

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



**Belfast
City Council**

18 November 2024

**MEETING OF THE BELFAST WATERFRONT AND ULSTER HALL LTD
SHAREHOLDERS' COMMITTEE**

Dear Alderman/Councillor,

The above-named Committee will meet, both online via Microsoft Teams and in-person, in the Lavery Room - City Hall on Monday, 18th November, 2024 at 5.15 pm, for the transaction of the business noted below.

You are requested to attend.

Yours faithfully,

John Walsh

Chief Executive

AGENDA:

1. **Routine Matters**

- (a) Apologies
- (b) Declarations of Interest
- (c) Minutes (Pages 1 - 4)
- (d) Schedule of Meetings 2025 (Pages 5 - 6)

2. **Capital and Maintenance Update (Pages 7 - 12)**

3. **Restricted Items**

- (a) Performance Update Q2 2024/2025 (Pages 13 - 28)
- (b) Annual Report and Financial Statements for year ended 31 March 2024 (Pages 29 - 70)
- (c) Chief Executive and Non-Executive Director Recruitment (Pages 71 - 84)

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Belfast Waterfront and Ulster Hall Ltd. Shareholders' Committee

Monday, 16th September, 2024

MEETING OF THE MEMBERS OF THE BELFAST WATERFRONT AND ULSTER HALL LTD. SHAREHOLDERS' COMMITTEE

Members present: Councillor Ferguson (Chairperson); and
Councillors Bower, Brennan, Bell, S. Douglas,
Flynn, Maghie, McCann, McDowell, McKay and Ó Néill.

In attendance: Mr. J. Greer, Director of Economic Development;
Mrs. L. Toland, Senior Manager, Economy;
Mr. I. Bell, Acting Chief Executive and Director of
Finance, Risk and Corporate Services (ICC Belfast);
Mr. C. McCloskey, Director of Events and Customer
Experience (ICC Belfast);
Ms. C. Davidson, Head of Governance and Stakeholder
Engagement (ICC Belfast); and
Mrs. L. McLornan, Committee Services Officer.

Also attended: Councillor Cobain; and
Mr. S. Daniels, Chair of the BWUH Ltd. Board.

Apologies

Apologies for inability to attend were reported from Alderman Copeland and Councillors R. Brooks, Canavan, Doherty, McCabe, Nic Bhranair and Verner.

Minutes

The minutes of the meeting of 17th June, 2024, were taken as read and signed as correct. It was reported that those minutes had been adopted by the Council at its meeting on 1st July.

Declarations of Interest

No declarations of interest were recorded.

Restricted Items

The information contained in the reports associated with the following three items are restricted in accordance with Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.

Resolved – That the Committee agrees to exclude the members of the Press and public from the meeting during discussion of the items as, due to the nature of the items, there would be a disclosure of exempt

Belfast Waterfront and Ulster Hall Ltd. Shareholders' Committee
Monday, 16th September, 2024

information as described in Section 42(4) and Section 6 of the Local Government Act (Northern Ireland) 2014.

The Members were also reminded that the content of 'restricted' reports and any discussion which took place during closed session must be treated as 'confidential information' and that no such information should be disclosed to the public as per Paragraph 4.15 of the Code of Conduct.

Performance Report Q1 2024/2025

The Acting Chief Executive and Director of Finance, Risk and Corporate Services provided the Committee with an update on the Belfast Waterfront and Ulster Hall Ltd's business performance and an analysis of actual performance against the budget for the first quarter covering the period 1st April to 30th June, 2024.

He outlined that the quarter had been busy, as expected, with a large number of events spanning conferences, meetings and entertainments.

The Director of Events and Customer Experience outlined the company's Corporate Social Responsibility programme, including with the charity Inspire and other volunteering opportunities and fundraising activities. He also provided the Committee with an update on the apprenticeships and placements within the company.

The Committee was advised that BWUH Ltd. was working towards the Earthcheck Company Standard.

In response to a Member's question regarding the impact that the Covid-19 pandemic had had on sales, the Director of Finance, Risk and Corporate Services pointed out that there was a long lead-in time for booking large conferences, usually with planning taking place 3-5 years out for the biggest ones.

After discussion the Committee noted the update which had been provided.

Head of Events Role

The Director of Economic Development outlined that BWUH Ltd. had set out an ambitious five-year business plan which followed a period of business growth and development since reopening in September 2021.

He explained that the Head of Events position had been occupied in BWUH in some capacity since 2018 but that it had not been filled for the past number of years due to the Covid-19 pandemic and cost control measures. During that time, the responsibility of ensuring the successful delivery of events had fallen to the Director of Events and Customer Experience, supported by two Senior Event Managers. However, with the growth of the event operations team and to ensure continuous development, strategic continuity planning and improving the resilience of the team, it was recommended that BWUH re-introduced the position of Head of Events.

Belfast Waterfront and Ulster Hall Ltd. Shareholders' Committee
Monday, 16th September, 2024

The Committee was advised that local market research had indicated that the new evaluation would place the Head of Events role at a salary of around £55,000, with the associated costs set aside within existing BWUH budgets.

The Committee approved the job revaluation of the Head of Events role.

BWUH Senior Positions Recruitment –
Non-Executive Director and Chief Executive Positions

The Director of Economic Development advised the Committee that Ms. L. Jackson had been a Board Member for two terms and that she was stepping down. He advised the Members that her experience had been a great asset to the company and that the recruitment of a new Non-Executive Director would be advertised in the coming weeks.

He also outlined that Ms. J. Corkey, the former Chief Executive of BWUH Ltd, had resigned in August to pursue other opportunities and that the process of recruiting the company's new Chief Executive would commence shortly.

Noted.

Mr. John Greer

The Chairperson reminded the Committee that this would be the last Shareholders' Committee meeting at which the Director of Economic Development would be in attendance as he would be leaving to take up the role of Permanent Secretary of the Department for Communities.

The Members and the Chairman of the BWUH Ltd. Board paid tribute to Mr. Greer for his hard work and dedication, particularly for his support in guiding the business through the Covid-19 pandemic, and wished him well in his future role.

Mr. Greer thanked the Members and advised them that Mrs. L. Toland, Senior Manager (Economy) would be taking over as the Senior Responsible Owner (SRO) for BWUH Ltd.

Noted.

Chairperson

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Subject:	Schedule of Meetings 2025
Date:	18th November, 2024
Reporting Officer:	Louise McLornan, Committee Services Officer
Contact Officer:	Louise McLornan, Committee Services Officer

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

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

1.0	Purpose of Report or Summary of main Issues
	To advise the Committee of the dates and times of the meetings of the Belfast Waterfront and Ulster Hall Ltd Shareholders' Committee between January and December, 2025.
2.0	Recommendations
	The Committee is requested to approve the schedule of meetings as outlined.
3.0	Main report
3.1	<u>Key Issues</u> The meetings of the Belfast Waterfront and Ulster Hall (BWUH) Ltd. Shareholders' Committee are usually held at 5.15 p.m. on the third Monday of the month. They are scheduled for

	<p>specific times throughout the year to allow the Committee to be advised of quarterly updates and on the company Business Plan.</p>
3.2	<p>Due to holiday periods and the timing of the monthly Council meetings it is sometimes necessary to move some of the meetings to earlier or later in the month.</p>
3.3	<p>Accordingly, the following dates have been identified for meetings of the BWUH Committee for the period from January to December, 2025:</p> <ul style="list-style-type: none"> • Monday 20th January; • Monday 10th March; • Monday 16th June; • Monday 15th September; and • Monday 10th November. <p>All meetings to commence at 5.15 p.m.</p>
3.4	<p><u>Financial & Resource Implications</u></p> <p>None associated with this report.</p>
3.5	<p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p> <p>None associated with this report.</p>
4.0	<p>Appendices – Documents Attached</p> <p>None associated with this report.</p>

Agenda Item 2



Belfast
City Council

**BELFAST WATERFRONT AND ULSTER HALL LTD
SHAREHOLDERS' COMMITTEE**

Subject:	ICC Waterfront and Ulster Hall – Capital and Maintenance Update
Date:	18 November 2024
Reporting Officer:	Sinead Grimes – Director of Property & Projects, Belfast City Council
Contact Officer:	Sinead Grimes

Restricted Reports

Is this report restricted? Yes No

Please indicate the description, as listed in Schedule 6, of the exempt information by virtue of which the council has deemed this report restricted.

Insert number

1. Information relating to any individual
2. Information likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including the council holding that information)
4. Information in connection with any labour relations matter
5. Information in relation to which a claim to legal professional privilege could be maintained
6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction
7. Information on any action in relation to the prevention, investigation or prosecution of crime

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"/>

Call-in

Is the decision eligible for Call-in? Yes No

1.0	Purpose of Report/Summary of Main Issues
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1.1	Members have requested regular updates on capital and maintenance works at the ICC Waterfront and Ulster Hall. This paper provides an update since the last report to Committee (March 2024).
2.0	Recommendation
2.1	Members are asked to note the update in relation to ongoing capital and maintenance works at the ICC Waterfront and Ulster Hall and in particular to note that the programme of toilet refurbishments/upgrades in the Waterfront has been completed.
3.0	Main Report
3.1	<p><u>Toilet Refurbishments</u></p> <p>Members will be aware that a programme of works to the toilets in the original Waterfront Hall was previously agreed with a budget allocated of approx. £500,000. The toilets had not been upgraded since the opening of the original venue in 1997 and were significantly outdated offering a poor customer experience. Members are asked to note that 11 toilet areas within the original building have now been significantly upgraded. This brings the existing washrooms up to date with the facilities provided as part of the ICC extension. The works included upgrades to the lighting and emergency lighting, ventilation, and facilities commensurate with those provided within the International Convention Centre.</p> <p>3.1.1 The works have now been completed and offer an enhanced experience for visitors attending events within the Waterfront Hall. Members will also be aware that a Changing Places facility was previously opened in 2022. Photos on the refurbished toilets are attached at Appendix 1.</p> <p>3.2 <u>Smoke Curtains & Replacement of Chiller Units</u></p> <p>Members are asked to note that works in respect of the smoke curtains in the main auditorium and the replacement of the chiller units, are both now part of the Capital programme. Consultants have been appointed to help support the design & delivery of both projects.</p> <p>3.2.1 Smoke Curtain – A quotation to undertake the CFD modelling works of the auditorium is currently out with the work due to be completed on the modelling by the end of the year. This will help inform the extent of works required to the auditorium and the required next steps. A further update will be provided to Members in the next report.</p> <p>3.2.2 Chiller Units - An updated feasibility study has been completed for the chiller works. Approval to move to detailed design and tender stage is required and this is planned to be brought to SP&R Committee in November.</p>

3.2.3	<p>Members are asked to note that officers from Property & Projects are currently liaising with management from the ICC Waterfront to agree a window when the works on the chiller units and the smoke curtain (if required) will be carried out to minimise impacts from an operational perspective. Members are also asked to note that there is no capital financing associated with these projects and this will therefore also be subject to going through the Council's capital governance processes including going to Oversight Group and SP&R Committee to secure the necessary finance.</p> <p><u>Financial & Resource Implications</u></p> <p>As outlined in the report.</p> <p><u>Equality and Good Relations Implications/Rural Needs Assessment</u></p> <p>None arising.</p>
4.0	Appendices - Documents Attached
	Appendix 1 – Photos of the upgraded toilet facilities

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Appendix 1 – Toilet Upgrade – Photos



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