

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



**Belfast
City Council**

15th May, 2018

MEETING OF STRATEGIC POLICY AND RESOURCES COMMITTEE

Dear Alderman/Councillor,

The above-named Committee will meet in the Lavery Room - City Hall on Friday, 18th May, 2018 at 9.30 am, for the transaction of the business noted below.

You are requested to attend.

Yours faithfully,

SUZANNE WYLIE

Chief Executive

AGENDA:

1. **Routine Matters**

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

2. **Restricted Items**

- (a) Changes to current Catering arrangements (Pages 1 - 6)
- (b) Community Development Grants Programme
- (c) Review of BCC Operating Model for Procurement (Pages 7 - 16)
- (d) Assets Update (Pages 17 - 24)
- (e) Area-based Festivals

3. **Designation of Belfast district (or the city centre) as a 'holiday resort'**

4. **Matters referred back from Council/Motions**
 - (a) Motion – Leisure Provision (Pages 25 - 26)
 - (b) Motion - Special Schools (Pages 27 - 32)
5. **Governance/Members' Issues**
 - (a) Establishment of a Brexit Committee (Pages 33 - 40)
 - (b) Regional Review of Chief Executive's Pay and Conditions (Pages 41 - 42)
6. **Belfast Agenda/Strategic Issues**
 - (a) City Region Growth Deal – update (Pages 43 - 48)
 - (b) Customer Focus update (Pages 49 - 60)
 - (c) Local Development Plan (LDP) Draft Plan Strategy (Pages 61 - 66)
7. **Physical Programme and Asset Management**
 - (a) Area Working Update (Pages 67 - 100)
8. **Finance, Resources and Procurement**
 - (a) Contracts for Award (Pages 101 - 106)
 - (b) Revaluing Properties for Business Rates – “Reval2020” (Pages 107 - 110)
 - (c) Allowances for Civic Dignitaries for 2018-19 (Pages 111 - 114)
9. **Equality and Good Relations**
 - (a) Minutes of the Meeting of the Shared City Partnership
 - (b) Shrouds of the Somme Exhibition
10. **Operational Issues**
 - (a) General Data Protection Regulation (GDPR) (Pages 115 - 118)
 - (b) Refurbishment of Committee Rooms (Pages 119 - 120)
 - (c) Requests for use of the City Hall and the provision of Hospitality (Pages 121 - 124)
 - (d) Minutes of Budget and Transformation Panel Meeting (Pages 125 - 128)
 - (e) Minutes of Active Belfast Ltd. Board (Pages 129 - 148)
11. **Issues Raised in Advance by Members**
 - (a) Electronic Voting and Digital Display at Council Meetings (Pages 149 - 150)

(b) Training in Social Media / Digital Resilience for Officers and Members

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By virtue of paragraph(s) 3, 4 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.

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Subject:	Review of BCC Operating Model for Procurement
Date:	18 May 2018
Reporting Officer:	Ronan Cregan, Director of Finance and Resources
Contact Officer:	Gerry Millar, Director of Property and Projects

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

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

1.0	Purpose of Report or Summary of main Issues
1.1	The Council currently spends approximately £70m every year on the goods and services it needs to deliver its own services. As part of the Council's efficiency programme the operating model for council procurement has been reviewed by Westminster Procurement Services with the aim of identifying opportunities to become more commercial and better supporting inclusive economic growth in the city. This report sets out the rationale for the review, highlights the urgent nature of this review and sets out the broad recommendations.
2.0	Recommendations
2.1	The Committee is asked: <ul style="list-style-type: none"> To agree the organisation structure outlined in the report.

- To note the recommendations of the WPS review as summarised in Appendix 1.

3.0 Main report

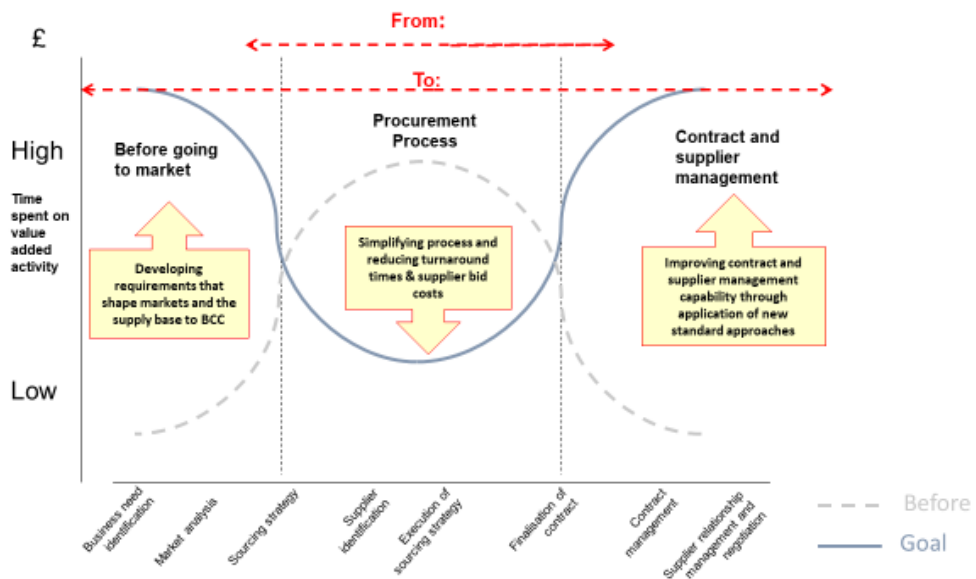
Key Issues

3.1 Why change and the sense of urgency

The Corporate Procurement Services (CPS) function is primarily focused on delivering the programme of tenders, which covers ‘corporate’ tenders and the tender requirements for some, but not all operating functions.

An independent review of the current procurement operations identified that a broader more ‘commercially focused approach’ which addresses the full commercial lifecycle and introducing appropriate commercial & procurement processes across the Council, will deliver greater value and better align with the Belfast Agenda.

The new DNA for BCC – re-prioritising organisational effort across the commercial lifecycle



3.2 To deliver the recommendations there is a need to re-structure the current CPS function and recruit the vacant positions. The urgency is exacerbated by the current backlog in the tender programme and the existing staff shortage with the team currently operating at less than 50% capacity.

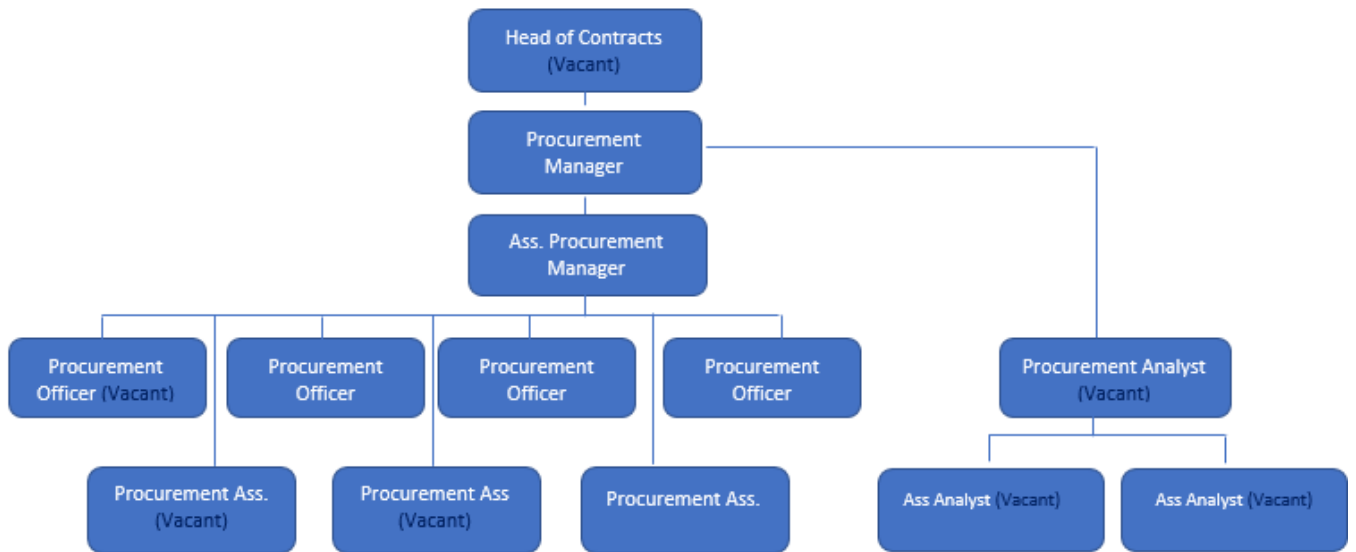
3.3 The above model has and is working successfully in regard to the procurement of capital schemes where great emphasis is put on specifying what is needed, procurement processes are fairly streamlined and every procured project has dedicated project management to ensure VFM delivery. Obviously this all

occurs within one Directorate so it is easier to manage than all the various tenders for goods and services arising from all across the organisation. The overall spend on procuring goods and services which range from stationery items to zoo animals to specialist advice services to occupational health support etc is annually in the region of £70m. The opportunity for a more commercial approach is fairly obvious along with the social value in terms of local buying within Belfast and other areas to support the Belfast Agenda inclusive growth overall aims.

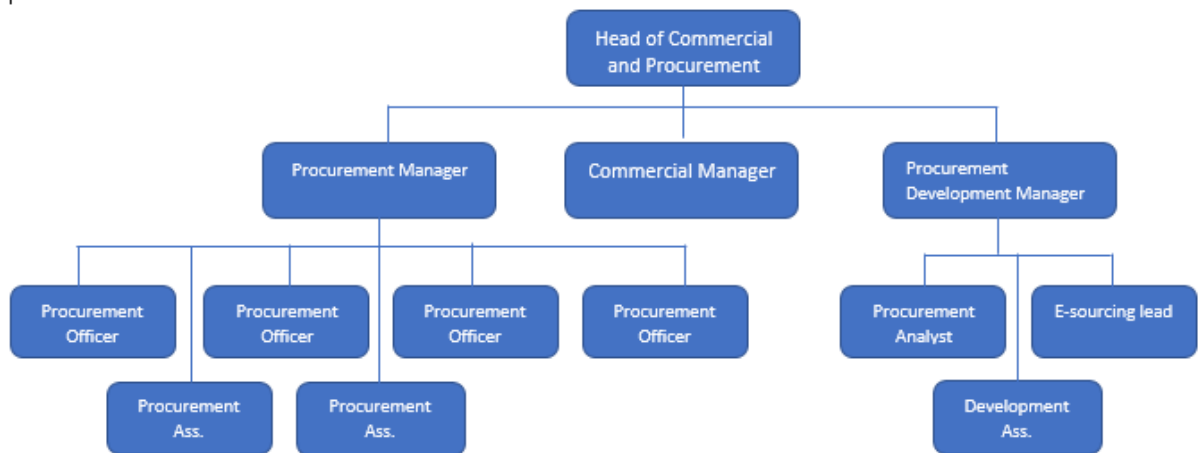
What will the re-org do - what is the purpose?

- 3.4 The purpose is to introduce a new commercial focus to BCC. The new function will be responsible for ensuring that commercial thinking is at the heart of all BCC operations to drive superior value.
- 3.5 This will be achieved through a centre led approach where the new CPS function provides the vision, direction and control and the 'action' takes place where it is most effective. For example, if appropriate procurement skills reside in other functions, responsibility for undertaking the procurements may be delegated, however the process methodology and direction will be provided by the centre.
- 3.6 It is proposed that the existing Corporate Procurement Services will be replaced with a new function known as 'Commercial and Procurement Services'. This newly named function more accurately reflects the new roles and purpose and will support the re-positioning within the organisation. The new structure will absorb all the 'value adding activity' currently delivered by Corporate Procurement Services and add new roles and responsibilities to address the greater breadth of scope.

3.7 The current organisation structure for Corporate Procurement Services (showing vacancies):



To be: The indicative organisation structure for 'Commercial and Procurement Services'



3.8 N.B. The final org chart may slightly vary from the above indicative chart, but only at the junior levels as detailed JDs are agreed. The hierarchy is not meant to demonstrate job grades.

3.9 Westminster Procurement Services (WPS) have set out a series of recommendations attached as Appendix 1, but can be summarised as follows:

3.10 Key highlights / changes of the new function and procurement practices:

	<ul style="list-style-type: none"> • Creation of a new function and practices across the Council • Flatter structure, with a reduction in admin roles • New cadre of management level positions • Splitting current role activity of Procurement Manager to allow greater focus and depth on remaining activity • Additional responsibilities /roles to support a broader remit/focus. • Will eventually report to the Deputy Chief Executive and Director of Finance. • Headcount neutral
3.11	<p>Many of the changes will relate to how procurement is managed across the organisation but in respect of the CPS it is recommended that the Head of Contracts post which is currently vacant is renamed Head of Procurement and Commercial Services and the Commercial Manager post which was previously agreed by Committee is located within the service. The review outcomes have been notified to staff and the Trade Unions have also been made aware the review was undertaken. No formal consultation can begin until we have endorsement by the Committee. It should be noted that there are currently seven vacancies in the Procurement team as staff have gone to other Council's and agencies due to the demand for procurement skills.</p> <p>Financial & Resource Implications</p>
3.12	<p>The proposed restructuring will be delivered within the existing procurement staffing budget.</p>
3.13	<p>Equality or Good Relations Implications</p> <p>None</p>
4.0	Appendices – Documents Attached
	Appendix 1 – Report Recommendations

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Appendix - Report Recommendations

Westminster Procurement Services have made a number of recommendations based on our findings and the WPS Procurement Effectiveness model.

1. Develop and implement a new 3-year Procurement Strategy for 2018-21 by;

- refreshing elements from the draft "Procurement Strategy 2014-17" which was developed in July 2014 for consultation.
- creating link to the various Council and corporate policies and procedures with short, medium and long-term objectives of the function clearly identified.
- addressing the role and positioning of Procurement in the Council so that it is clear that it is a value-added service function and not an administrative service.
- clarifying the roles and responsibilities of procurement and the service functions so that the strategy can be delivered.
- communicate both internally and externally as part of a broad Communications Plan.

2. Implement a Transformation Programme and Vision for Procurement;

- fully sponsored by the executive to be a driver for change and the transformation in the Council.
- refreshing the existing programme including key milestones and measures of success.
- resourced, including Project Management support to deliver with regular reporting and highlighting of risks and issues to ensure the programme can be delivered.
- communicate both internally and externally as part of a broader Communications Plan.

3. Implement a centre-led commercially focussed procurement function;

- with a Head of Procurement reporting to the Deputy Chief Executive and Director of Finance.
- with dotted reporting lines between the corporate centre and the Services depending on the category. For example, construction expenditure.
- including all areas of expenditure and category expertise within scope, including construction (projects) and ICT currently operating independently of Corporate Procurement Services.
- with senior management involved in setting procurement cost reduction targets and demanding results from strategic sourcing.
- adopting Category Planning, providing improved internal and external analysis of key areas of spend, market insight, suppliers and contracts.
- ensuring volumes, specifications and suppliers are fully leveraged across the Council.
- with a clear definition of what the centre-led team are expected to deliver when working in collaboration with key stakeholders and what is to be delivered at a devolved level.
- ensuring cross-functional integration throughout the process (including post procurement stages and in to Contracts Management).
- to ensure volumes in key indirect categories are leveraged across the Council.
- to ensure that procurement activity complies with the Public Contract Regulations 2015; is not being disaggregated resulting in lost savings, or increasing the risk of legal challenge.
- ensure Council policy are being applied for example, in relation to SME's.
- ensure that common commercial terms are leveraged, and any poor performance is being monitored and reported where the same suppliers are being utilised across the Council.

- to ensure that devolved procurement activity is subject to the development of category strategies but still underpinned by a self-service approach.

4. Appoint a Head of Procurement who;

- reports to the Deputy Chief Executive and Director of Finance.
- provides team and organisational leadership of procurement and contracts management activities.
- ensures Procurement is engaged in all areas of spend, and is embedded in the budget setting process to identify savings and opportunities for added value.
- is actively engaged in the sourcing process.
- ensures Procurement is truly integrated with stakeholder functions and provides influence.
- owns the Contracts Management and Supplier Relationship Policy, Process and Systems.

5. Adopt a common strategic approach for all procurement activity for all tendered activity;

- utilising a common toolkit that ensure a strong fact based driven process underpinned by strong data and analytics.
- Annual and rolling sourcing plan linked to accurate and managed contracts register and budget planning process.
- ensuring requirements are developed in conjunction with procurement.
- ensuring there is an excellent understanding of key markets and trends influencing key categories of expenditure
- ensuring there is good knowledge management – allowing use of insight / data from previous sourcing activity.
- where Procurement is specifically tasked with addressing demand.
- where Procurement is focused on total lifecycle cost.
- where strategic sourcing savings are maintained and improved through ongoing monitoring and management through contracts management and supplier relationship management activity.
- where the administration of key indirect categories (e.g., Temp Staff, FM, Print, Travel) is outsourced where not already to Managed Vendors where appropriate.**Implement a common approach to Contracts Management and Supplier Relationship Management**
- adopt a single contracts register through BravoSolution as a single “source of truth”.
- adopting a framework of best practice for managing key contracts based on spend and risk the profile.
- developing and building a more commercial capability across the Services for managing contracts.
- adopting and reporting Supplier Measurement (KPIs) / Metrics to executive management for key strategic contracts.
- adopt an “Executive Supplier Board” or similar chaired by the Head of Procurement to review supplier measurement / metrics, compliance measurement of transactional suppliers, supplier performance and development opportunities.

6. To create a commercially savvy and high performing team by;

- balancing "strategic" versus "tactical" procurement activity in conjunction with other recommendations made in this report.
- ensuring all new resources are professionally qualified and commercially astute supporting a strong cadre of central category strategists.

- ensuring procurement skills clearly documented and communicated.
- implementing a training programme for both commercial and “soft skills” linked to personal development plans.
- creating a commercial ethos where annual cost reduction targets are included in objectives.
- creating opportunities for people exchange, principally with the Services to share knowledge and drive commercial best practice across the organisation.
- create Commercial Apprenticeship opportunities in order for the Council to “home grow” its own talent.

7. Adoption of improved commercial governance including;

- a review of the role of the Commercial Board and their Terms of reference to streamline and support effective decision making
- a robust but agile approach for ‘Gate Reviews’ for all procurements which will require the development of approvals for the Procurement Approach and the Contract Award.
- implementation of a programme to improve Officer accountability and decision making through training and personal development plans.

8. Approve the formal adoption of a new eSourcing Platform of choice for Belfast City Council;

- negotiating a compliant and competitive solution from the Eastern Shires Procurement Organisation (ESPO) Framework.
- subject to **Error! Reference source not found.**, consider use of on for managing procurement activity below £30,000
- adopting an eSourcing solution which optimises use of technology including flexibility to amend user permissions, building templates, on-line evaluation, supplier ranking, configuration of contract fields and contract alerts.
- adopting a single Contracts Register that gathers relevant contract information. Review data to be maintained for managing contract renewals, reviewing contract performance and general contracts management activities.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 6
of the Local Government Act (Northern Ireland) 2014.

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Subject:	Motion – Leisure Provision
Date:	18th May 2018
Reporting Officer:	Stephen McCrory, Democratic Services Manager
Contact Officer:	Jim Hanna, Senior Democratic Services Officer

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

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

1.0	Purpose of Report or Summary of main Issues
1.1	To consider a motion in relation to Leisure Provision, which was referred to the Committee by the Council at its meeting on 1st May.
2.0	Recommendations
2.1	The Committee is asked to <ul style="list-style-type: none"> • Consider the motion and to take such action thereon as may be determined.
3.0	Main report
	<u>Key Issues</u>
3.1	At the meeting of the Council on 1st May, the following motion, which was proposed by Councillor Collins and seconded by Alderman Browne, was, in accordance with Standing Order 13(f), referred to the Committee for consideration:

	<p><i>"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."</i></p>
3.2	<p>Members should note that a SP&R workshop, involving the Trade Unions was held on 16th May. The outcomes of this workshop will be presented to the committee verbally.</p>
	<p><u>Financial & Resource Implications</u></p>
3.3	<p>None associated with this report.</p>
	<p><u>Equality or Good Relations Implications</u></p>
3.4	<p>None</p>
4.0	<p>Appendices – Documents Attached</p>
	<p>None</p>



Subject:	Motion: Special Schools
Date:	18th May, 2018
Reporting Officer:	Stephen McCrory, Democratic Services Manager
Contact Officer:	Jim Hanna, Senior Democratic Services Officer

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

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

1.0	Purpose of Report/Summary of Main Issues
1.1	To consider correspondence which has been received from the Chief Executive of the Education Authority in response to the Council's motion on Special Schools.
2.0	Recommendation
2.1	The Committee is requested to <ul style="list-style-type: none"> • note the response and take any such action as may be determined.
3.0	Main Report
3.1	Key Issues The Council, at its meeting on 9th April, passed the following motion on Special Schools, which had been proposed by the Deputy Lord Mayor, Councillor Copeland and seconded by Alderman Rodgers:

3.2	<p>“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.</p> <p>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.</p> <p>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.</p> <p>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.”</p>
3.3	<p>A response has now been received from Mr. Gavin Boyd, Chief Executive of the Education Authority. A copy of that correspondence is attached.</p>
3.4	<p>Mr. Boyd states that the Education Authority has not commenced a formal consultation process around the future of special schools. He points out that, during more than twenty-three engagement sessions, the Authority has 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 have 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.</p>
3.5	<p>Mr. Boyd points out also that the Education Authority has 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 concludes by confirming that he would be happy to meet with Members if they considered that to be beneficial.</p>
3.6	<p><u>Financial and Resource Implications</u></p> <p>None</p>
3.7	<p><u>Equality or Good Relations Implications</u></p> <p>None</p>
4.0	<p>Document Attached</p>
	<p>Appendix 1 - Response from Chief Executive of Education Authority.</p>

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Chief Executive Gavin Boyd



CEO 1483-5-18 CM/GMcM

10 May 2018

Ms Eilish McGoldrick
Democratic Services Officer
Belfast City Council
City Hall
BELFAST
BT1 5GS

Dear Ms McGoldrick

I refer to your letter dated 24 April 2018.

The Education Authority (EA) has not commenced a formal consultation process. Indeed in over 23 engagement sessions, the EA has made it clear to parents, schools, Boards of Governors and other elected representatives that we wish to:

- invest in the special schools' estate;
- redress the significant accommodation issues that have been identified in schools in the Belfast area which are negatively impacting on pupils and staff;
- create resources and facilities that are fit for purpose to meet the complex needs of our children and young people.

EA has also been actively engaged with elected representatives to address the misconceptions that have been reflected in the media which have unfortunately, caused significant stress and anxiety to parents and staff.

As the EA moves forward with this significant piece of work, we will of course, continue to engage with elected representatives in Belfast and other areas, as appropriate.

I trust that this clarifies the current position. I will be very happy to meet with you if you feel that a meeting would be beneficial.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Gavin Boyd', is written over a simple line drawing of a triangle.

GAVIN BOYD
CHIEF EXECUTIVE

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Subject:	Establishment of a Brexit Committee
Date:	18 May 2018
Reporting Officer	Suzanne Wylie, Chief Executive
Contact Officers:	John Walsh, City Solicitor Stephen McCrory, Democratic Services Manager

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

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

1.0	PURPOSE OF 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	<p>The Committee is asked to:</p> <ul style="list-style-type: none"> (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	<p>Allocation of Members to Committee via Quota Greatest Remainder methodology</p> <p>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:</p> <table> <tr> <td>Sinn Féin</td> <td>7</td> </tr> <tr> <td>DUP</td> <td>5</td> </tr> <tr> <td>Alliance</td> <td>3</td> </tr> <tr> <td>SDLP</td> <td>2</td> </tr> <tr> <td>UUP</td> <td>2</td> </tr> <tr> <td>PUP</td> <td>1</td> </tr> </table>	Sinn Féin	7	DUP	5	Alliance	3	SDLP	2	UUP	2	PUP	1
Sinn Féin	7												
DUP	5												
Alliance	3												
SDLP	2												
UUP	2												
PUP	1												
3.2	<p>Appointment of additional Positions of Responsibility via the D'Hondt methodology</p> <p>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:</p> <table> <tr> <td>Choice 1</td> <td>Sinn Féin</td> </tr> <tr> <td>Choice 2</td> <td>DUP</td> </tr> </table> <p>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.</p>	Choice 1	Sinn Féin	Choice 2	DUP								
Choice 1	Sinn Féin												
Choice 2	DUP												
3.3	<p>Reallocation of the Special Responsibility Allowance</p> <p>The establishment of an additional standing committee will require a reallocation of the £108,000 Special Responsibility Allowance for the remainder of this term.</p> <p>Appendix 1 provides a proposed reallocation based on the inclusion of an additional Chairperson and Deputy Chairperson for the Brexit Committee.</p>												
3.4	<p>Amendment to Standing Orders</p> <p>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.</p> <p>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.</p>												

3.5	<p>Remit of the Brexit Committee</p> <p>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’.</p> <p>A draft Terms of Reference for the Committee is attached Appendix 2.</p> <p>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).</p> <p>Operating Protocol</p> <p>The Committee will meet monthly (or as and when required).</p> <p>Agenda items normally going to other Standing Committees which identify Brexit implications will be referred to the Brexit Committee for consideration and decision.</p> <p>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.</p>
3.6	<p>FINANCIAL AND RESOURCE IMPLICATIONS</p> <p>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.</p> <p>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.</p>
3.7	<p>EQUALITY OR GOOD RELATIONS IMPLICATIONS</p> <p>None</p>
4.0	<p>Documents attached</p>
	<p>Appendix 1 – Reallocation of Special Responsibility Allowance</p> <p>Appendix 2 – Draft Terms of Reference for Brexit Committee</p>

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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
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**

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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.

DRAFT



Subject:	Regional Review of Chief Executive's Pay and Conditions
Date:	18th May, 2018
Reporting Officer:	Stephen McCrory, Democratic Service Manager
Contact Officer:	Jim Hanna, Senior Democratic Services Officer

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

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

1.0	Purpose of Report or Summary of main Issues
1.1	To consider a request from the Northern Ireland Local Government Association (NILGA) for the Council to nominate a Member to participate in a regional review of Chief Executive's pay and conditions and performance review mechanisms.
2.0	Recommendation
2.1	The Committee is asked to <ul style="list-style-type: none"> • Consider whether it wishes to nominate a Member to the above-mentioned review body.
3.0	Main report
3.1	<u>Key Issues</u> Correspondence has been received from NILGA to ascertain whether the Council is corporately willing to support a regional review of Chief Executives' pay, conditions of service and performance mechanisms. Please note this is not necessarily about an increase in

<p>3.2</p> <p>3.3</p> <p>3.4</p> <p>3.5</p>	<p>salary levels for Chief Executives. In addition, this review is for all 11 Councils.</p> <p>The letter points out that the current salary ranges for council chief executives in Northern Ireland were developed and agreed in 2013/14 in advance of the post holders being appointed to the new roles. In this context it was always envisaged that, following a period of consolidation of the 11 councils, there would be a review of this type to ensure overall terms are fit for purpose in the new environment.</p> <p>Accordingly, the Committee is asked to consider firstly if it wishes to appoint a Member to the review body. Secondly, if it is minded to appoint, given that there would only be a few meetings of the group, the first of which is scheduled provisionally for 4th June, to consider appointing the new Chairperson of the Strategic Policy and Resources Committee.</p> <p><u>Financial & Resource Implications</u></p> <p>None.</p> <p><u>Equality or Good Relations Implications</u></p> <p>None</p>
<p>4.0</p>	<p>Appendices – Documents Attached</p>
	<p>None</p>



Subject:	City Region Growth Deal – update
Date:	18 th May
Reporting Officer:	Suzanne Wylie, Chief Executive
Contact Officer:	Ronan Cregan, Deputy Chief Executive and Director of Finance and Resources Emer Husbands, Strategic Performance Manager

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

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

1.0	Purpose of Report 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; <ul style="list-style-type: none"> • Ongoing work to develop the next proposition document for the Belfast City Region Deal

	<ul style="list-style-type: none"> 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	<p><u>Background</u></p> <p>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.</p> <p>The programme is being developed to fulfil the agreed objective for the BRCD of “<i>more and better jobs; inclusive growth; improved skills and and growth of domestic business and FDI</i>”.</p> <p><u>Programme Update</u></p>
3.2	<p>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</p>
3.3	<p><u>Innovation</u></p> <p>This included a number of outline innovation proposals from the two Universities relating</p> <ul style="list-style-type: none"> 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	<p><u>Employability and Skills</u></p> <p>An Employability and Skills framework with three principal strands:</p> <ul style="list-style-type: none"> Targeting economic inactivity Addressing skill supply issues Meeting the skills needs of our growth sectors
3.5	<p>Specific priority areas and programmes are being developed to support the key strands in areas such as;</p> <ul style="list-style-type: none"> Careers Enhancement,

	<ul style="list-style-type: none"> • Apprenticeship Hub, • Graduate Development, • Employability for All, • Economic Activation, • Business Productivity.
3.6	<p><u>Digital</u></p> <p>A digital proposition led by Future Cities Catapult which has now identified significant digital innovation projects including;</p> <p>A 5G Smart District A Regional Connectivity Fund A Digital Innovation Platform Makers Network</p>
3.7	<p><u>Tourism</u></p> <p>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.</p>
3.8	<p><u>Other Infrastructure</u></p> <p>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</p>
3.9	<p><u>Consultation and Engagement with Partners</u></p> <p>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</p>

	<p>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.</p>
3.10	<p>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.</p>
3.11	<p>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</p>
	<p><u>Next Steps</u></p>
3.12	<p>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</p> <ul style="list-style-type: none"> • Purpose of the project • Impacts- outcomes/outputs • Economic Modelling • Operation and Sustainability • Delivery Model • Timescales • Finances • Interdependencies
3.13	<p>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.</p>
3.14	<p>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.</p>

3.15	<u>Financial & Resource Implications</u> Finance for the development of the Belfast City Region Deal has been included in the revenue estimates.
3.16	<u>Equality or Good Relations Implications</u> To be considered in preparation of Belfast City Region Deal.
4.0	Appendices – Documents Attached
	None

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Subject:	Customer Focus update
Date:	18 th May 2018
Reporting Officer:	Ronan Cregan, Deputy Chief Executive, Director of Finance & Resources Nigel Grimshaw, Director of City & Neighbourhood Services Department
Contact Officer:	Nigel Grimshaw, Director of City & Neighbourhood Services Department

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

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













1.0	Purpose of Report or Summary of main Issues
1.1	The Strategic Policy & Resources Committee at its meeting on the 24 th 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 16 th 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	<p>The Committee is asked to note:</p> <ol style="list-style-type: none"> 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

	<p>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.</p>														
3.2	<p>Deloitte has identified that the proposed deliverables from the Customer Focus 'Discovery' phase include the following areas:</p> <table border="1" data-bbox="272 506 1458 1619"> <thead> <tr> <th colspan="2" data-bbox="272 506 1458 555">Deliverables</th> </tr> </thead> <tbody> <tr> <td data-bbox="272 555 815 696">Customer</td> <td data-bbox="815 555 1458 696"> <ul style="list-style-type: none"> • Customer Personas • Prioritised User Journeys </td> </tr> <tr> <td data-bbox="272 696 815 965">Website</td> <td data-bbox="815 696 1458 965"> <ul style="list-style-type: none"> • Pain Points / Issues / Challenges • Prioritised Product Backlog • Minimal Viable Product • Solution Architecture </td> </tr> <tr> <td data-bbox="272 965 815 1178">CRM</td> <td data-bbox="815 965 1458 1178"> <ul style="list-style-type: none"> • Pain Points / Issues / Challenges • Prioritised Product Backlog • Proposed Solution Architecture </td> </tr> <tr> <td data-bbox="272 1178 815 1279">Contact Centre</td> <td data-bbox="815 1178 1458 1279"> <ul style="list-style-type: none"> • Contact Centre review and approach </td> </tr> <tr> <td data-bbox="272 1279 815 1536">Organisation Impact Assessment</td> <td data-bbox="815 1279 1458 1536"> <ul style="list-style-type: none"> • Organisation Impact • Benefits Management Plan • High Level Financial Analysis • High Level Risk Analysis </td> </tr> <tr> <td data-bbox="272 1536 815 1619">Implementation Plan</td> <td data-bbox="815 1536 1458 1619"> <ul style="list-style-type: none"> • Indicative Implementation Plan </td> </tr> </tbody> </table>	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 	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
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Implementation Plan	<ul style="list-style-type: none"> • Indicative Implementation Plan 														
3.3	<p>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.</p> <p>Representatives of the Customer Focus project team who co-ordinated the delivery of the</p>														

3.4	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	<p><u>Financial & Resource Implications</u></p> <p>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.</p>
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	<p><u>Equality or Good Relations Implications</u></p> <p>None</p>
4.0	Appendices – Documents Attached
	<p>Appendix 1 – Blueprint for Customer Focus</p> <p>Appendix 2 – Draft Customer Charter</p>

Appendix 1 – Customer Blueprint

TECHNICAL THEMES	 Contact Centre <ul style="list-style-type: none"> 1 corporate contact centre (telephone, email correspondence) Level 1 support (switchboard, triage, signposting, simple queries) Level 2 support (specialist advice) One telephone number/email inbox Caters for out of hours/emergency 	 Technology Enhancement <ul style="list-style-type: none"> Create one single corporate CRM Rationalise IT systems Front and back end system integration Invest in self serve opportunities Utilise applications where applicable Remove offline spreadsheets/databases 	 Website/ Applications <ul style="list-style-type: none"> Streamlined website Easy to use/navigate Caters for all customers Signposted content/departments Mobile ready/compatible/ use of Apps Links for existing portals e.g. Members 	 Data and Customer Insight <ul style="list-style-type: none"> Enhanced quality of data Remove duplication Easier to extract and manipulate Greater analytics and insight Identify lessons learned Use to improve performance 		
	CONTACT THEMES	 Digital First <ul style="list-style-type: none"> Identify services for digital delivery Increase self serve opportunities Drive channel shift Front and back end system integration Enable new ways of working for admin 	 Assisted Digital <ul style="list-style-type: none"> Clinics/kiosks in selected facilities Accessibility and inclusion for all Consistent telephone support Education/training for customers on new ways of working Communication/engagement strategy 	 Multi Channel Approach <ul style="list-style-type: none"> Multi channel approach Adhering to digital first principle Greater use of digital services Restricted face to face support Higher quality of website content Higher quality telephony service 	 Social Media <ul style="list-style-type: none"> Consistent approach/ Corporate Sponsor Streamlined approvals for content Effective resourcing Tailoring messages to customers based on greater insight 	
		THEMES	 Marketing/ Communication <ul style="list-style-type: none"> Focused and targeted marketing Promote new channels/services Promote customer vision/standards internal/external to the organisation Communication/engagement plan 	 Process Redesign <ul style="list-style-type: none"> Identify processes for redesign Improved ways of working Efficiency and productivity gains Organisation transformation/change 	 Area Based Services <ul style="list-style-type: none"> Align to 'service integration' project Nominated contact person per area Area field staff advocate for customer Develop Expertise based on area 	 Culture and Change Management <ul style="list-style-type: none"> Integration with change prog Identify org change requirements Staff training in vision Staff training in new systems Staff training in processes
			ORG			
STANDARD THEMES	Service Quality					
	Customer Contact					
	Focus on the Customer					
	Accountability (Corporate and Business Standards)					
	Consistency across Council and Business Areas					

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Bereavement services customer standards



How to contact us

T: 028 9032 0202

E: enquiries@belfastcity.gov.uk

 [@belfastcc](https://twitter.com/belfastcc)

 www.facebook.com/belfastcitycouncil

Cecil Ward Building,
4-10 Linenhall Street
Belfast, BT2 8BP

What we ask of you

In return you:

- treat our staff with courtesy and respect.
- be considerate and polite to other customers.
- provide us with further information if requested.

Complaints, comments and compliments

Your feedback is important to us.

Let us know if we've delivered a good service or if you've a suggestion for improvement.

As our customer you have every right to expect the best possible services. And, when we fall short, you have the right to complain. A copy of our complaints, comments, and compliments policy can be found at www.belfastcity.gov.uk/feedback.

Bereavement services customer standards

Our City and Neighbourhood Services Department aims to offer a high quality, value for money bereavement service to meet the needs of our customers. This document sets out the standards and the quality of services that customers can expect.

1



Set standards and perform well

- We'll set standards and aim to exceed statutory and corporate standards, wherever possible. These standards will be made widely available to our users.
- We'll provide detailed information about our bereavement services.
- We'll provide an efficient, professional and dignified people focused bereavement service by trained staff
- We'll maintain our cemeteries to good horticultural standards and set a twice yearly grounds maintenance programme.
- We'll maintain the crematorium building to a high standard so that its customer facilities are regularly cleaned, refurbished and maintained.

Page 56



Actively engage with stakeholders (bereaved families, partners, staff)

- We'll consult our users regularly and deliver a bereavement service that is tailored to their specific requirements, wherever legislatively and operationally possible.
- We'll analyse and take action from the results of complaints and customer feedback.
- We'll work with a range of other service providers to create overall improvements for customers and future customers who want to use our bereavement services.

3



Be fair and accessible to everyone and promote choice

- We will treat all customers with fairness, privacy and dignity.
- We will provide a wide range of bereavement services and make them accessible to all, using new technology and innovative ideas wherever possible.
- We will recognise and support the needs of the ethnic, religious and non-religious groups who require our bereavement services

4



Continuously develop and improve

- We'll strive to continually improve our bereavement service.
- We'll demonstrate that users are satisfied with the quality of our service.
- We'll do our utmost to put right any failures or problems highlighted through our complaints procedure or other means.
- We'll develop a business plan annually that will incorporate those actions and improvements identified from our customer requirements.

5



Use your resources effectively and imaginatively

- We'll provide best value for all our customers.
- We'll regularly monitor our budget and make this information available on request.
- We'll benchmark against other local authorities and private sector providers through the Institute of Cemetery and Crematorium Management standards charter.

6



Help improve opportunities and quality of life in our neighbourhoods and surrounding communities

- We'll promote aspects of difference cultures and lifestyles within our bereavement services.
- We'll continue to improve safety for visitors to our cemeteries.
- We'll seek the views of neighbouring communities and encourage their interest and support.
- We'll acknowledge statutory environmental issues and respond accordingly.

Planning Applications – 10 Operating Principles

Helping our customers get a timely planning decision that benefits our city.



How to contact us

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Planning Applications – 10 Operating Principles

Helping our customers get a timely planning decision that benefits our city.

1



We make sure we have the right information to support an application at the start of the process.

- We tell our customers what information we need with their application before they submit it. Our **Application Checklist** will set out what information is required and when.
- We check if the required information has been submitted and ask for it if it is missing.
- If the information we need and ask for is not provided we may refuse permission.

2



We make sure we consult the right people.

- We consult the right people at the beginning of the process and follow the correct consultation procedures.
- We will use a **Consultation Checklist** to help us do this.

3



We get on site as soon as possible

- We can only properly assess a proposal once we have been on site. We get on site no later than 21 days after an application is valid.
- We record site visits on the back-office system so that we can measure our ability to get on site quickly.

4



We make sure that we understand our customers' requirements

- We need to understand why our customers have submitted their proposal and the timescales required for their project. This will enable us to help our customers achieve their objectives (if this is possible) within the planning rules.

5



We decide the 'path' of an application as soon as possible (whether it will be approved, refused or if changes are needed).

- This means that any problems with an application are dealt with at the outset, where possible, and that our customers know at an early stage about how we will deal with their application.

6



We inform the applicant or agent as soon as we know that there is a problem with an application and try to find a solution.

- Our customers need to know our views on their application. We give them an opportunity to address problems as soon as possible, where there is a likely solution.

7



We provide a Pre-Application Discussion (PAD) service so that issues can be identified at the beginning of the process, before the application is made.

- This leads to better quality planning applications which should be determined in a more timely manner.
- If applications do not accord with officer advice pre-application, we may refuse permission. This is because it can undermine the PAD process and our ability to process applications quickly and efficiently.

8



If there's a fundamental problem with an application which can't be resolved following discussion with the applicant, we will immediately refuse the application.

- Unacceptable applications should be determined as quickly as possible in the interests of the efficiency of the overall service.

9



We take advice from technical consultees into consideration but always ask, "Must we follow this advice in this particular situation?"

- While we're obliged to consult and take account of advice from the relevant technical consultees, we take a proportionate approach to the handling of each planning application.
- If we do not receive a response from technical consultees in time, we may need to ask ourselves whether we can go ahead and make the decision without it.

10



We keep the work moving at all times!

- Any blockages in the process cause delays. We make sure that the blockage is never at our end. We constantly manage our work to make sure that the 'ball is always in the applicant's court, not ours'. We keep the work constantly moving!

Our customer vision

Our customers are:

- ✓ at the core of everything we do, anyone who comes into contact with us for any reason.
- ✓ residents and everyone who works, visits, learns or does business here.

We want to:

- ✓ be an outstanding service provider and will strive to always provide a high standard, cost effective and consistent level of service.
- ✓ be helpful, courteous and respectful.
- ✓ get things right – first time, every time.
- ✓ make sure our customers have fair access to the services we provide.
- ✓ use Plain English when we write or speak to you.
- ✓ provide services that meet our customers needs both now and, by continuous review and improvement, in the future.
- ✓ respect your confidentiality at all times.

Our customer commitment

First time resolution

Page 59

We want:

- to get things right first time.
- you to receive a seamless, joined up service – regardless of the issue.

Value for money



We want to make sure:

- you get value for money.
- our services are cost effective.
- we provide efficient services.

Accessibility for all



Our services will be:

- designed around your needs
- available when and where you need them
- simple and easy to access.

We will:

- use technology to improve accessibility and flexibility.
- design services to be digitally accessed and offer more self-serve opportunities.
- provide support if you need help getting online.

Improvement



We will:

- use your feedback to make our services better, faster and easier to use.
- involve you in developing new ways of delivering services.
- investigate all complaints thoroughly, within the agreed timescales and learn from our mistakes.
- continually monitor our performance and report back to customers on how we have performed.

Complaints, comments and compliments

Your feedback is important to us.

Let us know if we've delivered a good service or if you've a suggestion for improvement.

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Subject:	Local Development Plan (LDP) Draft Plan Strategy
Date:	18 May 2018
Reporting Officer:	Keith Sutherland – Development Planning & Policy Manager
Contact Officer:	Dermot O’Kane, Principal Planning Officer

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

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

1.0	Purpose of Report or Summary of Main Issues
1.1	To outline the next steps for draft Plan Strategy which it is proposed will be presented to this Committee in June as the first part of the Local Development Plan (LDP).
2.0	Recommendations
	The Committee is asked to <ul style="list-style-type: none"> • Note the progress of this first stage of the LDP and the outline timetable for the production of the full plan going forward. (Appendix 1)

3.0	Main Report
	<p data-bbox="276 230 448 264">Background</p> <p data-bbox="164 282 1479 465">3.1 The Local Development Plan (LDP) will outline the Council’s local policies and site-specific proposals for new development and use of land in Belfast. On final adoption it will contain both the policies and site specific proposals or designations required to support the delivery of the Council’s vision for the City development as outlined in the Belfast Agenda.</p> <p data-bbox="164 533 1479 734">3.2 Once adopted, the LDP will replace the Belfast Urban Area Plan, draft Belfast Metropolitan Area Plan (BMAP) 2015, insofar as it relates to Belfast city area, and the Houses in Multiple Occupation (HMOs) Subject Plan for the Belfast City Council Area 2015 (the ‘HMOs Subject Plan’).</p>
	Main Issues
3.3	<p data-bbox="276 777 1479 864">The Local Development Plan (LDP) will provide the planning framework and be the basis for decisions making for the City until the year 2035 it will:</p> <ul data-bbox="276 880 1479 1267" style="list-style-type: none"> ● Provide a 15 year plan framework to support economic and social needs in the city, in line with regional strategies and policies, while providing the delivery of sustainable development; ● Facilitate growth by coordinating public and private investment to encourage development where it can be of most benefit to the wellbeing of the community; ● Allocate sufficient land to meet the needs of the city; and ● Through the process provide an opportunity for all stakeholders, including the public, to have a say about where and how development within the local area should take place.
3.4	<p data-bbox="276 1330 1479 1619">The draft Plan Strategy is a key planning document which if adopted will allow the Council to bring forward more detailed policies and supplementary guidance. In the absence of the Plan Strategy being adopted the current Transitional Provisions restrict the ability of the Council to bring forward policy to address current deficiency or indeed new challenges. An adopted Plan Strategy will therefore be a key document in providing the Council with the basis for future policy development and the capacity to address emerging planning issues.</p>
3.5	<p data-bbox="276 1682 643 1715">Engagement/Consultation</p> <p data-bbox="276 1731 1479 2031">As part of the ongoing engagement with Members, a workshop was held with the Planning Committee on the 12th January 2018, to present a summary of the working version of the draft Plan Strategy and associated policies for consideration. A further workshop open to all Elected Members was held on the 15th February and Party Briefings were held during April/May. The main issues raised during the different engagement sessions focused on housing, density, design, retail, transport and tall buildings.</p>

3.6	<p>The next stage for the draft Plan Strategy will, if approved, be publication for public consultation, which it is anticipated would commence August 2018. This 12 week public consultation period comprises a 4 week pre-launch period, followed by the statutory 8 week consultation for representations. This is followed by a subsequent 8 week statutory period when all representations are published and counter-representations may be made.</p> <p><u>Finance and Resource Implications</u></p>
3.7	<p>There are no resource implications associated with this report.</p> <p><u>Asset and Other Implications</u></p>
3.8	<p>None noted.</p> <p><u>Equality or Good Relations Implications</u></p>
3.9	<p>There are no relevant equality or good relations implications attached to this report.</p>
4.0	Appendices - Documents Attached
	Appendix 1: LDP Timetable

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Appendix 1:

Belfast Local Development Plan (LDP) 2035 Timetable			
	Key Stages	Notes on Proposed Process	Indicative Timescales
Data Collection	Publication of Statement of Community Involvement (SCI)	<ul style="list-style-type: none"> Final SCI to be submitted to Department for approval 	April 2016
	Publication of Timetable	<ul style="list-style-type: none"> Consult Statutory Stakeholders Final Timetable to be submitted to Department for approval 	May 2016
	Preparation of evidence base to underpin production of Plan Strategy and Local Policies Plan	<ul style="list-style-type: none"> Commission specific, specialist studies required (e.g. Population and Housing Growth) Internal Council consultation to develop evidence base and identify key issues Identification of key issues in relation to specific themes for consultation with relevant statutory consultees and key stakeholders Consult consultation body (DAERA) with Sustainability Appraisal (incorporating SEA) Scoping Report 	June – December 2016
	Informal consultation with Elected Members, statutory stakeholders and community representatives		
	Publication of Preferred Options Paper	<ul style="list-style-type: none"> 12 week public consultation Publish Topic Papers and supporting evidence alongside POP, including appraisal of alternative options Publication of Sustainability Appraisal (inc. SEA) Interim Report Initial EqlA and HRA Screening 	January - April 2017
Plan Strategy	Consideration of responses to POP consultation, develop evidence base engagement with key stakeholders and drafting of policies	<ul style="list-style-type: none"> Preparation of Public Consultation Report Informal consultation with key stakeholders 	May 2017 – March 2018
	Publication of Draft Plan Strategy	<ul style="list-style-type: none"> Publish for viewing (4 weeks) 8 week statutory public consultation, followed by 8 week statutory consultation on representations Publication of Sustainability Appraisal (inc. SEA) and Public Consultation Report Publication of EqlA and HRA where required 	Spring – Autumn 2018
	Soundness Based Independent Examination	<ul style="list-style-type: none"> Advisory report to Central Government Central Government Issues binding report to Council 	Late 2018
	Adoption of Plan Strategy	<ul style="list-style-type: none"> Changes made to finalise Plan Strategy Publication of final Sustainability Appraisal (inc. SEA) and Public Consultation Report Publication of final EqlA and HRA where required 	Late 2019*
Local Policies Plan	Informal consultation with Elected Members and statutory stakeholders	<ul style="list-style-type: none"> Informal consultation with relevant statutory consultees and key stakeholders Consult consultation body (DAERA) with Sustainability Appraisal (incorporating SEA) Scoping Report 	Late 2018 – Early 2020
	Publication of Draft Local Policies Plan	<ul style="list-style-type: none"> Publish for viewing (4 weeks) 8 week statutory public consultation, followed by 8 week statutory consultation on representations Publication of final Sustainability Appraisal (inc. SEA) and Public Consultation Report Publication of final EqlA and HRA where required 	Spring - Autumn 2020
	Soundness Based Independent Examination	<ul style="list-style-type: none"> Advisory report to Central Government Central Government Issues binding report to Council 	Late 2020
	Adoption of Local Policies Plan	<ul style="list-style-type: none"> Advisory report to Central Government Central Government Issues binding report to Council 	Late 2021*
Monitor and Review	Monitoring and Review of LDP, including: <ul style="list-style-type: none"> Annual Monitoring Reports 5 and 10 year review (leading to commencement of a replacement Local Development Plan) 	<ul style="list-style-type: none"> Advisory report to Central Government Central Government Issues binding report to Council 	On going

Sustainability Appraisal (incorporating Strategic Environmental Assessment (SEA))

* May require a longer period depending on changes required following Independent Examination

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Subject:	Area Working Update
Date:	18 th May 2018
Reporting Officer:	Nigel Grimshaw, Director of City & Neighbourhood Services Gerry Millar, Director of Property & Projects
Contact Officer:	Geoff Dickson, Policy and Performance Analyst Jamie Uprichard, Policy and Performance Analyst

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

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

1.0	Purpose of Report or Summary of main Issues
1.1	To seek Members approval of the minutes of the most recent round of AWGs and any additional recommendation to the SP&R Committee arising from the meetings.
2.0	Recommendations
2.1	The Committee is asked to: <ul style="list-style-type: none"> • AWG minutes <p style="padding-left: 40px;">Approve the most recent round of AWG Minutes (<i>South – 23rd April; West – 26th April; North – 30th April and East – 3rd May</i>) as attached at Appendix 1.</p>

	<ul style="list-style-type: none"> • Agree to a web page being 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 as detailed in 3.2 below.
3.0	Main report
	<p><u>KEY ISSUES</u></p> <p>Area Working Group Minutes</p> <p>3.1 Members agreed in June 2016 that the Area Working Group minutes would be taken into the SP&R Committee for approval going forward in line with the Council's commitment to openness and transparency and to ensure a consistent approach with other Member-led Working Groups.</p> <p>Members are asked to approve the most recent round of AWG Minutes (<i>South – 23rd April; West – 26th April; North – 30th April and East – 3rd May</i>) as attached at Appendix 1.</p> <p>3.2 SOUTH AWG</p> <p>At its meeting on 23rd April, the South AWG acknowledged that while the minutes of the area working groups were published as part of the Strategic Policy and Resources Committee agenda each month it was difficult to locate them on the website. The group agreed to recommend to the Strategic Policy and Resources Committee 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.</p> <p>FINANCIAL & RESOURCE IMPLICATIONS</p> <p>3.4 There are no additional financial implications contained within this report.</p> <p>EQUALITY OR GOOD RELATIONS IMPLICATIONS</p> <p>3.5 No implications</p>
4.0	Appendices – Documents attached
	Appendix 1 – Minutes of the Area Working Groups

South Belfast Area Working Group

Monday, 23rd April, 2018

MEETING OF SOUTH BELFAST AREA WORKING GROUP

Members present: Councillor Dudgeon (Chairperson); and
Councillors Boyle, Craig, Hargey,
Lyons and Nicholl.

In attendance: Mrs. R. Crozier, Assistant Director, City and
Neighbourhood Services;
Mr. D. Logan, Project Manager, Property and
Projects;
Mr. J. Uprichard, Policy Analyst; and
Ms. E. McGoldrick, Democratic Services Officer.

Apologies

No apologies were reported.

Minutes

The minutes of the meeting of 26th March were agreed as an accurate record of proceedings.

Declarations of Interest

No declarations of interest were recorded.

Additional Item – Actions from last meeting

The Project Manager provided the Working Group with a brief overview of actions since the last meeting in relation to Lagan Construction, Knockbreda Parish Church project, Arelian Nursery School, Strangford Playing Fields and the Olympia Regeneration Project.

The Assistant Director advised that following queries about the Olympia road naming, advice was being sought and Member's would be updated in due course. She also highlighted that she would email Members a further update in relation to the Blythefield Playing Fields project.

The Working Group noted the information which had been provided and that the verbal update in relation to Lagan Construction had been restricted.

Presentation – Urban Villages

The Chairperson welcomed to the meeting Ms. L. Farrell, Programme Director, and Mr. C. McGurk who were in attendance in order to provide an update on the Executive Office's South Belfast Urban Villages initiative.

Ms. Farrell provided the Working Group with an update on the Urban Villages capital pipeline projects which included those which had been completed and potential new projects. She advised that those projects had been assessed against the aims and outcomes of the initiative, with those which had met the minimum standard being progressed with community partners to develop design options and associated business cases. Mr. McGurk pointed out that some of the potential projects might merge together and a transformational project would be delivered in each area of Belfast.

The Working Group was then provided with an update on the Gilpins transformational project which needed Department for Communities approval to progress but also a lead delivery partner. Ms. Farrell advised that all ideas for the site would be evaluated as part of the Business Case process across South Belfast and reiterated that a strategic approach to delivery was essential in order to ensure its success.

Ms. Farrell also provided an update in relation to the PSNI Building Transformational Project.

The Chairperson thanked the representative's for attending and they left the meeting.

The Working Group noted the update provided.

Woodland Children's Playpark and Trimtrail

With permission of the Chairperson, the Assistant Director tabled a draft concept plan and play area layout for the Woodlands Play Area and Trim Trail. She explained that the site was owned by the Council and currently accommodated playing fields which were highly used. She advised that indicative costs for the outlined development was estimated at £430,000. She also advised that this was at concept stage and no consultation had taken place.

After discussion, the Working Group agreed to recommend to the Strategic Policy and Resources Committee that the project be progressed to Stage 1 - Emerging Project within the Capital Programme so that it could be assessed for feasibility.

Additional Item – Publication of Area Working Group Minutes

In relation to the minutes of the Area Working Group being accessible to the public, one Member highlighted that it was difficult to find the Working Group Minutes that were currently published as part of the Strategic Policy and Resources Committee agenda each month. It was suggested that it would be advantageous for the Minutes to be published on a separate web page.

After discussion, the Working Group agreed to recommend to the Strategic Policy and Resources Committee 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.

Chairperson

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West Belfast Area Working Group

Thursday, 26th April, 2018

MEETING OF WEST BELFAST AREA WORKING GROUP

Members present: Councillor Magennis (Chairperson);
Aldermen Kingston;
Councillors, Baker, Beattie, Canavan,
Collins, Corr, Heading, Hutchinson, Nic Biorna,
McConville, O'Hara and Walsh.

In attendance: Mr. G. Millar, Director of Property and Projects;
Mr. M. Doherty, Project Manager;
Mr. G. Dickson, Policy and Performance Analyst; and
Mrs. S. Steele, Democratic Services Officer.

Apologies

Apologies were reported on behalf of Councillors Attwood, Carson and Garrett.

Minutes

The minutes of the meeting of 22nd March were agreed as an accurate record of proceedings.

Declarations of Interest

- Councillor Heading declared an interest in agenda item 3. (b) Presentation from Good Shepherd Primary School V in that he was a member of the Board of Governors of the Good Shepherd Primary School; and
- Councillor Hutchinson declared an interest in agenda item 2. (b) Presentation on the proposals for the new Children's Hospital at the Royal Victoria Hospital (RVH) V in that he was a Member of the Planning Committee and he took no part in the discussion.

Decision Tracker

The Director of Property and Projects explained that the Decision Tracker document had been emailed to Members before the meeting and he provided the Working Group with a brief overview of actions taken since the last meeting held on 22nd March.

Noted.

Presentations

Good Shepherd Primary School

The Area Working Group welcomed Mr. D. O'Neill, Principal of Good Shepherd Primary School, to the meeting.

Mr. O'Neill advised that the school was a Catholic Maintained, co-educated primary school located in the Poleglass area of Dunmurry on the outskirts of West Belfast that opened in 1982. The Principal provided an overview of the site, which included photographs of the area.

Mr. O'Neill outlined that the school's vision was to build a 21st Century Parents' Education Centre and Community Eco Garden and he proceeded to outline the benefits of this proposal as follows:

The 'indoor' benefits would include:

- a 'green' base developed from recycled materials for on-site Adult Education providing potential to build the capacity of parents and family members;
- development of adult literacy, numeracy and ICT skills;
- to reinvigorate a desire in the community to engage in the world of work;
- promotion of healthy eating and family cooking on a budget;
- development of important parenting skills; and
- an opportunity to engage with children, staff and parents of partner school, Blythefield PS, Sandy Row.

The 'outdoor' benefits would include:

- establishing an outdoor learning space, including a Nature Trail, an outdoor story telling corner and some raised beds where children and parents alike could connect with nature, care for the community and develop a desire to grow plants and vegetables; and
- a facility for parents and children with ASD to engage in a dedicated outdoor area aimed at meeting the sensory needs of children who were presented with challenging behaviours as soon as the structure of the school day was finished.

He advised that it was envisaged that the project would require a variety of funding streams and that it could be delivered on a phased basis. He stated that it was anticipated that the project would cost in the region of £270,000 for the Adult Learning Centre and a further £80,000 for the development of the outdoor space.

In response to a Member's question, Mr. O'Neill advised that the proposed scheme would complement the existing Colin allotments. He explained that the raised beds would only form a small part of the outdoor scheme, however, it was hoped that this would encourage children to explore gardening and encourage their parents to do the same.

The Working Group considered the proposal and acknowledged the community benefits which the development proposal could bring to West Belfast. The Working Group

suggested that it might be beneficial to also update the Colin Neighbourhood Partnership and the Colin Valley Football Club to ensure that there was no duplication of provision in the area.

Given that the Council currently had no funding available, the Working Group suggested that officers from the Council would, if possible, provide assistance to the school in identifying other funding streams.

After discussion, the Chairperson thanked the representative for his attendance and he retired from the meeting.

New Children's Hospital at Royal Victoria Hospital (RVH)

The Working Group heard from representatives from AECOM, Planning Consultants, regarding the proposed redevelopment of the RVH Children's Hospital.

The representatives advised the Members of the proposal to build a new state of the art children's hospital at the RVH and proceeded to highlight the following facts and figures:

- the existing facility had 97 beds and it was proposed that this number would increase to 155 beds;
- currently 3 theatres to increase to 10 theatres;
- 12 Paediatric Intensive Care Unit (PICU) beds increasing to 26 PICU/High Dependency Unit (HDU) beds;
- ED for 30,000 increasing to ED for 45,000
- currently children were treated up to their 13th birthday for routine appointments and their 14th birthday in an emergency situation, in the new facility all children would be treated up to their 16th birthday;
- 2 floors to increase to 10 floors;
- 15,000 m2 to increase to 55,000 m2; and
- 31 single rooms to increase to c124 single rooms (80%).

With the aid of PowerPoint, the representatives then provided the Working Group with a detailed overview of the proposed plans which included architects drawings and impressions for the new Children's Hospital.

The representatives then addressed a number of questions, during which, they advised the Members that, in line with planning protocol, a number of consultation events would be being held in the near future.

The Chairman thanked the representatives for the presentation and they left the meeting.

Ardmonagh Family Centre

The Chairperson welcomed to the meeting, Mr. R. May, Chief Executive of Ardmonagh Family Centre.

Mr. May commenced the presentation by advising that the Group had been established by local residents in the Turf Lodge in 1993, since then it had been delivering quality family and supported children's services to some of the most vulnerable children,

families and adults in Belfast and it was now one of the largest community employers in West Belfast.

The representative then provided a detailed overview of the many support services that it provided, which included, day care, family support, respite and support services for children and adults with complex medical needs and elderly support services.

Mr. May explained that the Group operated as a social enterprise scheme, which aimed to generate an annual income that would maintain services throughout West Belfast and enable the Group to provide Community Support programmes within the Upper Springfield/Whiterock area. The representative then proceeded to outline the financial position of the organisation over the last four-year period, along with details in respect of the number of people employed by the programme. He reiterated that the organisations aim was to reduce poverty and increase economic opportunities for the most deprived communities.

The representative then referred the Members to photographs of an area known locally as the 'Ardmonagh Hot Spot', he explained that this was a derelict piece of land located directly to the rear of the Ardmonagh Family Centre which was owned by the Northern Ireland Housing Executive (NIHE) and attracted much anti-social behaviour.

Mr. May explained that the Family Centre wished to acquire this piece of land to enhance the centre and he advised that it was currently in negotiations with the NIHE to try and resolve outstanding boundary issues. Once these issues had been finalised, the Group wished to carry out a comprehensive feasibility study to identify options and recommendations for the future redevelopment of the site. The Group were seeking the Council's support in progressing the study, if funding should become available.

Following discussion, the Working Group noted that, in the first instance, the Director of Property and Projects undertook to liaise with the NIHE with a view to addressing the outstanding boundary issue.

St Galls GAC Community Sports Project

The Chairperson welcomed Mr. P. O'Neill, representing St. Galls GAC to the meeting.

Mr. O'Neill provided the Members with background information on St. Galls GAC and its work and involvement with the local community.

The representative proceeded to outline St. Gall's proposal for a Community Sports Programme. He reminded the Working Group that it had previously received a presentation from St. Galls approximately three years ago and detailed how the proposal had progressed during this time:

- land had been purchased;
- architect plans prepared ;
- full planning permission had been granted; and
- a business case/economic appraisal had been developed.

The representative advised the Working Group that it was envisaged that the finished project would result in a community space that would integrate sport and communities and help to tackle anti-social behaviour practically and effectively and he sought the Council's assistance in progressing the initiative.

The representative advised that St. Galls would be making an application through Sport NI's Community Sports Fund and that a maximum funding of £1 million was available. He detailed that the total projected cost for the project was £1.6 million, however, this might increase to £1.8 million should funding from Sport NI be awarded in order to meet its requirements.

The representative sought financial support to progress the proposal through the Council's Capital Programme.

The Chairperson thanked the representatives for attending and for the excellent work that St. Galls undertook with the local community and he retired from the room.

Following a query, the Director of Property and Project clarified the process around progressing projects through the Capital Programme.

A further Member sought clarification regarding the re-development of Lenadoon Park and requested that the People and Communities Committee be asked to include this within its review of Pitch Provision throughout the City.

Physical Programme Update

The Working Group considered the undernoted report:

“1. Introduction

The Council's Physical Programme covers projects under a range of funding streams including the Capital Programme, the Leisure Transformation Programme, LIF, BIF, Social Outcome Fund (SOF), Peace IV and the projects that the Council is delivering in behalf of other agencies. This report outlines the status of projects under the Physical Programme.

2. Recommendations

Members are asked to note the contents of this report and the updates on LIF attached (Appendix 1)

3. Local Investment Fund

To date 44 projects have received in principle support under LIF1 and LIF2. A summary of the status of the LIF projects is outlined below and a full progress report is attached to this report at Appendix 1.

Stage/ Description	LIF 1		LIF 2	
	Projects	Amount/ Value (£)	Projects	Amount/ Value (£)
Number of Project Completed	25 (100%)	£1,567,500	10 (53%)	£809,788
Number of Project On-going Delivery			1 (5%)	£26,000
Number of Project in Pre-construction			3 (16%)	£90,000
Number of Project in Initial Stage (Due Diligence)			5 (26%)	£274,212
Total Number of Approved Project	25	£1,567,500	19	£1,200,000

Members are asked to note that the SP&R Committee, at its meeting on 20th April, agreed to the holding of a ceremony to mark the extent and success of LIF. The full details of this are still being worked up and Members will be kept up to date on proposals

4. Belfast Investment Fund

To date 6 projects have received an in-principle funding commitment under BIF. There are 4 projects on the longer BIF list.

West	Stage 3—Davitts GAC—£1m; Raidió Fáilte—£950k; St Comgall's- £3.5m; Stage 2— Colin Glen Forest Park—£2.5m; Glencairn Community Project— £700k; St Mary's CBS— no commitment Stage 1— Royal British Legion—£500k; An Sportslann; Suffolk Community Forum; Belfast Hills- Black Mountain Access—no commitment
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Below are the brief updates on the projects that have received in-principle funding.

Project	Status and update
Davitts GAC	Construction of a full size GAA pitch, spectator stand, changing pavilion, 3G MUGA and community park, Work currently underway with the project due to complete in the coming month
Raidió Fáilte	Construction of 3 storey Irish language broadcast, recording, training and archive facility. Works underway with the project due to complete June 2018.
St Comgall's	The project has secured £3.5 million match funding from the Social Investment Fund. A design team has been appointed

Project	Status and update
	with detailed designs now being worked up
Colin Glen Trust	Masterplan projects include Alpine Toboggan, zipline, driving range improvements and 3G pitch dome. Match funding of £500k from Rural Tourism Fund for the Alpine Toboggan on progress.
Glencairn Community Project	EA complete. Work ongoing with group - business plan being completed with support from DTNI. Land transfer to be signed off by NIHE. Work progressing with group.
Royal British Legion	A number of meetings held with the group who have independently commissioned a consultant to complete an EA.

5. Capital Programme

The Capital Programme is the rolling programme of enhancing existing Council assets or building / buying new ones. Below is the status of the projects in West under the programme.

Project	Status and update
Pitches Strategy - Falls Park - New pitch and pavilion	Stage 3 – Committed. Due for completion by end April/start of May
Falls Park Open Space	Stage 3 – Committed. On Ground.
LTP - Andersonstown Regeneration	Stage 3 – Committed. On Ground
Clarendon Playing Fields	Stage 3 – Committed. On Ground
Alleygating Phase 4 – City wide	Stage 3 – Committed. On Ground
Playground Refurbishment Programme 2017/2018 – City wide	Stage 3 – Committed. On Ground
LTP- Brook	Stage 3 – Committed. On ground
City Cemetery - Baby Plot Memorial	Stage 3 – Committed. Tender preparation stage
City Cemetery - HLF	Stage 3 – Committed. Scheme at Risk. Decision on funding from HLF due in the coming weeks
Falls Park Service Yard (part of Falls Park Masterplan)	Stage 2 – Uncommitted. OBC being worked up
Falls Park Masterplan	Stage 1 – Emerging project. SOC to be worked up
Hammer Development Playground	Concept design worked up
Sally Gardens Pavilion (LGR)	Project completed
Old Golf Course Road (LGR)	Project at Tender preparation stage. To be onsite summer 2018 for Phase 1 works
White Rise MUGA (LGR)	Project at initial stage

Members will be aware the West AWG has recommended a number of projects are looked at in terms of the Capital Programme - Members are asked to note that these are required to go through the Council's governance processes, in keeping with all other proposed capital projects, before being taken into Committee as the Capital Programme is a city-wide programme

6. Social Outcome Fund

To date projects have received an in-principle funding commitment under SOF. Below are the brief updates on the projects. Projects sponsors have now been assigned to all these projects and are working with the groups

Project	Status and update
Roddy McCorley Museum	Development of a modern interpretative museum and existing grounds. SOC being worked up. Work progressing with group
James Connolly Interpretative Centre	Development of a dedicated interactive exhibition, study area, library of Connolly's writing and tourist facilities. SOC being worked up
Shankill Mission	Development of a social economy training hotel. SOC being worked up. Work progressing with group
Rock Centre	Development of new tourism visitor centre. Initially discussed at Due Diligence Board on 19/4/18. Work progressing with group
Belfast Orange Hall Museum	Disability Access to Museum/ Renovation of frontage on the Cultural Corridor. Work progressing with group

7. Externally- funded programme

Urban Villages Initiatives

To date two of UV projects have been completed. One project remaining is the New Park at Colin, which is at the pre-application discussion stage with Planning Service. Also, procurement strategy for the New Park is being discussed with CPD. Officers are continuing to work with UV on the current and potential projects for Colin."

Following a query from a Member regarding the status of the Berlin Swifts Football Club project, the Director of Property and Projects advised that, since the report had been circulated, this project had now commenced.

In response to a query regarding antisocial behaviour and possible additional works in the form of additional lighting and fencing at Twinbrook Wildlife Garden, the Director agreed to discuss this with the Director of City and Neighbourhood Service and to update the Members accordingly at the next meeting.

The Working Group noted the update provided.

Future Agenda Items

The Working Group agreed that representatives from the following organisations would be invited to present to a future meeting:

- Paisley Park Sportsplex (at the request of Alderman Kinston); and
- Upper Springfield Development Trust.

Date of Next Meeting

The Working Group noted that the next meeting would take place at 4.30 p.m. on Thursday, 24th May.

Chairperson

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North Belfast Area Working Group

Monday, 30th April, 2018

NORTH BELFAST AREA WORKING GROUP

Members present: Councillor Campbell (Chairperson);
Aldermen Browne, Convery, L. Patterson
and Spence;
Councillors Clarke, Magee, Murphy and Pankhurst.

In attendance: Mr. G. Millar, Director of Property and Projects;
Mrs. R. Crozier, Assistant Director of City and
Neighbourhoods;
Mr. G. Dickson, Policy Analyst; and
Ms E. McGoldrick, Democratic Services Officer.

Apologies

Apologies were reported on behalf of the Lord Mayor, Councillor McAllister and Councillor Corr Johnston.

Minutes

The minutes of the meeting of 20th March were agreed as an accurate record of proceedings.

Declaration of Interest

No declarations of interest were reported.

Decision Tracker

The Working Group noted that the Decision Tracker document had been emailed to Members before the meeting which provided Members with a brief overview of actions since the last meeting held on 20th March.

Presentation – Malgrove Football Club

The Chairperson welcomed to the meeting Mr. B. Boyd and Mr. K. Shields, representing Malgrove Football Club.

Mr. Boyd explained the history of Malgrove Football Club which started as a cross community interest to jointly develop the Malgrove facility by St. Malachians Football Club and Grove United Football Club. He advised that the Club now required a 3G pitch with flood lighting on the Shore Road Playing Fields for a number of teams in the area to use. He pointed out that although previous Council funding had been initially successful, a full project had not been taken forward or completed.

Mr. Shields advised that the current temporary changing facilities were poor and required development and highlighted that the Club wished to develop a youth programme to expand the facility further.

Mr. Boyd suggested that the Working Group should recognise the gap, in relation to the lack of 3G pitches in North Belfast, and recommend that a report be submitted to the People and Communities Committee to explore the construction of a 3G pitch with flood lighting at the Shore Road Playing Fields.

The Chairperson thanked the representatives for their attendance and they retired from the meeting.

The Director highlighted that the Working Group needed to prioritise requests for the Capital Programme as there was demand for pitches from across the city.

The Working Group agreed that a report be submitted to the People and Communities Committee to explore the construction of a 3G pitch with flood lights at the Shore Road Playing Fields as part of the Council's Capital Programme as an emerging project, subject to approval by the Strategic Policy and Resources Committee.

Physical Programme Update

The Director of Property and Projects provided an update on the progress of the Council's Physical Programme which covered projects under a range of funding streams, including the Capital Programme, the Leisure Transformation Programme, Local Investment Fund (LIF), Belfast Investment Fund (BIF), Social Outcome Fund (SOF), Peace IV and the projects that the Council was delivering on behalf of other agencies.

He highlighted that Hillview Boxing Club, which had previously received a principle agreement for £400k under BIF, had advised the Council that they wished to withdraw from the BIF Programme.

After discussion, the Working Group noted the contents of this report, in particular:

- updates on LIF, as outlined in Appendix 1;
- the revised phasing for activities for Brantwood and Loughside FC (NLIF061); and
- the update in relation to Fortwilliam and Macrory Church Hall project (NLIF023).

Cavehill Country Park - Update

(Mr. M. Hamill, Solicitor, attended in connection with this item.)

The Assistant Director provided an outlined of the following report:

“1.0 Purpose of Report or Summary of Main Issues

- 1.1 The purpose of this report is to update Members on issues relating to mountain biking at Cave Hill Country Park and to seek agreement that proactive enforcement of the existing bye law is undertaken, by prohibiting mountain biking, whilst further work is undertaken to explore the options around future management of this issue.**

2.0 Recommendations

- 2.1** Members are asked to agree that it is recommended to the People and Communities Committee that proactive enforcement is undertaken of the existing bye law, by prohibiting mountain biking in Cave Hill Country Park whilst further work is undertaken to explore the options around future management of this issue.

3.0 Main report

- 3.1** Members are reminded that a report was brought to the February 2018 meeting of the People and Communities Committee outlining issues in relation to mountain biking at Cave Hill Country Park and proposals to manage it.

The Committee agreed 'to defer consideration of the report in respect of Mountain Biking at Cave Hill to enable officers to undertake more consultation with the various stakeholders and to attend Party Group Briefings. It was further agreed that the matter be forwarded to the North Area Working Group for consideration, following which, a report would be submitted to a future meeting of the People and Communities Committee'.

3.2 Background

Members may be aware that there has been an issue in relation to mountain biking in Cave Hill Country Park for a number of decades and several reports have been brought to Committee at various points seeking a solution to managing the problem. The timeline of the papers brought to the Members since 2002 is outlined in the report that was brought to the People and Communities Committee in February 2018 and is attached as appendix 1.

- 3.3** Members are reminded that the Council sought expert opinion on this issue in 2008 and this report concluded that the existing path system at Cave Hill could not accommodate sustainable dual use. It recommended that a purpose built facility be developed at Barnett Demesne. Given that this report was produced 10 years ago Officers have commissioned a piece of work to consider the current situation and to provide recommendations on how to manage this issue to ensure the safety of all users of the park. Work on this report is ongoing and we would anticipate that this will be finalised in early summer.

3.4 Engagement with key stakeholders

Members will be aware that there has been ongoing engagement with key stakeholders around this issue and several groups including general users, mountain bikers, Cave Hill Conservation Group and the PSNI are presenting to this meeting. Officers will continue to engage with these key

stakeholders as we continue to seek a solution and manage this issue.

3.5 User survey

Members are reminded that Cave Hill Country Park is a well-used facility. Counters at the main entrances estimate that 250,000 people visited the park annually. The majority of these users are not linked to any formal user group and to get a snap shot of the wider user experience, a user survey was undertaken from 6th April to 15th April 2018. This work was carried out by Perspective Insight and a copy of their report is attached as appendix 2. A summary of the findings will be presented at the Working Group meeting.

3.6 Legal position

Members are reminded that under the Occupiers' Liability Act (NI) 1957 the Council has a duty to take such care as is reasonable to see that the visitor will be reasonably safe for the purposes for which he is permitted to be there.

Furthermore, Belfast City Council cannot disclaim liability for death or personal injury resulting from negligence. This, of course, means that in practice we cannot in any way argue that the mountain bikers carry on this activity at their own risk.

The relevant byelaw is Belfast City Council Byelaw 12(c) for Regulation of Open Parks, which reads:-

'A person shall not ride any bicycle in a manner which is unsafe or likely to cause damage to the park or give reasonable cause for annoyance or alarm to other persons in the park.'

It is Legal Services' view that this mountain biking activity is most probably being carried on in breach of the relevant byelaw. Furthermore, in view of the fact that the Council is knowingly allowing this potentially dangerous activity to continue and without taking reasonable and appropriate measures to try to prevent it, Legal Services is of the view that Belfast City Council would be likely to be held liable in the event of death or serious personal injury occurring to a third party/pedestrian/walker as a result of this unauthorised and unregulated activity in Cave Hill Country Park. The formal permission granted for the holding of a mountain biking event in 2012, coupled with the failure to take all reasonable measures to try to enforce the byelaw and prevent the carrying on of this activity on its property, would in Legal Services' opinion probably give rise to civil liability, particularly since Belfast City Council has been on formal notice since at least Mr Davis' Report in 2008 that the *'site does not allow for sustainable multiple uses by pedestrians and mountain bikers at the same time and conflicts between these users is inevitable.'*

The other issue is the question of whether Belfast City Council would be liable in the event of serious personal injury occurring to one of the mountain bikers themselves. In Legal Services' opinion, in the context of this site it is likely that such liability would also attach.

If Belfast City Council continues to fail to take reasonable and appropriate measures to attempt to enforce its existing byelaw, then in Legal Services' opinion the law would probably take the view that at the very least Belfast City Council is giving tacit approval to this activity and thereby assuming responsibility for the safety of the mountain bikers themselves. This must be seen, in particular, in the context of the permission given for the 2012 Red Bull Fox Hunt event.

The carrying on of mountain biking at this site should be distinguished from the activity being carried on at the designated and regulated site at Mary Peters' Track/Barnett's Demesne. That is a relatively flat site, whereas the anecdotal evidence indicates that the mountain bikers who use Cave Hill Country Park are attracted by the speeds which can be obtained because of the steep gradients at Cave Hill Country Park and, consequently, the greater risk/excitement (and danger) which can be obtained by them.

Given the greater speeds which are attainable at Cave Hill Country Park and, consequently, the greater risks which are posed to the riders themselves, if Belfast City Council were to attempt to evade civil liability in the event of injury to one of the mountain bikers themselves, it would have to have a comprehensive programme in place (which obviously it presently doesn't) for not only the design and construction of a designated trail or trails, but also for their subsequent management, inspection, repair, control and supervision.

Legal Services' advice, therefore, is because of the clear legal risks which attach to this unauthorised and unregulated activity, Belfast City Council should seek to enforce its existing ban pursuant to Byelaw 12(c).

3.7 Proposed next steps

Given the legal and health and safety risks it is proposed that proactive enforcement is undertaken of the existing bye law, prohibiting mountain biking at Cave Hill Country Park whilst further work is undertaken on how this issue can be managed.

It is proposed that ongoing engagement take place with key stakeholders around their issues and possible solutions and that the recommendations from the expert report are considered in terms of risk and costs. All the findings from these pieces of work will be collated and brought to a future meeting of this Working Group for consideration and agreement of a way forward."

The Assistant Director provided an overview of the questionnaire which had been completed by 214 respondents on Cavehill over an eight day period. She highlighted the following survey results as outlined in appendix 2:

- Most prominent Cave Hill Country Park users were Walkers (37%) and Dog walkers (35%). Mountain bikers accounted for 5% of those surveyed;
- Respondents observed the following types of Park users; Dog walkers (80%), Walkers (65%), Runners (48%), Mountain bikers (31%), Tourists (30%) and Wildlife enthusiasts (24%);
- Almost two thirds (64%) used the park frequently whilst 14% were first time users;
- Users reported a generally positive experience when visiting Cave Hill Country Park with a mean score of 8.8 (out of 10);
- The scenery and atmosphere at the park (43%) and the facilities (40%) were most motivating for users;
- The majority of users (92%) said they would be likely to revisit the Park (75% extremely likely, 17% likely); and
- Whilst around a third expressed no changes were needed to enhance their experience, the following was suggested:
 - 18% said the park would benefit from path maintenance;
 - 15% noted that the signage needed updated/refreshed;
 - 14% raised the issue of littering and felt there could be stricter enforcement of park regulations;
 - 12% mentioned a dog related problem, including dog fouling and dogs off their leads;
 - 8% said they would like more facilities/services such as public toilets, seating/picnic areas and refreshments;
 - 5% suggested a ban on Bikers or stricter rules, whilst 4% would like a dedicated space for them; and
 - 3% commented on a perceived lack of parking.

The Assistant Director presented a video which illustrated mountain bikers and walkers using Cavehill.

During Members questions, the Assistant Director advised that she would make the aforementioned report published in 2008 available to the Working Group, and pointed out that officer's had commissioned a further piece of research to provide recommendations on how to manage this issue to ensure the safety of all users of the park which should be finalised in the early summer.

The Working Group agreed that the item would be discussed further, later in the meeting, once the presentations had been received.

Presentations - Cavehill Country Park

Cavehill Regular Users Group

The Chairperson welcomed to the meeting Mr. T. Devine and other representatives of the Cavehill Regular Users Group.

Mr. Devine explained that they had used the Cavehill Country Park for decades and were concerned about the extreme mountain biking that was taking place. He highlighted that it was illegal under the current byelaws and caused damage, annoyance and alarm to other park users.

With permission of the Chairperson, Mr. Devine played a video of Mountain Bike usage of the Cavehill Country Park and highlighted the potential speed to which they might be travelling.

Mr. Devine suggested that the Council would be liable, if anyone was injured by the Mountain Bikers, with the additional risk as they construct their own trails. He suggested that the Park should be a shared space and was a wonderful asset for users and visitors. In relation to a designated trail for the Mountain Bikers, Mr. Devine suggested that this would not work and the Council should ban the Mountain Bikers and enforce the byelaws.

During points of clarification, the representatives suggested that many near misses or accidents were not reported to the Council but they had heard of such incidents from local users. They condemned that use of sabotage in relation to the Bikers trails and suggested that the safety of all users of the park was their objective. They also suggested that some members of the deputation had been inappropriately approached outside of the meeting room by the Mountain Bikers and had also previously experienced intimidation from the Mountain Bikers.

The Chairperson thanked the representative's for their attendance and they retired from the meeting.

The Working Group noted the information which had been provided.

PSNI

The Chairperson welcomed to the meeting Police Constable J. O'Reilly, representing the PSNI.

PC. O'Reilly requested that, after the meeting, he be sent a copy of the Minutes for use in any future civil or criminal matters and any potential inquest that might arise from the issue being debated.

PC. O'Reilly advised that an issue had been investigated in June/July, 2017 in relation to complaints from the Mountain Bikers that trails on Cavehill Country Park had been sabotaged and he had raised this as a safety issue with the Council. He summarised the issue, in that he had received a complaint on 5th June, 2017 in relation to two males sabotaging the paths within the Country Park. He confirmed that video footage of the incident, which identified the two males, had resulted in the prosecution file subsequently being submitted to the Public Prosecution Service.

He advised that during the course of the investigation, one of the Mountain Bikers had divulged that he had potentially reached 30mph whilst biking on Cavehill and that this speed had been confirmed by Strava, the satellite navigation application that tracks running and cycling on the social network for athletes.

He advised that he had also visited the Park and spoken to Council officers on site to assess the layout and potential dangers being faced by the Bikers. He reported that, whilst he was there, a couple of tourists had walked across adapted Biker jumps, which affirmed the potential danger for collisions to occur within the park.

He highlighted that he had researched further the Strava application data and suggested that it was possible that some of the data on Cavehill, previously accessible, had been withdrawn from the online site. However, he had found a trail data on the upper Cavehill which claimed a Biker had reached a speed of 59kmph, which equated to 36.5mph. He expressed concern that if a collision occurred in the future, someone would be seriously hurt and it was a public safety issue.

During points of clarification, PC. O'Reilly confirmed that he had not seen any exchange between users of the Cavehill and the Mountain Bikers outside the meeting room. He suggested that Mountain Bikers should not use the same trails as the general public, and they should have separate trails, if possible. He clarified that evidence obtained in relation to the speed of Mountain Bikers on Cavehill included a signed statement by one of the claimants GPS of 28mph of certain stretches of the trail. He also confirmed that the PSNI patrolled the Cavehill regularly but he had not come across mountain bikers.

The Chairperson thanked PC. O'Reilly for his attendance and he retired from the meeting.

The Working Group noted the information which had been provided.

Cavehill Conservation Campaign

The Chairperson welcomed to the meeting Mr. C. Hamill, Mr. G. Brannigan and Mr. D. McDaniel, representing the Cavehill Conservation Campaign.

Mr. Hamill explained that the Cavehill Conservation Campaign were interested in conserving and preserving the park for all users, however, they had been concerned for many years in regards to the interface between the mountain bikers and the walkers. He suggested that the current uncontrolled access was dangerous and that some sort of separation of trails with signage should be considered but not at the exclusion of the Walkers. He suggested that if that did not work, sanctions could then be considered by the Council. He expressed condemnation for any sabotage that had taken place in relation to the Mountain Bike users.

The Chairperson thanked the representatives for their attendance and they retired from the meeting.

The Working Group noted the information which had been provided.

Cavehill Mountain Bikers

The Chairperson welcomed to the meeting Mr. B. McClure, Mr S. Johnston and Mr. P. Maunton representing the Cavehill Mountain Bikers.

Mr. McClure presented an overview in relation to Mountain Bikers using Cavehill. He highlighted that mountain biking had been taking place on the Cavehill for the last twenty years and it was where many local champions had started their training.

He explained that Mountain Bikers generally used the Park trails, going slowly up the mountain on the gravel paths and then cycling down the mountain through the forests

rough terrain as a challenge. He pointed out that Cavehill Country Park was the only elevated site in the local urban area and believed that a recreational strategy for users should be implemented.

He suggested that signage of rules, access, and Right-of-Ways would help alleviate problems and separate trails for both Walkers and Mountain Bikers would be beneficial. He also suggested that the Mountain Bikers would be prepared to help maintain and monitor their trails.

During points of clarification, representatives confirmed that there were 4/500 regular mountain bikers using Cavehill and they had a wider social media membership. They advised that the speeds of Mountain Bikers, alluded to by other users, were perceptions and there was no evidence to substantiate the risks or injuries outlined in the People and Communities report published in February 2018. They suggested that the Strava application could be manipulated and the speed at which Bikers were going depended on their skill set, however, most only reached 10/12 mph.

They suggested that a compromise was needed to resolve the matter and suggested that those who had blocked the trails should be dealt with by the law. Mr. McClure clarified that he had spoken with some of the users outside of the meeting room, but was not intimidating, however, the Mountain Bikers would be keen to liaise with all users of the park and suggested that further consultation was also needed with the Mountain Bikers.

The Chairperson thanked the representatives for their attendance and they retired from the meeting.

The Working Group noted the information which had been provided.

Cavehill Country Park – Discussion

The Assistant Director reiterated that a report had been commissioned from an independent industry expert to assess the situation and that the outcomes would be submitted for the Council to consider to the Working Group by August. She pointed out, however, that a decision was still required for the interim period to keep users safe.

With permission of the Chairperson, the Assistant Director tabled additional correspondence which had been received, in relation to the People and Communities Report of 6th February regarding Mountain Biking on Cavehill, from Cycling UK.

She referred to point 1. of the tabled correspondence and highlighted that the agenda report outlined the recommendation to the People and Communities Committee that proactive enforcement would be undertaken of the existing byelaw, by prohibiting mountain biking in Cave Hill Country Park whilst further work was undertaken to explore the options around future management of this issue.

During discussion, Members raised the following issues in relation to the officers' recommendation:

- Continued use of Parks in Belfast;
- Civil Liability in the event of an accident in the interim period;
- Safety of the Park users;
- Engagement and compromise of Groups involved;
- Breadth of survey statistics;
- Enforcement of byelaws across Belfast;

- Suspension of byelaws; and
- Time taken to resolve the issue

During further discussion, Members raised the following alternatives to resolve the matter:

- Change or suspension to the current byelaws;
- Signage;
- A designated track(s);
- Engagement with other Council areas for Best Practice ideas; and
- Wider consultation required

After discussion, the Working Group agreed to defer consideration of the report, until further information had been obtained in relation to byelaws and to hold a Special Meeting of the Working Group in May, to consider the item further.

Future Agenda Items

The Working Group noted the following future deputations and agenda items:

- Information sessions on Inner North Belfast Projects;
- Zoo Update;
- Harbour Commissioner Update;
- York Street Interchange Update;
- Quarterly updates from Ulster University regarding its community engagement and programme of building work;
- VOYPIC – Update on Corporation St;
- Iontaobhas Bheann Mhadagáin; and
- Tidal Project 2019/2020.

Chairperson

East Belfast Area Working Group

Thursday, 3rd May, 2018

MEETING OF EAST BELFAST AREA WORKING GROUP

Members present: Alderman Haire (Chairperson);
The Deputy Lord Mayor, Councillor Copeland;
Aldermen McGimpsey, Rodgers and Sandford; and
Councillors Johnston, Kyle, Long, Mullan, O'Donnell and
O'Neill.

In attendance: Mr. N. Grimshaw, Director of City and
Neighbourhood Services;
Mr. G. Millar, Director of Property and Projects;
Mr. J. Nelson, Community Services Unit Manager, and
Mr. G. Graham, Democratic Services Assistant.

Apologies

Apologies for inability to attend were reported from the High Sheriff of Belfast, Councillor Howard, and Councillors Armitage, Dorrian, Graham, McReynolds and Newton.

Minutes

The Working Group agreed that the minutes of the meeting of 10th April were an accurate record of proceedings.

Declarations of Interest

No declarations were recorded.

Belfast Tidal Project

Ms. R. Murray and P. Aldridge (Atkins Global), Mr. I. Coulter and Mr. A. Reddick, (Department for Infrastructure) attended in connection with this item and were welcomed by the Chairperson.

Ms. Murray provided the Working Group with information on the risk of tidal flooding and the measures which the Department for Infrastructure (DfI) considered necessary to prevent damage to life and property should the predicted rise in sea levels occur. She stated that currently 1000 properties had been identified as being at risk from flooding and reported that this number was estimated to rise to approximately 8,400 as a consequence of the predicted increase in global temperature.

In order to mitigate against the impact of a rise in sea level and associated flooding, she outlined a range of proposed flood defence measures to protect those areas most at risk from flooding, including a combination of floodgates, solid flood wall defences and demountable barriers. She provided the Members with a timetable in regard to the implementation of the flood defence scheme, including the undertaking of a consultation programme culminating in a proposed construction phase scheduled to be completed by the summer of 2020.

In response to questions from the Working Group, she provided information on those areas of the city considered to be at most risk from flooding and confirmed the need for planning approval in respect of the erection of suitable flood defence barriers. She reported further that guidance had been provided by the DfL in the matter and that discussions were ongoing with relevant stakeholders, including the Belfast Harbour Commissioners and other landowners in regard to the erection of effective tidal defence measures.

In response to a further question in regard to proposed funding of the Belfast tidal project scheme, Ms. Murray confirmed that a £13.4 million budget had been committed and that existing storm outfall measures could be used in tandem with the new flood defence infrastructure works

The Working Group noted the information which had been provided and thanked the representatives for their informative presentation.

New Children's Hospital at the Royal Victoria Hospital

Ms. C. Stokes, K. Jenkinson, and U. Somerville (A.E.C.O.M.) attended in connection with this item. Also attended, Ms. E. Montgomery (Isherwood and Ellis) and they were welcomed by the Chairperson.

The Working Group was provided with plans outlining the proposed new Children's hospital at the site of the Royal Victoria Hospital. The design team provided information on the design features of the new facility incorporating outdoor space and play areas. She stated that the new hospital would be provided with 155 beds and would have a reduced elevation incorporating a 2 storey frontage at the Falls Road entrance to ensure that it did not adversely impact on local residential properties. She stated that the design team was working closely with the landscape architect to enhance the aesthetic value of the building.

Ms. Somerville reported that an extensive consultation exercise would be undertaken in regard to the project and that it was proposed that a formal planning application would be lodged in the near future and that the other Area Working Groups would be briefed on the development proposals.

In response to questions from the Members in relation to the financing of and timeframe associated with the completion of the project, she reported that 12 months had been set aside to complete the planning application process and that £168 million had been set aside to finance the construction of the project.

In response to concerns from a Member, Ms. Somerville stated that the new facility would not adversely impact on the paediatric services provided currently by the Ulster Hospital and that car parking at the new facility was being addressed currently.

The Working Group noted the information which had been provided and thanked the representatives from A.E.C.O.M. and Isherwood and Ellis for their informative presentation.

Short Strand Community Forum

Ms. B. McConnell, Mr. H. McComb and Mr. C. Mackel (Short Strand Community Forum) attended in connection with this item and were welcomed by the Chairperson.

Mr. Mackel referred to the current Translink bus depot which he stated had been located in the Short Strand for a considerable period of time. He suggested that the depot could be relocated to another area of the city, thereby freeing up space in the Short Strand area for much needed residential and community development projects. The Community Forum cited the fact that the depot was not being used to the same extent as in previous years and referred to the health issues associated with fumes and particulates from the buses located at the depot.

Several Members of the Working Group expressed the view that the depot was ideally located in respect of the operational needs of Translink and felt that the health issues associated with the bus emissions were being over stated by the community group. The Members of the Working Group were concerned also in regard to potential job losses, should a decision be taken to relocate the bus depot and the fact that no consultation had taken place, to date, in regard to the proposal.

The Working Group noted the information which had been provided and thanked the Short Strand Community Forum for their presentation and they departed from the meeting.

Physical Programme Update

The Director of Property and Projects submitted the undernoted report in respect of the physical programme of work undertaken by the Council.

“1. Introduction

The Council’s Physical Programme covers projects under a range of funding streams including the Capital Programme, the Leisure Transformation Programme, LIF, BIF, Social Outcomes Fund (SOF) and the projects that the Council is delivering in behalf of other agencies. This report outlines the status of projects under the Physical Programme.

2. Recommendations

Members are asked to note the contents of this report and in particular:

- **note the updates on Dundela Football Club (ELIF2-10);
and**

- note the updates on LIF projects attached at Appendix 1 .

3. Local Investment Fund

To date, 20 projects have received in principle support under LIF1 and LIF2. A summary of the status of the LIF projects is outlined below and a full progress report is attached to this report at Appendix 1.

The East AWG are asked to note that they have an outstanding unallocated amount under LIF of £54,009 (this includes the underspend from the Walkway project).

Stage/ Description	LIF 1		LIF 2	
	Projects	Amount/ Value (£)	Projects	Amount/ Value (£)
Number of Project Completed	7 (87%)	£877,500	6 (42%)	£382,308
Number of Project On-going Delivery			4 (42%)	£629,281
Number of Project in Pre-construction			2 (16%)	£150,000
Number of Project in Initial Stage (Due Diligence)	1 (13%)	£250,000		
Total Number of Approved Project	8	£1,127,500	12	£1,161,589

- **ELIF2-10 – Dundela Football Club (*project at pre-construction*)** – Dundela FC project was approved on 24th June 2016 for the development of 3G pitch, floodlighting and spectator stand (£135k). Members will recall that on 15th November 2017, the Working Group agreed to Dundela FC request to proceed with its project by using LIF funding for the installation of floodlighting. Following appointment of an ICT, an M&E specialist inspection has confirmed a pre-construction M&E risk regarding the capacity of the existing electricity supply to support floodlights. Consultant’s engagement with NIE is ongoing to define and cost available options of enabling works, and in the meantime, their preparation for tender process (through which floodlighting delivery costs will be confirmed) continues. Officer is expecting confirmation of NIE feedback and outcome of tender process to confirm additional project costs/funding deficit. Once known the Club intend to make a request to the AWG for additional LIF contribution so that

enabling works and delivery of Phase 1 of project can proceed as planned.

- ELIF2-12 – Titanic Foundation – Mew Island Optic – project completed

Further, Members are asked to note that the SP&R Committee, at its meeting on 20th April, agreed to the holding of a ceremony to mark the extent and success of LIF. The full details of this are still being worked up and Members will be kept up to date on proposals.

4. Belfast Investment Fund

To date 9 projects have received an in-principle funding commitment under BIF. There are 4 projects on the longer BIF list.

East	Stage 3—Willowfield—£560k (completed); H&W Welders—£2.37m; Strand—£1.8m; Bloomfield—£440k Stage 2—Lagan Village Youth & Community—no commitment Stage 1—East Belfast Mission and Belmont Bowling Club—no commitment
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Outer East *	Stage 2—TAGIT- £434k; Braniel—£390k; Hanwood—£396k; Castlereagh Presbyterian Church—£382k; Lisnasharragh Community Schools—£398k
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Project	Status and update
Willowfield Church	Completed
Strand Cinema Community Arts Project	Major refurbishment of the last remaining art deco cinema building. An Integrated Design Team has been appointed. DfC have provided initial support of £36k in 17/18. Discussions with group ongoing.
H&W Welders Club- Blanchflower Playing Fields	Design team has been appointed (Taggarts). Detailed designs have now been developed and costed. Project is coming in at around £3.2m (excluding fees). Officer is working with the group to explore how funding gap can be bridged. Discussions are taking place with UV in this regard.
Bloomfield Community Association	EA complete. The preferred option leaves a shortfall of £178,000. AWG agreed to give BCA 6-9 months to secure funding from other sources. Discussions have been with DfC but to date no additional funding has been secured. Discussions with group ongoing.
Braniel Church *	EA complete - demonstrates that project is viable. Move to Stage 3- Committed approved by SP&R on 23/3/18. Discussed at Due Diligence on 17/4/18. Works ongoing with group.
Hanwood Project *	EA complete - demonstrates that project is viable. Move to Stage 3- Committed approved by SP&R on 23/3/18. Discussed at Due Diligence on 17/4/18. Works ongoing with group.
TAGIT Boxing Club *	EA complete - demonstrates that project is viable however there is potential of funding shortfall. Move to Stage 3- Committed

Project	Status and update
	approved by SP&R on 23/3/18. Discussed at Due Diligence on 17/4/18.
Castlereagh Presbyterian Church *	EA complete - demonstrates that project is viable. Move to Stage 3- Committed approved by SP&R on 23/3/18. Discussed at Due Diligence on 17/4/18. Works ongoing with group.
Lisnasharragh Community Schools Project *	SP&R agreed to commission an Economic Appraisal for this project. A consultant has been appointed to carry out the EA which has commenced. Economic Appraisal ongoing.

5. Capital Programme

The Capital Programme is the rolling programme of enhancing existing Council assets or building / buying new ones. Below is the status of the projects in East under the programme.

Project	Status and update
Pitches Strategy- Cherryvale Playing Fields- New pitch and pavilion	Stage 3 – Committed. Due for completion by May 2018
LTP- Robinson Centre	Stage 3 – Committed. On Ground
Alleygating Phase 4 – City wide	Stage 3 – Committed. On Ground
Playground Refurbishment Programme 2017/2018 – City wide	Stage 3 – Committed. On Ground
Pitches Programme- Blanchflower Playing Fields – New pitch and floodlighting	Stage 3 – Committed. Scheme at Risk
New Crematorium	Stage 3 – Committed. Scheme at Risk
LTP- Avoniel	Stage 2 – Uncommitted. Tender preparation stage
LTP- Templemore	Stage 2 – Uncommitted. Management options agreed. Tender preparation stage
Roselawn Extensions	Stage 2 – Uncommitted
Ballymacarrett Area Masterplan	Stage 1- Emerging. Linked to Connswater Community Greenway

LTP- Templemore – AWG will note that the SP&R Committee on 20th April 2018 has approved the recommendation on the management options (Option 4) regarding Templemore and further agreement on Option 6 would be the fall back option in the event that consensus on Option 4 could not satisfactorily be reached. Discussions ongoing with TUT.

Members will be aware that East AWG has recommended a number of projects are looked at in terms of the Capital

Programme. Members are asked to note that these are required to go through the Council’s governance processes, in keeping with all other proposed capital projects, before being taken into Committee as the Capital Programme is a city-wide programme.

6. Social Outcomes Fund

One project (Eastside Visitor Centre) has received an in-principle funding commitment under SOF. Project sponsors have now been assigned to all SOF projects across the city and are working with the groups

7. Externally- funded programmes

Social Investment Fund – Design teams have been appointed and the TEO have given permission to start on a number of projects including Glenburn Church Community Outreach (£77,488) and Mount Merrion Parish Development (£90,661). Officers are continuing to work with the Executive Office on the remaining SIF project in East (Greenway; Oasis; Titanic People and Walkway Community Association)

Urban Villages - Members are asked to note that officers are continuing to work with UV on the Belfast Bikes project in East which will see the installation of 4 bike docking stations. Members are asked to note that the station at CS Lewis Square is already open with works underway at the station at Skainos. The location of the other two stations is still under discussion.”

The Working Group noted the information which had been provided and expressed concern that a number of projects had not been commenced due to the fact that some applicants had not been able to secure external funding to match the contribution made by the Council. The Group agreed to receive an update to address these concerns to a future meeting. Several Members also expressed concern that construction inflation could have an adverse impact on resources set aside for completion of the projects should any further delay be encountered.

LIF Update

The Director referred to a special event to celebrate the success of the L.I.F. programme scheduled to take place in October and which had been agreed at a previous meeting of the Strategic Policy and Resources Committee. He referred also to an underspend in regard to capital works undertaken as part of the Ballymacarrett Masterplan and of the requirement of the Council to consider how it might wish to reallocate those resources.

Noted.

Future Agenda Items

The Director of Property and Projects stated that a report on the proposal to construct a sub-station on the Airport Road site would be presented to the June meeting of the Working Group for its consideration.

Noted.

Date of Next Meeting

The Working Group agreed that its next meeting would be held on Thursday, 7th June at 5.00 p.m.

Chairperson



Subject:	Contracts for Award
Date:	18 May 2018
Reporting Officer:	Ronan Cregan, Deputy Chief Executive and Director Finance and Resources Gerry Millar, Director of Property and Projects
Contact Officer:	Valerie Cupples, Procurement Manager

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

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

1.0	Purpose of Report
1.1	<p>The purpose of this report is to:</p> <ul style="list-style-type: none"> Seek approval from Members to allow the advancement and award of tenders as outlined in Appendix 1, Table 1 in accordance with the Scheme of Delegation. Seek approval from Members to allow extensions as detailed in Appendix 1, Table 2. Seek approval from Members to allow the advancement and award of direct award tenders as outlined in Appendix 1, Table 3 in accordance with the Scheme of delegation
2.0	Recommendations
2.1	<p>The Committee is asked to:</p> <ul style="list-style-type: none"> Approve the public advertisement and acceptance of tenders as listed in Appendix 1, Table 1 through the Council's electronic procurement system. Members are advised that these tenders will only be advertised when they have gone through the

	<p>Councils internal governance process which include demonstrating strategic alignment with the Belfast Agenda</p> <ul style="list-style-type: none"> • Grant delegated authority to the appropriate Director using pre-agreed criteria to award the most economically advantageous tender. • Allow month by month extensions where contracts are under review as outlined in Appendix 1, Table 2 • Agree to accede to Standing orders 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 3.7 and Appendix 1, Table 3.
3.0	Main report
	<p><u>Key Issues</u></p> <p>3.1 Section 2.5 of the Council's Scheme of Delegation outlines that under Standing Order 60(a) any contract that exceeds the statutory amount (currently £30,000) needs to be made under the Corporate Seal. Under Standing Order 51(b) the Corporate Seal can only be affixed when there is a resolution of the Council.</p> <p>3.2 The tenders submitted for approval in Appendix 1, Table 1, have been forwarded by Departments for approval. Departments have been required to provide assurance that provision for the expenditure has either been made within their departmental budgets or approval has been sought from the Director of Finance and Resources that this expenditure has been provided for within a corporate budget.</p> <p>3.3 Members should note that they are being asked to approve tenders in principal, after which the internal governance process demonstrating strategic alignment with the Belfast Agenda will be applied. As part of this process, Departments have also provided assurance that appropriate resources are available within their departments in order to effectively administer and management any contract(s).</p> <p>3.4 In accordance with Standing Orders these tenders shall comply with the relevant requirements of national legislation and European directives and be overseen by Corporate Procurement Services.</p> <p>3.5 This report relates to corporate and departmental supplies and services contracts only. The procurement of services and works contracts relating to the capital procurement is dealt with under the Capital Programme reports in accordance with the approved stage approval process.</p>
Page 102	

3.6	<p><u>Direct Award Contracts</u></p> <p>Members are asked to note that Corporate Procurement Services is currently under resourced and awaiting a report on the current procurement operating model. This position has resulted in an increase in the number of direct awards (single tender actions) and the requirement to accede to Standing Order 55(a).</p>
3.7	<p>Members are asked to accede to standing order 55(a) exception in relation to the contract by direction of the council acting on the recommendation of a Chief Officer that the exception is justified in special circumstances for the following:</p> <ul style="list-style-type: none"> • A number of ICT contracts can only be provided by individual suppliers (see Appendix 1 Table 3) there are 2 main reason for proprietary purchase of ICT contracts i) the ICT system or service is proprietary and cannot be provided by another supplier, and ii) legacy technology procurements involved the purchase of perpetual use rights alongside annual maintenance and support. Subsequent on-going maintenance and support can only be provided by the suppliers • A contract to develop a bespoke Inclusive Growth Framework for Belfast City Council In April 2018 SP&R Committee approved the development of an inclusive growth framework. Metro Dynamics have been identified as the organisation best placed to support the Council i) in defining inclusive growth for Belfast and ii)developing and adopting a bespoke framework for the city. They have extensive experience in this area of work and have developed a unique inclusive growth framework for cities. This framework, developed in conjunction with the Joseph Rowntree Foundation, is the only framework specifically developed for inclusive growth.
3.8	<p><u>Financial & Resource Implications</u></p> <p>The financial resources for these contracts will be met within the current departmental budgets and the proposed departmental estimates process which are taken forward through the rate setting process.</p>
3.9	<p><u>Equality or Good Relations Implications</u></p> <p>No specific equality or good relations implications.</p>
4.0	<p>Appendices - Documents Attached</p>
	<p>Appendix 1 Schedule of Tenders for Consideration / Notation</p> <p>Table 1 – New tenders</p> <p>Table 2 – Contracts for extension of contract period</p> <p>Table 3 - Direct Award Contracts (Single Tender Action)</p>

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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



Subject:	Revaluing Properties for Business Rates – “Reval2020”
Date:	18 May 2018
Reporting Officer:	Ronan Cregan, Director of Finance and Resources and Deputy Chief Executive
Contact Officer:	Mark McBride, Head of Finance and Performance

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

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

1.0	Purpose of Report or Summary of main Issues
1.1	To provide information for the Committee on the revaluation of non-domestic properties by Land and Property Services (LPS) which will commence in 2018 and which take effect from April 2020.
2.0	Recommendations
2.1	The Committee is asked to <ul style="list-style-type: none"> • Note the Reval2020 Fact Sheet included as Appendix 1, which includes information that will be requested from business ratepayers during 2018.
3.0	Main report
3.1	Land and Property Services (LPS) have advised that it will be collecting data during 2018 to produce new rateable values for non-domestic properties.
3.2	LPS will publish the new values in draft format on-line in late autumn 2019, with rate bills being based on the new values issued from April 2020.
3.3	In response to the Review of Business Rates consultation in January 2016. The Council

	<p>stated its support of more frequent revaluations contending that:</p> <p><i>“shorter periods between revaluations would be preferred by the majority of ratepayers as this would help to even out some of the changes in levels of value which can occur within the revaluation cycle.”</i></p>
3.4	<p>LPS have issued a Fact Sheet for Elected Members summarising the reasons for the revaluation; how this will affect ratepayers and the information gathering arrangements. A copy of the fact sheet has been included as Appendix 1 to this report.</p>
3.5	<p><u>Financial & Resource Implications</u></p> <p>There are no financial implications associated with this report.</p>
3.6	<p><u>Equality or Good Relations Implications</u></p> <p>There are no equality or good relations implications associated with this report</p>
4.0	Appendices - Documents Attached
	Appendix One – LPS Reval2020 Fact Sheet

Reval2020

Revaluing properties for business rates



INFORMATION FOR LOCAL COUNCILLORS

What is this about?

Land & Property Services (LPS) is revaluing properties in Northern Ireland for business rates. The last revaluation was held in 2015 based on 2013 rental levels which will result in a five year gap to 2020.

Why is LPS carrying out this revaluation?

LPS is carrying out this revaluation now to ensure that business rates stay up to date and reflect local economic changes by distributing rate liability fairly across all sectors in line with changes in rental values.

How will this affect ratepayers?

LPS is urging business ratepayers to provide their rental information now in 2018. The data collected will be analysed and used to produce new rateable values. These values will then be used to calculate rate bills from April 2020.

LPS will write to ratepayers and ask them to complete a Rent and Lease Questionnaire (RALQ). Ratepayers should provide LPS with the information requested now.

You may receive requests for advice on the revaluation from your constituents. Please advise them that they should provide LPS with the information requested.

Why should ratepayers complete the questionnaire?

Legislation requires that business ratepayers must provide the information; fines for non-compliance can be imposed. It is also in their interest to do so; helping to ensure that they pay the correct amount of business rates from April 2020.

When will this happen?

The questionnaire will be available from the end of April. The data collected will be analysed and reviewed to produce new rateable values. LPS will publish the new values in draft format online in late autumn 2019, with rate bills based on the new values issued from 1st April 2020.

Will rate bills change?

At this stage it is impossible to say what the impact on individual ratepayers will be. As a result of revaluation some rate bills will go down but some will go up. Many will stay almost the same. This is an exercise in readjustment. The District Rate and the Regional Rate decides the actual level of rates paid.

How does LPS value property for rates?

There are 3 industry standard methods to assess a rental value.

COMPARATIVE METHOD

LPS analyses all actual rents collected, this method is used for the majority of properties such as shops, offices, warehouses and factories.

RECEIPTS AND EXPENDITURE METHOD

LPS analyses trading information such as turnover or throughput. This method is used to assess the rental value of a property where there is limited or no rental evidence available and the property's rental value is related to its level of trade. A pub would be an example.

CONTRACTOR'S METHOD

LPS analyses building costs and land values, this method is used to assess the rental value of a property where there is no rental or trading information available. A school or hospital would be an example.

For your information

Most ratepayers will use the online service to submit their rent and lease information, some ratepayers will receive forms to complete. Ratepayers who have no access to a computer can get help to fill in the questionnaire by calling **0300 200 7801**. All the information gathered from the questionnaire is subject to the Data Protection Act and General Data Protection Regulations legislation.

Are there plans to carry out a domestic revaluation?

There are no plans for a revaluation of domestic properties.

Where can I find out more information?

You can find out more on our website
www.finance-ni.gov.uk/reval-2020-ni



Land &
Property
Services
Seirbhísí
Talún &
Maoinne



Department of
Finance
An Roinn
Airgeadais
www.finance-ni.gov.uk



Subject:	Allowances for Civic Dignitaries for 2018/19
Date:	18 May 2018
Reporting Officer:	John Walsh, City Solicitor
Contact Officer:	Sandra Robinson, Lord Mayor's Principal Officer

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

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

1.0	Purpose of Report or Summary of main Issues
1.1	To consider the allowances payable to the Lord Mayor, Deputy Lord Mayor and High Sheriff for the 2018/19 year.
2.0	Recommendations
2.1	<p>The Committee is asked to;</p> <ul style="list-style-type: none"> • Consider the appropriate level of the Civic Allowances for 2018/19 and to choose one of the following 3 options: <p style="margin-left: 20px;">1. Increase the allowances by 2.3% in line with the Consumer Price Index of inflation.</p>

	<p>2. Increase the allowances by a percentage equivalent to the District Rate increase for the year – which would be 1.98% increase.</p> <p>3. Not increase the allowances for the year.</p>
3.0	Main report
	<u>Key Issues</u>
3.1	The Personal allowances and allowances for hosting delegations and functions for the Lord Mayor, the Deputy Lord Mayor and the High Sheriff are normally reviewed annually.
3.2	The established practice had been that the Personal allowance and the allowance for hosting delegations and functions should take into account increases in the cost of living by increasing the allowances in line with the Consumer Price Index.
3.3	However, in previous years the Committee has considered three options, which were to increase the allowances by a percentage equivalent to the Consumer Price Index; increase the allowances by a percentage equivalent to the District Rate increase for the year or not to increase the allowances for the year.
3.4	In 2011, 2012, 2013, 2015, 2016 and 2017 the Committee decided not to make any increase in the allowances. In 2014, there was little change to the allowances other than the allowance for hosting delegations and functions for the Deputy Lord Mayor and the High Sheriff, which were both increased to £1,000. Accordingly, the Lord Mayor's Personal allowance and allowance for hosting delegations and functions are currently £34,800 and £25,900 respectively and the Deputy Lord Mayor's and the High Sheriff's Personal allowance and allowance for hosting delegations and functions are £6,250 and £1,000 respectively.
3.5	The Council has set the District Rate at a 1.98% increase for the 2018/19 year and the Consumer Price Index of inflation is currently at 2.3% (March 2018 figures). Therefore the Committee should indicate if it wishes to maintain the position it considered in the past 7 years not to increase the allowances for 2018/19, or to increase the allowances in line with these percentages.
	<u>Financial and Resource Implications</u>
3.6	Any increase in the Civic Allowances can be met from within existing budgets.

3.7	<u>Equality or Good Relations Implications</u> There are no equality or good relations considerations associated with this report.
4.0	Appendices – Documents Attached
	None.

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Subject:	General Data Protection Regulation (GDPR)
Date:	18 th May 2018
Reporting Officer:	John Walsh, City Solicitor
Contact Officer:	Sarah Williams, Programme Manager; Robert Corbett, Records Manager

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

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

1.0	Purpose of Report or Summary of main Issues
1.1	The purpose of this report is to update Members on the preparations by the Council for the new General Data Protection Regulation (GDPR) which comes into force on 25 th May 2018.
2.0	Recommendations
2.1	The Committee is asked to: <ul style="list-style-type: none"> • Note the contents of this report • Attend the GDPR awareness training
3.0	Main report
3.1	<u>Key Issues</u> The new EU General Data Protection Regulation will replace the current Data Protection Act 1998 and aims to make it easier for people to control their personal data while also

	making it easier for businesses by having one single set of data protection rules across the EU. The Regulation will apply in the UK regardless of Brexit through the new Data Protection Bill which is presently going through Parliament.
3.2	<p>The GDPR introduces stronger rules around the protection of personal data. The key changes of the Regulation are:</p> <ul style="list-style-type: none"> • Much higher fines: currently the Information Commissioner’s Office can issue a Monetary Penalty Notice of up to £500,000 for serious breaches of the Data Protection Act; this will now increase to up to 4% of global annual turnover for the preceding year; • Governance: increased responsibility and accountability in organisations on how personal data is collected and processed; carrying out Data Protection Impact Assessments in certain circumstances; designating a Data Protection Officer; notifying the regulator of any data breaches; • Privacy notices: privacy notices stating the lawful basis for processing personal data must include certain information • Consent: individuals must expressly give consent (if consent is the sole lawful basis) • Shorter time for processing subject access requests: from 40 working days to one calendar month; new ground for refusing to comply if vexatious or excessive request. • New rights for individuals: eg the right to receive data electronically in a commonly used format; right to easily transfer data from one service provider to another (data portability); right to have inaccurate data corrected; right to be informed of a data breach;
3.3	<p>Preparations across the organisation</p> <p>To date a personal data audit across the organisation has been completed; a mandatory staff training programme is currently being delivered; and four key workstreams of preparation work are underway across the departments.</p>
3.4	<p>Contact lists (where the lawful basis being relied on is consent)</p> <p>Marketing and Corporate Communications is in the process of developing a re-engagement campaign to raise awareness that we require people to register their details with us and explicitly give us their consent for us to contact them. Other organisations are rolling out similar campaigns eg Manchester United’s <i>Stay United</i> and Ulster University’s <i>Tick the Box</i>. Care will have to be taken to ensure that the re-engagement campaign reaches all sections of our contacts, for example, there is a page outlining the GDPR in the latest edition of City Matters.</p>

3.5	<p>Training for Members</p> <p>The Information Commissioner’s Office recognises that councillors are likely to have three different roles:</p> <ol style="list-style-type: none"> 1. As a member of the council, for example, as a member of a committee 2. A representative of constituents of their ward, for example, in dealing with complaints 3. They may represent a political party, particularly at election time <p>Training sessions are being held this month for Members, <i>in your capacity as a Member of the council</i>. A video of the training will be available afterwards to watch on the Members’ Portal. By way of reminder, as already emailed to Members, the details of the sessions are:</p> <ul style="list-style-type: none"> • Wednesday 16 May at 12.30pm, Lavery Room • Thursday 17 May at 12.30pm, Lavery Room • Tuesday 22 May at 5.00pm, Lavery Room
3.6	<p>Governance arrangements</p> <p>The Council must appoint a Data Protection Officer. It is planned to bring a report to SP&R Committee in the coming months to confirm the governance arrangements required under the new GDPR.</p>
3.7	<p><u>Financial & Resource Implications</u></p> <p>This work is being co-ordinated by a project team with staff from the Information Governance Unit, Digital Services, AGRS and Programme Management with additional help from Marketing and Corporate Communications, Legal Services, Corporate Procurement Services and Corporate HR.</p>
3.8	<p><u>Equality or Good Relations Implications</u></p> <p>There may be implications for some section 75 groups regarding the roll-out of the re-engagement campaign which will be identified and addressed through the re-engagement campaign.</p>
4.0	<p>Appendices – Documents Attached</p>
	<p>None</p>

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Subject:	Refurbishment of Committee Rooms
Date:	18 th May 2018
Reporting Officer:	John Walsh, City Solicitor
Contact Officer:	Peter McKay, Facilities Manager

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

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

1.0	Purpose of Report or Summary of main Issues
1.1	Members are advised there are plans to refurbish the Lavery and Conor Committee Rooms during the 2018/19 year. Some relatively minor redecoration of both areas took place back in 2009 however no major refurbishment has taken place in either room for at least 20 years.
2.0	Recommendations
2.1	The Committee is asked to; <ul style="list-style-type: none"> • Consider the report and agree to the refurbishment as outlined is carried out
3.0	Main Report
3.1	The major elements of the refurbishment includes replacement of the carpets and curtains; redecoration of the walls and ceilings; upgrading of existing lighting; upgrading of audio visual

	plasma screens in Lavery room only; the provision of bespoke wooden catering service units and repairs to and re-varnishing of the committee tables and chairs.
3.2	The redecoration and some infra structure works will be carried out in July during the summer recess. It is anticipated some of the other refurbishment elements e.g. new carpets and curtains will have to be phased in later in the year.
3.3	The refurbishment will not impact on the Committee meeting schedules although there may be some minor disruption in relation to temporary finishes or a specific meeting may have to be moved to one of the function rooms in the City Hall.
	Key Issues
3.4	The key issue is for Members to acknowledge both Committee Rooms will be refurbished and there may be some minor disruption in relation the actual works themselves e.g. temporary finishes or the relocating of a specific Committee meeting.
3.5	During the refurbishment periods, Members will be unable to book the Lavery or Conor rooms for private meetings. However alternate meeting rooms can be made available in one of the three city centre buildings.
	Finance & Resource Implications
3.6	The overall cost of the refurbishment is estimated to be in the region of £35k for both rooms. The majority of the costs have been allowed for in the Property Maintenance Planned Maintenance budget. The balance will be paid from the Facilities Management revenue budget.
	Equality and Good Relations Implications
3.7	There are no Equality and Good Relations implications.
4.0	Appendices - Documents Attached
	None



Subject:	Requests for use of the City Hall and the provision of Hospitality
Date:	18 th May 2018
Reporting Officer:	John Walsh, City Solicitor
Contact Officer:	Peter McKay, Facilities Manager

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

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

1.0	Purpose of Report or Summary of main Issues
1.1	This paper, together with the attached appendix, contains the recommended approach in respect of each of the requests by external organisations for access to the City Hall function rooms received up to 8 May 2018 which appear to the Civic HQ Unit to comply with the criteria previously established by the Committee and are recommended for approval.
2.0	Recommendations
2.1	<p>The Committee is recommended to</p> <ul style="list-style-type: none"> • Approve the recommendations made in respect of applications received up to 8 May 2018 as set out in the attached appendix.

3.0	Main report
3.1	Members will be aware that the Committee, at its meeting of 6th January 2017, agreed to modify the criteria governing access to the City Hall function rooms for external organisations.
3.2	The Committee also agreed to the implementation of room-hire charges for some categories of function, and also revised the approach to the provision of civic hospitality for functions on foot of the agreed efficiency programme. Some further modifications to this approach were agreed at the Committee's meetings of 24th March 2017 & 23 rd June 2017.
3.3	The schedule attached at Appendix 1 covers a number of function applications for functions, all of which are scheduled to take place during 2018.
3.4	It should be noted that 2 of the applications received have been dealt with by means of the authority delegated by the Committee to the City Solicitor because of the very short timescales involved, and are included in the schedule for information only.
	<u>Key Issues</u>
3.5	The existing revised criteria and scale of charges have been applied to the various requests received and the recommendations herein are offered to the Committee on this basis for approval.
	<u>Financial & Resource Implications</u>
3.6	The implementation of charging for external functions has commenced, in line with the Committee's decisions in the matter.
	<u>Equality or Good Relations Implications</u>
3.7	There are no direct good relations or equality implications arising from this report.
4.0	Appendices – Documents Attached
	Appendix 1 - Schedule of Function requests received up to 8 May 2018.

MAY 2018 CITY HALL FUNCTION APPLICATIONS

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. Numbers attending 70-85	A & B	No	Yes - Wine up to £500.00	Approve, No Charge, Wine Reception
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

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Minutes of Budget and Transformation Panel Meeting 10 May 2018

Attendance

Members:

Councillor Matt Garrett (Chair)
Councillor Sian O'Neill
Councillor Billy Hutchinson
Councillor Ciaran Beattie
Councillor Tim Attwood
Councillor Lee Reynolds
Alderman David Browne

Apologies: Cllrs Hargey and Long

Officers:

Suzanne Wylie, Chief Executive
Ronan Cregan, Deputy Chief Executive and Director of Finance and Resources
John Walsh, City Solicitor
Nigel Grimshaw, Director of City and Neighbourhood Services
Emer Husbands, Strategic Performance Manager (secretariat)
Nuala Gallagher, Director of City Centre Development (for item 1)

1. Belfast Telegraph Building

The Chief Executive provided the Budget Panel with a project update on the redevelopment of the former Belfast Telegraph building. A report on this would be considered by the SP&R Committee in June.

2. Independent Review of Leisure

The Director of City and Neighbourhood Services reminded members that party group briefings were scheduled to be held early next week followed by a joint workshop, which would also include trade union representatives, to discuss the findings of the Independent Review of Leisure.

3. Memorials

The City Solicitor outlined the independent response received in relation to a complaint regarding memorials at a graveyard. Members were also asked to review a previously circulated report on possible options for a council memorial policy with a view to recommendations being brought to a future committee meeting.

4. Area based Festivals

At the request of the SP&R committee discussions were ongoing to identify possible funding options for area based festivals for 2018 /19. A report would be circulated to Party Group Leaders in advance of the May SP&R meeting. Members also asked if a more general paper on the use of underspend could be brought to a future meeting to allow a process for possible allocation of this spend to be agreed.

5. Holiday Resort Designation

The Town Solicitor informed the panel that the Summit on the Holiday Resort Designation as requested by Committee was being held that morning. All interested parties had been invited to attend with an independent facilitator. The facilitator will produce a report from the meeting which will be presented to SP&R.

6. City Deal

The Chief Executive provided an update on the ongoing work to develop a city deal proposition. She highlighted the significant amount of work required in the next stage of development in defining and prioritising projects as well as providing more accurate costings and financing arrangements. An update report would be presented to the May SP&R Committee.

7. Review of Procurement

The Director of Finance and Resources outlined to the panel the recommendations from a recent review of the procurement function. This included the need for the current procurement unit to become more commercially focused which will require a number of new posts and a revised organisational structure. The recommendations from the review would be considered at the May SP&R meeting and members were asked to note that there would be no additional costs associated with the implementation of the review.

8. Planning Update

The Chief Executive informed the panel of the applications that were being presented to the Planning Committee this month.

Members were also advised that a report in relation to advertising planning applications would be brought to SP&R for consideration.

A definition of affordable housing was circulated for discussion within party groups. The Chief Executive reminded members that this was an important element of the LDP and was currently being considered through the party group briefings.

9. AOB

Brexit Committee

A draft terms of reference for the proposed Brexit Committee was circulated to the panel for information.

Catering Review

The City Solicitor informed members that he would circulate a report on the Catering Review to them and would welcome any comments.

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ACTIVE BELFAST LIMITED BOARD

Thursday, 19th April, 2018

MEETING OF ACTIVE BELFAST LIMITED BOARD

(Held in the Conor Room, City Hall)

Attendees

- Directors:** Mr. J. McGuigan (Chairperson)
Councillor Corr
Councillor McReynolds
Mr. P. Boyle
Mr. J. Higgins
Mr. M. Keenan
Mrs K. McCullough
Mr. K. O'Doherty
- Officers:** Mrs. R. Crozier, Assistant Director,
City and Neighbourhood Services Department;
Mr. N. Munnis, Partnership Manager; and
Mr. G. Graham, Democratic Services Assistant.
- GLL:** Mr. G. Kirk, Regional Director.
Ms. S. Owens, Marketing Manager and
Ms. C. Sweeney, Head of Human Resources.

Apologies

Apologies were reported on behalf Mr. C. Kirkwood, Mr. M. McGarrity and Mr. R. Stewart.

Minutes

The minutes of the meeting of 15th March were approved.

Declarations of Interest

No declarations of interest were reported.

Matters Arising

The Chairperson reported that Mr. C. Webster had formally resigned from the Board on 15th April, 2018. He stated that, as the Board had now the correct number of Directorships appointed to it, there was no requirement to undertake a replacement of the vacant post. The Partnership Manager confirmed that a formal letter had been sent to Mr Webster from the Chairperson and that Companies House registrations had been amended to reflect Mr Webster's resignation.

Service Modernisation Plan Towards 2021

The Regional Director provided the Board with a report outlining a strategic overview of the service modernisation plan, in preparation for the completion of the Leisure Transformation capital build programme in 2021. He reminded the Board that, at a previous meeting held on 15th March, 2018, the Board had agreed that a paper be submitted by the Trade Unions, outlining specific Human Resources and Labour Relations issues which had been raised at a previous meeting of the Board.

The Board was reminded also that Greenwich Leisure Limited (GLL) had agreed to respond to their modernisation plans, including their justification for the proposed operational changes including changes to the management and staffing model to meet future business demands.

The Board was presented with a copy of the GLL Tier 2 Performance report (Marketing and Communications), which included an outline of the key objectives contained therein.

- Attracting more people to use gyms, swimming pools and participate in physical activities
- To share their social enterprise message, including the re-investment of resources by the company back into the community
- To remind people of the core values and community interests embedded with the company.

Noted.

G.L.L Service Modernisation, Human Resources and Labour Relations

The Chairperson, on behalf of the Board, was provided with information from Mr. M. Keenan, representing UNITE the Union on the Board, in respect of alleged poor industrial relations and contractual obligations which, it was alleged, had not been honoured by GLL to former Belfast City Council leisure employees. He referred to a number of issues, including job descriptions being amended in such a way to undermine commitments given under the Transfer of Undertakings (TUPE). He referred to City Council employees who had transferred to less favourable contracts under the employment of GLL and the fact that former enhancements available to those employees were not being provided under the GLL Contracts. Mr Keenan specifically referenced his view that:

- a) There was a worrying move towards the extensive use of casual staff within GLL, citing that 95% of all GLL staff were now on casual contracts
- b) There was clear evidence that GLL was not providing equal and fair opportunities for TUPE staff on BCC terms and conditions to move to new centres or access career advancements without signing up to GLL T&C's, with substantially reduced terms and conditions
- c) Reduced GLL rotas had resulted in unsafe staffing levels and lifeguard cover
- d) 50 jobs had been lost from the leisure service in the last year

Mr Keenan left the meeting after his presentation.

The Chairperson acknowledged that while there were clearly industrial relations issues between the unions and GLL, particularly in relation to contractual arrangements as

highlighted by Mr. Keenan, it was not an issue which fell within the remit of the Board. It was agreed further that it would be impractical for the Board to arbitrate on issues where there was clearly substantial gaps between the statements as presented by both sides in the labour relations debate. He stated that there were mechanisms in place to deal with such issues and suggested that the relevant unions pursue their concerns by utilising the existing trade union forums and industrial relations processes.

The GLL Regional Director, Mr Kirk, returned to the meeting to respond to some of the issues which had been raised by Mr. Keenan. He stated that training had been offered to all leisure staff and reported that, in some instances, those offers had been rejected. He highlighted the importance of ensuring that the leisure facilities were matched with the correct compliment of staff, with the necessary skill set, to allow them to undertake their duties in the modern leisure industry. The Board was advised that GLL operated as a social enterprise and highlighted instances where former BCC staff had progressed through the organisational structure into management positions. He referred to the fact that new positions would be created as a result of some voluntary redundancies, providing opportunities for advancement for other leisure operatives. Mr Kirk went on to explain the operational necessity in respect of the use of casual staff in the leisure industry and highlighted the fluctuating demands of the service and the need for flexibility and fast response times. Mr Kirk presented an overview of the existing protections in place for TUPE which provided protection for staff terms and conditions and refuted any claims that GLL were not honouring their contractual commitments in this regard. Mr Kirk's final point addressed the accusation of unsafe practices and he cited full compliance with industry standards and best practice. Mr Kirk referred also to the ongoing BCC contract governance and monitoring programme and the recently completed independent review of leisure, both of which had reported no evidence of unsafe practice.

Mr Kirk left the meeting after his presentation.

During open discussion, Board Members raised concerns in regard to the time devoted to labour relations issues at recent meetings and the repeated nature of the claims and counter claims. The Chairperson reiterated his earlier summary, acknowledging that differences clearly existed, but that the Board was not the appropriate forum for resolution of those issues. The Board accepted that HR issues were extremely important and that a happy, motivated and productive team was essential to the delivery of a quality service. In summary, the Chairperson accepted that future meetings would need to be managed to ensure that HR issues did not become a dominant feature, to the detriment of other Board business.

Noted.

Tier 2 Performance Report **(Marketing and Communications)**

The Regional Director provided the undernoted report in respect of the Tier 2 Marketing and Communications Performance report for the period January till March 2018.

- “1. Purpose of Report**
 - 1.1 To update on GLL Belfast partnership marketing plan for 2018.**
- 2. Recommendations**
 - 2.1 Members are requested to note the update and outputs achieved.**

3. Main Report

3.1 Purpose of marketing the leisure centres in Belfast can be identified as follows:

- To attract more people to use gyms, swimming pools and participate in physical activities
- To share our Social Enterprise message that we are reinvesting back in to Belfast
- To remind people of our Core values and community interests.

4. Recap of marketing approach (previously presented).

4.1 Below is an update on what was submitted as the marketing plan for this year.

4.2 Campaigns for Adult Health and Fitness run in January, February, April, June, September and October with a “first month half price” joining offer.

4.3 Belfast Partnership Marketing Plan 2018

4.4 Objectives

- To drive membership sales across all centres using a mixture of digital media
- To drive membership sales for Better Gym Belfast using a mixture of digital media

4.5 Total Sales Jan – Mar 2017 vs 2018

TOTAL SALES	2017	2018
JAN	1502	1590
FEB	999	1205
MAR	740	811
TOTAL	3241	3606

4.6 Media Strategy

Digital Media – PPC, Display

January Half Price

Best performing creative displays

Creative	Format	CTR	Conv Rate	CPA	Memberships
Jan Sale Now On	Display	0.18%	15.7	£11.15	
Grab a great Deal	Display	0.14%	55.55	£2.69	
Hurry Offer Ends Midnight	Display	0.34%	2.74	£25.87	147

February Half Price

Belfast performance 9th highest across whole of GLL UK

Best performing creative displays

Creative	Format	CTR	Conv Rate	CPA	Memberships
A Better You Start today	Display	0.13%	11.9	£22.51	
Grab A Great Deal	Display	0.07%	30	£7.87	

4.7 Print Media

Daily Mirror

2 x Full Page Full Colour ads running in January

Belfast Telegraph

6 x Quarter Page ads across Jan/Feb

Sunday Life

6 x Quarter Pages across Jan/Feb

Weekend

6 quarter pages ads across Jan/Feb

4.8 Outdoor Advertising

A combination of 8 x 48 sheet sites and 8 x adshel sites were bought around key centres to boost campaign with centre specific artwork.

Campaign reached 62% of the target audience in Greater Belfast who had over 3 million contacts with the placements.

Target Market Pop	VAC Cover %	Pop. Cover	VA Contacts
548,998	61.6	338,326	3,399,496

4.9 Better Gym Belfast Digital

£10K invested in paid for social media and PPC. Targeted selection of Facebook users who match or mirror the profile of our members in Belfast

Delivered 371 memberships at a £26.53 CPA.

Best performing creative – PRAMA video

Best performing device was mobile – 88% of clicks. 96% of conversions

Bets performing audience were males with 58% of clicks and 53% conversions

4.10 Print Media

1 x Daily Mirror Full page Full Colour Jan

Belfast Live partnership package including Home Page Takeover, competition and 50,000 impressions delivered via MPU displays in app

4.11 Better Belfast Social Media

Social Media activation on Better NI Twitter page, 5 Facebook pages

Jan – Mar 2018

Channel	Reach	Followers	Interactions
Twitter	3.05m	2.2K	409
Facebook	239K	6.2K	435

4.12 Media Coverage

Ulster Business Jan 2018 – Gareth Kirk profiled as 1 of 8 NI Leaders in Business

Double Page feature

Belfast Telegraph Sports Awards – GLL category sponsor of Breakthrough player of The Year (Jacob Stockdale).

<https://www.belfasttelegraph.co.uk/sport/sports-awards-hall-of-fame-exhibits-the-high-standards-in-ni-sport-36528383.html>

Belfast Live Spa Experience Review

Article shared almost 2000 times with 749 likes and 980 comments in 4 days of publishing.

<https://www.belfastlive.co.uk/whats-on/spa-olympia-belfast-review-perfect-14246969>

Daily Mirror PRAMA Review

Daily Mirror NI Editor, Maurice Fitzmaurice reviewed PRAMA interactive workout at Better Gym Belfast.

<https://www.belfastlive.co.uk/news/belfast-news/prama-now-belfast-after-making-14199809>

BBC Make It

BBC Learning profiled two staff on their learning platform called BBC Make It

<https://www.youtube.com/watch?v=IOC0aHaDDWk&app=desktop>



[SPA THERAPIST | Make It Into: Health & Beauty](#)

4.13 Upcoming Opportunities

- Announcement of GSF funding and awards ceremony planned at Belfast City Hall on 31st May 2018
- Launch of Summer Scheme 2018
- Belfast Telegraph Business Awards
- Belfast Business Awards

- **CO3 Awards**

4.14 Quarter 2 non global campaign

Swimming awareness campaign including Swim School, Toddlers and Adults using outdoor media, commercial radio and digital display/Facebook advertising.

4.15 Quarter 3 non global campaign

Student Campaign and city wide corporate offer

4.16 Quarter 4 non global campaign

Shape Up for Christmas – campaign targeting lapsed members and refer and friend for Christmas Cash

5. Decision(s) Required

- **Members are requested to note marketing calendar and plans for 2018.”**

The Board noted the performance data which had been provided including the marketing campaign which had been implemented to encourage increased gym membership and active living. The Chairperson did however suggest, that the website could be improved further by linking the site to local leisure provision directly, as he had experienced some navigational issues while endeavouring to avail of local leisure services provided by GLL.

Leisure Transformation Programme Update

Mr. M. Doherty, Property and Projects, attended in connection with this item and was welcomed by the Chairperson. It was reported that phase 1 of the Leisure Transformation Programme had been completed, with phase 2 due to be completed by the end of May, 2018. He advised the Members that the programme involved two distinct strands namely, the capital build and service modernisation plans and he confirmed that the Board would be provided with regular updates in regard to the capital build programme which would be included in the annual report schedule.

Mr. Doherty stated that the phase 1 project, including the Andersonstown, Brook and Robinson centres would be completed and opened by 2019, with the phase 2 project comprising Avoniel due to be opened in 2020, Templemore in 2021 and discussions continuing with the Department for Infrastructure in respect of Phase 2 Girdwood.

The Board noted the information which had been provided.

Independent Review of Leisure Operating Model Report

The Board considered information contained within the independent Review of Leisure Operating Model. The Assistant Director provided the Board with an update in respect of the independent review, stating that it was intended that Party Group Briefings would be held, followed by a cross party workshop to discuss the findings thereof. The Chairperson proposed that he prepare a written response to the report on behalf of the board and invited members

to submit their personal comments. The Partnership Manager requested that any questions and or concerns in relation to the review be submitted to him by 27th April, 2018 to allow issues raised by the Board Members to be fed into the process.

Noted.

KPI Review Group Update Report

The Partnership Manager submitted the undernoted report, including appendices, outlining the work of the K.P.I. Working Group which included the incorporation of the final KPI definitions and report formats for 2018/19.

1. Purpose of Report

- 1.1 To provide the Board with an update on the work of the KPI Review Working Group and present the final KPI definitions and report formats for 2018/19.

2. Recommendations

- 2.1 Members are requested to note the update on the work of the KPI review working group and consider the proposed KPI scorecard definitions and reports as set out below and in the associated appendices.

3. Main Report

- 3.1 At the meeting of 15th March 2018 the Board approved the principles of a new performance reporting programme for 2018/19. The new programme includes a new 4 X 4 KPI balanced scorecard. The KPI titles were approved pending a further report detailing the definition of each KPI and the development of a RAG scorecard for each centre.
- 3.2 The Partnership Manager subsequently consulted with GLL in relation to (a) developing a definition for each KPI and, (b) to confirm the practicality and ease of data collection for each measure. Following discussions with GLL the proposed definitions were circulated to members of the review working group for comment.
- 3.3 The agreed definitions for all sixteen KPI measures are presented in Appendix 1 for consideration.
- 3.4 The development of the RAG scorecard format/visual presentation requires a detailed data capture spreadsheet. The agreed ratio reporting lends itself to a single A4 layout similar to the example, showing three options, presented in Appendix 2. The board will receive a separate scorecard for each individual centre plus one for the overall service summary. Each report will show the 'at a glance' scorecard together with summary report from GLL highlighting the key successes, challenges and issues arising from the reported data. The scorecard and the accompanying narrative will not exceed a single A4 sheet (two sides).

- 3.5 As previously agreed, quarterly report data will be reported as a total figure/ratio for each quarter rather than on a monthly basis.
- 3.6 The revised annual board report schedule is in Appendix 3 for consideration.
4. **Decision(s) Required**
- 4.1 Members are requested to note the update on the work of the KPI review working group and consider the proposed KPI scorecard definitions and reports as set out above and in the associated appendices.

APPENDIX 1

Active Belfast Ltd - KPI Review Group

Performance Measure Definitions – 9th April 2018

Tier 1 4 X 4 Quarterly KPI Balanced Scorecard

All scorecard data will be presented on a centre by centre basis plus a service wide summary scorecard.

It is proposed that we to present data on a quarterly total basis. Separate monthly breakdown was considered but it was agreed that a quarterly total was adequate to monitor performance at a strategic level. A single quarterly figure/ratio would also make the report more reader friendly.

The scorecard will be called the '4 X 4 KPI Scorecard' as the report will cover 4 priority KPI's under each of 4 output areas as follows:

BUSINESS

1. Income to staff cost ratio calculated on:

Total Income: Total operational income per site per quarter. Based on income 'earned' rather than income 'received'. Including pay & play entrance/booking fees, pre-paid membership fees, pay and play membership fees, etc. Excluding contract management fee and external programme funding (ie Healthwise, etc).

Staff Costs: Total staff costs, per site per quarter, inclusive of real time salary apportionment and casual/part time expenditure. Inclusive of directly employed staff on costs (NI, pensions, etc.). Exclusive of GLL regional and national staff costs. GLL to confirm how casual employee costs, for those who work at multiple sites, will be apportioned to each site.

2. Total expenditure to total income ratio calculated on:

Total Expenditure: All operational costs directly associated with the site. Exclusive of GLL central team costs and BCC maintenance costs. GLL to confirm how casual employee costs, for those who work at multiple sites, will be apportioned to each site.

Income: As above

3. Pre-paid membership total & net gain ratio calculated on:

Pre-Paid Membership Total: Closing 'live member' totals, per site, at the end of each quarter for all pre-paid individual junior and adult membership categories. Excluding Pay & Play registration memberships. Excluding swim school memberships.

Pre-Paid membership Net Gain: Quarterly net gain, per site, expressed as a +/- figure at the end of each quarter. Net gain baseline taken from the previous quarter.

4. Swim school membership total and net gain ratio calculated on:

Total Swim School Membership: Closing 'live member' totals, per site, at the end of each quarter for all swim school memberships irrespective of payment arrangements. Including 'swim lesson' memberships, per site, coded under boost legacy categories.

Swim School Net Gain: Quarterly net gain, per site, expressed as a +/- figure at the end of each quarter. Net gain baseline taken from the previous quarter.

INNOVATION and LEARNING

1. Total number of swim school lessons to total swim school membership ratio calculated on:

Swim School Lessons: Total number of swim school lessons scheduled, per site, per quarter. Excludes fitness lane swimming (unless instructor led), club sessions and school swimming lessons.

Swim School Membership: As above

2. Main hall occupancy calculated on:

Main Hall Capacity: Total hourly booking slots, per site per quarter, available based on badminton court units. ie – A 4 court main hall open for 10 hours per day for 90 days in a quarter will have a quarterly capacity of 3,600 slots. This will allow for the capture of part and whole hall occupancy data.

Occupancy Percentage: The number of booking slots occupied, per site per quarter, expressed as a % of the total capacity available.

3. Studio occupancy calculated on:

Studio Capacity: Total hourly booking slots, per site per quarter, available based on a single total for all studios on site. ie – A centre with 2 studios (1 group exercise and 1 spin) open for 10 hours per day for 90 days in a quarter will have a quarterly capacity of 1,800 slots. This will allow for the capture of all studio occupancy data.

Occupancy Percentage: The number of booking slots occupied, per site per quarter, expressed as a % of the total capacity available.

4. Synthetic pitch occupancy calculated on:

Synthetic Pitch Capacity: Total hourly booking slots, per site per quarter, available based on a single total for the smallest bookable space available. ie – A centre with a synthetic pitch which is available to book in ½ pitch units will have 2 units per hour. 2 units open for 10 hours per day for 90 days in a quarter will have a quarterly capacity of 1,800 slots. This will allow for the capture of part and whole synthetic pitch occupancy data.

Occupancy Percentage: The number of booking slots occupied, per site per quarter, expressed as a % of the total capacity available.

CUSTOMER

1. Total user throughput (not participations) to total expenditure ratio (cost per visit) calculated on:

Total Throughput: The total number of customer visits, per site per quarter. Each visit will be recorded as a unique customer entry irrespective of how many activities the customer participates in on that visit.

Total Expenditure: As above

2. Number of group exercise classes to total adult pre-paid memberships ratio calculated on:

Number of Group Exercise Classes: Total number of group exercise classes scheduled per site per quarter. Inclusive of all wet and dry fitness classes for adults. Excluding teaching classes (swim school, lifesaving, skills development, etc.).

Adult Pre-Paid Memberships: Closing 'live member' totals, per site, at the end of each quarter for all pre-paid individual junior and adult membership categories including Pay & Play registration memberships. Excluding swim school memberships.

3. Total attendances to number of group exercise class ratio. Expressed as an average actual attendance per class calculated on:

Total attendances: Total attendances, per site per quarter, at all adult group exercise classes (as defined above).

Number of Group Exercise Classes: As above

4. Pay & Play membership total and net gain ratio calculated on:

Total Pay & Play memberships: Closing 'live member' totals, per site, at the end of each quarter for all Pay & Play individual junior and adult membership categories.

Pay & Play Membership Net Gain: Quarterly net gain, per site, expressed as a +/- figure at the end of each quarter. Net gain baseline taken from the previous quarter.

OPERATIONS

1. Centre inspection scores (BCC visit programme)

Centre Inspection Scores: Overall centre monitoring visit score taken from 'Visit 2' result in each quarter.

2. Staff totals including FT, PT & Casual calculated on:

Total Staff Count: Total number of individuals employed at each centre at the end of each quarter. Inclusive of all FT, PT and casuals. GLL to confirm how casuals who work at multiple sites will be apportioned to each site.

3. Staff attrition calculated on:

Total Staff Attrition: Total number of individuals leaving per site per quarter including internal promotions/change of role requiring relocation to other sites within the service. Reported as a total leaver number per site per quarter. GLL to confirm how casuals who work at multiple sites will be apportioned to each site.

4. Staff absenteeism calculated on:

Total Staff Absenteeism: Total number of hours lost as a percentage of the total contracted hours per site per quarter. GLL to confirm how casuals who work at multiple sites will be apportioned to each site.

APPENDIX 2

AN OTHER LEISURE CENTRE - Sample 4 X 4 KPI Scorecard Layout (Option 1 of 3))

BUSINESS

	KPI	Measure	Actual	Performance
1	Income to staff cost ratio	Income		150%
		Staff cost		
2	Expenditure to income ratio	Expenditure		300%
		Income		
3	Pre-paid membership net gain ratio	Pre-paid M'ships		+40
		Net gain		
4	Swim school membership net gain ratio	Swim School M'ships		+2
		Net gain		

Notes:

INNOVATION & LEARNING				
	KPI	Measure	Actual	Performance
1	Swim school lessons to swim school membership ratio	Swim school lessons		1/8
		Swim School M'ships		
2	Main hall occupancy to capacity ratio	Main hall occupancy		35%
		Main hall capacity		
3	Studio occupancy to capacity ratio	Studio occupancy		20%
		Studio capacity		
4	Synthetic pitch occupancy to capacity ratio	Pitch occupancy		56%
		Pitch capacity		

Notes:

CUSTOMER				
	KPI	Measure	Actual	Performance
1	Total throughput to total expenditure ratio	Throughput		£8.00
		Expenditure		
2	Group Ex sessions to adult pre-paid membership ratio	Group Ex sessions		1 to 40
		Adult pre-paid M'ships		
3	Average total attendance to group exercise sessions ratio	Group Ex attendance		10
		Group Ex sessions		

4	Pay & Play membership net gain ratio	Pay & Play M'ships		-3
		Net gain		

Notes:

OPERATIONS				
	KPI	Measure	Actual	Performance
1	Centre inspection scores (V2)	V1		77.34%
		V2		
2	Total staff count. (FT, PT & Casuals)	FT & PT		46
		Casuals		
3	Total staff attrition during quarter	Total staff		3
		Leavers		
4	Total staff absenteeism	Total contracted hours		9%
		Hours lost		

Notes:

AN OTHER LEISURE CENTRE - Sample 4 X 4 KPI Scorecard Layout (Option 2 of 3)

BUSINESS					
	KPI	Measure	Actual	Performance	KPI Comment
1	Income to staff cost ratio	Income		150%	
		Staff cost			
2	Expenditure to income ratio	Expenditure		400%	
		Income			
3	Pre-paid membership net gain ratio	Pre-paid M'ships		+40	
		Net gain			
4	Swim school membership net gain ratio	Swim School M'ships		+2	
		Net gain			

INNOVATION & LEARNING					
	KPI	Measure	Actual	Performance	KPI Comment
1	Swim school lessons to swim school membership ratio	Swim school lessons		1/8	
		Swim School M'ships			
2	Main hall occupancy to capacity ratio	Main hall occupancy		35%	
		Main hall capacity			
3	Studio occupancy to capacity ratio	Studio occupancy		20%	
		Studio capacity			
4	Synthetic pitch occupancy to capacity ratio	Pitch occupancy		56%	
		Pitch capacity			

CUSTOMER					
	KPI	Measure	Actual	Performance	KPI Comment
1	Total throughput to total expenditure ratio	Throughput		£8.00	
		Expenditure			
2	Group Ex sessions to adult pre-paid membership ratio	Group Ex sessions		1 to 40	
		Adult pre-paid M'ships			
3	Average total attendance to group exercise sessions ratio	Group Ex attendance		10	
		Group Ex sessions			
4	Pay & Play membership net gain ratio	Pay & Play M'ships		-3	
		Net gain			

OPERATIONS					
	KPI	Measure	Actual	Performance	KPI Comment
1	Centre inspection scores (V2)	V1		77.34%	
		V2			
2	Total staff count. (FT, PT & Casuals)	FT & PT		46	
		Casuals			
3	Total staff attrition during quarter	Total staff		3	
		Leavers			
4	Total staff absenteeism	Total contracted hours		9%	
		Hours lost			

General notes:

AN OTHER LEISURE CENTRE - Sample 4 X 4 KPI Scorecard Layout (Option 3 of 3)

BUSINESS				
	KPI	Measure	Actual	Performance
1	Income to staff cost ratio	Income		150%
		Staff cost		
2	Expenditure to income ratio	Expenditure		400%
		Income		
3	Pre-paid membership net gain ratio	Pre-paid M'ships		+40
		Net gain		
4	Swim school membership net gain ratio	Swim School M'ships		+2
		Net gain		

INNOVATION & LEARNING				
	KPI	Measure	Actual	Performance
1	Swim school lessons to swim school membership ratio	Swim school lessons		1/8
		Swim School M'ships		
2	Main hall occupancy to capacity ratio	Main hall occupancy		35%
		Main hall capacity		
3	Studio occupancy to capacity ratio	Studio occupancy		20%
		Studio capacity		
4	Synthetic pitch occupancy to capacity ratio	Pitch occupancy		56%
		Pitch capacity		

CUSTOMER				
	KPI	Measure	Actual	Performance
1	Total throughput to total expenditure ratio	Throughput		£5.00
		Expenditure		
2	Group Ex sessions to adult pre-paid membership ratio	Group Ex sessions		1 to 40
		Adult pre-paid M'ships		
3	Average total attendance to group exercise sessions ratio	Group Ex attendance		10
		Group Ex sessions		
4	Pay & Play membership net gain ratio	Pay & Play M'ships		-3
		Net gain		

OPERATIONS				
	KPI	Measure	Actual	Performance
1	Centre inspection scores (V2)	V1		77.34%
		V2		
2	Total staff count. (FT, PT & Casuals)	FT & PT		46
		Casuals		
3	Total staff attrition during quarter	Total staff		3
		Leavers		
4	Total staff absenteeism	Total contracted hours		9%
		Hours lost		

KPI COMMENTS	
<u>BUSINESS:</u>	
<u>INNOVATION & LEARNING:</u>	
<u>CUSTOMER:</u>	
<u>OPERATIONS:</u>	

APPENDIX 3

**Active Belfast Ltd.
Draft Annual Board Report Schedule for 2018/19**

Quarter 1	
April 2018	<ul style="list-style-type: none"> • Policy & procedure alignment report (Equality & Diversity) • Confirm receipt of ABL Director declaration of interest forms • Review ABL annual plan action compliance for previous year • Leisure Transformation Programme update • Tier 2 Performance report – Marketing & Communications
June	<ul style="list-style-type: none"> • Q4 2017/18 KPI compliance report

	<ul style="list-style-type: none"> • Review of ABL Companies House returns • GLL Annual Service report for previous year • ABL annual plan quarterly action update • Tier 2 Performance report – Group Exercise Programme Innovation & Development • Tier 2 Performance report – Olympia LC USP Spa Performance
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Quarter 2 (BCC July recess – No ABL board meeting in July)	
August	<ul style="list-style-type: none"> • Q1 4X4 Quarterly KPI Balanced Scorecard • Policy & procedure alignment report (Health & Safety) • GLL Annual Service Plan for following year • Tier 2 Performance report – PHA Referral Programmes • Tier 2 Performance report – 3G Pitch Utilisation & Business Performance
September	<ul style="list-style-type: none"> • ABL Annual Plan quarterly action update • GLL 6 monthly positive impact report • Annual Aquatics Strategy action plan review • Tier 2 Performance report – Underrepresented Target Groups • BCC Sports Development Unit update

Quarter 3	
October	<ul style="list-style-type: none"> • GLL Annual Schedule of Charges review proposal • GLL Annual Marketing Plan for following year • Policy & procedure alignment report (HR) • Leisure Transformation Programme update • Tier 2 Performance report – Marketing & Communications
December	<ul style="list-style-type: none"> • Q2 4X4 Quarterly KPI Balanced Scorecard • Review of GLL membership architecture • ABL Audited Accounts report to 31 March of previous • ABL Annual Plan quarterly action update • Tier 2 Performance report – Group Exercise Programme Innovation & Development • Tier 2 Performance report – Olympia LC USP Spa Performance

Quarter 4	
January 2019	<ul style="list-style-type: none"> • Policy & procedure alignment report (Emergency Support & PSNI/BCC Public Safety) • ABL Annual plan proposal for following year • Review Annual KPI Report format and schedule for following year • Review of GLL Annual Customer Survey outcomes • Tier 2 Performance report – PHA Referral Programmes • Tier 2 Performance report – 3G Pitch Utilisation & Business Performance
March	<ul style="list-style-type: none"> • Q3 4X4 Quarterly KPI Balanced Scorecard • ABL Annual Plan quarterly action update • GLL 6 monthly positive impact report • GLL KPI targets for following year • Tier 2 Performance report – Underrepresented Target Groups • BCC Sports Development Unit update

Additional business activities for consideration:

1. Membership net gain analysis
2. Priority target audience impact analysis
3. Sports development pathways and NGB/Club partnerships
4. Community and health impact analysis
5. Key bookable/programmable space occupancy analysis (halls, studios, 3G pitches, meeting rooms, etc.)

**6. Unique selling point product sales performance analysis
(Olympia Spa, etc)**

The Partnership Manager reported that the board had previously approved the outline of the KPI's including their definitions. He stated that the apportionment of casual staff costs had proved to be challenging and informed the Board that the format of the balanced score card could be amended to meet operational needs. The Board was informed that the business was on target to meet its targets in respect of quarter 1, covering all three tiers.

The Board noted the information which had been provided in respect of the work of the KPI Review Working Group, including the scorecard definitions.

Policy and Procedure Alignment Statement
(Equality and Diversity)

The Chairperson having declared the meeting inquorate referred the above item to be considered at the next meeting of the Board.

Date of Next Meeting

The Board agreed that its next meeting would be held on Monday, 11th June at 4.30 p.m.

Chairperson

Electronic Voting and Digital Display at Council Meetings

The Council agrees to explore the feasibility of and 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.

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