

# Document Pack

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



Thursday, 5<sup>th</sup> April, 2012

## **MEETING OF PARKS AND LEISURE COMMITTEE**

Dear Councillor,

The above-named Committee will meet in the Lavery Room (Room G05), City Hall on Thursday, 12th April, 2012 at 4.30 pm, for the transaction of the business noted below.

You are requested to attend.

Yours faithfully

PETER McNANEY

Chief Executive

### **AGENDA:**

1. Routine Matters
  - (a) Apologies
  - (b) Minutes
  - (c) Declarations of Interest
2. Support for Sport Review (Pages 1 - 4)
3. Active Belfast Update (Pages 5 - 24)
4. Proposed Nursery School at Cliftonville Playing Fields (Pages 25 - 32)
5. Tropical Ravine (Pages 33 - 36)
6. St Patrick's Day Update (Pages 37 - 40)

7. Summer Schemes (Pages 41 - 44)
8. Connswater Community Greenway - Governance Arrangements (Pages 45 - 78)
9. Falls Park Masterplan (Pages 79 - 80)
10. Boost Membership Scheme Revisions (Pages 81 - 86)
11. Procurement (Pages 87 - 90)
12. War Commission (Pages 91 - 98)
13. Botanic Sculpture (Pages 99 - 102)
14. Glasgow Rose Trials (Pages 103 - 104)
15. Requests for the Use of Ormeau and Victoria Parks (Pages 105 - 108)
16. Dunville and Woodvale Parks (Pages 109 - 112)
17. Mary Peters' Track (Pages 113 - 114)
18. Support for Sport (Pages 115 - 128)



### Belfast City Council

<b>Report to:</b>	Parks and Leisure Committee
<b>Subject:</b>	Review of Support for Sport
<b>Date:</b>	12 April 2012
<b>Reporting Officer:</b>	Andrew Hassard, Director of Parks and Leisure
<b>Contact Officer:</b>	Claire Moraghan, Sports Development Officer Ian Nuttall, Project Officer

<b>1</b>	<b>Relevant Background Information</b>
	<p>The purpose of this report is to present to Members the revised Support for Sport grant scheme for their approval with a view to implementation from May 2012.</p> <p>At the Parks and Leisure Committee meeting on 12 January 2012, Members requested party briefings on the proposed revision of Support for Sport before approving the scheme.</p> <p>The Party briefings took place throughout February and March and the table below summarises the final version of the revised Support for Sport Scheme which takes onboard feedback from Members with regard to the hospitality fund, contingency fund and proposed fund for individuals.</p>

<b>2</b>	<b>Key Issues</b>								
	<p>A summary of the present scheme and the key proposed revisions are presented in the following table:</p> <table border="1"> <thead> <tr> <th>Area</th> <th>Current Support for Sport Scheme</th> <th>Proposed revised Support for Sport Scheme</th> <th>Revised Allocation of Funds</th> </tr> </thead> <tbody> <tr> <td>Payment process</td> <td>Small grants - funding is retrospective on submission of final report and receipts</td> <td>Funding is 50% up front and 50% on submission of final report and receipts</td> <td>No change</td> </tr> </tbody> </table>	Area	Current Support for Sport Scheme	Proposed revised Support for Sport Scheme	Revised Allocation of Funds	Payment process	Small grants - funding is retrospective on submission of final report and receipts	Funding is 50% up front and 50% on submission of final report and receipts	No change
Area	Current Support for Sport Scheme	Proposed revised Support for Sport Scheme	Revised Allocation of Funds						
Payment process	Small grants - funding is retrospective on submission of final report and receipts	Funding is 50% up front and 50% on submission of final report and receipts	No change						

Categories	Funding covers coach education, <i>Kick Start/Try-it</i> events, development competitions and equipment.	Categories will remain the same, however the allocation will be prioritised with the highest percentage going towards coach education and lowest towards medals/certificates etc	No change	
Support provided	Officers work with clubs to assist with applications	Officers will continue to provide this service	No change	
Individuals	Individuals are not supported	15 high level athletes to be supported by £1000 each	£15,000	
Hospitality	Requests only supported if visitors from outside NI travel to Belfast for event.	Level of support to be staggered. Minimum number of visitors funded: 50	No change	
Hospitality	Current allocation £31,000	Reduced to £25,000 and targeted at larger sporting events. £6,000 redirected to Individuals.	£25,000	
Application process	Applications submitted hard copy or electronically	Application to be developed for online use.	No change	
Reward scheme	No incentive for clubs to develop and provide a quality service.	Provide a grant for clubs achieving ClubMark Quality standard	No change – to be allocated from overall S4S scheme	
Contingency	Currently £14,000	£9,000 redirected to individuals	£5,000	

Associated with the above proposals are a number of revisions to the allocation of the budget. There is no increase in total budget proposed, simply a re-distribution of the existing budget as follows (key areas of change are in italics);-

Current Support for Sport Scheme		Revised Support for Sport Scheme	
Large Grants	£60,000	Large Grants	£60,000
Small Grants	£120,000	Small Grants	£120,000
Individual Grants	£0	Individual Grants	£15,000
Hospitality	£31,000	Hospitality	£25,000
Contingency	£14,000	Contingency	£5,000
<b>Total</b>	<b>£225,000</b>	<b>Total</b>	<b>£225,000</b>

The review has mainly impacted on the following aspects of the scheme;-

- On-line application/evaluation
- Advanced payment
- Hospitality
- Individuals

	<ul style="list-style-type: none"> <li>▪ Clubmark</li> </ul> <p>It is proposed that a management plan will be implemented by the Leisure Development Unit to ensure effective implementation of all changes to the scheme. It is also proposed that further consultation will be undertaken with relevant stakeholders at six months after implementation of the above changes.</p>
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<b>3</b>	<b>Resource Implications</b>
	<p><u>Financial</u> It is expected that the development of a web-based application/reporting facility will be developed internally by ISB.</p> <p>The overall scheme budget for awards will remain the same at £225,000, but there will be a re-allocation of £15,000 from the Hospitality Grant and Contingency budgets to grants for individuals.</p> <p><u>Human Resources</u> There will be no additional human resources required at this stage.</p> <p><u>Asset and Other Implications</u> None at this stage</p>

<b>4</b>	<b>Equality and Good Relations Implications</b>
	<p>There are no implications at this stage. However, equality screening of the recommended changes will be undertaken, internally, in line with the Council's existing procedures.</p>

<b>5</b>	<b>Recommendations</b>
	<p>Committee is asked to approve the proposed changes to the Support for Sport scheme for subsequent implementation by 1 May 2012 including:</p> <ul style="list-style-type: none"> <li>• Advance Payment of 50% of total funding</li> <li>• An on-line application form being developed</li> <li>• Hospitality grant being re-focused and reduced to £25,000</li> <li>• An Individual grant of £15,000 being developed with relocated funds from hospitality (£6,000) and contingency (£9,000)</li> <li>• An award system being developed and implemented for accredited ClubMark.</li> </ul>

<b>6</b>	<b>Decision Tracking</b>
.	Report to committee in November 2012 providing the results of further consultation undertaken at six months after implementation of the proposed changes to the scheme

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

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



### Belfast City Council

<b>Report to:</b>	Parks and Leisure Committee
<b>Subject:</b>	Active Belfast Update
<b>Date:</b>	12 April 2012
<b>Reporting Officer:</b>	Andrew Hassard, Director of Parks and Leisure
<b>Contact Officer:</b>	Andrew Steenson, Health and Fitness Officer

<b>1.</b>	<b>Relevant Background Information</b>
	<p>At the meeting of the Parks and Leisure Committee on 6 December 2011, the Committee noted the progress the department had made in developing the Active Belfast approach, working alongside the Belfast Health Development Unit (BH DU) and senior officers from the Public Health Agency (PHA), Belfast Health and Social Care Trust (BHSCT) and Belfast Healthy Cities (BHC).</p> <p>The Active Belfast approach is a key strand of the council's developing Active Belfast and Open Space Strategy. The work undertaken by Strategic Leisure Ltd. in 2009 to support the development of the strategic approach identified the need for better partnership working to get more people active more often.</p> <p>The establishment of the Active Belfast Partnership as part of the framework for action of the Belfast Strategic Partnership which is chaired by the Director of Parks and Leisure provides a real opportunity to work with key partners in the city to develop joint initiatives and projects to improve the health and wellbeing outcomes for people in the city.</p> <p>This report summaries the key actions taken between December 2011 and March 2012 and highlights for Members several priority areas for the development of Active Belfast.</p>

<b>2</b>	<b>Key Issues</b>
	<u>Active Belfast Workshop (Stakeholders)</u>

On Thursday 16 December 2011 an Active Belfast workshop was held in Grove Wellbeing Centre. Stakeholders from a range of statutory, community and voluntary organisations were invited to attend.

The purpose of the workshop was threefold;

- to bring together key stakeholders in the city involved in the delivery of an Active Belfast
- to explore strengths and improved ways of working for the future of an Active city
- to influence the development of an Active Belfast Partnership

In total 73 delegates attended the workshop representing over 40 different organisations. The key messages fed back from those attending the workshop were:

- positivity about the commitment shown by the lead partner organisations;
- a commitment to partnership and joined up working;
- the need for co-ordination of delivery and promotion of opportunities;
- a focus on community led change; and
- the need to pool resources across organisations.

A summary evaluation report for the workshop, including background information, agenda and presentations can be found in Appendix 1.

#### Partners of Active Belfast

Following the December workshop senior representatives from a range of organisations linked to the thematic areas of Active Belfast (Active Living, Active Leisure and Active Sport) met to discuss and agree a way forward in improving the co-ordination, promotion and provision of physical activity across the City.

At this meeting it was agreed that:

- a partnership would be established to build on the commitment shown by the lead organisations and workshop participants;
- the partnership would provide a 'direction of travel' for physical activity across the City, by identifying key priorities and actions required to increase participation; and
- the partnership would direct the development and implementation of a citywide physical activity plan.

A list of partners and the organisations they represent can be found in Appendix 2. Community representatives have also been identified and approached to become partners of Active Belfast.

### Active Belfast planning workshop

On Thursday 8 March 2012 the partners of Active Belfast met to discuss and agree immediate actions, both internal and external to the partnership, which are required to be taken forward in order to develop and provide visibility to Active Belfast.

The following agreed themes for the mission of Active Belfast began to emerge from the partner discussions. Active Belfast should be:

- people centred;
- complimentary to existing strategies;
- concerned with improving health and wellbeing;
- outcomes focused;
- create visibility;
- signify change; and
- demonstrate positivity.

To continue the development of the Active Belfast approach, the partners have identified several priority areas which are currently being progressed.

These priority areas include:

- a single 'hard' launch event of Active Belfast under the theme of Active Living, to take place in May;
- the launch of Active Belfast being support through a co-ordinated physical activity programme and marketing campaign to take place during the summer;
- the branding of these programmes to fall under the Active Belfast logo (see Appendix 3);
- to undertake an ongoing process of mapping and scoping all physical activity opportunities available in the city;
- to agree on 'quality control' issues for the use of the Active Belfast logo by other organisations / groups;
- to reach agreement on the role of the partnership in relation to commissioning funding to other organisations / groups; and
- the creation of an Active Belfast Fund.

### Proposals for an Active Belfast Fund

Historically the Public Health Agency and the Belfast Health and Social Care Trust have allocated funding to a range of organisations including voluntary and community organisation to undertake projects to improve levels of physical activity in Belfast. There is currently £180k available for investment in 2012/13 financial year. Approximately £80k of this is already committed by the Public Health Agency to the Healthwise and Cardiac Rehab programmes. The Public Health Agency would like to make the remaining £110k available to the Active Belfast Partnership to assist with the creation of a fund to enable a targeted call for applications for schemes that deliver

	<p>outcomes within the Active Living and Active Leisure areas of the Active Belfast Approach.</p> <p>The council has been asked by the partnership to consider contributing some match funding to help support a greater number of schemes. A possible framework to target calls for applications to the fund is attached at Appendix 4.</p> <p>The SP&amp;R Committee has agreed in the 2012/13 revenue estimates a budget of £100k to support the health and wellbeing thematic area. Discussions with the Director of Health and Environmental Services have indicated that £70k of this could be made available from that to the Active Belfast Investment Fund in the 2012/13 financial year. It is proposed that an additional £20k is provided from the Parks and Leisure budget to create a joint fund of £200k.</p>
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<b>3</b>	<b>Resource Implications</b>
	<p><u>Financial</u> The provision of match funding to the Active Belfast Investment Fund will require £70k from the council's thematic budget and £20k from the Parks and Leisure revenue budget.</p> <p><u>Human Resources</u> None.</p> <p><u>Asset and Other Implications</u> None.</p>

<b>4</b>	<b>Equality and Good Relations Implications</b>
	None

<b>5</b>	<b>Recommendations</b>
	It is recommended that Committee note the current position regarding Active Belfast and agree to match fund the Active Belfast Partnerships investment fund by agreeing to provide a total of £90k as outlined in the report.

<b>6.0</b>	<b>Decision Tracking</b>
6.1	A progress report will be brought before Committee in September 2012.

<b>7.0</b>	<b>Key to Abbreviations</b>
	PHA: Public Health Agency BH DU: Belfast Health Development Unit BHSCT: Belfast Health and Social Care Trust BHC: Belfast Healthy Cities

<b>8.0</b>	<b>Documents Attached</b>
	Appendix 1: Summary Active Belfast workshop report Appendix 2: List of partners for Active Belfast Appendix 3: Sample Active Belfast Logos Appendix 4: Possible Framework for Investment

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# Active Belfast Workshop Thursday 15<sup>th</sup> December 2011

## Summary Report



## **Content**

- 1) Background & Purpose**
- 2) Participants**
- 3) Key Messages**
- 4) The Way Forward or Next Steps**
- 5) Appendices**

## Background and Purpose

In April 2011 an Active Belfast team was established through the Belfast Health Development Unit. The team includes representation from the Public Health Agency, Belfast Health and Social Care Trust and Belfast City Council. Belfast Healthy Cities have also provided support to the team. The initial aim of the team was to assist in the establishment of a new citywide partnership which would collectively focus on improving participation in health enhancing physical activity. The new partnership will be known as the Active Belfast Partnership.

On 19 May 2011 a facilitated workshop was held comprising senior officers from the Public Health Agency, Belfast Health and Social Care Trust, Belfast City Council and Belfast Healthy Cities. The purpose of this workshop was to discuss and agree a vision, objectives and some short term actions. This workshop was facilitated by Richard O’Rawe and the suggested actions to further an Active Belfast were agreed. The key issues and related actions are listed below.

This Active Belfast approach forms part of the Belfast Strategic Partnership (BSP) in which participation in health enhancing activities is a cross cutting theme in reducing life inequalities. It has been agreed that an Active Belfast Partnership will form as a sub partnership of the BSP.

### Defining Active Belfast

The Active Belfast approach should provide opportunities for increased participation in health enhancing activities to all. The Active Belfast approach is captured in an overarching framework which has 3 key areas - active living, active leisure and sport. Each area is made up with a number of sub areas which provide opportunities to participate. Draft diagrams are attached (Appendix 1, 2, 3 & 4). In summary they are:

1. **Active living** – a way of life that values being active, the integration of activity into daily routine.
2. **Active leisure** – the use of free time in activities that produce health / wellbeing / social benefits.
3. **Sport** – planned and purposeful, goal orientated and governed by rules.

### Communicating change

Creating awareness of Active Belfast and gaining buy in from key partners is an area of immediate work. To provide visibility and collective recognition for the collaborative working around Active Belfast, a city-wide logo has been developed. This logo will be used to badge existing and proposed projects, programmes and initiatives under Active Belfast, highlighting the extensive

work of the Active Belfast Partnership. The Active Belfast logo will be used to complement the city-wide B brand.

#### Workshop

An Active Belfast workshop was held on Thursday 15 December, in the Grove Wellbeing Centre, and attended by 73 individuals representing a wide range of organisation from the community, voluntary and statutory sectors.

The purpose of the workshop was to:

- bring together key stakeholders in the City on Active Belfast
- explore strengths and improved ways of working for the future of an Active City
- influence the development of an Active Belfast Partnership

The logo was launched at the Active Belfast workshop. Three pop up stands were designed and created and used at the workshop visually displaying the vision and logo for Active Belfast.

## Participants

A total of 210 participants were invited, 96 participants confirmed attending the workshop, 76 participants attended and 7 apologies were received.

A total of 48 post evaluation questionnaires were returned and have been analysed. A report has been attached.

## Key Messages

The key messages from participants of the workshop were:

- positivity about the commitment shown by the lead partner organisations;
- a commitment to partnership and joint up working;
- the need for co-ordination of delivery and promotion of opportunities;
- focusing on community led change; and
- the need to pool resources across organisations.

## The Way Forward/Next Steps

### Partnership working

Following the workshop on 15<sup>th</sup> December a follow on meeting took place chaired by Andrew Hassard. The purpose of this meeting was to agree on a way forward in improving coordination of the promotion and provision of physical activity across the City.

At this meeting it was agreed that those in attendance would build on the commitment shown by the lead partners and workshop participants.

It was agreed that the new Active Belfast Partnership would meet to:

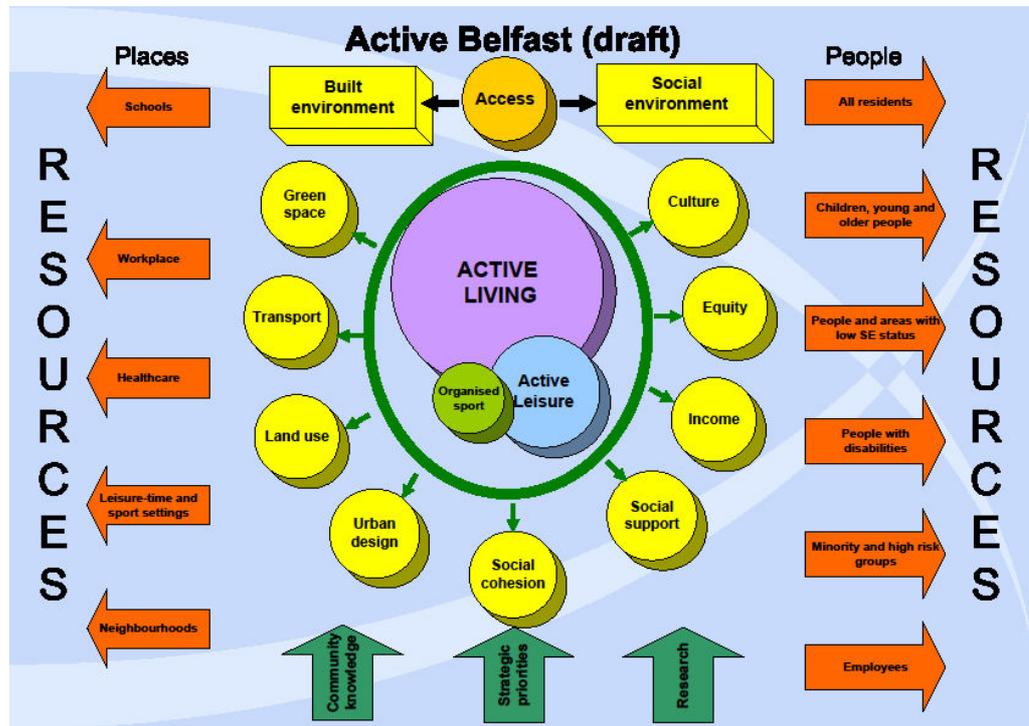
- agree terms of reference for the Partnership;
- make decisions on the key priorities and actions required;
- direct the development and implementation of a citywide physical activity plan.

A list of all partners confirmed as members of the Active Belfast are provided in a list.

**Active Belfast Partnership confirmed members to date**

<b>Title</b>	<b>Firstname</b>	<b>Surname</b>	<b>Organisation</b>
Mr	Andrew	Hassard	Belfast City Council
Ms	Joan	Devlin	Belfast Healthy Cities
Ms	Ruth	Hunter	Queens University Belfast
Cllr	John	Kyle	PUP
Mr	Séamus	Mullen	Public Health Agency
Mr	Bryan	Nelson	Belfast HSC Trust
Mr	Nick	Harkness	Sport NI
Mr	Iain	Deboys	Local Commissioning Group
Prof	Marie	Murphy	University of Ulster
Ms	Wendy	Osbourne OBE	Volunteer Now
Ms	Kim	Kensett	BH DU
Mr	Andrew	Steenson	BH DU

It was agreed that the Active Belfast model would encompass living, leisure and sport and embrace a social determinants model as illustrated in the diagram below:

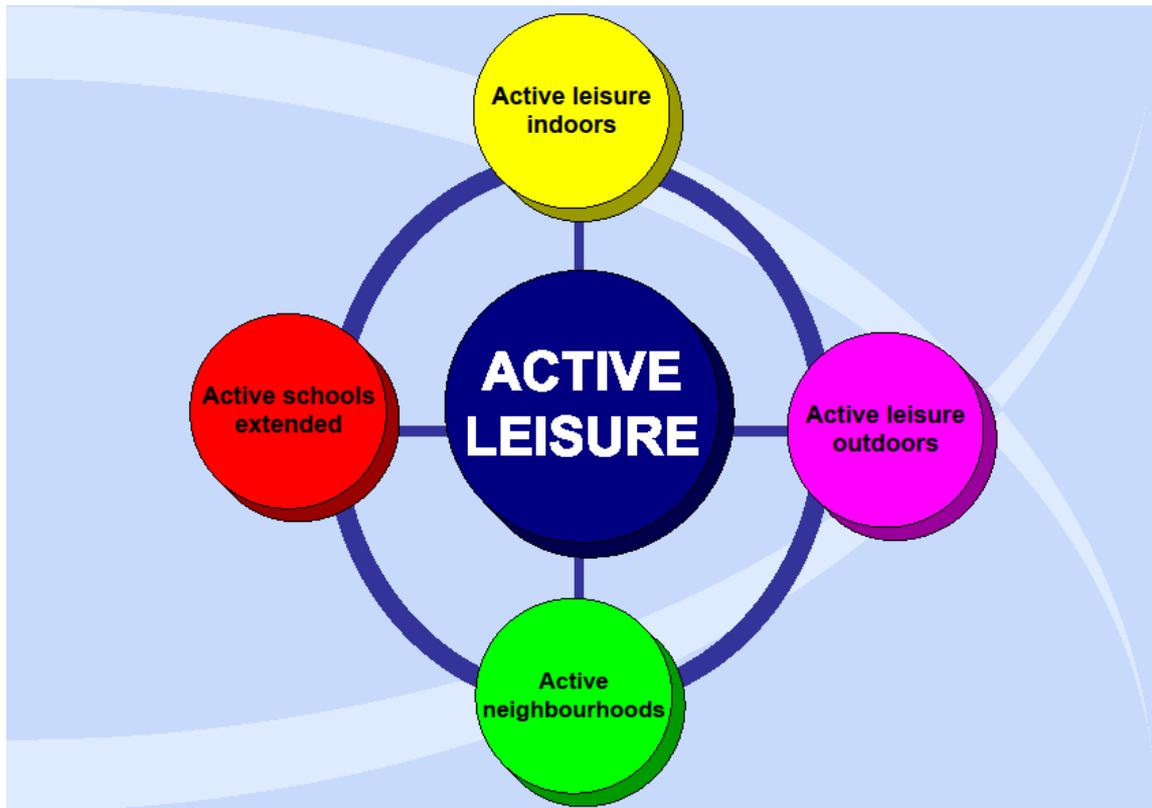


Appendix 1 - Active Belfast Model

### 3 Thematic Areas



Appendix 2 – Active Living



Appendix 3 – Active Leisure



Appendix 4 – Active Sport

**Appendix 2: List of partners for Active Belfast**

<b>Title</b>	<b>Firstname</b>	<b>Surname</b>	<b>Organisation</b>
Mr	Andrew	Hassard	Belfast City Council
Ms	Joan	Devlin	Belfast Healthy Cities
Ms	Ruth	Hunter	Queens University Belfast
Cllr	John	Kyle	Belfast Strategic Partnership
Mr	Séamus	Mullen	Public Health Agency
Mr	Bryan	Nelson	Belfast HSC Trust
Mr	Nick	Harkness	Sport NI
Mr	Iain	Deboys	Local Commissioning Group
Prof	Marie	Murphy	University of Ulster
Ms	Wendy	Osbourne OBE	Volunteer Now
Mr	Tom	Reid	Department of Regional Development

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Appendix 3: Active Belfast logo

Active Belfast (colour)



Active Belfast (colour reversed)



Active Belfast (mono)



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**Areas:**

*Possible framework for investment, building on suggestions from the Active Belfast workshop in Grove Health and Wellbeing Centre could include:*

Theme	Area	Indicative activities?
<b>Active Living:</b>	Active Travel	<ul style="list-style-type: none"> <li>• Schemes to encourage a modal shift in transport in Belfast City Council Area</li> <li>• Develop cycle/walkways for safe travel</li> <li>• Scheme to encourage consideration of travel to work/school plans</li> </ul>
	Active Workplace	<ul style="list-style-type: none"> <li>• As above - travel to work/school plans</li> <li>• Schemes to encourage the workplace as an active environment</li> </ul>
	Active Play	<ul style="list-style-type: none"> <li>• Linking into the Child Friendly City initiative with HUE Group</li> <li>• Evidence based interventions for increasing play</li> </ul>
	Active Outdoors	<ul style="list-style-type: none"> <li>• Development of an Active Belfast 'Challenge'</li> <li>• Integration of Active Belfast into regeneration</li> <li>• Schemes to encourage more effective use of parks and open space throughout the Belfast City Council Area</li> </ul>
	Active Volunteers	<ul style="list-style-type: none"> <li>• Investment in Walk leaders training</li> </ul>
	Active Lifestyle	<ul style="list-style-type: none"> <li>• Scheme to encourage empowerment – enabling people to make the right choices</li> </ul>
	Active Schools	<ul style="list-style-type: none"> <li>• Development of 'whole of school' models for school-based and teacher-delivered physical activity programmes.</li> </ul>
<b>Active Leisure</b>	Active Leisure Indoors	<ul style="list-style-type: none"> <li>• Home and family-based activity to encourage lifestyle shift and increase activities especially for children</li> </ul>
	Active Leisure Outdoors	<ul style="list-style-type: none"> <li>• Schemes to encourage more effective use of parks and open space throughout the Belfast City Council Area</li> <li>• Schemes to make effective use of Active Belfast Activity Hubs throughout the Belfast city Council Area</li> </ul>
	Active Neighbourhoods	<ul style="list-style-type: none"> <li>• Build community capacity to support an Active Belfast for example - Walking groups/trained leaders</li> <li>• Scheme to increase pride in the city</li> </ul>
	Active Schools Extended	<ul style="list-style-type: none"> <li>• Development of 'whole of school' models for school-based physical activity programmes.</li> </ul>

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### Belfast City Council

<b>Report to:</b>	Parks and Leisure Committee
<b>Subject:</b>	Proposed Nursery School at Cliftonville Playing Fields
<b>Date:</b>	12 April 2012
<b>Reporting Officer:</b>	Andrew Hassard, Director of Parks and Leisure
<b>Contact Officer:</b>	Cathy Reynolds, Estates Manager, Property and Projects Department Stephen Walker, Departmental Portfolio Manager

<b>1</b>	<p><b>Relevant Background Information</b></p> <p>At its meeting on 6 February 2007 the former Parks and Cemeteries Sub-Committee approved the disposal of a total of approximately 1.54 acres of frontage land at Cliftonville Playing Fields to the Bunscoil Bheann Mhadagain for the development of an Irish Medium School. This included an area of 0.54 acres which was to be jointly used by the school and the Council for vehicle parking and turning. The scheme at that time also provided for the potential development of a grass Gaelic games pitch on the remainder of the site. The attached map (Appendix 1) shows the proposed site utilisation approved by Committee in 2007</p> <p>The Bunscoil subsequently obtained Outline Planning Approval in February 2009 for development of a primary school, nursery unit and playing field on the Cliftonville Playing Fields site. This replaced a previous similar Outline Permission obtained in 2004.</p> <p>The matter however went into abeyance because the Department of Education (DENI) could not commit to the arrangements until their own appraisal processes had been completed and was subject to the availability of funds. DENI have however continued to consider the original Bunscoil proposal, which includes a nursery unit, and the Council were recently approached by them in relation to disposal of land (by way of a lease and option to purchase) to facilitate the nursery unit only at this stage. The current nursery unit is co-located with the Bunscoil Bheann Mhadagain school at Wyndham Drive/Torrens Crescent, close to Cliftonville Playing Fields. The aspiration is to have the unit constructed and ready for use by the start of the autumn term in September 2012. DENI also wish to keep alive the prospect of developing a Bunscoil on the site in addition to the nursery unit and whilst they are currently unable to</p>
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	<p>confirm whether the Bunscoil will be able to proceed, they would hope to be able to clarify the position later this year.</p> <p>The current grass pitch at Cliftonville Playing Fields is used by two local Gaelic Clubs. In 2010 the Council installed temporary modular changing accommodation at the south eastern end of the site, fronting the Cliftonville Road. The approximate position of the modular changing accommodation is shown shaded blue on the attached map (Appendix 2).</p> <p>The development of a 3G Gaelic Games pitch and associated changing accommodation at Cliftonville Playing Fields now forms part of the Council's Pitches Strategy and following the more recent contact from DENI, Council officers have primarily sought to ensure that use of the existing modular changing accommodation and grass pitch is preserved until the commencement of any site works associated with the 3G pitch development. In addition officers have sought to ensure that the 3G pitch development is not in any way prejudiced by any short or longer term proposals being made by DENI.</p> <p>The current proposals by DENI are based on a phased Masterplan approach with the initial phase being the nursery unit only with access and parking; but with a Phase 2 envisaging the full Bunscoil which can proceed either on the basis of an integrated changing room facility which would serve both the pitch and the school or an independent changing facility. This proposal also allows for potential for the use of the school's multipurpose hall outside school hours. Dependent on the timing in relation to DENI approval for the Bunscoil proceeding, the Council's pitch and changing accommodation proposals could run in parallel with the school and potentially a combined planning application could be submitted</p> <p>However, the development of the pitch and the changing accommodation are not contingent upon the Bunscoil proposal and the Council can still go ahead with an independent changing room facility if the Bunscoil proposal does not proceed.</p> <p>In discussions with DENI, Council officers have sought to minimize the land that DENI wish to reserve for the 'longer term' Bunscoil development.</p> <p>DENI and BCC officers have met with Planning Service and Roads Service and there were no major issues raised in relation to the proposed vehicle access arrangements associated with the potential ultimate development of the Bunscoil, 3G pitch and changing accommodation.</p>
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<b>2</b>	<b>Key Issues</b>
	<p>The proposed location of the pitches included in the Council's Pitches Strategy, including the Cliftonville site, were approved at a Special meeting of the Parks and Leisure Committee on 17 January 2012. The proposed position of the pitch at Cliftonville presented at Committee took account of the plans for the Bunscoil Bheann Mhadagain to the front of the</p>

	<p>site although it was recognised this was still under consideration by the Department of Education.</p> <p>Consultants are being appointed in May to take forward the development of the overall Pitches Strategy, which includes Cliftonville. It is envisaged that the design, planning approval process, award of tender and subsequent development of the pitch and changing facility should be completed within a two year timeframe.</p> <p>To facilitate the development of an Irish Medium nursery school the Department of Education are seeking a 5 year lease on an area of 0.29 acres at Cliftonville Playing Fields, as shown outlined red on the attached map (Appendix 2). A rent of £1780 per annum has been agreed with Land and Property Services in respect of this area, subject to Committee approval. The site includes an area of 0.07 acres for car parking which would be available for shared use with the Council. DENI wish to include within the lease an option to purchase the nursery site from the Council, at market value, within the 5 year term, should the need arise, which would be subject to further Committee approvals.</p> <p>DENI wish to preserve the longer term goal of developing the Bunscoil Bheann Mhadagain on land which would adjoin the nursery site and the proposed 3G pitch. As outlined above, there is previous Committee approval to the disposal of the subject land to Bunscoil Bheann Mhadigan. Officers are continuing to work with DENI to minimise any additional costs associated with the co-location of the 3G pitch with the Bunscoil on the Cliftonville site. There is also the potential for benefits in terms of joint use of changing accommodation and sports hall facilities within the Bunscoil. This integrated approach is in line with the 'One Public Estate' concept and the improved use of publicly owned assets across the wider public sector, voluntary and community sectors.</p> <p>The site area being proposed for the nursery unit will allow continued use of the existing grass pitch and modular changing accommodation.</p>
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<p><b>3</b></p>	<p><b>Resource Implications</b></p>
	<p><u>Financial</u> A rental income of £1780 per annum would flow from the proposed grant of a five year lease to Bunscoil Bheann Mhadagain for the provision of the nursery school unit.</p> <p><u>Human Resources</u> Resources in Property and Projects Department, Legal Services and Parks and Leisure Department associated with drawing up a legal agreement and agreement of detailed terms with the Department of Education / Bunscoil Bheann Mhadagain in relation to the proposed 5 year lease. Further staff resource required in developing potential joint arrangements with the Department of Education/Bunscoil Bheann Mhadagain regarding future use of the future facilities to be developed on the site.</p>

	<p><u>Asset and Other Implications</u></p> <p>The proposed integrated approach is in line with the ‘One Public Estate’ concept and the improved use of publicly owned assets across the wider public sector, voluntary and community sectors.</p> <p>The proposed five year lease, with an option to purchase at market value, allied to the proposed positioning of the nursery within the site is considered to represent the best available solution for the Council in the current circumstances. The proposal also appears to satisfy the needs of the Gaelic Clubs and the Bunscoil.</p>
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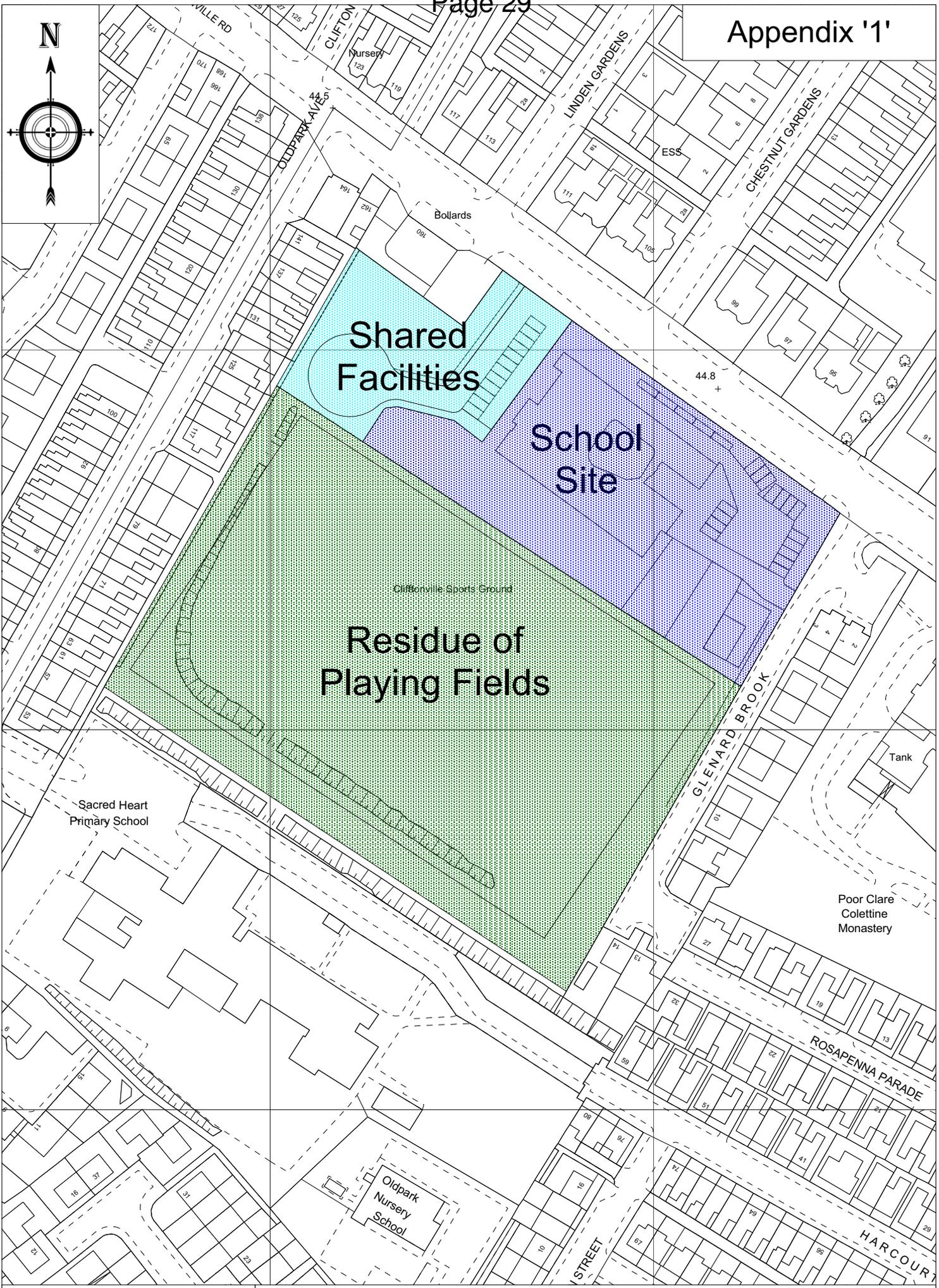
<b>4</b>	<b>Equality and Good Relations Considerations</b>
	No known good relations or equality issues associated with this proposal.

<b>5</b>	<b>Recommendations</b>
	Committee is recommended to approve the grant of a 5 year lease to Bunscoil Bheann Mhadagain of the lands outlined red on the attached map (Appendix 2) at a rent of £1780 per annum, subject to an appropriate legal agreement to be drawn up by Legal Services and subject to approval by the Strategic Policy and Resources Committee in accordance with Standing Order 46. Committee is also recommended to note the continuing discussions with the Department of Education regarding the future overall site utilisation.

<b>6</b>	<b>Decision Tracking</b>
	Director of Parks and Leisure to liaise with the Director of Property and Projects to ensure the matter is progressed at the earliest opportunity.

<b>7</b>	<b>Key to Abbreviations</b>
	DENI: Department of Education Northern Ireland

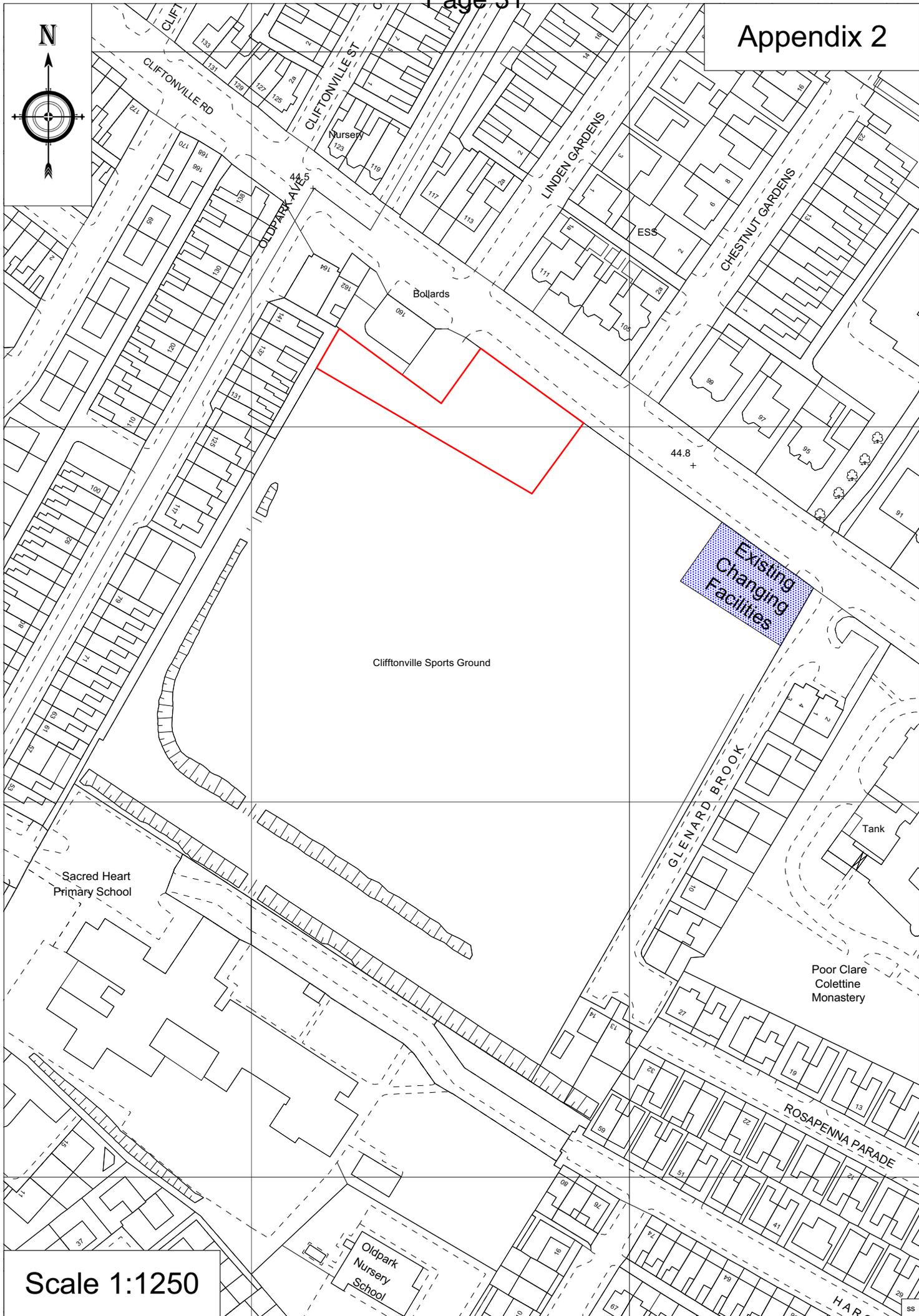
<b>8</b>	<b>Documents Attached</b>
	<p>Appendix 1 – Map showing site utilisation as presented to the Parks and Cemeteries Services Committee on 6 February 2007.</p> <p>Appendix 2 – Map showing proposed nursery unit site, outlined red, and approximate position of the Council’s existing modular changing accommodation (shaded blue).</p>



Scale 1:1250

Proposed Site Utilisation

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Scale 1:1250

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### Belfast City Council

<b>Report to:</b>	Parks and Leisure Committee
<b>Subject:</b>	Tropical Ravine – Award of Heritage Grant Round 1 Pass
<b>Date:</b>	12 April 2012
<b>Reporting Officer:</b>	Andrew Hassard, Director of Parks and Leisure
<b>Contact Officer:</b>	Ian Nuttall, Project Officer

<b>1</b>	<b>Relevant Background Information</b>
	<p>Following initial rejection in May 2011, a first round application was re-submitted to the Heritage Lottery Fund (HLF) on 19 December 2011 for a Heritage Grant to restore the Tropical Ravine, and deliver associated programming in line with HLF's objectives.</p> <p>The application, developed over a period of two years, was for a grant of £2,231,900 towards a total project cost of £3,761,900, requiring a partnership contribution by the Council of £1,530,000 (£1,500,000 to come from the Capital Programme and £30,000 from spend on the increased costs of future maintenance estimated to arise from the project).</p> <p>In addition, the application requested a development grant of £115,000 towards projected costs of £127,786 required to fund preparation of the second round (final) submission.</p> <p>In summary, the application proposed capital works including provision of a new roofing system, restoration of internal and external features, and enhanced access, and programming in partnership with local stakeholders, including educational activities and events.</p>
<b>2</b>	<b>Key Issues</b>
	<p>The application was considered by HLF's Trustees at their national board meeting on 27 March 2012 when it was awarded a first round pass. This</p>

	<p>was achieved in the face of competition from other large scale applications from across the UK. Whilst this does not guarantee that the Council will receive a final grant, it does mean that HLF believes that the project has potential to deliver high-quality benefits and value for Lottery money, and wishes to have the opportunity to assess the proposals in more detail at the second round.</p> <p>Redevelopment of the Tropical Ravine is a specific project listed in the Council's <i>Investment Programme 2012-2015</i>. Should the final grant be awarded, this will contribute directly to the Council's key aims for physical investment, as set out in the Programme.</p> <p>HLF has also awarded the Council the full £115,000 development grant requested. Once formal permission has been granted by HLF to proceed, officers will commence work on the development phase of the application, including the following:</p> <ul style="list-style-type: none"> <li>- Preparation of design work to RIBA Stage D;</li> <li>- Development of an Integrated Conservation Management Plan;</li> <li>- Audience development planning and development of an Interpretive Plan;</li> <li>- Detailed research including heritage and technical botanical aspects of the plant collection and the history of the Ravine;</li> <li>- Stakeholder consultation on proposals;</li> <li>- Agreement and scoping of partnership programming;</li> <li>- Training needs analysis and development of a training plan;</li> <li>- Detailed costing and financial planning; and</li> <li>- Communication planning.</li> </ul> <p>Officers aim to complete the development phase within six to nine months, for submission to HLF for final consideration. Should the second round application be successful, it is expected that project delivery would begin in early 2013, with completion of capital works over the following 24 months and delivery of programming activities thereafter.</p>
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<b>3</b>	<p><b>Resource Implications</b></p> <p><u>Financial</u> A partnership contribution of approximately £13,000 towards application development costs will be necessary, for which provision has been made in 2012/13 revenue budget estimates.</p> <p><u>Human Resources</u> There will be no additional human resources required at this stage.</p> <p><u>Asset and Other Implications</u> None at this stage.</p>
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<b>4</b>	<b>Equality and Good Relations Implications</b>
	There are no implications at this stage. However, Equality and Good Relations factors will be taken into account in the development of the project.
<b>5</b>	<b>Recommendations</b>
	Committee is asked to note the contents of this update report.
<b>6</b>	<b>Decision Tracking</b>
	December 2012 Committee – progress on/outcome of the second round Heritage Grant application re-submission.
<b>7</b>	<b>Key to Abbreviations</b>
	HLF – Heritage Lottery Fund RIBA – Royal Institute of British Architects.
<b>8</b>	<b>Documents Attached</b>
	None

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### Belfast City Council

<b>Report to:</b>	Parks and Leisure Committee
<b>Subject:</b>	St. Patrick's Day Operations in Parks
<b>Date:</b>	12 April 2012
<b>Reporting Officer:</b>	Andrew Hassard, Director Parks and Leisure
<b>Contact Officer:</b>	Pete Murray ASB Co-ordinator

<b>1.</b>	<b>Relevant Background Information</b>
	<p>At the meeting of the Committee in March Members requested that an update report be brought to April Committee outlining the actions and activities over the St. Patricks weekend and bank holiday in relation to keeping our Parks and Leisure spaces safe and free of anti-social behaviour.</p> <p>In the last number of years the council has been working closely with its partners to coordinate resources to effectively tackle any antisocial behaviour occurring during St. Patrick's day across the city.</p> <p>This year, as before, preparatory meetings were held with the PSNI, NIFRS, Ambulance Service, Queens University and Ulster University and a comprehensive operations plan was drawn up to support effective communications during the St. Patrick's Day/ Mothers day bank holiday weekend.</p>

<b>2.</b>	<b>Key Issues</b>
	<p>The aims of the St. Patrick's Day operation were to:</p> <ul style="list-style-type: none"> <li>• Communicate with local communities, elected representatives and revellers about the St. Patrick's celebration 2012 operation;</li> <li>• Provide a safe environment for residents, communities and revellers to enjoy and partake in St. Patrick's Day Celebrations across the city;</li> <li>• Tackle crime, on-street drinking and antisocial behaviour;</li> <li>• Enforce breaches of local bye laws and other legislation;</li> <li>• Improve the public image of Belfast as a safe city to socialise in.</li> </ul>

	<p>The principal areas given attention included the Holylands, the City Centre during the St. Patricks Day parade and the parks throughout the city over the long weekend.</p> <p>The Parks and Leisure Department had officers contributing to the development of a city wide plan for the St. Patrick's Day operation. Parks operations began on St. Patrick's day at 7am and continued until 7:30pm. An additional resource was deployed on the following bank holiday, on 19 March, between 12 noon and 5pm.</p> <p>Hourly updates on the situation in parks were collated by the City Park Manager. These updates were shared amongst the agencies and informed decisions on where to deploy resources were taken using this information.</p> <p>The mobile CCTV van was deployed throughout parks across the city on 17 March and was very effective in identifying and quantifying antisocial behaviour hotspots within park areas. There were a number of reports involving alcohol in Botanic Gardens, Falls Park, Cavehill Country Park, Sir Thomas and Lady Dixon Park and Woodlands Playing Fields. The mobile CCTV van visited these areas and provided an extremely versatile asset, as the PSNI could make decisions on deploying a response using "real time" images to assess and respond to any problems.</p> <p>As a result there were a number of successful responses which utilised the coordinated resources of Park Rangers, Community Safety Wardens, Get Home Safe Officers and the PSNI to tackle drinking in Parks across the city. The Mobile CCTV van was also deployed during the Bank Holiday on 19 March.</p>
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<b>3.</b>	<b>Resource Implications</b>
	<p>The mobile CCTV was supplied under a contract sourced by the Community Safety unit and resourced by the Safer Neighbourhoods Antisocial behaviour programme budget.</p> <p>The contract for future provision of mobile CCTV services will be procured through tender during the 2012 – 2013 period.</p>

<b>4.</b>	<b>Equality and good relations implications</b>
	<p>Much of the ASB programme work spans activities related to reducing interface tensions or responding to community concerns. All of the programme work is in line with the council's equality and good relations policies and procedures.</p>

<b>5.</b>	<b>Recommendations</b>
	Members are asked to note the contents of this update report.

<b>6.</b>	<b>Decision Tracking</b>
	None.

<b>7.</b>	<b>Key to Abbreviations</b>
	PSNI: Police Service for Northern Ireland NIFRS: Northern Ireland Fire and Rescue Service CCTV: Closed Circuit Television ASB: Antisocial behaviour

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

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### Belfast City Council

<b>Report to:</b>	Parks and Leisure Committee
<b>Subject:</b>	Summer Schemes 2012
<b>Date:</b>	12 April 2011
<b>Reporting Officer:</b>	Andrew Hassard, Director of Parks and Leisure
<b>Contact Officer:</b>	Katrina Morgan, Leisure Operations Manager

#### 1. Relevant Background Information

Each year, summer schemes are organised in leisure centres providing a programme of sporting and play activities to young people over the months of July and August.

The council's Community Services offer grant funding in support of summer activity programmes, to the voluntary community sector, subject to established qualifying criteria.

#### 2. Key issues/events.

Leisure Services provide quality play, recreation and sporting opportunities for the children of Belfast over the summer holiday period.

Free use of swimming pools has been offered in recent years to those community groups which are in receipt of Summer Scheme funding from Community Services, subject to availability.

Free entrance to the zoo has also been offered to children participating in Leisure Services Summer Schemes and concessionary entrance fees are offered to community groups which are in receipt of Summer Scheme funding from Community Services, subject to availability.

Free entrance to the Adventurous playground has also been offered to children participating in Belfast City Council Leisure Centre summer schemes, and free entrance before noon for community group schemes which are in receipt of Summer Scheme funding from Community Services, subject to availability.

During 2012 it is intended to pilot a "breakfast club" scheme within three

	<p>centres, Avoniel, Olympia and Shankill in order to further enhance our service provision. If approved this pilot will make schemes within the designated centres available from 0830 am and will aim to facilitate parents / guardians wishing to book children in at earlier times. It is proposed that a fee of £2 is levied for this additional provision. £2 is proportionate to the overall charge associated with the scheme.</p> <p>Since opening in 2008 the summer scheme at GWBC has sold all allocated spaces with three hours of tickets being made available. Feedback from customers has resulted in a number of minor procedural adjustments being implemented relating to the booking process. To help address this issue it is recommended that for 2012 parents / guardians booking for the scheme at GWBC are permitted to book a child for a maximum of any four weeks out of the five which the scheme is in operation for. This will, based upon analysis undertaken in 2010, make an additional 100 days immediately available for re-allocation and should assist in addressing concerns raised by a number of customers regarding availability.</p> <p>All users of Belfast City Council leisure centres benefit from a subsidised service, funded through the rates. To support accessibility to holiday schemes it is recommended that the first day of holiday scheme enrolment is prioritised for Belfast residents only, and the 2<sup>nd</sup> day onwards is targeted towards both Belfast and non Belfast residents.</p> <p>Parks and Leisure Department are also currently working with other council departments to better align all summer intervention schemes.</p>
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<b>3.</b>	<b>Resource Implications</b>
	<p><u>Financial</u> An allowance of £86,287 is allocated within revenue budgets to support holiday schemes in leisure centres with an anticipated £40,000 projected to be received in income from summer scheme participants.</p> <p><u>Human Resources</u> Subject to the nature of the programme offered at each site, summer schemes are organised using Belfast City Council officers supported by the short term use of agency staff, for the duration of the scheme programme.</p> <p><u>Asset and Other Implications</u> None</p>

<b>4.</b>	<b>Equality and Good Relations Implications</b>
	None.

<b>5. Recommendations</b>	<p>It is recommended that Members agree that, as in previous years:</p> <ol style="list-style-type: none"> <li>1. Free swimming, during July and August for community group schemes which are in receipt of summer scheme funding from the Community Services Section, and concessionary entrance fees to the Zoo.</li> <li>2. Free entrance to the Zoo in July and August for children participating in Belfast City Council Leisure Centre summer schemes, and</li> <li>3. Free entrance to the adventurous playground in July and August for children participating in Belfast City Council Leisure Centre summer schemes, and free entrance before noon for community group schemes which are in receipt of Summer Scheme funding from the Community Services Section, subject to availability.</li> <li>4. That the Breakfast club pilot and associated charge be adopted.</li> <li>5. That the adjustment regarding the maximum number of weeks being made available for booking at Grove Wellbeing Centre be adopted.</li> <li>6. That the adjustment regarding priority booking for Belfast residents be adopted for 2012 and then evaluated and reviewed for 2013.</li> <li>7.</li> </ol>
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<b>6. Decision Tracking</b>	<p>Leisure Operations Manager - Implement new booking procedures and evaluate at end of summer 2012.</p>
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<b>7. Key to Abbreviations</b>	<p>GWBC – Grove Wellbeing Centre.</p>
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<b>8. Documents Attached</b>	<p>None</p>
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### Belfast City Council

<b>Report to:</b>	Parks and Leisure Committee
<b>Subject:</b>	Connswater Community Greenway – Revised Governance Arrangements
<b>Date:</b>	12 April 2012
<b>Reporting Officer:</b>	Andrew Hassard, Director of Parks & Leisure
<b>Contact Officer:</b>	Rose Crozier, Assistant Director of Parks & Leisure

<b>1</b>	<p><b>Relevant Background Information</b></p> <p>The Connswater Community Greenway (CCG) Scheme is a £32 million investment in East Belfast. The project has been developed by the East Belfast Partnership (EPB) and is funded by the Big Lottery Fund, Belfast City Council, Rivers Agency/DARD and the Department for Social Development.</p> <p>In 2007 Belfast City Council (BCC) agreed to manage and maintain the CCG once delivered for a period of 40 years. In 2010, it was agreed that in order to reduce the financial risk to the project, BCC would become the grant holder, working in partnership with East Belfast Partnership (EBP) to deliver the scheme.</p> <p>The governance structure for the scheme was adjusted in 2010 to reflect the Council becoming the grant holder, supported by a management agreement between EBP and BCC. In 2011 the key stakeholders agreed to review the CCG programme governance structure, to better reflect accountability and risk, decision making and controls and the partnership relationship between BCC and EBP. The governance paper attached at Appendix 1 reflects the governance structure approved at Strategic Policy and Resources Committee on 23 March 2012 which supersedes the 2010 structure. This will be supported by a revised management agreement between EBP and the Council. This will require approval from EBP, Big Lottery Fund, Rivers Agency/DARD and DSD.</p>
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<b>2</b>	<b>Key Issues</b>
	<p>The Connswater Community Greenway programme will be delivered as an integral part of the Council's Investment Programme. The decision making authority will follow the Council's Scheme of Delegation with strategic direction and decisions being made by the Council's Strategic Policy and Resources Committee.</p> <p>At Officer level decisions will be made through the authority delegated to the Corporate Management Team of the Council and the Senior Responsible Owner of the CCG, the Director of Parks &amp; Leisure.</p> <p>Authority will also be delegated to the Programme Manager (the Assistant Director of Parks &amp; Leisure) to oversee the operational management of the Greenway projects as chair of a programme board consisting of three strands managed by a Communication &amp; Engagement Team, a Capital Works/ Land Assembly Team and a Management &amp; Maintenance Coordination Team as is necessary for the successful completion of the Greenway project. Each level of delegated authority will be required to work within financial and project tolerances that will require exception reporting to the CCG Oversight Group should the project move outside these tolerances.</p>

<b>3</b>	<b>Resource Implications</b>
	<p><u>Financial</u> The review of governance does not impact on existing budgets established for the delivery of CCG. The proposals will provide robust financial management and risk management arrangements. Independent assurance on the proposals has been provided by CIPFA.</p> <p><u>Human Resources</u> No impact</p> <p><u>Assets</u> The Connswater Community Greenway will create a 9km linear park through East Belfast, following the course of the Connswater, Knock and Loop Rivers, connecting the open and green spaces and remediating the Connswater River itself. The Greenway will reconnect the communities of East Belfast and restore the rivers as community assets. It will create vibrant, attractive, safe and accessible parkland for leisure, recreation and community events and activities</p>

<b>4</b>	<b>Equality and Good Relations Considerations</b>
	There are no equality implications.

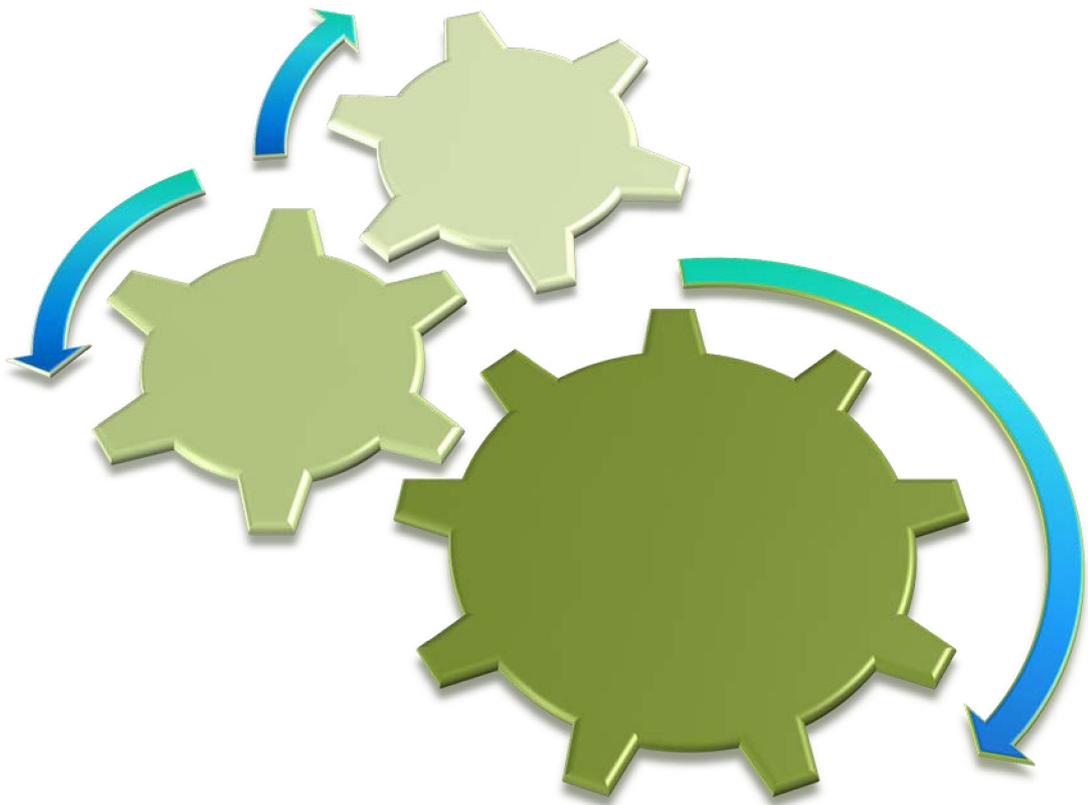
<b>5</b>	<b>Recommendations</b>
	Committee is asked note the new governance arrangements for the delivery of the Connswater Community Greenway and Flood Alleviation Scheme.

<b>6</b>	<b>Decision Tracking</b>
	The responsible officer for overseeing the implementation of the recommendations will be the Assistant Director of Parks and Leisure.
<b>7</b>	<b>Key to Abbreviations</b>
	CCG Connswater Community Greenway EPB East Belfast Partnership DSD Department of Social Development DARD Department of Agriculture and Rural Development CIPFA Chartered Institute Public Finance and Accountancy
<b>8</b>	<b>Documents Attached</b>
	Appendix 1 Draft CCG Governance Arrangements

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# Connswater Community Greenway

Governance Arrangements  
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# Introduction

The Connswater Community Greenway is a £32 million investment in East Belfast. The project has been developed by the East Belfast Partnership and is funded by the Big Lottery Fund, Belfast City Council and the Department for Social Development.

The Connswater Community Greenway will create a 9km linear park through East Belfast, following the course of the Connswater, Knock and Loop Rivers, connecting the open and green spaces and remediating the Connswater River itself. The Greenway will reconnect the communities of East Belfast and restore the rivers as community assets. It will create vibrant, attractive, safe and accessible parkland for leisure, recreation and community events and activities.

It will provide immediate benefit to the 40,000 people living in the wards adjacent to the river. Specifically, the Connswater Community Greenway will directly improve the living environment, reinstating a valuable amenity for local people and provide opportunities for improving health and well being. The Project will act as a catalyst for physical and economic development and improve access and connections for local communities to open spaces.

There are a number of open spaces along the course of the river which are underused because they are inaccessible, unsafe and unconnected to the communities in their hinterland. These people have turned their back on the river which is currently dirty and smelly and inhibits positive uses. This Project will deliver benefits from the Castlereagh Hills to Belfast Lough and beyond, turning a seriously underused, and at intervals, blight on the landscape into a community asset that will become an immediate living landmark.

## Vision

The vision is to develop a safe, accessible, sustainable greenway which is an inspirational living landmark that improves the quality of life for the people of East Belfast, now and for future generations.

## Objectives

The key objectives identified for the Connswater Community Greenway are to:

- Improve the access, safety and quality of green and open space in East Belfast for the people of this community, improving the living environment for present and future generations.
- Remediate the Connswater River and transform it into a community asset for East Belfast.
- Increase the pedestrian and cycle facilities and links in East Belfast and provide alternative and healthier transport options.
- Improve health and well-being through providing a better living environment and enhanced exercise and recreation opportunities, accessible by all.
- Provide vision, resources, hope and a sense of pride and identity for communities in East Belfast.
- Build and strengthen relationships between fragmented local communities
- Develop connections and linkages between buildings, people and places in East Belfast.
- Provide space for walking trails, heritage trails, public art and in which wildlife can thrive.
- Realise the potential of the river as an educational asset for current and future generations

## Outcomes

The Outcomes of developing the Connswater Community Greenway for the people of East Belfast will be:

- A stronger, safer community.
- An improved urban environment.
- Healthier and more active people and communities.
- Better life chances.
- Better access to training and development.

## Who will benefit?

We are primarily improving the quality of life for the people of East Belfast now and for future generations. These include:

- 40,835 residents who live in the wards bordering the Connswater River,
- The pupils attending the 26 schools in the proximity of the river
- Visitors and tourists to East Belfast / Belfast
- Those who chose to work and invest in East Belfast
- Future generations in East Belfast

## Key Physical Outputs

- A 9km linear park, a wildlife corridor
- Connecting 124Ha of open space
- 43 new bridges
- Serving 26 schools and colleges
- 19kms of foot and cycle paths
- 5kms of clean rivers
- 6 tourism and heritage trails
- A civic square

## CCG Governance History

In 2005 - 2006 East Belfast Partnership (EBP) developed the concept for the Connswater Community Greenway (CCG). In November 2007, East Belfast Partnership secured £32.5m funding for the Connswater Community Greenway project, including £23.5m from the Big Lottery's Living Landmarks programme. EBP were one of three organisations in the UK, and the only Northern Ireland project, to secure Living Landmarks funding. Flood alleviation works, at an estimated cost of £11m, were incorporated into the project after serious flooding in east Belfast in 2007 and 2008.

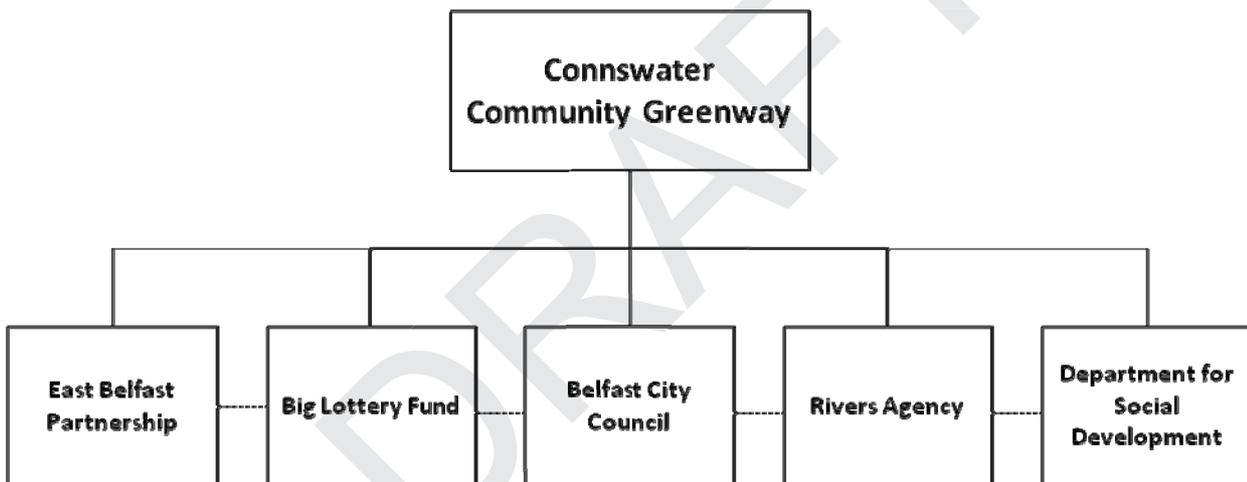
In 2007 Belfast City Council (BCC) agreed to manage and maintain the CCG once delivered for a period of 40 years. In 2010, it was agreed that in order to reduce the financial risk to the project, BCC would become the grant holder, working in partnership with EBP to deliver the scheme. The project managers for the construction of the CCG and Flood Alleviation Scheme are a consultancy team led by McAdam Design.

The governance structure was adjusted in 2010 to reflect BCC as grant holder, supported by a management agreement between EBP and BCC. In 2011 key stakeholders agreed to review the CCG programme governance structure, to reflect accountability and risk, decision making and controls and the partnership relationship between BCC and EBP during the construction of the Connswater Community Greenway and Flood Alleviation Scheme. This governance paper reflects the revised governance structure and will supersede the 2010 structure, supported by a revised management agreement between EBP and BCC. This will require approval from BCC, EBP/CCGT, Big Lottery Fund, Rivers Agency/DARD and DSD.

The CCG is integral to the delivery of East Belfast Partnership’s regeneration strategy. EBP has delegated responsibility to the Connswater Community Greenway Trust (CCGT) to ensure that working in Partnership with BCC, the CCG outcomes are delivered and opportunities maximised to improve the quality of life for local people. The CCGT will report to the EBP on a quarterly basis against agreed CCG KPIs as listed in Appendix 4.

**Connswater Community Greenway – Key Stakeholders**

The Greenway is funded from a variety of sources and the following diagram illustrates the five key stakeholders in the development of the Connswater Community Greenway.



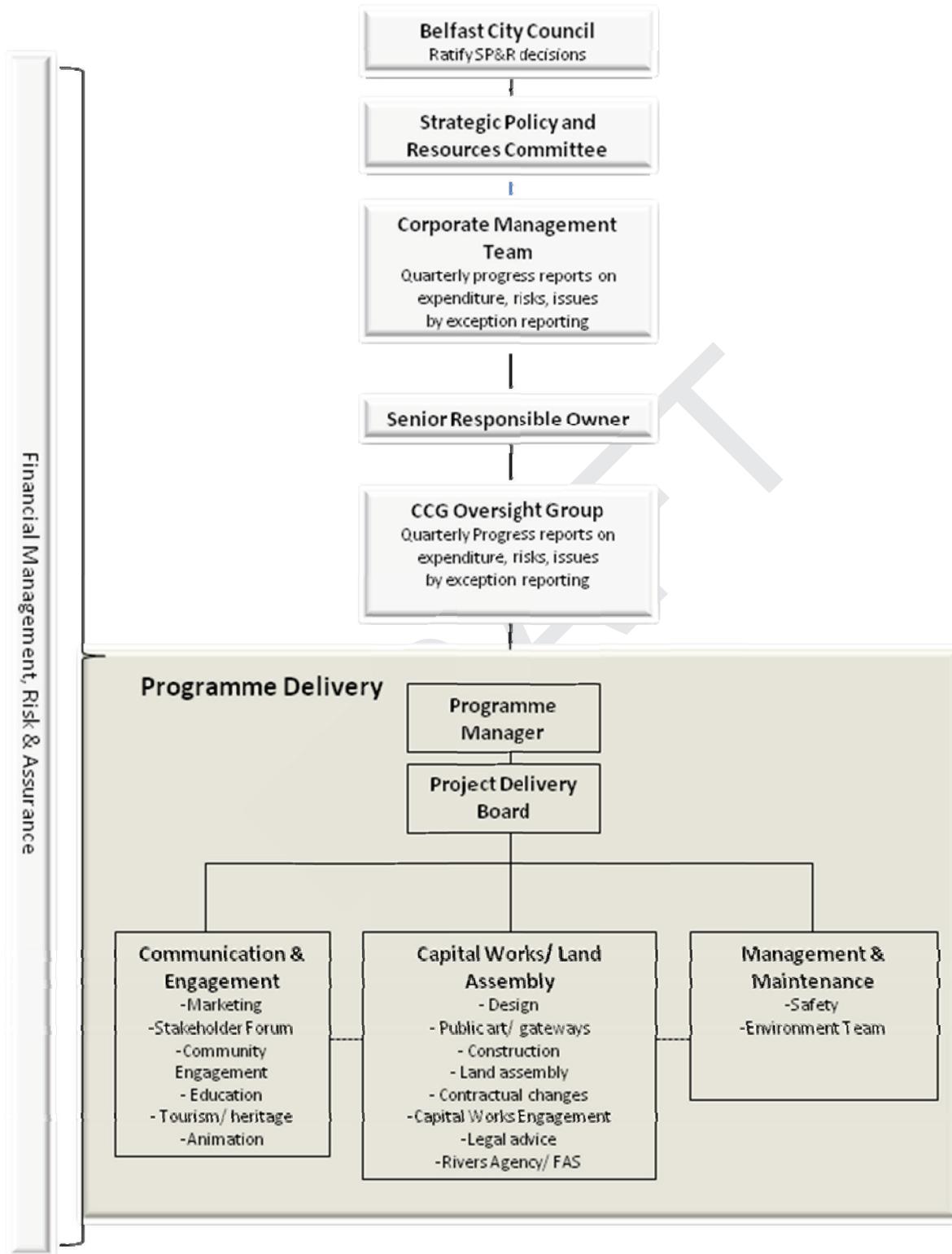
**Focus of this document**

Governance is the control framework through which programmes deliver their change objectives and remain within corporate visibility and control.

A programme needs clear and open governance if it is to be successful. It will need to negotiate the resources it wants, manage the resources made available to it and adjust to changing organisational contexts whilst delivering to its agreed outcomes and benefits.

The focus of this document is therefore on the governance framework and controls put in place to manage the delivery of the Connswater Community Greenway programme.

## Connswater Community Greenway Project Governance Structure



# Principles for Partnership Working

In the delivery of the Connswater Community Greenway, Belfast City Council is the accountable body, ensuring economic, physical and social regeneration are delivered efficiently and to the appropriate legal, procurement and financial standards.

Given the genesis of the project, this will be based upon appropriate consultation with East Belfast Partnership Board as a unique partner, as laid out in the governance framework.

With this, we will recognise each other's different organisational culture and practice, as well as appreciate each other's distinct contribution. As a common purpose, both partners agree we:

1. Want what is right for the community
2. Want the development to become sustainable in its own right
3. Want to optimise existing assets and resources
4. Need each other and will strive for consensus.

To deliver the maximum benefits from the Connswater Community Greenway, together we will build collaborative relationships, communicate in an open and transparent manner, be open to compromise and deal with conflicts promptly.

For this unique partnership, the principles for governing the Connswater Community Greenway project are:

- Focussing on the purpose of the project and the outcomes for the community and creating and implementing a shared vision for the local area;
- Partners working together to achieve a common purpose with clearly defined functions, roles and responsibilities;
- Promoting values for the partnership and demonstrating the values of good governance through upholding high standards of conduct and behaviour;
- Taking informed transparent decisions which are subject to effective scrutiny and managing risk;
- Developing the capacity and capability of the partnership team to be effective and ensuring that all have the capability and capacity to deliver effectively;
- Engaging with local people and other stakeholders to ensure robust public accountability;
- Ultimately, being accountable to the authority of the Council in fulfilling its legal, financial and audit responsibilities.

We expect the two organisations to:

- Understand the needs of the local community, visitors and stakeholders of the CCG and prioritise these;
- Agree, own, promote and communicate a shared vision;
- Work together in a transparent manner and behave in an open manner;
- Adhere to agreed planning, risk management and decision-making processes;
- Regularly monitor partnership processes to review whether they are effective and efficient;

- Plan and allocate our combined resources to deliver more effective and efficient programmes;
- Demonstrate the actions that we carry out produce the intended outcomes and objectives; and
- Achieve better outcomes made possible only through working together.

Both organisations are committed to dealing with conflict promptly and constructively. In the first instance, matters are to be raised at the Project Delivery Board for resolution and, when necessary, with the Senior Responsible Officer and the CCG Oversight Group.

The appendix includes a detailed protocol on specific service standards. These are included in draft format and will be finalised at an early meeting of the Project Delivery Board, for presentation to the CCG Oversight Group.

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# Terms of Reference

## Delegated Authority

As a Belfast City Council project, the decision making authority will follow the Council's Scheme of Delegation. Ultimately, Belfast City Council and the Strategic Policy & Resources Committee will make decisions through the delegated authority of the Corporate Management Team of the Council and the Senior Responsible Owner of the CCG, the Director of Parks & Leisure.

Authority will be delegated to the Programme Manager (the Assistant Director of Parks & Leisure) to oversee the operational management of the Greenway projects. The Programme Manager can subsequently delegate authority to the Communication & Engagement Team, Capital Works/ Land Assembly Team and the Management & Maintenance Coordination Team as is necessary for the successful completion of the Greenway project. Each level of delegated authority will be required to work within financial and project tolerances that will require exception reporting to the CCG Oversight Group should the project move outside these tolerances.

## Membership of Groups

There Terms of reference for the various groups of the CCG Governance Structure are constructed of the following categories:

- **Membership** - defined as those required to contribute to the strategic and operational decisions that will ensure the successful delivery of the programme
- **Reporting Role** - defined as those representing the Project Delivery Board that are required to attend all meetings to report progress on work streams
- **Advisory Role** - defined as the technical advisors that will attend when required and give technical advice that will enable the appropriate decisions to be made.

The persons required to attend each group on this basis are indicated below.

### Corporate Management Team

This is the programme sponsoring group representing those managers who are responsible for:

- The investment decisions
- Defining the direction of the programme
- Ensuring the ongoing overall alignment of the programme with the strategic direction of the organisation.

Accountability for the programme is delegated to the SRO from the Corporate Management Team. The sponsoring group supports the SRO and is formally involved with:

- Authorising the vision
- Providing and ensuring the organisational context for the programme
- Authorising the programme mandate and programme definition
- Authorising funding for the programme (subject to Strategic Policy and Resources Committee and Council approval)
- Resolving strategic and directional issues
- Authorising the progress of the programme against strategic objectives
- Leading by example to implement the values of the programme
- Providing continued commitment and endorsement in support of the programme objectives at executive level
- Appointing, advising and supporting the SRO
- Authorising delivery and sign-off of the programme.

**Senior Responsible Owner (SRO) – Andrew Hassard, Director of Parks and Leisure, Belfast City Council**

The Senior Responsible Owner will have full delegated decision making responsibility and is accountable for the programme, ensuring that it meets its objectives and realises the expected benefits.

The SRO's key responsibilities are:

- Creating and communicating the vision for the programme
- Providing clear leadership and direction throughout its life
- Securing the investment required to set up and run the programme
- Ensuring the programme delivers a coherent capability, achieves its strategic outcomes and realises its benefits
- Establishing programme governance arrangements and ensuring appropriate assurance is in place
- Ensuring the viability of the business case
- Maintaining an interface with key stakeholders and liaising directly with CCGT and the NI Rivers Agency, keeping them engaged and informed
- Monitoring the key strategic risks facing the programme
- Maintaining alignment of the programme with the organisation's strategic direction
- Commissioning audit and assurance reviews
- Ensuring the effectiveness and performance of the programme
- Appointing, chairing an setting priorities for the Oversight Group
- Ensure all appropriate persons comply with the terms and conditions of funding

**CCG Oversight Group**

**Membership**

Andrew Hassard (BCC) – Chair & Senior Responsible Owner  
 Gerry Millar (BCC)  
 Ciaran Quigley (BCC)  
 Maurice Kinkead (EBP)  
 Kyle Alexander (Chair of CCGT)  
 Mark O'Donnell (DSD)  
 Pat Aldridge (Rivers Agency)  
 Big Lottery

**Reporting Role**

Rose Crozier (BCC)  
 Bob Beggs (BCC)  
 Wendy Langham (EBP)

**Advisory Role**

Michael Stanley (BCC)  
 Colin Campbell (BCC)  
 Philip Hynds (BCC)  
 Emma McCracken (CPD)  
 McAdam Design

**Meeting format & decision making**

Meetings will be scheduled on a quarterly basis to discuss progress through monitoring and evaluation reports, exception reports, financial/ expenditure reports and changes to the project. When required, emergency meetings may be called by the Senior Responsible Owner at short notice.

While the Senior Responsible Owner will have full decision making authority within the remit set out in the Council's Scheme of Delegation, the SRO will seek to gain consensus on decisions with the CCG Oversight Group. When consensus cannot be reached, the Senior Responsible Owner will make the final decision.

**Responsibilities**

This is the Programme Delivery Board with responsibility for the delivery of the Connswater Community Greenway programme. The board is established by the SRO and its prime purpose is to drive the programme forward to deliver the outcomes and benefits. Responsibilities will include:

- Defining the acceptable risk profile and risk thresholds for the programme and its constituent projects
- Ensuring the programme delivers within its agreed boundaries, on time and within budget
- Resolving strategic and directional issues between projects which need the input and agreement of senior stakeholders to ensure progress of the programme
- Assuring the integrity of benefit profiles and realisation plans
- Maintaining focus on the development, maintenance and achievement of the blueprint
- Providing assurance for operational stability and effectiveness through the programme delivery
- Give appropriate advice to the SRO and the Council's Corporate Management Team to enable fully informed decisions to be made that help ensure the successful completion of the Connswater Community Greenway and associated work streams
- Within the authority delegated by Council, make recommendations to Corporate Management Team on contract decisions concerning negotiations, dispute and termination
- Approve the annual work plans of the 3 project teams
- Receive monitoring and evaluation reports from the Programme Manager
- Discuss CCG issues as reported by exception reports from the project board and make recommendations, when necessary, to the Councils Corporate Management Team
- Approve quarterly update reports for bring to Corporate Management Team and SP&R Committee
- Communicate project progress to key stakeholders
- Ensure the development of the CCG is progressing towards achieving the original objectives of the Greenway project
- Ensure all appropriate persons comply with the terms and conditions of funding

**Assurance & Risk**

- To agree the risk management framework for the programme
- To set the risk appetite for the programme
- To agree the key programme risks
- To review the key programme risks quarterly
- To receive quarterly assurance from the Programme Manager that programme risks are being managed.
- To agree the assurance framework for the programme
- To specify the areas where independent assurance is required and how it is to be obtained
- To receive independent assurance reports and to ensure that any recommendations arising are implemented promptly

### Financial Management

- To ensure that immediate action is taken in the event of receiving reports that the programme is at risk of exceeding the approved limits and keeping funders informed as appropriate
- To ensure that there are appropriate escalation procedures
- To approve the scheme of delegation for the programme
- To approve the budget allocations for the programme within the terms and conditions of funding and on the basis of the project work plans
- To ensure that the expenditure is kept within approved limits and is regular
- To ensure that all elements of the budget have an assigned budget manager
- To review financial reports quarterly along with the progress reports and consider any issues arising regarding variances
- To agree the change control process for the project taking into account terms and conditions of funding in addition to significance of the change
- To receive recommendations for change from the Project Delivery Board, considering the financial implications of changes and the options available
- To make recommendations on change control to funders and Council who must authorise such changes
- To define the financial reporting requirements of the group (level of analysis / detail, cashflow, forecasting, commitments, profiling, narrative, links with progress report, information on early warnings / compensation events etc)
- To keep the risk and contingency sum for the project under review, taking timely action where appropriate
- To ensure that the CCG asset is appropriately accounted for
- To seek assurances that the necessary financial returns are being provided to the funders
- To ensure that audit requirements are met including LGA and audits on behalf of funders

### Programme Manager – Rose Crozier, Assistant Director of Parks and Leisure, Belfast City Council

The Programme Manager is responsible for leading and managing the setting up of the programme through to delivery of the outcomes/new capabilities/benefits and closure. The programme manager has primary responsibility for establishing governance arrangements. Responsibilities include:

- Day to day management of the programme
- Being day to day agent on behalf of SRO
- Planning and designing the programme
- Developing and implementing the programme's governance framework
- Effective coordination of the projects and their interdependencies
- Managing and resolving any risks or other issues that may arise
- Maintaining overall integrity and coherence of the programme
- Maintaining the programme's budget, monitoring the expenditures and costs against benefits as the programme progresses
- Facilitating the appointment of individuals to the project delivery teams
- Facilitating the development of the blueprint
- Ensuring outputs meet the requirements in line with the programme blueprint and projects dossier – are of appropriate quality, on time and within budget
- Managing the performance of the programme team
- Managing the efficient allocation of resources

- Managing internal and external suppliers to the programme
- Managing communication and engagement with stakeholders
- Initiating extra activities and other management interventions wherever gaps in the programme are identified or issues arise
- Reporting progress at regular intervals to the SRO
- Ensure all appropriate persons comply with the terms and conditions of funding.

### CCG Project Delivery Board

#### Membership

Rose Crozier – Chair & Programme Manager  
 Wendy Langham (EBP)  
 Gerry Millar (BCC)  
 Fiona Holdsworth (BCC)  
 Philip Hynds (BCC)

#### Meeting format & decision making

Meetings will be scheduled on a monthly basis to discuss progress through monitoring and evaluation reports, exception reports, financial/ expenditure reports and changes to the project. When required, emergency meetings may be called by the Programme Manager at short notice.

While the Programme Manager will have full decision making authority within the remit set out by the Senior Responsible Owner, they will seek to gain consensus on decisions with the Project Delivery Board. When consensus cannot be reached, the Programme Manager will make the final decision.

#### Responsibilities

This is the project board working with the Programme Manager responsible for the day to day management and delivery of the Connswater Community Greenway programme. The board is established by the Programme Manager and its prime purpose is to manage the delivery of multiple projects within the programme, the delivery of the outcomes and benefits to plan and within budget. Responsibilities will include:

- Supporting the Programme Manager
- Developing the programme plan and supporting project plans
- Identifying and managing risks
- Delivering outputs to agreed plans
- Managing interdependencies between projects, resolving issues and conflicts
- Monitoring and evaluating performance against agreed targets and outcomes
- Assuring the integrity of benefit profiles and realisation plans
- Maintaining focus on the development, maintenance and achievement of the blueprint
- Providing assurance for operational stability and effectiveness through the programme delivery
- Give appropriate advice to the SRO and the CCG Oversight Group to enable fully informed decisions to be made that help ensure the successful completion of the Connswater Community Greenway and associated work streams
- Approve the annual work plans of the Communication & Engagement Group, Capital Works Group and Management & Maintenance Coordination Group before referring to the CCG Oversight Group
- Coordinate the delivery of the work plans of the 3 project groups and ensure any changes give due consideration of the other strands of work within the programme and the Council

- Receive monitoring and evaluation reports from the project groups
- Discuss CCG issues as reported through exception reports from the project groups and make recommendations, when necessary, to the Councils Corporate Management Team
- Prepare quarterly update reports for bringing to the CCG Oversight Group, Corporate Management Team and SP&R Committee
- Agree a range of KPI's

**Assurance & Risk**

- To review the initial Group risk registers and risk action plans
- To receive monthly assurances from the Chair of each Group as to the management of risk
- To decide which risks from the Group risk registers should be included in the Programme risk register
- To identify, evaluate and manage the key Programme risks
- To review the Programme risk register and risk action plans at least monthly
- To provide the relevant Council Directors with the Programme risk register for the purpose of informing their departmental risk registers
- To report to the CCG Oversight Group on programme risk management quarterly
- To provide the CCG Oversight Group with quarterly assurance that programme risks are being managed.
- To develop and implement the assurance framework for the programme
- To receive independent assurance reports and to ensure that any recommendations arising are implemented promptly

**Financial Management**

- To Liaise and seek approval from funders and Oversight Board for programme budgetary allocations within the terms and conditions of funding
- BSM to prepare the budget in line with agreed objectives of the programme and the objectives and project plans for each of the 3 main projects / groups
- BSM to prepare the budget on the basis of an agreed programme of work for the construction elements and over the life of the project for non-construction elements
- PDB review and agree the budget allocation in line with objectives of the programme and the objectives and project plans of each of the 3 main projects / groups
- Budget Expenditure Lines to be agreed in terms of what expenditure may be coded to each line and developed in line with objectives of the programme
- To ensure that there is a robust system in place for completely and accurately recording income and expenditure on the project
- Develop a process for the Costing of Risk and Contingency that is in line with best practice (as advised by PMU with reference to any requirements of NEC option A)
- To keep the risk and contingency sum for the project under review, taking action where appropriate
- 
- Change Control process to be documented, agreed and approved by Funders and Oversight Group / CMT
- BSM to develop the financial procedures for the Programme as whole, including those for use by the work groups and PDB in line with BCC and Funders requirements to include:
  - Reconciliation processes, ordering, goods receipting, approval of invoices, requisitions, segregation of duty etc
  - Limits to be set for any virements of spend between and within group allocations
  - Level of delegated authority to be clearly defined including procurement, virement, reporting
  - Financial Reporting Requirements to be defined and developed

- To ensure that the expenditure is kept within approved limits approved by the CCG Oversight Group
- To ensure that all elements of the budget have an assigned budget manager
- To review financial reports monthly along with the progress reports and consider any issues arising regarding variances
- To define what is a significant variance (in absolute and % terms)
- To agree the change control process for the project taking into account terms and conditions of funding in addition to significance of the change
- To receive recommendations for change from the Chair of each Project Team / Group, considering the financial implications of changes and the options available
- To decide on whether to accept or reject the recommendation and to refer the matter to CCG Oversight Group for decision?
- To provide the CCG oversight group / CMT with their financial reporting requirements as defined by them
- To provide the funders with the required financial returns
- To ensure that grant claims are complete, accurate, timely and appropriately approved
- Anything re closing the project? Or closing the construction stage of it?
- To ensure that procurement rules and procedures are developed that are compliant with terms and conditions of funding and Councils policy.
- To ensure that payments are made in compliance with the terms and conditions of contract and council policy
- To ensure that the filing system for financial documents is clarified and agreed (e.g. who keeps original invoices?)
- To escalate financial issues to the CCG Oversight Group as set out in the defined escalation procedure

## Communication & Engagement Group

### Membership

Wendy Langham (EBP) - Chair  
 Barry Donaldson (Castlereagh Borough Council)  
 Steven Stockman (BCC)  
 Caroline Dixon (BCC)  
 Victoria Law (BCC)  
 BCC – Community Services  
 BCC – Development Department

### Advisory Role/ Reporting Function

Lynne McCreery ( BCC)  
 Sean Brannigan (EBP)  
 Heather Chesney (EBP)  
 Stephanie Meenagh  
 BIG  
 Rivers Agency

### Meeting format & decision making

Meetings will be scheduled on a monthly basis to discuss progress against the agreed plan of work. As deemed appropriate by the Chair, the Group may be sub divided into small working groups to undertake discrete pieces of work.

The Communication & Engagement Team will have full decision making authority within the parameters agreed with the Programme Manager. Decisions will be sought through consensus; when consensus cannot be reached, the Chair of the Team will refer the final decision to the

<p>Programme Manager.</p> <p><b>List of key responsibilities</b></p> <ul style="list-style-type: none"> <li>• Reporting to the CCG Oversight Group through the Programme Manager and Project Board, responsible for the CCG Communication and engagement during construction.</li> <li>• Developing a communication and engagement plan for CCG construction phase, with annual plans for approval by the CCG Oversight Group including KPIs.</li> <li>• Providing monthly progress reports against agreed annual plan to the CCG Project Board.</li> <li>• Monitor progress against agreed KPIs and provide information for CCG interim and annual reports.</li> <li>• Develop and agree protocols for communication and information sharing between key partners.</li> <li>• Promote CCG and engage with stakeholders through an agreed marketing, communications and engagement strategy and campaigns, including social and digital media, keeping them informed of the construction programme and progress.</li> <li>• Support ongoing community and stakeholder engagement through public and stakeholder meetings, CCG outreach centres, CCG Activity Grants Programme, volunteering opportunities.</li> <li>• Develop and manage a CCG education programme for schools and colleges, including a small education grants programme.</li> <li>• Develop a greener, cleaner area through the support and delivery of training in amenity horticulture, including volunteering opportunities and community gardens.</li> <li>• Work with stakeholders and the community to improve the quality of the Connswater, Knock and Loop river corridors and achieve fair ecological status.</li> <li>• Develop Tourism and Heritage opportunities along the CCG, working with key stakeholders, including establishing CCG trails, signage and interpretation, linking with other attractions.</li> <li>• Support and co-ordinate the positive use and animation of the CCG area by customers and suppliers through activities, events and programmes.</li> <li>• Encourage and support the use of CCG and Greenways for physical activity through walking and cycling activities.</li> <li>• Secure additional funding as required.</li> <li>• Work with BCC Good Relations and Community Safety Team to ensure CCG is a safe, accessible place for everyone to enjoy.</li> <li>• Work in liaison / coordinate with the Capital Works / Land Assembly Group and the Management and Maintenance Group to ensure the design is practical to deliver the CCG outcomes and support future use and long term management and maintenance of the CCG.</li> </ul> <p><b>Assurance &amp; Risk</b></p> <ul style="list-style-type: none"> <li>• To identify, evaluate and manage the key Group risks</li> <li>• To nominate team risks for inclusion in the Programme risk register</li> <li>• To review the Group risk register and risk action plans at least monthly</li> <li>• To report monthly to the Project Delivery Board on team risk management</li> <li>• To provide the Project Delivery Board with monthly assurance that Group risks are being managed.</li> <li>• To implement the assurance framework for the programme</li> <li>• To promptly implement any recommendations arising from independent assurance reports</li> </ul> <p><b>Financial Management</b></p> <ul style="list-style-type: none"> <li>• Financial Reporting requirements to be defined by PDB in the context of the overall programme requirements and financial procedures</li> <li>• To ensure that expenditure is kept within approved limits and is regular, i.e. the approved</li> </ul>
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budget for the approved project plan

- To comply with financial procedures for the project
- To review financial reports monthly and to provide explanations to the PDB, in the required format, for significant variances
- To provide forecast position as required
- When change control events are identified to comply with agreed processes that require, financial implications to be identified along with options and presented to the PDB
- To procure in line with agreed procedures and to retain evidence of following procurement procedures (quotations etc)
- To support the BSM in the preparation of financial reports (e.g. commitments reporting)

## Capital Works Group

### Membership

Gerry Millar (BCC) - Chair  
 Bob Beggs (BCC)  
 Paul Barr (BCC)  
 Colin Campbell (BCC)  
 Maurice Kinkead (EBP)  
 Gerry McAreavey (DSD)  
 Rosaleen Curran (Big Lottery Fund)  
 Stephen Dawson (Rivers Agency)

### Advisory Role/ Reporting Function

Wendy Langham (EBP)  
 Emma McCracken (Central Procurement)  
 Alastair McDonald (Jacobs)  
 Employers Agent

### Meeting format & decision making

Meetings will be scheduled on a monthly basis to discuss progress against the agreed plan of work. As deemed appropriate by the Chair, the Group may be sub divided into small working groups to undertake discrete pieces of work.

The Capital Works/ Land Assembly Team will have full decision making authority within the parameters agreed with the Programme Manager. Decisions will be sought through consensus; when consensus cannot be reached, the Chair of the Group will refer the final decision to the Programme Manager.

The Director of Property & Projects, Gerry Millar, has been given full delegated authority to negotiate the CCG contract, including termination if required.

### Responsibilities

- Reporting to the CCG Oversight Group through the Programme Manager, responsible for managing the successful delivery of the CCG construction contract
- Develop an annual plan to be approved by the CCG Project Delivery Board for the activities to be undertaken within the remit of the capital works of the CCG project.
- Report by exception on a monthly basis to the CCG Project Delivery Board, through the Programme Manager, on the progress of the project and any changes to the design brief for noting.
- Undertake contract negotiations as required
- Report to the Programme Manager and the CCG Project Delivery Board, when appropriate, any tolerance threats to the successful completion of the project.

- Undertake communication exercises with residents and land owners about upcoming construction work.
- Consider reports from McAdam Design and give appropriate instruction to McAdam Design to ensure the successful completion of the CCG project.
- Ensure capital works decisions are made within the agreed 2 week time constraint as per agreed in the construction contract.
- Participate in the BCC Gateway Reviews and ensure actions and recommendations are addressed in a timely manner.
- Adequately manage any construction related risks.
- Approve final design plans, ensuring they do not stray outside the agreed construction contract.
- Undertake the design and commissioning of public art along the Greenway, in liaison with the Communication & Engagement and Management & Maintenance Groups
- Ensure regular communication with the Rivers Agency over areas of overlap with the Flood Alleviation Scheme.
- Work in liaison with the Management & Maintenance Coordination Group and the Communication & Engagement Group to ensure the design brief is practical for the long term management and maintenance of the Greenway

#### **Assurance & Risk**

- To determine whether the use of Monte Carlo analysis / P2net is appropriate, bearing in mind contractual terms and conditions, and to employ these methods if appropriate
- When provided, to review the contractors risk register and to take action as appropriate
- To identify, evaluate and manage the key Group risks
- To ensure that any programme risks that are fully / partly owned by the Rivers Agency are communicated and agreed with the Rivers Agency
- To nominate Group risks for inclusion in the programme risk register
- To review the Group risk register and risk action plans at least monthly
- To report monthly to the Project Delivery Board on Group risk management
- To provide the Project Delivery Board with monthly assurance that Group risks are being managed.
- To implement the assurance framework for the programme
- To promptly implement any recommendations arising from independent assurance reports

#### **Financial Management**

To be discussed, including contractual payments

Financial Reporting requirements to be defined by PDB in the context of the overall programme requirements and financial procedures

- To ensure that expenditure is kept within approved limits, i.e. the approved budget for the approved project plan
- To comply with financial procedures for the project
- To review financial reports monthly and to provide explanations to the PDB, in the required format, for significant variances
- To provide forecast position as required
- When change control events are identified to comply with agreed processes that require, financial implications to be identified along with options and presented to the PDB
- To procure in line with agreed procedures and to retain evidence of following procurement procedures (quotations etc)

Financial management – specific to construction contracts:

- To approve payments to contractors in line with agreed PMU procedures and to retain all necessary evidence
- To process requests for payments to contractors in compliance with terms and conditions of contract
- To monitor timeliness of payments to contractors
- To keep the risk and contingency sum for the project under review, highlighting to the PDB / PM where action is required

**Management & Maintenance Coordination Group**

**Membership**

Fiona Holdsworth (BCC) – Chair  
 Maurice Kinkead (EBP)  
 Steven Stockman (BCC)  
 Gareth McKibbin (Roads Service)  
 David Miskelly (Roads Service)  
 Castlereagh Borough Council  
 Rivers Agency

**Advisory Role/ Reporting Function**

Bob Beggs (BCC)  
 Wendy Langham (EBP)

**Meeting format & decision making**

Meetings will be scheduled on a monthly basis to discuss progress against the agreed plan of work. As deemed appropriate by the Chair, the Group may be sub divided into small working groups to undertake discrete pieces of work.

The Management & Maintenance Coordination Team will have full decision making authority within the parameters agreed with the Programme Manager. Decisions will be sought through consensus; when consensus cannot be reached, the Chair of the Team will refer the final decision to the Programme Manager.

**Responsibilities**

- Ensure the coordination of the management and maintenance plans for the Greenway
- To ensure the BCC 40 year management and maintenance plan is communicated to the relevant parties to ensure the smooth operation of the Greenway pre and post construction
- Work in liaison with the Capital Works Team and the Communication & Engagement Team to ensure the design brief is practical for the long term management and maintenance of the Greenway
- To ensure that the design of the Greenway gives due consideration to the safe use by the public and employees once the construction is complete
- Ensure that the environmental aspect of the Greenway, both during and post construction is given full consideration.

**Assurance & Risk**

- To identify, evaluate and manage the key Group risks
- To nominate Group risks for inclusion in the programme risk register
- To review the Group risk register and risk action plans at least monthly

- To report monthly to the Project Delivery Board on Group risk management
- To provide the Project Delivery Board with monthly assurance that Group risks are being managed.
- To implement the assurance framework for the programme
- To promptly implement any recommendations arising from independent assurance reports

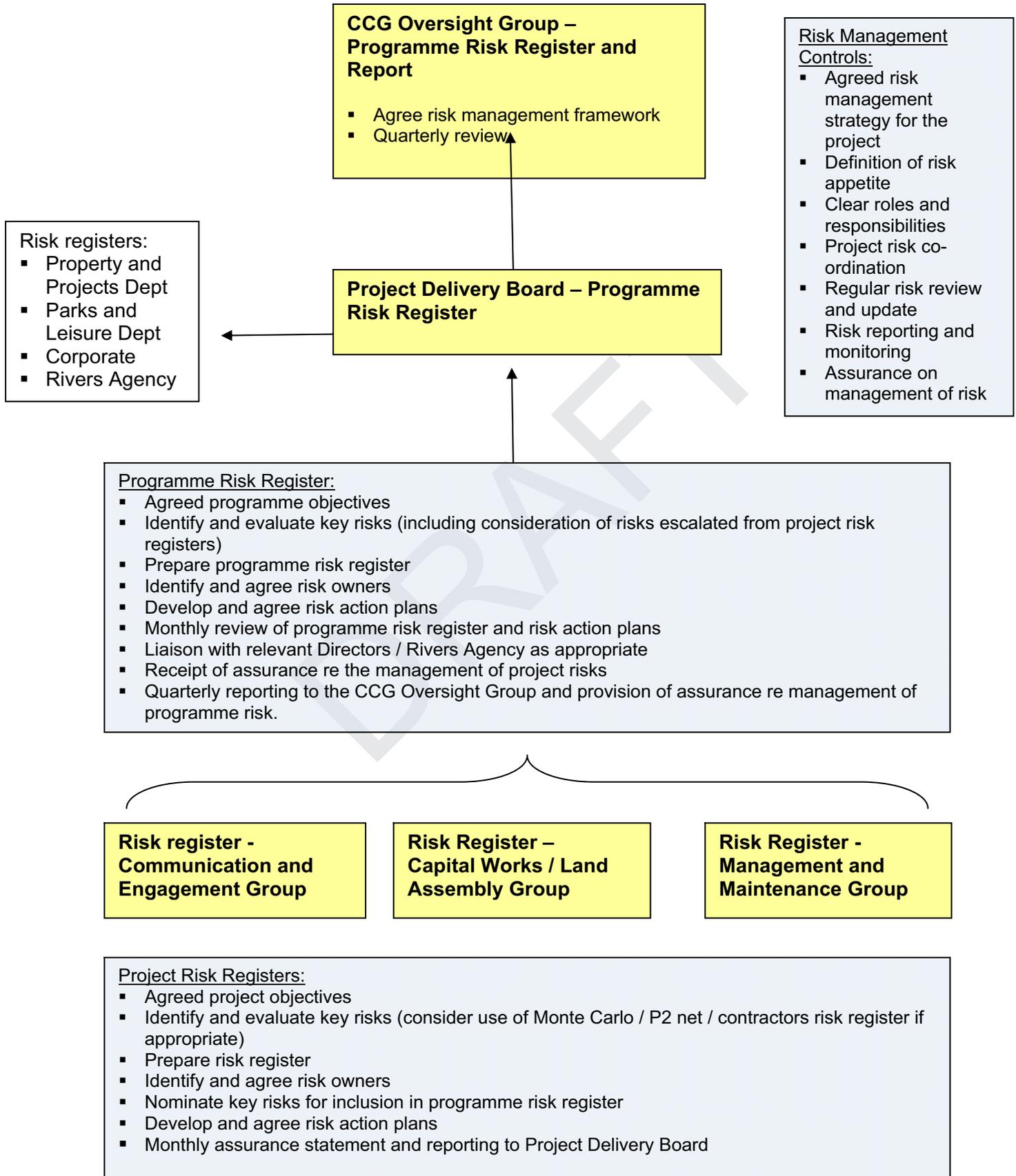
### **Financial Management**

Financial Reporting requirements to be defined by PDB in the context of the overall programme requirements and financial procedures

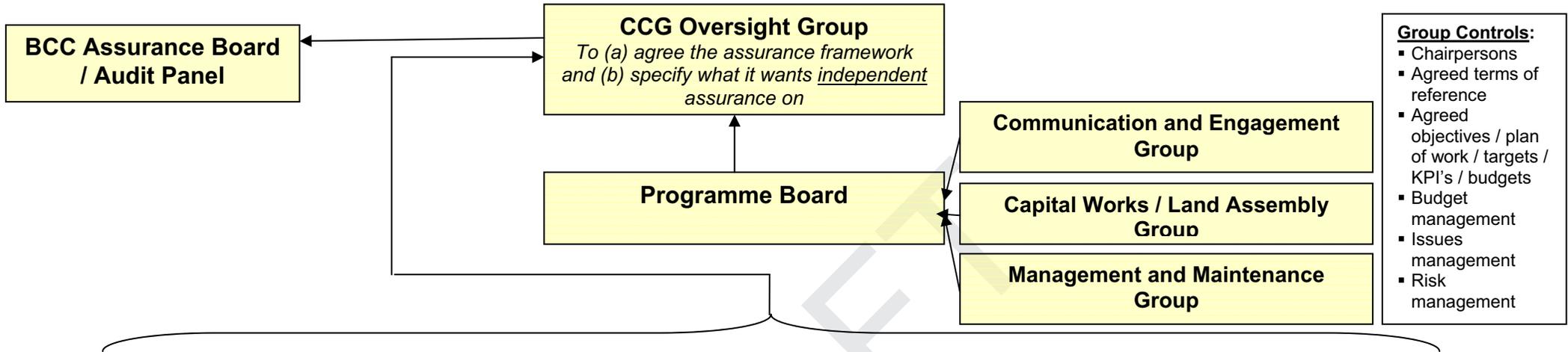
- To ensure that expenditure is kept within approved limits, i.e. the approved budget for the approved project plan
- To comply with financial procedures for the project
- To review financial reports monthly and to provide explanations to the PDB, in the required format, for significant variances
- To provide forecast position as required
- When change control events are identified to comply with agreed processes that require, financial implications to be identified along with options and presented to the PDB
- To procure in line with agreed procedures and to retain evidence of following procurement procedures (quotations etc)
- To ensure that the financial capacity to delivery this project exists within the BCC budget provision

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# CCG Programme Risk Management Framework



# CCG Programme Assurance Framework



**FOR ILLUSTRATION PURPOSES – HERE IS AN EXAMPLE ASSURANCE FRAMEWORK FOR THE PROGRAMME**

Assurance needed on, for e.g.:	Progress and quality of construction works	Delivering the project within budget and ensuring value for money	Compliance with contract / contract negotiations?	Delivery of agreed outcomes	Management of project risks	Other risks ...
<b>Sources of assurance:</b>	Employers agent (Project Manager) McAdam Design  Contractor	Business Manager, Property and Projects Dept  Chairs of: <ul style="list-style-type: none"> <li>▪ Communication and Engagement</li> <li>▪ Capital works / land assembly</li> <li>▪ Management and maintenance</li> </ul>	Legal Services, Belfast City Council  Quigg Golden, construction specialists  Director of Property and Projects	Chair of communication and engagement group?	Chair of Programme Board  Chairs of: <ul style="list-style-type: none"> <li>▪ Communication and Engagement</li> <li>▪ Capital works / land assembly</li> <li>▪ Management and maintenance</li> </ul>	
<b>Basis of assurance:</b>	<ul style="list-style-type: none"> <li>▪ Monthly progress reports from Employers agent</li> <li>▪ Monthly reports from Contractor</li> <li>▪ Weekly meetings?</li> <li>▪ Issues management procedures?</li> </ul>	<ul style="list-style-type: none"> <li>▪ Agreed budget</li> <li>▪ Delegated authority for budgets</li> <li>▪ Regular financial reports to Board</li> <li>▪ Documented financial procedures</li> <li>▪ Procurement rules</li> <li>▪ Approval of tenders by Board?</li> </ul>	<ul style="list-style-type: none"> <li>▪ Letters of advice?</li> </ul>	<ul style="list-style-type: none"> <li>▪ Agreed KPI's and reporting on same</li> </ul>	<ul style="list-style-type: none"> <li>▪ Risk register</li> <li>▪ Risk action plans</li> <li>▪ Monthly assurance statements</li> </ul>	
<p><b>Questions to be answered by the CCG Oversight Group - Is <u>independent</u> assurance required on each of these areas? Who is the source of independent assurance? What is the basis of the assurance?</b></p>						

## **Appendices**

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# CCG PROGRAMME DELIVERY Progress Report

<b>Project Name:</b>		<b>Date:</b>
<b>Report Author:</b>		
<b>Project Stage (please delete as appropriate):</b>		
<b>Current Position:</b>		
<b>Issues / Risks:</b>		
<b>Decision Required:</b>		

**Outcome:**

**Signed:**

**(Chair of Programme Delivery Board)**

**Date:**

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## CCG PROGRAMME DELIVERY Proposal Outline

Project Name:				
Report Author:				Date:
User Ref:	<b>SENIOR USER</b>	<b>SPONSOR</b>	<b>PROJECT MANAGER</b>	<b>PROJECT DELIVERY BOARD only</b>
Name:				Ref No:
Telephone:				Rec'd date:
Signature:				Acknowledged:
Date:				Date of Group meeting:
<b>Decision Required</b>				
<b>Project Background:</b>				
<p><i>Note:</i>  This document may be treated as a summary and each section supported by backup documentation as required.  The nature and scale of the project will determine the level of detail. Further guidelines on completing this form are available on BeINET.</p>				

<b>Justification for Project:</b> (Business case, including anticipated benefits or savings).		
<b>Any further comments/information and suggestions for Project Team nominations:</b>		
<b>Estimated Costs for Acquisition, Development and Implementation:</b>		
<b>CCG Commentary/Conclusions/Recommendations</b>		<i>For</i>
<i>PROJECT DELIVERY BOARD Use Only</i>		
<b>DAT E:</b>		<b>PROJECT DELIVERY BOARD Chair Signature:</b>

# Protocols for Connswater Community Greenway

*To be finalised by the Project Delivery Board and presented to the CCG Oversight Group for ratification.*

**Purpose:** to support the effective implementation of the governance and outlines expected service standards for the partnership between Belfast City Council and East Belfast Partnership.

## **1. Dealing with queries and information**

- On receipt of email/telephone message, acknowledgement of query within **x** days
- Answer/follow up within **x** days of original message

## **2. Project personnel**

- Extended periods of annual leave should be communicated in advance and delegated authority/agreed contingency in place

## **3. Managing meetings**

- Annual calendar in advance of scheduled meetings of the CCG Oversight Group, programme team and all relevant work-streams.
- Any re-scheduling will be kept to a minimum and done in consultation with partners
- Papers will be circulated **x** days in advance and minutes will be issues within **x** days of the meeting.
- Meeting papers will use the agreed pro forma/templates

## **4. Meeting Agenda**

- The agenda for the CCG Oversight Group will be drafted for the Senior Responsible Officer by the Programme Manager. The Chief Executive of the East Belfast Partnership Board will raise any items for discussion with the Senior Responsible Officer, for inclusion on the agenda.

## **5. Building consensus at meetings**

- In the event of a consensus not being reached, relevant issues should be recorded in the meeting record pro forma, and forwarded to the Project Delivery Board meeting for its next agenda.
- In the event this is a time critical matter, the Programme Manager will convene the Project Delivery Board at the earliest opportunity or consult by email.
- The final decision lies with the Senior Responsible Officer, accountable to the Corporate Management Team and Strategic Policy and Resources Committee.

## **6. Communications**

- The Programme Manager in conjunction with Project Delivery Board and when necessary with Senior Responsible Officer, agrees consistent external messages and determines way forward
- Incidents of counter-briefing/ hearsay, will be raised at the Project Delivery Board and resolved by the Programme Manager with the Senior Responsible Officer, in conjunction with the Chief Executive of East Belfast Partnership when necessary

## **7. Inter-dependent issues**

- Decisions which have an impact across 2 or across the 3 work-streams will have implications, or on the overall outcomes, are discussed at Project Delivery Board and a consensus on the matter is facilitated by the Programme Manager.
- If this is not possible, the Programme Manager will consult with the Senior Responsible Officer on raising this at the CCG Oversight Group.

## **8. Business planning**

- Each sub-group is expected to produce an annual plan describing its objectives, planned activities, resources required and performance measures.

## **9. Change Control**

- Change control requests (i.e. those actions outside of annual plans) will be standardised across all 3 sub-groups and forwarded to the Programme Manager for agreement, as described in the scheme of delegation.
- Any changes controls are within parameters agreed with the council and the funders' conditions of offer
- It is the sole responsibility of the Programme Manager and the Senior Responsible Officer to seek agreement for changes with funders

## **10. Management of Risk Register**

- The Programme Manager is responsible to the Senior Responsible Officer for the maintenance of the Risk Register. This will be a standardised format and will record all change controls for the purposes of audit and transparent decisions.
- Programme sub-group chairs will be responsible to the Programme Manager for annual risk workshops and the subsequent maintenance of the risk register.
- Each sub-group has a live risk register which is a standard item on agenda and information is forwarded to the Programme Manager in standardised format.
- The Risk Register will be a regular item of the Project Delivery Board meetings and risks actively managed. The CCG Oversight Group will monitor the risk register quarterly.
- On behalf of the Senior Responsible Officer, the Programme Manager will liaise with the external bodies e.g. Rivers Agency for their respective risk registers.

## CCG Monitoring and Evaluation

Table 1: Evaluation Report March 2011

Outcome	Themes	KPI No:	Objectives	Baseline	Target Project end	Project Team	
Improved urban environment	Environmental	<b>OBJECTIVE 1 To improve the environment in the CCG area by developing the CCG in line with the agreed design programme</b>					
		1.1	Area of additional and improved accessible green and open space provided available	0	13.3 Hectares	CW	
		1.2	Kilometres of improved cycle and walking paths	0	16kms	CW	
		1.3	Number of new or improved bridges & crossings	0	30	CW	
		1.4	Weight of rubbish removed from rivers	0	1.5 tonnes	CW	
		1.5	Perceptions of Rubbish / Litter lying around	3	4	CE	
		1.6	Perception of Vandalism/ Graffiti/ Damage to Vehicles or Property	3	4	CE	
		1.7	Area of semi-natural habitat created	0	TBC	CW	
		1.8	Management and control of invasive species	Mapped extent	Control Procedures	CW	
		1.9	Water Environment - Ecological Status	Poor	Fair	CW/CE	
		1.10	Improvement to River Corridor	None	TBC	CW	
		1.11	Number of Gateway Markers/ Pieces of Public Art pieces	0	4	CW/CE	
		1.12	Satisfaction of Local Area	2	1	CE	
1.13	Number of Native Trees planted	0	TBC	CW			
Healthier and More Active People and Communities	Social	<b>OBJECTIVE 2 To promote physical activity to improve health and wellbeing in the CCG area</b>					
		2.1	Total number of pedestrian and cycle users and anglers (PARC and CCG)	1,425,422	1,781,778	CE	
		2.2	As 1.2				
		2.3	Walkability (PARC) WI = Walkability Index	23 Wards with med - high WI	28 Wards with med - high WI	CW/CE	
		2.4	Play and recreation in CCG Area (SOPARC)	285 people / hour	314 people / hour	CE	
		2.5	Self reported general health	72.60%	82.50%	CE	
		2.6	Proportion of population meeting physical activity weekly target	60%	65%	CE	
		2.7	Mobility - level of use of 'active' transport methods	29.9mns	33mns	CE	
		<b>OBJECTIVE 3 To encourage participation in the CCG project by the community and by schools and colleges using the CCG as a resource</b>					
		A stronger safer community	3.1	Number of community members and community groups engaged in specific CCG activities	7 groups 100 people	35 groups 500 people	CE
		Better access to training and development	3.2	Number of schools, colleges, students engaged in specific CCG activities	0	30 schools 3000 students	CE
		A stronger safer community	3.3	Engagement with key stakeholder groups (% of stakeholder groups informed about CCG)	95%	95%	CE
		Better life chances	3.4	Number of CCG activities / events held	3	30	CE
A stronger safer community	3.5	Strength of social networks	TBC	TBC	CE		
	3.6	Safety of the area from crime	2	2.5	CE		
	3.7	Measure of trust in neighbours	2	2.5	CE		
An improved urban environment  Better access to training and development Better life chances  A stronger safer community Better access to training and development An improved urban environment	Economic	<b>OBJECTIVE 4 To contribute to the economic regeneration of East Belfast through investment, employment and tourism</b>					
		4.1	Total capital expenditure attributable to CCG	0	£38.2m	OG	
		4.2	Management and maintenance expenditure on CCG	0	TBC	MM	
		4.3	Direct employment and training arising from CCG	7	18	CE	
		4.4	Number of visitors to CCG	85,525	171,051	CE	
		4.5	Number of CCG Tourism and Heritage Trails	1	6	CE	
		4.6	No. people CCG media coverage and PR activities reaches	1m	4m	CE	
		4.7	Volunteer hours/ value	250 hours £1483	1000 £6000	CE	
		4.8	Number of properties protected from flooding	0	1700	CW	



### Belfast City Council

<b>Report to:</b>	Parks and Leisure Committee
<b>Subject:</b>	Development Plan for Falls Park and City Cemetery
<b>Date:</b>	12 April 2012
<b>Reporting Officer:</b>	Andrew Hassard, Director of Parks and Leisure
<b>Contact Officer:</b>	Rose Crozier, Assistant Director of Parks and Leisure

<b>1</b>	<b>Relevant Background Information</b>
	<p>The Friends of Falls Park is a group of people dedicated to continuously improving Falls Park and the surrounding area for the benefit of the local community. Their consistent help and assistance towards organising and running community events within the Park has been invaluable to the Community Park Manager and staff.</p> <p>At a recent meeting it was suggested that their aims and objectives should include the Park, the surrounding area and, in particular, the City Cemetery, which is located adjacent to Falls Park.</p> <p>The City Cemetery has the potential to increase tourism within the area due to the unique heritage and history concerning the city of Belfast. Tours of the cemetery have been organised on a regular basis for many years, outlining the history of Belfast.</p>

<b>2</b>	<b>Key Issues</b>
	<p>The Friends of Falls Park and a number of other interested organisations, including elected Councillors, have invited officers from the council to a number of meetings to explore different options to provide a Development Plan for Falls Park, City Cemetery and the immediate surrounding area.</p> <p>It is envisaged the Development Plan which is included as part of the management plan required under Green Flag, will provide a cohesive approach for the local community and assist in bringing investment to the area.</p> <p>The Development Plan is intended to provide an agreed approach to prioritising the needs of the local community and to provide a strategic</p>

	<p>approach towards increasing the potential tourism aspects contained within the City Cemetery.</p> <p>The Development Plan will highlight a number of recommendations over a 1– 5 year period. The meetings are at a preliminary stage and as yet no actions or recommendations have been agreed.</p>
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<b>3</b>	<b>Resource Implications</b>
	There are no Human or Financial Resource implications contained within the report other than officer time

<b>4</b>	<b>Equality and Good Relations Implications</b>
	There are no equality issues.

<b>5</b>	<b>Recommendations</b>
	Committee is asked to note the work being undertaken with Friends of Falls Park to establish a development plan for Falls Park, City Cemetery and the surrounding area.

<b>6</b>	<b>Decision Tracking</b>
	N/A

<b>7</b>	<b>Abbreviations</b>
	None.

<b>8</b>	<b>Documents Attached</b>



### Belfast City Council

<b>Report to:</b>	Parks and Leisure Committee
<b>Subject:</b>	Boost Membership Scheme - Revisions
<b>Date:</b>	12 April 2012
<b>Reporting Officer:</b>	Andrew Hassard, Director of Parks and Leisure
<b>Contact Officer:</b>	Rose Crozier, Assistant Director of Parks and Leisure

<b>1</b>	<b>Relevant Background Information</b>
	<p>At the meeting of the Parks and Leisure Committee in December 2011 Members agreed the principles for a revision of the Boost Leisure Centre membership scheme.</p> <p>At the December meeting the Assistant Director informed the Committee that the Council did not currently provide any Member or staff membership unlike a number of other councils. It was agreed that Members and staff should be encouraged to participate in healthy active living and to use the Council's leisure facilities. It was also noted that this membership would provide an additional income stream for the Council.</p>

<b>2</b>	<b>Key Issues</b>
	<p><b>Member / Officer tariff</b></p> <p>Officers have benchmarked across more than 10 other Councils in N Ireland, Scotland where a range of reduced rates are in operation (the details of the Benchmarking exercise are attached at Appendix I). Based on the information available and the desire to promote an active and healthy lifestyle to staff and Members, it is proposed that the existing concessionary rate of £12.00 be extended to Members and Belfast City Council officers.</p> <p>It is proposed that this reduced rate will apply to permanent and fixed term council staff both on a full and part time basis. It is also intended that the offer will apply to full and part time agency employees who have been in their council role for 12 successive weeks.</p> <p>Re-validation of the statuses of staff will be required on a six monthly basis.</p>

	<p>This will ensure that the integrity of the offer is maintained and that any issues arising can be addressed.</p> <p><b>Tennis and Table Tennis tariff</b> The scale of charges for indoor leisure agreed by Council at its March Meeting had indicated that Tennis and Table Tennis were to be charged at £4.00 per 30 minutes for full paying customers. This was an oversight. The rate is intended to be £4 per 60 minutes.</p> <p><b>Ozone Climbing Course Charges</b> During the process of reassessing pricing for 2012-13 it was decided to recommend an activity price of £5 per 90 minutes of coached activity in relation to climbing lessons. Following reflection and customer feedback it is proposed to reduce this price to £4 per 90 minutes of coached climbing activity. This amendment will result in an increased income of 20% based upon 2011-12 pricing and will assist the centre in promoting and developing this popular activity.</p> <p><b>School Swimming, Price Banding</b> An amendment was introduced in order to assist schools with budgeting in relation to the cost of children's lessons. The intention was to create a suite of standard price bands that schools would be aware of in advance of lessons therefore a small increase / decrease in children attending lessons would result in the levy not being altered. Feedback from schools has indicated that this approach will not suit all users.</p> <p>Therefore, while it is proposed that the school swimming banding is retained in order that further awareness sessions can be conducted with appropriate teachers and that developments to this option can be considered. However, it is also proposed that the previous method of charging (2011-12) at a rate of £1.50 per child is re-introduced in order that schools may be afforded the choice of payment methods in line with their service requirements.</p> <p>This will be kept under review during the initial six months of this financial year to inform decisions regarding the approach to charging in the 2013/14 financial year.</p>
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<b>3</b>	<b>Resource Implications</b>
	<p><u>Financial</u> None.</p> <p><u>Human Resources</u> None.</p> <p><u>Asset and Other Implications</u></p>

	None.
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<b>4</b>	<b>Equality and Good Relations Implications</b>
	The revised Boost Membership Scheme will be subject to equality impact screening in line with the Council's existing procedures. Stage 1 of this has already taken place

<b>5</b>	<b>Recommendations</b>
	It is recommended that Committee approve the proposed revisions to the Boost Scheme as outlined.

<b>6</b>	<b>Decision Tracking</b>
	Assistant Director of Parks and Leisure to be responsible for the introduction of the agreed charges.

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

<b>8</b>	<b>Documents Attached</b>
	Appendix I: Benchmarking information

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<u>Council</u>	<u>Member / Employee tariff information</u>
Glasgow	Staff membership scheme charged at corporate client rate.
Newtownabbey	staff membership scheme which is £5 per month for any staff throughout the Council. The money is deducted from staff pay and allows use of the gym, pool sauna, Jacuzzi and centre based classes. If they want to book an activity or court etc they get it at a reduced rate.
Carrickfergus	applicable to all staff including agency, temporary and full time – free use of the gym, pool, sauna, steam room and spa. If they want to book in advance for any courts or classes then they pay full price but if there is availability on the day they can book in free of charge.
Coleraine	Staff discount scheme (50% reduction) for all permanent members of staff in the Council.
North Down	Free use to all permanent members of Council Staff – once they have completed their probationary period. Use of all facilities free of charge except if they want to book into a class.
Newtownards	Free membership to all permanent members of Council Staff for all facilities (being reviewed)
Castlereagh	Not at present but proposals going forward to Council soon – no details available.
Newry & Mourne	Corporate Health Scheme for all permanent members of Council Staff– one off payment of £50 – free use of squash, badminton gym and pool etc but if they want to book into a class or book anything in advance they have to pay. Have to pay full price for classes. They also pay £10 to renew membership of the scheme each year.
Derry	Fitness Suite membership for all Council employees which includes free swimming, Health Suite and Spinning Classes. £2.00 per week direct debit from wages. Staff member issued with swipe card which identifies status.

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### Belfast City Council

<b>Report to:</b>	Parks and Leisure Committee
<b>Subject:</b>	Intention to Seek Tenders for the Procurement of Supplies and Services.
<b>Date:</b>	12 April 2012
<b>Reporting Officer:</b>	Andrew Hassard, Director of Parks & Leisure
<b>Contact Officers:</b>	Pearse McCormick, Finance & Systems Manager

<b>1</b>	<b>Relevant Background Information</b>
	<p>This report lists the planned procurement exercises for 2012/13, for which approval is sought. It is planned that a further report will be presented to Committee in October for any additional tenders not included in this report. There may also be occasions when individual requests are tabled outside of these two main reports, but these will be by exception and reasons will be included in any such report.</p>

<b>2</b>	<b>Key Issues</b>
	<p>If approved, it is intended to initiate procurement exercises for the following contracts / tenders;</p> <ul style="list-style-type: none"> <li>• Repair &amp; Maintenance of Grounds Maintenance Plant &amp; Equipment</li> <li>• Hire of Miscellaneous Grounds Maintenance Services</li> <li>• Supply of Pitch Drainage works</li> <li>• Supply &amp; Delivery of a Print Service for Parks and Leisure</li> <li>• Provision of a Window Cleaning Service ( Belfast Castle, Malone House, Belfast Zoo &amp; Crematorium &amp; Leisure Centres)</li> <li>• Tenders / quotations relating to Tropical Ravine Heritage Lottery Fund application, specifically;             <ul style="list-style-type: none"> <li>○ Architectural and associated design services to RIBA D</li> <li>○ Professional Fees Integrated Conservation Management planning</li> <li>○ Professional Fees Audience Development and Interpretive planning</li> <li>○ Professional Fees Botanical expertise</li> </ul> </li> </ul> <p>The length of each tender will be determined on a case by case basis and the department will ensure appropriate contract management processes are</p>

in place for each one.  
Committee is asked to note that all tenders will be evaluated on both cost and quality and tenders will be awarded to the most economically advantageous tenders.

### 3 Resource Implications

#### Financial

The cost / value of each tender has been provided for within the relevant Revenue Estimates for the department. Contracts tenders are for a period of more than one year, unless stated. Anticipated value, where known, is as follows;

<b>Tender</b>	<b>Potential Annual Cost / Revenue</b>
Repair & Maintenance of Grounds Maintenance Plant & Equipment	Demand led, call off contract
Hire of Miscellaneous Grounds Maintenance Services	Demand led, call off contract
Supply of Pitch Drainage works	Demand led, call off contract
Supply & Delivery of Print Service for Parks and Leisure	£25,000
Provision of a Window Cleaning Service ( Belfast Castle, Malone House, Belfast Zoo & Crematorium & Leisure Centres)	£20,000
Architectural and associated design services to RIBA D	£69,960
Professional Fees Integrated Conservation Management planning	£30,900
Professional Fees Audience Development and Interpretive planning	£15,000
Professional Fees Botanical expertise	£12,000

#### Human Resources

There are no additional human resource implications

#### Asset and Other Implications

Completion of the identified procurement exercises will enable the department to continue to provide a high standard service while still effectively managing our resources

<b>4</b>	<b>Equality and Good Relations Implications</b>
	None.

<b>5</b>	<b>Recommendations</b>
	It is recommended that Members approve the proposed tendering exercises and authorise the Director, under the Scheme of Delegation, to award the successful tenders.

<b>6</b>	<b>Decision Tracking</b>
	All tenders to be issued, evaluated and approved during the financial year 2012/13

<b>7</b>	<b>Abbreviations</b>
	None

<b>8</b>	<b>Documents Attached</b>
	None

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### Belfast City Council

<b>Report to:</b>	Parks and Leisure Committee
<b>Subject:</b>	Commonwealth War Graves request
<b>Date:</b>	12 April 2012
<b>Reporting Officer:</b>	Andrew Hassard, Director of Parks and Leisure
<b>Contact Officer:</b>	Jacqui Wilson, Business Support Manager, Parks and Leisure

<b>1</b>	<b>Relevant Background Information</b>
	Correspondence has been received by the Cemeteries Office from the Commonwealth War Graves Commission regarding the marking of graves of those deemed to be casualties of war and have been buried in our facilities.

<b>2</b>	<b>Key Issues</b>
	<p>The Commission has confirmed a number of graves (24) of servicemen within our facilities have been afforded war grave status. (10 at the City Cemetery, 14 at Glenalina) Some of the graves are currently unmarked or have family memorials on them. The commission is asking permission to erect (or lay recumbent where a family memorial exists) a standard war pattern type headstone at the head of each of these graves. They would provide these headstones and cover the cost of the future upkeep or any removal.</p> <p>The Cemeteries Administration Office has confirmed the details of the individuals identified as accurate. Legal advice was sought about the impact any subsequent disputes and Legal Services are content with the request by the War Commission.</p> <p>The War Commission has also made proposals to replace or refurbish the existing Memorial Screen Wall at the City Cemetery (see appendix 1). They are also requesting a memorial for three individuals at Shankill Memorial gardens subject to agreement with the council regarding location.</p>

	<p>They have also confirmed that the War Commission will cover all the costs of any works or future upkeep of these memorials. (see appendix 2)</p> <p>The War Commission has also requested that any normal memorial fees charged by the council would be waived in this instance.</p>
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<b>3</b>	<b>Resource Implications</b>
	<p><u>Financial</u> An erection fee per grave of £1115 and a foundation fee of £337 where applicable approx would be waived. As 9 headstones require foundations and erection this would be a loss of income to the Council of £4068. The remaining stones will be laid flat on the graves.</p> <p><u>Human Resources</u> No additional human resources required.</p> <p><u>Asset and Other Implications</u> All future costs of upkeep would be at the expense of the commission and this will be confirmed in a written agreement.</p>

<b>4</b>	<b>Recommendations</b>
	<p>Committee is asked to agree to the proposals from the War Commission to placing of the headstones at graves identified in the City Cemetery including the Glenalina section and to waiving the normal memorial fees on the graves identified and agree subject to further information and legal agreements to the refurbishment or replacement of the existing screen memorial wall at the City Cemetery and Shankill Memorial gardens.</p>

<b>5</b>	<b>Equality and Good Relations Implications</b>
	<p>None.</p>

<b>6</b>	<b>Decision Tracking</b>
	<p>Agreements to be drawn up and signed, legal services and Business Manager.</p>

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

<b>8</b>	<b>Documents Attached</b>
	Appendix 1 Letter of request for screen within City Graveyard Appendix 2 Email confirmation regarding costs

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## Commonwealth War Graves Commission

United Kingdom Area

**ANTONY ROSE, Regional Supervisor (Ireland)**

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**Fax:** +44 (0) 1926 456 595 **Email:** antony.rose@cwgc.org

Our reference: - CEM 01294

27 February 2012

Mrs Margaret Tomlinson  
Bereavement Administration Manager  
Belfast City Council  
City Hall  
Belfast  
BT1 5GS  
Northern Ireland

Dear Mrs Tomlinson

**Belfast City Cemetery, Co. Antrim  
Commonwealth War Graves - Commission (Screen Wall)**

As you may be aware, the Commission Screen Wall in the above named cemetery has been the constant subject of attack by vandals over the years. Following expensive repairs some years ago, the memorial was again attacked soon after and this damage has not been repaired.

The Commission has been considering various options concerning this memorial and I note several of these below: -

- 1) Repair the Screen Wall.
- 2) Design a new Screen Wall to replace the existing structure
- 3) Remove the Screen Wall and erect a new Screen Wall at a more suitable location down in the Service Plot area (Sections BS/CS/DS). The actual graves would remain in situ immediately forward of the existing Screen Wall which would be removed.



The Commission favours option 3 and would welcome your initial comments as to whether you feel the City Council would be agreeable to this proposal if it was formally put forward.

I look forward to hearing from you.

Yours sincerely

Antony Rose  
Regional Supervisor (Ireland)

From: Antony Rose [<mailto:antony.rose@cwgc.org>]

Sent: 02 April 2012 19:11

To: Margaret Tomlinson

Subject: Commonwealth War Graves

Hi Maggie

Reference our telephone conversation this afternoon.

I give clarity to the points we discussed below: -

The 'RTM' (Recumbent Tablet Marker) is used by the Commission to mark a war grave when there is already a 'PM' (Private Family Memorial) on the grave space. The 'RTM' is manufactured in Irish limestone like a standard war pattern headstone but is mounted on a small concrete pedestal. If the grave centre is grass, a small concrete foundation is set below ground level and the 'RTM' is set upon this. Where the grave centre is concrete/chippings, the chippings are moved to one side and the 'RTM' is set down and then the chippings are spread around its base.

The Commission has requested that the Council clear a number of 'PM' graves that are owned by the families but have war casualties buried in them. If you can provide a costing to undertake this work, I will be able to confirm if the Commission has funding available to give you the go ahead to action this.

You have kindly arranged for the staff at Belfast City Cemetery to undertake an exercise to map out all the Common Graves which have war casualties buried in them. I would also ask, if you could give an assurance in writing, that these graves will not be disturbed.

**The Commission has put forward several proposals concerning its Screen Wall at Belfast City Cemetery. If a new memorial is erected, whether in the same location or at an agreed new position, the costs for all works and future upkeep will be borne by the Commission.**

**I can confirm that the costs for any new Commission Headstones, Recumbent Tablet Markers, Special Memorials (Shankill Graveyard) or Screen Walls will be funded by the Commission.**

**Please do not hesitate to contact me if you need any further information.**

Kindest Regards

Antony

Antony Rose

Regional Supervisor Ireland

Commonwealth War Graves Commission

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### Belfast City Council

<b>Report to:</b>	Parks and Leisure Committee
<b>Subject:</b>	Botanic Sculpture
<b>Date:</b>	12 April 2012
<b>Reporting Officer:</b>	Andrew Hassard, Director of Parks and Leisure
<b>Contact Officer:</b>	Stephen Stockman, City Parks Manager (East)

<b>1.</b>	<p><b>Relevant Background Information</b></p> <p>The Community Arts Partnership (CAP) was established in 2011 following the merger of New Belfast Community Arts Initiative and Community Arts Forum, and continues to build on the success of these two leading community arts organisations. CAP takes the lead in the promotion and development of community arts practice and supports and collaborates with community groups, schools, artists, the public, arts centres and other organisations in Northern Ireland and beyond.</p> <p>CAP is asking for approval to erect a community-led Public Sculpture at the entrance area of Botanic Gardens, opposite the statue of Kelvin at the main University Road gates. CAP describe this as an iconic piece of public art, developed, designed and produced through community arts participative practice, which will further enhance the relationship between Belfast's communities and its most iconic Gardens.</p> <p>The piece has been constructed from 12 components that make up a 2.4 metre diameter sphere, teed-up slightly on a raised platform allowing ground clearance. CAP has secured all project funding for the development of this sculpture. Ten 'petals' of equal size have been developed by ten diverse community groups across Belfast. These groups include; under 16 and over 16 groups, an older people's group, an Irish language group, an ethnic minority group and groups from socially deprived areas. Each group has developed relief imagery in clay on identical flower petal templates. The templates have then been cast in aluminium. Their size and dimensions are the same but the relief imagery reflects their community and cultural identity. The flower petals join together to create the overall sphere shape, the Belfast Bloom.</p> <p>It is anticipated that the piece will be unveiled in a launch bringing together all</p>
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	he groups that have worked on the art piece together with representatives of the Arts Council, Belfast City Council, DCAL and the Department of Foreign Affairs.
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<b>2.</b>	<b>Key Issues</b>
	<p>The key issues for the Committee to note are:</p> <p>The Art work will be given to the Citizens of Belfast at no cost for the art work.</p> <p>The Council has been asked to take responsibility and incur the costs of installation, public liability and maintenance of the new Art work.</p>

<b>3.</b>	<b>Resource Implications</b>
	<p><u>Finance</u> Council would be responsible for:</p> <ul style="list-style-type: none"> <li>• the cost of installation (cost to be established)</li> <li>• the cost for cleaning and maintenance</li> <li>• the provision and maintenance of suitable shrub planting around the Art work initially costing approximately £2,000</li> </ul> <p>These costs can be supported within existing Parks and Leisure budgets.</p> <p><u>Human Resources</u> No impact.</p> <p><u>Asset</u> The erection of the proposed sculpture would enhance Botanic gardens adding another feature of interest for park users.</p>

<b>4.</b>	<b>Equality and good relations implications</b>
	<p>This provides the potential to attract communities and tourists to the City to view this piece of Community Based artwork. The sculpture represents community cohesion and the aspiration of the groups involved in seeing our parks and open spaces shared by all members of the community.</p>

<b>5.</b>	<b>Recommendations</b>
	<p>It is recommended that the committee grant approval to install and maintain the art work subject to an appropriate legal agreement being entered into between The Council and CAP.</p>

<b>6.</b>	<b>Decision Tracking</b>
	Stephen Stockman, City Parks Manager (East)

<b>7.</b>	<b>Key to Abbreviations</b>
	CAP Community Arts Partnership DCAL Department of Cultural, Arts and Leisure

<b>8.</b>	<b>Documents Attached</b>
	Appendix 1 Information and Mock up of Belfast Bloom Sculpture.

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### Belfast City Council

<b>Report to:</b>	Parks and Leisure Committee
<b>Subject:</b>	Glasgow Rose Trials 23 and 24 August 2012
<b>Date:</b>	12 April 2012
<b>Reporting Officer:</b>	Andrew Hassard, Director of Parks and Leisure.
<b>Contact Officers:</b>	Ricky Rice, City Parks Manager, South and West Belfast.

<b>1</b>	<b>Relevant Background Information</b>
	<p>The City of Glasgow International Rose Trials will take place on 23 and 24 August 2012 and is acknowledged as a premier event within the international rose trial circuit. Belfast City Council has attended this vent regularly over the years and has again been invited by Glasgow City Council to participate in trial judging.</p> <p>Representatives from Glasgow Council have reciprocated by supporting the Council's Rose Trial event at Sir Thomas and Lady Dixon Park. Attendance at the trials has also promoted links between the two Councils in the provision of judges enabling joint learning and discussion of future developments.</p>

<b>2</b>	<b>Key Issues</b>
	<p>Attendance at the City of Glasgow International Rose Trials would provide an opportunity to promote Belfast to the many delegates who attend. It is proposed the Chair and Deputy Chair of the Parks and Leisure Committee and the Director of Parks and Leisure or their nominees attend the Glasgow Rose Trials on 23 and 24 August 2012.</p>

<b>3</b>	<b>Resource Implications</b>
	<u>Human Resources</u>

	<p>There are no Human Resource issues other than officer time.</p> <p><u>Financial Implications</u>  Attendance at the Glasgow Rose Trials, including flights and accommodation for 1 night will cost approximately £184.66 per attendee.</p>
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<b>4</b>	<b>Equality and Good Relations Implications</b>
	There are no known equality issues associated with this request.

<b>5</b>	<b>Recommendations</b>
	It is recommended that approval is given for the Chair and Deputy Chair of the Parks and Leisure Committee and the Director of Parks and Leisure or their nominees to attend the International Rose Trials in Glasgow fro 23 to 24 August 2012.

<b>6</b>	<b>Decision Tracking</b>
	Responsible Officer: City Park Manager (South/West)

<b>7</b>	<b>Abbreviations</b>
	None.

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



### Belfast City Council

<b>Report to:</b>	Parks and Leisure Committee
<b>Subject:</b>	Blue Peters Big Olympic Tour Filming of BBC Drama set in Belfast
<b>Date:</b>	12 April 2012
<b>Reporting Officer:</b>	Andrew Hassard, Director of Parks and Leisure
<b>Contact Officer:</b>	Stephen Stockman, City Parks Manager (East)

<b>1.</b>	<p><b>Relevant Background Information</b></p> <p><b>Blue Peter Olympic LIVE Tour</b>          The Blue Peter Olympic LIVE tour is an exciting opportunity for BBC Children's TV (CBBC) fans to get up close and personal with one of their favourite programmes. Blue Peter and BBC Learning will produce a live outdoor broadcast event opening up a bespoke Blue Peter set at nine locations near the Olympic torch relay route. Ormeau Park is the proposed Belfast location for one of the Blue Peter events.</p> <p>It is proposed that on the morning of the event there will be a Blue Peter live outdoor broadcast with an invited audience. After the programme is broadcast the set will then open up to host up to 5,000 children and their families. Audiences attending will get the opportunity to see presenters and learn more about the programme. They will also get the chance to take part in shows and participate in hands on activities designed to inspire interest in the upcoming Olympics games.</p> <p>The event set up will take place on the 2<sup>nd</sup> of June from approximately 9.30 am – 4.30 pm. Set up will begin on 1 June and take down will take place immediately after the event. It is anticipated that there will be no disruption to the Ozone Recreation Centre during the setup for the event. This is a free event open to the public.</p> <p><b>BBC Drama Series</b>          BBC requested use of Victoria Park in the filming of a new five part thriller 'The Fall' set in Belfast. The filming took place on Wednesday 4 April with delegated authority granted by the Director of Parks and Leisure.</p>
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<b>2.</b>	<b>Key Issues</b>
	<ul style="list-style-type: none"> <li>• This provides opportunities to raise the profile of Belfast City Councils Parks and Leisure Department and showcase Ormeau Park and Victoria to a wide audience.</li> <li>• The Blue Peter event requires the overnight use of the area around the Ozone to house staging and production equipment.</li> <li>• As with all events but particularly because of the overnight element to this event, it is essential that Health and Safety and security issues are addressed through the preparation of an event management plan by the event organiser to the satisfaction of Council Officers and the PSNI.</li> <li>• The organisers of the event may require the use of the facilities within the Ozone Recreation Centre during the event which may have cost implications and impact on regular users of the centre.</li> <li>• There may be potential need to reinstate grass areas used for the setting up of staging and production equipment.</li> </ul>

<b>3.</b>	<b>Resource Implications</b>
	<p><u>Finance</u> Organisers will cover the following costs:</p> <ul style="list-style-type: none"> <li>• Fees for the use of the sites and Leisure Centre</li> <li>• Costs to cover Leisure and Parks staff hours including overtime</li> <li>• Additional utility costs</li> <li>• Cost of ground reinstatement</li> <li>• Potential loss of revenue from other bookings</li> </ul> <p><u>Human Resources</u> Additional staffing costs may be incurred</p> <p><u>Asset</u> Any damage to the assets during use will be reinstated to the Council's satisfaction by the organisers.</p>

<b>4.</b>	<b>Equality and good relations implications</b>
	<p>Potential to attract families and children from all backgrounds to participate in a range of activities.</p>

<b>5.</b>	<b>Recommendations</b>
	<p>It is recommended that the committee grant approval for the Blue peter event to take place subject to:</p> <ul style="list-style-type: none"> <li>• An appropriate legal agreement being prepared</li> <li>• The event organisers covering all costs incurred by the Council including fees for the use of the site and Leisure Centre.</li> <li>• The Event Organisers provide an event management plan , including public liability insurance and health and safety risk assessments to the satisfaction of the council</li> <li>• The event organisers meet all statutory requirements.</li> </ul> <p>Committee is asked to note that delegated authority has been granted by the Director of Parks and Leisure in consultation with the Chair of the Parks and Leisure Committee for the filming of the BBC series 'The Fall' at Victoria Park. This was subject to the organisers meeting all operational and statutory requirements and the appropriate legal agreement being put in place</p>

<b>6.</b>	<b>Decision Tracking</b>
	Stephen Stockman, City Park Manager (East)

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

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

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### Belfast City Council

<b>Report to:</b>	Parks and Leisure Committee.
<b>Subject:</b>	Update Report – Refurbishment of Dunville and Woodvale Parks
<b>Date:</b>	12 April 2012
<b>Reporting Officer:</b>	Rose Crozier, Assistant Director of Parks and Leisure
<b>Contact Officer:</b>	Stephen Walker, Departmental Portfolio Programme Manager

<b>1.</b>	<b>Relevant Background Information</b>
	<p>The Committee will recall that the refurbishment of these two parks was identified as an action within the Parks Improvement Agenda. The schemes were advanced to the 'committed' section of the Council's Capital Programme in March 2010 and are also included in the Council's draft Investment Programme. The Department for Social Development (Belfast Regeneration Office) approved matched funding for the schemes in March 2011. In April 2011 the Parks and Leisure approved the preferred options as identified through the Economic Appraisal Process.</p>

<b>2.</b>	<b>Key Issues</b>
	<p>The Committee is asked to note that the current position is as follows:</p> <p><u>Construction works</u></p> <p>Woodvale Park</p> <p>Tenders have been received and the evaluation process is nearing completion with final checks being made. Owing to the holiday period an appointment of a contractor is not expected until 20<sup>th</sup> April. Following the appointment a series of meetings will be held with the successful contractor to manage mobilisation and put in place a programme of works.</p> <p>Dunville Park</p> <p>The tender process has been delayed for several weeks owing to a technical problem with the sourcing of cladding for the proposed changing</p>

<p>pavilion. The matter has been resolved and tenders are due to be received on 24<sup>th</sup> April. An evaluation process will follow; the estimated start date will be early May 2012.</p> <p>In both cases, it is still intended that the work will be completed by March 2013.</p> <p><u>Community engagement</u> Councils Officers continue to meet with representatives of community organisations and groups on a number of issues associated with the construction phase of the project and also with possible management arrangements post completion.</p> <p>In relation to the works phase. Discussions are ongoing to put in place a range of programmes and activities during the year to compensate locally for the loss of the open space. These programmes will target the local community and will be developed in partnership with the local community and delivered locally. Up to £20,000 will be available to support the programme.</p> <p><u>Communication</u> A communication plan has been developed. It is intended that quarterly updates be provided to inform the public. The Council web site will also be used to update progress on a more frequent, monthly, basis.</p>
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<p><b>3. Resource Implications</b></p> <p><u>Financial Implications</u> The two projects have been included on the capital programme.</p> <p>At this time no additional revenue implications have been identified. Resources to support community programmes have already been included within existing revenue budget.</p> <p><u>Human Resources</u> Whilst it is not anticipated that there will be additional human resource implications, it is anticipated that Officers will be required to focus on these projects in the run up to the completion of the works and in the months immediately post completion. This will need to be accommodated within existing work schedules.</p> <p><u>Asset and Other Implications</u> The refurbishment of the two parks provides the opportunity to make a positive contribution to improving the quality of life of people living in the neighbourhoods in which they are located.</p>
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<b>4.</b>	<b>Equality and Good Relations Considerations</b>
	There are no equality implications

<b>5.</b>	<b>Recommendations</b>
	It is recommended that the Committee note the report.

<b>6.</b>	<b>Decision Tracking</b>
	A further update report will be brought to Committee in June 2012 to update on progress

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

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

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### Belfast City Council

<b>Report to:</b>	Parks and Leisure Committee
<b>Subject:</b>	Mary Peters Track
<b>Date:</b>	12 April 2012
<b>Reporting Officer:</b>	Andrew Hassard, Director of Parks and Leisure
<b>Contact Officer:</b>	Stephen Walker, Parks and Leisure Department Dermot Black, Project Manager, Property and Projects Department

<b>1</b>	<b>Relevant Background Information</b>
	<p>The Committee is reminded that at its meeting in September 2011 it asked that a monthly progress report be submitted to Committee on the refurbishment of the Mary Peters Track. Members are reminded that the scope of construction works includes:</p> <ul style="list-style-type: none"> <li>• The replacement of the existing six lane track with an eight lane track and field events area, to IAAF standard; the track will be surfaced with a Mondo SX prefabricated track as used in the London 2012 Olympic venues;</li> <li>• The provision of a 400 seater stand incorporating storage and changing facilities; and</li> <li>• An upgrade of existing floodlighting, site access and car park lighting</li> </ul>

<b>2</b>	<b>Key Issues</b>
	<p>The current position is as follows:</p> <ol style="list-style-type: none"> <li>1. Planning approval has now been received;</li> <li>2. Tenders have been received and evaluated;</li> <li>3. Unsuccessful contractors have been informed and preliminary meetings have been held with the successful contractor;</li> <li>4. It is intended that the contractor will commence mobilisation in advance of the Easter break to erect compound fencing, install a site hut etc;</li> <li>5. It is intended that the new track and field area will ready for use by March 2013 with a practical completion date of 16<sup>th</sup> January 2013 for the works;</li> </ol>

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<b>3</b>	<b>Resource Implications</b>
	<p><u>Financial</u> There are no additional financial implications.</p> <p><u>Human Resources</u> There are no additional human resource implications; work is being progressed within existing resources.</p> <p><u>Asset and Other Implications</u> The refurbishment of the track will safeguard the future of facility and provide improved facilities for users of the track and spectators.</p>

<b>4</b>	<b>Equality and Good Relations Considerations</b>
	<p>Equality considerations will be taken account of in the design of the facility which will be DDA compliant.</p> <p>When completed it is proposed to have a delivery plan in place which will seek to ensure wide access to the facility.</p>

<b>5</b>	<b>Recommendations</b>
	The Committee is asked to note the report.

<b>6</b>	<b>Decision Tracking</b>
	A further report will be presented to Committee in May 2012

<b>7</b>	<b>Abbreviations</b>
	None.

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



**Belfast City Council**

<b>Report to:</b>	Parks and Leisure Committee
<b>Subject:</b>	Support for Sport Development Grants
<b>Date:</b>	12 April 2012
<b>Reporting Officer:</b>	Andrew Hassard, Director of Parks & Leisure
<b>Contact Officer:</b>	Claire Moraghan, Sports Development Officer

<b>1</b>	<b>Relevant Background Information</b>
	Members will be aware that delegated authority was given to the Director of Parks and Leisure for Hospitality and Development applications requesting up to £3,000 and £1,250 respectively – including a one off equipment grant of £250.

<b>2</b>	<b>Key Issues</b>
	<p>The Director and relevant officer met on Thursday 30 March to discuss Small Development and Hospitality applications under delegated authority. 24 Small Development applications were received for April and 7 Hospitality applications.</p> <p>The Small Development applications are listed in Appendix 1. Hospitality applications are listed in Appendix 2.</p> <p>Detailed applications are held in the Parks and Leisure Department and can be forwarded to Members on request.</p> <p>A copy of each application will be available at Committee.</p>

<b>3</b>	<b>Resource Implications</b>															
	<p><u>Financial</u> The table below indicates the amounts allocated from the 2012/2013 budget.</p> <table border="1"> <thead> <tr> <th>Area</th> <th>Total available</th> <th>Allocated to date</th> <th>Proposed allocation for April 2012</th> <th>Remaining after allocation</th> </tr> </thead> <tbody> <tr> <td>Small Development</td> <td>£120,000</td> <td>£0</td> <td>£18,207</td> <td>£101,793</td> </tr> <tr> <td>Hospitality</td> <td>£31,000</td> <td>£0</td> <td>£6,285</td> <td>£24,715</td> </tr> </tbody> </table> <p><u>Human Resources</u> There are no human resource implications other than officer time to process the applications.</p> <p><u>Asset and Other Implications</u> Not Applicable.</p>	Area	Total available	Allocated to date	Proposed allocation for April 2012	Remaining after allocation	Small Development	£120,000	£0	£18,207	£101,793	Hospitality	£31,000	£0	£6,285	£24,715
Area	Total available	Allocated to date	Proposed allocation for April 2012	Remaining after allocation												
Small Development	£120,000	£0	£18,207	£101,793												
Hospitality	£31,000	£0	£6,285	£24,715												

<b>4</b>	<b>Equality and Good Relations Considerations</b>
	<p>All applications have been assessed in line with the current Support for Sport scheme.</p> <p>When the review of the Support for Sport Scheme has been completed, the revised Scheme and award framework will be re-screened through the Council's equality screening process.</p>

<b>5</b>	<b>Recommendations</b>
	That members note the content of this report with regard to Support for Sport development applications.

<b>6</b>	<b>Decision Tracking</b>
	The Sports Development Officer to arrange the award of all Support for Sport Small Grants by 30 April 2012.

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

<b>8</b>	<b>Documents Attached</b>
	Appendix 1: Small Development Applications April 2012. Appendix 2: Hospitality Applications April 2012.



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ID	Club/Organisation	Activity details	Running cost	Amount recommended	Recommendation	Recommendation and reason	Breakdown
D-771-13	Upper Andersonstown Youth Network	Funding for football tournament aimed at encouraging young males over a 6 week period at De La Salle sports hall	£1,000.00	£1,000	Recommend	Support up to a maximum of £1,000 of eligible costs.	Facility Hire: £360 Coaching costs:£333 Coach Education: £540 Medals/Certs:£100 Total:£1333-75%= £1,000
D-772-13	Queen's Malay Club	Sports tournament to encourage Malaysians living in Belfast to play sport with other Malaysians and residents of Belfast. Cost to cover venue QUB and Odyssey Bowl and trophies/medals.	£0.00	–	Do not recommend	Event has already taken place in March 2012.	Sports Development will work with the club to establish their needs and support further funding applications.
D-773-13	Linfield Football Club Limited (Youth Academy)	Child Protection courses and Injury Prevention Training courses for 30 males and 10 females from Linfield FC.	£1,400.00	£1,000	Recommend	Support up to a maximum of £1,000 of eligible costs.	Coach Education: £1333 Total: £1333-75%=£1,000
D-774-13	Mountpottinger Pres Church Mixed Fellowship Bowling Club	Equipment grant required for new roller mats for indoor bowls for 25-30 people aged 20-78 years	£250 equipment requested	–	Do not recommend	Do not support. Womens section established in 1960's, equipment grant only valid within 3 years of establishment.	Sports Development will work with the club to establish their needs.
D-775-13	Shorts FC, Junior Section	Coach education and mini soccer development	£1,800.00	–	Do not recommend	Do not support. Activity took place in July 2011. Support for Sport does not fund retrospectively.	The club have been informed of the Support for Sport Criteria.

ID	Club/ Organisation	Activity details	Running cost	Amount recommended	Recommendation	Recommendation and reason	Breakdown
D-776-13	Ligoniel Working Men's Club Football Club	4 Volunteer coaches will be educated to IFA Level 1 to improve coaching standards.	£1,320.00	£990	Recommend	Support up to a maximum of £990 of eligible costs.	Coaching Education:£1200 Marketing materials:£120 Total:£1320-75%=£990
D-777-13	Shaftesbury Bowling Club	New members programme aimed at attracting males and females aged 60+ at Shaftesbury Bowling and Recreational Club.	£885.00	£664	Recommend	Support up to a maximum of £664 of eligible costs.	Coaching costs:£120 Marketing costs:£250 Trophies:£200 Umpiring:£315 Total:£885-75%=£664
D-778-13	Sirocco Youth FC	Kick start soccer programme for 16 boys and 2 girls all aged 8/9 at Dixon park for new members to the club. Training is ongoing.	£1,575.00	£1,000	Recommend	Support up to a maximum of £1,000 of eligible costs. Equipment grant is ineligible, Jr section already established.	Facility Hire: £1,000 Medals/Trophies:£200 Referee Costs:£133 Total:£1333-75%=£1,000
D-779-13	Full90 Community Organisation	Funding for coach education and equipment grant for a community sports programme aimed at attracting children at Primary school age at Willowfield Parish Church hall	£975.00	£731	Recommend	Support up to a maximum of £731 of eligible costs + £250 equipment grant	Coach Education: £975 Total: £975-75%=£731 + £250 equipment
D-780-13	Sydenham United FC	Equipment grant for mini soccer development in club	£250.00	£250	Recommend	£250 equipment grant	£250 equipment grant

ID	Club/ Organisation	Activity details	Running cost	Amount recommended	Recommendation	Recommendation and reason	Breakdown
D-781-13	Wandsworth Community Association Youth	Funding for Curling/Boccia/Table tennis sessions on a twice monthly basis at the local community centre aimed at attracting 38 males and 33 males aged 12-25. Costs also include first aid coach education course for 10 volunteers, trophies and equipment grant	£1,450.00	£563	Recommend	Support up to a maximum of £563 of eligible costs + £250 equipment grant.	Coach Education:£500 Trophies/Medals: £250 Total:£750- 75%= £563 +£250 equipment grant.
D-782-13	Lamh Dhearg CLG	Try it camogie aimed at 4-12 year old girls. Anticipated participants- 50 girls. Costs include coaching costs, medals/certificates and marketing	£1,410.00	£251	Recommend	Support up to a maximum of £251 of eligible costs.	Coaching Costs: £160 Marketing costs:£75 Medals/certs:£100 Total:£335-75%=£251
D-783-12	EXIT	Funding for UEFA 'A' Coaching course for 1 volunteer who will then work with other coaches to develop their skills.	£2,000.00	-	Deferred	Deferred pending further information.	-
D-784-13	St Agnes Amateur Boxing Club	Funding for St Agnes ABC Show aimed at 24 boxers aged 9-21+ with 150 spectators expected to attend at Suffolk Inn.	£900.00	£675	Recommend	Support up to a maximum of £675 of eligible costs.	Coaching Costs:£300 Facility Hire:£200 Marketing costs:£100 MC:£50 Trophies: £250 Total:£900-75%=£675

ID	Club/ Organisation	Activity details	Running cost	Amount recommended	Recommendation	Recommendation and reason	Breakdown
D-785-13	Taughmonagh Community Forum Limited	Junior Football Cross Community tournament at Dubh playing fields for children aged 9-11. Costs to cover pitch hire, medals & referees.	£1,170.00	£608	Recommend	Support up to a maximum of £608 of eligible costs.	Facility Hire:£240 Medals:£300 Referees: £270 Total:£810-75%=£608
D-786-13	Queen's Athletic Club	5K Road race along the banks of the River Lagan for approx 800 participants aged 11-70 male and female	£9,050.00	£1000	Recommend	Support up to a maximum of £1000 of eligible costs.	Staffing costs:£375 Marketing costs:£500 First Aid: £200 Chip timing/barriers:£258 Total:£1333-75%=£1000
D-787-13	Saints Amateur Boxing Club	Elite and Intermediate Level Boxing Tournament at Dockers Social Club aimed at 40 participants aged 17-34	£1,400.00	£1000	Recommend	Support up to a maximum of £1000 of eligible costs.	Facility Hire:£500 Marketing costs:£150 Medals:£500 Staffing costs: £183 Total:£1333-75%=£1000
D-788-13	Midland ABC	International Elite Level Boxing tournament to be held at Shankill LC aimed at 80 participants including boxers from Europe, Canada, Jamaica	£1,300.00	£975	Recommend	Support up to a maximum of £975 of eligible costs.	Staffing Costs: £250 Marketing costs:£250 Medals/trophies:£800 Total:£1300-75%=£975
D-789-13	Redhog Wrestling Club	NI Freestyle Wrestling Championships 2012. Aimed at 170 participants aged 5+ at Methodist College Belfast. Costs to cover referees, posters, signage,trophies and hire of vehicles to transport mats and athletes	£1,870.00	£1000	Recommend	Support up to a maximum of £1000 of eligible costs.	Facility Hire: £500 Marketing costs:£200 Transport (within Belfast): £263 Medals: £250 Referees:£120 Total:£1333-75%=£1000

ID	Club/ Organisation	Activity details	Running cost	Amount recommended	Recommendation	Recommendation and reason	Breakdown
D-790-13	Belfast Tropics Basketball Club	Basketball Tournament aimed at senior males and junior males/females. Event being held at QUB PEC. Costs to cover facility hire, programmes, website, trophies, medals, referees and officials.	£2,640.00	£1000	Recommend	Support up to a maximum of £1000 of eligible costs.	Facility Hire: £800 Marketing costs:£100 Trophies/Medals:£200 Officials costs:£233 Total:£1333-75%=£1000
D-791-13	Newington ABC 'Patsy Quinn Gym'	40 years in Boxing 'PQG's Olympic Boxing Finals' aimed at 24-30 participants aged 9-22 years at C.B.P.U Antrim Road. Costs include ring hire, referees, judges, doormen, promotional materials and facility hire	£1,340.00	£1000	Recommend	Support up to a maximum of £1000 of eligible costs.	Facility Hire: £200 Marketing costs:£180 Trophies/Medals:£353 Officials costs:£280 Ring Hire: £320 Total:£1333-75%=£1000
D-792-13	Polish Association NI	Street Experience-Streetball 3v3 tournament and festival. 2 teams of 5 to participate in basketball. Workshops to promote Polish culture all at Bridges Skate park.	£900.00	-	Deferred	Deferred pending further information.	-
D-793-13	Abbey Gymnastics CIC	End of year Display and Prize Giving aimed at 205 children aged 3-16 to take part in the club's annual display at Shankill LC. Costs include promotional materials, trophies, cups, medals, facility hire and staff	£1,433.17	£1000	Recommend	Support up to a maximum of £1000 of eligible costs.	Facility Hire:£913 Marketing costs:£105 Trophies/medals:£315 Total:£1333-75%=£1000

ID	Club/ Organisation	Activity details	Running cost	Amount recommended	Recommendation	Recommendation and reason	Breakdown
D-794-13	Northern Ireland Youth Climbing Team	Hosting the Irish Final of the Youth Climbing Series at Ozone. The event has 5 categories and included children from 7-16 years. The top 3 in each category will qualify to compete at the British Finals.	£2,056.00	£1000	Recommend	Support up to a maximum of £1000 of eligible costs.	Facility Hire:£456 Trophies/medals:£400 Route Setting:£487 Total:£1333-75%=£1000
D-795-13	Lower Castlereagh Community Group	New club established in 2011 for the sport of Fishing. Club currently is made up of 8 teenagers and and 6 senior citizens.	£1,260.00	£250	Recommend	Support up to a maximum of £1000 of eligible costs.	Equipment Grant:£250
D-796-13	Sport & Leisure Juniors	Junior club established in 2009 to cater for U17 players who move out of junior soccer but are not moving into senior teams. Grant is to support the development of the club and increase awareness and members.	£1,333.00	£1,000 +£250 equipment	Recommend	Support up to a maximum of £1000 of eligible costs.	Facility Hire:£800 Medals/trophies:£250 Bus hire costs:£283 (travel within Belfast) Total:£1333-75%=£1000 +£250 equipment grant
D-797-13	Sydenham Martial Arts	New club established at Inverary Community Centre targeting boys and girls from 4 years upwards.		£250 equipment grant	Recommend	£250 Equipment grant	Equipment Grant:£250
ID	Club/ Organisation	Activity details	Running cost	Amount recommended	Recommendation	Recommendation and reason	Breakdown

D-798-13	Springfield Star FC	Club wish to put one of their coaches through the UEFA A Licence part 1. The coach will bring back advanced coaching methods to share and develop other club coaches & volunteers.	£1,000.00	£750	Recommend	Support up to a maximum of £750 of eligible costs.	Coach Education: £1000 Total:£1000-75%=£750
<b>Total Amount allocated to date</b>			<b>£0</b>	<b>Total amount allocated April</b>	<b>£18,707</b>	<b>Overall Total</b>	<b>£18,707</b>

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ID	Club/Organisation	Title of event	Date of event	Tourism Appeal	Guest information	Recommendation	Amount recommended
H-107-13	Falls Bowling Club	Irish Women Bowling Association flag unfurling and challenge match	03/04/12	100+ guests from across Ireland including bowlings Presidents, Vice Presidents etc.	100+ Guests	Recommend	£500
H-108-13	County Antrim Boxing IABA	Box Belfast 2012. An international Elite Boxing tournament at Shankill LC	06/05/12	10 Teams from Europe, Canada, Jamaica coming to Belfast	120 Guests	Recommend	£1,800.00
H-109-13	Youth Soccer Tournaments NI	The Titanic Centenary Invitational Cup	10/04/12-13/04/12	95 team players, 70 adult coaches/parents, 5000 spectators	5 teams from Scotland, Galway and West Africa	Recommend	£1,500.00
H-110-13	Grosvenor Rugby Football Club	Inaugural Match of Old Northamptonians 4 Nations Tour (4 matches played in each home nations in 24h)	05/05/12	Rugby team from Northampton, England to play Grosvenor rugby club. Bringing in approximately 73 visitors	73 guests	Recommend	£500.00
H-111-13	Spokes in Motion Wheelchair Tennis Club	The Belfast 2012 International Wheelchair Tennis Tournament	15/09/12	78 participants from the UK and Ireland	78 plus their associates	Recommend	£1,170.00
H-112-13	Clonard Amateur Swimming Club	Dermot Neary Memorial Cup	12/05/12	90 guests including veteran players and teams from Belfast, Galway, Dublin and Portabello	90 guests	Recommend	£365.00
H-113-13	Pegasus Hockey Club	EuroHockey Champions Trophy	6-9 April 2012	8 European countries represented by their top clubs 140+ visitors	30 Guests	Recommend	£450
<b>Total Allocated to date £0</b>						<b>Total Allocated April 2012 £6,285</b>	

