

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



**Belfast  
City Council**

13th November, 2023

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

Dear Alderman/Councillor,

The above-named Committee will meet in Hybrid format, both in the Lavery Room - City Hall and via Teams, on Monday, 13th November, 2023 at 5.15 pm, for the transaction of the business noted below.

You are requested to attend.

Yours faithfully,

John Walsh

Chief Executive

**AGENDA:**

1. **Routine Matters**
  - (a) Apologies
  - (b) Minutes (Pages 1 - 4)
  - (c) Declarations of Interest
  - (d) Schedule of Meetings 2024 (Pages 5 - 6)
2. **Capital and Maintenance Report (Pages 7 - 10)**
3. **Restricted Items**
  - (a) Internal Audit Update (Pages 11 - 24)
  - (b) Performance Report for Quarter1 YTD 2023/24 (Pages 25 - 40)
  - (c) Financial Statement Annual Cover report for year ended 31st March 2023 (Pages 41 - 80)



## Belfast Waterfront and Ulster Hall Ltd. Shareholders' Committee

Monday, 19th June, 2023

### MEETING OF THE MEMBERS OF THE BELFAST WATERFRONT AND ULSTER HALL LTD. SHAREHOLDERS' COMMITTEE HELD IN HYBRID FORMAT

Members present: Councillor Bower (Chairperson); and  
Councillors Brooks, Cobain, Doran, Duffy, Flynn,  
Ferguson, Gormley, Maghie, McAteer, McCabe,  
McDowell, Nelson and Ó Néill.

In attendance: Ms. J. Corkey, Chief Executive, ICC Belfast  
(Belfast Waterfront and Ulster Hall Ltd.);  
Mr. I. Bell, Director of Finance, Risk and Corporate  
Services, ICC Belfast (Belfast Waterfront and Ulster  
Hall Ltd.);  
Mr. J. Greer, Director of Economic Development; and  
Ms. V. Smyth, Democratic Services Officer.

#### **Apologies**

Apologies were reported on behalf of Alderman Copeland and Councillor Canavan.

#### **Minutes**

The minutes of the meeting of 13th March 2023 were taken as read and signed as correct. It was reported that those minutes had been adopted by the Council at its meeting on 3rd April.

#### **Declarations of Interest**

No declarations of interest were recorded.

#### **Restricted Item**

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

Resolved – That the Committee agrees to exclude the members of the Press and public from the meeting during discussion of the item as, due to the nature of the item, there would be a disclosure of exempt information as described in Section 42(4) and Section 6 of the Local Government Act (Northern Ireland) 2014.

**Belfast Waterfront and Ulster Hall Ltd. Shareholders' Committee**  
**Monday, 19th June, 2023**

**Quarter 4 Performance Report**

The Chief Executive, ICC Belfast (Belfast Waterfront and Ulster Hall Ltd.), introduced herself to the new Members and advised that the company's performance was reported to the Committee on a quarterly basis. She referred to the report which included a review of the business performance and an analysis of actual performance against the budget for the year-to-date 2022/23.

The Chief Executive, ICC Belfast (Belfast Waterfront and Ulster Hall Ltd.), reported a positive year with quality events. Actual performance was above target for conferences and entertainment. She highlighted low staff turnover and provided an update on the venue's sustainability journey whereby silver status had been achieved.

The Director of Finance, Risk and Corporate Services provided the Committee with a brief update on Belfast Waterfront and Ulster Hall Ltd.'s (BWUH Ltd.) financial performance for Quarter 4 2022/23. He reported that income was up and in turn overheads had increased.

Discussion ensued in relation to the Capital Sinking Fund. The Director of Economic Development provided the Members with clarity in relation to the fund which provided capital spend to maintain ICC Belfast (Belfast Waterfront and Ulster Hall).

A Member queried the reference to labour shortages. The Chief Executive, ICC Belfast (Belfast Waterfront and Ulster Hall Ltd.), clarified that this referred to under-represented groups, specifically women, in the crew and production team. She advised that initiatives were in place to promote these areas as career choices with a 'no bar to entry' approach.

A Member commended The Chief Executive, ICC Belfast (Belfast Waterfront and Ulster Hall Ltd.), the Director of Finance, Risk and Corporate Services and ICC Belfast team on the positive financial position. The Member welcomed the education outreach initiatives and requested that thought be given to providing GCSE students with work experience opportunities. The Chief Executive, ICC Belfast (Belfast Waterfront and Ulster Hall Ltd.), confirmed that she was keen to support this.

The Chief Executive, ICC Belfast (Belfast Waterfront and Ulster Hall Ltd.), provided the Members with clarity around the expenditure for casual and permanent staff which she advised was kept under review. In response to a Member's query, she provided an explanation around the reference to the Covid-19 2024/25 and 2025/26 sales pipeline gap which was high due to the impact of Covid-19 on Association rotation schedules and decision making.

The Members noted the contents of this report.

**Belfast Waterfront and Ulster Hall Ltd. Shareholders' Committee**  
**Monday, 19th June, 2023**

**Tour of ICC Belfast**

The Director of Economic Development advised that ICC Belfast would host a tour of the venue at the next Committee meeting on 14th August 2023 and details of the arrangements would follow in due course.

Chairperson

This page is intentionally left blank



<b>Subject:</b>	Schedule of Meetings 2024
<b>Date:</b>	13th November, 2023
<b>Reporting Officer:</b>	Louise McLornan, Democratic Services Officer
<b>Contact Officer:</b>	Louise McLornan, Democratic Services Officer

<b>Restricted Reports</b>	
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"/>

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

<b>1.0</b>	<b>Purpose of Report or Summary of main Issues</b>
	To advise the Committee of the dates and times of the meetings of the Belfast Waterfront and Ulster Hall Ltd Shareholders' Committee between January and December, 2024.
<b>2.0</b>	<b>Recommendations</b>
	The Committee is requested to approve the schedule of meetings as outlined.
<b>3.0</b>	<b>Main report</b>
<b>3.1</b>	<u>Key Issues</u> The meetings of the Belfast Waterfront and Ulster Hall (BWUH) Ltd. Shareholders' Committee are usually held at 5.15 p.m. on the third Monday of the month. They are scheduled for

	<p>specific times throughout the year to allow the Committee to be advised of quarterly updates and on the company Business Plan.</p>
3.2	<p>Due to holiday periods and the timing of the monthly Council meetings it is sometimes necessary to move some of the meetings to earlier or later in the month.</p>
3.3	<p>Accordingly, the following dates have been identified for meetings of the BWUH Committee for the period from January to December, 2024:</p> <ul style="list-style-type: none"> <li>• Monday 22nd January;</li> <li>• Monday 11th March;</li> <li>• Monday 17th June;</li> <li>• Monday 16th September; and</li> <li>• Monday 18th November.</li> </ul> <p>All meetings to commence at 5.15 p.m.</p>
3.4	<p><u>Financial &amp; Resource Implications</u></p> <p>None associated with this report.</p>
3.5	<p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p> <p>None associated with this report.</p>
4.0	<p><b>Appendices – Documents Attached</b></p> <p>None associated with this report.</p>



# Agenda Item 2



**Belfast**  
City Council

BELFAST WATERFRONT AND ULSTER HALL  
SHAREHOLDERS' COMMITTEE

Subject:	ICC Waterfront and Ulster Hall – Capital and Maintenance Update
Date:	13 <sup>th</sup> November, 2023
Reporting Officer:	Sinead Grimes – Director of Property & Projects, Belfast City Council
Contact Officer:	Sinead Grimes

<b>Restricted Reports</b>	
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"/>

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

<b>1.0</b>	<b>Purpose of Report or Summary of main Issues</b>
	Members have requested regular updates on capital and maintenance works at the ICC Waterfront and Ulster Hall. This paper provides an update since the last report to Committee.
<b>2.0</b>	<b>Recommendations</b>
2.1	Members are asked to review and note the update in relation to ongoing capital and maintenance works at the ICC Waterfront and Ulster Hall

3.0	<b>Main report</b>
3.1	<p data-bbox="272 219 432 253"><b><u>Key Issues</u></b></p> <p data-bbox="272 277 940 311"><b><u>Smoke Curtains &amp; Replacement of Chiller Units</u></b></p> <p data-bbox="272 338 1453 409">The smoke curtains in the main auditorium and the replacement of the chiller units, both are now part of the Capital programme.</p> <p data-bbox="272 450 1386 521">Tender for consultancy to support the delivery of both of these items has been undertaken.</p> <p data-bbox="272 562 1458 741">Please note that there is no capital financing associated with this project and this will therefore also be subject to going through the Council's capital governance processes including going to Oversight Group and SP&amp;R Committee to secure the necessary finance. This will be in two stages a) secure capital funding to undertake tender b) on tender return secure capital funding to undertake works.</p> <p data-bbox="272 781 1410 853">The first stage a) outlined above will be going to the October oversight group for finance approval.</p> <p data-bbox="272 893 440 927"><b><u>Escalators</u></b></p> <p data-bbox="272 967 1445 1070">All issues with the escalators have now been resolved and recommissioning and certification took place on 14<sup>th</sup> July 2023. Final payment has now been released to the contractor.</p> <p data-bbox="272 1111 1453 1256">The escalators are on a three-year comprehensive maintenance agreement with TKE so all maintenance required during that period will be covered at no additional cost to Waterfront Hall subject to fair usage and excluding damage such as vandalism.</p> <p data-bbox="272 1296 651 1330"><b><u>Installation of Solar Film</u></b></p> <p data-bbox="272 1370 1458 1516">The installation of the Solar Film is now 85% complete with the Terrace Restaurant and Bar 1 completed. The vertical glazing and roof panels in bar 2 are almost completed. Installation dates and times are being agreed with the WFH facilities Team to complete the works.</p> <p data-bbox="272 1556 882 1590"><b><u>Toilet Refurbishments – Waterfront Hall</u></b></p> <p data-bbox="272 1630 1458 1955">The proposed designs including finishes have been agreed with the Waterfront Hall facilities team. Building Control approvals have been received and the design package for tender is being finalised this week. There have been delays in progressing this project due to staff absences due to sickness, including the project manager, who remains on sickness absence. It is anticipated the tender process to appoint a contractor will be initiated commencing from next week and this process can take up to 16 weeks. A revised programme for the installation work will have to be agreed with the Waterfront Hall facilities team following successful appointment of a contractor.</p>

4.0	<b><u>Financial &amp; Resource Implications</u></b> As outlined in the report
5.0	<b><u>Equality and Good Relations Implications/Rural Needs Assessment</u></b> None arising
6.0	<b><u>Appendices</u></b> None

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank



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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank