

Document Pack

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



5th November, 2013

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, 8th November, 2013, immediately following the meeting of the Belfast Voluntary Transition Committee scheduled for 10.00 am, 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. **Finance/Value-for-Money**

- (a) Occupational Health and Employee Counselling Contracts (Pages 3 - 4)
- (b) Notice of Motion re: Belfast City Centre (To Follow)

3. **Asset Management**

- (a) Request for use of City Hall grounds by Disability Pride for a disability event (Pages 5 - 10)
- (b) Disposal of Land at Cliftonville Playing Fields (Pages 11 - 16)

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



Belfast City Council

Report to:	Strategic Policy & Resources Committee
Subject:	Occupational Health and Employee Counselling Contracts
Date:	8 November 2013
Reporting Officers:	Gerry Millar, Director of Property and Projects, Ext: 6217
Contact Officers:	Karen Russell, HR/OD Manager, Ext: 4702

1.0	Purpose
	The purpose of this report is to update Members on the sates of the current Occupational Health and Employee Counselling contacts and seek approval for the issuing of new tenders.

2.0	Background
2.1	<p>Members will be aware that both the Occupational Health and Employee Counselling contracts provide essential services to the council for the following reasons:</p> <ul style="list-style-type: none"> • The council has a statutory duty to ensure the health and safety of its employees and the health and wellbeing of our workforce is an important element of that. • Both Occupational Health and Employee Counselling are vital to effective management of the council's attendance levels
2.2	<p><u>Occupational Health Contract</u></p> <p>Following a public tendering exercise the contract for the provision of an Occupational Health Physician Services was awarded to Independent Occupational Health Ltd. (IOH) This contract was awarded for a period of two years with the option of renewal for a further period of one year subject to satisfactory performance. The additional one year has been exercised and this contract is now due for renewal by end of January 2014.</p>
2.3	<p><u>Employee Counselling Services</u></p> <p>Following a public tendering exercise the contract for the provision of an Employee Counselling Service was awarded to Apheideo Associates. This contract was awarded for a period of two years with the option of renewal for a further period of one year subject to satisfactory performance. The additional one year has been exercised and this contract is now due for renewal by end of December 2013.</p>
2.4	The Committee's approval is needed to commence a procurement exercise for both of these contracts.

3.0	Key Issues
3.1	The council implemented a new attendance policy in January 2010. In line with best practice this policy is currently under review. It is therefore essential that a full review of both contract specifications is undertaken and that the user departments have the opportunity to contribute. This will ensure that the best possible value for money services is contracted. In order to enable this work to be undertaken Committee is therefore requested to grant an extension of no longer than six months (under the current terms and condition) to complete the reviews of the contract specifications and the related procurement exercises.
3.2	Tenders will be evaluated using pre determined criteria including both cost and quality in liaison with the Corporate Procurement Services. It will be proposed that the contracts would be for two years, with the option of extension of a further year, depending on performance/requirements.

4	Resource Implications
4.1	The current contracts are valued annually at £ 101k for Occupational Health and £137k for Employee Counselling. Provision for this expenditure is included in revenue budgets however this is expected to increase in line with current usage.
4.2	Regularly testing the market via competitive tendering ensures that we obtain the best possible value for money and standards of service from our external suppliers.

5	Equality and Good Relations Considerations
5.1	There is no direct equality or good relations implications in respect of this report.

6	Recommendations
6.1	Members are asked to: <ol style="list-style-type: none"> 1. Agree to extend the current Occupational Health and Employee Counselling contracts for a maximum of six months 2. Approve the commencement of tendering exercises for the Occupational Health and Employee Counselling service contracts and delegate the authority under the Scheme of Delegation to the Director of Finance and Resources to approve the tenders.

7	Decision Tracking
The Director of Finance and Resources is responsible for approval of the recommended tender.	

8	Key to Abbreviations
None	

9	Documents Attached
No documents appended	



Belfast City Council

Report to:	Strategic Policy & Resources Committee
Subject:	Request for use of City Hall grounds by Disability Pride for a disability event
Date:	8 th November 2012
Reporting Officer:	Gerry Millar, Director of Property & Projects, Ext: 6217
Contact Officer:	George Wright, Head of Facilities Management Ext: 5206

1	Relevant Background Information
1.1	A request has been received from Disability Pride to hold a large scale disability related event, which will involve the setting up of staging and marquees in the grounds of the City Hall.
1.2	Members will be aware that the Committee has delegated authority for routine type requests for the use of the City Hall grounds to the Director of Property & Projects on the basis of an agreed set of criteria. However it was recognised that there would still be occasions when the nature, scale and/or scope of the request means that it is appropriate to place the matter directly before the Committee. This request from Disability Pride below falls into this category and the direction of the Committee is therefore sought.
1.3	<p>Disability Pride was formed in Chicago in 2003. Each year the organisation arranges a parade through the city to celebrate the lives of people with a wide range of disabilities. It also highlight ways of increasing accessibility for those living with a disability.</p> <p>Every year since its inception Disability Pride has asked a new city in the USA and Canada to join the network of those participating in the parade. For the first time, two European cities Madrid and Berlin were asked to join the network and held parades and post parade events earlier this year.</p> <p>Disability Pride has recognised the work of Trip-Ability.com a Northern Ireland based web company who they consider to be progressive on disability issues. Trip-Ability.com is dedicated to sharing experiences of travel, entertainment and products with the disabled community around the world. Michael Holden and Nigel Millen from the</p>

<p>1.4</p> <p>1.5</p>	<p>company were asked to host the first Disability Pride event in the UK and Ireland and they in turn have chosen Belfast city.</p> <p>The provisional date for the parade is 20th September 2014. The parade will leave Custom House Square at 11am and make its way through High Street and Royal Avenue before finishing at the City Hall for a major event.</p> <p>The parade will consist of disabled people, carers, advocates and health care professionals.</p> <p>In the City Hall grounds an entertainment concert area will be set up on one of the grass areas with a retail and food village on the other. There will be a wide range of exhibits, family attractions and entertainment to keep everyone in the carnival spirit.</p> <p>Disability Pride is a non profit organisation and the event is not a commercial venture. It will be delivered by the organisers in partnership with suitable disability related sponsors. Retailers will pay a nominal pitch fee for a space to offset the event costs for the day.</p> <p>Entrance to the event will be free and strictly controlled collection points for designated charities under the Disability Pride branding will be in place to allow members of the public to make donations.</p>
-----------------------	---

<p>2</p>	<p>Key Issues</p>
<p>2.1</p> <p>2.2</p> <p>2.3</p> <p>2.4</p> <p>2.5</p>	<p>The event will take place in the City Hall grounds between 12noon and 5pm on the 20th September 2014. Due to the stage and marquee builds the grounds will be partially closed to the public the day before and after the event.</p> <p>In addition to the staging and marquees, set ups will include the provision of ramps, toilets, food booths etc. There will also be a complete range of accessible toilets, a wheelchair MOT station for small maintenance and servicing, a fully accessible range of play park equipment and a doggy station for assistance dogs.</p> <p>The main focus of the event will be around the stage area where a wide range of live music, comedic and radio entertainment will take place. The marquee will be occupied by retailers offering a wide range of goods for people with disabilities in addition to confectionery and toys. The marquee will also have space for a number of advice agencies.</p> <p>Outside the marquees there will also be space for larger disability goods retailers including Motability Cars. A food court will also be available to allow people to purchase a range of hot and cold foods and beverages.</p> <p>It is anticipated up to 1,000 people will take part in the parade with a further 2,500 people visiting the City Hall grounds during the afternoon period.</p> <p>If given authority to hold the event the organisers will implement a full Marketing & PR campaign which will also include thanking Belfast City Council in providing the venue.</p>

2.6	The organisers are also considering hosting an event with a distinguished speaker the evening before or on the evening of the event and would also like to get use of a room within the City Hall.
2.7	The organisers of the event will be contacting the PSNI and the Parades Commission to seek the necessary permissions for holding the pre-event parade from Custom House Square.
2.8	The event will be planned and arranged by Grenville PR & Event Management. They have wide experience and have previously delivered a number of events in co-operation with Belfast City Council including the Sport Ni Activ8 Roadshow for the Belfast City Marathon. A robust and detailed event management plan will be in place including the provision of risk assessments and health and safety, crisis and continuity plans etc.

3	Resource Implications
3.1	The organisers will be providing all of their own marquees, stage builds and other infrastructures. The organisers have asked for the use of the electricity supply in the grounds and will cover the cost of power set ups and electricity usage. No other staffing or other resources will be required from BCC.
3.2	Full Public Liability insurance will also be provided prior to the event

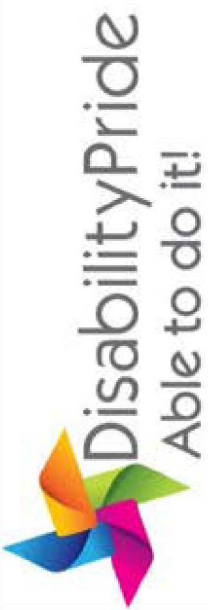
4	Equality and Good Relations Screening
4.1	The Screening form will be sent to the Equality and Diversity Officer in due course. The event although focusing on members of the public with a wide range of disabilities is also open to the general public.

5	Recommendations
5.1	The Committee is asked to consider the request from Disability Pride to use the City Hall grounds on the 20 th September 2014 and to have use of one of the City Hall rooms either during or prior to the event.

6	Decision Tracking
Not applicable	

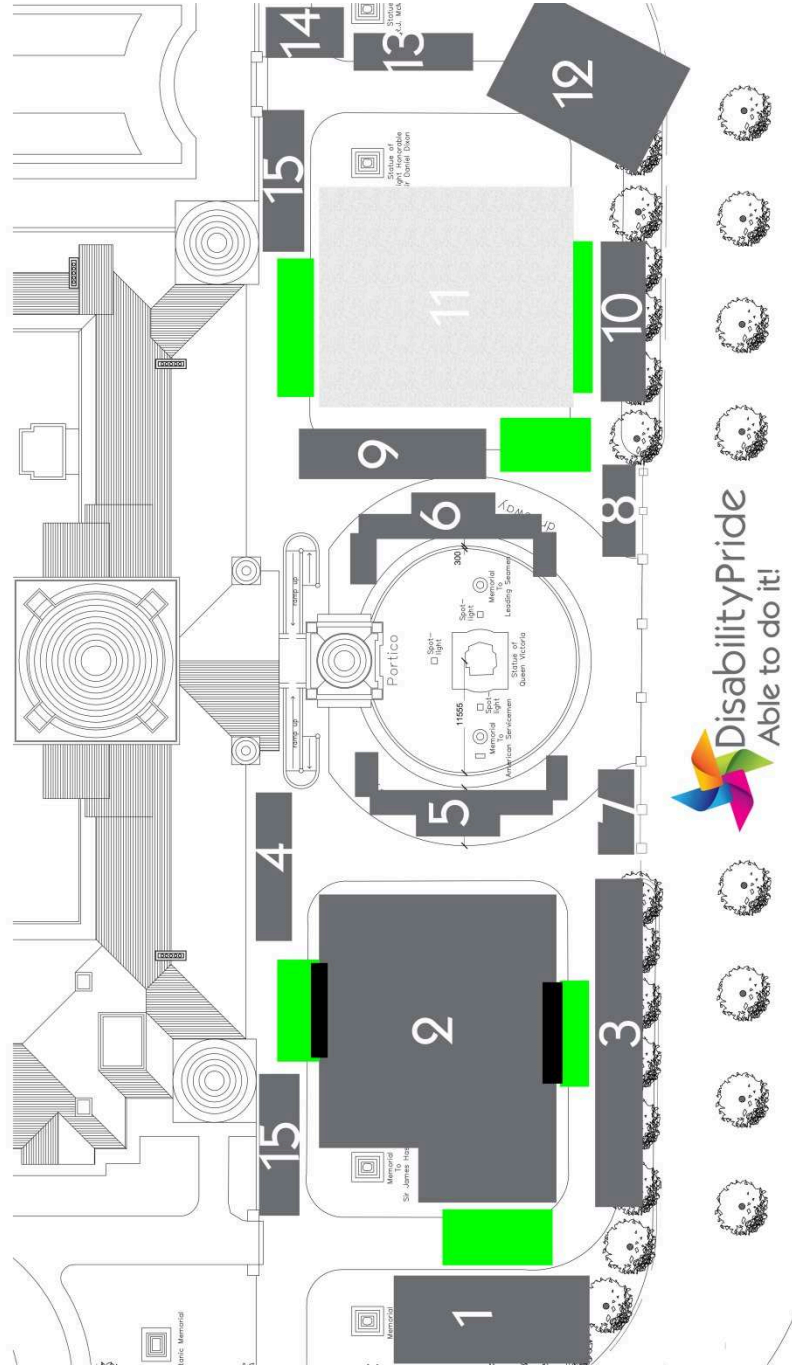
7	Key to Abbreviations
None	

8	Documents Attached
City Hall Concert & Retail Village Map	



City Hall Concert & Retail Village Map

* Preliminary Layout



- 1. Catering (incl Tables)
 - 2. Marquee
 - 3. Charity Tents
 - 4. Chariot Repair & dog station
 - 5. Cars
 - 6. Cars
 - 7. Sponsor Booth
 - 8. Sponsor Booth
 - 9. Sound desk / Control area
 - 10. Sponsor booth
 - 11. Public area for concert
 - 12. Stage
 - 13. Big Screen
 - 14. DP Office
 - 15. Toilets
- Ramps
■ Marquee Entrance



This page is intentionally left blank



Belfast City Council

Report to:	Strategic Policy and Resources Committee
Subject:	Disposal of Land at Cliftonville Playing Fields
Date:	8 November 2013
Reporting Officer:	Gerry Millar, Director of Property and Projects, Ext. 6217
Contact Officer:	Cathy Reynolds, Estates Manager, Ext. 3493

1	Relevant Background Information
1.1	At its meeting on 6 February 2007 the Community and Recreation (Parks and Cemeteries Services) Sub-Committee approved the disposal of approximately 1.3 acres of land at Cliftonville Playing Fields for the provision of an Irish Medium Primary School. Due to changes in budget priorities the Department of Education (the project funder) decided not to proceed with the acquisition of the relevant land at that time and the matter lapsed.
1.2	In September 2011 the Department of Education (DE) again approached the Council with a view to acquiring a small portion of the Playing Fields site for the provision of an Irish Medium Nursery Unit. The Departments' proposal was to commence the Nursery as soon as possible with a view to provision of the primary school facilities at the earliest opportunity thereafter. By this stage the Council had developed its Pitches Strategy and had proposals to develop a series of 3G pitches across the city, with the site at Cliftonville Playing Fields among them. In view of this the Council sought to minimise the site area to be devoted to the Nursery Unit and proposed primary School.
1.3	
1.4	At its meeting on 12 April 2012 the Parks and Leisure Committee agreed to grant a five year lease to the Trustees of Bunscoil, on 0.29 acres of Council land, at a rent of £1780 per annum, to facilitate development of a Nursery Unit. The lease was constructed in such a way as to allow the leased area to be subsumed within any land transfer arrangements which may arise in connection with the DE's proposals for development of a primary school at this location. This decision was approved by Strategic Policy and Resources Committee at its meeting on 25 April 2012.
1.5	It is worth noting that the land at Cliftonville Playing Fields is held by the Council on a 10,000 year lease granted by the Department of Education and Belfast Education and Library Board, subject to the land being used for "playing field and other recreational purposes only and for no other purpose (except with the prior written consent of the Department and the Board)". The land was leased to the Council for a nominal sum.

1.6	<p>Since the autumn of 2012 Council officials have been in discussions with DE officials regarding the proposed disposal by the Council of land to facilitate provision by DE of an Irish Medium Primary School on the site, to sit alongside the proposed Nursery Unit. At an early stage in these discussions it was communicated to the DE that the development of the Council's proposed 3G pitch facility would become much more expensive if the primary school development proceeded. The reasons for increased costs stem from having to move the proposed pitch further back into the site and the resultant additional civil engineering works arising from increased differences in land levels on the southern portion of the site.</p>
-----	---

2	<p>Key Issues</p> <p>2.1 The above mentioned discussions with DE officials have resulted in the following proposals which have been agreed between Council officers and Land and Property Services (who are acting for DE).</p> <ol style="list-style-type: none"> 1. The Council propose to dispose of approximately 0.85 acres (which includes the site of the Nursery Unit) to the Trustees of Bunscoil Bheann Mhadagain and provide the Trustees with shared use of a further 0.49 acres (approximately) of land to provide shared parking and access arrangements. 2. Taking account of the restrictions on use if the site, as contained in the Council's title, the disposal price of the land is agreed at £43,000 (subject to such minor pro rata adjustments to the sale price and site boundaries as may be required to reflect the final scheme). 3. The DE will also 100% fund any additional costs to the Council arising from the re-location of the pitch further back on the site in order to accommodate the school development. The latest available estimate of these additional costs is £390,208. These costs will be monitored throughout the construction project and adjustments applied to reflect the actual outturn costs 4. The construction costs associated with provision of the proposed shared parking and access arrangements will be split on a 50/50 basis between the DE and the Council. Future maintenance costs associated with the shared areas will be similarly split on a 50/50 basis. <p>2.2</p> <p>It is further agreed that arrangements associated with operation of the completed school and the 3G pitch are matters for further discussion and negotiation between the Council, the DE, the school Trustees and local sporting clubs. There is potential for benefits in terms of joint use of changing accommodation and meeting rooms within the school.</p> <p>2.3</p> <p>It is recognised the construction phase for the school and the 3G pitch cannot proceed until such times as the legal agreements associated with the land transfer are completed.</p>
----------	--

3	<p>Resource Implications</p> <p>3.1 <u>Finance</u> The disposal price of £43,000, allied to the 100% DE funding of the Council's additional development costs, represents 'best price' to the Council and complies with the Council's obligations as contained in Section 96 of the Local Government Act (NI) 1972. The proposed 50/50 split of the construction and maintenance costs of the shared areas is considered to reasonably represent the proportionate use to be made of these areas</p>
----------	--

	by the Council and the school.
3.2	<p><u>Human Resources</u></p> <p>Resources in Property and Projects, Legal Services and Parks and Leisure Department will be involved in drawing up and completing the necessary legal agreements and undertaking future maintenance work on the car park and access areas.</p>
3.3	<p><u>Asset and Other Implications</u></p> <p>The disposal of approximately 0.85 acres and the sharing of use on a further 0.49 acres will provide for the development of an Irish Medium School whilst still ensuring development of a 3G pitch and the potential for future shared use. The disposal arrangements will however ensure the Council's current primary goal of delivering a 3 G pitch and changing accommodation at this location, can proceed without the Council having to fund any additional costs resulting from disposal of land for school purposes.</p>

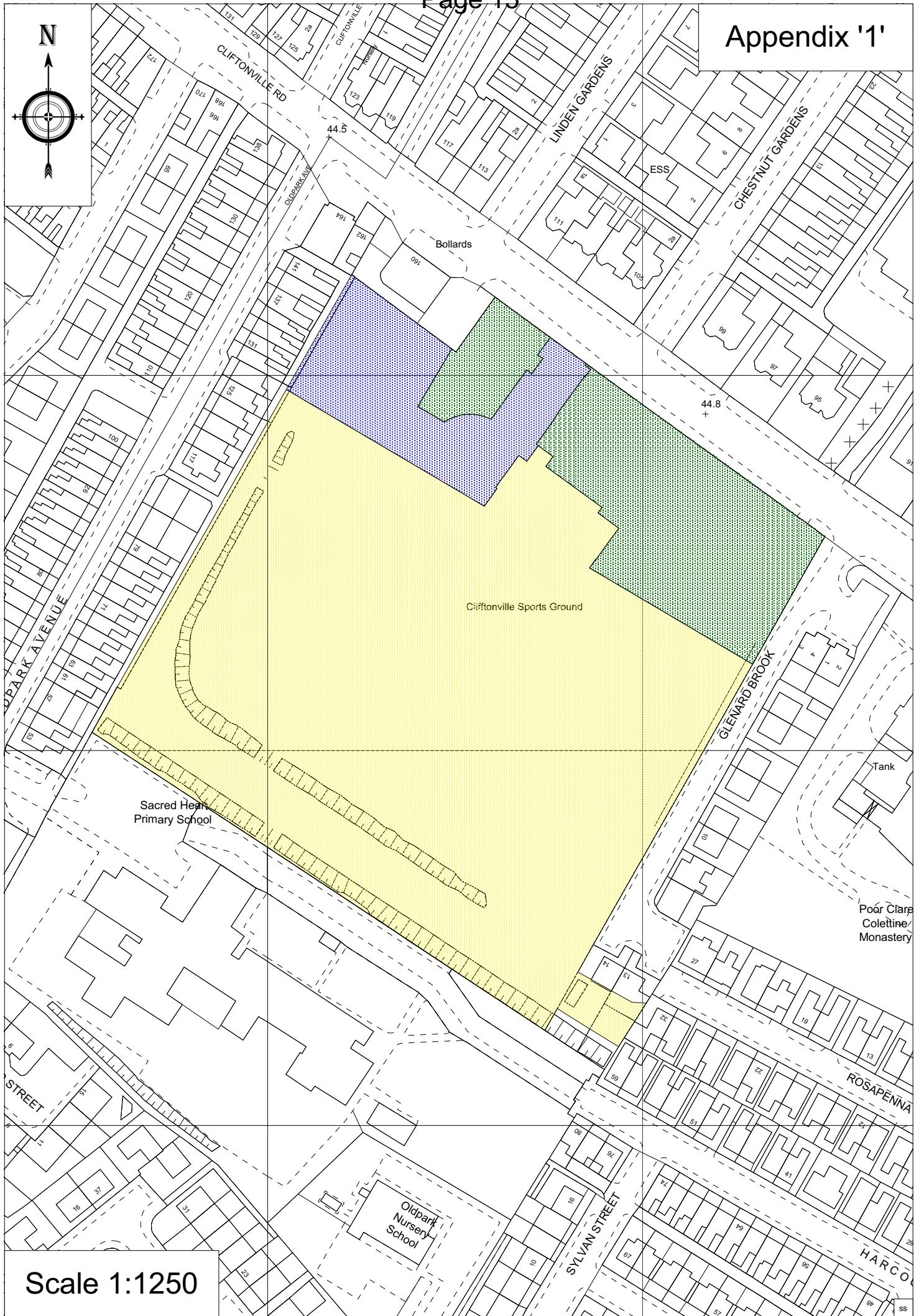
4	Recommendations
4.1	<p>Committee is recommended to approve the terms of disposal to the Trustees of Bunscoil Bheann Mhadagain in respect of approximately 0.85 acres of land (shaded green on the attached map - Appendix 1) together with shared access over approximately 0.49 acres shaded blue on Appendix 1, on the terms as outlined in the body of this report and subject to an appropriate legal agreement to be drawn up by Legal Services, to include the surrender of the current 5 year lease between the Council and the Trustees in respect of the Nursery Unit.</p>

5	Decision Tracking
<p>Director of Property and Projects to work with Legal Services and DE officials to ensure legal agreements are brought forward at the earliest opportunity.</p>	

6	Key to Abbreviations
<p>DE – Department of Education</p>	

7	Documents Attached
<p>Appendix 1 – Map showing the land to be disposed of to the Trustees of Bunscoil Bheann Mhadagain (shaded green) and over which the Trustees are to be granted rights for access and parking (shaded blue). Land retained in Council use is shaded yellow on the map.</p>	

APPENDIX 1



Scale 1:1250

This page is intentionally left blank