

Strategic Policy and Resources Committee

Friday, 25th October, 2013

MEETING OF STRATEGIC POLICY AND RESOURCES COMMITTEE

Members present: Alderman Robinson (Chairman);
Aldermen Browne, Campbell and Newton;
Councillors Attwood, Carson, Clarke, Corr,
Haire, Hargey, Hendron, Jones, McCarthy,
Mac Giolla Mhín, McVeigh, Mullan, Newton,
Reynolds and Spence.

In attendance: Mr. P. McNaney, Chief Executive;
Mr. R. Cregan, Director of Finance and Resources;
Mr. G. Millar, Director of Property and Projects;
Mr. S. McCrory, Democratic Services Manager;
Mr. John Walsh, Legal Services Manager; and
Mr. J. Hanna, Senior Democratic Services Officer.

Apology

An apology for inability to attend was reported from Councillor McCabe.

Declarations of Interest

Councillor Spence declared an interest in Item 8a in so far as he was on the Board of the Ulster Orchestra.

Presentation

Queen's University – Development Plans

The Committee was advised that Professor Tony Gallagher, Pro-Vice Chancellor, Mr. Niall McShane, President of the Students' Union, Mr. Kevin Mulhern, Head of Communications and External Affairs and Ms. Jennifer Harbinson, Public Affairs Officer, Queen's University Belfast, were in attendance to provide a presentation in relation to the University's Development Plans.

With the assistance of visual aids, Professor Gallagher outlined the role of the Queen's University as an anchor institution in Belfast, its ability to make substantial economic impacts on employment and spending patterns and the provision of broader social and environmental benefits to local communities. He reviewed the results of a Northern Ireland Statistics and Research (NISRA) survey which had indicated that the 3,500 staff employed by the University contributed an annual spend of £24 million in

Belfast, its students a £380 million annual spend, whilst its graduates contributed £4.7 billion to the economy of the city.

Professor Gallagher then outlined the University's Capital Development Plan 2002-2023, which had resulted in £350 million spend to date and had provided 7,000 jobs in the construction industry through developments such as the Institute of Electronics, Communication and Information Technology (ECIT) and Science Park and the Cancer Research and Cell Biology Centre. He highlighted the strategic investment priorities over the next 10 years, which would result in further expenditure of £340 million, and emphasised the need to invest in young people through employment opportunities and student experience. He stated that that could only be enhanced through partnership working with others such as the Council. He concluded by highlighting the University's and Council's shared ambitions in creating an accessible and connected, learning and sustainable city.

Professor Gallagher then answered a number of questions from the Members, following which the Chairman, on behalf of the Committee, thanked the deputation for attending and they retired from the meeting.

The Chief Executive emphasised the importance of the Council enhancing its engagement with key stakeholders and anchor institutions, particularly in light of the commencement of the forthcoming community planning function.

Noted.

Reform of Local Government

Local Government Reform Bill

The Committee was advised that this item had been withdrawn from the Agenda and would be presented to the next meeting of the Belfast Voluntary Transition Committee.

Investment Programme

Area Working, including Update on Belfast Investment Fund

The Director of Property and Projects submitted for the Committee's consideration the undernoted report:

"1.0 Relevant Background Information

Role of the Area Working Groups

- 1.1 Members are aware that the Area Working Groups (AWGs) were established last year as a means of connecting Members to local areas in preparation for their role in community planning under the Reform of Local Government. In**

governance terms, the AWGs were established to have an advisory role, informing the implementation of the Investment Programme. It was agreed that the AWGs would have no delegated authority and no budget.

- 1.2 Since this time, the AWGs have played an integral role in recommending investment decisions for their areas in terms of the Local Investment Fund, the Feasibility Fund and Local Interventions Funds to the SP&R Committee. It was also previously agreed at SP&R last November that the AWGs would play a central part in the decisions related to the Belfast Investment Fund (BIF) given their knowledge of local areas and projects.

2.0 Key issues

Belfast Investment Fund – Update

- 2.1 Members will be aware the Belfast Investment Fund (previously the City Investment Fund) was established to enable the Council to take a lead role and work in partnership to deliver key investment projects across the city. Whilst it is previously intended that Members final decisions on BIF priorities should be informed by factors such as SIF projects and city and area priorities, it was highlighted to Committee in August that some AWGs were keen to move certain BIF schemes to feasibility stage because of timescale constraints, the level of investment and the need to secure at least 50% funding from other sources.
- 2.2 Members will therefore recall that a detailed report on BIF was taken to Committee last month which reiterated the objectives of the BIF and its approval process. This approval process reflects the Stage Approval process that SP& R has previously agreed that all Council capital projects must go through whereby decisions on which projects progress are taken by SP&R Committee in its role as the Council's investment decision maker. The first stage of this process is the development of a Strategic Outline Case (SOC) which will test the four abilities of the projects – i.e. feasibility, deliverability, affordability, sustainability. Members also then agreed last month to move a number of projects as recommended by the South and Shankill Area Working Groups (*Lagan, Gilpins and Markets Tunnels – South and St. Andrews Church – Shankill*) to Stage 1 (i.e. the development of a Strategic Outline Case).
- 2.3 Since this meeting the West and East Area Working Groups have also shortlisted a number of emerging BIF proposals. These are outlined in the Table below for Members.

2.4

AWG	Current status in relation
West	<p>Have recommended that 6 projects be referred to SP&R to move to Stage 1 to test their feasibility</p> <ul style="list-style-type: none"> - St. Comgall's - An Sportslann - Corpus Christi – sports pitches - St Mary's Christian Brothers – sports facilities - Conway Mill - Belfast Hills
East	<p>Have recommended that the Strand Cinema Community Arts project be referred to SP&R to move to Stage 1 to test its feasibility</p>
North	<p>Currently considering their emerging BIF projects.</p>

2.5 Members are therefore asked to consider if they wish to progress the projects as recommended by the West and East Area Working Groups to be moved to Stage 1 (i.e. the development of a Strategic Outline Case) which will test their feasibility in the first instance. Members are asked to note that this does not constitute a final decision to invest in any project.

3.0 *Scope of work at Stage 1 – Feasibility*

3.1 Members will acknowledge that there is increasing demand on the Council to deliver projects within increasingly scarce financial resources. There is a limited amount of money available under BIF and there will be opportunity costs of approving one BIF project over another BIF project. With the finite amount of resources available it will not be possible for all the proposed BIF projects to be delivered. BIF is a citywide fund and individual allocations of money are not being made against particular areas. The final decision on which BIF projects the Council will invest in will be determined by the SP&R Committee in its role as the Council's investment decision maker. SP&R Members will therefore be required to use their civic leadership role and focus on agreeing those projects which can have maximum benefits and investment return on both city-level and area level outcomes in line with the investment principles that were agreed by Members that underpin the Council's Investment Programme.

- 3.2 It should be noted that the emerging proposals above, and those already agreed by Committee last month for South and Shankill, are all at different stages of concept, design, planning and readiness. Some of them already have feasibilities or economic appraisals which have been carried (albeit that some of these are older) whilst others are still at concept stage and will require more support.
- 3.3 Given the above, it is important that Members can take informed decisions about which projects to invest in. However in order to take an informed decision, it will be necessary for the SP&R Committee to have a city-wide context with the same level of information on each project. It is therefore proposed that consultants are appointed to look at developing the SOC's around the emerging BIF proposals to ensure that these are independent and robust and to ensure that the same level of information is produced. A high level overview of the information that will be assessed through the SOC is attached at Appendix 3. Members are also asked to note that even if a feasibility study and/or economic appraisal has been carried out on a project that this will be reassessed in order that the Council has comfort in the outcomes of the study. The costs associated with the development of SOC's will come from the Feasibility Fund.
- 3.4 As previously outlined to Members last month, the outcome of these SOC's will be reported back to the SP&R Committee which can then take a decision on whether projects are progressed to the next stage or are stopped. As highlighted the emerging proposals are all at different stages and this will have an impact on when these are brought back to Committee.

4.0 *Resourcing*

- 4.1 Members will be aware that there are associated resource implications with bringing forward Stage 1 – Feasibility studies on the emerging BIF proposals. If Members approve the proposals as recommended by AWGs today there will be 11 emerging proposals and Members are asked to note that the North AWG has not yet recommended any decisions.
- 4.2 Although the work will be in part carried out by independent consultants, this work will require substantial input and be co-ordinated through the Property & Projects Department through the team of project sponsors. Given the scale of the projects this may also involve input from the Council's Project Management Unit, Estates Team, Legal Services or other departments as necessary depending on the scope and scale of the proposed projects and its links with other Council

initiatives. This type of co-ordination work is resource intensive and is also in the context of other competing priorities including the ongoing implementation of projects under the Council's Capital Programme and the Local Investment Fund. Workload and resource allocations are currently being confirmed and a project sponsor (or two depending on the size of the emerging project) will be assigned to the shortlisted proposals in the coming weeks. Once these are assigned the project sponsors will be in contact with the proposing groups in order to take the projects forward and agree next steps.

- 4.3 Members are reminded with the Leisure Transformation budget added to the Investment Programme the Council is now leading on one of the largest programmes of work in the regions with a bewildering level of complexity given the range of a scale of projects, agencies and groups involved and resident affected. The scale of the workload needs to be considered in the light of managing community expectations in terms of delivery of projects.

5.0 Resource Implications

Financial: Any costs associated with the development of Strategic Outline Cases for emerging BIF proposals will be met from the Feasibility Fund.

Human: Officer time in working with groups on developing their project proposals

Assets: none at present

6.0 Equality Implications

As part of the Stage approval process, a screening will be carried out on each project to indicate potential equality and good relations impacts and any mitigating actions needed.

7.0 Recommendations

Committee is asked to note the contents of this report and

- agree the request from the West and East AWGs that their shortlisted BIF projects (St. Comgall's, An Sportslann, Corpus Christi, St. Mary's Christian Brothers, Conway Mill and the Belfast Hills – West and Strand Cinema Community Arts project – East) are progressed to Stage 1 and the development of SOC's to test their feasibility, affordability, sustainability and deliverability. Members are asked to note

that this does not constitute a final decision to invest in any project.

- note the high level overview of what assessed as a part of the Stage 1 feasibility study.
- note the associated resourcing implications and that a project sponsor (or two depending on project scale) from the Property & Projects Department will be assigned to each emerging proposal in the coming weeks. Once these are assigned the project sponsor (s) will be in contact with groups to kick-off the SOC process and agree next steps.”

The Director reported that, subsequent to the report having been issued, two of the Area Working Groups, that is, West and East, had held meetings and the Members had agreed a number of recommendations and requested that he put the following proposals to the Committee for ratification:

East Area Working Group

Diamond Project- Charter NI

The Group had agreed to recommend to the Committee that initial investigation work be carried out with the Charter NI organisation to identify the outcomes of its Diamond Project and how the Council could assist with its delivery, with a view to providing support under the Intervention Fund.

Community/Youth/Leisure Provision – Short Strand Area

The Group had agreed that the Committee be recommended to approve the sum of £8,000 till £10,000 for feasibility support for the above-mentioned project.

West Area Working Group

Belfast Investment Fund

The Group had agreed to two additional projects being added to the list of projects to be considered under the Belfast Investment Fund, that is, Lionra Uladh (Radio Fáilte) and Suffolk Community Forum – Integrated Pre-School Development at Teeling's Green.

After discussion, the Committee adopted the recommendations as set out in the report and approved the additional projects as outlined by the Director of Property and Projects.

Area Intervention

The Committee was reminded that, in August, 2012, it had agreed to support pilot area integration intervention to address particular problems or take advantage of opportunities which had been identified by the Area Working Groups. A fund of

£100,000 per Area Working Group, with a pro rata amount for the Greater Shankill, had later been established.

The Director of Property and Projects reported that, to date, there had been expenditure in two of the Groups in regard to integration intervention funding. The West Area Working Group had identified a need for a broader co-ordinated approach by various agencies in regard to crime and anti-social behaviour issues in the Divis area. A developed programme of work in that regard was being taken forward by the Director of Health and Environmental Services given her current responsibilities within the Council.

The South Area Working Group had expended some of its intervention funds in support for retail across four areas of South Belfast and was considering further intervention to support tourism and the economy. The Director of Development was the lead officer on that given his economic development remit.

The Director reported that the North Area Working Group had held a special meeting on 17th October to discuss its approach. The Councillors had viewed anti-social behaviour as one of the biggest issues in North Belfast. While the Group recognised the nature of the integrationist approach which was being undertaken in the Divis area, the problem was considered to be more widespread in North Belfast with various areas being identified as at risk by the Police Service of Northern Ireland and other agencies due to the crime and anti-social behaviour activity. Furthermore, the Group was of the opinion that current intervention across the public sector was limited in that regard and believed that practical application of the intervention money on projects such as additional alleygates would be more beneficial. There was also a view that by undertaking a practical intervention such as that, the Council had a stronger argument to make with other agencies in terms of doing better.

The Director explained that the Group did not want to use its money as a substitute for the capital programme projects Alleygating Scheme Phase 3 and 4 and had, in some areas such as Glenard, Shore Road and Whitehall, identified streets that would not be included in those Phases. A number of other streets in other areas such as Ardoyne had also been identified, although the address details had not yet been confirmed. In addition, the Group wanted to undertake a feasibility study with some of the intervention money to assist the Cavehill Antrim Road Regeneration Group, which currently undertook youth diversionary activity in an area that was not totally suitable for alleygates.

The number of streets and consequent gates which had been identified by the Group was based on estimated costs which had been provided by staff of the Health and Environmental Services Department with an inbuilt contingency. Officers had pointed out that those were only estimates and did not include costs such as legal advice and advertisements and it would be approximately one year before gates were on the ground and, therefore, an allowance for inflation would be necessary. The Group had accepted that firmer costs would need to be provided and any impact on final decisions as to the number and location of gates would need to be agreed. Officers had also been tasked with undertaking further work with regard to gates specification and procurement and to report back to the Group on the outcome.

Accordingly, the Committee was requested to endorse the aforementioned approach to intervention by the North Area Working Group, subject to:

- (i) further refinement of the cost and scope of the work within the £100,000 intervention limit;
- (ii) there being no substitution or duplication with Alleygates Phase 3 and 4; and
- (iii) the Area Working Group giving further consideration on how to use the community safety intervention as a lever to get better responses from other agencies in North Belfast.

The Committee agreed to endorse the approach as outlined.

Leisure Transformation Programme

(Mr. A. Hassard, Director of Parks and Leisure, attended in connection with this item.)

The Committee considered the undernoted report:

“1.0 Relevant background information

1.1 Under the Investment Programme Implementation Plan, agreed by Strategic Policy and Resources Committee in June 2012, SP&R agreed the urgent need for fundamental change in its leisure services, with a focus on delivering better health outcomes and improved value for money. In January 2013, Committee agreed the indicative phasing of capital transformation:

- **Phase 1: Investment Programme (Windsor/Olympia; Andersonstown; Girdwood)**
- **Phase 2: Reform of Local Government (e.g. Avoniel; Castlereagh; Lagmore/Poleglass/Colin)**
- **Phase 3: One Public Estate(e.g. Ballysillan; Ozone; Shankill; Loughside; Whiterock).**

1.2 At its meeting in June, SP&R set a £105m capital expenditure affordability limit for the Leisure Transformation Programme. The Committee also agreed a capital financing strategy which includes allocating £3.23m of the £6m Belfast Investment Fund annual rates contribution to finance the £38m Olympia and Andersonstown schemes and £2m efficiency savings from the leisure service budgets, deliverable by 1 April 2016.

At August committee, Members agreed the resourcing requirements of the Leisure Transformation Programme, to be funded as non-recurrent costs from reserves and an outline timeframe for decisions.

2. Key issues

2.1 Information gathering

Over recent months, Members and officers have undertaken a number of good practice visits to a range of leisure providers including Greenwich Leisure Limited (charitable social enterprise company); Glasgow Life (arms length company operated under charitable status); Greenvale Leisure, Magherafelt (private sector management company); and Northern Community Leisure Trust, North Down (leisure trust with private sector partner). Further visits and engagements are planned in order to understand the costs and benefits of the fullest range of business models. This information will be collated for Members' consideration at Committee in due course.

2.2 Timeline for business model decision

In August, Committee agreed to consider the business case for the business operating model by the end of 2013. This timeframe is determined by a number of key drivers:

- Part of the capital financing strategy is dependent upon £2m efficiency savings from leisure service budgets. In order to ensure that this is in place by 2016, these efficiencies must be derived at the latest in the financial year commencing April 2015 and therefore be included in the estimates planning cycle beginning in September 2014.
- Construction work will start to commence on three Phase 1 projects in 2014. Members have stressed the need for transformed services when the centres becoming operational in mid/late-2015. Human resources planning, including staff learning and development, will require a lead-in period of approximately 12 months.
- Critically, staff and trade unions understand the need for change in the service and have been briefed by the Chief Executive and Director on the emerging transformation programme. In order to give employees stability in a period of upheaval and change, it is most important that a timeline for decisions is set out.

As per the resourcing plan agreed by Committee in August 2013, a number of pieces of work are being prepared to inform the decisions to be taken by Committee. This includes legal assurance on governance, financing models, detailed design

work for Phase 1 of the capital programme and scoping work for Phase II.

2.3 Proposed decision schedule

Work is underway to develop business model options, with the proposed intention that this is brought to Committee in December 2013 in order that it can specify a preferred business operating model. The options report will detail the costs, benefits and sustainability in relation to the three delivery models as outlined in the Deloitte report presented to Committee in March 2013, that is:

- Transformed in-house direct service operator
- Non-profit distributing organisation (NPDO)
- Private sector partnership.

In relation to the NPDO model, an analysis of the spectrum of governance and legal frameworks will also be prepared.

Work will also be undertaken with Members to prepare evaluation criteria to appraise the strategic fit of the proposed business models (e.g. health/participation outcomes), as well as a framework to assess deliverability.

In December, it is proposed that Committee will be asked to consider each of the business cases and make an 'in principle' decision on the preferred business model. This will grant officers authority to develop a detailed business plan, drawing on expert advice, which will be subject to due diligence testing over the period March-May 2014. Depending upon the Council's decision, consideration will have to be given to the development of the potential vehicles to further develop the work such as the creation of a shell company established for charitable purposes.

It is proposed that the final decision to ratify the 'in principle' decision will be taken by the new Council at its SP&R Committee meeting in June 2014, on the basis of the due diligence reports and satisfactory fulfilment of the Council's strategic objectives for leisure transformation.

2.4 Trade union engagement

The Chief Executive met with representatives from all of the BCC trade unions in September. This was an open, transparent and two way engagement, in which both parties agreed the importance of sustaining the future of leisure services to deliver improved health outcomes and secure employment.

There was an acceptance that the status quo is unsustainable and significant change is required regardless of the final agreed service delivery model. The TUs asked therefore that consideration be given by management to a voluntary redundancy exercise to mitigate the potential for compulsory redundancies and/or a supernumerary situation.

It is proposed therefore to undertake an 'expression of interest' exercise for VR in Leisure Services – such an exercise would not commit the council or any employee to VR. Instead, this would give management a feel for those employees who may wish to be released on a voluntary basis (rather than be part of the significantly changed service delivery model) and which of these employees meet the criteria for VR, if this were to be progressed. Over the coming months, officers will scope the potential costs and organisational design implications of staffing changes for effective Leisure Transformation and present this to Committee for its consideration.

The trade unions also requested information on the running costs for leisure services as it is their intention to develop an alternative transformation plan, based on the in-house business operating model. This engagement is welcome and for the reasons outlined above, it is suggested that Committee requests that any alternative business plan is received from the trade unions by February 2014, in order that it can be subject to the appropriate due diligence testing and strategic appraisal in order for Committee to consider this alternative plan at its meeting in June 2014.

Regular engagement with both local and regional representatives is planned over the coming months. This includes a trade unions visit to Greenwich Leisure Limited in November 2013.

2.5 Communications and engagement

Members have emphasised the need for good communications throughout the Leisure Transformation Programme. Given the

‘once-in-a-lifetime’ scale of capital investment and business transformation, it is proposed that as part of the Communications Strategy for the Investment Programme, a series of public announcements is planned for early 2014.

Internally, staff briefings have been completed in September and a regular newsletter is now being prepared for distribution to all staff. Staff engagement groups have also been established.

3.0 Recommendations

Members are asked to:

- Agree the proposed decision schedule as outlined above; and
- Authorise officers to initiate an ‘expression of interest’ exercise for a potential future voluntary redundancy scheme in Leisure Services.

4.0 Resource Implications

This will be a major physical and service transformation process and the implications for resources (staff, assets and financial) will be fully scoped and assessed as part of the options appraisal and business planning processes, with continuous engagement with staff and trade union representatives as appropriate.

5.0 Equality Implications

Provision has been made within resources to screen the Leisure Transformation Programme at relevant intervals in line with the Council’s equality obligations.”

After discussion, the Committee adopted the recommendations.

Adjournment of Meeting

The Committee was advised that the Joint Group of the Party Leaders’ Forum and Historic Centenaries Working Group, at its meeting on 18th October, had agreed to accede to a request from SIPTU in relation to laying a wreath at the Staff Memorial Fountain in the courtyard of the City Hall as part of a series of Commemorative events planned by Council workers on the occasion of the 20th Anniversary of the deaths of two Council employees at their place of work.

The Committee agreed to adjourn the meeting to afford Members the opportunity to partake in the ceremony.

(The Committee adjourned from 11.10 a.m. till 11.30 a.m.)

Girdwood Hub- Update

The Committee considered the undernoted report:

“1.0 Purpose of report

- 1.1 The purpose of this report is to update Members on the Girdwood Hub project. Members will be aware that they were informed last month that the Council had received notification from SEUPB that Peace III funding for the delivery of the Girdwood Hub has been approved and that a letter of offer would follow.
- 1.2 This Letter of Offer has now been received approving funding to the Girdwood Hub project to a total value of £9,597,249 under ‘Priority 2 -Contributing to a Shared Society- Theme 1 Creating Public Shared Spaces’ of the Peace III programme with Belfast City Council as the Lead Partner for the delivery of the project.

Key Issues

Current Status of Submission with SEUPB

- 2.1 The Director of Property and Projects, accompanied by a Senior Officer from Legal Services, met with representatives of SEUPB on Tuesday 15 October to have initial discussions on the terms and conditions contained within the Letter of Offer and the requirements placed upon Council for drawing down the funding.
- 2.2 There are a number of key conditions which have been attached to the Project, these include:
 - A review of the key areas of risk identified in the Economic Appraisal should be initiated within 6 months (this will be undertaken by SEUPB in the form of desk exercise)
 - It is desirable that the housing on the wider site is developed as integrated housing but caveated by the statement that this is a wider policy issue that is outside the control of the Council
 - The Council facilitating SEUPB in carrying out reviews at set intervals to ensure that key milestones have been achieved in relation to planning approval, DSD approval for the masterplan, land transfer, infrastructure and car parking and DEL approval for the BMC relationship

- Monitoring of projects outputs, outcomes and impacts should continue for a period of at least three years from opening to inform any post project evaluation and understanding of how the shared the facility is in terms of user demographics
- That the project is commenced within 24 months of the date of the Letter of Offer
- That there are no substantial changes to the scope/scale of the project as described in the business case

None of the conditions attached to the Letter of Offer are believed to be 'show stoppers'. Work is ongoing with SEUPB in order to ensure that the Letter of Offer can be signed within the designated 6 week period.

- 2.3 The project lifetime has been defined as a period of 44 months commencing on 1 November, 2011 and completing on 30 June 2015. Final claim for expenditure must be submitted to SEUPB by 30 September 2015. It should be noted that given the tight timeline there is very little slack in the timescales for delivery or slippage etc. The construction element of the build will be closely managed by staff from the Project Management Unit.

Current Status of Design and Tender Documentation

- 2.4 Members will be aware that Strategic Policy and Resources Committee has previously agreed that Council work 'at risk' on the Hub project in order to ensure that the tight timescale would be met. To that end Capita Symonds has been appointed as design team and work is ongoing in partnership with the Hub Forum to progress the initial design and schedule of accommodation for the Hub.

Given the project lifeline runs from November 2011 Council can now claim back fees paid the Design Team.

- 2.5 Following robust community consultation a schedule of accommodation and design has now been agreed and includes:
- A multi-purpose hall
 - Dedicated youth space
 - Classroom space for Belfast Metropolitan College (it should be noted that BMC have specific minimum requirements/standards for classroom sizes etc to ensure they meet with Education Training Inspectorate Standards)
 - A number of small flexible multi-purpose meeting rooms

- Fitness suite and sauna/steam area with changing facilities
- A cafe

2.6 Following on from the issue of PQQ (Pre Qualification Questionnaire) documentation in October, 2103 Council are now working to issue ITT (Invitation to Tender) documentation to 6 selected contractors. It is envisaged that the successful contractor will be appointed by the end of December, 2013 with construction commencing on site by January, 2014. All of the above is dependent on confirmation of planning permission and discussions are continuing with the Planning Service regarding this.

2.7 Following a number of workshops with the Hub Forum and Council Officers a number of social clauses have been included in the construction contract. These include:-

- A requirement for the main contractor to appoint a nominated Community Liaison Officer who will work with the Project Sponsor and Hub Forum to deal with any community concerns issues
- A requirement for the main contractor to register on the Considerate Constructors Scheme
- A requirement to provide apprenticeships and employment opportunities in line with the labour value of the contract
- A requirement to liaise with Belfast City, DEL and/or any organisations identified by Council to agree an approach for the promotion of employment, student, placement and apprenticeship opportunities provided through the contract which will be advertised in local Job Centres
- A requirement to work with Belfast City Council's Economic Development Department to participate in two supplier information days. These events are likely to include a presentation on upcoming opportunities and one to one engagement with attendees and will be specifically targeted towards small businesses and social enterprises
- A requirement to meet the Fair Payments commitments set out in the 'Fair Payment' Charter

3.0 Current Status – Planning

3.1 Members will be aware that Belfast City Council lodged two planning applications in January for the development of the Hub. A full planning application Z/2013/0048/F was submitted with regard to the building itself, i.e. the designs for the

building. An outline planning application Z/2013/0049/O was been submitted in respect of the infrastructure to be provided on site, i.e. road layout, and access proposals all of course dependent on the location of buildings on the wider Girdwood site hence the submission of an outline planning application. Approval has not as yet been given for either of these applications however Council are working closely with the Planning Service to ensure approval is given prior to appointment of a contractor.

- 3.2 A number of objections have been raised by residents living in the Brucevale area, and submitted to Planning Service, in relation to the proposed new entrance to the site from Duncairn Avenue. Following concerns raised through the Hub Forum the Director of Property and Projects facilitated a public meeting in City Hall on 19 September to afford residents the opportunity to discuss their concerns. An invitation was extended to Roads Service to attend that meeting however, they declined to send a representative. Representatives of Albert Fry Associates (Council's traffic consultant) provided an overview of the steps which have been taken to satisfy Roads Service in terms of the traffic impact of the Girdwood development for the next 15 years.
- 3.3 There will be four entrances to the Girdwood site – the Antrim Road entrance via Kinnard Street which will be extended into the Hub and Duncairn Avenue where a new entrance to the site will be created just before Brucevale Park. The other two entrances are at Clifton Park Avenue. Construction traffic will use the current site access from Cliftonpark Park Avenue which will be closed post completion.
- 3.4 It should be noted that these new roads are not through roads and will be controlled by bollards to allow emergency vehicles only through the site. The principle of four entrance and exit points is to dilute traffic impact on roads into the site and in the surrounding area.
- 4.0 Communications
- 4.1 Members are asked to note that a press release will be issued following the SP&R Committee meeting highlighting that the Council has received a formal letter of offer for the project from SEUPB. A wider launch event will be held once the letter of offer is signed off and planning permission is in place. Members will be kept up to date of the arrangements regarding this and the Council is working closely with the DSD and its other partners on progressing communication and engagement activity.

5.0 Girdwood Hub – Proposed Governance Structures

- 5.1** The Girdwood Hub is a key project under the Council's Investment Programme. An agreed governance structure is attached at Appendix 5.
- 5.2** Members will recall that it has been agreed that the decision making authority will follow the Council's Scheme of Delegation with strategic directions and decisions being made by the Strategic Policy and Resources Committee as the Council's Investment decision maker. Given the strategic importance of this project, it has been agreed that the Girdwood Project Board comprises Senior Officers from the Council, DSD, BMC as the strategic partner, two community representatives, SEUPB as the funding body, a representative from DSD European Division, and a representative from CPD (Central Procurement Directorate) as advisers to SEUPB.
- 5.3** Members will be aware that a Hub Forum, made up of community and statutory partners, was established in May 2011. This Forum has been the key mechanism for ensuring that stakeholders remain committed to the project and is the key discussion arena for all issues relating to the Hub project. This Forum, which is made up now of over 24 groups, meets on a monthly basis. The Hub Forum are responsible for overseeing the stakeholder engagement around the Hub and developing the Shared Space Action Plan which is the unique aspect of the Hub proposal and central to delivering the peace and reconciliation outcomes. A Community Engagement Sub-Group consisted of a number of Hub Forum members is currently reviewing and refreshing the community engagement strategy for the development of Girdwood Hub in order to maintain community support for the project.
- 5.4** At officer levels decisions will be made through the authority delegated to CMT and the Senior Responsible Owner (SRO) the Director of Property and Projects. The Senior User for the project is currently the Director of Parks and Leisure. A Project Delivery Team has also been established with a number of workstreams under this include Capital Works/Design Team and a management and Maintenance Coordination Team to ensure the successful completion of the Hub Project.

6.0 Resource Implications

Human

Officers from Property and Projects will work closely with SEUPB, DSD and the Hub Forum to ensure successful delivery of the Girdwood Hub.

Finance

All expenses for construction of the Hub as detailed in the Letter of Offer are eligible for recoupment from SEUPB in line with the terms set out.

Assets

Property and Projects Department, in liaison with other departments, will oversee the land acquisition issues and construction programme and seek the appropriate approvals from Committee in due course.

7.0 Equality Implications

The Committee previously approved the Equality Strategy for the Girdwood Hub which outlines how the Council will fulfil its equality obligations during the development of the Hub and the Hub's likely impact and outcomes in terms of equality and good relations.

8.0 Recommendations

Committee is asked to note the contents of this report and –

- agree that Council Officers work with SEUPB in order to progress acceptance of the Letter of Offer to approving the Girdwood Hub project to a total value of £9,597,249 under Priority 2 Contributing to a Shared Society, Theme 1 Creating Public Shared Space to Belfast City Council as Lead Partner
- note the current status of the design and tender documentation
- note the current status of planning
- note that a press release will be issued conforming the funding of the project and that arrangements are underway for a formal launch once the letter of offer is signed off and planning permission is in place
- agree the proposed Governance Structure for the Girdwood Hub Project”

The Director of property and Projects also noted the changing circumstances in that the Girdwood application had been made well ahead of the current Leisure Transformation Programme, the Local Government Reform meant the Council was now more likely to take the whole Girdwood site from the Department for Social Development and the Committee had also agreed to make a Peace IV application when

opened for the North Belfast Gateway. Taking those issues into account, with the ongoing work on the University of Ulster, Crumlin Road Gaol and the courthouse study, further reflection might be needed on the broader regeneration approach in this key part of the city. The Director undertook to raise this in the first instance with the North Area Working Group.

After discussion, the Committee noted the comments of the Director and adopted the recommendations.

Super Connected Belfast Update

The Director of Finance and Resources submitted for the Committee's consideration the undernoted report:

"1 Relevant Background Information

1.0 This report provides an update on the Super-connected Belfast project following the completion of the Market Test phase of the Belfast Voucher scheme.

1.2 Members will recall the voucher scheme provides up to £3,000 to a business to enable them to access ultrafast broadband. The market testing phase ran from 1 August 2013 to 30 September 2013 and the target locations for the Market Testing phase included:

- Cathedral Quarter**
- City East / East Belfast Enterprise**
- Ormeau Business Park**
- Ortus**
- Argyle Business Park**
- North City Business Centre**
- Harbour Estate.**

1.3 This report will update members on this and other aspects of the work being carried out by the Super-Connected Belfast project team.

2 Key Issues

2.1 Belfast Voucher Scheme – Market Test Phase Summary

Note: All applications received by the 30 September deadline will continue to be processed right through to the issuing of

a voucher and subsequent broadband installations by telecoms suppliers.

2.2 Voucher Scheme Figures – (10 October 2013)

Applications: 228
Approvals: 114 (4 rejections)
Applications outstanding: 110
Vouchers: 11

2.3 Distribution of Applications

Area	Applications	% of total
Argyle	38	16.7
Cathedral Quarter	43	18.9
City East	10	4.4
Harbour Estate	55	24.1
North City	27	11.8
Ormeau	27	11.8
Ortus	28	12.3
TOTAL	228	100.0

2.4 Outcomes and Benefits (so far!)

- The Belfast Voucher scheme received more applications than any other city and puts us on course to be the most successful of all the cities.
- The success of the Belfast Voucher scheme has led to the Department of Culture Media and Sport (DCMS) using our scheme design and administration processes as the template for all other cities.
- The Super-connected Belfast team has developed online and back office applications that can be used as the foundation for administration of a citywide scheme.
- We have received positive feedback from both applicants and telecoms suppliers.
- Through the market test there is a commitment of up to £400k to provide local businesses with improved high speed broadband connections.
- Businesses have indicated through their applications that:
 - there will be a growth of up to £20m in the local economy,
 - and improving broadband connectivity will be responsible for the creation of at least 300 jobs in the next 3 years.

- **Local telecoms suppliers were chosen to deliver the majority of broadband connections.**

2.5 Completing the Market Test Phase

The Super-connected team will:

- **Conduct a lessons learned/review of phase 1 (at a city and national level)**
- **Process all applications through to completion**
- **Conduct a survey of applicants**
- **Invite case studies from successful applicants**
- **Engage suppliers for feedback (local and national level)**

2.6 Preparations for City Wide rollout

It is anticipated that the Secretary of State for DCMS will announce the decision on the full rollout of the voucher scheme early in November. If the scheme is approved it will see us opening up the full scheme across the whole of Belfast.

DCMS have agreed that the vouchers can be applied to businesses in the areas transferring from Lisburn and Castlereagh.

2.7 Effective citywide roll out of the voucher scheme will be dependent on having the right amount of skilled resources to successfully deliver the scheme. One of the key lessons learned from the market test was that most businesses required significant support from Council officers to progress an application to approval.

2.8 Based on findings from the market test the Belfast Voucher team it is recommended that additional resources are needed for effective citywide rollout. It is recommended these resources are and are recruited as Fixed-Term posts. It is estimated that there is potential for up to an additional 5 full-time employees to meet the contact centre and administrative requirements of the full scheme.

2.9 Specialist commercial marketing expertise will be required to create the necessary branding and marketing strategy to support the full rollout of the Belfast Voucher scheme. All of the above resources will be financed from the £3M that the

Council has already committed to the Super-connected project.

2.10 Metro Wireless

Work is progressing well on the scheme to award an exclusive concession contract for the provision of a public city centre wireless zone.

2.11 A Pre-Qualification Questionnaire (PQQ) is almost ready to release which will begin the procurement of the wireless concession contract. The key task that must be completed before this can happen is to get sign-off from NIE and DRD Roads Service on the technical design that has already been agreed by wireless suppliers.

2.12 It is anticipated that the PQQ will be ready to be released by the end of November.

2.13 Public Building Wi-Fi

Discussions will be held with key contacts responsible for managing public buildings that may be suitable for public Wi-Fi. These will shape the specification of requirements for a contract for Public Building Wi-Fi.

3 Resource Implications

HR

The following resources are required to enhance the existing Super-connected Belfast project team, to oversee citywide rollout of the Voucher scheme and the delivery of the Metro wireless and Public Building Wi-Fi strands.

Voucher Scheme administration – up to 5 Fixed-Term posts
(indicative Scale 6) £112,215

(The voucher team will be scaled up as the take-up of the scheme increases)

Branding & Marketing (Planning phase) – £6,000

(This planning phase will see the creation of a branding and marketing strategy for the Super-connected Belfast project. Following creation of the strategy we will have to determine the resources required to implement the strategy)

All resources will be financed from the BCC £3M contribution already committed to the Super-connected Belfast project.

4 Equality and Good Relations Considerations

4.1 There are no specific Equality and Good Relations Considerations attached to this report.

5 Recommendations

5.1 Members are asked note the contents of the report and agree to :

- The recruitment of up to five fixed term posts to meet the contact centre and administrative requirements of the full scheme.
- Specialist commercial marketing expertise to create the necessary branding and marketing strategy to support the full rollout of the Belfast Voucher scheme.”

The Committee adopted the recommendations.

Social Clauses and Local Spend Update

The Committee considered the undernoted report:

“1.0 Purpose

- The purpose of this report is to:
- Update Members on the progress to date on the incorporation of social clauses into Council procurement contracts
- Identify potential ways forward for the management, monitoring and delivery of social clauses across city wide contracts
- Update Members on activities underway to promote access to procurement opportunities for small businesses
- Update Members on a series of initiatives around the Procurement Improvement Programme which focus on local spend and efficiency.

2.0 Background

2.1 Investment Programme

As part of the £150 million capital investment within the Investment Programme (IP), Members have asked for consideration to be given to introducing, where appropriate, social clauses into council tenders. In addition the IP aims to increase Local Spend by 10% to 60% through by 2015 using a range of initiatives.

2.2 Social Clauses

On 4 July 2012, the Northern Ireland Assembly passed legislation that enables Councils to take account of certain

non-commercial matters in the award of public works contracts that were previously considered as ineligible.

- 2.3 This change now enables Councils to consider the use of social clauses as contractual conditions, for instance, requiring contractors to provide employment opportunities for the unemployed. These conditions must be incorporated in such a way that they do not infringe the general principles of EU procurement law and must also ensure that they remain compliant with all equality obligations.
- 2.4 Government departments have been working for some time to incorporate social clauses into works and service contracts and some agreement has now been reached on a series of thresholds for the employment of apprentices, work placements and long-term unemployed. However the Northern Ireland Executive has yet to sign off an agreed approach. For that reason, practice is still ad-hoc and disjointed across the agencies and departments.
- 2.5 The Department for Employment and Learning (DEL) has an Employer Engagement Team which assists public sector organisations to implement some employability-related social clause requirements in contracts. Through this team, contractors are put in contact with DEL appointed training providers to help them source individuals to meet their contractual obligations. Upon contract completion, DEL can also provide a percentage based verification on individuals placed, to confirm compliance with the contract conditions on social clauses. The DEL support relates only to work placement opportunities provided through the Steps to Work programme and apprenticeship opportunities provided through the DEL Apprenticeship framework.
- 2.6 Procurement Improvement Programme Including Local Spend Improvement
A key strand of the Council's Efficiency and Investment Programme is the effective procurement of Supplies, Works and Services. Procurement is a key efficiency driver which can deliver significant cash savings as well as improved value for money. It also has the opportunity to act as an economic stimulus for the local economy.
- 2.7 The Procurement Improvement Programme is currently on target with a number of key recommendations either in progress or already having been carried out. See Appendix A for a progress report along with a description of the key highlights. Members may wish to also note that through Procurement Efficiency process up to and including 2012/13

over £400k of procurement related cash savings had already been realised. A further £408k of cash savings has now also been identified for 2014/15 resulting in a total of £808k of procurement related savings being achieved via the procurement improvement programme.

3.0 Key Issues

3.1 Social Clauses

The adoption of social clauses within the Northern Ireland public sector has mainly been focused upon delivering employability-related benefits through the provision of apprenticeships and employment/work placements for students and the unemployed. Whilst social clauses with an employability focus have been most high profile to date, a wider range of commercial, environmental and community-focused clauses exist and can be considered under the banner of “social clauses”, where appropriate. In the development of such clauses, consultation with Legal Services will be essential to ensure the clauses to be adopted are within the legal powers of council.

3.2 Council officers continue to work with Government Departments and our own Legal Services in reviewing social clauses being used in central government contracts, with a view to determining how these might be used or adapted for council contracts. The initial scoping work suggests:

- A lack of consistency across all contracts – with differing thresholds from contract to contract (for LTU/apprentices/work placements)
- A lack of coherent guidance – Strategic Investment Board (SIB) produced a toolkit a number of years ago and CPD are planning to issue guidance at some time in the future but there is no deadline for this
- Potential lack of ambition in development of clauses – our research suggests that there is some caution from departments as to the reach of the clauses and that, as such, they are being cautious in their requirements. This potentially reduces the economic impact and added value of the clause.

3.3 Minimum standards for social clauses have been agreed by CIFNI and CPD for construction works contracts and it is understood that similar standards are being developed for construction services as well as for goods and services contracts. Whilst these standards are a useful benchmark, they don't necessarily maximise the economic return, nor do

they allow for local economic conditions to be taken into account.

- 3.4 Members should be assured that council officers have been screening all tender opportunities for the inclusion of the social clauses. See Appendix B for the list of tenders identified for the inclusion of social clauses and those screened for their inclusion. Members should be aware in the absence of a Social Clause Policy for council, contracts with a minimum labour value of £250,000 and contract duration of at least 6 months are being screened for the inclusion of social clauses, in line with CIFNI standards. Appendix C sets out a sample set of clauses included in the Girdwood Community Hub Tender Documents and supplies and services contracts.
- 3.5 In recognition of the need for coherence and clarity, and taking account of the lack of appropriate guidance from other sources, a social clause policy framework and guidance notes for the council have recently been commissioned.
- 3.6 Officers are currently investigating the implications of all options in terms of the potential to generate social return, resource implications for management and monitoring purposes and legal considerations. Once complete the findings will be presented to Members to agree the preferred option. Members should be aware that, in the absence of a Social Clause Policy, the council's default position will be to adopt the approach of integrating social clauses as a contract condition, in line with CIFNI standards.
- 3.7 Members should be aware that, ambitious as the Investment Programme is, the scale of council contracts in terms of value and duration may make it impractical for contractors to deliver longer-term employability benefits such as apprenticeships, the duration of which is expected to be longer than the timescale of the council's contract.
- 3.8 In order to address these challenges and to achieve sustainable construction related apprentices it will require collaboration and coordination between a number of partner organisations with capital programmes. There are examples of where this has worked in the UK especially in the Manchester and Liverpool areas. They achieve a successful apprenticeship programme by having a social enterprise act as the employer agent who co-ordinates the recruitment and placement of apprentices.

- 3.9 Working in partnership with other public sector organisations, Council could adopt a similar approach to provide continuity of employment for apprentices to complete their qualification in full. Additionally whilst advice from legal services has confirmed our contracts can have employment clauses such as those for apprentices, the Council cannot insist on Belfast residents being the beneficiaries of these clauses. The Councils vires only allows it to work within its own geographical boundaries. However employment through a third party provider will provide Council with a mechanism of targeting opportunities to local communities without explicitly limiting these to Belfast residents.**
- 3.10 In order to maximise the impact of this approach, consideration needs to be given to working in partnership with OFMDFM and DEL to consider how this could be delivered and resourced.**
- 3.11 In addition to the employability-related clauses referred to above, there are opportunities to include additional clauses into upcoming contracts which will help maximise the local impact of the activity. These might include the promotion of supply chain opportunities, environmental benefits and/or project specific community benefits.**
- 3.12 Given the complexity of this area of work, careful consideration should be given to the availability of resources for the monitoring and management of all social clauses in order to achieve contractor compliance and to derive maximum benefit for the local economy.**
- 3.13 In summary, the next steps for council in the adoption and implementation of social clauses are:**
- Further development of the social clause policy options and associated guidance, with sign-off by January 2014**
 - Consultation with OFMDFM, DEL and partner organisations to consider how a collaborative approach to apprenticeship opportunities and other employability-related benefits can be developed – initial meeting in November 2013**
 - Review options available for the management and monitoring of social clauses in council contacts – December 2013.**

▪

3.14 Increasing Local Spend

In order to measure and further enhance local expenditure, Centre for Local Economic Strategies (CLES), was commissioned following a competitive procurement process to undertake a study on the economic impact of the Council's expenditure. Findings from this study have concluded that every £1 of Council expenditure generates;

- 76 pence is spent or re-spent in the Belfast economy
- 80 pence is spent or re-spent in the post LGR boundary
- £1.02 is spent or re-spent in the Greater Belfast Area
- £1.35 is spent or re-spent in the regional economy.

These figures compare favourably with other UK local authority areas which typically have in the region of 50-60 pence within the local economy. Appendix D contains a summary of the CLES findings.

Following this study a series of recommendations is being developed to identify approaches that the Council could adopt to further increase and sustain the impact of its expenditure within the local economy. These will be reported through the Development Committee once completed.

3.16 Members should also aware of the ongoing work to up skill and engage local businesses in the council and wider public sector supply chain. A series of procurement workshops is currently being delivered across the city, to educate and inform local businesses on the council's procurement processes and on consortia building, facilitating them to compete for public sector contracts. A schedule of upcoming workshops is contained in Appendix E.

3.17 To increase local spend, a commitment to 'buy local' in areas where we can influence spend has been endorsed by the Corporate Management Team. In addition it has been recommended to staff that, where appropriate, quotations are issued to Belfast based SMEs.

3.18 To support this approach it has also been agreed that a 'buy local first' communications initiative be devised with Corporate Communications and a corporate quotation protocol drafted and mandated. Corporate Procurement Services has been given the authority to challenge Services where local suppliers are not being selected.

4 Resource Implications

No specific additional resource implications are required at this time.

5 Equality and Good Relations Considerations

5.1 Any emergent Social Clause Policy will required to be equality screened.

6 Recommendations

6.1 Members are asked to:

- 1. Note the work ongoing regarding the social clause policy and maximising local expenditure.**
- 2. Approve the interim position of using the CIFNI social clause standards and screening council contracts for inclusion of social clauses with a labour value of £250,000 and 6 month contract duration.**
- 3. Endorse the proposal to engaged with DEL and OFMDFM to explore the potential for an employer agent model as a means of sourcing apprenticeships across, government contracts, and to explore funding opportunities for this approach**
- 4. Note the financial spend and re-spend impact of council expenditure in both the local and regional economy.”**

The Committee adopted the Recommendations.

Democratic Services and Governance

Use of the City Hall and the Provision of Hospitality

The Committee was advised that the undernoted requests for the Use of the City Hall and the Provision of Hospitality had been received:

Organisation/ Body	Event/Date - Number of Delegates/Guests	Request	Comments	Recommendation
Public Achievement	Let's Talk About Europe Conference Reception 30th November, 2013 Approximately 120 attending	The use of the City Hall and the provision of hospitality in the form of a drinks reception	Delegates will be staying in accommodation in Belfast and the conference will take place within the city. This event would contribute to the Council's Key Theme of 'City Leadership – Strong, Fair, Together'.	The use of the City Hall and the provision of hospitality in the form of wine and soft drinks Approximate cost £500
Queen's University Belfast	Improving Children's Lives Conference Reception 20th February, 2014	The use of the City Hall and the provision of hospitality in the form of a drinks	Delegates will be staying in accommodation in Belfast and the conference will take place within the city. This event would	The use of the City Hall and the provision of hospitality in the form of wine and soft drinks Approximate cost

	Approximately 300 attending	reception	contribute to the Council's Key Theme of 'City Leadership – Strong, Fair, Together'.	£500
Royal College of Obstetricians and Gynaecologists	Irish Professional Development in Obstetrics and Gynaecology Conference Reception 26th February, 2014 Approximately 60 attending	The use of the City Hall and the provision of hospitality in the form of a drinks reception	Delegates will be staying in accommodation in Belfast and the conference will take place within the city. This event would contribute to the Council's Key Theme of 'City Leadership – Strong, Fair, Together'.	The use of the City Hall and the provision of hospitality in the form of wine and soft drinks Approximate cost £300
Women in Business Northern Ireland Limited	International Business Women's Conference 2014, Conference Reception 13th May, 2014 Approximately 500 attending	The use of the City Hall and the provision of hospitality in the form of a drinks reception	Delegates will be staying in accommodation in Belfast and the conference will take place within the city. This event would contribute to the Council's Key Theme of 'City Leadership – Strong, Fair, Together'.	The use of the City Hall and the provision of hospitality in the form of wine and soft drinks Approximate cost £500
Queen's University Belfast	Campbell Collaboration Colloquium Conference Reception 17th June, 2014 Approximately 300 attending	The use of the City Hall and the provision of hospitality in the form of a drinks reception	Delegates will be staying in accommodation in Belfast and the conference will take place within the city. This event would contribute to the Council's Key Theme of 'City Leadership – Strong, Fair, Together'.	The use of the City Hall and the provision of hospitality in the form of wine and soft drinks Approximate cost £500
European Sociological Association	European Sociological Association Sociology of Religion Research Network 3rd September, 2014 Approximately 150 attending	The use of the City Hall and the provision of hospitality in the form of a drinks reception	Delegates will be staying in accommodation in Belfast and the conference will take place within the city. This event would contribute to the Council's Key Theme of 'City Leadership – Strong, Fair, Together'.	The use of the City Hall and the provision of hospitality in the form of wine and soft drinks Approximate cost £500
British Association of Removers	British Association of Removers Conference Reception 22nd May, 2015	The use of the City Hall and the provision of hospitality in the form of a drinks reception	Delegates will be staying in accommodation in Belfast and the conference will take place within the city. This event would	The use of the City Hall and the provision of hospitality in the form of wine and soft drinks Approximate cost

	Approximately 200 attending		contribute to the Council's Key Theme of 'City Leadership – Strong, Fair, Together'.	£500
Queen's University Belfast	Science Shop 25th Anniversary Awards 23rd January, 2014 Approximately 50 attending	The use of the City Hall and the provision of hospitality in the form of a drinks reception	This event will highlight the exemplary work carried out between the two Universities to create the Northern Ireland Science Shop. The event will award students for their work with community and voluntary organisations. This event would contribute to the Council's Key Themes of 'City Leadership - strong, fair, together' and 'Better support for people and communities'.	The use of the City Hall and the provision of hospitality in the form of wine and soft drinks Approximate cost £250
Centre for Competitiveness	Ireland Excellence Awards 30th January, 2014 Approximately 250 attending	The use of the City Hall and the provision of hospitality in the form of a drinks reception	This event will seek to recognise organisations in the public, private and voluntary sectors that have achieved success in the global market. These organisations not only provide employment but also have an impact on the well being of the community. This event would contribute to the Council's Key Themes of 'City Leadership - strong, fair, together' and 'Better support for people and communities'.	The use of the City Hall and the provision of hospitality in the form of wine and soft drinks Approximate cost £500
Abbey Gymnastics CIC (Community Interest Company)	Awards Presentation and Recognition of Volunteers Dinner 22nd February, 2014 Approximately 100 attending	The use of the City Hall and the provision of hospitality in the form of a drinks reception	This event will aim to recognise the contribution of volunteers within Abbey Gymnastics who give of their time freely. Abbey Gymnastics is a truly cross-community group who bring together nationalities, ethnic groups and cultures from across the City. This event would contribute to the Council's Key Themes of 'City Leadership - strong, fair, together' and 'Better support for people and	The use of the City Hall and the provision of hospitality in the form of wine and soft drinks Approximate cost £500

			communities’.	
National Deaf Children’s Society	Young Authors and Artists Prize Day 6th May, 2014 Approximately 150 attending	The use of the City Hall and the provision of hospitality in the form of tea/coffee and biscuits.	This event seeks to celebrate and recognise the artistic achievements of deaf children and young people in the areas of creative writing and visual art. This event would contribute to the Council’s Key Themes of ‘City Leadership - strong, fair, together’ and ‘Better support for people and communities’.	The use of the City Hall and the provision of hospitality in the form of tea/coffee and biscuits. Approximate cost £325
Young Enterprise Northern Ireland	Young Enterprise Northern Ireland Innovation Awards 14th May, 2014 Approximately 400 attending	The use of the City Hall and the provision of hospitality in the form of tea, coffee and biscuits	This event will celebrate the achievements of a cross-section of young people from the community, many of whom have learning and physical disabilities. The programme provides the opportunity to showcase the unique talents of the participants while clearly communicating that a lack of academic success does not equate to failure. This event would contribute to the Council’s key themes ‘City Leadership - strong, fair, together’ and of ‘Better support for people and communities’ and in addition would contribute to the Council’s thematic area of Children and Young People.	The use of the City Hall and the provision of hospitality in the form of tea, coffee and biscuits Approximate cost of £1,000
Railway Preservation Society of Ireland	50th Anniversary Dinner 13th September, 2014 Approximately 200 attending	The use of the City Hall and the provision of hospitality in the form of a drinks reception	This event will highlight the work carried out by the Railway Preservation Society in bringing people together. It will highlight the activities, such as the trips on the special steam trains, which work create a bond across all sectors of the community. This event would contribute to the Council’s Key Themes of ‘City	The use of the City Hall and the provision of hospitality in the form of wine and soft drinks Approximate cost £500

			Leadership - strong, fair, together' and 'Better support for people and communities'	
Polish Educational and Cultural Association	Polish Independence Day 17th November, 2013 Approximately 100 attending	The use of the City Hall and the provision of hospitality in the form of tea, coffee and biscuits	This event will aim to highlight the positive contribution that the Polish community, the largest ethnic minority in Belfast, has made to the shared future of the city. The event seeks to showcase the Polish culture to representatives from different communities and the province and will provide an opportunity for meaningful dialogue between members of the different communities. This event would contribute to the Council's Key Themes of 'City leadership, strong, fair and together' and 'Better support for people and communities'.	The use of the City Hall and the provision of hospitality in the form of tea, coffee and biscuits Approximate cost of £250
Action on Hearing Loss	Signs and Songs Christmas Carol Service 9th December, 2013 Approximately 200 attending	The use of the City Hall and provision of hospitality in the form of tea/coffee and biscuits	This event seeks to celebrate the contribution of Action on Hearing Loss to the general life and well-being of the city. This annual event, led by children from Jordanstown School for the deaf and visually impaired, will provide an opportunity to bring together people with a range of disabilities to celebrate Christmas. This event would contribute to the Council's Key Theme of 'Better opportunities for success across the city', 'Better support for people and communities' and 'Better services – listening and delivering'.	The use of the City Hall and provision of hospitality in the form of tea/coffee and biscuits Approximate cost £500
Belfast Healthy Cities	Roundtable Discussion on Achieving Healthy City Status for	The use of the City Hall and the provision of hospitality in the	This event will provide the opportunity for significant joint leadership for working towards	The use of the City Hall and the provision of hospitality in the form of tea, coffee

	<p>Belfast</p> <p>10th January, 2014</p> <p>Approximately 50 attending</p>	<p>form of tea, coffee and biscuits</p>	<p>achieving World Health Organisation European Healthy Status for the City of Belfast</p> <p>Belfast City Council has been a partner of Belfast Healthy Cities since its inception in 1988 and holds the WHO Secretariat position.</p> <p>This event would contribute to the Council's Key Themes of 'City Leadership – Strong, Fair, Together', 'Better opportunities for success across the City', 'Better care for Belfast's environment' and 'Better support for people and communities'.</p>	<p>and biscuits.</p> <p>Approximate cost £125</p>
<p>North Belfast Area Learning Community</p>	<p>Cross-community STEM (Science, Technology, Engineering, Mathematics) and CEIAG (Careers, Education, Information, Advice and Education) Event</p> <p>22nd January, 2014</p> <p>Approximately 600+ attending</p>	<p>The use of the City Hall</p>	<p>This event will provide an opportunity for schools in the North of the City to come together and to witness first hand the opportunities which exist in the City for Science, Technology, Engineering and Mathematics.</p> <p>This event would contribute to the Council's Key Themes of 'City Leadership - strong, fair, together' and 'Better support for people and communities'.</p>	<p>The use of the City Hall</p>
<p>Office of the First Minister and Deputy First Minister</p> <p>Equality and Human Rights Unit</p>	<p>2014 Holocaust Memorial Day Commemoration</p> <p>27th January, 2014</p> <p>Approximately 400 attending</p>	<p>The use of the City Hall and the provision of hospitality in the form of tea, coffee and biscuits</p>	<p>This event seeks to provide an opportunity to remember the victims of the Holocaust and of genocides in Cambodia, Rwanda, Bosnia and Darfur and to reflect on the horrors of the past and the lessons to be learned.</p> <p>In addition, the event aims to emphasise the importance of remembering those who have died and the sufferings of survivors with a view to learning</p>	<p>The use of the City Hall and the provision of hospitality in the form of tea, coffee and biscuits.</p> <p>Approximate cost £1,000</p>

			<p>from their experiences</p> <p>and seeking to improve the future for our young people.</p> <p>This event would contribute to the Council's Key Themes of 'City Leadership – Strong, Fair, Together' and 'Better Support for People and Communities'.</p>	
<p>Extended Special Schools Cluster</p>	<p>Extended Special Schools Cluster</p> <p>20th March, 2014</p> <p>Approximately 500 attending</p>	<p>The use of the City Hall and provision of hospitality in the form of a drinks reception</p>	<p>This fashion show aims to showcase the talents of the children and young people from across the seven special schools in the Belfast area and to present awards in recognition of their hard work and achievements.</p> <p>This event would contribute to the Council's Key Theme of 'City leadership, strong, fair and together' and 'Better support for people and communities' and in addition would contribute to the Council's thematic area of Children and Young People.</p>	<p>The use of the City Hall and the provision of hospitality in the form of wine and soft drinks</p> <p>Approximate cost £500</p>
<p>Belfast City Council, Parks and Leisure Department</p>	<p>City of Belfast International Rose Trials – Judges Reception and Dinner</p> <p>26th July, 2014</p> <p>Approximately 150 attending</p>	<p>The use of City Hall and the provision of Hospitality in the form of a Civic Dinner</p>	<p>The annual City of Belfast International Rose Trials will be held during Rose Week. The Trials are renowned worldwide for attracting international rose growers in addition to a significant number of visitors.</p> <p>This event would contribute to the Council's Key Theme of 'City Leadership, Strong, Fair and Together'.</p>	<p>The use of City Hall and the provision of Hospitality in the form of a Civic Dinner.</p> <p>Approximate Cost £4,500</p>
<p>Law Society of Northern Ireland</p>	<p>The Law Society of Northern Ireland Council Dinner</p> <p>19th September, 2014</p>	<p>The use of the City Hall and the provision of hospitality in the form of a pre-dinner drinks reception</p>	<p>This event seeks to provide an opportunity for representatives from the judiciary, business, voluntary and community sectors to come together to acknowledge the achievements of the</p>	<p>The use of the City Hall and the provision of hospitality in the form of wine and soft drinks</p> <p>Approximate cost £500</p>

	Approximately 300 attending		<p>Society. The event aims to highlight best practice and to develop relations with key stakeholders.</p> <p>This event would contribute to the Council's Key Theme of 'City Leadership – Strong, Fair, Together'.</p>	
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The Committee adopted the recommendations and agreed that a report on the criteria for the Use of the City Hall and the Provision of Hospitality be submitted to a future meeting of the Committee.

Provision of Civic Hospitality – National Association of Councillors' Annual General Meeting

The Committee was advised that the Annual General Meeting of the National Association of Councillors would be held this year in Belfast from 22nd till 24th November. The Democratic Services Manager reported that it was normal for the hosting Councils for the aforementioned Annual General Meeting to provide civic hospitality for a reception for delegates, all of whom were from the Local Government sector. He reported that a request had been received for the Council to host a drinks reception on 22nd November for approximately 40 delegates. The Lord Mayor had agreed to the use of the Lord Mayor's Parlour for the reception but that the costs of the provision of the hospitality would need to be met from the Civic Hospitality budget. It was estimated that the cost of the reception would not exceed £500 and that could be met from within existing revenue budgets.

The Committee approved the provision of Civic Hospitality for the Annual General Meeting of the National Association of Councillors by way of a drinks reception on 22nd November, 2013.

National Association of Councillors – Annual General Meeting

The Democratic Services Manager reported further that the aforementioned Annual General Meeting and Conference was designed to be of great value to Councillors at all tiers of Local Government. The keynote Speaker at the Conference would be Dr. Simon Henig, Leader of Durham County Council, who had led Durham Council through the recent reorganisation of the District and County Councils to form a Unitarian County Council. The cost per delegate of attending the Conference would be £60 and it was recommended that the Committee authorise the attendance at the Annual General Meeting and Conference of the Chairman, the Deputy Chairman, the Council's representatives on the National Association of Councillors (Northern Ireland Region), and a representative from each of the Parties on the Council not represented by the aforementioned Members.

The Committee adopted the recommendation.

Lord Mayor's Photography Project

The Democratic Services Manager advised the Committee that the Lord Mayor had agreed, on a personal basis, to be the focus of a photographic project featuring his year in office both from a public and private point of view. The photographer was Donal McCann, who was a former United Kingdom Young Photographer of the Year and had been awarded a Fellowship with the Royal Photographic Society in 2012, the highest recognition in the profession. He had previously completed a fourteen month essay featuring the construction of Titanic Belfast. It was proposed that he would shadow the Lord Mayor throughout his year in office and aimed to include the publishing of images on line and to mounting an exhibition during the Belfast Festival in October, 2014. In addition to shadowing the Lord Mayor at various public functions and events at which he could freely take photographs on the same basis as any other photographer, he would also attend some private meetings and engagements and the Lord Mayor had given assurance that anyone involved, including staff members and Elected Representatives, would be advised in advance of the purpose of the photographer. Permission of those being photographed inside the City Hall would be requested prior to any photographs being taken and they would be free to withdraw from any photograph if they so wished.

He reported further that the Lord Mayor had requested also that Mr. McCann be granted access to one or more full Council meetings for the duration of his tenure in the post rather than having to request permission separately at a future time. He would not be permitted to move freely around the Chamber during the meetings but would be limited to similar areas which were used by the media when they were given permission to photograph the proceedings and that would be managed by Corporate Communications in the usual way.

Accordingly, the Committee was requested to:

- (i) note the contents of the report and the commitment to seek permission from participants, including staff, in advance of the photographs being taken or used from private meetings/events; and
- (ii) consider the request from the Lord Mayor to approve the attendance of Mr. Donal McCann at monthly Council meetings for the duration of the current Lord Mayor's tenure to take photographs, subject to the usual movement restrictions and to take such action as may be determined.

The Committee noted the information which had been provided and acceded to the request from the Lord Mayor in respect of the photographer's attendance at Council meetings.

Finance/Value-for-Money

Minutes of Meeting of Budget and Transformation Panel

The Committee noted the minutes of the meeting of the Budget and Transformation Panel of 18th October.

Minutes of Meeting of Audit Panel

The Committee approved and adopted the minutes of the meeting of the Audit Panel of 22nd October.

Request for Funding – First Steps Early Years Group

The Committee agreed to defer consideration of a report regarding a request for funding from the First Steps Early Years Group to enable further information to be obtained.

Occupational Health and Employee Counselling Contracts

The Committee noted that this item had been withdrawn from the Agenda and would be considered by the Committee at a later date.

Appointment of Contractor to Undertake City Hall Memorabilia Scoping

The Committee considered the undernoted report:

“1.0 Purpose of report

The purpose of this report is to request permission to deviate from Standing Orders and to accede to Standing Order 62a exceptions in relation to contracts by direction of the Council acting on a recommendation of a Chief Officer that the exception is justified in special circumstances.

2.0 Background

2.1 Members will be aware that Joint Diversity Group at its meeting on 6 September, 2013 considered a report on City Hall Memorabilia which had emerged out of the recommendations of the Equality Impact Assessment on Belfast City Hall: Promoting a Good and Harmonious Environment and it was agreed that the displays and memorabilia element be added to

the Emerging Project list as part of overall City Hall works project.

- 2.2** It was further agreed that a detailed report be presented to Strategic Policy and Resources Committee in January, 2014 and that a consultant be engaged to develop the narrative and conceptualise the recommendations contained within the Interpretative Design Advice paper (by Victoria Kingston, Independent Advisor).

This report will develop the Interpretative Design Advice recommendations into a more focused and detailed plan which would feed into an overarching Strategic Outline Case for City Hall to include the further development of the project and the East Wing as a dedicated visitor space, taking into consideration a number of other key issues such as staff accommodation, impact of local government reform, conflicting priorities for use of space already in East Entrance.

- 2.3** Members are reminded that Joint Diversity Group at its meeting on 6 September, 2013 agreed that the set of principles which had been used for undertaking any Decade of Centenaries work also be adopted when undertaking any work in relation to City Hall memorabilia.

3.0 **Key Issues**

- 3.1** Given the tight timescale involved it is essential that whoever is appointed is in a position to expedite the work in order that a comprehensive report can be brought to Strategic Policy and Resources Committee in January, 2014.

- 3.2** The City Hall Memorabilia project requires the successful consultant to be sympathetic to and very aware of the political sensitivities around memorabilia issues in City Hall.

- 3.3** The successful contractor must demonstrate political sensitivity and a sound understanding of the impact of any changes to City Hall memorabilia will not only in City Hall but also in a wider political context.

- 3.4** The successful contractor must also demonstrate that they have a proven track record of working with Belfast City Council in the past on similar types of projects.

- 3.5** This approach has been taken on the advice from the Head of Contracts in conjunction with Legal Services.

4.0 Resource Implications

Human

Officers from Property and Projects will work closely with the appointed Contractor in order to ensure that the work is undertaken expeditiously.

Finance

The expected costs associated with undertaking this type of project are in the region of £20,000 (NB budget estimate figures) and will be met from the Feasibility Budget.

Assets

Property and Projects Department are currently undertaking a review of staff accommodation and the conceptualisation of the City Hall memorabilia proposals will have an impact.

5.0 Equality Implications

An Equality Impact Assessment in relation to City Hall Memorabilia (recommendations by John Kremer) was approved by Council on 3 December, 2012,.

6.0 Recommendations

Committee is asked to note the contents of this report and –

- agree to accede to Standing Order 62, (a) exceptions in relation to contracts by direction of the Council acting on a recommendation of a Chief Officer that the exception is justified in special circumstances “

The Committee adopted the recommendations.

Human Resources

(Mrs. J. Minne, Head of Human Resources, attended in connection with these items.)

Recruitment and Selection of Clerk and Chief Executive in Belfast City Council

(With the exception of the Head of Human Resources and the Senior Democratic Services Officer, all members of staff left the meeting whilst this item was under consideration.)

The Head of Human Resources submitted for the Committee's consideration the undernoted report:

"1 Relevant Background Information

- 1.1 **Members will be aware that the Local Government Staff Commission (LGSC) recently issued a Consultation Document on the Procedures for the Recruitment and Selection of Chief Executives in the 11 New Councils. Belfast City Council's response on this was agreed by SP&R on 20 September 2013 and sent to the LGSC on 23 September 2013.**
- 1.2 **The LGSC is still considering the consultation responses and formal guidance on the Procedures for the Recruitment and Selection of Chief Executives in the 11 New Councils will be issued at the end of October 2013. The LGSC, however, has indicated that the likely timeline for the recruitment and selection of Clerk and Chief Executive in the 11 new councils is as follows:**

Activity	Date
One public advertisement placed by DOE	15 November 2013
Closing date	TBC
Short-listing and interviewing panel nominated and agreed	ASAP
Panel training	ASAP
First short-listing	Prior to Christmas
Assessment centre	Early January 2014
Second short-listing	Early January 2014
Interviews	February / March 2013

2 Key Issues

- 2.1 **Given the potential timeframe for this process, and some of the issues raised in the consultation process about the format of the selection process, it is proposed that representatives from the VTC meet with the Minister to clarify/discuss options for Belfast City Council.**

It is proposed that such a conversation should focus on the following key issues:

- 2.2 **Belfast City Council believes it will be necessary to have 11 short listing panels comprising, as set out in the Consultation Document, the Chair of the STC; not less than two and not more than four members of the STC, as appointed by the STC; the Chairperson of the LGSC; and the Chief Executive of the**

LGSC. Belfast City Council also recognises that these panel members must be fully trained; however, in the absence of a STC, we need to discuss what the alternative options might be for Belfast.

- 2.3 The council is keen to ensure that the impact of the public advertisement for its 'top' job accurately reflects the nature, scope and scale of the Belfast challenge and would have concerns about how this could be communicated effectively in a single advertisement for all 11 jobs. Also, further discussion would be welcomed around how Members' views can be incorporated into the process in terms of issues such as where the advert should be placed; its style and content; whether executive search should be used, and what format the job micro-site should take, if there is to be one at all etc?
- 2.4 The council believes that an assessment centre in accordance with LGSC guidance must be undertaken and it is keen to ensure that the individual priorities, challenges, corporate objectives and ambitions for Belfast are accurately reflected in this assessment process. In particular, it is keen to ensure that quality is not compromised by either a 'one size fits all' approach or by an imposed timeframe. A key issue for discussion with the Minister is the possibility of a Belfast-specific assessment centre, in liaison with the LGSC.
- 2.5 It is of paramount importance that Belfast's elected members 'own' this recruitment and selection process. While complying fully with the LGSC Code of Procedures; it is essential that the LGSC work closely and specifically with our Members to ensure that the recruitment and selection methods accurately reflect Belfast's needs – e.g. that the message is targeted; that Members can input appropriately into the competency areas, including the weighting and significance of each area; that the exercises are tailored and specific to the particular job role; that consideration is given to whether or not the assessment centre scores are carried forward to interview; that the presentation topic to be delivered at interview is relevant; that the interview questions are targeted and weighted appropriately; and that the most technically proficient Professional Assessor for Belfast is assigned to Belfast to assist and support the panel.

3 Action Required / Proposals

- 3.1 As Belfast City Council does not yet have an STC in place, it has not yet established a short-listing and interviewing panel for this process.

- 3.2 **Given the issues, it is recommended that representatives of Belfast City Council's VTC meet with the Minister to discuss and clarify these matters prior to constituting a panel**

4 **Resource Implications**

Human Resources

- 4.1 **None.**

Financial

- 4.2 **None.**

5 **Equality Implications**

- 5.1 **None. All selection panel members will receive appropriate training in non-discriminatory recruitment and selection techniques, including awareness of the Equality Commission's statutory Codes of Practice and Guidance documents, as and when required."**

The Head of Human Resources outlined the main aspects of the report and the steps which the Council would be required to take to appoint a new Chief Executive for the new Belfast District Area.

She reported that consultation regarding the recommended salaries for the eleven new Chief Executives was ongoing currently. A meeting for the Chairs and Deputy Chairs of the Statutory Transition Committees (STCs), with the independent expert procured to undertake that piece of work on behalf of the Joint National Negotiating Committee for Chief Executives (JNC), was scheduled for later that afternoon at the Northern Ireland Local Government Association offices, but that, in the absence of the Council having appointed a Statutory Transition Committee, the JNC would seek to accommodate the Council's input on another date. In addition, the Minister had written to the Chairs of the Statutory Transition Committees confirming that the STCs must appoint a Chief Executive through open competition and that those Chief Executives who did not wish to apply might stay in post until the end of March, 2015. The Council's Chief Executive had written to the Head of Human Resources formally advising her that he would not be applying for the new Chief Executive role and she would submit a report to the Voluntary Transition Committee on that matter. Finally, the Minister had announced that, following a full consultation exercise, he intended to have the Local Government Staff Commission wound up by 2017.

After discussion, the Committee noted the information which had been provided and agreed to seek an all-party deputation meeting with the Minister for the Environment to discuss the issues as set out in the report.

Zero Hours Contracts

The Committee considered the undernoted report:

- "1. Relevant Background Information**

- 1.1 At Council on 1 October 2013, a Notice of Motion was referred under Standing Order 11e to the Strategic Policy and Resources Committee *'to consider the introduction of a policy which would ensure that no Zero Hours' Contracts (ZHCs) are ever imposed on Council employees or, within an agreed timescale, by any suppliers who provide agency or other staff services to the Council.'*
- 1.2 This report defines the use of Zero Hours' Contracts, explains how 'casual' workers currently engaged in the Council are managed; and proposes a policy framework to be developed and considered at a future meeting.
2. Key Issues
 - 2.1 By definition, workers on ZHCs only work as and when they are needed by employers and are only paid for the hours they work. There is no guarantee of work, so no particular number of hours or times of work are specified; instead, workers operate on an 'on-call' basis.
 - 2.2 Workers on ZHCs are entitled to accrue annual leave and to payment when they work. However, they do not have all the same rights as those on traditional employment contracts and they are not entitled to sick pay. As there is no guaranteed work, and consequently no guaranteed income, mortgages and credit cards can be more difficult obtain if an individual is on a ZHC. Some ZHCs oblige workers to take the shifts they are offered, others do not.
 - 2.3 Belfast City Council recognises that the use of ZHCs may be open to abuse, i.e. where individuals are to all intents and purposes employees working an identifiable routine, but engaged under a ZHC and therefore not afforded employment protection. This is an employment practice that Belfast City Council, as a best practice employer, would not wish to follow.
 - 2.4 Belfast City Council does not engage anyone on ZHC; we have a small number of casual workers to cover short-term, ad-hoc or unplanned work; during busy times; or to cover short-term sickness, leave or specialist assignments in its front-line, customer-serving facilities, for example, casual coaches, leisure attendants, receptionists, stage technicians, front of house jobs.
 - 2.5 Belfast City Council's 'casual' workers are recruited in line with the LGSC's Code of Procedures on Recruitment and Selection Procedures on the basis of merit and paid the same

hourly rate of pay in line with that determined by the NJC for Local Government Services plus an additional percentage rate to compensate for untaken annual leave entitlement. In addition, there is no obligation either on the Council to offer work or on the 'casual' worker to accept such work. The 'casual' worker is not subject to any detriment if s/he is unable to accept the work and s/he may also indicate the days and times when s/he will be available for work.

- 2.6 The Council will also give as much notice as possible (at least two weeks), where practicable, to enable its 'casual' workers to accept the work and it has a system in place to refresh its 'casual' list of workers to ensure they are still available for work; wish to remain on the 'casual' list and still hold the relevant qualifications / certificates, if applicable
- 2.7 Given BCC's recognition that the use of ZHCs could be open to abuse it is proposed that a policy is developed in respect of 'casual' workers in Belfast City Council.
- 2.8 Such a policy would include:
- Policy statement / general principles on the use of 'casual' workers;
 - Procedure for use of 'casual' workers;
 - Recruitment of 'casual' workers;
 - Terms of engagement for 'casual' workers, including annual leave provision;
 - Allocation of hours to 'casual' workers;
 - Maintenance / refreshing of database for 'casual' workers etc.
- 2.9 It is also proposed, following consultation with the Council's Head of Contracts, that the policy includes reference to ensuring that suppliers who provide agency or other staff services to the Council are aware of fair employment and best practice guidance in respect of engaging any 'casual' or ZHC workers in their business with the Council.

3. Resource Implications

3.1 Human Resources

There are no human resource implications.

3.2 Financial

There are no financial implications. 'Casual' workers will continue to be paid the same hourly rate of pay in line with that determined by the NJC for Local Government Services plus an

additional percentage rate to compensate for untaken annual leave entitlement.

4. Equality Implications

4.1 There are no equality implications.

5. Recommendations

5.1 It is recommended that:

5.2 Members note how 'casual' workers currently working in the Council are managed; and

5.3 Members agree the policy framework to be further developed and presented to Committee for approval at a future meeting."

The Committee adopted the recommendations.

Standing Order 55 – Employment of Relatives

The Committee was advised that the Director of Finance and Resources had, in accordance with the authority delegated to him, authorised the appointments of a number of individuals who were related to existing officers of the Council.

Noted.

Asset Management

Licence Agreement/Renewal

Ulster Hall – Ulster Orchestra Licence Agreement

The Committee was advised that the former Community and Recreation Committee, at its meeting on 25th October, 2006, had approved the terms and conditions of a Partnership Agreement with the Ulster Orchestra which provided it with a lease for accommodation within the refurbished Ulster Hall. The lease was for a term of 25 years from 29th May, 2009, at a rent of £36,500 per annum, with the option for the Ulster Orchestra to terminate the Agreement should its funding for operating the premises cease or be reduced. Subsequently, on 22nd March, 2013, the Ulster Orchestra had received a notification from the Arts Council Northern Ireland that its funding was to be significantly reduced. The Ulster Orchestra had then served notice on 25th June, 2013 to terminate its Lease and sought to reduce its area of occupation and therefore its accommodation costs.

A reduced area of occupation totalling approximately 1,468 square feet had now been agreed with the Ulster Orchestra, subject to a rent of £1,298 per month plus service charge. That was equivalent to the pro-rata rental rate payable under the terminated Lease. The Ulster Orchestra wished to hold that area under a Licence

Agreement until it finalised a new business plan and partnership arrangement with the Council under which it might require a new Lease. It had indicated that that was due for completion within the near future. The proposed term of the new Licence Agreement was six months from 25th July, 2013 and month to month thereafter, solely at the discretion of the Council.

The Committee agreed to grant a temporary Licence Agreement with the Ulster Orchestra for six months and month to month thereafter at the Council's discretion, subject to a fee of £1,298 per month plus service charge.

Loop River Play Centre – Licence Agreement Renewal

The Committee was advised that the Development Committee, at its meeting on 17th September, 2013, had agreed, in accordance with Standing Order 46, to recommend to the Committee that it authorise the extension of an existing Lease and Licence Agreement with the Scout Association for the use of premises at Courtney Hall, situated on the Cregagh Road, as alternative accommodation for the Loop River Play Centre, for a further 24 month period from 1st November, 2013, at a cost of £190 per week.

The Committee adopted the recommendation.

Good Relations and Equality

Minutes of Meeting of Good Relations Partnership

The Committee approved and adopted the minutes of the meeting of the Good Relations Partnership of 14th October.

Minutes of Meeting of the of Party Leaders' Forum and Historic Centenaries Working Group

The Committee approved and adopted the minutes of the meeting of the Joint Group of the Party Leaders' Forum and Historic Centenaries Working Group of 18th October.

European Commission Award – Access City 2013

The Good Relations Manager advised the Committee that the European Commission encouraged all Member States to make their cities more accessible to people with disabilities and to older people. The Commission had an Award Scheme which was open to cities with over 50,000 people and provided an opportunity for EU cities to showcase and share their work and plans for accessibility. Cities were requested to demonstrate their activities and strategies designed to make cities barrier-free and better places to live for everyone. The Equality and Diversity Officer acted as a liaison officer for the Council's work on disability and had recently submitted an entry for the Access City Award.

The Commission had now informed the Council that the European Jury had selected the City of Belfast as a prize winner, although whether the award was for a first, second or third place or simply for a special mention, would not be known until the publication of the official press release by the European Commission on 3rd December, 2013. Six other European Cities had also been selected.

The Good Relations Manager reported that an official Award Ceremony and a Conference on Accessibility would be held in Brussels on 3rd and 4th December and the European Commission would meet the costs of travel and accommodation for two representatives from Belfast at the event. The Commission had recommended that the City delegation be composed of the Lord Mayor of Belfast and the Accessibility Manager (or the person responsible for the disability/accessibility issues in the City administration). She pointed out that the Lord Mayor would not be available and that the officer with special responsibility for disability issues was the Equality and Diversity Officer who had submitted the entry.

The Committee congratulated the Good Relations Unit on its achievement and granted authority for two representatives from Belfast to attend the Awards Ceremony and Conference as outlined.

Belfast Statutory Transition Committee

The Committee considered the undernoted report:

“1 Relevant Background Information

- 1.1 Members will recall the detailed paper in relation to the creation of the Belfast Statutory Transition Committee which was provided to the SP&R / VTC Committee on the 21 June 2013 and subsequently on 9 August 2013. At both meetings it was agreed that Belfast City Council should *‘defer consideration of a report in relation to the creation of the Belfast Statutory Transition Committee to enable the Minister for the Environment to consider the nominees to the Statutory Transition Committee by Lisburn City and Castlereagh Borough Council’***
- 1.2 Members will be aware that the Environment Minister had issued letters to Belfast City Council, Lisburn City Council and Castlereagh Borough Council in relation to the failure to establish the Belfast Transition Committee in line with the requirement set out in Regulation 3 of the Local Government (Statutory Transition Committees) (Northern Ireland) Regulations 2013.**
- 1.3 In the letter to Belfast City Council dated 28 August the Environment Minister acknowledged ‘the difficult position which Belfast City Council has been put in by virtue of the decisions of Castlereagh Borough Council and Lisburn City**

Council in respect of their nominations to the Belfast Statutory Transition Committee’.

- 1.4 The Council’s response to the Minister’s letter has been circulated. The response seeks clarification on the departments’ intentions in regards to the nominations to the Belfast Statutory Transition Committee.

2 Key Issues

- 2.1 Although a formal response has not been received from the Minister, indications are that he will issue a Departmental Direction to the Council in relation to the establishment of the Belfast STC.

- 2.2 Also the Department has also recently issued guidance in relation to the expenditure controls for Statutory Transition Committees. The Direction is made under the section 10 of the Local Government (Miscellaneous Provisions) Act (Northern Ireland) 2010, and states that councils may not, without the written consent of the Statutory Transition Committee:

- (a) make any disposal of land, if the consideration for the disposal exceeds £100,000
- (b) enter into any capital contract
 - i. under which the consideration payable by the relevant council exceeds £250,000
 - ii. which includes a term allowing the consideration payable by the relevant council to be varied;
- (c) enter into any non-capital contract under which the consideration payable by the relevant council exceeds £100,000.

- 2.3 These expenditure controls mean that the Council cannot enter into contracts which are required, for example, to deliver capital projects, without the consent of the STC. The table below provides examples of contracts which are directly affected by the expenditure control direction.

Capital Grant Funding from third parties

Project	External Funding
Marrowbone Pitch	£495,000
Waterfront Hall Exhibition and Conference Centre	£19,000,000

Girdwood Hub	£9,597,249
North Foreshore Green	£6,000,000
Innovation Centre	£625,000
Creative Hub	£3,700,000
Tropical Ravine Refurbishment	£2,232,000

Capital Works Contracts

Project	Estimated Contract Value
Marrowbone Pitch	£765,000
Waterfront Hall Exhibition and Conference Centre, Enabling Works	£375,000
Girdwood Hub	£9,597,249
North Foreshore (appointment of design team)	£500,000

Sample of supplies and Services contracts

Project	Contract Value
Super-connected cities communications campaign	£500,000
Business support initiative	£681,500
Ancillary services for events	£345,500
Super-connected cities growth initiative	£600,000
Employee counselling services	£400,000

2.4 In addition to the expenditure controls the Statutory Transition Committee is required to:

- (i) Prepare a draft corporate and business plan for the new council
- (ii) Prepare a draft budget for agreement by the new council – this will form part of the rate setting process for 2014/15
- (iii) Arrange the first meeting of the new council
- (iv) Appoint the Chief Executive for the new council – the process is due to start in November
- (v) Appoint staff to the new council as it deems appropriate

2.5 Taking all of the issues above into account, Members will need to give consideration to the establishment and composition of the Belfast STC.

2.6 *Appointments to Belfast STC*

In considering the appointment of Members from Belfast City Council to the STC, the Committee is reminded that the Department has issued guidance which states that Belfast should appoint 21 Members to the STC using one of three methods – D’hondt, Sainte Lague or STV – based upon the strengths of the political parties immediately after the local elections in 2011. However, given that the guidance issued to councils in relation to the appointment of Members to STCs is advisory rather than statutory, the Council would be entitled to use a different method of appointment if it saw fit, for example by continuing to apply the Quota Greatest Remainder method which is used currently by the Council.. In considering this matter, the Committee is reminded that its position has been consistently that Castlereagh and Lisburn Councils should make their appointments to the STC based upon the Guidance issued by the Department and in order to be consistent with that position the Quota Greatest Remainder method would not be appropriate.

2.7 A summary of the results of the application of the Quota Greatest Remainder, D’hondt and Sainte Lague methods of proportionality when applied to the political party strengths immediately after the 2011 elections has been circulated. The outcomes of the 3 methods are:

<u>Quota Greatest Remainder</u>	<u>D’hondt</u>	<u>Sainte Lague</u>
7	7	7
6	7	6
3	3	3
3	3	3
1	1	1
1	0	1

2.8 Castlereagh Borough Council

D. Vitty - DUP
C. McGimpsey – UUP

Lisburn City Council

M.H. Tolerton – DUP

J. Drake – IND

- 2.9 The Committee is reminded that meetings of the STC are to be open to the public to attend, unless they are specifically excluded for certain types of decisions, and it is therefore suggested that the meetings should be held in the Council Chamber were the public gallery and Press facilities are already in place**

3 Resource Implications

- 3.1 Once the Belfast STC is established, there will be a payment made to the Belfast City Council nominees of £2,700 per annum paid monthly in arrears. These payments can be accommodated through the budget established for transitional arrangements.**

4 Equality and Good Relations Implications

- 4.1 The establishment of the Belfast STC is provided for in legislation and the methodology for the appointment of Members to the Committee is established in Guidance issued by the Department of the Environment. Accordingly, there are not considered to be any relevant equality or good relations considerations associated with this report.**

5 Recommendations

- 5.1 It is recommended that the Committee:**

- 1. Note the contents of the report.**
- 2. Agree to consider the establishment of the Belfast STC at the VTC meeting on 8 November 2013.**
- 3. If recommendation 2 above is agreed; consider, at the VTC meeting on 8 November 2013, the proportionality method to be used to appoint Members from Belfast.”**

The Chief Executive reported that, with regard to guidance on expenditure controls and the role of Statutory Transition Committee, the Department for the Environment, Local Government Policy Division, had issued earlier that day the following further guidance:

“3 Year Capital Plans and Revenue Forecasts

- 2.1 Councils must have regard to the CIPFA ‘Prudential Code for Capital Finance in Local Authorities’ (the Prudential Code) when carrying out their duties in Northern Ireland under Part 1 of the Local Government Finance Act (Northern Ireland) 2011.**
- 2.2 The Prudential Code requires the development of three-year revenue expenditure forecasts as well as three-year capital plans.**
- 2.3 The Local Government (Miscellaneous Provisions) Act (Northern Ireland) 2010, taken together with the Departmental direction, provides that councils must seek the consent of STCs before making a disposal of land where consideration exceeds £100,000 or entering into a capital contract where consideration exceeds £250,000 or entering into a non capital contract where consideration exceeds £100,000.**
- 2.4 The simplest way of achieving this would be for councils to have their three year capital plans and revenue expenditure forecasts examined and approved by the STC at the beginning which would mean that only those transactions above and beyond what are in the three year capital plans and revenue expenditure forecasts would subsequently have to be referred to the STC.**
- 2.4 All other disposals, capital contracts and non-capital contracts outside of the three-year capital plans and revenue expenditure forecasts should comply with the direction issued by the Department and the guidance set out in paragraphs 3 –6.....”**

After discussion, the Committee adopted the recommendations.

Chairman