

# Public Document Pack

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



**Belfast  
City Council**

5th June, 2020

## **PEOPLE AND COMMUNITIES COMMITTEE**

Dear Alderman/Councillor,

The following is a list of reports with recommendations which were due to be considered by above-named Committee on Tuesday, 9th June, 2020.

These decisions will now be taken by the Chief Executive in accordance with the authority delegated to her by the Council.

A table of Recommendations to Committee will also be sent separately by email and these should be completed by Party Leaders and returned by the deadline indicated in the email.

Yours faithfully,

SUZANNE WYLIE

Chief Executive

## **AGENDA:**

### **1. Routine Matters**

- (a) Declarations of Interest

### **2. Restricted**

- (a) 'Wild Lights' Show - Botanic Gardens December 2020 - January 2020  
(Pages 1 - 4)

### **3. Committee/Strategic Issues**

- (a) Update - Action on Avoidable Winter Deaths (Pages 5 - 10)
- (b) Boxing Strategy Action Plan 2020/2021 (Pages 11 - 26)
- (c) Minutes of the Strategic Cemeteries and Crematorium Working Group  
(Pages 27 - 34)

(d) Affordable Warmth Scheme Update (Pages 35 - 46)

4. **Operational Issues**

(a) The Health Protection (Coronavirus, Restrictions) Regulations (Northern Ireland) 2020 (Pages 47 - 50)

(b) Sally Gardens Maintenance Update (Pages 51 - 54)

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

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<b>Subject:</b>	Update - Action on Avoidable Winter Deaths
<b>Date:</b>	9 <sup>nd</sup> June 2020
<b>Reporting Officer:</b>	Ryan Black, Director Neighbourhood Services, CNS
<b>Contact Officer:</b>	Kelly Gilliland, Neighbourhood Services Manager/ Andrew Steenson, Project Development Senior Officer, BH DU

<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"/>

1.0	Purpose of Report or Summary of main Issues
1.1	At the meeting of the People and Communities Committee on 3 <sup>rd</sup> December 2019, Members noted progress being made in developing a targeted project to address avoidable winter deaths in the city and agreed to support the communication of winter messages and services.
1.2	This report provides Members with an insight in to action taken in delivering this project, in advance of the full evaluation, which is currently being finalised. The evaluation will form the basis for winter planning in 2020/21 and include a series of recommendations for statutory, community, voluntary and private sector organisations to adopt, in supporting a collaborative approach to mitigating the impacts of cold weather on those who are most vulnerable.

<b>2.0</b>	<b>Recommendations</b>
2.1	<p>The Committee is asked to:</p> <ul style="list-style-type: none"> <li>Note the content of this report by way of update.</li> </ul>
<b>3.0</b>	<b>Main Report</b>
	<b><u>Background</u></b>
3.1	<p>Within the Belfast Health and Social Care Trust (BHSCT) area, the recorded number of excess winter deaths increased by 220% between 2015/16 and 2017/18. The figure of 320 excess winter deaths in 2017/18 was the second highest recorded figure since the major flu epidemic of 1989.</p>
3.2	<p>The National Institute of Clinical Health Excellence (NICE) set out guidance under NG6 (Excess winter deaths and illnesses associated with cold homes) for preventing avoidable excess winter deaths. Central to this approach is a requirement to work collaborative across sectors and geography's to identify those most vulnerable to cold weather, due to living in cold homes. For these reasons the establishment of a cross-sectoral project to address avoidable winter deaths was agreed within the Living Here Board.</p>
3.3	<p>The working title of 'Belfast Warm and Well' was assigned to the project and work areas were developed in line with the recommendations identified in NG6 and grouped under four headings: intelligence; coordination; service delivery and communication. This report provides a summary of action taken to date under each heading and the next steps in the expanding the implementation of this work.</p>
	<b><u>Progress to date</u></b>
3.4	<p><b>Intelligence</b> – identifying people who are vulnerable to the risk factors associated with avoidable winter deaths:</p> <ul style="list-style-type: none"> <li>Data associated with the risk factors for avoidable winter deaths were mapped to identify areas of focus, allowing for a citywide project and a targeted focus. The areas of focus identified were Shankill and Andersonstown;</li> <li>Community assets from across statutory, community, voluntary and private sectors, were identified from within the areas of focus and contacted with information on the project and requested to support raising awareness within their community;</li> </ul>

<p>3.5</p>	<ul style="list-style-type: none"> <li>• Outcome domains linked to the evaluation process for the project were created in keeping with the outcome based accountability approach supported within the Belfast Agenda; and</li> <li>• An evaluation framework and data gathering template was created and completed to capture information on people referred to the project.</li> </ul> <p><b>Coordination</b> – developing a referral pathway for people who are vulnerable, by agreeing to a Single Point of Contact (SPoC):</p> <ul style="list-style-type: none"> <li>• A referral and assessment process was delivered and implemented, in line with the guidance of NG6;</li> <li>• Key stakeholders and services were identified and a series of engagement activities undertaken to inform the process, including the hosting of information sessions within each of the areas of focus and with existing partnerships such as the Healthy Ageing Strategic Partnership.</li> <li>• A cross sectoral project team was established with representation from statutory, community and voluntary sectors, including community representation from the areas of focus;</li> <li>• A critical friend (East Ayrshire) was identified as an example of best practice and provided advice throughout the development of the referral pathway.</li> </ul>
<p>3.6</p>	<p><b>Service Delivery</b> – ensuring people who are vulnerable receive the services and support they need.</p> <ul style="list-style-type: none"> <li>• A specification for the single point of contact was developed following engagement with key stakeholders, including the hosting of a process mapping workshop to consider alignment with related work currently being taken forward by partners;</li> <li>• A process map was created to manage the flow and timescales for referrals, assessments and subsequent service delivery;</li> <li>• With support from the Health and Social Care Board (HSCB) and Public Health Agency (PHA), National Energy Action were appointed in the role of the single point of contact.</li> <li>• A service delivery plan was developed and implemented between the period of 1<sup>st</sup> December to 11th March, at which time the service delivery was reduced due to Covid-19. During this time a total of 91 households were referred to the project, with 54% of referrals coming from the 20% most deprived areas of the city. 11% of referrals come from the 20% least deprived areas, supporting local and nationally guidance that this issue is more complex than a straight correlation to poverty. 66%</li> </ul>

of referrals were from north and west Belfast, with 15% specifically from the Shankill and Andersonstown areas. 66% of the people referred were recorded as having at least one of the main health conditions identified as high risk for avoidable winter deaths by NICE.

3.7

**Communications** – raising awareness of risk factors associated with avoidable winter deaths through a multi-agency winter communications plan.

- A communication plan was developed and implemented with support from a range of partners including the Belfast Health and Social Care Trust and the Health and Social Care Board. A series of messages were identified highlighting the risk factors of winter deaths and shared across stakeholders utilising a range communication channels.
- A leaflet for the Belfast Warm and Well project was designed and circulated across key stakeholders and within the areas of focus. The leaflet provided details of how to make a referral, either for yourself or on behalf of someone else. 33% of referrals received were self-referrals, with a further 32% being referred by health partners and 26% by community and voluntary partners.
- A directory of services related to winter was developed with support from the Healthy Ageing Strategic Partnership and circulated to key stakeholders.

**Next steps**

3.8

The full evaluation of the Belfast Warm and Well project is currently being undertaken, using a series of qualitative and quantitative methods and once complete will be shared with key stakeholders including the Living Here Board and Members, over the summer.

Included within this will be a series of recommendations based on learning from the project and action required to fully implement the guidance set out by NICE in NG6, such as the recommendation to development of a strategy and year round action plan to address avoidable winter deaths, with work already underway in planning for next winter / cold weather period.

Given the complex nature of factors which impact on avoidable winter deaths, there is a need to consider the areas health, housing and energy, alongside social and economic factors such as job training, employment and income. Engagement with the relevant Departments responsible for these areas will be critical in supporting the full



	implementation of the recommendations set out by NICE and the reduction in vulnerability to risk of avoidable winter deaths. As will taking learning from how city partners have collectively responded to the Covid-19 outbreak and building on the structures which have emerged and relationships which have been created and/or strengthened.
3.9	<p><u>Financial &amp; Resource Implications</u></p> <p>There are additional financial or resource implications contained within this report.</p>
3.10	<p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p> <p>There are no equality, good relations or rural needs implications contained within this report.</p>
<b>4.0</b>	<b>Appendices – Documents Attached</b>
	None

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<b>Subject:</b>	Boxing Strategy Action Plan 2020 2021
<b>Date:</b>	9 June 2020
<b>Reporting Officer:</b>	Nigel Grimshaw, Strategic Director City and Neighbourhood Services Department
<b>Contact Officer:</b>	Ryan Black, Director of Neighbourhood 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>
	This report is to provide an update on plans to implement the Belfast Boxing Strategy for the current financial year as agreed by the Steering Group Members.
<b>2.0</b>	<b>Recommendations</b>
	The Committee is asked to confirm the draft action plan for implementation and to note the release of £200,000 for delivery of the action plan.

3.0	<p><b>Main report</b></p> <p><u>Background</u></p> <p>3.1 Council agreed, through the January 2018 Strategic Policy and Resources Committee, to provide £200,000 to the Irish Athletic Boxing Association Ulster Branch (IABA) for delivery of an agreed action plan supporting the Belfast Boxing Strategy and this amount was set aside in the revenue estimates for the current financial year. IABA, along with other sporting bodies and their member clubs, is complying with current legislation and guidelines for participation in their activities. The majority of the planned activities are not available for delivery at this time, the full time development officer continues to work with clubs and groups on development and planning activities and the full time coach is delivering on line activities. The most significant change to this year's plan is recruit an additional school/community coach which will assist with outreach activities in the lead up to the European Youth Championship in Belfast in 2022. The majority of the planned activities for Q1 and Q2 have been rescheduled to Q2 and Q3, this matches the seasonal nature of boxing in a typical year.</p> <p>3.2 The IABA provided Council Officers with a detailed breakdown of programmes to be delivered across this financial year under six main areas.</p> <table border="1" data-bbox="268 898 1409 1319"> <tr> <td>Salary – Development Officer and coaches</td> <td>£87,500</td> </tr> <tr> <td>Pathways</td> <td>£27,000</td> </tr> <tr> <td>Events</td> <td>£42,000</td> </tr> <tr> <td>Coach Education</td> <td>£13,000</td> </tr> <tr> <td>Club Support</td> <td>£24,500</td> </tr> <tr> <td>Governance</td> <td>£6,000</td> </tr> <tr> <td>Total</td> <td>£200,000</td> </tr> </table> <p>3.3 The Belfast Boxing Strategy Steering Group will be able to meet quarterly, using online applications, to discuss issues around planning and delivery. The Steering Group is chaired by the Director of Neighbourhood Services with Council Officers, IABA Officers and Officials and Co. Antrim Board Officials attending.</p> <p>3.4 <b>Monitoring</b> The Leisure Development Unit works directly with IABA officials to verify reporting on performance and finance and provides detailed reports for discussion at the Steering Group.</p> <p>3.5 <b>Performance</b> Council agreed a total of 37 Indicators with IABA to monitor delivery of the programmes. Summary of Q1 activities is listed at the bottom of Appendix 1. IABA will continue to comply with reporting requirements and it is intended to present their performance report to committee at the end of Q3 and Q4.</p>	Salary – Development Officer and coaches	£87,500	Pathways	£27,000	Events	£42,000	Coach Education	£13,000	Club Support	£24,500	Governance	£6,000	Total	£200,000
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3.6	<p><u>Financial &amp; Resource Implications</u></p> <p>A total of £200,000 is available within the current financial year to support the Action Plan.</p>
3.7	<p><u>Equality Impact or Good Relations/Rural Needs Assessment</u></p> <p>The strategy was equality screened in line with the Council's equality process. The screening showed that there were potential adverse impacts on a number of groups including females and people with a disability and mitigating actions were added to the strategy. An equality screening was undertaken prior to the decision on funding for 19/20. Findings showed that progress was made in increasing the participation of underrepresented groups. The IABA continue to target underrepresented groups with particular focus on the events and non-contact programmes. Specific reporting has been implemented to demonstrate the increasing levels of participation among females. The three Belfast clubs which had been affiliated to the Northern Ireland Boxing Association (NIBA) have re-joined the IABA and are now supported through the Strategy action plan and access Council Sports Development funding.</p>
4.0	<p><b>Appendices – Documents Attached</b></p>
4.1	<p>Appendix 1. Belfast Proposed Quarterly Breakdown 2020 2021</p> <p>Appendix 2. BCC Boxing Strategy Strategic Plan for 2020-2021</p>

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	BCC Funds	IABA Proposed Eligible Item	Quarterly breakdown	Subtotals
Salary/posts	£87,500	1 Full Time – Development Officer	Continuous throughout the year	35,000 approx.
		1 Full Time- Boxing Coach	Continuous throughout the year	23,000 approx.
		1 Full Time- Boxing Coach (6-month post)	Continuous throughout the year	11,500 approx.
		Project Management Fee	Continuous throughout the year	18,000 approx.
Pathways (Boxer, Volunteers and Officials)	£27,000	Provision of 2 Squads	We hope to run this much earlier in the year and start early within Q3	6,000
		Talent Events	The talent events will be run off the back of the 3 squads this is projected to happen in later Q3 or Q4	6,000
		Volunteer Education Event	We are hoping to run this event before the end of the current calendar year and would see this happening in Q3	8,000
		Volunteer Recognition Event	This will happen towards the end of Q4 as this is towards the end of the boxing season where we will recognise the achievements of volunteers within the sport.	3,000
		Referees and Judges Course	We have proposed to run this in Conjunction with the Antrim 3's the same as last year we would hope to run these in Q3	4,000
		Events	£42,000	
Coach Education	£13,000	Talented coach mentoring and training	We hope to run a few online workshops in Q1/Q2 for coach education should this permit and will run camps and additional learning once boxing resumes. These will mostly happen in Q3/Q4	3,000
		20 new Coaches	We hope to have a course going as soon as boxing resumes possibly in Q2 if not Q3 as we have seen interest in a course from our clubs.	4,000
		Informal Coaching and Volunteer Education	We will run some informal courses throughout the year some we plan to do online via zoom conference in Q2 but as most of these need to be classroom based, we plan to run in Q3 & Q4.	6,000
Club Development & Grassroots	£24,500	Coaching Events: Try it Events Non-contact in Schools Belfast Day of Boxing	Continuous across the year, events, try it days, taster sessions and day of boxing planned with our coaches. Due to the current climate these will most likely happen in Q3 & Q4.	8,000
		Club Grant Aid Scheme	Due to the current climate It will be unlikely we will roll out our summer membership growth programme but would run one later in Q3 and early Q4 as normal.	16,500

**\*\* All plans may be subject to change depending on Government advice with regards to COVID-19\*\***

Governance	£6,000	Club Mark Accreditation	Continuous across the year we will work with 2 clubs to get them club mark accredited. We will work with all currently with all other clubs for reaccreditation.	1,000
		Holiday Camps	The normal good relations day will most likely not happen in the summer and we would like to try and run this during the Halloween mid-term break in <b>Q3</b>	5,000
<b>Total</b>	<b>£200,000</b>			<b>200,000</b>

**Quarter 1 work to date:**

- Regular Social media updates to Belfast Clubs on COVID-19 and what is going on
- Weekly workout videos from 2 community coaches (both strategy and EBA)  
1<sup>st</sup> videos gained: people reached: 16,000, views 6,600 views and people who watched video to end 1,993.  
2<sup>nd</sup> videos gone out just this Monday so far: people reached 13,441 views = 4,500 people watching video to the end = 1,301.  
3<sup>rd</sup> video gained: people reached: 7,668, views 2,600, people who watched to the end = 508
- Emailed out all clubs who had spoken to office staff with concerns about rent (explained about IABA letter).
- Working closely with County Antrim to launch website format which will be ready to go in early May.
- Spoke with all Belfast Clubs to let them know we are still working and will help with anything we can also let them know about upcoming webinars and work we are completing.
- Assisted various Belfast clubs with application to sport NI for relief funding which is now closed.
- Spoke with Belfast Clubs regarding club mark for those who are not yet involved. (Albert Foundry, City of Belfast, Tullycarnet).
- Consistent funding information going out to clubs as and when we receive it.
- Our workforce officer has run a number of zoom seminars with many Belfast clubs involved (Nutrition, Financial Management & Mental health and resilience).
- Work with all clubs who are due accreditation in the coming weeks.



Belfast Boxing Strategy 2020-2021 Plan  
SUMMARY OF STRATEGIC CHALLENGES, AIMS AND KPIS

Strategic Challenge	Pathways	Coach Education	Club Development and Grassroots	Governance
Strategic Aims	1.0 To have an effective efficient Pathway to engage and nurture talent within Belfast 2.0 To recruit, train and sustain active volunteers, who are trained to best practice standards within Belfast 3.0 To recruit, train and sustain active officials, who are trained to the highest standards within Belfast	4.0 To recruit, train and sustain active coaches, who are trained to the highest standards within Belfast	5.0 To grow and sustain club membership within Belfast	6.0 To promote and sustain Good governance standards within Belfast boxing clubs.
KPI'S	<ul style="list-style-type: none"> <li>• To run 2/3 talent squads in Belfast</li> <li>• To run competitive opportunities for Belfast talent squads</li> <li>• To monitor numbers of boxers getting free elite gym membership</li> <li>• No of boxers obtaining support for sport grants</li> <li>• 1 volunteer education event with 30 clubs represented</li> <li>• 1 volunteer recognition event with 30 clubs represented</li> <li>• Officials to receive training in line with world standards and systems.</li> <li>• 20 new referees and judges per year</li> <li>• Training for volunteers/committee members in line with best practice skills and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 coaches to received talented coach bespoke training and mentoring</li> <li>• 20 new coaches to be trained each year</li> <li>• Online coaching area to be updated on a regular basis.</li> <li>• 50 new people to access online resources per year</li> <li>• Increase the number of female coaches (5 this year target 7 next)</li> <li>• New inclusive boxing module to be rolled out to clubs and volunteers.</li> </ul>	<ul style="list-style-type: none"> <li>• 120 participants at come and try it event</li> <li>• 1200 pupils to take part in non-contact boxing</li> <li>• 120 participants at Belfast boxing open day</li> <li>• No. of new clubs to be developed per year and to avail of seeding grant- target 2</li> <li>• No. of clubs to obtain equipment grants per year- target of 4</li> <li>• No of clubs to obtain-membership growth grant- target of 22.</li> <li>• Monitor the no. of new clubs</li> <li>• 80 of new members to boxing within Belfast.</li> <li>• 30 of clubs availing of the grant aid above.</li> <li>• 8 clubs to apply for support for sport grant per year</li> <li>• 180 participants on holiday camps per annum</li> </ul>	<ul style="list-style-type: none"> <li>• 2 clubs to attain Club mark accreditation or reaccreditation per year</li> <li>• Delivery of good relations programme to 180 participants within the holiday camps.</li> </ul>
Budgets	£27,000- Pathways & £42,000- Events	£13,000	£24,500	£6,000
Salaries				£87,500
Total				£200,000

\*\* All plans may be subject to change depending on Government advice with regards to COVID-19\*\*

Belfast Boxing Strategy 2020-2021 Plan

STRATEGIC CHALLENGE NUMBER 1: PATHWAYS- FROM GRASSROOTS- TALENT-ELITE (BOXERS, VOLUNTEERS AND OFFICIALS)

1.0 Aim				
1.0 To have an effective, efficient pathway at all levels of boxing within Belfast, helping to engage and nurture talent.				
Action	KPI	Partners, Roles and Responsibilities	Target Audience	Resource/Budget/eligible cost
<p>1.1 To provide talent squads within Belfast at a range of age groups, linking into the IABA performance pathway and talent ID Testing.</p>	<p>To run talent ID Testing to select boxers for the following talent squads.</p> <p>Boy 1,2&amp; 3 (11-14) x 2 (Novice Boys 0-6 bouts &amp; Open Class boys 6+ Bouts)</p> <p>Girl 1,2&amp; 3(11-14)</p> <p>Also, to link in with UHP camps in which Belfast Boxers will be part of also.</p>	<p>IABA Assistant HP Coach in Ulster will train all talented coaches taking the talent squad training sessions in the assessment and talent ID process.</p> <p>All Squads will also be tested in line with similar tests carried out for senior elite athletes within the Ulster High Performance System, this way exposing young boxers to HP System and likely fitness and training tests from a younger age.</p>	<p>All Belfast Clubs who cater for the following age groups:</p> <p>Boy 1,2&amp; 3 (11-14) x 2 (Novice Boys 0-6 bouts &amp; Open Class boys 6+ Bouts)</p> <p>Girl 1,2&amp; 3(11-14)</p>	<p>IABA Staff time – Assistant High-Performance Coach</p> <p>Belfast City Council Funds requested for coaching costs of talented coaches for testing process and venue hire. Costs related to Talent camps coaching, accommodation/ Travel.</p>
<p>1.2 To run talent squads within Belfast for the following age groups.</p> <p>Boy 1,2&amp; 3 (11-14) x 2 (Novice Boys 0-6 bouts &amp; Open Class boys 6+ Bouts)</p> <p>Girl 1,2&amp; 3(11-14)</p>	<p>1.2 To run talent squads within Belfast for the following age groups.</p> <p>Boy 1,2&amp; 3 (11-14) x 2 (Novice Boys 0-6 bouts &amp; Open Class boys 6+ Bouts)</p> <p>Girl 1,2&amp; 3(11-14)</p>	<p>IABA High Performance Coach will oversee the design of the programme. In addition to his staff time, we will also ensure that the IABA Assistant High-Performance Coach takes some sessions for the talented coaches who will deliver the squad training. The Assistant HP Coach in Ulster will mentor the coaches taking the talent squad training sessions.</p> <p>All Squads will also be brought up to the High-Performance Unit in UUJ to take part in a session with the High-Performance Coach.</p>	<p>All Belfast Clubs who cater for the following age groups:</p> <p>Boy 1,2&amp; 3 (11-14) x Open Class boys 6+ Bouts)</p> <p>Girl 1,2&amp; 3(11-14)</p>	<p>IABA Staff time – High Performance Coach and Assistant High-Performance Coach</p> <p>Belfast City Council Funds requested for coaching costs of talented coaches Venue Hire and appropriate equipment, refreshments for coaches involved.</p>

**\*\* All plans may be subject to change depending on Government advice with regards to COVID-19\*\***

Belfast Boxing Strategy 2020-2021 Plan

1.0 Aim 1.0 To have an effective, efficient pathway at all levels of boxing within Belfast, helping to engage and nurture talent. - continued				
Action	KPI	Action	Target Audience	Resource/Budget/eligible cost
1.3 To provide an end competition for the talent squads to compete against other county teams	To run 1 competitions/competitive opportunities for the young boxers to showcase their talent and to demonstrate their progression since being on the talent squad programme.	The CAB representatives will arrange a county competition within a Belfast venue and will provide referee/judges and table officials. Belfast City Council employees to book the mayor and the chair of the people and communities committee to attend the event and present medals and a short speech.  BCC Marketing staff to provide PR support to gather local press and media coverage and interest.	Boy 1,2& 3 (11-14) x 2 (Novice Boys 0-6 bouts & Open Class boys 6+ Bouts)  Girl 1,2& 3(11-14)	CAB Volunteer time to organise, run and administer the county competition/competitive opp's. Belfast City Council Funds requested for Venue Hire, officials' fees, and purchase of medals for participants- approximately.
1.4 Free Gym Membership for Elite Performers	Numbers of Boxers successful in obtaining free membership per year	BCC to provide details of the scheme to the steering group  Steering group will be responsible for distributing and communicating widely the scheme and its criteria. IABA staff can help boxers fill out forms if necessary	All National champions and Ulster and Antrim Champion boxers	IABA Staff to distribute and promote Free Gym membership through GLL Scheme to the Ulster HP Unit and any talented boxers in Belfast. - No cost aside from staff time
1.5 Promote Support for Sport- Individuals Grant	Numbers of Boxers successful in obtaining grant aid per year	BCC to provide details of the scheme to the steering group  IABA Performance Pathways committee will be responsible to distribute and communicate widely the scheme and its criteria to all boxers within the HP Unit. IABA staff can help assist boxers fill out forms if necessary	All National champions and Ulster and Antrim Champion boxers	IABA Staff to distribute and promote support for sport grant aid to the Ulster HP Unit and any talented boxers in Belfast No cost aside from staff time

**\*\* All plans may be subject to change depending on Government advice with regards to COVID-19\*\***

Belfast Boxing Strategy 2020-2021 Plan

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2.0 To recruit, train and sustain active volunteers, who are trained to best practice standards within Belfast				
Aim	KPI	Partners, Roles and Responsibilities	Target Audience	Resource/Budget/eligible cost
2.2 To support the delivery of an IABA led volunteer education event made for boxing clubs in Belfast.  <div style="text-align: center; font-size: 24px; font-weight: bold; transform: rotate(-90deg);">Page 20</div>	1 event to be delivered per year- targeting 30clubs delivered by March 2021	IABA to provide expertise of Club Development Officer within Ulster, Operations Manager and IABA Health and Safety Officer and Child Protection Officer to deliver a volunteer education and training event within Belfast IABA will also provide the Workforce Development Officer to run and administer the organisation each year. Possible topics and workshops to be included: <ul style="list-style-type: none"> <li>• Health and safety of club facilities</li> <li>• Mental Health and Wellbeing workshop</li> <li>• New IABA Policies and procedures</li> <li>• Good Relations Training and update</li> <li>• Fundraising, Grant aid and sponsorship</li> <li>• Affiliation procedures</li> <li>• Volunteer committee roles and responsibilities</li> <li>• Committee Skills</li> <li>• Examples and workshops providing examples of best practice</li> </ul> Community outreach programmes such as: boxing for fitness, mental health and well-being programmes, rehabilitation programmes for offenders.  BCC- to provide Girdwood Venue through GLL. If this is not possible, we would seek to hire a Belfast Hotel venue	All 33 Belfast based clubs' representatives to attend.  New Clubs under development.  Clubs Outside Belfast could attend at a cost.	IABA Staff time – Club Dev, Operations Manager, H&S Officer and CP Officer and Workforce Officer  Belfast City Council Funds could be used for this if based in Belfast, however this could possibly be funding from other sources outside of Belfast. But we would like flexibility to host in BCC and to help cover BCC club costs if required.  Clubs Outside Belfast could attend at a cost.
2.0 To recruit, train and sustain active volunteers, who are trained to best practice standards within Belfast - continued				
Aim	KPI	Action	KPI	Resource/Budget/eligible cost
2.3 To host a volunteer recognition event, to help sustain the level of	1 event to be delivered per year- targeting 30	IABA to provide expertise of the Operations Manager to design, run and deliver a volunteer recognition event within Belfast	All 33 Belfast based clubs' representatives to attend.	IABA Operations Manager Staff Time

**\*\* All plans may be subject to change depending on Government advice with regards to COVID-19\*\***

**Belfast Boxing Strategy 2020-2021 Plan**

volunteering within the sport.	clubs delivered by March 2021	<p>IABA will also provide the time of all other staff Offices on the evening to run and administer the organisation of the event each year.</p> <p>Belfast City Council to book Mayor and Chairperson of the People and Communities Committee each year to speak and present prizes at the event.</p> <p>BCC Marketing and PR support from the media team within BCC, to help attract local press coverage.</p> <p>Independent committee to adjudicate on the entries. Operations Manager to draw up full categories and entry forms etc.</p> <p>IABA Ulster Staff to work with CAB to organise and administrate the event.</p>		<p>Independent Committee</p> <p>BCC Mayor and Chairperson of People and Communities Committee – Time at the event for short speech and presentation of a prize each.</p> <p>BBC Funds requested for marketing materials, venue hire, presenter costs and volunteer recognition certificates/trophies/awards/ Venue Hire/ Refreshments.</p>
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Aim	3.0 To recruit, train and sustain active officials, who are qualified to the highest standards within Belfast.			
Action	KPI	Partners, Roles and Responsibilities	Target Audience	Resource/Budget/eligible cost
<p>3.1 to deliver training for table officials.</p> <p>3.2 To deliver grassroots refereeing, judging qualifications and table officials</p> <p>3.3 to Train committee members on best practice.</p>	<p>1 scoring/event official course per year- 10 newly trained officials per year</p> <p>Delivery of 1 referee &amp; judging course- 20 new referees by 31<sup>st</sup> March each year.</p> <p>Delivery of committee courses/training throughout the year to improve club governance.</p>	<p>IABA will also provide the Workforce Development Officer to run and administer the administration for the programme each year</p> <p>CAB will advertise, market, and promote these opportunities to its affiliated members. CAB will also identify clubs who may not have qualified referees and judges within their clubs.</p> <p>UBC will also provide Referee Tutors to run the Level 1 and Level 2 referee and judging qualifications</p>	<p>New aspiring referees/judges aged 18+</p> <p>Current Clubs without referee/judges</p> <p>New Clubs under development</p> <p>Clubs looking to run club events and tournaments</p>	<p>Belfast City Council Funds to cover cost of running course to include venue hire, hospitality, tutor costs.</p> <p>Possibility of running event for the assessment of new officials and for new computerised scoring system.</p>

**\*\* All plans may be subject to change depending on Government advice with regards to COVID-19\*\***

## Belfast Boxing Strategy 2020-2021 Plan

### STRATEGIC CHALLENGE NUMBER 2: COACH EDUCATION AND DEVELOPMENT

Aim	4.0 To recruit, train and sustain active coaches, who are qualified to the highest standards within Belfast.			
Action	KPI	Partners, Roles and Responsibilities	Target Audience	Resource/Budget/eligible cost
4.1 To support the delivery of an IABA led Coach education programme for talented coaches within Belfast	To work with 5 coaches per year delivering a bespoke education programme by 31 <sup>st</sup> March 2021.	IABA to provide expertise of Assistant HPC within Ulster and the performance pathways committee to help identify talented coaches within Belfast to take part in the programme.  IABA will also provide the Workforce Development Officer to run and administer the administration for the programme each year.	Identified Level 1 and Level 2 Coaches, actively coaching in Belfast, identified by the Ulster HP Coach as potentially talented coaches with ability to progress to national and international coaching.	IABA Staff time and committee members time -HP Coach Ulster, performance pathways committee and Workforce Officer Belfast City Council Funds to cover cost of running course to include venue hire, hospitality, tutor costs.
4.2 To Support the delivery of grassroots boxing qualifications- i.e. level 1	20 new coaches by 31 <sup>st</sup> March each year.	IABA Workforce Development Officer to run and administer the programme each year  CAB will advertise, market, and promote these opportunities to its affiliated members. CAB will also identify clubs who may be either under or over capacity regards coaching-members ratios.  CAB will also provide Coaching Tutors to run the Level 1 qualifications.	New aspiring coaches aged 18 +  Current Clubs who is carrying capacity is exceeding their number of qualified coaches  Clubs looking to set up new sections to their clubs, e.g. female section, over 50's health and well-being etc	EBA- Funds for new Female Coaches. Belfast City Council Funds to cover cost of running course to include venue hire, hospitality, tutor costs.
4.3 To create online Coaching resources and update.	Area to be updated on a regular basis with up to 50 new participants accessing the online resources area per year target by 31 <sup>st</sup> March 2022.	IABA will also provide the Workforce Development Officer and the High-Performance Coach to devise new online coaching area to include a variety of resources needed.	A wide range of coaches from grassroots up to talented coach level.	Belfast City Council Funds requested for design of online boxing resource area, designed from introduction to boxing course, to general CPD.
4.4 To increase the number of female coaches in Belfast	Annual EBA KPI's to be delivered by 31 <sup>st</sup> March each year. 4-year target by 31 <sup>st</sup> March 2022.	IABA will utilise the EBA programme to help increase the number of female coaches in Belfast. Our Workforce Development Officer will work closely with the Belfast Development officer on assuring designated spots on course for females.	Parents of female boxers, female boxers themselves, youth and school groups, Women's groups etc- all in a bid to actively target females to become coaches.	EBA Funds and IABA Funds- no additional funds required.

**\*\* All plans may be subject to change depending on Government advice with regards to COVID-19\*\***

Belfast Boxing Strategy 2020-2021 Plan

STRATEGIC CHALLENGE NUMBER 3: Club Support and Grassroots Development

5.0 To grow and sustain club membership within Belfast				
Aim				
Action	KPI's	Partners, Roles and Responsibilities	Target Audience	Resource/Budget/eligible cost
5.1 To hold come and try it events in collaboration with BCC sports development initiatives	120 pupils	IABA to organise and arrange schools come and try it events in conjunction with CAB.  2 Community Based coaches to run the event IABA Development Officer to arrange BCC to fund and promote event as BCC Event, BCC Media and PR Team to help get good local press coverage.	Females Children and young people, schools, people with disabilities and people from areas of deprivation.	<i>2X Community Based Boxing Coach-salary cost 1x EBA Coach (no extra costs out of EBA funds) Venue Hire, additional coaches to deal with capacity and marketing and advertising info and hire o ring etc if necessary</i>
5.2 Continue to run non-contact boxing sessions in schools	1200	IABA Development officer to organise and arrange non-contact sessions within schools 2 Community Based coaches to run sessions BCC to fund and promote schools' sessions. BCC Media and PR Team to help do a media launch for schools' sessions and get good local press coverage.	Females Children and young people, schools, people with disabilities and people from areas of deprivation.	<i>2X Community Based Boxing Coach- £23,000(salaries) 1x EBA Coach (no extra costs out of EBA funds)  Equipment to be purchased for new coach to conduct the duties of the role.</i>
5.3 Host Belfast Boxing Open Day for individuals and groups who would traditionally not be involved in boxing.	120	IABA to organise and arrange with residents' groups, community groups and youth groups to come and try it events in conjunction with CAB.  2 Community Based coaches to run the event IABA Development Officer to arrange BCC to fund and promote event as BCC Event, BCC Media and PR Team to help get good local press coverage.	Females Children and young people, schools, people with disabilities and people from areas of deprivation.	<i>2X Community Based Boxing Coach salary 1x EBA Coach (no extra costs out of EBA funds) BCC to provide Venue Hire within own budgets.</i>
5.4 Provide start up and or membership growth funding to allow for the development of new clubs or growing club membership across the city.	Monitor the growth of membership across Belfast.	BCC to provide grant aid for seeding grants and equipment grants through the sports development team if possible.  The Steering Group committee could help to administer and manage the process if the sports development team cannot administer this process. The levels of funding are minimal with only 2 seeding grants available per year and 4 equipment grants.  The committee can devise the application process and scheme if required.	New Boxing Clubs within Belfast	<ul style="list-style-type: none"> <li>Seeding Grants for newly developed clubs or junior sections of senior clubs.</li> <li>Equipment Grants for clubs who can demonstrate the need for equipment for new clubs or existing clubs who have grown or need replacement equipment.</li> <li>Or Membership Development Grants</li> </ul> All at a cost of £500 per club to run come and try it event/holiday camps in a bid to increase membership of their clubs.  Up to 33 clubs a year x £500. = £16,500 approx.

**\*\* All plans may be subject to change depending on Government advice with regards to COVID-19\*\***

Belfast Boxing Strategy 2020-2021 Plan

5.0 To grow and sustain club membership within Belfast – CONTINUED				
Aim	KPI's	Action	KPI's	Resource/Budget/eligible cost
5.5 Promote the Support for Sport Scheme with local boxing clubs	Encourage 15 clubs to apply per year	IABA Staff to work with clubs to work up applications for Support for sport schemes.	33 Boxing Clubs based in Belfast to receive the support information.	N/a No programme costs, only staff time.
5.6 Boxing Holiday Camps	180 participants per year	IABA Staff to arrange and organise Easter and Summer Holiday Camps for Boxing. CAB to provide coaches to aid EBA and Community Coaches. 15 participants per camp x 4 camps per holiday period x 3 holiday periods. Total of 180 participants  IABA will administer the booking process.	33 Boxing Clubs based in Belfast to receive the support information.	2X Community Based Boxing Coach- salary 1x EBA Coach (no extra costs out of EBA funds) Programme Costs- Venue Hire, Coaching Wages for additional coaches, marketing materials to facilitate bookings onto camps.
5.7 New members	80 new members within clubs	To feed new members thorough the school's programme and membership growth programmes into the club environment. Link directly in with the clubs.	Targeting underrepresented groups within the sport	Using initiatives listed above.

STRATEGIC CHALLENGE NUMBER 4: GOVERNANCE

6.0 To promote, <del>improve</del> improve, and sustain good governance standards within Belfast Clubs				
Aim	KPI	Partners, Roles and Responsibilities	Target Audience	Resource/Budget/eligible cost
6.1 To work with Belfast based clubs to achieve club mark	To work with clubs per year to attain reaccreditation/ accreditation	IABA Development Officer to work with clubs to achieve club mark. BCC to fund incentive scheme regards club mark accreditation	All 33 Belfast based clubs	IABA Club Development Officer Staff Time BCC Funds £500 for bronze level accreditation £200 for reaccreditation
6.2 To deliver a good relations programme within Belfast	To deliver a good relations programme to 180 participants per year	IABA Operations Manager to build in Good Relations training into the holiday camps with 180 participants.  Designing a bespoke scaled down training programme from what is currently delivered to IABA Members		IABA Staff Tie- Operations Manager over oversees Good Relations and Equality issues and programmes. IABA Good Relations bespoke Training Course designed for boxing in Ulster.  Costs- tutor, venue hire and hospitality and any administration costs.

**\*\* All plans may be subject to change depending on Government advice with regards to COVID-19\*\***





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<b>Subject:</b>	Minutes of the Strategic Cemeteries and Crematorium Working Group
<b>Date:</b>	9 <sup>th</sup> June, 2020
<b>Reporting Officer:</b>	Nigel Grimshaw, Strategic Director of City and Neighbourhood Services
<b>Contact Officer:</b>	Siobhan Toland, Director of City Services

<b>Restricted Reports</b>	
<b>Is this report restricted?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>If Yes, when will the report become unrestricted?</b>	
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>	
<b>Is the decision eligible for Call-in?</b>	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 update committee on the key issues discussed at the Strategic Cemeteries and Crematorium Development Working Group meeting held on 11 <sup>th</sup> March 2020.
<b>2.0</b>	<b>Recommendations</b>
2.1	The Committee is recommended to:- <ul style="list-style-type: none"> <li>- Approve the minutes and the recommendations from the Strategic Cemeteries and Crematorium Development Working Group meeting held on 11<sup>th</sup> March 2020.</li> </ul>

3.0	<b>Main Report</b>
	<p data-bbox="272 210 536 241"><u>Covid-19 Pandemic</u></p> <p data-bbox="165 309 1465 591">3.1 The Members were advised that a meeting of Silver Command would be held, chaired by the Strategic Director of City and Neighbourhood Services, the objective of which would be to identify all critical services to ensure that business contingency arrangements could be implemented. The Working Group was advised that the Council would be following guidance issued by the Public Health Agency (PHA) and would implement measures to deal with the increased volume of deaths anticipated, as a result of the Covid-19 pandemic.</p> <p data-bbox="272 663 979 694"><u>Update on Planning Appeals Commission Submission</u></p> <p data-bbox="165 763 1465 1046">3.2 The Director provided the Working Group with an update on the planning appeals process associated with the proposed Loughview Cemetery site and stated that it had been agreed, by both the Working Group and the People and Communities Committee, that the Council would provide a factual statement to the Planning Appeals Commission (PAC) in response to the Loughview application and informed the Members that the appeal hearing date would be held on 5th May, 2020.</p> <p data-bbox="272 1167 691 1198"><u>Update on New Cemetery Land</u></p> <p data-bbox="165 1267 1437 1500">3.3 The Members received an update in regard to the expression of interest process for new cemetery land to meet the future burial requirements for the city and were advised that, following information which had been supplied by an applicant in regards to a fourth proposed site, it was felt appropriate to add this site for further investigation as part of the expression of interest process.</p> <p data-bbox="165 1570 1426 1753">3.4 The Director informed the Working Group that the Director of City and Neighbourhood Services continued to collaborate with Lisburn and Castlereagh City Council, Antrim and Newtownabbey Borough Council and Mid Ulster and East Antrim Borough Council in respect of the provision of future burial and cremation services.</p> <p data-bbox="272 1823 719 1854"><u>Financial &amp; Resource Implications</u></p> <p data-bbox="165 1877 347 1908">3.5 None</p>

3.6	<u>Equality or Good Relations Implication / Rural Needs Assessment</u> None
<b>4.0</b>	<b>Appendices - Documents Attached</b>
	Appendix 1 - Minutes of the Working Group on 11 <sup>th</sup> March 2020

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**STRATEGIC CEMETERIES AND CREMATORIUM  
DEVELOPMENT WORKING GROUP**

**Minutes of Meeting of 11th March, 2020**

Members Present: Councillor Corr, Chairperson;  
Aldermen Rodgers and Sandford; and  
Councillor Mulholland.

In Attendance: Mrs. S. Toland, Director of City Services;  
Mr. M. Patterson, Bereavement Services Manager;  
Ms. S. Kalke, Project Sponsor and  
Mr. G. Graham, Democratic Services Assistant.

**Minutes**

The minutes of the meeting of 5th February, 2020 were taken as read and signed as correct.

**Declarations of Interest**

No declarations of interest were reported.

**Update on New Crematorium Development**

Ms. C. Doherty - W. H. Stephens, Mr. P. Linsell - Peter Linsell Management Consultants, and Mr. N. Brennan, Assistant Project Manager, attended in connection with this item and were welcomed by the Chairperson.

The Project Sponsor reported that W. H. Stephens had been appointed as the lead of the project management team and Peter Linsell Management Consultants as the crematorium specialist. The Members were informed that the Design Team included an architect, landscape planner, traffic consultant and crematorium specialist would be appointed in April 2020. The Working Group was informed that it was intended to organise a site visit to a new crematorium facility which would assist in the development of the crematorium facility at Roselawn and also that a meeting had been organised with the planning officers from Lisburn and Castlereagh City Council on 10th March, after which, the Members of the Working Group would be provided with an update in that regard.

Noted.

**Presentation from W.H. Stephens/  
Peter Linsell Management Consultants**

Ms. Doherty provided the Working Group with an outline of the roles and responsibilities of the Project Management Team which included, amongst other things, management of the procurement process, the provision of oversight in regard to the overall tasks with the pre-construction, construction and post construction phases and the provision of specialist advice and guidance in regard to the implementation of the project.

The Working Group was provided with information in regard to the delivery of the key project aims including the identification of delivery constraints and the measures which would be required to be implemented to ensure that the disruption and impact for bereaved families would be minimised during the construction phase of the project. The Members were informed that Roselawn Crematorium was undertaking 50% more

cremations per year than the national average and that, according to cremation statistics, was the fifth busiest crematorium in the United Kingdom.

Ms. Doherty provided the Working Group with a proposed design option for the new crematorium, including a proposed repurpose for the existing crematorium which incorporated an outline timescale associated with the completion of the capital project. The Members were informed that the Invitation to tender documentation for the ICT had been issued on 2nd March, 2020 with a return date stipulated of 30th March, 2020. It was reported also that five of the Economic Operators had been invited to tender for the development project and the Working Group was given an outline of the management strategies which would be required following the appointment of the design team.

Mr. Linsell presented the Working Group with plans relating to a number of new Crematorium developments, which had taken place in other parts of the United Kingdom, for comparative purposes. The Members were given an outline of possible design options incorporating a two chapel facility and suggested that it might be useful to visit a number of those facilities to provide the Working Group with a practical example of how such a facility operated and highlight any issues which had arisen during their construction phase.

The Working Group was advised of the need to ensure that the dignity of the bereaved families, in respect of burials /cremations undertaken during the construction phase, was respected. Mr. Linsell informed the Members that the tender process would be determined on the basis of 70% quality and 30% price and that a risk register would be developed as part of the project implementation.

In response to a question from a Member in respect of ownership of UK based crematoria, the Working Group was informed that the majority were public owned and were gas fired. He outlined the commercial benefit of maintaining the proposed Roselawn facility within Council ownership. In response to a further question from a Member, Mr. Linsell stated that it would be necessary to develop a risk register in regard to the proposed development and highlighted issues such as the need to consider traffic flow management and a programme of stakeholder engagement.

The Working Group agreed that it would be beneficial to undertake a site visit to a number of Crematoria in the UK to assess, in greater detail, the issues and problems experienced by those local authorities during the construction phase of their Crematoria. The Members felt that site visits to both Stockton and Westerleigh Crematoria would be beneficial, in that they appeared comparable to the proposed development at Roselawn, subject to the approval of the People and Communities Committee.

The Members thanked both Ms. Doherty and Mr. Linsell for their detailed and informative presentation and they departed from the meeting

### **Update on New Cemetery Land**

The Director of City Services provided the Working Group with an update in regard to the expression of interest process for new cemetery land to meet the future burial requirements for the city. She reminded the Working Group that in July, 2019 ten sites had been assessed initially and that, after further detailed assessment, three sites had been shortlisted for further investigation. She reported further that, following information which had been supplied by an applicant and verified by us in terms of the time frame meant that a fourth proposed site would be required to be added to the shortlist, it was agreed therefore to add this site for further investigation as part of the expression of interest process.

The Director informed the Working Group that the Director of City and Neighbourhood Services continued to collaborate with Lisburn and Castlereagh City



Council, Antrim and Newtownabbey Borough Council and Mid Ulster and East Antrim Borough Council in respect of the provision of future burial and cremation services. She referred to the possibility that any future proposals a public consultation exercise might be required, including an equality screening and rural needs assessment as part of that review.

The Working Group noted the information which had been provided and agreed that the fourth proposed burial site be accepted as part of the assessment criteria and selected for further investigation, subject to the approval of the People and Communities Committee.

### **Update on Planning Appeals Commission Submission**

The Director provided the Working Group with an update on the planning appeals process associated with the proposed Loughview Cemetery site and reminded the Members that a report in the matter had been presented to the Working Group, at its meeting on 19th March, 2020, regarding the Council's requirement for future burial provision. She stated that it had been agreed, by both the Working Group and the People and Communities Committee, that the Council would provide a factual statement to the Planning Appeals Commission (PAC) in response to the Loughview application and informed the Members that the appeal hearing date would be held on 5th May, 2020.

The Working Group noted the information which had been provided and agreed that the Council submit its submission to the PAC in respect of the appeal in regard to the Loughview application.

### **Arrangements for Cemetery and Crematorium Tour**

The Working Group noted the arrangements to undertake a site visit on 7th April, 2020 to both Roselawn Crematorium and the City Cemetery, subject to the approval of the People and Communities Committee.

### **Covid-19 Pandemic**

The Director informed the Working Group that a meeting of Silver Command would be held, chaired by the Strategic Director of City and Neighbourhood Services, the objective of which would be to identify all critical services to ensure that business contingency arrangements could be implemented. The Working Group was advised that the Council would be following guidance issued by the Public Health Agency (PHA) and would implement measures to deal with the increased volume of deaths anticipated, as a result of the Covid-19 pandemic.

Noted.

### **Date of Next Meeting**

The Working Group agreed that its next meeting would be subject to government guidance on working arrangements associated with the Covid-19 pandemic.

Chairperson

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<b>Subject:</b>	Affordable Warmth Scheme update
<b>Date:</b>	9 <sup>th</sup> June 2020
<b>Reporting Officer:</b>	Nigel Grimshaw, Strategic Director, City and Neighbourhood Services Department
<b>Contact Officer:</b>	Ian Harper, Building Control 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	Belfast City Council has been engaged in a partnership with the Department for Communities (DfC) and the Northern Ireland Housing Executive (NIHE) in the delivery of the Affordable Warmth Scheme (AWS) since 2014.
1.2	The scheme aims to address fuel poverty for the most vulnerable households in the city by targeting those households that meet certain criteria, as identified by Ulster University by providing home improvement measures such as loft and cavity wall insulation, replacement boilers and new double glazed windows. While it is a targeted scheme, self-referrals are also considered. To qualify for the scheme occupant's income must be below £20,000 (gross).

	<u>COVID-19</u>
1.3	Given the current lockdown requirements, no site visits can currently be carried out. Only a small number of urgent referrals are being sent to NIHE, under a revised protocol.
1.4	The Building Control Service continues to employ the Affordable Warmth Co-ordinator who is dealing with all council work on the scheme. Recruitment of site staff to cover the business as usual 38 referrals is currently on hold pending the return to normal operations.
1.5	For 2020-21, DfC initially only committed to pay for few urgent referrals made, which would have left the council to make up the shortfall, but have laterally agreed that for Quarter 1 DfC have confirmed that they will match the funding provided for Q1 last year (approx. £10,900), which covers the salary for the AWS co-ordinator. Confirmation has been requested that this funding arrangement continue until such times as normal service resumes.
1.6	DfC are considering the funding for the remainder of 2020-2021 and the issue of payment per referral as previously raised by Belfast City Council who have written to the DfC Minister earlier this year requesting a meeting to discuss the funding arrangements.
<b>2.0</b>	<b>Recommendations</b>
2.1	The Committee are asked to <ul style="list-style-type: none"> <li>• Note the contents of the report.</li> </ul>
<b>3.0</b>	<b>Main report</b>
	<u>Key Issues &amp; current position</u>
3.1	Following the update report in January, members wrote to the Minister for Communities requesting a meeting to discuss funding for the AWS. This included the move to payment per referral, rather than guaranteed funding for the target number of referrals, and the current equal split of funding amongst the 11 councils.
3.2	In February DfC gave an update on the future of the scheme, the funding arrangements, and the targeted approach (Appendix 1). The main points of the letter are:

1. There is a business case approved through to 2024
2. The department propose to make bids for funding for the AWS

Year	Funding bid
2020-2021	£16M
2021-2022	£16M
2022-2023	£16M
2023-2024	£14.5M

3. 2020-2021  
Number of referrals = 456 (38 per month)

No of referrals	Referral rate (£)	Total funding
300	£222.92	£66,876
156	£186.25	£29,055
	TOTAL	£95,931

4. Further work is being carried out by Ulster University on the targeted approach

3.3 These targets have been affected by the current lockdown requirements and only a small number of urgent referrals are being made to NIHE. DfC initially confirmed that payments would only be made for referrals provided, which was unacceptable to councils given the significant reduction in referrals numbers.

3.4 Following engagement with councils, DfC wrote to councils on 15 May (Appendix 2) with a proposal for funding for Q1 conditioned on the councils provide target referrals once back to normal and continuing to collect information on no-urgent cases.

3.5 Officers responded by requesting that this arrangement for Q1 be extended through to end of this year or until things are back to normal, and that a further review of the scheme funding is carried out, including payment per referral.

3.6 DfC have responded on 26 May (Appendix 3) confirming that payment for Q1 will be paid imminently and they are looking at funding for the remainder of the year.

3.7	The service will continue to process urgent referrals in consultation with the NIHE and to handle all calls and enquiries regarding the scheme to be in a position to provide increased referrals when the situation returns to normal.
3.8	<p><u>Financial &amp; Resource Implications</u></p> <p>In year funding: The DfC will provide funding for Q1 of approximately £10,900, matching the same quarter for last year, which will cover the current direct staffing costs for the scheme. DfC are considering the funding for the remainder of 2020-2021.</p> <p>Payment per referral: DfC have confirmed that they will carry out a Scheme Review when things return to normal</p> <p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p>
3.9	There are no equality, good relations or rural needs issues.
4.0	<b>Appendices – Documents Attached</b>
	<p>Appendix 1 Letter to Councils AWS 14<sup>th</sup> February 2020</p> <p>Appendix 2 Letter to Councils AWS 15<sup>th</sup> May 2020</p> <p>Appendix 3 Letter to Councils AWS 26<sup>th</sup> May 2020</p>



Department for

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**Tel: (028) 90 515279**

Council Senior Official  
Affordable Warmth Scheme

14 February 2020

Dear Senior Official,

### **AFFORDABLE WARMTH SCHEME**

As promised at our last meeting I am writing to you about a number of issues relating to the Affordable Warmth Scheme, namely:

- assurance on the future of the scheme;
- the level of funding councils could expect to receive in future years to assist with resource planning;
- targeted and non-targeted referrals.

### **Future of the Scheme**

The Scheme continues to be extremely popular and the Department is determined that those households most in need will continue to be targeted and helped. The Department values the partnership which has been developed with councils and the Housing Executive to deliver the Scheme. As you are aware, the Department of Finance approved a business case for the scheme to continue to March 2024 subject to a range of terms and conditions. I am currently working closely with Department of Finance and Housing Executive colleagues to resolve these issues, however, I cannot guarantee a timescale for resolution.

### **Funding for Councils**

At the last Senior Officials meeting the Department advised we would look at the funding model and provide a definitive response as to the payment formula going forward. I can confirm that in line with the recommendation in the Business Consultancy Services report which was commissioned to examine to payments for council participation in the scheme, each referral made will attract a payment of £222.92 up to a ceiling of 300 referrals and £186.25 for referrals above the 300 ceiling. This will be paid on a quarterly basis. Please note that a repeat application for the same address will not be a new referral and will not attract an additional payment.

Notwithstanding the issues to be resolved with Department of Finance, the business case for the period 2019-2024 has been approved with a capital spend of over £70 million. As always, the budget allocated each year is subject to competing priorities

in the Department but we will be bidding for £16 million for 2020/21, and thereafter for funding as set out in the approved business case i.e. £16 million for 2021/22 and 2022/23 and £14.5 million for 2023/24. On a £16 million annual budget we would need each council to make 38 referrals a month, 456 per year. This will mean an annual payment £95,931 or £23,983 per quarter to Councils (300 referrals at the rate of £222.92 each and 156 referrals at the rate of £186.25). It is important to note that the business case is predicated on the budget each year being exhausted so it is vital that we have the structures in place to be able to spend the annual budget. I hope this gives you assurance to help you plan your resource commitment to the Scheme in future years.

In the year 2020/21 this means that each council would have to generate 38 referrals each month. If any council believes that they cannot achieve 38 referrals each month with the resources they have then they may wish to consider following the model of combining resources as utilised by Armagh, Banbridge and Craigavon and Newry, Mourne and Down Councils. Indeed, if any council believes they cannot achieve 38 referrals each month we can consider allowing other councils to increase their monthly referral rate to ensure that the annual budget is spent.

### **Targeted and Self Referrals**

As councils are aware the Department commissioned the Ulster University to look at the scope for refreshing the boundaries through a combination of geographical proximity and eligibility scores. The analysis has shown that postcodes, particularly in rural areas, are large and may lead to a great deal of work for Council teams in generating referrals. However, when Small Areas have (a) high eligibility scores and (b) are neighbouring high risk areas (i.e. clusters of risk), these areas are targeted and could be used to identify a large number of eligible homes. This approach is entirely area-based and I am consulting with colleagues in Department of Finance to ensure it is consistent with the approved business case. I will write to you soon with the outcome.

I trust this is helpful and look forward to working together to help the most vulnerable low income householders access the Affordable Warmth Scheme. If you have any queries on this correspondence please contact Oliver McHugh in the first instance and copy to Ruth Clarke.

Yours sincerely,



**Avril Hiles**

cc: David Polley  
Kieran Devlin  
Oliver McHugh  
Danny O'Reilly  
Roisin O'Neill



**From: David Polley**

[David.Polley@communities-ni.gov.uk](mailto:David.Polley@communities-ni.gov.uk)

**Level 3  
Causeway Exchange  
1-7 Bedford Street  
Belfast  
BT2 7EG**

Our ref:

Date: 15 May 2020

Senior Council Official  
Affordable Warmth Scheme

### **AFFORDABLE WARMTH SCHEME: COUNCIL FUNDING AND STAFF RETENTION**

Councils have raised the issue of Affordable Warmth payments and retention of Council Affordable Warmth Scheme staff during the COVID-19 crisis. Given the temporary restrictions introduced to protect the health and safety of householders, Council and Housing Executive staff due the crisis, (the cessation of all home visits) and the resulting introduction of emergency referrals only, it will not be possible to fulfil the previously agreed referral profiles of 38 per month per Council.

I am therefore writing to confirm that Councils can be paid the same amount as in 2019/20 Quarter 1 (approximately £10.9k per Council), to ensure that they can continue to refer emergency cases to the Housing Executive. This is conditional on confirmation from yourselves that, you will immediately return to fulfilling the agreed referral profiles as soon activities can return to normal, or if alternative processes are developed.

A further condition of payment is that Councils, as well as making emergency referrals, should also work on non-emergency referrals as far as possible without visits into people homes so that when the lockdown is lifted they will be able to verify the eligibility criteria and make a referral to the Housing Executive.

This funding is subject to future review and may be adjusted depending on the extent to which Council Affordable Warmth Scheme staff are eligible and accepted under the Government's furlough scheme.

I hope this provides some reassurance and allows you to retain Affordable Warmth Scheme staff. I would be grateful if you would indicate by 5pm on Tuesday 19 May 2020 to [avril.hiles@communities-ni.gov.uk](mailto:avril.hiles@communities-ni.gov.uk) and copy [oliver.mchugh@communities-ni.gov.uk](mailto:oliver.mchugh@communities-ni.gov.uk) if you are content to agree to this interim payment arrangement.

Yours sincerely

A handwritten signature in black ink, appearing to read 'David Polley', written in a cursive style.

**David Polley**  
Director, Housing Supply Policy

**From: David Polley**

[David.Polley@communities-ni.gov.uk](mailto:David.Polley@communities-ni.gov.uk)

**Level 3  
Causeway Exchange  
1-7 Bedford Street  
Belfast  
BT2 7EG**

Our ref:

Date: 26 May 2020

Senior Council Official  
Affordable Warmth Scheme

## **AFFORDABLE WARMTH SCHEME COUNCIL FUNDING AND STAFF RETENTION**

In my letter to all Council Senior Officers and copied to Chief Executives, dated 15 May 2020, I set out a proposed solution to help Councils continue to make emergency referrals (Annex A). While this is a temporary arrangement I appreciate that all Councils have now confirmed their commitment to this as a way to move forward during this unusual time and have also confirmed that they should be in a position to meet an agreed monthly target rate of referrals once current restrictions are lifted. I will therefore ensure the agreed payment will be made as soon as possible.

In response to my letter issued on 15<sup>th</sup> May some Councils have requested commitment to this level of funding for the remainder of this year. I can assure you that the Department is continuing to explore this issue and I am hopeful that funding will be available to deliver the Scheme to full potential once lockdown restrictions are eased. Unfortunately it is not possible at the moment to determine exactly how we will reach full potential, as this is very much dependent on how soon normal Affordable Warmth Scheme processes can be resumed. As lockdown restrictions are eased, the Department will continue to work with the Housing Executive and Councils on the way forward. Discussions will need to take place to agree the number of monthly referrals and identify workaround options for issues like visits and verification of supporting documentation etc. Department Officials will be in touch

with Councils and the Housing Executive to discuss options and agree any proposed temporary changes to the referral process and current Service Level Agreements as soon as possible.

Finally the issue of payment per referral was also been raised. As you are aware this payment model is an integral part of the scheme design approved in August 2019 and as such cannot be amended without a Scheme Review. It is intended that a Review will take place once some semblance of normality has returned. The drivers for this are proposed changes to legislation around the Scheme eligibility threshold and removing the inclusion of disability benefits as assessable income. For now there is no scope to vary the approach of paying Councils under the same flat rate funding model used in this quarter last year.

I hope this response provides some reassurance in these uncertain times. We will be in touch with Councils and the Housing Executive to discuss the practicalities of the referral process in due course and will communicate any change in the above as and when the situation we find ourselves in improves.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'David Polley', written in black ink.

**David Polley**



From: David Polley  
[David.Polley@communities-ni.gov.uk](mailto:David.Polley@communities-ni.gov.uk)

Level 3  
Causeway Exchange  
1-7 Bedford Street  
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Our ref:

Date: 15 May 2020

Senior Council Official  
Affordable Warmth Scheme

**AFFORDABLE WARMTH SCHEME: COUNCIL FUNDING AND STAFF RETENTION**

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Yours sincerely

A handwritten signature in black ink, appearing to read "David Polley". The signature is written in a cursive style with a large initial 'D'.

**David Polley**  
Director, Housing Supply Policy



<b>Subject:</b>	The Health Protection (Coronavirus, Restrictions) Regulations (Northern Ireland) 2020
<b>Date:</b>	9 <sup>th</sup> June 2020
<b>Reporting Officer:</b>	Nigel Grimshaw, Strategic Director, City and Neighbourhood Services Department
<b>Contact Officer:</b>	Damian Connolly, City Protection Manager, City and Neighbourhood Services Department

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

<b>Call-in</b>	
<b>Is the decision eligible for Call-in?</b>	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 advise the Committee of new enforcement powers which the Council now have under The Health Protection (Coronavirus, Restrictions) Regulations (Northern Ireland) 2020.
1.2	The Councils Scheme of Delegation has been updated in include the enforcement of The Regulations
<b>2.0</b>	<b>Recommendations</b>
2.1	The Committee is asked to <ul style="list-style-type: none"> <li>Note the contents of this report.</li> </ul>
<b>3.0</b>	<b>Main report</b>
	<u>Key Issues</u>
3.1	The Committee will be aware that The Health Protection (Coronavirus, Restrictions) Regulations (Northern Ireland) 2020 were introduced by the Northern Ireland Executive on

	<p>28th March 2020. These Regulations were made in response to the serious and imminent threat to public health which is posed by the incidence and spread of severe acute respiratory syndrome caused by coronavirus in Northern Ireland.</p>
3.2	<p>The Regulations require the closure of certain businesses, including those selling food or drink for consumption on the premises; impose restrictions on businesses which can remain open; and impose restrictions on the movement of individuals, and gatherings of persons. The need for such restrictions must be reviewed by the Department for Health every 21 days until they are terminated.</p>
3.3	<p>PSNI had been the sole enforcing authority for all requirements of the Regulations since their introduction. However, following the decision of the NI Executive, on the 15<sup>th</sup> May the Department of Health designated District Councils, in addition to PSNI, for the enforcement of the parts of The Regulations restricting the opening of premises. Council officer's knowledge of local businesses and enforcement experience will be important to the effective enforcement of these requirements. City Protection Officers, including Environmental Health, will initially be authorised by the Director to enforce The Regulations, with the potential to extend authorisation if required to other regulatory services.</p>
3.4	<p>Councils have not been designated for the enforcement of restrictions relating to the movement of individuals and gatherings, these remain the sole responsibility of the PSNI.</p>
3.5	<p>Considering the joint enforcement responsibilities, discussions are currently ongoing with PSNI to clarify roles and arrangements for enforcement, it is anticipated that a Memorandum of Understanding will be developed between the Council and PSNI to confirm the arrangements.</p>
3.6	<p>Officers from the City Protection Service will lead on the enforcement of the Regulations on behalf of the Council. Complaints and queries relating to business closures and restrictions should be directed to the following email address: <a href="mailto:envhealth@belfastcity.gov.uk">envhealth@belfastcity.gov.uk</a></p>
3.7	<p>The service will adopt a graduated enforcement approach, seeking to advise, encourage and support compliance in line with the Councils current Regulatory and Enforcement Policy. It is expected that the vast majority of businesses will comply. However in exceptional cases should a businesses do not act responsibly and refuse to comply with the Regulations, officers will have the power to serve Fixed Penalty Notices and where necessary prohibition notices to secure compliance. The first fixed penalty notice served in</p>



	<p>a person must be £60 reduced to £30 if paid with 14 days. A second fixed penalty served on a person is £120 with subsequent fixed penalty notices doubled in value to a maximum of £960.</p>
3.8	<p>A list of the businesses and venues that are required to close, and the exceptions to these requirements, can be found here: <a href="https://www.nidirect.gov.uk/articles/coronavirus-covid-19-restrictions-businesses-and-services">https://www.nidirect.gov.uk/articles/coronavirus-covid-19-restrictions-businesses-and-services</a></p>
3.9	<p><u>Financial &amp; Resource Implications</u></p> <p>Enforcement of the Regulations will be undertaken by existing staff resources and agreed budgets.</p> <p>Any income from fixed penalties can be retained by Council. Only a small amount of fixed penalty income is expected.</p> <p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p>
3.10	None
<b>4.0</b>	<b>Appendices – Documents Attached</b>
	None

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<b>Subject:</b>	Review of Management Arrangements for the pitch at Sally Gardens
<b>Date:</b>	9 <sup>th</sup> June 2020
<b>Reporting Officer:</b>	Ryan Black, Director of Neighbourhood Services
<b>Contact Officer:</b>	Alison Allen, Neighbourhood Services 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"/>
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	<p>Members will recall in at People and Communities Committee in August 2019, the following was agreed in respect of the pitch management arrangement at Sally Gardens Community Centre.</p> <p>i. To extend the current management agreement in respect of the 3G pitch and changing pavilion to 31<sup>st</sup> March 2020 in line with other BCC revenue contracts with the group;</p>

	<p>ii. That a review of arrangements is carried out in advance of this period ending to determine the effectiveness of the arrangements and recommend future requirements.</p>
<b>2.0</b>	<b>Recommendations</b>
2.1	Members are asked to delegate authority to the Strategic Director of City and Neighbourhood Services to extend the existing pitch management arrangement with Sally Gardens on a month by month basis until the wider review of CNS departmental assets is completed and Committee have made a decision on the way forward.
<b>3.0</b>	<b>Main Report</b>
	<b><u>Background</u></b>
3.1	The Committee is reminded that at its meeting in August 2019, it received a report which set out the current arrangements agreed under Local Government Reform in respect of the pitch management arrangement at Sally Gardens Community Centre.
3.2	Previously, Committee approved a pilot management arrangement in respect of the newly constructed 3G artificial turf pitch, with an extension agreed in August 2019 to enable a wider review of CNS asset management arrangements to take place.
3.3	The opening and closing of the new changing pavilion and pitch is undertaken by the Association who also clean the facility. Maintenance is a Council responsibility.
3.4	While satisfied with the arrangement, the Association stated that the short term nature of the agreement creates an element of uncertainty and as such it is unable to fully plan ahead. Whilst this is acknowledged, Members have previously agreed a wider review of CNS asset management arrangements is needed before a final decision can be made on the long term future of this arrangement.
3.5	However, given the pressure on Officer resources due to COVID-19, the wider review on CNS departmental asset management arrangements is not complete and not likely to complete in the immediate future.
3.6	It is therefore, requested that authority is delegated to the Strategic Director of City and Neighbourhood Services, to extend this arrangement on a month by month basis until a final position is taken by Council on wider CNS departmental asset management arrangements.

3.7	<p>The monthly management fee of £3,666 includes match bookings. Bookings and income are processed through the Council's Pitch Booking line. An agreed method is in place to deal with last minute bookings on site.</p>
3.8	<p><u>Finance &amp; Resource Implications</u></p> <p>The monthly management fee has been incorporated within the area budget and includes management of the new pavilion.</p> <p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p>
3.9	<p>There are no known Equality or Good Relations/Rural Needs Assessment issues associated with this report.</p>
<b>4.0</b>	<b>Appendices – Documents Attached</b>
	None

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