

# Document Pack

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



17<sup>th</sup> September, 2013

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

Dear Alderman/Councillor,

The above-named Committee will meet in the Lavery Room (Room G05), City Hall on Friday, 20<sup>th</sup> September, 2013 at 10.00 am, 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) Declarations of Interest
2. **Investment Programme**
  - (a) Area Working Update – including update on BIF and LIF (Pages 5 - 14)
  - (b) Capital Programme – Update and Stage approvals (Pages 15 - 36)
3. **Democratic Services and Governance**
  - (a) Requests for the use of the City Hall and the provision of Hospitality (Pages 37 - 40)
  - (b) Request for the Use of the City Hall and Provision of Civic Hospitality – 70<sup>th</sup> Anniversary of the Award of the Victoria Cross to Seaman J J Magennis (Pages 41 - 42)

- (c) Taxation of Allowances  
(Councillor McCarthy to raise)

4. **Finance/Value-for-Money**

- (a) Minutes of Meeting of Audit Panel (Pages 43 - 52)
- (b) Minutes of Meeting of Budget and Transformation Panel (Pages 53 - 54)
- (c) Efficiency Programme (Pages 55 - 58)
- (d) LPS Financial Report for the year ended 31st March 2013 (Pages 59 - 62)
- (e) Protocol for Reporting to Members on Suspected Fraud (Pages 63 - 66)
- (f) Energy – Proposed New Procurement Strategy (Pages 67 - 76)

5. **Human Resources**

- (a) Standing Order 55 – Employment of Relatives (Pages 77 - 78)
- (b) Retirement of Town Solicitor and Assistant Chief Executive (Pages 79 - 80)  
(to consider further the minute of the meeting of 23<sup>rd</sup> August, which was referred back to the Committee by the Council.)
- (c) Local Government Reform – Filling the Chief Executive post in Belfast City Council (Pages 81 - 94)

6. **Asset Management**

- (a) Request for use of ILLUMINATE facilities – Royal British Legion (Pages 95 - 96)
- (b) City Hall Christmas Signage, Lighting and Trees (Pages 97 - 102)
- (c) Connswater Community Greenway Update (Pages 103 - 106)
- (d) Lease of Offices at Belfast Castle (Pages 107 - 112)

7. **Good Relations and Equality**

- (a) Minutes of Meeting of Good Relations Partnership (Pages 113 - 122)
- (b) Minutes of the Joint Group of the Party Leaders' Forum and Historic Centenaries Working Group (Pages 123 - 130)

8. **Cross-Cutting Issues**

- (a) Fairtrade City signage (Pages 131 - 138)

**To: The Chairman and Members of the Strategic Policy and Resources Committee**



**Belfast City Council**

|                           |                                                                                                                        |
|---------------------------|------------------------------------------------------------------------------------------------------------------------|
| <b>Report to:</b>         | Strategic Policy & Resources Committee                                                                                 |
| <b>Subject:</b>           | Area Working Update – including update on BIF and LIF                                                                  |
| <b>Date:</b>              | 20 September 2013                                                                                                      |
| <b>Reporting Officer:</b> | Ronan Cregan, Director of Finance and Resources, Ext: 6184<br>Gerry Millar, Director of Property & Projects, Ext: 6217 |
| <b>Contact Officers:</b>  | Sinead Grimes, Programme Manager                                                                                       |

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.0</b> | <b>Relevant Background Information</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|            | <b>Role of the Area Working Groups</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 1.1        | Members are aware that the Area Working Groups (AWGs) were established last year as a means of connecting Members to local areas in preparation for their role in community planning under the Reform of Local Government. In governance terms, the AWGs were established to have an advisory role, informing the implementation of the Investment Programme. It was agreed that the AWGs would have no delegated authority and no budget.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 1.2        | Since this time, the AWGs have played an integral role in recommending investment decisions for their areas in terms of the Local Investment Fund, the Feasibility Fund and Local Interventions Funds to the SP&R Committee. It was also previously agreed at SP&R last November that the AWGs would play a central part in the decisions related to the Belfast Investment Fund (BIF) given their knowledge of local areas and projects. Members are asked to note Property & Projects is happy to facilitate site visits for Members/Party Groups to any of the Council physical projects (including those funded under the Capital Programme and LIF) as they may help inform future investment decisions under BIF.                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 1.3        | Members will be aware that BIF (previously the City Investment Fund) was established in 2007 to enable the Council to take a lead role and work in partnership to deliver key investment projects in the city. At its meeting in March 2012, SP&R Committee reviewed and confirmed the objectives for BIF. These are attached at Appendix 1. Given both the changed needs of the city as well as the broader economic context, it was agreed that BIF support should be extended to include <b>programmes of capital investment</b> (or clusters) as well as single iconic projects, which <b>demonstrated a cumulative transformational or iconic impact</b> . It was further noted at this meeting by the SP&R Committee that in order to ensure a <b>balanced investment across the city</b> , and given the scale of investments, that the time horizon for BIF would be over <b>three terms of Council</b> , from 2007 when BIF was initiated through to 2019/20. This balance will need to be considered in the context of investments which have already been made and the money available for allocation which is currently anticipated as £20m by 2015. |
| 1.4        | One of the key objectives of BIF is to lever investment from the private and public sectors and Members further agreed in November 2012 that projects must secure at least <b>50% match funding</b> from other sources. It was also agreed that there should be <b>no ongoing revenue implications</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

| 1.5          | <p>Members, at this meeting, agreed an <b>approval process</b> for BIF projects which is attached for Members attention at Appendix 2. It is important to note that BIF is a <b>citywide fund</b> and that individual allocations of money are <u>not</u> being made against particular areas. AWGs do not have any delegated authority and can only make recommendations to the SP&amp;R Committee. The final decision on which BIF projects the Council will invest in will be determined by the SP&amp;R Committee in its role as the Council's investment decision maker.</p>                                                                                                                                                                                                                                                                                                                                                                                                     |            |                                   |              |                                                    |              |                                                                                                                                                                                                                                                                                                                                                                                |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------------------------------|--------------|----------------------------------------------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.6          | <p>This approval process reflects the <b>Stage Approval process</b> that SP&amp; R has previously agreed that all Council capital projects must go through whereby decisions on which projects progress are taken by SP&amp;R Committee. The first stage of this process is the development of a Strategic Outline Case which will test the four abilities of the projects – i.e. feasibility, deliverability, affordability, sustainability. The development of an SOC does not constitute a decision to invest in a project. Members are asked to note that any costs associated with the development of SOCs will come from the Feasibility Fund and not the BIF per se.</p>                                                                                                                                                                                                                                                                                                       |            |                                   |              |                                                    |              |                                                                                                                                                                                                                                                                                                                                                                                |
| 1.7          | <p>Members will appreciate that the role of SP&amp;R as the investment decision maker does present the potential for the Committee to decide to over-rule the proposals or priority projects put forward by an AWG. While this situation has not emerged to date in relation to local investment decisions, there may inevitably be a tension between those decisions made on the basis of local needs and those made from a city perspective which emphasises the importance of city and area planning. SP&amp;R Members will therefore be required to use their civic leadership role and focus on agreeing those projects which can have maximum benefits and investment return on both <b>city-level and area level outcomes</b> in line with the investment principles that were agreed by Members that underpin the Investment Programme -Balanced investment across the city; Good relations and equality; Partnership and integration; Value for money and Sustainability</p> |            |                                   |              |                                                    |              |                                                                                                                                                                                                                                                                                                                                                                                |
| <b>2.0</b>   | <b>Key issues</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            |                                   |              |                                                    |              |                                                                                                                                                                                                                                                                                                                                                                                |
| 2.1          | <p>Following the Committee decision in November, each AWG was presented with the long-list of suggested BIF projects for their area (see Appendix 4). In the interim period, individual AWGs have received presentations from emerging projects and been able to question groups on proposals.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |            |                                   |              |                                                    |              |                                                                                                                                                                                                                                                                                                                                                                                |
| 2.2          | <p>In May 2013, Committee agreed that a list of BIF projects (to go forward to the next stage to develop up an outline case and test their feasibility) from each AWG should be brought back in August with clearly expressed outcomes to address identified needs in each area. At this stage it was anticipated that first decisions on SIF projects would be available to help inform the decision making process.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |            |                                   |              |                                                    |              |                                                                                                                                                                                                                                                                                                                                                                                |
| 2.3          | <p>A current status of the AWG position in relation to emerging BIF projects is outlined below.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |            |                                   |              |                                                    |              |                                                                                                                                                                                                                                                                                                                                                                                |
|              | <table border="1"> <thead> <tr> <th data-bbox="188 1686 331 1727"><b>AWG</b></th> <th data-bbox="339 1686 1361 1727"><b>Current status in relation</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="188 1738 331 1778"><b>North</b></td> <td data-bbox="339 1738 1361 1778">Currently considering their emerging BIF projects.</td> </tr> <tr> <td data-bbox="188 1789 331 2098"><b>South</b></td> <td data-bbox="339 1789 1361 2098"> <p>Have recommended that 3 projects be referred to SP&amp;R to move to the next stage</p> <ul style="list-style-type: none"> <li>- Lagan Corridor*</li> <li>- Markets Tunnels at Lanyon</li> <li>- Gilpins</li> </ul> <p>(* Members are asked to note that the South AWG has used an aggregation of their LIF feasibility to progress a preliminary study on this project)</p> </td> </tr> </tbody> </table>                                                                                                                                | <b>AWG</b> | <b>Current status in relation</b> | <b>North</b> | Currently considering their emerging BIF projects. | <b>South</b> | <p>Have recommended that 3 projects be referred to SP&amp;R to move to the next stage</p> <ul style="list-style-type: none"> <li>- Lagan Corridor*</li> <li>- Markets Tunnels at Lanyon</li> <li>- Gilpins</li> </ul> <p>(* Members are asked to note that the South AWG has used an aggregation of their LIF feasibility to progress a preliminary study on this project)</p> |
| <b>AWG</b>   | <b>Current status in relation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            |                                   |              |                                                    |              |                                                                                                                                                                                                                                                                                                                                                                                |
| <b>North</b> | Currently considering their emerging BIF projects.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |            |                                   |              |                                                    |              |                                                                                                                                                                                                                                                                                                                                                                                |
| <b>South</b> | <p>Have recommended that 3 projects be referred to SP&amp;R to move to the next stage</p> <ul style="list-style-type: none"> <li>- Lagan Corridor*</li> <li>- Markets Tunnels at Lanyon</li> <li>- Gilpins</li> </ul> <p>(* Members are asked to note that the South AWG has used an aggregation of their LIF feasibility to progress a preliminary study on this project)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            |                                   |              |                                                    |              |                                                                                                                                                                                                                                                                                                                                                                                |

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                         |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
|            | <b>East</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Currently considering their emerging BIF projects                                       |
|            | <b>West</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Currently considering their emerging BIF projects                                       |
|            | <b>Shankill</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Have recommended that St. Andrew's Church be referred to SP&R to move to the next stage |
| 2.4        | Whilst it is intended that Members final decisions on priorities should be informed by factors such as SIF projects and city and area priorities, it was highlighted to Committee in August that some AWGs are keen to move certain BIF schemes to feasibility stage because of timescale constraints, the level of investment and the need to secure at least 50% funding from other sources.                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                         |
| 2.5        | <b>Members are therefore asked to consider if they wish to progress the projects as recommended by the South and Shankill Area Working Groups to be moved to Stage 1</b> (i.e. the development of a Strategic Outline Case) <b>which will test their feasibility in the first instance.</b> Members are asked to note that <b>this does not constitute a final decision</b> to invest in any project.                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                         |
| 2.6        | As with all capital projects, the outcome of the SOC's will be reported back to the SP&R Committee which can then take a decision on whether projects are progressed to the next stage or are stopped. As highlighted the SOC will test the 4 principles which guide all Council's investments: (1) affordability inc. consideration of available match funding; (2) deliverability; (3) feasibility; and (4) sustainability. A report outlining the framework for finalising BIF investment decisions will be brought to a future meeting of SP&R.                                                                                                                                                                                                                                                                                                                       |                                                                                         |
| <b>3.0</b> | <b>Area Planning – Next steps</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                         |
| 3.1        | Members are asked to note that it is important that even if some potential BIF projects are progressed to the next stage and the development of an outline case that the emphasis on city and area priorities remains. Best practice from elsewhere highlights that planning needs addressed at a broad city level, within larger constituent parts of the city including the city centre and also from the community grassroots up – in some cases using physical projects as a catalyst. Members are also aware that there are various frameworks in place which set a city wide context including the Masterplan, the Investment Programme and the Corporate Plan.                                                                                                                                                                                                     |                                                                                         |
| 3.2        | At an area level however Members will acknowledge that areas are not homogenous and that within local areas (North, South, East, West and Shankill) there are vast differences with individual areas/neighbourhoods requiring different interventions and focus from others. Members are aware the good examples of local area based planning are taking place across the city. These have tended to be driven by thematic issues, specific geographical areas, particular area needs or on an individual project basis. Some examples of the work which is already underway or planned is outlined for Members is attached at Appendix 3. Members will note that this list is not comprehensive and there are many examples of good area planning, led both by the Council and by a range of other agencies and groups, already happening on the ground across the city. |                                                                                         |
| 3.3        | Members are asked to note that all of these developed and emerging plans, together with other masterplans which are being led by DSD and the various NRP plans which are already in place, can provide a nucleus for the development of area frameworks which can inform Members' investment decisions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                         |
| 3.4        | A workshop, facilitated by the Centre for Local Economic Studies (CLES), is being arranged for all Members in early October to help Members consider these issues and work through approaches to creating effective investment and interventions at a local level. Further proposals on how the Council will address city and area planning issues will                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                         |

be forthcoming over the next number of weeks.

#### 4.0 Area Working Group updates – September

##### South AWG - Local Intervention

4.1 The South AWG made the following recommendation for the consideration of the SP&R Committee in relation to their Local Intervention money:

| Proposal                         | £       | AWG Comments                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Finaghy Traders' Group           | £12,600 | That £12,600 be allocated from the South AWG's Local Intervention Fund to assist the Finaghy Traders' Group to undertake retail development and promotional activities on the understanding that the Group would contribute a sum of £1,400 for that purpose – i.e. 10% of the total anticipated costs - in addition to the amount to be granted by the Council.                 |
| Ormeau Road Business Association | £10,800 | That £10,800 be allocated from the South AWG's Local Intervention Fund to assist the Ormeau Road Business Association to undertake retail development and promotional activities on the understanding that the Association would contribute a sum of £1,200 for that purpose – i.e. 10% of the total anticipated costs - in addition to the amount to be granted by the Council. |

#### 5.0 Local Investment Fund Update

5.1 Members will recall that they were informed last month at Committee that the full allocation of **£5million** under the local Investment Fund had been committed in principle to **67 projects** across the city. **20 projects** totalling **£1.26m** received funding formal agreements at the LIF event in May.

5.2 Members are asked to note that since this time a number of other LIF projects have now received funding agreements including

|          |                               |                                                 |
|----------|-------------------------------|-------------------------------------------------|
| ELIF027  | Templemore Avenue School      | £100,000 towards the renovation of the building |
| NLIF007  | North Belfast WISP            | £50,000 towards building renovations            |
| SLIF061  | Donegall Pass Community Forum | £38,000 towards a community garden              |
| ShLIF021 | West Belfast Orange Hall      | £50,000 towards improvements to the Hall        |
| NLIF035  | Ligoniel Connect Project      | £50,000 towards a youth training suite          |

5.3 A number of other projects are in the final stages of due-diligence (including WLIF020 Divis Joint Development Committee; ELIF015 Short Strand Community Centre; SLIF052 Mornington Community Project). Due-diligence work is continuing on the other projects which have been approved in principle and officers are working closely with groups to ensure that all information is being forwarded to the Council. Area Working Groups will be kept up to date on the status of their LIF proposals on a regular basis regarding where they are in the due-diligence process.

#### 6.0 Resource Implications

Financial: Any costs associated with the development of Strategic Outline Cases for emerging BIF proposals will be met from the Feasibility Fund.

Human: Officer time in working with groups on developing their project proposals

Assets: none at present

## **7.0 Equality Implications**

As part of the Stage approval process, a screening will be carried out on each project to indicate potential equality and good relations impacts and any mitigating actions needed.

## **8.0 Recommendations**

Committee is asked to note the contents of this report and -

- agree the request from the South and Shankill AWGs that their prioritised BIF projects (Lagan, Gilpins and Markets Tunnels – South and St. Andrews Church – Shankill) are progressed to Stage 1 and the development of SOCs to test their feasibility, affordability, sustainability and deliverability. Members are asked to note that this does not constitute a final decision to invest in any project.
- note the scope and location of area based working which is already taking place across the city as outlined in Appendix 3
- note that a workshop on area planning, to be facilitated by CLES, is being held in October
- agree the Local Intervention recommendation as proposed by the South AWG (Finaghy Traders' Association and Ormeau Road Business Association)
- note the update in respect of the Local Investment Fund

## **9.0 Appendix**

Appendix 1 – Belfast Investment Fund objectives

Appendix 2 - Belfast Investment Fund (BIF): Approval process

Appendix 3 – Examples of area based planning across the city (either underway or planned)

Appendix 4 - Emerging list of suggested BIF projects

## **Appendix 1 – Belfast Investment Fund Objectives**

The City Investment Fund (now BIF) was designed to enable the Council to take a lead role and work in partnership to deliver key investment projects which:

- Promote the image of Belfast as a place to visit
- Enable and/or promote the city as a place in which to do business
- Bring financial or other economic returns to the city which help to build the city's rate base
- Promote Belfast as a city in which its citizens have pride and belief in a brighter future.
- Enhance the city's strategic, social, cultural and environmental infrastructure.
- Provide a lasting legacy for future generations.

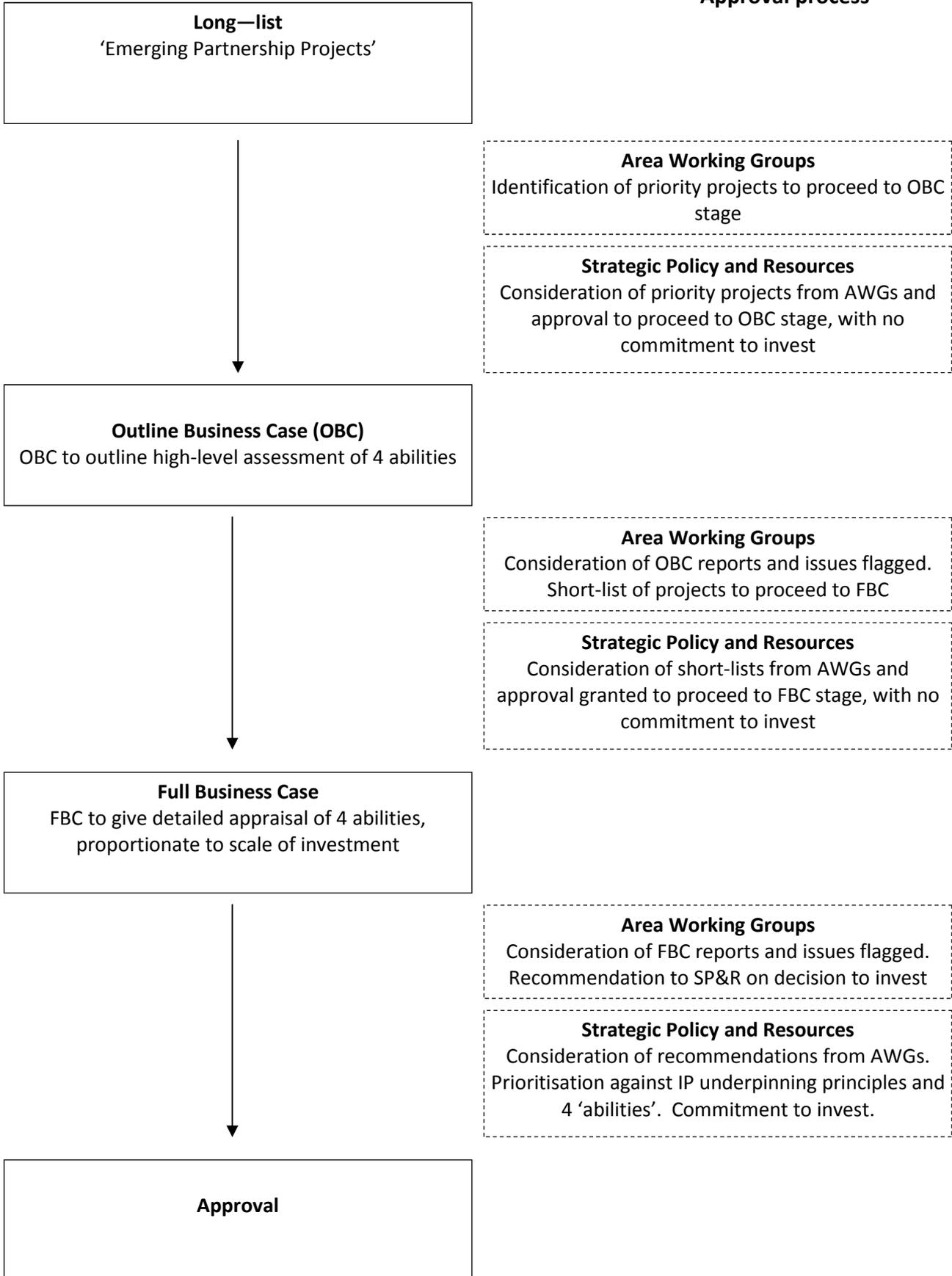
The objectives for the City Investment Fund were agreed in December 2007:

- create a focal point for the Council to play a leading role in the development of the city;
- create a 'can do' attitude amongst its citizens and create a sense of place and pride;
- encourage investment from and engagement of public, private and voluntary sectors, in the achievement of that aim; and
- to contribute to the Council's priorities and vision for the city.

**These objectives were reconfirmed by the SP&R committee in March 2012.**

Appendix 2

**Belfast Investment Fund (BIF)  
Approval process**



## Appendix 3 – Examples of area planning across the city (either planned or underway)

- **South** - Inner South NRP is keen to work up proposals for the broader Markets, Lower Ormeau and Donegall Pass areas and potentially linking with the Southwest NRP which includes Sandy Row. Importantly though this will look beyond the boundary of the NRP and looking at the overall development of a plan for the whole Inner South area. The Lagan Corridor is also a potential area plan and a regeneration plan around Olympia is also being progressed.
- **East** - Next steps, including working with DSD and the East Belfast Partnership, are being progressed on the back of the recent Opportunity Workshop in Inner East. Members are also aware the IBM Smarter Cities Challenge, which is focusing on identifying an alternative approach to help the city tackle issues of persistent segregation and deprivation, is taking place from the 16 September – 4 October. Inner East, including the Short Strand, has been chosen as one of two areas for this study and the results from this could help inform a specific plan for this area.
- **West** - A detailed multi-agency plan has now been developed for the Lower Falls/Divis Intervention. The catalyst for the development of this plan was the Council agreeing to put £100,000 of its intervention money towards this project last year. Upper Springfield/Black Mountain/Highfield is the other area which has been chosen for the IBM Smarter Cities Challenge which could result in an area plan and help contextualise the Whiterock Community Corridor scheme. A regeneration plan around Andersonstown and Casement is also being progressed
- **North** –Members will recall that they agreed in June that the North Belfast Gateway would be submitted to SEUPB as the Council’s key Peace IV project. This will require a detailed plan to be developed around this. Members will be aware that the Council has received notification from SEUPB that the Council has been successful in obtaining funding for the development of the Girdwood Hub. This presents an opportunity to develop a wider plan for the site and surrounding area.
- **Shankill** – The Shankill AWG is currently considering options in relation to their £100,000 intervention money.

**Note** – this list is not exhaustive and there are many other examples of good area planning, led both by the Council and by a range of other agencies and groups, already happening on the ground across the city



**Appendix 4 - Belfast Investment Fund – suggested project ideas** (mentioned in the Investment Programme, AWGs, other discussions)

| <b>NORTH</b>                                            | <b>SOUTH</b>                         |
|---------------------------------------------------------|--------------------------------------|
| Crumlin Road Gaol                                       | <b>Lagan Canal</b>                   |
| Crumlin Road Courthouse                                 | <b>Markets Tunnels at Lanyon</b>     |
| North Belfast Cultural Corridor                         | <b>Gilpins site</b>                  |
| St Kevin’s Hall                                         | An Droichead                         |
| Girdwood – wider site                                   | <b>EAST</b>                          |
| Six Links                                               | Vocational College                   |
| Grace Women’s Centre                                    | Strand Cinema Community Arts Project |
| Marrowbone Phase II                                     | <b>SHANKILL</b>                      |
| Ardoyne Holy Cross Boxing Club                          | <b>St. Andrew’s Church</b>           |
|                                                         | Shankill Piazza/Urban Square         |
| <b>WEST</b>                                             | Springfield Dam                      |
| St Comgall's                                            | Argyle Business Park                 |
| An Sportslann                                           |                                      |
| Donegal Celtic                                          |                                      |
| Belfast Hills & Black Mountain                          |                                      |
| Raidió Fáilte                                           |                                      |
| Corpus Christi – pitches                                |                                      |
| St Mary’s Christian Brothers – sports arena development |                                      |
| Conway Mill                                             |                                      |
| Bullring                                                |                                      |

**Bold text - AWG recommendation to move to next stage – development of an Outline Case**

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### Belfast City Council

|                           |                                                                        |
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| <b>Report to:</b>         | Strategic Policy and Resources Committee                               |
| <b>Subject:</b>           | Requests for the use of the City Hall and the provision of Hospitality |
| <b>Date:</b>              | Friday, 20th September, 2013                                           |
| <b>Reporting Officer:</b> | Mr. Stephen McCrory, Democratic Services Manager<br>(Ext. 6314)        |

|           |                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.</b> | <b>Relevant Background Information</b>                                                                                                                                                                                                                                                                                                                                                                                      |
| 1.1       | Members will recall that the Committee, at its meeting on 26th September, 2003, agreed to the criteria which would be used to assess requests from external organisations for the use of the City Hall and the provision of hospitality. Subsequently the Committee at its meeting on 7th August, 2009, further amended the criteria so as to incorporate the new Key Themes as identified in the Council's Corporate Plan. |

|           |                                                                                                                                                                 |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2.</b> | <b>Key Issues</b>                                                                                                                                               |
| 2.1       | The revised criteria have been applied to each of the requests contained within the appendix and recommendations have been made to the Committee on this basis. |

|           |                                                                   |
|-----------|-------------------------------------------------------------------|
| <b>3.</b> | <b>Resource Implications</b>                                      |
| 3.1       | Provision has been made in the revenue estimates for hospitality. |

|           |                              |
|-----------|------------------------------|
| <b>4.</b> | <b>Equality Implications</b> |
| 4.1       | N/A                          |

|           |                                                                                   |
|-----------|-----------------------------------------------------------------------------------|
| <b>5.</b> | <b>Recommendations</b>                                                            |
| 5.1       | The Committee is asked to approve the recommendations as set out in the Appendix. |

|                                       |                          |
|---------------------------------------|--------------------------|
| <b>6.</b>                             | <b>Decision Tracking</b> |
| Officer responsible – Kate McCafferty |                          |

|                 |                             |
|-----------------|-----------------------------|
| <b>7.</b>       | <b>Key to Abbreviations</b> |
| Not applicable. |                             |

|                                       |                           |
|---------------------------------------|---------------------------|
| <b>8.</b>                             | <b>Documents Attached</b> |
| Appendix 1 – Schedule of Applications |                           |



Appendix 1

| <b>Organisation/<br/>Body</b>                 | <b>Event/Date -<br/>Number of<br/>Delegates/Guests</b>                                                               | <b>Request</b>                                                                                    | <b>Comments</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Recommendation</b>                                                                                                            |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Faculty of Sexual and Reproductive Healthcare | Faculty of Sexual and Reproductive Healthcare Conference Reception<br>3rd April, 2014<br>Approximately 150 attending | The use of the City Hall and the provision of hospitality in the form of a drinks reception       | Delegates will be staying in accommodation in Belfast and the conference will take place within the city.<br><br>This event would contribute to the Council's Key Theme of 'City Leadership – Strong, Fair, Together'.                                                                                                                                                                                                                                                                                                                                            | The use of the City Hall and the provision of hospitality in the form of wine and soft drinks<br><br>Approximate cost £500       |
| Falls Youth Providers                         | Falls Youth Awards<br>18th November, 2013<br>Approximately 250 attending                                             | The use of the City Hall and the provision of hospitality in the form of tea, coffee and biscuits | This event aims to highlight the achievements of young people in the city and to promote the talent which exists among the award recipients. Awards will be presented to recognise success in areas such as education, sport, training, citizenship, leadership, participation and arts and culture.<br><br>This event would contribute to the Council's Key Themes of 'City leadership, strong, fair and together' and 'Better support for people and communities' and in addition would contribute to the Council's thematic area of Children and Young People. | The use of the City Hall and the provision of hospitality in the form of tea, coffee and biscuits<br><br>Approximate cost £625   |
| Flax Trust                                    | Flax Trust Inter-Community Schools Choir Award<br>5th December, 2013<br>Approximately 500 attending                  | The use of the City Hall and the provision of hospitality in the form of tea, coffee and biscuits | This event will aim to inspire communication and integration across the divide. It will provide an opportunity to bring together schools from across North Belfast to demonstrate through music the work which is being carried out to help build cross-community relationships.<br><br>This event would contribute to the Council's key theme of 'City Leadership – strong, fair, together' and 'Better opportunities for success across the city' and in addition would contribute to the Council's thematic area of Children and Young People.                 | The use of the City Hall and the provision of hospitality in the form of tea, coffee and biscuits<br><br>Approximate cost £1,250 |
| Belfast Hospital                              | Night of Celebration for the pupils of Belfast                                                                       | The use of the City Hall and the provision of                                                     | This event will celebrate the academic success of children who attend this                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | The use of the City Hall and the provision of                                                                                    |

|                                               |                                                                                                                             |                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                  |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| School                                        | Hospital School<br>9th December,<br>2013<br><br>Approximately 150<br>attending                                              | hospitality in<br>the form of tea,<br>coffee and<br>biscuits                                                        | special school and will<br>recognise the courage,<br>resilience and sheer hard<br>work and determination of<br>children who are unable to<br>attend school due to their<br>illnesses.<br><br>This event would<br>contribute to the Council's<br>key theme of 'City<br>Leadership – strong, fair,<br>together' and 'Better<br>opportunities for success<br>across the city' and in<br>addition would contribute<br>to the Council's thematic<br>area of Children and<br>Young People.                                                                         | hospitality in the<br>form of tea, coffee<br>and biscuits<br><br>Approximate cost<br>of £375                                                     |
| Department of<br>Culture, Arts<br>and Leisure | Launch of a Town<br>Charters'<br>Travelling<br>Exhibition<br><br>22nd October,<br>2013<br><br>Approximately 50<br>attending | The use of the<br>City Hall                                                                                         | This event will provide an<br>opportunity to promote the<br>exhibition which will travel<br>throughout the province.<br>The exhibition is based on<br>the history of Town<br>Charters awarded around<br>Ireland in 1613. It will<br>promote Belfast as a<br>thriving city that celebrates<br>success and recognises<br>cultural achievements and<br>historical milestones.<br><br>This event would<br>contribute to the Council's<br>Key Themes of 'City<br>leadership, strong, fair and<br>together' and 'Better<br>support for people and<br>communities'. | The use of the City<br>Hall                                                                                                                      |
| Bible Society in<br>Northern<br>Ireland       | Launch of Digital<br>Bible Library<br><br>4th November,<br>2013<br><br>Approximately 100<br>attending                       | The use of the<br>City Hall and<br>the provision of<br>hospitality in<br>the form of tea,<br>coffee and<br>biscuits | This launch will highlight<br>the development of the<br>Digital Bible Library and<br>the addition of local texts<br>to this worldwide resource.<br>The event will be<br>multi-cultural with readings<br>in English, Irish and<br>Ulster-Scots.<br><br>This event would<br>contribute to the Council's<br>Key Themes of 'City<br>leadership, strong, fair and<br>together' and 'Better<br>support for people and<br>communities'.                                                                                                                             | The use of the City<br>Hall and the<br>provision of<br>hospitality in the<br>form of tea, coffee<br>and biscuits<br><br>Approximate Cost<br>£250 |



**Belfast City Council**

|                           |                                                                                                                                                             |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Report to</b>          | <b>Strategic Policy &amp; Resources Committee</b>                                                                                                           |
| <b>Subject:</b>           | <b>Request for the Use of the City Hall and Provision of Civic Hospitality – 70th Anniversary of the Award of the Victoria Cross to Seaman J J Magennis</b> |
| <b>Date:</b>              | 20th September, 2013                                                                                                                                        |
| <b>Reporting Officer:</b> | Stephen McCrory, Democratic Services Manager (Ext 6314)                                                                                                     |

|          |                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b> | <b>Relevant Background Information</b>                                                                                                                                                                                                                                                                                                                                                                  |
| 1.1      | The former Policy and Resources Committee, at its meeting on 24th January, 1997, agreed that a memorial be erected within the City Hall Grounds to commemorate the late J. J. Magennis being awarded the Victoria Cross for his outstanding bravery in World War II. At its meeting on 24th August, 1999 the Committee agreed to the holding of a civic luncheon to mark the unveiling of the memorial. |
| 1.2      | At its meeting on 18th February, 2005 the Committee granted the use of the City Hall and the provision of a civic dinner for the Northern Ireland Submarines Association to mark the achievements of J. J. Magennis VC in what was the year of the centenary of the City Hall.                                                                                                                          |
| 1.3      | In June 2006 the Committee granted the use of the City Hall grounds for a service of remembrance of J.J. Magennis VC to be held in August 2006.                                                                                                                                                                                                                                                         |
| 1.4      | Members will also recall that a portrait of Seaman Magennis VC is located in the Rotunda area of the City hall building.                                                                                                                                                                                                                                                                                |

|          |                                                                                                                                                                                                                                                                                                                                                                   |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2</b> | <b>Key Issues</b>                                                                                                                                                                                                                                                                                                                                                 |
| 2.1      | A letter has been received from the Northern Ireland Submariners Association requesting the Council to consider hosting a civic dinner to celebrate the 70th anniversary of the award of the Victoria Cross to Seaman Magennis in June 2015. The Association would also request permission to lay a wreath at the Cenotaph on the morning after the civic dinner. |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.2 | The Association estimates that the numbers for the dinner would be approximately 200 Submariners and guests. This number, taken together with invitations to Council members and their guests and others on the civic guest list would not be able to be accommodated in the Great Hall which has a capacity of 400 seated guests and therefore, if the Committee is minded to approve the request, further negotiation would be required with the Association. The estimated cost of a civic dinner for 400 guests would be estimated at £15k - £17k. |
| 2.3 | The request would appear to fall outside the criteria for the use of the City Hall as it seeks to celebrate an anniversary which is not a major anniversary (i.e. 21st, 25th, 50th, 75th 100th etc). However, given the Council's involvement with the commemoration of Seaman J.J. Magennis in the past, the Committee is requested to give consideration to the request                                                                                                                                                                              |

|          |                                                                                                            |
|----------|------------------------------------------------------------------------------------------------------------|
| <b>3</b> | <b>Resource Implications</b>                                                                               |
| 3.1      | Approximately £15K - £17k which can be accommodated within the budgets set for the 2015/16 financial year. |

|          |                                                                                                 |
|----------|-------------------------------------------------------------------------------------------------|
| <b>4</b> | <b>Equality and Good Relations Implications</b>                                                 |
| 4.1      | There are not any relevant equality or good relations implications associated with this report. |

|          |                                                                                                                                                              |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>5</b> | <b>Recommendations</b>                                                                                                                                       |
| 5.1      | The Committee is recommended to consider the request from the Northern Ireland Submariners Association and to take such action thereon as may be determined. |

|                                                               |                          |
|---------------------------------------------------------------|--------------------------|
| <b>6</b>                                                      | <b>Decision Tracking</b> |
| Stephen McCrory, Democratic Services Manager<br>October, 2013 |                          |

## Audit Panel

Wednesday, 11th September, 2013

### MEETING OF AUDIT PANEL

Members present: Alderman Rodgers (Chairman), Councillor Jones and Mr. D. Bell.

In attendance: Mr. R. Cregan, Director of Finance and Resources;  
Mr. M. McBride, Head of Finance and Performance;  
Mr. A. Wilson, Head of Audit, Governance and Risk Services;  
Mr. A. Harrison, Audit, Governance and Risk Services Manager;  
Ms. C. O'Prey, Audit, Governance and Risk Services Manager;  
Mr. T. Wallace, Financial Accounting Manager;  
Mrs. E. Eaton, Corporate Health and Safety Manager;  
Mr. R. Allen, Director, Northern Ireland Audit Office;  
Mrs. P. Scarborough, Democratic Services Section.

### Apologies

Apologies were reported on behalf of Aldermen M. Campbell and Smyth and Councillors Lavery and Mullan.

### Minutes

The minutes of the meetings of 11th June and 12th August were taken as read and signed as correct.

### Declarations of Interest

No declarations of interest were reported.

### Absence Rates: Quarter 1

(The Head of Human Resources attended in connection with this item.)

The Head of Human Resources submitted, for the Panel's consideration, a report providing information in respect of the absence figures for the first quarter of the year 2013-2014. She reported that, at the end of June, the average number of days' sickness absence per full time employee was 1.92, which represented a reduction of 0.77 days compared to the figure for the same period in the previous year. It was anticipated that the target to reduce sickness absence to 10 days by the year end would be met. She advised the Panel that all departments were on target, with the Parks and Leisure and the Health and Environmental Services Departments, in particular,

**Audit Panel,  
Wednesday, 11th September, 2013**

recording a reduction from the same period as last year. Furthermore, there had been an increase, during the period, in the number of staff with no recorded absence, viz., 81.4% compared to 75.7% in the previous year.

The Panel noted the information which had been provided and acknowledged the considerable work which had been undertaken to continue the effective management of sickness absences. The Panel welcomed also the high percentage of staff with no recorded absences during the period.

**Audit, Governance and Risk Services –  
Progress Report, June, 2013**

The Panel considered the Audit, Governance and Risk Services' progress report which had provided a summary of a number of assignments within the Services' 2013-2014 Plan that had been finalised since the last meeting, including reports in relation to a number of financial and operational areas. The key issues arising from the report were highlighted in relation to estates management and City Events, including an update on the areas which were required to enhance and improve the control frameworks which were in place.

It was reported that, given the early stage in the 2013-2014 financial year, the number of reports which had been finalised was low. However, progress against the plan was being made with draft reports having been issued on Property Maintenance, Budgetary Control and IT Project Management. An update on progress in relation to a number of audits and reviews was also provided.

Information was presented on data which had been submitted to the Audit Commission as part of the National Fraud Initiative in 2012-2013; an update on the Regulation of Investigatory Powers Act 2000, Policy for Members; and the audit investigation work in relation to the Belfast Waterfront Hall, which had been completed. Progress in relation to the call off contract for audit related services was provided also. Discussions ensued with regard to budget management; action planning and the monitoring thereof; debt management; the control measures which had been put in place in relation to the allocation of monies from the Local Investment Fund; and the auditing of the accounts of the District Policing and Community Safety Partnerships.

The Panel noted the information which had been provided; that a report on debt management arrangements would be submitted to a future meeting; that a quarterly report on overtime and agency costs to the Panel would be reinstated as a regular item on the agenda; and that a report would be provided in due course on the audit arrangements for the District Policing and Community Safety Partnerships.

**Fraud Update**

The Head of Finance and Performance reminded the Panel of the incident which had occurred earlier in the year which had led to payments having been made to a fraudulent bank account. He updated the Panel on the actions which had been taken and the investigations which were ongoing.

**Audit Panel,  
Wednesday, 11th September, 2013**

After discussion, during which the Panel acknowledged the response and initial actions which had been taken by management on the discovery of the Fraud, it noted the update and noted also that a further report, including a draft protocol in connection with the notification to Elected Members of incidents of suspected fraud, would be submitted to a future meeting.

**Corporate Risk Management –  
Quarter ended June, 2013**

The undernoted report was submitted for the consideration of the Panel:

**“1 Relevant Background Information**

**The need to have effective risk management arrangements is a regulatory requirement placed on the Council and represents accepted good practice.**

**The purpose of this paper is to:**

- **report to the Audit Panel on the operation of the assurance processes over the Council’s arrangements for the management of risk for the quarter ending June 2013**
- **present the updated corporate risk register for quarter ending June 2013**
- **update Audit Panel on the procurement of the new integrated corporate action tracking, risk management and audit management system**
- **update Audit Panel on business continuity management.**

**2 Key Issues**

**1. Assurance on the Management of Risk**

**Management Assurance**

**Each of the 15 risks in the corporate risk register has a nominated Risk Owner who is responsible for ensuring that the risk is managed effectively and evidenced as such in the relevant departmental risk action plans.**

**Management are responsible for ensuring that risks are properly identified, evaluated, managed and reviewed. Departmental Risk Champions co-ordinate and monitor the update of the risk registers and risk action plans within the Department.**

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In order to obtain assurance on the management of risk, on a quarterly basis each Chief Officer and the Head of Human Resources, prepares and signs a quarterly assurance statement to:

- confirm compliance with risk management processes
- list the key risks that they have responsibility for managing (corporate risks and 'red' departmental risks)
- confirm that there are appropriate action plans in place to manage these risks
- identify any proposed actions and, where applicable, explain any slippage
- provide a formal assurance that the risks are being managed.

AGRS can confirm that, for the quarter ending June 2013, all Chief Officers and the Head of Human Resources have signed Quarterly Assurance Statements confirming that the corporate, departmental and operational risk registers and action plans have been reviewed and updated.

**AGRS Assurance**

In the Annual Governance Statement for y/e March 2013, 8 significant issues were declared, which were based on the red risks in the corporate risk register – see table below.

| Risk Owner                                  | Corporate Risk                                                                                                                                                                                 |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Director of Health & Environmental Services | <ul style="list-style-type: none"> <li>▪ Management of the City's waste</li> </ul>                                                                                                             |
| Director of Property and Projects           | <ul style="list-style-type: none"> <li>▪ Strategic management of the Council's assets</li> <li>▪ Delivery of the Investment Programme</li> </ul>                                               |
| Director of Finance and Resources           | <ul style="list-style-type: none"> <li>▪ Local government reform</li> <li>▪ Health and safety</li> <li>▪ Failure to maximise the collectible rate</li> <li>▪ Information management</li> </ul> |
| Director of Development                     | <ul style="list-style-type: none"> <li>▪ EU / external funding for major capital projects</li> </ul>                                                                                           |

In order to receive assurance on the management of the above risks, the Assurance Board has requested that each Risk Owner provides an update on the progress being made to manage these risks, including confirmation that key controls continue to operate effectively and where relevant, explanations for any delays in implementing agreed actions.

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AGRS work will be limited to validation of actions that have been implemented. The progress update is required by 4<sup>th</sup> October 2013 and will be reported to the December meetings of the Assurance Board and Audit Panel. The requirement for a progress update on these risks was communicated to Directors at the last round of quarterly risk and audit update meetings.

**2 Corporate Risk Register**

For the quarter ending June 2013, our review meetings with individual Directors to discuss the management of corporate risks identified the following updates to the corporate risk register:

- ◆ Risk 2 re waste management – the risk rating has increased from Major to High because of reduced capacity of the waste industry to treat black bin waste.
- ◆ Risk 8 re business continuity management – the risk cause re “Lack of preparation for G8” is no longer applicable and has been deleted.
- ◆ Risk 12 re delivery of Investment Programme, while the Chief Executive remains the risk owner, the risk updater is now the Director of Property and Projects.
- ◆ Risk 14, which was a new risk last quarter, is assessed as a High risk and has an action plan in place to address the causes listed below:
  - Uncertainty surrounding income stream from LPS
  - Uncertainty of income stream following LGR
  - Lack of information from LPS in respect of vacancy control and debt management
  - Uncertainty around the accuracy of the valuation list
  - Uncertainty around the accuracy of the (new) EPP
  - Lack of budgetary information on the implications of boundary changes and transferring services
- ◆ Risk 11 has an additional risk cause “poor procedures for application / funding agreement, procurement, financial management and monitoring, communications and publicity.”
- ◆ The risk re “Failure to plan for future park and leisure provision” (previously risk 10) has been removed from the corporate risk register and is being managed and monitored at departmental level.
- ◆ A new risk has been proposed by the Director of Parks and Leisure “Fail to deliver the Leisure Transformation Programme”, with a draft risk assessment of Major (likelihood 3, impact 4) and the key causes being as follows:

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- The capital available is not allocated effectively to achieve the right mix of provisions and outcomes
- The business model for the programme does not deliver better value for money

The current proposal is for the Director of Parks and Leisure to be the risk owner, with the Neighbourhood and Development Manager being the risk updater. CMT to confirm the Risk Owner and Risk Updater.

The corporate risk register has been updated to reflect the above changes and was agreed by CMT on 28<sup>th</sup> August 2013 and the Assurance Board on 3<sup>rd</sup> September 2013.

3. Integrated Corporate Action Tracking, Risk Management and Audit Management System

The new system, MK insight, is being piloted currently in the Finance & Resources Department with roll out to remaining departments from October 2013 onwards. Directors have been reminded of the importance of ensuring that risk registers and action plans are reviewed by 30<sup>th</sup> September 2013 to ensure that good quality data is loaded onto the new system.

4. Business Continuity Management - Update

Business continuity is a risk within the corporate risk register. One of the key ways that Members and Chief Officers can gain assurance over the arrangements we have in place to manage a disruption to our services, is that the Business Continuity (BC) plans are up to date and have been exercised (at least annually) to ensure their effectiveness.

None of the 15 critical services have undertaken their BC plan exercise for 13/14. At the recent round of quarterly risk and audit update meetings, Directors have been asked to ensure that all critical services schedule and undertake their BC plan exercise before 31<sup>st</sup> March 2014.

3 Resource Implications

Financial  
None.

Human Resources  
None.

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**Asset and Other Implications**

None.

**4 Equality Implications**

None.

**5 Recommendations**

Audit Panel to note updated corporate risk register for quarter ending June 2013”

After discussion, the Panel noted the information which had been provided.

**Audit Panel – Indicative Programme  
of Work 2013 - 2014**

The Panel considered the undernoted indicative programme of work:

**1. Relevant Background Information**

1.1 The purpose of this paper is to present the programme of work of the Audit Panel for the remainder of 2013/14 for approval.

1.2 This will assist the forward planning process and will also serve to ensure that the Audit Panel can discharge their responsibilities, by ensuring that they have a programme of work that addresses the requirements of their respective terms of reference.

**2. Key Issues**

2.1 An indicative plan of work for the Audit Panel for 2013/14 has been drafted and was available on the modern.gov system. The programme draws from the Panel’s terms of reference and sets out the months of the year when meetings could most appropriately take place and the business that each meeting could address. It is, of course, likely that events will arise during the course of the year which require special meetings to take place or meeting dates to be moved forward / backwards. However, the indicative programme of work will provide a basis upon which the Panel can work to ensure it addresses its role and responsibilities.

**3. Equality and Good Relations Considerations**

3.1 There are no equality or good relations considerations relating to this paper.

**4. Resource Implications**

**Audit Panel,  
Wednesday, 11th September, 2013**

**4.1 Financial**  
None.

**4.2 Human Resources**  
None.

**4.6 Asset and Other Implications**  
None

**5. Decision Tracking**

**Andrew Wilson, Head of Audit, Governance and Risk Services**

**6. Recommendations**

**That the Audit Panel approves the indicative programme of work for 2013/14.”**

After discussion, the Panel approved its indicative Programme of Work for 2013-2014.

**Corporate Health and Safety Update**

The Corporate Health and Safety Manager provided the Panel with an update in relation to the Council's health and safety performance at the end of the first quarter of the year 2013-2014. She outlined the progress with regard to the agreed health and safety recommendations which had been implemented against the corporate total targets; the percentage of workplace accidents which had been reported; the customer satisfaction level with the health and safety training which had been delivered; the response times in relation to service requests responded to within the agreed timescale; the percentage number of workplace inspections which had been undertaken; the number of accidents which had been reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations; and an update with regard to the implementation of the agreed actions which had arisen from the external review of the corporate health and safety function.

After discussion, the Panel noted the information which had been provided.

**Mobile Phone Contract**

The Director of Finance and Resources reminded the Panel that the Council had entered previously into a corporate contract with Vodafone for the supply of mobile telephones. He explained how charges were applied through the contract and he provided a comparison of the current number of mobile phones and annual expenditure with that in previous years.

**Audit Panel,  
Wednesday, 11th September, 2013**

After discussion in relation to the reimbursement of charges for personal calls; limits which had been set for downloading data; and the Council's policy on social networking, the Panel noted the information which had been provided.

**Retirement of Members**

The Chairman pointed out that this was the last meeting at which Councillor Lavery would have been in attendance as he would be leaving the Council as part of the Reform of Local Government and that Alderman Smyth had indicated his intention to retire over the coming months.

The representatives of the Panel paid tribute to those Members and the contribution which they had made over the years to the Council and to their constituents.

**Retirement of Mr. A. Wilson**

The Chairman advised the Panel that Mr. A. Wilson, the Head of Audit, Governance and Risk Services, had indicated that he would be retiring from the Council's service in the near future. The representatives of the Panel acknowledged the considerable contribution which Mr. Wilson had made to the Council and they thanked him for the service which he had provided.

**Date of Next Meeting**

The Panel agreed that a special meeting would be held at 10.00 a.m. on Tuesday, 22nd October in order to consider the Audit Office's draft findings in respect of the Council's Annual Accounts 2012-2013, and that the next scheduled meeting would take place in the Lavery Room at 1.00 p.m. on Tuesday, 10th December.

Chairman

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**Minutes of Budget and Transformation Panel Meeting  
12 September 2013**

**1. Attendance**

Members:

Alderman Gavin Robinson (Chair)

Councillor Maire Hendron

Councillor John Kyle

Councillor Caoimhin Mac Giolla Mhin (deputising for Councillor Jim McVeigh)

Councillor Lee Reynolds

Apologies:

Councillor Tim Attwood

Alderman David Browne

Councillor Jim McVeigh

Officers:

Peter McNaney, Chief Executive

Ronan Cregan, Director of Finance and Resources

John McGrillen, Director of Development

Mark McBride, Head of Finance and Performance

Caroline Wilson, Neighbourhood and Development Manager (for item 3)

**2. Revised Fraud Policy**

The Director of Finance and Resources tabled the proposed protocol for "Reporting to Members on Suspected Fraud".

Subject to the amendment that "Significant sums of council money or assets.." should be changed to "Council money or assets.." it was agreed that the protocol should be submitted to the Strategic Policy and Resources Committee for approval.

**3. Leisure Transformation Programme**

The Chief Executive provided an update on the Leisure Transformation Programme following the visit of Elected Members to Greenwich. He also advised that a briefing for the Trade Unions on the Leisure Transformation Programme had been undertaken and that this had been attended by local TU representatives and full time TU officials.

It was noted that Greenwich Leisure Limited (GLL) would be visiting Belfast and that the details of the workshop with Elected Members would be notified to the Party Group Leaders.

**4. Efficiency Programme 2014/15**

The Director of Finance and Resources summarised the current position of the 2014/15 efficiency programme. He advised that at this stage £1.1m of the £2m targeted savings had been achieved and he outlined the areas of focus over the next few months from which the remaining £900k of savings will be targeted.

The Director also outlined the proposals to join iESE and the benefits this would provide in accessing local government expertise in supporting delivery of the efficiency programme and developing a programme of value for money / transformational service reviews. It was noted that an update report on the efficiency programme, which would include the proposal

to join iESE, would be presented to the next meeting of the Strategic Policy and Resources Committee on the 20 September 2013.

**5. Capital Programme Update**

The Director of Finance and Resources highlighted the key movements in the capital programme update report which would be presented to the Strategic Policy and Resources Committee on the 20 September 2013. The report was noted.

**6. Belfast Community Investment Programme**

The Director of Development advised that a paper would be presented to the next meeting of the Strategic Policy and Resources Committee on the options for the Belfast Community Investment Programme (BCIP) post 2015.

The Director tabled a briefing note which summarised each of the options in terms of:-

- Strategic Fit
- Operational Risk
- Financial Risk
- Likelihood of Quick Agreement and
- Reputational Risk.

The panel agreed that the preferred option, to ensure that there are adequate funding arrangements in place for the community development sector from 2015, would be to consider community development funding in the context of Community Planning and the transfer of the whole Neighbourhood Renewal Programme to local government with a new outcomes based programme being introduced in 2017.

It was noted that a full report on the proposal would be presented to the Strategic Policy and Resources Committee in October 2013.

**7. Date of Next Meeting**

10.00am, Friday 18 October 2013.

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**Belfast City Council**

|                           |                                                             |
|---------------------------|-------------------------------------------------------------|
| <b>Report to:</b>         | Strategic Policy and Resources Committee                    |
| <b>Subject:</b>           | <b>Protocol for Reporting to Members on Suspected Fraud</b> |
| <b>Date:</b>              | 20 September 2013                                           |
| <b>Reporting Officer:</b> | Ronan Cregan, Director of Finance and Resources             |
| <b>Contact Officers:</b>  | Andy Harrison, AGRS Manager                                 |

|          |                                                                                                                                                |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b> | <b>Relevant Background Information</b>                                                                                                         |
| 1.1      | The purpose of this report is to seek the approval of Members to a proposed protocol for communication to Members when suspected fraud arises. |

|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2</b> | <b>Key Issues</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 2.1      | In the light of the Council recently being subject to an external fraud, there have been discussions between senior officers and Members regarding the process for communicating to Members on suspected fraud.                                                                                                                                                                                                                                                                      |
| 2.2      | Reporting on <i>suspected</i> fraud is, inherently, a delicate matter. This is because premature disclosure of suspicions, particularly to the media, can alert fraudsters and compromise the fraud investigation process. Furthermore, premature disclosure of suspicions relating to specific Council staff or contractors, prior to detailed investigation (which may not ultimately prove fraud) may have serious implications for the Council, individual staff or contractors. |
| 2.3      | However, it is recognised, in the light of the recent external fraud, that a protocol that covers the arrangements for senior management to report to Members on suspected fraud is needed. A copy of the proposed protocol has now been drafted and is attached at Appendix 1. Subject to agreement, this will be included in the Council's fraud policy which is currently in the process of being updated.                                                                        |

|          |                                 |
|----------|---------------------------------|
| <b>3</b> | <b>Resource Implications</b>    |
| 3.1      | <u>Financial</u><br>None.       |
| 3.2      | <u>Human Resources</u><br>None. |

|     |                                              |
|-----|----------------------------------------------|
| 3.3 | <u>Asset and Other Implications</u><br>None. |
|-----|----------------------------------------------|

|          |                                                   |
|----------|---------------------------------------------------|
| <b>4</b> | <b>Equality and Good Relations Considerations</b> |
| 4.1      | None.                                             |

|          |                                                                                                                   |
|----------|-------------------------------------------------------------------------------------------------------------------|
| <b>5</b> | <b>Recommendations</b>                                                                                            |
| 5.1      | That Members approve the proposed protocol on reporting to Members on suspected fraud, as attached at Appendix 1. |

|                                                 |                          |
|-------------------------------------------------|--------------------------|
| <b>6</b>                                        | <b>Decision Tracking</b> |
| Ronan Cregan, Director of Finance and Resources |                          |

|                                            |                                                    |
|--------------------------------------------|----------------------------------------------------|
| <b>7</b>                                   | <b>Key to Abbreviations (including appendices)</b> |
| AGRS – Audit, Governance and Risk Services |                                                    |

|                                                                   |                           |
|-------------------------------------------------------------------|---------------------------|
| <b>8</b>                                                          | <b>Documents Attached</b> |
| Appendix 1 – Protocol for Reporting to Members on Suspected Fraud |                           |

**Appendix 1 - Protocol for Reporting to Members on Suspected Fraud**

**Individual cases**

In the case of a suspected fraud which involves:

- Council money or assets; and/or
- Potential reputational risk to the Council:

the Director of Finance and Resources shall, unless he / she receives clear direction from the police that disclosure may compromise their investigations, inform the following of the outline details of the case:

- party group leaders (through the Budget and Transformation Panel)
- the Chair of the Strategic Policy and Resources Committee
- the Chair of the Audit Panel
- the Northern Ireland Audit Office

This will include a 'line to take' brief, prepared in consultation with the Head of Corporate Communications.

**Overall reporting**

Each quarter the number of ongoing fraud and whistleblowing cases under investigation will be reported to the Audit Panel in the Audit, Governance and Risk Services Progress Report.

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### Belfast City Council

|                           |                                                                                                                      |
|---------------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>Report to:</b>         | Strategic Policy & Resources Committee                                                                               |
| <b>Subject:</b>           | Energy – Proposed New Procurement Strategy                                                                           |
| <b>Date:</b>              | 20 September 2013                                                                                                    |
| <b>Reporting Officer:</b> | Gerry Millar, Director of Property & Projects, Ext: 6217<br>Ronan Cregan, Director of Finance & Resources, Ext: 6184 |
| <b>Contact Officer:</b>   | Donal Rogan, Head of Contracts, Ext: 2460                                                                            |

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.0</b> | <b>Purpose</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 1.1        | The purpose of this report is to propose a new procurement strategy for gas and electricity to deliver value for money, efficiency savings and support a cost avoidance strategy (minimise future increases in energy costs) on the understanding of accepting a risk-based approach to energy procurement. This proposal is specific to gas and electricity procurement only and does not include oil.                                                                                                                                                                                                                   |
| <b>2.0</b> | <b>Background</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 2.1        | The SP&R reports of June and April 2012 identified delivering further energy savings across the Council as a key priority for the 2014-15 and 2015-16 efficiency programmes. In the financial year 2012-13 the Council spent £3.54m on electricity and gas: £1.96m and £1.58m respectively. Our spend on energy has increased by £600k between 2010/11 and 2012/13 which represents a 21% increase. In terms of the domestic energy market this market is unstable and future costs are likely to fluctuate. For information, our top 15 sites for both electricity and gas consumption are listed in <b>Appendix 1</b> . |
| 2.2        | The Council's energy consumption will be affected by any future acquisition and disposal of assets. A reduction in energy consumption can only be achieved through energy efficiency projects and better in-house management of energy consumption, for example the current roof survey of Council buildings to examine their suitability for solar power. This report focuses on managing the price we pay for energy regardless of any changes to our asset portfolio and energy efficiency.                                                                                                                            |
| <b>3.0</b> | <b>Outline of approach</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 3.1        | Currently the Council procures energy via a fixed price tender through participation in a Northern Ireland Local Authority regional energy framework. Using this approach the tender prices are wholly dependent on the relatively small supplier margin (around 5%).                                                                                                                                                                                                                                                                                                                                                     |
| 3.2        | Many large organisations are now using energy management companies to manage their energy costs, specifically their wholesale energy costs. Typically this involves agreeing and setting an energy budget for a 1-5 year period which is managed in a flexible way by the company. This means the company would use hedging techniques (i.e. trades to protect against adverse price movements) to ensure that the price we pay is below the market price. By way of example, Ireland's National Procurement Service uses this approach for 98% of the public estate and saved €21m in 2011-12                            |

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            | (13% of their annual energy cost).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 3.3        | The potential for savings using this procurement approach, i.e. by influencing the market price, is much higher than our current procurement approach where any savings would be only on the supplier profit margin.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 3.4        | The price we pay might fluctuate but should not exceed the expenditure level set by us as part of our budget estimating process. The estimates for 2013/14 have been set and agreed at £3.6m and excluding inflationary increases this price will not be exceeded under this proposed arrangement for 2014/15. The level we set will be monitored and reported by the company appointed on a daily basis as part of the contract. We can also choose to fix a percentage of our portfolio and have a flexible approach to the remainder. If this managed service approach is adopted the majority of the expected efficiency savings will be realised from year 2 onwards. A further benefit is that we will definitively know what the projected level of efficiency savings will be for year 2 and 3 almost immediately after commencing the contract in year one allowing us to set more accurate budget expenditure estimates for the subsequent years. |
| 3.5        | Other services usually provided by these companies include an ongoing service to validate energy invoices to ensure the accuracy of our future energy bills and also a historic cost audit where they will review previous bills for any errors.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>4.0</b> | <b>Potential efficiency savings</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 4.1        | Based on 2012-13 volumes and prices, the Council could have saved £379k on its total energy bill (£227k on electricity and £153k on gas). These figures are based on using a fully flexible approach and using market prices provided by a supplier in the course of this research. Depending on the fixed/flexible approach taken the savings will vary. Please see <b>Appendix 2</b> for graphs illustrating the potential savings.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 4.2        | There are costs associated with this service. Indicative costs provided to the Council in the course of researching this approach are approximately £70k per annum. It would be expected that costs received by suppliers through a tender or framework process would be lower.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 4.3        | Based on our costs incurred during 2012/13 if we had already been in the managed service arrangement, the potential savings for the first year could have been between £81k and £309k depending on the approach to risk management we adopted involving either a part-flexible managed service or based on a fully flexible managed service.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 4.4        | As Members will be aware, our efficiency savings are measured by a reduction in our budgets (cash savings). The 2013-14 corporate total for our combined gas, electricity and CHP budget is £3.6m and departments have been advised to allow for an inflationary increase of 5% as indicated in the High Level Rates Guidance Report for 2014-15. The need to adopt a more proactive approach to energy procurement is supported by the recent trend of increasing energy costs which is a trend that is predicted to continue over the coming years. It also highlights the need for us as an organisation to source more innovative procurement mechanisms to maximise the opportunities to reduce our energy expenditure costs going forward.                                                                                                                                                                                                            |
| 4.5        | It is envisaged that this approach should also lead to in-year savings which could be earmarked to fund or hedge future Council energy costs to further reduce the budgets of future years.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>5.0</b> | <b>Outline of options</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 6.1        | The Council currently has two procurement options to consider:<br><br>Option 1: Continue with current <b>status quo</b> .<br><br>Option 2: Engage an energy management company to provide a <b>managed service</b> solution to energy procurement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|             | <p>Option 2 as it is presented above can take two forms:</p> <ul style="list-style-type: none"> <li>part-flexible/part-fixed approach which allows us to set a fixed cost to a percentage of our portfolio and have a flexible approach to the remainder; or</li> <li>fully flexible portfolio approach.</li> </ul>                                                                                                                                                                                                                                                                                 |
| 6.2         | The main advantage of using Option 1 is certainty of cost regardless of global and domestic market conditions, while the main advantages of using Option 2 is to benefit from any market fluctuations, both increases and decreases in price. A summary of the associated advantages and disadvantages of each of these options is set out in <b>Appendix 3</b> .                                                                                                                                                                                                                                   |
| 6.3         | A decision on whether to use a part-flexible or fully flexible portfolio management approach does not need to be made until later on in the process when the appointed supplier would advise us by facilitating a risk management workshop with relevant senior officers. The Council can also elect not to proceed with the process at this stage and simply enter a fixed price contract as is the current arrangement.                                                                                                                                                                           |
| <b>8.0</b>  | <b>Resource Implications</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 8.1         | There will be no additional resource human resource implications required as this process can be managed within existing resources and the new procurement approach if approved would reduce the number of energy-related procurement exercise carried out by the Council. Option 2 if approved can also present more scope to realise efficiency savings and cost avoidance.                                                                                                                                                                                                                       |
| <b>9.0</b>  | <b>Equality and Good Relations Implications</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 9.1         | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>10.0</b> | <b>Recommendations</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 10.1        | <p>The Committee is asked to:</p> <ul style="list-style-type: none"> <li>Consider the contents of this report and to give approval to explore <b>Option 2</b> using the managed service approach further in the context of reviewing the scope for realising efficiencies as part of the rate setting process.</li> <li>If approval is given to progress Option 2 Committee is asked to give authority to commence a tender process to appoint an energy management supplier and to delegate authority to the Director of Property and Projects to oversee this process and appointment.</li> </ul> |
| <b>11.0</b> | <b>Documents attached</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 11.1        | Appendix 1 – Top 15 sites based on energy consumption 2012-13                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 11.2        | Appendix 2 - Potential savings based on fixed/flexible approach                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 11.3        | Appendix 3 – Summary of associated costs and benefits of both options                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |



**Appendix 1 – Top 15 Sites based on energy consumption 2012-13**

Electricity (total annual spend in 2012-13 – £1.96m)

| Rank | Main Site Name                     | Cost Site Total | % of total Electricity costs | % of total Energy costs |
|------|------------------------------------|-----------------|------------------------------|-------------------------|
| 1    | Waterfront Hall                    | 181,640         | 9%                           | 5%                      |
| 2    | Belfast Zoo                        | 179,213         | 9%                           | 5%                      |
| 3    | Belfast City Hall                  | 162,211         | 8%                           | 5%                      |
| 4    | Duncrue complex                    | 125,166         | 6%                           | 4%                      |
| 5    | The Cecil Ward Building            | 105,416         | 5%                           | 3%                      |
| 6    | Grove Well Being Centre            | 95,150          | 5%                           | 3%                      |
| 7    | Adelaide Exchange Building         | 87,444          | 4%                           | 2%                      |
| 8    | Information Services Belfast (ISB) | 76,692          | 4%                           | 2%                      |
| 9    | Avoniel Leisure Centre             | 55,606          | 3%                           | 2%                      |
| 10   | Ulster Hall                        | 54,669          | 3%                           | 2%                      |
| 11   | Belfast Castle                     | 52,049          | 3%                           | 1%                      |
| 12   | Whiterock Leisure Centre           | 49,076          | 3%                           | 1%                      |
| 13   | Falls Leisure Centre               | 46,458          | 2%                           | 1%                      |
| 14   | Andersonstown Leisure Centre       | 45,862          | 2%                           | 1%                      |
| 15   | Shankill Leisure Centre            | 39,948          | 2%                           | 1%                      |

Gas (total annual spend in 2012-13 – £1.58m)

| Rank | Main Site Name               | Cost Site Total | % of total Gas costs | % of total Energy costs |
|------|------------------------------|-----------------|----------------------|-------------------------|
| 1    | Grove Wellbeing Centre       | 159,293         | 10%                  | 5%                      |
| 2    | Shankill Leisure Centre      | 150,018         | 9%                   | 4%                      |
| 3    | Waterfront Hall              | 131,794         | 8%                   | 4%                      |
| 4    | Belfast Zoo                  | 110,201         | 7%                   | 3%                      |
| 5    | Andersonstown Leisure Centre | 95,003          | 6%                   | 3%                      |
| 6    | Falls Swim Centre            | 92,575          | 6%                   | 3%                      |
| 7    | City Hall                    | 89,487          | 6%                   | 3%                      |
| 8    | Ballysillan Leisure Centre   | 80,191          | 5%                   | 2%                      |
| 9    | Roselawn Crematorium         | 69,166          | 4%                   | 2%                      |
| 10   | Whiterock Leisure Centre     | 66,551          | 4%                   | 2%                      |
| 11   | Avoniel Leisure Centre       | 64,127          | 4%                   | 2%                      |
| 12   | Olympia Leisure Centre       | 61,415          | 4%                   | 2%                      |
| 13   | Botanic Gardens (Palm House) | 50,217          | 3%                   | 1%                      |
| 14   | Duncrue Depot                | 45,860          | 3%                   | 1%                      |
| 15   | Cecil Ward Building          | 36,763          | 2%                   | 1%                      |

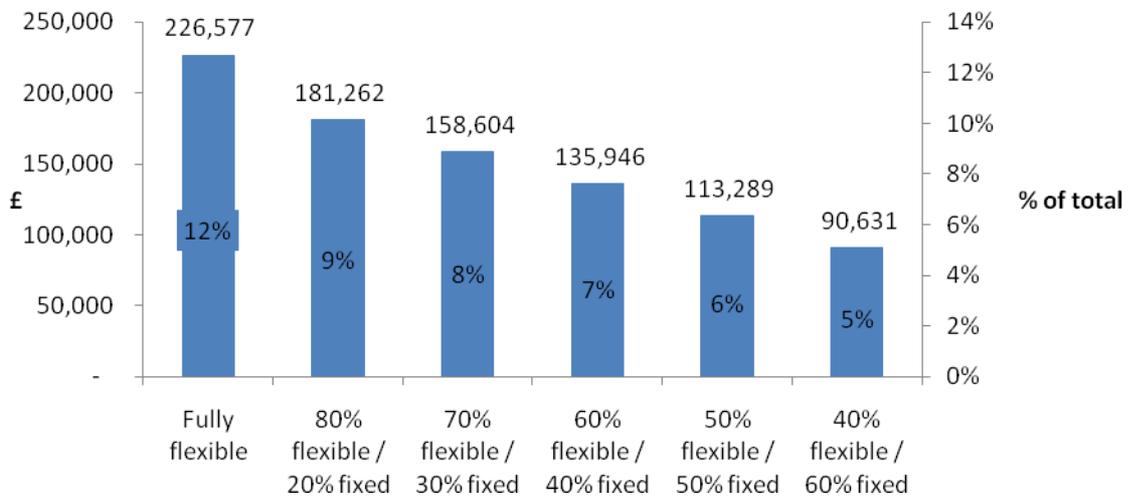
Total Energy (total annual spend in 2012-13 – £3.54m)

| Rank | Main Site Name               | Cost Site Total | % of total Energy costs |
|------|------------------------------|-----------------|-------------------------|
| 1    | Waterfront Hall              | 313,434         | 9%                      |
| 2    | Belfast Zoo                  | 289,414         | 8%                      |
| 3    | Grove Wellbeing Centre       | 254,443         | 7%                      |
| 4    | Belfast City Hall            | 251,698         | 7%                      |
| 5    | Shankill Leisure Centre      | 189,965         | 5%                      |
| 6    | Andersonstown Leisure Centre | 140,865         | 4%                      |
| 7    | Duncrue complex              | 125,166         | 4%                      |
| 8    | Avoniel Leisure Centre       | 119,733         | 3%                      |
| 9    | Whiterock Leisure Centre     | 115,627         | 3%                      |
| 10   | Ballysillan Leisure Centre   | 110,283         | 3%                      |
| 11   | The Cecil Ward Building      | 105,416         | 3%                      |
| 12   | Olympia Leisure Centre       | 93,689          | 3%                      |
| 13   | Falls Swim Centre            | 92,575          | 3%                      |
| 14   | Roselawn Crematorium         | 89,971          | 3%                      |
| 15   | Adelaide Exchange Building   | 87,444          | 2%                      |

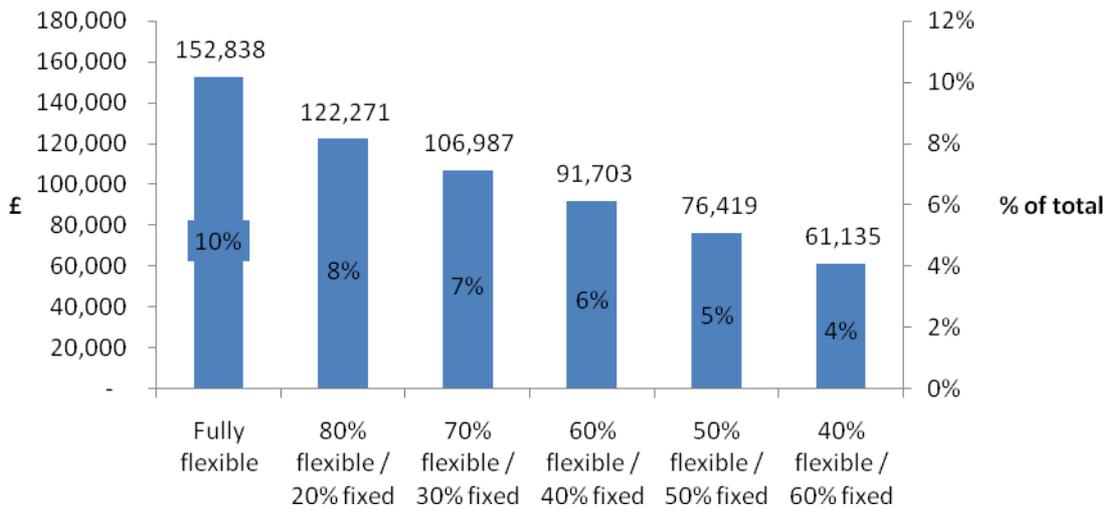
NB Please note that this is based on our 12-13 bills, please use as a rough indication of our energy usage ranking by site.

**Appendix 2 – Potential savings based on fixed/flexible approach**

**Potential savings based on 2012-13 volumes and prices - Electricity only**



**Potential savings based on 2012-13 volumes and prices - Gas only**



**Potential savings based on 2012-13 volumes and prices - Total**

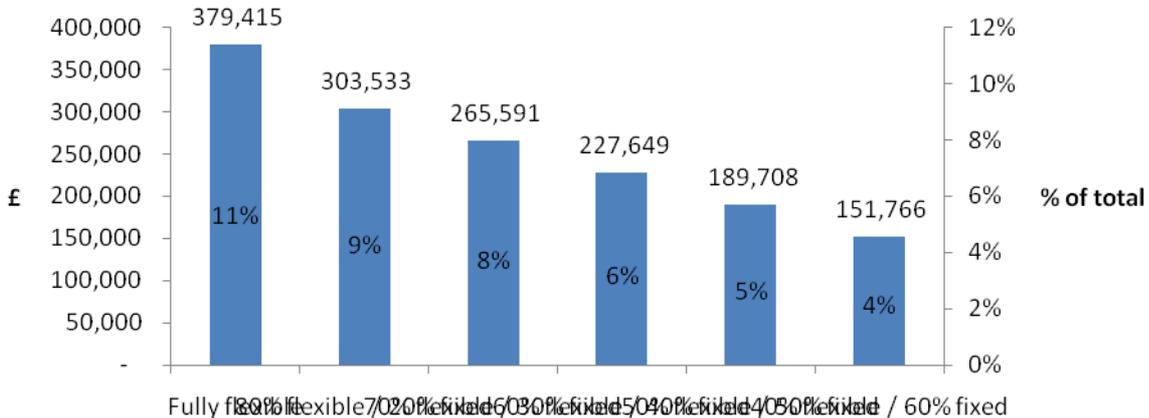


Table on which these graphs are based:

|                                    | Electricity           |                        | Gas                   |                | Total                 |            |
|------------------------------------|-----------------------|------------------------|-----------------------|----------------|-----------------------|------------|
|                                    | Potential savings (£) | % of Electricity total | Potential savings (£) | % of Gas total | Potential savings (£) | % of total |
| <b>Fully flexible</b>              | 226,577               | 12%                    | 152,838               | 10%            | <b>379,415</b>        | <b>11%</b> |
| <b>80% flexible/<br/>20% fixed</b> | 181,262               | 9%                     | 122,271               | 8%             | <b>303,533</b>        | <b>9%</b>  |
| <b>70% flexible/<br/>30% fixed</b> | 158,604               | 8%                     | 106,987               | 7%             | <b>265,591</b>        | <b>8%</b>  |
| <b>60% flexible/<br/>40% fixed</b> | 135,946               | 7%                     | 91,703                | 6%             | <b>227,649</b>        | <b>6%</b>  |
| <b>50% flexible/<br/>50% fixed</b> | 113,289               | 6%                     | 76,419                | 5%             | <b>189,708</b>        | <b>5%</b>  |
| <b>40% flexible/<br/>60% fixed</b> | 90,631                | 5%                     | 61,135                | 4%             | <b>151,766</b>        | <b>4%</b>  |

NB These are estimates based on 2012-13 volumes, the prices BCC locked into for contract period versus the market natural gas price provided by a supplier.

**Appendix 3 – Summary of associate costs and benefits of both options**

**Option 1:** Continue with current **fixed price** tender approach

| +                                                                                                         | -                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Certainty of price we pay regardless of market prices</li> </ul> | <ul style="list-style-type: none"> <li>• Fixed price only allows relatively small supplier profit margin as potential price differential leading to smaller potential efficiency savings</li> <li>• Unable to take advantage of falling natural gas prices</li> <li>• Fixed price contract does not allow for increase above agreed capacity levels</li> </ul> |

**Option 2:** Engage an energy management company to provide a **managed service** solution to energy procurement

| +                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | -                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Capture benefits of falling natural gas prices</li> <li>• Can monitor position on a daily basis</li> <li>• Although energy supplier prices are increasing currently future natural gas prices are cheaper than current prices (due to anticipated increased supply in domestic market)</li> <li>• Flexibility on volumes i.e. you can change the size of your assets portfolio and expected volumes without penalty</li> </ul> | <ul style="list-style-type: none"> <li>• Potential exposure to unforeseen events in global market</li> <li>• Upper budgetary limit may be higher than current fixed cost (dependent on fixed prices received)</li> </ul> |

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**Belfast City Council**

|                           |                                                             |
|---------------------------|-------------------------------------------------------------|
| <b>Report to:</b>         | Strategic Policy and Resources Committee                    |
| <b>Subject:</b>           | Standing Order 55 – Employment of Relatives                 |
| <b>Date:</b>              | 20 September 2013                                           |
| <b>Reporting Officer:</b> | Ronan Cregan, (Director of Finance and Resources, ext 6083) |
| <b>Contact Officer:</b>   | Jill Minne, Head of Human Resources, ext 3220               |

**Relevant Background Information**

To inform the Committee of delegated authority exercised by the Director of Finance and Resources to the employment of individuals who are related to existing officers of the Council.

The Director of Finance and Resources has authorised the appointment of the following individuals who are related to existing officers of the Council in accordance with the authority delegated to him by the Policy and Resources (Personnel) Sub-Committee on 27 June 2005. The Committee is asked to note the appointments are authorised by the Director under Standing Order 55.

| NAME OF NEW EMPLOYEE | POST APPOINTED TO          | RELATIONSHIP TO EXISTING OFFICER | NAME OF EXISTING OFFICER | DEPARTMENT      |
|----------------------|----------------------------|----------------------------------|--------------------------|-----------------|
| Conor Morrison       | Seasonal Gardener          | Father                           | Anthony Morrison         | Parks & Leisure |
|                      |                            | Brother                          | Anthony Morrison Jnr     | Parks & Leisure |
| Joseph McGurgan      | Casual Stage Technician    | Brother                          | John McGurgan            | Development     |
| Marc Robinson        | Casual Porter / Stage Crew | Husband                          | Aine Robinson            | Development     |

**Resource Implications**

Financial

Provision for these posts exists within the revenue budgets of the relevant department.

Human Resources

There are no Human Resource considerations. All appointments have been made on the basis of merit in accordance with the Council's Recruitment Policies.

Asset and Other Implications

There are no other implications.

**Recommendations**

Committee is asked to note the appointments are authorised by the Director of Finance and Resources in accordance with Standing Order 55.

**Key to Abbreviations**

**Documents Attached**

Extract from minutes of –

MEETING OF STRATEGIC POLICY AND RESOURCES COMMITTEE

23<sup>rd</sup> August, 2013

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**“Retirement of Town Solicitor and Assistant Chief Executive**

The Committee was reminded that, at its meeting on 21st June, it had been advised of the intention of the Town Solicitor and Assistant Chief Executive to retire from the Council's service before the end of this calendar year. The Town Solicitor and Assistant Chief Executive had now confirmed that he would retire with effect from 31st October 2013. At that meeting, authority had also been delegated to the Chief Executive to examine temporary measures to cover the role of Town Solicitor and Assistant Chief Executive which essentially had two main functions – the provision of the legal function for Belfast City Council and some external bodies (that is, the Town Solicitor element of the role) and the day to day management of the Chief Executive's Department (that is, the Assistant Chief Executive element). Accordingly, the Director of Finance and Resources submitted a report in this regard.

The report indicated that the Director of Health and Environmental Services would assume responsibility for the function of the Good Relations Unit and the Legal Services Manager would undertake additional duties associated with the role of Town Solicitor. With regard to the duties of the Assistant Chief Executive, it was proposed that an appropriate officer from the Chief Executive's Department be designated from the relevant tier of management to act as Assistant Chief Executive. That would be by means of expressions of interest and, if necessary, through a merit based selection process. In addition, whilst not related to the Assistant Chief Executive's retirement, a small proportion of the savings effected would be used to make appropriate honorarium payments to lead officers of functions within the Chief Executive's Department who were required to undertake enhanced roles/additional higher level duties. Accordingly, the Director recommended that the Committee agree to the interim measures as outlined.

After a lengthy discussion, it was

Moved by Councillor Hargey,  
Seconded by Councillor Jones,

That the Committee agrees to approve the proposed interim arrangements to cover the role of the Town Solicitor and Assistant Chief Executive.

**Amendment**

Moved by Alderman Browne,  
Seconded by Councillor McCarthy,

That the Committee agrees that the matter of honorarium payments to appropriate members of staff as outlined be dealt with under the delegated authority of the Chief Executive and the Committee considers only that portion of the report related to the day to day management of the Chief Executive's Department, that is, the Assistant Chief Executive element.

On a vote by show hands three Members voted for the amendment and thirteen against and it was declared lost.

The original proposal standing in the name of Councillor Hargey and seconded by Councillor Jones was thereupon put to the meeting when thirteen Members voted for and three against and it was accordingly declared carried.”

By virtue of paragraph(s) 2, 4 of the Council's Policy on the  
Publication of Committee Reports on the Internet.

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## BELFAST CITY COUNCIL

|                    |                                                                        |
|--------------------|------------------------------------------------------------------------|
| Report to:         | Strategic Policy & Resources Committee                                 |
| Subject:           | <b>Request for use of ILLUMINATE facilities – Royal British Legion</b> |
| Date:              | 20 September 2013                                                      |
| Reporting Officer: | Gerry Millar, Director of Property & Projects, Ext: 6217               |
| Contact Officer:   | George Wright, Head of Facilities Management, Ext: 5206                |

|          |                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b> | <b>Relevant Background Information</b>                                                                                                                                                                                                                                                                                                                                                                         |
| 1.1      | Members will be aware that the governance arrangements approved by the Committee in February 2013 limit access to the new ILLUMINATE LED lighting facilities to (a) the charities nominated by our civic office-bearers, (b) events organized or supported by the council and (c) an agreed schedule of additional days. Any request not falling into these categories requires the approval of the Committee. |
| 1.2      | Members may also recall that, at its meeting of 24 <sup>th</sup> May 2013, the Committee agreed to add Remembrance Sunday to the list of approved days to be marked using the new lighting facilities, and that this was to take the form of the illumination of the main building in soft white and the Cenotaph area in red.                                                                                 |
| 1.3      | However, a request has recently been received from the Royal British Legion (RBL) seeking to illuminate the main building entirely in red on <b>24<sup>th</sup> October 2013</b> , in order to coincide with the launch of the 2013 Poppy Appeal which is being held in the City Hall on that date.                                                                                                            |
| 1.4      | RBL would obviously very much prefer that this request be approved in addition to the agreed use of the facilities on Remembrance Sunday, but if necessary would also be content if this latest request were to be granted instead of the Remembrance Sunday scene.                                                                                                                                            |
| 1.5      | Members will be aware that the facilities available at City Hall allow lighting scenes to be created quite easily and without involving additional cost or significant work, and that colouring the building in red would therefore present no difficulties.                                                                                                                                                   |

|          |                                                                                                                                                                                |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2</b> | <b>Key Issues</b>                                                                                                                                                              |
| 2.1      | Firstly, it should be noted that this request is for a single occurrence only; it is not a request that this date be added to the existing annual schedule of additional days. |
| 2.2      | Secondly there is of course always the potential, when considering requests of this type, that a precedent is set which could initiate a significant volume of similar         |

|          |                                                                                                                                                                                                                                                                                                                                                                                                         |
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|          | requests in the future which may be equally worthy and therefore difficult to refuse.                                                                                                                                                                                                                                                                                                                   |
| <b>3</b> | <b>Resource Implications</b>                                                                                                                                                                                                                                                                                                                                                                            |
| 3.1      | There are no direct resource implications in terms of staff time or additional costs associated with this request.                                                                                                                                                                                                                                                                                      |
| <b>4</b> | <b>Equality and Good Relations Implications</b>                                                                                                                                                                                                                                                                                                                                                         |
| 4.1      | The relevant equality and good relations implications have been taken into consideration and a completed screening form has been forwarded to the Equality and Diversity Officer in respect of ILLUMINATE issues.                                                                                                                                                                                       |
| <b>5</b> | <b>Recommendations</b>                                                                                                                                                                                                                                                                                                                                                                                  |
| 5.1      | The Committee is asked to approve the use of the ILLUMINATE facilities to colour the City Hall red on <b>24<sup>th</sup> October 2013</b> to coincide with the launch of the 2013 Poppy Appeal in addition to the already-agreed lighting of the Cenotaph on Remembrance Sunday (or in the alternative to transfer the approval already given from the Remembrance Sunday to the Poppy Appeal request). |
| <b>6</b> | <b>Decision Tracking</b>                                                                                                                                                                                                                                                                                                                                                                                |
|          | If the request is approved the lighting scene will be added to the existing file and will appear automatically on the specified date only.                                                                                                                                                                                                                                                              |
| <b>7</b> | <b>Key to Abbreviations</b>                                                                                                                                                                                                                                                                                                                                                                             |
|          | None.                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>8</b> | <b>Documents Attached</b>                                                                                                                                                                                                                                                                                                                                                                               |
|          | None.                                                                                                                                                                                                                                                                                                                                                                                                   |



## BELFAST CITY COUNCIL

|                    |                                                          |
|--------------------|----------------------------------------------------------|
| Report to:         | Strategic Policy & Resources Committee                   |
| Subject:           | <b>City Hall Christmas Signage, Lighting and Trees</b>   |
| Date:              | 20 September 2013                                        |
| Reporting Officer: | Gerry Millar, Director of Property & Projects, Ext: 6217 |
| Contact Officer:   | George Wright, Head of Facilities Management, Ext: 5206  |

|          |                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <b>1</b> | <b>Relevant Background Information</b>                                                                                                                                                                                                                                                                                                                                                                           |
| 1.1      | Members are reminded that the management arrangements and associated budget for the installation of Christmas festive lighting, signs and the interior Christmas trees (marble & Great Hall) at the City Hall were recently transferred from the Development Department to the Property & Projects Department, and are now therefore the responsibility of this Committee.                                       |
| 1.2      | A number of potential changes to long-standing decorative Christmas arrangements are now being proposed by the Facilities Management Section which are intended to improve the appearance of the building, secure cost savings and improve the building's CO <sub>2</sub> emissions profile. The various proposed changes are set out below, and Members are asked to note and to consider the proposed changes. |

|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <b>2</b> | <b>Key Issues</b>                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 2.1      | The Parks & Leisure Department have advised that they are having increasing difficulty in sourcing, transporting and installing appropriate natural pine trees for both the marble and the Great Hall and would prefer to discontinue the use of natural pine trees for both the marble and the Great Hall and to replace these with high-quality artificial trees in a traditional style (this proposal does not currently affect the exterior tree). |
| 2.2      | Besides the practical difficulties associated with natural pine trees there is also a cost issue in that the two real trees cost around £8500 per year including daily watering to prevent needle drop etc. In comparison the cost of two artificial trees is approximately £18,000 with a typical 7/10 year life span resulting in a payback period of around 2 ½ years.                                                                              |
| 2.3      | Other changes include replacement of the curtain lighting on the City Hall facades with new, energy-efficient LED curtain lighting, and to position these across the windows rather than the columns in order to enhance the visual effect (see example at Appendix 1a).                                                                                                                                                                               |

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| 2.4 | Replacement, on a rolling basis, the existing pea lights in the trees around the City Hall with a significantly larger LED-type fitting (see example at Appendix 1b) which would both assist in managing the costs associated with the annual use and maintenance of the fittings and also help reduce further the CO <sub>2</sub> emissions of the building. |
| 2.5 | There are no other suggested changes and all the other normal signage lighting would remain as previously agreed by Committee.                                                                                                                                                                                                                                |

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| <b>3</b> | <b>Resource Implications</b>                                                                                                                                                                                                                                                                                                                                                                                       |
| 3.1      | The annual budget for the provision and erecting of the Christmas lights, signage and the main tree is already in place and has been transferred to the Property & Projects Department. For this financial year the Property Maintenance Unit have also included an additional £30,000 in the planned maintenance budget for the replacement of the pea lights on the perimeter trees.                             |
| 3.2      | It is proposed that this overall budget is used to replace the front façade lighting completely, to repair some existing pea lights and, subject to resources, to replace at least some of the pea lights with the new LED globe type lighting during 2013/14, with the remainder carried out in subsequent years.                                                                                                 |
| 3.3      | The estimated one-off cost for the 2 new artificial trees on the Marble and Great Hall is £18,000. The trees have a life expectancy of 7-10 years.                                                                                                                                                                                                                                                                 |
| 3.4      | It should be noted there will be some energy savings and reduction in carbon emissions by using LED light fittings on both the curtain lighting and the globe tree lighting, although it is not possible to quantify these reductions in advance. However these installations will complement the main LED lighting infrastructure recently installed on the City Hall's main façade under the ILLUMINATE project. |

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| <b>4</b> | <b>Equality and Good Relations Implications</b>                                                                                                                                   |
| 4.1      | The relevant equality and good relations implications have been taken into consideration and a completed screening form has been forwarded to the Equality and Diversity Officer. |

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| <b>5</b> | <b>Decision(s) required &amp; Recommendations</b>                                                                                                                                                                                                                       |
| 5.1      | It is recommended that the Committee notes and considers whether or not to endorse the proposals in relation to the replacement of the City Hall festive curtain lighting and tree lighting installations, and the use of artificial Christmas trees from 2013 onwards. |

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| <b>6</b>                                                                                                                                                                            | <b>Decision Tracking</b> |
| If the necessary endorsements and approvals are provided by the Committee it is intended that the new arrangements specified herein will be operational from December 2013 onwards. |                          |

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| <b>7</b> | <b>Key to Abbreviations</b> |
| None     |                             |

|            |                           |
|------------|---------------------------|
| <b>8</b>   | <b>Documents Attached</b> |
| Appendix 1 |                           |





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**Belfast City Council**

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|---------------------------|----------------------------------------------------------------|
| <b>Report to:</b>         | Strategic Policy and Resources Committee                       |
| <b>Subject:</b>           | <b>Connswater Community Greenway Update</b>                    |
| <b>Date:</b>              | 20 September 2013                                              |
| <b>Reporting Officer:</b> | Gerry Millar, Director of Property & Projects, Ext: 6217       |
| <b>Contact Officer:</b>   | Celine Dunlop, Estates Surveyor, Property & Projects, Ext:3419 |

|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| <b>1</b> | <b>Relevant Background Information</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 1.1      | Belfast City Council, as part of the City Investment Strategy, has agreed to coordinate the acquisition of lands to enable the Connswater Community Greenway Programme to proceed. The Council will secure rights over the land needed for the Greenway and shall be responsible for the management and maintenance of this land and any assets on the land. The Greenway must be accessible for 40 years to comply with the Big Lottery Fund letter of offer, although the intention is to secure rights for longer if possible. |

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| <b>2</b> | <b>Key Issues</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 2.1      | The SP&R Committee at its meeting on the 18 <sup>th</sup> June 2010 approved a recommendation to acquire the lands shaded yellow and take a licence for the use of the lands outlined red on the plan attached at Appendix '1' from CBM Developments Ltd for £21,500.                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 2.2      | Following prolonged detailed negotiations with CBM Developments Ltd it became apparent that they would require the CCG path outlined red on the plan attached at Appendix '1' fenced on either side. The result would have created a tunnel affect for a long stretch of the Greenway and following further discussions with CBM Development Ltd, Parks & Leisure, the CCG Programme & Project Managers, the Estates Management Unit have now agreed to also acquire the area of land shaded green on the plan attached at Appendix '1'. The additional land will provide scope for landscaping along the north and eastern boundaries of Laburnum playing fields and greatly enhance the greenway at this location. |

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| <b>3</b> | <b>Resource Implications</b>                                                                                                                                                         |
| 3.1      | <b>FINANCE</b><br>The proposal to acquire the additional land from CBM Developments Ltd will require expenditure of £ 48,500 plus associated reasonable professional and legal fees. |

|     |                                                                                                                                                                                                                                    |
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| 3.2 | The purchase costs for all of the land required for the Connswater Community Greenway are included in the Connswater Community Greenway budget of the Belfast Investment Fund and there will be no additional cost to the Council. |
| 3.3 | <b>HUMAN RESOURCES</b><br>Staff resource from Estates Management Unit and Legal Services to complete the acquisition.                                                                                                              |
| 3.4 | <b>ASSET AND OTHER IMPLICATIONS</b><br>The additional land will form part of the Connswater Community Greenway which when complete will be managed and maintained by the Council.                                                  |

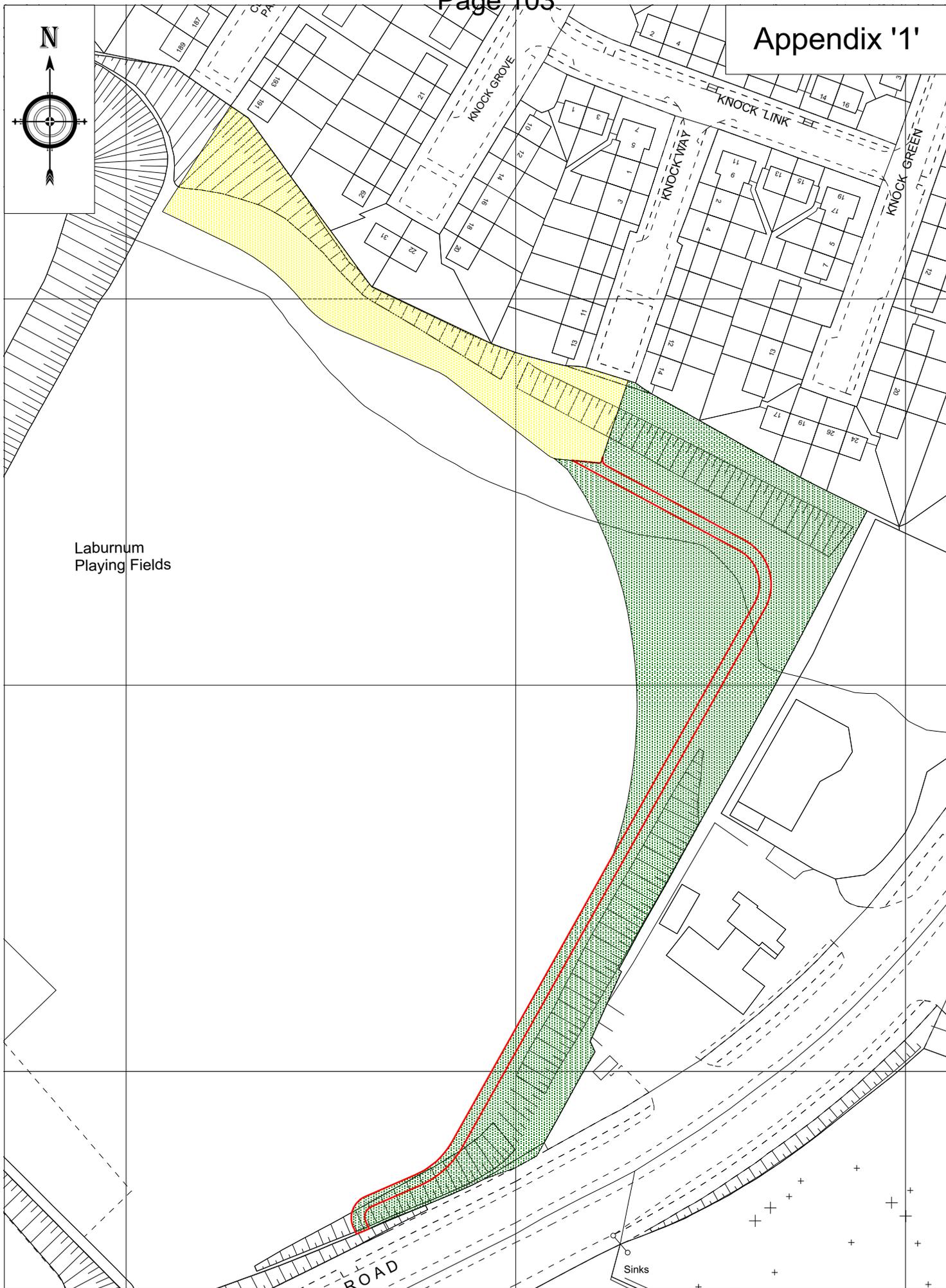
|          |                                                                                                                       |
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| <b>4</b> | <b>Equality and Good Relations Considerations</b>                                                                     |
| 4.1      | The Connswater Community Greenway will have a positive impact in terms of equality of opportunity and good relations. |

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| <b>5</b> | <b>Recommendations</b>                                                                                                                              |
| 5.1      | It is recommended that the Committee grant approval for the Council to purchase the additional lands shaded green on the attached plan for £48,500. |

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| <b>6</b> | <b>Decision Tracking</b>                                                                                |
| 6.1      | Action to be completed by Estates Management Unit and Legal Services by 31 <sup>st</sup> December 2013. |

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| <b>7</b> | <b>Key to Abbreviations</b>        |
| 7.1      | CCG Connswater Community Greenway. |

|          |                           |
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| <b>8</b> | <b>Documents Attached</b> |
| 8.1      | Appendix '1'.             |



Scale 1:1250

Connswater Community Greenway - Plot 90

Area 1.627 acres  
(Shaded Green)

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**Belfast City Council**

|                           |                                                            |
|---------------------------|------------------------------------------------------------|
| <b>Report to:</b>         | Strategic Policy and Resources Committee                   |
| <b>Subject:</b>           | <b>Lease of Offices at Belfast Castle</b>                  |
| <b>Date:</b>              | 20 September 2013                                          |
| <b>Reporting Officer:</b> | Gerry Millar, Director of Property and Projects, Ext: 6217 |
| <b>Contact Officer:</b>   | Cathy Reynolds, Estates Manager, Ext: 3493                 |

|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <b>1</b> | <b>Relevant Background Information</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 1.1      | At its meeting on 12 September 2013 the Parks and Leisure Committee received a report (copy attached as Appendix 1) outlining proposals for a 5 year lease to ARC21. The proposed lease relates to accommodation on the second floor of Belfast Castle as outlined red on the plan attached as Appendix 2 to this report. The accommodation extends to approximately 2400 square feet (223 square metres). The Director of Property and Projects will provide an update on the outcome of the Parks and Leisure Committee meeting. |

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| <b>2</b> | <b>Key Issues</b>                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 2.1      | In view of the uncertainties regarding the impact of Local Government reform on ARC21, the proposed 5 year lease will provide for early termination of the lease by either party at the end of year 3 or year 4.                                                                                                                                                                                                                             |
| 2.2      | The proposed rent payable by ARC21 is £17,000 per annum subject to review after 5 years if the lease continues beyond the initial 5 year term. The Council will remain responsible for maintenance of the premises and the tenant will pay a service charge to include the apportioned costs of gas fired heating, lighting, insurance, security and cleaning. The tenant will be responsible for rates payable on the portion being leased. |
| 2.3      | Parking will be available to the tenant in any dedicated parking areas within the surrounding Castle Estate, on a first come first served basis.                                                                                                                                                                                                                                                                                             |
| 2.4      | Completion of the lease remains contingent upon the Council obtaining the necessary Planning Approvals, including Listed Building Consent and any other necessary statutory consents.                                                                                                                                                                                                                                                        |

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| <b>3</b> | <b>Resource Implications</b> |
| 3.1      | <u>Finance</u>               |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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|     | <p>The lease will provide a rental income of £17,000 per annum. The tenant will pay the apportioned costs of services provided in relation to the leased area. This cost recovery may contain an element of cost saving to the Council as the area has previously been occupied by the Council. In accordance with the Council's statutory obligations the lease rent is considered to represent the best rent which could be obtained.</p> |
| 3.2 | <p><u>Human Resources</u><br/>Legal Services, Parks and Leisure and Estate Management Unit resource has been involved in agreeing terms with the prospective tenant and will be involved in drawing up and agreeing the terms of the proposed lease.</p>                                                                                                                                                                                    |
| 3.3 | <p><u>Asset and Other Implications</u><br/>The area being leased to ARC21 was previously used as a visitor information area. However this use has been re-located by Parks and Leisure Department within Belfast Castle. The proposed lease will generate an income from the vacated space.</p>                                                                                                                                             |

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| <b>4</b> | <b>Equality and Good Relations Considerations</b>                                 |
| 4.1      | There are no known equality or good relations issues associated with this report. |

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| <b>5</b> | <b>Recommendations</b>                                                                                                                                                                                                                                                                                                         |
| 5.1      | Committee is recommended to approve the grant of a 5 year lease to ARC21 in respect of the 2 <sup>nd</sup> floor accommodation at Belfast Castle, as outlined red on the attached plan (Appendix 2) subject to the necessary statutory approvals being obtained and an appropriate lease to be drawn up by the Town Solicitor. |

|                                                                                                                               |                          |
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| <b>6</b>                                                                                                                      | <b>Decision Tracking</b> |
| Director of Property and Projects to ensure lease is in place within three months of approval by full Council being obtained. |                          |

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| <b>7</b> | <b>Key to Abbreviations</b> |
|          |                             |

|                                                                                                                                                                                                                         |                           |
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| <b>8</b>                                                                                                                                                                                                                | <b>Documents Attached</b> |
| <p>Appendix 1 – Copy of report presented to Parks and Leisure Committee on 12 September 2013.</p> <p>Appendix 2 – Plan showing (outlined red) the portion of the second floor Belfast Castle to be leased to ARC21.</p> |                           |



## Belfast City Council

|                           |                                                |
|---------------------------|------------------------------------------------|
| <b>Report to:</b>         | Parks and Leisure Committee                    |
| <b>Subject:</b>           | <b>Lease of Office Space at Belfast Castle</b> |
| <b>Date:</b>              | 12 September 2013                              |
| <b>Reporting Officer:</b> | Andrew Hassard, Director of Parks and Leisure  |
| <b>Contact Officer:</b>   | Brendan Toland, Estates Manager                |

|           |                                                                                                                                                                                                                                         |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.</b> | <b>Relevant Background Information</b>                                                                                                                                                                                                  |
| 1.1       | Members will be aware that, at the 13 June 2013 meeting of Parks and Leisure Committee, a report was considered in relation to the leasing of commercial office accommodation on the second floor of Belfast Castle.                    |
| 1.2       | An update on the outcome of the feasibility work into costs for the change of use from the current visitor facility was provided and members agreed to lease out the space, subject to the relevant statutory approvals being obtained. |
| 1.3       | It was noted that a further report would be brought to the committee in the event of agreement on lease terms with a third party.                                                                                                       |

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| <b>2.</b> | <b>Key Issues</b>                                                                                                                                                                                                                                                                                                   |
| 2.1       | Facilities Management have now completed the work at the Castle and this area is now ready for occupation.                                                                                                                                                                                                          |
| 2.2       | Negotiations have taken place with Arc 21 and the Estates Management Unit in Property and Projects Department about the possibility of Arc 21 renting out the office space as a whole. Arc 21 currently rent office space at Duncrue Industrial Estate from a private landlord and their lease is coming to an end. |
| 2.3       | On advice from officers within Legal Services and Estates Management Unit, the following lease terms are proposed: <ul style="list-style-type: none"> <li>• The proposed term of rental is for 5 years with an options by either party to terminate at the end of year 3 and the end of year 4</li> </ul>           |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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|  | <p>subject to a suitable notice period</p> <ul style="list-style-type: none"> <li>• The rent is proposed at £17,000 reviewable after 5 years to then market value</li> <li>• Rates are payable by the tenant and a rating assessment will be carried out by Land and Property Services (LPS)</li> <li>• The maintenance of the building will continue to be the responsibility of the Council. The tenant will indemnify the council in respect of any damage caused by the tenant or their invitees etc</li> <li>• The letting will remain subject to Council obtaining all the necessary Planning and other statutory consents</li> <li>• The tenant will pay a proportionate amount of any shared services, including heating, cleaning and electricity.</li> </ul> |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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| <b>3.</b> | <b>Resource Implications</b>                                                                                                     |
| 3.1       | The overall cost of the refurbishment work at Belfast Castle was £65,000. This has been funded from non-recurring capital funds. |
| 3.2       | The rent for the office accommodation is proposed at £17,000 pa excluding rates and service charges.                             |

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| <b>4.</b> | <b>Equality Implications</b>                         |
| 4.1       | No specific equality or good relations implications. |

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| <b>5.</b> | <b>Recommendations</b>                                                                                                                                                                                                                                                                                                            |
| 5.1       | Members are asked to agree to the lease terms for the office accommodation at Belfast Castle, as set out above and to proceed with the letting subject to the approval of the Strategic Policy and Resources Committee in accordance with Standing Orders and to an appropriate legal agreement to be drawn up by Legal Services. |

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| <b>6.</b> | <b>Decision Tracking</b>                                                                                                                                    |
| 6.1       | Appropriate Legal agreement to be signed. Tenancy to be managed, monitored and reviewed by the Estates Manager in conjunction with Estates Management Unit. |

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| <b>7.</b> | <b>Key to Abbreviations</b>      |
|           | LPS – Land and Property Services |

|           |                           |
|-----------|---------------------------|
| <b>8.</b> | <b>Documents Attached</b> |
|           | None                      |



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**GOOD RELATIONS PARTNERSHIP****MONDAY, 9th SEPTEMBER, 2013****MEETING OF THE GOOD RELATIONS PARTNERSHIP**

Members present: Councillor Hendron (Chairman);  
Alderman Stoker; and  
Councillors Attwood, Kyle, Mac Giolla Mhin and Reynolds.

External Members: Ms. O. Barron, Belfast Health and Social Care Trust;  
Mr. S. Brennan, Voluntary/Community Sector;  
Ms. A. Chada, Minority Ethnic Groups;  
Archdeacon B. Dodds, Church of Ireland;  
Mr. R. Galway, Confederation of British Industry/  
Shorts Bombardier;  
Dr. C. Hughes, Belfast Regeneration Office;  
Mr. P. Mackel, Belfast and District Trades Union Council;  
Ms. C. Moore, Irish Congress of Trade Unions; and  
Mr. B. McGivern, Belfast City Centre Management.

Also attended: Ms. D. O'Loan, Community Relations Council/Pobal.

In attendance: Mrs. H. Francey, Good Relations Manager;  
Mr. I. May, PEACE III Programme Manager;  
Mr. D. Robinson; Senior Good Relations Officer; and  
Mr. H. Downey, Democratic Services Officer.

**Apologies**

Apologies were reported from Mrs. M. Marken, Mr. P. Scott and Mr. U. Tok.

**Minutes**

The minutes of the meeting of 12th August were taken as read and signed as correct.

**Declaration of Interest**

Mr. S. Brennan declared an interest in respect of agenda item 3, viz., PEACE III – Implementation Update, in that he had facilitated recently a seminar for the Belfast Interface Project, which was delivering the Inner East/Outer West project under the PEACE III Programme.

**New Member**

It was reported that Ms. Clare Moore had replaced Mr. Peter Bunting as the Irish Congress of Trade Union's representative on the Partnership. The Chairman, on behalf of the Members, welcomed Ms. Moore to her first meeting and thanked Mr. Bunting for the contribution which he had made during his time on the Partnership.

Good Relations Partnership,  
Monday, 9th September, 2013

**PEACE III – Implementation Update**

The Partnership considered the undernoted report:

**“Purpose of Report**

To update the Partnership on implementation of the Belfast PEACE III Plan.

**PEACE III Projects Forum**

The next all projects forum will be held on the 11th September in the Park Avenue Hotel. An agenda for the forum has been forwarded to the Partnership.

**Consortium PEACE III Conference**

The Community Relations Council and POBAL is holding a conference on 24th September at the Templeton Hotel, Templepatrick. This Conference will conclude the Consortium’s programme of development support for the Peace Partnerships. An agenda for the event has been forwarded to the Partnership. To register for the conference please email [doloan@nicrc.org.uk](mailto:doloan@nicrc.org.uk) stating any dietary or access requirements. Registration will close on 17th September, 2013.

**PEACE III Project Extensions**

Further to consideration at the August Partnership meeting those projects scheduled to finish activity on 30th September were invited to indicate whether they wished to seek an extension to their project into the final quarter of 2013. Ten requests were received and assessed as to the feasibility of the proposal, what the additional time would be used to deliver and whether there was sufficient budget available to fund any extension under the current letter of offer. Project specific issues and any additional conditions were noted.

A short summary of each proposed extension is given below:

|                                                                                                                                        |                               |
|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Lead Organisation:                                                                                                                     | <i>Ashton Community Trust</i> |
| Project Title and Ref:                                                                                                                 | REAL Project – 035695         |
| Rationale for extension                                                                                                                |                               |
| Extension of project worker for one month to allow for completion of final production of action plan and North Belfast Voices booklet. |                               |

Good Relations Partnership,  
Monday, 9th September, 2013

|                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Costs to be met from small slippage in approved salary budget.</b>                                                                                      |
| <b>Activities</b>                                                                                                                                          |
| <b>Area based Good Relations Strategy development with project steering group. Completion of Action Plan and delivery of North Belfast Voices booklet.</b> |
| <b>New end date: 31/10/2013</b>                                                                                                                            |
| <b>Issues/ Conditions: n/a</b>                                                                                                                             |

|                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Lead Organisation: <i>Belfast Interface Project</i></b>                                                                                                                                                                                                                                                      |
| <b>Project Title and Ref: Inner East/ Outer West - 035652</b>                                                                                                                                                                                                                                                   |
| <b>Rationale for extension</b>                                                                                                                                                                                                                                                                                  |
| <b>Delays in implementing the project in line with the original timetable given project partnership issues. Costs to be met from slippage in programme costs.</b>                                                                                                                                               |
| <b>Activities</b>                                                                                                                                                                                                                                                                                               |
| <b>Substantive programme activities to be complete by 31/10/13 with additional time possibly required in the event of unavoidable activity over-run e.g. delay in production and publication of photography booklet produced by participants and for receipt and collation of final evaluation information.</b> |
| <b>New end date: New end date of 31/10/13 proposed with possibility of extension to 31/12/13 subject to evidence of satisfactory progress.</b>                                                                                                                                                                  |
| <b>Issues/ Conditions</b>                                                                                                                                                                                                                                                                                       |
| <b>Weekly progress reports have been requested detailing achievement against the revised plan submitted in July 2013. Progress to be reviewed in October 2013 to assess if satisfactory progress made on delivery.</b>                                                                                          |

Good Relations Partnership,  
Monday, 9th September, 2013

|                                                                                                                                                                                      |
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| <b>Lead Organisation:</b> <i>Forthspring InterCommunity Group</i>                                                                                                                    |
| <b>Project Title and Ref:</b> Cross Interface Community Planning - 35827                                                                                                             |
| <b>Rationale for extension</b>                                                                                                                                                       |
| Delayed project start - recruitment of project co-ordinator in autumn 2012. Costs to be met from resulting slippage in approved salary budget.                                       |
| <b>Activities</b>                                                                                                                                                                    |
| Consolidate work of the inter-agency group and prepare an exit strategy with University of Ulster's Built Environment Department. Launch and initial consultation on community plan. |
| <b>New end date:</b> 31/12/2013                                                                                                                                                      |
| <b>Issues/ Conditions</b>                                                                                                                                                            |
| n/a                                                                                                                                                                                  |

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| <b>Lead Organisation:</b> <i>LORAG/ South Belfast Round Table</i>                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Project Title and Ref:</b> Creating Cohesive Community - 035901                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Rationale for extension</b>                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Delay in project commencing and recruitment of project co-ordinator. Costs to be met from slippage in approved salary budget.                                                                                                                                                                                                                                                                                                                            |
| <b>Activities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Activity to embed processes and strategies developed by the project to date and cover the period when students are returning to the area for the new term. Implementation of key strategies developed by the project – early engagement/ intervention; Housing and emergency response with PSNI. Additional training sessions on ending hate; migration awareness etc. Delivery of an intercultural family support programme to 15 families from the BME |

Good Relations Partnership,  
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| community in Inner South area – lower Ormeau; Markets; Donegall Pass and Botanic areas in collaboration with Belfast Health Trust. |
| New end date: 31/12/2013                                                                                                           |
| Issues/ Conditions                                                                                                                 |
| n/a                                                                                                                                |

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| Lead Organisation: <i>PeacePlayers</i>                                                                                                                                                                                                                               |
| Project Title and Ref: Belfast Interface Games - 035841                                                                                                                                                                                                              |
| Rationale for extension                                                                                                                                                                                                                                              |
| To roll out a junior Belfast Interface League in September/ October/ November to prepare for a planned Belfast Interface Games event in 2014 with the aim of recruiting approximately 160 young people from across Belfast. Costs to be met from programme slippage. |
| Activities                                                                                                                                                                                                                                                           |
| Delivery of additional two OCN Level 2 courses in Building Positive Relations Through Sport.                                                                                                                                                                         |
| New end date: 30/11/2013                                                                                                                                                                                                                                             |
| Issues/ Conditions                                                                                                                                                                                                                                                   |
| Case for proposed residential to be submitted in advance for consideration. New format of Game of 3 halves manual to be approved by PEACE III. Some clarification required on salary breakdown for part/time posts supported in any extended project period.         |

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| Lead Organisation: <i>Public Achievement</i>                               |
| Project Title and Ref: WIMPS (Where is my Public Servant) Belfast - 035709 |

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| <b>Rationale for extension</b>                                                                                                                                                                                                                                                                                                |
| The project wishes to deepen the working relationship with Council including staff, Councillors and the Youth Forum and also to continue to support the existing local Belfast WIMPS crews to continue to make films, campaign and cover issues. Costs to be met from slippage in approve salary budget arising from vacancy. |
| <b>Activities</b>                                                                                                                                                                                                                                                                                                             |
| Continued support for existing WIMPS Belfast crews; participation of these crews in proposed two day conference run with Youth Action in November titled 'We need to talk about Europe'; crew residential in November for coaches and induction of new coaches.                                                               |
| <b>New end date: 31/12/2013</b>                                                                                                                                                                                                                                                                                               |
| <b>Issues/ Conditions</b>                                                                                                                                                                                                                                                                                                     |
| n/a                                                                                                                                                                                                                                                                                                                           |

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| <b>Lead Organisation: <i>Small Steps</i></b>                                                                                                                                                                                                                                    |
| <b>Project Title and Ref: Walk of Faith - 035886</b>                                                                                                                                                                                                                            |
| <b>Rationale for extension</b>                                                                                                                                                                                                                                                  |
| Due to project commencing later than anticipated all of the original proposed activities will be unable to be delivered by 30 <sup>th</sup> September. Resulting project underspend is proposed to be used for delivering class based activities to this year's schools intake. |
| <b>Activities</b>                                                                                                                                                                                                                                                               |
| Delivery of 1 week Halloween scheme for participating schools; 1 culture market and 16 additional visits to faith buildings                                                                                                                                                     |
| <b>New end date: 31/12/2013</b>                                                                                                                                                                                                                                                 |
| <b>Issues/ Conditions</b>                                                                                                                                                                                                                                                       |
| <b>New procurement exercise recommended to cover additional activities within the proposed timescale. Clarification required</b>                                                                                                                                                |

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around hourly rate for part-time staff assigned for the proposed extension period.

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| <b>Lead Organisation:</b> <i>Training for Women Network</i>                                                                                                                          |
| <b>Project Title and Ref:</b> Visions of Peacebuilding – 035904                                                                                                                      |
| <b>Rationale for extension</b>                                                                                                                                                       |
| <b>Delays experienced in completing all project related events and deliverables within the existing timescale. Costs to be met from slippage in approved programme costs budget.</b> |
| <b>Activities</b>                                                                                                                                                                    |
| <b>The extension will allow for the delivery of exhibition and training for participants as per original plan.</b>                                                                   |
| <b>New end date: New end date of 31/10/2013 proposed with possibility of extension to 31/12/13 subject to satisfactory progress</b>                                                  |
| <b>Issues/ Conditions</b>                                                                                                                                                            |
| <b>Weekly progress reports detailing achievement against plan. Progress to be reviewed in October 2013 to assess if satisfactory progress made on delivery.</b>                      |

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| <b>Lead Organisation:</b> <i>Fellowship of Messines</i>                                                                                             |
| <b>Project Title and Ref:</b> Citizens for Peace - 035884                                                                                           |
| <b>Rationale for extension</b>                                                                                                                      |
| <b>To maximise participation in final events from project stakeholders. Costs to be met from small slippage in approved programme costs budget.</b> |
| <b>Activities</b>                                                                                                                                   |

Good Relations Partnership,  
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| <b>Additional two weeks for delivery of final project seminar and final reporting.</b> |
| <b>New end date: 31/10/2013</b>                                                        |
| <b>Issues/ Conditions.</b>                                                             |
| n/a                                                                                    |

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| <b>Lead Organisation: <i>Good Relations Unit</i></b>                                                                                                                                                                                                                                            |
| <b>Project Title and Ref: Migrant &amp; Minority Ethnic Project - 034058</b>                                                                                                                                                                                                                    |
| <b>Rationale for extension</b>                                                                                                                                                                                                                                                                  |
| <b>The proposal will assist in the ongoing development of the mainstreaming strategy for PEACE III and build upon the integrated delivery approach adopted in delivery of the project.</b>                                                                                                      |
| <b>Activities</b>                                                                                                                                                                                                                                                                               |
| <b>Production and distribution of diversity resource that will promote integration activities amongst communities in Belfast.<br/>Development of proposals for future partnership projects that will meet current and existing needs of migrant and minority ethnic communities in Belfast.</b> |
| <b>New end date: 31/10/2013</b>                                                                                                                                                                                                                                                                 |
| <b>Issues/ Conditions.</b>                                                                                                                                                                                                                                                                      |
| n/a                                                                                                                                                                                                                                                                                             |

### Next Steps

If the recommendations are accepted, then an addendum to Letters of Offer will be issued to project promoters and required changes made to the Special European Union Programmes Body's System 2007 database. Claims under the Strategic Grants Programme for the July to September period must be submitted by the 28th October with a final claim deadline of 15th January 2014 for the October to December period.

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Monday, 9th September, 2013**

**Resource Implications**

**Financial Implications**

**None at present**

**HR Implications**

**None at present**

**Equality Implications**

**There are no equality implications arising from this report.**

**Recommendation**

**The Partnership is recommended to approve the proposed time extensions to the projects and any associated conditions as outlined above.”**

The Peace III Programme Manager provided an overview of the report and circulated for the Partnership’s attention details of two additional events which were being held later in the month. The first of those, which would take place in the City Hall on 25th September, was being organised by the Council in order to showcase the Creative Legacies project. The second event was being facilitated by Mediation Northern Ireland and would take place on 30th September in the Riddel Hall, Stranmillis. Participants would have an opportunity to hear from speakers who would reflect on stories of connection and resilience which had emerged from communities in which they had worked.

After discussion, the Partnership noted the information which had been provided and approved the project extensions as set out within the report, together with any associated conditions.

**Annual Review of Bonfire Management Programme**

The Partnership agreed to defer until its next meeting consideration of a report providing information on the outcome of an independent evaluation of the Council’s Bonfire Management Programme and recommendations for its future delivery, including funding, to enable briefings to be provided to the Political Parties and any external members. The Partnership commended those Council officers who had been involved in the delivery of the Programme and agreed that representatives of those groups which had, under the 2013 initiative, attended awareness-raising workshops on cultural identity, flags and emblems, be invited to attend a future meeting in order to outline their experiences.

Chairman

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**Minutes of the Joint Group of the Party Leaders' Forum  
and Historic Centenaries Working Group  
Friday, 6<sup>th</sup> September, 2013**

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| <b>Present:</b>       | Councillors Hendron (Chairman), Attwood, McVeigh and Reynolds. Councillor Jones attended on behalf of Alderman Ekin.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>In attendance:</b> | Peter McNaney, Chief Executive; Hazel Francey, Good Relations Manager, Stephen McCrory, Democratic Services Manager, John Walsh, Legal Services Manager, Gerry Millar, Director of Property and Projects (item 3), Suzanne Wylie (Director of Health and Environmental Services (item 8) and Jim Hanna, Senior Democratic Services Officer.                                                                                                                                                                                                                                                                                |
| <b>Agenda Item 1</b>  | <b>Apologies</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                       | Apologies were received from Aldermen Ekin, Rodgers and Smyth and Councillors Hanna and Maskey.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>2</b>              | <b>Minutes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                       | The minutes of the previous meeting held on 21 <sup>st</sup> May were agreed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>3</b>              | <b>City Hall Memorabilia</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 3.1                   | The Members were reminded that, at the meeting of the Joint Diversity Group on 1 <sup>st</sup> March, they had received a presentation from Victoria Kingston on her proposals in relation to the next steps for displays in the City Hall. Ms Kingston had outlined the overarching approach as previously agreed, in line with the recommendations from the relevant EQIA report. A proposed action plan detailing Victoria Kingston's recommendations was also presented at that meeting.                                                                                                                               |
| 3.2                   | There were four main principles in her proposals: <ul style="list-style-type: none"> <li>- <b>Represent:</b> to represent all the people of Belfast through the prism of Belfast City Hall and its history</li> <li>- <b>Re-present:</b> to ensure that all the interpretation presented to visitors within City Hall is balanced and inclusive</li> <li>- <b>Reach Out:</b> to attract new visitors to City Hall, and to re-engage and enthuse existing ones</li> <li>- <b>Re-vitalise:</b> to take the best of what is currently offered to visitors to City Hall and enhance the overall visitor experience.</li> </ul> |
| 3.3                   | Members had broadly welcomed the proposals and had agreed that further political discussions needed to take place to determine a prioritised action plan for implementation.                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 3.4                   | Party group briefings were held over April and May. As the proposals ranged from re-locating artefacts to major internal redesign and refurbishment, the Good Relations Manager had been accompanied at the party group briefings by an officer from the Property and Projects Department, since that Department had                                                                                                                                                                                                                                                                                                       |

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|     | overall responsibility for the City Hall and its artefacts, for staff accommodation and for capital projects, all of which had to be considered.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 3.5 | Despite some general agreement on the broad thrust of the proposals, including the use of the East Wing as a public exhibition space, it was clear that there were very differing views on specific aspects within them.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 3.6 | In terms of additionality, Members had requested that consideration be given to the recognition of the Jewish community in the city, to the commemoration of the civil rights period, to the inclusion of new stained glass windows which were reflective of the nationalist community in the city and to be more representation of the role of women in the city. With regard to the potential relocation of artefacts to newly designed and dedicated exhibition space, some Members had expressed concern regarding the general aesthetics of the building commenting that that could make the City Hall a very sterile environment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 3.7 | Members would also be aware that City Hall was very much a working building both from a political perspective and also from a staff perspective. There were a number of officers currently located in rooms which have been proposed for dedicated exhibition space in the East Wing and re-location costs would have to be considered.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 3.8 | <p>It was therefore proposed that, as part of the Capital Programme update report, to be presented to the Strategic Policy and Resources Committee in September, the displays and memorabilia element be added to the Emerging Project list as part of the overall City Hall works project and that a composite Strategic Outline Case (SOC) for all elements be developed which would enable the project to move from Stage 1 to Stage 2. The development of the SOC would also take into account a number of other emerging issues including:</p> <ul style="list-style-type: none"> <li>• increased number of Members and likely meetings post reform of local government</li> <li>• Implications in relation to the City Hall's Grade 'A' Listed status and resultant statutory obligations</li> <li>• Fire authority regulations</li> <li>• Staff accommodation – re-location costs and options to fit in with leases clauses for Adelaide Exchange and Lanyon which were due for review in 2017</li> <li>• The overall use of the City Hall ,that is, should it become more customer facing with a '<i>One Stop Shop</i>' approach to all services</li> </ul> |
| 3.9 | It was envisaged that that would be reported to the Committee early in 2014 to enable it to take a decision regarding the allocation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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|                      | <p>of funding from the capital programme.</p> <p>That would coincide with the recommendations emerging from the OFMDFM all-party talks, chaired by Dr Richard Haass, who was considering issues related to symbolism and related matters.</p> <p>Prior to its presentation to the Committee, the Joint Diversity Group would be able to consider the SOC in the context of any recommendations from the all-party talks.</p>                   |
| 3.10                 | <p>Accordingly, the Members were requested to recommend to the Strategic Policy and Resources Committee that the displays and memorabilia element be added to the Emerging Project list as part of the overall City Hall works project and that a composite SOC for all elements be developed which would enable the project to move from Stage 1 to Stage 2. That would be reported as part of the Capital Programme update report.</p>       |
| 3.11                 | <p>During discussion, a Member pointed out that, in terms of additionality, he had requested that more recognition be given to Orangeism and that that had been omitted from the report.</p> <p>A further Member expressed concern in relation to the timetable and stated that he had understood that the detailed report in relation to costings and the narrative for displays was to be presented to this meeting.</p>                     |
| 3.12                 | <p>In response, the Chief Executive explained the reasons why the final report had not been completed and assured the Members that a detailed report would be presented to the Strategic Policy and Resources Committee in January.</p> <p>In the meantime, a high-level report would be submitted to the next meeting of the Committee, scheduled for 20<sup>th</sup> September, setting out the timetable for the completion of the SOC.</p> |
| 3.6                  | <p><b>Following discussion, the Joint Group noted the comments of the Chief Executive, agreed to adopt the recommendation in relation to the addition of the displays and memorabilia element to the Emerging Project list and agreed also that a consultant be engaged to develop the narrative in relation to the new/additional memorabilia.</b></p>                                                                                        |
| <b>Agenda item 4</b> | <b>Decade of Centenaries – Request for Loan of Exhibition</b>                                                                                                                                                                                                                                                                                                                                                                                  |
| 4.1                  | <p>The Group was reminded that the exhibition <i>Shared History: Different Allegiances</i>, which had been designed and commissioned to cover the period 1912-1914, had been funded by the Office of the First Minister/ Deputy First Minister of the NI Executive at a sum of approximately £47,000.</p>                                                                                                                                      |
| 4.2                  | <p>It had been open to the public in the East Entrance from August, 2012 till February, 2013 and then on loan to Ballymena Borough Council in the Braid Arts Centre from March till June, 2013.</p>                                                                                                                                                                                                                                            |

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| 4.3                  | The British-Irish Parliamentary Assembly (BIPA) had visited the exhibition in the City Hall last September and in the BIPA's own report on the Decade of Commemorations it had recommended that this exhibition be displayed in Dublin.                                                                                                                                                                                                                                                                                                                      |
| 4.4                  | Dublin City Council had now expressed an interest in the exhibition and had requested its loan for four months later this year in two locations, initially in their own civic headquarters building and then in the Dublin City Library Headquarters in Pearse Street.                                                                                                                                                                                                                                                                                       |
| 4.5                  | However, Dublin City Council was unable to meet the costs associated with transporting, re-mounting and the display of the exhibition.                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 4.6                  | Those costs were estimated to be in the region of £8,000 and the Irish Government's Department of Foreign Affairs had indicated that it would pay half of the cost through its Reconciliation Fund. Since the Council could claim back 75% of the remaining cost from the OFM/DFM through the District Council Good Relations Programme, the total cost to the ratepayer would be only £1,000.                                                                                                                                                               |
| 4.9                  | <b>The Group agreed to commend to the Strategic Policy and Resources Committee that it grant authority for the loan, subject to finance from the DFA being made available as outlined above, and subject to the satisfactory completion of an appropriate loan agreement being drawn up by the Legal Services Department.</b>                                                                                                                                                                                                                                |
| <b>Agenda item 5</b> | <b>Decade of Centenaries: Proposed Preliminary Programme – World War 1 – Request from Universities Ireland Historians Group</b>                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 5.1                  | The Group considered a report in relation to the Decade of Centenaries Proposed Preliminary Programme for the second period 1914-18.                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 5.2                  | The Good Relations Manager reported that, since the original report was prepared for submission to Committee two years ago, it gave only a few details regarding a proposed programme for the second period 1914-18. The only firm decisions of the Council for this period were that two exhibitions should be commissioned for 2016, to mark the centenaries of the Easter Rising and the Battle of the Somme and that a Civic Dinner be held for each.<br><br>It appeared that at this stage there were few definite plans within NI to mark this period. |
| 5.3                  | The Joint Group might be aware that a NI World War I Committee had been set up, chaired by Jeffrey Donaldson MP, to examine ways in which the NI Executive and organisations could best commemorate that period; that Committee was just beginning its work.                                                                                                                                                                                                                                                                                                 |
| 5.4                  | The Good Relations Manager explained that a number of academics from the local universities and the Ulster Museum were planning a conference in October on this topic and district councils                                                                                                                                                                                                                                                                                                                                                                  |

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|                      | had been invited. She indicated that she would be in a better position to report back after that date.                                                                                                                                                                                                                                                                                                                                                                                          |
| 5.5                  | In the interim, she had received a request from Dr Fearghal McGarry from the School of History at Queen's University that the Council host the annual conference of the Universities Ireland Historians Group on Saturday 14 <sup>th</sup> June, 2014.                                                                                                                                                                                                                                          |
| 5.6                  | Universities Ireland was a network of university presidents and vice-chancellors from Northern Ireland and Ireland which had been founded in 2003. It ran scholarship schemes, linked universities with their counterparts in Britain and Africa and undertook a number of initiatives to bring Northern Irish and Irish universities closer together.                                                                                                                                          |
| 5.7                  | The Universities Ireland Historians Group had been set up in 2011 and organised a multi-annual programme of activities to reflect on the 1912-22 period, aiming to bring a scholarly contribution to reflection on a decade of history-changing events.                                                                                                                                                                                                                                         |
| 5.8                  | The Historians Group held an annual conference to disseminate academic research on the period to the public. The audience was composed of the general public, including teachers and curriculum officials, politicians, third sector bodies involved in commemoration, and the media. It was usually sponsored by the Irish Times, and well-attended by prominent public and civic body officials.                                                                                              |
| 5.9                  | The theme for the 2014 conference would be Ireland and the Great War, and they expected to have speakers addressing the impact in Ireland, including the war's impact on unionism and nationalism, as well as the wider British and global context.                                                                                                                                                                                                                                             |
| 5.10                 | Since the conference sat well within the Council's own set of principles for the <i>Decade of Centenaries</i> and complemented our own approach, in terms of perspectives and breadth of topics, the Good Relations Manager proposed that this could form a key part of the Council's own programme for this period and that the City Hall would be an appropriate venue for such a prestigious conference.                                                                                     |
| 5.11                 | <b>The Group agreed to include the Conference outlined in the Council's own programme and approve the use of the City Hall for this purpose, subject to the agreement of the Strategic Policy and Resources Committee.</b>                                                                                                                                                                                                                                                                      |
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| <b>Agenda Item 6</b> | <b>"The Disappeared" Exhibition</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 6.1                  | <p>The Members were reminded that on 1st July, 2013, in response to a Notice of Motion submitted by Councillor Attwood, the Council had resolved the following:</p> <p><i>"This Council notes that it is over 40 years since the first abduction of what would become known as "The disappeared" occurred; and acknowledges that, to date, eight families, five of whom are from the City of Belfast, have been denied the right to bury loved ones because of the actions primarily of</i></p> |

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|                      | <p><i>republican paramilitaries who abducted, murdered and hid their victims' remains;</i></p> <p><i>This Council commends the dignified perseverance of the families and the work of the Independent Commission for the Location of Victims Remains (ICLVR) and pledges its support to those families in their ongoing quest to locate their loved ones' bodies, bring them home and give them a Christina burial; and calls on all those with information to co-operate fully with the ICLVR so that this harrowing chapter of our history can be closed.</i></p> <p><i>This Council requests the Strategic Policy &amp; Resources Committee to consider the hosting of an exhibition on "The Disappeared" which would be accompanied by a book of condolence".</i></p> |
| 6.2                  | The Good Relations Manager reminded the Members that the WAVE organisation had been co-ordinating work around the issue of The Disappeared.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 6.3                  | WAVE did have an exhibition but that was in need of some updating. There had been several new cases that the organisers were not aware of when the original exhibition had been created and a number of individuals had been found in the interim.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 6.4                  | WAVE also had a number of images from the areas where searches had been or were currently being conducted, showing the sheer scale of the searches and the barren nature of the land being searched. They hoped to transfer those images onto photographic boards to complement the main exhibition.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 6.5                  | WAVE would be re-launching a book on The Disappeared in October and the BBC and RTE planned to have a simultaneous broadcast of a major joint documentary film on the subject in late October/early November 2013.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 6.6                  | The best timing for maximum impact for the exhibition in the East Entrance would therefore be October/November 2013 and that had already been booked provisionally.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 6.7                  | The cost of up-dating the exhibition was approximately £3000 plus £1000 for the additional photographic boards = a total of £4,000.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                      | It was likely that 75% of that could be reclaimed from the OFM/DFM under the District Council Good Relations Programme.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 6.8                  | <b>The Group agreed to commend the Strategic Policy and Resources Committee to approve the holding of the exhibition as outlined.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Agenda Item 7</b> | <b>Language Policy - Update on Progress</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 7.1                  | The Good Relations Manager provided the Group with an update on the progress of the Language Policy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 7.2                  | <b>The Group noted the information which had been provided.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <b>Agenda Item 8</b> | <b>Issues at Council Properties</b>                                                                                                                                                                                           |
| 8.1                  | The Director of Health and Environmental Services provided the Members with an update in relation to issues regarding the flying of flags at a number of Council-owned properties and answered a number of questions thereon. |
| 8.2                  | <b>After discussion, the Committee noted the information which had been provided.</b>                                                                                                                                         |

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### Belfast City Council

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| <b>Report to:</b>         | Policy and Resources Committee                            |
| <b>Subject:</b>           | <b>Fairtrade City signage</b>                             |
| <b>Date:</b>              | 20 <sup>th</sup> September 2013                           |
| <b>Reporting Officer:</b> | Suzanne Wylie, Director Health and Environmental Services |
| <b>Contact Officer:</b>   | Clare Mc Keown, Sustainable Development Manager EXT 3265  |

|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <b>1</b> | <b>Relevant Background Information</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 1.1      | <p><b>Background</b></p> <p>Belfast Fairtrade Steering Group is a voluntary committee which was established in 2001 with the intention to promote the purchase of Fairtrade products in the city. Fairtrade is a strategy for poverty alleviation and the promotion of sustainable development. The Fairtrade Mark is not a brand or charity but a registered certification for products grown by producers in developing countries under certain ethical and sustainable development conditions.</p> <p>The Fairtrade committee in Belfast is hosted by the City Council and includes members of local and foreign government, non-governmental organisations (NGOs), charities, black and minority ethnic (BME) community, supermarkets, educational institutions, business and private individuals.</p> |
| 1.2      | <p><b>Proposal</b></p> <p>Belfast Fairtrade Committee have requested that Belfast Fairtrade city status be promoted by the erection of appropriate permanent road signage in the Belfast City Council area. The Fairtrade committee have proposed that the signage be erected next to the existing Welcome to Belfast signs on the motorways and arterial routes.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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| <b>2</b> | <b>Key Issues</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 2.1      | <p><b>Fairtrade City Status</b></p> <p>Fairtrade City status is conferred by the Fairtrade Foundation on a biennial basis. It is awarded after the completion of a comprehensive audit of Fairtrade outlets in the city, and after undertaking considerable marketing and promotional activities by the voluntary committee. Belfast city was granted this city status in 2005 and each year since .The Fairtrade certificates awarded are displayed in the Lord Mayors office.</p> |

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| 2.2 | <p><b>Marketing and promotion of Fairtrade</b></p> <p>The marketing and promotion of Fairtrade activity in the city is key to retaining Fairtrade City status, to this end the Fairtrade Foundation recommend the display of one of the approved formats or logo's for each Fairtrade Town, City or Borough that has achieved this accolade.</p> <p>This is standard practice across the UK and Ireland and has been adopted in Northern Ireland by both Antrim Council (Fairtrade Borough) and North Down Council for Bangor (Fairtrade Town). Please see attached pictures in Appendix 1 showing the Bangor and Antrim signs, which have been erected at different sites, in calming areas and on main arterial routes, respectively.</p> |
| 2.3 | <p>The Belfast Fairtrade Committee has written to Belfast City Council requesting that BCC follow the example of other Councils and erect similar Fairtrade signage. The committee has also written to DRD, DOE and DFP Ministers seeking their endorsement on this issue. The DOE Minister has endorsed this proposal (letter attached Appendix 2). DRD Roads Service who are responsible for the oversight of road signage have advised this is a Council decision as the signage is to be mounted on existing Council property. They did request to be consulted on the final format of the signage.</p>                                                                                                                                 |

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| 3   | <p><b>Resource Implications</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 3.1 | <p><b>Asset and Other Implications</b></p> <p>Fairtrade City signage erected in a prominent place recognises the City's endeavours in promoting the global campaign of increasing Fairtrade products. This is essentially a charitable campaign supported by the City council who host the Fairtrade committee and Fairtrade Belfast website. However Members need to be aware that the Council does not have a policy on the erection of signage by such organisations and that there is no provision in the current revenue estimates for these costs. Members must also be aware if the city loses the accolade of Fairtrade city, the signage must be removed</p> |
| 3.2 | <p><b>Financial costs.</b></p> <p>The total costs for design, manufacture and erection for one sign on the motorway underneath the existing signage would be approximately £3500 and £1500 each for smaller signs on the arterial routes. The Fairtrade committee have requested that the Council consider funding and erecting one sign for the M1 Motorway on way into Belfast and four smaller signs on the arterial routes at a total cost of approximately £10 000.</p>                                                                                                                                                                                          |
| 3.3 | <p><b>Human Resources</b></p> <p>Staff time will be required from Officers in the Property and Projects Department, Corporate Communications and Health and Environmental Services Department to undertake this request.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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| <b>4</b> | <b>Equality Implications</b>        |
| 4.1      | There are no equality implications. |

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| <b>5</b> | <b>Recommendations</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 5.1      | <p>Members are invited to consider the request and consider the following options.</p> <p><b>Option 1</b></p> <p>To endorse the request and agree to the erection of the signage, with one large sign underneath the current MI motorway <b>Welcome to Belfast</b> sign and four smaller signs in arterial routes at a cost of £10,000.</p> <p><b>Option 2</b></p> <p>To defer the decision until the Council agree a position on such signage and reconsider it after implementation of Local Government Reform when boundary changes are confirmed and associated signage will be relocated.</p> <p><b>Option 3</b></p> <p>To reject the request for signage on the basis that there is no policy or budget to cover this request.</p> |

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| <b>6</b>                                                                                                      | <b>Decision Tracking</b> |
| Clare Mc Keown the Sustainable Development Officer will be responsible for making the necessary arrangements. |                          |





From the office of the  
Minister of the Environment



Department of the  
**Environment**

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Your reference:

Our reference: COR/862/2012

20 August 2012

Dear Christopher

Thank you for your reply to my letter of 1 August 2012 in which you again raise the issue of councils adding the Fairtrade logo to their entrance road signs in recognition of their achievement of Fairtrade status.

In my letter to you dated 1 August 2012, I advised that I would be writing to the Chief Executives of each local council promoting these proposals. I enclose for your information a copy this letter in which, as you can see, my views on the matter are set out clearly. I will write again to the Council referring to the practice in Antrim and Bangor, recommending that this is a positive practice and requesting a response from each Council.

The issue of Fairtrade procurement will also be taken forward within the Local Government Procurement Group (when I next attend the group I will raise the issue). I would reiterate that I will include the awareness of Fairtrade into the Local Government Reform Programme

I am hopeful that councils will react positively to my letter on this worthwhile initiative.

**ALEX ATTWOOD MLA**  
Minister of the Environment

From the office of the  
Minister of the Environment



Department of the  
**Environment**

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COR/623/2012

Our reference:

*Dear Chief Executive* | August 2012

Dr. Christopher Stange, Honorary Consul, Consulate of St Vincent and the Grenadines, wrote to me on 13 June 2012, raising the issue of councils adding the Fairtrade logo to their entrance signs in recognition of their achievement of Fairtrade status. Dr Stange further highlighted an apparent lack of consistency across councils regarding Fairtrade procurement policies.

I enclose a copy of Dr. Stange's letter and my response to him, in which I advise that I will be recommending the use of signage and adoption of Fairtrade policies. I have directed the departmental representative on the Local Government Procurement Group, which is currently developing a local Government Procurement Strategy, to encourage the procurement of Fairtrade goods across the sector, and I would wholeheartedly endorse this approach.

I would be grateful if you would take Dr. Stange's concerns, and my assurances, on board and continue to take a positive approach to this worthwhile campaign, especially as new opportunities arise to further acknowledge and promote its values.

Finally, could I ask that you ensure that procurement officers within your council have sight of this correspondence in order that they are aware of, and are able to consider, my views on this matter.

*Alex Attwood*

**ALEX ATTWOOD MLA**  
Minister of the Environment

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