

ACTIVE BELFAST LIMITED BOARD

Monday, 16th January, 2017

MEETING OF ACTIVE BELFAST LIMITED BOARD

(Held in the Lavery Room, City Hall)

Attendees

- Directors:** Mr. J. McGuigan (Chairperson)
Councillor Boyle
Councillor Corr
Mr. P. Boyle
Mr. J. Higgins
Ms. K. McCullough
Mr. M. McGarrity
Mr. N. Mitchell
Mr. K. O'Doherty
Mr. R. Stewart
Mr. G. Walls and
Mr. C. Webster.
- Officers:** Mrs. R. Crozier, Assistant Director
City and Neighbourhood Services;
Mr. N. Munnis, Partnership Manager; and
Mr. H. Downey, Democratic Services Officer.
- GLL:** Mr. G. Kirk, Regional Director and
Mr. G. Holland, Partnership Manager.

Welcome

The Chairperson welcomed Councillor Corr, who had replaced Councillor McAteer, and Mr. O'Doherty, the Northern Ireland Public Service Alliance's representative, to their first meeting.

Apologies

Apologies were reported on behalf of Councillor Long and Mr. Kirkwood.

Minutes

The minutes of the meeting of 5th December were approved.

Matters Arising

Hire Charges for Council Pitches

The Assistant Director informed the Board that the People and Communities Committee, at its meeting on 6th December, had recommended that the cost of hire of the Council's 3G pitches should be reduced by 25%. The Committee had agreed also that its

proposal should be brought to the attention of the Strategic Policy and Resources Committee for a decision, given its potential impact upon the overall rate setting process.

She reported that the Strategic Policy and Resources Committee was due to discuss the implications of the proposed reduction at its meeting on 20th January, as part of its overall consideration of the Revenue Estimates and District Rate for 2017/2018 and that the Board would, in due course, be advised of the outcome of that meeting.

Mr. Kirk informed the Board that the proposed reduction in the cost of hire for 3G pitches had the potential to reduce GLL's annual income by approximately £50,000.

The Board noted the information which had been provided.

Companies Register/Articles of Association

The Partnership Manager informed the Board that the process of updating the information held by Companies House on the Active Belfast Limited Board and of amending its Articles of Association, to reflect the recent increase in the membership of the Board and changes in its personnel, was ongoing.

Noted.

Declarations of Interest

Mr. Mitchell declared an interest in that he was a volunteer coach with St. Brigid's GAC and a volunteer with the City of Belfast Swimming Club, which required discussions periodically with GLL around the use of Council facilities and resources.

Update on Performance and Contract Compliance

(Prior to this item being considered, the Partnership Manager circulated a revised version of the KPI Balanced Scorecard, a copy of which had been placed on the Sharepoint facility.)

The Board considered the following report which provided information on GLL's performance and compliance for the third quarter of 2016/2017:

"1.0 PURPOSE OF REPORT

1.1 To confirm receipt from GLL and present the Board with details of the Quarter 3 2016/2017 performance and contract compliance report.

2.0 RECOMMENDATIONS

2.1 The Board is requested to consider the content of the Quarter 3 2016/2017 performance and contract compliance report.

2.2 The Board is requested also to formally record receipt and approve the report for the purposes of demonstrating contract compliance.

3.0 MAIN REPORT

3.1 The service contract requires that GLL provides the Board with written quarterly service reports.

3.2 The information contained within this report has been supplied by GLL and GLL representatives will be in attendance to present the report and to respond to any questions from board members.

3.3 Executive Summary

3.3.1 Overall performance has been positive within quarter three, with targets achieved across the business driven by growth in centre throughput and occupation.

3.3.2 Key Successes in Q3 2016/2017

3.3.2.1 GLL Belfast were successful winners of the ‘Consumer facing brand’ category at the Social Enterprise NI Awards

3.3.2.2 Funding has been agreed to support the recruitment of Healthwise Facilitators on fixed term contracts until March 2017 to support current service standards and develop existing programme

3.3.2.3 On Saturday 15th October the Girdwood Community Hub hosted a Day of Paralympic Sport in partnership with Disability Sport NI and Sport NI. The event involved a series of taster activities throughout the day including Wheelchair Tennis, Badminton, Wheelchair Athletics, Table Tennis, Gymnastics, frame Football and Power chair Football. It was also a welcoming home for the Paralympians from Team Ireland and Team GB including GSF ambassador Michael McKillop

3.3.2.4 GLL was selected to run a new pilot scheme with the Public Health Agency to test newly developed Healthwise Regional database prior to the launch in April 2017

3.3.2.5 An agreement is in place with Swim Ireland to deliver the ‘Swim a Mile’ initiative across Belfast pools in 2017. This is a 10 week programme from 9th Jan 2017 in all 8 pools culminating on the ‘swim a mile’ event at the new Olympia on Thursday 23rd March 2017

3.3.2.6 The first Belfast Club Games was successfully held at the Girdwood Community Hub on Friday 11th November with 70 participants aged over 55+ years of age

3.3.2.7 The New Olympia Leisure Centre was successfully handed over from Belfast City Council to GLL on Wednesday 30th November

- 3.3.2.8** The President of Columbia, Juan Manuel Santos visited the Girdwood Community Hub on Thursday 3rd November as part of a state visit to NI. He met with staff and local community forum members on the development and symbolism of Girdwood as a shared space
- 3.3.2.9** Bethany Firth, who won 4 medals (3 Gold and 1 Silver) at the Rio 2016 Paralympics visited the Wheel Active Club at Belvoir Activity Centre on Tuesday 22nd November which is run in partnership with Disability Sport NI. 20 regular participants of the Wheel Active club enjoyed some coaching and guidance from Bethany
- 3.3.2.10** Better and Girdwood Community Hub won best brand at the prestigious 2016 Aisling Awards
- 3.3.2.11** The GLL Staff Communications day was held on 19th December and was delivered by the local team at the movie house cinema in Belfast. All centres across the city closed to allow 220 staff to attend alongside the local client team, ABL Board, TU and local stakeholders. All of the material was produced 'by the staff for the staff' and delivered through videos. The majority of staff attended a social event immediately afterwards, with informal positive feedback about the event
- 3.3.2.12** A partnership has been developed with Women In Sport & Physical Activity (WISPA) to deliver 10 week funded 'Active Women's' Programme to increase female participation and centre prospects. Programme will commence Jan 2017
- 3.3.2.13** The New Olympia Leisure Centre opened to the public between 27th and 31st December for free taster sessions and to provide an opportunity for existing members to use the new facility. The soft opening of the centre will be from Monday 2nd January and the official launch will be on Tuesday 24th January
- 3.3.3** Challenges
- 3.3.3.1** A TU meeting was held on 17th October to agree the resourcing approach for the recruitment of the New Olympia Leisure Centre
- 3.3.3.2** There has been a total of 50 Olympia staff meetings between August to December, these can be broken down as 24 one to ones, 1 full staff meetings, 4 x meetings by designation e.g. CSA meeting or lifeguard meeting, and 8 x feedback and 13 redeployment meetings
- 3.3.3.3** Pay proposals have been finalised and sent to the TU on 6th December. Proposals have been jointly recommended by TU officials and for them to consult with their staff in January and with the aim to put these proposals out to ballot

3.3.3.4 Sickness absence remains a challenge across the city and a renewed focus is planned for 2017

3.3.4 KPI Quarter 3 commentary, year to date statement and year end projections.

3.3.4.1 Swim School Membership Data Capture

The table below provides an overview of swim school performance between April and December 2016

The numbers of cancellations in swim school membership in December is as anticipated and based on seasonal trends this will increase moving into Q4 in early 2017

Month	Numbers	Net Growth
April	2518	
May	2562	44
June	2469	-93
July	2476	7
August	2626	150
September	2794	168
October	2737	-57
November	2771	34
December	2636	-135

3.3.4.2 Pre Paid Health and Fitness Membership

Health and Fitness memberships have declined at end of Q3 but industry trends demonstrate that there is a higher level of cancellations over the latter period of Q3 along a lower level of sales. Hence the overall lower quarterly figure is not unexpected. In contrast industry trends support the anticipation that Q4 (January – March) will show the highest quarterly sales in any given year.

3.3.4.3 Income

At the time of writing, financial data (including income) was not available for December, due to proximity to the quarter end. However based upon the revenue figures received for October and November, financial performance is on track with budgets and centres remain in a strong position for year end. When data is available an updated report and KPI scorecard will be distributed to members and posted on SharePoint.

3.3.4.4 Centre Throughput and Participation

The Quarter 3 KPI balanced scorecard spreadsheet, in the approved format, has been circulated to the Board.

3.3.4.5 Any other KPI highlight

The Quarter 3 KPI balanced scorecard spreadsheet, in the approved format, has been circulated to the Board.

3.4 The following format and content is as set out in Clause 38.2.1 and Schedule 19 of the service contract:

3.4.1 Performance

The Quarter 3 KPI balanced scorecard spreadsheet, in the approved format, has been circulated to the Board.

3.4.2 Usage Statistics

As above in 3.4.1

3.4.3 Consumables Log

A consumables log has been agreed with GLL. The log records and retains a schedule of all 'signed over' equipment write offs/disposals and replacements items. The existence, format and content of the log are now confirmed as part of the year end performance and contract compliance report.

The log is required as all equipment transferred to GLL at commencement of the contract period together with any replacement items remains in Council ownership. All such equipment would transfer back to Council at the end or termination of the contract.

The consumables log is not required as part of the standard reporting schedule but must be maintained and be available for inspection on request. The existence and content of the log will be checked once in each financial year and confirmed within the year end performance and contract compliance report.

3.4.4 Cleaning and Maintenance

3.4.4.1 Cleaning

BCC completed the scheduled twenty eight facility inspections in Q3. Centre inspections are designed to specifically evaluate facility management in terms of cleaning, maintenance and Health and Safety.

Consistent with previous quarterly inspections, GLL are in receipt of all inspection reports and a continuous improvement action plan is in place.

Q2 inspections identified improvements in standards with many of the issues identified in Q1 being successfully addressed. This improvement has continued through Q3 resulting in Andersonstown and Avoniel Leisure Centres moving up into the category 2 (top middle, see below) rating.

Where identified, deep cleans have been completed with some high level work ongoing. A review and update of cleaning matrices has been undertaken in all centres to ensure high standards are maintained. GLL and BCC are in agreement that standards are improving across the estate.

Action plans have been developed and are being implemented for any area's which are still below the required standard.

In order to track performance and identify best practice centres are evaluated and categorised within the following performance categories. This has proved to be an effective way to focus attention on continuous improvement.

Category 1 TOP	<ul style="list-style-type: none"> • High standards • Evidence of effective NOPs. • Minimal improvements required
Category 2 TOP MIDDLE	<ul style="list-style-type: none"> • Reasonable standards • Evidence of consistent and substantially effective NOPs • Some detail improvements required
Category 3 BOTTOM MIDDLE	<ul style="list-style-type: none"> • Below required standard in a limited number of areas • Evidence of consistent NOP's but ineffective in some areas • Improvements required to meet reasonable standard
Category 4 BOTTOM	<ul style="list-style-type: none"> • Failing to meet required standards • Substantial improvement required • Some evidence of NOP's but generally ineffective

Following the substantial improvements reported in Q2 there has been further positive movement in Q3. Two centres (Andersonstown and Avoniel) improved and moved up in the category ratings while no centres moved down.

No centres are now in the bottom Category 4 rating. Only three centres, Ballysillan, Grove and Loughside, remain in the middle bottom category 3.

GLL has successfully revised centre cleaning and maintenance regimes and refocused management attention onto facility management. The positive impact of these

changes indicates that it is realistic to expect that all centres will move into the top two categories in the coming months.

3.4.4.2 Internal and External Maintenance Schedule

Centre inspections are conducted as set out in 3.4.4.1 above. These include a visual assessment of building maintenance purely from an aesthetic/customer perspective. Professional/technical inspections form part of a comprehensive annual programme delivered by BCC property maintenance section.

All centres have a monthly maintenance plan which includes Planned Preventative Maintenance (PPM) works carried out by Belfast City Council.

For reactive work centres will raise the relevant Purchase Orders through locally approved contractors, or where relevant to Belfast City Council.

GLL provide quarterly and YTD maintenance expenditure as soon as of the quarterly property maintenance management meetings between GLL and the BCC facility maintenance section.

Minor maintenance work relating to the fabric of the buildings and in particular redecoration contributes significantly to the aesthetics of the facilities and ultimately to the customer experience.

Throughout Q2 and Q3 GLL has delivered substantial redecoration programmes across the estate with extensive/high impact work completed in Avoniel, Andersonstown, Shankill, Falls and Brooke.

3.4.5 Damage to Facilities and/or Assets

Excluding normal minor operational damage/breakdowns and sporadic acts of vandalism arising from anti-social behaviour there has been no major damage to facilities or assets in Q 3 2016/2017.

For the purposes of this report, we have defined major damage as something that results in a temporary or long term interruption to service. For example, the closure of an entire centre or a key facility or service area within a centre (Pool, gym, main hall, etc).

- Avoniel: Squash court closed from 10.11.16 - Present : Roof leak
- Avoniel: Millennium Suite closed for 2 weeks from 05.12.16 – Essential Maintenance

- Avoniel: Spa closed - 2 weeks – Water management remedial actions
- Shankill: Spa closed – 2 weeks – water management remedial actions
- Shankill: Fitness Suite 28th November – 2nd December – Painting and decoration

Facility and service issues are a routine agenda item at fortnightly update meetings between GLL and BCC. All service interruptions are reported as they arise directly to the Partnership Manager

3.4.6 Utility Consumption

As below in 3.4.10 and in the appendix which has been circulated.

3.4.7 Staffing and Sub Contractor Update

As above in 3.3.2.1 and in the appendix which has been circulated.

3.4.9 Health and Safety

Health and Safety incident statistics are reported in the appendix which has been forwarded to the Board.

Health and Safety observations and related file/administration reviews form part of the quarterly centre site inspections.

The Partnership Manager liaises directly with the BCC corporate H&S section to ensure that GLL H&S policies and practices are aligned to those of BCC.

Health and Safety files including, COSHH registers, risk assessment files, emergency action plans, etc. are routinely reviewed during site inspections.

3.4.10 Environmental Concerns

Utility consumption specifically for Gas, Electricity and Water are embedded within the KPI scorecard. Year on Year reduction has been agreed as a target and is reported in the appendix which has been circulated.

The Partnership Manager continues to work with BCC Environmental Services to establish robust and meaningful measures for water management. These may take some time to agree and will probably result in new waste management protocols and measurement tools. We do not anticipate having these measures in place before the end of 2016/2017.

3.4.11 Catering

External catering contracts remain in place in Andersonstown, Avoniel and Grove Leisure Centres.

As reported in Q2, the new Olympia Centre café is being operated directly by GLL under their own ‘Coffee Corner’ brand. Coffee Corner is an established and successful operation at other GLL sites throughout GB. The Olympia café is the first GLL Coffee Corner operation in Belfast.

No additional updates or variances since Q1 report.

3.4.12 Marketing

October	Over 60's Club Games	Working with partner and sporting bodies providing a day sporting and social activities targeted at 60+	<ul style="list-style-type: none"> • Develop relationships with local sporting bodies • Actively encourage regular physical activity for over 60 demographic • To promote and communicate wider social, environmental and economic regeneration outcomes 	<ul style="list-style-type: none"> • Local Press/media • Social Media • Radio and Television features • Better Website • Cross promotion with local partners and public bodies
November	Olympia Pre Sales	Pre sales for flagship new Olympia	<ul style="list-style-type: none"> • Launch series of pre sale activity to promote January opening of new Olympia • Launch programme to add 2000+ members to Belfast portfolio • Extend 5 star service at 3 star prices to premium new centre • To maximise income 	<ul style="list-style-type: none"> • Local Press/media • External Advertising • Radio • Digital Advertising • Social Media • Better Website • Cross promotion with local partners and public bodies

			generation opportunities	
December	GLL Staff Communications Day	Staff communication reviewing and celebrating 2016 achievements. Event attended by all members of staff	<ul style="list-style-type: none"> • Staff engagement under Better People pillar • Recognise and reward staff achievement in 2016 • Review challenges and opportunities for 2017 	<ul style="list-style-type: none"> • Local Press/media • Social Media • Better Website • Cross promotion with local partners and public bodies • Staff Intranet

3.4.13 The information required pursuant to clause 31.6.3 (Whistleblowing)

Within the period 01 July 2016 – 30 September 2016 no disclosures were made.

3.4.14 Compliance with the Equality Requirements

GLL is contractually obliged to comply with BCC strategic policy in relation to Equality.

Any policy review or significant service changes proposed by GLL are subject to BCC equality screening and potentially full EQIA.

There has been no equality related issues reported arising from normal operational procedures (NOPs) in Q3 or year to date in 2016/2017. Any such issues would be identified through the agreed three stage complaints handling process and would have been brought to the attention of BCC, by the complainant, as part of that process.

The Partnership Manager works closely with the BCC Equality Section to ensure that the leisure operation is consistent with BCC strategic policy. The leisure service, although directly managed by GLL, is included within the BCC annual equality returns and reports. The Partnership Manager is currently working towards developing an assurance statement to demonstrate that GLL is wholly compliant/consistent with BCC strategic policies in relation to equality matters. Statements relating to policy and working practice alignment (including equality) between GLL and BCC have been added to the annual contract compliance calendar.”

At the request of the Board, the Partnership Manager and the GLL representatives provided clarification on a number of areas contained within the report, primarily around cleanliness standards, health and safety, sickness absence levels and the recruitment and training of staff for the new Olympia Leisure Centre.

Following discussion, the Board acknowledged receipt of the Performance and Compliance report for the third quarter of 2016/2017 and the associated findings.

Update on New Olympia Leisure Centre

The Board considered the following report:

“1.0 Purpose of Report

1.1 To provide Board members with a progress update on the mobilisation and opening of the New Olympia Leisure Centre

2.0 Recommendation

2.1 Board is requested to note the information below.

3.0 Main Report

3.1 Timeline to Opening

3.1.1 The New Olympia Leisure Centre opened for free taster sessions between 27th and 31st December 2016.

3.1.2 These taster sessions were facilitated within the swimming pool, main hall, spa, and the fitness centre to generate awareness within the local community and to promote the centre to new users over the festive period

3.1.3 During the taster sessions, local swimming clubs were provided with free access to continue with their training which all formed part of the aquatics engagement meetings facilitated by GLL prior to the Christmas and New Year period

3.1.4 Over 500 people attended the free taster sessions over the Festive period

3.1.5 The feedback from customers has been exceptional and some customers have commented that the ‘facilities are brilliant’, ‘we have got the centre right’ and ‘early access to the centre at 6 am is fantastic’

3.1.6 Access to the new leisure centre will be via Boucher Road and the newly surfaced car park. This temporary access will be in-situ until late 2017, when a new Olympia Boulevard will be introduced allowing pedestrian access from the main road directly into the centre

- 3.1.7** Between 2nd and 22nd January 2017, the centre will undergo a soft opening, allowing the staff to continue to mobilise, train and test all facets of the centre operation prior to the full opening on Monday 23rd January
- 3.1.8** During the soft opening phase, the centre will facilitate normal access to new and existing fitness centre members, re-introduce the Better Swim School, continue to operate public access to family and fitness swimming, main hall sports bookings and provide trial sessions within the Better Spa Experience.
- 3.1.9** The centre will open and operate a full programme from Monday 23rd January between 6 am and 10 pm on Monday to Friday and between 8 am and 5pm on weekends
- 3.1.10** The Better Coffee Corner will launch fully on Monday 23rd January and the Better Spa Experience will open on Monday 30th January 2017

3.2 Staffing

- 3.2.1** All key senior management and supervisory positions have been successfully recruited
- 3.2.2** The centre has full time vacancies for 2 x lifeguards, 2 x customer service advisors and 2 x part time Spa therapists.
- 3.2.3** These positions are currently at interview stage and will be appointed by week commencing 30th January
- 3.2.4** In the interim, the customer service advisors and lifeguard positions have been supported by other Belfast leisure centres and additional support has been provided by other UK based GLL leisure centres
- 3.2.5** To support the new Better Spa Experience and Better Coffee Corner openings GLL have provided additional support from experienced UK based staff. This additional temporary staff resource will support the Belfast teams and assist with these key product launches

3.3 Product Update

Health and Fitness

- 3.3.1** The top floor level of the fitness centre comprises of heavier resistance, free weights and functional equipment and has fantastic space for instructor led group training.
- 3.3.2** The group cycling studio is the most advanced in Belfast and has 30 of the most modern bikes with cutting edge and innovative technology. Each bike can store member's data,

heart rate and work rate so they can monitor progress each time they visit and attend a class

- 3.3.3 The first floor level of the fitness centre house all of the cardiovascular and fixed resistance equipment and a designated area for stretching and functional training
- 3.3.4 All of this equipment with the exception of the treadmills is self powered and therefore supports our green agenda in creating a sustainable building for the future
- 3.3.5 The centre has sold over 120 membership sales since the centre opened in December and with transferring 750 existing members is well on course to achieve its 1,000 member target by the end of January 2017

Better Spa Experience

- 3.3.6 The Better Spa Experience consists of 3 treatment rooms with the latest equipment from which our trained spa therapists will deliver a wide range of relaxation and beauty treatments
- 3.3.7 The Spa consists of a spa pool, ice room, sauna, steam, sanarium, a monsoon and rain shower and heated Hamman relaxation beds
- 3.3.8 Sessions are three hours in length and are restricted to 25 people per session. The spa will have operational hours of 11am – 8pm between Monday and Friday and 10am – 4pm at weekends
- 3.3.9 Please see below for a selection of images of the Better Spa Experience

Better Coffee Corner

- 3.3.10 The Better Coffee Corner is a GLL brand introduced into a number of its centres in 2015
- 3.3.11 As a not for profit social enterprise GLL are committed to providing locally and ethically sourced products
- 3.3.12 All paper products used at the Better Coffee Corner are made from recycled materials, the bottled water is supplied by Belu, also a social enterprise who donate 100% of their profits to Water Aid
- 3.3.13 Each time a customer purchases a hot drink from Better Coffee Corner, GLL will donate 2p of the cost to the GLL Sports Foundation (GSF).
- 3.3.14 The GSF is the largest independent athlete support programme in the United Kingdom helping athletes across the country to reach their potential and achieve sporting success

3.3.15 Please see below for a selection of images of the Better Coffee Corner

3.4 Marketing and Branding

3.4.1 To note that there has been a spend of £50,000 for the launch of the New Olympia pre-sale and marketing strategy (£35,000 – BCC & £15,000 – GLL)

3.4.2 It was aimed at developing a suite of marketing materials to reflect a premium product and effectively engage the target market

3.4.3 This marketing and branding was aimed at successfully identifying and targeting affluent, young professional as a key target market demographic in line with the catchment area

3.4.4 Internally the branding and signage is bright and vibrant in keeping with its innovative and forward thinking look and feel.”

After discussion, during which Mr. Kirk confirmed that GLL was working to ensure that a longstanding aqua aerobics session could continue to take place within the new Olympia Leisure Centre, the Board noted the information which had been provided. The Board noted also that the Lord Mayor would officially open the facility on Tuesday, 24th January and that an invitation would be forwarded to all Directors.

Policy Alignment and Operating Procedures

The Partnership Manager informed the Board that, in accordance with the partnership agreement documentation, Active Belfast Limited was required to ensure that GLL’s operating policies and procedures were aligned to those of the Council. He reported that, following a review of that documentation, it was recommended that compliance and policy alignment assurance statements should be submitted on an annual basis to the Board in relation to six policies, namely, Equality and Good Relations, Health and Safety (including Safeguarding), HR Policy and Operating Procedures, Memorandum of Understanding for Support in Emergencies, PSNI/Council Protocol for Managing Public Safety and the Belfast Brand Platform.

He explained that it was proposed that the aforementioned policy areas be included within the current annual contract compliance calendar, with each being subject to a monitoring review process, to be undertaken in conjunction with the relevant Council Department/Section. A compliance assurance statement would then be formulated for submission to the Active Belfast Limited Board. He drew the Board’s attention to the following pilot programme which had been drafted and pointed out that it might be necessary to adjust the programme to allow for variations in the complexity of the policy areas:

Quarterly Schedule	Policy and Operating Procedure	Pilot Timeframe
Quarter 1	<ul style="list-style-type: none">• Health and Safety (including Safeguarding)	Q1 2017/2018

Quarter 2	<ul style="list-style-type: none"> • Human Resources • Belfast Brand Platform 	Q2 2017/2018
Quarter 3	<ul style="list-style-type: none"> • MoU for Emergency Support • PSNI/BCC Protocol for Managing Public Safety 	Q3 2017/2018
Quarter 4	<ul style="list-style-type: none"> • Equality and Good Relations 	Q4 2016/2017

The Board approved the process for the reporting of the compliance and policy alignment assurance statements for the six policy areas, as outlined, and noted that reference to flags and emblems would be included within the general review of equality and good relations policy alignment, in the context of shared and harmonious spaces.

Update on Review of Active Belfast Limited Business Plan

The Board was reminded that, at its meeting on 5th December, it had agreed an outline plan for the review of the current Active Belfast Limited business plan. The Board had agreed also that a Working Group should be established to oversee the development of the new plan and that its work be co-ordinated by the Partnership Manager.

The Partnership Manager explained that it had been the intention to convene the initial meeting of the Working Group by 31st December, following which draft sections of the plan would be circulated for review. However, due to other priorities, including the preparation for opening of the new Olympia Leisure Centre, that had not been possible. He reported that an outline document, setting out initial drafts of the introductory sections of the new business plan, was being prepared and that it would be circulated to the Working Group in advance of its first meeting, which was now scheduled for 25th January.

The business plan would be developed in 3 – 4 stages and meetings of the Working Group were planned for January, February and early March. Draft sections of the plan would be circulated to the Board for comment after each meeting and it was envisaged that the final draft of the business plan would be ready for approval by the Board at its next scheduled meeting on 21st March, with a view to making a recommendation to the Strategic Policy and Resources Committee.

The Board noted the information which had been provided and that there was still an opportunity for additional Directors to participate in the Working Group.

Update on the Aquatics Strategy

The Partnership Manager informed the Board that a draft discussion document, outlining options for the completion of the first four sections of the Belfast-wide Aquatics Strategy, namely, the Introduction, Vision Statement, Strategic Principles and Executive Summary, had, on 22nd December, been circulated to the Aquatics Working Group for consideration.

He reported that draft wording for the Introduction and the Executive Summary sections of the Strategy would be presented to the Working Group for consideration at its meeting on 26th January. The Working Group would, at that meeting, seek to develop also the Vision Statement and Strategic Principles sections, based upon the responses which had been received on the draft discussion document. He reminded the Board that, at its meeting on 5th December, it had agreed that stakeholder consultation should feature prominently and at an early stage within the Strategy development work plan and confirmed that the Vision Statement and Strategic Principles would, upon being considered by the Board at its meeting on 21st March, form the basis of the first round of stakeholder consultations. He outlined the process for the development of the Strategy and the associated consultation over subsequent months, which would culminate in the final document being presented on 18th September to the Board for approval.

Noted.

Other Business

Induction Training

The Board noted that induction training would be provided in advance of its next meeting for the benefit of those Directors who had been unable to attend the initial session and that further training on specific aspects of the Board's work was being planned.

Date of Next Meeting

The Board noted that its next meeting would take place at 4.30 p.m. on Tuesday, 21st March in the Grove Wellbeing Centre.

Chairperson