

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



**Belfast  
City Council**

19<sup>th</sup> November, 2019

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

Dear Alderman/Councillor,

The above-named Committee will meet in the Lavery Room - City Hall on Friday, 22nd November, 2019 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
- (d) Schedule of Meetings 2020 (Pages 1 - 2)
- (e) Change of Date of Meeting in December (Pages 3 - 4)

#### **2. Restricted Items**

- (a) Revenue Estimates and District Rate 2020/21 (Pages 5 - 14)
- (b) Financial Reporting – Quarter 2 2019/20 (Pages 15 - 40)
- (c) Strategic Sites Assessment (SSA) (Pages 41 - 70)
- (d) Belfast Agenda – Statement of Progress (Pages 71 - 210)

- (e) Proposed Public Realm Improvements at Erskine House, 34-36 Chichester Street (Pages 211 - 216)

3. **Matters referred back from Council/Motions**

- (a) Motion – Unregulated Car Washes (Pages 217 - 218)
- (b) Motion – Nutrition Support for Children in Out-of-Hours School Clubs (Pages 219 - 222)
- (c) Motion – New Year Event (Pages 223 - 224)
- (d) Motion – NIPSA Strike – Response from the Department of Finance (Pages 225 - 228)
- (e) Motion on Srebrenica Genocide (Pages 229 - 232)
- (f) Proposed approach to enable the strategic consideration of Notices of Motions and Issues Raised in Advance by Members (Pages 233 - 240)

4. **Governance**

- (a) National Association of Councillors – Attendance at National Executive Meetings (Pages 241 - 242)
- (b) NILGA Annual Conference, Exhibition and Local Government Awards 2020 (Pages 243 - 246)
- (c) Election Accounts – May 2019 (Pages 247 - 250)
- (d) Appointment of Members to the Board of the Belfast Harbour Commissioners (Pages 251 - 258)

5. **Belfast Agenda/Strategic Issues**

- (a) City Region Growth Deal – update (Pages 259 - 266)
- (b) Towards a Climate Adaptation and Mitigation Plan (To Follow)
- (c) Inclusive Growth Knowhow Network (Pages 267 - 278)
- (d) Draft Consultation and Engagement Framework (Pages 279 - 296)
- (e) Draft Belfast Open Spaces Strategy (BOSS) (Pages 297 - 302)

6. **Physical Programme and Asset Management**

- (a) Assets Management (Pages 303 - 314)
- (b) Leisure Update (To Follow)

7. **Finance, Resources and Procurement**

- (a) Contracts Update (Pages 315 - 318)

- (b) Update for Bobbin catering tender – outdoor coffee unit (Pages 319 - 324)

8. **Equality and Good Relations**

- (a) Minutes of Shared City Partnership Meeting (To Follow)
- (b) Response to Department for Communities' Section 75 Equality Action Plan Consultation Document (Pages 325 - 334)

9. **Operational Issues**

- (a) Requests for use of the City Hall and the provision of Hospitality (Pages 335 - 342)
- (b) Requests for use of the rooms and grounds for Belfast City Marathon in 2020 and 2021 (Pages 343 - 346)
- (c) Minutes of Party Group Leaders Consultative Forum (Pages 347 - 350)
- (d) Minutes of the Meeting of the Working Group on the Climate Crises (To Follow)
- (e) Minutes of the Meeting of the Customer Focus Working Group (Pages 351 - 352)

10. **Issues Raised in Advance by Members**

- (a) Public Awareness Campaign on the Responsible use of Fireworks - Councillor Long (Pages 353 - 354)

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<b>Subject:</b>	Schedule of Meetings 2020
<b>Date:</b>	22nd November 2019
<b>Reporting Officer:</b>	John Walsh, City Solicitor & Director of Legal & Civic Services
<b>Contact Officer:</b>	Jim Hanna, Senior Democratic Services Officer

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

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

<b>1.0</b>	<b>Purpose of Report or Summary of main Issues</b>
1.1	To advise the Committee of the dates and times of the meetings of the Strategic Policy and Resources Committee between January and December, 2020.
<b>2.0</b>	<b>Recommendations</b>
2.1	The Committee is requested to <ul style="list-style-type: none"> <li>approve the schedule of meetings as outlined.</li> </ul>
<b>3.0</b>	<b>Main report</b>
	<u>Key Issues</u>
3.1	The monthly meeting of the Strategic Policy and Resources Committee is normally held at 9.30a.m. on the 3rd Friday of each month.

3.2	However, due to holiday periods and the timing of the monthly Council meetings and, in order to assist with the decision-making process, it has been necessary on occasions to move some of the meetings to later in the month.
3.3	<p>Accordingly, the following dates have been identified for meetings of the Strategic Policy Committee for the period from January to December, 2020.</p> <p>Friday, 10th January (Rate setting, if required)</p> <p>Friday, 24th January</p> <p>Friday, 21st February</p> <p>Friday, 20th March</p> <p>Friday, 24th April</p> <p>Friday, 22nd May</p> <p>Friday, 19th June</p> <p>Friday, 21st August</p> <p>Friday, 18th September</p> <p>Friday, 23rd October</p> <p>Friday, 20th November</p> <p>Friday, 18th December</p>
3.4	All meetings to commence at 9.30a.m.
	<u>Financial &amp; Resource Implications</u>
3.6	None associated with this report.
	<u>Equality or Good Relations Implications/Rural Needs Assessment</u>
3.7	None associated with this report.
<b>4.0</b>	<b>Appendices – Documents Attached</b>
	None.



<b>Subject:</b>	Change of Date of Meeting in December
<b>Date:</b>	22 November 2019
<b>Reporting Officer:</b>	John Walsh, City Solicitor & Director of Legal & Civic Services
<b>Contact Officer:</b>	Jim Hanna, Senior Democratic Services Officer

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

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

<b>1.0</b>	<b>Purpose of Report or Summary of main Issues</b>
1.1	To consider a change of date of the Committee meeting in December.
<b>2.0</b>	<b>Recommendations</b>
2.1	The Committee is requested to; <ul style="list-style-type: none"> <li>approve the change of date.</li> </ul>
<b>3.0</b>	<b>Main report</b>
	<u>Key Issues</u>
3.1	The next monthly meeting of the Strategic Policy and Resources Committee is scheduled to be held on 13 <sup>th</sup> December.

3.2	Members will be aware that polling day for the General Election is scheduled for Thursday, 12 <sup>th</sup> December, with the counting of the votes due to commence immediately after the close of poll at 10.00p.m., concluding in the early hours of Friday morning.
3.3	The Party Group Leaders' Consultative Forum, at its meeting on 14 <sup>th</sup> November, requested that, due to the election commitments of many Elected Members, the Committee give consideration to changing the date of the December meeting.
3.4	Accordingly, the Committee is asked to agree to reschedule the next meeting and that it be held on Tuesday, 17 <sup>th</sup> December commencing at 9.30am
3.5	<u>Financial &amp; Resource Implications</u> None associated with this report.
3.6	<u>Equality or Good Relations Implications/Rural Needs Assessment</u> None associated with this report.
<b>4.0</b>	<b>Appendices – Documents Attached</b>
	None.

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<b>Subject:</b>	Motion – Unregulated Car Washes
<b>Date:</b>	22 November, 2019
<b>Reporting Officer:</b>	John Walsh, City Solicitor/Director of Legal and Civic Services
<b>Contact Officer:</b>	Jim Hanna, Senior Democratic Services Officer

<b>Restricted Reports</b>	
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After Committee Decision	<input type="checkbox"/>
After Council Decision	<input type="checkbox"/>
Sometime in the future	<input type="checkbox"/>
Never	<input type="checkbox"/>

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

<b>1.0</b>	<b>Purpose of Report/Summary of Main Issues</b>
1.1	To consider a motion on the Unregulated Car Washes, which was referred to the Committee by the Council at its meeting on 4 <sup>th</sup> November.
<b>2.0</b>	<b>Recommendation</b>
2.1	<p>The Committee is requested to:</p> <ul style="list-style-type: none"> <li>Consider the motion and if the proposal agreed a report on how this would be facilitated, resourced and managed will be brought back.</li> </ul>
<b>3.0</b>	<b>Main Report</b>
3.1	<p>At the Council meeting on 4<sup>th</sup> November, the following motion was proposed by Councillor Newton and seconded by Councillor Graham:</p> <p><i>“This Council expresses concern about unregulated car washes and calls for a detailed report to be prepared on the number of unregulated car washes across Belfast. The necessary investigation and production of the report to be led by Council officers and</i></p>

	<i>to involve experienced staff from all relevant statutory bodies, in particular, the Police Service of Northern Ireland. The Council requests that the report cover all aspects of unregulated car washes, including potential human trafficking, employee contracts and wages, environmental and health and safety issues.”</i>
3.2	In accordance with Standing Order 13(f), the motion was referred without debate to the Strategic Policy and Resources Committee.
3.3	<p><b><u>Financial and Resource Implications</u></b></p> <p>None associated with this report.</p> <p><b><u>Equality or Good Relations Implications/Rural Needs Assessment</u></b></p> <p>None</p>
4.0	<b>Appendices - Documents Attached</b>
	None



<b>Subject:</b>	Motion – Nutrition Support for Children in Out-of-Hours School Clubs
<b>Date:</b>	22 November 2019
<b>Reporting Officer:</b>	John Walsh, City Solicitor/Director of Legal and Civic Services
<b>Contact Officer:</b>	Jim Hanna, Senior Democratic Services Officer

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

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

<b>1.0</b>	<b>Purpose of Report/Summary of Main Issues</b>
1.1	To consider a motion on Nutrition Support for Children in Out-of-Hours School Clubs, which was referred to the Committee by the Council at its meeting on 4 <sup>th</sup> November.
<b>2.0</b>	<b>Recommendation</b>
2.1	<p>The Committee is requested to:</p> <ul style="list-style-type: none"> <li>Consider the motion and if the proposal agreed a report on how this would be facilitated, resourced and managed will be brought back.</li> </ul>
<b>3.0</b>	<b>Main Report</b>
3.1	<p>At the Council meeting on 4<sup>th</sup> November, the following motion was proposed by Councillor Black and seconded by Councillor McAteer:</p> <p><i>“Practical healthy eating, supported by positive influence around lifelong food choices, improves children’s wellbeing in physical and mental terms, including their ability to concentrate and learn.</i></p>

	<p><i>Good nutrition is essential for children to grow properly, do their best in school and be healthy and happy in the future. (Education Authority).</i></p> <p><i>A World Health Organisation commission has described childhood obesity as a 'growing epidemic'. Department of Health survey statistics indicate that 25% of children in this region are deemed to be overweight or obese. The estimated costs of healthcare attached to weight problems are around £450 million, representing 2.8% of total healthcare expenditure.</i></p> <p><i>Small changes across a range of arenas can help to turn the tide. Implementing healthy snack choices, as part of the daily routine, significantly increases the capacity of positive choices becoming embedded, ultimately, resulting in wider savings to the health sector.</i></p> <p><i>Belfast City Council supports a range of services and programmes for children, including Summer Schemes and Out-of-Hours School Clubs in areas facing disadvantage and food poverty.</i></p> <p><i>Such spaces provide daily opportunities for children to undertake physical activity, learning and play. It is worth noting the capacity for such spaces to further improve the health of children via the provision of small healthy snacks.</i></p> <p><i>It is within this Council's gift to contribute to the improvement of quality of daily life for children and to cement children's positive relationship with food and nutrition.</i></p> <p><i>Accordingly, the Council agrees that a report, looking at clubs located in areas of disadvantage and the potential for such spaces to incorporate healthy snacks, as part of out of school hours provision during both term and non-term time, be prepared."</i></p>
3.2	<p>In accordance with Standing Order 13(f), the motion was referred without debate to the Strategic Policy and Resources Committee.</p>
3.3	<p><b><u>Financial and Resource Implications</u></b></p> <p>None associated with this report.</p>
3.4	<p><b><u>Equality or Good Relations Implications/Rural Needs Assessment</u></b></p> <p>None</p>

<b>4.0</b>	<b>Appendices - Documents Attached</b>
	None

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<b>Subject:</b>	Motion – New Year Event
<b>Date:</b>	22 November 2019
<b>Reporting Officer:</b>	John Walsh, City Solicitor/Director of Legal and Civic Services
<b>Contact Officer:</b>	Jim Hanna, Senior Democratic Services Officer

## Restricted Reports

Is this report restricted?

Yes ☐ No ☒

If Yes, when will the report become unrestricted?

After Committee Decision

After Council Decision

Sometime in the future

Never

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## Call-in

Is the decision eligible for Call-in?

Yes ☒ No ☐

<b>1.0</b>	<b>Purpose of Report/Summary of Main Issues</b>
1.1	To consider a motion on a New Year Event, which was referred to the Committee by the Council at its meeting on 4 <sup>th</sup> November.
<b>2.0</b>	<b>Recommendation</b>
2.1	<p>The Committee is requested to:</p> <ul style="list-style-type: none"> <li>Consider the motion and if the proposal is agreed a report on how this would be facilitated, resourced and managed will be brought back.</li> </ul>
<b>3.0</b>	<b>Main Report</b>
3.1	<p>At the Council meeting on 4<sup>th</sup> November, the following motion was proposed by Councillor Pankhurst and seconded by Councillor Verner:</p> <p><i>“This Council notes the huge success of our Hallowe’en Monster Mash event.</i></p>

	<i>As a regional capital city, the Council agrees to hold on an annual basis a similar event to celebrate the New Year. The event will appeal to all our citizens and visitors, enhancing the appeal of Belfast as a welcoming and diverse city."</i>
3.2	In accordance with Standing Order 13(f), the motion was referred without debate to the Strategic Policy and Resources Committee.
3.3	<b><u>Background Information</u></b> The last New Year's Eve event, staged by the Council, was in 2008, at the City Hall.
3.4	Post the 2008 concert, the event was presented to Council as part of the Council's planned events programme for the 2009 year.
3.5	However, the New Year's Eve concert was removed from the 2009 schedule, with Member's citing a fall in public demand, the high cost of staging such an event and the economic climate at the time.
3.6	If Members were to agree to stage a similar event as per 2008, and based on today's costs, it is estimated that it would cost £300,000 and, in regard to planning, it would be recommended that a twelve month lead-in period would be required.
3.7	This timeline and figure would be the similar if the Council were to agree to replicating the Halloween Monster Mash.
3.8	Finally, it would also be recommended that the event could only develop, and establish and embed itself within the city's cultural and social offering, if it were to be staged on an annual basis. Therefore, if Members were to approve a New Year's Eve event it could result in an annual cost to Council of circa £300,000, plus additional costs attached to BCC staffing at the event.
3.9	<b><u>Financial and Resource Implications</u></b> Indicative costs are set out in the body of the report. There is no budget for the proposed event.
3.10	<b><u>Equality or Good Relations Implications/Rural Needs Assessment</u></b> None
4.0	<b>Appendices - Documents Attached</b>
	None





<b>Subject:</b>	Motion – NIPSA Strike – Response from the Department of Finance
<b>Date:</b>	22 November 2019
<b>Reporting Officer:</b>	John Walsh, City Solicitor/Director of Legal and Civic Services
<b>Contact Officer:</b>	Jim Hanna, Senior Democratic Services Officer

## Restricted Reports

Is this report restricted?

Yes

☐

No

☒

If Yes, when will the report become unrestricted?

After Committee Decision

After Council Decision

Sometime in the future

Never

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## Call-in

Is the decision eligible for Call-in?

Yes

☒

No

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<b>1.0</b>	<b>Purpose of Report/Summary of Main Issues</b>
1.1	To consider response to the motion on a NIPSA Strike, which was passed by the Council at its meeting on 1st October.
<b>2.0</b>	<b>Recommendation</b>
2.1	<p>The Committee is requested to;</p> <ul style="list-style-type: none"> <li>consider the response and take such action as may be determined.</li> </ul>
<b>3.0</b>	<b>Main Report</b>
3.1	<p>At the Council meeting on 1<sup>st</sup> October, the following motion was proposed by Councillor Ferguson and seconded by Matt Collins:</p> <p><i>“Council notes that NIPSA members have planned strike action for Thursday, 3rd October. Council also notes that public sector workers have faced years of wage freezes and attacks on working conditions. Council believes that in this context strike</i></p>

	<p><i>action is a measured and appropriate response to the paltry pay deal that is currently being offered to public sector workers.</i></p> <p><i>To this end, Council fully supports NIPSA in their campaign for better pay and better terms and conditions, including strike action. Council sends particular support to those workers on picket lines on Thursday. Finally, Council agrees that the Chief Executive should write to Permanent Secretary of the Department for Finance, Sue Gray, to implore her to immediately revisit the issue of public sector pay and reconsider the offer extended.”</i></p>
3.2	Subsequent to the motion being passed, a letter was forwarded to the Permanent Secretary.
3.3	A response has now been received in which she concluded that there are no plans to reopen negotiations on 2018 pay and she has already initiated negotiations on 2019 pay.
3.4	<p><b><u>Financial and Resource Implications</u></b></p> <p>None associated with this report.</p>
3.5	<p><b><u>Equality or Good Relations Implications/Rural Needs Assessment</u></b></p> <p>None</p>
<b>4.0</b>	<b>Appendices - Documents Attached</b>
	Appendix 1 – Response from the Permanent Secretary

**SUE GRAY**  
**PERMANENT SECRETARY**

2<sup>nd</sup> Floor West  
Clare House  
303 Airport Road West  
BELFAST, BT3 9ED  
Tel No: 028 90816590  
E-mail: [sue.gray@finance-ni.gov.uk](mailto:sue.gray@finance-ni.gov.uk)



Ms Suzanne Wylie  
Chief Executive  
Belfast City Council  
City Hall  
Belfast  
BT1 5GS

Your reference: SW/lc

Our reference: SCORR-0640-2019

25 October 2019

Dear Suzanne

Thank you for your letter of 18 October setting out the detail of the motion passed at the 1<sup>st</sup> October meeting of the Belfast City Council.

The Department of Finance held extensive negotiations with the recognised trade unions in relation to the NICS pay award for 2018, following which an offer was made which was worth 2.05% overall on the pay bill for non-industrial staff in the NI Civil Service (NICS).

You will be aware that NICS Departments are faced with major constraints imposed by ongoing budgetary pressures on the Northern Ireland block. In determining the level of award, I was very mindful of the need to tackle low pay in the NICS and the award included a larger increase of 3% for administrative assistants and analogous grades with all others receiving a 1.25% uplift. In addition, staff who were eligible also received pay progression.

These were difficult decisions in financially constrained circumstances and the 2018 award was the best possible within these public sector pay constraints.

There are no plans to reopen negotiations on 2018 pay and I have already initiated negotiations on 2019 pay.



**SUE GRAY**

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<b>Subject:</b>	Motion on Srebrenica Genocide
<b>Date:</b>	22 <sup>nd</sup> November 2019
<b>Reporting Officer:</b>	John Walsh, City Solicitor / Director of Legal & Civic Services
<b>Contact Officer:</b>	Nicola Lane, Good Relations Manager

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

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

<b>1.0</b>	<b>Purpose of Report or Summary of main Issues</b>
1.1	At the Council meeting on 1st October 2019, the following motion, which had been proposed by Councillor Dorrian and seconded by Councillor McMullan, had, in accordance with Standing Order 13(f) been referred to the Committee for consideration:  <p><b>“This Council continues to stand with those who suffered as a result of the Srebrenica genocide. We will continue to support those who suffered during this shameful time and mark the occasion with a suitable event, which informs the wider community and promotes the message of reconciliation.”</b></p>
1.2	Subsequently, the Committee noted the motion and agreed that a report on how this would be facilitated, resourced and managed would be brought back to the Committee.

<b>2.0</b>	<b>Recommendations</b>
2.1	<p>Members are asked to approve the following actions:</p> <ul style="list-style-type: none"> <li>• That officers liaise with Remembering Srebrenica to ascertain their plans for the commemoration of the 25<sup>th</sup> anniversary in 2020.</li> <li>• That officers work in partnership with representatives from Remembering Srebrenica to determine how this period can be marked in Belfast.</li> <li>• That any proposals be brought to the Shared City Partnership in the first instance for discussion given the remit of the Partnership in this subject matter.</li> </ul>
<b>3.0</b>	<b>Main report</b>
	<u>Key Issues</u>
3.1	<p>The Srebrenica massacre, also known as the Srebrenica genocide, was the July 1995 massacre of more than 8,000 <a href="#">Bosniaks</a>, mainly men and boys and mostly Muslim, in and around the town of <a href="#">Srebrenica</a> during the <a href="#">Bosnian War</a>.</p> <p>In 2005, <a href="#">Kofi Annan</a>, then Secretary-General of the United Nations described the massacre as the worst crime on European soil since the <a href="#">Second World War</a>. Both the International Tribunal to the former state of Yugoslavia and the International Court of Justice have ruled the acts committed in July 1995 constituted genocide.</p> <p>The 25<sup>th</sup> anniversary of the Srebrenica genocide will occur on 11<sup>th</sup> July 2020. In previous years, events have been held between 7-10<sup>th</sup> July given the time of year.</p>
3.2	<p>Belfast Council has assisted Remembering Srebrenica NI to mark the Srebrenica genocide in July over the past number of years. This has been in the form of provision of a venue and/or the attendance of the Lord Mayor who usually speaks at the event. Support is also provided through TEO and Remembering Srebrenica UK. The latter provides the resource to bring survivors or relatives of those who were killed to tell their story and emphasise the importance of reconciliation including recognition of the steps that can lead to genocide and tackling prejudice at an early stage in a robust way.</p>
3.3	<p>Remembering Srebrenica is a charitable initiative. It organises UK memorial events to honour survivors and keep alive the stories of their loved ones who died. They work with individuals and organisations to help strengthen society by learning the lessons of history to help tackle hatred, racism and intolerance wherever it occurs. They do this through commemoration, education and by taking individuals from communities across the UK to</p>

3.4	Srebrenica to speak to survivors and families whose loved ones were killed. Following the visit, participants are asked to apply the lessons learned from the experience and apply them in their own community and context to combat prejudice.
3.5	Members may recall that the Good Relations Manager was invited to Bosnia by Remembering Srebrenica UK as part of a delegation from Northern Ireland in September which included senior civil servants from The Executive Office and the Department of Finance. Whilst there, the delegation met a number of groups and organisations including the Mothers of Srebrenica to hear about their work in relation to ensuring the events in Srebrenica and the impact which is still keenly felt today will not only be remembered but will serve as reminder that intolerance and prejudice must be tackled at many levels within society.
3.6	<p>Given that there is already an organisation which has the responsibility to organise a commemoration event, Members are asked to agree the following:</p> <ul style="list-style-type: none"> <li>• That officers liaise with Remembering Srebrenica to ascertain their plans for the commemoration this year.</li> <li>• That Council works in partnership with Remembering Srebrenica to determine how this period can be marked in Belfast.</li> <li>• That any proposals be brought to the Shared City Partnership in the first instance for discussion given the remit of the Partnership in this subject matter. .</li> </ul>
3.7	On a related note, Members are reminded that the TEO have asked us to partner with them again to deliver and host International Holocaust Remembrance Day again in January 2020 as next year is the 75 <sup>th</sup> anniversary of the liberation of Auschwitz.
3.8	<p><u>Financial &amp; Resource Implications</u></p> <p>Any event/programme costs would be covered through the Council's Good Relations Action Plan which is 75% funded by The Executive Office.</p>
3.4	<p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p> <p>The District Council Good Relations Action Plan has been screened for equality, good relations and rural needs, and screened out.</p>
<b>4.0</b>	<b>Appendices – Documents</b>
	None

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<b>Subject:</b>	Proposed approach to enable the strategic consideration of Notices of Motions and Issues Raised in Advance by Members
<b>Date:</b>	22 November 2019
<b>Reporting Officer:</b>	John Walsh, City Solicitor/Director of Legal and Civic Services
<b>Contact Officer:</b>	Sarah Williams, Governance & Compliance Manager; Christine Robinson, Strategic Policy & Partnership Manager;

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

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

<b>1.0</b>	<b>Purpose of Report or Summary of main Issues</b>
1.1	<p>The purpose of this report is:</p> <ul style="list-style-type: none"> <li>to seek approval for a proposed approach to monitoring and tracking of Notices of Motion and Issues Raised in Advance by Members.</li> </ul>
<b>2.0</b>	<b>Recommendations</b>
2.1	<p>The Committee is asked to:</p> <ul style="list-style-type: none"> <li>Approve the proposed approach to enable the strategic consideration of Notices of Motion and Issues Raised in Advance by Members within the Council's corporate planning and policy frameworks.</li> </ul>

<b>3.0</b>	<b>Main report</b>
3.1	<p><u>Background</u></p> <p>Members will be aware that under Standing Order 13(l) (set out in full in <b>Appendix 1</b>) no Notice of Motion seeking to commit the Council to expenditure not previously agreed through the Committee process will be considered but shall instead stand referred to the appropriate Committee for consideration and report.</p>
3.2	<p>Since 2016, the Council has agreed over 200 Notices of Motion and Issues Raised in Advance by Members, of which around 70 are yet to be considered in terms of their resource implications, with an average of 15 being agreed at Council each month.</p>
3.3	<p>The Council has a four-year Corporate Plan with agreed Committee Plans and budgets set during the Revenue Estimates process. A process is needed to ensure that issues being raised by Members can be fully considered in order to incorporate them into the Council's corporate planning and policy process and subsequently lead to implementation and realisation of the members / committee ambition.</p>
3.4	<p>This report proposes a process, in line with the Standing Orders, to ensure that the motion / issues raised in advance are considered in full by the appropriate Committee and advice is provided to Members by officers on the timing, options and costs associated with implementation.</p>
3.5	<p><b>Incorporating Notice of Motions into the Planning Process</b></p> <p>At present, any Notices of Motion / Issues that are agreed in year and have resource implications can only be implemented where an identified underspend exists or at a direct opportunity cost to staff-time allocated against an existing corporate workstream. This also impacts on staff who may be diverted from other planned work being undertaken.</p> <p>Members will be aware that a six-monthly progress update of the Corporate Plan will be brought to SP&amp;R committee – and once a year this will result in the development of a one-year update of the Corporate Plan. Alongside this, both the CG&amp;R and P&amp;C Committees complete committee planning workshops. This in turn enables resources to be realigned and highlight the potential areas for growth in the revenue estimating process.</p>

	<p>Recognising the strategic importance of a range of issues raised through Notices of Motion / Issues, it is proposed that Notices of Motions will be considered as part of this annual corporate and committee planning process. Officers from the Strategic Hub and across the internal Policy Network will work to ensure that key themes or issues are 'pulled through' into this discussion; considered fully in terms of resource requirements; and subsequently reflected in the council's planning and delivery processes.</p>
3.6	<p><b>Process of Managing Motions / Issues</b></p> <p>It is proposed that a three-stage process (see <b>Appendix 2</b>) is introduced for the consideration of notices/issues:</p> <ul style="list-style-type: none"> <li>• <b>Stage 1:</b> Report taken to refer Notice of Motion to Committee or the issue is raised by member in advance at Committee as per the usual process (Notices of Motion will have a revised cover report outlining that the motion will follow this new process (and indicating if it will commit Council to additional expenditure (as outlined in paragraph 3.1 above).</li> </ul> <p>If the committee rejects the motion or issue, then no further action will be taken. If the Committee request a further report, the notice of motion or issue will be assigned to a lead department.</p> <ul style="list-style-type: none"> <li>• <b>Stage 2: Initial Scoping Report</b> will subsequently be brought to relevant committee which will detail the range of options for initial consideration of the motion, for example it could reference (depending on the nature of the motion / issue): <ul style="list-style-type: none"> <li>○ Immediate implementation</li> <li>○ Set out initial policy or best practice considerations</li> <li>○ Add into an existing programme of work as already agreed in the Corporate Plan and Committee Plans</li> <li>○ Request approval and funding to carry out a scoping exercise to determine the potential strategic, financial, legal or resource implications of the issue</li> <li>○ Recommendations on the timing of Stage 3 Report to committee</li> </ul> </li> <li>• <b>Stage 3: Options Report</b> depending on the outcome of Stage 2, this stage would involve the development of more detailed policy considerations - where the motion / issue would be considered in terms of its priority, options for implementation, legal and resource implications, strategic fit, monetary and non-monetary benefits,</li> </ul>

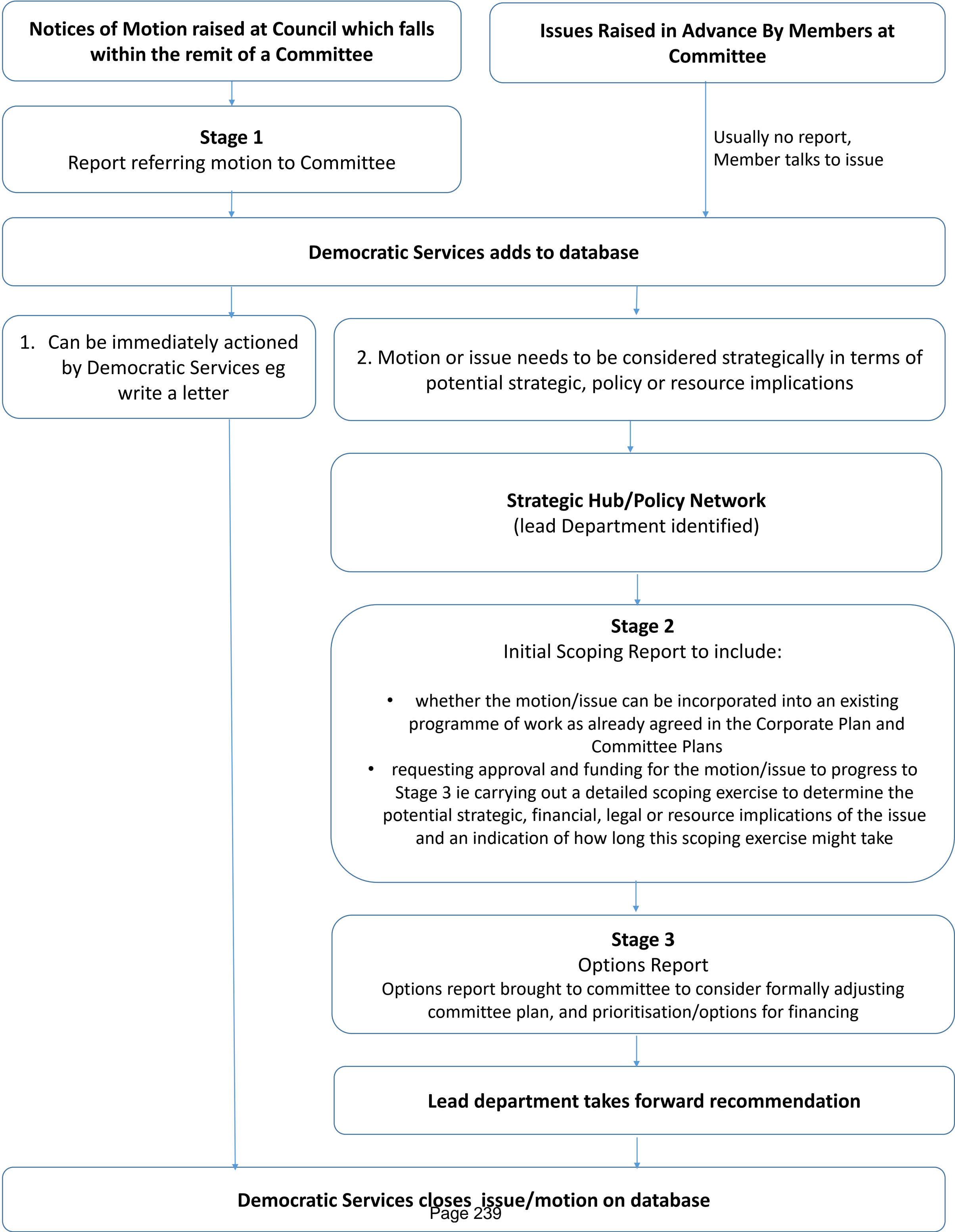
	<p>sources of funding etc. The recommendation of this stage would be presented to the relevant committee.</p> <p>If the above approach is adopted, guidance will be issued to officers to ensure that the process is consistently applied and that reports are to a high standard. This will also provide members with the assurance that all motions/issues are fully considered.</p>
3.9	<p><b>Existing Notices / Issues</b></p> <p>It is proposed that the current notices/issues database is fully reviewed in light in the above and an updated NOMs database will be presented to PLCF in February 2020.</p>
3.10	<p><b>Reporting to Members</b></p> <p>Following the review of current notices of motion/issues a quarterly progress report on notices/issues will be brought to each Committee.</p>
3.11	<p><u>Financial &amp; Resource Implications</u></p> <p>There are potentially significant resource implications for departments assigned to carry out the scoping of potential strategic, financial or resources implications of individual notices/issues.</p>
3.12	<p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p> <p>The equality, good relations and rural needs implications of each notice/issue would need to be assessed.</p>
<b>4.0</b>	<p><b>Appendices – Document Attached</b></p> <p><b>Appendix 1</b> - Standing Order 13 (I)</p> <p><b>Appendix 2</b> – Process for strategic consideration of Notices of Motion or Issues Raised in Advance by Members within Council’s corporate planning and policy frameworks</p>

## **Appendix 1 – Standing Order 13(l)**

No notice of motion seeking to commit the Council to expenditure not previously agreed through the Committee process will be considered but shall instead stand referred to the appropriate Committee for consideration and report. This standing order will not apply with the Lord Mayor, in consultation with the Chief Executive, rules that the matter is one of emergency or is otherwise of such urgency that it would be impracticable or prejudicial to the Council's interests to require compliance. In this case, a report outlining specific details of the purpose of such expenditure and the budget from which the expenditure would be drawn from shall be put before Members.

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Process for strategic consideration of Notices of Motion or Issues Raised in Advance by Members within Council’s corporate planning and policy frameworks – DRAFT FOR DISCUSSION



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<b>Subject:</b>	National Association of Councillors – Attendance at National Executive Meetings
<b>Date:</b>	22 <sup>nd</sup> November, 2019
<b>Reporting Officer:</b>	John Walsh, City Solicitor/Director of Legal and Civic Services
<b>Contact Officer:</b>	Jim Hanna, Senior Democratic Services Officer

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

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

<b>1.0</b>	<b>Purpose of Report or Summary of main Issues</b>
1.1	To consider the attendance of a Member at meetings of the National Executive of the National Association of Councillors.
<b>2.0</b>	<b>Recommendations</b>
2.1	The Committee is asked to; <ul style="list-style-type: none"> <li>Approve the attendance of Alderman Sandford at the meetings of the National Executive of the National Association of Councillors and authorise the payment of the appropriate travel costs and subsistence.</li> </ul>

<b>3.0</b>	<b>Main report</b>
	<u>Key Issues</u>
3.1	The Committee will be aware that it has eight Members on the National Association of Councillors – Northern Ireland Region.
3.2	Alderman Sandford has been appointed to represent the Northern Ireland Region on the National Executive, which will require attendance at a number of meetings in 2020. The meetings are scheduled to be held on 13 <sup>th</sup> January, 11 <sup>th</sup> May and 7 <sup>th</sup> September in London, with the AGM to be held on 28 <sup>th</sup> November in Liverpool.
	<u>Financial and Resource Implications</u>
3.3	The travel and subsistence costs for attendance at each event will be approximately £240 and this can be accommodated from within existing budgets.
	<u>Equality or Good Relations Implications/Rural Needs Assessment</u>
3.4	None associated with his report.
<b>4.0</b>	<b>Appendices – Documents Attached</b>
	None



<b>Subject:</b>	NILGA Annual Conference, Exhibition and Local Government Awards
<b>Date:</b>	22 <sup>nd</sup> November, 2019
<b>Reporting Officer:</b>	John Walsh, City Solicitor
<b>Contact Officer:</b>	Jim Hanna, Senior Democratic Services Officer

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

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

<b>1.0</b>	<b>Purpose of Report or Summary of main Issues</b>
1.1	To consider the attendance of Members at the Northern Ireland Local Government Association (NILGA) Annual Conference, Exhibition and the Local Government Awards dinner.
<b>2.0</b>	<b>Recommendations</b>
2.1	<p>The Committee is asked to;</p> <ul style="list-style-type: none"> <li>Approve the attendance of the Council representatives on NILGA at the Annual Conference, Exhibition and Local Government Awards dinner on 20<sup>th</sup> February.</li> </ul>

<b>3.0</b>	<b>Main report</b>
	<u>Key Issues</u>
3.1	The NILGA Annual Conference will take place this year at the Crowne Plaza Hotel on 20 <sup>th</sup> February 2020 (see attached draft agenda – Appendix 1). The Council is represented on NILGA by a 10 Members across the political parties. The normal practice is to authorise those representatives to attend the Annual Conference if they so desire.
3.2	In addition, later that evening the Northern Ireland Local Government Awards dinner will be held. The Awards set out to showcase excellence in service delivery across the work of the Councils.
	<u>Financial and Resource Implications</u>
3.3	There are two free places for each council, with a cost for each additional day delegate at the conference only costing - £99 plus VAT; and day delegate plus awards dinner - £145 plus VAT.
3.4	Any cost for attendance at the conference and/or awards dinner can be met from within existing budgets.
	<u>Equality or Good Relations Implications/Rural Needs Assessment</u>
3.5	None.
<b>4.0</b>	<b>Appendices – Documents Attached</b>
	Appendix 1 – Draft agenda for the 2020 NILGA Annual Conference



## Annual Conference & Exhibition 2020

### 'THE FUTURE OF LOCAL GOVERNMENT'

Crowne Plaza, Belfast  
Thursday 20th February 2020

## NILGA CONFERENCE 2020 - **DRAFT AGENDA**

tel: 028 9079 8972

web: [www.nilga.org](http://www.nilga.org)

twitter: @NI\_LGA

*Supported by*



# DRAFT AGENDA

Hosted by Mark Carruthers

## OPENING SESSION

### NATIONAL, REGIONAL & LOCAL GOVERNMENT POLITICAL ADDRESS

8.30	<b>Registration and Networking</b>
9.30	<b>Civic Welcome by the Host Council's First Citizen</b> <i>Lord Mayor, Cllr John Finucane, Belfast City Council (Invited)</i>
9.35	<b>Political Keynote Addresses: National / Regional Government</b> <i>NI Secretary of State (Invited)</i> <i>Ministerial representative, Department of the Taoiseach (Invited)</i>
9.55	<b>NILGA &amp; SOLACE Response / Address</b> <i>NILGA President, Cllr Frances Burton, Mid Ulster District Council</i> <i>SOLACE Chair, David Jackson, CEO, Causeway Coast &amp; Glens Borough Council</i>

## SESSION 1

### OUR FUTURE ROLES: LOCAL LEADERSHIP

#### STRENGTHENING DEMOCRACY – WHAT'S TO COME FOR COUNCILS?

10.10	<b>Panel Debate &amp; Interactive Session on:</b> <i>Devolution / Powers &amp; Resources of Councils / Dealing with Uncertainty &amp; Instability / Community Led Service Design / Leadership, Skills &amp; Performance</i>
10.50	<i>NILGA &amp; SOLACE – Key Messages and Resolutions from Debate</i>
11.00	<b>Refreshment Break / Networking / Engagement with Sponsors / Exhibitors</b>

## SESSION 2

### OUR FUTURE ENVIRONMENT: CLIMATE, COUNCILS AND COMMUNITIES

11.35	<ul style="list-style-type: none"><li>• <i>Climate Emergency - What is the role of local council frontline services?</i></li><li>• <i>Future of Waste &amp; Recycling</i></li><li>• <i>Sustainable infrastructure</i></li><li>• <i>Sustainable Transport</i></li></ul>
12.10	<i>Q&amp;A Audience &amp; Panel Debate to include NILGA &amp; SOLACE</i>
12.40	<b>Lunch / Networking / Engagement with Sponsors / Exhibitors</b>

## SESSION 3 – DELIVERED BY SOLACE

### OUR FUTURE PLANNING: COUNCILS DRIVING TOMORROW'S COMMUNITY TODAY

14.00	<ul style="list-style-type: none"><li>• <i>Planning – Building the Future while protecting the past</i></li><li>• <i>Planning our infrastructure</i></li><li>• <i>Place Shaping, The High Street, A Community Space</i></li></ul>
14.35	<i>Policy Remarks – SOLACE and Q&amp;A Audience &amp; Panel Debate</i>
15.00	<b>Refreshment Break / Networking / Engagement with Sponsors / Exhibitors</b>

## SESSION 4

### OUR FUTURE ECONOMY: PEOPLE & TECHNOLOGY IN CONCERT

15.30	<b>The 4<sup>th</sup> Industrial Revolution</b> <ul style="list-style-type: none"><li>• <i>Artificial Intelligence – reshaping local government services</i></li><li>• <i>Propelling world class firms</i></li></ul>
16.10	<i>Q&amp;A Audience &amp; Panel Debate to include NILGA &amp; SOLACE</i>
16.40	<b>Closing Keynote – Transforming Northern Ireland</b> <b>An economy that works for everyone</b>
17.00	<b>Conference Sponsor &amp; NILGA Delegates Prize Draw – Close</b>

**NI Local Government Gala Awards - Commence 7.00pm – Dinner served from 8.00pm**

**Northern Ireland Local Government Association  
Bradford Court, Upper Galwally, Castlereagh, BT8 6RB**

Disclaimer: The Northern Ireland Local Government Association (NILGA) endeavours to ensure that the information contained within our Website, Policies and other communications is up to date and correct. We do not, however, make any representation that the information will be accurate, current, complete, uninterrupted or error free or that any information or other material accessible from or related to NILGA is free of viruses or other harmful components. NILGA accepts no responsibility for any erroneous information placed by or on behalf of any user or any loss by any person or user resulting from such information.





<b>Subject:</b>	Election Accounts – May 2019
<b>Date:</b>	22nd November, 2019
<b>Reporting Officer:</b>	Mr John Walsh, City Solicitor and Director of Legal & Civic Services
<b>Contact Officer:</b>	Mr Jim Hanna, Senior Democratic Services Officer

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

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

<b>1.0</b>	<b>Purpose of Report or Summary of main Issues</b>
1.1	To advise the Committee of the cost to the Council of the Local Government Elections in May 2019.
<b>2.0</b>	<b>Recommendations</b>
2.1	The Committee is asked to <ul style="list-style-type: none"> <li>note the report.</li> </ul>
<b>3.0</b>	<b>Main report</b>
3.1	<u>Key Issues</u> The local council expenditure for delivering Local Government Elections is, under the provision of the Electoral Law Act (Northern Ireland) 1962, constrained by a scale of expenditure set by the Secretary of State for Northern Ireland.

3.2	The Local Election Fees and Expenses Scale for Belfast City Council for May 2019 was £650,100. This excludes the cost of candidates' mailing, which is not included within that maximum. However, that cost still has to be covered by the Council.		
3.3	The Cost of administering the election was £584,374.61, which was within the budget set by the Northern Ireland Office (NIO). With the additional cost of candidates' mailing being £268,634.03 this brings the total cost to the Council to £853,008.64.		
3.4	Compared with the cost of the Elections in 2014 of £618,114, this is an increase of £234,894.64		
3.5	This increase is due principally to the fact that in 2014, as well as the Local Government Elections, for which the Council has responsibility, there was also a European Election, which falls under responsibility of the Electoral Office for Northern Ireland (EONI), the costs to cover the polling stations, polling staff, etc. was split between the Council and EONI.		
3.6	As this year was a single election, the Council is required to bear that cost. A breakdown of the costs is set out below:		
	Limit set by the NIO		<b>£650,100</b>
	<u>Direct Costs to Council</u>		
	Staff costs	£142,186.60	
	Printing of ballot papers	£29,600.00	
	EONI - Registration of Electors	£15,543.73	
	Public Notices	£10,567.73	
	Count security, incl. access passes	£5,536.86	
	Equipment Hire	£5,078.00	
	Furniture hire	£4,885.00	
	Count Stationery and signage	£2,294.17	
		<b>£215,692.09</b>	
	<u>EONI costs charged to Council</u>		
	Staffing	£222,285.72	
	Postage	£99,858.83	
	Stationery/Printing	£18,634.85	
	Transportation/Travel	£17,291.82	
	Use of Premises	£7,188.76	
	Hire of Equipment	£3,422.54	
		<b>£368,682.52</b>	
	Sub total	<b>£584,374.61</b>	<b>£65,725.39</b>
	<u>Candidates' Mailing</u>	£268,634.03	
	Total cost to the Council	<b>£853,008.64</b>	



3.7	<p><u>Financial &amp; Resource Implications</u></p> <p>There were sufficient funds in the relevant specified reserve to meet the election costs. The reserve will need to be maintained and possibly enhanced in the future to meet the cost of the 2023 election.</p> <p><u>Equality or Good Relations Implications</u></p>
3.8	None associated with this report.
4.0	<b>Appendices – Documents Attached</b>
	None.

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<b>Subject:</b>	Appointment of Members to the Board of the Belfast Harbour Commissioners
<b>Date:</b>	22 November, 2019
<b>Reporting Officer:</b>	John Walsh, City Solicitor/Director of Legal & Civic Services
<b>Contact Officer:</b>	Jim Hanna, Senior Democratic Service Officer

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

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

<b>1.0</b>	<b>Purpose of Report or Summary of main Issues</b>
1.1	To consider the process to be used to identify 8 elected Members to be considered under a public appointment's process to fill 4 places on the Board of the Belfast Harbour Commissioners.
<b>2.0</b>	<b>Recommendations</b>
2.1	<p>The Committee is recommended to:</p> <ul style="list-style-type: none"> <li>employ a one-off proportionality exercise for the purpose of identifying the political nomination of 8 members for consideration for appointment to the Board of the Belfast Harbour Commissioners. Note only 4 members will be chosen.</li> <li>to agree which of the proportionality systems it wishes to use.</li> </ul>
<b>3.0</b>	<b>Main report</b>
3.1	<u>Key Issues</u>

3.2	The Belfast Harbour Order (Northern Ireland) 2002 provides that a maximum of four of the Harbour Commissioners shall be Members of Belfast City Council.																
3.3	Correspondence has been received from the Department for Infrastructure dated 31 <sup>st</sup> October (copy attached at Appendix 1) indicating that the Council should provide to it the names of eight Members who would be willing to serve as Commissioners from which four would be selected by the Permanent Secretary following an interview under a public appointment's process.																
3.4	The Department has also pointed out that a Councillor would not be permitted to serve more than two terms (normally of four years each) as a Commissioner and no more than ten years in total.																
3.5	The Committee is reminded that, in June, 2011, when the former City Council was considering the appointment of Members to the Harbour Commissioners, it was decided that a one-off selection process using the d'Hondt system to select 8 nominations was the proper way to proceed rather than including the selection of names as part of the overall pool of nominations to outside bodies.																
3.6	Again in April 2015, the Council agreed to the use of a one-off selection process, with each of the proportionality systems considered at that time, that is, d'Hondt, Saint Lague and the Quota Greatest Remainder, achieving the same outcome.																
3.7	In keeping with this principle, a one-off d'Hondt exercise for eight nominations would provide the following result:																
	<table border="1"> <tr><td>1</td><td>SF</td></tr> <tr><td>2</td><td>DUP</td></tr> <tr><td>3</td><td>ALL</td></tr> <tr><td>4</td><td>SF</td></tr> <tr><td>5</td><td>DUP</td></tr> <tr><td>6</td><td>SF</td></tr> <tr><td>7</td><td>SDLP</td></tr> <tr><td>8</td><td>ALL</td></tr> </table>	1	SF	2	DUP	3	ALL	4	SF	5	DUP	6	SF	7	SDLP	8	ALL
1	SF																
2	DUP																
3	ALL																
4	SF																
5	DUP																
6	SF																
7	SDLP																
8	ALL																
3.8	Therefore, Sinn Fein – 3 nominations, DUP – 2 nominations, Alliance – 2 nominations and SDLP – 1 nomination.																

3.9	<p>The Sainte Lague method would provide the following result:</p> <table border="1"> <tr><td>1</td><td>SF</td></tr> <tr><td>2</td><td>DUP</td></tr> <tr><td>3</td><td>ALL</td></tr> <tr><td>4</td><td>SF</td></tr> <tr><td>5</td><td>SDLP</td></tr> <tr><td>6</td><td>DUP</td></tr> <tr><td>7</td><td>GREEN</td></tr> <tr><td>8</td><td>SF</td></tr> </table>	1	SF	2	DUP	3	ALL	4	SF	5	SDLP	6	DUP	7	GREEN	8	SF
1	SF																
2	DUP																
3	ALL																
4	SF																
5	SDLP																
6	DUP																
7	GREEN																
8	SF																
3.10	Giving Sinn Fein – 3 nominations, the DUP – 2 nominations with the Alliance, SDLP and Green having 1 nomination each.																
3.11	<p>The Quota Greatest Remainder method does not produce an order list but would provide the following result and number of nominations:</p> <table border="1"> <tr><td><b>Sinn Fein</b></td><td><b>3</b></td></tr> <tr><td><b>DUP</b></td><td><b>2</b></td></tr> <tr><td><b>Alliance</b></td><td><b>1</b></td></tr> <tr><td><b>SDLP</b></td><td><b>1</b></td></tr> <tr><td><b>Green</b></td><td><b>1</b></td></tr> <tr><td><b>People Before Profit Alliance</b></td><td><b>0</b></td></tr> <tr><td><b>UUP</b></td><td><b>0</b></td></tr> <tr><td><b>PUP</b></td><td><b>0</b></td></tr> </table>	<b>Sinn Fein</b>	<b>3</b>	<b>DUP</b>	<b>2</b>	<b>Alliance</b>	<b>1</b>	<b>SDLP</b>	<b>1</b>	<b>Green</b>	<b>1</b>	<b>People Before Profit Alliance</b>	<b>0</b>	<b>UUP</b>	<b>0</b>	<b>PUP</b>	<b>0</b>
<b>Sinn Fein</b>	<b>3</b>																
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<b>People Before Profit Alliance</b>	<b>0</b>																
<b>UUP</b>	<b>0</b>																
<b>PUP</b>	<b>0</b>																
3.12	Sinn Fein – 3 nominations, DUP – 2 nominations, Alliance – 1 nomination, SDLP – 1 nomination, Green – 1 nomination																
3.13	<p><u>Financial &amp; Resource Implications</u></p> <p>There are not any financial implications for the Council associated with this report.</p> <p><u>Equality or Good Relations Implications</u></p>																
3.14	The suggested approach to be employed to select Members for consideration for appointment to the Board of the Belfast Harbour Commissioners is in keeping with the principles of proportionality established in the Local Government Act (Northern Ireland) 2014. Therefore, there are not any equality or good relations considerations associated with this report.																
<b>4.0</b>	<b>Appendices – Documents Attached</b>																
	Appendix 1 – Letter from the Department for Infrastructure.																

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Ms Suzanne Wylie  
Chief Executive  
Belfast City Council  
Belfast  
BT1 5GS

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[Dorcas.cutrona@infrastructure-ni.gov.uk](mailto:Dorcas.cutrona@infrastructure-ni.gov.uk)

31 October 2019

Dear Ms Wylie

### **Appointment of Councillors to the Board of Belfast Harbour Commissioners (BHC)**

I am writing to invite you to submit a number of Council nominees to be considered by the Permanent Secretary for the Department for Infrastructure (DfI), for appointment to the Board of Belfast Harbour Commissioners.

The recruitment process will be run under Northern Ireland (Executive Formation and Exercise of Functions) Act 2019 (the EFEF Act). Please note that should there be any amendment to the EFEF Act post 13 January 2020 or should the Assembly return before the end of the recruitment/selection process we will write to you to provide an update of any change to this process.

The Belfast Harbour Order (NI) 2002 provides that a maximum of four Commissioners shall be Members of Belfast City Council. The DfI Permanent Secretary proposes to appoint four Councillors to the BHC Board.

You are aware from the last round of Councillor appointments that these are not positions of responsibility as defined under the 2014 Act, which require to be shared across the parties using d'Hondt or Saint-Lague formula of the Single Transferrable Vote method. They are appointments to be made by DfI after consultation with the Council, and in compliance with the Commissioner for Public Appointment Northern Ireland (CPANI) Code.

The Non-Executive Members of the Board, together with the Chair, have corporate responsibility for ensuring that Belfast Harbour Commissioners complies with all relevant statutory or administrative requirements including requirements in respect of the use of public funds. The role will be to work as a member of the Board to bring experience and judgement to bear on issues of strategy, performance and governance. Members should bring wide experience and critical detachment to the work of the organisation and be prepared to constructively criticise and assist executive management in the development of strategic objectives and policies.

The new appointee will be expected to attend the full monthly Board meetings and other ad hoc meetings as required. Board meetings may vary in time commitment from month to month. The appointment may involve a commitment both inside and outside of normal working hours, including representing the Port at occasional evening engagements. Meetings are normally held at the Harbour Commissioners Office, Corporation Square, Belfast, BT1 3AL.

In order to provide the Permanent Secretary with a choice of Council nominees as required by the Commissioner for Public Appointment Northern Ireland (CPANI), the Department invites your Council to nominate eight members to be considered by Katrina Godfrey for appointment to the Belfast Harbour Commissioners Board. The Permanent Secretary will be unable to make the appointments unless at least two nominations are put forward for each vacancy.

The Commissioner for Public Appointments also requires that public appointees should serve no more than two terms in the same position and no more than ten years in total. Please ensure that those who you are considering to nominate will not have served more than one term on the Board of Belfast Harbour Commissioners. Councillors who have already served two terms, of whatever lengths, will not be eligible to be interviewed.

I enclose copies of the Information Booklet and Application Form for completion by each Councillor nominated by the Council to be considered for appointment. Full details of the process are set out in the Information Booklet.

The date of appointment will be 1 April 2020. The appointments will last for as long as the appointee remains on the Council, up to a maximum of four years.

Nominees should complete the short application form. They will be invited to attend interview on the 23 or 24 January 2020, I am sorry but there is no flexibility around these dates. The interview panel will comprise two departmental officials and an independent assessor allocated by CPANI. The interview will explore nominees' understanding and experience of corporate governance and the role of a board member. Integrity, conflicts of interest and the time commitment involved in the appointment will also be discussed. The panel will draft a record of these discussions to be sent to the Permanent Secretary to help her decide who to appoint.

Finally, DfI wants to improve diversity on our Boards. We would welcome Council nominations from the following under-represented groups; women, younger people, people with disabilities and people from ethnic minority backgrounds.



I should be grateful if you could arrange for the completed application form for each nominee to be returned no later than **12 noon GMT, Friday 3 January 2020** to:

[publicappointments@infrastructure-ni.gov.uk](mailto:publicappointments@infrastructure-ni.gov.uk)

or

Jennifer Macrory  
DfI Public Appointments Unit  
Clarence Court  
10-18 Adelaide Street  
Belfast BT2 8GB

If you have any queries please do not hesitate to contact me.

Yours sincerely

*Signed*

**Dorcas Cutrona**  
**DfI Public Appointments Unit**

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<b>Subject:</b>	City Region Growth Deal – update
<b>Date:</b>	22 November 2019
<b>Reporting Officer:</b>	Suzanne Wylie, Chief Executive
<b>Contact Officer:</b>	Ronan Cregan, Deputy Chief Executive and Director of Finance and Resources Emer Husbands, Strategic Performance Manager

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

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

<b>1.0</b>	<b>Purpose of Report or Summary of main Issues</b>
1.1	To update Committee on the progress of the Belfast Region City Deal (BRCD).
<b>2.0</b>	<b>Recommendations</b>
2.1	<p>The Committee is asked to:</p> <ul style="list-style-type: none"> <li>• Agree to that the Fraunhofer Institute support the development of the regional digital projects, including the Regional Innovators Network and testbeds.</li> <li>• Agree the minutes of the BRCD Council Panel held on 23<sup>rd</sup> October 2019.</li> <li>• Note the next steps in maximising the cross cutting challenges of the BRCD Programme.</li> </ul>

<b>3.0</b>	<b>Main report</b>
	<b>Programme Update</b>
3.1	Members will be aware that work to support the development of Phase 2 of the BRCD Programme is continuing with the establishment of an overall governance structure at a regional level and the set-up of a central Programme Office in Belfast City Council (BCC).
3.2	<p>The focus of this has primarily been the development of Outline Business Cases (OBCs) for the individual BRCD projects which will help inform the content of the documents required for this phase including</p> <ul style="list-style-type: none"> <li>• A Financial Plan and Agreement</li> <li>• A Deal Document - detailed document covering all elements included within Heads of terms, including Governance Framework</li> <li>• An Implementation Plan - summarising milestones for key deliverables, outputs, resources and risk mitigation for each project</li> </ul>
3.3	The majority of the OBCs are being progressed through the individual partners, who have committed specific internal and external resources to their development, under the guidance of the Advisory Boards and in consultation with colleagues from UK Government and NICS.
3.4	Members will also be aware that the Fraunhofer Institute have been appointed to support the development of the digital projects, given their complexity and specialist nature. The regional aspect of the digital programme, which includes Regional Innovator Networks and testbeds across the city region is a key element of the programme as it enables the benefits of the Digital and innovation projects to be connected across the region and support wider, more inclusive economic growth. Again the further development of these will require specialist input and it is therefore recommended that the Fraunhofer Institute undertake an additional specific piece of work which focuses on the regional aspect of the digital programme to maximise the overall benefits. This work has been costed at £134k and will be paid for by the other five councils within the BRCD.
	<b>BRCD Council Panel</b>
3.5	The BRCD Council Panel provides a joint forum for members from all six councils to meet to jointly discuss issues, progress and benefits of the BRCD. Each council has four members on the Forum and as agreed by this committee the four nominees from BCC are the party group leaders (or their nominees) of the four largest parties.

3.6	<p>The Panel held its first meeting on 23rd October in Belfast City Hall. They agreed terms of reference, received an update on the BRCD programme and discussed items for consideration at further meetings. The minutes of the meeting are attached at Appendix 1. The next meeting will be held on 29th January 2020 and will be hosted by Antrim and Newtownabbey Borough Council.</p>
3.7	<p><b>Cross Cutting Programme Challenges</b></p> <p><u>Benefits Delivery:</u> Given the scale of the BRCD investment programme there is the potential to use planning agreements and social clauses in support of our inclusive growth ambitions, including through the provision of significant new opportunities in terms of training, skills development, employability placements and apprenticeships. The E&amp;S Board will be leading work to review good practice and maximise the impact of the BRCD investment on local communities across the Belfast Region.</p>
3.8	<p><u>Communication</u> Progressing OBCs has been and will continue to be the key priority for the BRCD during phase 2. However, it is also essential to ensure that momentum is maintained while detailed project and programme work continues in the background. A small number of key events will therefore play an important part in a communication programme over the next six months in order to effectively communicate our progress to date in delivering such a complex and ambitious programme.</p>
3.9	<p><u>Business/Private Sector Engagement</u> It will be vital that planned investments are responsive to industry requirements and that businesses support and invest in them. The BRCD partners are therefore working to ensure more direct business engagement and involvement in the development of projects. This remains challenging, particularly for those projects which are at early stages of development.</p>
3.10	<p><u>Partnership Working</u> The city deal process offers an opportunity for developing sustainable relationships which will enable partners to continue working in a more collaborative way in the longer term. The BRCD partnership is continuing to strengthen with increasing evidence of effective joint working between universities, colleges and central and local government.</p>
3.11	<p>NI departments and key agencies such as Invest NI and Tourism NI are now directly engaged in supporting project development and there is a recognition among all parties of the need to keep momentum as the Belfast region is competing for the proposed</p>

	investments, in areas such as innovation and digital, with other UK and European cities. In such a complex programme this will require genuine cross-government collaboration, timely decision making processes and a strong focus on the goal of the programme- more and better jobs
3.12	<p><u>Financial &amp; Resource Implications</u></p> <p>All costs associated with the BRCD are within existing budgets. The additional £134k for the digital regional piece will be paid for by the other five councils in the BRCD, with no cost to BCC.</p>
3.13	<p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p> <p>The Approach taken to develop the City Deal has been subject to independent equality screening and rural proofing and states that;</p> <p><i>BRCD is inherently inclusive, affording an opportunity for the region to grow in a way that will benefit the economy of Northern Ireland as a whole, thereby enhancing the lives and well-being of its citizens. If during further development of the programme it becomes apparent that there may be an adverse impact on certain groups or communities then the partnership commits to carrying out further Section 75 work and including screening and EQIAs as and when appropriate.'</i></p>
<b>4.0</b>	<b>Appendices – Documents Attached</b>
	Appendix 1 – Minutes of the BRCD Council Panel held on 23 <sup>rd</sup> October 2019

## BRCD Council Panel

<b>Subject:</b>	Minutes of Belfast Region City Deal (BRCD) Council Panel
<b>Date:</b>	1:00 pm, 23 <sup>rd</sup> October 2019
<b>Councillors in attendance:</b>	<p>Alderman Brian Kingston – Belfast City Council (Chair)</p> <p>Alderman Phillip Brett – Antrim &amp; Newtownabbey Borough Council</p> <p>Councillor Stephen Ross – Antrim &amp; Newtownabbey Borough Council</p> <p>Alderman Mark Cosgrove – Antrim &amp; Newtownabbey Borough Council</p> <p>Councillor Glenn Finlay – Antrim &amp; Newtownabbey Borough Council</p> <p>Councillor Robert Adair – Ards &amp; North Down Borough Council</p> <p>Alderman Alan McDowell – Ards &amp; North Down Borough Council</p> <p>Councillor Richard Smart – Ards &amp; North Down Borough Council</p> <p>Councillor Stephen Dunlop – Ards &amp; North Down Borough Council</p> <p>Councillor Deirdre Hargey – Belfast City Council</p> <p>Councillor Carl Whyte – Belfast City Council</p> <p>Alderman Allan Ewart – Lisburn &amp; Castlereagh City Council</p> <p>Alderman Amanda Grehan – Lisburn &amp; Castlereagh City Council</p> <p>Alderman Michael Henderson – Lisburn &amp; Castlereagh City Council</p> <p>Councillor Uel Mackin – Lisburn &amp; Castlereagh City Council</p> <p>Alderman Billy Ashe MBE – Mid &amp; East Antrim Borough Council</p> <p>Councillor Robin Stewart – Mid &amp; East Antrim Borough Council</p> <p>Councillor Timothy Gaston – Mid &amp; East Antrim Borough Council</p> <p>Councillor Robert Logan – Mid &amp; East Antrim Borough Council</p> <p>Councillor Willie Clarke – Newry, Mourne &amp; Down District Council</p> <p>Councillor Charlie Casey – Newry, Mourne &amp; Down District Council</p> <p>Councillor Robert Burgess – Newry, Mourne &amp; Down District Council</p> <p>Councillor Pete Byrne – Newry, Mourne &amp; Down District Council</p>
<b>Apologies:</b>	<p>Councillor Eric Hanvey -Belfast City Council</p> <p>Councillor Ciaran Beattie -Belfast City Council</p> <p>Alderman Audrey Wales MBE -Mid &amp; East Antrim Borough Council</p>

<b>1.0</b>	<b>Welcome and Introductions</b>
1.1	Alderman Kingston welcomed the members of the BRCD Council Panel to its first meeting, outlined the agenda and invited Councillors to introduce themselves.
<b>2.0</b>	<b>Apologies</b>
2.1	Apologies were received from Councillor Eric Hanvey (Belfast City Council), Councillor Ciaran Beattie (Belfast City Council) and Alderman Audrey Wales (Mid & East Antrim Borough Council).
<b>3.0</b>	<b>Declarations of Interest</b>
3.1	<p>Alderman Kingston asked Councillors to declare if they had any interests to declare in relation to the agenda.</p> <p>No interests were declared.</p>

<b>4.0</b>	<b>Terms of Reference</b>
4.1	<p>Alderman Kingston outlined the proposed Terms of Reference for the BRCD Council Panel and explained that, during Phase 1 of the Belfast Region City Deal, the larger nature of the Joint Council Forum made detailed engagement difficult. The reduced membership of the BRCD Council Panel would allow it to operate through structured meetings and should enhance political engagement. It was explained that investment decisions would be retained by individual Councils and Universities and that the BRCD Council Panel would provide oversight.</p> <p>Following discussion, Councillors requested that acronyms in the Terms of Reference should be fully explained when first used within the document, the regularity of meetings be specified within the Terms of Reference and that papers issue for future sessions in line with the normal requirements for advance notice for committee papers. Alderman Kingston proposed that the minutes of panel should go to the relevant committee in each Council.</p> <p><b><i>The panel agreed the Terms of Reference subject to the proposed amendments and also agreed that the minutes of the meeting should be presented to each individual Council.</i></b></p>
<b>5.0</b>	<b>Overview of BRCD</b>
5.1	<p>Suzanne Wylie and Ronan Cregan (Belfast City Council) led a presentation providing an overview of the Belfast Region City Deal, including a detailed summary of the current governance structures and financing arrangements.</p> <p>The importance of signing Heads of Terms in March 2019 was explained and the opportunities relating to further collaboration beyond Belfast Region City Deal were discussed.</p> <p>Following questions from members of the Panel, Councillors discussed the roles and responsibilities of the various boards making up the governance structure for phase 2 of the BRCD. The complexity of the arrangements arising from the number of partners and the scale of the programme was noted alongside the need for timely delivery of Outline Business Cases.</p> <p>Councillors discussed methods by which private sector could invest alongside the public sector to support the delivery of the Belfast Region City Deal.</p> <p><b><i>It was agreed that the Programme Office would circulate the presentation to the BRCD Council Panel.</i></b></p>
<b>6.0</b>	<b>Programme Report</b>
6.1	<p>BRCD Programme Director Damien Martin provided an update on the BRCD programme across the investment priorities, including employability &amp; skills, digital, innovation, tourism &amp; regeneration and infrastructure and their associated advisory boards. An update was also provided in relation to engagement with NI Civil Service. Councillors discussed the need for continued integration between the different pillars of BRCD.</p>



<b>7.0</b>	<b>Enhancing local political engagement</b>
7.1	<p>Councillors discussed ways in which local political engagement could be enhanced, including through holding joint sessions or workshops/roadshows with the private sector in relation to BRCD projects. In addition, Councillors encouraged continued learning from other City Deals and requested that such learning be shared with the partners.</p> <p><b><i>It was agreed that proposals would be developed for the next meeting of the Panel in relation to regional and local business engagement.</i></b></p>
<b>8.0</b>	<b>Workplan and schedule of meetings</b>
8.1	<p>Councillors discussed their preference for future sessions to focus more on the BRCD projects themselves. It was suggested that future sessions of the BRCD Council Panel could focus on specific pillars of investment.</p> <p><b><i>The Panel agreed that Wednesdays from 1-2.30pm was a suitable time for future sessions and that Antrim &amp; Newtownabbey Borough Council would host the January meeting, with Lisburn &amp; Castlereagh City Council hosting the April session.</i></b></p> <p>A full schedule of the BRCD Council Panel meetings will be organised by the Programme Office.</p>
<b>9.0</b>	<b>Press Release</b>
9.1	<b><i>Subject to minor amendments, the BRCD Council Panel agreed a press release in relation to its first meeting.</i></b>

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<b>Subject:</b>	Inclusive Growth Knowhow Network
<b>Date:</b>	22 November 2019
<b>Reporting Officer:</b>	John Tully, Director of City and Organisational Strategy
<b>Contact Officers:</b>	Christine Robinson, Strategy Policy and Partnerships Manager

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

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

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To inform Members of a proposal to establish an Inclusive Growth Knowhow Network (UK based but with international links) and to seek approval for council to participate in and become active members of this Network. The Network will provide a valuable learning and resource tool for council as we seek to develop our inclusive growth strategy for council and drive inclusive growth for the city.
<b>2.0</b>	<b>Recommendations</b>
2.1	<p>The Committee is asked to agree:</p> <ul style="list-style-type: none"> <li>that Council participates in the Inclusive Growth Knowhow Network (IGKN); and</li> <li>that officers continue to work with the IGKN partners in the run up its official launch next year.</li> </ul>

<b>3.0</b>	<b>Key Issues</b>
3.1	<p>The Joseph Rowntree Foundation (JRF), Metro Dynamics (MD), Centre for Progressive Policy (CPP) and the Royal Society of Arts (RSA) have developed a proposition paper aimed at establishing an Inclusive Growth Knowhow Network based in the UK with international links. The purpose of the network is to equip individuals and organisations leading on inclusive growth with practical ‘know how’ (evidence, knowledge, expertise) through peer learning. It builds on the foundation of the combined work at place level by these lead partners and the former Inclusive Growth Commission. The proposed mission statement for the Network is:</p>
3.2	<p><i>“Members of the Inclusive Growth Knowhow Network across the UK have the commitment, knowhow and tools to develop, deliver and measure inclusive growth. Through this, the Network will help to tackle inequalities, alleviate poverty, drive productivity and create sustainable, inclusive local economies.”</i></p>
3.3	<p>It is envisaged that the Inclusive Growth Knowhow Network (IGKN), which they are aiming to launch in April 2020, will provide the following:</p> <ul style="list-style-type: none"> <li>• A local inclusive growth network of places</li> <li>• Implementation advice / advisors</li> <li>• Thematic working groups and workshops</li> <li>• A website and online communication tools</li> </ul>
3.4	<p>In the shorter term, the network would comprise up to 12 local areas committed to the inclusive growth agenda. Those areas involved will be required to demonstrate active involvement (to be defined), including relevant senior attendance at the annual workshop, hosting/participation in thematic working groups, and deep place engagement with partner implementation advisers.</p>
3.5	<p>The Councils Strategy, Policy and partnership Manager has been actively engaged with the Inclusive Growth Network partners over the last twelve months in terms of shaping their proposition to provide practical support to local authorities to support the embedding and delivery of inclusive growth.</p>
3.6	<p>Given the council’s role to date in driving the inclusive growth agenda at the Belfast city and regional level, it is important that we continue to be actively involved. Membership of the Network will assist council as we begin to implement our Inclusive Growth Strategy, which is currently out for public consultation, and will further demonstrate Members’ commitment to inclusive growth for the city and as part of the Belfast Region City Deal.</p>

3.7	A copy of the proposal, including how it will work and what it aims to do, is attached at appendix 1.
3.8	<p><u>Financial &amp; Resource Implications</u></p> <p>There are no direct financial implication arising from this report. The Joseph Rowntree Foundation has committed funding to the IGKN for a period of 4 years with additional in-kind support from Centre for Progressive Policy. Participation offers a significant opportunity to access support and resources from across the ICKN to support the councils inclusive growth ambitions.</p>
3.9	<p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p> <p>There are no equality implications contained in this report.</p>
<b>4.0</b>	<b>Appendices – Documents Attached</b>
	Appendix 1: IGKN Proposal Paper

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centre for  
progressive  
policy



**JRF**  
JOSEPH  
ROWNTREE  
FOUNDATION

Metro — Dynamics

**RSA**  
21st century enlightenment

## Inclusive Growth Knowhow Network

- i. The Joseph Rowntree Foundation (JRF), Metro Dynamics (MD), Centre for Progressive Policy (CPP) and the Royal Society of Arts (RSA) (the ‘partners’) have been working over the past year on the development of a proposition of an Inclusive Growth Knowhow Network based in the UK with international links.
- ii. This note presents the final proposal of the Inclusive Growth Knowhow Network, put forward by JRF, MD, CPP and the RSA. This proposal forms the basis of a submission to the CPP Policy Council in late October and the JRF Trustees in December for approval.
- iii. The strategic purpose of the network is to equip those who want to lead inclusive growth in their places within the practical ‘know how’ (evidence, knowledge, expertise) through peer learning, building on the foundation of the combined work by those places and the CPP, RSA, JRF, MD and (previously) the Inclusive Growth Commission. The development of the network will be a shared endeavour with places, driven by their needs in conjunction with partners.
- iv. Following two workshops with local stakeholders, desk research led by MD and conversations between JRF, MD, CPP and RSA over the past year, the following core offer has been developed:
  - A local inclusive growth network of places;
  - Implementation advisers and thematic working groups; and,
  - A website and online communication tools.
- v. It is hoped that the IGKN could be launched in April 2020. An indicative timetable November 2019 – April 2020 can be found at the end of this document.

**Defining terms:** A set of terms are referred to throughout this report, defined:

- *Funder:* Joseph Rowntree Foundation (JRF)
- *Host:* Centre for Progressive Policy (CPP)
- *Partners:* JRF, CPP, Metro Dynamics (MD), Royal Society of Arts (RSA)
- *Implementation advisors:* JRF, CPP, MD, RSA and others to be determined
- *Members:* places participating in the IGKN network

## **Part I - What is a successful Inclusive Growth Knowhow Network?**

- vi. Following feedback from places and discussion between the partners the **objectives of the network** should be to:
- a. Facilitate the sharing of expertise and experience between local areas that are committed to the inclusive growth agenda;
  - b. Provide support through demand led procurement of expertise on delivering inclusive growth by local areas; and
  - c. To highlight the common barriers on progress on this agenda at a local level and develop solutions, including enabling places to press national government for change.

- vii. To reflect this, the proposed **mission statement** for the network is:

*“Members of the Inclusive Growth Knowhow Network across the UK have the commitment, knowhow and tools to develop, deliver and measure inclusive growth. Through this, the Network will help to tackle inequalities, alleviate poverty, drive productivity and create sustainable, inclusive local economies.”*

- viii. In order to assess progress against these objectives and mission, the following **milestones** should be assessed:

- **Year 1** – The knowhow network has a membership of up to 12 local areas committed to the inclusive growth agenda. These initial member areas will have been involved in the development of the network prior to launch and will continue to work with partners as the network evolves during its first ‘pilot’ year. Member areas will be required to demonstrate active involvement (to be defined), including relevant senior attendance at the annual workshop, hosting/participation in thematic working groups, and deep place engagement with partner implementation advisers. The nature and scale of implementation advisory support will vary depending on where members are currently with inclusive growth.
- **Year 2** – The knowhow network has built profile and new areas have approached the coordinator and requested to join. A formal review of impact will be conducted at the end of year 2 as a way of: holding partners to accountable for funding (see below), ensuring maximal efficacy of the network into years 3 and 4, and highlighting early examples of successful new inclusive growth practice stimulated by the network. By this stage international join up might have been established and membership expanded, but primary concern will be continually refining the operating model for greatest impact.
- **Year 4** – The network has a continuing active membership. Members have found new ways to learn from each other and work and there are numerous examples of where areas have put into action ideas from other areas. An evidence base of successful intervention is building. A second formal review will assess the progress of the network to date (in line with the JRF’s outcomes/OKR framework) and explore proposals for the longer-term future of the membership (see below). There is a willingness from political leaders and senior local officers to consider a subscription model, such is the tangible value



of the network, or an offer has been made by a potential long-term host of the network.

- ix. Ideally, in the **longer term**, the network could be driven forward by the local area members. For example, it could be that by the end of the proposed funding period (currently end of year 4) each local area member takes it in turn each year to lead the network, including the resourcing of it. Alternatively, local areas could have committed to a membership fee to fund the network on an ongoing basis. Or, it could be embedded into the work of an existing organisation (e.g. the LGA) or spun out into a new organisation.

## **Part II – How would the network function in practice?**

### **Activities facilitated and offered by the network**

- x. It is proposed that the network offers a range of fora and ways of engaging in order to achieve the objectives of the network. These should include:

1. **Facilitated, thematic working groups:** these meetings of the network give members particularly the opportunity to share ideas, information and tackle shared problems. Chaired by a member place (elected by the group), members would self-select which topics are most pertinent for inspiration, learning, and/or to develop existing interventions through input from others.

Themes might include innovative local financing mechanisms, measurement, citizen engagement or whole-place leadership for inclusive growth or particular interventions such as basic income pilots or Cities of Learning initiatives. Facilitated working groups will be expected to produce tangible impact, which might be derived through:

- **More effective implementation of existing and emerging interventions** in individual areas
- **Piloting of innovative solutions in two or more member areas**, bolstered by collective support in shaping, implementing and evaluating interventions
- **Identification of shared problems and development of policy proposals** (at a local, sub-regional and national level) to mitigate these barriers
- **Peer learning and informal ‘training’** through active participation
- **Increased capacity and capability to respond to the network’s 121 implementation advisory offer** (see below)

Groups will be supported by relevant partners providing headline data analysis, brokering of relationships and wider stakeholder engagement as appropriate. Initial meetings – hosted by partners or places – might take place quarterly, but it is intended that thematic groups would create their own offline and online momentum as a regular and valuable source of information sharing for network members.

2. **121 implementation advice:** this proposition includes budget for 10 days of support for each active member of the network. This would typically entail a 2-day initial deep dive to identify areas of potential focus and joint-working, followed by 8 days of additional implementation advisory. The core network

convenor would play a critical role in helping to align local area needs with an appropriate implementation advisory partner. This will require each implementation adviser to set out in advance the range of services they can provide and to offer a menu of options to local areas. The menu of options could include:

- **Facilitated discussion between local partners to build a coherent vision and sense of mission in their place;**
- **Deep dive data-led problem diagnosis** of the inclusive growth problem by local area;
- **Measurement of inclusive growth**, helping determine what metrics need to be put in to measure outputs or outcomes as determined by local areas;
- **Citizen juries / democratic local decision making;**
- **Horizon scanning and policy development** in response to (e.g.) the future of work, AI and technology;
- **Alternative financing arrangements;**
- **Proposals for pilots and their evaluation** (e.g.) basic income, Cities of Learning;
- **Advice on institutional arrangements locally** to 'inclusive growth proof' decision making processes;
- **Link up to national government and international bodies** to influence national and international stakeholders on the development of the inclusive growth agenda.

It is expected that members would share many of the insights and impact experienced locally on specific topics via relevant thematic working groups and, more generally, at the annual network workshop (see below).

3. **Annual workshop:** a co-developed forum for members, partners, other implementation advisers and wider stakeholders to:
  - **Review overall progress** on developing, delivering and monitoring inclusive growth (e.g. one or two areas could present case studies of where they have had a success or overcome obstacles to progress on the agenda)
  - **Share outputs of the facilitated working groups** and proposed next steps
  - **Agree future working group themes**
  - **Consider membership of the network** and suggest improved ways of working
  - **Identify common key sticking points and negotiate collective positions**, proposals or pilots to advocate to central government
4. **Guest speakers via webinars:** to supplement learning offered from within the network, external UK-based or international speakers from the public and private sectors and civil society could give quarterly talks on topics or case studies of interest to the group. This could be given via webinars, for ease and with costs for partners in mind. Guest speakers might also be invited to present to the annual workshop.

**Role of partners and implementation advisors**

- i. The **working model** proposed is that the network would be:
  - a. Hosted by CPP; with
  - b. JRF as the primary collaborating partner; and
  - c. MD as an implementation adviser to be drawn on by local areas; and
  - d. The RSA primarily as thematic group facilitator, as well as implementation adviser with international links; and,
  - e. An additional list of implementation advisers.
- ii. **CPP** has been proposed as the host of the network. CPP already works with 12 local areas (at local and combined authority and LEP level) across the UK and has research capacity and therefore is considered the natural home for the development of a network of places involved in inclusive growth and the host of an offer to places in conjunction with other implementation partners.

In practice, as host, this would likely include the physical hosting of the staff of the network as well as hosting the website as part of CPP's main site. CPP would also serve as one of the implementation advisers that would offer time to local areas. CPP can offer local areas advisory on inclusive growth problem diagnosis, measurement, policy idea generation, institutional arrangements locally and national advocacy.
- iii. **JRF** is, at the initial stages, the primary funding provider for the network as well as bringing inclusive growth expertise and an existing network of local places. As well as holding the network to account for its objectives, JRF would also serve as one of the implementation advisers that would offer time to local areas. JRF's main advisory offer would include policy idea generation and policy development.
- iv. **MD** has helped to develop this proposition as a consultant, and it is proposed that their services would also become one of the options for local areas to draw on as implementation advisors. Metro Dynamics main advisory offer would include data and metrics; strategy; project design & implementation; mentoring; governance; and business case development.
- v. The **RSA** has a set of methodologies for the facilitation of thematic working groups around certain themes – notably the future of work, AI and technology – and inclusive growth interventions such as basic income and Cities of Learning experiments. The RSA would also be one of the options for local areas to draw on as implementation advisers, particularly on citizen engagement and democratic decision making. It is proposed that they provide – as appropriate – join up to areas internationally that work on inclusive growth. This would include links to RSA USA, RSA Oceania, Demos Helsinki and other partners in the Global Thinktank network.
- vi. **Additional implementation advisers** that could be offered to local areas would be based on what additional expertise they could bring beyond the partners. It is proposed that the additional advisers could include the **LGA**, **Solace** and the **Scottish Centre for Regional Inclusive Growth (SCRIG)**, as well as other academic institutions or relevant private sector organisations (such as **Arup**, **Grant Thornton**) on a pro bono basis. Additional advisers might also (or otherwise) be invited to present to thematic working groups.

## Accountability

- vii. As the initial core funder, the JRF will need clear accountability mechanisms in place regarding the funding of the host organisation, CPP, and the implementation advisers. These will be explicitly linked to JRF's outcomes framework with relevant OKRs.
- viii. As the host, it is proposed that CPP **reports on a six-monthly basis** to the JRF on progress against the network's mission and objectives with examples of the level and nature of member activity, type of implementation advice sought and delivered to local areas and the profile and the engagement of wider stakeholders with the network.
- ix. It is recommended that all partners use this reporting schedule as an opportunity to meet and reflect on their activity within the network. Feedback could also be sought from local areas and used to enhance ways of working and inform medium – long term planning.
- x. In addition to informal six-monthly reporting and formal reviews at the end of years 2 and 4, the network would seek to evaluate any pilots or other programmes established by the network.
- xi. Each year an **annual workshop** will bring together partners, members, other implementation advisers and wider stakeholders (as appropriate). In addition to the purposes set out above, an important function of the workshop will be for all network participants to hold one another to account for achieving tangible impact on the ground.

#### **Communication, website and digital**

- xii. Communication between the partners and the sharing of information will be critical to the network's success. At a minimum, the network will need; an email address that is accessed by the network convener and admin support, a Twitter account and a public facing website. It may be that the local area members decide to set up informal communication channels, such as a WhatsApp group, or Slack, but this should be user led, facilitated (where necessary) by the network lead.
- xiii. It is proposed that the **primary website is hosted within CPP's existing website**. The website would provide both a public forum for common materials to be uploaded and case studies to be hosted, as well as upcoming events and contact details for the network. The content could include written materials as well as audio/video. This would also be a vehicle for other interested parties to learn and benefit from the network's building of knowledge.

#### **Part III – How much will the IGKN cost, and are there any other resource implications?**

- i. The IGKN will be funded by the Joseph Rowntree Foundation with additional (restricted) in-kind support from host, Centre for Progressive Policy. It is anticipated that funding will be approved for four years in principle, subject to a two-year review and break clause.
- ii. Additional information related to the budget and resourcing implications (including staff) can be found in the supplementary documents prepared by Metro Dynamics. These include:
  - a. **Budget** breakdown (years 1 – 4)

- b. **Additional inputs document**, including branding (see part IV below) and other Frequently Asked Questions
- c. **IGKN Lead Job Description**
- d. **IGKN Coordinator Job Description** (0.5 FTE, part funded by IGKN and part funded by CPP)

#### **Part IV – How will the IGKN be branded?**

- i. IGKN will have a **separate identity within CPP**, akin to the ‘2020 Public Services Trust at the RSA’ model referred to in the accompanying Metro Dynamics document (see part III above).
- ii. However, the IGKN branding will have the same look and feel as CPP to convey CPP as host organisation. The IGKN website will be built into the **existing CPP website** with links to third party resources/materials as appropriate (curated by the IGKN lead). Other functionality will be developed in response to member needs (subject to budget).
- iii. IGKN will not have its own policy function; it will **entirely delivery focussed**. However, insight gathered by members and partners might form the basis for separate policy work and provision has been made in the budget for ‘collective support’ where places identify common barriers/themes/issues for which additional research might be required.
- iv. More on branding and communications can be found in the accompanying Metro Dynamics document under **Frequently Asked Questions**.

#### **Indicative Launch Timetable**

<b>Month/Year</b>	<b>Action</b>
November 2019	Proposal to CPP Policy Council for review (no voting rights)
December 2019	Prospective member workshop (see supplementary document for suggested agenda)
	Proposal to JRF Trustees for approval
	Recruitment for IGKN lead and coordinator begins (subject to the above)
March 2020	IGKN staff hire, based at CPP
<i>April 2020</i>	<i>IGKN launch</i>

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<b>Subject:</b>	Draft Consultation and Engagement Framework
<b>Date:</b>	22 <sup>nd</sup> November 2019
<b>Reporting Officer:</b>	John Tully, Director of City and Organisational Strategy
<b>Contact Officers:</b>	Patricia Flynn, Strategic Policy & Planning Officer

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

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

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To present a draft Corporate Consultation & Engagement Framework, including outline action plan, for approval. This framework is needed in order to meet Local Government Auditor recommendations, to signal a best practice approach and to support delivery of Inclusive Growth and Corporate Plan commitments.
<b>2.0</b>	<b>Recommendations</b>
2.1	<p>The Committee is asked to agree:</p> <ul style="list-style-type: none"> <li>i. the draft policy framework, outline action plan and underlying principles and best practice standards that will guide our approach to consultation and engagement; and</li> <li>ii. to authorise its release for public consultation.</li> </ul>

<b>3.0</b>	<b>Key Issues</b>
	<p data-bbox="213 217 395 253"><b><i>Background</i></b></p> <p data-bbox="129 271 1469 562">3.1 In 2015, following a review of council's approach to consultation and engagement (C&amp;E), SP&amp;R approved in principle a draft C&amp;E framework. However, a public consultation and final adoption of the framework was postponed to enable supporting infrastructure to be implemented and for emerging engagement requirements associated with the Belfast Agenda to be more fully taken into account. The draft framework has now been revised to reflect new developments and process, including commitments in the Belfast Agenda and draft Inclusive Growth Strategy.</p> <p data-bbox="213 607 647 642"><b><i>Why the Framework is needed</i></b></p> <p data-bbox="129 660 1469 1249">3.2 The Local Government (NI) Act 2014 reinforced the council's duty to consult. The framework, which aims to improve the quality and consistency of our C&amp;E thereby providing improved value for money, reputation and trust, is an important step in demonstrating council's commitment to consultation. As a result, the Local Government Auditor has highlighted the delay and absence of an agreed corporate C&amp;E framework as a key area for improvement [Assessment Report 2018]. Whilst, council's approach to consultation has improved significantly in recent years, our approach to engagement remains an area for development. An indicative action plan has been developed to support the framework which focuses in particular, on enhancing our engagement capabilities. Ultimately, the framework seeks to ensure that our residents and partners are more involved in the decisions and services that affect them. This brings about positive benefits for public services and for communities and is one of the commitments in our draft Inclusive Growth framework (IG).</p> <p data-bbox="213 1276 963 1312"><b><i>Draft Consultation and Engagement Framework 2019</i></b></p> <p data-bbox="129 1330 1469 1666">3.3 The draft framework is not a programme of engagement events or consultations, but instead provides the policy context in which we will do this i.e. how we will plan, deliver and utilise our C&amp;E activity. The framework outlines the council's approach to C&amp;E and sets out a vision with underlying principles and standards that we will aspire to meet. It aims to improve the quality, value and cost-effectiveness of our consultation and engagement, enabling council to meet statutory duties to consult whilst also helping to manage the increased public expectation to be consulted and involved. The draft framework is attached at appendix 1.</p> <p data-bbox="213 1691 751 1727"><b><i>Strengths and Areas for Improvement</i></b></p> <p data-bbox="129 1744 1469 2036">3.4 Since 2015, council has invested in staff capacity building and an online corporate consultation platform, which over the past 3 years has hosted 167 consultations (public, customer and internal) and generated in excess of 28,000 individual survey responses. In addition, we have held a wide range of engagement events and can reference a number of good practice approaches such as the Belfast Conversation, physical programme and capital projects, cultural strategy and waste collection consultations and processes. Good practice case studies such as</p>



these will form part of the officer toolkit being developed to support the implementation of the framework.

3.5 However, if we are to meet growing public expectations and honor commitments in the Belfast Agenda and our draft Inclusive Growth Strategy, then we must build on our strengths and address areas for improvement. In particular, we need to critically examine and improve how we engage with residents on an ongoing basis and earlier in the process using meaningful co-design and co-production methods. To this end, we will work with the Belfast Community Planning Partnership to strengthen civic voice and embed effective community engagement.

3.6 A cross-departmental working group has been established to develop a detailed action plan and to support its implementation. This group will work closely with the Belfast Agenda partners and the emerging CVSE Advisory Panel to test and develop shared approaches to community engagement. An indicative action plan has been incorporated within the draft framework (see page 11). It comprises the following key elements:

- i. Setting the framework
- ii. Consolidating our consultation and demonstrating impact
- iii. Strengthening engagement and civic voice (including digital inclusion)
- iv. Building capacity
- v. Continuous improvement and alignment to the Belfast Agenda

3.7 In particular, Members attention is drawn to the proposed action to develop and deliver at least 3 innovative engagement pilots. Given the correlation between community engagement, our civic leadership role and community planning, it is envisaged that the pilots will align to and support work being developed as part of the wider Belfast Agenda as well as more council focused engagement. The aim is to ensure a seamless engagement for the residents of Belfast moving forward.

### ***Next Steps***

3.8 Members are asked to approve the draft framework and the indicative action plan and to agree the following next steps, and specifically the publication of the draft framework for public consultation:

<i>Public consultation</i>	As per our Equality Scheme, the draft framework will be issued for public consultation in December for a period of 12 weeks
<i>Action Plan</i>	C&E Working Group to develop a detailed action plan, with specific focus on engagement and civic voice, ensuring

		alignment to inclusive growth, Belfast Agenda, customer focus and the digital inclusion element of the BRCD.
	<i>Publication</i>	Finalised plan to be presented for approval and adoption by SP&R in March / April and published on council website.
3.9	<u>Financial &amp; Resource Implications</u> <p>There are no direct financial implication arising from this report. Costs associated with the implementation of the action plan have been factored into current council budgets. Future and ongoing budget implications will be monitored as part of the action plan implementation and learning.</p>	
3.10	<u>Equality or Good Relations Implications/Rural Needs Assessment</u> <p>There are no equality implications contained in this report. However, the implementation of the framework will help support equality and inclusion.</p>	
<b>4.0</b>	<b>Appendices – Documents Attached</b>	
	Appendix 1: Draft Consultation& Engagement Framework	

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# Consultation and Engagement Framework (DRAFT)

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**November 2019**



**Belfast**  
City Council

## Purpose of the Framework

**Belfast City Council is committed to listening to what people have to say about the services we provide or what they want to see happen in the city and their local area. We recognise that to effectively shape and improve our city, neighbourhoods and services, then meaningful consultation and engagement is crucial. We believe that listening to and involving people will lead to better, more responsive services and improved quality of life for all.**

We have developed a consultation and engagement framework to guide how we listen, consult and involve people. The framework outlines our approach to consultation and engagement by setting out a clear vision with underlying principles and standards. It is supported by an action plan and other measures to ensure that we consistently meet these principles.

Through this framework, we aim to improve the quality, value and effectiveness of our consultation and engagement. It represents a further step towards embedding meaningful consultation into the council's planning and decision-making processes and supplements the commitments in our Equality Scheme and our responsibilities to consult under Section 75 of the Northern Ireland Act 1998.

### *Why the Framework is needed*

Publication of the framework is essential to provide a clear policy framework and process and to drive improvements in the quality, effectiveness and consistency of our consultation and engagement. This will secure better value for money and improve organisational reputation and trust.

Ultimately, however, the purpose of the framework is to ensure that our residents and partners are more involved in the decisions or services that affect them. Effective community engagement brings about many positive benefits, improving the quality and focus of the work undertaken by the council and enabling individuals and communities to make a difference in their own lives and communities.

#### **Legal Requirements and Best Practice**

The framework has been developed based on current legal requirements and best practice. Where there is a defined statutory process for consultation, then the statutory process will take precedence. For example, requirements to consult on spatial planning issues will be undertaken in line with the Planning Act (NI) 2011 legislation and associated statutory guidance

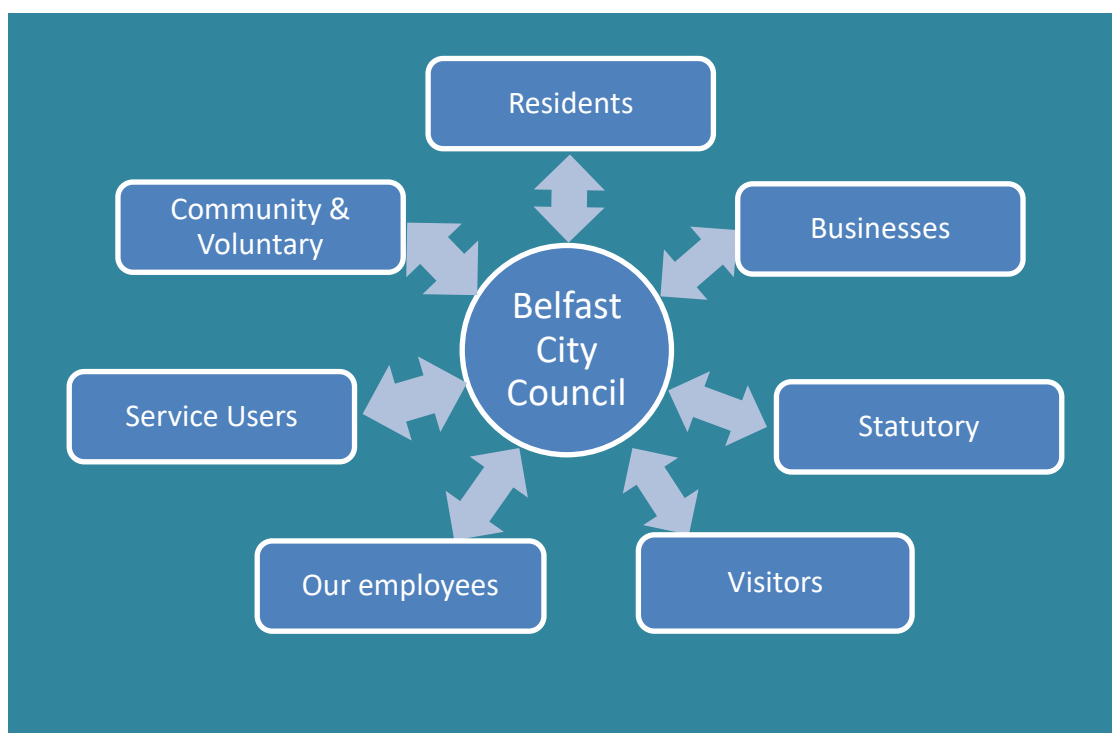
## Our Vision for Consultation & Engagement

**Belfast City Council is committed to listening to and involving people– we want people to know and feel that they can make a difference.**

In Belfast we consult and engage so that people and partners can influence:

- **Council Services and Priorities** – so that they better reflect local need and provide best value for money
- **Decisions and Outcomes affecting Local Quality of Life** – enabling people and partners to be involved in actions or decisions aimed at improving the quality of life for Belfast and its neighbourhoods, now and for the future.

By our people and partners we mean:



Underpinning this vision is the commitment to ensuring that all voices have an opportunity to be heard, particularly those who may find it more difficult to participate because of disability, age, language, caring responsibilities or any other circumstance.

We are committed to carrying out consultation in accordance with the principles as contained in the Equality Commissions guidance “Section 75 of the Northern Ireland Act 1998 – A Guide for Public Authorities (April 2010)” and our Equality Scheme - chapter 3, ‘Our arrangements for consulting’.

## Aims and Aspirations

The framework is intended to help us to deliver our vision for consultation and engagement and ensure that all our consultation and engagement meets legal standards and good practice commitments. More specifically the framework aims to:

- Make our consultation and engagement processes **Meaningful and Fit for Purpose**
- Ensure our consultation and engagement is **Inclusive** and gives all people **Equal Opportunity** to contribute, enabling greater access and participation
- Build trust and confidence in council through **Fair, Open and Transparent** consultation and engagement
- Provide **Value for Money**, reducing costs and avoiding duplication
- Strengthen strategic planning through a consistent and continually improving use of consultation and engagement - **A 'One-Council' Coordinated Approach**

Our aspiration is to ensure all our consultation and engagement:

1. **Respects people** and acts fairly – it has a meaningful purpose and values people's time and contributions
2. Gives people **equal opportunity** to contribute – is clear, accessible and inclusive
3. Uses **fit for purpose** methods that are commensurate to need, visible, well designed and provide value for money
4. **Keeps people informed** throughout – including feeding back on results and decisions

**Through this framework, we will endeavour to embed a culture of engagement so that it genuinely becomes part of what we do.**

## Definition - What do we mean by Consultation and Engagement?

The terms consultation and engagement are sometimes used interchangeably. But, whilst both processes seek the views, knowledge or guidance of others, there is a difference between them.

The Consultation Institute defines **consultation** as:

*“the dynamic process of dialogue between individuals or groups, based upon a genuine exchange of views, with the objective of influencing decisions, policies or programmes of action”*

In this framework, we define **engagement** as an activity or process that:

*“brings people together to help to understand and solve local problems, to influence and shape council policy or council services, or to address issues of common importance and to achieve positive change”*

Consultation is specific and time bound, with decisions made by the organisation initiating the consultation, in this case Belfast City Council. Engagement, on the other hand, describes the wider and longer term or ongoing process of **involving** people - in discussions, deliberations and action planning – on issues that affect them or which they care about. Effective engagement requires respectful dialogue between everyone involved and is aimed at improving understanding and, where appropriate, joint working so as to achieve more positive outcomes for all.


### **Our Definitions:**

**Consultation** - a process of dialogue - asking for and listening to the views of people and partners in order to inform or influence a specific council decision, policy, strategy or action.

**Engagement** - the processes we use to develop ongoing, mutually beneficial working relationships with our people and partners. For the purposes of this framework the term engagement means the purposeful and participative process which enables people to influence and shape council policy and local services or to improve local outcomes. It is the cornerstone of partnership working.

**Involvement** - People actively participating in and being involved with council and other local service providers in policy development, service planning and review or improving outcomes. Depending on the nature of the issue, decisions may be taken solely by council or may be shared.

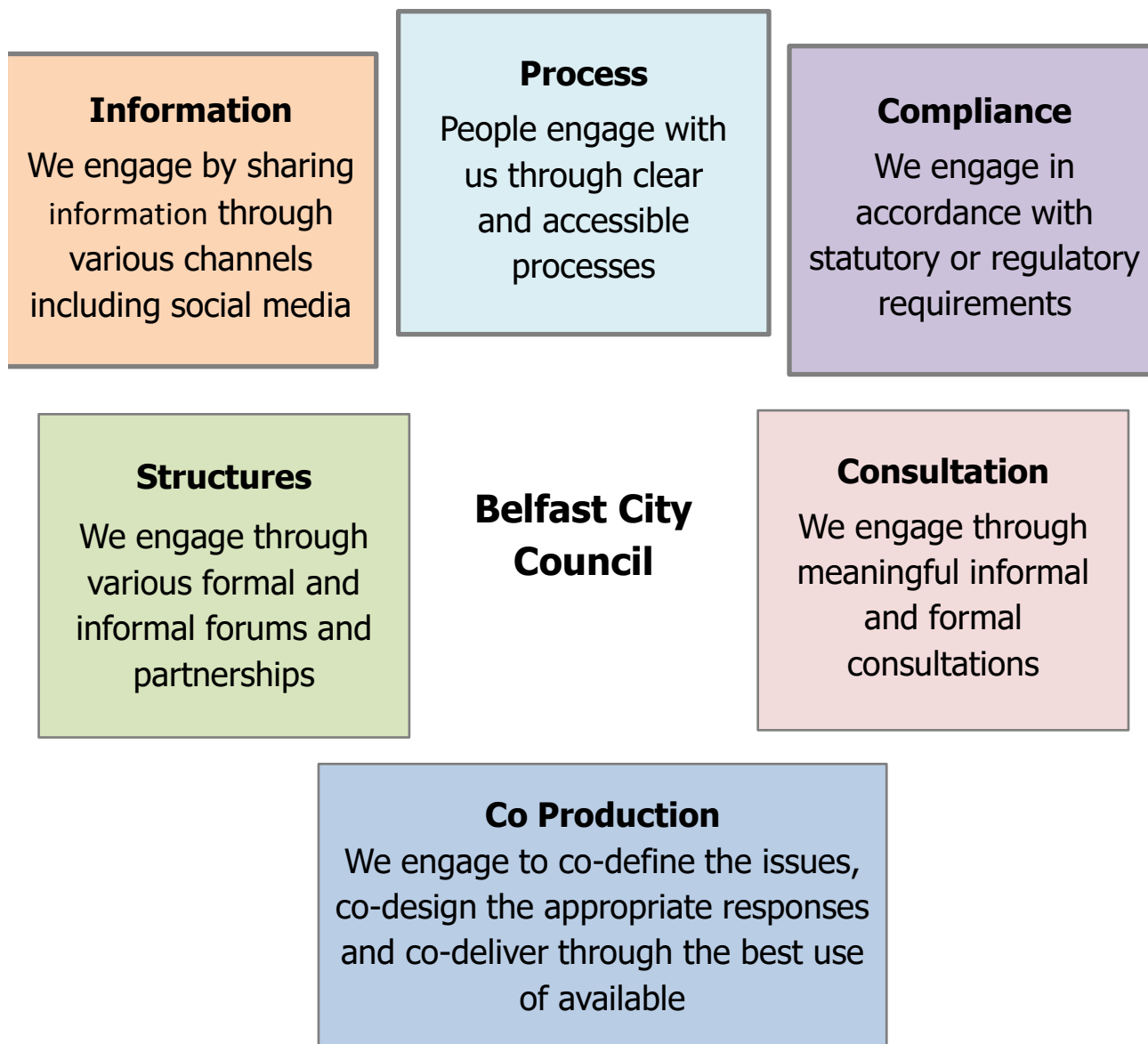
The level of involvement will vary depending on the nature of each consultation or engagement. There is no fixed approach. To help explain the potential different levels of involvement, public bodies have adapted the 'ladder of public engagement' concept as illustrated below. Within this spectrum, there are many different methods available, and we must choose what is the most appropriate based on each individual case.

Level of Involvement		What's involved	Examples
<b>Empower</b>	High / Most involved	You do it; we stand back – enabling others to deliver programmes and services	Shaftsbury and Grosvenor community & recreation centres
<b>Collaborate</b>		We do it jointly – sharing decisions and working together to improve, design or services and programmes	District Policing & Community Safety Partnership Connswater Community Greenway
<b>Involve</b>		Involving people – working directly with people to understand needs and aspirations and/or to improve or design services and programmes	Forums and user groups such as 'friends of' groups and our youth, seniors and migrant forums. Engagement as part of our physical programme
<b>Consultation</b>		We want to know what you think in order to help us make a better decision – asking people for their views	Formal consultations and focus groups such as those undertaken as part of our Waste Collection Arrangements and Cultural Strategy
<b>Information-giving</b>		This is knowledge we want you to have - giving people information and telling them about our services	Council Website City Matters
	Low / Least involved		



## Our Consultation and Engagement Framework

Belfast City Council engages and involves people in a number of different ways.



Inherent within each of these approaches, is a commitment to equality and our duties under Section 75 of the Northern Ireland Act 1998.

## Our Standards for Consultation

We recognise that there is no fixed approach or one right way to consult. Instead, we will adapt each consultation to suit its own each unique situation. To help us make the right decisions about how and when we consult, we have adopted five consultation standards. These underpin our vision and guide all our consultation activity.

### ***Belfast City Council – Our Consultation Commitments***

Our consultation standard set out what you can expect from Belfast City Council consultations. These are our commitments to you. In any consultation exercise we will:

**Explain** why we're consulting and how we're going to take people's views into account. When we have to make significant decisions, we will consult openly and with integrity. We will consult at a formative stage and when there is scope for people to influence decisions.

**Involve** the widest spectrum of the community. We will strive to give all people who will be affected by or who interested in the matter an opportunity to get involved. We will strive to give all people an equal opportunity to contribute especially under-represented, marginalised and 'seldom heard groups. Above all we will respect people and act fairly, valuing people's time and contributions.

**Organise** consultation and engagement in ways which are convenient and accessible to the people whose views we are seeking and use the most appropriate and cost-effective mechanisms – fit for purpose consultation that is commensurate to need.

**Report** back publicly on what people told us and what we've decided to do as a result of it. We will keep people informed throughout the process – this includes feedback on the decisions that have been made and any actions that will be taken.

**Use** the findings to make informed decisions - consultation for a purpose and with an honest intention. We will interpret the findings fairly and make decisions or take actions that ultimately help to improve services, programmes or quality of life for local people.

A toolkit, which includes comprehensive advice on planning a consultation, has been developed to help officers apply these standards.

## Our Standards for Engagement

**Engagement brings people together to help to solve local problems, to influence and shape policy or council services or to address issues of common importance and bring about positive change.**

Whilst our consultation standards are equally applicable to engagement activity, we feel that additional guidance and support is needed to build and drive meaningful community engagement. We want communities to feel that they can influence and be part of the decisions that affect them. This means working with communities to help them deal with the issues they experience, involving them in the design and delivery of actions and interventions, and supporting them so they can lead on the issues that effect them. Good community engagement is a process which provides the foundation for:

- Shared understanding
- Improved decision-making
- Collaboration

Engagement good practice is continually evolving and we are committed to learning and maintaining good standards that work for our local communities. In the first instance, we will apply the National Standards for Community Engagement as developed by the Scottish Government and the Scottish Community Development Centre. The standards, which build on the OECD principles designed to strengthen government-citizen relations, are about being open and inclusive, with a focus on collaborative change, continuous improvement and relationship building. They comprise seven good-practice principles, supported by detailed performance statements that act as a checklist or reference point for best practice. The standards focus on:

- ❖ Inclusion
- ❖ Support
- ❖ Planning
- ❖ Working Together
- ❖ Methods
- ❖ Communication
- ❖ Impact

By applying these standards to our own community engagement, we aim to ensure that our engagement is meaningful and effective - where everyone feels respected and empowered and which delivers a positive outcome for all.

## The Belfast Agenda

We are responsible for leading and facilitating the community planning process for the Belfast district area. At its heart, community planning is about working in collaboration to deliver better outcomes for local people. Working with our community planning partners, we will ensure that effective community engagement is embedded in the Belfast Agenda and our community planning processes. The Belfast Community Planning Partnership is committed to strengthening how it engages and has plans to develop a Partnership Community Engagement Strategy to underpin how it will enhance civic voice through meaningful participation of communities, including the community, voluntary and social enterprise sectors.

We will continue to work with our partners to test and develop innovative engagement approaches and to develop case studies to guide and build good practice, both through our own consultation and engagement activity in relation to Council services, and through our partnership working.

### *Learning from best practice: Scottish National Standards*



Scottish Government funded, SCDC developed  
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## Keeping you informed

**Our framework commits us to keeping you informed. This means letting you know what is happening and telling you about the decisions that affect you and how you can have a say in those decisions. It also means we will let you know how people's views were taken into account and what has happened as a result.**

We use a range of mechanisms to keep you informed. This includes, for example tools like City Matters, our website and social media. Depending on the issue or matter, we may also produce specific leaflets or summary documents to help raise awareness and understanding. These will always be available on our dedicated consultation platform or through the homepage on the council website.

### Our Consultation Platform

We have a dedicated on-line platform "Your Say. Belfast City" that contains all our public council consultations including those that are now closed. From January 2020, all our completed consultations will include a brief update to let you know what people have said and what has happened as a result. These are summarised under the "We Asked, You Said, We Did feature. For more complex consultations, updates reports will be added to the overview page of each consultation where appropriate. It can be accessed at: <https://yoursay.belfastcity.gov.uk/>

## Developing effective process

**Our framework is about giving all people a voice through clear, meaningful and inclusive processes. Whilst much of the framework deals with how we initiate, plan and deliver our consultation and engagement, we also want to make sure that we have sound processes in place that enables communities and individuals to initiate discussions and raise concerns.**

Our Elected Members play an important role in representing their constituents, including raising issues of concern with services and senior management team. However, in addition to this, we will also develop clear and open processes that enable people to contact council directly, such as through petitions or other mechanisms. We will explain clearly what the process is so that people understand how they can make their voice heard and what happens next.

## Meeting our commitments

To enable us to meet the commitments set out in this framework, we have developed a number of supporting mechanisms, including an action plan and officer toolkits and guidance and best practice examples [currently in draft from].

### Toolkits and Guidance

A consultation and engagement toolkit and our guidance for physical projects [will be] available on the councils internal intranet and is available on request. This guidance and associated checklists will be reviewed regularly to ensure it reflects best practice and changing legislative guidance such as the recent GDPR.

In addition, our Equality and Diversity Unit has developed an Equality and Diversity Toolkit, which provides detailed guidance for officers on our equality and diversity responsibilities. The unit also facilitates a number of equality and disability forums. These are reviewed on an ongoing basis to ensure we continue to be open and inclusive. To find out more about these forums or to get involved please contact [equality@belfastcity.gov.uk](mailto:equality@belfastcity.gov.uk)

### Consultation and Engagement Action Plan

During the coming year, we have prioritised a number of actions, designed to help us improve our practice and deliver the aspirations within this framework:

Consultation & Engagement Framework	Timeframe
Formal adoption of the framework following the public consultation	April 2020
<b>Consultation</b>	
Develop and introduce mechanisms for feeding back the results and impact of consultations to participants	Jan - April 2020
<b>Engagement and Civic Voice</b>	
Identify and assess options for supporting online civic engagement and implement a digital based civic voice programme	Jan - Sept 2020
Align to the digital inclusion work of the BRCD to ensure fullest participation and to build capacity	2020-2021
Research best practice community engagement and participation of young people	Jan 2020 - Dec 2020
Undertake at least 3 innovative pilots to test good practice	2020 - 2021
Consider processes for enabling residents to initiate issues	2020 - 2021
<b>Building Capacity</b>	
Develop a mechanism for sharing current good practice and support ongoing training and development	May 2020
Develop a Consultation and Engagement Toolkit and incorporate community engagement standards	May 2020
<b>Continuous Improvement</b>	
Align to Belfast Agenda - initial focus on community engagement and participation of the community and voluntary sectors	2020
Research and make recommendations for ongoing innovation in areas such as area based engagement and participatory budgeting	2020 - 2021

## Measures of Success

We want this framework to make a difference. We want people get involved in the decisions that affect them and we want it to have a positive impact on how people view the council. To help us assess whether it is making a difference, we will monitor the following:

How much did we do?	How well did we do it
<ul style="list-style-type: none"> <li>❖ Number of public consultations per annum</li> <li>❖ Number of responses to our consultation per annum</li> <li>❖ Number of focus groups or engagement panel exercises per annum (face-to face or online)</li> <li>❖ Numbers involved in focus groups and panels per annum</li> </ul>	<ul style="list-style-type: none"> <li>❖ % of consultation exercises where results are fed back to participants</li> <li>❖ Satisfaction with engagement processes*</li> <li>❖ Number of FOIs / complaints relating to consultation and engagement process*</li> <li>❖ Officers holding Consultation Institute CPD or Advanced Practitioners</li> </ul>
Is anyone better off?	
<ul style="list-style-type: none"> <li>✓ % of residents who agree that the council consults with and listens to views of local residents</li> <li>✓ % of residents who agree that they are able to have a say in how services are run in their local area</li> <li>✓ % of residents who rate council highly in terms of (a) reputation and (b) trustworthiness</li> <li>✓ % of residents who agree that the council provides good customer service</li> </ul> <p style="text-align: right;">Source: BCC Resident Survey</p>	

\* The purpose is to measure the robustness of process, not satisfaction with the outcome

In addition to monitoring the impact of our consultation and engagement, regular updates on the delivery of the action plan will be brought to the Corporate Management Team.

## Tell us what you think

We have put a lot of thought into this framework, but we are very much open to ideas and suggestions for improvement. Before we finalise and formally adopt this framework, we want to hear from you.

This framework is about making sure that people have a voice on the issues that affect them and can influence the services we deliver. Please tell us what you think by completing our online consultation at <https://yoursay.belfastcity.gov.uk/> or by getting in touch with us using the contact details below.



*Does this make sense?*

*Are we on the right track?*




*What do we need to do to  
make it easier for people to get involved and have their say?*

## Please tell us what you think

<https://yoursay.belfastcity.gov.uk/chief-executives/draft-engagement-framework>

### Contact us:

Strategic Policy, Planning and Partnership Team  
City Hall  
Belfast  
BT1 5GS

 [policy@belfastcity.gov.uk](mailto:policy@belfastcity.gov.uk)  
 028 9050 0525  
 [www.belfastcity.gov.uk](http://www.belfastcity.gov.uk)





<b>Subject:</b>	Draft Belfast Open Spaces Strategy (BOSS)
<b>Date:</b>	22 November 2019
<b>Reporting Officer:</b>	Nigel Grimshaw, Strategic Director of City and Neighbourhood Services
<b>Contact Officer:</b>	Ryan Black, Director of Neighbourhood Services Claire Sullivan, Policy and Business Development Officer

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

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

<b>1.0</b>	<b>Purpose of Report or Summary of main Issues</b>
1.1	The purpose of this report is to update Members on the progress of the draft Belfast Open Spaces Strategy (BOSS) and to provide an initial update on the findings of the public consultation on the draft strategy.
<b>2.0</b>	<b>Recommendations</b>
2.1	The Committee is asked to <ul style="list-style-type: none"> <li>Note the update provided.</li> </ul>
<b>3.0</b>	<b>Main report</b>
3.1	<u>Key Issues</u> Members are reminded that a report was brought to the March 2019 meeting of this Committee, which agreed the draft strategy and a 12-week consultation exercise on it.

3.2	<p><u>Background</u></p> <p>The Belfast Open Spaces Strategy (BOSS) is an update of the previous Open Spaces Strategy – ‘Your City, Your Space’ completed in 2005. Belfast City Council appointed AECOM to help prepare a new BOSS for the Council Area. The BOSS, including the data collected during its preparation, forms part of the evidence base for the Local Development Plan (LDP). The high level Green and Blue Infrastructure Plan also supports the LDP. The draft BOSS has evolved as a strategic document pitched at a city level. To help us produce this strategy we established a Strategy Advisory Group which was made up of external partners and stakeholders (statutory, community and voluntary organisations). We also set up an internal Strategy Oversight Steering group made up of officers from across the council to provide oversight and guidance.</p>
3.3	<p><u>Consultation exercise</u></p> <p>Given the linkages with the Green and Blue Infrastructure Plan (GBIP), it was felt that a joint public consultation exercise would be beneficial to maximise responses. The consultation questionnaire was designed to allow respondents to comment on either document or both. Members should note that the analysis of the GBIP is being undertaken by the Development Planning and Policy team and they will bring this separately to Committee.</p> <p>The consultation process commenced on Monday 17th June and was officially launched by the Lord Mayor at an event in Grove Bowling Pavilion on Tuesday 18th June 2019. The consultation was due to end on Friday 6<sup>th</sup> September (12 weeks), however towards the end of the consultation period, we received several requests from organisations asking for an extension to allow them to submit responses. To facilitate these requests the consultation period was extended by 2 weeks until 20th September 2019. During the consultation period we received a total of <b>96 responses</b>:</p> <ul style="list-style-type: none"> <li>• 67 responses via Citizen Space</li> <li>• 16 hard copy questionnaire responses</li> <li>• 13 general written submissions</li> </ul> <p>68 responses were from individuals, with 28 from groups/organisation.</p> <p>During the public consultation period, Officers attended 6 events across the city to raise awareness of the consultation and to get feedback from a wide range of users. These events were:</p> <ul style="list-style-type: none"> <li>• Summer Rose Fair - Sir Thomas and Lady Dixon Park</li> <li>• Sounds from Bank Square</li> </ul>
3.4	
3.5	

3.6	<ul style="list-style-type: none"> <li>• Summer Fun Day - Mount Eagles</li> <li>• A World Of Rhythms - CS Lewis Square</li> <li>• Summer Fun Day - Waterworks</li> <li>• Pride - Village at Custom House Square</li> </ul> <p>Consultation was also undertaken with the Youth Forum and a group from Age Friendly Belfast. At all these events people were asked to fill in a brief postcard questionnaire of three questions:</p> <ul style="list-style-type: none"> <li>• When you think of green spaces, which three words come to mind?</li> <li>• When you think of blue infrastructures, like waterways, which three words come to mind?</li> <li>• Do you have any suggestions on how to make our green spaces and blue infrastructure better?</li> </ul> <p>A total of <b>337</b> postcards were completed.</p>
3.7	<p><u>Initial consultation findings</u></p> <p>Members are advised that given the number of responses and the detail provided, it is taking longer to analyse the findings than originally scheduled. A detailed report will be brought to Committee in the coming months but initial high-level findings are outlined below.</p>
3.8	<p><b>Vision</b></p> <p>The strategy's vision, is that by 2035...<i>Belfast will have a well-connected network of high-quality open spaces recognised for the value and benefits they provide to everyone who lives in, works in and visits our city.</i></p> <ul style="list-style-type: none"> <li>• <b>70%</b> of respondents agreed or strongly agreed that the draft vision is appropriate</li> </ul>
3.9	<p><b>Strategic Principles</b></p> <p>Within the draft strategy seven strategic principles (SPs) have been proposed to provide the foundation and framework for achieving the vision, these are:</p> <ul style="list-style-type: none"> <li>○ SP1: Provide welcoming shared spaces</li> <li>○ SP2: Improve connectivity</li> <li>○ SP3: Improve health and well-being</li> <li>○ SP4: Support place-making and enhance the built environment</li> <li>○ SP5: Increase resilience to climate change</li> <li>○ SP6: Protect and enhance the natural environment</li> <li>○ SP7: Be celebrated and support learning</li> </ul>

3.10	<ul style="list-style-type: none"> <li>• <b>80%</b> of respondents agreed or strongly agreed that the 7 strategic principles are the correct ones to achieve the vision</li> <li>• <b>71%</b> of respondents agreed or strongly agreed that the 7 strategic principles addressed their priorities</li> </ul> <p><b>Headline actions</b></p> <p>A series of headline actions were developed under each of the 7 strategic principles and respondents were asked to what extent they agreed that these were the correct actions.</p> <ul style="list-style-type: none"> <li>• <b>73%</b> of respondents agreed or strongly agreed that they were the correct headline actions under SP1: Provide welcoming shared spaces</li> <li>• <b>70%</b> of respondents agreed or strongly agreed that they were the correct headline actions under SP2: Improve connectivity</li> <li>• <b>72%</b> of respondents agreed or strongly agreed that they were the correct headline actions under SP3 : Improve health and well-being</li> <li>• <b>61%</b> of respondents agreed or strongly agreed that they were the correct headline actions under SP4 : Support place-making and enhance the built environment</li> <li>• <b>74%</b> of respondents agreed or strongly agreed that they were the correct headline actions under SP5: Increase resilience to climate change</li> <li>• <b>75%</b> of respondents agreed or strongly agreed that they were the correct headline actions under SP6: Protect and enhance the natural environment</li> <li>• <b>67%</b> of respondents agreed or strongly agreed that they were the correct headline actions under SP7: Be celebrated and support learning</li> </ul> <p>The headline actions will be further developed following the finalisation of the strategy.</p>
3.11	<p><b>Equality screening and rural need analysis</b></p> <p>A draft equality screening and rural needs analysis were completed and were included within the consultation. The feedback provided will be analysed and the screenings updated as necessary.</p>
3.12	<p><u>Next steps</u></p> <p>Officers will continue the process of analysing the consultation findings and will update the draft strategy as required. It is anticipated that the full analysis of the consultation findings and the final strategy will be brought back to this Committee early in the new year for consideration and approval.</p>
3.13	<p><u>Financial &amp; Resource Implications</u></p> <p>The delivery of the BOSS will rely on existing budget, working collaboratively with partners and stakeholders and sourcing external/ partner funding over the life of the strategy.</p>

3.14	<u>Equality or Good Relations Implications/Rural Needs Assessment</u> The final strategy will be subject to an equality screening and rural needs assessment in line with the Council's process.
<b>4.0</b>	<b>Appendices – Documents Attached</b>
	None

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<b>Subject:</b>	<b>i)</b> Belfast Transport Hub – Proposed land transfer and licences, Belfast City Council to the Northern Ireland Transport Holding Company <b>ii)</b> 133 Mount Eagles Avenue – Land Transfer <b>iii)</b> Dunbar Link Depot – Proposed licence to Limelight Belfast Ltd for Emergency Escape
<b>Date:</b>	22 November 2019
<b>Reporting Officer:</b>	Sinead Grimes, Director of Physical Programmes
<b>Contact Officer:</b>	Pamela Davison/Celine Dunlop, Estates Team Leaders

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

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

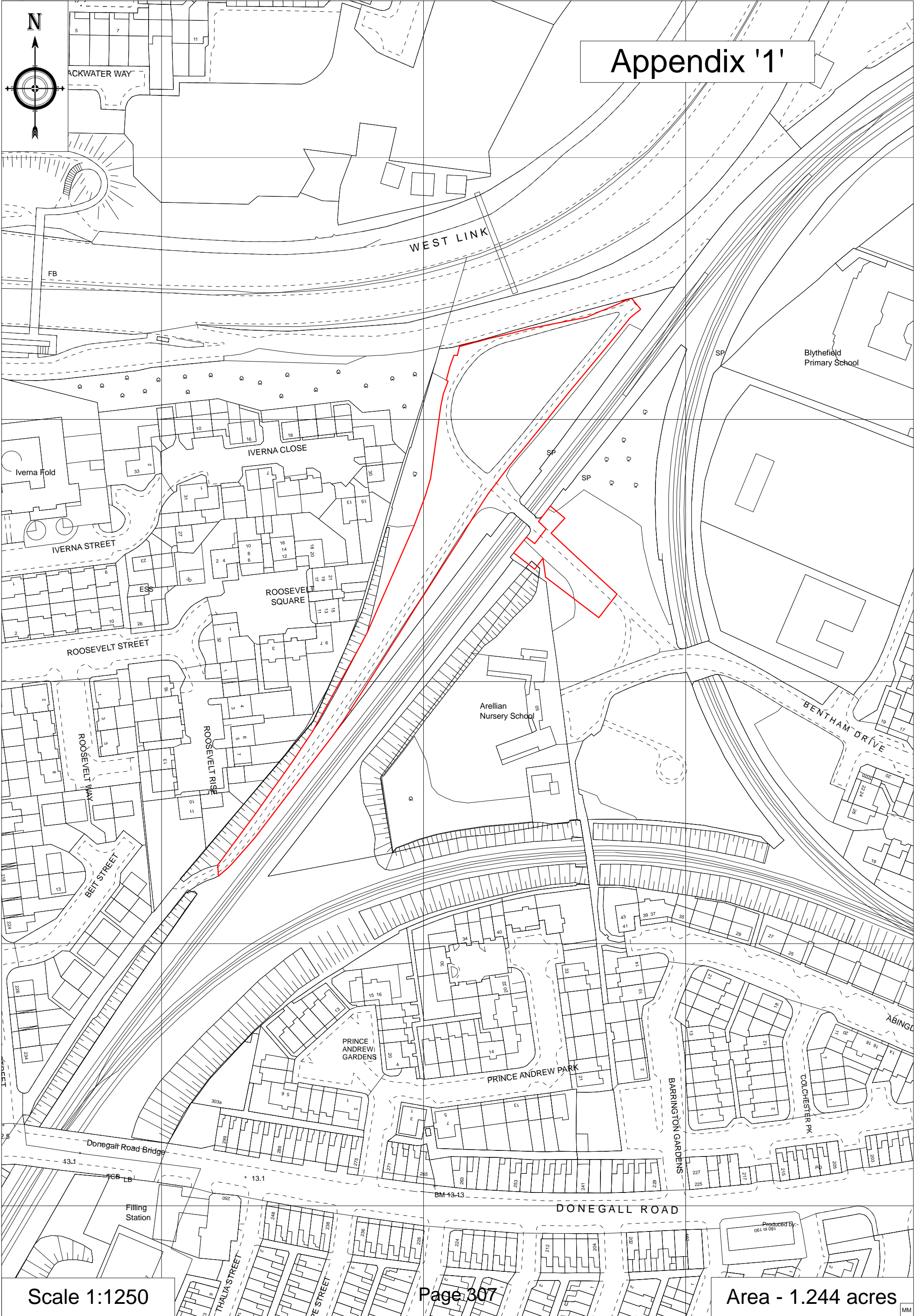
<b>1.0</b>	<b>Purpose of Report or Summary of main Issues</b>
1.1	The purpose of this report is to seek approval from Members to asset related disposal, acquisition and estates matters.
<b>2.0</b>	<b>Recommendations</b>
2.1	Committee is asked to - <b>i) Belfast Transport Hub – Proposed land transfer and licences, Belfast City Council to the Northern Ireland Transport Holding Company</b> - Approve the grant of licences to Northern Ireland Transport Holding Company (NITHC) on lands at the Blythefield Play Area as shown in Appendix 1.

	<ul style="list-style-type: none"> <li>- Approve the transfer of a plot of land to NITHC as shown in Appendix 2.</li> </ul> <p><b>ii) 133 Mount Eagles Avenue – Land Transfer</b></p> <ul style="list-style-type: none"> <li>- Approve the transfer of a small plot of grass land at Mount Eagles Open Space to the owner of an adjoining residential property known as 133 Mount Eagles Avenue.</li> </ul> <p><b>iii) Dunbar Link Depot – Proposed licence to Limelight Belfast Ltd for Emergency Escape</b></p> <ul style="list-style-type: none"> <li>- Approve a licence to Limelight Belfast Ltd for a period of 18 months for use of Council lands at Dunbar Link Depot to facilitate an emergency escape.</li> </ul>
<b>3.0</b>	<b>Main report</b>
<b>3.1</b>	<p><b>i) Belfast Transport Hub – Proposed land transfer and licences, Belfast City Council to the Northern Ireland Transport Holding Company (NITHC)</b></p> <p><b><u>Key Issues</u></b></p> <p>At its meeting on 27<sup>th</sup> November 2017 the SP&amp;R Committee approved the grant of a licence to NITHC to provide access to Council owned lands in the Blythefield Play Area. This was to facilitate the provision of a builder's compound for a period of up to 3 years and the lands were to be used solely in connection with the delivery of the Belfast Transport Hub. Since then, NITHC has obtained full planning consent and appointed a contractor with a start date of 1<sup>st</sup> January 2020. This has necessitated minor amendments to the licence terms notably:-</p> <ul style="list-style-type: none"> <li>(i) A 5 year licence on the proposed builders compound outlined red in Appendix 1 subject to a fee of £18,480 per annum.</li> <li>(ii) A 1 year licence on adjacent lands outlined red in Appendix 1 to facilitate proposed alterations to a footbridge over the railway line at Blythefield Park. The licence will be subject to a fee of £2,240 per annum.</li> </ul> <p>In addition, NITHC has requested the transfer of a 75.92 m<sup>2</sup> strip of land adjoining the bus access route to the Europa Bus Centre which is outlined red inn Appendix 2. A consideration of £1,000 plus reasonable legal costs has been provisionally agreed, subject to Council approval.</p> <p><b><u>Financial &amp; Resource Implications</u></b></p> <p>The legal documentation will be prepared by Legal Services on the instructions of Estates Management Unit. The licences will provide an income to Council of £20,720 per annum to the Council for the duration of the licences and the transfer will provide a capital receipt of £1,000.</p>



	<p><b><u>Equality or Good Relations Implications/Rural Needs Assessment</u></b></p> <p>None</p>
3.2	<p><b>ii) 133 Mount Eagles Avenue – Land Transfer</b></p> <p><b><u>Key Issues</u></b></p> <p>The owner of No 133 Mount Eagles Avenue has encroached onto an adjoining plot of grassland in Council ownership. This occurred when he realigned his side garden fence by approximately 1.0m in a southerly direction and in so doing encroached onto approximately 29m2 of Council owned land. The loss of the land to the Council will not affect the enjoyment of the remaining grassland and the erection of a new closed boarded 2.4m high fence provides an alternative boundary between Council land and the 133 Mount Eagles Avenue. The local Parks Area Manager has no objection to the proposed transfer.</p> <p><b><u>Financial &amp; Resources Implications</u></b></p> <p>The owner has agreed to a consideration of £1,350 and each party shall pay their own legal costs. The legal transfer will be undertaken by Legal Services on the instructions of Estates Management Unit.</p> <p><b><u>Equality or Good Relations Implications/Rural Needs Assessment</u></b></p> <p>None</p>
3.3	<p><b>iii) Dunbar Link Depot – Proposed licence to Limelight Belfast Ltd for Emergency Escape</b></p> <p><b><u>Key Issues</u></b></p> <p>At its meeting on 23 August 2019 the SP&amp;R Committee approved the granting of a 12 month licence for an emergency escape at Dunbar Link Depot to Limelight Belfast Ltd. The licence is required by Limelight Belfast Ltd to provide an emergency escape from the adjoining former Arnotts Warehouse which they intend to use as event space. Appendix 4 shows the extent of Dunbar Link Depot outlined red with the area to be granted under licence shaded yellow. The licence has not yet been finalised and Limelight Belfast Ltd have subsequently approached the Council wishing to extend the term to 18 months given the level of investment they are planning for the event space. An agreement has been reached with the Limelight Belfast Ltd to enter into a licence with a 18 month term, subject to a break option which can be exercised with 6 months notice and an annual fee of £10,000 per annum for up to 40 events and £200 per event thereafter per year.</p>
3.4	<p><b><u>Financial &amp; Resource Implications</u></b></p>

3.5	<p>The Council will receive a income of £10,000 per annum during the course of the licence, with an additional £200 per event thereafter.</p> <p><b><u>Equality or Good Relations Implications/Rural Needs Assessment</u></b></p> <p>None</p>
<b>4.0</b>	<b>Appendices – Documents Attached</b>
	<p>Appendix 1 – Map showing land to be licensed to NITHC outlined red.</p> <p>Appendix 2 – Map showing land to be transferred to NITHC outlined red.</p> <p>Appendix 3 - Map showing land to be transferred to owner of 133 Mount Eagles Avenue outlined red.</p> <p>Appendix 4 – Map showing the extent of Dunbar Link Depot outlined red with the area to be licenced to the Limelight Belfast Ltd shaded yellow.</p>



Appendix '1'

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## Appendix '2'

WEST LINK

SP

SP

SP

Scale 1:750

Page 309

Area - 75.92 m<sup>2</sup>

MM

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133 Mount Eagles Avenue, Belfast



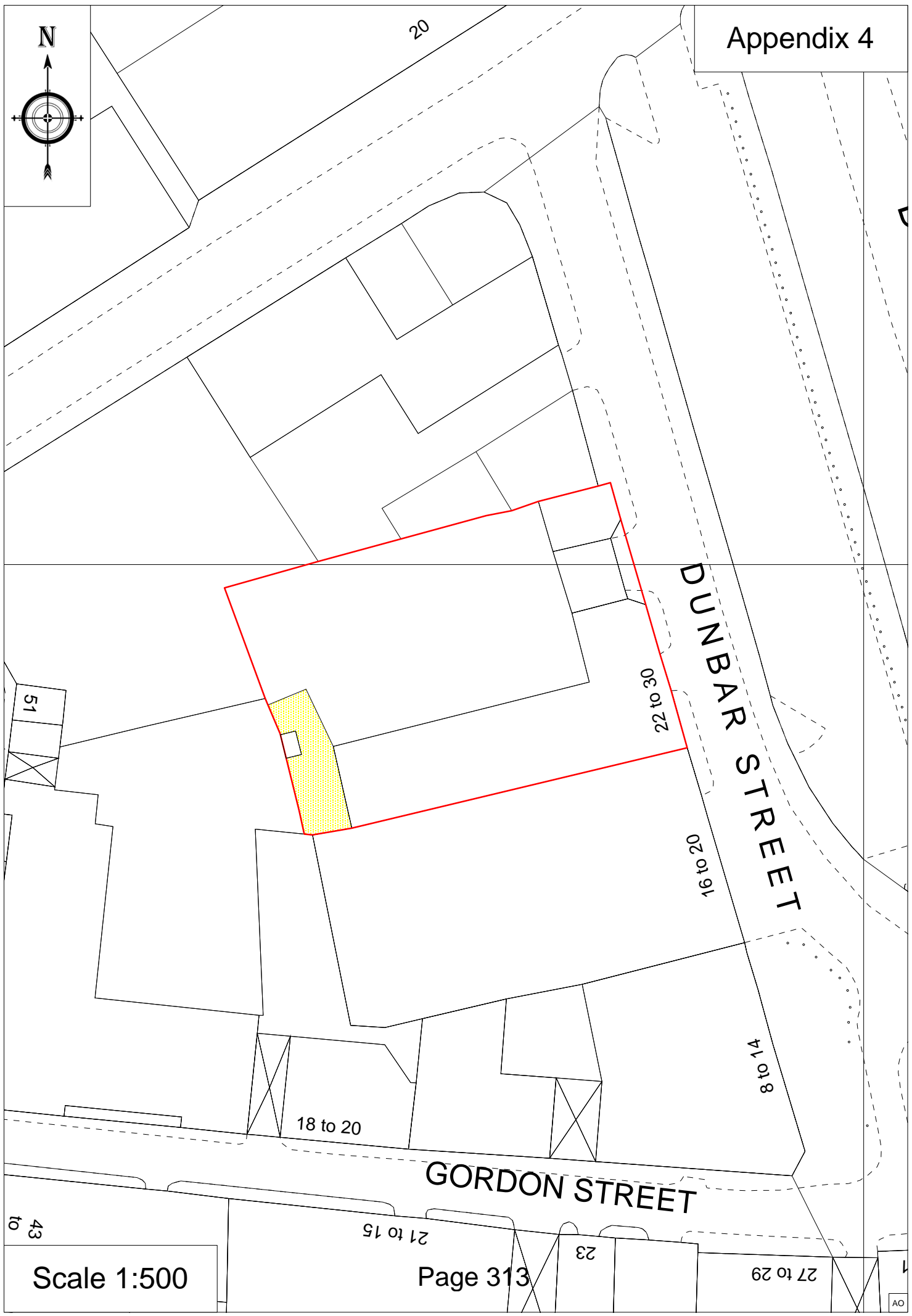
133

- Realigned Fence Line
- Encroached Area - 29.10 m<sup>2</sup>
- Grassland in BCC ownership - 67.25 m<sup>2</sup>

Scale 1:200

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**Belfast**  
City Council

<b>Subject:</b>	Contracts Update
<b>Date:</b>	22 November 2019
<b>Reporting Officer:</b>	Ronan Cregan, Deputy Chief Executive and Director of Finance and Resources
<b>Contact Officer:</b>	Noleen Bohill, Head of Commercial and Procurement Services

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

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

<b>1.0</b>	<b>Purpose of Report or Summary of main Issues</b>
1.1	<p>The purpose of this report is to:</p> <ul style="list-style-type: none"> <li>seek approval from members for tenders, direct award contracts and contract extensions relating to contracts over £30,000.</li> </ul>
<b>2.0</b>	<b>Recommendations</b>
2.1	<p>The Committee is asked to:</p> <ul style="list-style-type: none"> <li>Approve the public advertisement of tenders as per Standing Order 37a detailed in 4.0 Appendices <b>(Table 1)</b>.</li> <li>Approve the contract extensions as detailed in 4.0 Appendices <b>(Table 2)</b></li> <li>Approve the direct award contracts in line with Standing Order 55; Exceptions, as detailed in 4.0 Appendices <b>(Table 3)</b></li> <li>Note that the Committee has delegated authority in relation to the award of contracts.</li> </ul>

<b>3.0</b>	<b>Main report</b>
	<b><u>Key Issues</u></b>
3.1	Section 2.5 of the Scheme of Delegation states Chief Officers have delegated authority to authorise a contract for the procurement of goods, services or works over the statutory limit of £30,000 following a tender exercise where the council has approved the invitation to tender.
3.2	Standing Order 60(a) states any contract that exceeds the statutory amount (currently £30,000) shall be made under the Corporate Seal. Under Standing Order 51(b) the Corporate Seal can only be affixed when there is a resolution of the Council.
3.3	Standing Order 54 states that every contract shall comply with the relevant requirements of national and European legislation.
3.4	<u>Single Tender Actions (STA)</u> A review by the Food Standard Agency of Belfast Port Health Unit recommended the utilisation of electronic system to assist data capture, processing and storage. It will conform to the government's digital strategy and ensure the required functionality for Brexit. Secured funding for the purchase of the capital elements of the system must be spent by the end of the financial year. Also following market research by the Digital Services team the proposed Port Health Interactive Live Information System (PHILIS) is the only suitable system available in the market. For these reasons the Director recommended a direct award to Suffolk Coastal District Council who developed the PHILIS in house.
3.5	<b><u>Financial &amp; Resource Implications</u></b> The financial resources for these contracts are within approved corporate or departmental budgets
3.6	<b><u>Equality or Good Relations Implications/Rural Needs Assessment</u></b> None
<b>4.0</b>	<b>Appendices – Documents Attached</b>
	Appendix 1 – Table 1 Tenders to be Advertised Table 2 Table 2 Contract Extensions Table 3 Single Tender Actions

## Appendix 1

**Table 1 – Tenders to be Advertised**

<b>Title of Tender</b>	<b>Senior Reporting Officer</b>	<b>Proposed Contract Duration</b>
Tender for Consultancy Services for the Development of a Visitor Experience Plan for Belfast Value	Alistair Reid	8 months
Provision of Consultancy Services to Support the Development of the Inclusive Growth Strategy Value	John Tully	Up to 1 year
Delivery of a Transport Employment Academy Term	Alistair Reid	Up to 2 years
Tender for the supply, delivery and offloading of haylage, meadow hay and barley straw, Lucerne and Browse at Belfast Zoo.	Nigel Grimshaw	Up to 2 years
Tender for the manufacture, supply and delivery of skips	Nigel Grimshaw	Up to 3 years

**Table 2 Contract Extensions**

<b>Title of Tender</b>	<b>Senior Reporting Officer</b>	<b>Proposed Extension</b>
T1581 Collection and recycling of scrap metal and abandoned vehicles	Nigel Grimshaw	Until end February 2020 when a new contract will be in place

**Table 3 Single Tender Actions**

<b>Title of Contract</b>	<b>Supplier</b>	<b>Value of Contract</b>
Port Health Interactive Live Information System (PHILIS)	Suffolk Coastal District Council	£66,000 over 3 years

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<b>Subject:</b>	Update for Bobbin catering tender – outdoor coffee unit
<b>Date:</b>	22 November 2019
<b>Reporting Officer:</b>	John Walsh, City Solicitor/Director of Legal and Civic Services
<b>Contact Officer:</b>	Aisling Milliken, Functions and Exhibition Manager

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

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

<b>1.0</b>	<b>Purpose of Report</b>
1.1	This report provides information on the proposed coffee unit in City Hall grounds to be included in the Bobbin commercial catering tender. This was approved in principle at your meeting on 20 September 2019.
<b>2.0</b>	<b>Recommendations</b>
2.1	<p>The Committee is asked to:</p> <ul style="list-style-type: none"> <li>Review the information noted on the siting, scale and appearance of the unit and operating principles.</li> <li>Approve the inclusion of an outdoor catering unit in the grounds in the forthcoming Bobbin catering tender as a desirable addition with operational details to be finalised with the appointed franchisee.</li> </ul>

	<ul style="list-style-type: none"> <li>• Approve the leasing / sub-contraction of a self-contained unit for a trial period within the Bobbin tender.</li> </ul>
<b>3.0</b>	<b>Main report</b>
3.1	<p><u>Background Information</u></p> <p>The contract for the Bobbin is due to be re-let following the decision of SP&amp;R on the 25 January 2019. The Director of Legal &amp; Civic Services indicated at that meeting that he was exploring opportunities to increase revenue whilst enhancing the customer experience at City Hall.</p>
3.2	<p>At committee on 20 September 2019 members approved, in principle, to the inclusion of an outdoor coffee unit to be placed periodically in the grounds of City Hall into the forthcoming Bobbin catering tender. It was also agreed that a follow up detailed report would be presented to members for final decision.</p>
3.3	<p><u>Key Issues</u></p> <p>This unit would enable tourists and locals to avail of tea, coffee and tray bakes whilst enjoying the grounds of the City Hall. This self-contained unit would also provide revenue to the Council as part of the franchise tender and would be included as part of the contractual arrangement in respect of the Bobbin..</p>
3.4	<p><u>Visuals and specification</u></p> <p>To ensure the unit is not intrusive on the landscape of City Hall, the specification of the proposed unit would be small in size (approx. 8ft x 6ft). Officers will work in conjunction with the appointed Bobbin franchisee on the unit specifications, equipment and design. It is important that the unit colour scheme would be in keeping with the heritage palette of the City Hall building façade with colours of cream / grey / copper greens.</p>
3.5	<p><u>Location</u></p> <p>The proposed unit would be located along the West Façade of City Hall, beside the electric power outlet. The West façade is preferred over the East Façade due to the Visitor Exhibition being located on the East and the desire to not obscure the outlook from the East windows and that footfall is higher on the West façade.</p> <p>Visuals of potential units and a visual of a potential unit situated in the grounds are enclosed in Appendix 1.</p>

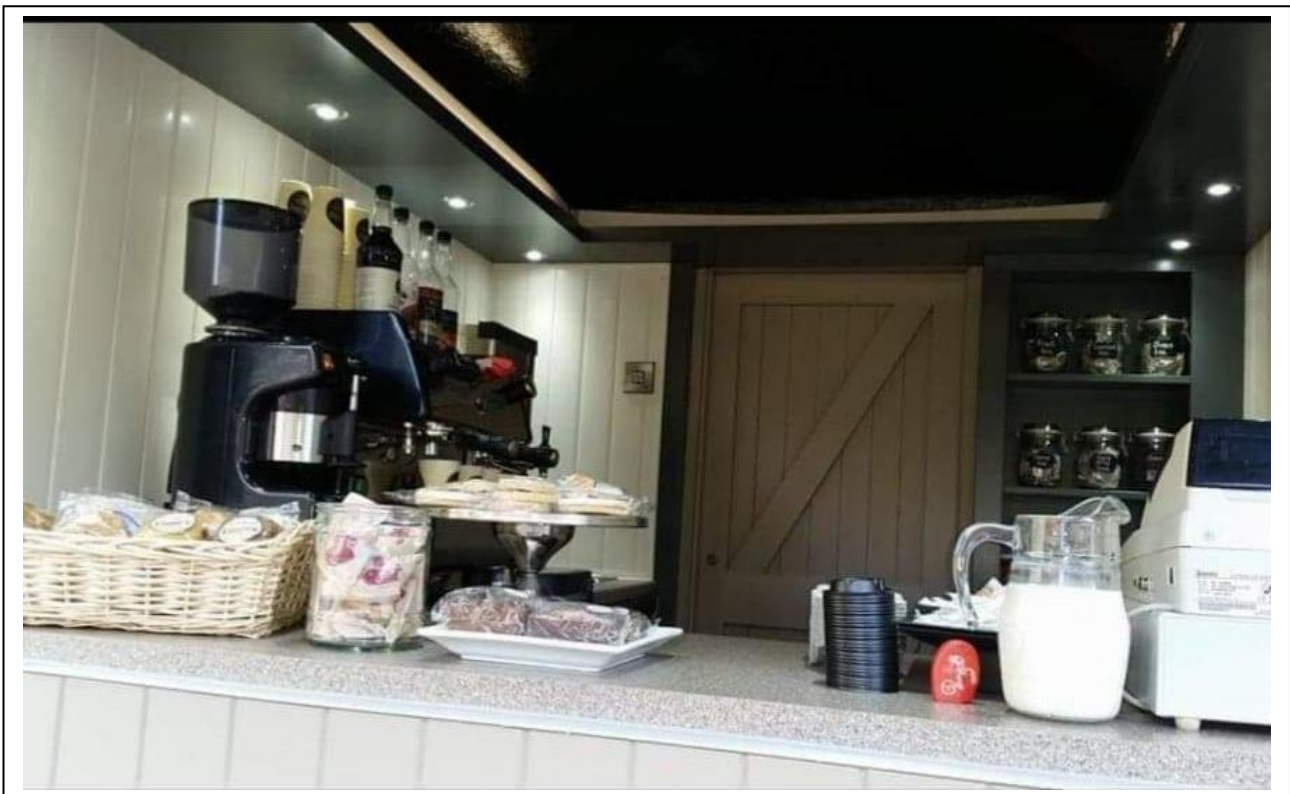


3.6	<p><b><u>Time Scales</u></b></p> <p>This unit would be present during events and busy months of footfall in the grounds (<i>dates pre-agreed with the franchisee</i>) however it would not be present during the annual Christmas and Spring Continental Market.</p>
3.7	<p><b><u>Financial &amp; Resource Implications</u></b></p> <ul style="list-style-type: none"> <li>Options will be looked at in terms of leasing a suitable unit or including it within the arrangements of the Bobbin contract.</li> </ul> <p><b><u>Equality or Good Relations Implications/Rural Needs Assessment</u></b></p>
3.8	<p>There are no direct good relations or equality implications arising from this report.</p>
4.0	<p><b>Appendices – Documents Attached</b></p>
	<p>Appendix 1 - Visuals of potential units and a visual of a potential unit situated in the grounds.</p>

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**Appendix 1**







<b>Subject:</b>	Response to Department for Communities' Section 75 Equality Action Plan Consultation Document
<b>Date:</b>	22 November 2019
<b>Reporting Officer:</b>	John Walsh, City Solicitor / Director of Legal & Civic Services
<b>Contact Officer:</b>	Sarah Williams, Governance & Compliance Manager; Lisa McKee, Democratic Services Officer

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

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

<b>1.0</b>	<b>Purpose of Report or Summary of main Issues</b>
1.1	To seek approval for the submission of a corporate response to the Department for Communities' (DfC) Section 75 Equality Action Plan Consultation Document.
<b>2.0</b>	<b>Recommendations</b>
2.1	<p>Members are asked to:</p> <ul style="list-style-type: none"> <li>note the content of the corporate response to the Department for Communities' (DfC) Section 75 Equality Action Plan <a href="#">Consultation Document</a>.</li> <li>approve the submission of the corporate response to DfC, if approval granted by SP&amp;R on Friday 22 November 2019, on a holding basis subject to approval by Council, to meet the submission deadline of 22 November 2019.</li> </ul>



<b>3.0</b>	<b>Main report</b>
3.1	<p><u>Background</u></p> <p>DfC has issued their Section 75 Action Plan for consultation which sets out an action plan to address the inequalities identified after undertaking an Audit of Inequalities. The key areas of priority are:</p> <ul style="list-style-type: none"> <li>• Economic inactivity and unemployment</li> <li>• Poverty and disadvantage</li> <li>• Area-based deprivation</li> <li>• Good relations</li> <li>• Sports &amp; arts</li> <li>• Housing</li> <li>• Public appointments</li> <li>• Community empowerment</li> </ul>
3.2	<p><u>Key Issues</u></p> <p>The Equality and Diversity Unit has prepared a draft corporate response (set out in <b>Appendix 1</b>). Key points include the need to further consider:</p> <ul style="list-style-type: none"> <li>• Infrastructure and community development</li> <li>• Partnership working</li> <li>• Cultural strategy</li> <li>• Place-based approaches</li> <li>• Equality data and impact</li> <li>• Outcomes-based accountability</li> </ul>
	<u>Financial &amp; Resource Implications</u>
3.3	None.
	<u>Equality or Good Relations Implications/Rural Needs Assessment</u>
3.5	Equality and good relations underpin the Council's work as demonstrated through the consultation response. Rural needs implications were not relevant in this case.
<b>4.0</b>	<b>Appendices – Documents Attached</b>



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## Section 75 Equality Action Plan Consultation Document

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August 2019

# Annex B: Department for Communities' Section 75 Action Plan 2019–2022 Response Template

## Response template

### Confidentiality of Information

The Department for Communities processes personal data in accordance with the General Data Protection Regulation and in most circumstances this means that personal data will not be disclosed to third parties.

Name	Lisa McKee
Position	Democratic Services Officer
Organisation	Belfast City Council
Address	Room 117 City Hall Belfast BT1 5GS

Do you agree with the actions that have been included in the draft Section 75 Action Plan?

Yes

No

**Are there any actions not included that you feel should be included? If so, please outline these below:**

#### Infrastructure and Community Development

Whilst the programmes and actions are welcome, we feel that a greater emphasis on community development is required to enable and equip particular individuals and communities to avail of the support and initiatives available. We are particularly conscious of the need to build confidence and resilience in young people generally and those further removed from the workplace. Joint initiatives with other government departments and community planning partnerships will be required to ensure a greater joined up person and community centred approach to addressing the inequalities.

It is important therefore, that any equality schemes build on this partnership working ethos from the outset. To ensure that this happens and is supported, a particular action design to put in place these building blocks and infrastructure is required. This could be captured under the action heading of “Community Planning” with bespoke actions included that are designed to support collaboration, understanding need and impact (see below) and addressing “voice poverty”. Community development is essential for effective community planning and we would welcome greater acknowledgment and support for this. In addition, we would suggest that there is a need for greater emphasis and support for community engagement, as part of community planning and over and above the focus on women’s empowerment.

Enabling seldom heard voices and those who are in voice poverty, would help address many of the inequalities and barriers that people face. Voice poverty is when people are unable to influence the decisions that affect their lives and are excluded from the decision-making process. It means that their voices are not heard, or even ignored, by decision makers. Often we speak to the communities that are easiest to reach and we know their views are not necessarily representative of the wider community. Government and the public sector need to do more to improve how we involve underrepresented groups, including young people in the LGBT+Q communities and minority ethnic communities. An action that relates to working partners with community planning partners to improve how we engage and involve community groups and organisations which work with those groups experiencing voice poverty would be welcome.

#### Partnership Working

We would encourage the ongoing partnership working between the Department and local government to co-design the delivery of actions to meet the needs of local areas as it is essential to ensure alignment between regional programmes and the local areas and labour markets.

#### Cultural Strategy

We are of the view that the Department should consider including the Council’s new ten-year Cultural Strategy which will create new investment models to grow a more sustainable cultural eco-system while also encouraging a more diverse and open definition of what we mean by culture.

### Place Based Approaches

The need for place based approaches should be recognised within the delivery of the actions. Opportunities to develop further place-based specific actions that will align to the work of the Belfast Region City Deal should also be considered.

### **Any other general comments you wish to make?**

### Equality Data and Impact

The Equality Scheme is written at quite a high level and greater consideration may be needed to delve into more specific equality groups and implications. For example, the document does not make reference to travellers or young people in/leaving care, both of whom face particular challenges and inequalities. Nor does it recognise the impact on people with multiple identities and how this impacts on inequality. A better understanding of the needs of particular groups and the interdependencies between S75 groups is needed if we are to make a real difference. However, this raises key issues regarding the availability and use of equality data.

The Council and our community planning partners have also found it challenging to access meaningful information at a local level across the various S75 categories. A joined-up approach to developing more effective data and, in particular measurements of impact, would be helpful in moving forward. This could perhaps be encapsulated within the community planning programme of work as referenced above.

### Outcomes Based Accountability

Embedding equality considerations within an OBA approach is another areas of development which would need further consideration as we move forward regionally through the Programme for Government and locally through community plans. For many of the programmes and interventions set out within the action plan, there is an opportunity afforded through community planning to co-design and support integrated delivery across government and within the community planning partners.

The Council remains committed to working with the Department to maximise the impact of community planning at both a city and local level. There are real opportunities to take a more co-ordinated and targeted approach to addressing many of the challenges facing the city including, for example, the “Local Works” agenda.

**Thank you for completing this proforma.**

Please return your completed proforma to  
**equality.unit@communities-ni.gov.uk** on or before **15 November 2019**

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**Belfast**  
City Council

<b>Subject:</b>	Requests for use of the City Hall and the provision of Hospitality
<b>Date:</b>	22 November 2019
<b>Reporting Officer:</b>	John Walsh, City Solicitor/Director of Legal and Civic Services
<b>Contact Officer:</b>	Aisling Milliken, Functions and Exhibition Manager

### Restricted Reports

Is this report restricted?

Yes ☐ No ☒

If Yes, when will the report become unrestricted?

After Committee Decision

After Council Decision

Some time in the future

Never

☐  
☐  
☐  
☐

### Call-in

Is the decision eligible for Call-in?

Yes ☒ No ☐

<b>1.0</b>	<b>Purpose of Report</b>
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 11 November 2019 which appear to the Function Management Unit to comply with the criteria previously established by the Committee and are recommended for approval.
<b>2.0</b>	<b>Recommendations</b>
2.1	<p>The Committee is asked to:</p> <ul style="list-style-type: none"> <li>approve the recommendations made in respect of applications received up to 11 November 2019 as set out in the attached appendix.</li> </ul>

<b>3.0</b>	<b>Main report</b>
	<u>Background Information</u>
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 <sup>rd</sup> June 2017 and 23 June 2019.
3.3	Members will also be aware that the Committee, at its meeting on 25 October 2019, agreed to the removal of civic wine receptions to Visit Belfast/ Tourism NI supported conferences dinners/ receptions for any future applications.
	<u>Key Issues</u>
3.4	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.
3.5	The schedule attached at Appendix 1 covers a number of applications for functions, which are scheduled for 2019, 2020 and 2021 are included in order to permit the organisers to commence their event planning and communications activity as early as possible.
3.6	It should be noted that 3 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 timescale involved, and are included in the schedule for information only.
3.7	<u>Financial &amp; Resource Implications</u>  The implementation of charging for external functions has commenced, in line with the Committee's decisions in the matter.
3.8	<u>Equality and Good Relations / Rural Needs Implications</u> There are no direct good relations, equality or rural needs implications arising from this report.
<b>4.0</b>	<b>Appendices – Documents Attached</b>



	Appendix 1 - Schedule of Function requests received up to 11 November 2019.
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## NOVEMBER 2019 CITY HALL FUNCTION APPLICATIONS

NAME OF ORGANISATION	FUNCTION DATE	FUNCTION DESCRIPTION	CRITERIA MET	ROOM CHARGE	HOSPITALITY OFFERED	CIVIC HQ RECOMMEND
<b>2019 EVENTS</b>						
Visit Belfast	22 November 2019	<b>Cruise Industry Networking Breakfast</b> - network event for Cruise ship shore excursion companies to boost cruise visitors into the City.  Numbers attending – 90-100	A & B	No  <i>£115 waived due to links with Visit Belfast</i>	No Hospitality	<i>Approved by Delegated Authority</i>  Approve No Charge No hospitality
Bal Feirste	14 December 2019	<b>French Bal Dance Celebration</b> – local community group dance celebration and show-case event.  Numbers attending – 50 - 100	B & D	No (Community, Not for Profit)	No Hospitality	<i>Approved by Delegated Authority</i>  Approve No Charge No hospitality
North Belfast Area Learning Community	15 December 2019	<b>Post 16 Cross Community Workshop on Resilience</b> – event to promote cross community engagement and education for post primary students in Belfast.  Numbers attending – 170	C	No (Community)	No Hospitality	<i>Approved by Delegated Authority</i>  Approve No Charge No hospitality
<b>2020 EVENTS</b>						
Malaysia Students Society of Northern Ireland	29 February 2020	<b>Malaysian Night 2020</b> – Annual cultural celebration and dinner for the Malaysian community in Belfast.  Numbers attending – 300	C & D	No (Community)	No Hospitality	Approve No Charge No hospitality
Self Help Africa	19 March 2020	<b>Launch of Twinning Programme for NI with the Teso Region of Uganda</b> – Launch event for the twinning of NI with Teso region to celebrate similarities.  Numbers attending – 100	C & D	No (Charity)	Yes, Tea Coffee and Biscuits	Approve No Charge Tea and Coffee Reception

## NOVEMBER 2019 CITY HALL FUNCTION APPLICATIONS

Ulster Society of Rugby Football Referees	18 April 2020	<b>70<sup>th</sup> Anniversary Dinner</b> – celebration dinner to mark 70 <sup>th</sup> anniversary of the Society.  Numbers attending – 150	C	No (Community, Not for Profit)	Yes, Wine Reception  <i>(celebrating significant anniversary)</i>	Approve No Charge Wine Reception
British Institute of Cleaning Science	28 August 2020	<b>Cleaning Operative of the Year Awards</b> – awards ceremony celebrating excellent industry standards in the province.  Numbers attending – 100	B & C	Charge £115	No Hospitality	Approve Charge £115 No hospitality
Belfast Central Mission	1 September 2020	<b>130<sup>th</sup> Anniversary Celebration</b> – celebration event to mark 130 <sup>th</sup> anniversary of the organisation in Belfast.  Numbers attending – 120	C & D	No (Charity)	Yes, Tea Coffee and Biscuits	Approve No Charge Tea and Coffee Reception
UACES	7 September 2020	<b>50<sup>th</sup> Annual Conference Drinks Reception</b> – welcome reception linked to conference celebrating 50 <sup>th</sup> taking place in Queen's University.  Numbers attending – 400	A & B	No  <i>£300 waived due to links with Visit Belfast</i>	Yes, Wine Reception  <i>(celebrating significant anniversary)</i>	Approve No Charge Wine Reception
European Institute for Advanced Studies in Management	8 September 2020	<b>Welcome Reception for the 11<sup>th</sup> International EIASM Public Sector Conference</b> – welcome reception linked to conference taking place in Queen's University.  Numbers attending –150	A & B	No  <i>£300 waived due to links with Visit Belfast</i>	No Hospitality	Approve No Charge No hospitality
Land and Property Services	14 September 2020	<b>47<sup>th</sup> Annual Registrars of Title Conference Dinner</b> – dinner linked to national conference taking place in Belfast.  Numbers attending –50	A & B	No  <i>£300 waived due to links with Visit Belfast</i>	No Hospitality	Approve No Charge No hospitality

## **NOVEMBER 2019 CITY HALL FUNCTION APPLICATIONS**

British Association for Cardiovascular Prevention and Rehabilitation	30 September 2020	<b>Annual Conference Reception</b> – welcome reception linked to national conference taking place in Belfast.  Numbers attending –100	A & B	No  <i>£300 waived due to links with Visit Belfast</i>	No Hospitality	Approve No Charge No hospitality
CAMHS, Belfast Health and Social Care Trust	9 October 2020	<b>CAMHS Service Improvement Celebration for Young People</b> – celebration event for young people contributing to the success of the organisation.  Numbers attending –150	C	Charge £115  <i>Public Sector</i>	No Hospitality	Approve Charge £115 No hospitality
Association of Upper Gastrointestinal Surgeons of Great Britain and Ireland	15 October 2020	<b>UGI 2020 conference Gala Dinner</b> – dinner linked to national conference taking place in Belfast.  Numbers attending 300 - 400	A & B	No (Charity)	No Hospitality	Approve No Charge No hospitality
Aisling Events	16 October 2020	<b>Belfast Homecoming Ambassador Banquet</b> – celebration event to recognise those living abroad who have contributed to the Belfast economy.  Numbers attending 300	C	Charge £825	No Hospitality	Approve Charge £825 No hospitality
<b>2021 EVENTS</b>						
Girls' Brigade	14 May 2021	<b>Queen's Award Presentation Ceremony</b> – awards event to celebrate the young people who have completed the Queen's Award.  Numbers attending – 300 - 350	C & D	No (Charity)	No Hospitality	Approve No Charge No hospitality

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<b>Subject:</b>	Requests for use of the rooms and grounds for Belfast City Marathon in 2020 and 2021
<b>Date:</b>	22 November 2019
<b>Reporting Officer:</b>	John Walsh, City Solicitor/Director of Legal and Civic Services
<b>Contact Officer:</b>	Aisling Milliken, Functions and Exhibition Manager

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

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

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To consider a request of the City Hall function rooms and grounds for the Belfast City Marathon Expo and Pack Collection in April 2020 and 2021.
<b>2.0</b>	<b>Recommendations</b>
2.1	The Committee is recommended to <ul style="list-style-type: none"> <li>approve the application by Belfast City Marathon.</li> </ul>
<b>3.0</b>	<b>Main report</b>
	<u>Background</u>
3.1	The Belfast City Marathon has been organised since 1982 by an organising committee

	involving Belfast City Council, Athletics Northern Ireland and other partners and sponsors. The event traditionally took place on the first bank holiday Monday in May.
3.2	The Committee, at its meeting on 27th June, 2018, agreed that, from 2019 onwards, the Belfast City Marathon would be held on a Sunday and approved a revised route for the event.
3.3	The Committee, at its meeting on 13th February, had approved a rolling reduction in the Council's financial commitment to the Marathon, from £26,000 in 2019 to zero support by 2025/26.
3.4	Belfast City Marathon previously held the Pack Collection and Expo at the City Hall in the days prior to the main event. This event was very successful in City Hall, receiving plenty of support from both participants, spectators and Belfast City Council staff. Marathon organisers have received numerous requests for the Expo and Pack Collection to return to City Hall.
3.5	In recent years organisers moved the Pack Collection and Expo to other locations including Sir Thomas and Lady Dixon Park and Mary Peters Track, however the space available was too small and organisers received complaints that sites were too far away from the city centre. Investigating private locations puts a strain on Belfast City Marathon financially as space needs to be booked in bulk.
	<u>Key Issues</u>
3.6	Benefits for Belfast City Marathon if approval is granted for Pack Collection and Expo to be located back in City Hall for 2020 and 2021.
3.7	With the change of day (Monday to Sunday) and route, the organisers believe the number of participants will increase enabling more international athletes to take part. In 2019 total participant numbers increased 20% on 2018 as follows; <ul style="list-style-type: none"> <li>▪ Marathon 4803 (65% increase)</li> <li>▪ Team Relay 12,055 (11% increase)</li> <li>▪ Walk 967 (8% increase)</li> <li>▪ 911 (4% increase)</li> </ul>
3.8	In 2019 total economic value to the City through our event was over £2million. Organisers believe that the event in 2020-2021 will continue to increase and having the Expo and Pack



	Collection at the City Hall would certainly assist with these numbers.
3.9	City Hall is an iconic landmark for the City and features heavily on marathon promotional material. The Marathon no longer starts at the City Hall, thus pack collection and expo provides an opportunity for participants to visit this landmark city centre venue. At other major European marathons, the Expo and Pack Collection takes place at an important landmark of their City to promote the City's tourism.
3.10	City Hall's central location is more accessible for all participants encouraging use of public and city centre parking. Consequently people can benefit from shopping, eating and other experiences which Belfast City Centre has to offer for that weekend.
3.11	City Hall functions rooms and grounds will enable organisers to plan for additional activities that benefits the attendees but also local traders and businesses.
3.12	Belfast City Marathon have requested the use of the three functions rooms and grounds for Pack Collection and Expo on 30 April to 3 May 2020 and 29 April to 2 May 2021.
3.13	If the Committee is minded to approve the application, then there would be no charge applied for the use of the functions rooms due to the Not for Profit nature of the organisation.
3.14	<u>Financial &amp; Resource Implications</u> There will be no cost to the Council in approving this request.
3.15	<u>Equality or Good Relations Implications</u> There are no direct good relations or equality implications arising from this report.
<b>4.0</b>	<b>Appendices – Documents Attached</b>
	None

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## **Minutes of Party Group Leaders Consultative Forum 14 November 2019**

### **Attendance**

#### **Members:**

Alderman Brian Kingston (Chair)  
Councillor Ciaran Beattie  
Councillor George Dorrian  
Councillor Billy Hutchinson  
Councillor Donal Lyons  
Councillor Nuala McAllister (for Cllr Long)  
Councillor Mal O'Hara  
Alderman Jim Rodgers (for Alderman Copeland)

#### **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  
John Tully, Director of City and Organisational Strategy  
Sean Dolan, Acting Director City Regeneration and Development  
Emer Husbands, Strategic Performance Manager (secretariat)

### **1. City Centre Connectivity Study**

The Acting Director of City Regeneration and Development updated the forum on the ongoing work to develop a City Centre Connectivity Study which had been presented to the City Growth and Regeneration Committee. This included the proposed process and engagement to develop the city centre future vision and the emerging work programme with DfC in relation to civic spaces. Members discussed the need to ensure any study on the city centre takes account of the impact on surrounding communities and asked that further engagement is carried out with these communities. The forum also referred to the need to get clarity from DfI on a transport plan for the city and agreed to invite them to a future meeting of the PGLCF in the new year.

### **2. Strategic Site Assessments**

The forum were provided with an overview on the ongoing work on the Strategic Site Assessment piece which was being undertaken. The Chief Executive outlined a number of decisions that the SP&R Committee would be asked to take at their November meeting in order to progress this work. This includes further areas of work required to deliver a

comprehensive programme of mixed used regeneration, both residential and commercial, around the city centre. It was noted that Party Group Briefings have also been held to discuss the proposals in more detail.

### **3. Finance**

#### **Quarter 2 Update**

The Director of Finance and Resources presented the 2019/20 quarter 2 financial position for the council and the forecast for the year end outturn. The recommendation to the November SP&R Committee will be that no reallocations or cash flow payments are considered until the quarter 3 position is presented to members in February 2020.

#### **Revenue Estimates and District Rate 2020/21**

The Director of Finance and Resources outlined the ongoing process to develop the revenue estimates and set the district rate for 2020/21. He provided an update on the efficiency savings that had been identified as part of the process, the business as usual cost pressures and the priority growth proposals. Following November SP&R the Director will be attending Party Group Briefings to discuss the proposed budgets in detail with members, and further reports will be brought back to the forum and SP&R in December 2019.

### **4. Statement of Progress – Belfast Agenda**

The Director of Organisational Strategy circulated a summary statement of progress document on the Belfast Agenda, which highlighted key actions and achievements over the past two years. The full document on progress will be presented to the November SP&R Committee.

### **5. Waste Collection** (Siobhan Toland and John McConnell attended for this item)

The Director of City and Neighbourhood Services provided a short presentation on the Waste Collection Service including an update on issues regarding missed bins as well as areas that are being targeted for improvement. The members commended the City Services Manager on his team's response to queries and requests. It was agreed that more focussed discussions on specific issues should be held with the area working groups at their meetings early in the New Year

### **6. Notices of Motion**

The City Solicitor circulated an updated proposal on a process for dealing with Notices of Motion and invited feedback or suggestions from members on the report.

## **7. Planning Update**

The Chief Executive updated the Forum on the live planning applications and informed the forum of the applications that were being presented to the Planning Committee this month. It was agreed that officers from the Planning Service should attend a future meeting of the forum to provide an update on their Improvement Plan.

## **8. AOB**

### **December Strategic Policy and Resources Committee**

The forum requested that given the date of the General Election that the December SP&R meeting is rescheduled and should take place week commencing 16<sup>th</sup> December 2019. It was agreed that a report recommending a new date that week would be brought to the November meeting for consideration.

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## Customer Focus Working Group

Wednesday, 6th November, 2019

### CUSTOMER FOCUS WORKING GROUP MINUTES

Members present: Alderman Rodgers (Chairperson); and  
Councillors Bunting, Flynn, Hanvey and Hutchinson.

In attendance: Mrs. R. Crozier, Customer Focus Programme Director;  
Mr. P. Gribben, Head of Digital Services;  
Mr. R. Kelly, Continuous Improvement Manager;  
Ms. K. Kennedy, Project Manager;  
Mr. M. Colligan, PA Consulting;  
Ms. M. McCann, Fathom;  
Mr. A. McCrea, Fathom; and  
Miss E. McGoldrick, Democratic Services Officer.

#### **Election of Chairperson**

After discussion, it was:

Moved by Councillor Bunting,  
Seconded by Councillor Flynn,

Resolved - That Alderman Rodgers be appointed to the position of  
Chairperson of the Working Group for the period ending in May, 2020.

Alderman Rodgers took the chair and thanked the Members for his appointment.

#### **Apologies**

No apologies were reported.

#### **Declaration of Interest**

No declarations of interest were declared.

#### **Update on Customer Focus Programme**

The Customer Focus Programme Director provided the Working Group with an update of the Customer Focus Programme to date. She reminded the Working Group that a report had been submitted to the Strategic Policy and Resources Committee which outlined the Programme's approach to the Equality Impact and Rural Assessment, customer engagement and the associated timeline, and a draft version of the 'Customer Vision' document that would be used throughout the draft consultation and engagement phase. She highlighted that further engagement with the residents of rural areas would also take place throughout the draft customer and engagement phase.

She presented the customer vision 'to provide easy to use and accessible services, whenever and wherever you need us' which related to the following objectives:

- First time Resolution - A joined-up service to get things right first time;
- Value for Money - Services that are cost effective and efficient;
- Accessibility for All - Services designed around needs; and
- Improvement – Feedback to improve our services.

She explained how the programme would transform the customer experience and outlined the components of the programme, such as the Customer Hub, Self-serve opportunities, online services, area based working and the improvement of service through standards.

She informed the Working Group of the current work being undertaken during the design and implementation phase and highlighted the requirement to future proof services through design refinement.

During discussion, the Customer Focus Programme Director explained further the proposed shift in organisational culture to put the customer first and the customer charter staff training, together with the research and benchmarking exercises which had been undertaken to support this.

During further discussion, Members highlighted the need for complaint reporting and governance, such as oversight by the Audit and Risk Panel or quarterly reports to the Strategic Policy and Resources Committee. The Customer Focus Programme Director advised that a review of the complaints process formed part of the programme and governance arrangements would also be considered.

The Working Group noted the information which had been provided.

### **Workshop Exercises**

After the presentation, the Working Group was provided with a recap of findings from the previous workshop and undertook a range of Workshop Exercises to discuss how the Customer Hub could improve and enhance the work of Elected Members and find new ways of working.

The Working Group noted that the findings would be analysed and presented at a future meeting and that any further feedback should be sent to the Customer Focus Programme Director.

### **Date of Next Meeting**

The Working Group noted that forthcoming meetings would take place on 8th January and 5th February.



## **Public Awareness Campaign on the Responsible use of Fireworks**

- to actively promote a public awareness campaign on the responsible use of fireworks – including specific information on the legal consequence of misuse; the impact of fireworks on vulnerable people and animal welfare; and precautions that can be taken to mitigate risks.
- to write to the UK Government urging them to introduce legislation to limit the maximum noise level of fireworks to 90dB for those sold to the public for private displays
- to encourage local suppliers of fireworks to stock 'quieter' fireworks for public display.

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