

Document Pack

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



12th February, 2015

MEETING OF DEVELOPMENT COMMITTEE

Dear Alderman/Councillor,

The above-named Committee will meet in the Lavery Room (Room G05), City Hall on **Tuesday, 17th February, 2015 at 4.30 pm**, for the transaction of the business noted below.

You are requested to attend.

Yours faithfully,

SUZANNE WYLIE

Chief Executive

AGENDA:

1. **Routine Matters**
 - (a) Apologies
 - (b) Minutes
 - (c) Declarations of Interest
 - (d) Request to address the Committee - Folktown CIC
2. **Pubs of Ulster Request (Pages 3 - 6)**
3. **Gilpin's Project - (report to follow)**
4. **'Bel Tech' Funding Support - (report to follow)**
5. **International Relations Update - (report to follow)**
6. **Employability Support Update (Pages 7 - 10)**
7. **Artist-led street furniture (Pages 11 - 14)**
8. **Markets Rights Policy - Clarification (Pages 15 - 18)**

9. **St George's Market Traders Enforcement of Rules and Regulations**
(Pages 19 - 20)
10. **Proposed Development of a Volunteer Charter** (Pages 21 - 26)
11. **Outstanding Accounts** (Pages 27 - 30)



Report to:	Development Committee
Subject:	Pubs of Ulster
Date:	17 February 2015
Reporting Officer:	John McGrillen Director of Development, ext 3470
Contact Officers:	Brian Johnston, Tourism, Culture, Heritage and Arts Manager, ext 3586

1	Relevant Background Information
1.1	Pubs of Ulster is the professional body of the Retail Licensed Trade in Northern Ireland, with members drawn from pubs, bars, café-bars, hotels and restaurants.
1.2	Pubs of Ulster is leading a campaign calling on the Government to reduce VAT rates for businesses in the tourism sector in Northern Ireland. Pubs of Ulster has written to Council (Appendix1) to seek support for the campaign and permit the incorporation of the Council logo on campaign material.
1.3	There is currently a sustained campaign ('Cut the Tourism VAT') by the various representative voices across the UK to get a reduction on tourism VAT to be bring it into line with competitor countries.

2	Key Issues
2.1	The key issues raised in the letter include: <ul style="list-style-type: none"> - NI shares a border with the Republic of Ireland meaning that VAT rate has disproportionately affected the industry - Reduction in VAT could create approximately 3,300 jobs in Northern Ireland and help stimulate economic growth - Independent research by the HM Treasury's economic model shows that a VAT cut would drive the economy by £4 billion in new revenue in the UK and would save consumers an average £50 per head on visitor accommodation and attractions.
2.2	21 countries in the EU have a lower VAT rate for the hotel sector and 13 for the overall hospitality sector. In France, tax was reduced from 19.65% to 5% and led to the creation of 21,700 jobs in the first year.
2.3	Members will be aware that the Council will launch the new Integrated Tourism Strategy for Belfast in 2015. The overarching strategic goal of the new strategy

	is to double the value of tourism by 2020. This will result in tourism being worth £870m per annum in five years, based upon current metrics.
2.4	The strategy has identified several issues that bring a competitive disadvantage to Belfast, which have to be addressed. As well as air accessibility, licensing laws and opening hours, the strategy also identifies visa and VAT matters. The strategy states that “unless these are tackled they will continue to prevent the city achieving its full tourism potential”.
2.5	The Integrated strategy also highlights research by Deloitte (2013) that notes reducing tourism VAT would not only enhance the UK’s competitive position but would be the most efficient way of generating GDP gains for the Exchequer, creating an extra £0.6bn in revenue for the HM Treasury and creating 10,000 jobs in tourism over the next ten years.
2.6	In light of the ambition to grow tourism in the city, Members are asked to consider the request from Pubs of Ulster to support the campaign for VAT reduction in the tourism sector.

3	Resource Implications
3.1	No resource implications.

4	Equality and Good Relations Considerations
4.1	No equality and good relations considerations.

5	Recommendations
5.1	It is recommended that Members consider the request from Pubs of Ulster and endorse the campaign to reduce VAT on businesses operating in the tourism sector.

6	Decision Tracking
There is no decision tracking attached to this report.	

7	Documents Attached
Appendix 1 - Letter from Pubs of Ulster	

Pubs of Ulster

Hospitality | Leisure | Tourism

Head Office

91 University Street

Belfast BT7 1HP

T. (028) 9032 7578

E. enquiries@pubsofulster.org

www.pubsofulster.org

Ms Suzanne Wylie

Belfast District Council,

Chief Executive's Department

Belfast City Hall

Belfast

BT1 5GS

16th January 2015

Dear Suzanne,

You may not be aware that tourism in Northern Ireland is worth over £720 million (direct) and £1.6 million (indirect) to the Northern Ireland economy, and is also responsible for 43,000 jobs - at 5.2% GDP it is now larger than agriculture. With Pubs of Ulster membership drawn from pubs, bars, café bars, restaurants, hotels and major visitor attractions the issue of the competitiveness of our tourism offer on the world stage is a major concern.

With that in mind I am writing to invite you to support a Pubs of Ulster led campaign calling on the Government to reduce VAT rates for businesses in the tourism sector in Northern Ireland. VAT reductions for the tourism sector have been introduced in a majority of European Union countries in recent years in a measure taken to promote tourism, and to protect and nurture jobs.

It should be noted that this is a UK wide campaign and if successful will have no impact on the Northern Ireland block grant.

Pubs of Ulster believe that Northern Ireland is losing out because of our higher VAT rate and have made numerous and sustained efforts to get the VAT rate lowered for our local tourism industry. In 2012, with the support of the now Finance Minister Simon Hamilton MLA we were successful in securing a motion in the Northern Ireland Assembly calling for a reduction in tourism VAT to help us compete with the Republic of Ireland, where VAT was cut in the hospitality sector from 13% to 9%. The motion received full cross-party support and was passed unanimously.

The fact that we share a border with the Republic of Ireland means this VAT rate cut has disproportionately affected our industry because our prices simply cannot compete with such lower levels of VAT. The Irish Government were persuaded to lower the VAT rate for tourism on the basis of solid research commissioned by Fáilte Ireland and carried out by Deloitte which demonstrated the strong economic advantage of lowering the rate. The cut to sales tax for tourism products in the rest of Ireland has resulted in the creation of 6,000 more jobs for the hospitality industry and has seen a significant growth in visitor numbers.

The consequences of aligning the VAT rate for Northern Irish businesses in the tourism industry with that in the south, means there could be approximately 3,300 jobs created on

Chief Executive's Office		
Date	19/1/15	
Seen by CX		
Referred to		
ACX	Corp Comms	Dem Serv.
GR	SPP	Bus Supp.
Dev	F&R	H&ES
P&L	P&P	Other
Ref	SW 31/1	

top of the 43,000 individuals currently employed by the industry. It would also provide a boost for existing businesses struggling in the current economic climate. It is fair to say that a lower rate of VAT in Northern Ireland will allow our hospitality industry to claim a greater share of island wide tourism and benefit local customers in the region.

Adviser to the Treasury, Adam Blake, suggests cutting the VAT rate for the tourism industry in Northern Ireland would be revenue neutral. He also suggests that it could help stimulate economic growth in areas hardest hit by the financial global downturn.

The British Hospitality Industry has also argued that the UK's rate of VAT is inhibiting growth in the hospitality industry and Pubs of Ulster support their efforts. During the last twelve months there has been growing support for the CUT Tourism VAT Campaign, with The Sun Newspaper making a direct appeal to the Chancellor of the Exchequer George Osborne to reduce the rate of VAT for leisure travellers from 20% to 5%.

In January 2014, senior industry leaders and MPs held a roundtable discussion on how best to advance the case for a reduced rate of VAT for the tourism sector before the next General Election. This culminated in a parliamentary debate which saw MPs from across the political spectrum appeal to the Government to lower the VAT rate.

Pubs of Ulster are pro-actively supporting the hospitality industry's campaign to reduce the rate of VAT for the sector and help promote long-term growth for the economy here. We are encouraged by independent research, using HM Treasury's own economic model, which shows that a VAT cut would have massive benefits, driving the economy by £4 billion in new revenue into the UK and would save consumers an average £50 per head on visitor accommodation and attractions. Furthermore in light of Northern Ireland's unique position, Pubs of Ulster believe it would be inequitable if the rate was not adjusted in line with that in the Republic of Ireland. Only when the rate here is cut will we have a fighting chance to promote and bolster our own tourism offering.

What are we asking from you?

To assist in our campaign we are seeking the support of all major business organisations in Northern Ireland and asking if you will lend your name to the campaign by allowing Pubs of Ulster to incorporate your logo on our campaign marketing material. This will demonstrate to Government the common recognition of the value of tourism in the wider business community and the widespread support for a reduction in tourism VAT.

I hope that you will consider supporting and putting your name to our important campaign letter which has the potential to boost the prospects of businesses in the tourism industry. We intend to present this letter with the accompanying signatories to Downing Street for the consideration of Prime Minister David Cameron and the Chancellor George Osborne.

If you would like your logo to be incorporated in our letter to Downing Street, please send a copy of it to Arlene@mcepublicrelations.com

Yours faithfully,



Colin Neill

Chief Executive, Pubs of Ulster



Report to:	Development Committee
Subject:	Council support for employability – proposed approach
Date:	17 February 2015
Reporting Officer:	John McGrillen, Director of Development, ext 3470
Contact Officers:	Lisa Toland, Head of Economic Initiatives and International Development, ext 3427

1	Relevant Background Information
1.1	Members will be aware that, over the past few months, officers have been working on a number of employability issues. These include the development of an Employability and Skills Strategy for the city and looking at how the impact of any investment in European Social Fund (ESF) projects can be maximised.
1.2	The European Social Fund aims to reduce economic inactivity and increase workforce skills by promoting access to employment, social inclusion and skills for growth. The fund is managed by the Department for Employment and Learning (DEL) in Northern Ireland. While some funding is ring-fenced for mainstream DEL programmes, much of it is allocated through an open call for projects. Successful projects attract funding of up to 65% of the total project cost and project promoters are expected to find the remaining 35% funding from other sources. The most recent call for projects closed on 9 January 2015.
1.3	While the Council was originally planning to submit its own bid for funding, using its resources and resources to be transferred from the Department for Social Development (DSD), the delay in the transfer of regeneration powers meant that this approach was no longer feasible. An alternative approach – working to draw funding in through other DEL-funded programmes – was also not possible after further investigation. The Council therefore decided not to bid directly for funding under the ESF call. However, the Council did provide letters to a number of projects that were submitting bids, given that this was a pre-requisite from DEL. The letters from the Council confirmed only that the organisation had made contact with the Council, and there was no commitment to provide funding.
1.4	Given this change in approach, this report outlines the proposed way forward for the Council in terms of employability and skills development support, including support for European Social Fund activity. The report is for information only: details of the proposed approach were agreed by the Shadow SP&R Committee at its meeting on 30 January 2015.

2	Key Issues
2.1	<p>Members will be aware that the Council is currently in the process of developing an Employability and Skills Strategy. This work is likely to be completed by March 2015. There are currently four draft objectives against which a range of activities are being identified. These include:</p> <ol style="list-style-type: none"> 1. To develop a coherent and city wide employability and skills partnership 2. To provide a rounded and whole-life package of entry and lower level skills development and provision 3. To generate higher level skills which meet the demands of employers and investors 4. To enable progression routes and employability skills for all.
2.2	<p>It is anticipated that the strategy will provide a framework against which the Council and its partners can invest their resources in a series of targeted activities that will address the key skills and employability challenges that the city is currently facing. Members will be aware that, for many years, economic inactivity has been one of the most significant drags on the city's competitiveness. Over the decade of significant growth from 1997-2007, economic inactivity rates in the city remained more or less constant as the jobs were filled by those commuting into the city for work. Likewise, the skills requirements in the city have changed significantly and there are many people who either have no formal skills training or whose skills are not appropriate to the needs of the current labour market.</p>
2.3	<p>While the issue has been on Members' radar in recent times and emerged as a priority issue during the planning work on the Belfast Agenda, the Council currently has very limited resources to allocate to this activity. It is therefore critical that decisions about how the funding is used take account of how the greatest impact can be achieved and also how activity can lever funding from other partners.</p>
2.4	<p>At the Development Committee in September 2014, Members agreed to ten guiding principles proposed to steer future Council decisions concerning investment in employability and skills development activities. The principles were:</p> <ol style="list-style-type: none"> 1. Need for a citywide approach 2. Need to consider targeted interventions and differentiated approaches 3. Partnership between Belfast City Council, DEL and others 4. Support is needed for older males, lone parents, persons with disabilities and minority ethnic communities 5. The role of the private sector is critical 6. Need to avoid duplication/local competition 7. Need to improve data sources and information sharing 8. Need to focus on outcomes and tracking progress 9. Employability and skills cannot be considered as stand-alone interventions 10. Need for transparency in decision-making around funding
2.5	<p>The Shadow SP&R Committee, at its 30 January 2015 meeting, confirmed that these principles remain valid and that, when decisions around Council support for employability and skills activities are considered, they should be assessed</p>

	against their alignment with these principles.
2.6	At present, DEL is assessing the funding bids submitted on 9 January 2015. It is expected that the assessment process will conclude by mid-February 2015. Project promoters will then be advised as to whether or not they have been successful in their application. At this stage, they will be offered a letter of offer “in principle”. This letter of offer is subject to the project receiving a positive appraisal from DEL economists and also to the project promoter being able to provide confirmation that they have secured the requisite amount of match funding. Project promoters will have up to three months to find their match funding. If they are not able to do so at this point, the letter of offer can be withdrawn.
2.7	In the run-up to the call for projects, DEL made a number of changes to project criteria and eligibility. One of the most significant changes was that ESF can now only provide training to level 1. In reality, employment prospects really only improve significantly once individuals are trained to level 2 and above. This change will limit the impact that many projects can make and could considerably impact on employment outputs that they can expect to achieve from the intervention.
2.8	As with previous ESF calls, there are likely to be many projects that, while they are providing high quality local employability and skills training in their areas, are unlikely to meet all or many of the Council’s guiding principles identified in 2.4. Given that there will be more projects seeking funding than there are resources available, the Shadow SP&R Committee agreed that an assessment will be required to look at which of those projects most closely align with the Council priorities and can help deliver on the Employability and Skills Strategy objectives.
2.9	In addition, given that ESF only has a limited focus and – in particular – given that the funding is now limited to level 1 qualifications only, Members agreed that, when considering how to allocate resources for employability support, the Council should not only look at match funding ESF projects but also at kick-starting some projects identified through the emerging Employability and Skills Strategy or potentially adding value to some ESF projects, for example through support for additional skills training. DEL have agreed that, once they are in a position to award letters of offer, they will engage with the Council to look at potential match funding requests and to see how these could be met from existing resources within the organisations, if possible.
2.10	The Shadow SP&R Committee agreed that, once all of this information was available, officers should bring back a report to the relevant committee incorporating recommendations as to how available resources might be used to address employability and skills challenges in the city.

3	Resource Implications
3.1	An estimated budget within the Economic Development Unit budgets for 15/16 is £240,000.

4	Equality and Good Relations Considerations
4.1	Equality and Good Relations considerations will also be factored into the prioritisation and assessment process.

5	Recommendations
5.1	<p>It is recommended that Members:</p> <ul style="list-style-type: none"> – Note the update on the Employability and Skills Strategy and the ESF call for projects – Note the proposed approach – agreed by the Shadow SP&R Committee on 30 January 2015 – to consider a future report incorporating proposals as to how the Council can maximise the impact of its investment in employability and skills, including potential match-funding support for some European Social Fund projects.

6	Decision Tracking
<p>Timeline: April 2015 Reporting Officer: Lisa Toland</p>	

7	Key to Abbreviations
<p>DEL – Department for Employment and Learning DSD – Department of Social Development ESF – European Social Fund</p>	



Report to:	Development Committee
Subject:	Artist-led street furniture
Date:	17 February 2015
Reporting Officer:	John McGrillen, Director of Development, ext 3470
Contact Officers:	Brian Johnston, Tourism, Culture & Arts Manager, ext 3586

1	Relevant Background Information
1.1	As Members will recall, in March 2014, Committee agreed £5,000 to research and develop a proposal for artist-led street furniture. This included looking at different models from across the UK, Ireland and Europe, such as “social sofas”, a social seating project started in the Netherlands.
1.2	PLACE built environment centre was awarded the contract in May 2014. PLACE subsequently carried out extensive research and over 50 stakeholders were invited to take part in five workshops in North, South, East and West Belfast and Shankill. Consultees included Councillors, partnership boards, the PSNI and representatives from the arts, business and community sectors.
1.3	A summary of the key research findings is presented below. The complete research report is available on request.

2	Key Issues
2.1	<p><u>Consultation</u> The following findings were gathered at the stakeholder workshops:</p> <ul style="list-style-type: none"> - There was a desire for communities to be involved in the planning, fabrication and installation of seating. - The seats should be site specific, reflecting Belfast heritage and stories and connecting with existing infrastructure, for example, walking tours, regeneration plans and bike hire scheme. - There was a desire to have one city-wide collective project, rather than five separate projects. This offers potential for trails and packaging to connect the sites and bring communities together, including through a “sitting together” theme. - Individual community groups are unlikely to have the capacity to deliver this project or see it as a priority. There is a need for this to be led by the Council or another agency. - Seating should be sited in busy public areas to mitigate against vandalism. - Seating could have multiple functions and could also be a place to eat, play, shelter, plant shrubs etc. - Different seats could be installed in different parts of Belfast, or one

	<p>prototype could be developed that could be moved, altered or decorated to reflect different sites.</p> <ul style="list-style-type: none"> - The needs of different types of users such as older people should be considered.
2.2	<p><u>Sites</u></p> <p>A long list of 45 sites was considered and after stakeholder engagement the following 5 sites were visited:</p> <ul style="list-style-type: none"> - Olympia Leisure Centre, Boucher Road - Crumlin Road Gaol, Crumlin Road - Hollywood Road/Newtownards Road junction - St Comgall's, Divis Street - Shankill Methodist Church, Shankill Road <p>Further deliberation with local communities on specific locations would be required should this project develop further.</p>
2.3	<p><u>Design considerations</u></p> <p>The research suggested that the design of the seating should adhere to the follow criteria:</p> <ul style="list-style-type: none"> - Quality: the seats should be high quality, robust and hardwearing, easy to maintain, with a life cycle of at least 10 years. - Creativity: the design should be creative and contemporary with an innovative approach to materials, functionality and production. - Distinctly Belfast: the seating must resonate with the people of Belfast and showcase Belfast as a distinctive, dynamic city.
2.4	<p><u>Costs</u></p> <p>Based on PLACE's report, the cost of a citywide project installing five permanent seats across Belfast is estimated at £100,000. The cost of piloting one project in one area, resulting in one seat, is estimated at £20,000. The cost of developing one modular prototype that can be moved and adjusted to different locations is estimated at £7,000.</p>
2.5	<p><u>Funding</u></p> <p>Belfast City Council had included a nominal budget of £5,000 in its 2014-2015 budget to help progress this initiative. Due to central government cuts, it is unknown whether the Arts Council of Northern Ireland's public art funding will reopen for applications in 2015/16. Other potential sources of funding include private sponsorship; Big Lottery Awards for All; and Biffa Awards (funding for community and environment projects).</p>
2.6	<p><u>Research Recommendations</u></p> <p>Taking into consideration the findings of the research, PLACE suggested that the preferred approach was to design, fabricate and install one modular seat in a variety of locations across Belfast. This work would be overseen by a steering group including community representatives and coinciding with local events. The cost for this activity would be £7,000.</p>
2.7	<p>If successful, PLACE would adopt artist-led seating as part of their core programme of work and use the pilot to fundraise from other public and private sources. However, given that there is no guarantee of additional funding this approach may in the long term have a limited impact.</p>

3	Resource Implications
3.1	<p><u>Financial</u> Up to £5000 is included in Tourism, Culture and Arts budget estimates for 2014/15. Depending on the preferred option, resources would have to be identified from other funding streams.</p>
3.2	<p><u>Human resources</u> The project would be led by PLACE. Further consultation with and representation from the Council would be required on the project steering group.</p>
3.3	<p><u>Assets</u> The assets would be owned by PLACE, which would be responsible for ongoing revenue costs including maintenance and insurance.</p>

4	Equality and Good Relations Considerations
4.1	The contractor would be required to consider equality and good relations implications.

5	Recommendations
5.1	<p>It is recommended that Members:</p> <ul style="list-style-type: none"> - note the contents of this report. - consider options for progressing this initiative taking account of the financial implications of each option as set out in 2.4 of this report.

6	Decision Tracking
There is no decision tracking attached to this report.	

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Report to:	Development Committee
Subject:	Markets rights policy – clarification on fee rates
Date:	17 February 2015
Reporting Officer:	John McGrillen, Director of Development, ext 3470
Contact Officers:	Clodagh Cassin, Markets Development Manager, ext 5455

1	Relevant Background Information
1.1	Members will be aware that, in June 2012, the Development Committee approved a new Markets Rights policy for the Council. This policy set in place a framework which allowed the Council to utilise its historic rights to hold markets and to extend these rights to third party organisations to allow them to operate independent markets.
1.2	The main driver of this policy was the growing number of requests for Council from private operators to establish their own markets. A public consultation on the policy was carried out in the Summer of 2011 and the policy was endorsed by the Development Committee at its June 2012 meeting.
1.3	The policy sets out the various types of markets, the relevant conditions and the fees applicable to each. Currently, there are two elements to the market licence fee, namely a one-off licence fee and a fee per stall for each market day. The policy states that both the licence fees and the fees per stall will be waived for any market which is organised “for solely charitable purposes”. It also notes that discounted licence fees will be payable for events run by charities or non-commercial operators.

2	Key Issues
2.1	At the time of drafting the markets rights policy, the reference to markets held for “solely charitable purposes” was intended to cover one-off fund-raising events for a specific purpose, for example a car boot sale in aid of a child’s medical treatment. However, with the policy now in operation for over two years, it has become apparent that there is some ambiguity around what types of activities this might incorporate.
2.2	Officers have therefore engaged with colleagues from the Legal Services section to consider how the policy could be amended to clarify this point. Given that there are a number of applications pending, a proposed clarification has been

	<p>provided within the report. This simply seeks to provide additional clarity around the terminology used in the existing policy with regard to fees payable. It is proposed that a full review of the policy will be carried out in the coming months, with the revised policy to be brought back to the relevant Council committee for endorsement.</p>
2.3	<p>At present, fees (both licence fees and stallage fees) are waived in the case of car boot sales/speciality markets “operated for solely charitable purposes”. Discounted licence fees and full stallage fees are payable in the case of car boot sales/speciality markets operated by a non-commercial organisers/operators or by a registered charity.</p>
2.4	<p>The current fee levels are:</p> <ul style="list-style-type: none"> – £50 for a one-off licence – £100 for a licence to cover multiple markets – £6 per stall at markets/£3 per stall at car boot sales.
2.5	<p>While the policy refers to a “discounted licence fee” in certain instances, no discounted fees have been applied to date. In all instances, markets have been either considered as “solely for charitable purposes” with no fees payable, or operated on a commercial basis, with full fees payable.</p>
2.6	<p>There are a number of different business entities working for charitable, non-commercial and commercial purposes. The Charity Commission estimates that there are between 7,000 and 12,000 charities currently operating in Northern Ireland.</p>
2.7	<p>Community Interest Companies (CICs) were created by the Companies (Audit, Investigations and Community Enterprise) Act 2004 and are a special type of limited company which is intended to benefit the community rather than private shareholders. A CIC is a social enterprise and a business with primarily social objectives whose surpluses are principally reinvested for that purpose in the business or in the community. According to the Community Interest Company Association there are nearly 10,000 CICs across the UK (no figures are currently available for Northern Ireland).</p>
2.8	<p>The benefit of establishing a CIC as opposed to a charity is, in part, due to the restrictions which are imposed on the trading abilities of charities. No such restrictions apply to a CIC. In addition, the founder of a CIC can be paid for their work.</p>
2.9	<p>Advice from our Legal Services team suggests that it is unlikely that a CIC will meet the criteria set out in the policy in respect of events for “solely charitable purposes” as there is no requirement for them to comply with this objective. While a CIC has a community focus as opposed to pursuing solely commercial interests, it does not have to exist for “solely charitable purposes”. In this regard, it is suggested that it does not meet the current stipulations of the policy in terms of organisations exempt from fee payments but that it benefits from the discounted licence fee that is applied to non-commercial organisers/operators or by registered charities.</p>
2.10	<p>If stall fees were waived for both charities and CICs, this could represent a significant loss of potential income to the Council. Given the management associated with processing these markets applications, there is a need to</p>

	allocate officer time to this activity and this is likely to increase as interest as markets grow. By way of example, based on a 30 stall weekly market at £6 per stall, a full fee waiver would mean an annual loss of income of £9,000 to the Council for that market alone.												
2.11	In order to address the confusion with the existing policy, the following clarification is proposed:												
	<table border="1"> <thead> <tr> <th>Description of organiser</th> <th>Licence fee payable?</th> <th>Stallage fees payable?</th> </tr> </thead> <tbody> <tr> <td>Organisation operating for “solely charitable purposes”, namely a charity, sporting group, social group, church or one-off fundraising market where the event is staffed by volunteers and the groups receives full proceeds of the sale</td> <td>No</td> <td>No</td> </tr> <tr> <td>Registered charity, non-commercial organisation including CICs, social enterprises and organisations where the primary purpose is not for commercial return</td> <td>Discounted licence fee payable</td> <td>Yes</td> </tr> <tr> <td>All other markets</td> <td>Yes</td> <td>Yes</td> </tr> </tbody> </table>	Description of organiser	Licence fee payable?	Stallage fees payable?	Organisation operating for “solely charitable purposes”, namely a charity, sporting group, social group, church or one-off fundraising market where the event is staffed by volunteers and the groups receives full proceeds of the sale	No	No	Registered charity, non-commercial organisation including CICs, social enterprises and organisations where the primary purpose is not for commercial return	Discounted licence fee payable	Yes	All other markets	Yes	Yes
Description of organiser	Licence fee payable?	Stallage fees payable?											
Organisation operating for “solely charitable purposes”, namely a charity, sporting group, social group, church or one-off fundraising market where the event is staffed by volunteers and the groups receives full proceeds of the sale	No	No											
Registered charity, non-commercial organisation including CICs, social enterprises and organisations where the primary purpose is not for commercial return	Discounted licence fee payable	Yes											
All other markets	Yes	Yes											
2.12	It is also proposed that the discounted licence fee rate is set at 50% of the full licence fee, i.e. £25 licence fee payable for a one-off market and £50 licence fee for a recurring market. The full stallage fees would be payable.												
2.13	Should Members agree this clarification on the fees, a full review of the policy will be undertaken by the Markets Unit and Legal Services in the coming months and the revised policy will be brought back to the relevant Council committee for endorsement.												

3	Resource Implications
3.1	No specific resource requirements, apart from officer time to process and manage market applications. The policy is currently generating small levels of income the Council each year but the management costs are currently in excess of the licence fees generated.

4	Equality and Good Relations Considerations
4.1	Equality and good relations considerations were taken account of in developing the original policy.

5	Recommendations
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5.1	Members are asked to: <ul style="list-style-type: none">- Note the current markets rights policy and references to fee waiver/discounted fee rates- Agree the clarification provided at 2.10 regarding licence fees and stallage fees payable by market operators- Note the proposal to review the markets licence policy and to bring the revised policy back to the relevant Council committee for endorsement.
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6	Decision Tracking
Timeline: June 2015	Reporting Officer: John McGrillen



Report to:	Development Committee
Subject:	St George's Market Traders Enforcement of Rules and Regulations
Date:	17 February 2015
Reporting Officer:	John McGrillen, Director of Development, ext 3470
Contact Officers:	Clodagh Cassin, Markets Development Manager, ext 5455

1	Relevant Background Information
1.1	All Market Traders renting a pitch from Belfast City Council at St George's Market are given a set of rules and regulations that includes their Traders Permit, Market Bye laws and a Code of Conduct that they must adhere to in order to trade at the market. Their continued trading is conditional on compliance with these regulations.
1.2	While some enforcement does take place, a number of the traders continue to breach regulations on an ongoing basis. This makes it difficult for management to maintain the integrity of the market and ensure compliance with issues such as Health and Safety, while also ensuring that the market is presented properly for customers and that those visiting have a positive experience.
1.3	In order to manage this more effectively, it is proposed to introduce a "penalty point" system whereby traders would incur penalties for breaches of the regulations.

2	Key Issues
2.1	In line with market management in other locations, it is proposed that if a trader breaches any section of their trader permit, Market Bye-Laws or Code of Conduct, a penalty point will go on their file and will remain on it for 3 years. If they have accrued 4 penalty points on their file at any one time they will automatically lose their stall in the market. They then will have to wait 12 months before they can reapply for another pitch at the market and will have to go through the application process in place currently. Should a breach occur, management will undertake an investigation to establish whether the imposition of the penalty points is valid. If it is considered that the penalty point is justified, the trader will be advised in writing, confirming the reason for applying the point.
2.2	Some of the most specific areas that we propose to manage through the penalty

2.3	<p>point system include:-</p> <ul style="list-style-type: none"> - Absenteeism - Late opening/early closing/general time-keeping - Non-compliance with storage policy - Encroaching beyond designated area without authorisation - Abusive behaviour towards staff, other traders and customers - Sale of goods other than those set out on their trading permit - Plagiarism - Theft – specifically electrical leads - Late payment - Moving stalls when market is still open to the public. <p>All St Georges traders have copies of the rules and regulations for trading at the market. This will not be an additional document but will be a system to ensure compliance.</p>
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3	Resource Implications
3.1	The system will be managed by the Markets team.

4	Equality and Good Relations Considerations
4.1	There are no Equality and Good Relations Considerations attached to this report.

5	Recommendations
5.1	<p>Members are asked to:</p> <ul style="list-style-type: none"> - Approve the introduction of a ‘Penalty Point’ system for St George’s Market Traders in order to support more effective market management.

6	Decision Tracking
There is no decision tracking attached to this report.	



Report to: Development Committee

Subject: Development of a Volunteering Charter

Date: 17 February 2015

Reporting Officer: Cate Taggart, Community Development Manager, ext 3525

Contact Officers: Clare Mullen, Community Resource Unit Manager, ext 3770

1	Relevant Background Information
1.1	Belfast City Council currently offers volunteering opportunities across a range of departments which bring many benefits to both the individuals involved and Council. The Volunteering Strategy for NI describes volunteering as “the commitment of time and energy, for the benefit of society and the community, the environment or individuals outside (or in addition to) one’s immediate family. It is undertaken freely and by choice, without concern for financial gain.”
1.2	This definition refers to both formal volunteering (carried out with, or under the auspices of an organisation/group) and informal volunteering (carried out outside an organisation, often at neighbourhood level but outside the immediate family). It comprises the widest spectrum of activity, for example, community development, arts, sport, faith based, education, neighbourliness, youth, environmental, health and direct care.
1.3	The unique quality of volunteering, as an activity, is its ability to shape and change itself to the needs of the community. In public services, volunteers bring a range of expertise to particular tasks or projects. Their expertise should complement the skills of staff. In many instances, volunteers can develop the range of support to users that cannot be provided solely by paid staff.
1.4	The volunteering opportunities Council currently offer cut across a number of departments notably; Development, Parks and Leisure, Health & Environmental Services and Human Resources.
1.5	Volunteers are involved in supporting our community centre programmes, our play service, through our play programmes and through the Belfast Youth Forum. Additionally, volunteers support our parks and open spaces; and complement the work of Zoo staff through carrying out surveys and environmental work; they enable council to offer summer scheme opportunities to a greater number of young people than would be possible without them. Within the Development department alone Council benefitted from 73,693

	volunteer hours during 2013/14.
1.6	Volunteer involvement works best when there are good procedures, clarity of roles, mutual trust and support between paid staff and volunteers. The Development Department, through Community Services, has been leading on developing volunteering within council.
1.7	Community Services has developed its own volunteering framework in line with the Investing in Volunteers quality standard to support volunteering hours within its projects and facilities. This work has been undertaken in partnership with Volunteer Now, the lead organisation for volunteers and volunteering in Northern Ireland.
1.8	This framework has allowed for the development of a number of procedures including specific volunteer role descriptions and the production of a draft guide to involving volunteers for use by Community Services staff. This framework and the associated procedures provide the basis for the development of a corporate policy and procedures.
1.9	Community Services has also been involved in promoting volunteering opportunities within council at events such as Belfast Metropolitan College's Volunteering Fair in October 2014. Officers are also working with the Older People's Reference group to develop and deliver the Age-Friendly Belfast Older Volunteer Awards. The Service has also begun work with Volunteer Now on a volunteer impact assessment which will measure the impact of volunteers on the community and play centre service users.
1.10	More recently, as part of her priorities to celebrate and showcase the Heroes of Belfast, the Lord Mayor asked officers to consider how Council can recognise the contributions made by volunteers to life in the city.
1.11	As a result the Lord Mayor has asked the service to consider how BCC might develop a Volunteering Charter as a key contributor to the recent motion at SP&R in September 2014 for the development of a Compassionate City Charter as a vehicle to encourage city leadership and bring together efforts towards increasing compassion through local initiatives, policy and projects.
1.12	This paper outlines how such a Volunteer Charter might be progressed in Council.

2	Key Issues
2.1	Community Services has been working in conjunction with Volunteer Now to agree how we might develop a draft volunteering charter for BCC. An illustrative draft Volunteer Charter is attached for member's consideration.
2.2	This volunteering charter will underpin Belfast City Council's role as a civic leader in providing a statement of principles and good practice around volunteering. It is a set of guiding principles that sets out the rights and responsibilities of volunteers and the organisation. These principles will be used as a framework to develop more detailed policies and procedures that reflect needs and circumstances.
2.3	Additionally the volunteering charter will support greater recognition of volunteers

	and volunteering within council and provide a clear basis from which to build on the work begun by Community Services. It would also aid the roll out of a corporate volunteering policy and guidance for the effective involvement and management of volunteers.
2.4	A volunteering charter is a formal document that sets out the rights and responsibilities of volunteers and the organisation. A volunteering charter would support greater recognition of volunteers and volunteering within council and provide a clear basis from which to build on the work begun by Community Services. It would also aid the roll out a corporate volunteering policy and guidance for the effective involvement and management of volunteers.
2.5	<p>It is envisaged that the charter will outline the key principles and underpinning ethos of volunteering which may include;</p> <ul style="list-style-type: none"> - Advocating Council's commitment to their volunteers by agreeing to abide by the principles of volunteering and the rights and responsibilities chosen by volunteers across the organisation - The charter would provide reassurance for volunteers that a minimum set of standards will be met by Council. - Raises the standard and quality of volunteering provided by Belfast City Council. - The charter is a terms of reference for those responsible for managing volunteers in ensuring full support of and commitment to volunteering in the organisation. - At present there is no corporate volunteer policy or consistent volunteer management and support procedures and the development of a charter provides the basis for having in place a corporate approach to volunteering across the various departments.
2.6	Community Services has examined the process by which other volunteer charters have been developed across other organisations and as part of this, have looked at models in Salford, Edinburgh whilst taking advice from Volunteer Now who have previously worked with the Royal College of Nursing (RCN) in Northern Ireland to develop its volunteering charter. This is based on the Trade Union Congress and Volunteering England's joint Charter for Strengthening Relations Between Paid Staff and Volunteers. The attached draft reflects this practice.
2.7	To ensure a corporate approach to embedding the guiding principles in the practice of services involving volunteers it is proposed that a cross-council officer working group is established to refine the charter and identify actions needed to support the development of a corporate volunteering policy. This group will invite officers from those sections which currently involve volunteers as well as Chief Executive's and Human Resources.
2.8	As the Charter would primarily be for and about volunteers, it is imperative that volunteers are involved in the design of the Charter and have some sense of ownership of the document. It would therefore be proposed to establish a focus group of volunteers who would contribute to the development process of the Charter.

3	Resource Implications
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3.1	The development of a volunteering charter for council would have limited budget implications for Volunteer Now's facilitation at a cost of £500 which is within the current Community Service budget.
3.2	However, if Council adopt this good practice model for volunteering, officers would need to formally assess any potential additional cost implications, for example, in relation to the proposed standard of support for travel and subsistence costs incurred by volunteers, training for BCC officers and volunteers, etc.

4	Equality and Good Relations Considerations
4.1	A volunteer charter for council would recognise that volunteers involved by council should reflect the diversity of the communities that council works with and for.

5	Recommendations
5.1	<p>We recommend the following:</p> <ul style="list-style-type: none"> - That committee consider and adopt the draft Volunteer Charter - Note and agree the proposed approach to refine the charter and identify actions needed to support the development of a corporate volunteering policy. - Note the immediate and potential future budget implications.

6	Decision Tracking
Cate Taggart, Community Development Manager	

7	Key to Abbreviations
RCN – Royal College of Nursing	

8	Documents Attached
Appendix 1	

Belfast City Council

Volunteering Charter – Illustrative Draft

Volunteering underpins the life of the city of Belfast in youth work, sports clubs, faith based groups, events, older people's work, community and environmental groups and much more. There is a long tradition of Belfast City Council supporting volunteering and involving its citizens in the work of the Council as volunteers.

Volunteering in Belfast is about people choosing to give time to others and their communities so making the city a better place to live. This charter recognises and supports volunteering and works to enhance the positive contribution it has in reducing inequality and strengthening bonds between people across the City. In producing this Charter Belfast City Council seeks to create an enabling and facilitating environment for volunteering across the City, we will seek to improve the quality of volunteering both inside the Council and also through our role in building community capacity and providing civic leadership.

These principles should be used as a framework to develop more detailed policies and procedures that reflect local needs and circumstances.

Volunteering is defined as “the commitment of time and energy, for the benefit of society and the community, the environment, or individuals outside (or in addition to) one’s immediate family. It is unpaid and undertaken freely and by choice’.¹

Charter Principles

1. Belfast City Council values volunteering across the community and recognises the important contribution volunteers are making in sustaining and promoting wellbeing, community development and the many vital services which they deliver. The Council will seek to provide a local environment for volunteering which will enable it to grow.
2. Belfast City Council values the involvement of volunteers in our work because they help reflect the interests, needs and resources of the community we aim to serve and bring a unique perspective to the delivery of our services.
3. Insofar as Belfast City Council benefits from the skills, experience and enthusiasm of volunteers, we believe that volunteers should be able to gain personal benefits from the experience. We are committed to managing volunteers in a way that ensures that the needs of both parties are met.

¹ “Join In, Get Involved: Build a Better Future. The Volunteering Strategy and Action Plan for Northern Ireland”, Department for Social Development, March 2012

4. Belfast City Council strives to create a diverse and inclusive organisation within a diverse and inclusive community. Therefore, we are committed to ensuring equality of access to volunteer opportunities and equality of treatment for our volunteers in all our policies and practices.
5. Belfast City Council recognises volunteers as an important part of our team, with a distinctive but complementary role alongside paid staff. Volunteers will not be involved as a substitute for paid staff and will not be used to undertake the work of paid staff during industrial disputes.
6. Belfast City Council recognises the importance of having effective structures in place to recruit, support, develop and recognise volunteers and the activities they undertake, and that these should be fully considered and costed when services are planned and developed.
7. Belfast City Council recognises that volunteers, like paid staff, should be able to carry out their duties in safe, secure and healthy environments that are free from harassment, intimidation, bullying, violence and discrimination.
8. Belfast City Council will highlight the importance of good practice in volunteer involvement to recipients of Council funding.
9. Belfast City Council will ensure that organisations seeking to offer services to the Council in response to tendering processes, demonstrate high standards of volunteer management where volunteers are involved.

This Charter underpins Belfast City Council's role as a civic leader in providing a statement of principles and good practice around volunteering.

For more information contact

Agenda Item 11

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