

# Document Pack

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



5 April 2013

## **MEETING OF DEVELOPMENT COMMITTEE**

Dear Alderman/Councillor,

The above-named Committee will meet in the Lavery Room (Room G05), City Hall on Tuesday, 9th April, 2013 at 5.15 pm, for the transaction of the business noted below.

You are requested to attend.

Yours faithfully

PETER McNANEY

Chief Executive

## **AGENDA:**

1. **Routine Matters**
  - (a) Apologies
  - (b) Minutes
  - (c) Declarations of Interest
2. **Cartoon Finance Conference 2013 (Pages 3 - 6)**
3. **Collaboration between Belfast and Bilbao (Pages 7 - 8)**
4. **Intention to seek tenders for the provision of a cleaning service at Belfast Waterfront Hall (Pages 9 - 10)**
5. **Intention to seek tenders for the provision of Catering, Bars and Restaurant service at Belfast Waterfront Hall (Pages 11 - 12)**

6. **India Trade Mission**

Report to follow.

7. **Belfast Public Hire Scheme**

Report to follow.



<b>Report to:</b>	Development Committee
<b>Subject:</b>	<b>Cartoon Finance Conference 2013</b>
<b>Date:</b>	9 April 2013
<b>Reporting Officer:</b>	John McGrillen, Director of Development, ext 3470
<b>Contact Officers:</b>	Shirley McCay, Head of Economic Initiatives, ext 3459

<b>1</b>	<b>Relevant Background Information</b>
1.1	Members will be aware that Belfast City Council has been playing a key role in supporting the development of the creative industries in Belfast, since 2004, with a key focus on the film, television, digital media, music and design sectors.
1.2	A key element of the Council's investment programme is to help support the development of the key growth sectors in Belfast and with the recent investments in the film, television and animation sectors, Belfast is rapidly building a profile as a growth area in these industries.
1.3	Invest Northern Ireland and the Department of Culture, Arts and Leisure (DCAL) are currently working on a proposal to bring a major conference to Belfast in November and have approached BCC to explore their interest in being a partner in this venture.
1.4	'Cartoon Finance' is one of four global business events that CARTOON, the European Association of Animation Film, has been organising for the last 24 years with the support of the MEDIA Programme of the European Union
1.5	The Cartoon Finance conference regularly attracts around 250 European animation professionals and addresses topics around sources of financing and how producers can increase revenues from their animated TV series. Public and private funding, new business models, licensing and merchandising, legal issues are also explored to allow professionals to capitalise on their investment and maximise opportunities for economic return.

<b>2</b>	<b>Key Issues</b>
2.1	The creative industries have been identified in a number of recent economic strategies and studies as being central to the future economic growth of Northern Ireland. The majority of creative businesses are based in Belfast and recent investments in the creative infrastructure – e.g. opening of two new studios at Titanic Quarter, redevelopment of Paint Hall studios – are central to capitalising on this potential growth.
2.2	Belfast City Council's work in supporting creative businesses has focused on business development initiatives, capability development programmes and infrastructure investment. With the growing importance and investment in the local animation and television industry and the development of new animation and visual FX courses in our colleges and universities, there exists a real opportunity for Belfast to become a centre of excellence in this field. Hosting a renowned conference such as Cartoon Finance, will help further Belfast in achieving this ambition.
2.3	Cartoon Finance is a 2 and half-day conference that is aimed at covering financing topics linked to animation TV series. Around 17 – 20 speakers from the professional world come and present on a range of topics with the aim of exploring ways to diversify sources of financing and increase revenues for animated TV series.
2.4	Cartoon Finance has been running for more than 20 years and has taken place in many cities around Europe with last year's event hosted in Dublin with great success.
2.5	By hosting the Cartoon Finance conference in Belfast, local animation companies will have the opportunity to improve their knowledge and skills, and help them understand the market to maximise the return of their productions. The conference will also provide the opportunity for local studios and production companies to attend high level training at a reduced cost and animation students also have the opportunity to attend the sessions and face the key issues of the industry.
2.6	The conference offers the opportunity to promote Belfast as an investment location for the creative sector and also enables local businesses in this sector to present the leading-edge initiatives in which they are engaged.
2.7	The total cost of hosting the Cartoon Finance Conference is 60,000 euros. Invest Northern Ireland and the Department of Culture, Arts and Leisure have each committed 20,000 euros to help bring the event to Belfast and have approached Belfast City Council to confirm whether we can make a similar allocation towards the event.

<b>3</b>	<b>Resource Implications</b>
3.1	<u>Financial</u> It is recommended that Belfast City Council support the funding for the conference up to a maximum of 20,000 euros, with match funding provided by Invest Northern Ireland and the Department of Culture, Arts and Leisure.

<b>4</b>	<b>Equality and Good Relations Considerations</b>
	No specific equality and good relations considerations.

<b>5</b>	<b>Recommendations</b>
	Members are asked to: <ul style="list-style-type: none"><li>- Note the contents of report.</li><li>- Approve a maximum of 20,000 euros to hosting Cartoon Finance in Belfast from the 27 – 29 November 2013.</li></ul>

<b>6</b>	<b>Decision Tracking</b>
	Progress report on outcomes to be presented to Committee in December 2013.

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<b>Report to:</b>	Development Committee
<b>Subject:</b>	<b>Collaboration between Belfast and Bilbao</b>
<b>Date:</b>	9 April 2013
<b>Reporting Officer:</b>	John McGrillen, Director of Development, ext 3470
<b>Contact Officers:</b>	Laura Leonard, European Unit Manager, ext 3577

1	Relevant Background Information
1.1	The Lord Mayor of Belfast, Alderman Gavin Robinson, has received correspondence from the Office of the British Ambassador to Spain based in Madrid, Mr Giles Paxman CMG LVO.
1.2	Mr Paxman has written to encourage collaboration between Belfast and the City of Bilbao. This is based on a recent proposal to the Ambassador by the Head of the United Nations World Tourism Organisation (UNWTO), which is also based in Madrid.
1.3	The Head of the UNWTO, Mr Taleb Rifai, was recently on a visit to Belfast and was greatly impressed by the city, and in particular the Titanic Centre. He suggested to the British Ambassador that the authorities involved in tourism promotion in Belfast, including Belfast City Council, might benefit from exploratory discussions with the City of Bilbao Tourism authorities with regard to the city's synergy with Belfast.
1.4	He referred specifically to the prominence of both cities in the industrial revolution and developing strong industrial economies. Both cities have also emerged from a troubled city legacy and both are seeking to diversify their economies. He also referred to the synergy around centres for the arts and higher education, port city development and the role as business capitals and regional drivers.
1.5	In particular though, Mr Rifai and indeed the Ambassador have pointed to the potential for collaboration in the tourism sector and around iconic developments such as Titanic Belfast and the Guggenheim Museum.

1.6	Belfast City Council already has past relationships with the City of Bilbao through partnership in the 3 year 2008-2011 EU funded OPENCITIES project, which worked on integration issues in cities with regards to economic migrants. Belfast also hosted Bilbao in 2003 to speak at the City Cultural Tourism Experts seminar held at the Harbour Commissioners, working on the early development of cultural quarters in the city.
1.7	Developing tourism links with the City of Bilbao would fit strategically with the Council's emerging International Relations Framework which has Europe as one of it's target markets and tourism/leisure as one of it's target segments.

<b>2</b>	<b>Key Issues</b>
2.1	The British Ambassador for Spain, Mr Giles Paxman, and the UNWTO Head, Mr Taleb Rifai, have proposed that BCC consider sending a team to Bilbao to explore the possibility for mutual learning and collaboration, and indeed to consider involvement of the Lord Mayor of Belfast in this exploratory visit.
2.2	Mr Paxman has offered the support services of the UK Consul in Bilbao to assist BCC in planning such a visit, to involve relevant Bilbao authorities and local businesses as well as the Mayor of Bilbao, who has strong historical, industrial and commercial links with the UK.

<b>3</b>	<b>Resource Implications</b>
3.1	The cost of a study visit to Bilbao will be determined once BCC decides on the value of the visit and numbers to travel.

<b>4</b>	<b>Equality and Good Relations Considerations</b>
4.1	There are no Equality and Good Relations Considerations attached to this report.

<b>5</b>	<b>Recommendations</b>
5.1	Members are asked to consider the request to undertake a study visit to Bilbao and determine who should attend.

<b>6</b>	<b>Decision Tracking</b>
There is no decision tracking attached to this report.	





<b>Report to:</b>	Development Committee
<b>Subject:</b>	<b>Intention to seek tenders for the provision of a cleaning service at Belfast Waterfront Hall</b>
<b>Date:</b>	9 April 2013
<b>Reporting Officer:</b>	John McGrillen, Director of Development, ext 3470
<b>Contact Officers:</b>	Jacqui Owens, Operations Manager, ext 1401

<b>1</b>	<b>Relevant Background Information</b>
1.1	The Committee will recall that at their meeting on 21 January 2012, approval was granted for the extension of the current Belfast Waterfront Hall cleaning contract up to a limit of August 2013. The current contract, with Totalis, has been in place since August 2008 on a term of 2 +2 years and the extension granted represented 1 year over the contracted term. This extended period will close on 31 July 2013. The extension was granted for the purposes of allowing the Belfast Waterfront Hall management team to explore the potential for development of a convention centre on site and to establish the impact of any building project on the specification for the cleaning contract.

<b>2</b>	<b>Key Issues</b>
2.1	The current annual value of the contract is £230,000 and as such any procurement exercise will need to be advertised in the wider European market.
2.2	Given the proposed development of convention facilities on the Waterfront site, to be operational from Spring 2016, it is desirable at this time to let only a 2 year contract to provide the opportunity to re-tender the contract under different terms for the newly extended Waterfront facility late in 2015.
2.3	The Director requests authority to carry out a procurement exercise based on both quality and cost. It is intended to test the financial acumen and operational ability of prospective contractors at an initial stage of assessment and then to seek to award the contract to the tender representing the most advantageous economic offer to the council.

<b>3</b>	<b>Resource Implications</b>
3.1	<p><u>Financial</u></p> <p>It is the intention of Officers to let the new contract on a 2 year basis. Using the current contract as a benchmark this is likely to give a total estimated cost of £500,000 over the life of the contract.</p>

<b>4</b>	<b>Equality and Good Relations Considerations</b>
4.1	There are no Equality and Good Relations Considerations attached to this report.

<b>5</b>	<b>Recommendations</b>
5.1	<p>It is recommended that the Committee:</p> <ul style="list-style-type: none"> <li>– Authorise the Director, under the scheme of delegation, to undertake a tender process for the provision of cleaning services for Belfast Waterfront Hall.</li> </ul>

<b>6</b>	<b>Decision Tracking</b>
<p>It is anticipated the procurement exercise will conclude with evaluations in the month of June and the Director will immediately seek approval for appointment of the successful contractor.</p> <p>Timeline: June 2013 <span style="float: right;">Reporting Officer: Jacqui Owens</span></p>	



<b>Report to:</b>	Development Committee
<b>Subject:</b>	<b>Intention to seek tenders for the provision of Catering, Bars and Restaurant service at Belfast Waterfront Hall</b>
<b>Date:</b>	9 April 2013
<b>Reporting Officer:</b>	John McGrillen, Director of Development, ext 3470
<b>Contact Officer:</b>	Jacqui Owens, Operations Manager, ext 1401

<b>1</b>	<b>Relevant Background Information</b>
1.1	The Committee will be familiar with the existence of a concession services contract held by Mount Charles Catering since August 2006 for the provision of catering, bars and restaurant service at Belfast Waterfront Hall. At their meeting on 21 January 2012 the Committee approved the extension of the current contract up to a limit of September 2013. The contract at this date of termination will have been extended twice taking it to 2 years beyond the upper limit of the original term. These extensions were granted for the purposes of maintaining continuity of service whilst the Waterfront management team explored the potential for development of a convention centre on the site.

<b>2</b>	<b>Key Issues</b>
2.1	Whilst final designs are not available as yet for the convention centre development the outline programme for construction (subject to funding) is now clear and predicts opening of the extended Waterfront facility in early Spring 2016. It is anticipated that the comprehensive hospitality and catering demands of such a facility will differ from the current provision and therefore a service contract would be tendered in the winter of 2015.
2.2	Advice from legal services and the procurement team suggests that it is both feasible and desirable to procure a supplier to provide the catering service for the interim period of 2 years between the termination of the current contract in September 2013 and the letting of that new and potentially larger scale contract in September 2015.

2.3	It is the intention of the management team to evaluate the tender on the basis of both quality and the value of the financial return to the council. With the financial and operational capacity of the potential contractors established at the initial stage of the tender process it is the intention to appoint the contractor making the most economically advantageous offer.
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<b>3</b>	<b>Resource Implications</b>
3.1	<p><u>Financial</u></p> <ul style="list-style-type: none"> <li>- Officers are mindful of the opportunity this tender presents to improve on the return offered by the current contract terms.</li> <li>- The current contract includes the supply by Belfast Waterfront of large scale pieces of catering equipment such as ovens and dishwashers. The inventory process required as part of the tender exercise may show a requirement to upgrade key pieces of equipment. It is anticipated that this would be covered from annual revenue budgets.</li> </ul>

<b>4</b>	<b>Equality and Good Relations Considerations</b>
4.1	There are no Equality and Good Relations Considerations attached to this report.

<b>5</b>	<b>Recommendations</b>
5.1	<p>It is recommended that the Committee:</p> <ul style="list-style-type: none"> <li>- Authorise the Director, under the scheme of delegation, to undertake a tender process for the provision of catering, bar and restaurant service for Belfast Waterfront Hall.</li> <li>- Under the same scheme authorise the Director to appoint the contractor making the most economically advantageous offer, assuming they have during the process, demonstrated their financial and operational ability to deliver a quality service.</li> </ul>

<b>6</b>	<b>Decision Tracking</b>
<p>It is anticipated the procurement exercise will conclude with evaluations in the month of July and the Director will seek approval for appointment of the successful contractor at the earliest opportunity in August 2013.</p> <p>Timeline: August 2013 <span style="float: right;">Reporting Officer: Jacqui Owens</span></p>	