

Strategic Policy and Resources Committee

Friday, 18th May, 2018

MEETING OF STRATEGIC POLICY AND RESOURCES COMMITTEE

Members present: Councillor Garrett (Chairperson);
Aldermen Browne, Convery, Haire, Rodgers and Spence;
Councillors Attwood, Beattie, Carson, Campbell, Corr,
Craig, Graham, Hargey, Hutchinson, McDonough-Brown,
O'Neill, Reynolds and Walsh

Also attended: Councillors Collins and Corr Johnston.

In attendance: Mrs. S. Wylie, Chief Executive;
Mr. R. Cregan, Director of Finance and Resources;
Mr. J. Walsh, City Solicitor;
Mr. N. Grimshaw, Director of City and
Neighbourhood Services;
Mr. J. Greer, Director of Economic Development;
Mr. S. McCrory, Democratic Services Manager; and
Mr. J. Hanna, Senior Democratic Services Officer.

Apologies

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

Minutes

The minutes of the meetings of 20th and 27th April were taken as read and signed as correct. It was reported that those minutes had been adopted by the Council at its meeting on 1st May

Declarations of Interest

No declarations of interest were reported.

Restricted Items

The information contained in the following five reports is restricted in accordance with Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.

Resolved – That the Committee agrees to exclude the members of the Press and public from the Committee meeting during discussion of these items as, due to the nature of the items, there would be a disclosure of exempt information as described in Section 42(4) and Section 6 of the Local Government Act (NI) 2014.

Changes to Current Catering arrangements

The City Solicitor reported that he had, the previous evening, received information from one of the trade unions in relation to the above mentioned report and requested that the Committee consider deferring the matter for a period of one month to enable him to address the matter.

The Committee agreed to this course of action.

Community Development Grants Programme

The Committee considered a report which provided an update on the current situation regarding the Community Development Grants Programme 2018/19 and which included a range of options relating to the funding allocations.

The Committee:

- agreed to the allocation of £33,333 from non-recurrent resources to fund the shortfall in the Department for Communities' contribution towards the Community Development Grants Programme for 2018/19;
- agreed the allocation of £23,444 from non-recurrent resources to the Belfast City Wide Tribunal Service for 2018/19;
- agreed the preferred option in relation to the additional allocation of £67,892 for Advice, that is Option one, with the total amount being allocated to the five Advice Consortia based on the Council's agreed allocation model. All five consortia would receive an increase in their allocation for the provision for generalist advice services across the city;
- agreed to receive a presentation from Department for Communities Officials in relation to funding of Advice Provision; and
- agreed to receive a further paper on Advice Provision in relation to the Evason Report.

Review of BCC Operating Model for Procurement

The Director of Finance and Resources reported that the Council currently spent approximately £70million each year on the goods and services needed to deliver its own services. As part of the Council's efficiency programme, the operating model for Council procurement had been reviewed by the Westminster Procurement Services with the aim of identifying opportunities to become more commercial and to better support inclusive economic growth in the city. He submitted a report which set out the rationale for the review, highlighted the urgent nature of the review and set out the broad recommendations.

The Committee:

- agreed to the organisation structure as set out in the report; and
- noted the recommendations of the Westminster Procurement Services (WPS) review as summarised in Appendix 1 to the report.

Assets Management

Renewal of Car Park Licence Agreements at Cromac Street, Kent Street and Station Street

The Committee approved the renewal of licence agreements for Council operated off street car parks at Cromac Street, for a further 12-month agreement commencing on 1st April 2018 at an annual rent of £52,700; at Kent Street, a 3-year licence agreement from 1st July, 2016 at an annual fee of £20,340; and for Station Street a 3-year licence agreement from 1st July 2016 at an annual fee of £48,900.

Balmoral Business Park – Outstanding Rental Agreement

The Committee granted authority for the outstanding rental account in respect of a site within Balmoral Business Park, as detailed in the report, to be written off in accordance with Section M12 of the Council's Financial Regulations.

Grant of Easement, 17 Saintfield Road – Knockbreda Cemetery

The Committee approved the regularisation of title boundaries and easement with the owner of a private dwelling situated within the grounds of Knockbreda Cemetery.

Area-based Festivals

The Committee was reminded that, at its meeting on 27th April, it had been advised that correspondence had been received indicating that discussions had been taking place between various community organisations and some Members regarding the possibility of developing a number of larger scale area-based diversionary and educational activities associated with July and August bonfires this year by way of proof of concept. It had been reported that, at that stage, the proposals were not sufficiently worked up to present to the Committee for agreement. The Committee had agreed that the groups be requested to submit a proposal, which provided a balanced cross-city programme, in time for today's meeting.

The Committee considered an update on the available details submitted in relation to the original proposals which had been discussed on 27th April and a list of additional financial requests which had been received in the last number of days. The Committee was advised that requests were still being submitted and hence it had not been possible to carry out due diligence of any kind. In addition, the submissions had a wide variation in detail. Whilst the original Committee discussion focused on diversionary and educational activities associated with July and August bonfires, the additional proposals covered a wide range of activities. The Committee was reminded further that there was no budget to allocate to the requests at this point and that no firm recommendation was being put in front of the Committee. If the Committee was minded to provide any funding then legal funding agreements would be required.

It was

Moved by Councillor Reynolds,
Seconded by Councillor Craig,

That the Committee:

- Agrees to fund the following summer diversionary events and programmes:
 - Féile (Féile - £100,000; Northern Ireland Alternatives Community Festivals Summary – East Belfast Community Festival - £50,000; New Lodge - £40,000; Market - £10,000; Belfast South Community Resources - £26,521);
- That the funding be allocated from General Reserves - £226,521; and
- £180,000 to be taken from the European City of Culture (ECoC) Budget to fund a new July festival:
 - £100,000 – Twaddell Woodvale Residents' Association – major event on 11th July in Woodvale Park
 - £80,000 – Ulster-Scotch Heirskip Council/Ulster-Scots Community Network – community education programme, community visualisation programme and 3 year strategic planning process for new festival;
- That the General Reserves be replenished in full and the ECoC reserve be replenished as much as possible from the year-end underspend which is due to be considered by the Committee in June;
- That the funding applications be subject to due diligence, appropriate legal agreements and to evaluations being undertaken;
- To ensure transparency in future years, to establish an open call diversionary programme with an agreed budget; and
- That Council officers engage with the groups that were not allocated support to discuss alternative funding opportunities.
- That, due to the urgency of the matter, the above decisions would not be subject to call-in.

On a vote by show of hands thirteen Members voted for the proposal and six against and it was declared carried.

Designation of Belfast District (or the City Centre)
as a 'Holiday Resort'

The Committee was reminded that, at its meeting on 20th April, it had agreed to defer consideration of a report on the designation of Belfast District (or the city centre) as a 'holiday resort' providing large shops with the option to extend Sunday trading hours between the months of March and October to enable further information to be received. Subsequently, at its at its special meeting on 27th April, it had again deferred the matter to enable a Summit to be hosted by the Council that would include key stakeholders including the Trade Unions, business organisations such as the Belfast

Chamber of Trade and Commerce, Retail NI and the tourism sector and representatives of those shops who wished to have extended Sunday opening.

The Committee considered further the reports of 20th and 27th April, together with the supplementary report which had been prepared following the holding of the Summit. A copy of the three reports in this regard are set out hereunder

**Report to the Strategic Policy and
Resources Committee on 20th April**

“1.0 Purpose of the Report

1.1 The purpose of this report is to:

- update the Strategic Policy and Resources Committee on the updated findings from the public consultation as to whether Belfast City Council should designate the Belfast district (or the city centre) as a ‘holiday resort’ under Article 6 of the Shops (Sunday Trading &c.) (Northern Ireland) Order 1997
- to seek a decision from Members on whether to proceed with a ‘holiday resort’ designation

The effect of such a designation would be to provide large shops with an option to extend their Sunday trading hours in the city centre on up to 18 Sundays (other than Easter Sunday) between 1 March and 30 September in any calendar year.

Such a designation may not come into effect until at least one month after the resolution of the Council.

1.2 Deputations

Members will wish to note that officers have received requests from both the Union of Shop, Distributive and Allied Workers (Usdaw) and the Belfast Chamber of Trade and Commerce to give short presentations to the Committee on this issue. It will be a matter for the Committee to decide at the start of the meeting whether or not to receive the deputations from the aforementioned organisations (or indeed any other organisation who may make a similar request prior to the meeting).

2.0 Recommendations

2.1 The Committee is asked to:

- (i) advise whether to receive the deputations indicated at para 1.2

- (ii) note the contents of the report including the findings from the original public consultation which concluded on 5 May 2017 and the supplementary public consultation which ended on 2 April 2018.
- (iii) make a decision as to whether to provide approval for the Council to make a 'holiday resort' designation under Article 6 of the Shops (Sunday Trading &c.) (Northern Ireland) Order 1997
- (iv) if it is decided to make a designation, to then decide as to whether to apply the designation to either:
 - a) the entire Belfast City Council district area, or
 - b) Belfast City Centre only (based on the BMAP definition of the city centre).

3.0 Main Report

3.1 Background

The initial proposal was made in response to a strong lobby within the city to designate Belfast as a 'holiday resort' area in order to improve the tourism offering in Belfast (particularly on a Sunday morning), to boost the local economy and to support the overall regeneration of the city centre. The principle of additional Sunday opening hours for large shops in 'holiday resort' areas was established under Article 6 of the Shops (Sunday Trading &c.) (Northern Ireland) Order 1997.

Article 6 was included in the 1997 Order as an additional exemption to allow large shops in tourist areas to avail of the additional tourist trade over the summer months. A number of councils in Northern Ireland have by resolution of the council designated cities and towns which receive tourists as holiday resorts including:

- Derry-Londonderry (Derry City and Strabane District Council)
- Newry (Newry, Mourne and Down District Council)
- Kilkeel (Newry, Mourne and Down District Council)
- Portrush (Causeway Coast and Glens Borough Council)
- Portstewart (Causeway Coast and Glens Borough Council)

– Ballycastle (Causeway Coast and Glens
Borough Council)

Belfast, as a growing tourist destination in both Northern Ireland and wider afield may similarly wish to avail of this exemption.

It is important to note that any decision to designate as a holiday resort will not result in any change in existing legislation or further 'deregulation' of Sunday trading law.

Requirement to consult

Any designation as a 'holiday resort' must be done by resolution of the Council. The legislation states that before making a designation the Council must first consult persons likely to be affected by the proposed designation.

Previous Consultation 2017

The Council consulted widely on this issue during 2017 finding that of the total 2471 people and organisations who responded some 1531 answered yes (62%) and 934 answered no (38%) as to whether the council should designate Belfast as a holiday resort. At its meeting on 19 May 2017, the Strategic Policy and Resources Committee decided not to designate Belfast as a 'holiday resort'.

Supplementary Consultation 2018

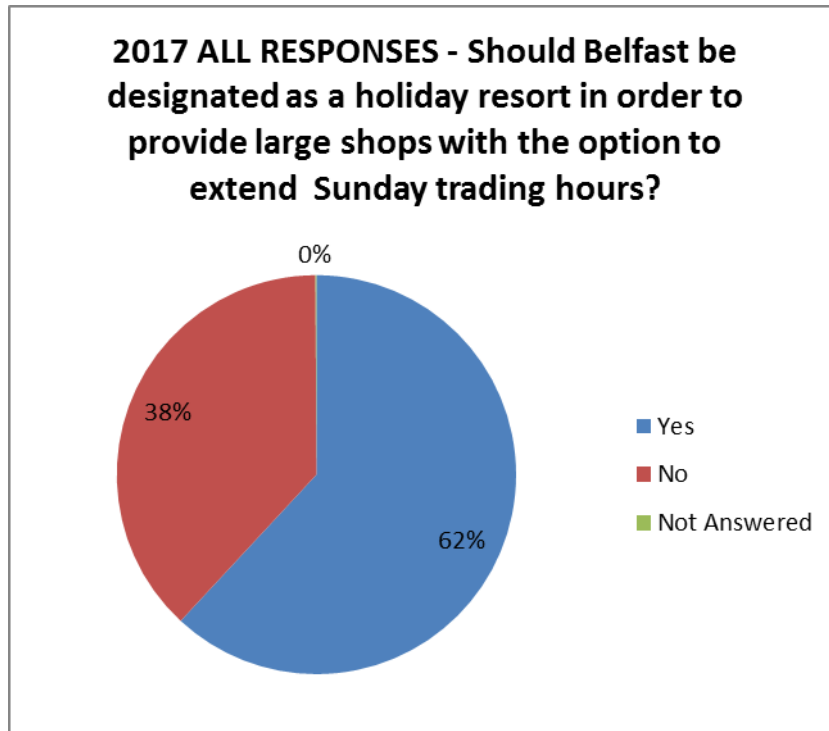
At its meeting on 16 February 2018, the Strategic Policy and Resources Committee agreed that the Council undertake an additional 6-week consultation between 19 February and 02 April 2018 on the key questions. The purpose of this supplementary consultation was to allow consultees to further contribute to the existing evidence base and to provide Members with up to date information upon which to make any decision to designate Belfast as a holiday resort or otherwise.

3.2 Responses to the 2017 Consultation

A total of 2471 people responded to the initial consultation in 2017. A summary of the responses to the three main questions are included below.

1. Should Belfast be designated as a holiday resort in order to provide large shops with the option to extend Sunday trading hours?

- 1531 answered yes (62%)
- 934 answered no (38%)



2. What area should the designation apply to? (Citizen space responses only)

Of the 2471 responses received, 1689 answered this question:

- 1398 indicated all of the Belfast City Council area (82.8%)
- 291 indicated Belfast City Centre only (17.2%)

3. Do you think Belfast would be more attractive as a tourist and/or shopping and leisure destination if the restrictions on Sunday opening times for larger shops were removed?

Of the 2471 responses received, 1816 answered this question:

- 1515 agreed with this statement (83.4%)
- 294 disagreed with the statement (16.2%)
- 7 did not know (0.4%)

3.3 Responses to the 2018 Consultation

In total, 5196 people and organisations responded to the supplementary consultation.

Some 2092 responses were collected via Citizen Space (the council's online consultation tool), with the remaining 3104 responses being comprised mainly of hard copy surveys (1695), survey postcards (1369) written correspondence (22) and emails (18).

1. Should Belfast be designated as a holiday resort in order to provide large shops with the option to extend Sunday trading hours?

- 2528 answered yes (48.7%)
- 2635 answered no (50.7%)
- 33 did not answer

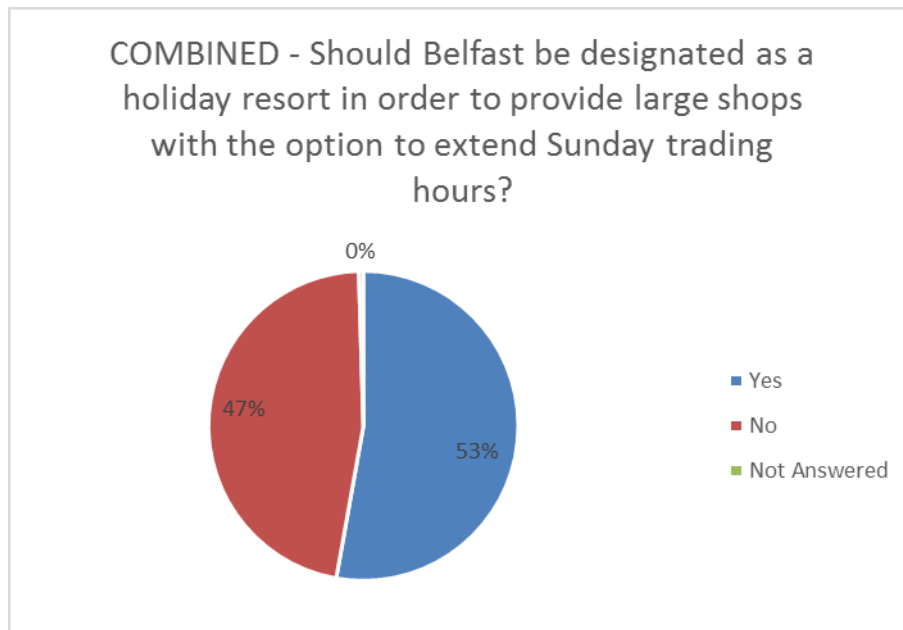


2. What area should the designation apply to?

Of the 5196 responses received, 2674 answered this question:

- 2344 indicated all of the Belfast City Council area (87.7%)

- 330 indicated Belfast City Centre only (12.3%)



3. Do you think Belfast would be more attractive as a tourist and/or shopping and leisure destination if the restrictions on Sunday opening times for larger shops were removed?

Of the 5196 responses received, 3768 answered this question:

- 2498 agreed with this statement (66.3%)
- 1213 disagreed with the statement (32.2%)
- 57 did not know (1.5%)

3.4 Analysis of overall findings (2017 and 2018 combined)

Taking the initial consultation and the supplementary consultation together, some 7667 people and organisations responded to the consultation in total.

With regards to the priority question in the consultation –

1. Should Belfast be designated as a holiday resort in order to provide large shops with the option to extend Sunday trading hours?

- 4049 answered yes (52.8%)
- 3583 answered no (46.7%)
- 35 did not answer

2. What area should the designation apply to?

Of the 7667 responses received, 4363 answered this question:

- 3742 indicated all of the Belfast City Council area (85.8%)
- 621 indicated Belfast City Centre only (14.2%)

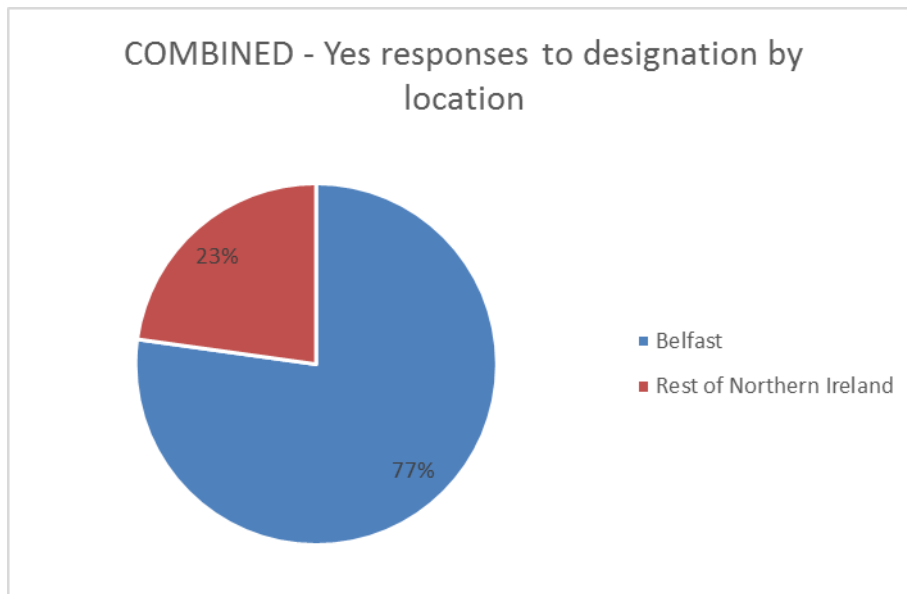
3. Do you think Belfast would be more attractive as a tourist and/or shopping and leisure destination if the restrictions on Sunday opening times for larger shops were removed?

Of the 7667 responses received, 5584 answered this question:

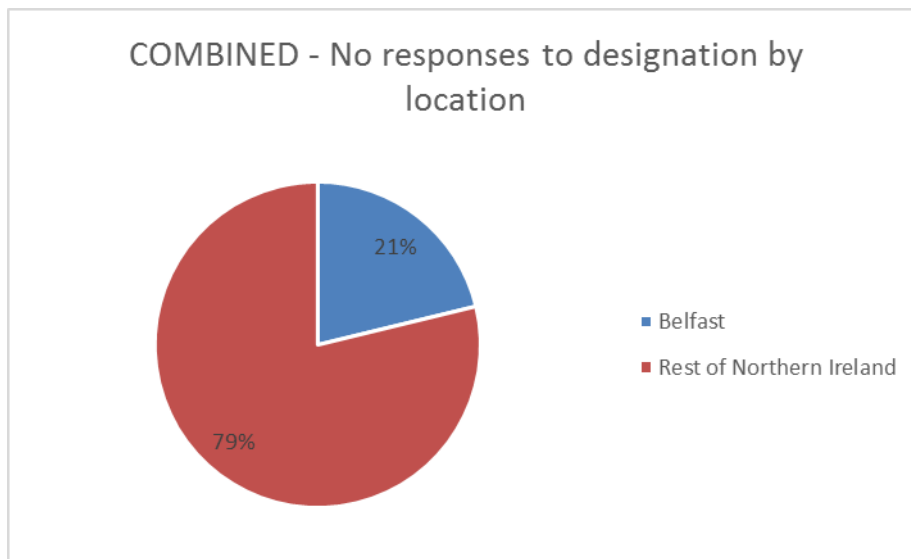
- 4013 agreed with this statement (71.9%)
- 1507 disagreed with the statement (27%)
- 64 did not know (1.1%)

3.5 Postcode Analysis (2017 and 2018 Combined)

An analysis of the postcodes of the respondents (7667 responses received, 7196 answered this question) who provided this information reveals that of approx. 80% of the 'yes' responses were from postcodes within the Belfast District.



Similarly, approx. 80% of the 'no' responses were from outside Belfast.



Respondents location	Yes	No	Not answered	Total	% Total
Antrim and Newtownabbey	191	197		388	5.1%
Ards and North Down	108	235	4	347	4.5%
Armagh City, Banbridge and Craigavon	45	260		305	4.0%
Belfast	2476	594	11	3081	40.2%
Causeway Coast and Glens	12	141	1	154	2.0%
Derry City and Strabane	3	70		73	1.0%
Fermanagh and Omagh	8	245		253	3.3%
Lisburn and Castlereagh	238	281	6	525	6.8%
Mid and East Antrim	50	283		333	4.3%
Mid Ulster	14	368	4	386	5.0%
Newry, Mourne and Down	62	127		189	2.5%
UK	12	1		13	0.2%
International	3	1		4	0.1%
Council Area/ Location Unknown	840	331	445	1616	21.1%
Grand Total	4062	3134	471	7667	100.0%

3.6 Next Steps

Making the Designation

Should the Council decide to make the designation, they must do so by resolution of the Council and the designation cannot take effect until at least one month after the date on which the resolution is passed.

Therefore, if the council made a resolution at the 1 May Council meeting then the designation could not take effect until 1 June 2018.

3.8 How would the Exemption be Applied

To make use of the exemption, the occupier or proposed occupier of a large shop must notify the local District Council of the dates of the Sundays involved. The notification does not take effect until 14 days from the date it is given, unless the Council agrees that it should come into effect earlier.

A Council must maintain a register of shops in its district making use of this exemption and make the register available to the public at all reasonable times.

The Council may not dictate which Sunday's the large shop may open on (within the designated dates) nor the opening or closing times. Having made the 'holiday resort' designation the council's role according to the legislation will be keep a register of the large shops making use of the exemption in addition to their existing enforcement role in respect of Sunday trading.

3.9 A co-ordinated approach

If the Council decides to proceed with the designation, the Council will work with key partners including the Belfast Chamber of Trade and Commerce, Belfast One and Visit Belfast to ensure the effective promotion of the additional hours and to consider the potential impact on city animation due to the additional visitors to the city on that day.

For example, if a major event is taking place in the city over a particular weekend during the summer months, the Council would aim to ensure that the event would be promoted alongside a programme of supporting activities. The city would effectively be 'open for business' across the entire weekend thereby maximising the tourism offering in the city

and providing the option for both small and large retail stores to avail of the additional visitors into the city whilst the event is taking place. Likewise, the retail and business partners have been working on the proposals for increased marketing and promotion in order to raise awareness of the change in opening hours, if agreed. It is likely that the majority of retailers will want to open from 11am. The closing hours are likely to remain unchanged.

3.10 Employment provisions

Concerns about the impact of additional Sunday trading on the rights of shop workers was a major issue during the drafting of the original legislation in 1997. To counter these concerns Article 11 and Schedule 2 of the Shops (Sunday Trading &c.) (Northern Ireland) Order 1997 was included to provide employment rights for shop workers, except those contracted to work only on Sundays. They aim to ensure that shop workers are not compelled to work on Sundays against their wishes. The rights apply irrespective of age, length of service or hours of work.

The Schedule provides that dismissal of a shop worker (including dismissal for reasons of redundancy) is unfair if the reason for it was the worker's refusal to work on Sundays. It also provides the right not to suffer any other detriment (such as denial of normal promotion or training opportunities, or refusal to pay seniority bonuses etc.) for refusing to work on Sundays. All shop workers who enter into a contract of employment requiring Sunday working are able to 'opt out' of Sunday working subject to giving the employer three months' notice. Enforcement of the employment rights is by way of complaint to an industrial tribunal.

Charter on extended working hours

Before any designation is made the Council will seek assurances from the various retail representative groupings including the Belfast Chamber and Retail NI that their Members (including all large shops wishing to avail of the extended opening hours) are fully aware of their obligations under the legislation to protect the rights of workers. This assurance could take the form of an agreed Charter which all large shops planning on operating extended working hours on designated Sunday's would sign up to.

3.11 Review of Holiday Resort Designation

It is proposed that any decision to designate Belfast (or the City Centre) as a 'holiday resort' will be subject to a full review at the end of the designated 'holiday resort' period.

To inform such a review the Council will carry out continuous monitoring and evaluation throughout the designation period with a view to bringing a report back to Members in April 2019 outlining the impact that the designation has had over the holiday period.

3.12 Financial and Resource Implications

There will be financial and resource implications for both the Development Department and the Planning and Place Department should the Council designate the council area as a holiday resort under Article 6 of the 1997 Order.

The Building Control Service currently perform the enforcement role in relation to Sunday trading under the 1997 Order and the designation of the Belfast district as a 'holiday resort' would require an additional level of resource to manage the registration of participating shops and enforcement of same.

The Development Department may need to consider how existing resources are re-focused to promote change in opening hours. This may include additional city animation or promotional activities. There may also be a request for additional financial support to supplement planned marketing activity. This will have to be found from existing resources.

3.13 Equality Or Good Relations Implications

A draft Equality Screening exercise was undertaken. Information elicited from the first consultation was used to inform and update the Equality Screening document.

The Equality Screening document was shared with respondents to the online survey and hard copy questionnaire survey to help elicit their views. As part of the consultation, respondents were asked if they were aware of any equality and / or good relations implications that should be considered around potentially extending Sunday trading.

There were 144 responses made to this question via the online consultation and in hard copy questionnaire format.

Some respondents made more than one point. For comparison purposes to the previous consultation, the same thematic areas were applied. Respondents said:

1. Some people can't work on a Sunday due to religious commitments /going to church/family commitments but will feel obliged/pressured to do so if changes are implemented. (44)
2. Extended Sunday opening during the summer will provide economic opportunities and conveys a positive cosmopolitan image to visitors/tourists. (17)
3. If implemented, extending Sunday trading hours during summer months will provide additional choice for residents and tourists that want to shop on Sundays, for businesses that wish to open and people that want to work on Sundays. (2)
4. Religious beliefs/current laws should not restrict those who wish to shop on a Sunday (1)
5. Family life will be affected if Sunday trading is implemented. There will be a negative impact on retail workers who are carers/have children. (51)
6. Extended Sunday trading conflicts with personal Christian religious views/faith beliefs (70)

Information elicited from the consultation will be used to inform and update the Equality Screening document in line with members' decision."

Report to the Strategic Policy and Resources Committee on 27th April

“1.0 Purpose of the Supplementary Report

1.1 The purpose of this report is to:

- provide the Strategic Policy and Resources Committee with supplementary information (to the original report of 20 April 2018) to inform any decision by the Council as to whether Belfast City Council should designate the Belfast district (or the city centre) as a ‘holiday resort’ under Article 6 of the Shops (Sunday Trading &c.) (Northern Ireland) Order 1997
- to seek a decision from Members on whether to proceed with a ‘holiday resort’ designation

1.2 Deputations

Members will wish to note that officers have received a request from Retail NI to make a further oral submission to

the Committee on this issue. It will be a matter for the Committee to decide at the start of the meeting whether or not to receive the deputation from Retail NI (or indeed any other organisation who may make a similar request prior to the meeting), however others may have considered that they only had one opportunity to present to committee and they have therefore submitted further information in writing.

2.0 Recommendations

2.1 It is recommended that Members:

- (i) advise whether to receive the deputation(s) indicated at para 1.2**
- (ii) refer to the original SP&R report dated 20 April 2018 which includes the findings from the original public consultation which concluded on 5 May 2017 and the supplementary public consultation which ended on 2 April 2018**
- (iii) note the additional briefing report on a range of issues raised at Committee on 20 April 2018**
- (iv) note the draft Charter circulated to all interested parties**

3.0 Main Report

3.1 At the meeting of 20 April 2018 the Strategic Policy and Resources Committee considered the original report and agreed to defer a decision, pending the provision of additional information. Following the meeting, officers engaged with the parties that had made representations at the Committee meeting in order to request- further information on a number of issues raised including:

- 1. Feedback from other NI locations on the impact of Holiday Resort designation**
- 2. Details on the number of people employed in retail in Belfast**
- 3. Details on the numbers of large stores (i.e. 280m2 +) who currently have staff in work before the normal Sunday trading hours (i.e. staff working before 1pm)**
- 4. Details on cruise ship visitors to the city, focusing on those visiting on Saturday and Sunday**
- 5. Details on how many cruise visitors come into the city centre**
- 6. Details on hotel occupancy at weekends in the city – focusing on the Summer period (April-September)**

Further submissions have been received from Usdaw, Belfast Chamber of Commerce, Retail NI, Visit Belfast and the NI Hotels Federation on the issues raised and upon the draft charter circulated (see para 3.2). A summary of the additional requested information has been circulated.

3.2 Draft Charter

At Committee Members requested sight of a draft copy of a potential Sunday trading Charter as per para 3.10 of the 20 April report. The report stated that the Council would seek assurances from employer organisations that their members are fully aware of their obligations under the legislation to protect the rights of workers and that such assurance could take the form of an agreed charter that participating large shops could sign up to on a voluntary basis.

A draft Charter was circulated on Tuesday 24 April as requested by Members to all those who had made representation at the SP&R meeting on 20 April and comments have been received in relation to the draft.

An updated draft Charter has been circulated for Members' consideration. This draft charter represents a 'voluntary undertaking' on the part of participating shops and Members will note that the legal obligations reaffirmed within the Charter are enforceable through employment tribunals as outlined in Schedule 2 of the Sunday Trading Order 1997.

The Belfast Chamber of Commerce are supportive of the draft Charter and have indicated a willingness to work with its members on the promotion of the charter should a designation be made. Usdaw and Retail NI have objected on the basis that the Charter is not in itself legally enforceable.

4. Financial and Resource Implications

See original report dated 20 April 2018

5. Equality or Good Relations Implications

See original report dated 20 April 2018."

Report to the Strategic Policy and Resources Committee of 18th May

"1.0 Purpose of the Supplementary Report

1.1 The purpose of this report is to:

- provide the Strategic Policy and Resources Committee with supplementary information (to the original reports of 20 April and 27 April 2018) to inform any decision by the Council as to whether Belfast City Council should designate the Belfast district (or the city centre) as a ‘holiday resort’ under Article 6 of the Shops (Sunday Trading &c.) (Northern Ireland) Order 1997
- to seek a decision from Members on whether to proceed with a ‘holiday resort’ designation.

1.2 Deputations

Members will wish to note that officers have received a request from Michala Lafferty, Usdaw to make a further oral submission to the Committee on this issue. It will be a matter for the Committee to decide at the start of the meeting whether or not to receive the deputation from Usdaw (or indeed any other organisation who may make a similar request prior to the meeting).

2.0 Recommendations

2.1 The Committee is asked to:

- (i) advise whether to receive the deputation(s) indicated at para 1.2
- (ii) refer to the original SP&R reports dated 20 April 2018 and 27 April 2018 which include the findings from the original public consultation which concluded on 5 May 2017 and the supplementary public consultation which ended on 2 April 2018, as well as the additional briefing report on a range of issues which was provided to Committee on 27 April 2018
- (iii) note the independent chairperson’s brief prepared by Richard O’Rawe following the summit held with a range of stakeholders on 10 May 2018 in Belfast.

3.0 Main Report

3.1 At its meeting on 20 April 2018 the Strategic Policy and Resources Committee agreed to defer a decision in order to receive additional information.

At its meeting on the 27th April the Committee agreed to once again to defer a decision to enable a Summit to be hosted by the Council that would include key stakeholders such as the Trade Unions, business organisations such as the Belfast Chamber of Trade and Commerce, Retail NI and

the tourism sector and representatives of those shops who wish to have extended Sunday opening.

- 3.2 Following ratification of the SP&R minutes at the full Council on 1 May, officers issued an invitation to the key stakeholders outlined above to attend a summit meeting on Thursday 10 May in the council offices at 9 Adelaide.

The council secured the services of an independent chairperson, Richard O'Rawe, to facilitate the summit meeting. A copy of the Chairperson's brief prepared after the summit meeting has been circulated.

- 3.3 The main summary points from the Chairperson's brief are as follows:

Areas of Agreement

All parties agreed that they want to support the creation of a more vibrant city centre to attract visitors and residents on a Sunday morning. They agreed that a programme of animation and promotional activity should be developed in order to enhance vibrancy and increase footfall in the city.

On Extended Sunday Trading

Most of the organisations in the room were in favour of additional hours for large retailers on a Sunday. In order to test the impact of the scheme and to review and address any issues arising, they noted that they would be open to considering a pilot scheme running to the end of September 2018. They viewed the benefits as being both social (Sunday morning recreation) and economic (increasing visitor spend and more viable trading environment).

Those in favour point to the extended trading hours as being optional and suggest that this will provide a choice that extends to shops, workers and customers.

The Trade Unions and Retail NI are opposed to the proposal on the grounds that they believe it will take trade from smaller independent retailers and it will be detrimental to workers and their families. Both the Unions and Retail NI would support a campaign to encourage small retailers to open additional hours on a Sunday and would be keen to package this up by ensuring that a programme of animation activity and promotion was put in place as well.

Those against extended hours are not convinced by the economic argument and believe that a 'Small Shop Sunday' programme would bring greater overall economic benefit.

There was a view in the room that the disagreement on the economic value arising from extended Sunday trading hours will be tested if the pilot is approved.

On the Charter

Most of those in attendance were in favour of having an explicit commitment to reinforce the protection of workers' rights. Those in favour of a charter noted that all of the commitments are already enshrined in law. They felt that the charter offered a vehicle for retailers to make a public statement of their commitment to ensure that workers' rights are protected in line with the existing legislation, and also to ensure that there is a regular forum for raising any issues related to the implementation.

The Trade Unions feel that the charter is meaningless as it has no legislative effect. They also would have wanted to ensure that the draft text was agreed with them.

3.4 Economic evidence

In previous reports, a series of research pieces to support the demand for the proposed extension were undertaken. These include:

- 21 cruise ships will arrive in Belfast on a Sunday (across the key Summer months). 20 of these ships will be in port by 09.30am. These 21 ships will bring more than 36,000 passengers and staff
- Visit Belfast research (April 2018) into the GB market (which accounts for 41% of overnight stays) found that 60% of potential visitors expected to be able to shop on a Sunday morning and 93% expected shops to open earlier than 1pm. Retail is an important element of a vibrant city: 42% of GB visitor spend is on shopping
- Hotel occupancy rates on a Saturday evening over the Summer period in 2017 averaged at 91.7% - with the highest levels of occupancy on Saturdays in August (97.2%). Based on these figures, there could be up to 10,000 people in the city on a Sunday
- Tourism NI confirmed that Belfast plays an important role as the gateway to NI, with 30% of all tourism spend in Belfast. With over 1,000 new hotel rooms to open in 2018 and a similar number to become

available in 2019 – there will be an increased demand to provide a range of options, in line with visitor expectations

- Retailers argue that the sector is under pressure and that they have to adapt and try all possible avenues open to them in order to attract new business. A report from Springboard (14 May 2018) demonstrated a 7.3% drop in footfall in retail across Northern Ireland in April 2018 – with a number of High Street stores closing or under significant pressure.
- USDAW do not believe that there is evidence of economic benefit from extended trading hours. Those supporting the proposal consider that the pilot phase will allow for data to be collected which will provide specific detail on the impact of the extended opening hours.

3.5 Financial And Resource Implications

See original report dated 20 April 2018

3.6 Equality Or Good Relations Implications See original report dated 20 April 2018.”

Moved by Councillor Hargey,
Seconded by Councillor Attwood,

That the Committee agrees not to designate the Belfast district (or the city centre) as a “holiday resort” under Article 6 of the Shops (Sunday Trading and &c.) (Northern Ireland) Order 1997 and that a report on animating the city on Sundays be submitted to the Committee in due course.

On a vote by show of hands fourteen Members voted for the proposal and four against and it was declared carried.

Matters referred back from Council/Motions

Motion – Leisure Provision

The Committee was reminded that, at the meeting of the Council on 1st May, the following motion, which had been proposed by Councillor Collins and seconded by Alderman Browne, had, in accordance with Standing Order 13(f), be referred to the Committee for consideration:

"This Council notes that on 7th April, 2018 hundreds of leisure workers and their supporters marched along the Falls and Shankill roads to highlight concerns about job losses. The Council also notes the trade union demonstration today, which called for the protection of our leisure services and raised the demand to bring leisure services back fully under

Belfast City Council control. The Council recognises that since the outsourcing of leisure services some years ago serious concerns have emerged about the running of leisure in Belfast. The Council is opposed to any job losses, erosion of workers terms and conditions or price hikes as part of the leisure transformation programme. The Council tasks the Chief Executive and the officer team to explore the options in relation to the future provision of leisure services, including the feasibility of bringing the service back under council control at some time in the future.”

With the permission of the Chairperson, Councillor Collins, in whose name the motion stood, addressed the Committee.

The Committee agreed that a further report be submitted to a future meeting which looked at the proposal in the motion in relation to the future provision of leisure services and the feasibility options open to the Council.

Motion - Special Schools

The Committee was reminded that the Council, at its meeting on 9th April, had passed the following motion on Special Schools, which had been proposed by the Deputy Lord Mayor, Councillor Copeland, and seconded by Alderman Rodgers:

“This Council expresses its grave concerns at the plans by the Education Authority in Northern Ireland to close a number of special schools and also to amalgamate others in the city of Belfast.

The Council believes that if the plans go ahead they will have a devastating effect on staff and on pupils and their families, many of whom have serious physical and mental health problems.

Accordingly, the Council agrees to request the Chief Executive and members of the Board of the Education Authority to meet with an all-party delegation from the Council to discuss this as a matter of urgency.

This Council calls on the Education Authority to call a halt to this consultation process until they engage fully with the schools, parents, pupils and all the stakeholders involved.”

It was reported that a response had now been received from Mr Gavin Boyd, Chief Executive of the Education Authority. Mr. Boyd stated that the Education Authority had not commenced a formal consultation process around the future of special schools. He had pointed out that, during more than twenty-three engagement sessions, the Authority had made it clear to parents, school representatives, Boards of Governors and Elected Representatives that it wished to invest in the special schools' estate, to redress the significant accommodation issues which had been identified in schools in the Belfast area and to create the resources and facilities required to meet the complex needs of children and young people.

Mr. Boyd pointed out also that the Education Authority had been engaging with Elected Representatives to address misconceptions which had been reflected in the media and that it would continue to engage with them as the work outlined in the aforementioned sessions was progressed. He concluded by confirming that he would be happy to meet with Members if they considered that to be beneficial.

The Committee agreed that an all-party deputation meet with the Chief Executive of the Education Authority, in conjunction with the meeting previously agreed by the People and Communities Committee regarding the funding of Youth Services.

Governance/Members' Issues

Establishment of a Brexit Committee

The Committee considered the following report:

“1.0 Purpose of the Report

1.1 The purpose of this report is to seek the Committee’s approval on a number of actions required to establish the new Brexit Committee as previously agreed by the SP&R Committee at its meeting on 23 March 2018 and ratified by the Council on 9 April 2018.

2.0 Recommendations

2.1 The Committee is asked to:

- (i) note the Party allocation of Members to the Committee using the Quota Greatest Remainder methodology as set out at para 3.1**
- (ii) note the order of choice for the Chairperson and Deputy Chairperson Positions of Responsibility using the D’Hondt methodology as set out at para 3.2**
- (iii) agree the reallocation of the Special Responsibility Allowance as outlined at para 3.3**
- (iv) agree amendments to the Standing Orders to accommodate the new Committee as set out at para 3.4**
- (v) agree the remit for the new Brexit Committee (including the terms of reference and operating protocol) as set out at para 3.5**

3.0 Main Report

3.1 Allocation of Members to Committee via Quota Greatest Remainder methodology

The Committee had previously agreed that the Brexit Committee would have 20 Members whose positions would be allocated by applying the Quota Greatest Remainder

methodology. This approach would result in the following party representation on the Committee:

Sinn Féin	7
DUP	5
Alliance	3
SDLP	2
UUP	2
PUP	1

3.2 Appointment of additional Positions of Responsibility via the D'Hondt methodology

The Committee has previously agreed that Positions of Responsibility would be appointed using the D'Hondt methodology. This approach results in the following parties having first and second choice for the two positions of responsibility:

Choice 1	Sinn Féin
Choice 2	DUP

As there remains less than one year of the current council term, it is proposed that the Nominating Officers of Sinn Féin and the DUP nominate a Chairperson and Deputy Chairperson to fulfil these roles for the remainder of the council term.

3.3 Reallocation of the Special Responsibility Allowance

The establishment of an additional standing committee will require a reallocation of the £108,000 Special Responsibility Allowance for the remainder of this term.

Appendix 1 provides a proposed reallocation based on the inclusion of an additional Chairperson and Deputy Chairperson for the Brexit Committee.

3.4 Amendment to Standing Orders

The Councils Standing Orders are required to be amended with the insertion of a new Standing Order 37(g) which sets out the duties of the new Brexit Committee.

Members will note that amendments to Standing Orders requires two full Council meetings before they can come into effect. If the amended Standing Orders are presented to the June Council meeting and ratified then they would need to be confirmed at the July Council meeting, the earliest timeframe

for the inaugural meeting of the newly established Brexit Committee would be August 2018.

3.5 Remit of the Brexit Committee

The original notice of motion stated that ‘the Council immediately establish a formal Brexit Standing Committee, made up of Elected Members, with appropriate officer support, to undertake all necessary work required to bring forward a report with recommendations to explore the impact of Brexit on Belfast and its citizens’.

A draft Terms of Reference for the Committee is attached Appendix 2.

In terms of an overall function, the draft Terms of Reference propose that the Committee will be responsible for monitoring and reviewing the financial, resource or operational impact upon the Council and the district as a result of the UK’s leaving the European Union and for making recommendations to Council on such issues (or to the relevant Standing Committee where appropriate).

Operating Protocol

The Committee will meet monthly (or as and when required).

Agenda items normally going to other Standing Committees which identify Brexit implications will be referred to the Brexit Committee for consideration and decision.

In respect of any other matter which may require some consideration in the context of Brexit, the Brexit Committee will act in an advisory capacity, with reports referred to it either directly by the reporting officer or by another Standing Committee.

3.6 Financial and Resource Implications

As the rate has already been set, there is currently no established budget set aside for the Brexit Committee. According to normal operating protocol, any standing committee making recommendations with cost implications outside of established budgets are required to seek approval from the Strategic Policy and Resources Committee that the necessary funds are available.

In terms of officer support, there will be increased costs on an ongoing basis in relation to the support for an additional

Standing Committee but it is considered that such costs can be met from within established budgets.

3.7 Equality or Good Relations Implications

None.”

Appendix 1

Allocation of Special Responsibility Allowance – With Additional Brexit Committee

Chairpersons and Deputy Chairpersons

Position	Allowance	Number of posts	Total
Chairpersons	£6,150	6	£36,900
Deputy Chairpersons	£3,000	6	£18,000
Chair BW&UH Cttee	£3,000	1	£3,000
Dep Chair BW&UH Cttee	£1,500	1	£1,500
Total			£59,400

Political Party Officers

Party Officer Basic Allocation £3,000
Remainder allocated to Political Party Leaders £168.42 per Member of the Party

Position	Number of Members	Allocation per party Member	Allocation per Party Strength	Basic Allocation	Total
SF Party Leader	19	£168.42	£3,199.98	£3,000	£6,199.98
SF Deputy Leader				£3,000	£3,000
SF Secretary				£3,000	£3,000
DUP Party Leader	13	£168.42	£2,189.46	£3,000	£5,189.46
DUP Deputy Leader				£3,000	£3,000
DUP Secretary				£3,000	£3,000
Alliance Party Leader	8	£168.42	£1,347.36	£3,000	£4,347.36
Alliance Deputy Leader				£3,000	£3,000
UUP Party Leader	7	£168.42	£1,178.94	£3,000	£4,178.94

Position	Number of Members	Allocation per party Member	Allocation per Party Strength	Basic Allocation	Total
UUP Deputy Leader				£3,000	£3,000
SDLP Party Leader	7	£168.42	£1,178.94	£3,000	£4,178.94
SDLP Deputy Leader				£3,000	£3,000
PUP Party Leader	3	£168.42	£505.26	£3,000	£3,505.26
	57			£39,000	£48,599.94

Total
£107,999.94

Appendix 2

Brexit Committee

The Brexit Committee is responsible for researching, monitoring and reviewing the financial, resource or operational impact upon the Council and the district as a result of the UK's leaving the European Union and for making recommendations to Council on such issues (or to the relevant Standing Committee where appropriate).

Its specific functions include:

- Articulating the Belfast specific issues to be considered as part of the negotiation and transition arrangements
- The continuous monitoring of progress and announcements around Brexit
- Influencing and contributing to regional considerations of the implications of Brexit on both the work of the Council and on the district
- Identifying any actions the Council may take to mitigate any adverse impacts arising and capitalising on any opportunities as a result of Brexit

- Reviewing changes to legislation arising out of Brexit and analysing the likely impact which they may have upon the delivery of council services
- Fostering and maintaining positive relations and cultural links with the EU
- Maintaining and promoting social cohesion within the district post Brexit
- Monitoring the impact on migrant workers, skills gaps and issues arising with regard to various sectors in the labour market
- Financial and budget assumptions and implications for the district arising out of Brexit
- Identifying the implications for EU grant funding and alternative funding opportunities
- Seeking to influence decisions with regard to continuing access to and distribution of EU funds (including Peace, Culture and Interreg programmes)
- Ensuring the ability of Belfast to achieve the objectives as set out within the Belfast Agenda
- Ensuring the ability of Belfast to continue to attract and retain investment and grow the rate base
- Ensuring the ability of Belfast to increase trade with existing and potential trade partners (access to supply chains / import and export issues)
- Hearing evidence from other parties

Operating Protocol

- Meeting monthly
- Decisions ratified by full Council
- Decisions subject to call in as per all Standing Committees (subject to exceptions within the 2014 Act)
- Agenda items normally going to other Standing Committees which identify Brexit implications will be referred to the Brexit Committee for consideration and decision.
- In respect of any other matter which may require some consideration in the context of Brexit, the Brexit Committee will act in an advisory capacity, with reports referred to it either directly by the reporting officer or by another Standing Committee.

Moved by Councillor Hargey,
Seconded by Councillor McDonough-Brown,

That the Committee agrees to adopt the recommendations in relation to the establishment of a Brexit Committee as set out in paragraph 2.1 of the report.

On a vote by show of hands, ten Members voted for the proposal and seven against and it was declared carried.

Regional Review of Chief Executive's Pay and Conditions

The Committee was advised that correspondence had been received from the Northern Ireland Local Government Association (NILGA) to ascertain whether the Council was corporately willing to support a regional review of Chief Executives' pay, conditions of service and performance mechanisms. It was pointed out that the review was for all eleven Councils.

Accordingly, the Committee was being asked to consider, firstly, if it wished to appoint a Member to the review body. Secondly, if it was minded to appoint, given that there would only be a few meetings of the group, the first of which was scheduled provisionally for 4th June, to consider appointing the new Chairperson of the Strategic Policy and Resources Committee.

The Committee agreed that the incoming Chairperson of the Strategic Policy and Resources Committee be appointed to the body which was undertaking a regional review of the Chief Executive's pay and conditions.

Belfast Agenda/Strategic Issues

City Region Growth Deal

The Committee considered the following report:

“1.0 Purpose of Report or Summary of main Issues

1.1 To update Committee on the ongoing development of a Belfast City Region Deal Proposition including engagement and negotiation with Northern Ireland Civil Service (NICS), Ministry for Housing, Communities and Local Government (MHCLG) and Treasury on emerging projects and next steps.

2.0 Recommendations

2.1 The Committee is asked to note;

- Ongoing work to develop the next proposition document for the Belfast City Region Deal
- The next steps in the development of the deal including detailed project requirements and robust costings and financing options

3.0 Main report

3.1 Background

Members will be aware that a major programme to enable the development of the Belfast Region City Deal (BRCD), in accordance with the requirements of the Department for Communities and Local Government, is now in full operation.

The programme is being developed to fulfil the agreed objective for the BRCD of *'more and better jobs; inclusive growth; improved skills and and growth of domestic business and FDI'*.

3.2 Programme Update

At the last meeting members were provided with an update on the work completed to define the key strands of the Belfast city Region deal in relation to Innovation, Digital, Infrastructure, Tourism and Employability and Skills

3.3 Innovation

This included a number of outline innovation proposals from the two Universities relating

- A Digital Innovation Centre
- A Financial (and Legal) Technology Centre
- Academic Medical Research Institute
- Creative Industries Centre of Excellence
- A Global Innovation Institute

3.4 Employability and Skills

- An Employability and Skills framework with three principal strands:
- Targeting economic inactivity
- Addressing skill supply issues
- Meeting the skills needs of our growth sectors
- Specific priority areas and programmes are being developed to support the key strands in areas such as;
- Careers Enhancement,
- Apprenticeship Hub,
- Graduate Development,
- Employability for All,
- Economic Activation,
- Business Productivity.

3.6 Digital

A digital proposition led by Future Cities Catapult which has now identified significant digital innovation projects including;

A 5G Smart District
A Regional Connectivity Fund
A Digital Innovation Platform
Makers Network

3.7 Tourism

Work has commenced on the development of an OBC for the Belfast Story gallery and film Centre which is due to be completed by the end of June 2018. Work is also continuing on Tourism product in other areas such as the Gobbins II and Carrickfergus Castle.

3.8 Other Infrastructure

Key infrastructure projects linked to the priorities identified in a number of council strategies including the Belfast Agenda, the City Centre Regeneration Strategy and the Local Development Plan. These include, Belfast Rapid Transit phase 2- Linking the north & south of the city, Lagan Bridges and Links, Transport Hub phase 2 (Weavers Cross), York Street Interchange and Living with Water. It should be noted that all of the 'suggested' projects will now undergo a costing and prioritisation process and there will inevitably be a number which will not be delivered under city deal

3.9 Consultation and Engagement with Partners

Over the past four weeks significant engagement has taken place across the six councils, the two universities, the FE colleges, the Belfast Met and the relevant Civil Service departments to share the various strategic frameworks that provide the narrative and baseline for the city region. This includes the economic footprint of the area, key growth sectors, barriers to growth and possible areas of intervention. Discussion was held in relation to alignment with the priorities already identified through strategies including the UK Industrial Strategy. Programme for Government as well priorities already identified across the partner organisations. This work will continue and help inform the prioritisation process for projects.

3.10 Work has also begun on the affordability element of projects and a process has begun to ensure any projects going forward to the deal have robust costings from both a capital and revenue perspective. Financing considerations are also being developed at both a project and programme level including assessing affordability, borrowing requirements and alternative sources of funding.

3.11 The six chief executives and senior officials from NICS will now meet with MHCLG and HMT to update on the work completed, test emerging projects for possible inclusion in the deal, discuss financing and economic modelling and agree next steps in the negotiations to ensure the city region is on track to secure a deal by the autumn statement

3.12 Next Steps

While significant work has been completed to date the development of the deal is entering a new phase. Officers are now assessing the resource and expertise required to develop robust project propositions that will secure the best possible deal. Information required by MHCLG at project level includes

- Purpose of the project
- Impacts- outcomes/outputs
- Economic Modelling
- Operation and Sustainability
- Delivery Model
- Timescales
- Finances
- Interdependencies

3.13 This will involve more intensive working with the NICS departments, the Universities, Belfast Harbour, the FE colleges, Belfast Met, other training providers and the private sector. New work streams and governance structures are therefore being developed which will also have to take account of the financing arrangements and proposals to support the delivery on the deal once this is secured.

3.14 As agree at the last meeting a Joint members Forum will be held with members from all six councils to discuss progress. This will be hosted by Antrim and Newtownabbey in June.

3.15 Financial & Resource Implications

Finance for the development of the Belfast City Region Deal has been included in the revenue estimates.

3.16 Equality or Good Relations Implications

To be considered in preparation of Belfast City Region Deal.”

The Committee adopted the recommendations.

Customer Focus update

The Committee considered the undernoted report:

“1.0 Purpose of Report or Summary of main Issues

1.1 The Strategic Policy & Resources Committee at its meeting on the 24th November 2017 agreed the recommendations contained in the outline business case for an enhanced and innovative approach to customer focus across the council.

1.2 A further report was presented to Strategic Policy & Resources Committee on the 16th February 2018 at which time an overview of a blueprint for Customer Focus was presented to and accepted by the Committee. It was acknowledged that this would represent a major programme of work, which would require careful planning and significant resources to deliver. For this reason, the Council subsequently agreed to adopt a three-phase approach starting with mobilisation, then discovery and ending with a design and implementation phase.

1.3 Phase one has already been completed which culminated in the production of the Blueprint for Customer Focus (Appendix 1) and an Outline Business Case.

1.4 Digital Services has also recently procured external assistance to help deliver a new ICT Strategy and this work will be aligned with the Customer Focus Discovery phase. A combined approach has the potential to optimise, transform and improve the services we deliver and ensure information and technology are properly positioned to enable the delivery of the Council’s key priorities.

2.0 Recommendations

2.1 The Committee is asked to note:

- 1.** The approach outlined in this report and that Deloitte has now been appointed to undertake the ‘Discovery Phase’ of the Customer Focus Corporate project. This phase of work is expected to be completed by mid-July 2018.
- 2.** Deloitte has also been appointed to assist with the delivery of a new ICT Strategy which will be aligned with the Discovery phase.

3. Member engagement will begin with an initial Discovery workshop before further member engagement is arranged.
4. Preliminary meetings with external customer groups across the city is also being planned to gain insight into customer needs.
5. Deloitte will be holding a series of workshops across Departments. It is likely that the C&NS and Place & Economy departments will be targeted initially due to the higher levels of direct customer interaction that they experience.
6. The content of the draft 'Customer Charter' in appendix 2, to ascertain if it is 'fit for purpose' and can be used to provide a corporate framework to support the development of service specific customer standards.

3.0 Main report

3.1 Following recent procurement exercises, Deloitte has been appointed to support the council to undertake both the 'Discovery Phase' of the Customer Focus programme and the delivery of a new ICT Strategy. Initial project commencement meetings have already taken place over the past week and this phase of the project is expected to take 12 weeks culminating in a further update report being brought back to SP&R in August 2018.

3.2 Deloitte has identified that the proposed deliverables from the Customer Focus 'Discovery' phase include the following areas:

Deliverables	
Customer	<ul style="list-style-type: none"> • Customer Personas • Prioritised User Journeys
Website	<ul style="list-style-type: none"> • Pain Points / Issues / Challenges • Prioritised Product Backlog • Minimal Viable Product • Solution Architecture
CRM	<ul style="list-style-type: none"> • Pain Points / Issues / Challenges • Prioritised Product Backlog • Proposed Solution Architecture

Deliverables	
Contact Centre	<ul style="list-style-type: none"> • Contact Centre review and approach
Organisation Impact Assessment	<ul style="list-style-type: none"> • Organisation Impact • Benefits Management Plan • High Level Financial Analysis • High Level Risk Analysis
Implementation Plan	<ul style="list-style-type: none"> • Indicative Implementation Plan

- 3.3 To undertake the discovery phase Deloitte will need to directly engage with members, external customers and departments via a series of customer focus workshops. The majority of the internal workshops are to be held initially with the City & Neighbourhood Services and the Place and Economy Departments as they have been identified as having the highest levels of direct customer engagement.**
- 3.4 Representatives of the Customer Focus project team who co-ordinated the delivery of the Customer Focus Outline Business case make the necessary arrangements to coordinate these workshops over the coming weeks.**
- 3.5 The Customer Focus Project Team has already undertaken extensive research and benchmarking to support the delivery of the Customer Focus Project. A key finding from the research has indicated that alongside a corporate customer strategy, a corporate customer charter can act as a key driver to support the alignment of corporate and service specific customer standards; such as those recently developed for planning.**
- 3.6 In response to this, the Customer Focus team based on examples of best practice from across the UK has also**

developed a draft Belfast City Council Customer Charter for consideration. To ensure that the draft charter is aligned to the ongoing discovery phase, it will be fully considered and challenged through the work that Deloitte are currently undertaking. This is appended to this report as Appendix 2.

3.7 Financial & Resource Implications

The Strategic Policy & Resources Committee agreed in November 2017 that a budget of £500k be set aside to cover the costs associated with the implementation of the customer focus project.

3.8 It was also agreed by the Strategic Policy & Resources Committee in February 2018 that a Programme Director would be appointed to oversee the project and to develop a comprehensive improvement programme in line with the recommendations contained in the OBC.

3.9 Equality or Good Relations Implications

None.”

The Committee adopted the recommendations.

Local Development Plan (LDP) Draft Plan Strategy

The Committee noted the progress for the first stage of the Local Development Plan and the outline timetable for the production of the full plan.

Physical Programme and Asset Management

Area Working Update

Minutes of the Area Working Groups

The committee approved and adopted the minutes of the meetings of the Area working Groups as follows:

- South Area Working Group of 23rd April;
- West Area Working Group of 26th April;
- North Area working Group of 30th April; and
- East Area working Group of 3rd May.

South Area Working Group

The Committee agreed to the recommendation of the South Area Working Group that a web page be introduced on the Council’s website to display the minutes of

each of the Area Working Groups which would correlate with the publication of the audio recordings.

East Area Working Group

The Committee:

- noted that, in line with its previous decision, it would now be progressing option six as the future management option for the Templemore Baths, that is, to outsource the entire Templemore Baths to a single operator GLL;
- agreed to work with the Templemore Users Trust, with the aim of preserving their access to the existing pool once the project was completed (potentially through a rental agreement) and to ensure that they played an active role in telling the story of the Bath's vital role in the history of Belfast.

Finance, Resources and Procurement

Contracts for Award

The Committee:

- approved the public advertisement and acceptance of tenders as listed in Appendix 1, Table 1 through the Council's electronic procurement system;
- granted delegated authority to the appropriate Director using pre-agreed criteria to award the most economically advantageous tender;
- allowed month by month extensions where contracts were under review as outlined in Appendix 1, Table 2;
- agreed to accede to Standing order 55(a) exceptions in relation to contracts by direction of the Council acting on recommendations of a Chief Officer that the exception is justified in special circumstances for the contracts laid out in Appendix 1, Table 3;

Appendix 1 - Schedule of tenders for consideration

Table 1 – New tenders

Title of tender	Senior Responsible Officer	Proposed contract duration
Corporate Health & Safety Management System	Ronan Cregan	3 years +1
Security Support Renewal Services	Ronan Cregan	1+1+1
Grant Management	Ronan Cregan	4 years
Room Booking	Ronan Cregan	4 years
Survey Tool	Ronan Cregan	4 years

Table 2 – Contracts for extension of contract period

Title of Tender	Director Responsible	Proposed Extension
Provision of Pitch Drainage Services (T1278)	Nigel Grimshaw	Month by month until new contract is in place
Supply of Timber products (T1525)	Gerry Millar	Month by month until new contract is in place
Top Soil & sand Soil Mix (T1490)	Nigel Grimshaw	Extend for 3 months and then month by month until new contract is in place
Fertilizers, pesticides & grass seed (T1496)	Nigel Grimshaw	Extend for 3 months and then month by month until new contract is in place

Table 3 Direct Award Contracts (Single Tender Action)

System / product	Supplier	Estimate
Housing benefits Software & Support (NIME Managed Service Contracts)	Northgate	£230,000
Mapping Agreement LPS	LPS - Ordnance Survey	£75,000
Premier Support (Gold)	Microsoft	£52,000
Oracle Site Licence	Oracle	£38,000
Development of a Bespoke Inclusive growth Framework for Belfast	Metro Dynamics	£35,000

Revaluing Properties for Business Rates – “Reval2020”

The Committee noted the contents of the Reval2020 fact Sheet which included information that would be requested from business rate payers during 2018.

Allowances for Civic Dignitaries for 2018-19

The Committee agreed not to increase the allowances payable to the Lord Mayor, Deputy Lord Mayor and High Sheriff for the 2018/19 year.

Equality and Good Relations

Minutes of the Meeting of the Shared City Partnership

The Committee approved and adopted the minutes of the meeting of the Shared City Partnership of 18th May.

Shrouds of the Somme Exhibition

The Committee considered the following report:

“1.0 Purpose of Report or Summary of main Issues

1.1 The purpose of this report is to give consideration to hosting Shrouds of the Somme Exhibition in the Garden of Remembrance, City Hall to mark the 100th Anniversary of the Battle of the Somme. It is proposed that the exhibition take place from Thursday 23 August to Sunday 16 September 2018.

2.0 Recommendations

2.1 The Committee is asked to:

- Consider the proposal to host the Shrouds of the Somme Exhibition in the Garden of Remembrance City Hall from Thursday 23 August to Friday 16 September. A commemorative installation to mark the centenary of the end of the First World War, an event of international importance which will resonate around the world**
- Agree a revenue budget of approximately £32,350 to host the Shrouds of the Somme Exhibition (breakdown provided in main report)**
- Note that if agreed, further details on the launch event will be brought to Members in due course for consideration**

3.0 Main report

Key Issues

Shrouds of the Somme

- 3.1 Shrouds of the Somme is an extraordinarily powerful piece of commemorative art which marks the centenary of the end of the First World War in 2018. The enormous scale of the Shrouds of the Somme brings a genuine sense of the true cost of the conflict, whilst remembering those who gave their all as individual men.**
- 3.2 The objectives of the Shrouds of the Somme Exhibition are detailed as:-**
- To prompt remembrance and give meaning to the scale of loss
 - Engage the next generation
 - Build a lasting legacy for those lost
 - Raise funds for charities
- 3.3 Artist Rob Heard is hand stitching and binding calico shrouds for 72,396 figures representing servicemen of the British Empire killed at the Somme who have no known grave, many of whose bodies were never recovered and whose names are engraved on the Thiepval Memorial. Each figure is of a human form, individually shaped, shrouded and made to a name. The main event will take place on Armistice Day at Queen Elizabeth Park where the figures will be laid out shoulder to shoulder in hundreds of rows filling an area of over 4,000 sqm.**
- 3.4 Officers have been engaging with the Shrouds of the Somme team with a view to bring the exhibition to Belfast. The exhibition has travelled to other parts of the United Kingdom but has not been to Northern Ireland. The Shrouds of the Somme team would be very keen to work with Belfast City Council to display the exhibition in Belfast.**
- 3.5 Outcome from previous installations – Exeter and Bristol 2016**
- 145,000 visitors over 18 days
 - £52,000 raised for charities
 - Headline item on BBC National news
 - 14 million film views (not just reach) on social media

Belfast Proposal

- 3.6 Lay out of 3,762 shrouds to represent those from Ulster and Irish Regiments or from Belfast killed at the Somme with no known grave whose names are on the Thiepval Memorial.

Royal Irish Rifles	1,199
Royal Inniskilling Fusiliers	841
Royal Dublin Fusiliers	428
Royal Irish Fusiliers	343
Royal Irish Regiment	276
Royal Munster Fusiliers	230
Irish Guards	212
Leinster Regiment	112
London Irish/Rifles	60
Other Irish Regiments	5
From Belfast, other Regiments	53

- 3.7 It is proposed that a launch event for Shrouds of the Somme exhibition take place on the morning of Thursday 23 August with an invited audience. The event will take place in the Garden of Remembrance, weather dependent. Further detail on the format of the event will be presented to Members in advance. Initial thoughts centre around a sombre respectful event to include music, some poetry and speakers.
- 3.8 Following discussion with the Royal Ulster Rifles Museum there is tentative agreement for the loan of a Victoria Cross, Death Penny and Medals of Belfast Servicemen. These will be on display at the launch event and be located in a suitable location with the Belfast City Hall exhibition for the duration of Shrouds of the Somme exhibition to extrapolate the linkages between the Shrouds of the Somme exhibition in the grounds and Council's permanent exhibition.
- 3.9 It is proposed that the Shrouds of the Somme Exhibition will be open to the public from the afternoon of Thursday 23 August until Sunday 16 September. There will be 'set up' and 'take down' times incurred of a day or two each side of these dates.
- 3.10 The first official commemorative event to mark the 100th anniversary of the end of the First World War takes place on 5 November 2018 in the form of a cross laying ceremony.

Given the particular significance of this year's anniversary it is important that the Garden of Remembrance looks its best, given the very recent completion of the accessibility works. It is likely that the grassed area in the Garden of Remembrance will need to be re-turfed following display of the Shrouds. At this time of year it is expected that it will take a period of 6 weeks for the grass to fulfil its potential.

- 3.11 Members are aware that there is a desire to see City Hall and the grounds utilised to their full potential for residents and visitors to the City. The Shrouds of the Somme exhibition has the potential to increase visitor numbers to City Hall. There is an opportunity to exploit linkages with the Belfast City Hall exhibition with a direct link to a City Commemorates Zone and the Belfast Volunteers & World War One Panel

'Bless the good fortune which brings us together, rich men and poor men, short men and tall. Some from the seaside and some for the heather. Townsman and countrymen, Irishmen all. Ulsterman, Munstermen, Connachtmen, Leinstermen, Faithful to Erin, we answer her call'.

Verse composed jointly by a Belfast member of the Ulster Volunteer Force and an Irish Volunteer from the Glens of Antrim and published in the Irish News 6 August 1914

- 3.12 Day-to-day management of the event will be facilitated by the staff of the Belfast City Hall exhibition. Staff will be briefed on the event and provided with information leaflets for distribution to visitors setting out the context and highlighting the role that Belfast volunteers played in World War One. The Royal Ulster Rifles Museum has agreed to work with Officers to select a number of individuals whose family history and background together with some biographic information can be included in a free information booklet and displayed on a weather proof interpretative panel to be located in the Garden of Remembrance.

- 3.13 Other Events Around the Main Installation

Schools Programme – The Shrouds of the Somme exhibition has huge potential from an education perspective. The Shrouds of the Somme team are working on the development of a free online schools resources materials in partnership with UCL and CWGC. If members were in agreement a letter could be sent to all secondary schools in

Belfast to advise them of the dates for the exhibition should they wish to visit. To complement their visit, school groups can be offered a guided tour of City Hall and the permanent exhibition therein.

Ask the Nation Campaign – As a lasting legacy of the project – Shrouds of the Somme are ‘asking the nation’ to send photographs and stories of these men. Telling who they were, where they were from, what they did – to make them real, give them a sense of dignity to truly understand the scale of the loss of those who gave their all. Memories, stories and photographs collation through the CWGC digital archive <http://blog.cwgc.org/thiepval-stories>.

3.14 There is an opportunity for Public Relations Led Council Campaign with media release and social media used as the main platforms by Council.

3.15 Estimated Costs:-

Shrouds of the Somme Commission (includes installation, haulage, project management, expenses)	£10,000
Security for installation (one security operative working 24/7 supplied by an external security company)	£10,000
Re-turfing of grass in preparation for cross laying ceremony on 5 November 2018	£3,000
Customised interpretative panel to be located in Garden of Remembrance giving some background on the exhibition together with some background on a number of individuals	£5,000
Information leaflet/booklet – narrative around exhibition together with a number of individual’s history included	Design and printed in-house
Banners for City Hall Railings	£500
Visit Belfast Island Digital Display Screen to include external screen and internal video wall	£1,600

Launch event to include hire of a sound system	£2,000
Research by Royal Ulster Rifles Museum	£250
Estimated Total	£32,350

3.16 Financial & Resource Implications

Financial – The costs will be met from existing 2018/19 departmental budgets.

Resources – Resources will be provided by Property & Projects and appropriate departments in arranging the event

3.17 Equality or Good Relations Implications

None.”

The Committee adopted the recommendations.

Operational Issues

General Data Protection Regulation

The Committee noted the contents of a report which provided an update on the preparations by the Council for the new Data Protection Regulation (GDPR) which would come into force on 25th May, 2018 and noted also the details in relation to training for Members.

Refurbishment of Committee Rooms

The Committee considered a report which provided details in relation to plans to refurbish the Lavery and Conor Committee Rooms during 2018/19. It was reported that some relatively minor redecoration of both areas took place back in 2009, however, no major refurbishment had taken place in either room for at least 20 years. The major elements of the refurbishment included replacement of the carpets and curtains; redecoration of the walls and ceilings; upgrading of the existing lighting; upgrading of audio visual plasma screens in the Lavery room only; the provision of bespoke wooden catering service units; and repairs to and re-varnishing of the committee tables and chairs.

The redecoration and some infrastructure works would be carried out in July during the summer recess. It was anticipated that some of the other refurbishment elements, for example, new carpets and curtains would have to be phased in later in the year. The refurbishment would not impact on the Committee meetings schedule, although there might be some minor disruption in relation to temporary finishes or a specific meeting might have to be moved to one of the function rooms in the City Hall.

The overall cost of the refurbishment was estimated to be in the region of £35k for both rooms. The majority of the costs had been allowed for in the Property Maintenance planned maintenance budget and the balance would be paid from the Facilities Management revenue budget.

The Committee approved the refurbishment and associated timetable and costs.

**Requests for use of the City Hall
and the provision of Hospitality**

The Committee approved the recommendations made in respect of applications received for the use of the City Hall and the provision of hospitality up to 8th May as set out below:

NAME OF ORGANISATION	FUNCTION DATE	FUNCTION DESCRIPTION	CRITERIA MET	ROOM CHARGE	HOSPITALITY OFFERED	CIVIC HQ RECOMMEND
2018 EVENTS						
Open University	16 th May 2018	Good Friday Agreement Film Screening – Launch of video resource with interviews from main architects of agreement. Numbers attending – 40	B & C	No (Charity)	Yes – Wine up to £500	<i>Approved via Delegated authority from Director.</i> No Charge Wine Reception
Belfast Met Boxing Academy	1 st June 2018	Boxing Weigh-In – Pre-event for main boxing match happening in Clayton Hotel. Visiting team from Sheffield University. Speeches and tour to follow. Numbers attending 50-100	A & C	Yes - £115	No	<i>Approved via Delegated authority from Director.</i> Approve, Room Charge, No hospitality
Ulster University	9 th June 2018	UUJ GLOBAL DINNER – Dinner with welcome reception and entertainment to end 6 day series of events.	A & B	No	Yes - Wine up to £500.00	Approve, No Charge, Wine Reception

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Strategic Policy and Resources Committee
Friday, 18th May, 2018

NAME OF ORGANISATION	FUNCTION DATE	FUNCTION DESCRIPTION	CRITERIA MET	ROOM CHARGE	HOSPITALITY OFFERED	CIVIC HQ RECOMMEND
		Numbers attending 70-85				
Black Mountain Shared Space Project	28 th June 2018	Miniversity – Careers Fair with corporate business displays and educational demonstrations for primary school children. Numbers attending 250	C	No, (Community)	No	Approve, No Charge, No hospitality
Belfast Pride	27 th July 2018	Belfast Pride Awards – LGBT Community awards ceremony. Drinks reception followed by presentations. Numbers attending 300-350	A, C & D	No, (Charity)	Yes – Wine up to £500.00	Approve, No Charge, Wine hospitality
Queen's University, Belfast	16 th August 2018	Faculty of Engineering Summer School Dinner – Farewell dinner to a number of visiting students from China who attended 4 week summer school. Numbers attending - 250.	A, B & C	Yes, £300	Up to £500.00	Approve, Room Charge, Wine Reception

**Minutes of the Meeting of the Budget
and Transformation Panel**

The Committee approved and adopted the minutes of the meeting of the Budget and Transformation Panel of 10th May, 2018

**Minutes of the Meeting of the
Active Belfast Ltd. Board**

The Committee noted the minutes of the meeting of the Active Belfast Limited Board of 19th April 2018.

Issues Raised in Advance by Members

**Electronic Voting and Digital Display
at Council Meetings**

In accordance with notice on the agenda, Councillor Corr Johnston requested that the Committee consider the following proposal:

“The Council agrees to explore the feasibility of and the costs associated with electronic voting and digital display at full council meetings. Through the mechanism of electronic voting Members would be enabled to cast their votes immediately and the results of which returned in a fraction of the time it takes to carry out a traditional recorded vote. Results would be displayed digitally through a large screen at the top of the chamber. A screen that could also be used to display proposals and amendments.”

The Committee agreed to explore the feasibility of and the costs associated with electronic voting and digital display at full Council meetings.

**Training in Social Media / Digital Resilience
for Officers and Members**

In accordance with notice on the agenda, Councillor O'Neill requested the Committee to agree that a report on training in social media/digital resilience for officers and Members be submitted to a future meeting.

The Committee agreed to this course of action.

Chairperson