

Public Document Pack

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



**Belfast
City Council**

13th February, 2023

MEETING OF THE STRATEGIC POLICY AND RESOURCES COMMITTEE

Dear Alderman/Councillor,

The above-named Committee will meet in the **Lavery Room and via Microsoft Teams** on Friday, 17th February, 2023 at 9.30 am., for the transaction of the business noted below.

You are requested to attend.

Yours faithfully,

John Walsh

Chief Executive

AGENDA:

1. Routine Matters

- (a) Apologies
- (b) Minutes
- (c) Declarations of Interest

2. Restricted Items

- (a) Financial Reporting – Quarter 3 2022/23 (Pages 1 - 20)
- (b) Update on Northern Ireland Council Strategic Waste Management Arrangements (Pages 21 - 70)
- (c) Update on City and Neighbourhood Services Establishment (Pages 71 - 74)
- (d) Entrepreneurship Support Service (Pages 75 - 82)
- (e) Quarterly Update on Organisational Reviews and Change Programme (Pages 83 - 90)

3. Matters referred back from Council/Motions

- (a) Motion – Winter Outdoor Preparedness Strategy (Pages 91 - 92)

4. Belfast Agenda/Strategic Issues

- (a) Council Improvement Objectives 2023-24 (Pages 93 - 102)
- (b) IT Equipment Package for Members (Pages 103 - 106)

5. Physical Programme and Asset Management

- (a) Update on Area Working Groups (Pages 107 - 118)

6. Finance, Procurement and Performance

- (a) Update on Contracts (Pages 119 - 126)
- (b) Update on the Waiving of Building Regulation Inspection Fees for Applications including Insulation (Pages 127 - 128)

7. Equality and Good Relations

- (a) Equality and Diversity: Disability Action Plan 2022-2025 (Pages 129 - 162)

8. Operational Issues

- (a) Late Requests for the use of Belfast Parks for Events (Pages 163 - 166)
- (b) Minutes of the Meeting of the Party Group Leaders' Consultative Forum (Pages 167 - 170)
- (c) Minutes of the Meeting of the Castle, Cavehill, Zoo and North Foreshore Steering Group (Pages 171 - 172)

By virtue of paragraph(s) 3 of Part 1 of Schedule 6
of the Local Government Act (Northern Ireland) 2014.

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Subject:	Motion – Winter Outdoor Preparedness Strategy
Date:	17th February, 2023
Reporting Officer:	Nora Largey, Interim City Solicitor/Director of Legal and Civic Services
Contact Officer:	Jim Hanna, Senior Democratic Services Officer

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

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

1.0	Purpose of Report/Summary of Main Issues
	To bring to Members' attention a motion on a Winter Outdoor Preparedness Strategy, which the Standards and Business Committee, at its meeting on 24th January, referred to this Committee.
2.0	Recommendation
	The Committee is asked to consider the motion.
3.0	Main Report
	<u>Key Issues</u>
3.1	The Standards and Business Committee, at its meeting on 24th January, considered the following motion which had been received for submission to the Council on 1st February:

Winter Outdoor Preparedness Strategy

“This Council:

- i. notes that the recent spate of icy cold weather in December 2022, which left streets frozen over for days, exposed how poorly prepared the Council is to ensure safe walking, wheeling and cycling across the City; and
- ii. notes that other councils have certain measures in place which this Council currently does not, including gritting town centres and high streets and working in conjunction with the Department for Infrastructure to provide additional grit and white salt for use by the council, residents and local businesses.

The Council will work with key stakeholders to put together a funded winter outdoor preparedness strategy and action plan, including a gritting policy, for the City, to be operational by Quarter 3 of the 2023/2024 financial year.”

Proposer - Councillor McMullan

Secunder - Councillor Long

Financial and Resource Implications

None at this stage.

Equality or Good Relations Implications / Rural Needs Assessment

This motion, if agreed, may have potential equality, good relations and rural needs implications and should be subject to our normal screening process as appropriate

Documents Attached

None



Subject:	Council Improvement Objectives 2023-24
Date:	17th February, 2023
Reporting Officer:	John Tully, Director of City and Organisational Strategy
Contact Officers:	Patricia Flynn, Strategic Policy and Planning Officer

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

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

1.0	Purpose of Report
1.1	To present to the Committee the draft corporate improvement objectives for 2023-24 and to seek approval for these to be issued for public consultation, in line with our statutory performance duty obligations.
2.0	Recommendation
2.1	The Committee is asked to agree the draft improvement objectives for 2023-24 and, subject to any amendments, approve their issue for public consultation in line with statutory guidance. The proposed improvement objectives for 2023-24 are as follows:

	<table border="1"> <tr> <td data-bbox="284 197 1453 248">Our Services and Facilities</td> </tr> <tr> <td data-bbox="284 248 1453 349">Maintain and where appropriate improve resident satisfaction with the council and the services and facilities that we provide</td> </tr> <tr> <td data-bbox="284 349 1453 405">Our Communities</td> </tr> <tr> <td data-bbox="284 405 1453 506">Improve our local areas and enhance how we engage and support residents so everyone can enjoy good quality of life.</td> </tr> <tr> <td data-bbox="284 506 1453 562">Our Economy</td> </tr> <tr> <td data-bbox="284 562 1453 663">Help small businesses, including social enterprises and co-operatives, to develop and grow, and by doing so, help create opportunities for local jobs and employment.</td> </tr> <tr> <td data-bbox="284 663 1453 719">Our Environment</td> </tr> <tr> <td data-bbox="284 719 1453 819">Help tackle climate change, protect our environment, and improve the sustainability of Belfast.</td> </tr> <tr> <td data-bbox="284 819 1453 875">Our City</td> </tr> <tr> <td data-bbox="284 875 1453 920">Revitalise our city and help it to innovate in an inclusive and sustainable way.</td> </tr> </table>	Our Services and Facilities	Maintain and where appropriate improve resident satisfaction with the council and the services and facilities that we provide	Our Communities	Improve our local areas and enhance how we engage and support residents so everyone can enjoy good quality of life.	Our Economy	Help small businesses, including social enterprises and co-operatives, to develop and grow, and by doing so, help create opportunities for local jobs and employment.	Our Environment	Help tackle climate change, protect our environment, and improve the sustainability of Belfast.	Our City	Revitalise our city and help it to innovate in an inclusive and sustainable way.
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Our Economy											
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Our Environment											
Help tackle climate change, protect our environment, and improve the sustainability of Belfast.											
Our City											
Revitalise our city and help it to innovate in an inclusive and sustainable way.											
3.0	Key Issues										
3.1	We have a statutory duty to agree improvement objectives and produce an annual improvement plan, which must be published by 30th June each year. The Improvement plan does not represent everything that council plans to do, but instead focuses on a smaller set of key improvement priorities, as informed by resident priorities and evidenced by need.										
3.2	Since 2021-22, we have grouped our improvements objectives under the headings of: Our Services, Our Communities, Our Economy, Our Environment, and Our City. This framework provides a balanced approach to selecting improvements that resonates with our residents. We have therefore retained this format for the year ahead. However, this year, we have also sought to make the improvement plan more user-friendly, streamlining the language and focusing on outward facing council activity to create a clearer alignment between our improvement aims, actions and indicators. Members should note that our longer term strategic or partnership improvement work will continue to be monitored through the corporate plan or Belfast Agenda.										
3.3	During the public consultation, we will work with departments to develop detailed actions, milestones and performance indicators and factor in public feedback. Indicative areas of activity have been included for illustration and are attached.										
3.4	<p>Next Steps</p> <p>Councils are legally required to consult on their improvement objectives and to publish an Improvement Plan by 30th June each year. Subject to approval, we will issue the improvement</p>										

objectives for public consultation via our on-line engagement platform for a period of 8 weeks. During this time, we will work with departments to develop detailed actions, milestones and performance indicators and update as needed based on public feedback. This improvement activity will be reflected within the Corporate Plan, committee plans or other strategic programmes, thereby ensuring that improvement is embedded within our planning and delivery processes. A final report and draft improvement plan will be brought to the SP and R Committee for ratification and publication in June.

SP and R – Draft Improvement Objectives for consultation	17th Feb 2023
Improvement Objectives: 8-week consultation	Mar - Apr 2023
Services refine actions and PIs	Mar - May 2023
S P R Committee approves the Improvement Plan for online publication	June 2023
Publish Improvement Plan	By 30 th June, 2023

Financial and Resources Implications

3.5 There are no financial implications arising directly from this report. Improvement actions are programmed within normal business planning.

Equality or Good Relations Implications/Rural Needs Assessment

3.6 There are no equality or rural need implications arising directly from this report.

4.0 Documents Attached

Review of Corporate Improvement Objectives and Indicative Actions: 2023-24

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Review of Corporate Improvement Objectives 2023-24

Our services and facilities			
<i>What we want to achieve</i>	<i>Why are we focusing on this</i>	<i>What we will do</i>	<i>How we will measure performance</i>
<p>Maintain and where appropriate improve resident satisfaction with the council and the services and facilities that we provide</p> <p>*Note: increasing levels of satisfaction in a cost-of-living crisis will be difficult; therefore maintaining these levels represents good performance.</p>	<p>Residents have consistently told us that they want our improvement plan to focus on improving the services we deliver and the facilities we provide. Each year we identify key actions that will help us improve our services and facilities. Improving customer care and investing in our leisure facilities are ongoing commitments. However, this year, after listening to our residents, we have also targeted cleanliness issues within our improvement actions.</p>	<p>Improve our customer care practices by continuing to implement our customer focus programme</p> <p>Improve the efficiency and effectiveness of key services, focusing this year on clean and green activity.</p> <p>Upgrade and improve our Leisure facilities by continuing to implement our Leisure Transformation Programme</p>	<p>Percentage of residents who:</p> <ul style="list-style-type: none"> - are satisfied with Belfast City Council - agree that BCC provides good customer service - agree that BCC provides good value for money - agree that is easy to contact the council or access services - agree their local area is clean and attractive - are satisfied with sports and leisure facilities in their local area

Our communities

<i>What we want to achieve</i>	<i>Why are we focusing on this</i>	<i>What we will do</i>	<i>How we will measure performance</i>
<p>Improve our local areas and enhance how we engage and support residents so everyone can enjoy good quality of life.</p>	<p>Our residents have emphasised that our improvement plan must support local people and improve local neighbourhoods. This year, in response to citizen engagement, we are continuing to focus on physically improving our neighbourhoods; parks and playgrounds, and on encouraging physical activity.</p> <p>Feedback from the Belfast Agenda and the results from our regular resident survey also show that we need to become better at engaging our communities and local people. central to this is widening participation and building capacity.</p> <p>This year, one of the biggest challenges facing our citizens is the cost-of-living crisis. In recognition of this, our improvement plan now includes actions deigned to help support our residents, especially those</p>	<p>Improve the physical condition of local neighbourhoods through the Neighbourhood Regeneration Fund</p> <p>Improve our parks and playgrounds (maintaining Green Flag accreditations and carrying out local upgrades)</p> <p>Develop a physical Activity and Sports Strategy</p> <p>Continue to enhance and improve how we engage and involve our residents by piloting Participatory Budgeting and undertaking outreach to seldom heard voices.</p> <p>Support the Belfast Youth Council to identify key priorities and actions for taking forward in 2023/24</p> <p>Utilise our community networks to support our residents, especially those most vulnerable, through the cost-of-living crisis.</p> <p>Develop framework for provision of council services to help address cost-of-living crisis and to help connect residents to advice and support</p>	<p>Percentage of residents who:</p> <ul style="list-style-type: none"> - are satisfied with their local area a place to live - agree that their local area has good quality parks and green space - agree council consults and listens to the views of local residents - agree that council shows good leadership - use council parks at least monthly <p>Number of Parks and Green Spaces with Green Flag accreditation</p> <p>Number of registered participants on Your Say Belfast and responses to consultations per annum</p> <p>PB - Number of applications received.</p> <p>Public participation levels</p> <p>Number of residents accessing online cost-of-living support and advice</p> <p>Number of residents who visit the network of Warm and Welcome Spaces</p>

	most vulnerable, through the cost-of-living crisis	Undertake a review of BCC/DfC-funded advice services Sustain and extend the Warm & Welcome Spaces programme	
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Our economy

<i>What we want to achieve</i>	<i>Why are we focusing on this</i>	<i>What we will do</i>	<i>How we will measure performance</i>
Help small businesses, including social enterprises and co-operatives, to develop and grow, and by doing so help create opportunities for local jobs and employment.	Creating better jobs and supporting local businesses and entrepreneurs have been key priority for our residents since the first Belfast Conversation in 2015. Our improvement plan has therefore always included actions designed to support local prosperity and employment. Last year, we also included activity aimed at supporting social enterprises and cooperatives. This reflects the priorities of residents and our vision of inclusive growth, where all people share in the success of the city.	Deliver support through our local business start-up programmes Deliver the 'Go for it' programme for start-up support for 2023-2024 Help mobilise and deliver the new enterprise support service	Number of jobs promoted through the Go For It programme Business start-up and growth activity: <ul style="list-style-type: none"> - Number of business plans developed - Number of participants/businesses supported

Our environment

<i>What we want to achieve</i>	<i>Why are we focusing on this</i>	<i>What we will do</i>	<i>How we will measure performance</i>
<p>Help tackle climate change, protect our environment and improve the sustainability of Belfast</p> <p>Page 100</p>	<p>In October 2019, Council declared a climate emergency in Belfast. Given the significant challenges facing our environment and the behavioural changes needed, we believe our improvement plan must for include actions aimed at protecting our environment. Most of our residents agree.</p> <p>Our focus this year is on ensuring that we have appropriate strategies, policies, and initiatives in place that will enable us to support climate actin and protect our natural resources.</p>	<p>Help tackle climate change by developing and implementing a BCC Climate Plan.</p> <p>This will be supported by actions to address biodiversity and “green” our fleet</p> <p>Continue to protect our environment by developing a BCC tree strategy, and by continuing to roll out the One Million Trees programme</p> <p>Increase the level of recycling across the city and reduce our reliance on landfill (waste and recycling actions)</p>	<p>Percentage of residents who agree that Belfast is environmentally friendly</p> <p>Indicators relating to number of trees. Tress planted linked to the Belfast Tree Strategy and One Million Trees programme</p> <p>Amount(tonnage) of biodegradable BCC collected waste that is landfilled</p> <p>% of household waste collected that is sent for recycling</p> <p>Amount (tonnage) of BCC collected municipal waste arisings</p>

Our city

<i>What we want to achieve</i>	<i>Why are we focusing on this</i>	<i>What we will do</i>	<i>How we will measure performance</i>
<p>Revitalise our city and help it to innovate in an inclusive and sustainable way.</p>	<p>Adapted from our 2020 Recovery Plan, we now use this theme as way to identify and prioritise improvement activity that will benefit the city collectively in the longer term.</p>	<p>Revitalise and support our city centre by continuing to implement the Vacant to Vibrant City Centre Capital Grant Scheme</p> <p>Improve public spaces and greenways across the city: City Cathedral Gardens,</p>	<p>Percentage of residents who:</p> <ul style="list-style-type: none"> - are satisfied with Belfast as a place to live - agree the city centre is vibrant and attractive, with lots going on

	<p>Improvement priorities under this theme include revitalising our city centre, enhancing digital and urban innovation, and improving the greenways and public spaces across the city. These strategic, city development projects will contribute to our other improvement priorities such as helping to grow our economy, enhancing our environment or supporting our communities. supporting digital innovation.</p>	<p>Forth Meadow, Lagan Gateway and Marrowbone Millennium Park</p> <p>Encourage digital innovation across the city by continuing to deliver the Smart District programme:</p> <ul style="list-style-type: none"> - City SME Challenge Programme - Citizen Office for Digital Innovation programme - Smart District Innovation Hub 	<p>Percentage of residents who: agree that Belfast:</p> <ul style="list-style-type: none"> - is easy to get about - has good infrastructure <p>Number of SMEs/companies directly engaged in the Smart District programme</p>
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Subject:	IT Equipment Package for Members
Date:	17th February, 2023
Reporting Officer:	Paul Gribben, Head of Digital Services
Contact Officer:	Paul Gribben, Head of Digital Services

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

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

1.0	Purpose of Report/Summary of Main Issues
1.1	This report outlines the recommended IT Equipment package which will be refreshed for Members following the local government elections in May 2023.
2.0	Recommendations
2.1	<p>The Committee is asked to:</p> <ul style="list-style-type: none"> i. note that the new IT Equipment package will consist of: <ul style="list-style-type: none"> • a Windows Hybrid device: Dell Latitude 5330 2 in 1 (or equivalent), 1 Bluetooth touch pen (if required), and laptop case; and • a Smartphone: Either an Apple iPhone 11 64GB or a Samsung Galaxy A53

	<p>ii. note that the current devices and smart phones used by Members will be redistributed and reused by Council officers where possible; and</p> <p>iii. endorse the recommendation that personal printers are no longer provided for home use.</p>
3.0	Main Report
3.1	<p>Following the last Council election in May 2019, IT equipment package for Members was refreshed. Members were provided with:</p> <ul style="list-style-type: none"> • a Windows Hybrid device: Dell Latitude 7390, 1 Bluetooth touch pen (if required), and laptop case; • either an iPhone XS or a Samsung Galaxy S9; and • a wireless printer for home use (if requested)
3.2	Digital Services has standardised on the Dell Latitude 5430 as the laptop device of choice for mobile users. To ensure consistency of support for Members, Digital Services is recommending that all Members be supplied with a similar laptop device but in a 2 in 1 hybrid version (Dell Latitude 5330 2 in 1).
3.3	Digital Services is also recommending either an Apple iPhone 11 64GB or a Samsung Galaxy A53. Where new mobile phones are required, they will be replaced to cover the full term of office. Some Members will already have received the recommended new equipment and will not require replacement kit.
3.4	All mobile phones will be enrolled in Intune mobile device management software which will help to securely protect Council data.
3.5	Digital Services continues to promote a more sustainable approach to print management in an attempt to reduce our environmental impact. This is achieved through the use of print management software that makes printing more cost efficient and by reducing paper waste. We do this through smart printing features, nudges that change user behaviour, and flexible print policies that promote doubled sided printing and the reduction of expensive colour printing. New Multi-Function Printers are being installed in each of the Party rooms to provide a more cost effective and secure printing service for all Parties.
3.6	Members are the last group of users who are provided with personal printers. Personal printers are much more expensive to operate and support. The use of Microsoft365 productivity apps

	<p>and a move to more electronic ways of working over lockdown has delivered a significant reduction in printing costs and a move away from paper-based processes. We are recommending the removal of personal printers from the elected Members IT Equipment package.</p>
<p>3.7</p>	<p>Digital Services is recommending the following implementation plan for the new IT Equipment package.</p> <ul style="list-style-type: none"> • May/June 2023 – Members who are new to the Council will be prioritised for the receipt of the IT Equipment Package • May/June 2023 - Digital Services will then work with those Members who have not been re-elected to collect their equipment, facilitate data transfer and to allow the transfer of mobile phone numbers to a personal account. See 3.6 below. • June/July 2023 – Remaining Members will be invited to scheduled workshops where staff from Digital Services will facilitate the delivery of the new IT Equipment package. This will require: <ul style="list-style-type: none"> ○ The transfer of information between devices ○ Laptops and smart phones to be returned to Digital Services for reuse (on supply of new devices) ○ Registration of the new device on the Council’s Wi-Fi network ○ An overview of the features of the new devices ○ Collection of the old smartphone, sim-swap, activation of new smartphone and transfer of data
<p>3.8</p>	<p>For Members who are not re-elected the following actions must be taken:</p> <ul style="list-style-type: none"> • Windows accounts and Council email addresses will remain active for 2 weeks to allow Members to put in place alternative arrangements, • BCC accounts will then be disabled, • Digital Services will facilitate data transfer of personal data to removable media e.g. memory stick, during this period.
<p>3.9</p>	<ul style="list-style-type: none"> • A PAC code will be provided to allow Members to transfer their mobile phone number to a personal mobile phone contract • After 2 weeks, the BCC phone contract will be terminated.

	<u>Financial and Resource Implications</u>
3.10	To remain within existing budget limits and to ensure good management of the Council's centralised IT Equipment and mobile phone budgets, the Dell laptops and smart phones currently being used by Members will be redistributed and reused where possible.
3.11	<p><u>Next Steps</u></p> <p>The roll out of the new ICT Equipment Package will begin in May 2023 for new Members and completed for existing members in June/July. An installation schedule will be drawn up with Officers from Democratic Services.</p> <p>Several options for training will be available including:</p> <ul style="list-style-type: none"> • Familiarisation on handover of equipment • Scheduled drop-in clinics • 1-2-1 sessions
3.12	<p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p> <p>None</p>
4.0	Documents Attached
	None



Subject:	Update on Area Working Groups
Date:	17th February, 2023
Reporting Officer:	Sinead Grimes, Director of Physical Programmes
Contact Officer:	Shauna Murtagh, Programme Manager

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

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

1.0	Purpose of Report/Summary of Main Issues
1.1	To ask the Committee to approve the minutes of the most recent AWG meetings.
2.0	Recommendation
2.1	The Committee is asked to approve the minutes of the <i>South Belfast AWG</i> of 30th January and the <i>East Belfast AWG</i> of 31st January, as attached.
3.0	Main Report
	<u>KEY ISSUES</u>
3.1	Area Working Group Minutes Members agreed in June 2016 that the minutes of meetings of the Area Working Groups would be presented to the SP and R Committee for approval going forward, in line with the Council's

	<p>commitment to openness and transparency and to ensure a consistent approach with other Member-led Working Groups.</p> <p>The Working Group is asked to approve the most recent AWG minutes as attached.</p>
3.2	<p>Project Updates</p> <p><i>South Belfast AWG</i></p> <p>The Working Group made the following recommendation to the Strategic Policy and Resources Committee:</p> <ul style="list-style-type: none"> - Linfield FC/ Boys Brigade and Belvoir FC - that the BIF proposal which includes Phase 1 - <i>replacement of Belvoir FC's grass football pitch, including car parking resurfacing and widening access lane</i> is decoupled from the wider masterplan and to note that any future phases will be taken forward separately by Linfield FC and Boys Brigade. <p><i>East Belfast AWG</i></p> <p>The Working Group made the following recommendation to the Strategic Policy and Resources Committee:</p> <ul style="list-style-type: none"> - Expansion of Belfast Bikes Scheme 2022/23 - in the first instance, that the new docking station be located at Upper Newtownards Road/ Astoria Gardens (option 2), subject to agreement with landowners and local businesses, and that the Upper Newtownards Road/Sandown Road Carpark (option 3) be the reserve option for the area if the approval for option 2 is not forthcoming. <p><u>Financial and Resource Implications</u></p> <p>3.3 None</p> <p><u>Equality or Good Relations Implications/ Rural Needs Assessment</u></p> <p>3.4 None</p>
4.0	Documents Attached
	Minutes of the meetings of the South Belfast and the East Belfast Area Working Groups

South Belfast Area Working Group

Monday, 30th January, 2023

SPECIAL MEETING OF SOUTH BELFAST AREA WORKING GROUP

HELD REMOTELY VIA MICROSOFT TEAMS

Members present: Councillor Bunting (Chairperson); and
Councillors Groogan, T. Kelly, Lyons,
McAteer, McKeown, Murray and Spratt.

In attendance: Mr. M. Doherty, Project Manager;
Ms. M. T. McGivern, Project Sponsor Officer; and
Mr. H. Downey, Democratic Services Officer.

Apologies

An apology was reported on behalf of Councillor Gormley.

Declarations of Interest

No declarations of interest were reported.

Linfield FC/Boys Brigade and Belvoir FC BIF Project

The Working Group considered the following report:

1. Introduction

The Working Group will be aware that Linfield FC/ Boys Brigade and Belvoir FC were awarded £250,000 from the Belfast Investment Fund (BIF) by the Strategic Policy and Resources Committee on 18th November 2016, following a recommendation by the South AWG. Since that time, officers have been working closely with the Group to bring the project forward. At its meeting on 28th November 2022, the Working Group agreed that a report be presented to a special meeting in January addressing in greater detail a request from Belvoir Football Club for the BIF proposal, which includes Phase 1, to be decoupled from the wider masterplan.

2. Recommendations

The Working Group is requested to:

- i. note the project update provided on Linfield FC/ Boys Brigade and Belvoir FC; and

- ii. agree to recommend to the Strategic Policy and Resources Committee that the BIF proposal which includes Phase 1 is decoupled from the wider masterplan and note that any future phases will be taken forward separately by Linfield FC and Boys Brigade.

3. Background

Overview

The Working Group will recall that the Linfield FC/ Boys Brigade and Belvoir FC (BIF33) project was one of the projects that the Council had agreed, in principle, to provide funding up to a maximum of £250,000 as part of the Belfast Investment Fund. The proposed project was highlighted by Linfield FC, Belfast Boys Brigade and Belvoir FC. These groups came together around developing a site at Belvoir Park into a new state of the art training complex to foster the development of football and other sporting activities within the Boys Brigade, as well as to enhance skills and performance pathways for Linfield Youth Academy Players and Belvoir FC.

The Community Sports Hub Project was added as a *Stage 1 – Emerging* Project under BIF in November 2016. Specifically, the South AWG agreed to ring fence £250,000 (from its additional outer South BIF allocation) towards the first phase of the community hub project i.e. the cost of upgrading Belvoir FC’s pitch to be met in full and the remaining allocated towards the construction of the 3G pitch.

In May 2017, as per the recommendation from the South Belfast AWG, the S P and R Committee agreed to a re-scoped first Phase of the project to be delivered with £250,000 ring-fenced BIF – i.e. replacement of Belvoir FC’s grass football pitch (currently leased from NIHE) with excess funds to go towards the widening of the access lane and resurfacing of the existing car park. The purpose of this scope change was to allow optimise its opportunity for delivery by creating a stand-alone phase that did not require the requirement of securing match funding to proceed with the first phase.

Project Description

The overall Community Sports Complex scheme is aimed at delivering mutual benefit to the local community, the Boy’s Brigade, Belvoir FC and Linfield FC and is spread over 5 phases. The masterplan that includes the BIF project received Planning approval in 2020 for the upgrading of playing fields to include 2 new 3G pitch surfaces and 1 grass pitch, floodlights, fencing, dug outs, 1No. 200-seater stand, toilet

blocks, turnstiles, additional car parking and associated ground works. Details are provided in the attached appendix.

The Masterplan includes the following Phases;

- Phase 1 - Priority A (BIF Project proposal) – replacement of Belvoir FC’s grass football pitch, incl. car parking resurfacing and widening access lane;
- Phase 1 – Priority B - Full size floodlit grass pitch and full size flood lit 3G pitch (with dugouts, goals and 200 seater spectator stand); and
- Phases 2 – 5: A small 9 aside 3G pitch; a full size, flood lit, academy grass pitch; a cross fit area and 8 lane sprint track; and a full size Indoor 3G Soccer arena.

The BIF project relates to Phase 1 only. All subsequent phases are intended to be delivered by Linfield FC and Boys Brigade.

Phase 1 – BIF Proposal:

The main beneficiary of the first phase (BIF project proposal) is Belvoir FC. The business plan sets out the project’s delivery priorities to be ‘Phase 1 - Priority A (BIF Project proposal) – replacement of Belvoir FC’s grass football pitch, including car parking resurfacing and widening access lane’. Although Belvoir FC will have primacy of use during football season the pitch will be available for wider community use as part of the Belvoir Community Sports Complex. The improved car parking and laneway will meet the needs of wider users of the site.

The quantifiable objectives of the BIF project are:

- the upgrade of a poor quality grass pitch and establishment as home ground for Belvoir FC;
- increased use of pitch at this location in response to improved condition (drainage etc) and accessibility;
- improved perception of the area in response to physical regeneration; and
- the establishment of new ownership and management arrangements for the pitch that protect Belvoir FC’s long-term use of the facility.

The project will:

- provide a high quality grass pitch for Belvoir FC to use as a permanent, dedicated home football ground providing much needed services to its members and residents across the Belvoir estate and wider community;
- provide parking provision for users of new grass pitch as well as existing and proposed new facilities on wider sporting hub site; and
- create healthier and more active people and local communities through the improved sporting provision in the Belvoir area.

3. **Key Issues**

The BIF project proposal focuses on the first phase of the overall sporting hub alone (i.e. replacement pitch for Belvoir FC). £250,000 BIF funding is ring fenced for delivery of phase 1 subject to Due Diligence. Completion of Due Diligence requires clarification of land ownership and confirmation that all necessary approvals are in place and this information remains outstanding.

Belvoir FC's existing pitch is owned by NIHE and an area for car-parking and road widening is owned by Boys Brigade. NIHE had an arrangement in place whereby they leased the lands on a rolling one-year lease to Belvoir Football Club. As part of the Due Diligence stage, the Council has advised NIHE that:

- a condition of funding would be the organisation (incl. Belvoir FC) having security of tenure for the land being redeveloped, and that in this instance a 25-year lease is required; and
- a lease should be drawn in wide enough terms to allow Belvoir FC to share the use of the new pitch with Linfield FC and the Boys Brigade.

In order to be able to pass through the Due Diligence process, the Council requires a lease granted to Belvoir Community Sports Complex or the Boys Brigade. The Boys Brigade had agreed with NIHE that they would purchase the lands, then they would lease the lands to Belvoir Community Sports Complex who would in turn then lease the lands to Belvoir Football Club. However, as this has taken considerable time to happen with a number of issues regarding the different parties with the transfer of land, the option for NIHE to transfer lands to the Council and for Belvoir FC to take forward the project is currently being explored as the

preferable option. NIHE is receptive to transferring the land directly to Belfast City Council who would then provide a lease to Belvoir FC. The BIF project can be taken forward in advance of the remainder of the wider masterplan.

The Working Group is asked to agree to recommend to the Strategic Policy and Resources Committee that the BIF proposal which, includes Phase 1, is decoupled from the wider masterplan, and note that any future phases will be taken forward separately by Linfield FC and Boys Brigade.

The Working Group adopted the recommendations.

Request to Present - Queen's University

The Working Group agreed to receive at a future meeting a presentation from representatives of Queen's University's School of Natural and Built Environment's StreetSpace project on an innovative spatial plan for Botanic Avenue, Donegall Pass and the Holyland area.

Chairperson

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East Belfast Area Working Group

Tuesday, 31st January, 2023

HYBRID MEETING OF EAST BELFAST AREA WORKING GROUP

Members present: Councillor Long (Chairperson);
Deputy Lord Mayor, Councillor M. Kelly;
The High Sherriff, Councillor Kyle;
Aldermen Copeland, Dorrian, Haire and Rodgers;
Councillors Bower, Douglas, Flynn, Howard,
Maghie, McMullan, Newton and Smyth.

In attendance: Ms. S. Grimes, Director of Physical Programmes;
Ms. S. Kalke, Project Sponsor;
Mr. F. Grant, Assets Development Manager; and
Ms. E. McGoldrick, Democratic Services Officer.

Apologies

No apologies were reported.

Declarations of Interest

No declarations of interest were reported.

Expansion of Belfast Bikes Scheme 2022/23

The Working Group was reminded that, at the City Growth and Regeneration Committee on 9th June, 2021, it had been agreed to proceed with 15 docking stations as part of the expansion proposal of the Belfast Bikes Scheme. An investment of approximately £525,000 was required, based on cost estimates from previous network expansions. At the Strategic Policy and Resources Committee on 18th June, 2021, it had been agreed that £500,000 be invested in the expansion proposal.

The Assets Development Manager explained that eight stations would be installed in the upcoming phase, which should be completed by 31st March, 2023, with seven stations to follow in the next phase the following year (2023/24).

He highlighted that the following areas had previously been agreed by the Strategic Policy and Resources Committee, with the final locations of each docking station to be agreed through the Area Working Groups:

- North: Yorkgate and Shore Road;
- West: St Mary's College and Shankill Road;
- South: Lisburn Road and Malone Road; and
- East: Castlereagh Road, Upper Newtownards Road.

He reminded the Working Group that, at its last meeting, the location on the Castlereagh Road docking station had been agreed, however, in relation to the Upper Newtownards Road area options, it had been agreed that a site visit be arranged to view the proposed sites, together with the suggested options at Sandown Road and Bloomfield Collegiate/Astoria Gardens.

He advised that the site visit had taken place on 19th January. During discussion at the site visit, the previously suggested location at Eastleigh Street was deemed unsuitable due to safety concerns.

He provided an overview of the following remaining locations for consideration:

- Option 1 – Upper Newtownards Road/North Road; Strandtown;
- Option 2 – Upper Newtownards Road/Astoria Gardens; and
- Option 3 – Upper Newtownards Road/Sandown Rd Carpark.

During discussion, the Project Sponsor provided further information on the implementation process, and the requirement to liaise with landowners and businesses, depending on which option was taken forward.

Proposal

Moved by Councillor McMullan,
Seconded by Councillor Maghie,

The Working Group agrees that the new docking station be located at Upper Newtownards Road/Sandown Rd Carpark (option 3).

On a vote, five Members voted for the proposal and ten against and it was declared lost.

Further Proposal

Moved by the High Sherriff, Councillor Kyle,
Seconded by Councillor Flynn,

Resolved - The Working Group agrees that, in the first instance, the new docking station be located at Upper Newtownards Road/ Astoria Gardens (option 2), subject to agreement with landowners and local businesses, and that the Upper Newtownards Road/Sandown Rd Carpark (option 3) be the reserve option for the area if the approval for option 2 is not forthcoming.

Physical Programme Update (Verbal Update)

The Director of Physical Programmes informed the Working Group that the Levelling Up bid for the Strand Arts Centre which had been led by the Council had been successful. She highlighted that the Council had only just received confirmation of the award of funding and was due to meet with the Levelling Up Team and that an update report would be brought to a future Area Working Group meeting.

She also reminded the Working Group that a site visit had been scheduled for the Templemore Site on Tuesday, 7th February to liaise and discuss issues with local residents.

The Director of Physical Programmes advised that a request had been received from the Eastside Partnership in relation to a Feasibility Study for Newtownards Road 2030. She noted that there were a number of Council assets in the area, including CS Lewis Square, Connswater Community Greenway, Tamar Street etc. She advised that the Partnership had asked the Council, NIHE and the Department for Communities for a contribution towards the Feasibility Study, and that, if agreed, the Council's contribution could come from the existing Physical Programmes budget.

The Working Group noted the update and, given the Council assets in the area, agreed to the request from Eastside Partnership for the Council to contribute to the feasibility study for Newtownards Road 2030.

Chairperson

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Subject:	Update on Contracts
Date:	17th February, 2023
Reporting Officer:	Noleen Bohill, Head of Commercial and Procurement Services
Contact Officer:	Noleen Bohill, Head of Commercial and Procurement Services

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

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

1.0	Purpose of Report/Summary of Main Issues
1.1	<p>The purpose of this report is to ask the Committee to:</p> <ul style="list-style-type: none"> i. approve tenders and Single Tender Actions (STA) over £30,000; and ii. note contract modifications to contract term and retrospective Single Tender Actions (STAs)
2.0	Recommendations
2.1	<p>The Committee is asked to:</p> <ul style="list-style-type: none"> • approve the public advertisement of tenders, as per Standing Order 37a detailed in Appendix 1 (Table 1); • approve the award of STAs, in line with Standing Order 55 exceptions as detailed in Appendix 1 (Table 2); • approve the modification of the contract, as per Standing Order 37a detailed in Appendix 1 (Table 3); and

	<ul style="list-style-type: none"> note the award of retrospective STAs, in line with Standing Order 55 exceptions as detailed in Appendix 1 (Table 4)
3.0	Main Report
	<u>Competitive Tenders</u>
3.1	Section 2.5 of the Scheme of Delegation states that Chief Officers have delegated authority to authorise a contract for the procurement of goods, services or works over the statutory limit of £30,000 following a tender exercise where the council has approved the invitation to tender.
3.2	Standing Order 60(a) states that any contract which exceeds the statutory amount (currently £30,000) shall be made under the Corporate Seal. Under Standing Order 51(b) the Corporate Seal can only be affixed when there is a resolution of the Council.
3.3	Standing Order 54 states that every contract shall comply with the relevant requirements of national and European legislation.
	<u>Single Tender Actions (STAs)</u>
3.4	<p>The following STAs are being submitted for approval:</p> <ul style="list-style-type: none"> a contract for £140,000, for up to 18 months, awarded to Clear Channel for advertising at bus stops. Advertising council initiatives to the citizens of Belfast and areas of Northern Ireland as required. Clear Channel is the only company that provides advertising at bus stops in Northern Ireland; a contract for £140,000, for up to 18 months, awarded to Global Outdoor for bus internal and external advertising. Advertise council initiatives to the citizens of Belfast and in areas of Northern Ireland as required. Global Outdoor is the only company to provide advertising on Metro and Ulsterbus buses in Northern Ireland; a contract for £60,313, for up to 1 year, awarded to Softworks for continued use of the Clockwise system. Continued use of current system required until replacement of system is implemented. (In progress under the HR/Payroll/T&A Project); and a contract for £73,745, for up to 4 years, awarded to East Suffolk Council for the continued used of the Port Health Interactive Live Information System (PHILIS). Developed by Suffolk Coastal District Council and which has become the industrial standard for Port Health imported food system. No other supplier exist for a digitised food import system. (Fully Funded).

3.5 The following retrospective STAs were awarded:

- a contract for £46,000, for up to 7 months, awarded to MCS Recruitment, for requirement for 2 x Business Support Officers in HR. The existing contracted provider for T1792 Provision of Temporary Agency Resources: Matrix SCM has confirmed that it is unable to fulfil this required role within the contractually agreed time period; and
- a contract for £56,000, for up to 12 months, awarded to Digital Catapult NI for T2357 - the delivery of a creative digital capacity building programme. Previously approved by CMT in October 22 and retrospectively by the Committee in November 2022 for £50,000, for up to 6 months. It is being resubmitted as the contract value and duration was underestimated and have been corrected.

Modification to Contract Term

3.6 The following contract terms were modified:

- A 2 month extension for contract T2056 - Peace IV - Delivery of TechConnects – a cross community peace building programme for children and young people using digital technology (Lot 3 - Young People (aged 17-24 years)). The value of the contract remains as per the original contract. An extension is requested to 31st March 2023 to allow the project to be fully completed. The 3 month contract extension was previously approved by the Committee in October 22 to cover 1st November 2022 to 31st January, 2023. The contract extension has been approved by the Shared City Partnership and PEACE IV Programme Board in December/January 2022;
- a 3 month extension and additional £20,000 for contract T1878 - supply and installation of wet pour repairs. Work is underway to complete the tender documents and advertise the new tender but additional time is required to ensure continuity of service whilst tender is evaluated and awarded;
- a 3 month extension and additional £8,625 for contract T1935 - supply and erection of street nameplates. Work is underway to complete the tender documents and advertise the new tender but additional time is required to ensure continuity of service whilst tender is evaluated and awarded; and
- a 3 month extension and additional £20,000 for contract T1760 - supply and delivery of general cleaning products and consumables. Work is underway to complete the tender documents and advertise the new tender but additional time is required to ensure continuity of service whilst tender is evaluated and awarded.

	Financial and Resource Implications
3.7	The financial resources for these contracts are within approved corporate or Departmental budgets
	Equality or Good Relations Implications / Rural Needs Assessment
3.8	None
4.0	Document Attached
	Appendix 1 Table 1 - Competitive Tenders Table 2 - Single Tender Actions Table 3 - Modification to Contract Table 4 - Retrospective Single Tender Actions

Table 1: Competitive Tenders

Title of Tender	Proposed Contract Duration	Estimated Total Contract Value	SRO	Short description of goods / services
Deployment of ambient air quality sensor system at Botanic Gardens Belfast (Fully funded)	Up to 34 months	£60,000	D Caldwell	Required as part of the delivery for Horizon 2020 UPSURGE project
Supply and erection of street nameplates	Up to 4 years	£138,000	K Bentley	To supply and erect street nameplates within Belfast
Feasibility study of a Belfast District Heating Initiative and options in relation to energy use, project development and financing	Up to 12 weeks	£60,000	D Caldwell	External expertise required to provide advice and recommendations on a District Heating initiative for Belfast
Supply of mobile column vehicle hoists	Up to 3 years	£40,000	C Matthews	Replacing static 26t ramp recently decommissioned due to unavailability of parts (ramp was 30 years old)
Provision of in-depth technical research and guidance to help Digital Services advance the initiatives/projects that support execution of the IT strategy	Up to 2 years	£45,400	P Gribben	Service required to provided use of proven reference architecture, receive organisation-specific guidance, leverage industry best practices, and enable Digital Services to stay current with changing markets and technologies
Provision of a reusable period waste scheme	Up to 3 years	£141,000	D Sales	Agreed by Council following on from a very successful pilot scheme for individuals ordering similar products online
Fleet Replacement programme 23/24 (purchase/ lease of vehicles during FY)	Up to 1 year	£2.2m	C Matthews	To cover replacement vehicles purchased/ leased during 2023/24 financial year from the annual allocated capital budget considered and approved by the Oversight Board.

Appendix 1

<p>NI Entrepreneurship Support Service 'NIESS' Framework A (Framework value across all 11 councils and using external funding)</p>	<p>Up to 4 years</p>	<p>Up to £26m</p>	<p>J Greer</p>	<p>BCC will act as lead council on behalf of all 11 local authorities to develop and manage the Northern Ireland Enterprise Support Service. The service aims to provide a set of connected Entrepreneurship Support Services where individuals, entrepreneurs or businesses can access a continuum of support to meet their needs, aligned with the relevant stage of their enterprise.</p> <p>This Framework A will include lots to reflect the geographical and service delivery requirements of councils across the region.</p>
<p>NIESS Framework B1 (Framework value across all 11 councils and using external funding)</p>	<p>Up to 4 years</p>	<p>Up to £6m</p>	<p>J Greer</p>	<p>As with Framework A; however Framework B1 will include a range of subject matter specialisms with a less focus on organisational capacity (as required with Framework A). This framework will be targeted at SMEs and specialist service providers.</p>
<p>NIESS Framework B2 (Framework value across all 11 councils and using external funding)</p>	<p>Up to 4 years</p>	<p>Up to £6m</p>	<p>J Greer</p>	<p>Similar to Framework B1 above but will cover a different range of specialist areas for SMEs and specialist service providers to apply for.</p>

Table 2: Single Tender Actions

Title	Duration	Total Value	SRO	Description	Supplier
Advertising at bus stops	18 months	£140,000	L Caldwell	Advertising council initiatives to the citizens of Belfast and areas of Northern Ireland as required. Clear Chanel is the only company that provides advertising at bus stops in Northern Ireland	Clear Channel
Bus internal and external advertising	18 months	£140,000	L Caldwell	Advertise council initiatives to the citizens of Belfast and in areas of Northern Ireland as required. Global Outdoor is the only	Global Outdoor

Appendix 1

				company to provide advertising on Metro and Ulsterbus buses in Northern Ireland	
Clockwise system	Up to 1 year	£60,313	P Gribben	Continued use of current system required until replacement of system is implemented. (In progress under the HR/Payroll/T&A Project)	Softworks
Port Health Interactive Live Information System (PHILIS) (Fully funded)	Up to 4 years	£73,745	P Gribben	Developed by Suffolk Coastal District Council and which has become the industrial standard for Port Health imported food system. No other supplier exists for a Digitised Food Import System	East Suffolk Council

Table 3: Modification to Contract

Title of Contract	Duration	Modification	SRO	Description	Supplier
2056 - Peace IV - Delivery of TechConnects – a cross community peace building programme for children & young people using digital technology Lot 3 - Young People (aged 17-24 years)	Up to 29 months	Additional 2 months	D Sales	An extension is requested to 31 March 2023 to allow the project to be completed.	Belfast Metropolitan College
T1878 - Supply and installation of wet pour repairs	Up to 4 years	Addition 3 months and £20,000	D Sales	Work is underway to complete the tender documents and advertise the new tender but additional time is required to ensure continuity of service whilst tender is evaluated and awarded.	Play and Leisure Services Ltd
T1935 - Supply and erection of street nameplates	Up to 4 years	Additional 3 months and £8,625	J Greer	Work is underway to complete the tender documents and advertise the new tender but additional time is required to ensure continuity of service whilst tender is evaluated and awarded.	Traffic Signs and Equipment Ltd

Appendix 1

T1760 - Supply and delivery of general cleaning products and consumables	Up to 5 years	Additional 3 months and £20,000	S Grimes	Work is underway to complete the tender documents and advertise the new tender but additional time is required to ensure continuity of service whilst tender is evaluated and awarded.	Bunzl McLaughlin and Interclean
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Table 4: Retrospective Single Tender Actions

Title of Contract	Duration	Value	SRO	Description	Supplier
Requirement for 2 x Business Support Officers for HR (SO2)	Up to 7 months	£46,000	S Toland	The existing contracted provider for T1792 Provision of Temporary Agency Resources: Matrix SCM have confirmed they are unable to fulfil the required roles of Business Support Officer (HR) within the contractually agreed time period.	MCS Recruitment
T2357 - Delivery of a creative digital capacity building programme	Up to 12 months	£56,000	J Greer	Previously approved by CMT in October 22 and retrospectively by SP&R in November 22. It is being resubmitted as the contract value and duration was underestimated and have been corrected. Previously approved for £50k and 6 months.	Digital Catapult NI



Subject:	Update on the Waiving of Building Regulation Inspection Fees for Applications including Insulation
Date:	17th February, 2023
Reporting Officer:	Kate Bentley, Director of Planning and Building Control
Contact Officer:	Ian Harper, Building Control Manager

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

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

1.0	Purpose of Report/Summary of Main Issues
1.1	<p>The purpose of the report is to update The Committee on:</p> <ul style="list-style-type: none"> i. the implementation for the waiving of Building Regulation inspection fees for those applications involving loft insulation which are not part of funded schemes or maintenance contracts; and ii. the timeline of the exercise.
2.0	Recommendations
2.1	<p>The Committee is asked to:</p> <ul style="list-style-type: none"> • note the implementation process which has been discussed and agreed with Legal Services and Audit and Risk Services; and • note the timeline commencing from 1st December 2022 and to be reviewed after a period of 6 months.

3.0	Main Report
	<u>Key Issues</u>
3.1	The Committee agreed, at its meeting on 8th November, to waive Building Regulation inspection fees for those applications involving installation of insulation which were not part of funded schemes or maintenance contracts.
3.2	The waiving of fees will be implemented from the date of Council ratification on 1st December, 2022 until 31st May, 2023 subject to review.
3.3	The Building Control Service will identify qualifying applications from 1st December, 2022 and will engage with applicants if their application is considered eligible. The applicant will be required to complete and return a declaration confirming they are personally paying for the insulation work and their application is not part of a funded scheme which includes the payment of the fee.
3.4	On receipt of the signed declaration, the refund will be processed, following the normal process.
3.5	This process has been discussed with Audit Governance and Risk Services and Legal Service, both of which are satisfied with the approach being taken.
3.6	An update report will be presented to the Committee in June.
	<u>Financial and Resource Implications</u>
3.7	Based upon the analysis carried out for the four-year period that was presented to the Committee on 8th November, it is estimated that, on average, £81,000 of fees have been paid per year in relation to insulation. If fees were to be waived for a determined period, the loss in fee income could be assumed to be a pro rata value of this annual estimate.
	<u>Equality or Good Relations Implications/Rural Needs Assessment</u>
3.8	There are no direct Equality, Good Relations or Rural Needs implications.
4.0	Documents Attached
	None



Subject:	Equality and Diversity: Disability Action Plan 2022-2025
Date:	17th February, 2023
Reporting Officer:	Nora Largey, Interim City Solicitor/Director of Legal and Civic Services
Contact Officer:	Sarah Williams, Governance and Compliance Manager

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

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

1.0	Purpose of Report/Summary of Main Issues
1.1	The purpose of this report is to present for approval the Disability Action Plan for 2022-25, following public consultation.
2.0	Recommendation
2.1	The Committee is asked to approve the Disability Action Plan 2022-25.

3.0	Main Report
3.1	<p data-bbox="264 353 440 387"><u>Background</u></p> <p data-bbox="264 405 1445 591">The Council is subject to a several different duties in relation to disability. As both a service provider and employer it must be compliant with the Disability Discrimination Act (DDA) 1995 which outlines measures aimed at ending the discrimination faced by many disabled people. It gives disabled people rights in:</p> <ul data-bbox="360 645 1150 824" style="list-style-type: none"> <li data-bbox="360 645 544 678">• employment <li data-bbox="360 696 1150 730">• access to goods, facilities and services, including transport <li data-bbox="360 748 991 781">• the management, buying or renting of property <li data-bbox="360 799 517 833">• education. <p data-bbox="145 898 204 931">3.2</p> <p data-bbox="264 898 1445 1032">The Council, as a designated public authority, is also subject to two further inter-related duties under Sections 49A and 49B of the Disability Discrimination Act 1995. Section 49A places a duty on designated public authorities to have due regard to the need to:</p> <ul data-bbox="312 1086 1106 1176" style="list-style-type: none"> <li data-bbox="312 1086 1106 1120">• Promote positive attitudes towards disabled persons and <li data-bbox="312 1137 1106 1171">• Encourage participation by disabled persons in public life <p data-bbox="145 1240 204 1274">3.3</p> <p data-bbox="264 1240 1445 1323">Section 49B places a duty on each designated public authority to prepare a Disability Action Plan outlining how it proposes to fulfil the Section 49A duty.</p>
3.4	<p data-bbox="264 1339 424 1373"><u>Key Issues</u></p> <p data-bbox="264 1426 1445 1610">Following a disability mapping exercise carried out last year across the organisation, the Equality and Diversity Unit developed a new draft Disability Action Plan 2022-25 which was brought to Strategic Policy and Resources Committee last year and issued for a 12-week public consultation.</p> <p data-bbox="145 1675 204 1709">3.5</p> <p data-bbox="264 1675 1445 1861">The final Disability Action Plan document had no subsequent amendments from feedback received from the public consultation and is attached. It had been planned to bring this to the Disability Working Group before bringing for final approval to Committee, however, the last meeting of the Disability Working Group was cancelled due to it being inquorate.</p> <p data-bbox="264 1928 780 1962"><u>Financial and Resource Implications</u></p> <p data-bbox="145 1995 204 2029">3.6</p> <p data-bbox="264 1995 1158 2029">All costs related to this action plan will be met from existing budgets.</p>

3.7	<p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p> <p>The Disability Action Plan supports the Council's equality, good relations and rural needs duties.</p>
4.0	Document Attached
	Disability Action Plan 2022 – 25

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Disability Discrimination Order (Northern Ireland) 2006

Disability Action Plan

Belfast City Council 2022 - 2025

This Disability Action Plan can be obtained from Belfast City Council in alternative formats, including large print, Braille, audio cassette, computer disk, easy read, sign language format and plain language. You can also download it from our website. Our website is accessible (we work towards level AA of the W3C Web Content Accessibility Guidelines 1.0). The council will also consider requests to produce this document in other languages. If you require the document in these or other formats please contact the Equality and Diversity Unit on (028) 9032 0202 or equality@belfastcity.gov.uk

Foreword

As the democratically elected body representing the people of Belfast, it's important for us to be conscious of the Disability Discrimination Act 1998 when carrying out our functions and providing civic leadership.

This Disability Action Plan is an important document which reaffirms Belfast City Council's commitment to fulfilling our statutory obligations in compliance with Section 49A of the Disability Discrimination Act 1995 (as amended by the Disability Discrimination (NI) Order 2006) which places new duties on public authorities to:

- promote positive attitudes towards disabled people
- encourage participation by disabled people in public life.

The council's Disability Action Plan (hereinafter referred to as 'the Plan') sets out how we propose to positively meet these new duties.

The council exists to serve the people of Belfast and to provide civic leadership on issues of concern to the people who live and work in the city.

We will ensure that all councillors and council employees are aware of the DDO disability duties. We will take the lead to ensure that the necessary resources are made available for preparing councillors and employees to deliver the actions set out in this Plan. We wish to ensure that the Disability Action Plan is implemented effectively in the true spirit of our commitment to the DDO duties.

Lord Mayor

Chief Executive

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8.	Appendix 1: Measures to promote positive attitudes Towards disabled people and encourage the participation of disabled people in public life	12

1. Introduction

1.1 Section 49A of the Disability Discrimination Act 1995 (as amended by the Disability Discrimination (NI) Order 2006) requires us, in carrying out our functions, to:

- promote positive attitudes towards disabled people; and
- encourage participation by disabled people in public life.

Under Section 49B of the DDA 1995, Belfast City Council is also required to submit to the Equality Commission a **Disability Action Plan** showing how it proposes to fulfil these duties in relation to its functions.

1.2 Belfast City Council is committed to the fulfilment of these disability duties in all parts of our organisation and have set out how we intend to do this in our Disability Action Plan.

We will allocate all necessary resources (in terms of people, time and money) in order to implement effectively this Plan and where appropriate, build objectives and targets relating to the disability duties into corporate and annual operating plans.

We will also put appropriate internal arrangements in place to ensure that the disability duties are complied with and this Disability Action Plan effectively implemented. We will ensure the effective communication of the Plan to staff and provide all necessary training and guidance for staff on the disability duties and the implementation of the Plan.

We confirm our commitment to submitting an annual report to the Equality Commission on the implementation of this Plan as well as carrying out a three yearly review of this Plan.

We are committed to consulting with disabled people when implementing and reviewing the council's disability plans.

- 1.3 We will undertake a planned programme of communication and training on the disability duties for all staff and councillors. This training will coincide with our induction training, refresher training and councillor training on disability. Training timescales are evidenced in the Plan.

Responsibility for implementing, reviewing and evaluating the Plan and the point of contact within Belfast City Council will be:

Equality & Diversity Unit

Address: Room 117, City Hall, Belfast, BT1 5GS

Telephone number: (028) 9032 0202

Email: equality@belfastcity.gov.uk

SignVideo: <http://www.belfastcity.gov.uk/contact/ContactUs.aspx>

Website: www.belfastcity.gov.uk

- 1.4 We confirm our commitment to submitting an annual progress report on the implementation of this plan to the Equality Commission and carrying out a three-year review of this Plan, or plans submitted to the Equality Commission over the three year review period.

A copy of the Plan, our annual progress to the Equality Commission and our three year review of this Plan will be made available on our website www.belfastcity.gov.uk

2. Our role and function

- 2.1 Outlined below is the range of functions of Belfast City Council. We perform a number of key roles for Belfast, including:

- a civic leadership and community planning role agreeing a vision for Belfast and its people and working in collaboration with partners and others to invest for the future and ensure a better quality of life for all our citizens;
- the direct provision of a number of services and facilities;
- the promotion and protection of our built and natural environment;
- the promotion of the arts, tourism, community and economic development, equality and good relations;

- regulating and licensing certain activities relating to environmental health, consumer protection and public safety;
- local planning functions;
- representation on a number of bodies and boards;
- consulting on issues relating to functions conducted by other government bodies and agencies on issues such as planning, water, roads and housing.

2.2 In performing the above roles we provide:

- facilities for recreational, social and cultural activities including leisure centres, community centres, parks, open spaces and playgrounds, sports grounds and places of entertainment;
- street cleansing services;
- waste collection and disposal services;
- cemeteries and crematorium;
- registration of births, deaths and marriages;
- programme support and grant aid for—the arts, good relations, community development and the promotion of local tourism and economic development;
- administration and regulation of matters relating to environmental health, such as public health and safety, food safety, building control, noise pollution and consumer protection;
- licensing and regulation of street trading, places of entertainment, amusement centres, sex establishments, lotteries, cinemas and petroleum stations;
- planning development and enforcement and local development planning;
- off-street parking (except Park and Ride); and
- the making and regulation of bye-laws.

2.3 To enable us to provide these services and to perform our other functions, we must levy an annual rate (district rates). We also obtain funding through:

- various grants, mostly provided by the Department for Communities (DfC)
- government grants
- fees and charges for certain services
- loans

We have the power to:

- acquire and dispose of land;
- borrow money;
- employ staff;
- procure goods and services;
- as well as a general power of competence.

2.4 We have adopted a wide range of policies to support and implement the above statutory functions and provision of services and facilities.

3. Public life positions

3.1 The council does not have direct control over public life positions, however we do have people from various sections of the community sitting on council groups, for example:

- Good Relations Partnership;
- Equality Consultative Forum;
- Friends of Botanic and Falls Parks;
- Friends of Belfast Zoo;
- Families of the Waterworks;
- Cave Hill Conservation Group;
- Youth Forum;
- Belfast Policing & Community Safety Partnership;
- District PCSPs;
- BCC Migrants' Forum;
- Disability Advisory Panel;
- Sign Language Users Forum.

4. Commitment to the effective implementation of the Disability Action Plan

4.1 We are committed to the effective implementation of all aspects of the Plan in all parts of the organisation. Overall responsibility for determining policy on how this will be achieved lies with our councillors. Day-to-day responsibility for carrying out the policy lies with the Equality and Diversity Unit, who reports through the Governance & Compliance Manager, to the Corporate Management Team who are ultimately responsible for the oversight and implementation of administrative arrangements to ensure that the council complies with our disability duties.

4.2 As part of its planning process, Belfast City Council will build objectives, set targets and monitoring related to the disability duties into corporate and business plans.

4.3 Progress on meeting the objectives of the Plan, including those relating to the disability duties, will be monitored and reported at the most senior level within the organisation. The Equality and Diversity Unit will ensure the Plan will be monitored and reported annually. All Disability Action Plan reports will proceed through the council reporting mechanisms and to Corporate Management Team.

4.4 We will include a formal progress report on meeting the objectives in our annual report to the Equality Commission, which is submitted through the standard Committee reporting procedure.

5. Internal arrangements

5.1 We have 60 councillors elected for a four year period. They currently meet monthly in full session and more frequently in committees. The principal committees under Belfast City Council are:

- Strategic Policy and Resources Committee;
- City Growth & Regeneration Committee;
- People & Communities Committee;
- Planning Committee;
- Licensing Committee;

- Climate and City Resilience Committee and
- Belfast Waterfront & Ulster Hall Shareholders' Committee.

A range of council departments and working groups support these committees.

5.2 The Chief Executive oversees the work of the departments through the Corporate Management Team.

5.3 The Chief Executive is responsible for the delivery of the strategic direction set by the council and through the Corporate Management Team has oversight of the management of services and the longer term planning and allocation of resources.

5.4 Statutory responsibility for the effective implementation of the Disability Duty lies with the council.

5.4.1 The Chief Executive and the Corporate Management Team are responsible for ensuring that the council's decisions are implemented and for overseeing administrative arrangements to make sure the Plan is implemented effectively.

5.4.2 The Equality and Diversity Unit will support this work and act as our main point of contact. Currently, the Equality and Diversity Unit can be contacted at this address:

Legal and Civic Services Department,
Equality and Diversity Unit,
City Hall,
Belfast, BT1 5GS
Telephone: (028) 90 320202
Text phone number: (028) 9027 0405
Email: equality@belfastcity.gov.uk
Website: www.belfastcity.gov.uk

5.4.3 The Equality and Diversity Unit will report regularly to the Governance & Compliance Manager and regular progress reports are sent to the Corporate Management Team and the Strategic Policy and Resources Committee.

5.4.4 We place great importance on disability issues and have established an Equality and Diversity Network. This two level structure incorporates a strategic and operational group. The network addresses key equality, diversity and inclusion issues on a regular basis providing leadership and direction.

6. Annual report

6.1 Belfast City Council will submit an annual report on the implementation of its Plan. The annual report will be included as part of Belfast City Council's Annual Report to the Equality Commission on the implementation of our Equality Scheme but will also be available as a stand-alone document.

6.2 Our website is accessible (we work towards level AA of the W3C Web Content Accessibility Guidelines 1.0).

7. Three-year review

7.1 We will carry out a three-year review of the Plan in accordance with guidelines from the Equality Commission for Northern Ireland.

8. Measures to promote positive attitudes towards disabled people and encourage the participation of disabled people in public life

Promote positive attitudes towards disabled people

- A range of equality and disability training programmes;
- Induction programmes;
- Recruitment & selection training;
- Disability awareness training;
- Developing our website;

- Workplace policies and reasonable adjustments;
- Targeted recruitment policies;
- Accessibility policies;
- Equality screening exercises.

Encourage the participation of disabled people in public life

- Workplace policies;
- Recruitment policies;
- Accessibility policies;
- Policy screening;
- AccessAble Project;
- Equality Consultative Forum and other stakeholder groups.

For further details of the full range of measures previously undertaken by the council, contact the Equality and Diversity Unit.

9. Action measures

9.1 Belfast City Council has detailed the measures it intends to take in order to implement the disability duties. Full details of these are given in the Action Plan (See Appendix 1).

10. Timescale for the implementation of the action measures

10.1 The Action Plan at Appendix 1 outlines the actions and the timescales for the implementation of the action measures we intend to take in order to promote positive attitudes towards disabled people and to encourage the participation of disabled people in public life. This timetable outlines the actions, which Belfast City Council will take until March 2025.

11. Performance indicators or targets

- 11.1 Belfast City Council is committed to monitoring and reviewing policies and practices to ensure that disability equality duties are being met. Monitoring the progress of this Plan is a significant element of achieving that.
- 11.2 As part of this process, the annual review of the Plan will contribute towards the monitoring and review process and assist in drafting appropriate targets and performance indicators for the next period, whilst reporting on the achievement, or otherwise, of those set for the current period of the annual review.

12. How the Disability Action Plan will be published

- 12.1 Following submission to the Equality Commission for Northern Ireland, this Plan will be available by contacting the Equality & Diversity Unit.
- 12.2 Belfast City Council will communicate the Plan appropriately. The Plan will be produced in clear print and plain language and will be available in alternative formats upon request.
- 12.3 The Plan will be promoted through meeting directly with disability organisations and representative groups.
- 12.4 We will follow the guidelines set out by the council's accessible communications guide.

Appendix 1

Disability Action Plan 2022 – 2025

Strategic priority	Outcomes	Action Measures	Timescale	Responsibility	Performance Indicators
<p>Strategic Priority 1 Encouraging the participation of disabled people in public life</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 146</p>	<p>Feedback encouraged from disabled people and their representative groups in how we can encourage greater participation by disabled people in public life and we can prove that we act on this feedback</p>	<p>Review membership of Equality Consultative Forum (ECF) and increase representation of disabled people and representing organisations</p>	<p>2023</p>	<p>Equality & Diversity Unit</p>	<p>New ECF Terms of Reference established</p> <p>% attendance at each meeting from cross section of disability organisations/individuals</p> <p>% of staff/members who understand purpose of the ECF and find it useful</p> <p>Effective feedback mechanism established, and used by members</p>
	<p>Feedback encouraged from disabled people and their representative groups in how we can encourage greater participation by disabled people in public life and we can prove that we act on this feedback</p>	<p>Arrange a minimum of 3 Forum meetings per year and additional meetings as required</p>	<p>Every year</p>	<p>Equality & Diversity Unit</p>	<p>Minimum of 3 Forum meetings held</p>
	<p>Improved opportunities for disabled people to engage with and influence policy makers</p>	<p>Carry out a targeted consultation to identify the potential impact of living in a rural area for those with a disability within the council area</p>	<p>2025</p>	<p>Equality & Diversity Unit</p>	<p>Report on the key findings and make recommendations as appropriate</p>

	Improved opportunities for disabled people to engage with and influence policy makers	The Disability Advisory Panel (DAP) to attend and participate in consultation processes	Every year	Equality & Diversity Unit	4 projects per year to receive advice and guidance from the DAP Number of changes made to policies/services as a result of their input
	Improved opportunities for disabled people to engage with and influence policy makers	The Disability Advisory Panel to provide advice and guidance on various capital projects	Every year	Equality & Diversity Unit	A reduction in disability related complaints by 10% each year Disability Advisory Panel to meet at least 3 times per year
	Improved opportunities for disabled people to engage with and influence policy makers	Discussion on the proposed development of a corporate disability communications policy based on advice from the Disability Advisory Forum and relevant stakeholders	2023	Equality & Diversity Unit Marketing & Corporate Communications	A corporate disability communications policy in place
	Improved opportunities for Sign Language Users to engage with and influence policy makers and to educate employees	The Sign Language Users Forum to attend and participate in consultation processes	Every year	Equality & Diversity Unit	4 projects per year to receive advice and guidance from the Sign Language Users Forum Number of changes made to policies/services as a result of their input
	Improved opportunities for Sign Language Users to engage with and influence policy makers and to educate employees	The Sign Language Users Forum to provide advice and guidance on various capital projects	Every year	Equality & Diversity Unit	Sign Language Users Forum to meet at least 2 times per year
	Improved opportunities for Sign Language Users to engage with and influence policy makers and to educate employees	Discussion on the proposed development of a corporate Sign Language policy based	2023	Equality & Diversity Unit	A corporate Sign Language policy in place

		on advice from the Sign Language Forum and relevant stakeholders		Marketing & Corporate Communications	
	Disabled employees are supported to input into action planning	The Disability Staff Network to input into future action planning	Every year	Human Resources	Disability Staff Network to meet at least 3 times a year Disabled employees input into action planning
	Improved visibility and support for people with disabilities	Seek approval to appoint a senior Disability Champion	2022	Human Resources	Senior Disability Champion nominated/ appointed
	Improved opportunities for Disabled people and Sign Language users to be able to access the Council's engagement platform using dialogue and qualitative mechanisms	Continual of accessibility tools in place when accessing the on-line Your Say platform. The platform includes the Reachdeck digital inclusion toolbar. Reachdeck provides speech, reading and translation support tools to help ensure information is easier and more accessible for people. Appropriate accessible measures will be in place for those wishing to	Every Year Every year	City & Organisational Strategy	An accessible consultation platform in place VCSE Panel meetings to be accessible for Disabled people and Sign Language users

		<p>attend VCSE (Voluntary Community Social Enterprise groups) Panel meetings.</p> <p>The VCSE Panel to be refreshed. We will ensure that the recruitment process is accessible to sector representatives with a disability and in addition, consideration will be given to engaging the sector as part of the VCSE Citywide network to ensure that the views of people with a disability are included as part of the community planning process.</p> <p>The Disability Advisory Panel will be asked to provide advice when required.</p>	<p>2024</p> <p>Every year</p>		<p>Inclusion of representatives with a disability in the VCSE Panel</p> <p>Disability Advisory Panel to provide advice when required.</p>
	Disabled people are provided with appropriate support to enhance employability and obtain employment	The Disability Staff Network to provide support on future action planning	Every year	Human Resources	Disability Staff Network to meet at least 3 times a year

Disabled people are provided with appropriate support to enhance employability and obtain employment	Identify opportunities to ring-fence certain BCC posts to long-term unemployed, including those with a disability and ensure any pre-recruitment and training programme caters for any reasonable adjustments	As and when opportunities arise	Human Resources	Consider suitability of campaigns for pre-recruitment and training programmes Ring-fence 20% of places available on pre-recruitment and training programmes to people with disabilities
Disabled people are provided with appropriate support to enhance employability and obtain employment	Review recruitment process in respect of adjustments provided to applicants with autism and learning difficulties	2023	Human Resources	Types and number of recruitment and selection process changes successfully implemented
Disabled people are provided with appropriate support to enhance employability and obtain employment	Consider all requests for reasonable adjustments as part of the selection process	Every year	Human Resources	% of reasonable adjustments requested, considered and provided
Disabled people have the opportunity to find out about the range of job opportunities available and are provided with appropriate support to enhance employability and obtain employment	Participate in careers/employability activity targeted towards disabled people i.e. careers fairs, mock interviews, site visits, employability talks	Every year	Human Resources	Attend 4 events a year. This will be dependent on a full lifting of restrictions
Disabled people have the opportunity to participate in work experience	Facilitate at least 30 work experience placements for people with disabilities Participate in annual job shadowing initiative promoted by NIUSE (internal)	Every year	Human Resources	30 placement opportunities facilitated, including three via the job shadowing initiative. This will be dependent on a full lifting of restrictions

	Develop the capacity of the organisation to support staff with disabilities	Provide ongoing advice and support to employees in relation to reasonable adjustment requirements	Every year	Human Resources All Departments	Monitor number of reasonable adjustments requests and those subsequently provided Create database of types of reasonable adjustments made
	Disabled people are provided with appropriate support to enhance employability and obtain employment	Identify opportunities to ring-fence certain BCC posts to long-term unemployed, including those with a disability and ensure any pre-recruitment and training programme caters for any reasonable adjustments	As and when opportunities arise	Human Resources	Consider suitability of campaigns for pre-recruitment and training programmes Ring-fence 20% of places available on pre-recruitment and training programmes to people with disabilities
	Develop the capacity of the organisation to support staff with disabilities	Conduct a voluntary monitoring exercise and investigate how disclosure in declaring a disability can be encouraged	2023	Human Resources	Publish results from investigation /voluntary monitoring and make recommendations as appropriate
	Disabled people who are considering starting a business are supported	Work with disability organisations to develop targeted outreach to encourage and support disabled people to consider enterprise and start a business.	Every year	Place and Economy	Number of events, attendees at events and referrals to business support

	Programmes and activities are promoted to persons with a disability through suitable mediums	Engage with under-represented groups via umbrella organisations to raise awareness of enterprise supports and put in place mechanisms to support disabled people access support programmes designed to help them start a business	Every year	Place and Economy	Hold 2 meetings per year minimum with representative bodies/stakeholder groups
	Disabled people are supported to access employability initiatives	Work with disability support organisations to address barriers to access to council interventions and increase engagement by those with disabilities. Provide specific adaptations/support to enable participants to take part in council employability initiatives	Every year Every year	Place and Economy	Number of yearly engagements held with disability organisations to promote new employment initiatives, mentoring support and work placements. Number of engagements with disabled people. 6 monthly retrospective measurement of participant numbers on disability focused employment initiatives
	Disabled people have appropriate support so that they can participate in the cultural life of the city on an equal basis	Deliver the Inspiring Communities theme which identifies disabled people as a priority area and removing barriers to participation to ensure all sections of the community engage with high quality culture, arts and heritage	Every year	Place and Economy	Deliver small capital enhancement projects that will increase access for disabled people to quality cultural product and experiences

	Improved opportunities for disabled people to engage with and influence policy makers	Consult and engage with Disability Advisory Panel in relation to the physical programme/ capital projects of the council	Every year	Physical Programmes	Number of changes made to policies/services as a result of their input
	Disabled people have appropriate support so that they can participate in the cultural life of the city on an equal basis	Review the temporary pavement café licensing scheme and associated guidance with a particular focus on its impact on disabled people and considering opportunities to better promote equality of opportunity	2022	Place and Economy	Level of complaints related to access uses at licensed Pavement Cafés
	City centre retailers are encouraged to support accessibility for disabled people	Engage with city stakeholders to put in place mechanisms to encourage businesses to support accessibility for disabled people.	Every year	Place and Economy	Number of stakeholders engaged/activities delivered.

Strategic priority	Outcomes	Action Measures	Year	Responsibility	Performance Indicators
Strategic Priority 2 Promoting positive attitudes towards Disabled People	Public attitudes to disabled people are more positive and negative attitudes are challenged	Facilitate biennial event on a current theme linked to council priorities e.g., International Day for People with Disabilities and Sign Language Week Evaluate feedback and develop an action plan to improve disability initiatives, where appropriate	Every year	Equality & Diversity Unit Human Resources	1 event held with external/internal press and communications Attendance by a wide range of relevant organisations and disabled people Feedback used to improve further events and future policies/initiatives
	Public attitudes to disabled people are more positive and negative attitudes are challenged	Effective partnership working with the British Deaf Association	Every year	Equality & Diversity Unit	Implement actions listed in the BSL and ISL Charter Action Plan in partnership with the British Deaf Association
	Disabled people can participate fully in all activities facilitated by the council and are encouraged to do so	Raise awareness of council's Disability Event Plan	Every year	Equality & Diversity Unit All departments	Number of completed event action plans received
	Disabled people have appropriate support so that they can participate in the cultural life of the city on an equal basis	Consult with internal staff and stakeholders to explore the introduction of appropriate communication tools for people with learning disabilities at customer centres e.g. City Hall, Belfast Zoo.	2025	Equality & Diversity Unit Human Resources Customer Focus	Number of communication tools for people with learning disabilities at customer centres. Deliver a JAM Card training programme for front-line staff Become an Autism NI Impact Champion

				Facilities Management	
	Disabled people have appropriate support so that they can participate in the cultural life of the city on an equal basis	Liaise with AccessAble to monitor provision of App for people with disabilities accessing facilities and services in the City of Belfast	Every year	Equality & Diversity Unit	Increased satisfaction accessing facilities and services in the City of Belfast
	Sign Language Users are aware of the availability of accessible communication and make use of it	Improve accessibility in contacting and communication for Sign Language Users	Every year	Equality & Diversity Unit Customer Hub Facilities Management GLL Marketing & Corporate Communications City & Neighbourhood Services	Deliver a Sign Language Video Relay Service and Video Remote Interpreting Service. VRS on website and VRI at Cecil Ward Building, Belfast Zoo, City Hall, Tropical Ravine and at all Belfast Leisure Centres Ensure a continued Sign Language Users App is available at all leisure centre reception points (via electronic tablet). Continue to ensure relevant GLL staff in each centre have been trained in the use and promotion of the service.
	Sign Language Users are aware of the availability of accessible information and make use of it	Develop an approach to translated Sign Language “welcome” information at identified council venues liaising with relevant departments on the installation and	2023	Equality & Diversity Unit Marketing & Corporate Communications	Installation of new screens in place providing information translated in Sign Language.

		procurement of new screens.		Physical Programmes	
Sign Language Users are aware of the availability of accessible information and make use of it	To provide a clear description on website and City Matters of what services are available in Sign Languages to members of the public. This includes how to request documents/forms in Sign Language, how to request an interpreter/translator and how to call the council using SignVideo Relay Service.	2022	Equality & Diversity Unit Marketing & Corporate Communications Customer Focus	Accessible material is provided in Sign Language.	
Sign Language Users are aware of the availability of accessible information and make use of it	To expand the provision of Sign Language translation on popular pages on the website.	2024	Equality & Diversity Unit Marketing & Corporate Communications	Sign Language translated videos provided on popular pages on the website.	
Disabled people are aware of accessible communication within the council	To support departments in the consideration of accessibility to Council documents, services and facilities from a disability perspective	Every year	Equality & Diversity Unit Marketing & Corporate Communications	Several identified BCC online material and electronic documents to be produced in accessible formats	

	Disabled people are aware of the availability of accessible information and make use of it	Increased provision of an accessible City Matters magazine for disabled people	Every year	Marketing & Corporate Communications	Audio version of each quarterly City Matters magazine produced
	Disabled people are aware of the availability of accessible information and make use of it	To promote Disability Communications tools on social media and the council internal and external websites.	Every year	Marketing & Corporate Communications	Several disability related articles to be shared on social media and the council's internal and external websites
	Disabled people are aware of how council services can support them Promotion of positive attitudes towards disabled people	Provide information to disabled people on aspects of council services which specifically affect them through a minimum of 4 articles per year in City Matters; minimum of 2 targeted information leaflets per year; accessible information on the council website Include articles related to disability and ensure photography of disabled people is included	Every year Every year	Equality & Diversity Unit Marketing & Corporate Communications	% of images in printed documents featuring positive images of disabled people Number of documents provided in alternative formats % of people who found the information relevant and useful assessed by appropriate evaluation tool

	Staff will be engaged, and awareness will be raised about particular disabilities	<p>Include disability related information in staff e-briefings, staff newsletters/ magazines, staff meetings, email, intranet, internet (internal)</p> <p>Develop an annual disability awareness calendar and deliver associated awareness raising/ communication</p>	<p>Every year</p> <p>Every year</p>	<p>Human Resources</p> <p>Equality & Diversity Unit</p>	<p>% of internal communications documents which featured disability related information</p> <p>Calendar in place and awareness delivered</p>
	A physical Customer Hub will be in place to offer 'digital assist' support	Ensure that digital platforms benefit all customers with a disability and disability stakeholders, including through assisting user with webform training and provision of computer facilities for public use where possible	Every year	Customer Focus	People with a disability will have access to a point –of–service supported on-line resource within the Hub.
	Council increases the level of inclusive/accessible communications so that disabled people can access information as independently as possible and make informed choices	Develop an approach to signage across Council facilities liaising with relevant departments on the installation and procurement of new Disability signage e.g., braille, tactile maps.	2024	<p>Equality & Diversity Unit</p> <p>Physical Programmes</p> <p>Marketing & Corporate Communications</p>	Accessible signage in place across Council facilities

Awareness of disability and the disability duties when compiling policies and making decisions will be increased	Deliver equality screening training based on an analysis of priority areas and job roles	Every year	Equality & Diversity Unit	100% of priority one and priority two staff identified are trained Increased understanding and use of appropriate screening tools and methodology assessed by audit of screenings carried out and staff feedback
Develop the capacity of the organisation to support people with disabilities, focusing on communication	Provision of Sign Language courses for employees	2023/24	Human Resources Equality & Diversity Unit	1 BSL course 12 employees (2 from each Department) to be able to communicate in Sign Language
Develop the capacity of the organisation to support people with disabilities, focusing on communication	Provision of specific targeted course to employees	Every year	Human Resources	Deliver 2 tailor made disability courses to employees
Develop the capacity of staff to ensure awareness of the legal obligations in relation to employment and service delivery	Roll-out Diversity Awareness training programmes for council employees: continue delivery of disability equality awareness training. continue to seek nominations from staff with disabilities to provide specific awareness raising session around disability. continue providing access to diversity e-learning programme.	Every year	Human Resources	Deliver 12 disability awareness training sessions to managers and employees Deliver 12 diversity awareness training sessions to managers and employees All new staff to attend training within 6 months of commencing employment

		continue delivery of classroom-based diversity training. identify and target awareness raising sessions on specific areas of disability; incorporate equality and diversity module into Tier 3 Training	2023		All Tier 3 Managers to attend Equality and Diversity module
	Develop the capacity of Members to ensure awareness of the legal obligations in relation to employment and service delivery	Include disability awareness sessions for Members in the Members Training Programme and include Disability Action Plan in the members Induction Programme Upload the Disability Action Plan to the Members Portal	2023 2022	Human Resources	Communicate outcomes of research and plan next steps if applicable Disability Action Plan uploaded to the Members Portal
	The capacity of staff/ volunteers will be increased to help them manage their own emotional health and well-being	Provide emotional health and wellbeing awareness training for staff (internal)	Every year	Human Resources	Deliver at least 4 Positive Mental Health training sessions % of staff who found the training useful
	The capacity of staff/ volunteers will be increased to help them manage their own emotional health and well-being	Provide training for managers in managing stress and mental health issues (internal)	Every year	Human Resources	Deliver 4 stress awareness training sessions % of staff who found the training useful
	Staff will be engaged, and awareness will be raised about health and wellbeing initiatives	Maintain dedicated health and well-being	Every year	Human Resources	Include monthly updates on Interlink

		page on Interlink (internal)		Marketing & Corporate Communications	
	Promotion of positive attitudes towards disabled people	Printed documents and brand campaigns to feature positive images of disabled people	Every year	Marketing & Corporate Communications	% of documents/campaigns which feature positive images of disabled people
	Improve awareness of disabled toilet facilities for people with disabilities	To promote and review disabled toilet access and engage with disability groups to encourage wider use	Every year	City & Neighbourhood Services	Report on the review of existing process and the number of stakeholder organisations engaged for 22/23. We have accessible changing and toilet facilities in all leisure centres
	Improve accessibility to Changing Places facilities across the City	To promote the Changing Places facilities across the City and review the existing process	Every year		Continue to increase choice of available Changing Places facilities across the city, now available in 5 leisure centres.
		To provide information and training (where necessary) to front-line staff about RADAR key, including its use and how to apply for it	Every year		Ensuring a continuing presence of Changing Places facilities are available on BCC and Changing Places website. We work with age friendly Belfast/community services, to promote the distribution of Radar Keys, with details all on the website. Also, with regards to the training of front-line staff, it will be part of the Hub knowledge base
	Improve social inclusion for people with disabilities	To provide more accessible and inclusive play facilities across the city.	Every year		Ensure the annual Playground Improvement Programme (PIP) provides more accessible and inclusive play facilities across the city. Existing sites are refurbished under the programme and will include a greater range of inclusive equipment. We are now planning for PIP 2022-23 which

					will deliver similar outcomes in terms of inclusive playground design
	Improve accessibility within shared spaces programmes	To deliver a physical programme under the PIV Shared Spaces and Services Theme	2023	City & Neighbourhood Services Physical Programmes	Construction of the Forth Meadow Community Greenway is estimated to be completed in 2022/23
	Persons with a disability are able to attend and fully engage in events and programmes delivered by council	Ensure that the Inclusive Events Checklist is completed for all events that are being held in council facilities	Every year	All Departments	% large events held with an inclusive events checklist completed
	Promotion of positive attitudes towards disabled people	Organise specialist training/workshop for Project Sponsors/Project Managers/APMs regarding the relevant DDA issues on capital build scheme	2024	Physical Programmes	Deliver one training session and further sessions if required % of staff who found the training useful



Subject:	Late Requests for the use of Belfast Parks for Events
Date:	17th February, 2023
Reporting Officer:	David Sales, Director of Neighbourhood Services
Contact Officer:	Cate Taggart, Neighbourhood Services Manager

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

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

1.0	Purpose of Report/Summary of Main Issues
1.1	The Committee is asked to note that the Council has received a late request from the Shankill Old Boys Flute Band to host its “Bring Saint Patrick’s Day Back to the Shankill” cultural event in Woodvale Park on Saturday 18th March 2023, from 11 a. m. to 3 p.m.
1.2	The Shankill Old Boys Flute Band, along with an additional 30 flute bands, will assemble in Woodvale Park and parade to Lower Shankill Road before returning to Woodvale Park for dispersing. The event will result in some disruption of certain sections of the Park.
1.3	The Committee is also asked to note a request for the use of Botanic Gardens as the location for the “It is different for Mummies” exhibition. The exhibition marks the 25 th Anniversary of the Good Friday Agreement and is described as an act of reparation for future legacy through acknowledgment. This request has had some back and forth to be able to accommodate the

	exhibition at the site on suitable dates and is the reason for this late request to this Committee.
2.0	Recommendations
2.1	<p>The Committee is asked to:</p> <ul style="list-style-type: none"> • approve the “Bring St. Patrick’s Day Back to the Shankill” demonstration in Woodvale Park and the “It is different for Mummies” exhibition in Botanic Gardens, subject to the completion of the appropriate Event Management Plans and satisfactory terms being agreed by the Director of Neighbourhood Services and on the condition that the Event Organisers: <ul style="list-style-type: none"> ○ resolve all operational issues to the Council’s satisfaction. ○ meet all statutory requirements including Public Liability Insurance cover, Health and Safety, and licensing responsibilities; and ○ consult with adjoining public bodies and local communities as necessary.
2.2	The Committee is asked to note that the above recommendations are taken as a pre-policy position in advance of the Council agreeing a more structured framework and policy for ‘Events’, which is currently being taken forward in conjunction with a cross Council officer team.
3.0	Main Report
	<u>Key Issues</u>
	<u>Bring St Patrick’s Day back to the Shankill</u>
3.1	The Shankill Old Boys Flute Band is a cultural and historical band which has been operating for 4 years. The Shankill Old Boys Flute Band event will be attended by an additional 30 bands and up to 2,000 – 3,000 supporters including the “West Belfast Orange Order” which is supporting the event. The attendees will assemble in Woodvale Park and parade to Lower Shankill Road before returning to Woodvale Park for dispersing. This event is a pilot scheme, with the ambition to deliver a vibrant cultural family Saint Patricks Day event for the local community the following year.
3.2	Organisers estimate that up to 3,000 people could be in attendance. Organisers will provide toilets, first aid cover and stewards for the event. Set up and assembly of bands will commence at 11 a.m., with the main parade leaving at 1.00 p.m. The event will be dismantled, and the site will be clear by 3 p.m.
3.3	The event will result in a period of closure for certain areas of the park to allow for safe set up and derig.

	<u>Is it different for Mummies?</u>
3.4	This exhibition is promoted by Relatives for Justice. It features Evanna Devine’s work and is curated by Giada Tagliamonte. The photographs will be exhibited in Botanic Gardens from 1st April to 19th May. Relatives for Justice, which was founded in 1991, is a Belfast based human rights NGO operating across Ireland, providing holistic support services for the bereaved and injured during the conflict.
3.5	A total of 10 to 15 vertical portraits in large formats will be situated in a location within the park that is central with easy access to a wide range of audiences. OSS has agreed a suitable location directly in front of the Tropical Ravine.
3.6	The narrative: The photographer’s lens captures moments of the subjects’ mundane life, in the intimacy of their family home. Each of the women’s loss is intrinsically troubling. Witnessing the murder of their own child, abduction, an explosion taking away all they had up until a fraction of a second prior... Whilst honouring the unbridgeable loss, this exhibition shines a light on profoundly personal stories of courage, strength and the sheer will to keep pacing ahead.
3.7	All images and narrative will be reviewed and approved by the relevant Council Departments prior to installation.
3.8	Belfast Photo Festival which has exhibited in Botanic Gardens for years is providing advice and assisting the Curator with the operational elements of the exhibition.
	<u>Financial and Resource Implications</u>
3.9	There should be no additional costs associated with these requests
	<u>Asset and Other Implications</u>
3.10	Council officers will liaise with Event Organisers and promoters in relation to any potential environmental impact from events.
	<u>Equality or Good Relations Implications/Rural Needs Assessment</u>
3.11	There are no known implications.
4.0	Documents Attached
	None

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Minutes of Party Group Leaders' Consultative Forum Thursday 9th February 2023

Attendance

Members:

Councillor Ronan McLaughlin (*for Councillor Ciaran Beattie*)

Councillor Michael Long

Councillor Billy Hutchinson

Alderman George Dorrian

Councillor Donal Lyons

Alderman Sonia Copeland

Councillor Mal O'Hara

Apologies: Councillor Fiona Ferguson, Councillor Emmet McDonough-Brown, Councillor Ciaran Beattie

Officers:

John Walsh, Chief Executive

Trevor Wallace, Director of Finance (for Item 1)

John Greer, Director of Economic Development (for Item 2)

Lisa Toland, Senior Manager, Economy (for Item 2)

Nora Largey, Interim City Solicitor/Director of Legal and Civic Services (for Items 3 & 6)

David Sales, Director of Neighbourhood Services (for Items 5 & 6)

Christine Sheridan, Director of Human Resources (for Item 6)

Cathy Matthews Director, Resources and Fleet (for Item 6)

1. Finance Update

The Director of Finance presented the Quarter 3 financial position for 2022-23 which would be presented to members at the February SP&R Committee. He outlined for Members the forecasted underspend for year end and noted that no reallocations would be considered until the year end position is presented to SP&R Committee in June 2023. He advised that Members would be kept updated on any proposed reallocations as they progress.

2. Entrepreneurship Support Service

The Director of Economic Development and the Senior Manager Economy provided an update for Members on the new model for business start-up and growth support which Party Group Leaders had previously been briefed on. The Director outlined for Members the proposed procurement strategy in relation to the programme and Members discussed some of the challenges and risks involved with some of the options previously suggested. He

advised that Legal counsel was being sought in advance of February SP&R Committee. A report on the detail discussed and an update on the legal counsel will be included in the report to February SP&R Committee.

3. Planning Update

The City Solicitor updated the Forum on the live planning applications and informed the Forum of applications that were being presented to the Planning Committee in the coming months.

4. Local Government Conference – 23 February 2023

The Chief Executive provided an update for Members on the upcoming conference hosted by the Northern Ireland Local Government Association (NILGA), which is to be hosted in Omagh on 23rd February 2023. Attendance at the conference for those Members appointed by the Council to NILGA was agreed at December SP&R Committee. Party Group Leaders noted the date and agreed to follow up with those Members appointed or their nominees in relation to attendance.

5. DfC Hardship Fund 2022/2023 – Correspondence

The Director of Neighbourhood Services updated the Forum on recent correspondence received by the Chief Executive from the Department of Communities (DfC) in relation to potential central government funding for a hardship scheme. Members noted that at this stage DfC was seeking feedback from each of the 11 Councils to ascertain if they would be able to put a scheme in place and if so, how they would potentially distribute the proposed funding. The Director stressed that the amount to be allocated to Belfast and the timescales involved in distributing the funding was still to be finalised by DfC. He sought the views of Members on how this potential funding might be administered including alternative options to the recent fuel poverty funds and outlined for Members some options around food poverty. There was a general consensus that given the recent support provided to households for fuel poverty that food poverty may be a more appropriate option, other options were also highlighted by Members. Members also discussed the recent challenges with the administration of the Emergency Fuel Poverty Hardship Fund and agreed that there was a number of existing food poverty delivery models that could potentially distribute the funding, the Director to follow up on capacity of these delivery model options. Further clarity will be

sought from DfC on the allocation for Belfast and further defined delivery timescales and a report will be brought to February SP&R for Members consideration.

6. AOB

Waste Collection – Public Holiday Arrangements – St Patrick’s Day 2023

The Director, Resources and Fleet provided an update for Members on the arrangements being put in place to ensure adequate staffing resources for bin collections for the upcoming next public holiday St Patrick’s Day (Friday 17 March 2023). She outlined the process to date and advised that a further update would be provided for Party Group Leaders week commencing 20 February 2023. In relation to a query raised by a member about subsequent bank holidays the Director of Human Resources advised that this process would commence following the next JNCC meeting in February. The Chief Executive advised that a report will then be presented to March P&C Committee outlining the arrangements to be put in place for the Easter and May bank holidays and members noted a review of arrangements will take place in the Spring.

Request for use of Council Premises

The Director of Neighbourhood Services outlined for Members a proposal to provide the use of a council owned community centre for a local community association due to recent circumstances that had arisen that resulted in the association having no premises at present. He advised that the community centre is currently used for storage purposes only and this can be accommodated elsewhere. A report will be brought to February SP&R Committee for consideration.

Disability Working Group Members

The City Solicitor provided an update for Members on attendance at the Elected Member Disability Working Group which was recently established. The City Solicitor to consider the possibility of an alternative time for the scheduled meetings and Party Group Leaders to follow up within their individual parties in relation to nominations/attendance.

Amalgamation of Fortnightly Payroll

The Director of Human Resources provided a briefing for Members on the consultation process which had concluded in December 2022 with Trade Unions in relation to amalgamating fortnightly payrolls. She outlined the legal advice received on the amalgamation process and the mitigations offered to assist staff who are being impacted as a result of the amalgamation. Members noted that both the Director of Human Resources along with the Director of Finance would meet with those staff affected by the amalgamation.

Illumination Request

The City Solicitor outlined for Members a request received from the Turkish Association of Northern Ireland to illuminate City Hall in light of the recent earthquake. A Member requested that it would also be illuminated for Syria. Both Illuminations were agreed to share our thoughts with people effected in Turkish and Syria earthquake. It was agreed both illuminations would take place on consecutive days as soon as there were available dates in February. it was noted that these requests would be agreed under the City Solicitor's delegated authority.

Waste Update

Councillor Long raised an issue in relation to the problematic parking of vehicles impacting waste collection routes and enforcement issues. The Director Resources and Fleet advised that a special meeting of the People and Communities Committee was due to be held on 22 March to discuss issues around waste collection to which representatives from both the PSNI and Department for Infrastructure would be invited to attend. The Director noted other issues raised by Members to also be considered at the special P&C Committee meeting including a proposed communications plan for consideration of Members.

Castle, Cavehill, Zoo and North Foreshore Steering Group

Monday, 6th February, 2023

CASTLE, CAVEHILL, ZOO AND NORTH FORESHORE STEERING GROUP MINUTES HELD REMOTELY VIA MICROSOFT TEAMS

Members present: Councillor Whyte (Chairperson);
Alderman Rodgers; and
Councillors Hutchinson, Maskey,
McCullough, Nelson and O'Hara.

In attendance: Mr. J. Greer, Director of Economic Development;
Mr. A. Ferguson, Senior Development Manager;
Ms. S. Kalke, Project Sponsor; and
Mr. G. Graham, Democratic Services Assistant.

Minutes

The minutes of the meeting of 28th November 2022, were taken as read and signed as correct.

Declarations of Interest

No Declarations of Interest were reported.

Access to the Hills - Presentation from ARUP

In the absence of the representative from ARUP, due to unforeseen personal circumstances, the Project Sponsor provided a brief outline of the project plan to develop improved access to the Belfast Hills.

The Project Sponsor stated that access to the Belfast Hills was a priority issue for the Council which had been supported by a previous motion to the Council highlighting the issue. She referred to the successful bid by the Council to secure funding from the DAERA Environmental Challenge Fund to undertake a feasibility study and deliver a comprehensive delivery plan for both the Belfast and Castlereagh Hills area.

She reported that external consultants (ARUP) had been appointed by the Council to facilitate that process. The Steering Group was informed that the work would be undertaken in two phases, with the first phase comprising a feasibility study in relation to access to the hills, including the identification of the various options around potential routes.

The Project Sponsor referred to a comprehensive stakeholder engagement programme which had been undertaken previously and stated that it was intended to have a further stakeholder workshop in February 2023. The Members were provided with a detailed analysis of the various proposed routes through the hills, which included an analysis of the physical topography associated with the proposed routes.

As part of the analysis ARUP was asked to identify both constraints and opportunities associated with the development of the various routes. The Steering Group was provided with a colour coded scoring matrix which identified those routes which provided the best development opportunities and potential benefits. The Project Sponsor stated that, following the completion of that process, ARUP would be required to provide a concept design for a number of the preferred routes, which would be submitted to DAERA, as part of a request for capital funding to progress the development proposal.

In response to a question from the Chairperson in regard to the timeline associated with the development proposal, the Project Sponsor stated that, after the priority routes had been identified and costed and after the stakeholder workshop had been undertaken, it was proposed that a funding application would be made to DAERA in the next funding round.

In response to a further question from a Member in regard to engagement with private landowners and in particular to ensuring that their livestock was protected, the Project Sponsor stated that to date engagement had taken place with public landowners and that engagement with private landowners to address their concerns would be required as part of the development process.

The Steering Group noted the information which had been provided and requested that a future meeting be arranged at the end of February in conjunction with the Chairperson to enable ARUP to provide a further detailed update on the Belfast Hills development proposal.

Zoo- Work (Verbal Update)

The Director of Economic Development reported that the Zoo continued to perform well and was above the projected five-year average in terms of visitor numbers. He stated that, while revenue had increased by approximately eight percent, operating costs had increased by approximately the same amount.

The Steering Group was informed of the success associated with some of the capital works undertaken, including the lion enclosure, scheduled to be completed by the early Summer of 2023.

The Project Sponsor added that the majority of the health and safety measures at the Zoo had been completed, including the erection of new enclosures and fencing. She stated that there was the potential for a small amount of funding to be secured to develop an art trail within the Zoo which would add to the artwork which had been completed previously.

The Steering Group noted the information provided by the Director and Project Sponsor.

Date of Next Meeting

The Steering Group agreed that its next scheduled meeting would be held on a date, as yet to be arranged, at the end of February 2023.

Chairperson