

Document Pack

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



6th August, 2012

MEETING OF STRATEGIC POLICY AND RESOURCES COMMITTEE

Dear Alderman/Councillor,

The above-named Committee will meet in the Lavery Room (Room G05), City Hall on Friday, 10th August, 2012, immediately following the conclusion of the meeting of voluntary Transition Committee which commences at 10.00a.m., 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. Democratic Services and Governance

- (a) Local Authorities Members' Association – Autumn Seminar (Pages 1 - 2)
- (b) NILGA/Climate Northern Ireland Seminar (Pages 3 - 4)
- (c) National Association of Councillors – Annual General Meeting (Pages 5 - 6)

(d) Minutes of Meeting of Party Group Leaders Forum (To Follow)

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

(a) Update on the Council's Banking Arrangements (Pages 7 - 14)

(b) Approval to seek Tenders - 2012-13 Planned Maintenance Programme (Pages 15 - 18)

(c) Approval to seek Tenders - Community Facilities and Assets (Pages 19 - 22)

(d) Approval to seek Tenders - Annual Supplies (Pages 23 - 24)

4. **Human Resources**

(a) Shared Local Government Job Advertising (Pages 25 - 26)

(b) Standing Order 55 – Employment of Relatives (Pages 27 - 28)

5. **Asset Management**

(a) Use of City Hall for filming of a 'Bollywood' Movie (Pages 29 - 32)

6. **Cross-Cutting Issues**

(a) Belfast Flooding Emergency June 2012 – initial learning points (Pages 33 - 42)

(b) Update on Belfast Policing and Community Safety Partnership (Pages 43 - 48)

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



Belfast City Council

Report to:	Strategic Policy and Resources Committee
Subject:	Local Authorities Members' Association – Autumn Seminar
Date:	Friday, 10th August, 2012
Reporting Officer:	Mr. Stephen McCrory, Democratic Services Manager (extension 6314)
Contact Officer:	Ms. Kate McCafferty, Democratic Services Assistant (extension 6308)

1	Relevant Background Information
1.1	The Local Authorities Members' Association (LAMA) is holding its Autumn Seminar in Letterkenny, County Donegal from Friday, 28th to Saturday, 29th September.
1.2	The theme of the Seminar is 'The Challenge for Local Authorities – Can We Do More With Less?' Keynote speakers at the Seminar will include Senators Brian O Domhnaill, Imelda Henry and Jimmy Harte as well as the Mayor of Letterkenny, Councillor Dessie Larkin.
1.3	The Council has been represented at LAMA events for a number of years and participants at previous events have felt that their attendance provided them with a valuable opportunity to meet with Local Government Representatives from throughout Ireland to discuss issues of mutual interest and concern.

2	Key Issues
2.1	The business of the Seminar falls within the criteria set out in Section 34 of the Local Government Finance Act (Northern Ireland) 2011 in that it involves issues connected with the interests of the inhabitants of the district or any part of it.

3	Resource Implications										
3.1	<p><u>Financial</u></p> <table> <tr> <td>Delegate Fee:</td> <td>£125</td> </tr> <tr> <td>Accommodation Costs:</td> <td>£100</td> </tr> <tr> <td>Travel:</td> <td>£130</td> </tr> <tr> <td>Subsistence:</td> <td>£115</td> </tr> <tr> <td>Total per delegate:</td> <td><u>£470</u></td> </tr> </table>	Delegate Fee:	£125	Accommodation Costs:	£100	Travel:	£130	Subsistence:	£115	Total per delegate:	<u>£470</u>
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Accommodation Costs:	£100										
Travel:	£130										
Subsistence:	£115										
Total per delegate:	<u>£470</u>										

4	Equality Implications
	N/A

5	Recommendations
5.1	<p>It is recommended that the Committee authorises:</p> <ul style="list-style-type: none"> ▪ the attendance at the LAMA Autumn Seminar of the Chairman, the Deputy Chairman, the Council's representatives on the National Association of Councillors, Northern Ireland Region, the Democratic Services Manager (or their nominees) and a representative of each of the Parties on the Council not represented by the aforementioned Members. ▪ the payment of the appropriate travelling and subsistence allowances in connection therewith.

6	Decision Tracking
<p>Officers responsible:</p> <p style="text-align: center;">Mr. Stephen McCrory, Democratic Services Manager</p> <p>August 2012</p>	

7	Key to Abbreviations
LAMA – Local Authority Members' Association	



Belfast City Council

Report to:	Strategic Policy and Resources Committee
Subject:	NILGA/Climate Northern Ireland Seminar
Date:	Friday, 10th August, 2012
Reporting Officer:	Mr. Stephen McCrory, Democratic Services Manager (extension 6314)
Contact Officer:	Ms. Kate McCafferty, Democratic Services Assistant (extension 6308)

1	Relevant Background Information
1.1	The Northern Ireland Local Government Association (NILGA), in partnership with Climate Northern Ireland, are organising a morning seminar to discuss recent weather related events and address how Northern Ireland Councils can prepare and respond to similar events should they occur in the future. The Seminar will take place on 4th September, 2012 in Craigavon Civic Centre.
1.2	The issue of preparing for and dealing with the repercussions of severe weather is of particular relevance to Belfast, given as a significant number of localities in the City were affected by the recent flooding.

2	Key Issues
2.1	The business of the Conference falls within the criteria set out in Section 34 of the Local Government Finance Act (Northern Ireland) 2011 in that it involves issues connected with the interests of the inhabitants of the district or any part of it.

3	Resource Implications
3.1	The seminar is free of charge.

4	Equality Implications
	N/A

5	Recommendations
5.1	<p>It is recommended that the Committee authorises:</p> <ul style="list-style-type: none">▪ the attendance at the NILGA/Climate Northern Ireland Seminar of any Member who wishes to attend.

6	Decision Tracking
<p>Officers responsible:</p> <p>Mr. Stephen McCrory, Democratic Services Manager</p> <p>August 2012</p>	



Belfast City Council

Report to:	Strategic Policy and Resources Committee
Subject:	National Association of Councillors – Annual General Meeting
Date:	Friday, 10th August, 2012
Reporting Officer:	Mr. Stephen McCrory, Democratic Services Manager (extension 6314)
Contact Officer:	Ms. Kate McCafferty, Democratic Services Assistant (extension 6308)

1	Relevant Background Information
1.1	The National Association of Councillors (Northern Ireland Region) is holding its Annual General Meeting on Friday, 21st September 2012, at the Clandeboye Lodge Hotel, Bangor.
1.2	The Annual General Meeting, at which new office bearers will be elected by the membership, is being addressed by Alex Attwood, Minister for the Department of Environment. It is intended that the Minister, in his address, will advise Members on the progress of Local Government Reorganisation and the next steps.

2	Key Issues
2.1	The business of the Seminar falls within the criteria set out in Section 34 of the Local Government Finance Act (Northern Ireland) 2011 in that it involves issues connected with the interests of the inhabitants of the district or any part of it.

3	Resource Implications						
3.1	<p><u>Financial</u></p> <table> <tr> <td>Delegate Fee:</td> <td>£30</td> </tr> <tr> <td>Travel:</td> <td>£16</td> </tr> <tr> <td>Total per delegate:</td> <td><u>£46</u></td> </tr> </table>	Delegate Fee:	£30	Travel:	£16	Total per delegate:	<u>£46</u>
Delegate Fee:	£30						
Travel:	£16						
Total per delegate:	<u>£46</u>						

4	Equality Implications
	N/A

5	Recommendations
5.1	<p>It is recommended that the Committee authorises:</p> <ul style="list-style-type: none">▪ the attendance at the National Association of Councillors (Northern Ireland Region) Annual General Meeting of the Chairman, the Deputy Chairman, the Council's representatives on the National Association of Councillors (Northern Ireland Region), and a representative of each of the Parties on the Council not represented by the aforementioned Members.▪ the payment of the appropriate travelling allowance in connection therewith.

6	Decision Tracking
<p>Officers responsible:</p> <p>Mr. Stephen McCrory, Democratic Services Manager</p> <p>August, 2012</p>	

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BELFAST CITY COUNCIL

Report to:	Strategic Policy & Resources Committee
Subject:	Approval to seek Tenders
Date:	10 th August 2012
Reporting Officer:	Gerry Millar, Director of Property & Projects
Contact Officer:	George Wright, Head of Facilities Management (Ext. 5206/6232)

1	Relevant Background Information
1.1	Members will be aware that, under the revised Scheme of Delegation, approval must be sought from the relevant Committee prior to inviting tenders for the supply of goods or services.
1.2	To assist in the delivery of the 2012/13 Planned Maintenance Programme it will be necessary to invite tenders for a number of work-types. Some of these relate to specific single projects, while others are general measured-term contracts for work not delivered in-house. The goods & services in question are as follows: <ul style="list-style-type: none"> 1. Glazing work (incl. emergency callout) 2. Plumbing supplies 3. Kitchen canopy cleaning 4. Refurbishment of passenger lifts 5. Replacement of high voltage transformer & ring main at Belfast Zoo
1.3	Detailed specifications are to be prepared in order to permit the contracts to be let, and subject to Committee approval advertisements will be placed in the local press inviting applications for inclusion on Select Lists and/or submission of Tenders.

2	Key Issues
2.1	The planned maintenance programme for 2012/13 has been agreed and work has already commenced on a wide range of projects. To assist in the delivery of the programme the above tenders for specialist contractors are now required. Further detail on cost & duration is detailed in Appendix A.
2.2	Submissions will be evaluated in accordance with agreed evaluation criteria and in liaison with the Procurement Section where appropriate.

3	Resources Implications
3.1	<p><u>Financial</u></p> <p>These works have been included for within the planned maintenance programme and the resources to carry them out are contained within the Property Maintenance unit's approved revenue budget.</p>
3.2	<p><u>Human Resources</u></p> <p>There are no direct HR implications in respect of this report.</p>
3.3	<p><u>Asset & other implications</u></p> <p>Having a range of experienced and efficient contractors available is an important factor in delivering effective property maintenance to the Council.</p>

4	Recommendations & Decisions
	<p>The Committee is recommended to approve the following:</p> <p>(a) To invite applications for inclusion on Select Lists and/or the submission of Tenders in respect of the work packages as listed on Appendix A.</p>

5	Key to Abbreviations
	None.

6	Documents attached
	Appendix A - Schedule of tender.

Appendix A**Schedule of tenders:**

Goods & Services	Estimated value	Period of Contract	Anticipated advert date
Measured Term Contract for Glazing	£ 30,000 pa	1 year + 2 optional	August 2012
Refurbishment of passenger lifts	£100,000	3 months	August 2012
Cleaning Kitchen canopies at various Council locations	£ 30,000 pa	1 year + 2 optional	August 2012
Replacement of high voltage transformer & ring main at Belfast Zoo	£60,000	3 months	August 2012
Plumbing supplies	£40,000 pa	1 year + 2 optional	September 2012

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BELFAST CITY COUNCIL

Report to:	Strategic Policy & Resources Committee
Subject:	Approval to seek Tenders
Date:	10 th August 2012
Reporting Officer:	Gerry Millar, Director of Property & Projects
Contact Officer:	George Wright, Head of Facilities Management (Ext. 5206/6232)

1	Relevant Background Information
1.1	Members will be aware that, under the revised Scheme of Delegation, approval must be sought from the relevant Committee prior to inviting tenders for the supply of goods or services.
1.2	Members will recall that, at the meeting of 22 nd June 2012, the Director of Finance & Resources tabled a report dealing with the capital programme for 2012/13. This report pointed out that “the phased impact of the capital programme on the council’s capital financing budget provides the opportunity for the council to allocate an element of the 2012/13 capital financing budget to finance ...non-recurring schemes”.
1.3	On foot of this a programme of additional refurbishment & maintenance projects has been identified by the Property Maintenance unit, in liaison with user departments, which will maintain and enhance community facilities and assets (in addition to the nearly £6m work already being carried out as part of the 2012/13 maintenance plan). To assist in the delivery of these projects it will be necessary to invite tenders for the various projects as listed in Appendix A.
1.4	Detailed specifications are to be prepared in order to permit the contracts to be let, and subject to Committee approval advertisements will be placed in the local press inviting applications for inclusion on Select Lists and/or submission of Tenders.

2	Key Issues
2.1	These works are in addition to the work already being delivered as part of the 2012/13 maintenance plan and have been prioritised with departments, with the primary emphasis on making tangible improvements to community-facing facilities and assets.
2.2	Submissions will be evaluated in accordance with agreed evaluation criteria and in liaison with the Procurement Section where appropriate.

3	Resources Implications
3.1	<p><u>Financial</u> The works will be financed from the funding for non-recurring projects which was approved by the Strategic Policy and Resources Committee on the 22 June 2012.</p>
3.2	<p><u>Human Resources</u> There are no direct HR implications in respect of this report. It should be noted that, as the Property Maintenance unit's in-house staff will be working on the delivery of the full maintenance plan, the vast majority of the work referred to herein will be sub-contracted to external suppliers.</p>
3.3	<p><u>Asset & other implications</u> Having a range of experienced and efficient contractors available is an important factor in delivering effective property maintenance to the Council. In addition, the carrying out of this work will result in real, tangible improvements to customer-facing council assets and will therefore align well with the broader improvements set out in the Investment Programme.</p>

4	Recommendations & Decisions
	<p>The Committee is recommended to approve the following:</p> <p>(a) to invite applications for inclusion on Select Lists and/or the submission of Tenders in respect of the work packages as listed in Appendix A.</p>

5	Key to Abbreviations
	None.

6	Documents attached
	Appendix A - Schedule of tender.

Appendix A**Schedule of tenders:**

Goods & Services	Estimated value	Period of Contract	Proposed Start	Anticipated advert date
City Hall Function Rooms, Fitting of Audio Visual Screens	£ 45,000	To be agreed	Jan 13	Sept/Oct 12
Ballymacarrett RC replacement roof coverings	£ 37,000	To be agreed	Mar 13	Oct/Nov 12
Ormeau Park, Replacement of metal railings	£ 100,000	To be agreed	Mar 13	Oct/Nov 12
Andersonstown LC, Replace rooflights and roof covering to Main Hall & Plant Room	£ 60,000	To be agreed	Apr 13	Nov/Dec 12
Avoniel LC , replacement of vinyl floor covering with ceramic tiles	£ 90,000	To be agreed	Apr 13	Nov/Dec 12
City Hall, Cenotaph, re-grout paving and install new ramps	£ 60,000	To be agreed	Apr 13	Nov/Dec 12
O-Zone/Tennis Centre Replacement Pulmastic Floor covering	£ 60,000	To be agreed	Apr 13	Nov/Dec 12
O-Zone/Tennis Centre, Replacement of roof covering	£ 35,000	To be agreed	Apr 13	Nov/Dec 12
Shankill LC replacement of vinyl floor covering with ceramic tiles	£ 90,000	To be agreed	Jun 13	Jan/Feb 13
Ballysillan LC replacement of vinyl floor covering with ceramic tiles	£ 60,000	To be agreed	Sept 13	Jan/Feb 13

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BELFAST CITY COUNCIL

Report to:	Strategic Policy & Resources Committee
Subject:	Delegated Authority for Tenders for the Supply and Delivery of Annual Supplies
Date:	10 th August 2012
Reporting Officer:	Gerry Millar, Director of Core Improvement
Contact Officer:	Valerie Cupples, Procurement Manager

1	Relevant Background Information
1.1	The Terms of Reference of the Procurement Unit includes putting in place co-ordinated contracts which can be used by all Departments of the Council to procure from. It will enter into contracts with the most economically advantageous suppliers for goods and services.
1.2	The Procurement Unit seeks tenders for the following; The supply and delivery of protective footwear, gloves and helmets for the period 1 May 2013 to 30 April 2014 with the option to renew on an annual basis until 31 March 2016. The supply and delivery of marquees for Belfast City Council events for the period 1 December 2013 to 30 November 2014 with the option to renew on an annual basis until 31 March 2016.

2	Key Issues						
2.1	<table border="1"> <thead> <tr> <th>Categories</th> <th>Indicative costs/ year</th> </tr> </thead> <tbody> <tr> <td>Protective Footwear, Gloves and Helmets</td> <td>£36,000.00</td> </tr> <tr> <td>Hire of Marquees</td> <td>£70,000.00</td> </tr> </tbody> </table>	Categories	Indicative costs/ year	Protective Footwear, Gloves and Helmets	£36,000.00	Hire of Marquees	£70,000.00
Categories	Indicative costs/ year						
Protective Footwear, Gloves and Helmets	£36,000.00						
Hire of Marquees	£70,000.00						

3	Resource Implications
3.1	These co-ordinated contracts will provide the Council with a cost efficient, fully compliant method of purchasing these supplies and services. The Procurement Unit will manage the co-ordinated tender process on behalf of the Council.

4	Recommendations
<p>Committee is requested to approve seeking tenders for the above categories using pre-determined evaluation criteria which will include both quality and cost. In addition, Committee approval is sought under the Scheme of Delegation for acceptance of successful tenders to be delegated to the Director of Property and Projects</p>	

5	Documents Attached
<p>N/A</p>	



Belfast City Council

Report to:	Strategic Policy and Resources Committee
Subject:	Shared Local Government Job Advertising
Date:	10 August 2012
Reporting Officers:	Jill Minne, Head of HR and Eamon Deeny, Head of Corporate Communications

1.0	Relevant Background Information
1.1	On 18 March 2011, as part of the Local Government Improvement Collaboration and Efficiency Programme (ICE), Members agreed that Belfast City Council would co-ordinate and manage job advertisements for all local councils in the three main NI regional papers on a pilot basis for an agreed charge.
1.2	The pilot went 'live' in May 2011 and given the success of this collaborative council project Belfast City Council has been asked to continue providing this sector service for a further two years, until July 2014, subject to review.

2.0	Key Issues
2.1	During the pilot project, from May 2011 to June 2012, Belfast City Council placed 29 local government shared job advertisements in the N.I. regional papers, advertising a total of 279 local government jobs.
2.2	21 local councils (including arc21) participated in the project by advertising their jobs in these 29 shared job advertisements.
2.3	The pilot project saved Belfast City Council approximately £31,000 in advertising costs and generated additional income of approximately £30,000. It also resulted in estimated local government sector savings of £410,000 per annum.

3.0	Resource Implications
3.1	None. Existing staff resources from HR and Corporate Communications absorbed this additional workload.

4.0	Equality Implications
4.1	None.

5.0	Recommendations
5.1	Members are asked to agree to Belfast City Council continuing to manage shared local government job advertising service for the sector for a further two years, until July 2014, subject to review.

6.0	Decision Tracking
6.1.	A further report will be submitted to the Strategic Policy and Resources Committee in or around August 2014.



Belfast City Council

Report to:	Strategic Policy and Resources Committee
Subject:	Standing Order 55 – Employment of Relatives
Date:	10 August 2012
Reporting Officer:	Ronan Cregan, (Director of Finance and Resources, ext 6083)
Contact Officer:	Jill Minne, Head of Human Resources, ext 3220

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

NAME OF NEW EMPLOYEE	POST APPOINTED TO	RELATIONSHIP TO EXISTING OFFICER	NAME OF EXISTING OFFICER	DEPARTMENT
Sarah Millar	Deputy Registrar (Part-Time)	Father	Sam Millar	Health & Env. Services
Declan McCarthy	Park Ranger (TCP)	Father	Cllr Pat McCarthy	
Aaron Gault	Industrial Placement – Environmental Protection	Son	James Gault	Health & Env. Services

Resource Implications

Financial

Provision for this post exists within the revenue budgets of the relevant departments.

Human Resources

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

Asset and Other Implications

There are no other implications.

Recommendations

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

Key to Abbreviations

Documents Attached



Belfast City Council

Report to:	Strategic Policy & Resources Committee
Subject:	Use of City Hall for filming of a 'Bollywood' movie
Date:	10 th August 2012
Reporting Officer:	Gerry Millar, Director of Property & Projects
Contact Officer:	George Wright – Head of Facilities Management Ext.5206/6232

1	Relevant Background Information
1.1	A request has been received via InvestNI to permit the filming of a number of sequences of a 'Bollywood' movie in the City Hall during September 2012.
1.2	Members may be aware that India is the largest film producing country in the world, making over 1100 films every year (Hollywood averages 700). The industry's value is estimated at \$4 billion as compared with Hollywood's \$10 billion. The song-dance sequence shot in picturesque international locales - is recognized as the crux of Indian commercial cinema, and the revenue that it generates has resulted in a wide range of international destinations supporting the industry, most recently Venice, the Seychelles, Amsterdam, Macau, London, Havana, Berlin and Geneva.
1.3	The movie project is entitled 'David' and the team intend to be filming some of the UK scenes in Belfast for a period of 9 days between 5 th –14 th September 2012. They will be shooting in a number of locations around the city, and have requested the use of the City Hall for at least one full day's filming in the Great Hall and the main staircase area.
1.4	There are a number of potential economic benefits to the city, most notably that a crew of 45 people are travelling to NI for the duration of the shot, that local talent will be recruited to assist the crew, that around 500 extras will be needed and that some equipment will be hired locally for the shoot.
1.5	In terms of the movie itself the production company has provided the following précis: <i>"30-year-old David has served the Ghani family for almost a decade. Ghani, a devout Muslim is a local Gang Lord and is extremely possessive of his community. The nature of Ghani's work became quite clear to David very early in his life, when his father who was an accountant to the family died in a shootout saving Ghani's life. David looks up to Ghani as a father figure and will happily give up his life to save his. Due to Ghani's involvement in the funding of terrorist activities, the Indian government authorizes a covert operation to execute Ghani. A team is sent to UK to assassinate him. The team find themselves working with one of Ghani's strong rivals. David, who is fiercely loyal to Ghani, decides to join them after discovering a terrible secret from Ghani's past.</i> <i>Will David let Ghani - his mentor and father figure - get killed?"</i>

1.6	This movie project is partly the result of work done by InvestNI both locally and from their office in Bangalore, India, and a local company, Northern Ireland Screen, are assisting in the NI production and filming.
1.7	Members will also be aware that the Economic Initiatives unit of the Development Department is actively seeking to support the creative sector in order to assist in sector growth and overall economic development and regeneration activities within the City. The unit has made us aware that it is seeking to organise a major symposium in 2013 for the 6 key Indian film production companies to visit Belfast as this is a new market for them and will help to showcase the city as a competitive location, and being able to facilitate the project 'David' request would obviously assist in this work.
1.8	A meeting between the movie producers, InvestNI, NI Screen and the council's Facilities staff took place on 3 rd August 2012 on-site in City Hall to discuss the modalities and logistics of the request, and we have concluded from this that we can offer the access needed to the Great Hall and other areas during the period of filming and also that the request can be accommodated from a technical perspective, if members are minded to approve it.

2	Key Issues
2.1	The key issue is whether or not the Committee feels that this is an appropriate use of the City Hall. A number of precedents exist for the use of City Hall for filming for both TV and film, and the request can be accommodated from a practical perspective if members are so minded
2.2	There are clearly a number of economic benefits to the city (although these will accrue in any event as the team intend to be in NI to film whether or not the City Hall is available) and there is also the wider potential benefit of enhancing the city's image and reputation internationally as a viable and welcoming location for creative projects.

3	Resource Implications
3.1	In addition to the exclusive access to the Great Hall and main staircase/Rotunda, the film-makers will need a large area (probably the Banqueting Hall or Reception Room) adjacent to the Great Hall capable of holding 50-60 extras at any one time, an area set aside for changing etc, exclusive use of the East car-park area for generators, cars, vans and other equipment and access to a catering facility.
3.2	There will be no cost to the council and nor will any additional staff resources be required. The organisers would, of course, have to comply with the usual conditions of use, including the provision of the necessary indemnities and insurance cover etc.

4	Recommendations
It is recommended that the Committee approve the use of the City Hall for the filming of this project, subject only to the receipt by the Director of Property & Projects of all necessary indemnities etc from the production company.	

5	Key to Abbreviations
None	

6	Documents Attached
None	

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Belfast City Council

Report to:	Strategic Policy and Resources Committee
Subject:	Belfast Flooding Emergency June 2012 – initial learning points
Date:	10 August 2012
Reporting Officer:	Suzanne Wylie, Director of Health and Environmental Services, ext 3260
Contact Officer:	Davy Neill, Emergency Coordination Officer, ext 3519

1	Relevant Background Information
1.1	Members will be aware of the heavy rain on the night of Wednesday 27 June 2012 which caused severe flooding across the city. Officers first became aware of the situation when they started to take calls of flooding in west and east Belfast at 7.30pm. The Emergency Coordination Officer opened the emergency room in the city hall and the Council's emergency plan was activated at 8.10pm. This was used as the coordination centre for planning how agencies should respond to the problems throughout the city.
1.2	Agencies worked well together in the emergency room and on the conference calls held throughout the event.
1.3	Detailed advice and information was placed on the Council website on the Wednesday night and further information was provided via press releases which were issued throughout the night and into the following week.
1.4	A Council emergency call centre with a freephone number was opened at 9.00am on Thursday 28 June. Any vulnerable people identified via the call centre were referred to Red Cross and to Belfast Health and Social Care Trust.
1.5	As a result of the flooding incident, the Council received 1,463 requests for service and made payments under the Department of the Environment (DOE) financial assistance scheme to over 720 households.
1.6	Inspections of flooded properties began on the Thursday morning and involved providing information packs, assessing houses for financial assistance, organising cleanup, electrical checks and the provision of dehumidifiers. Cleansing Services began cleaning debris from flooded streets from early morning, bulky waste collections started and sandbag deliveries continued. The Council delivered 7,000 sandbags in total. The first cheques issued under the DOE scheme of financial assistance were available for collection on 29 June.
1.7	A major flooding incident of this type causes widespread devastation and distress to residents and businesses in the city; it is important therefore to ensure that everything that can be done is being done to prevent properties flooding in the future. It was in this context that the Lord Mayor, party group leaders and the Chief Executive held a meeting with the agencies involved in the response on 4 July to discuss a number of key learning points relating to communication, coordination, sandbag distribution and flood alleviation measures; and to agree actions in moving forward.

1.8	This is an interim report, pending a full review/debriefs which will include Councillors, staff and other agencies.
1.9	It should be noted that the NI Executive have requested the Performance and Efficiency Unit of DFP to review the performance of the responding agencies to this flooding, with a report due by the end of August.

2	Key Issues
	<p>Coordination and Communication</p> <p>2.1 The Council activated its plan quickly and assumed an initial coordinating role. Agencies were invited into the emergency coordination centre at an early stage and those that attended on the night of 27 June included the Police, Ambulance and Fire and Rescue Services, Northern Ireland Water, the Housing Executive, Belfast Health and social Care Trust, NIE, Roads Service, and the eastern area councils' Emergency Planning Coordination Officer. Contact was made with Rivers Agency, Met Office, Flooding Incident Line, central government and others by conference call.</p> <p>2.2 In the early stages of a flooding response, identifying areas of the city that have been affected requires rapid sharing of information across agencies. This is difficult to do in a short time period, and a review of sharing data across the various systems and call centres is needed to improve the process in future.</p> <p>2.3 The conference calls and the presence of liaison officers in the emergency room helped communication but it was agreed at the meeting that further work needs to be done to improve initial communication and coordination of information during flooding emergencies. Agencies agreed, where possible, to be represented at an appropriate senior level in the Belfast City Council Emergency Coordination Centre during emergencies coordinated by the Council.</p> <p>2.4 The Belfast Flood Plan will be reviewed and further developed by the existing multi agency flood group to incorporate improved coordination and communication arrangements.</p> <p>Communication with the public</p> <p>2.5 The initial point of contact for members of the public in a flooding emergency is the Flooding Incident line, which is operated by the Department of Finance and Personnel. The Flooding Incident line did not appear to operate effectively during the recent flooding event as it was not staffed up quickly enough. This resulted in the Council receiving many repeat calls from irate residents who had been directed to the Flooding Incident line but were unable to get a response. The Health and Environmental Services out of hours duty officer received more than 45 calls in less than an hour on 27 June and many more were received by City Hall Control Room staff.</p> <p>2.6 The Council was able to get information onto its website very quickly on the night of the flooding and keep the public updated using social media. However it was agreed at the meeting that there is a need for better communication with the public in terms of the help available when flooding takes place. A number of short term actions are being considered, for example including the existing wallet sized fold up flooding information leaflet in the June and November editions of City Matters every year; wider and more proactive distribution of the Household Emergency Lifesaving Plan (HELP); a copy of this is attached in appendix 1. In the longer term, Belfast Resilience is working on developing a mechanism for warning and informing the public in advance of and during a major emergency and the Council will ensure the learning from the June flooding incident is fed into this process. The Council, in conjunction with Belfast Resilience, is also supporting communities to develop specific local area emergency plans and will ensure that information on access to the help available during flooding is incorporated within these plans.</p>

2.7	<p>Distribution of Sandbags</p> <p>Many Councillors were contacted by members of the public who were in desperation trying to get hold of sandbags to prevent water entering their properties. It was evident that there needs to be a much more joined up approach to sandbag distribution across agencies and the Council. On 27 June the Council brought in a contractor to deliver whatever sandbags it was able to acquire from the drainage agencies to identified areas which were severely affected by flooding. Over the following days the Council secured more sandbags from the Rivers Agency and in the end delivered approximately 7,000 to 443 properties. Other agencies also delivered sandbags. It was agreed at the meeting on 4 July that the Council would draft a temporary protocol on the coordination of the distribution of sandbags to the public during future emergency situations. This was done and a copy is attached in appendix 2; the eastern area councils have also signed up to the protocol. It will be further developed if necessary following the multi agency and internal reviews of the June flooding being carried out this month.</p>
2.8	<p>Flood alleviation measures</p> <p>It was agreed at the meeting that the Council would convene a working group to identify the main areas in the city prone to repeated flooding; to consider the causes of the flooding and establish if work is planned (direct or indirect) to alleviate it and in what time frame. Carrying out this type of mapping across the city in a collaborative, coordinated and systematic way will help to develop a better understanding of the priority areas and to identify if there are opportunities to bring forward improvement projects or implement interim flood alleviation arrangements, similar to, for example, the arrangements being considered in the Connswater, Sydenham area.</p>
2.9	<p>Bespoke flood defence mechanisms for individual properties were also discussed at the meeting. Rivers Agency has commissioned a report on the effectiveness of such devices and has agreed to share this information with the Council. If such mechanisms are shown to be effective the Council will consider whether it can contribute in some way to the provision of such devices to homes under threat of flooding. Council officers have also raised the issue of the provision of individual flood defence equipment with the Department of the Environment and the Department of Finance and Personnel, recommending that they be considered at a regional level.</p>
2.10	<p>Future work</p> <p>Following the ongoing multiagency and internal reviews taking place this month, a flooding incident report will be produced with recommendations and actions for the Council to take forward over the incoming months. The report will be presented to this Committee in due course.</p>
2.11	<p>The learning points, recommendations and actions identified by this process are also being shared with DFP to inform its review on behalf of the NI Executive.</p>

3	Resource Implications
3.1	<p>The resource implications of the emergency response will be highlighted in the flooding incident report. Many of the actions taken by the Council which are over and above normal duties are costed and will be included in a claim to the DOE under its Scheme of Financial Assistance.</p>

4	Recommendations
4.1	<p>Members are asked to note the Council's effective response to, and recovery from, the severe flooding which occurred in the city on 27 June and the volume of work that it generated.</p>

4.2	Members are also asked to note the temporary sandbag protocol and the high level actions arising from the meeting on 4 July between the Lord Mayor, party group leaders, the Chief Executive and a number of key agencies involved in the response.
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Decision Tracking
Suzanne Wylie to put before to Committee a draft of the flooding incident report when it is available

Key to Abbreviations

Documents Attached
Appendix 1 Household Emergency Lifesaving Plan (HELP)
Appendix 2 Temporary protocol on the coordination of the distribution of sandbags



In the event of a major emergency, it may be some time before the emergency services can help you. So it's important that you and your family or housemates have made preparations to take care of yourselves in emergency situations. You should make a plan in advance.

General things to remember in an emergency

- Stay calm, reassure others and think before acting.
- Call 999 or 112 if people are injured or if there is a threat to life.
- Do not put yourself or others in danger.
- Follow the advice of the emergency services.

In the event of fire or danger

If there is a fire or danger in your building, quickly and calmly leave the building by the nearest safe route and move to a safe place away from the building.

Do not try to return to the building until the emergency services tell you it is safe to do so.

If it is safe to stay in the building

- Go in - go indoors and close all windows and doors
- Stay in - stay indoors
- Tune in - to local radio, TV or the internet, where public information and advice from the emergency services will be broadcast.



 **Turning off supply**

Find out how to turn off the following utilities. Agree which household members can do this if necessary.

Electricity:
Water:
Gas:

 **Remember your neighbours**

You should check on your neighbours – they may need YOUR help. Make sure you have their details so that you can contact them in an emergency.

Neighbours to the left

Name:
Home number:
Mobile number:

Neighbours to the right

Name:
Home number:
Mobile number:

 **Important emergency contact numbers**

Save the emergency phone numbers on your mobile phone so that you can get them quickly.

Emergency Services:
999 or 112

Belfast City Council:
(office hours) 028 9027 0428
(out of hours) 07850 499 622

Northern Ireland Housing Executive:
03448 920 901

Northern Ireland Electricity:
08457 643 643

NI Gas Emergency Service:
0800 002 001

Northern Ireland Water Waterline:
08457 440 088

Flooding Incident Line:
0300 2000 100

Sometimes during an emergency, a dedicated helpline will be set up. When this is set up, the number will be published in the media and online when possible.

 **Local radio stations**

BBC Radio Ulster **94.5FM**
Downtown Radio **102.6AM**
Cool FM **97.4FM**
Citybeat **96.7FM**
UI05 **105.8FM**



Complete the following important information you might need in an emergency:

	Name or location	Contact number
Doctor		
Social worker or care manager		
Work		
School		
Vet		

If we have to leave our home or become separated, we will go to:

Option 1 (walking distance)		
Option 2		

If we get separated from each other and cannot return home, we will meet at:

Option 1		
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If we are unable to get in contact with each other, we will leave a message with:

Option 1		
Option 2		

Who will pick up the children from school in an emergency?

Option 1		
Option 2		

	Company	Contact Number	Policy Number
Home Insurance			
Contents Insurance			
Car Insurance			

Household Emergency Life-saving Pack

In case of a major emergency it is very useful to have an emergency pack containing:


- battery radio with spare batteries or a wind up radio
- battery torch with spare batteries or a wind up torch
- candles and matches (remember to use candles and matches safely)
- first aid kit
- list of useful phone numbers such as your GP and family members
- list of the medications you are currently taking and the dosage (keep this up to date)
- copies of important documents like birth certificates, insurance policies and this plan
- bottled water and ready-to-eat food (tinned food), with a can opener if required.

Make sure you have a phone that doesn't need mains electricity to work. Cordless phones will not work if the electricity supply is affected.

In case you are advised to evacuate your home, you may want to add the following to your emergency pack:

- prescribed medication
- toiletries, sanitary supplies
- mobile phone and charger
- cash or credit cards
- playing cards, games or some form of entertainment
- any special equipment for infants or people with special needs
- home and car keys
- spare clothes and blankets.

Don't forget about your pets and their equipment, such as a carrier, collar, lead and pet food. **If possible, take your pets with you as the emergency may last a long time.**

 For more information on planning for major emergencies in Belfast, go to:
www.belfastresilience.co.uk

You can also get lots of information on what to do in emergencies on the NI Direct website: www.nidirect.gov.uk

This leaflet will be made available on request in accessible formats such as Braille, audio formats and large print. It will also be provided in minority languages to meet the needs of those who are not fluent in English. If you need any further assistance please contact Belfast City Council on 028 9027 0428.

By virtue of paragraph(s) 3 of the Council's Policy on the
Publication of Committee Reports on the Internet.

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Belfast City Council

Report to:	Strategic Policy and Resources Committee
Subject:	Update on Belfast Policing and Community Safety Partnership
Date:	10 August 2012
Reporting Officer:	Suzanne Wylie, Director of Health and Environmental Services, Ext 3260
Contact Officer:	Eve Bremner, Safer City Manager, ext. 3275

1.0	Relevant Background Information
1.1	Members will be aware that the previous Community Safety Partnership and District Policing Partnership were dissolved in March 2012 and in their place a new Policing and Community Safety Partnership established.
1.2	<p>In Belfast there is an over-arching Policing and Community Safety Partnership, and four District Policing and Community Safety Partnerships; one in each of the north, south, east and west of the city. Their membership is made up of:</p> <ul style="list-style-type: none"> ▪ Elected members - from each of the parties in Council ▪ Independent members - who are appointed through a public appointments process and are representative of the wider community ▪ Designated organisations: <ul style="list-style-type: none"> ○ Formal - these are statutory organisations required by statute to sit on PCSPs across NI. The DOJ is currently undertaking consultation to this effect and it is proposed that 7 statutory organisations will be formally designated i.e. compelled to participate. These organisations are PSNI, NIHE, PBNI, YJA, NIFRS, ELBs and the health family. ○ Local - The PCSP and DPCSPs also have the opportunity to locally designate additional organisations.
1.3	The political and independent members who sit on the (D)PCSP also form a 'Policing Committee', which carries out a distinct role in relation to monitoring police performance and obtaining the cooperation of the public with the police.
1.4	<p>The role of the PCSP is to:</p> <ul style="list-style-type: none"> ▪ obtain the views of the public about matters concerning policing; ▪ act as a general forum for discussion and consultation on matters affecting policing and enhancing community safety; ▪ prepare plans for reducing crime and enhancing community safety; ▪ identify and measure performance against targets; ▪ provide financial or other support to ventures designed to reduce crime or enhance community safety ▪ Provide views to the District Commander and vice versa

<p>1.5</p> <p>1.6</p> <p>1.7</p>	<ul style="list-style-type: none"> ▪ Inform local policing plans ▪ Encourage cooperation with police <p>Importantly, it is hoped that the new structure will harness the best characteristics of the previous DPP and CSP, such as responsiveness, innovation, political and public engagement, whilst improving on previous flaws such as burdensome administration. An annual funding package has been provided from the DOJ/NIPB to support the work of the PCSP this is being directed towards local service delivery as much as possible. To that extent DPCSPs have been allocated a combined total of £500,000 (£125,000 each) for 12/13 and it is anticipated that, as was the case in the CSP, the partnership will leverage considerable additional funding.</p> <p>The Chairs and Vice-Chairs of the partnerships for the first 12 months are as follows:</p> <ul style="list-style-type: none"> ▪ PCSP - Cllr Jim McVeigh (Chair), John MacVicar (Vice-Chair) ▪ North - Cllr Gareth McKee (Chair), Bronach Graham (Vice-Chair) ▪ South – Cllr Tom Ekin (Chair), Nuala Toman (Vice-Chair) ▪ East – Cllr Claire Hanna (Chair), Mark Houston (Vice-Chair) ▪ West – Cllr Matt Garrett (Chair), Harry Connolly (Vice-Chair) <p>The organisations that will be invited to attend, as discussed by the (D)PCSPs to date, are also listed in Appendix 1.</p>
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<p>2.0</p>	<p>Key Issues</p>
<p>2.1</p> <p>2.2</p> <p>2.3</p> <p>2.4</p>	<p>The new Policing and Community Safety Partnership (PCSP) met for the first time on 31st May 2012 followed shortly afterwards by the inaugural meetings of the north, south, east and west District Policing and Community Safety Partnerships.</p> <p>At these initial meetings the PCSP and DPCSPs agreed a transitional plan, and associated funding commitments, for the initial months of operation; or until such time as the Partnerships can put in place longer-term action plans.</p> <p>The transitional plan supports a number of initiatives such as:</p> <ul style="list-style-type: none"> ▪ Small grants - £150,000 has been awarded following an open call for applications. Funding has gone to over 50 groups and has supported a range of community-led initiatives such as midnight soccer, youth drop-in centres, cross community projects and inter-generational initiatives ▪ Mobile CCTV – the PCSP has allocated a small resource to support the use of mobile CCTV over the summer. This has been successfully used at a number of key public events and within the city centre at the beginning of the cruise liner season ▪ Intervention and diversionary work – the PCSP and DPCSPs has supported a range of initiatives in communities over the July and August period to help reduce interface and community tensions ▪ Advocacy and support services for victims of hate crime – the PCSP is working with the Peace III funded Tension Monitoring project to support advocacy services for victims of crime within the LGB&T community ▪ Obtaining cooperation with the police - the PCSP continues to support community-led structures such as PACTs, CPLCs and local community safety structures in their work. The partnership is also exploring making additional funding available for initiatives which specifically offer communities and the police opportunities to work together to improve relations and in so doing enhance community safety ▪ The PCSP did however decide not to utilise the funding from the Joint Committee to support staff overtime costs for alcohol enforcement work with the PSNI stating that this should be met by Departmental budgets. <p>Over coming months the PCSP and DPCSPs will be developing more robust and relevant area-based action plans for the period until March 2014, reflecting local priorities and allocating</p>

	available resources. The DPCSPs will then have responsibility for ensuring delivery against these local action plans and will be required to report on performance to the PCSP on a regular basis. The PCSP will also develop an action plan; though its focus will be on city-wide or strategic issues. The PCSP will also play a role in lobbying for service or policy improvements that will enhance community safety and also seek the strategic commitment of partner organisations towards service delivery.
2.5	A joint Committee, consisting of representatives from the DOJ and NIPB has been established to oversee the functioning PCSPs and will request regular performance and financial updates. These will be made available to both Council and the public.
2.6	The PCSP and DPCSPs will also hold public events whereby communities have the opportunity to engage with the PCSP and the police; as well as receive feedback on performance information on key community safety issues.
2.7	As the role and work of the (D)PCSP has strategic implications for the Council and will also be relevant to the Area Working Groups, future reports on the (D)PCSP will be brought to Strategic Policy and Resources Committee. Those reports relating to the community safety functions carried out using Council resources will still be brought through the Health and Environmental Services Committee.

3.0	Resource Implications
3.1	The Joint Committee has allocated Belfast £776,000 for the 2012/2013 period. The PCSP has agreed that £500,000 of this should be made available to support service delivery by the DPCSPs. The remaining £276,000 will support staffing and partnership support costs and reflects the previous external funding commitment to the former DPP and CSP.

4.0	Equality Implications
4.1	None

5.0	Recommendations
5.1	The Committee is asked to note the report.

6.0	Decision Tracking
As noted performance reports will be made available to committee.	

7.0	Key to Abbreviations
DOJ – Department of Justice YJA – Youth Justice Agency NIFRS – Northern Ireland Fire and Rescue Service PBNI – Probation Board for Northern Ireland PSNI – Police Service of Northern Ireland NIHE – Northern Ireland Housing Executive NIPB – Northern Ireland Policing Board PCSP - Policing and Community Safety Partnership DPCSP – District Policing and Community Safety Partnership CSP – Community Safety Partnership DPP – District Policing Partnership	

8.0	Documents Attached
Appendix 1 – Organisations that have been invited to attend or sit on the (D)PCSP	

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Designated Groups Invited to (D)PCSP Meetings As of July 2012

Statutory Organisations

Members should be aware that there is an ongoing consultation with regard to which statutory organisations should be formally designated i.e. required to attend all (D)PCSPs in across Northern Ireland. The organisations below have been proposed in this consultation and all have agreed to waive voting rights for the first 12 months of operation:

1. PSNI
2. NIHE
3. YJA
4. PBNI
5. NIFRS
6. ELBs
7. The "Health Family" (from the PHA, Health Trust or local Commissioning Groups as decided by local PCSPs)

This consultation closes in August and it is anticipated that relevant legislation will be enacted by December 2012.

In the meantime the PCSP and DPCSPs have considered the above proposals and have indicated their enthusiasm to involve a number of these organisations in future planning workshops and meetings. Further discussion however is required to determine the most appropriate organisation and individuals to represent the health family and to secure representation from NIFRS and the BELB.

Locally Designated organisations

In addition to those organisations that will be formally designated and thus required to attend, the (D)PCSP may invite additional organisations to either attend or become full members of their partnership.

To date the North, East and South DPCSPs have determined that they will consider this matter subsequent to the local priorities agreed during the planning process.

Belfast PCSP has determined that the following would be invited to become full members of the PCSP:

- Belfast Regeneration Office
- Public Prosecution Service
- Northern Ireland Council for Voluntary Action

West DPCSP has also indicated that it wishes to have the following organisations attend:

- Upper Springfield Community Safety Forum
- Greater Falls Community Safety Forum
- Upper Falls Community Safety Forum
- Black Mountain Action Group

Organisations may be invited to become members at any time and will be treated as full members with voting rights.

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