Interim City Solicitor/Director of Legal and Civic Services (for Items 4 & 6)
Christine Sheridan, Director of Human Resources (for Item 5)

1. Finance Update

The Director of Finance provided an update on the work that has commenced on the estimates for 2023/24. He presented a summary of the current position for 2023/24 outlining the uncontrollable costs and the subsequent impact on the District Rate. He advised that Director challenge meetings had taken place and highlighted those growth proposals that were being recommended for removal. Members raised some concerns in relation to some of the proposals recommended for removal but were mindful of the challenges involved for the 2023/24 rate setting process. It was noted these concerns would be kept under review as this work progresses. It was also agreed that the Chief Executive would issue correspondence to the Department for Communities in relation to Belfast Citywide Tribunal Service funding for 2023/24. A detailed report on the current position and the proposals outlined would be presented to November SP&R Committee

The Director also outlined the 2022-23 Quarter 2 financial position which would also be presented to the November SP&R Committee.

2. Council Strategic Waste Management Arrangements

The City Services Manager provided an update on the progress being made on proposals for joint working between Councils in relation to waste management. He advised that SOLACE NI had previously approved a Strategic Investment Board review of the current arrangements. This review is now complete, and he outlined for Members the recommendations contained within the business case report and the proposed governance arrangements. A number of specific queries were raised by Members in relation to operations, potential savings and timelines to which the City Services manager provided clarity on. It was noted that the report presented to SP&R Committee in November would be an update to Members at this stage on the progress which has been made as further in depth work on this project is required. A report on the detail discussed will be presented to November SP&R Committee for consideration.

3. Fuel Poverty Hardship Fund

The Chief Executive updated the Forum on the recent motion raised by Councillor Flynn to to set up an Emergency Fuel Poverty Hardship Fund, to be used to administer one-off vouchers to households in most need in Belfast which was agreed at the November Council meeting. The Head of Inclusive Growth and Anti-Poverty presented for Members a draft discussion document in confidence for consideration and feedback. This included the draft proposals for the design principles, eligibility criteria, delivery model(s) and potential budget allocation model. There was detailed discussion and a number of queries raised by Members in relation to the proposed delivery models(s), support for in work poverty households and any potential administration costs for the fund and how these might be absorbed. The Head of Inclusive Growth and Anti-Poverty to consider in advance of a report going to SP&R Committee in November. It was also agreed that the draft discussion document would be circulated to Party Group Leaders for parties to further review in advance of November SP&R Committee.

Some Members also raised an issue in relation to advice services and capacity across the city and in particular in PUL communities. The Chief Executive noted the issues raised and to further consider those issues highlighted.

4. Planning Update

The City Solicitor updated the Forum on the live planning applications and informed the Forum of applications that were being presented to the Planning Committee in the coming months. There was detailed discussion on city centre living and how this is considered within a strategic context. There was also a query raised by a Member in relation to one of the updates provided, the City Solicitor to follow up.

Members also noted that the Replacement Planning Portal (new Planning IT system) would go live in early December and the City Solicitor outlined the risks involved as previously discussed at the last meeting of the Forum. She advised that Officers are continuing to address the risks outlined and that internal contingences will be put in place in order to mitigate these risks where possible.

5. Update on Response by other Councils Re: TU Demands

The Director of Human Resources updated the Forum on the local claim made by the Council's Trade Union Group in respect of the cost-of-living crisis and the collective list of demands for consideration by Council Management. She outlined for Members the detail of the proposals put forward and current position on each and advised that engagement with the Trade Union Group is ongoing. She also provided an update on the position for the other 10 Councils and the current proposals being considered in each respective Council. Members will be provided with regular updates as this progresses. The Chief Executive and the Head of Human Resources provided clarity on some queries raised in relation to proposals being put forward in other Councils.

6. AOB

arc 21

The Chief Executive advised that he had received correspondence from Noarc21 in relation to the arc 21 judicial review. Members noted the position outlined by the Chief Executive in relation to the correspondence received.

Knockagh Monument

Alderman Dorrian referred to a previous request from Mid and East Antrim Borough Council for Belfast City Council to reconsider its position and formally join the Knockagh Monument Joint Committee. It was agreed that a report would be brought to SP&R Committee for consideration.

Illumination Requests

The City Solicitor outlined a number of requests from Members to light up City Hall namely:

Councillor M Kelly - Children's Grief Awareness - 17 November 2022

Alderman Copeland - Pancreatic Cancer - 17 November 2022

Councillor McLaughlin Donor's Day - 27 January 2023

Given that two of the requests were for the same date, it was proposed that the illumination request for Pancreatic Cancer would be offered an alternative date, that is the 16 November 2022 in order to accommodate both requests. It was noted that both requests would be approved under the City Solicitors delegated authority.

In relation to the request from Councillor McLaughlin, it was noted that the date proposed is not available for illumination as City Hall is illuminated on that date for Holocaust Memorial Day. The City Solicitor to follow up with Councillor McLaughlin to determine an alternative date for illumination.



Belfast
City Council

Subject:	Requests for Use of the City Hall and the Provision of Hospitality
Date:	18th November, 2022
Reporting Officer:	Nora Largey, Interim City Solicitor and Director of Legal and Civic Services
Contact Officer:	Aisling Milliken, Functions and Exhibition Manager

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

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

1.0	Purpose of Report
1.1	This report, together with the attached appendix, contains the recommended approach in respect of each of the requests by external organisations for access to the City Hall function rooms received up to 4th November, 2022.
2.0	Recommendation
2.1	The Committee is asked to approve the recommendations as set out in the attached appendix.
3.0	Main Report
3.1	<u>Background Information</u> The current criteria for use of the function rooms used to review external applications is: <i>Functions permitted:</i>

	<ul style="list-style-type: none"> • functions which support other events in the City and which are of demonstrable economic benefit to Belfast whether organised by the Council or not; • functions which demonstrably enhance the City's image nationally or internationally as a desirable commercial, business or tourist destination; • functions designed to celebrate or commemorate a notable achievement or significant anniversary (25, 50, 100 years) by an organisation or body with close links to the City or province; and • functions organised by recognised local community or voluntary sector groups for non-profit and non-political purposes.
3.2	<p><i>Functions not permitted:</i></p> <ul style="list-style-type: none"> • conferences, meetings, seminars, performances, wedding receptions, private parties or receptions and similar booking requests in the prestige function rooms; • functions, which have as their principal purpose the generation of commercial gain for the organisers. Charity-fundraising functions are managed by the Lord Mayor's Office; • functions which have no compelling links to the council or the city specifically and which could instead use local private sector facilities; • functions which have as their primary purpose the advancement of any political or religious cause or campaign or are otherwise potentially contentious or involve significant reputation risks for the Council; and • functions which involve exceptionally large or disruptive set-ups or pose a real and tangible risk to the fabric of the building or grounds. <p><u>Key Issues</u></p>
3.3	<p>The existing revised criteria and scale of charges have been applied to the various requests received and the recommendations herein are offered to the Committee on this basis for approval.</p>
3.4	<p>The attached schedule covers 9 applications for functions, scheduled for 2023 and 2024.</p>
3.5	<p><u>Financial and Resource Implications</u></p> <p>None.</p>
3.6	<p>Equality or Good Relations Implications / Rural Needs Assessment</p> <p>None.</p>
4.0	<p>Document Attached</p>
	<p>Schedule of function requests received up to 4th November, 2022</p>

NOVEMBER 2022 CITY HALL FUNCTION APPLICATIONS

NAME OF ORGANISATION	FUNCTION DATE	FUNCTION DESCRIPTION	CRITERIA MET	ROOM CHARGE	HOSPITALITY OFFERED	CIVIC HQ RECOMMEND
2023 EVENTS						
City Site Seeing Tours & City Tours	11 February 2023	City Site Seeing Tours & City Tours Celebration – Reception and Dinner to thank and celebrate staff over recent years Numbers attending – 250 - 300	B and C	Charge £825	No hospitality	Approve Charge £825 No hospitality
Belfast Health and Social Care Trust	15 February 2023	Belfast Trust Chairman's Awards 2023 – Awards ceremony to recognise the contributions and achievements of the staff in the Belfast Trust. Numbers attending – 300	C	Charge £825	No hospitality	Approve Charge £825 No hospitality
Libra Events on behalf of Royal Television Society	1 June 2023	The Royal Television Society Northern Ireland Programme Awards 2022 Annual awards event to showcase the best programmes and the best people making a positive contribution to Northern Ireland's creative industries. Numbers attending – 300 - 350	B & C	No (charity)	No hospitality	Approve No Charge No hospitality
Institute of Irish Studies, Queen's University Belfast	24 August 2023	European Federation of Associations and Centres of Irish Studies (EFACIS) Conference Welcome Reception for guests attending their 3-day conference taking place in Queens.	A & B	No (waived as linked to Visit Belfast and Charity)	No hospitality	Approve No Charge No hospitality

NOVEMBER 2022 CITY HALL FUNCTION APPLICATIONS

		Numbers attending - 200				
Ulster Journals Ltd	14 September 2023	Ulster Tatler Awards 2023 Drinks Reception, Awards, Dinner and entertainment. Numbers attending - 350 - 400	B & C	Charge £825	No hospitality	Approve Charge £825 No hospitality
Political Studies Association of Ireland, QUB	21 October 2023	Political Studies Association of Ireland Annual Conference 2023 Dinner for guests attending their 3-day conference taking place in QUB. Numbers attending – 90	A & B	No (Waivered as linked to Visit Belfast)	No hospitality	Approve No Charge No hospitality
UK Space Agency	22 November 2023	UK Space Agency Conference Dinner for guests attending their 3-day conference taking place in ICC Numbers attending – 400	A & B	No (Waivered as linked to Visit Belfast)	No hospitality	Approve No Charge No hospitality
2024 EVENTS						
British Orthopaedic Foot & Ankle Society	7 March 2024	BOFAS Annual Scientific Meeting Conference Gala Dinner for guests attending their 3-day conference taking place in ICC Belfast. Numbers attending – 250	A & B	No (Waivered as linked to Visit Belfast and Charity)	No hospitality	Approve No Charge No hospitality
British Thoracic Oncology Group	18 April 2024	BTORG Conference Gala Dinner for guests attending their 4-day conference taking place in ICC Belfast. Numbers attending – 300	A & B	No (Waivered as linked to Visit Belfast and Charity)	No hospitality	Approve No Charge No hospitality