

Document Pack

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



5th August, 2010

MEETING OF DEVELOPMENT COMMITTEE

Dear Councillor,

The above-named Committee will meet in the Lavery Room (Room G05), City Hall on Wednesday, 11th August, 2010 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
2. Christmas Lights Switch-on 2010 (Pages 1 - 2)

To consider further the minute of the meeting of 9th June which, at the request of Councillor J. Rodgers, was taken back for further consideration to enable representatives of the Belfast City Centre Management to address the Committee
3. European Social Fund and Department for Employment and Learning Skills Strategy (Pages 3 - 20)
4. European Union Unit Update (Pages 21 - 26)
5. Titanic Quarter Memorandum of Understanding (Pages 27 - 44)
6. Council Appointees - Community and Play Centre Committees (Pages 45 - 48)

7. Belfast Titanic and Maritime Heritage Study (Pages 49 - 54)
8. Community Festivals Fund - Amendments to Guidance Notes and Application (Pages 55 - 116)
9. Festivals Forum Action Plan (Pages 117 - 122)
10. Learning Journey to Bilbao (Pages 123 - 134)
11. Irish Tour Operators Association Annual General Meeting (Pages 135 - 138)
12. RISE - Broadway Roundabout Public Artwork (Pages 139 - 140)
13. Belfast City Welcome Banners (Pages 141 - 142)
14. Cycling Issues (Pages 143 - 162)
15. Music Television (MTV) Europe Music Awards (Pages 163 - 166)
16. Waterfront and Ulster Hall Marketing and Audience Development Strategy (Pages 167 - 190)
17. Waterfront and Ulster Halls - Provision of Maintenance of Electrical Systems and Fabric (Pages 191 - 196)
18. B-Team - INTERREG IVC Brownfield Network (Pages 197 - 208)
19. Northern Ireland Science Park - Request to Present to Committee (Pages 209 - 210)
20. Creative Industries - Blick Shared Studios (Pages 211 - 212)
21. Shopmobility - Request for Support (Pages 213 - 214)
22. Continental Market (Pages 215 - 216)
23. Proposed Transport Bill for Northern Ireland (Pages 217 - 254)
24. Consultation - Barriers to Renewable Energy Production (Pages 255 - 258)
25. The Future of Bus Operator Licensing in Northern Ireland (Pages 259 - 266)
26. Bus Rapid Transport - Department for Regional Development Response to Consultations (Pages 267 - 278)

Extract from minutes of –

DEVELOPMENT COMMITTEE

9th JUNE, 2010

“Christmas Lights Switch-on 2010”

The Committee was reminded that the Council over the previous twenty-five years had developed the annual Christmas Lights Switch-on event. The event had originally involved a number of school choirs and had taken place in the middle of November, with a small audience in attendance. However, it was now an extremely popular event, with last year’s audience having been estimated at 8,000, and involved a range of high profile national and local celebrities.

The Head of City Events and Venues reported that correspondence had been received from Belfast City Centre Management, which was supported by the Belfast Chamber of Trade and Commerce, requesting that the Council give consideration to moving the day of the event from a Tuesday evening to a Saturday evening in 2010.

After discussion, the Committee agreed, due to the success experienced by holding the event in mid-week and the potential disruption which could be caused by hosting the event on a Saturday, not to accede to the request and accordingly agreed that the event continue to take place on a Tuesday evening.”

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**Belfast City Council**

Report to:	Development Committee
Subject:	European Social Fund and DEL Skills Strategy
Date:	11 August 2010
Reporting Officer:	John McGrillen, Director of Development, ext 3470
Contact Officer:	Shirley McCay, Head of Economic Initiatives, ext 3459

Relevant Background Information

Members will be aware that, since 2008, match funding has been provided by Council for four European Social Fund (ESF) projects. ESF projects have a three year duration and match funding for the projects must be re-confirmed each year. At the December 2009 meeting of Development Committee, Members agreed that funding would not be provided for year 3 of the projects. However the HARTE (Hospitality and Retail Training for Employment) project which was submitted by the Council for ESF funding continues and is still producing positive employment outcomes.

A second call for projects under ESF is expected to take place in late September 2010. In anticipation of this, it is proposed that Members take an agreed approach to match-funding potential projects under this funding stream, in order to maximise the impact of the interventions supported. A proposed approach is outlined below.

Members will also be aware that, in early 2009, approval was given by the Development Committee to work with key partners on the development of an agreed employability and skills agenda for the city in order to maximise the impact of our intervention in this field. Since then, a range of meetings have taken place and a draft Belfast Skills and Employment Strategy was presented to the Development Committee in April 2010. In order to allow more detailed discussion on the content, Members requested that a series of party briefings be undertaken. These briefings were concluded in June 2010.

DEL is a key partner in this process and has remained supportive of developing a collaborative approach to employability and skills in the city. The department has recently produced its skills strategy for consultation – Success through Skills 2: the

Skills Strategy for Northern Ireland. They have indicated the importance is ensuring congruence with the key themes of this strategy for any collaborative projects. A draft Belfast City Council response to this skills strategy is attached for Members' endorsement.

Key Issues

European Social Fund projects

A call for projects under Priority 1 of the European Social Fund (ESF) – Helping people into sustainable employment – will be launched in September 2010 and will close in November. Successful projects will run for a three year period from April 2011.

ESF projects are 40% funded through EU Structural Funds and 25% supported through the Department for Employment and Learning (DEL). Project promoters are expected to identify a match funder from the public sector to provide the 35% to complete the project expenditure. At application stage, details of the potential match funder are required, although there is no compulsion on the project promoter to show any evidence of engagement at this stage.

Under the last round of funding, 73 projects were successful in drawing down funding. Of these, 35 were focused on working within the Belfast area. Four of these 35 projects received match-funding from Belfast City Council for two years at an annual cost of around £150,000 per annum to the council.

In addition to match funding these projects, Belfast City Council also developed the HARTE (Hospitality and Retail Training for Employment) programme. This initiative was a response to the growth in the service industries at that time and the desire to increase the opportunities for long-term unemployed people to find jobs within these sectors. To date, around 80 people have gained employment through this project. The match funding contribution from Belfast City Council to the project has been on average £40,000 per annum. Given that two years of the project have been completed, this means that the cost per job to Belfast City Council has been around £1,000. This compares very favourably with mainstream schemes and with other similar pilot initiatives.

As previously noted, the Council has been working with partners across the city on the development of an agreed agenda for skills and employability. A draft strategy and action plan has been developed and party briefings on this were undertaken in the period April-June 2010. Under the strategy, two strategic priorities are identified, namely:

- Connecting people and jobs
- Enhancing the level of skills in our most disadvantaged communities.

A range of actions is also identified in the plan. These actions have met with broad agreement from all partners and there is now a commitment to developing collaborative projects to deliver on the actions.

One of the key partners in this collaborative approach has been DEL, given their statutory responsibility for employability and skills development in the region. DEL is

committed to working with the Council on the delivery of these actions. As with all public agencies, they are facing challenging budget cuts and are working hard to identify how they can maximise the impact of their spend.

Initial discussions with DEL have identified a range of key issues on which they would be keen to collaborate with Belfast City Council in order to deliver on the actions in the draft employability and skills plan. The potential availability of funding under the European Social Fund offers an opportunity to combine resources towards agreed objectives which will meet the identified needs.

DEL is currently pursuing funding for a number of schemes which could be enhanced if there was wider engagement and additional investment. While the progress of these schemes is subject to agreement by the Northern Ireland Executive, it is proposed that the Council continues to work with the Department to flesh out the detail of these potential projects.

From the Council's perspective, there are a number of conditions to the development of any future ESF projects in which we are involved. In order to ensure that they meet our agenda, it is proposed that a series of criteria be established. These might include:

- The project aligns with the priorities and actions identified in the Belfast skills and employability strategy and action plan
- The project has a city-wide impact
- The project does not replicate other mainstream or pilot provision
- The project is focused on employment outputs
- The project aligns with those key industry sectors which are accessible to those who are not currently in the labour market. These might include hospitality, retail, creative industries, financial services and the public services
- The project focuses on the long-term unemployed/unemployed graduates
- The project should be subject to performance-related targets to be agreed in advance.

These criteria would be used to guide the development of any potential application for funding under ESF. They would also be used to assess any requests for match funding from potential partners.

The Council match funding for these initiatives will have to be identified as part of the forthcoming business planning process and will be subject to Committee approval.

In order to progress with the further development of potential collaborative projects under the upcoming ESF call, it is recommended that Members approve the above criteria for use in considering any possible application. While it is not recommended that we proactively encourage match-funding requests, it is important to acknowledge that partners will be actively seeking match-funding opportunities at present. It is also recommended that Members agree not to consider requests for match funding once the application process closes in November.

A supplementary paper will be brought to a future meeting of the Committee to update Members on the detail of the discussions with key partners regarding potential ESF schemes for Belfast.

Draft Skills Strategy for Northern Ireland: Success through Skills 2

The draft Skills Strategy for Northern Ireland: Success through Skills 2 aims to enable people to access and progress up the skills ladder in order to:

- Raise the skills level of the whole workforce
- Raise productivity
- Increase levels of social inclusion by enhancing the employability of those currently excluded from the labour market and
- Secure Northern Ireland's future in the global marketplace.

While some progress has been noted over the last decade, forecasts suggest that a concerted effort is required if the productivity and skills targets set out in the Programme for Government are to be met.

Research carried out by Oxford Economics on behalf of DEL suggests that there will be:

- An increased need for higher level skills
- An increased need for up-skilling of the existing workforce
- A need to reduce sectoral imbalances
- An increased need for management and leadership skills and
- A need to attract skilled labour.

Similar research conducted by Oxford Economics in 2007 at a city council level mirrors these trends. Some of the key findings were:

- 47 out of 51 wards were below the government employment target at that time
- 12 wards were projected to have employment rates of under 50% by 2015 (i.e. more people not working than working)
- Disability Living Allowance (DLA) benefit rate was running at 13% compared to unemployment benefit at 4% (although this has now risen to more than 7%) – the long-term sick share of the working age population was forecast to rise to around 13%
- Over half of the change in job stock in the decade ahead was expected to require graduate qualifications while less than 1 in 7 was forecast to require no qualifications
- Despite the creation of 26,000 new jobs in the decade to 2007, the number of residents employed in Belfast (i.e. those living in the city) actually fell by around 6,000 in that period. To compensate, net in-commuting increased significantly in this period
- Research undertaken more recently has shown that there are currently an estimated 108,000 people who work in Belfast but live outside Belfast (in-commuters). This represents approximately 55 per cent of the estimated total number of persons employed in the Belfast economy.

The strategy sets out a number of strategic goals. These reflect the focus on up-skilling and re-skilling, given that over 75% of the 2020 workforce has already completed compulsory school education at this point. The goals are:

1. Increase the proportion of those in employment with NQF (National Qualification Framework) Level 2 skills and above to 84-90% by 2020, from a baseline of 71.2% in 2008

2. Increase the proportion of those people in employment with NQF Level 3 skills and above to 68-76% by 2020, from a baseline of 55.6% in 2008
3. Increase the proportion of those people in employment with NQF Level 4-8 skills and above to 44-52% by 2020, from a baseline of 33.2% in 2008
4. Increase the numbers qualifying from Northern Ireland Higher Education institutions with graduate and post-graduate level courses in STEM subjects (with an emphasis on physical and biological sciences, mathematics and computer science, engineering and technology) by 25-30% in 2020.

DEL has suggested that these goals are only achievable if the economy recovers and if appropriate levels of financial assistance are available to invest in achieving these ambitions.

As part of the consultation exercise, respondents are asked to provide commentary on a number of questions. These include:

1. The strategy sets out where Northern Ireland is now and where it needs to be if we are to compete globally and build a fairer prosperous society. Do you agree with the analysis and aspirations?
2. The strategy builds on actions from Success through Skills 1 recognising that there needs to be a step change in the skills levels of the workforce in Northern Ireland. Do you agree with the range of actions outlined in the document?
3. Given the pressures on public finances, which actions do you believe will make the most difference and should be priority?

Comments on the draft strategy, in response to these questions, are attached to this report as Appendix 1. If endorsed by Members, it is proposed that these will be forwarded to DEL to constitute the Belfast City Council response to the consultation.

Resource Implications

The resource implications of the ESF match-funding are not clear at this stage but are unlikely to exceed current investment in employability initiatives by the Council. Once projects are defined, a report will be brought to Committee to request the approval of appropriate resources.

Recommendations

It is recommended that Committee:

- Notes the proposed approach to developing collaborative ESF projects
- Agrees to consider potential collaborative projects for endorsement at a future meeting of committee
- Notes the draft response to Success through Skills 2: the skills strategy for Northern Ireland and agrees that this be forwarded to DEL, once ratified by Council.

Decision Tracking

Proposed ESF project ideas to be brought to September 2010 meeting of the

Development Committee.

Time frame: September 2010

Reporting Officer: Shirley McCay

Key abbreviations

DEL – Department for Employment and Learning

EU – European Union

ESF – European Social Fund

HARTE – Hospitality and Retail Training for Employment

NQF – National Qualification Framework

STEM – Science, Technology, Engineering and Maths

Documents Attached

Appendix 1 - Draft Belfast City Council response to Success through Skills 2: the skills strategy for Northern Ireland

Appendix 1:

Draft Belfast City Council response to Success through Skills 2: the skills strategy for Northern Ireland

1	<u>General</u>
1.1	Belfast City Council welcomes the opportunity to respond to the recently published skills strategy for Northern Ireland as this seminal report and its recommendations will make an effective contribution to the future of the Northern Ireland economy.
1.2	<p>Belfast City Council is the elected voice of the people – the channel through which the views and best interests of its citizens are represented. Our role as a Council is to improve quality of life across Belfast. We do this by providing strong leadership and direction and by providing the most efficient and effective customer-focused services. Our Corporate Plan for 2008-2011 sets out six main objectives that aim to realise the vision for a better Belfast. The themes are:</p> <ul style="list-style-type: none"> - City leadership - strong, fair, together; - Better opportunities for success across the city; - Better care for Belfast's environment - a clean, green city now and for the future; - Better support for people and communities; - Better services - listening and delivering; - Better value for money - a can-do, accountable, efficient council. <p>Our Development strategy has been built upon the Council's unique bank of knowledge on how to deliver city development using a wide range of expertise, from support for cultural and the arts, through to planning, economic development, project management, tourism development and through the Belfast: State of the City initiative. Under the 'Belfast: Capital City Strategy', the Council works to drive a competitive Belfast forward as the economic driver of the region.</p> <p>The Council's role in supporting and promoting economic development within the city is a key priority identified within the Belfast: Capital City development agenda and described in detail by the associated Local Economic Development (LED) Plan – 'Staying Competitive'. The LED plan exemplifies the Council's efforts to make Belfast a better place in which to live, work and do business. It represents a commitment on behalf of the Council to drive economic competitiveness and prosperity while consolidating economic and social cohesion.</p> <p>Our LED plan has a particular focus on enhancing skills and employability opportunities, and developing innovative ways of addressing the skills and employment challenges facing our city. In particular, City Council wishes to ensure citizens of Belfast are adequately equipped for the labour market.</p>
1.3	The newly published skills strategy for consultation and its key recommendations has significant implications for Council's existing support for employability and skills development activities.

	<p>Council would stress it is keen to collaborate with DEL on a range of identified actions under two key priorities, namely:</p> <ul style="list-style-type: none"> - Connecting people and jobs - Enhancing the level of skills in our most disadvantaged communities
2	<p>The strategy sets out where Northern Ireland is now and where it needs to be if we are to compete globally and build a fairer prosperous society. Do you agree with the analysis and aspirations?</p>
2.1	<p>Council's priority is to create a successful, dynamic city by building sustainable communities and supporting economic growth and this balance between economic and social issues is a clear focus in our current corporate plan.</p> <p>Council is encouraged to read of the twin goals set in the Skills Strategy, that is, to raise the levels of productivity and social inclusion with Northern Ireland, within the context of the Programme for Government.</p>
2.2	<p>Council concurs with the view that the skills of Northern Ireland's workforce have an important role to play in helping Northern Ireland to reach its full economic potential. and that focus should be placed upon:</p> <ul style="list-style-type: none"> - those entering the labour market for the first time; - up-skilling the existing workforce; and - ensuring those currently excluded from the labour market are provided with the skills to compete for jobs, retain jobs and progress up the skills ladder
2.3	<p>However Council wishes to highlight the important roles 'cities' play in driving growth and productivity. Belfast, as the region's capital city, is the engine for regional growth and therefore success or failure in Belfast has deep resonating implications not just for its suburbs and metropolitan area, but for the entire economy of Northern Ireland. The importance of increasing economic activity levels amongst the Belfast population through skills enhancement and job creation is therefore central to NI's challenge and must be accounted for in any new skills strategy for the region.</p>
2.4	<p>Much has been written with regards Belfast's role as a regional economic driver. This is most recently detailed in a series of reports produced by Oxford Economics for Council on the flow of people, skills, spending and investment in and out of Belfast. Our quarterly economic indicator reports analyse existing economic data on a local and regional level and supplement the key trends with rolling consultations with industry experts. On a quarterly basis this approach continues to produce a worthwhile and relevant profile of the local economic environment, helping Council to adjust its responses and to tailor our support measures accordingly. We would be happy to share this information with DEL.</p> <p>The analysis provided within the skills strategy mirrors our analysis recently carried out by Oxford Economics including recognition of:</p> <ul style="list-style-type: none"> - high levels of economic inactivity – almost 30% of population of working age not in employment;

	<ul style="list-style-type: none"> - high concentrations of deprivation and inactivity; - over dependence of the economy on the public sector; and - increasingly high levels of long term unemployed
2.5	<p>Further research conducted by Oxford Economics on behalf of Council (Capital Flows Report 2009) highlights that challenges are magnified in Belfast owing to the bulk of the employment being located within the city. According to this recent research:</p> <p>Belfast city area is the major employer of persons living in and outside the city. There are currently an estimated 108,000 people who work in Belfast but live outside Belfast (in-commuters), up from 96,000 in the 2001 Census year, with higher levels of in-commuting expected in future. This represents approximately 55 per cent of the estimated total number of persons employed in the Belfast economy. In addition to this, there are daily flows of roughly 12,000 post-primary pupils who are resident outside Belfast, as well as inflows of shoppers, evening economy customers and domestic and international tourists. All of these flows together add to the infrastructure pressures on the city, as well as of course bringing significant economic benefits.</p> <p>Belfast is a service centre for the whole NI economy - one-third of all NI service sector jobs are located in Belfast. Belfast also has half of all NI's hi-tech manufacturing jobs, 3 in 5 computer and related service jobs and two-thirds of creative media and arts jobs. Belfast is also home to two-thirds of NI's largest 50 companies and one-half of foreign-owned businesses.</p> <p>The area is a magnet for service sector foreign direct investment (FDI) and attracts the majority of service sector FDI in NI (two-thirds based on Invest NI figures for planned investment by and assistance to foreign-owned client companies). The majority of inward FDI projects to Belfast are from US companies, followed by ROI and Indian companies. The most common activities are design, development and testing; retail; sales, marketing and support; business services; R&D and manufacturing (though with the exception of transport equipment/aerospace sector, Belfast attracts a very small share of inward manufacturing FDI.). From a productivity 'moving up the value-added chain' perspective, it is positive that several of these activities are high-end.</p> <p>While Belfast 'imports' food products, construction services and manufactured goods from elsewhere in NI (and outside), in return it 'exports' many of its services to the rest of NI (especially where the same level or quality of services are not available locally) and outside NI. Three-quarters of service exports originated from Belfast in 2006 (the latest year this date is available). Without Belfast's offerings in certain activities (e.g. TV, software, insurance, legal services), other parts of NI would have to import from outside the region. In other words Belfast's economic role is not 'zero-sum' – the regional economy benefits from economic activity in and from Belfast.</p> <p>Belfast is a Gateway for tourists and a provider of unique retail, cultural, entertainment and visitor opportunities which are not available elsewhere in the region. The area also provides specialist health services and has almost 130,000 annual hospital admissions by non-Belfast residents.</p> <p>Belfast is a provider of further and higher education. However the Belfast workplace economy is heavily dependent on commuter skills, particularly at the higher end of the skills and occupation spectrum. In the 2001 Census year, 33 per cent (one-third) of in-</p>

	<p>commuters' highest qualification was graduate level (NVQ 4/5), compared to 15 per cent for persons with no qualifications.</p> <p>From a more negative perspective Belfast contributes disproportionately to the number of people living regionally in disadvantaged areas. However, delivering economic growth in Belfast, which will be necessary to help to improve economic outcomes for persons living in some of Belfast's most disadvantaged wards (and thereby close employment differentials), will also benefit all residents and commuters.</p> <p>Looking ahead, in the short-term an abrupt end to Belfast's 'golden era' is predicted with almost 10,000 net job losses between 2008 and 2010 – equivalent to the gains achieved over the longer 4-year period 2004-2008. During the recession, the number of non-employed working age residents is predicted to rise by almost 6,000 and net commuting is projected to fall (as there are fewer jobs to commute to). Looking to the longer-term, the picture is more positive. Belfast, and urban economies generally, should return to enjoy growth as demand for 'graduate hungry' tradable service workers continues to grow and the national economy rebalances from domestic-led to external export-led growth. Belfast's contribution to total NI net employment growth is forecast to increase from 23 per cent between 1998 and 2008 to 27 per cent in the long-term (2010-2030), although this is not sufficiently strong, and commuters are still assumed to take a high proportion of jobs, to bring Belfast's resident unemployment level back down to its recent low.</p>
2.6	<p>Furthermore, similar research conducted by Oxford Economics in 2007 at a city council level again mirrors the trends as detailed in the Skills Strategy consultation document. Some of the key findings were:</p> <ul style="list-style-type: none"> • 47 out of 51 wards were below the government employment target at that time • 12 wards were projected to have employment rates of under 50% by 2015 (i.e. more people not working than working) • Disability Living Allowance (DLA) benefit rate was running at 13% compared to unemployment benefit at 4% (although this has now risen to more than 7%) – the long-term sick share of the working age population was forecast to rise to around 13% • Over half of the change in job stock in the decade ahead was expected to require graduate qualifications while less than 1 in 7 was forecast to require no qualifications • Despite the creation of 26,000 new jobs in the decade to 2007, the number of resident employed in Belfast (i.e. those living in the city) actually fell by around 6,000 in that period. To compensate, net in-commuting increased significantly in this period • Research undertaken more recently has shown that there are currently an estimated 108,000 people who work in Belfast but live outside Belfast (in-commuters). This represents approximately 55 per cent of the estimated total number of persons employed in the Belfast economy.
2.7	<p>Council recognises that skills are at the heart of a modern knowledge economy and agrees with the need for focus on higher end skills. As global competition reduces the ability to compete on price, increasingly quality becomes the key determinant of long-term growth. This is because global economic change requires a workforce that is both</p>

	highly skilled and flexible to ensure businesses can take advantage of new technologies. Skills improvement is therefore critical to Belfast if we are to position ourselves as an economically competitive city, and region.
2.8	However Council would argue that increasing employment levels cannot be done by completely ignoring the lower value added sectors as these can potentially provide an avenue through which people can get into employment (or back into employment). There needs to be considerable focus on skills development, with detailed work required on what skills are needed for the current and future employment opportunities.
2.9	Although we recognise the important role of skills in a developing urban economy our research also quantifies and describes the extent of the 'two tailed' skills challenge for Belfast. On the one hand high end, graduates skills are essential to drive growth in high value sectors. On the other hand there is a need to tackle the inactivity problems as many of Belfast's citizens are, and will continue to be passed by future growth.
2.10	The persistence of long term unemployment in Belfast remains to be a major challenge for Belfast, particularly given the geographical focus in the north and west of the city. It is therefore imperative that future targeted interventions at community level are put in place in an attempt to break through the long-standing cycle of unemployment that exists.
2.11	One of Council's training and development programmes entitled 'Growing a Shared City' focuses on the needs of both council and inter-agency staff when delivering services in an increasingly shared city. An understanding of the political, social and economic benefits of diversity is key to the city's growth and should be reflected in the final skills strategy.
2.12	The significant challenge to maintain and improve the skills base suggests also suggests a need to attract skilled people to NI. Council agrees that for the workforce to grow to desired levels, a certain amount of in-migration of suitable skilled people will be required.
2.13	However with an outflow of graduates from Belfast universities and FE colleges seeking increased opportunities across the water, efforts must be made to retain and attract back graduates and well-qualified persons into the labour market - aimed at NI students graduating locally, NI students graduating in GB and NI professionals working in GB, ROI and beyond. Such a flow of skilled labour could help to address managerial and diversity of graduate subject weaknesses. Funding options should be explored to make graduate living more likely e.g., incentivising graduate living through stamp duty relief or repayment of student loans.
2.14	As well as attracting skilled people to NI, there is also a need to actively attract unskilled people for jobs that cannot be filled locally. This has been and still is an issue for NI.
2.15	Council is investing significant resources in attracting people to Belfast and making our city a better place to live. One of our key objectives is to promote Belfast as a place to do business and to help grow a sustainable, forward looking economy supported by a flexible and dynamic workforce. To achieve this we promote business start-up,

support business growth, foster innovation and development in key growth sectors, promote the benefits of Belfast as a dynamic business location and help create the right skills to match local business needs. Our key themes include:

1. Starting a business – we offer a business advice and signposting service to anyone thinking of starting a business in Belfast and hold regular enterprise workshops on a wide range of topics for small businesses and for those thinking about becoming an entrepreneur. We also host the Belfast Entrepreneurs' Network (BEN) and a discussion forum for businesses located across the city.
2. Growing your business - We provide a range of business development programmes to help ambitious businesses in Belfast enhance their own competitiveness and growth potential. Our high quality, practical support offers businesses at any stage of their development with specialist support on issues such as access to public sector, procurement, business improvement, internationalisation, financial management, franchising, product development, sales and marketing development and strategic planning.
3. Developing your business internationally - We provide a range of services for Belfast companies thinking about entering new markets. Our support is offered via World Trade Centre Belfast and covers all aspects of international trade including global sourcing, finding international business partners and identifying new customers. We also offer a free Investor Gateway service to companies considering establishing a base in Belfast.
4. Supporting our key sectors - We support key growth sectors that have the potential to make a significant contribution to Belfast's economy including advanced manufacturing, creative industries, environmental industries and independent retail. For each sector we provide bespoke programmes of support, offer an information and signposting service, act as a broker between the sector and other business support agencies and profile the issues that impact on the competitiveness of the sectors
5. Enhancing skills and employability - We develop innovative ways of addressing the skills and employment challenges facing our city. In partnership with others we work actively to remove barriers to employment for Belfast's citizens, improve access to employment and training opportunities, improve skills levels of the workforce and ensure that local residents can share in future successes. Our key skills and employability actions include:
 - working in partnership with key agencies within the public, private, voluntary and statutory sectors to maximise impact and promote joint working and better co-ordination of services to workless people, employees and employers
 - supporting targeted employability initiatives to help people find employment
 - providing active outreach to engage workless people and increase access to services in disadvantaged areas

providing a mechanism to link local residents to new job opportunities and providing high quality customised training to give them the skills for the jobs

3	The strategy builds on actions from Success through Skills 1 recognising that there needs to be a step change in the skills levels of the workforce in Northern Ireland. Do you agree with the range of actions outlined in the document?
3.1	Council welcomes the development of a skills strategy based on the needs of employers and better alignment between demand and supply.
3.2	Understanding demand for skills is a key issue for Belfast and Council supports the recommendation to 'simplify the demand side advisory infrastructure' and to articulate employer demand and broker appropriate responses. We welcome the emphasis on incorporating the Sector Skills Councils, the Workforce Development Forums, the Future Skills Action Groups and the new 'Skills Solutions' service in achieving this goal. We would highlight that Council also acts as a broker between sectors and other business support agencies including the advanced manufacturing, creative, environmental and retail sectors.
3.3	One of the themes in the original 'Success through Skills' was 'understanding the demand for skills' with a focus on improving the quality of information available on the current labour market. Council is a member of the current LEMIS Stakeholder Forum and finds the sharing of real-time performance management information to be of significant value. Council would therefore urge DEL to consider the sharing of information on all Department programmes (such as Steps to Work and Pathways to Employment) at a citywide level to ensure a fully responsive approach to changes in the employment market. This intelligence would be an integral element of any future action plans and would allow Council (and others) to set in place a credible monitoring and tracking system so that we can not only identify progress but also look at ways of adapting our services to maximise outputs.
3.4	It is critical that anecdotal information regarding skills gaps, particularly at the high end, need to be continuously addressed as this will have a fundamental affect on future investment to the region. In understanding the demand for skills, Council recommends there should be greater engagement by universities and colleges.
3.5	In our view more focus should also be given to substantially increasing resource management knowledge at all levels of education and training in NI.
3.6	The strategy also proposes to improve productivity by increasing the skills levels of the workforce though education/pre-employment training, up-skilling those in the workforce, increasing skills in certain subject areas to reduce sectoral imbalances and increasing management and leadership skills at all levels.
3.7	The most effective training programmes are considered to be those tailored to both the business and the employee and therefore any future strategy must allow for flexible provision.
3.8	For many, individuals' travelling to another part of the city to undertake training requires two separate bus journeys which has significant cost implications to the individual. Council would emphasis that measures are needed to enable people to take part in training i.e., helping to cover the costs of childcare and travel. Council's Hospitality and Retail Training Employment (HARTE) programme addresses this issue.

3.9	Training and skills for migrants in languages should also be encouraged – not only the English language but also the technical language required for specific jobs. For example, Gems and Allstate NI hold classes to integrate migrant workers with staff from NI by training them together on the language for the job and this has yielded positive results in encouraging integration with the workplace.
3.10	Training and skills should be offered for migrants who have links in their home country or other countries. Opportunities should be created for these individuals to become ambassadors for NI in these countries or to become entrepreneurs or individuals with the skills to build trade links, thus growing the NI economy.
3.11	In the up-skilling of those in the workplace, Council is extremely well placed to serve as a strategic partner in enhancing the skills levels of the city's small businesses, especially with regard to the development of management skills.
3.12	With almost three-quarters of companies located in Belfast employing less than 10 people (73.5%) and 87.3% employing fewer than 20, the importance of the SME sector to our local economy cannot be overemphasised. Our economic development plan is heavily skewed towards the development of this sector in the city.
3.13	Through a wide range of structured programmes and initiatives to enhance competitiveness, we assist owner/managers of SMEs with the development of their management skills and practices in a bid to stimulate the growth of their business. Given our experience in helping stimulate SME growth, Council can play a fundamental role in encouraging more employers, especially SMEs and micro-businesses, to consider management and leadership training and development.
3.14	However for many small businesses, the cost of training, both financial and time-related acts as a barrier to develop and train their current workforce and this is particularly prevalent amongst SMEs. The skills strategy must address how the barriers to providing workplace training can be overcome e.g., offering Government grants for training purposes.
3.15	Council welcomes the recommendation to tackle the skills barriers to employment and employability. However with a myriad of schemes, initiatives, qualifications and strategies to address the issues of inactivity and skills development there is evidence of a worrying lack of clarity both in terms of individuals and employers as to skills levels, availability of schemes and points of contact (Belfast Skills Demand and Supply Research, 2008).
3.16	There is therefore a need for respective roles and responsibilities of central government, local government, the private sector and social, community and voluntary sector to be clarified and for a single skills contact point to be established providing information on all skills related issues to employers, the unemployed, recruitment agencies and universities.
3.17	Council's Belfast Skills Demand and Supply Research, 2008 reports that employers, particularly small businesses, are confused by the plethora of qualifications that are in the marketplace. They find it difficult to understand 'what means what' and to measure the weight of the various types of qualification offered from universities, FE colleges,

	training organisations, employers and community centres. Those sourcing migrant workers experience difficulties in interpreting and benchmarking international qualifications. There is clearly a need to identify the weighting of courses and their compatibility to sectors.
3.18	As well as addressing the lack of clarity with respect to skills in Belfast, steps must also be taken to reduce the duplication of services across the city. For example, in the last round of European Social Funding (ESF) 73 projects across NI were successful in drawing down funding for similar employment and skills related activities. Of these, 35 (48%) were focused on working within the Belfast area.
3.19	Careful consideration must be given to all issues holding back or restricting the ability of agencies to improve the skills levels in Belfast's least successful labour markets.
4	Given the pressures on public finances, which actions do you believe will make the most difference and should be priority?
4.1	We feel that the most pressing skills issues are to tackle inactivity and to ensure a steady flow of appropriate graduates to both work and live in the city. This is not to say that issues of skills progression, essential skills and management and leadership are not important but graduates and inactivity are in our view key priorities.
4.2	Although Belfast ranks in the upper quartile of UK cities in terms of those attaining degree level qualifications, it also has a disproportionately high level of citizens who have no or very low levels of qualifications. The deeper negative impact of the recession on poorer communities may further widen these inequalities and lead to more imbalanced growth, inhibiting the overall economic growth of the region. Steps must therefore be taken to enhance the levels of skills in our most disadvantaged communities e.g., developing learning neighbourhood programmes in the most deprived wards and delivering bespoke training provision to overcome skills disparities experienced by long-term unemployed, lone parents, people with disabilities, older workers and ex-offenders.
4.3	Council believes their needs to be a balance between graduate high-end skills and low-end skills. Research suggests that Belfast has an 'hourglass economy' – i.e. there is a shortage of skills in the administrative middle management occupations. According to employers, these gaps are harder to fill as more students pursue higher education rather than full-time employment or workplace training.
4.4	Skills are also not all about graduate qualifications. So-called 'business readiness' skills such as customer services, literacy, numeracy and professionalism are also important and often sited as key weaknesses in current labour supply.
4.5	As with all public agencies, Council is working hard to identify how we can maximise the impact of our interventions. To this end, in early 2009, Council commenced work with key partners on the development of an agreed employability and skills agenda. Since then, a range of meetings have taken place and a draft Belfast Employability and Skills strategy has been developed. DEL has been a key partner in this process and remains supportive of developing a collaborative approach to employability and skills in the city. We are grateful that DEL has provided a commitment to working with Council

	on delivery of some of the actions identified in our strategy and action plan, namely around two priorities including connecting people and jobs and enhancing the level of skills in our most disadvantaged communities.
4.6	Skills development activities are extremely complex and can therefore benefit greatly from cross stakeholder intervention. Council believes that working with other agencies and local employers will be a key component to the successful implementation of the new skills strategy as no one single organisation will be able to make the required step change in the skills levels of the workforce in NI.
4.7	The impact of the economic downturn also means all of the public sector needs to find radical new solutions to not only deliver better value for money, but also better local services more tailored to local needs. Council is pleased that the strategy highlights that lessons will be learned from other skills strategies across GB and Ireland.
4.8	We recommend that examples of best practice worth benchmarking against include 'City Strategies' which aim to tackle worklessness in the most disadvantaged communities in GB – many of which are in major cities and other urban areas. City Strategies are based on the idea that local partners can deliver more if they combine and align their efforts behind shared priorities, and are given more freedom to try out new ideas and to tailor services in response to local need. City Strategies have been explored through the work of the Belfast Employment and Skills Board.
4.9	Total Place is also a new initiative that looks at how a 'whole area' approach to public services can lead to better services at less cost. It seeks to give local providers the incentive to work together in new ways for the benefit of their clients and citizens and to identify and avoid overlap and duplication between organisations – delivering a step change in both service improvement and efficiency at the local level. The Total Place initiative should be considered.
4.10	To maximise the impact of council's interventions in the employability field, Council will join up efforts and work with DEL on an agreed agenda - avoiding duplication and overlap with the services and initiatives of the department and other key partners. We are currently working on the development of an integrated economic strategy for the city and would hope the department will agree to work with us on this in the coming year. Any agreed skills and employability related activity will become an integral element of this integrated economic strategy for Belfast.
4.11	A final priority for Council is that progress towards actions in the skills strategy must be monitored overtime to assess the ongoing performance towards achieving step changes in the skills levels of the workforce. Results in performance should be shared with key stakeholders to allow for interventions to be adjusted accordingly.
5	<u>Conclusion</u>
5.1	Council is in agreement that NI should aspire to compete globally, building a fairer and more prosperous society and we support the priorities and general principles set out

	within the draft consultation document. There are, however, a number of general and specific comments that have been outlined within this response document which it would like to see reflected in the final Skills Strategy for Northern Ireland.
5.2	Belfast City Council is grateful for the opportunity to provide a response to this consultation document and would welcome further opportunities to consult on how it can contribute to the implementation of this important strategy.

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**Belfast City Council**

Report to:	Development Committee
Subject:	EU Unit Update
Date:	11 August 2010
Reporting Officer:	John McGrillen Director of Development ext 3470
Contact Officer:	Laura Leonard European Manager ext 3577

Relevant Background Information

Members will be aware that the EU unit provides regular updates in relation to current or future activity. This report comprises an update on two items:

1. Attendance at the annual Brussels Open Days event
2. Participation in the Committee of the Regions EU Cohesion Policy Monitoring Platform

Key Issues

1. Attendance at the annual Brussels Open Days event

2010 marks the eighth year that the European Commission in partnership with the Committee of the Regions and cities across Europe host the EU Open Days event. This event held throughout Brussels from 4 – 7 October is structured around 100 seminars providing emerging EU policies and funding opportunities. Many of the 200 plus regional offices based in Brussels including the NI Executive Office host thematic workshops and showcase their strengths. The most topical EU policy under development currently is the new cohesion policy which will shape EU structural funds from 2014 onwards. This policy will be presented and discussed along with future opportunities for cities and regions.

For several years Belfast City Council and its stakeholders have participated in the Open Days and also hosted events in the official programme. For 2010 BCC has the opportunity to participate in a number of ways.

Quartiers En Crise Urban Panel:

Although BCC has withdrawn as member of this network since the AGM in June 2010, the city is legally obliged to see out the 2010 work commitments.

Until June of this year, BCC held the role of Treasurer of the QEC network and during our time as Treasurer an application was made to the Committee of the Regions to host an event as part of the Open Days week in October. The application was successful and as Belfast was a named partner we have been asked to fulfil our commitment to the event. The event theme is:

" Agenda 2020: A New Paradigm For Local Urban Development".

Our commitment to the event requires a BCC representative taking part in a panel discussion with the mayors of other cities such as Turin, Gothenburg and Prague, senior Commission officials such as Dirk Ahner from DG Regio and MEPs. It is recommended that the Chair of the Development Committee represent the city at this event and take part in the panel discussion.

As such BCC will co-host the event in the NI Executive Office on 7 October 2010 along with the city of Turin and high level representatives from the EU Commission and EU Parliament. "Agenda 2020: A New Paradigm For Local Urban Development", will reflect on the lessons emerging from the last 20 years of EU urban policy and feed into the current debate that DG Regio has launched in relation to the urban dimension and funding opportunities in future cohesion policy.

As Chair of Development, Councillor Conor Maskey has been invited to present Belfast City Council's experience of urban development and in particular the city's experience of European funding.

The cost of travel and accommodation will be met by Quartiers En Crise and the EU Commission.

NI Interreg Partnerships:

The five cross border Interreg Partnerships in NI have attended the Open Days each year and traditionally co-host a promotional reception in the NI Executive Office.

BCC's representatives on the Comet Interreg Board will not attend the Open Days as the Board is only funded to send the Chair and Deputy Chair of the Board (Alderman Nigel Hamilton of Newtownabbey Borough Council and Councillor Darin Ferguson of Carrickfergus Borough Council respectively) and the BCC Comet Interreg Manager who acts as the Secretariat of the Board.

Resource Implications

All costs including subsistence, travel and accommodation for the Interreg manager will be reimbursed by the Special EU Programmes Body under the Interreg IVA Programme. Travel and accommodation for the Chair will be reimbursed by QEC. Travel, accommodation and subsistence for the European Manager is from the European Unit budget 2010/2011. The cost overall should not exceed £1500.

Recommendations:

Committee are asked to approve:

Attendance and any attached costs, other than those to be reimbursed by SEUPB and QEC for the Chair, the European Manager and the Interreg Manager to attend the annual Brussels Open Days event

Decision tracker

Further to approval the Chair, the European manager and the Interreg Manager will attend the annual Brussels Open Days event in Brussels from 4 – 7 October 2010.

Time line: October 2010

Reporting Officer: Laura Leonard

2. Participation in the Committee of the Regions EU Cohesion Policy Monitoring Platform

The Committee of the Regions (CoR) is the political assembly that provides the regional and local levels with a voice in EU policy and EU legislation.

The EU Treaties oblige the Commission, Parliament and EU Council to consult the Committee of the Regions whenever new proposals are made in areas that affect the regional or local level. The CoR has 344 members from the 27 EU countries, and its work is organised in six different commissions. The Commission examine proposals, debate and discuss in order to write official opinions on key issues.

All UK members of the CoR are elected politicians representing local authorities or the devolved bodies of Scotland, Wales, Northern Ireland. The Local Government Association (LGA) is the secretariat to the UK Delegation to the CoR.

Although the UK Delegation is formally nominated by the UK Government, it receives proposals from the following bodies:

- The Local Government Association of England and Wales (in consultation with English regional bodies);
- The Scottish Executive (in consultation with the Scottish Parliament and Convention of Scottish Local Authorities);
- The Welsh Assembly (in consultation with the Welsh Local Government Association); the NI Assembly (in conjunction with the NI Local Government Association).

The secretariat to the UK Delegation is provided by the Local Government Association (LGA) offices in London and Brussels. The secretariat coordinates briefings for members attending meetings; gives feedback to local authorities on CoR developments and opinions; and promotes the work of the Delegation both within the UK and throughout the EU. The national local government associations and devolved bodies are key to determining not only the candidates for UK CoR nominations, but also proposing the policy the UK Delegation should take. The CoR too benefits indirectly from the expertise of the national associations and their member authorities, by drawing on the best practices and expertise they can offer.

The NI Committee of the Region members are nominated by the NI Assembly (2 places) and the NI Local Government Association (2 places). These are Councillor Jonathan Bell (full member UK), Francie Molloy MLA (full member UK), John Dallot MLA (alternative member UK) and Councillor Arnold Hatch (alternative member UK).

In 2010, the Committee of the Regions established the Europe 2020 Monitoring Platform. It will act as a vehicle for the local and regional authorities throughout Europe to have a say in the policy process of the new Europe 2020 strategy. The EU 2020 strategy developed and accepted by the EU Commission in June 2010, is the successor to the Lisbon Strategy and will focus on initiatives to build Europe's knowledge and innovation and to create a more sustainable economy, high employment and social inclusion. The EU 2020 monitoring Platform will monitor the roll out of EU 2020 and how it will affect cities and regions.

The Europe 2020 Monitoring Platform aims to:

- Involve local and regional authorities in order to ensure better implementation of policies linked to Europe 2020 goals
- Examine the evolving relationship between the Europe 2020 strategy and cohesion policy
- Monitor the involvement of the local and regional level in the strategy's governance process
- Identify the obstacles encountered by local and regional authorities in implementing the Europe 2020 strategy
- Stimulate exchange of information, experiences and best practices

Membership of The Europe 2020 Monitoring Platform is drawn from 115 regional and local authorities from the 27 EU member states who:

- Contribute to shaping the Committee of the Regions' political positions on Europe 2020 related issues
- Collaborate to the Europe 2020 strategy monitoring process
- Exchange views, experiences, best practices and learn from each other
- Co-operate in Europe 2020 oriented projects
- Participate in Europe 2020 Monitoring Platform events (workshops, political conferences)

The Monitoring Platform will undertake its work through online discussions and promotion policy workshops, questionnaires and surveys, monitoring reports, thematic initiatives and social networking tools. For example, it will hold two specific lobbying events for local and regional authorities during the Brussels Open Days.

As capital city and regional driver for NI, it is critical that Belfast is engaged in the design process and debates that will shape future EU policies and ensure we benefit from future EU funding. Members are asked to approve the BCC's membership of the EU2020 monitoring platform through the representation of the Chair of Development and the EU Manager. There is no direct cost related to membership although BCC's representatives will be invited to various EU events both in the UK and Brussels in the coming years until the EU funding policies and programmes post 2013 are agreed. Committee approval will be sought when such attendance is required.

Resource Implications:

There is no direct cost related to membership of the Europe 2020 Monitoring Platform. Costs relating to attendance of the Chair and European Manager at related events is allocated from the European Unit budget 2010/2011.

Recommendations:

The Committee is asked to approve membership of and participation in the European 2020 Monitoring Platform through the Chair of Development and the European Manager

Decision tracker:

Further to ratification the European Manager will report to Committee to seek approval for costs related to attendance at European 2020 Monitoring Platform events.

Key Abbreviations

QEC:	Quartiers En Crise – Neighbourhoods in crisis network
EU:	European Union
SEUPB:	Special EU Programmes Body
CoR:	Committee of the Regions
DG Regio:	Directorate General Regio – EU Commission Department dealing with regional policy

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Belfast City Council

Report to:	Development Committee
Subject:	Titanic Quarter Memorandum of Understanding
Date:	11 August 2010
Reporting Officer:	John McGrillen, Director of Development, ext 3470
Contact Officer:	Shirley McCay, Head of Economic Initiatives, ext 3459

Relevant Background Information

Members will be aware that Belfast City Council has made a significant financial investment in the Titanic Signature Project (TSP), contributing £10million towards the realisation of the £97million iconic project. Construction work is now in the fifteenth month and the works are progressing well and are on schedule.

As part of the financial investment, Council entered into a memorandum of understanding (MoU) with Titanic Quarter Ltd (TQL). The MoU commits TQL to work in partnership with Council and other statutory bodies to “optimise the city and community benefits of the TQ development” and recognises the need to “ensure that everyone within the city has fair access to the opportunities which emerge...and that investors have direct access to the human resources and skills base available in the city”. The duration of the MoU is five years; subject to annual review.

Key Issues

Governance arrangements

A three tier governance structure is in place to take forward the work programme agreed under the MoU. This structure involves a Strategic Advisory Board, a Co-ordinating Steering Group and six TQ Thematic Action Groups (see Appendix 1).

Strategic Advisory Board

A key function of the Strategic Advisory Board is to allow for broad discussion on the issues affecting and arising from the Titanic Quarter development and to develop collaborative solutions as appropriate. A first meeting of the Board took place on 29 March 2010 and was attended by senior representatives (Deputy Secretary/Permanent Secretary level) from DEL, DOE, DETI, DCAL, DRD and DSD. Each representative agreed to attend bi-annual meetings and to commit appropriate resources to “champion” or participate in the six Thematic Action Groups. This Board will reconvene on 14 September 2010.

Thematic Action Groups

The six thematic groups will comprise a range of relevant public, private and statutory partners, as appropriate. Government Departments have now forwarded their nominees to either “champion” (i.e. lead) the relevant Thematic Action Groups or to be represented on the groups. The names of those put forward are outlined in Appendix 2.

A response is still awaited from DETI with regard to an appropriate lead/nominee for TQ Tourism, and a champion has yet to be appointed for TQ Space (DCAL declined the request to champion this group although they have appointed a nominee to participate on the group).

Community representation from across the city will be coordinated through the Area Partnership Boards (APBs). The Partnership Boards have agreed there will be one nominee on each group and that person will feed back to the other partnership boards, through the Belfast Area Partnerships (BAPs) Forum. In addition to community representation through the APBs, additional east Belfast representation on the Thematic Action Groups has been confirmed with the Inner East Forum. The names of those put forward by both the APBs and Forum are also outlined in Appendix 2.

Role of the Council

At a meeting of Strategic Policy and Resources (SP&R) Committee on 5 March 2010, it was agreed that Development Committee would take the primary role in relation to the implementation of the MoU while the SP&R Committee would exercise oversight of the construction and funding elements. It was also agreed that joint meetings of both Committees (to which all Councillors would be invited) would take place twice a year. Plans are underway to host a special meeting in September.

On 18 June 2010 SP&R Committee also agreed to the establishment of an all Party Group to meet informally regarding TSP progress. Plans are in place to convene this meeting shortly.

Party briefings with all groupings have recently been undertaken. Members generally welcomed the MoU and saw it as a major opportunity to connect and provide access for local communities to the potential employment opportunities to emerge within TQ. Members also recognised the role of Elected Members in engaging and communicating with communities and citizens and noted the importance of identifying and profiling the types of job opportunities which are likely to emerge within TQ and the associated qualifications and skills needed to access them.

However some concerns were raised with regards to the adequacy of the current arrangements for community engagement i.e. through the BAPs. Members therefore recommended that additional/complementary means of communication and engagement should be explored e.g. utilising Council resources and other existing mechanisms to disseminate information and tapping into existing communication channels such as City Matters. Members also expressed disappointment at the apparent reticence of some departments – particularly DRD – to take seriously their responsibility in relation to the delivery of this project. DRD has indicated that it is willing to participate in TQ Access but is unwilling to champion this group. Furthermore, Members noted concerns regarding the lack of challenge presented by the social clauses in the construction element of the TSP. Each of these issues will be raised and addressed through the Strategic Advisory Board, Thematic Action Groups and the all Party Group.

At an operational level, Economic Development Unit has appointed a lead officer (Lisa

McCartney) to oversee the implementation of the MoU. Whilst only one of the groups is fully operational (TQ Work), officers have been actively working to secure government departmental representatives to 'champion' or participate in the five remaining groups. To date 'champions' have been confirmed for four groups – TQ Work (DEL); TQ Access (DOE); TQ Housing (DSD) and TQ Outreach (DSD). Preliminary meetings with all appointed Champions have taken place and it is the intention that all Thematic Action Groups will be fully operational by September.

In addition to the lead officer engagement from Belfast City Council, it will be important to ensure appropriate officer-level representation on the relevant Thematic Action Groups. Nominees are currently being finalised and will involve officers from the following units/sections.

TQ Work	Economic Development Unit
TQ Access	Planning and Transport Unit/Estates Management Unit (link to Connswater Greenway work)
TQ Outreach	Community Services
TQ Housing	Planning and Transport Unit
TQ Tourism	Tourism, Culture and Arts Unit
TQ Space	Parks and Leisure Services/Tourism, Culture and Arts Unit

Other officers may need to become involved, as appropriate, when specific issues arise.

Draft terms of reference for each of the groups are attached as Appendix 3.

TQ Work update

Following the appointment of a secondee from DEL (Roisin Sloan), a plan is in place around the employment, education and skills thematic action plan. The existing social clauses in the construction element of the TSP require that Harcourt Construction NI Ltd (or their suppliers/subcontractors) employ 1 long-term unemployed person for every £5million of public money and recruit 1 apprentice for every £2million. With a contract value of £60million, this equates to 12 long term unemployed (LTU) and 30 apprentices.

To date, 13 LTU (mainly from within Belfast City Council boundaries) and 15 apprentices (mainly out with Council boundaries) have been recruited in occupations such as electricians, plumbers, joiners, bricklayers and plasterers.

Through collaborative inter agency planning and intervention, TQ Work has given a commitment to design, implement and manage pre-recruitment training schemes which provide a bespoke response to the needs of current/prospective employers in TQ and the long-term unemployed and economically inactive people in the Belfast City Council area.

Premier Inn is opening new premises within Titanic Quarter in November, creating over 50 jobs. Accordingly, work has been underway by TQ Work to design a combined Bridge to Employment and HARTE (Hospitality and Retail Training for Employment) programme for this employer, designed to help unemployed people find work by providing training that is relevant to the employment opportunities offered by Premier Inn. DEL has also funded the Job Assist Centres (JACs) – the community-based employment service based in the west of the city – to undertake a pre-employment programme for those furthest removed from the labour market, helping them develop

the skills required by Premier Inn. Equally, the Jobs and Benefits Offices all across the city have been made aware of the types of vacancies and are promoting those to interested parties. Interviews for these vacancies will be held in September.

Construction Supply Chain Model

As a means of addressing the potential under-representation of Belfast-based sub-contractors – and subsequently improving the number of local apprentices benefiting from the development – Belfast City Council has developed a Construction Supply Model to work within the TQ. This project will provide an opportunity for 50 sub-contractors from the local area to take part in a development programme which will improve their chances of gaining work on the build. We have just received a Letter of Offer from DETI in relation to this project, indicating that they will match-fund the expenditure on this scheme with us. Programme delivery time shall be twenty months in total with the start date of the programme anticipated to be September 2010. Once operational, consideration will be given to how this model could apply to other construction activity including the council's capital programme and other private development taking place across the city, as a means of helping more local contractors to win business.

Marketing and Communications

A strategic approach to communications for the MoU is vital to ensure that appropriate messages are communicated in a timely manner and that the central role of the council is highlighted. Officers are presently working in partnership with key players to develop and agree a marketing and communications plan for TQ activity.

Service Level Agreement (SLA) with East Belfast Partnership

In December 2009, a service level agreement (SLA) was put in place with East Belfast Partnership to act as a managing agent on behalf of the BAPs in order to facilitate city-wide community engagement. TQL agreed to fund the total £30,000 support cost for the SLA in addition to its other funding commitments as part of the MoU. This agreement was for a 12 month period and is subject to review prior to 30 November 2010. Feedback at the recent party briefings indicated varied levels of support for this mechanism and there has been a suggestion that other engagement mechanisms should be considered, including further involvement by the Council's Community Services section. Discussions are currently underway as to how this might be managed.

Several activities have taken place as part of the current community engagement process. Each Area Partnership Board hosted a community information session in May, the purpose of which was to inform community representatives of the plans for TQ, the rationale for developing the MoU, and future methods of communication. 130 individuals across the city attended this series of initial events. A further series of community sessions themed around the six Thematic Action Groups are planned for November. 140 members of the public also attended a number of TQ Community Open Days that took place in June.

An evaluation of the SLA with East Belfast Partnership will be carried out in the coming months, and proposals for the way forward will be presented to Members for consideration.

Review of MoU

The MoU with TQL was signed in June 2009 and shall remain in effect for a maximum of five years – although the official sign-off on the contract did not happen until late November 2009. Similar to the abovementioned SLA, the MoU provides for annual review. An evaluation of this agreement will be brought back to Members for

consideration in the coming months.

Resource Implications

Financial and Human Resources

Through the realignment of existing resources, a lead officer has been nominated within the Economic Development Unit. She will oversee the established governance arrangements for the MoU and ensure that Council, relevant stakeholder groups, government departments and the community are kept fully informed and engaged in the process. Other officers will have to become engaged in the work of the thematic groups, as appropriate.

Supporting the project will also have additional resource implications mainly in terms of support from Members in attending bi-annual special meetings of Development and SP&R Committees and participating in an all Party Group on TSP.

Recommendations

The Committee is asked to:

- Note the contents of the report
- Note the recent agreement for an all Party Group to be established to discuss TSP progress
- Note the upcoming reviews of both the MoU and SLA with East Belfast Partnership
- Note that a special meeting, to which all Members of the Council will be invited, will be held in September to allow for an update regarding developments taking place at Titanic Quarter and progress in relation to the MoU.

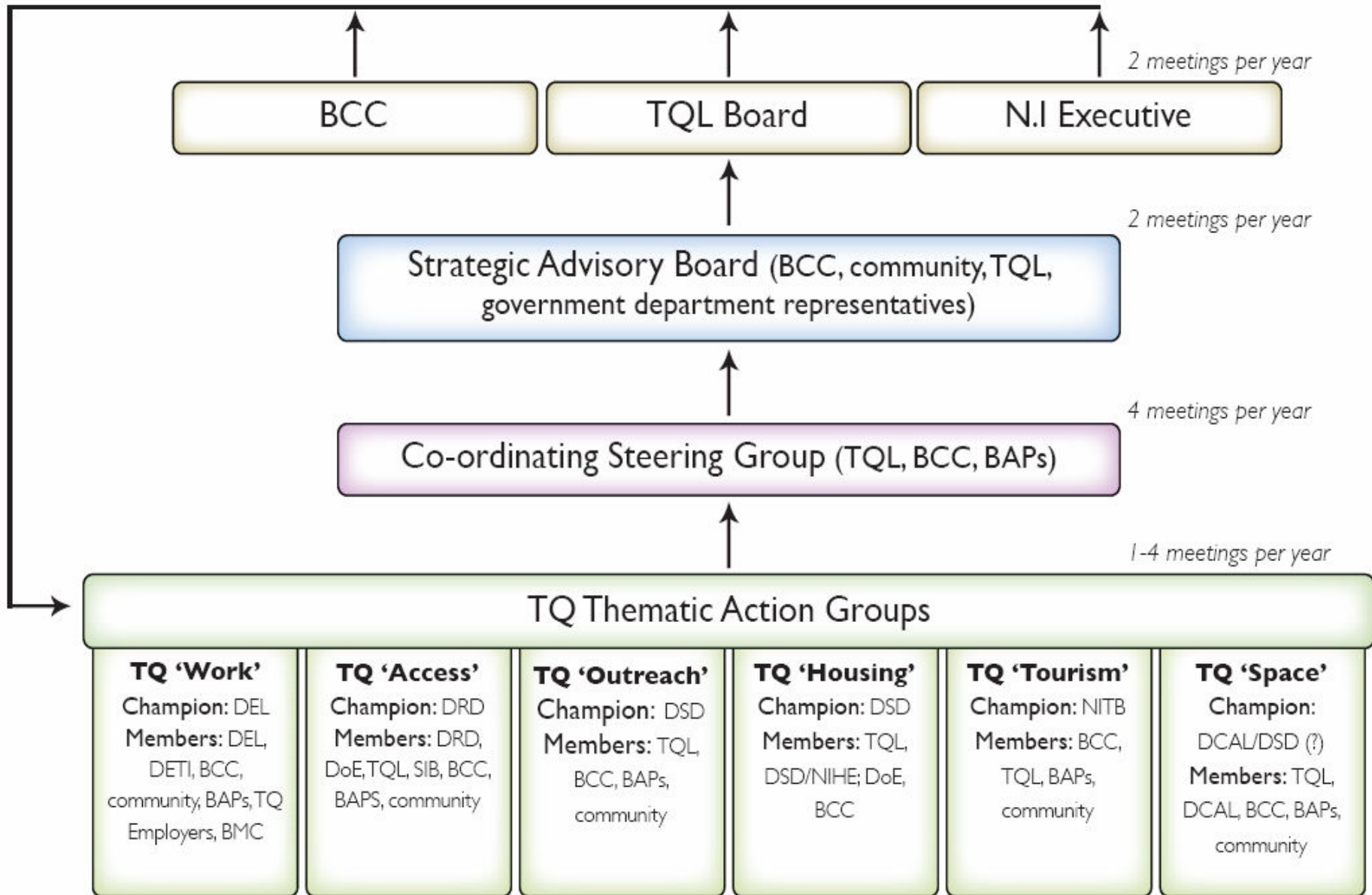
Key to Abbreviations

APBs – Area Partnership Boards
BAPs – Belfast Area Partnerships
HARTE – Hospitality and Retail Training for Employment programme
LEMIS – Local Employment Intermediary Service
LTU – Long-Term Unemployed
MoU – Memorandum of Understanding
SLA – Service Level Agreement
TSP - Titanic Signature Project
TQ – Titanic Quarter
TQL – Titanic Quarter Limited

Documents Attached

Appendix 1 - Governance arrangements for MoU
Appendix 2 - Representatives on the Thematic Action Groups
Appendix 3 - Draft terms of reference for Thematic Action groups.

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Appendix 2: Key representatives on Thematic Action Groups

TQ Work	DEL	Roisin Sloan (Champion)
	BAPs	John McCorry - North
	Inner East Forum	Buddy Kirwan –Stepping Stone Project
	Council	Economic Development Unit
	TQL	Anne Harty
	Public sector	BMC/Construction Skills/Strategic Investment Board/Equality Commission
	Private sector	Premier Inn/Harcourt Construction/Patton Group
	Other community / voluntary sector	LEMIS
TQ Housing	DSD	David Malcolm (Champion)
	DOE	John Cummins
	NIHE	Dolores Ferran
	BAPs	Maggie Andrews - East
	Inner East Forum	John McQuillan – Crown Project
	Council	Planning and Transport Unit
	TQL	Anne Harty
TQ Outreach	DSD	Mark O'Donnell (Champion)
	BAPs	Sean Brannigan - East
	Inner East Forum	Bernie McConnell – Short Strand Community Forum
	Council	Community Services
	TQL	Anne Harty
TQ Access	DOE	John Cummins (Champion)
	DRD	Doreen Brown
	BAPs	Callie Persic – West
	Inner East Forum	Colin Robinson – Bridge Community Association
	Council	Planning and Transport Unit/Estates Management Unit
	TQL	Anne Harty
TQ Space	DRD	Richard Lutton (not champion)
	DSD	Cynthia Porter
	BAPs	Roz Small -Greater Shankill
	Inner East Forum	Rosheen Heath - Short Strand Partnership
	Council	Parks and Leisure Services/Tourism Development, Culture and Arts Unit
	TQL	Anne Harty
TQ Tourism	DETI	tbc
	DCAL	Aileen McClintock
	BAPs	Anne McAleese – South
	Inner East Forum	Sam White - Belfast Conflict Resolution Consortium
	Council	Tourism Development, Culture and Arts Unit
	TQL	Anne Harty

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Titanic Quarter Memorandum of Understanding

Aim and terms of reference for Strategic Advisory Board

Aim

The aim of the Strategic Advisory Board is to ensure satisfactory progress of the scheme according to the framework established in the Memorandum of Understanding (MoU). The Board will also be responsible for ensuring appropriate commitment to the MoU by its agencies and officers.

It will assess the updates from the operational tier (i.e. the Thematic Action Groups) and will feed back to its constituent organisations on the work of the Actions Groups.

Draft Terms of Reference

1. To provide a platform for the strategic analysis of progress against the framework established in the MoU
2. To ensure congruence with wider policy developments at local and regional level affecting the development of the project
3. To maximise the impact of mainstream government initiatives to support access to and benefit from the Titanic Quarter development
4. To champion the development of the Titanic Quarter and the measures within the MoU among constituent organisations and partner bodies.

Secretariat: Belfast City Council.

**Titanic Quarter Memorandum of Understanding
Co-ordinating Steering Group - draft Terms of Reference**

Aim

To oversee the operational management of the MOU process, coordinate feedback from thematic action groups and ensure that appropriate reports are produced for the consideration of the Strategic Advisory Board.

Terms of Reference

1. To monitor, assess and evaluate progress made by 6 Thematic Action Groups
2. To report on progress made to the Strategic Advisory Board, highlighting areas needing more government departmental action
3. To liaise between the Strategic Advisory Board and 6 Thematic Action Groups
4. To review and update the Thematic Action Plans, delegating tasks as necessary
5. To undertake risk assessment to identify barriers and opportunities
6. To resolve issues arising from the work of the Thematic Action groups.

Titanic Quarter Work Group – Terms of reference

Aim: To maximise the employment, education and skills opportunities arising from the development of Titanic Quarter for all Belfast communities, through collaborative inter-agency planning and intervention.

Terms of reference

1. To agree and develop a programme of work for the group
2. To prioritise and co-ordinate the implementation of projects and programmes arising from the “TQ Work” Action Plan
3. To engage relevant partners and support the integration and alignment of existing mainstream programmes
4. To monitor and review progress made by the “TQ Work” group, providing feedback quarterly to the Co-ordinating Steering Group and biannually to the Strategic Advisory Group
5. To provide, and regularly update, an informed analysis of training and employment opportunities likely to become available on site over time
6. To engage Titanic Quarter employers, ensuring that they can avail of mainstream programmes relating to employment, education and skills
7. To identify and develop demand-led, sector-specific training and employment activities particularly in the fields of creative industries, construction, hospitality, tourism, retail and financial services
8. To maximise the value of graduates and undergraduates through onsite work placement opportunities
9. Where feasible, to address issues that may have an adverse impact on access to employment, e.g. childcare provision, transport, essential skills issues
10. To consider relevant “best practice” models elsewhere
11. To promote Titanic Quarter work to relevant stakeholders including government, area partnership boards, local communities and colleges
12. To consider how this model can be replicated at other locations across the city
13. To engage across all thematic groups, where appropriate, to address cross cutting issues as they arise

Representation and responsibilities

The group will meet up to 4 times per year. It is essential that each representative has reporting mechanism with his/her employer and organisations that it represents.

Titanic Quarter Memorandum of Understanding TQ Access - Terms Of Reference

Aim

To maximise connectivity and linkages to Titanic Quarter, ensuring that it is readily accessible to all.

Terms of Reference

1. To agree and develop programme of work for 'TQ Access' Group
2. To prioritise and co-ordinate the implementation of projects and programmes arising from the 'TQ Access' Action Plan
3. To engage relevant partners and support the integration and alignment of existing mainstream programmes.
4. To monitor and review progress made by the 'TQ Access' Group, providing feedback quarterly to the Co-ordinating Steering Group and biennially to the Strategic Advisory Group.
5. To provide, and regularly update, a transport policy for the Titanic Quarter area linking it to Belfast city and further afield.
6. To engage TQ Employers, ensuring that they can avail of mainstream programmes relating to employment, education and skills, resulting in maximum benefit for local communities
7. To address all forms of transport and access to Titanic Quarter (road, rail, bus, cycle pedestrian, boat etc)
8. To address parking provision at TQ, park and ride etc.
9. To promote linkages to the city and East Belfast
10. To consider relevant 'best practice' models elsewhere
11. To promote 'TQ Access'.
12. To consider how this model can be replicated at other locations across the city.

**Titanic Quarter Memorandum of Understanding
TQ Outreach Group – draft terms of reference**

Aim

To maximise the engagement of Belfast's communities in the regeneration of Titanic Quarter.

Terms of Reference

1. To agree and develop programme of work for 'TQ Outreach' Group
2. To prioritise and co-ordinate the implementation of projects and programmes arising from the 'TQ Outreach' Action Plan
3. To engage relevant partners and support the integration and alignment of existing mainstream programmes.
4. To monitor and review progress made by the 'TQ Outreach' Group, providing feedback quarterly to the Co-ordinating Steering Group and biennially to the Strategic Advisory Group.
5. To provide, and regularly update, an informed analysis of Titanic Quarter outreach and support given to Belfast communities, over time.
6. To engage with Belfast's relevant public, private, voluntary and community sector organisations keeping them informed on regeneration at Titanic Quarter addressing concerns.
7. To consider relevant 'best practice' models elsewhere
8. To promote 'TQ Outreach', by promoting work being carried out on 6 thematic action Groups.
9. To consider how this model can be replicated at other locations across the city.

**Titanic Quarter Memorandum of Understanding
TQ Housing – Terms of Reference**

Aim

To ensure appropriate balance in housing provision on Titanic Quarter.

Terms of Reference

1. To agree and develop programme of work for 'TQ Housing' Group
2. To prioritise and co-ordinate the implementation of projects and programmes arising from the 'TQ Housing' Action Plan
3. To engage relevant partners and support the integration and alignment of existing mainstream provision.
4. To monitor and review progress made by the 'TQ Housing' Group, providing feedback quarterly to the Co-ordinating Steering Group and biennially to the Strategic Advisory Group.
5. To provide, and regularly update, an informed analysis of affordable and social housing provision likely to become available at Titanic Quarter over time.
6. To consider options for the provision of optimum levels of private and social housing in future residential phases at Titanic Quarter
7. To consider relevant 'best practice' models elsewhere
8. To consider how this model can be replicated at other locations across the city.

**Titanic Quarter Memorandum of Understanding
TQ Tourism Group – draft Terms of Reference**

Aim

To maximise tourism opportunities arising from the regeneration of Titanic Quarter, linked to citywide tourism activities.

Terms of Reference

1. To agree and develop programme of work for 'TQ Tourism' Group
2. To prioritise and co-ordinate the implementation of projects and programmes arising from the 'TQ Tourism' Action Plan
3. To engage relevant partners and support the integration and alignment of existing mainstream programmes.
4. To monitor and review progress made by the 'TQ Tourism' Group, providing feedback quarterly to the Co-ordinating Steering Group and biennially to the Strategic Advisory Group.
5. To provide, and regularly update, an informed analysis of tourism events, trails, projects and programmes likely to be developed at Titanic Quarter, over time.
6. To address the community benefits of tourism opportunities arising from the Titanic Signature Project
7. To develop linkages with community-led tourism projects in Belfast
8. To consider relevant 'best practice' models elsewhere
9. To promote 'TQ Tourism'.
10. To consider how this model can be replicated at other locations across the city.

Titanic Quarter Memorandum of Understanding 'TQ Space' Group – draft Terms of Reference

Aim

To create a memorable place at Titanic Quarter by providing an exciting public realm incorporating public art.

Terms of Reference

1. To agree and develop programme of work for 'TQ Space' Group
2. To prioritise and co-ordinate the implementation of projects and programmes arising from the 'TQ Space' Action Plan
3. To engage relevant partners and support the integration and alignment of existing mainstream programmes.
4. To monitor and review progress made by the 'TQ Space' Group, providing feedback quarterly to the Co-ordinating Steering Group and biennially to the Strategic Advisory Group.
5. To provide, and regularly update, an informed analysis of Public Realm and Public Art on site.
6. To ensure that Public Realm is accessible to all
7. To consider relevant 'best practice' models elsewhere
8. To promote 'TQ Space'.
9. To consider how this model can be replicated at other locations across the city.



Belfast City Council

Report to:	Development Committee
Subject:	Council Appointees – Community and Play Centre Committees
Date:	11 August 2010
Reporting Officer:	John McGrillen Director of Development ext. 3470
Contact Officer:	Catherine Taggart Community Development Manager ext 3525

Relevant Background Information

The Council has developed a range of Community Centres and Play Centres since the mid 1970s currently managing 25 across the City, and operating a model of partnership work with local elected Centre Committees in the development of this service. The concept of Community Centre Management Committees was introduced at that time to ensure that community centres would reflect and respond to the needs of their local communities.

Under this model, staffing and day to day management of the Centres are the responsibility of the Council, with Centre Committees enabled to exercise oversight of the Centre programme, make recommendations on resources available for programme development, consider bookings, and become involved in local issues. These roles and responsibilities are set out in the document 'Constitution for Local Partnership in Council Community Centres'. This document was agreed by Council in January 1975, and subsequently reviewed in 1989 and 1999

Community Centre Committees are therefore independently constituted organisations. The Constitution of these Committees was agreed by the Community & Leisure Sub - Committee February 1999. The Constitution allows for appointees of the Council 'from time to time, as it considers appropriate. At least one of these will be a member of the Community & Leisure Services Sub Committee' [Section (4)(c) (i)]. Currently 22 Centres operate a Centre Committee.

Appointments to these Committees were initially agreed by the Community & Leisure Services Sub-Committee September 2005. Following the transfer of responsibility for Community Services to the Development Committee, this Committee on 15 October 2008 agreed that Committee Members be afforded the opportunity to seek nomination to Community & Play Centre Committees. Subsequent to this the Development Committee 11 February 2009 approved an additional 5 nominations to Community and Play Centres Committees. A copy of current appointments attached at Appendix 1.

Key Issues

An number of expressions of interest for appointment to Community and Play Centre Committees have recently been received:-

- Councillor Lydia Patterson – Duncairn Community Centre
- Councillor Brian Kingston – Hammer Community Centre
-

Resource Implications

Expenditure in relation to appointments will be met within approved budgets

Recommendation

It is recommended that the Committee approve the following appointments:-

- Councillor Lydia Patterson – Duncairn Community Centre
- Councillor Brian Kingston – Hammer Community Centre

Decision Tracking

There is no decision tracking attached to this report

Documents Attached

Appendix A – Appointees for Community & Play Centre Committees 2005-10

APPENDIX A
 APPOINTEES FOR COMMUNITY AND PLAY CENTRE COMMITTEES
 (2 AUGUST & 6 SEPTEMBER 05 C&L Sub COMMITTEE) (11 FEBRUARY 09 DEVELOPMENT COMMITTEE)
 2005 - 2010

Ardoyne Community Centre	Cllr Danny Lavery				
Concorde Community Centre	Cllr N McCausland				
Dee Street Community Centre	Cllr Naomi Long	Cllr Mervyn Jones	Cllr Ian Adamson	Cllr Jim Rodgers	Cllr Robin Newton
	Cllr John Kyle	Cllr May Campbell			
Divis Community Centre	Cllr Fra McCann				
Donegall Pass Community Centre	Cllr Michael McGimpsey	Cllr Christopher Stalford	Cllr Ruth Patterson	Cllr Pat McCarthy	Cllr Bob Stoker
Duncairn Community Centre	Cllr David Browne	Cllr Ian Crozier			
Finaghy Community Centre	Cllr Michael McGimpsey	Cllr Christopher Stalford	Cllr Bernie Kelly	Cllr Ruth Patterson	Cllr Jim Kirkpatrick
	Cllr Thomas Ekin	Cllr Bob Stoker			
Glen Road Community Centre	Cllr Gerard O'Neill	Cllr Tim Attwood			
Hammer Community Centre	Cllr Bob Stoker				
Highfield Community Centre	Cllr Hugh Smyth	Cllr F McCoubrey			
Horn Drive Community Centre	Cllr Tim Attwood	Cllr Gerard O'Neill			
Inverary Community Centre	Cllr Naomi Long	Cllr Mervyn Jones	Cllr Ian Adamson	Cllr Jim Rodgers	Cllr Robin Newton
Knocknagoney Community Centre	Cllr Naomi Long	Cllr Mervyn Jones	Cllr Ian Adamson	Cllr Jim Rodgers	Cllr Robin Newton
Ligoniel Community Centre	Cllr Danny Lavery	Cllr Cathal Mullaghan			
Morton Community Centre	Cllr Bernie Kelly	Cllr Jim Kirkpatrick	Cllr Thomas Ekin	Cllr Bob Stoker	
North Queen St. Community Centre	Cllr Danny Lavery	Cllr C Maskey	Cllr P Convery		
Olympia Community Centre	Cllr Ruth Patterson	Cllr Thomas Ekin	Cllr Bob Stoker		
Sandy Row Community Centre	Cllr Michael McGimpsey	Cllr Christopher Stalford	Cllr Bernie Kelly	Cllr Pat McCarthy	Cllr Bob Stoker
Suffolk Community Centre	Cllr Ruth Patterson	Cllr Bob Stoker			
Whiterock Community Centre	Cllr Marie Cush	Cllr Tim Attwood			
Woodvale Community Centre	Cllr W Humphrey	Cllr Hugh Smyth			
Avoniel Play Centre	Cllr Maire Hendron	Cllr May Campbell	Cllr Mgt McKenzie	Cllr Jim Rodgers	Cllr Robin Newton

Councillors highlighted in bold are current members of the Development Committee.

**Belfast City Council**

Report to:	Development Committee
Subject:	Belfast Titanic and Maritime Heritage Study
Date:	11 August 2010
Reporting Officer:	John McGrillen, Director of Development, ext 3470
Contact Officer:	Shirley McCay, Head of Economic Initiatives, ext 3459

Relevant Background Information

Members will be aware that there are a number of exciting developments underway, including the construction of the Titanic Signature Project, (on schedule to open by April 2012), the restoration of the Nomadic and the opening of the barge 'Confiance' by the charity Lagan Legacy as an interpretative centre in early September. There are also a number of significant tourism initiatives which are making Belfast's Titanic and wider maritime heritage more accessible to visitors.

HMS Caroline is about to be decommissioned as a Royal Navy ship and her future is under consideration.

Titanic Quarter in general is a scene of active construction, including a new Public Record Office and campus for Belfast Metropolitan College.

Council, in partnership with the Northern Ireland Tourist Board and the Department of Social Development, commissioned a study to map current assets and provision in the area of maritime and Titanic heritage, but also to look at possible future developments and provision. The terms of reference are provided as Appendix 1. The contract was awarded to a consortium of CHL Consulting, Colin Stutt Consulting and FM Planning, whose expertise covers a wide range of areas.

A draft report has now been received. Suggested measures include:

- Ensuring Titanic related projects provide a coherent visitor experience by 2012
- The development of a more co-ordinated approach, including possible joint-ticketing among attractions;
- Small-scale development of certain key locations, to improve both access and understanding – particularly Clarendon Dock and Sailortown where earlier and more diverse stories can be told;
- More emphasis on animating the river itself; to be recognised as a Maritime

Heritage destination Belfast must offer more water-based experiences, including the completion of SS Nomadic, the barge 'Confiance' and possibly HMS Caroline.

- The development of an integrated signage strategy, with improvements to Titanic Quarter access, crucially including public transport.
- Longer term actions possibly including the preservation of shipyard steam cranes, access to Samson or Goliath cranes, a water taxi service and a footbridge linking Abercorn Basin with Clarendon Dock

The consultants made a presentation of their work to a group which included the commissioning bodies and the permanent secretaries of the Departments of Trade and Industry and of Culture, Arts and Leisure. Both the work itself and the underlying approach were enthusiastically welcomed in a very positive manner.

Key Issues

HMS Caroline is due to be decommissioned and passed into the ownership of the National Museum of the Royal Navy, the trustees of which will make a decision as to whether the ship should remain in Belfast or be transferred to Portsmouth. In either case it is intended that the ship becomes a heritage asset and tourist attraction.

HMS Caroline has been in Belfast since 1924 and is of very considerable historical importance being ranked second on the navy's list to HMS Victory. She fought in the only major naval battle of the World War I and whilst in Belfast played a key part in World War II's Battle of the Atlantic. Her centenary and that of the start of World War I are coming up in 1914.

The draft Maritime Heritage Study recommends that HMS Caroline remains in Belfast however acknowledge there are associated capital and annual revenue costs. Belfast City Council has written to the National Museum of the Royal Navy to explain that work has commenced on the Maritime Study and that time is required to reach a decision on whether or not a request will be made to keep the ship in Belfast.

We have requested until March 2011 to allow for central government and the Council to consider this in the context of strategic priorities and budget availability. We are awaiting confirmation that this is an acceptable timeframe.

Resource Implications

Human Resources

The proposals would be carried out within current staffing resources.

Recommendations

It is recommended that the Committee :

1. notes of the draft report recommendations, being aware that a final version will be submitted for agreement;
2. agrees that officers continue the collaboration; and
3. agrees that officers investigate the feasibility of retaining HMS Caroline in Belfast, by what mechanisms involving a range of stakeholders and what costs might be involved, with a view to submitting a report in December 2010

4. That Members agree to a site visit to the Titanic Signature Project, at a date to be agreed by the Chair of the Development Committee and notified to members

Decision Tracking

The full Belfast Titanic and Maritime Heritage Report will be submitted to Members.

Timeframe: October 2010 Reporting Officer: Shirley McCay

A report on the desirability and feasibility of retaining HMS Caroline Belfast will be submitted.

Timeframe: December 2010 Reporting Officer: Shirley McCay

Members will have had the opportunity of an on-site update on the Titanic Signature Project.

Timeframe: by December 2010 Reporting Officer: Shirley McCay

Documents Attached

Appendix 1 – Terms of Reference

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1. BACKGROUND

Northern Ireland Tourist Board (NITB), Belfast City Council (BCC) and the Department for Social Development (DSD) wish to realise the full tourism and regeneration potential of Belfast and Greater Belfast's Titanic and maritime heritage.

NITB and Belfast City Council have recently agreed a new Integrated Strategic Tourism Framework for Belfast 2010-2014 which identifies the Titanic Signature Building within the context of a wider maritime heritage tourism offer as a priority for investment.

Work on the Titanic Signature Building has already commenced with a completion date of early 2012. The building will create a new focus on Belfast's rich maritime and industrial heritage; however it is important that it is not developed in isolation with the wider maritime assets of the city: waterfront developments, Lagan Canal, Clarendon and Hamilton docks, Abercorn Basin, SS Nomadic, H & W Drawing Offices, MV Confiance, Lagan Legacy, Samson and Goliath cranes. It is also important that as the city continues to be developed, potential opportunities, e.g. HMS Caroline are not missed as we begin to realise Belfast's true potential as a maritime city.

2. CONTRACTUAL REQUIREMENT

NITB, BCC and DSD wish to commission a consultancy team to establish a vision for maritime/Titanic Belfast. This should be based on how current, planned and future developments (tourism, public realm, transport, infrastructure and commercial) impact on the waterfront and how they connect to the wider city, the strength of Belfast's maritime heritage offer and assets, delivering best practice as can be seen in other maritime destinations. The vision must be driven by the visitor experience.

3. PROJECT OBJECTIVES

- Produce an overview of related current, planned and future tourism, public realm, transport infrastructure and commercial plans impacting on or connected to the waterfront/maritime Belfast. This must identify key projects with timings and costings in the form of an action plan.
- Establish a five to ten year vision for maritime Belfast and produce a weighted assessment of priorities to realise the vision, taking account of costings, timing and impact.
- Detail what the Titanic/Maritime Belfast visitor experience will be in 2012 and identify short-term opportunities to strengthen this offer.
- To advise on how the offer being provided in the city is co-ordinated in terms of the overall vision established.

4. PROJECT SCOPE AND OUTPUTS

4.1 Review of current development strategies

- Review of all relevant current tourism, public realm, transport, infrastructure and commercial development strategies and regeneration masterplans which impact on or connect to the city's waterfront or maritime heritage assets.

- Produce an overview of developments with weighted recommendations on opportunities and priorities.
- Carry out and audit of maritime/Titanic heritage related assets.
- The successful consultancy should be aware of the review being carried out by the Odyssey Trust and to explore whether there are any collaborative opportunities which will emerge in the lead up to 2012 to enhance the maritime heritage offer in the city.

4.2 Visitor experience

- Research the current Titanic and maritime Belfast visitor experience, to include visits to and assessment of sites and visitor attractions and events.
- Assess the current level of interpretation and visitor experience.
- Advise on how to ensure that the story at each of the sites contributes to the overall maritime story.
- Assess the current Titanic and maritime offering from a variety of market sector perspectives such as tour operators.
- Review the interpretation at each site in line with NITB and BCC branding and interpretation guidelines.
- Provide recommendations for further interpretation to enhance the visitor experience. The service provider should bear in mind that there is limited budget within NITB, BCC or DSD to develop products or interpretation.
- Recommend how collateral development could enhance the visitor experience eg interpretation panels, banners, leaflets, podcasts, Bluetooth messaging, iPhone apps.
- Suggest opportunities for joint ticketing options between attractions and what methods of payment could be used eg electronic cards.
- Advise on how Belfast's industrial maritime heritage could contribute to attracting major international events to the city such as the visit of the 'Tall Ships' in 2009.

4.3 Infrastructure

- Advise on linkage between sites and how the Titanic Signature Building, and other Titanic and maritime sites, could be given prominence by linking to and acting as gateways to other attractions. For example, how assets such as the SS Nomadic contribute to a wider overall industrial maritime heritage strategy.
- Advise on the development of and potential for Titanic and maritime heritage trail(s) taking account of current trails being promoted.
- Advise on infrastructure developments required to ensure connectivity between sites and document if these are being proposed within current plans. Connectivity should be considered from the perspective of river users, road users, pedestrians and cyclists.

4.4 Benchmarking

- Carry out benchmarking against existing international maritime cities to identify best practice.
- Advise on how the product should be developed and linked to deliver a world-class tourism experience.



Belfast City Council

Report to:	Development Committee
Subject:	Community Festivals Fund Amendments to Guidance Notes and Application Form
Date:	11 August 2010
Reporting Officer:	John McGrillen, Director of Development, ext 3470
Contact Officer:	Shirley McCay, Head of Economic Initiatives, ext 3459

Relevant Background Information

Belfast City Council has accepted the commission from the Department of Culture, Arts and Leisure (DCAL) to administer the Community Festivals Fund in the Belfast area. At the Development Committee in August 2008, Members agreed to delegate the authority to award grants under this fund to the Director of Development. In October 2008 Members agreed that the Fund be delivered on a quarterly basis.

In January 2010 DCAL announced that £79,000 was to be awarded to the Council, which is an increase of just over 2 per cent on last year's award. At the Development Committee in January 2010, it was agreed to match fund this award, bringing the amount available in the Community Festivals Fund to £158,000. Of this, 10 per cent is ring-fenced for administrative costs.

Three out of four rounds of funding have been delivered to date, representing an investment of £106,650 in twenty-seven community festivals. Applications to the fourth round of funding, for festivals taking place between 1 January and 31 March 2011, will open on 20 September 2010, with the closing date on 22 October. The total amount of funding available in this round is £35,550.

Key Issues

Of the forty-eight applications received this year, 56 per cent were awarded funding; 29 per cent were not awarded funding; and 15 per cent were deemed ineligible.

Communication with both successful and unsuccessful applicants has indicated that the current guidance notes and application form lack clarity and may cause confusion, leading to potentially worthy festivals receiving a low score or being deemed ineligible.

The revised guidance notes also address commonly asked questions about the fund.

A copy of the current guidance notes and application form has been included at Appendix 1. An amended version of the guidance notes and application form has been included at Appendix 2, with substantive changes highlighted.

Recommendations

It is recommended that the Committee approves the amendments to the Community Festivals Fund guidance notes and application form

Decision Tracking

The amended guidance notes and application form will be published on the Council's website

Timeframe: September 2010

Reporting Officer: Kerrie Sweeney

Key Abbreviations

DCAL – Department of Culture, Arts and Leisure

Documents Attached

Appendix 1 - Current application form and guidance notes

Appendix 2 - Amended application form and guidance notes



Community Festivals Fund

(1 July 2010 – 30 September 2010)

Guidance Notes

**Deadline for Applications
12.00 noon, Friday 9 April 2010**

Contact Details:
Tourism, Culture and Arts Unit
Development Department
Belfast City Council
Cecil Ward Building
4-10 Linenhall Street
BELFAST
BT2 8BP
T: 028 9091 8734
F: 028 9027 0325
E: culture@belfastcity.gov.uk

This form can be downloaded from www.belfastcity.gov.uk/funding

Belfast City Council is committed to ensuring that its services are available to all sections of the community. Consideration will be given to providing this form in alternative formats on request, where practicable.

Contents

- 1. The Community Festivals Fund – Introduction & Background**
- 2. Conditions and Criteria Applying to the Award of Grant**
- 3. Community Festivals Fund Application Process**
- 4. Assessment Process**
- 5. Letter of Offer**
- 6. Appeals Procedure**
- 7. Monitoring & Reporting**
- 8. Drawdown of Grant**
- 9. Reclaim of Grant**
- 10. Ineligible Costs**
- 11. Advertising**

COMMUNITY FESTIVALS FUND

1. Introduction & Background

The Community Festivals Fund was established in 2006 in recognition of the potential contribution that festivals could make to communities, the local economy and to wider Government policy priorities. The fund was administered for the Department of Culture Arts & Leisure (DCAL) by the Northern Ireland Events Company, through an open application process.

Under the Review of Public Administration, it was determined that the work of the NI Events Company should transfer to the Northern Ireland Tourist Board. However, as the Community Festivals Fund (CFF) did not readily fit with NITB's focus on tourism development, the decision was made to transfer the operation of the Fund to Northern Ireland's Local Authorities on 1 April 2008. This transfer of responsibility recognised the community development and support funding already provided by local authorities and the contribution which festivals can make in promoting community cohesion.

Purpose of the Fund

Belfast City Council and DCAL both recognise the contribution to social cohesion, the celebration of cultural identity and the strengthening of community relations that community festivals can make. They welcome the opportunity to provide financial support to enable festival organisers to deliver their planned events. However, funding alone is not enough to ensure that a festival can be sustained for as long as the community wants it to go on. For that reason, the primary purpose of the CFF is to improve the capacity of community festival organisations and to make them less reliant on public funding by providing support and training; making funding available towards the cost of events is secondary.

It follows that applications for funding must demonstrate how that funding will help 'build capacity' within the community. The requirements of the application process are fully explained below.

Definition of a Festival

A community festival is a series of events with a common theme delivered within a defined time period. It is developed from within a community and should celebrate and positively promote what that community represents.

Community festivals are about participation, involvement and the creation and/or development of a sense of identity/common interest. These are important in contributing to the social well-being of the community.

Community festivals must be initiated and led by a formally constituted community organisation or a community led partnership: it is not enough to run a festival for a community – the community must have ownership of and play a strong part in the development and delivery of the festival.

Belfast City Council's Festival Policy states: -

*A Festival is a series of activities within a condensed time period of at least one day in length (i.e. 8-10 hours). Activities are usually different but related. A Festival **is not** one event scheduled over several days i.e. a series of similar events (e.g. one performance happening several times) nor is it a fundraising event, nor a commercial event.*

Definition of a Community

A community may be defined as: A specific group of people, often living in a defined geographic area, who share a common culture, values and interests and who are arranged in a social structure according to relationships the community has developed over a period of time.

2. Conditions and Criteria Applying to the Award of Grant

General Conditions Applying to the CFF

Applications to the fund are competitive and the award of grant will be made on merit. Festivals may already be well established, 'emerging' over the last two or three years or they may be new ideas developed to meet a specific need or opportunity identified within the community. They can be one-time-only, the continuation of an existing event or the first in what is intended to become an annual event.

The festival organisation must be formally constituted as a legal entity to enable the award of grant to be made and accepted.

It will be necessary that all festivals applying for support demonstrate their commitment to promoting social cohesion, social inclusion, equality of opportunity and good relations.

An application to the CFF will not exclude the applicant from applying to other public sector sources for funding.

Belfast Specific Criteria

Belfast City Council recognises the Community Festivals Fund as an investment in long-term community 'capacity building' which can most meaningfully contribute if it is aligned with the aims and objectives that guide Council as it leads and manages citywide development. For that reason, Council has set down a series of specific 'underpinning' criteria with which applications for funding should seek to connect. Evidence of this 'connection' should be included in every proposal.

The criteria are: -

i) Providing Leadership

This is essentially about three things: -

- Recognising that festivals help communities come together and help them celebrate who they are and what they want to become in the future.
- Recognising that effective partnerships help lead development and that Community festivals can be the start point for partnerships.
- Recognising that the CFF is one way of enabling *communities of place or of interest* to make their voices heard when it comes to policy making.

ii) Promoting Social Inclusion and Cultural and Environmental Engagement

BCC recognises that local community festivals can have a positive economic impact generated not only through increasing local 'spend' but also by adding new skills and increasing enterprise within communities. They can also have a positive impact on helping to reduce division and the polarisation of communities by promoting good relations and can increase the levels of confidence, participation and engagement within communities. In so doing they can increase the capacity of citizens to make informed decisions about their neighbourhoods.

Community festivals can also help to protect and promote the city's heritage and help deliver a strong cultural experience, not only for the citizen but also for the visitor. They can also help with the creation of 'shared space'.

Belfast City Council welcomes applications that recognise these themes and provide a positive response to dealing with them at the community level for either single communities or several communities working together.

iii) Animating the City (Celebration)

Belfast City Council recognises that communities have much to celebrate but often don't have the resources to enable that celebration to happen. Communities might wish to celebrate their own cultural identity or engage with what others see as 'their identity' (now more important than ever as communities expand to accommodate new migrants). Or they might celebrate success in the arts, sport, the creation of new infrastructure or some other development that will help the community grow or they might simply want to come together to share the moment across the generations.

Celebration can contribute to community cohesion and have a positive effect on the image of the community internally and across the rest of the city; it can help promote the city as well.

CFF can have a role in making that celebration happen but if the Council is to provide funding it will want to see strength and depth in community engagement and participation, quality in the delivery of festival events and innovation and creativity in the way the festival meets its aims and objectives.

iv) Regeneration (Community Led)

Belfast City Council believes that where communities take the lead in local area regeneration (as they do in the area partnership boards, for example) everyone benefits – more gets done and it tends to ‘stick’. Festivals can be a first step in bringing communities together and building capacity (skills training and volunteering). This enables bigger regeneration issues to be tackled by the community; then they can be the means of celebrating what has been achieved. However, the Community Festivals Fund does not only see festivals as a regeneration tool. Festivals are worthwhile for the cultural development they provide and the sustainability of cultural activity that they support. They are also important because of their ability to develop the use of public spaces and for the opportunity they provide for community participation and commitment. The CFF aims to recognise and support festivals for all that they might potentially deliver across Belfast.

3. The CFF Application Process**Grant ‘Open for Application’ Period**

The CFF applications period opens with the publication of these guidelines and closes on Friday 9 April 2010 at 12.00 noon. The application covers all events that are scheduled to take place within the period from the earliest date for the award of grant (1 July) to 30 September 2010.

Making an Application

Applications must be made on the Community Festivals Fund application form, which is available to download from www.belfastcity.gov.uk/funding. Or if you would like an application pack posted to you, please telephone the Tourism, Culture and Arts Unit on 9091 8734.

The application form has the following sections: -

- A About your Organisation
- B About your Proposed Festival
- C Funding Criteria for the Community Festivals Fund
- D Budget & Evaluation
- E Declaration

All applications received will be logged.

Who Can Apply for the Community Festivals Grant

To make an application, organisations must be formally constituted (verified by an adopted Constitution or by Memorandum and Articles of Association as appropriate) and have an appropriate legal status. The Chairman or Chief Executive of the organisation will be required to confirm in writing that the application is genuine and that the organisation will comply fully with the monitoring, reporting and evaluation procedures set down by Belfast City Council.

Advice about making an application

If you would like advice on the application process or criteria, please contact the Tourism, Culture and Arts Unit on 028 9091 8734. Please note that officers cannot comment on or provide advice on specific applications.

Available Funding Limits

The Community Festivals Fund will normally make awards in the range £2,500 - £10,000. The Fund will not contribute more than 80% of total allowable costs and is likely, in most instances to contribute significantly less. Festivals with a budget less than say £3,500 are unlikely to be able to provide the required level of training to warrant support from the Fund. The promoter will be expected to provide 20% of the total budget; this may include in-kind support (valued at the rate the organisers would otherwise have had to pay for that support) and volunteer labour (valued at the minimum wage rate).

Activities that the Community Festivals Fund can support

The Fund will consider funding the following types of events and activities in the context of a Festival proposal: -

- ✓ Arts and heritage educational events, performances and exhibitions
- ✓ Other cultural events that focus on those things that contribute to, or make up the cultural identity of an area or group and celebrate its/their uniqueness
- ✓ New commissions and/or productions that relate to the cultural identity of a community, its history, and issues that currently confront it and/or its aspirations for the future
- ✓ Participatory activities that will engage the community and that relate to its sense of itself (culture and identity), and/or its sense of place and/or its relationships with other communities and with the future
- ✓ Events and other activities that seek to give the community a voice on issues as to its future and its place in the city
- ✓ Events and activities by which the community seeks to engage with its neighbours on issues of identity, shared space and future growth and development
- ✓ Events that celebrate what the community has to offer and that welcome new-comers
- ✓ Events developed by common interest groups that take forward that interest, reaching out to the further development of creativity, skills, opportunities and the development of audiences and participation (including 'showcase' events).
- ✓ Training events and similar activities (as part of festival delivery) that will build capacity within the community to ensure that the festival can be repeated (if appropriate) or that new festivals can be created and successfully grown in a planned, managed and controlled way.
- ✓ Events (within the context of festival planning and/or delivery) that seek to establish, mobilise and motivate new partnerships for development.
- ✓ Events, within the context of festival planning, that aim to identify and promote new enterprise/business opportunities for members of the community, that might usefully be developed in support of the Festival its participants and audience.
- ✓ Marketing activities aimed at generating audiences (including tourists).

Activities and organisations that the Community Festivals Fund will not support:

- × Organisations that are not formally constituted and as such cannot be classed as a 'legal entity'
- × Organisations which are able to share out profits to members or shareholders
- × Activities outside Belfast City Council area
- × Organisations that are for profit, unless all profits are reinvested in the organisation to further its objectives and are not distributed by way of profit, dividend or otherwise to the organisation's shareholders, members, owners, stakeholders or anybody else connected with the organisation i.e. a social enterprise company
- × Activities that could be undertaken on a commercial basis
- × Other local authorities
- × Other public sector organisations
- × Individuals
- × Activities that provide no potential benefit to the public, either in the short or long term
- × Goods and services that have been ordered or bought before receiving a letter of offer
- × Activities that have already taken place or are already underway at the time of assessment
- × Activities, equipment or events that duplicate what already exists
- × Costs that are already covered by other funding or income sources
- × Festivals that are primarily fundraising events or are heavily branded with charity branding or deploy potential sources of income from a festival to a charity
- × Award ceremonies or trade/industry events of a commercial nature
- × Residential courses or associated events
- × Festivals that are social events for an organisation
- × Activities that do not benefit the citizens of Belfast
- × Loans or deficits.

4. The Assessment Process

The application process is competitive and only the best applications will receive grant aid; applications that do not reach a minimum standard under the assessment process will be automatically excluded from further consideration. The lower and upper limits of available grants are £2,500 and £10,000 respectively.

The assessment process has four stages: -

STAGE 1 Assessment against the checklist of eligibility/ineligibility criteria set out above (pass or fail on the basis of the evidence provided in the proposal).

Assessment of the organisation's financial stability as evidenced by the provision of accounts and / or bank statements.

Confirmation that the organisation has in place Child Protection Policy and Procedures, if appropriate. (Copies to be supplied, if not already with Belfast City Council)

STAGE 2 Assessment of the festival proposal with regard to its ability to meet the general conditions applying to CFF (pass or fail on the basis of the evidence provided).

STAGE 3 Assessment of the proposal with regard to the degree to which it 'conforms' to the specific criteria set down by Belfast City Council. This element of the assessment will apply a five-point scale (see below) to each of the underpinning criteria, which will be 'weighted'. Applicants should demonstrate how their proposal supports each condition.

Score	Description
80 -100:	Excellent adherence to criteria / excellent degree of evidence
60 - 80:	Good adherence to criteria / good degree of evidence
50 - 60:	Moderate adherence to criteria / moderate degree of evidence
30 - 50:	Below average adherence to criteria / limited degree of evidence
0 - 30:	Poor adherence to criteria / little or no evidence

Providing Leadership eg

- Demonstrating relevance to the target community
- Demonstrating a high level of community participation
- Providing opportunities for future development (repeatability & expandability) – if appropriate
- Demonstrating practical efforts aimed at 'capacity building'
- Developing new partnerships
- Creativity - evidenced by 'themes' and programming.

Promoting social inclusion and cultural and environmental engagement eg

- Demonstrating that barriers to access have been identified and will be dealt with – this might include issues of access for people with disabilities, ticket prices, transport difficulties etc
- Demonstrating that the events planned will be neither threatening nor offensive
- Demonstrating that the events planned are relevant to the community and its interests/issues
- Demonstrating that the events might reasonably be expected to generate significant community/audience engagement.

Animating the city (celebration) eg

- Programme - demonstrating 'innovation' and 'creativity'
- Demonstrating 'quality' in the delivery of festival events
- Demonstrating how the programme enhances the cultural experience of those living and working in Belfast

Promoting Community Led Regeneration eg

- Providing evidence that there is a process to attract visitors to the area e.g. an audience development plan.
- Providing evidence of support from the local business community.
- Connecting with existing regeneration projects in the area.
- Evidence of the way in which the festival will make a contribution to the development of 'sustainable cultural activity'
- Evidence of the contribution to enhancing the cultural infrastructure of the city
- Evidence of enhancing public spaces through increased use

STAGE 4

Assessment of the proposal with regard to management and the quality of: -

- Planning
- Budgeting
- The proposed resources and structures to be employed to ensure that the festival is well managed and controlled.

Assessment of the proposals for: -

- Monitoring, evaluation and reporting.

This will be scored on a five–point scale
(ie 1= very poor, 5 = very good).

Should the initial assessment fail a proposal at stage 1, no further assessment will be carried out.

Assessments will initially be made by the Council's lead assessor for the CFF and subsequently verified by the manager responsible. A 'moderation' process will then be undertaken to ensure that all projects have been assessed to the common standard.

On completion of the moderation process, recommendation for the award of grant will be made and ratified according to Council procedures.

No applications will be assessed until the closing date for applications has passed. Late applications will not be considered.

Your organisation will be advised of the outcome of your application within six weeks from the closing date for applications.

5. Letter of Offer

If your organisation is successful a Letter of Offer outlining general conditions (See Appendix 1) and any special conditions and explaining the stages by which we will pay the grant will be sent. The most senior person in your organisation e.g. the Chairman or Chief Executive will be asked to sign and return the letter of offer. Organisations should retain a copy of the letter of offer 'for information'. The letter of offer will oblige the organisation to accept the grant and its conditions. The letter of offer must be formally 'accepted' before any grant can be released. At the latest this has to happen within 12 weeks of the date of the letter of offer.

If the grant does not correspond with the amount requested, your organisation must discuss this with the Council officer responsible for the Community Festivals Fund. You will be required to confirm in writing exactly what the CFF grant will be used to pay for.

If you receive a grant offer and no longer want to take it up, please advise the Council, in writing, as soon as possible.

6. Appeals

If your application is unsuccessful you may appeal the decision by providing, in writing, additional/new information, which you believe will strengthen the case you made in your application. If no new information is made available your appeal will not be 'heard'.

Your appeal will be reviewed along with the original application and the results of the original assessment process by the Council Head of Service – Tourism, Culture and Arts who will then make a final decision on the case. All decisions at that point are final and no further appeal will be considered.

7. Monitoring and Reporting

If successful you will be required to provide the Council with interim and final evaluation reports in a form set out by Council. The interim report will be required two weeks before the festival opens and the final report within four weeks of the closing date (unless agreed otherwise with Belfast City Council).

The final report must be accompanied by fully vouched financial accounts for the event compiled under the same headings used in the application. It is recommended that organisations engage an independent accountant to prepare and report on the accounts for the event.

Note: The cost of obtaining support from an accountant to prepare the financial report will be an eligible expenditure for the award of grant.

The final report must contain statistics on audience numbers and geographic spread (by individual event); numbers of participants and a specific attempt should be made to establish if any tourists have attended the event(s).

8. Drawdown of Grant

Grant will be paid in two instalments. The first instalment (90%) on award of grant and the balance on submission of an acceptable final report. Prior to the payment of the first instalment, you will be required to provide Council with a re-profiled expenditure budget which will be verified and agreed by your Council appointed project assessor; this must take place before the letter of offer is sent out as the new/re-profiled budget will form the basis of the letter of offer.

The payment of the second instalment (10%) is performance related and will be dependent on receipt of a final report which, when evaluated, confirms that the event was delivered as set out in the proposal and agreed at the initial evaluation stage. The evaluation process will be managed by the Council appointed lead assessor and verified by the Council project manager.

9. Reclaim of Grant

Should the event not go ahead, Council will reclaim that element of the money paid to you by way of grant but not spent. Council reserves the right, however, to reclaim all moneys advanced should you fail to substantially deliver on the commitments made and agreed to in the bid for funding,

10. Ineligible Costs

The cost of any 'celebrations' primarily for the benefit of the organisers, sponsors or the people who worked on the event pre or post event will be deemed ineligible for the award of grant. Subsistence catering costs will be limited to 10% of total costs.

11. Advertising

This grant programme will be advertised on the Belfast City Council website, through Council network partners and in the press (community newspapers). Current and previous Council festivals and arts and heritage funding clients will be notified directly. The Council's Community Services Department will also advise their client groups. Council will also work closely with VSB and NICVA to ensure that the community and cultural groups with which they work are advised of the Fund.

Appendix 1

Terms and Conditions of Offer

Belfast City Council will apply the following terms and conditions to any offer made under the Community Festivals Fund.

Application of Funds

- The budget as detailed in the application shall not be changed except with the prior written consent of the Council.
- The funding provided by the Council shall be used solely for the purposes of the implementation of the festival as described in the proposal.

Management

- The manager/co-ordinator of the festival shall make themselves reasonably available for discussion on the progress of the festival with Belfast City Council.
- Management will make available a re-profiled expenditure budget for agreement in advance of any letter of offer being signed.

Payment of Grant

- The grant agreed will be paid in two instalments, 90% on receipt of a completed letter of offer and 10% on receipt of a satisfactory festival events report and vouched and verified financial statements.
- Payment is conditional on the promoter complying with any Special Conditions listed in any Schedule to the Letter of Offer.
- No funding will be released until any requested outstanding documentation is submitted and is acceptable to the Council.

Monitoring

- For monitoring purposes, relevant Council staff should be allowed free access to all public presentations/events within the agreed festival programme.
- Subject to timetable and agreement, you shall provide the Council with two reports (interim and final) on templates that will be provided.

Right to Access

The Council through its authorised officers and agents shall have uninhibited right to: -

- Inspect the premises and equipment used for the purposes of festival programme delivery;
- Interview all participating staff and trainees;
- Discuss all aspects of the festival with the manager/ co-ordinator of the festival
- Inspect all financial and other relevant documents relating to expenditure incurred in connection with the festival;
- Initiate independent reviews to assess the performances of the festival programme against stated performance standards.

Giving Notice

The promoter shall notify Council immediately in the event that they should become aware of: -

- Any threat to the future participation in the festival of any other contributors/ funders;
- Any doubt as to the ability of those contributors/ funders to continue with their commitment to the festival;
- Any substantial deterioration in your financial position;
- The happening or substantial likelihood of the happening of any circumstances that would mean that the festival would not proceed.

Withdrawal

The Council reserves the right to cease any further or continued commitment to the festival if it should decide at its entire discretion that the festival for whatever reason has been jeopardised/is likely to be jeopardised as to its future continuance.

Repayment of Funding – If:

- The festival for whatever reason has been jeopardised as to its future continuance
- The progress of the festival has become unsatisfactory
- There has been a substantial change in the nature, scale or timing of the festival to an unacceptable degree
- There has been an increase in costs which no other contributors have agreed to meet
- Any of the information contained in the application or reports provided by you following the Letter of Offer transpires to be materially incomplete, incorrect or misleading
- Any of the monies provided by the various contributors is not entirely applied for the purposes of the programme.

Council will require that any money unspent up to the time that any of the circumstances outlined above have come to light will be repaid.

Council reserves the right, however, to reclaim all money advanced should you fail to substantially deliver on the commitments made and agreed to in the proposal for funding.

Community Festivals Fund

(for festivals taking place from 1 July 2010- 30 September 2010)

Application Form

Deadline for Applications
12.00 noon, Friday 9 April 2010

This form can be downloaded from www.belfastcity.gov.uk/funding

Belfast City Council is committed to ensuring that its services are available to all sections of the community. Consideration will be given to providing this form in alternative formats on request, where practicable.

Name of Organisation: _____
Name of Proposed Festival: _____
Date of Proposed Festival: _____

Please return this form to: -

Tourism, Culture and Arts Unit
Development Department
Belfast City Council
Cecil Ward Building
4-10 Linenhall Street
BELFAST
BT2 8BP

SECTION A ABOUT YOUR ORGANISATION**1. Contact Details**

Organisation _____

Address _____

Post code _____

Telephone _____ Mobile _____

Fax _____

Email _____

Contact name _____

Position in organisation _____

2. Status of the Organisation

When was your organisation formed? _____

How is your organisation constituted?

Limited Company Company No. _____Company Limited to Guarantee Company No. _____Partnership Other (please specify) ***(Where appropriate please supply a copy of the Memorandum and Articles of Association or the Constitution)***

Principle purpose(s) of your organisation _____

_____ (Max 100 words)

Is your organisation a charity and registered with the Inland Revenue?
If so, please supply the Charity Registration Number.Yes No Charity No. _____

-
- i. Please supply a copy of your strategic plan and business/operational plan
- ii. Please supply a copy of your festival (development) plan – please ensure that this also details the audience development and marketing plans for the festival etc.
- iii. Please supply a copy of your organisation policy statements as they relate to - Equal Opportunities Policy, Staff Development Policy, Child Protection Policy (*essential if your organisation works to any degree with children / young people*) etc.

5. Staff Structure

- i. Please supply information about the organisation's staff over the CURRENT FINANCIAL YEAR (1 April 2009 – 31 March 2010). Continue on a separate sheet if necessary.

Core Staff

NAME	JOB TITLE	FULL-TIME	PART-TIME

Freelance / Short-term contract staff

NAME	JOB DESCRIPTION & DURATION	FULL-TIME	PART-TIME

Volunteers / Work Placement

NAME	JOB DESCRIPTION & DURATION	FULL-TIME	PART-TIME

6. Wages

Total paid wages in last financial year: (1 April 2008 – 31 March 2009).

TYPE OF STAFF	AMOUNT (£)
Permanent / Contract Staff	
Freelance / Short term contract / Casual	
Volunteer Costs	
TOTAL	

7. Premises

i. Which of the following best describes the premises you currently operate from?

- Owned by your organisation
- Privately rented
- Other

ii. Is this situation likely to change in the near future? Yes No
(Tick)

iii. Are the premises you occupy compliant with the Disability Discrimination Act (DDA)?

Yes No (Tick)

If No – what are you doing to remedy this situation?

8. Financial Information

i. Name and address of Auditor/Accountants:

ii. Name and address of Bank/Building Society:

iii. Account name:

iv. Account number:

v. Sort code: _____

vi. VAT Registration number (if applicable): _____

vii. Financial year for your organisation covers period from: _____
to: _____

viii. Who is the person responsible for day-to-day financial management within the organisation?

ix. What was your organisation's total income in 2008/09? £ _____

x. What was your organisation's total expenditure in 2008/09? £ _____

xi. Please enclose the following to demonstrate your current financial position:

- Copy of your organisation's most recent accounts – income / expenditure statement (Profit & Loss) & balance sheet
- Management accounts for the period up to March 2010
- Most recent bank statement

(Tick)

SECTION B: ABOUT YOUR PROPOSED FESTIVAL

1. **What is the name of your festival?** _____

2. **Status/History**

i. Is this a new event or has it run before?

New

Run Before How many times /what year(s)? _____

If the event ran before:

ii. How successful was the event when it ran before (please describe – statistics will be requested at section 3 below)

iii. If the event is returning after an absence, please explain why it stopped and what has changed that your organisation is proposing to re-start it.

-
-
- iv What are you proposing to do to ensure that this festival builds on previous strengths and is not just 'more of the same'?

- v Is the management team the same as managed it historically?

Yes	<input type="checkbox"/>	Detail
No	<input type="checkbox"/>	

(Tick)

Changes _____

3. Programme details

- i. On a separate sheet, please supply a description of the Festival as currently envisaged. We would expect this to include:
- Timetable for the festival and all its events
 - Details of proposed artists / other cultural providers (including heritage) to be used within the programme
 - Workshops (if any)
 - Lectures and talks (if any)
 - Live Arts & / or Entertainment 'events'
 - Exhibitions (if any)
 - Film Screenings (if any)
 - General participation events e.g. music 'sessions'
 - Proposed venues
 - Participant numbers - forecast and description (see question 4)
 - Audience numbers – forecast (see question 4)
- ii. Please tell us on what activities you specifically want to spend the Community Festivals Fund grant aid.
- iii. Please explain to us how the festival fits with the organisation's current work and its future development plans, and why running this festival is important to your organisation.

4. Beneficiaries

- i Please tick below, the area(s) in which the festival will take place and the area(s) where your organisation normally works.

	Festival will take place (%)	Where the organisation normally works
Belfast City - north		
Belfast City - south		
Belfast City - east		
Belfast City - west		
Belfast City - Shankill		
Belfast city centre		
N. Ireland – outside Belfast		
Outside N. Ireland		

How many people will benefit from this festival?

- ii Please estimate how many people will participate and how many people will be in the audience ('Audience' includes people going to an exhibition/ performance)

- a. Estimate of numbers attending festival over last 3 years (if appropriate)

Estimate of numbers of people involved in festivals over the last three years.			
	2007/08	2008/09	2009/10
Audience			
Participants			
Administration & operations			

- b. Estimate of numbers attending the festival this year.

Estimate of numbers of people you expect to get involved in the festival for which you are seeking grant aid in 2010	
Audience	
Participants	
Administration & operations	

6) **Evaluation**

Please supply a brief outline of how you intend to monitor and evaluate your proposed activities, in addition to completing Belfast City Council's evaluation forms.

SECTION C: BELFAST CITY COUNCIL'S COMMUNITY FESTIVALS FUND - FUNDING CRITERIA

Please detail, in **no more than 1500 words**, how your organisation and programme meets the criteria for Belfast City Council's Community Festivals Fund.

The criteria are listed in the Guidance Notes – please refer to Guidance Notes before completing this section. **You are advised to use bullet points under the headlines provided in page xxx of the application**

Note: You may refer to attached past publicity material / reviews, or other documentation relevant to the criteria as appropriate. These attachments will not contribute to the word limit.

SECTION D: BUDGET

Please provide as much detail as possible in relation to the projected festival budget. The headings listed are given as a guide only and you should include relevant areas of expenditure and income that may not be specified. **It is important that you give us as much detail and breakdown as possible.** You may attach budget sheets and detailed project budgets where applicable or written estimates/quotations.

Please show clearly the breakdown of how you have reached your subtotals and totals.

We expect you to secure at least 20% of the finance you need for your programme from other sources. The more alternative sources of income that you can apply for or obtain before submitting your application, the better 'value for money' your proposal will be to Belfast City Council. 'In kind' contributions can be highlighted and are valued as a strong contribution to 'value for money'.

INCOME**Earned income (including Box Office)**

Box office _____			£ _____
Advertising sales _____			£ _____
Merchandise sales _____			£ _____
Other _____			£ _____
		Sub-total	£ _____

Other public funding

	Applied for?	Approved?	
_____	_____	_____	£ _____
_____	_____	_____	£ _____
		Sub-total	£ _____

Private income**(E.g. Sponsorship, trusts, foundations)**

	Applied for?	Approved?	
_____	_____	_____	£ _____
_____	_____	_____	£ _____
		Sub-total	£ _____

Support 'in kind'

	Applied for?	Approved?	
_____	_____	_____	£ _____
_____	_____	_____	£ _____
		Sub-total	£ _____

**Amount you are requesting from
Belfast City Council Community Festivals Fund**

£ _____

Total income

(NB: Income should match expenditure)

£ _____

EXPENDITURE**Artistic expenditure** (Please detail on a separate sheet)

Artists fees	£ _____
Hire of Equipment for productions / events	£ _____
Consumables for productions	£ _____
Fees for other cultural/heritage providers	£ _____
Other (Detail) _____	£ _____
Sub-total	= £ _____

Event Overheads

Hire of Venues	£ _____
Hire of seating and other event support equipment	£ _____
Administration Expenses (excl. Labour)	£ _____
Transport Costs	£ _____
Other Expenses (Detail) _____	£ _____
Sub-total	= £ _____

Marketing & Publicity

Production of collateral materials – brochures, programmes, ticket printing, preparation of advertisements	£ _____
Media costs (placing ads)	£ _____
Website costs	£ _____
Hire of professional support	£ _____
Other	£ _____
Sub-total	= £ _____

General Operating Overheads

Office expenses inc. rent/heat light & power etc.	£ _____
Other (Detail) _____	£ _____
_____	£ _____
Sub-total	= £ _____

Wages & Other Staff Costs inc. Casuals

_____	£ _____
_____	£ _____
_____	£ _____
Sub-total	= £ _____

Value of 'in kind' support

_____	£ _____
_____	£ _____
_____	£ _____
Sub-total	= £ _____

Other expenditure (not specified elsewhere)

_____	£ _____
_____	£ _____
_____	£ _____
Sub-total	= £ _____

TOTAL EXPENDITURE = £ _____

SECTION E: DECLARATION

I confirm that the organisation named on this application has given me the authority to submit this application on their behalf.

I confirm that the activity in the application falls within the powers of the organisation's Constitution or Memorandum and Articles of Association, and that the applicant is a legally constituted, non-profit making arts, heritage or community organisation.

I confirm that, if we are successful with our application, we will abide by the conditions of grant.

I confirm that, as far as I know, the information in this application, and any material submitted in support of it, is true and correct.

Name _____

Position in organisation _____

Date _____

Please list below your supporting material (e.g. strategic documents, policy documents, outline budget, forward event plan) for this application:

Pursuant to the Data Protection Act 1998 Belfast City Council will only use personal information submitted as part of this proposal for purposes of assessing eligibility for a grant and for the administration of Belfast City Council's grant schemes. Personal information will not be used for any other purposes unless the Council has the consent of the data subject.

Please check the Guidance Notes again to ensure that you have understood all the questions and criteria, and have included everything that we require. There is also a checklist at the end of the Guidance Notes.

The deadline for receipt of applications is **12.00 noon on Friday 9 April 2010**. **Late applications will not be accepted.**

Checklist and Enclosures

Please enclose everything we ask for (see checklist below).
Alternatively you can refer us to documents that we already hold on file if there have been no alterations made to them since.

Have you:

- ✓ Completed all sections of the application form?
- ✓ Enclosed your report and accounts?
- ✓ Enclosed documents and policies where relevant?
- ✓ Enclosed any additional information such as detailed budgets / programme / strategic plans?
- ✓ Enclosed an electronic copy of your application or emailed a copy of your application?
- ✓ Phoned the Council before the deadline if submitting by email to ensure that your documents have been received?
- ✓ Kept a copy of the application for your records?



Department of
**Culture, Arts
and Leisure**

www.dcalni.gov.uk

Community Festivals Fund

(April 2010–June 2010)

Guidance Notes

**Deadline for Applications
12.00 noon, Friday 1 October 2010**

Contact Details:
Tourism, Culture and Arts Unit
Development Department
Belfast City Council
Cecil Ward Building
4-10 Linenhall Street
BELFAST
BT2 8BP
T: 028 9091 8734
F: 028 9027 0325
E: culture@belfastcity.gov.uk

This form can be downloaded from www.belfastcity.gov.uk/funding

Belfast City Council is committed to ensuring that its services are available to all sections of the community. Consideration will be given to providing this form in alternative formats on request, where practicable.

Please note: These guidance notes have changed. You are advised to read them carefully before making an application.

Contents

1. Introduction & Background
2. General Conditions
3. Application Process
4. Eligibility Criteria
5. Criteria for Decision Making
6. Letter of Offer
7. Appeals
8. Monitoring and Reporting
9. Drawdown of Grant

COMMUNITY FESTIVALS FUND

1. Introduction & Background

The Community Festivals Fund (CFF) was established in 2006 in recognition of the contribution festivals can make to communities, the local economy and to wider government policy priorities. The fund was administered for the Department of Culture Arts and Leisure (DCAL) by the Northern Ireland Events Company (NIEC) through an open application process.

Under the Review of Public Administration, it was determined that the work of the NIEC should transfer to the Northern Ireland Tourist Board (NITB). However, as the Community Festivals Fund did not readily fit with NITB's focus on tourism development, the decision was made to transfer the operation of the fund to Northern Ireland's councils on 1 April 2008. This transfer of responsibility recognised the community development and support funding already provided by councils and the contribution which festivals can make in promoting community cohesion.

Purpose of the Fund

Belfast City Council and DCAL both recognise that festivals can contribute to social cohesion, the celebration of cultural identity and the strengthening of community relations. They welcome the opportunity to provide financial support to enable festival organisers to deliver their planned events. However, funding alone is not enough to ensure that a festival can be sustained for as long as the community wants it to go on.

For that reason, the primary purpose of the CFF is to improve the capacity of community festival and to make them less reliant on public funding by providing support and training. Making funding available towards the cost of events is secondary. It follows that applications for funding must demonstrate how that funding will help build capacity within the community. The requirements of the application process are fully explained below.

Definition of a Festival

Belfast City Council's Festival Policy states:

*A Festival is a series of activities within a condensed time period of at least one day in length (i.e. 8–10 hours). Activities are usually different but related. A Festival **is not** one event scheduled over several days i.e. a series of similar events (e.g. one performance happening several times) nor is it a fundraising event, nor a commercial event.*

A community festival is a series of events with a common theme delivered within a defined time period. It is developed from within a community and should celebrate and positively promote what that community represents.

Community festivals are about participation, involvement and the creation and/or development of a sense of identity/common interest. These are important in contributing to the social wellbeing of the community.

Community festivals must be initiated and led by a formally constituted community organisation or a community-led partnership. It is not enough to run a festival for a community – the community must have ownership of it and play a strong part in the development and delivery of the festival.

Definition of a Community

A community is defined as a specific group of people, often living in a defined geographic area, who share a common culture, values and interests and who are arranged in a social structure according to relationships the community has developed over a period of time.

2. General Conditions

Applications to the fund are competitive and the award of grant will be made on merit. Festivals may already be well established, emerging over the last two or three years or they may be new ideas developed to meet a specific need or opportunity identified within the community. They can be one-time only, the continuation of an existing event or the first in what is intended to become an annual event.

Applicants must be formally constituted, and you will need to provide evidence in the form of an adopted Constitution, Memorandum and Articles of Association, as appropriate.

You must also provide evidence of good financial management. Established organisations must supply a copy of their most recent audited accounts; projected income and expenditure for the current financial year; and a recent bank statement.

New organisations or organisations not required by law to produce audited accounts must supply their projected income and expenditure for the current financial year; their most recent management accounts, signed as agreed by the Board; and bank statements for the last six months, or for the life of the organisation, whichever is less.

The application must be signed by the Chairman or Chief Executive of the organisation. By signing the application, they confirm that the application is genuine and that the organisation will comply fully with the monitoring, reporting and evaluation procedures set down by Belfast City Council.

All festivals applying for funding must demonstrate their commitment to promoting social cohesion, social inclusion, equality of opportunity and good relations.

Applications that do not meet the above conditions will be ineligible.

An application to the CFF will **not** exclude the applicant from applying to other public sector sources for funding.

3. Application Process

Making an Application

Applications to the Community Festival Fund open four times a year. The dates for 2010–11 are:

Applications open week beginning	Closing date for applications	Decision date week beginning	Eligible festival dates
8 January	12 February	8 March	April–June 2010
2 March	9 April	3 May	July–September 2010
24 May	2 July	26 July	October–December 2010
20 September	1 October	25 October	January–March 2011

Applications must be made on the Community Festivals Fund application form, which is available to download from www.belfastcity.gov.uk/funding. Or if you would like an application pack posted to you, please telephone the Tourism, Culture and Arts Unit on 9091 8734.

Applications must be submitted in hard copy. You should also submit an electronic copy, which can be emailed to culture@belfastcity.gov.uk.

If you would like further advice on the application process or criteria, please contact the Tourism, Culture and Arts Unit on 9091 8734. Please note that officers cannot comment on or provide advice on specific applications.

Please keep a copy of the application form for your records.

Available Funding Limits

The minimum amount of funding you can request is £2,500, and the maximum, £10,000. Applications requesting funding outside this range will be deemed ineligible.

The Council may award a lesser amount than that requested, depending on the overall available funding.

Applications must demonstrate efforts to secure a minimum of 20 per cent of their income from sources other than the Council. This can include in-kind support, where the rationale for calculating the value of in-kind support is clearly demonstrated. Volunteer labour should be charged at the rate of minimum wage.

Assessment Process

All applications received will be logged. Due to the large number of applications received, it is not possible to acknowledge receipt. You are advised to deliver your application by hand.

The assessment process has four stages:

Stage 1 Assessment against the checklist of eligibility/ineligibility criteria (see section 4) (pass or fail on the basis of the evidence provided in the

proposal). Should the assessment fail at this stage, no further assessment will be carried out.

Stage 2 Assessment of the festival proposal with regard to its ability to meet the general conditions applying to CFF (see section 2) (pass or fail on the basis of the evidence provided). Should the assessment fail at this stage, no further assessment will be carried out.

Stage 3 Assessment of the proposal with regard to the degree to which it meets the specific criteria set down by Belfast City Council (see section 5). Each criterion will be scored out of 100, as below, and applicants should demonstrate how their proposal supports each condition.

Score	Description
80–100	Excellent adherence to criteria/excellent degree of evidence
60–79	Good adherence to criteria/good degree of evidence
50–59	Moderate adherence to criteria/moderate degree of evidence
30–49	Below average adherence to criteria/limited degree of evidence
0–29	Poor adherence to criteria/little or no evidence

Stage 4 Assessment of the proposal with regard to management and governance of the organisation, including:

- festival planning, management and budgeting
- strategic planning
- project monitoring and evaluation
- marketing plans

Assessments will initially be made by a relevant Council Officer. These will then be moderated by a panel including relevant Council Officers and a Unit manager. Recommendations for funding will then be ratified by the Council.

4. Eligibility Criteria

Who can apply

- ✓ Arts, heritage and community organisations planning a festival within the Belfast City Council area
- ✓ Organisations that are formally constituted
- ✓ Organisations that are registered charities or cannot share profits

Who cannot apply

- × Other local councils, public sector organisations and statutory agencies
- × Individuals
- × Commercial organisations or organisations able to distribute profit
- × Organisations that are not legally constituted
- × Organisations that cannot demonstrate good financial management
- × Organisations working with children who do not have a Child Protection Policy

Activities you can apply for

- ✓ Arts and heritage events, performances and exhibitions
- ✓ Other cultural events that focus on or contribute to the cultural identity of an area or group and celebrate its/their uniqueness
- ✓ New commissions and/or productions that relate to the cultural identity of a community, its history, current issues or aspirations for the future
- ✓ Participatory activities that will engage the community and that relate to its sense of itself (culture and identity) and/or its sense of place and/or its relationships with other communities
- ✓ Events and other activities that seek to give the community a voice on issues as to its future and its place in the city
- ✓ Events and activities by which the community seeks to engage with its neighbours on issues of identity, shared space and future growth and development
- ✓ Events that celebrate what the community has to offer and that welcome newcomers
- ✓ Events developed by common interest groups that take forward that interest, reaching out to the further development of creativity, skills, opportunities and the development of audiences and participation (including 'showcase' events)
- ✓ Training events and similar activities (as part of festival delivery) that will build capacity within the community to ensure that the festival can be repeated (if appropriate) or that new festivals can be created and successfully grown in a planned, managed and controlled way
- ✓ Events (within the context of festival planning and/or delivery) that seek to establish, mobilise and motivate new partnerships for development
- ✓ Events that aim to identify and promote new enterprise/business opportunities for members of the community and that might usefully be developed in support of the festival, its participants and audience
- ✓ Marketing activities aimed at generating audiences (including tourists)
- ✓ Where the organisation is funded through other Tourism, Culture and Arts funding, you must clearly demonstrate the additional benefit of Community Festivals funding

What you can't apply for:

- ✗ Activities outside the Belfast City Council area
- ✗ Commercial activities, or activities that could be undertaken on a commercial basis
- ✗ Activities that provide no potential benefit to the Belfast public
- ✗ Goods and services that have been ordered or bought before receiving a letter of offer
- ✗ Activities that have already taken place or are due to start before the eligible time period
- ✗ Activities that do not start within the eligible time period. If your festival runs over two rounds of CFF (e.g. June into July), you should apply for the round in which the festival starts
- ✗ Activities, equipment or events that duplicate what already exists
- ✗ Costs that are already covered by other funding or income sources
- ✗ Festivals that are primarily fundraising events or are heavily branded as charitable events or deploy potential sources of income from a festival to a charity
- ✗ Award ceremonies or trade and industry events of a commercial nature
- ✗ Residential courses or associated events

- × Festivals that are social events for an organisation
- × The total cost of running your festival – organisations must demonstrate efforts to secure at least 20 per cent of their income from sources other than the Council
- × No more than 10 per cent of the Council's funding can be spent on subsistence
- × The cost of any celebrations primarily for the benefit of the organisers, sponsors or employees (paid or voluntary) of the event
- × Loans or deficits

Please note, the Council will not contact you about your application until the assessment process has been completed. This means the Council will not seek clarification of your application or contact you to submit omitted documentation. It is the responsibility of the applicant to ensure all information is provided and is provided in a clear and understandable way. Applications that are substantially incomplete will be considered ineligible.

Under no circumstances will late applications be accepted.

5. Criteria for Decision Making

If your festival is eligible, the following criteria will be used to score your application.

Providing leadership

- Demonstrating relevance to the target community
- Demonstrating a high level of community participation
- Providing opportunities for future development (repeatability and expandability) if appropriate
- Demonstrating practical efforts aimed at capacity building
- Developing new partnerships
- Creativity – evidenced by themes and programming.

Promoting social inclusion and cultural and environmental engagement

- Demonstrating that barriers to access have been identified and will be dealt with – this might include issues of access for people with disabilities, ticket prices, transport difficulties etc.
- Demonstrating that the events planned will be neither threatening nor offensive
- Demonstrating that the events planned are relevant to the community and its interests/issues
- Demonstrating that the events might reasonably be expected to generate significant community/audience engagement.

Animating the city (celebration)

- Programme – demonstrating innovation and creativity
- Demonstrating quality in the delivery of festival events
- Demonstrating how the programme enhances the cultural experience of those living and working in Belfast

Promoting community-led regeneration

- Providing evidence that there is a process to attract visitors to the area e.g. an audience development plan
- Providing evidence of support from the local business community
- Connecting with existing regeneration projects in the area.

- Evidence of the way in which the festival will make a contribution to the development of 'sustainable cultural activity'
- Evidence of the contribution to enhancing the cultural infrastructure of the city
- Evidence of enhancing public spaces through increased use

6. Letter of Offer

If your organisation is successful, a letter of offer outlining the general conditions (see Appendix 1) and any special conditions of the grant, and explaining the stages by which we will pay the grant, will be sent.

The letter of offer must be signed as accepted before any grant can be released. At the latest, this must happen within twelve weeks of the date of the letter of offer or your grant may be revoked.

If the grant does not correspond with the amount requested, your organisation must discuss this with the relevant Council Officer, whose contact details will be provided in the letter of offer. You will be required to re-supply a programme and budget reflecting the amount awarded, if this is not the same as the amount requested. You must obtain the Council's approval prior to making any further changes to the programme or the budget.

If you receive a grant offer and no longer want to take it up, please advise the Council, in writing, as soon as possible.

7. Appeals

You may appeal against a funding decision on the basis that

(a) the Council did not take account of all the facts available as set out in the application; and/or

(b) the Council did not follow the procedures stated in these guidance notes.

No other grounds for appeals will be considered.

Before lodging an appeal, you are advised to contact the Tourism, Culture and Arts Unit to arrange a debriefing. At the debriefing, you will be given further information as to why your application was unsuccessful. The name of the Council Officer to contact will be printed on your letter of notification.

If you still wish to appeal the decision, you must write to Shirley McCay, Head of Economic Initiatives, stating the grounds for appeal. This letter must be received within twenty-eight working days of the date on the letter of notification or within fourteen days of the debrief, whichever is greater.

You will then receive a written acknowledgement within five working days. This letter will include the target date for receiving notification of the result of your appeal, which in most cases will be within ten working days.

The appeal will be considered by the Head of Economic Initiatives, the Tourism, Culture and Arts Manager and appropriate Council Officers. Council's decision at this stage will be final and no further appeal will be considered.

A successful appeal does not automatically mean that funding will be provided. The award of funding following an appeal will depend on the Tourism, Culture and Arts Unit's own funding position.

Complaints

Complaints may be made about matters relating to the quality of service provided by Belfast City Council. More information on the Council's complaints procedure can be found at www.belfastcity.gov.uk/complaints or by calling 9027 0270.

8. Monitoring and Reporting

If successful, you will be required to provide the Council with a final evaluation report on a template supplied by the Council. The final report must be returned within four weeks of the closing date of your festival.

The final report must contain statistics including, but not limited to, audience numbers; participant numbers; geographic spread of the event and of attendees, including number of tourists attracted to the event, where applicable. Care should be taken to record this information during the course of the festival.

The final report must be accompanied by financial accounts for the event, compiled under the same headings used in the application and signed off as verified by an independent accountant. The cost of employing an accountant to prepare the financial report may be covered by the CFF grant.

Alternatively, you may return accounts for the event, compiled under the same headings used in the application, along with original invoices and receipts confirming how you spent the CFF grant. This paperwork will then be verified by the Council and originals will be returned to you.

9. Drawdown of Grant

The grant will be paid in two instalments. The first instalment – 90 per cent of the award – will be paid by cheque on signature of contract and receipt of an amended budget and programme, where applicable. The balance of the grant – 10 per cent – will be paid on submission of a satisfactory final report and accounts.

Appendix 1

Terms and Conditions of Offer

Belfast City Council will apply the following terms and conditions to any offer made under the Community Festivals Fund.

Application of Funds

- The budget as detailed in the application shall not be changed except with the prior written consent of the Council.
- The funding provided by the Council shall be used solely for the purposes of the implementation of the festival as described in the proposal.

Management

- The manager/co-ordinator of the festival shall make themselves reasonably available for discussion on the progress of the festival with Belfast City Council.
- Management will make available a re-profiled expenditure budget for agreement in advance of any letter of offer being signed.

Payment of Grant

- The grant agreed will be paid in two instalments, 90 per cent on receipt of a completed letter of offer and 10 per cent on receipt of a satisfactory festival events report and vouched and verified financial statements.
- Payment is conditional on the promoter complying with any Special Conditions listed in any Schedule to the Letter of Offer.
- No funding will be released until any requested outstanding documentation is submitted and is acceptable to the Council.

Monitoring

- For monitoring purposes, relevant Council staff should be allowed free access to all public presentations/events within the agreed festival programme.
- Subject to timetable and agreement, you shall provide the Council with a final report on a template that will be provided.

Right to Access

The Council through its authorised officers and agents shall have uninhibited right to:

- Inspect the premises and equipment used for the purposes of festival programme delivery;
- Interview all participating staff and trainees;
- Discuss all aspects of the festival with the manager/ co-ordinator of the festival
- Inspect all financial and other relevant documents relating to expenditure incurred in connection with the festival;
- Initiate independent reviews to assess the performances of the festival programme against stated performance standards.

Giving Notice

The promoter shall notify Council immediately in the event that they should become aware of:

- Any threat to the future participation in the festival of any other contributors/ funders;
- Any doubt as to the ability of those contributors/ funders to continue with their commitment to the festival;
- Any substantial deterioration in your financial position;
- The happening or substantial likelihood of the happening of any circumstances that would mean that the festival would not proceed.

Withdrawal

The Council reserves the right to cease any further or continued commitment to the festival if it should decide at its entire discretion that the festival for whatever reason has been jeopardised/is likely to be jeopardised as to its future continuance.

Repayment of Funding if:

- The festival for whatever reason has been jeopardised as to its future continuance
- The progress of the festival has become unsatisfactory
- There has been a substantial change in the nature, scale or timing of the festival to an unacceptable degree
- There has been an increase in costs which no other contributors have agreed to meet
- Any of the information contained in the application or reports provided by you following the Letter of Offer transpires to be materially incomplete, incorrect or misleading
- Any of the monies provided by the various contributors is not entirely applied for the purposes of the programme.

Council will require that any money unspent up to the time that any of the circumstances outlined above have come to light will be repaid.

Council reserves the right, however, to reclaim all money advanced should you fail to substantially deliver on the commitments made and agreed to in the proposal for funding.



Department of
**Culture, Arts
and Leisure**

www.dcalni.gov.uk

Community Festivals Fund

(for festivals taking place from 1 January–31 March 2011)

Application Form

**Deadline for Applications
12.00 noon, Friday 1 October 2010**

This form can be downloaded from www.belfastcity.gov.uk/funding

Belfast City Council is committed to ensuring that its services are available to all sections of the community. Consideration will be given to providing this form in alternative formats on request, where practicable.

Name of Organisation: _____

Name of Festival: _____

Date of Festival: _____

Please return this form to:

Tourism, Culture and Arts Unit
Development Department
Belfast City Council
Cecil Ward Building
4–10 Linenhall Street
BELFAST
BT2 8BP

Please note: This application form has changed. You are advised to read the guidance notes carefully before making an application.

SECTION A ABOUT YOUR ORGANISATION**1. Contact Details**

Organisation _____

Address _____

Post code _____

Telephone _____ Mobile _____

Fax _____

Email _____

Contact name _____

Position in organisation _____

2. Status of the Organisation

When was your organisation formed? _____

How is your organisation constituted?

Limited Company Company No. _____Company Limited by
Guarantee Company No. _____Partnership

Other (please specify) _____

A copy of the organisation's Constitution, Memorandum and Articles of Association, as appropriate, has been:

Enclosed

vi. Yes No

vii. If so, who is the Chair of that committee and how long have they held this post? _____

viii. Please list the members of the festival committee and the specific skills they contribute to running the Festival.

Festivals Committee Member	Skills

4. Strategic Documents and Policies

You may refer us to documents previously supplied, if no updates have been made since you last submitted these. **(delete as required)**

i. Strategic and/or business/operational plan
Enclosed/Previously supplied/Not applicable

ii. Festival development plan
Enclosed/Previously supplied/Not applicable

iii. Marketing plan
Enclosed/Previously supplied/Not applicable

iv. Child Protection Policy
Enclosed/Previously supplied/Not applicable

v. Any other relevant policies (e.g. Equal Opportunities, Staff Development, Financial Management): please provide details

5. Staff Structure

i. Please supply information about the organisation's staff over the CURRENT FINANCIAL YEAR (1 April 2010–31 March 2011). Continue on a separate sheet if necessary.

Core Staff

NAME	JOB TITLE	FULL-TIME	PART-TIME

Freelance/Short-term contract staff

NAME	JOB DESCRIPTION & DURATION	FULL-TIME	PART-TIME

Volunteers/Work placement

NAME	JOB DESCRIPTION & DURATION	FULL-TIME	PART-TIME

- ii. Are there likely to be any staff changes?

6. Wages

Total paid wages in the last financial year: (1 April 2009–31 March 2010).

TYPE OF STAFF	AMOUNT (£)
Permanent/Contract staff	
Freelance/Short-term contract/Casual	
Volunteer costs	
TOTAL	

7. Premises

- i. Which of the following best describes the premises you currently operate from?

- Owned by your organisation
- Privately rented
- Other (please specify) _____

- ii. Is this situation likely to change in the near future? Yes No

- iii. Are the premises you occupy compliant with the Disability Discrimination (Northern Ireland) Order 2006?

Yes No

If No, what are you doing to remedy this situation?

8. Financial Information

- i. Name and address of Auditor/Accountants:

- ii. Name and address of Bank/Building Society:

- iii. Account name:

- iv. Account number:

- v. Sort code: _____

- vi. VAT Registration number (if applicable):

- vii. Financial year for your organisation covers period from:
_____ to: _____

- viii. Who is the person responsible for day-to-day financial management within the organisation?

- ix. What was your organisation's total income in 2009/10?
£ _____

- x. What was your organisation's total expenditure in 2009/10?
£ _____

- xi. Please indicate what information you have enclosed to demonstrate your organisation's financial management. Please refer to section 2 of the guidance notes for further information.

- Copy of your organisation's most recent audited accounts
- Income and expenditure budget up to March 2011
- Most recent bank statement(s)
- Management accounts

SECTION B: ABOUT YOUR PROPOSED FESTIVAL

1. What is the name of your festival? _____

2. **Status/History**

i Is this a new event or has it run before?

New

Run Before How many times/what year(s)? _____

If the event ran before:

ii How successful was the event when it ran before. Please include details of the festival programme.

iii If the event is returning after an absence, please explain why it stopped and what has changed that your organisation is proposing to re-start it.

iv What are you proposing to do to ensure that this festival builds on previous strengths?

v Is the management team the same as managed it historically?

Yes
No

If No, please detail the changes

3. Programme details

i. On a separate sheet, please supply a description of the proposed festival. This should include:

- Timetable for the organisation of the festival
- Timetable of the festival itself, including all events
- Names of artists, event facilitators and other service providers
- Names and roles of any partner organisations who are helping with the delivery of the festival
- Details of any entrance fees
- Details of any training or workshops
- Proposed venues
- Participant and audience numbers
- Operational details, such as arrangements for stewarding, waste management etc.

ii. Please tell us on what activities you specifically want to spend the Community Festivals funding.

iii. Please explain to us how the festival fits with the organisation's current work and why running this festival is important to your organisation.

iv. How will the festival build capacity, e.g. how will it help to develop your organisation and/or community?

4. Beneficiaries

- i Please tick below the area(s) in which the festival will take place and the area(s) where your organisation normally works.

	Festival will take place (%)	Where the organisation normally works (%)
Belfast City – north		
Belfast City – south		
Belfast City – east		
Belfast City – west		
Belfast City – Shankill		
Belfast city centre		
Northern Ireland, outside Belfast		
Outside Northern Ireland		

- ii Audience and participants

- a. Please estimate the audience and participation for the last three years (if appropriate)

Estimate of numbers of people involved in festivals over the last three years.			
	2007/8	2008/9	2009/10
Audience			
Participants			
Artists			
Administrative and operational staff			

- b. Please estimate numbers attending the festival this year.

Audience	
Participants	
Artists	
Administrative and operational staff	

- c. If your festival has a website, please state the number of unique visitors to the site last year (if appropriate) _____

'Virtual' audience figures should not be included under questions a. and b. above.

- d. What is the age range of your audience and participants?

	Participants (%)	Audience (%)
Children under 5		
Children (5 to 11)		
Youth (12 to 19)		
Young adults (20 to 24)		
Adults (25 to 64)		
Older Adults (65 and over)		
All age ranges		

- d. Will they most likely be:

	Participants (%)	Audience (%)
Male		
Female		

5) Marketing

Please supply a brief outline of how you intend to market your organisation and its activities in 2010. Alternatively, you can enclose a marketing plan, which should be specific to this festival.

6) Evaluation

Please supply a brief outline of how you intend to monitor and evaluate your proposed activities, in addition to completing Belfast City Council's evaluation forms.

SECTION C: BELFAST CITY COUNCIL'S COMMUNITY FESTIVALS FUND - FUNDING CRITERIA

Please detail, in **no more than 1500 words**, how your organisation and programme meets the criteria for Belfast City Council's Community Festivals Fund. The criteria are listed under section 5 of the guidance notes. **You are advised to use bullet points under the headings provided.**

Note: You may refer to attached past publicity material/reviews or other documentation relevant to the criteria, as appropriate. These attachments will not contribute to the word limit.

SECTION D: BUDGET

Please complete the income and expenditure budget overleaf. **It is important that you give us as much detail and breakdown as possible.** The headings provided are given as a guide only, and you should include relevant areas of expenditure and income that may not be specified. Any subtotals over £1,000 should be broken down in more detail to demonstrate how you worked out that total. In-kind support should also be clearly worked out. Staff costs must include the hourly rate and the total number of hours budgeted for.

You must demonstrate efforts to secure a minimum of 20 per cent of your income from sources other than the Council. The more alternative sources of income that you can apply for or obtain before submitting your application, the better 'value for money' your proposal will be to Belfast City Council.

INCOME**Earned income**

Box office _____			£ _____
Advertising sales _____			£ _____
Merchandise sales _____			£ _____
Other _____			£ _____
		Sub-total	£ _____

Other public funding

	Applied for?	Approved?	
_____	_____	_____	£ _____
_____	_____	_____	£ _____
		Sub-total	£ _____

**Private income
(e.g. Sponsorship, trusts, foundations)**

	Applied for?	Approved?	
_____	_____	_____	£ _____
_____	_____	_____	£ _____
		Sub-total	£ _____

Support 'in kind'

	Applied for?	Approved?	
_____	_____	_____	£ _____
_____	_____	_____	£ _____
		Sub-total	£ _____

Amount requested from CFF (max. £10,000; min. £2,500)			£ _____
---	--	--	---------

Total income (NB: Income must match expenditure)			£ _____
--	--	--	---------

EXPENDITURE**Artistic expenditure**

Artists fees	£ _____
Hire of equipment	£ _____
Consumables for productions	£ _____
Fees for other cultural/heritage providers	£ _____
Other (Detail) _____	£ _____
	Sub-total = £ _____

Event Overheads

Hire of Venues	£ _____
Hire of seating and other event support equipment	£ _____
Administration expenses (excluding labour)	£ _____
Transport Costs	£ _____
Other Expenses (Detail) _____	£ _____
	Sub-total = £ _____

Marketing & Publicity

Production of brochures, programmes, ticket printing, preparation of advertisements, etc.	£ _____
Media costs (placing ads)	£ _____
Website costs	£ _____
Hire of professional support	£ _____
Other Expenses (Detail) _____	£ _____
	Sub-total = £ _____

General Operating Overheads

Office expenses inc. rent, heat, light etc.	£ _____
Other (Detail) _____	£ _____
	Sub-total = £ _____

Wages & Other Staff Costs including Volunteer Expenses

_____	£ _____
_____	£ _____
_____	£ _____
	Sub-total = £ _____

Value of In-kind Support

_____	£ _____
_____	£ _____
_____	£ _____
	Sub-total = £ _____

Other Expenditure (not specified elsewhere)

_____	£ _____
_____	£ _____
_____	£ _____
	Sub-total = £ _____

TOTAL EXPENDITURE

	£ _____
--	---------

(NB: Income must match expenditure)

SECTION E: DECLARATION

I confirm that the organisation named on this application has given me the authority to submit this application on their behalf.

I confirm that the activity in the application falls within the powers of the organisation's Constitution, Memorandum and Articles of Association, and that the applicant is a legally constituted, non-profit-making arts, heritage or community organisation.

I confirm that, if we are successful with our application, we will abide by the conditions of grant.

I confirm that, as far as I know, the information in this application, and any material submitted in support of it, is true and correct.

Name

Position

in

organisation

Date

Pursuant to the Data Protection Act 1998 Belfast City Council will only use personal information submitted as part of this proposal for purposes of assessing eligibility for a grant and for the administration of Belfast City Council's grant schemes. Personal information will not be used for any other purposes unless the Council has the consent of the data subject.

Please check the Guidance Notes again to ensure that you have understood all the questions and criteria and have included everything that we require. There is also a checklist provided overleaf.

The deadline for receipt of applications is **12.00 noon on Friday 1 October 2010. Late applications will not be accepted.**

Checklist

Have you:

- ✓ Completed all sections of the application form?
- ✓ Signed the declaration at section E?
- ✓ Enclosed your Constitution, Memorandum and Articles, as appropriate?
- ✓ Enclosed your Child Protection Policy, if appropriate?
- ✓ Provided evidence of sound financial management?
- ✓ Enclosed a detailed festival programme?
- ✓ Enclosed other relevant supporting information?
- ✓ Enclosed an electronic copy of your application or emailed a copy of your application?



Belfast City Council

Report to:	Development Committee
Subject:	Festivals Forum Action Plan
Date:	11 August 2010
Reporting Officer:	John McGrillen, Director of Development, ext 3470
Contact Officer:	Shirley McCay, Head of Economic Initiatives, ext 3459

Relevant Background Information

As Members are aware, at the Arts Sub-Committee meeting on 6 August 2004, the Committee agreed to the establishment of a Festivals Forum. The Forum was set up in recognition of the contribution festivals can make to Belfast in terms of promoting economic regeneration, driving tourism and enhancing community relations.

In 2009-2010 Belfast City Council invested approximately £750,000 into festivals across the city through the Tourism, Culture and Arts Unit (Community Festivals Fund and Annual/Multi-Annual Fund) and Good Relations Unit (Peace III City of Festivals Fund). Festivals and events are identified as a development lever to attract visitors to Belfast within the new draft Belfast integrated Strategic Tourism Framework 2010–14.

The Festivals Forum provides a mechanism for the Council to engage with festivals in order to grow and develop the city's festival offering.

The Forum currently has over 120 members from a wide range of community, arts and heritage organisations. It meets quarterly to share information and discuss strategic and citywide issues. Achievements of the Festivals Forum to date include the development of a Belfast Festivals Calendar, disseminated throughout Northern Ireland in January and June each year, and the delivery of tailored skills development and training courses, designed to build capacity within festival organisations.

The Festivals Action Plan for 2010 was agreed at the February Forum meeting and is attached at Appendix 1. A £30,000 budget for the Festivals Action Plan has been included in the Departmental budget for 2010–11. An additional £20,000 is to be requested from PEACE III to implement specific actions from the Peace III City of Festivals programme, including the development of a Festivals Charter and cross-border networking.

Key objectives for the Festivals Forum in 2010 include developing a strategy for festivals across the city which will outline how best to: maximise opportunities including the Titanic centenary; work with funders such as Peace III to ensure there is mutual understanding of aims and objectives of funders and festival organisers; and identify more opportunities to work in partnership to ensure better efficiencies.

Key Issues

Neither the Festivals Forum nor individual member organisations have the resources to deliver the Festivals Action Plan. Belfast City Council is not in a position to recruit additional staff. The Forum agreed that in order to ensure the successful implementation of the Festivals Action Plan, they would require additional resources, specifically a Festivals Development Co-ordinator.

The engagement of a co-ordinator would ensure that the full potential of Belfast as a city of festivals is exploited. The co-ordinator would be charged with the strategic development of the Festivals Forum and of festivals within the city in line with the priorities identified in the Action Plan.

It is anticipated that the co-ordinator will be contracted full-time from December 2010 to June 2011 inclusive (based on timescales for Peace III spend). The budget of £50,000 will cover the co-ordinator costs, overheads and include an operational budget to implement the Action Plan.

The co-ordinator will be appointed through open competition, contracted by Belfast City Council on behalf of the Festivals Forum and managed by the Forum's Strategy Subgroup, which consists of representatives from the Council's Tourism, Culture and Arts Unit, ArtsEkta, Culturlann, Festival of Fools and Open House Festival. The co-ordinator will be based in the office of one of the festival providers.

A letter requesting this support from Michele Devlin, Chair of the Festivals Forum and Director of Belfast Film Festival, is included at Appendix 2.

Resource Implications

Financial

£30,000 towards the implementation of the Festivals Action Plan has been included in the Departmental budget for 2010–11.

Recommendations

It is recommended that the Committee agrees to the Festivals Action Plan including the appointment of a Festivals Development Co-ordinator.

Decision Tracking

Further to Members' agreement, a report will be prepared and submitted to the Good Relations Partnership in September.

Timeframe: September 2010

Reporting Officer: Kerrie Sweeney

Documents Attached

Appendix 1 - Festivals Action Plan 2010

Appendix 2 - Letter of support from Festivals Forum

Festivals Forum Action Plan 2010/2011

Core Themes

- Celebration of Culture and Arts
- Community cohesion
- Shared space
- Cultural tourism
- Civic pride
- Internationalism

Priorities for Action	Budget – indicative*	Lead	Timescale
1. Develop and disseminate a short and practical Festivals Strategy (2010–2012) for Belfast that addresses opportunities, removes barriers and leads to action	£1,000	Co-ordinator and Forum	Completed by March 2011
2. Use Festivals Forum to lobby for increased resources and recognition of festivals as integral to arts, culture and tourism in the city		Co-ordinator and Forum	Ongoing
3. Create a coordinated campaign to improve awareness of Belfast as a City of Festivals, including co-ordinated marketing approach through key agencies such as BVCB and NITB	£5,000	TCA team/BVCB/NITB	Ongoing
4. Council to ensure that festival-related plans in and across Council are aligned		TCA	December 2010
5. Involve key stakeholders in an initiative to share, and where possible, integrate festival plans across the city	-	Co-ordinator and Forum	Ongoing
6. Hold knowledge-sharing meetings between funders and festivals to improve understanding of needs associated with festivals e.g. funding timelines, flexibility, as well as needs of funders	-	Co-ordinator	2 meetings 1 by December 2010 1 by March 2011

Priorities for Action	Budget – indicative*	Lead	Timescale
7. Develop a policy toolkit for measuring the social and economic impact of festivals. This may require a recalibration of target markets to get a better balance between visitor and community targets	£5,000	Co-ordinator and TCA Team	June 2011
8. Coordinate a new, integrated and shared box office/ticketing system for the city	-	ACNI, Audience NI, Culture NI	Ongoing – initial feasibility by June 2011
9. Undertake a series of practical measures to support festival organisation: <ul style="list-style-type: none"> ▪ Create a pool of resources such as equipment that can be shared ▪ Run training and mentoring programmes ▪ Encourage clusters and joint marketing campaigns ▪ Create an operational toolkit 	£5,000	Co-ordinator	June 2011
10. Council to investigate access to its properties, spaces and infrastructure as an available resource for festivals	-	TCA Team	Database on website March 2011
11. Develop a Belfast Festivals Charter	£5,000	Co-ordinator	June 2011
12. Develop cross border networking opportunities	£5,000	Co-ordinator	June 2011
13. Festival Forum meetings and capacity building	£4,000	TCA Team	Ongoing
14. Festivals co-ordinator, overheads, supplies etc	£20,000	TCA Team	November–June 11
TOTAL	£50,000		

* Indicative budget – revised on appointment of Co-ordinator

BELFAST FILM FESTIVAL

23 DONEGALL STREET. BELFAST TEL. +44(0)2890325913
BT1 2FF. NORTHERN IRELAND EMAIL. INFO@BELFASTFILMFESTIVAL.ORG

To: Kerrie Sweeney
Tourism, Culture and Arts
Belfast City Council
The Cecil Ward Building
4-10 Linenhall Street
Belfast BT2 8BP

30th July 2010

Festivals Coordinator

Belfast City Council's Festivals Forum has provided a platform for the strategic development of the city's festivals, and we welcome the Council's recognition of the important role festivals can play in promoting and celebrating Belfast.

The success of the festivals sector in Belfast is dependent on a strategic, joined-up policy, which acknowledges the role and impact of different festivals and promotes mutual understanding between the sector and its funders.

The Festivals Forum Action Plan for 2010-11 has been developed through the Forum, which has representatives from a wide range of arts, heritage and community festivals from across the city, both large and small. However, having an Action Plan in place is not enough. The Forum requires additional resources in the form of a member of staff in order to ensure the successful execution of its Plan.

The Festivals coordinator will play a central role in developing a festivals strategy for the city and lobbying for increased recognition of and support for festivals, in addition to delivering practical measures such as training and pooled resources.

The Festivals Forum considers this appointment key to the continued growth of the sector and to the development of a vibrant, sustainable and forward-looking city of festivals.

Yours sincerely

Michele Devlin
(Festival Director)
Festivals Forum Chair

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**Belfast City Council**

Report to:	Development Committee
Subject:	Learning Journey to Bilbao
Date:	11 August 2010
Reporting Officer:	John McGrillen, Director of Development, ext 3470
Contact Officer:	Shirley McCay, Head of Economic Initiatives, ext 3459

Relevant Background Information

2012 offers a significant opportunity for Belfast with the opening of the Titanic Signature project. Belfast City Council is working closely with a range of government departments and local stakeholders to ensure we maximize this opportunity for the entire city. This includes implementing key actions through a Memorandum of Understanding with Titanic Quarter Limited to maximize employment and other appropriate opportunities across the city; developing a Maritime Heritage Study with the Northern Ireland Tourist Board (NITB) and Department of Social Development (DSD) to ensure we are delivering an authentic and unique maritime heritage destination by 2012 and thereafter; and working in partnership with NITB to prepare a 2012 business plan which will support the marketing and events programme to mark Titanic's centenary.

As part of the focus on 2012, NITB has invited Belfast City Council to participate in a Learning Journey to Bilbao from 21–23 September 2010. The purpose of the trip is to experience at first hand a successful visitor maritime destination that encourages return visits, longer stays and recommendations to friends and relatives. The trip will allow key influencers to have a unique insight into Bilbao and draw parallels with Belfast as a city, the maritime heritage theme and the Titanic.

The following organisations have received an invitation to the trip, although it should be noted places are limited:

- Belfast City Council
- DSD
- Titanic Quarter Ltd
- Belfast Harbour Commissioners
- Lagan Legacy
- Titanic Dock and Pump-House
- NI Tour Guide Association

- Titanic Foundation Ltd
- National Museums NI
- Belfast Titanic Society
- SS Nomadic
- W5
- ILEX
- Derry City Council

A draft itinerary is attached as appendix 1.

Key Issues

The Learning Journey will be an opportunity for the Development Committee to see how Bilbao delivered a successful maritime heritage product and will include site visits to the Ria de Bilbao Maritime Museum and the Guggenheim Bilbao Museum. The content of the presentations will be of particular interest to Belfast as officials from Bilbao will explain how they engaged with wider stakeholders; recovered former industrial space around the city, redeveloped the port and industrial areas along the estuary and protected the historical heritage.

NITB plan to fund the majority of the trip but will be seeking a small contribution of £200 per delegate. The trip is limited to a small number and is subject to availability of the key stakeholders. Belfast City Council was initially offered one place, but due to the significance of 2012 to Belfast, we have negotiated two places on the trip.

NITB will require each delegate to complete a report on the trip and this will be circulated to all Members of the Development Committee to review and share the key learnings from this trip.

Resource Implications

NITB are subsidizing this trip and therefore the only fee is £200 per delegate. £400 to be paid to NITB for two delegates from the Tourism, Culture and Arts budget.

Recommendations

It is recommended that the Committee agrees that the Chair and one officer accept NITB's invitation to attend the Learning Journey to Bilbao on the 21–23rd September 2010 at a cost of £200 per person.

Decision Tracking

Post evaluation report to be circulated to all Members of Development Committee

Timeframe - November 2010

Reporting Officer – Shirley McCay

Key Abbreviations

NITB – Northern Ireland Tourist Board DSD – Department of Social Development

Documents Attached

Appendix 1 – Draft Itinerary

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Titanic & Belfast Signature Project

LEARNING JOURNEY

BILBAO

LEARNING JOURNEY BILBAO

Titanic & Belfast Signature Project



DAY 1

Arrival to Bilbao Airport

Transfer by minibus to Bilbao and check into Hotel.

17:00 h. Welcome Cocktail and Orientation Meeting at the Hotel

18:30 h. Afternoon Activity

Sailing Bilbao

This boat trip lasting around 70 minutes, offers a different view of the city of Bilbao, a world model of urban sustainable development. The trip focuses on visiting the most significant operations of Bilbao's transformation which developed in a dilapidated, obsolete port area. It meant rehabilitating the bank of the Estuary, eliminating rail crossing gates, and then erecting the Guggenheim Museum and the Euskalduna Palace. The area also houses parks, hotels, shopping centres, and houses. During this original route, you will see the estuary not as a barrier but rather as the back-bone of the whole city and the metropolis as a whole.

20:30 h Dinner at the Hotel

LEARNING JOURNEY BILBAO

Titanic & Belfast Signature Project



DAY 2

Breakfast in Hotel

09:30 h

Morning Session

Operational Running of Turismo de Bilbao

Representative of Bilbao Turismo

<http://www.bilbao.net/bilbaoturismo/>

- Tourism best practice: Maximising visitor revenue
- How to build brand equity
- Engagement with stakeholders
- Interaction between accommodation providers, guides and TTOO
- Running of Professional and Cultural Events

11:30 h

The Story of Bilbao's Success

Representative of Bilbao Ria 2000 (Public Company responsible for the urban regeneration of Metropolitan Bilbao)

<http://www.bilbaoria2000.org/ria2000/index.htm>

- Recovering former industrial space around the city
- Redevelopment of the port and industrial areas along the Estuary
- Sustainable Urbanisation
- Protection and use of Historical Heritage
- Technology Innovation

13:30

Lunch at the Hotel

LEARNING JOURNEY BILBAO
Titanic & Belfast Signature Project



16:30 h **Guided visit of Ria de Bilbao Maritime Museum**

The Bilbao Maritime Museum is a place to uncover Bilbao's past as a shipbuilding and seafaring hub. The Museum is located in the docks of the old Euskalduna shipyard, in Abandoibarra, symbol of a new Bilbao where leisure and cultural activities and business flourish, with the estuary becoming the main axis in the metropolitan area. The Museum covers an area of 27,000 square metres, distributed as follows: 7,000 for indoor collections (exhibitions, media archive, auditorium, shop, café, and other facilities) and 20,000 for outdoor exhibitions, the three docks, the walkway surrounding them and the estuary.

18:30 h **Private guided tour of the Guggenheim Bilbao Museum**

The Guggenheim Museum Bilbao, designed by the North American architect Frank O. Gehry, is a magnificent example of the most groundbreaking architecture to have come out of the 20th century. The building itself is an innovatively designed architectural landmark that creates a seductive backdrop for the exhibition of contemporary art. Enjoy the guided tour and experience the explanations that will take you closer to the authors and their works and will you make understand and feel this patrimony in all its extension.

21:00 h. **Dinner in a characteristic 'Mesón Vasco'**

The farewell dinner in an enchanting family-owned restaurant features Basque specialities that might include crab croquettes, spicy green peppers, smoked Idiazabal cheese and delicious seafood dishes.

LEARNING JOURNEY BILBAO
Titanic & Belfast Signature Project



DAY 3

Breakfast in Hotel

09:30 h **Morning Activity**

Guided visit along Abandoibarra Quarter

The environmental rehabilitation of the Estuary made it possible to carry out Bilbao's big urban model transformation. The city opened up to the Estuary, and the most important and innovative urban projects kept the city in contact with the river. Accompanied by the explanations of our expert guide, you will walk along the river from the Euskalduna Palace, whose outstanding theatre and opera facilities earned it the designation as the best convention centre in the world in 2003, to the Guggenheim Museum, a symbol of Bilbao's transformation.

Guided visit of Bilbao Old Quarter

The space with the strongest identity in Bilbao, it was totally destroyed by the floods in 1983. Its rehabilitation has been a model one. Today, Bilbao's historic district is a compact yet culturally diverse space, characterised by a fusion of customs and activities in perfect social balance, the use of traditional architecture with an innovative touch, wise urban planning, high social density, and matchless metropolitan connectivity by underground and tram.

You will enjoy an interesting route to discover the medieval Bilbao with its cobbled streets, cantons, charming squares and corners that are witnesses of the intense commercial and port life that made this city grow. Over 500 years of history are still present within the city walls, the Gothic Cathedral of Santiago, Plaza Nueva, the emblematic San Antón Church and the ancient ruins it stands on as well as the busy Ribera Market. Time seems to have come to a standstill in these urban surroundings that are full of vitality. This route takes us right back to the origins of the City of Bilbao and to the beginnings of the trading city, which has now become one of Europe's largest traditional shopping centres.

LEARNING JOURNEY BILBAO
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13:00 h

Tapas Tour: Experiencing the local food offerings

Pintxos are miniature culinary masterpieces. They are made combining any kind of product, both traditional and modern ones. The pintxos carte is endless because depends on the cook's imagination. Many bars show their own creations and specialities. In the Basque Country there is no need to take a seat in order to have a great meal. Normally consumption of pintxos is linked to the "txikiteo", which consists of going from one bar to another, with one's friends, drinking wine, cider or "zuritos" (small amounts of beer).

15:00 h

Departure to Bilbao Airport

LEARNING JOURNEY BILBAO
Titanic & Belfast Signature Project



ACCOMMODATION

HOTEL ZENIT BILBAO ****

http://www.zenithoteles.com/hotel.aspx?idioma=GB&Hot_ID=20

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**Belfast City Council**

Report to:	Development Committee
Subject:	Irish Tour Operators Association AGM
Date:	11 August 2010
Reporting Officer:	John McGrillen, Director of Development, ext 3470
Contact Officer:	Shirley McCay, Head of Economic Initiatives, ext 3459

Relevant Background Information

The Irish Tour Operators Association (ITOA) comprises of thirty two of Ireland's most prolific tour operators, professional conference organisers, destination management companies and ground handling agencies. ITOA members are responsible for handling over 465,000 passengers each year, and have relationships with over 4,000 overseas tour operators and others in the incentive, events and conference sectors. Members include some of the leading companies operating incoming travel and tours to the island of Ireland and consist of the following;

- Ground handler or handling agencies
- Destination management companies (DMCs)
- Professional conference organisers (PCOs)

The ITOA AGM has previously been held in a number of prestigious venues around the country including Adare Manor in Limerick and the Heritage Hotel in Killenard. For the first time ITOA have agreed to hold their AGM in Northern Ireland in February 2011. 30 members with their partners (70 in total) will be arriving in Belfast on Friday 4 February and leaving on Sunday 5 February 2011. This will be an excellent opportunity to showcase Belfast and Northern Ireland to a key group, capable of directing significant business and leisure tourism to Northern Ireland. We will be able to showcase achievements as well as major regeneration which will be completed in 2012.

Key Issues

NITB are seeking support for the AGM to ensure ITOA receive the best of our civic hospitality and have an inspiring experience which will influence decisions to maximise tourism potential. The ITOA AGM taking place in Belfast is impeccably timed pre the launch of Titanic 2012.

For the first time ITOA have decided that they will have a more prestigious "black tie" Gala Dinner largely due to ITOA's enthusiasm and an application has been submitted to the Strategic Policy and Resources Committee for the use of the City Hall and this will

be considered by that Committee at its meeting on 20th August with a recommendation to approve the request. The dinner will offer the opportunity to extend the invites to a wider group of approximately 30 key dignitaries and ambassadors from the city.

In terms of budget, NITB have committed £8,600 and there is currently a deficit of approximately £9,080, this will be met through the support of key stakeholders including BVCB and additional commitment from NITB as well as sponsorship. If the Gala Dinner takes place in the City Hall, we will have a captive audience to showcase the major tourism initiatives BCC has led. It is recommended that the gala dinner is supported through the Tourism, Culture & Arts Budget and anticipates £500 via our Civic Hospitality Budget. The opportunity to deliver entertainment will be open to our Culture & Arts funding clients. Supporting NITB and the ITOA's first AGM Belfast will bring valuable return on investment to the city in the medium to long term.

Resource Implications

- BCC to support the NITB planning team and help influence and organise the itinerary.
- BCC to commit a maximum of £5,000 to cover estimated costs (appendix 1) of;
 - reception and gala dinner in the City Hall
 - evening entertainment programme to profile our food and music and other tourism products

All negotiations will seek to get the best value possible for any expenses incurred.

Recommendations

It is recommended that the Committee:

1. notes the contents of the report;
2. agrees to commit funding to the maximum value of £5,000 on condition that maximum support will be secured from stakeholders; and
3. that the Chair and Deputy Chair be authorised to attend the Gala Dinner on Saturday 5 February 2011.

Decision Tracking

Members will be updated on any changes to the project and if financial partners have been secured.

Time Frame: September 2010

Reporting Officer: Shirley McCay

Key Abbreviations

BCC - Belfast City Council
ITOA - Irish Tour Operators Association
NITB - Northern Ireland Tourist Board
BVCB - Belfast Visitor and Convention Bureau
DMC - Destination management companies
PCO - Professional conference organisers

Documents Attached

Appendix 1 – Estimated Costs

ITOA AGM – FEB 2011

ESTIMATED COSTS

Date	Description	Cost		Total	Supported by:	Total	Deficit	BCC *TCA contribution
Friday 4th	Overnight Accommodation	£ 220.00	per room for 2 nights B&B (double occupancy – includes 50% discount on rack rate)	£ 7,700.00	NITB	£ 17,680	£ 9,080	£ 5,000
Saturday 5th	ITOA AGM Meeting, Merchant Hotel Belfast	£ 30.00	Daily Delegate Rate - (inclusive of 50% discount) to include room hire, AV equipment, water, tea/coffee breaks & lunch	£ 900.00	NITB			
Saturday 5th	Transport for Fam Trip	£ 375.00	2 x 37 seat Coaches for a full day (10 hrs)	£ 750.00	TBC			
Saturday 5th	Fam Trip							
	Belfast Bred Food Tour	£ 20.00	Details to be confirmed – MMC to consider ideas. (Based on 70 pax)	£ 1,400.00	TBC			
	Titanic Treasure Hunt Tour (Susie Millar)	£ 140.00	(Based on 2 coaches)	£ 280.00	TBC			
	Belfast Living History Tour (Ken McElroy)	£ 75.00	(Based on 2 coaches)	£ 150.00				
	Afternoon Tea at Stormont		Prices not available until arrangements confirmed.		TBC			
Saturday 5th	Gala Dinner at Belfast City Hall	£500	Pre-dinner Drinks Reception - cocktail reception - local brews and award winning cocktails from the Merchant Hotel.	£ 500.00	BCC			
		£ 25.00	Dinner - opportunity to showcase great NI Dinner - opportunity to showcase great NI produce and get some key local chefs to prepare / design the menu (Paul Rankin/Michael Deane/Niall McKenna/Nick Price/Simon McCance. Room dressing included in estimated cost.	£ 2,500.00	BCC			
	Entertainment plan		BCC will open out the opportunity to our funding clients to make a proposal to deliver entertainment.	£ 2,500.00	proposed BCC			
	(4) Gifts	£ 10.00		£ 1,000.00	TBC			

* TCA Tourism, Culture & Arts Unit

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Belfast City Council

Report to:	Development Committee
Subject:	RISE Broadway Roundabout Public Artwork
Date:	11 August 2010
Reporting Officer:	John McGrillen, Director of Development, ext 3470
Contact Officer:	Shirley McCay, Head of Economic Initiatives, ext 3459

Relevant Background Information

Members will recall that Belfast City Council has agreed to manage the Broadway Roundabout public art project. The project has been taken forward by the RISE Steering Group, membership of which includes local Councillors; the Council's Tourism, Culture and Arts (TCA) and Project Management Units; the Department of the Environment (DOE); the Department of Social Development (DSD); the Department of Regional Development (DRD); the Arts Council of Northern Ireland (ACNI); the Police Service of Northern Ireland; Greater Village Regeneration Trust (GVRT); and Arts and Business (A&B).

Following an international competition in November 2008, the commission was awarded to Wolfgang Buttress for his sculpture, RISE. RISE is two concentric spheres, measuring 37.5m high and 30m wide, rendered in white and silver aluminium. It represents a new sun rising and celebrates a new chapter in the history of Belfast.

All funding for the capital build is now in place. The total cost of the project is £486,000, which is funded as follows:

Funder	Amount	Notes
ACNI	£20,000	
ACNI (National Lottery)	£80,000	
DSD	£330,000	
BCC	£20,000	Agreed October 2007
BCC	£36,000	Agreed November 2009

DRD Roads Service has also provided in-kind support in the preparation of the site and foundations.

At the Development Committee of November 2007, it was agreed that the Council assume future responsibility for the financial and physical maintenance of RISE.

Key Issues

The Tourism, Culture and Arts Unit is seeking Members agreement to source private sponsorship of RISE, to support costs associated with the launch, marketing and publicity.

Construction of the sculpture is due to be completed by mid December. The RISE Steering Group met on 25 June 2010 to discuss the project publicity plan, including the launch event. There are no funds left in the project budget to cover these costs, which are estimated at £20,000, and no further public funding will be forthcoming.

The Steering Group agreed that funding should be sought from private sponsors to cover these costs. In the interests of fairness and transparency, it was recommended that the funding should be sought via an open call. Sponsorship will most likely take the form of signage on the roundabout.

Resource Implications

Financial

There are no internal finance implications. The sponsorship would generate funds to cover publicity costs.

Recommendations

It is recommended that the Committee notes the contents of this report and agrees that private sponsorship of RISE be sought to support costs associated with the launch, marketing and publicity.

Decision Tracking

Subject to Council ratification, an open call for sponsorship will be issued in September 2010.

Timeframe: September 2010

Reporting Officer: Kerrie Sweeney

**Belfast City Council**

Report to:	Development Committee
Subject:	Belfast City Welcome Banners
Date:	11 August 2010
Reporting Officer:	John McGrillen, Director of Development, ext 3470
Contact Officer:	Shirley McCay, Head of Economic Initiatives, ext 3459

Relevant Background Information

Members were made aware at the Development Committee held on 10 December 2008 that the welcome to Belfast banners were produced as an integral part of the Cultural Tourism Visitor Management Plan (CTVMP) and it was agreed that the time had come for them to be replaced. Red Sky Group Ltd was awarded the 4 year tender in August 2007 to deliver the CTVMP Phase 2 to include the design, manufacture, delivery, installation, storage and subsequent maintenance.

The welcome banners are themed on a seasonal basis and are placed along the main streets on the way into the city centre to provide a bright welcome to citizens and Visitors. There are 100 welcome banner sites currently identified which are two-sided in structure.

Additional banner sites are located within the city centre and managed by other stakeholders including Department of Social Development Belfast Regeneration Office (DSD BRO), BCC Waterfront Hall (BCCWH) and Belfast City Centre Management (BCCM).

In 2009 the banners were flexible and able to incorporate one additional message on half of the banners each season e.g. to profile the Tall Ships visit to Belfast and the B Festive Christmas Campaign. The proposed next phase of banners will be reusable and a sustainable asset to the city.

The welcome banner sites create huge impact which enhances and animates the city, providing a highly visual communication platform for our major cultural tourism themes including music and festivals. The sites also provide BCC with a valuable opportunity to roll out the Belfast brand and ensure that it is fully embraced. Working in partnership with our stakeholders we are keen to create stronger animation by utilising their sites if available.

Resource Implications

£120,000 has been allocated in the City Development Fund. This budget will be used to:

1. Deliver Banner's Plan up to 2012 to ensure we build up exposure to Titanic and other related events and ensure a co-ordinated approach across all stakeholders.
2. Design and manufacture welcome banners at approximately 200 sites during 2010/11
3. Erect and store banners via existing contract with Red Sky.

Recommendations

It is recommended that the Committee approves spend of £120,000 to design, manufacture and erect new banners

Decision Tracking

Members will be updated on any changes to the project and if financial partners have been secured.

Time Frame: September 2010

Reporting Officer: Shirley McCay

Key Abbreviations

BCC	Belfast City Council
BCCM	Belfast City Centre Management
DADBRO	Department of Social Development Belfast Regeneration Office
BCCWH	Belfast City Council Waterfront Hall
CTVMP	Cultural Tourism Visitor Management Plan

**Belfast City Council**

Report to:	Development Committee
Subject:	Cycling Issues
Date:	11 August 2010
Reporting Officer:	John McGrillen, Director of Development ext 3459
Contact Officer:	Keith Sutherland, Planning & Transport Policy Manager ext 3578

Relevant Background Information

A notice of motion regarding the introduction of a cycle rental scheme in Belfast was outlined at the October 2009 Development Committee and Officers were requested to discuss the matter with the Department for Regional Development (DRD) with a view to providing a future update. The recent launch of the Dublin bike scheme which seeks to encourage cycling in the city centre through the hire of bicycles for public use at a range of dedicated 'bike stations' was cited as an example.

Key Issues

A number of meetings have taken place between Council representatives, the DRD Transportation Unit and the Strategic Investment Board (SIB) to discuss the opportunities to develop a public bike hire scheme within the Belfast City Council boundary. Presentations were also made by Ciaran Fallon to various organisations on the background to the bike hire scheme in Dublin. It was agreed that consultants would be appointed to explore the feasibility of establishing a public bike hire scheme in Belfast, including the preparation of a Business Case that meets Northern Ireland Guide to Expenditure Appraisal and Evaluation (NIGEAE) standards. The SIB have agreed to draw up a shared Terms of Reference for the feasibility study and fund the commission.

The Minister for the Department for Regional Development, Conor Murphy announced at the Belfast Cycle City - Visions for the Future Conference, on the 1st June, the setting up of a joint project to examine the feasibility and options for introducing a public bike hire scheme in Belfast. It is proposed that the Council participates in the joint project to explore the potential for the introduction of a bike hire scheme.

Members may wish to note that a separate research project was carried out on the bike hire schemes across Europe, by the British Council and DRD Transportation Unit intend to use this research to inform the study. A copy of the research Report is attached in Appendix 1.

The DRD Transportation Unit recently set up an Active Travel Forum which includes representatives from public, private, voluntary and community groups. The Council is represented on the Forum by the Development Department and Health and Environmental Services Department. The Forum will seek to identify the opportunities to improve walking and cycling across Northern Ireland and contribute to the proposed 'Active Travel Strategy' that the DRD has committed to developing as part of the broader transportation policy approach. The Forum has met twice and a seminar has also taken place. Minutes and Terms of Reference are attached in Appendix 2.

Resource Implications

There are no resource implications for Council at this stage.

Recommendations

It is recommended that Committee endorses the proposed joint working on the project to explore the potential for a bike hire scheme in Belfast and note ongoing participation in the Active Travel Forum.

Decision Tracking

There is no decision tracking attached to this report

Key Abbreviations

DRD - Department for Regional Development
SIB - Strategic Investment Board

Documents Attached

Appendix 1 - Bikes in Belfast Report
Appendix 2 - Terms of Reference and Minutes from the Active Travel Forum



Bikes in Belfast

Examining the potential for bike sharing in Belfast City

INTRODUCTION

Modern, vibrant cities require innovative transport solutions. Active transport is key to enabling healthy citizens unlock the full potential of their city.

Bike sharing provides citizens with a low-carbon, healthy transport option. If designed to integrate with existing public transport networks, bike-sharing schemes can significantly reduce our dependence on the private car.

Bike sharing schemes are currently in operation in over 100 cities and towns across the world. Paris, Dublin, Washington DC, Montreal, Auckland and Berlin are just a few of the cities whose citizens and local environment benefit from bike sharing.

There is no "one size fits all" option when it comes to bike sharing; schemes vary in size and systems differ in design. However, all bike sharing schemes have one common theme - providing citizens with affordable, convenient and sustainable transport.

Bike sharing schemes offer a number of benefits:

- **Reduced congestion** - more cyclists means fewer car drivers.
- **Improved public health** - cyclists enjoy exercise as part of their commute. This will contribute to a fitter, more productive workforce and lower levels of absenteeism. Regular exercise also reduces rates of heart disease, strokes and cancer.
- **Reduced greenhouse gas emissions** - cyclists burn calories rather than petrol, therefore reducing vehicle emissions.
- **Affordable transport** - cycle rental schemes are low cost to the user. The first 30 minutes is usually free of charge.
- **Increased access to cycling** - users do not need to buy or maintain their own bike.



Bike sharing schemes have one common theme - providing citizens with affordable, convenient and sustainable transport



Bikes in Belfast

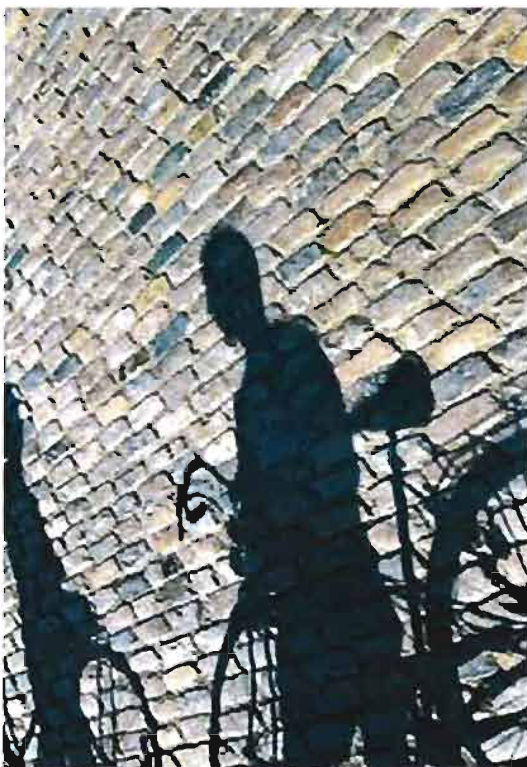
AIM OF THIS PAPER

On 1 October 2009 Belfast City Council agreed to engage with the Department for Regional Development (DRD) to examine the potential for a public hire bike scheme in Belfast.

The paper:

1) Examines the features of various existing bike hire schemes currently in operation. In depth studies of Dublinbikes, Blackpool Hire-a-Bike and the Italian Bicincittà scheme are included alongside snapshot studies of Barcelona's Bicing, Germany's Call-a-Bike and Montreal's Bixi schemes. The variety of cases examined highlights how bike sharing schemes can be adapted to cities of differing sizes and characteristics.

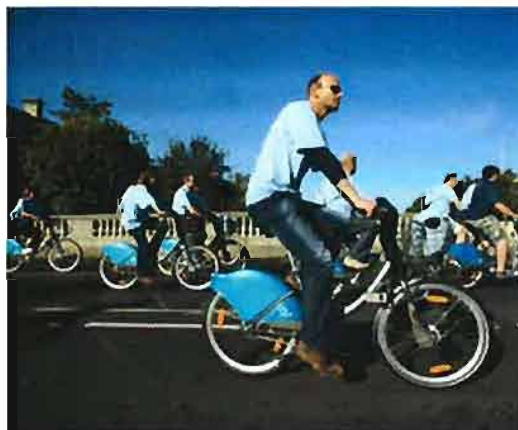
2) Provides evidence of public support for a bike sharing scheme in Belfast and makes recommendations regarding how a scheme could most effectively be implemented in the city.



IN DEPTH CASE STUDY NO.1

Dublin Bikes (City population 506,000¹)

The idea of a public bike rental scheme in Dublin was first proposed to Dublin City Council nearly ten years ago. Support for the idea gathered momentum and two and a half years ago Dublin City Council officially committed to Dublinbikes. The physical works commenced in February 2009 and the scheme opened on 14 September 2009.



At present there are 450 bikes distributed across 42 stations.

Since the introduction of Dublinbikes there have been approximately 306,000 rentals and 25,000 long-term subscribers.

Each bike is used approximately 10 times a day and the average journey time is 16 minutes.

To date only one bike has been stolen. It was, however, returned. Rates of vandalism are very low.

Dublin Bikes has created 21 green jobs, including drivers to distribute the bikes, mechanics to service the bikes and call centre staff to help users with any difficulties they may experience with the scheme.



Bikes in Belfast

KEY FEATURES

All bikes are unisex in design and intended for use by persons over the age of 14.

All bikes feature:

- Three gear change mechanism
- Adjustable cushioned saddle
- Large front basket
- Automatic front lights which operate day and night
- Anti theft lock
- Bell



Financing

Dublin City Council operates Dublinbikes in partnership with the advertising company JCDecaux. The scheme is similar in nature to the successful Vélib scheme operating in Paris.

Dublin City Council provided finance for each station to be erected, JCDecaux provided the bikes and the software required to operate the scheme.

JCDecaux bears the risk for any bike losses and are contracted to provide replacements if bikes are stolen.

In return for bearing the financial risk of the project JCDecaux has the exclusive use of advertising hoardings and billboards throughout Dublin City. However, Dublin City Council retains dedicated use of 34 hoardings for social marketing purposes.

Membership Tariffs

Users either pay an annual membership fee of €10 or purchase three day ticket for €2.

The Dublinbikes hire tariff only charges the user after the first 30 minutes of hire.

The charge for use longer than 30 minutes is €0.50 and increases incrementally as the rental period increases.

93% of journeys are free for the user and the remaining 7% of journeys cost the user €0.50.

Hire tariffs include an integrated charge for insurance for 3rd party liability that protects Dublin City Council from litigation risks.



Additional Information

Dublinbikes plans to double the number of bikes and stations available. The intention is eventually to have 3,000 bikes extending 3km outside of the City Centre.



Bikes in Belfast

IN DEPTH CASE STUDY NO.2

Blackpool Hire-a-Bike (City population 142,000¹)

Blackpool Hire-a-bike began in 2009. The scheme enables residents and tourists to hire bikes 24 hours a day, seven days a week from docking stations across the city.

Design of Bikes and Docking Stations

The bikes are designed by Dawes Cycles. They have a low centre of gravity and can be easily adjusted so people of different heights and sizes can ride them.

Bike features:

- 3 or 5 speed hub gears
- Hub brakes front and back
- Dynamo lighting
- Fully enclosed chain guard
- Luggage basket
- Stand
- Adjustable but not removable saddle
- Combination lock
- User instruction panel



There are currently approximately 500 bikes available for rental from 70 stations.

Stations are located either by the roadside, on wide pavements or in car parks. There has been no need to remove any car parking spaces to accommodate the bike stations.

Stations are located out of desire lines and between existing barriers to pedestrians, for example, lampposts, waste bins or benches and only where pavement width allows. Stations are permitted in pedestrianised areas.

The distance between stations varies. Along the sea front and in the town centre stations are a maximum of 500m apart. Outside of the town centre stations are located next to key destinations and in dense residential areas.

Subscribers access the system by using either a smart card or by entering a membership number into a digital keypad.

Rates of theft and vandalism are very low. Only one bike was stolen in 2009.

The system uses wireless broadband services to communicate with the central server, negating the need for the stands to be connected to mains power or communications.

An online map displays in real time the availability of bikes so that members can see if bikes are available at their chosen sites.



Bikes in Belfast

Financing

The start up cost for the scheme was approximately £650,000.

Start up funding was provided by Cycling England and the Blackpool Primary Care Trust.

The scheme is owned by and under the control of Blackpool Council. Hourbike is the privately owned supplier of equipment and operator of the scheme.

Taking advantage of existing council services and of several local job creation schemes annual running costs have been kept to approx £190,000.

Anticipated revenue for 2010 is approximately £170,000.

Sponsorship of the entire scheme will be sought during 2010/11. Revenue in excess of budget will be split between the council and private operator.



Membership Tariffs

There are 3 tariffs:

- Lifetime membership - £10 joining fee. The first 30 minutes of every rental is free. After 30 minutes £1 per hour
- Day tickets £10
- Half-day tickets £6

Discounts are given for families when renting multiple bikes.

The membership target for 2010 is 5,000 residential members and 18,000 day tickets sold. Blackpool had 12M visitors in 2009.

At peak times in 2009 every bike was being used simultaneously. The average hire time is 2 hours.

The overall rate of cycling as a commuter option in Blackpool is 2.8%.

Integration with Public Transport

There are bike hire stations installed at every train station (3 in Blackpool), and Northern Rail promotes the availability of the bikes. Bikes are also located at Blackpool bus station.

Every park & ride car park will soon have bike hire stations.

Benefits of the Scheme

The scheme brings the following benefits to Blackpool:

- The bikes are a visitor attraction and an added value service for hoteliers
- The ability to make every visitor attraction in Blackpool cycle-linked
- Reduced traffic congestion
- An increase in activity levels for residents
- A visible indication of the council's support for cycling

User Endorsements

No formal user satisfaction surveys have yet been undertaken. However feedback provided to the operators has been very positive.

User comments:

"Many thanks for providing a great service"

"I am very happy with the areas serviced. Many thanks for a great service, I will be using it again very shortly"



Bikes in Belfast

IN DEPTH CASE STUDY NO.3

Bicincittà - Italy

Bicincittà is a bike sharing scheme that operates in more than forty cities in Italy, including Bari (population 317,000), Brescia (population 190,000), and Rome (population 2,800,000).

The scheme is run by the Italian company Comunicare S.r.l. The company has recently launched bike sharing schemes in cities outside of Italy, including Pamplona, and Lausanne. This summer they will launch a major bike sharing scheme in Turin (www.tobike.it), home of FIAT car makers, with 116 bike stations and 1,000 bikes.

Key Features

While the Bicincittà scheme varies slightly between cities, it has the following key features:

- Each station comprises at least 10 bike racks and 7 bikes; the minimum number of racks is determined by demand.
- The bikes are solid, feature a hook-shaft anchored to the frame which allows the bikes to be fastened to the bike rack, and are equipped with anti-releasing seats to prevent thefts.
- Bikes are secured with an electronic locking device. Users insert their ID card to release a bike for rental. The card is again inserted on returning the bike to end the rental.
- Each station has an information display providing riders a map of the area with bike availability at the various stations, the rules of their use and useful contact information.
- Users can check on the availability of bikes at each station online at <http://bicincitta.com/>.

Membership Tariffs

The cost to users differs from city to city, however in most Bicincittà schemes:

- Users pay an annual fee of €10
- The first 30 minutes of each journey is free of charge
- Users are charged €0.50 for every additional 30 minutes
- Cities offer special prices for tourists hiring bikes on a day long basis



Costs and benefits

The investment costs are approximately €25,000 for a station comprising 10 bike racks and 7 bikes. This includes the cost of software and data handling.

The revenue from the running of the project is shared between the municipality and Bicincittà.

Bicincittà liaise with local bike shops to manage bike repairs, thus creating jobs.




Bikes in Belfast

Additional Information

The majority of cities operating Bicincittà schemes initially start with a small number of stations, although most cities expand the number of stations and bikes following successful uptake by users

Participating cities are provided with the flows of data from the usage of the scheme, including the characteristics of the users, number of trips made by each user, as well as which stations are most frequently used. This information enables the operators to plan further development of the scheme within the city.

Vandalism has not been a major issue and can be effectively tackled by installing CCTV cameras at bike stations.

The Bicincittà scheme recently introduced in Lausanne allows students to use their university student card to rent the bikes, making the scheme easily accessible to students.



Bikes in Belfast

SNAP SHOT STUDIES

Bicing, Bixi, Call-a-Bike

Bike sharing schemes operate in over 100 cities worldwide. However, schemes vary significantly in design and operation. This section highlights the key features of the Bicing, Bixi and Call-a-Bike schemes.



Bicing
Barcelona

- Bicing is run in partnership by Barcelona City Council and Clear Channel Advertising.
- The Council pays Clear Channel a fixed sum to implement, maintain, operate and expand the scheme. Funding is raised through car parking charges and finance generated through the scheme (one third overall).
- The scheme comprises 429 Stations and 6,000 bikes distributed every 300 meters situated close to transport hubs and points of social attraction.
- Since it was launched in May 2007 Bicing has had 26 million journeys and 190,000 subscribers who have traveled 70 million km.
- The average journey is 3km which equates to a saving of 480g of CO₂ emissions compared to the same journey made by car.
- The scheme has accounted for an overall saving of 4176 tonnes of CO₂.
- 57% of Bicing journeys are to commute to work.



Bixi
Montreal

- Bixi operates for 3 seasons of the year, May to November.
- The Bixi scheme is operated by the city's parking authority Stationnement de Montreal and was included in the transportation plan for the city, which aimed at encouraging active means of transportation.

- Users guarantee \$250 on a credit card and long-term subscribers are issued with a Bixi key. The first 30 minutes of use is free.
- Bixi provides the system and everything pertaining to customer service, technical support and supply of parts.
- As of 12 August 2009 Bixi had 8,419 long terms subscribers and 77,070 occasional users who have traveled a total of 3,612,799.
- As a result green house gas emission have been reduced by 909,053 kg.



Call-a-Bike
Berlin, Frankfurt, Cologne, Munich, Stuttgart, Karlsruhe

- Call-a-Bike is operated by Deutsche Bahn, the German national railway company.
- There are a total of 120,000 customers.
- Call-a-Bike requires no financial commitment from the city authority.
- The system does not require docking stations. Users register online, then use their mobile phone to call the number printed on the bike they wish to use. They are provided a code which releases the security lock on the bike. Once the trip is finished the user leaves the bike at a junction and locks it.
- The rental tariff is €0.08 per minute, with a daily tariff cap of €15 and a weekly tariff cap of €60.



Bikes in Belfast

INTRODUCING BIKE RENTAL IN BELFAST

Belfast is well suited for a public hire bike scheme. The city centre is compact and largely flat, is adequately served by cycle lane infrastructure and has a temperate climate. However, if the scheme was to be extended beyond the city centre, further cycle lane development may be required.

An online survey conducted in February 2010 of over 200 individuals indicated that more than 50% of people living or working in Belfast would use a public hire bike scheme if one were implemented in the city.

It is recognised that public hire bike schemes are most suitable for medium to large cities with populations of at least 200,000 inhabitants¹⁰. Belfast's population of 268,000 exceeds this threshold of viability.

Currently 3% of workers in Belfast commute by bike¹¹. We believe the introduction of a public hire bike scheme would have considerable potential as a door opener to further promote city cycling and change people's travel behaviour.

Interconnectivity with Public Transport

A bike sharing scheme in Belfast should be designed to interconnect with existing public transport services. Location of bike docking stations at train stations and bus stops is essential.

The Translink Metro Service currently operates only arterial routes into and out of Belfast city centre. This requires commuters to make two separate bus journeys if they wish to travel across the city. A bike hire scheme would enhance choice by enabling public transport users to disembark their bus at any stop in the city centre and use a hire bike to reach their final destination.

In Barcelona, 28% of trips made using the *Bicing* bike scheme are made in combination with other public transport modes. In Lyon, 94% of *Vélo'v* bike scheme users also use public transport. 57% take the bus, tram or train daily or at least once a week¹². Public bikes can therefore help to augment existing public transport services and provide citizens with more options and greater freedom.

The city of La Rochelle has further enhanced the integration of its bike hire scheme with public transport services by designing the bike scheme to operate using a smart card that can also be used to pay on public transport services¹³.



Location of Bike Docking Stations

We suggest that a bike hire scheme should initially be limited to the city centre with boundaries at the University of Ulster School of Art and Design at the Northern end of the City Centre and the Queen's University Science Library at the Southern end of the City Centre. The scheme would reach no further East than the Odyssey Complex and Belfast Central Station and no further west than Belfast City Hospital and Belfast Metropolitan College Millfield Campus.

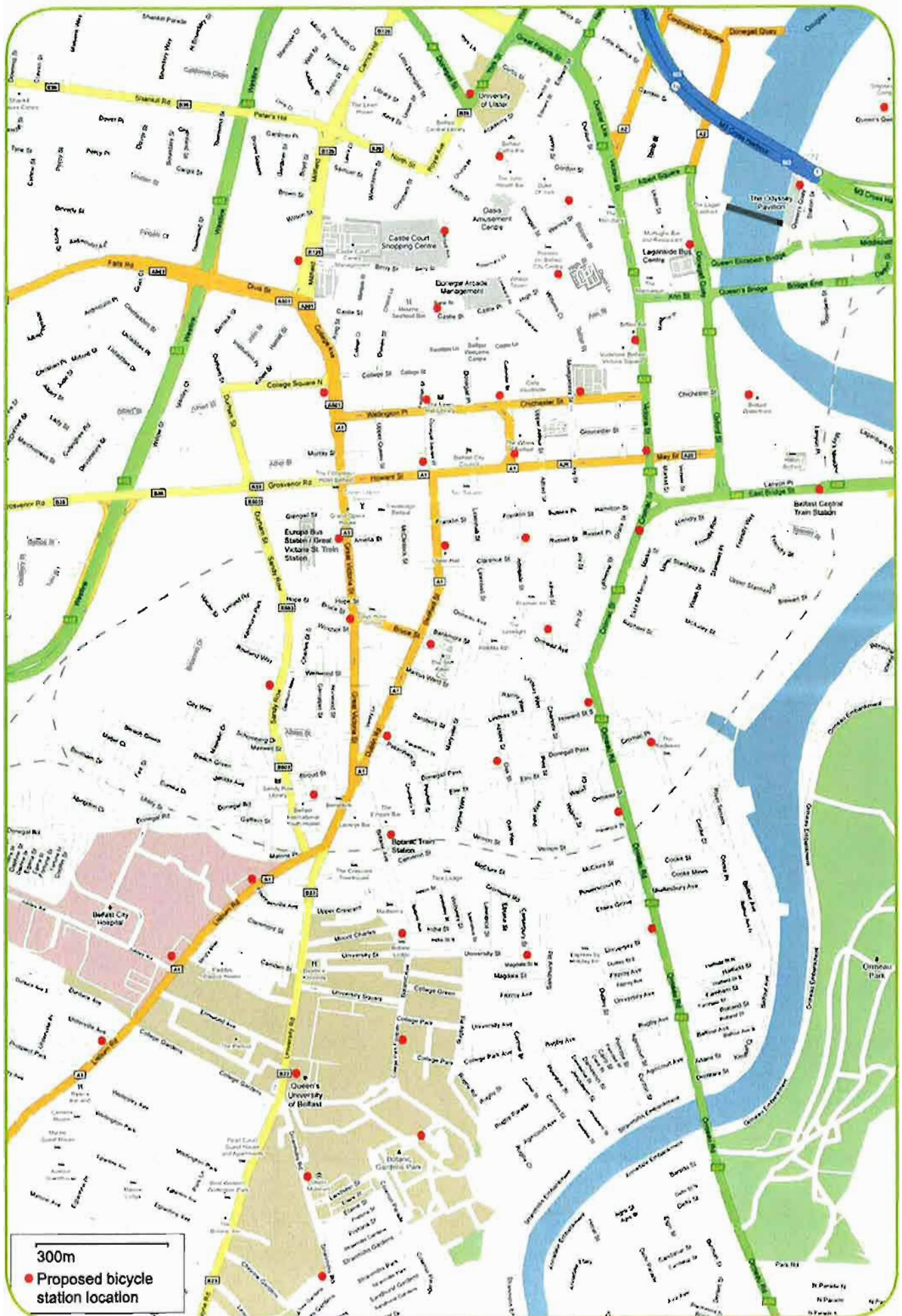
Bike stations should be located no more than 300 metres apart to ensure that users do not have to walk far to rent a bike or after returning one.

The real time locations of docked bikes should be provided on an online map to enable users to identify where bikes are available for rental.

The following map identifies 46 suggested locations for bike docking stations.



Bikes in Belfast



RECOMMENDATIONS

Scheme Design:

- **There should be plenty of bikes available at regular intervals** – Bikes need to be available not only at public transport stations and key attractions, but at intervals frequent enough to make it possible to easily access a bike if one is not available at the first choice location. We suggest that stations should be no more than 300m apart.
- **24/7 availability** – Bikes should be available at all times. Restricted availability has been shown to limit user uptake on other schemes.
- **Bike tracking is essential** – Users should be able to check the location of docked bikes online to identify stations where bikes are available for rental. Users should also be able to reserve an empty space at their destination using the interactive terminal. This will enable users to better plan their journeys.
- **A high profile docking location can help market the scheme** – locating bike stations in and around Belfast City hall will serve as a reminder of availability of the bikes and help legitimise cycling in general.
- **Install CCTV cameras at locations where bikes are collected** – these will prevent vandalism and increase the success of the scheme.
- **Consider adapting Translink Smartlink cards and student cards to the bike sharing scheme** – this would make the scheme easily accessible to commuters, and students.

Bike Design:

- **Bikes should be designed with city use in mind** – they should be safe, easily adjustable, comfortable and unisex in design.
- **A non-standard bike design is preferable** – Bikes should clearly be designed to be recognisable as part of a hire scheme to deter theft.
- **Bikes should be lockable** – Users should be able to hire a bike and lock it to street furniture other than the bike docking stations.

Cost to Users:

- **Low cost rental** – Investigation of various bike rental schemes identified that lower cost schemes have proven to be more successful than schemes with high rental or subscription costs.
- **The first 30 minutes of each hire should be free of charge.** This will make the scheme attractive for commuters.
- The following suggested subscription and rental charges have been informed by the findings of our online survey.



SUBSCRIPTION CHARGES

	Adult	Student	Senior Citizen
Annual Subscription	£10	£8	£8
3 Day Ticket	£3	£2	£2
1 Day Ticket	£2	£1	£2

£100 will be deducted from the user's bank account/credit card, if the bike is not returned within 24 hours.

RENTAL CHARGES

	Adult	Student	Senior Citizen
Up to 30 minutes	FREE	FREE	FREE
30 minutes to 1 hour	£0.40	£0.30	£0.30
1 - 2 hours	£0.80	£0.60	£0.60
2 - 3 hours	£1.30	£1.00	£1.00
3 - 4 hours	£1.80	£1.50	£1.50
4 - 5 hours	£2.50	£2.20	£2.20
5 - 6 hours	£3.00	£3.00	£3.00
>6 hours	£2 per hour	£2 per hour	£1 per hour

Supporting Factors:

- **Scheme operators should seek support from businesses** – support from the business community is important to ensure buy-in from a large number of potential users. Business use also enhances the credibility of a bike hire scheme.
- **Both Local and Central Government must demonstrate a strong commitment to the promotion of cycling** – The scheme should be run in conjunction with initiatives to increase the total number of cyclists in Belfast city. Research indicates that increases in the number of cyclists leads to a reduction in the number of cyclists injured in traffic accidents^{vi}. Support for cycling in general should include provision of bike parks for non-rental scheme bikes and

a good standard of bike infrastructure to enable safe and convenient cycling.

- **Education for all road users** – Central Government should operate a regional education campaign to ensure mutual respect between cyclists, pedestrians and car drivers.
- **20 miles per hour speed limit** – DRD should introduce a 20 mph limit in Belfast city centre to reduce the danger to cyclists posed by drivers.



Bikes in Belfast

NEXT STEPS FOR DRD/BELFAST CITY COUNCIL

We recommend DRD and Belfast City Council should build on this research by:

- Conducting an in depth scoping study to fully examine the viability of a public hire bike scheme in Belfast. This should comprise detailed market research to ascertain the optimum scale and boundaries for a bike rental scheme in the city.
- Consulting with existing scheme operators to identify barriers to implementation of a bike rental scheme and seek further information on the potential costs and benefits.



Challenge Europe is the European element of the British Council's global climate programme. It is a three-year campaign that aims to make a definite and lasting impact on the climate change debate across Europe.

-
- ¹ Population of area controlled by Dublin City Council in 2006 2001 Census
 - ² 2001 Census
 - ³ Midgley, Peter (2009) The Role of Smart Bike-sharing Systems in Urban Mobility, Journeys
 - ⁴ DRD Roads Service Travel Survey for Northern Ireland 2006-2008
 - ⁵ Böhmann, Sebastian (2008) Bicycles as public-individual transport - European Developments
 - ⁶ Midgley, Peter (2009) The Role of Smart Bike-sharing Systems in Urban Mobility, Journeys
 - ⁷ Valuing the Benefits of Cycling: A Report to Cycling England (2007)



Bikes in Belfast

Appendix 2

PROPOSAL FOR AN ACTIVE TRAVEL FORUM

1) Active Travel Forum – Terms of Reference

The Forum will advise the Minister for Regional Development on means to promote and encourage active travel and will specifically:

- a) research the economic, environmental, health and wider social benefits of active travel;
- b) identify key barriers, to walking and cycling;
- c) consider opportunities for synergy and alignment with existing policies and programmes across all Government Departments;
- d) identify current best practice examples of active travel cities and towns nationally and internationally, which would offer models for development of demonstrator projects;
- e) bring forward proposals for demonstrator projects in the North, aimed at increasing the percentage of those walking and cycling; and
- f) prepare recommendations for an Active Travel Strategy for consideration by the Minister.

2) Active Travel Forum – Membership

The Forum will be chaired by the Department's Director of Transportation Policy Division. Members will be drawn from:

- a) central Government Departments representing Environment, Health, Education, Social Development and the NIO.
- b) statutory agencies – Public Health Agency, Sport NI;
- c) local Government – NILGA and Belfast City Council;
- d) business organisations; and
- e) umbrella groups representing walking and cycling interests and community groups.

The Department will also engage on a bi-lateral basis with the Department for Enterprise Trade and Investment, OFMDFM, and Translink.

The Forum may establish sub-groups to consider and advise it on specific areas of work and these sub-groups may co-opt individuals to assist them in their work, with the agreement of the Department.

Secretariat will be provided by Transportation Policy Division.

3) Active Travel Forum – Timetable

The Forum will be established by March 2010 and will aim to present an initial report to the Minister, recording its emerging findings, high level recommendations for an Active Travel Strategy and proposals for demonstrator project(s) by September 2010.

An outline timetable is set out at Appendix.

**Transportation Policy Division
February 2010**

ACTIVE TRAVEL FORUM: INITIAL TIMETABLE

Round of preliminary meetings with key stakeholders.	Jan/ February 2010
Issue membership invitations and draft Terms of Reference for Active Travel Forum.	February 2010
First full meeting of the Forum	March 2010
Disseminate internal discussion paper setting out benefits of active travel and potential synergies / alignment with other policies and programmes.	April 2010
Disseminate internal discussion paper setting out best practice in promoting and facilitating active travel and providing an overview of active travel strategies in the other DA, Whitehall, RoI and EU.	April/May 2010
Disseminate internal discussion paper setting out key barriers locally to active travel and identifying initial opportunities to promote active travel / build synergies with.	May 2010
Consider emerging high-level draft strategy	June/July 2010
Agree recommendations for draft strategy setting out benefits, links with other policy areas, high level aims, broad work programme to promote active travel and objectives / targets for demonstrator projects	September 2010
Agree provisional membership of sub-groups to drive delivery of demonstrator projects	September 2010
Submit recommendations on draft active travel strategy for Ministerial approval and issue for consultation	September 2010

**ACTIVE TRAVEL FORUM
MEETING No. 1
9 MARCH 2010 at 2pm in CLARENCE COURT**

Attendees

Tom Reid – Transportation Policy Division - Chair
Stephen Patterson – Sustrans
Rob Phipps – DHSSPS
Ian McClure DHSSPS
John News – Sport NI
Karen Smyth – NILGA
Nigel Smyth – Confederation of British Industry
Ann McGregor – NI Chamber of Commerce
Roy White – NI Cycling Forum
Roger Morgan – Roads Service
Scott Symington – Planning Service
Brendan Forde – DOE Climate Change Unit
Robert Kidd – Dept for Social Development
Alistair Curran – Belfast City Council
Ann Doherty – Belfast City Council
Tom McClelland – Cycling Tourist Club
Aileen Gault – Travelwise
Tracey Arlow – Travelwise, Secretary

Apologies

Dan Mulholland – NIO
Linda Brown – Institute of Directors

<p>1. Welcome and Introductions TR welcomed everybody to the meeting and thanked them for attending.</p>
<p>2. Background to establishment of Active Travel Forum TR gave a brief overview on the background to the Forum and opened this up to a general discussion by the group. Issues raised:</p> <ul style="list-style-type: none">• AD asked whether other councils had been invited – TR advised that they had not been at this stage, but NILGA were there to represent all council areas.• RW wanted to know if there was going to be a final update of the Cycling Strategy and the Walking Strategy. – TR advised that the Department would have a look at this and report back to the forum.
<p>3. Terms of Reference TR gave a brief overview of the draft TOR and asked for comments.</p>

Issues raised:

- KS commented that there was a lack of recognition at local level and asked if the strategy was going to be implemented by community plans or local plans.
- This point was noted and TR agreed to discuss opportunities for involvement at local authority level with KS separately.
- JN and SP commented on item (f) of the TOR and were of the view that the Strategy would need to be signed off by the Executive, rather than DRD Minister.
- TR explained that, although it was not only a DRD Strategy and would require Executive approval, it would be for the DRD Minister to bring it to the attention of the Executive.
- SP asked that the TOR be amended to show that the Strategy would have to be submitted for Executive approval.

4. Work Programme

AG opened up the discussion on the work programme and advised the Forum that the dates were flexible. She went on to ask for views on the sequence of the first three work items on gathering information.

Issues raised:

- It was agreed that the Secretariat would provide an abstract summary for all reports and web links and disseminate them to the Forum in order to generate debate at this stage.
- SP asked for funding for Sustrans to implement its "Cycle City Vision" project in parallel with the work of the Forum as they did not want to wait another year for a decision. He further advised that they would be content to call it "Active Travel Vision for Belfast".
- TR replied that the Forum would hope to have some form of indicative strategy by the summer but he would welcome SP giving a presentation on the Cycle City Vision at the next meeting, without giving any commitment on how it would be taken forward at this stage.
- SP asked TR to give some thought on the implementation time scale for it.

5. Any Other Business

No other issues were raised.

6. Date of next meeting

Date to be organised for mid- April.

Tracey Arlow, Travelwise NI, Transportation Policy Division
15 March 2010

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Publication of Committee Reports on the Internet.

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**Belfast City Council**

Report to:	Development Committee
Subject:	B-Team - INTERREG IVC Brownfield Network
Date:	11 August 2010
Reporting Officer:	John McGrillen Director of Development ext 3459
Contact Officer:	Keith Sutherland Planning and Transport Policy Manager ext 3578

Relevant Background Information

As outlined in the report to Committee in January 2010 Belfast City Council was confirmed as the Lead Partner in the ERDF funded B -Team INTERREG IVC project.

This European Network project seeks to improve regional policies influencing the regeneration of Brownfield areas through transfer of best practice. The project will provide policy support to the partner cities to assist with the successful development Brownfield sites in order to contribute to the continued sustainable growth and address the issues of urban dereliction and under used land.

The B-Team will bring together experts in Brownfield regeneration from different countries to exchange knowledge and improve regional policies linked to practical work addressing current development issues. This work will provide dual benefits through the development of skill across the participating organisations as well as through the transfer techniques or alternative approaches to the common problems or challenges for the cities. The exchange of knowledge and cooperation will take place in "Brownfield Days" which are local engagement events in the partner cities focussed on addressing the local obstacles to successful regeneration. These experiences and lessons will form the basis for dissemination to a broader public in Seminar and Conference events.

The specific policy or development recommendations will be implemented through the planning or development processes in the partner cities through commitments to improve or introduce new approaches. The partners in the project will sign a "Brownfield Pledge" which commits them to improving their policies or addressing the obstacles to the continued redevelopment of the important city land assets.

Following on from the earlier Committee updates this report seeks to outline the detailed activity for the first partner meeting and approval for participation at the "Brownfield Days" in Oulu, Finland.

Key Issues

The exchange of knowledge and cooperation is focussed on the "Brownfield Days" local engagement events in the partner cities. These concentrated efforts will address the local obstacles to successful regeneration and development of Brownfield land. The first of the "Brownfield Days" will take place in the City of Oulu in Finland on the 13th to 16th September 2010 (See attached programme in Appendix 1).

The project is based on a minimum of two participants from each partner city attending the local engagement events to contribute their specific skills or experience to the understanding of the challenges and the development of potential solutions or alternative approaches.

The INTERREG funded B-Team project will be developed over the period to December 2012 and will include a similar local engagement event in Belfast. Through the participation as the Lead Partner of this project there will be a number of benefits for the Council including:

- Consultant support and advice from international experts and practitioners in Brownfield regeneration (regeneration experts from other countries will participate in local engagement events and support the Council in enhancing regeneration processes)
- Establishment of Belfast City Council as Lead partner in Brownfield regeneration and regional policy development in Europe
- Support in developing practical solutions for existing urban issues (special case studies in Belfast will be presented to the experts from abroad and generic approaches or solutions will be explored on a collaborative basis utilising academic support from a range of institutions)
- Exploration of the potential for the application of innovative methods or approaches (successful lessons from other countries can be assessed in relation to their potential to contribute to regeneration in Belfast)
- European wide engagement within a partnership, raising the Council profile and enhancing the potential to access further funding (as the Lead Partner the Council will demonstrate the ability to manage and deliver complex EU projects)
- Potential for more effective application of resources to existing challenges (through the improvement of the broader policies and approaches regarding Brownfield regeneration future development processes could become more effective and sustainable)
- Development of existing Brownfield sites through the support of international practitioners and a commitment to change policy at the local level (through improving regeneration approaches with the support of experienced international experts more complex sites could be addressed and the context for development changed)
- Local partnership development (through a local thematic stakeholder group different agencies will work together to explore issues in advance of the partnership with European experts in the Brownfield Days)

The Oulu event draft agenda has already been agreed with the hosting partner and features proposals for a high level of local political participation in the proposed workshops and events forming the three day programme as outlined in Appendix 1.

This presents the opportunity for the Council to contribute through both officer and

political participation at the proposed events. Oulu in seeking to progress the regeneration of their redundant waterfront site want to explore the type of regeneration issues frequently encountered by the Development Committee. It is therefore suggested that one of the participants is a member of the Development Committee.

Resource Implications

There are no additional resource implications

Recommendations

The Committee is asked to approve the attendance of the Chair, or nominee, Project Manager and two Council officers at the Oulu B -Team local engagement event as an approved duty

Decision Tracking

There is no decision tracking attached to this report

Key to Abbreviations

ERDF – European Regional Development Fund

Documents Attached

Appendix 1 – programme of Brownfield Days in Oulu / Finland

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B-Team

Brownfield Week in Oulu

Monday 13th September:

Approach Oulu & Toppila Shore project area

B-Team members ca. 25 persons

Tuesday 14th September: Land Use Workshop – Ideas and Policies

participants ca. 50 persons

Wednesday 15th September: Sea centre Workshop

participants ca. 40 persons

Thursday 16th September: Conclusion meeting

B-Team members ca. 25 persons

Monday 13th September: Approach Oulu & Toppila Shore project area

Responsible person for the day:

Mr. Matti Karhula, City Planning Manager, Dr. Tech, Architect, City of Oulu

Location: Oulu city centre

- 9-12 Approach Oulu & Toppila Shore project area, analysis,
B-Team group, meeting in the city centre
- 12-13 Lunch in the city centre at Hotel Scandic
- 13-17 Cycling tour towards the project area
Ending at the Oulu Energy Power Plant, coffee
- 20-22 Official reception at City Hall

**Tuesday 14th September:
Land Use Workshop – Ideas and Policies / Seminar**

Responsible person for the day:

Mrs. Helkaliisa Hentilä, Professor, Architect, Head of the department of Architecture,
University of Oulu

Location: Oulu City Library

- 9-12 Land Use Ideas and Policies
Workshops / Planning Play, B-Team group etc. about 50 persons, in the city centre
Introduction to B-Team project
Theoretic framework
Participatory Workshops
- 12-13 Lunch at the Oulu City Theatre
- 13-17 Participatory Workshops
results, conclusion
- 20-22 Official dinner in the city centre

Wednesday 15th September: Sea centre Workshop

Responsible person for the day:

Mr. Risto Vuoria, Cultural Director, City of Oulu

Expert of the day:

Mr. Pekka Timonen, Cultural Director, City of Helsinki

Location: The guest house of the City of Oulu, Pehkolanlampi

- 11 Official photo at City Hall
- 11 – 12 Bus trip to Pehkolanlampi
- 12 – 13 Lunch
- 13 – 18 Workshops, B-Team group etc. about 40 persons
- 18 – 22 Dinner
- 22.00 Bus back to Oulu city centre

Thursday 16th September: Conclusion meeting for B-Team members

Responsible person for the day:

Mrs. Kaija Puhakka, City Surveyor, City of Oulu

Location: Oulu city centre

- 9-12 Conclusion,
next steps
reporting steps to the Oulu Pledge
- 12-13 Lunch in the city centre
- 13-18 Optional trip to Hailuoto
walking trip to Marjaniemi

Sea centre Workshop – Ideas and Policies Oulu, September 15th 2010

Programme:

Location: The guest house of the City of Oulu, Pehkolanlampi

Responsible person for the day:

Mr. Risto Vuoria, Cultural Director, City of Oulu

Expert of the day:

Mr. Pekka Timonen, Cultural Director, City of Helsinki

11.00	Official photo at City Hall
11.30 – 12.00	Bus trip to Pehkolanlampi
12.00 – 13.00	Lunch at Pehkolanlampi
13.00 – 18.00	Workshops Conclusion
18.00 – 22.00	Dinner
22.00 – 22.30	Bus trip back to Oulu city centre

Participants:

B-Team group, Oulu

Kaija Puhakka	City Surveyor, City of Oulu, Technical Centre
Matti Karhula	City Planning Manager, Dr. Tech, Architect, City of Oulu, Technical Centre
Jere Klami	City Planning Architect, City of Oulu, Technical Centre

B-Team Partners

1-2 from each Partner city	Belfast City Council, Ireland
	Dublin City Council, Ireland
	Hajdú-Bihar, Hungary
	Sevilla Global, Spain
	City of Torino, Italy
	City of Dresden, Germany
	Vilnius City Municipal Government, Lithuania
	City Hall of Ruda Śląska, Poland

B-Team Experts 1-2

City of Helsinki

Pekka Timonen Cultural Director

Politicians

City board	Esko Kurvinen, Chairman
	Mervi Tervo, 1. vice Chairman
Cultural Committee	Outi Ervasti, Chairman
	Juha Tapio, vice Chairman
Technical Committee	Taina Pitkänen-Koli, Chairman
	Raimo Hämeenniemi, vice Chairman
Environmental Committee	Sirpa Erkkilä-Häkkinen, Chairman
	Hilkka Peltonen, vice Chairman

Technical Centre

Matti Matinheikki	Director
Eero Keski-Oja	Assistant City Surveyor
Timo Lajunen	City Planning Architect

City of Oulu, Central Administration

Matti Pennanen	Mayor of Oulu
Sinikka Salo	Deputy Mayor of Oulu
Risto Vuoria	Culture Manager
Samu Forsblom	Development Manager, Cultural Office
Olli Rantala	Development Manager, Cultural Office
Jarkko Raatikainen	Financing Manager
Esa Katajamäki	Director, Economy and Strategy
Jouni Kurttila	Planning Manager, Strategic Land Use Planning team
Jouni Kähkönen	Marketing Director, Tourist Office

Port of Oulu

Kari Himanen	Director
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University of Oulu, department of Architecture

Rainer Mahlamäki	Architect, Professor
Janne Pihlajaniemi	Architect, Doctoral student, Department of Architecture

Terva-Toppila manor

Teppo Lindén	Cor Group Oy / KOy Toppilan Kartano
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Oulu Yacht club

Reino Aula	Commodore
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Finnish Boating Association

Leo Hahtonen	Regional Director
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Total	ca. 40 persons
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Belfast City Council

Report to:	Development Committee
Subject:	Northern Ireland Science Park – Request to Present to Committee
Date:	11 August 2010
Reporting Officer:	John McGrillen, Director of Development, ext 3470
Contact Officer:	Shirley McCay, Head of Economic Initiatives, ext 3427

Relevant Background Information

Members may be aware that the Northern Ireland Science Park, based in the city's Titanic Quarter, is home to a range of knowledge-based businesses. The Science Park was established in 1999 with support from DETI. It has a range of funding partners including the two universities. The Science Park is also responsible for a range of heritage assets linked to the Titanic including the Pump House.

Key Issues

At present, the Science Park stretches over 6 buildings, providing 170,000sq ft of flexible business space for 1500 employees in 40 companies.

In addition to the business workspace, the Science Park delivers NISP Connect – a business development programme for new knowledge-based businesses. This comprises a range of support initiatives including workshops, group mentoring sessions, the £25k award for “the next big thing” in business and a business boot camp providing intensive training for start-ups looking to raise venture capital. The Northern Ireland business angels’ network – halo – is also based at the Science Park. Halo has recently been nominated UK business angel network of the year.

The Science Park is also engaged in a US mentor programme which will provide local graduates with hands-on business experience in some of America’s top companies.

The Science Park is keen to maintain contact with Belfast City Council and Members of the Development Committee undertook a visit to the site in June 2010. As part of these links, they have requested an opportunity to present their work to the Development Committee at a future date.

Recommendations

It is recommended that the Committee agrees to a request from the Northern Ireland Science Park to make a presentation at an upcoming meeting of the Committee.

Decision Tracking

No specific decision tracking required.

**Belfast City Council**

Report to:	Development Committee
Subject:	Creative Industries – Blick Shared Studios
Date:	11 August 2010
Reporting Officer:	John McGrillen, Director of Development, ext 3470
Contact Officer:	Shirley McCay, Head of Economic Initiatives, ext 3427

Relevant Background Information

Members will be aware that, since 2005, Belfast City Council has invested in the creative industries as part of its programme of support for the local economy.

One of the projects in which we have previously invested is Blick Shared Studios. This is a business incubation project for the creative sector. It is based on the Malone Road in a property which has been let by the private sector at favourable rates. The building currently houses 12 companies across a range of disciplines including fashion, textiles, graphic/web design, jewellery, television production, photography, game development, motion graphics, magazine production and feature film development.

Key Issues

Blick has developed a structured programme of business growth for its tenant companies. This comprises a number of elements:

- Mentoring programme – year-long mentoring programme for tenant companies, linking them with industry experts
- Monthly business growth events – this will incorporate networking sessions, workshops and seminars. Topics to be covered are likely to include intellectual property, copyright, patenting, product development and procurement
- Quarterly business growth clinics – these will be full-day/half-day workshops on a range of topics relevant to creative businesses such as PR, sales and marketing, accessing funding and legal issues.

The aim of this programme is to enhance the business skills of participating companies and subsequently support them in improving their productivity and competitiveness.

Resource Implications

The request for support from Blick to carry out this work is £30,000. Match-funding of £15,000 is available from DETI under the EU Structural Funds programme.

Recommendations

It is recommended that the Committee agrees to the proposed allocation of £30,000 for the delivery of the identified activity, of which £15,000 will come from Belfast City Council monies and £15,000 from EU funds.

Decision Tracking

If recommendation is accepted, an update will be presented to a future meeting of this Committee.

Time frame: June 2011 Reporting Officer: Shirley McCay

**Belfast City Council**

Report to:	Development Committee
Subject:	Shopmobility - Request for Support
Date:	11 August 2010
Reporting Officer:	John McGrillen, Director of Development, ext 3470
Contact Officer:	Shirley McCay, Head of Economic Initiatives, ext 3459

Relevant Background Information

Members may be aware that, for the last decade, Shopmobility Belfast has received financial support from Council through its Economic Development Unit for the promotion of accessibility services within the city. Prior to 2007, this support was match funded by EU funds. However this activity is no longer eligible for match-funding from the EU and therefore this request for support relates to Council rates monies only. The organisation also receives some small levels of support from the Parks and Leisure Department for work undertaken in the Parks and Open Spaces.

A request for support for the financial year 2010-2011 has been received from the organisation.

Key Issues

Shopmobility Belfast provides motorised scooters and manual wheelchairs, free of charge, to enable those with mobility problems to access the city centre and surrounding areas.

The organisation is based at a number of locations in the city and it also provides an outreach service at events such as Rose Week and the Balmoral Show. The organisation has also placed a number of scooters at Belfast Zoo and in Ormeau Park.

Shopmobility Belfast has recently carried out a survey which indicates that a typical member using the service brought two other shoppers with them and spent around £50 in the city. There were over 6400 trips into the city last year and this brought in additional revenue estimated at around £970,000.

The organisation's running costs for the year are around £260,000. They have asked Belfast City Council for a contribution of £25,000 towards this budget.

While this service is clearly a valuable resource, the direct approach for financial support to Economic Development Unit is at odds with the business planning process. No other organisation makes a direct approach for financial support in this manner. Because of this, it is proposed that, should the request for financial support be approved in this financial year, notification be given to the organisation that this approach will not be considered in future years. Instead, it may be appropriate to consider a corporate view to funding the organisation, possibly in conjunction with our support for Belfast City Centre Management. Alternatively, the preferred approach may be to maintain the arrangement of paid-for services at specific events, as is the case presently, particularly for Parks and Leisure Services events.

Resource Implications

The request from Shopmobility is for £25,000 for this financial year (2009/2010).

Recommendations

It is recommended that the Committee agrees to the proposed allocation of funding, subject to stipulations around future funding options, as outlined above.

Decision Tracking

If recommendation is accepted, an update will be presented to a future meeting of this Committee.

Time frame: February 2011

Reporting Officer: Shirley McCay



Belfast City Council

Report to:	Development Committee
Subject:	Continental Market
Date:	August 2010
Reporting Officer:	John McGrillen, Director of Development, ext 3470
Contact Officer:	Shirley McCay, Head of Economic Initiatives, ext 3459

Relevant Background InformationThe Continental Market

The Continental Market has been operating a number of times per year in the grounds of City Hall for almost six years. The existing contract for the provision of Continental Markets expires after the conclusion of the Christmas Continental Market 2010.

Key Issues

The Council's existing contract with Market Place Europe Limited for the provision of Continental Markets expires after the conclusion of the Christmas Continental Market in December 2010

Approval is sought to tender for a suitably qualified and experienced market operator to deliver two Continental Markets per year, in the front grounds of City Hall, for a further 3 years i.e. 2011 to 2013. These Continental Markets would consist of a four-day Market on the last bank holiday weekend in May and a 28-day Christmas Continental Market to be delivered in the lead-in to Christmas.

It is anticipated that Belfast City Council would receive a minimum income of £90,000 from this contract, subject to tenders received.

Resource Implications

It is anticipated that Belfast City Council would receive a minimum income of £90,000.00 from this contract, subject to tenders received.

Recommendations

The Committee is asked to:

1. Approve the commencement of a tender process to obtain a suitably qualified and experienced market operator to deliver two Continental Markets per year, in the front grounds of City Hall, for a further 3 years i.e. 2010 to 2013.
2. To authorise under the Scheme of Delegation that the Chief Officer can approve the acceptance of the successful tender.
3. To recommend to the Policy and Resources Committee that they grant use of City Hall grounds for the operation of these events.

Decision Tracking

Further to Committee agreement for new tender to proceed.

Time Frame: September 2010.

Reporting Officer: Shirley McCay

**Belfast City Council**

Report to:	Development Committee
Subject:	Proposed Transport Bill for Northern Ireland
Date:	11 August 2010
Reporting Officer:	John McGrillen, Director of Development ext. 3470
Contact Officer:	Keith Sutherland, Planning & Transport Policy Manager, ext 3578

Relevant Background Information

The purpose of the report is to outline the proposed response to the consultation on the draft Transport Bill and consider whether or not the Council would wish to engage with the Regional Development Committee through the presentation of evidence during the Committee consideration.

In February 2010 the Council responded to two public consultations by the Department for Regional Development (DRD) on the Reform of Public Transport and Rapid Transit proposals. The response to the Reform of Public Transport highlighted concerns relating to the proposed creation of a new agency with responsibility for public transport provision within the Department for Regional Development (Appendix 3). The concerns related to the proposed level of local accountability and the transparency of decision making within the proposals for the new agency.

In May 2010 DRD published a Final Report on the Public Transport Reform Consultation which recommended the establishment of a new public transport agency, within DRD, for the procurement of public transport services and associated regulatory arrangements.

Recent correspondence from the Northern Ireland Assembly informed the Council that the consideration of the proposed Transport Bill (Appendix 2) had moved to the Committee Stage. As part of this process the Committee for Regional Development has invited written submissions from the respondents in respect of the Proposed Transport Bill as a precursor to formal engagement in the Assembly Committee process. A draft Council response to the Transport Bill consultation can be viewed at Appendix 1. The notification of the Committee Stage also highlighted the option for the Council to participate at the Regional development Committee sessions to offer oral evidence in relation to submitted comments on the draft legislation. The final date for receipt of written submissions is 16 August 2010.

Key Issues

As outlined in the previous responses in February of this year there are a number concerns in respect of the proposed reforms to Public Transport outlined in the draft Transport Bill. The appended draft Consultation Responses provides specific detail in respect different clauses set out in the draft Transport Bill. The principle concerns regarding the proposed Transport Bill relate to the future role of local councils, local transport plans and the potential role of the Consumer Council in relation to this important area of service provision and regulation.

It should be noted that initial proposals included the option of transferring responsibility for public transport to the new local councils proposed under the Review of Public Administration. This option was abandoned by DRD on the basis of the revised RPA proposals for the retention of local roads functions within the Department for Regional Development. The Council had requested clarification of the basis for the decision to abandon the council led agency option from detailed consideration and the subsequent failure to clarify the role of local councils in this important local service.

Whilst the Bill states under Clause 6 (“Service Permits”) that the Department must have regard to any representations made by a District Council there is consistent lack of clarity in respect of the formal role for local Councils in the future of local public transport. Outside of Clause 6 there is no further reference to Council involvement. There is no mechanism proposed or outline of how the new agency process will work within the draft Bill.

Local public transport networks to support communities should be an important consideration of the commissioning and regulation framework. The specifications for the contracts and permits must be developed through consultation to establish the service requirements for an area including the involvement of the public transport providers. The development of local transport plans between the DRD (agency) and local councils offers the opportunity for the community to influence service provision within the context of strategic and longer term Transport Plans.

The draft Bill explanatory memorandum (Para 18) in considering the regulatory impact refers to the potential benefits to operators from the opportunity to “participate in the development of local public transport plans”. Public Transport is an important local service and will be an important element of local strategies to progress Community Planning and influence statutory land-use planning. The Council would wish to see the Bill provide for a more integrated approach to public transport on a number of levels. It is essential that the proposed Bill provides for accessible local provision and links plans, resources, partners and service procurement / commitments.

Clauses 23 and 24 (“Consumer Council”) of the Transport Bill outline the arrangements for the relationship between the Consumer Council and the Department. The Council is concerned at the lack detail in respect of the provisions for local accountability proposed within this arrangement.

It was previously suggested that the Consumer Council will have formal role in relation to the new public transport agency and that the new agency would have a formal consultative role in the planning system. There are no provisions within the Bill for changes in the relationship between local councils and the Consumer Council or consultation requirements. The Bill does not include any reference to the potential statutory planning role for any new transport agency.

The draft Bill explanatory memorandum (Para 13) in considering the Financial Effects of the Bill outlines potential additional costs from the creation of the new transport agency which are attributed to new work such as “local planning”.

Whilst appropriately targeted increased public transport funding would be welcomed where it enhances delivery and provides value for money in the absence of details in respect of the agency and the structural relationships it is impossible to gauge the potential value. Greater clarity is also required in relation to funding for local transport plans, which must be developed in conjunction with community planning/ local transport area planning. It is important to ensure the alignment of policy, community requirements and resource prioritisation, focusing on the integration and needs. Local councils should have a meaningful role in the prioritisation of local actions and resources, and should have an input into strategic decisions.

It is suggested that the Committee considers: the content of the draft response set out in Appendix 1 and the opportunity to attend the Regional Development Committee to outline the concerns in respect of the Transport Bill.

Resource Implications

There are no resource implications attached to this report

Recommendations

The Committee is requested to:

- consider and if appropriate endorse the content of the suggested response to the draft Transport Bill as set out in Appendix 1; and
- consider the invitation to attend the Regional Development Committee to outline the concerns in respect of the Transport Bill.

Decision Tracking

There is no decision tracking attached to this report

Key Abbreviations

DRD – Department of Social Development

Documents Attached

- Appendix 1 – Draft Council Response to Transport Bill
- Appendix 2 – Draft Transport Bill
- Appendix 3 – Previous Council response to Public Transport Reform Consultation

Appendix 1 – Draft Council Response to Transport Bill

Draft Council Response to the proposed Transport Bill

Belfast City Council welcomes this opportunity to respond to the Transport Bill. We take this opportunity confirm that there will be Council representation at the oral briefings to the Committee.

As outlined in the response to the previous consultation on Public Transport Reform, Belfast City Council does not support the proposed creation of a new agency with within the Department for Regional Development with responsibility for public transport provision. The main issues relate to the uncertainty in respect of provision to ensure local accountability for the proposed transport agency.

There has been a considerable shift from the 2006 position which included an option of transferring responsibility for public transport to local councils under the Review of Public Administration to the current proposals whereby local council involvement in minimal. After consideration of the Transport Bill the Council's initial concerns remain.

The Council considers that effective local public transport is a critical for the continued development of the City in terms of community well-being; connectivity; and continuing to attract local enterprise and trade. Integrated public transport will be one of the key facets in the future development of the City; it is therefore essential that direct channels and formal mechanisms are provided for local council involvement in the future of public transport.

Despite the delay in the Review of Public Administration it has been made clear by the Minister of the Environment that local Councils can expect to receive a range of additional functions or responsibilities. Included within this transfer of functions is a Community Planning responsibility for local Councils. A priority for the Council will be to ensure the integration between land use planning, community planning and transportation: a coordinated approach to local service delivery across agencies is a necessity.

It should be noted that the Council, in exercising these functions, would seek to support local residents and communities by ensuring an approach that integrates transportation to enhance connectivity for local neighbourhoods thereby making them safer, healthier and more inclusive.

As stated by the Department in the *Final Rapid Transit Consultation Report* there is considerable overlap of legislative requirement between rapid transit and public transport reform. The Department consistently responded to our concerns in the rapid transit consultation by stating that the Council would be a key stakeholder in taking the project forward. The Council feels that to be fully involved in the future of public transport, particularly the rapid transit proposals, there must be some formal engagement processes proposed between the new agency and the Council.

The detailed comments in relation to the specific clauses contained in the draft Bill are outlined below:

Clause 1 - Provision of public passenger transport services

imposes a duty on the Department to secure the provision of public transport services in NI and provides mechanisms for the Department to do so through service agreements and service permits for public transport services, and agreements for services ancillary to the provision of public transport services. It also allows the Department to determine the general level and structure of fares for these services, to provide vehicles, ticketing machines and systems, and to exploit any commercial opportunities which the Department considers appropriate. This clause also creates an offence to operate unregulated services.

Local public transport networks to support communities should be an important consideration of the commissioning and regulation framework. The specifications for the contracts and permits must be developed through consultation to establish the service requirements for an area including the involvement of the public transport providers. The development of local transport plans between the DRD (agency) and local councils offers the opportunity for the community to influence service provision within the context of strategic and longer term Transport Plans.

The draft Bill explanatory memorandum (Para 18) in considering the regulatory impact refers to the potential benefits to operators from the opportunity to “participate in the development of local public transport plans”. Public Transport is an important local service and will be an important element of local strategies to progress Community Planning and influence statutory land-use planning. The Council would wish to see the Bill provide for a more integrated approach to public transport on a number of levels. It is essential that the proposed Bill provides for accessible local provision and links plans, resources, partners and service procurement / commitments.

The Council would be supportive of the proposals regarding integrated ticketing, which will allow for better journey planning.

Clause 2 - Service Agreements

deals with service agreements in more detail. It provides the Department with the power to make regulations as to the content of service agreements. It also provides that service agreements can include the award of ‘public service contracts’ in accordance with EC Regulation 1370/2007 and allows the Department to make provision for the review of decisions made in respect of the award of service agreements.

The potential exists for private sector providers to fill gaps and complement existing service provision and the Council would encourage this approach in the context of a local transport plan providing better liaison and integration between public and private contracts.

Clauses 3 to 12 - Service Permits

deal with the process for granting service permits. These clauses provide for the information that an applicant will have to furnish in the application, the matters to be taken into account by the Department when considering an application, the attachment of conditions to a permit, disqualification of operators from being able to hold a permit, and the revocation, suspension and curtailment of permits for any reasonable cause and other specified grounds outlined. Clause 6 outlines that in deciding whether to issue or refuse a permit or to attach conditions to a permit, the Department should have regard for the sustainability of routes on which the service may be provided and the extent to which the needs of persons likely to use the service to be provided are already adequately and economically served. The Department will also have to take into account any recommendations made by the Consumer Council and any representations by persons already providing public passenger transport services on any road along or near the routes which are the subject of the application, the Chief Constable, district councils, any NI government department and NITB.

The Council is concerned that initial proposals included the option of transferring responsibility for public transport to the new local councils proposed under the Review of Public Administration. This option was abandoned by DRD on the basis of the revised RPA proposals for the retention of local roads functions within the Department for Regional Development. The Council had requested clarification of the basis for the decision to

abandon the council led agency option from detailed consideration and the subsequent failure to clarify the role of local councils in this important local service.

"In August 2006 the then Regional Development Minister, David Cairns, announced the Government's intention to develop the bus and rail public transport services around the new three-tier model outlined above. The announcement was made against the backdrop of the Review of Public Administration (RPA) and it was envisaged that the new middle-tier body would be under the control of local Councils acting together in the form of a Passenger Transport Authority. Following the recent RPA local government review, however, the Executive has now decided that mainstream local roads functions will no longer be devolved to councils but instead retained within DRD. In light of this decision and the close interrelationship between public transport, roads and traffic management issues, the Executive agreed that the Minister should reconsider the future arrangements for public transport, including mechanisms for ensuring local government input to decision making."

There is concern with the change in approach attributed to RPA changes in terms of the shift from local authority responsibility to a very limited involvement, and accountability confined to the Minister on the basis of the narrow strategic business case conclusions:

"Although this was the favoured model [local authority control] for the previous administration, and would enable the achievement of many of the reform process objectives, it has been decided not to consider this model further due to recent RPA statements and implementation complexities."

Whilst the Bill states under Clause 6 ("Service Permits") that the Department must have regard to any representations made by a District Council there is consistent lack of clarity in respect of the formal role for local Councils in the future of local public transport. Outside of Clause 6 there is no further reference to Council involvement. There is no mechanism proposed or outline of how the new agency process will work within the draft Bill.

As outlined above local public transport networks to support communities should be an important consideration of the commissioning and regulation framework. There needs to be strategic linkages between the proposed transport agency, DRD, Translink and local community planning/ local area transport planning structures. Local government working with local communities could more effectively identify the local issues and link to the central government strategic policy. Although there is uncertainty as to the methodology and timeframe for taking community planning forward, it is clear that there is a strong link between the place shaping role of local councils and the provision of public transport. There should also be a mechanism for democratic approval of local public transport plans that could provide the context for contracts and permits.

The draft Bill explanatory memorandum (Para 13) in considering the Financial Effects of the Bill outlines potential additional costs from the creation of the new transport agency which are attributed to new work such as "local planning". Whilst appropriately targeted increased public transport funding would be welcomed where it enhances delivery and provides value for money in the absence of details in respect of the agency and the structural relationships it is impossible to gauge the potential value. Greater clarity is also required in relation to funding for local transport plans, which must be developed in conjunction with community planning/ local transport area planning. It is important to ensure the alignment of policy, community requirements and resource prioritisation, focusing on the integration and needs. Local councils should have a meaningful role in the prioritisation of local actions and resources, and should have an input into strategic decisions.

Clause 13 – Fees

deals with the payment of fees for permit applications and issuing of permits.

The charges and processes should be reasonable and reflective of the direct costs associated with applications.

Clause 14 – Permits not to be transferable

provides that permits are neither transferrable nor assignable. It also allows the Department to make directions for the treatment of permit in circumstances where the permit-holder dies or becomes a patient under the Mental Health (NI) Order 1986.

Clause 15 – Holding Companies and Subsidiaries

allows the Department to make regulations to provide that service agreements with and service permits held by a company or other body corporate also applies to services provided by any of its subsidiaries.

Clause 16 – Forgery, etc.

creates the offence to forge, alter or use a permit with intent to deceive. It will also be an offence under clause 17 to knowingly make a false statement or produce false or misleading material in relation to an application for a service permit.

Clause 18 to 21 – Buses, Taxis and Trains

amend the function and name of the 'Road Service Licence' in the Transport Act (NI) 1967. Clause 21 deals with amendments to the Taxis Act (NI) 2008 as a result of the changes to the current 'Road Service Licences'.

Clause 22 – Provision of Railway Services

amends the duty of NI Railways under section 55 of the Transport Act (NI) 1967 to reflect that this duty will be exercised in accordance with any agreement under the Transport Act (NI) 2010.

No comments

Clauses 23 and 24 – Consumer Council

provide arrangements for the production by the Consumer Council of a forward work programme in relation to its transport functions and for the production of a memorandum by the Department and the Consumer Council detailing arrangements for co-operation and consistent treatment of matters in relation to the Consumer Council's transport functions.

Clauses 23 and 24 ("Consumer Council") of the Transport Bill outline the arrangements for the relationship between the Consumer Council and the Department. The Council is concerned at the lack detail in respect of the provisions for local accountability proposed within this arrangement.

It was previously suggested that the Consumer Council will have formal role in relation to the new public transport agency and that the new agency would have a formal consultative role in the planning system. There are no provisions within the Bill for changes in the relationship between local councils and the Consumer Council or consultation requirements. The Bill

does not include any reference to the potential statutory planning role for any new transport agency.

Whilst the Consumer Council may be considered to provide or represent the wider interests on the Agency this does not ensure local democratic accountability enable effective local integration or implementation of the new proposals.

Clauses 25 to 31 – Enforcement

set out the provisions on the enforcement of the provision of public transport services. The Department will have the power to enter into and inspect certain premises that are being used in connection with the carriage of passengers and their luggage by road and to seize certain documents and obtain certain information. It will be an offence to obstruct and authorised officer in the exercise of functions under the Act. Clause 31 provides for prosecutions for offences under this Act.

Clauses 32 to 37 – Grants

Clauses 32 to 37 deal with the payment of grants by the Department in relation to the provision of public transport services, provision of advice, information or training relating to public transport services and capital expenditure for the purchase of vehicles.

Clauses 38 to 40 – Acquisition and disposal of land

provide for the acquisition and disposal of land, including powers for the Department to obtain information as to ownership of land and to enter onto land.

Clause 41 – Appointment of directors of NI Transport Holding Company

applies section 18(2) of the Interpretation Act (NI) 1954 to appointments to the NI Transport Holding Company made under section 47 of the Transport Act (NI) 1967 to include power to remove or suspend persons from appointments under this section.

Clause 42 – Conduct of persons at bus stations

provides the Department the power to make regulations in respect of the conduct of persons at bus stations.

No comments

Clause 43 – Shared Transport Facilities

Clause 43 gives the Department the power to issue directions in respect of the shared use of facilities used for the provision of services under a service agreement.

It will be important for all transport services to have access to bus stations to ensure integration of service provision, and certainty, alternative private, community or social enterprise providers should be encouraged to utilise facilities through specification and procurement processes.

Clauses 45 to 50 - Miscellaneous and Supplementary

Clauses 45 to 50 contain a number of miscellaneous and supplementary provisions, including powers to make regulations. Clause 45 provides for the Department to make orders, subject to affirmative resolution, for any further provisions in connection with this Act.

No comments

Additional Comments

The Bill does not include any reference to the potential statutory planning role for any new transport agency. The Council would have concerns in relation to the with the proposed role for the new Agency in relation to Planning Applications and Development Plans as outlined in previous consultations. This could introduce additional complexity in relation to the determination of applications and affect the discretionary Council responsibility in respect of any developer contributions.

Appendix 2– Draft Transport Bill

Transport Bill

CONTENTS

PART 1 PUBLIC PASSENGER TRANSPORT SERVICES

General

1. Provision of public passenger transport services Service agreements
2. Service agreements

Service permits

3. Interpretation
4. Applications
5. Notification of subsequent events
6. Matters to which Department must have regard
7. Duration
8. Variation
9. Conditions
10. Revocation, suspension and curtailment of permits
11. Disqualification
12. Revocation, disqualification, etc.: supplementary provisions

Miscellaneous

13. Fees
14. Permits not to be transferable
15. Holding companies and subsidiaries

Forgery, false statements, etc.

16. Forgery, etc.
17. False statements

PART 2 BUSES, TAXIS AND TRAINS

Bus operator's licences

18. Road service licence renamed
19. Particulars to be provided
20. Functions as to grant of licences

Taxis

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PART 1

PUBLIC PASSENGER TRANSPORT SERVICES

General

Provision of public passenger transport services

1. -(1) The Department must secure the provision of public passenger transport services with due regard to economy, efficiency and safety of operation.

(2) For that purpose the Department may -

(a) enter into agreements with any operator for the provision of public passenger transport services;

(b) enter into agreements with any person for the provision of services which are ancillary to public passenger transport services;

(c) issue permits to any operator for the provision of non-contracted services;

(d) determine the general level and structure of fares for services provided under a service agreement or a service permit;

(e) provide vehicles, ticketing machines and systems, and other facilities on such terms as the Department thinks fit; and

(f) exploit any commercial opportunities which the Department considers appropriate.

(3) The Department must, subject to subsection (1) and Regulation (EC) No. 1370/2007, secure that most public passenger transport services continue to be provided by the Holding Company and its subsidiaries.

(4) In this Act -

“public passenger transport services” means services available to the general public for the carriage of passengers and their luggage by road or rail at separate fares;

“service agreement” means an agreement entered into under this section;

“service permit” means a permit issued under this section.

(5) In this section -

“the Holding Company” has the same meaning as in the 1967 Act;

“non-contracted services” means public passenger transport services for the provision of which there is no service agreement, excluding rail services;

“operator” means -

(a) the railway undertaking; or

(b) any person who holds an operator’s licence;

“operator’s licence” means -

(a) a licence under Part 2 of the 1967 Act; or

(b) an operator’s licence within the meaning of the Taxis Act (Northern Ireland) 2008

(c. 4);

“the railway undertaking” has the same meaning as in the 1967 Act.

(6) References in this Act to the provision of services under a service agreement include references to securing the provision of services.

(7) A person who, without reasonable excuse, provides an unregulated service shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 5 on the standard scale.

(8) In subsection (7), “unregulated service”, in relation to a person, means a public passenger transport service other than an exempt service or a service for the provision of which -

(a) there is a service agreement with that person; or

(b) that person holds a service permit or is otherwise authorised to provide that service.

(9) The Department may by regulations make provision as to services which are to be treated as exempt services for the purposes of subsection (8).

Service agreements

Service agreements

2. -(1) The Department may by regulations make provision as to matters which may or must be dealt with in service agreements.

(2) The power conferred by section 1(2) to enter into service agreements includes power to award public service contracts in accordance with Regulation (EC) No. 1370/2007.

(3) The Department may by regulations make provision for the review of decisions required by Article 5(7) of that Regulation.

Service permits

Interpretation

3. In sections 4 to 17 "permit" means a service permit.

Applications

4. -(1) An application for a permit shall be made to the Department.

(2) The application for a permit must be made in such form, and include such declarations and information, as may be prescribed.

(3) Without prejudice to subsection (2), regulations under that subsection shall require the applicant to provide prescribed particulars as to -

- (a) the services to be provided under the permit; and
- (b) the vehicles to be used on those services.

(4) The Department may require an applicant to provide, in such form as the Department may require, such further information as the Department may consider necessary for dealing with the application.

(5) If a person fails, without reasonable excuse, to provide information when required to do so under subsection (4), the Department may decline to proceed further with the application and refuse to issue the permit.

Notification of subsequent events

5. -(1) A person who has made an application for a permit shall notify the Department if, in the interval between the making of the application and the date on which it is disposed of, there occurs any prescribed event affecting any information given to the Department under section 4.

(2) A person who knowingly fails to comply with subsection (1) shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 4 on the standard scale.

(3) For the purposes of this section an application shall be taken to be disposed of -

- (a) in a case where the Department is required by virtue of regulations under section 46(2)(a) to cause a statement containing its decision on the application to be issued, on the date on which that statement is issued, and
- (b) in any other case, on the date on which the applicant receives notice from the Department of its decision on the application.

Matters to which Department must have regard

6. -(1) In deciding whether to issue or refuse a permit or to attach conditions to a permit, the Department shall in particular have regard (where appropriate) to the following matters -

- (a) the suitability of the routes on which the service may be provided under the permit;
- (b) any applications for permits which the Department considers relevant;
- (c) the extent, if any, to which the needs of persons likely to use the service to be provided are already adequately and economically served;
- (d) the general effect which the grant of the permit would be expected to have on -
 - (i) other holders of permits;

- (ii) persons with whom the Department has a service agreement;
 - (e) the need for ensuring fair competition among persons providing public passenger transport services;
 - (f) such other matters as may be prescribed.
- (2) The Department shall also take into account -
- (a) any recommendations made by the Consumer Council;
 - (b) any representations by -
 - (i) persons already providing public passenger transport services on any road along or near the routes which are the subject of the application;
 - (ii) the Chief Constable;
 - (iii) a district council;
 - (iv) a Northern Ireland department; or
 - (v) the Northern Ireland Tourist Board.

Duration

7. -(1) A permit shall, unless previously revoked, continue in force for a period of three years from the date on which it is expressed to take effect or such other period as may be specified in the permit.
- (2) Nothing in this section shall prevent the attachment to a permit of a condition that the service shall be limited to one or more than one particular period or occasion.
- (3) If the holder of a permit requests the Department to terminate it at any time, the Department shall comply with the request unless it is considering giving a direction in respect of the permit under section 10.
- (4) If on the date of the expiration of a permit an application is before the Department for the grant of a new permit in substitution for an existing permit held by the applicant, the existing permit shall continue in force until the application is disposed of.
- (5) If on the date of the expiration of a permit the permit is, by virtue of regulations under section 14(2), held by a person other than the person to whom the permit was issued, the permit shall continue in force until the application by that other person is disposed of in accordance with those regulations.
- (6) A permit held by an individual terminates if -
- (a) the individual dies, or
 - (b) the individual becomes a patient within the meaning of Article 2(2) of the Mental Health (Northern Ireland) Order 1986 (NI 4).

Variation

8. -(1) On the application of the holder of a permit or otherwise, the Department may vary the permit.
- (2) An application for the variation of a permit under this section must be made in such form and include such declarations and information as may be prescribed.
- (3) The Department may require an applicant to furnish such other information as it considers necessary for dealing with the application.
- (4) Section 5 shall apply for the purposes of this section as it applies for the purposes of section 4.

Conditions

9. -(1) On issuing a permit or on varying a permit under section 8, the Department may attach to the permit such conditions as it thinks fit.
- (2) On varying a permit under section 8, the Department may vary or remove any condition attached to the permit under this section.
- (3) Any person who contravenes any condition attached under this section to a permit of which that person is the holder shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 4 on the standard scale.

(4) If any person acting with the knowledge or consent of the holder of a permit contravenes any condition attached to it under this section, the holder of the permit shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 4 on the standard scale.

Revocation, suspension and curtailment of permits

10. -(1) Subject to the following provisions of this section and the provisions of section 12, the Department may direct that a permit be revoked, suspended or curtailed (within the meaning given in subsection (6)) for any reasonable cause including any of the following -

- (a) that the permit-holder has contravened any condition attached to the permit;
- (b) that during the 3 years ending with the date on which the direction is given there has occurred a prescribed event affecting information required to be given to the Department under section 4 or 5;
- (c) that the permit-holder made, or procured to be made, for the purposes of the permit-holder's application for the permit, a statement of fact that, whether to the permit-holder's knowledge or not, was false, or a statement of expectation that has not been fulfilled;
- (d) that the permit-holder, being an individual, has been adjudged bankrupt or, being a company, has gone into liquidation, other than voluntary liquidation for the purposes of reconstruction;
- (e) that since the permit was issued there has been a material change in any of the circumstances of the permit-holder that were relevant to the issue or variation of the permit;
- (f) that the permit is liable to revocation, suspension or curtailment by virtue of a direction given under section 11(3);
- (g) that an operator's licence (within the meaning of section 1) held by the permit-holder has been revoked or suspended or has expired;
- (h) that the Department considers that it is in the public interest for any service specified in the permit to be provided under a service agreement.

(2) Where the Department has power to give a direction in respect of a permit under subsection (1) the Department also has power to direct that a condition be attached to the permit.

(3) Where the existence of any of the grounds mentioned in subsection (1) (except paragraph (h)) is brought to the notice of the Department, the Department shall consider whether or not to give a direction under this section in respect of that permit.

(4) Where the Department has given a direction suspending or curtailing a permit under subsection (1) it may -

- (a) cancel the direction;
- (b) with the consent of the permit-holder, vary the direction.

(5) Where a permit is suspended under this section, the permit remains in force during the time of its suspension subject to the limitation that no services are authorised to be provided under it.

(6) In this Act references to directing that a permit be curtailed are references to directing (with effect for the remainder of the duration of the permit or for any shorter period) either or both of the following -

- (a) that one or more of the vehicles specified in the permit be removed from it; and
- (b) that one or more of the services specified in the permit be removed from it.

Disqualification

11. -(1) Where, under section 10(1), the Department directs that a permit be revoked, the Department may order the person who was the holder of the permit to be disqualified (either indefinitely or for such period as the Department thinks fit) from holding or obtaining a permit; and so long as the disqualification is in force, notwithstanding anything in section 6, no permit may be issued to that person.

(2) If a person applies for or obtains a permit while disqualified under subsection (1) -

- (a) the person shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 4 on the standard scale, and

(b) any permit issued on the application, or (as the case may be) the permit obtained by that person, shall be void.

(3) Where the Department makes an order under subsection (1) in respect of any person, the Department may direct that if that person, at any time or during such period as the Department may specify -

(a) is a director of, or holds a controlling interest in -

(i) a company which holds a permit of the kind to which the order in question applies, or

(ii) a company of which such a company is a subsidiary, or

(b) provides any service in partnership with a person who holds such a permit, that permit of that company or, (as the case may be), of that person, shall be liable to revocation, suspension or curtailment under section 10.

(4) The powers conferred by subsections (1) and (3) in relation to the person who was the holder of a permit shall be exercisable also -

(a) where that person was a company, in relation to any director of that company, and

(b) where that person provided any service under the permit in partnership with other persons, in relation to any of those other persons;

and any reference in this section or in section 10 or 12 to subsection (1) or (3) includes a reference to that subsection as it applies by virtue of this subsection.

(5) Where the Department makes any order disqualifying a person under subsection (1), it may at any time -

(a) cancel that order together with any direction that was given under subsection (3) when the order was made;

(b) cancel any such direction; or

(c) with the consent of the person disqualified, vary the order or any such direction (or both the order and any such direction).

(6) Where a permit is suspended under this section, the permit remains in force during the time of its suspension subject to the limitation that no services are authorised to be provided under it.

(7) For the purposes of this section, a person holds a controlling interest in a company if the person is the beneficial owner of more than half its equity share capital (as defined in section 548 of the Companies Act 2006 (c. 46)).

Revocation, disqualification, etc.: supplementary provisions

12. -(1) The Department shall not -

(a) give a direction under section 10(1) or (2) in respect of any permit, or

(b) make an order or give a direction under section 11(1) or (3) in respect of any person,

without first giving the holder of the permit or (as the case may be) the person concerned notice that it is considering doing so and holding an inquiry if the holder of the permit or (as the case may be) the person concerned requests the Department to do so.

(2) The Department may direct that any direction or order given or made by it under -

(a) section 10(1) or (2), or

(b) section 11(1) or (3),

shall not take effect until the expiry of the time within which an appeal may be made to the Upper Tribunal against the direction or order and, if such an appeal is made, until the appeal has been disposed of.

(3) If the Department refuses to give a direction under subsection (2) the holder of the permit or (as the case may be) the person in respect of whom the direction or order was given or made may apply to the Upper Tribunal for such a direction.

(4) The Upper Tribunal shall give its decision on any application under subsection (3) within 14 days.

(5) An order under section 11(1) is not a statutory rule for the purpose of the Statutory Rules (Northern Ireland) Order 1979 (NI 12).

Miscellaneous

Fees

13. -(1) Such fees, payable at such times, as may be prescribed shall be charged by the Department in respect of -

- (a) applications for permits; and
- (b) the issue of permits.

(2) The Department may decline to proceed with -

- (a) any application for a permit, or
- (b) the issue of any permit,

until any fee in respect of the application or issue (as the case may be) is duly paid.

(3) If, in the case of any application for a permit, any fee in respect of the application or the issue of the permit is not duly paid by the prescribed time -

- (a) the application shall be treated as withdrawn at that time, and
- (b) any decision made or direction given on the application, and any permit issued or variation effected in pursuance of such a direction, ceases to have effect or terminates at that time.

(4) The Department may, if it considers there to be exceptional circumstances that justify its doing so in any case where subsection (3) has applied, direct that as from the time mentioned in that subsection its effect in that case be disregarded.

(5) Where such a direction is given in respect of a permit, the Department may vary any such condition as it applies in relation to events occurring before the direction comes into force.

(6) Regulations under this section may provide for fees to be remitted or refunded (in whole or part) in prescribed cases.

Permits not to be transferable

14. -(1) Subject to any regulations under section 15, a permit is neither transferable nor assignable.

(2) Regulations may make provision enabling the Department, where the holder of a permit has died or become a patient within the meaning of Article 2(2) of the Mental Health (Northern Ireland) Order 1986 (NI 4), to direct that the permit be treated -

- (a) as not having terminated at the time when the permit-holder died or became a patient but as having been suspended (that is, as having remained in force but subject to the limitation that no services were authorised to be provided under it) from that time until the time when the direction comes into force; and
- (b) as having effect from the time when the direction comes into force for a specified period and as being held during that period (for such purposes and to such extent as may be specified) not by the person to whom it was issued but by such other person carrying on that person's business, or part of that person's business, as may be specified.

(3) Regulations may make provision enabling the Department in prescribed circumstances to direct that any permit is to be treated (for such purposes, for such period and to such extent as may be specified) as held not by the person to whom it was issued but by such other person carrying on that person's business, or part of that person's business, as may be specified.

(4) Regulations may make provision enabling the Department to direct, for the purpose of giving effect to or supplementing a direction given by it by virtue of subsection (2) or (3), that this Act is to apply with specified modifications in relation to the person who is to be treated under the direction as the holder of a permit.

(5) In this section "specified", in relation to a direction, means specified -

- (a) in the regulations under which the direction was given; or
- (b) in the direction in accordance with those regulations.

Holding companies and subsidiaries

15. Regulations may make provision for a service agreement made with, or a service permit held by, any company or other body corporate to apply also to the provision of services by any of its subsidiaries.

Forgery, false statements, etc.

Forgery, etc.

16. -(1) A person who, with intent to deceive -

- (a) forges, alters or uses a permit;
- (b) lends to, or allows to be used by, any other person a permit; or
- (c) makes or has in his or her possession any document so closely resembling a permit as to be calculated to deceive,

shall be guilty of an offence.

(2) A person guilty of an offence under subsection (1) shall be liable -

- (a) on summary conviction, to a fine not exceeding the statutory maximum;
- (b) on conviction on indictment, to imprisonment for a term not exceeding two years or to a fine or to both.

(3) In subsection (1) "forges" means makes a false document in order that it may be used as genuine.

False statements

17. -(1) A person who knowingly or recklessly makes, or causes to be made a statement or furnishes information which is false or misleading in any material particular for the purpose of -

- (a) obtaining the issue of a permit;
- (b) obtaining the variation of a permit;
- (c) preventing the issue or variation of a permit;
- (d) procuring or preventing the imposition of a condition in relation to a permit,

shall be guilty of an offence.

(2) A person guilty of an offence under subsection (1) shall be liable on summary conviction to a fine not exceeding level 4 on the standard scale.

PART 2

BUSES, TAXIS AND TRAINS

Bus operator's licences

Road service licence renamed

18. -(1) In section 4(1) of the 1967 Act (grant of road service licences), for the words "'road service licence') to provide such a service as may be specified therein" there shall be substituted the words "'bus operator's licence')".

(2) In section 81(1) of the 1967 Act (interpretation) -

- (a) after the definition of "the Authority" there shall be inserted the following definition -
"'bus operator's licence" has the meaning assigned to it by section 4(1);";
- (b) the definition of "road service licence" shall cease to have effect.

Particulars to be provided

19. In section 5(1) of the 1967 Act (particulars to be provided by applicants), paragraphs (b) and (c) shall cease to have effect.

Functions as to grant of licences

20. In section 6 of the 1967 Act (functions as to grant of licences), the following provisions (which relate to services to be provided under the licence) shall cease to have effect -

- (a) in subsection (1) -

(i) the words “have regard to the interests of persons likely to use the service to be provided under the licence and those of persons holding other road service licences, and” and the word “shall” in the second place where it occurs;

(ii) paragraphs (a), (b), (h) and (i);

(b) subsections (2) and (3) (role of General Consumer Council and representations by others).

Taxis

Amendments of the Taxis Act (Northern Ireland) 2008

21. -(1) The Taxis Act (Northern Ireland) 2008 (c. 4) shall be amended as follows.

(2) In section 5 (hiring of taxis at separate fares - general), in subsection (1) for paragraph (c) (operator authorised under operator’s licence) there shall be substituted the following paragraph -

“(c) a service agreement or service permit under the Transport Act (Northern Ireland) 2010 so provides.”.

(3) In section 8 (operator’s licence authorising separate fares) -

(a) paragraph (a) shall cease to have effect;

(b) in paragraph (b), for the words “that taxi service” there shall be substituted the words “a taxi service for or in respect of the carriage of passengers at separate fares”;

(c) in the heading for the word “authorising” there shall be substituted the words “conditions relating to”.

(4) The following provisions shall cease to have effect -

(a) section 9 (duty to give information for the purposes of section 10);

(b) section 10 (functions of the Department of the Environment in relation to licence authorising separate fares);

(c) section 11 (appeals in relation to operator’s licence authorising separate fares);

(d) section 54(3) (licence authorising separate fares deemed for purposes of section 14 of Finance Act (Northern Ireland) 1966 to be road service licence under Part 2 of 1967 Act).

Railway services

Provision of railway services

22. In section 55 of the 1967 Act (provision of railway services), in subsection (1) (duty of railway undertaking), after the words “in Northern Ireland” there shall be inserted the words “in accordance with any service agreement under the Transport Act (Northern Ireland) 2010”.

PART 3

CONSUMER COUNCIL

Forward work programme

23. -(1) The Consumer Council shall, before each financial year, publish a document (the “forward work programme”) containing a general description of the projects which it plans to undertake during the year in the exercise of its transport functions (other than projects comprising routine activities in the exercise of those functions).

(2) That description shall include the objectives of each project.

(3) The forward work programme for any year shall also include an estimate of the overall expenditure which the Consumer Council expects to incur during the year in the exercise of its transport functions.

(4) Before publishing the forward work programme for any year, the Consumer Council shall give notice -

(a) containing a draft of the forward work programme; and

(b) specifying the time within which representations or objections to the proposals contained in it may be made,

and shall consider any representations or objections which are duly made and not withdrawn.

(5) The notice under subsection (4) shall be published by the Consumer Council in such manner as it considers appropriate for the purpose of bringing the matters contained in it to the attention of persons likely to be affected by them.

(6) The Consumer Council shall send a copy of any notice given by it under subsection (4) to the Department.

(7) In this section and section 24 "transport functions" means functions under paragraph (1) of Article 5 of the General Consumer Council (Northern Ireland) Order 1984 (NI 12) so far as they relate to passenger transport.

Co-operation between the Department and the Consumer Council

24. -(1) The Department and the Consumer Council (in respect of its transport functions) shall make arrangements with a view to securing -

- (a) co-operation and the exchange of information between them; and
- (b) consistent treatment of matters which affect both of them.

(2) As soon as practicable after agreement is reached on those arrangements, the Department and the Consumer Council shall prepare a memorandum setting them out.

(3) Arrangements under this section shall be kept under review by the Department and the Consumer Council.

(4) As soon as practicable after agreement is reached on any changes to those arrangements, the Department and the Consumer Council shall revise their memorandum.

(5) The Department shall lay a copy of any memorandum prepared or revised under this section before the Assembly.

PART 4

ENFORCEMENT

Powers of entry

25. -(1) The powers conferred on an authorised person by this section are exercisable for the purpose of ascertaining whether any provisions of, or made under, this Act are being complied with.

(2) An authorised person (A) shall have the power to enter and inspect any vehicle used for passenger transport; and for that purpose A may stop and detain the vehicle during such time as is required for the inspection.

(3) Subject to subsection (4), an authorised person (A) shall at any time which is reasonable having regard to the circumstances have the power to enter and inspect any premises -

- (a) in or on which A has reason to believe that a vehicle used for passenger transport is kept;
- (b) which A has reason to believe are used or intended to be used in connection with passenger transport.

(4) An authorised person may not under subsection (3) enter premises which are occupied as a private dwelling unless under the authority of a warrant issued under subsection (5)(c).

(5) Where a lay magistrate is satisfied by complaint on oath -

- (a) that an authorised person has been refused admission to any premises which the authorised person has a right to enter under subsection (3), or that such a refusal is apprehended, and that notice of the intention to apply for the warrant has been given to the occupier;
- (b) that an application for admission to the premises, or the giving of such a notice, would defeat the object of the entry, or that the premises are unoccupied or that the owner is temporarily absent; or
- (c) that admission to the premises is reasonably required for the purposes specified in the complaint and that an authorised person would, apart from subsection (4), be entitled for that purpose to exercise in respect of the premises a power of entry under subsection (3),

the lay magistrate may issue a warrant authorising the authorised person to enter the premises.

(6) An authorised person (A) entering any premises under this section may be accompanied by such other persons as appear to A to be necessary.

(7) A warrant issued under subsection (5) shall continue in force until the purpose for which entry is required has been satisfied.

(8) Where an authorised person (A) exercises a power of entry on any premises by virtue of this section, A shall ensure that the premises are left no less secure by reason of the entry, and the Department shall make good or pay compensation for any damage to property caused by A in entering the premises, in carrying out any inspection or in making the premises secure.

(9) Any question of disputed compensation shall be referred to and determined by the Lands Tribunal.

(10) Where an authorised person (A) exercises a power of entry under this section, A may seize and remove anything found on the vehicle or premises which A has reasonable cause to believe may be required as evidence in any proceedings for an offence under this Act.

(11) For the purposes of subsection (10) the power to seize includes power to detach from a vehicle.

Power to seize documents, etc.

26. -(1) If an authorised person (A) has reason to believe that -

- (a) a document or article carried on, or by the driver of, a vehicle, or
- (b) a document produced in pursuance of this Act,

is a document or article in relation to which an offence has been committed under section 16 or 17, A may seize that document or article.

(2) Where -

- (a) a document or article is seized under subsection (1),
- (b) no person has, within 6 months of the date on which the document or article was seized, been charged with an offence in relation to it under section 16 or 17, and
- (c) the document or article is still detained,

then any of the persons mentioned in subsection (3) may make an application to a court of summary jurisdiction.

(3) The persons who may make an application under subsection (2) are -

- (a) an authorised person;
- (b) the driver or owner of the vehicle; and
- (c) the person from whom the document or article was seized.

(4) On an application under subsection (2), the court of summary jurisdiction shall make such order respecting the disposal of the document or article, and award such costs, as the justice of the case may require.

(5) For the purposes of subsection (1), the power to seize includes a power to detach from a vehicle.

Obtaining of information, etc. by authorised persons

27. -(1) Where an authorised person (A) has reasonable cause to believe that a vehicle is used for passenger transport -

- (a) the owner or driver of the vehicle,
- (b) any person who has made, is making or intends to make, use of that vehicle for passenger transport, or
- (c) any servant or agent of any person of the kind referred to in paragraphs (a) or (b),

shall furnish to A all such information, and produce for inspection all such documents, as A may reasonably require from that person for the purposes set out in subsection (2).

(2) The purposes referred to in subsection (1) are -

- (a) obtaining the name and address of the owner of the vehicle or of the person whose servant or agent the driver is, and
- (b) ascertaining, in relation to any passengers who have been, or are being, or are to be, carried on the vehicle for reward particulars of -
 - (i) the number of passengers;

(ii) the places from which and to which the passengers have been, are being, or are to be, carried;

(iii) the reward for the carriage of passengers.

(3) The owner or occupier of any premises entered by an authorised person (A) under section 25, or any servant or agent of any such person, or any person found on any such premises, shall give to A such information as it is in the person's power to give as to -

(a) the name and address of the owner of any vehicle used for passenger transport which is kept in or on those premises or of the person whose servant or agent the driver of any such vehicle is;

(b) the matters referred to in subsection (2)(b)(i), (ii) and (iii), in relation to any passengers who have been, are being, or are to be, carried on any such vehicle kept in or on those premises;

(c) any use of those premises in connection with passenger transport.

(4) An authorised person (A) may take copies of any documents -

(a) produced under this section; or

(b) relating to passenger transport, being documents which are found by the authorised person or constable on any vehicle or premises entered under section 25;

and for that purpose A may detain any document or vehicle for such time as is required for such copying.

Obstruction of authorised persons

28. Any person who -

(a) wilfully obstructs an authorised person acting in the exercise of functions under this Act,

(b) without reasonable cause fails to give an authorised person (A) any information, or to produce any documents, or to allow A to copy any documents, being information or documents which A may reasonably require of that person for the purpose of the exercise of those functions,

(c) prevents, or attempts to prevent, any other person from giving any such information to any authorised person, or

(d) in giving any such information to any authorised person makes any statement which that person knows to be false in a material particular,

shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 3 on the standard scale or to imprisonment for a term not exceeding 6 months, or to both.

Exercise of enforcement powers: authorised persons and constables

29. -(1) The powers conferred on an authorised person by this Act are exercisable on production by that person, if so required, of that person's authority.

(2) A constable may exercise the functions of an authorised person under this Act, but it shall not be necessary for a constable in uniform to produce any authority pursuant to subsection (1).

(3) Section 28 applies in relation to a constable as it applies in relation to an authorised person.

Evidence by certificate

30. -(1) In any proceedings for an offence under this Act a certificate such as is mentioned in subsection (2) shall be evidence of the facts stated in it.

(2) The certificate referred to in subsection (1) is a certificate issued by the Department which states -

(a) that, on any date, a person was or was not the holder of a permit;

(b) that, by virtue of a direction given by the Department under regulations made under section 14(2)(b) or (3), a person is to be treated as having been the holder of a permit on any date;

(c) the date of the coming into force of a permit;

(d) the date on which a permit ceased to be in force;

(e) the terms and conditions of a permit;

- (f) that a person is by virtue of an order of the Department disqualified from holding or obtaining a service permit, either indefinitely or for a specified period;
- (g) that a direction, having effect indefinitely or for a specified period, has been given by the Department under section 11(3) in relation to any person;
- (h) that a service permit was on any date or during any specified period suspended by virtue of a direction given by the Department under section 10(1); or
- (i) that, by virtue of a direction given by the Department under regulations made under section 14(2)(a), a service permit is to be treated as having been suspended on any date or during any specified period.

(3) Any such certificate which purports to be issued by the Department shall be taken to be so issued unless the contrary is proved.

Prosecutions

31. -(1) Proceedings for an offence under any of the provisions of this Act shall not be instituted except by the Department or a constable.

(2) Article 10 of the Road Traffic Offenders (Northern Ireland) Order 1996 (NI 10) (time for bringing summary proceedings for certain offences) shall apply to an offence under section 5(2) or 17(1).

PART 5

GRANTS

Approved capital expenditure

32. -(1) The Department may pay grants towards approved capital expenditure incurred or to be incurred in -

- (a) providing vehicles;
- (b) providing, improving or developing facilities for passenger transport.

(2) In this section -

“approved” means approved by the Department;

“capital expenditure” means expenditure appearing to the Department to be of a capital nature;

“expenditure”, in relation to the provision of a vehicle by a person or body, includes, where the vehicle is provided by being manufactured or wholly or partly constructed by that person or body, such sum as appears to the Department to be properly attributable to its provision by that person or body in that manner.

Services for benefit of certain sections of the public

33. -(1) The Department may pay grants towards expenditure incurred or to be incurred in -

- (a) the provision of services appearing to the Department to be wholly or mainly for the benefit of members of the public who have a disability or are elderly or live in rural areas;
- (b) the provision, maintenance or improvement of -
 - (i) any vehicle, equipment or other facilities provided wholly or mainly for the purpose of facilitating travel by members of the public who have a disability; or
 - (ii) any equipment or facilities specially designed or adapted for that purpose which are incorporated in any vehicle, equipment or other facilities not provided wholly or mainly for that purpose.

(2) In subsection (1) “services” means services provided under a service agreement or the use of a vehicle under a permit granted under section 10B of the 1967 Act.

Services in certain areas

34. The Department may pay grants for the purpose of securing the provision of passenger transport in any area, to any person providing, or proposing to provide, it in that area under a service agreement, if the Department is satisfied -

- (a) that it is necessary to meet the reasonable needs of persons in that area;

(b) that what is being provided or proposed to be provided will be carried on efficiently and economically; and

(c) that the person providing or proposing to provide it will, if grants are not made under this section, be unable or unwilling to carry on, or provide, it in an efficient and economic manner.

Advice and information, etc.

35. The Department may pay grants to any person towards expenditure incurred or to be incurred in the provision of advice, information, support or training relating to passenger transport.

Supplementary

36. If the Department considers it appropriate in connection with any provision of, or the purposes of, this Act, but has not power to do so under any other provision of this Part, the Department may pay such grants to such persons as it considers appropriate.

Terms, conditions and approval of Department of Finance and Personnel

37. -(1) Grants made under this Part shall be subject to such terms and conditions as the Department may, with the approval of the Department of Finance and Personnel, determine.

(2) Grants shall not be made under this Part without the approval of the Department of Finance and Personnel.

(3) Subsection (2) has effect subject to any direction given to the Department by the Department of Finance and Personnel.

PART 6

MISCELLANEOUS AND SUPPLEMENTARY

Acquisition of land by agreement or compulsorily

38. -(1) The Department may, for any purpose in connection with its functions under this Act, acquire by agreement or compulsorily any land.

(2) Article 113 of the Roads (Northern Ireland) Order 1993 (NI 15) (vesting orders) shall apply for the purposes of subsection (1) as it applies for the purposes of Article 110 of that Order.

Disposal of land acquired under section 38

39. -(1) The Department may dispose of any land acquired under section 38 (acquisition of land by agreement or compulsorily).

(2) Section 5 of the Stormont Regulation and Government Property Act (Northern Ireland) 1933 (c. 6) shall not affect the disposal of land acquired under section 38.

Powers to obtain information and enter on land

40. -(1) Article 118 of the Roads (Northern Ireland) Order 1993 (NI 15) (power to obtain information as to ownership of land) shall apply in relation to this Act as it applies in relation to that Order.

(2) Articles 119 and 120 of that Order (powers to enter on land) shall apply for the purposes of this Act but as if references in Article 119 to that Order were references to this Act.

Appointment of directors of N.I. Transport Holding Company

41. In section 47 of the 1967 Act (establishment of the Northern Ireland Transport Holding Company), after subsection (3) there shall be inserted the following subsection -

“(3A) Section 18(2) of the Interpretation Act (Northern Ireland) 1954 (c. 33) shall apply to appointments under this section.”.

Conduct of persons at bus stations

42. -(1) The Department may make regulations -

(a) for the purpose of regulating the conduct of persons at or near bus stations; and

(b) conferring powers on authorised persons for the purpose of the enforcement of regulations made under this section.

(2) In this section -

“authorised persons”, in relation to a bus station, means any persons authorised in writing by a designated operator for the purpose of regulations made under this section or any constables;

“bus station” means any place used by a designated operator in connection with the provision of services under a service agreement or a service permit to the extent that the public has access to it, excluding any area to which byelaws under section 57 of the 1967 Act (power of railway undertaking to make byelaws) apply;

“designated” means designated by the Department in relation to any premises;

“operator” means a person providing services under a service agreement or a service permit.

(3) Regulations under this section may provide that a person who contravenes a specified provision of regulations under this section shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 3 on the standard scale.

Shared transport facilities

43. -(1) In this section -

“direction” means a direction under regulations;

“P” means a person with whom the Department has entered into a service agreement;

“regulations” means regulations under this section;

“specified” means specified in a direction.

(2) Regulations may make provision enabling the Department to direct that any place used by P for the provision of services under a service agreement shall be made available in accordance with the direction for the provision of specified services by another person.

(3) Regulations may make provision as to matters which may or must be dealt with in a direction.

Application of Act to partnerships

44. Regulations may provide for this Act to apply in relation to partnerships with such modifications as may be prescribed.

Supplementary provision

45. -(1) The Department may by order make such incidental, supplementary, consequential, transitory, transitional or saving provisions as it considers necessary or expedient for the purposes of, in consequence of or for giving full effect to this Act or any provision of it, or in connection with the coming into operation of any provision of this Act.

(2) An order under this section may amend, repeal or modify any statutory provision (including this Act).

(3) The power conferred by this section is not restricted by any other provision of this Act.

(4) An order shall not be made under this section unless a draft of the order has been laid before, and approved by a resolution of, the Assembly.

Regulations - general

46. -(1) The Department may make regulations for any purpose for which regulations may be made under this Act, and for prescribing anything which may be prescribed under this Act, and generally for carrying this Act into effect.

(2) In particular, but without prejudice to the generality of subsection (1), the Department may make regulations with respect to the following matters -

(a) the procedure on applications for, and the determination of questions in connection with, the issuing and variation of service permits;

(b) the issue of service permits and the issue on payment of the prescribed fee of copies of service permits in the case of permits lost or defaced;

(c) the notification to the Department of routes on which a service under a service permit has ceased to be provided;

(d) the means by which vehicles may be identified, whether by plates, marks or otherwise, as providing a service under a service agreement or a service permit;

(e) the custody, production, return and cancellation of service permits and of documents, plates and any other means of identification prescribed under paragraph (d);

(f) ticketing machines and systems.

(3) Regulations under this Act shall be subject to negative resolution.

(4) Any person who contravenes a provision of regulations under this section, a contravention of which is declared by the regulations to be an offence, shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 3 on the standard scale.

(5) Regulations under this Act may contain such incidental, supplementary, consequential, transitory or saving provisions as the Department considers necessary or expedient.

Interpretation

47. -(1) In this Act -

“the 1967 Act” means the Transport Act (Northern Ireland) 1967 (c. 37);

“the 1995 Order” means the Road Traffic (Northern Ireland) Order 1995 (NI 18);

“authorised person”, except in section 42, means any person authorised in writing by the Department for the purposes of this Act;

“company” and “subsidiary” have the meanings given in section 1159 of the Companies Act 2006 (c. 46);

“the Consumer Council” means the General Consumer Council for Northern Ireland;

“the Department” means the Department for Regional Development;

“modification” includes addition, omission and alteration;

“owner”, in relation to any land in Northern Ireland, means a person, other than a mortgagee not in possession, who, whether in that person’s own right or as trustee for any other person, is entitled to receive the rack rent of the land or, where the land is not let at a rack rent, would be so entitled if it were so let;

“passenger transport”, except in the expression “public passenger transport services”, means -

(a) public passenger transport services excluding, except in sections 23(7) and 25(2), rail services; and

(b) the use of a vehicle under a permit under section 10B of the 1967 Act;

“prescribed” means prescribed by regulations;

“public passenger transport services” has the meaning given in section 1(4);

“public service contracts” has the same meaning as in Article 2 of Regulation (EC) No. 1370/2007 as amended from time to time;

“Regulation (EC) No. 1370/2007” means Regulation (EC) No. 1370/2007 of the European Parliament and of the Council of 23rd October 2007 on public passenger transport services by rail and by road and repealing Council Regulations (EEC) Nos. 1191/69 and 1107/70;

“regulations” means regulations made by the Department;

“reward” has the meaning given in section 46(a) of the 1967 Act;

“road” has the same meaning as in Article 2(2) of the 1995 Order;

“service agreement” and “service permit” have the meanings given in section 1(4);

“statutory provision” has the same meaning as in section 1(f) of the Interpretation Act (Northern Ireland) 1954 (c. 33);

“Upper Tribunal” means the Upper Tribunal constituted under section 3 of the Tribunals, Courts and Enforcement Act 2007 (c. 15).

(2) For the purposes of this Act, the driver of a vehicle, if it belongs to the driver or is in the driver’s possession under an agreement for hire, hire-purchase or loan, and in any other case the person whose servant or agent the driver is, shall be deemed to be the person using the vehicle.

(3) In its application to this Act, the Interpretation Act (Northern Ireland) 1954 (c. 33) has effect as if -

(a) in section 20 (offences by corporations), subsection (3) were omitted; and

(b) in section 24(1) (notice by post), the word “registering” were omitted.

Amendments and repeals

48. -(1) Schedule 1 (which contains amendments) shall have effect.

(2) The statutory provisions set out in the first column of Schedule 2 are hereby repealed to the extent specified in the second column of that Schedule.

(3) Part 5 of the Belfast Corporation Act (Northern Ireland) 1924 (c. iv) (omnibuses) is hereby repealed.

(4) The Department may by order subject to negative resolution -

(a) repeal any local or private Act in so far as it appears to the Department to be inconsistent with any provision of this Act;

(b) amend any such Act so as to render it consistent with the provisions of this Act.

Commencement

49. -(1) The following provisions of this Act shall come into operation on Royal Assent -

(a) sections 35, 37, 41, 45 and 47;

(b) this section; and

(c) section 50.

(2) The other provisions of this Act come into operation on such day or days as the Department may by order appoint.

(3) An order under subsection (2) may contain -

(a) such transitional provisions and savings;

(b) such supplementary, incidental or consequential provisions (including any provision amending this Act),

as the Department considers necessary or expedient in connection with the coming into operation of any of the provisions of this Act.

Short title

50. This Act may be cited as the Transport Act (Northern Ireland) 2010.

Appendix 3 – February 2010 response

Council Response Reform of Public Transport: February 2010

General comments

The Council would not support the proposed preferred reform option for the creation of a new agency with responsibility for public transport provision within the Department for Regional Development. The Council have concerns in relation to the local accountability of the proposed public transport agency and the transparency of decision making within the new agency.

A previous report in August 2006 considered the option of transferring responsibility for public transport to new local councils proposed under the Review of Public Administration. This option was not pursued once the decision to retain roads functions within the Department for Regional Development was made. The Council would request clarification on the consultation arrangements for the Outline Business Case on public transport reform, the involvement of local councils in this process and the basis for the decision to move away from direct local council involvement in public transport provision.

Further consideration should be given to the role of local councils in future public transport provision with greater clarity in the reform consultation document in respect of the relationship between the proposed oversight bodies and the proposed post RPA local authorities. With the proposed transfer of local land use planning to local councils under the Review of Public Administration, a major Council priority would be to ensure the integration between land use planning and transportation. The proposed local councils will have community planning and well being functions that require a coordinated approach to local service delivery across agencies. It should be noted that the Council in the exercise of these functions would like to support local people and communities by ensuring an approach that integrates transportation to enhance connectivity for local neighbourhoods thereby making them safer, healthier and more inclusive.

Questions on Detailed Policy Proposals

Question 1

Do you agree that a system of performance-based contracts should be introduced for the public transport network, with a system of innovative service permits for other non-contracted services?

The Council would support the introduction of performance based contracts and innovative service contracts as a lever to improve efficiency and quality of service of public transport. The Department must put measures in place to ensure that the proposed operator is meeting or exceeding certain clearly defined minimum performance indicators. The performance based contracts must include commitments to reliability, punctuality and customer service.

The Council would suggest that social benefits are incorporated in the performance based indicators which will balance the purely commercial benefits approach and address local circumstances. The Council would request a clear role for local authorities in developing performance based contracts to ensure they are transparent, locally accountable and address real need.

The proposal states that innovative service contracts may be applied for by private operators where gaps in services occur. The Council would support additional services in Belfast including cross city bus routes and night time services. The Council would request measures

to encourage operators to introduce these services where gaps in provision have been identified but may not initially be commercially attractive for operators. The Department should ensure that public transport system enhances connectivity for local neighbourhoods by making them safer, healthier and more inclusive.

Question 2

Do you agree that the public transport system should continue to be regulated?

The Council would support the continued regulation of public transport, however, levers to improve efficiency and quality must be put in place. There must be a clear role for local councils in the regulation of this important service sector to ensure transparency and local accountability. The proposal to allow Translink to provide the majority of services must contain measures to ensure continual improvement to the service and increased efficiency.

Question 3

Do you agree that the fares levels and fare structure for services on the public transport network should be regulated in future?

The Council agrees with regulation of public transport fares. It is essential that fares are regulated in a manner which encourages use of public transport and contributes to the modal shift from the private car to public transport through a fare system that is attractive and economic to the user.

Public transport plays an important role in the overall economy in terms of access to jobs and services; and it also supports the sustainable development of the metropolitan area.

Question 4

Do you agree that the departmental agency should be responsible for specifying public transport service requirements, awarding contracts and monitoring and reporting on operator performance?

The Council would not support a new departmental agency to deliver public transport provision and have concerns in relation to the local accountability of the proposed public transport agency and the transparency of decision making within the new agency. The Council would request clarification of the rationale for the decision to move away from any local council involvement in public transport provision in the context of the Review of Public Administration and the responsibility for community planning and well being.

Further consideration should be given to the proposed arrangements for local council involvement in future public transport provision and the Council would recommend a role for local councils in the specification of public service requirements. The Council would like to highlight a number of gaps in the current service such as cross city routes and night time services and would also request clarification on the integration of current services with the proposed rapid transit system in Belfast.

In recognition of the proposed new responsibilities of community planning and well being the Council would seek to ensure equality of access to public transport across the city in particular in areas where new infrastructure is not proposed. In this regard it should be noted that public transport enhancement through rapid transit does not include proposals for the north and south of the city.

There is a lack of clarity in the consultation document on the role of councils in the future development of public transport. This is highlighted by a lack of provision for council involvement in the proposed new agency within DRD.

Question 5

Do you agree that Translink should continue to be the lead supplier of public transport services?

The Council would support the proposal to allow Translink to provide the majority of services but measures should be put in place to ensure efficiency and continued improvement of service.

Question 6

What are your views on:

- **the proposed offences and fine levels to support the contracting/permit regime;**
- **the continuing offences and fine levels for operator licensing, railway byelaws and conduct on buses; and**
- **the proposed powers to regulate passenger conduct in bus premises?**

The Council would support the concept of penalties and monitoring of conduct on public transport services. A general level of conduct should be agreed and the level should be matched across all service provision. The Council has concerns in respect of the decision that enforcement of the regulations on the operator will remain the responsibility of the Department of Environment. It may be more appropriate for one department to be responsible for monitoring and enforcement with an appropriate separation from commissioning of services within that department, this would provide clearer accountability.

Question 7

What are your views on the best approach to develop local transport plans and who needs to be involved?

The Council welcomes the approach for the creation of local transport plans however the document identifies the involvement of local councils as important but does not offer any further detail on how this involvement will occur. Clarification on this issue will be needed, and on how this new power will integrate with the future responsibilities of local councils post-RPA for example local development planning and development management. Local councils should have the opportunity to directly influence the transport plans and a mechanism for articulating the transport needs for their area.

With the proposed transfer of local planning functions to councils, the Council would seek to promote the sustainable development for the city and would like to ensure a consistent and integrated approach to land use and transportation planning.

It is proposed that local councils will have a community planning function and in line with this the Council would like to support local people and communities by ensuring a community plan approach that integrates transportation to enhance connectivity for local neighbourhoods by making them safer, healthier and more inclusive.

The Environment (Northern Ireland) Order 2002 places a statutory responsibility on local councils to manage air quality within their districts in accordance with the provisions of the Air Quality Strategy for England, Scotland, Wales and Northern Ireland. In 2004, Belfast City Council declared four air quality management areas across the city principally associated with road transport and subsequently published an air quality action plan in collaboration with a range of relevant authorities including the Department for Regional Development and Translink. Planning Policy Statement (PPS) 1 establishes air quality as a material consideration within the planning process. Accordingly, the Council recommends that in developing new proposals the Department for Regional Development should engage with

local authorities at the earliest instance in order to take account of the linkages between planning and development control, air quality and transportation.

The Council would also request that the local transport plans consider the following issues in relation to connecting communities:

- There is a clear desire to build a vision of a shared and better future between local communities in the city as we enter the next phase, moving from conflict management to city transformation. Shared spaces provide attractive destinations of common purpose and use and, as drivers for community cohesion, are therefore key to overcoming the problems of segregation in Belfast. Critical to the delivery and sustainability of shared spaces is well-connected, affordable and safe transport links.
- Re-connecting the city of Belfast is critical to its success as a cohesive and competitive city. It is essential that we maximise mobility across the city, so that residents and visitors can easily, safely and affordably access jobs, services and leisure opportunities wherever they are located.
- In 2008, the Council commissioned a think-piece of research entitled 'Improving Connectivity and Mobility in Belfast' exploring specifically the contribution that improved connectivity could make to the conflict transformation agenda in Belfast. It highlighted that physical and psychological barriers at the interfaces between the segregated communities, makes travel around parts of the city difficult and resulting in people avoiding certain areas perceived to be unsafe, freezing current land use patterns and making the creation of shared spaces more difficult. Safe, affordable and shared public transport is critical to the continued transformation of the city.

The report highlighted a number of disadvantages, particularly from a social policy perspective including: bus routes perceived to be following the sectarian segmentation of the city and exacerbating segregation; routes easily identifiable with specific communities; a lack of orbital routes, discouraging cross community contacts; and, the need to pay twice when interchanging in the city centre.

The think-piece highlighted that mental mapping studies, looking at how some communities cognitively perceive their environment, found them to have very limited spatial maps, greatly limiting their access to employment and educational opportunities. It was widely believed by most stakeholders consulted as part of the think-piece research that large parts of the public transport network – by responding to commercial pressures to meet current patterns of demand – exacerbate segregation. Rather than cutting across the communities and linking different parts of the city, the network tends to reproduce and reinforce patterns of segregation, in line with current perceptions of territoriality.

The report proposed that, through modifications to the existing services, public transport can play a major role in helping to change perceptions, enlarge travel horizons, and shape new travel and social patterns in Belfast. The report also proposed a concept to promote Belfast as the “city on the move”, with buses as its mobile shared units and information exchange hubs.

The governance of local transport is important as the study suggested that there may be ways in which the public transport could enhance good relations and social inclusion outcomes. The principal concept underlying the recommendations put forward in the document was to start expanding the number and range of the city's shared spaces. It was suggested that this will provide more areas which people can safely travel to and through, thereby expanding their travel horizons and encouraging inter-community and inter-racial tolerance; it will also help to bring wealth into deprived communities. The paper outlined how

the expansion of shared spaces has the potential to be the catalyst for unravelling some of the long standing issues confronting Belfast.

The consideration of local transport should also recognise that labour mobility is critical in reinforcing peace and stability. The study states that effective public transport system is important in promoting Belfast as an attractive global city where its resident talent pool is able to move freely and safely, as well as attracting the best international employers. The links to building an attractive, competitive city are clearly outlined in Richard Florida's work on the three central 'prongs' of technology, talent and tolerance; a city ill at ease with difference will neither attract nor retain talent in a globalised, mobile labour and investment market. Labour mobility in the city is dependent on ease of access and reduction in the perception of risk to personal safety and transport is key to delivering a competitive and cohesive city

Question 8

Do you agree that the departmental agency should have statutory powers to designate passenger facilities as "shared facilities" and to specify the access arrangements and charges for the use of the facilities by other public transport operators?

The Council welcomes proposals to allow private operators to deliver licensed services and use bus and rail facilities, however strict measures to monitor the quality of services and ensure integration should be put in place. This should be linked to greater regulation of private operators on use of halts and road space.

Question 9

Do you agree with the proposed future role of the Consumer Council, which would involve the Council in:

- **advising the Department on the consumer interests in relation to the development of public transport policy and fares;**
- **providing comments on service requirements specifications for public transport contracts and innovative service permit applications;**
- **representing the consumer interest in unresolved complaints about the services provided by the departmental agency and by operators; and**
- **agreeing arrangements for co-operation between the Council and the agency on public transport matters of shared interest.**

The Council welcome the role of the consumer council in advising the Department on consumer needs in the context of a clarified role for local councils in the future provision of public transport.

Question 10

Do you agree with the proposals on the future arrangements for the provision of rail services?

The Council would support the move towards formal contract arrangements with Northern Ireland Railways to ensure the financial and transparency requirements. The Council would request that performance targets are set to ensure continual improvement of services and options to encourage the expansion of the service in the future.

Question 11

Do you agree that there is a need for integrated and off-vehicle ticketing across all forms of public transport?

The Council strongly supports the introduction of an integrated ticketing system that allows travel between the different modes for example bus, rail and proposed rapid transit, also with

private operator services. It is the view of the Council that integrated ticketing and off-vehicle ticketing will enhance public transport and contribute to achieving a modal change from private car to public transport.

The Council does not support a time limit being put on pre-paid ticket

Question 12

Do you agree that the Department should become a statutory consultee in land use planning decisions, and should be able to secure developer contributions for public transport?

Clarification will be needed on the outcome of the planning reform proposal to extend the list of statutory consultee's and the potential role for any new public transport agency in relation to the proposed planning hierarchy will be required.

The Council considers that the proposal for developer contributions has a range of implications and was included in the recent Planning Reform proposals for consideration by a wider range of planning professionals and stakeholders. The Council recognise the need for a role in relation to land use planning however the matter of any developer contribution will be an issue of balance of a range of issues on which the local planning authority will be required to make a decision.

Question 13

Do you agree that the Department should formalise and take forward legal arrangements to provide funding to transport advisory-type bodies?

The Council would support specific legislation arrangements to enable it to continue to fund transport advisory boards. It is essential that public transport is accessible to all sections of the community and opportunities for improvement are investigated.

Question 14

Do you believe that service provision and information should be provided in languages other than English by Translink and other operators, where a clear demand is evident?

The Council would support the proposal to provide information in different language where there is a clear demand to ensure all sections of the community have the option to access public transport.

Please make any further comments here, ensuring that you clearly refer to any relevant questions or responses submitted above.

Additional comments:

(i) The Council would support additional bus services in Belfast including cross city bus routes and night time bus services. The Council would request measures to encourage operators to introduce these services which may not be commercially viable initially but are essential to connecting local neighbourhoods. The Council would advocate robust measures to prevent bus parking or layover in the city centre and strong regulation for private operators.

(ii) The proposals states that funding for public transport will change from capital funding to revenue funding. The Council would request further details on the proposed level of revenue funding for public transport provision.

(iii) Within Chapter 3 of the consultation document, the Minister has indicated that he wishes to make public transport people's first choice, not last resort, adding that people's willingness to use public transport is often related to the ease with which it enables them to make a journey and the duration of that journey, including time spent waiting, compared to the alternative means of transport, which is normally the private car. He concludes therefore, that it is essential that bus priority and park and ride measures that give preference in the use of road space to public transport continue to be implemented.

The recently revised Belfast City Council Transportation Policy supports this viewpoint by committing the Council to seek to influence the development of transportation policies and proposals which improve connectivity and encourage a modal shift away from the private car to more sustainable forms of travel, such as walking, cycling and public transport.

The Council considers it essential however, that park and ride facilities are located in appropriate locations that maximise the opportunity for modal shift. The draft Belfast Metropolitan Area Plan has proposed planning protection for a range of transportation schemes under Policy Tran 2, including a proposal to locate a park and ride facility at Kennedy Way. Council has already articulated its opposition to the siting of a park and ride at Kennedy during the Belfast Metropolitan Area Plan public enquiry on the basis of its proximity to the city centre and to residential properties and its potential to worsen air quality within an area of existing poor air quality. The park and ride site may also increase ambient noise levels in the vicinity of Kennedy Way.

Accordingly, Council supports the provision of park and ride sites but recommends that they be sited in appropriate locations so as to maximise the opportunity for modal shift whilst minimising adverse environmental and other impacts on the surrounding population and environment.

(iv) Within section 3.7, it is proposed that in order to encourage the greater use of public transport, it is intended to expand further the use of bus lanes and to improve enforcement so that journeys by public transport are quicker for users than by other means of transport.

The Council supports commitments to increase the number of bus lanes and to improve enforcement in order to speed public transport journeys however, it recommends that bus lanes should where possible be of an uninterrupted design. Presently, on arterial routes such as the Malone Road and the Lisburn Road, bus lanes periodically merge with other road users, particularly at road junctions. Moreover, the failure to sequence traffic lights along arterial routes also lengthen public transport journeys unnecessarily.

(v) With regard to the decriminalisation of parking enforcement, the Traffic Management (Northern Ireland) Order 2005 enabled the Roads Service to take over from the police, the enforcement of most parking restrictions including yellow lines, urban clearways, bus lanes, limited waiting parking places and pay and display bays. The Road Service has stated that the objective of the new enforcement regime is to reduce the number of illegally parked vehicles, which will lead to reduced traffic congestion, improved road safety and improved accessibility for all road-users. However, many parking restrictions provide dispensation for loading and unloading of commercial vehicles. It is considered that on arterial routes loading and unloading, particularly during the AM and PM peak travel hours, has the potential to obstruct bus lanes, congest other traffic and significantly lengthen commuter journey times.

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**Belfast City Council**

Report to:	Development Committee
Subject:	Consultation - Barriers to Renewable Energy
Date:	11 August 2010
Reporting Officer:	John McGrillen, Director of Development, ext 3470
Contact Officer:	Barbary Cook, Policy & Business Development Manager, ext 3620

Relevant Background Information

The Northern Ireland Assembly Committee for Enterprise, Trade and Investment has announced that renewable energy will be the subject of an enquiry. In particular the NIACETI wishes to examine the barriers to renewable energy production and its associated potential contribution to the Northern Ireland economy.

Specific issues the enquiry will consider include:

- the current mechanisms at national, regional and local level to support and assist renewable energy production.
- comparisons between the mechanisms for support and assistance in NI and those in other EU member states that are considered to be at the forefront of renewable energy.
- the support and assistance available to SMEs in the renewable energy sector to develop renewable energy technologies.
- the support and assistance available to SMEs in the renewable energy sector to grow and develop their business.
- the appropriateness of current mechanism to develop and grow both local renewable energy markets and export markets.
- assessing which EU member states are considered to be in the forefront of renewable energy development both overall and for each type of renewable energy.

- Unfortunately, the Department was only asked to respond to the consultation on the 29 June 2010 and the closing date for replies was Sunday 8 August 2010. Therefore a provisional response was sent with a note that the response had not been ratified by our Committee due to the short timescales.

Key Issues

The provisional response sent is shown below:

Barriers to Renewable Energy Production – NI Assembly Task Force Consultation

Please find below our comments in response to your invitation to discuss barriers to renewable energy production. Most of the information in this response has come from our North Foreshore Project Manager (who is responsible for the Council's existing renewable electricity facilities) and our Planning team. Reference has also been made to an early consultation response to the Department of Environment Consultation on Permitted Development Rights, which included a section on Microgeneration (e.g. wind turbines, solar panels). That response was informed by our Environmental Services Department and was approved by the Council's Town Planning Committee on 3rd December 2009. It is available online if required.

Please also note that the views expressed in this response are pending ratification by the Development Committee on the 11th August 2010. Unfortunately, the timescales and the timing of this consultation have made it impossible to submit a ratified response.

Provisional Response

Belfast City Council is making a significant contribution to non-wind renewable energy production. The Council developed the Landfill Gas Electricity Power Plant to utilise the methane gas at the North Foreshore Giant's Park, the former Dargan Road Waste Landfill site. Our landfill gas powered generating facility produces 5 megawatts of green electricity per hour sufficient to power 6,000 homes. However landfill gas is not sustainable, as the methane gas supply will progressively decline over a 15 – 20 year period. Alternative sources of renewable energy must be found.

Anaerobic digestion (AD) is the solution but this is new to NI and as yet there are no commercial facilities in operation. The AD process produces methane gas which can be used for the production of renewable energy and heat. Questor and others have carried out extensive research into A.D. technology and this is an opportune time to develop AD facilities in NI.

A major difficulty for potential operators is the identification of suitable sites and obtaining satisfactory planning consent for AD and other forms of renewable energy production, such as Energy from Waste. As shown at the end of this paper, the Council's own planning unit and committee have concerns about the potential noise, vibration and visual impact of renewable technologies when they are sited near domestic areas.

The B9 a private sector company has spent 2/3 years in the planning process to secure planning consent for a proposed AD facility in Dungannon. If the Assembly Committee is to encourage renewable energy generation, planning consent must be made easier to obtain and the planning process speeded up. Delays of 2/3 years are not acceptable

or economically attractive to commercial operators or their funders.

Therefore there is a need to change the perception of renewable energy production facilities and educate those involved in the decision making and development process, not least the Planning Service and NIEA. Also there is a need to educate the public about modern renewable energy facilities, and the importance of guaranteeing energy security for NI. We encourage visitors to our North Foreshore facilities to help this education process.

The North Foreshore Giant's Park site is unique as the only site in Draft Belfast Metropolitan Area Plan with a statutory waste management zoning. This should help to make it easier to secure planning consent for AD and EfW Facilities. Currently we are investigating the potential of promoting a site for a commercially operated AD facility at the North Foreshore Giant's Park. The project would have synergies for the Council's Landfill Gas Electricity Generation Power Plant as we have the generation capacity and the electrical infrastructure to export renewable energy from the site.

It is suggested that future statutory local area development plans should designate suitable sites for renewable energy generation. This would help to speed up the development of renewable energy facilities in NI, assisting commercial decision making and investment.

ROCs and LECs are available for AD biogas powered electricity generation and are currently at 2 ROCs per MWhr of electricity generated. The Committee will need to determine if this level of support is sufficient to encourage biogas production for electricity generation.

Connection to the local electricity grid is another major barrier due to the significant set up costs involved. Electrical infrastructure to export the renewable energy at the North Foreshore Giant's Park cost the Council circa £2.5 million. Are there ways in which this could be reduced e.g. capping the NIE connection fee?

It is suggested that clustering renewable energy facilities would maximise the use and efficiency of electrical infrastructure. In particular the new non wind renewable energy facilities such as AD and EfW are clean processes that could be located within settlement areas on brownfield industrial sites.

Electricity generation facilities also usually produce large quantities of heat, which can be captured and used in production processes or for a district heating facility. The Committee should consider the introduction of Renewable Heat Incentives to NI to encourage operators to install heat exchangers and pipe network to make productive use of the waste heat. Again consideration needs to be given to clustering businesses / houses close to renewable energy facilities to minimise the cost of the pipe network.

Summary of our previous Comments regarding planning permission

In terms of planning permission for non-domestic microgeneration facilities they need to be considered in terms of the impacts they may have on adjacent properties, particularly residential properties. The Council views issues around noise, vibration and visual impacts as key considerations.

The Council is concerned that the risk of adverse impacts from renewable energy technologies such as wind turbines is too great, in some instances, to allow for no consideration in the form of a planning application. The Council would encourage increased usage of such technology but a full assessment of impacts is necessary. The baseline taken is that non-domestic microgeneration PD will be at least on a par with

the provisions for dwelling houses.

The proposed changes will bring Northern Ireland permitted development rights closer in line with those in other UK jurisdictions.

Resource Implications

There are no resource costs associated with this consultation response.

Recommendations

The Committee is asked to :

- Approve the basic content and structure of the provisional consultation response and;
- To suggest additional comments or changes to include in the ratified response to the NIACETI.

Decision Tracking

Subject to approval, a ratified response, including any requested amendments will be returned to the NIACETI by the 16 August 2010.

Timeframe: 16 August 2010

Reporting Officer: Barbary Cook

**Belfast City Council**

Report to:	Development Committee
Subject:	The Future of Bus Operator Licensing in Northern Ireland
Date:	11 August 2010
Reporting Officer:	John McGrillen Director of Development ext 3459
Contact Officer:	Keith Sutherland, Planning & Transport Policy Manager ext 3578

Relevant Background Information

The Department of the Environment (DoE) is currently seeking views on proposals to introduce a new Bus Operator Licensing system in Northern Ireland. Currently the DoE through the Driver and Vehicle Agency (DVA) is responsible under the Transport Act (NI) 1967 for granting a Roads Service License (RSL) to passenger transport operators who wish to carry passengers by road for reward. The RSL applies to a vehicle (buses and minibuses) designed or adapted to carry nine or more passengers for hire or reward.

The Roads Service License is composed of two elements: fitness to operate within the industry and the routes or services operated by approved licence holders. Currently DoE and the Department for Regional Development (DRD) share responsibility for this area of Transport Policy.

The current Transport Act also provides for a permanent exemption from licensing through the 10B permit system. This system was introduced for voluntary groups carrying out a range of activities associated with education, religion, social welfare and other activities that benefit the community whereby permits can be issued by a range of designated bodies. District councils along with Education and Library boards and Health and Social Services Boards are among the designated bodies that are entitled to grant permits in relation to the use of small buses under Section 10B of the Transport Act.

Under the current shared responsibility the DoE has the powers to regulate the bus services industry in terms of the criteria that must be met to enter the industry (i.e. those applicable to the bus operator).

The responsibility for controlling the routes and services that an operator can provide is carried out in consultation with the DRD.

Under public transport reform it is proposed to separate the current powers over operators and the routes or services. The consultation document proposes that the DoE will retain the policy and legislative responsibility to license bus operators, based on their suitability, with the DRD taking over responsibility for the policy and legislation relating to the routes or services. Whilst the DRD intend to bring forward new legislation on services, it should be noted that it does not form part of this consultation.

Key Issues

The consultation outlines proposals by DoE to replace the existing Roads Service License system. The Department aims to create a more modern bus operator licensing regime, which is flexible, transparent and supports fair competition.

The Department has a number of options:

Option 1 – Do nothing

The DRD reform of public transport will remove the responsibility from DoE for the route/service element of bus licensing leaving the operator element and the 10B permit scheme to continue.

Option 2 - A single licensing Regime

Create a single licensing scheme for all. The existing operator licensing regime would be extended to cover all bodies currently operating under 10B.

Option 3 – New 3 Tier Licensing Regime

Tier 1 would be full bus operator licensing and would essentially take the same form and have largely similar requirements as the existing operator element to the roads service license. A full license would cover a bus operator for all potential commercial bus transport services.

Tier 2 would make greater use of restricted operator licenses. An applicant would have to meet the same standards for operator 'repute', vehicle and driver licensing requirements necessary for a full license but less stringent financial and competence requirements. The Tier 2 license would restrict the operator to minibuses (9-16 passenger seats). These operators would be able to pay their drivers and cover their operating costs.

Tier 3 would be a scheme with similar aims and objectives as 10B permits but would take the form of a license rather than an exemption. The applicant would be responsible for ensuring that repute requirements are met. The Department suggests that Groups operating appropriately within the 10B permit would be unlikely to notice any difference. Transport would be an ancillary activity for the group, not the main function.

The Department has in the consultation document indicated that it would consider Option 3 to be the preferred solution.

The consultation documents provide further detail in relation to Tier 3 – Voluntary Groups Operator License

- Repute – an applicant would be responsible for ensuring that repute requirements are met.
- Operating centre – operators must have a suitable operating centre to keep vehicles when they are not in use (vehicles are not permitted to be parked overnight on public roads)

Vehicles requirements must:

- have an appropriate vehicle test certificate
- have a bus vehicle excise duty disc (TAX)
- have appropriate insurance for their type of operation; and
- be properly maintained.

Drivers will also be required to have the appropriate category of driving license. Under the permit/license the voluntary groups can only transport their own members and cover the running costs.

The draft Council response to Bus Operator Licensing is outlined in Appendix 1 and a summary is outlined below:

- The Council welcomes proposals to improve the bus licensing regime in Northern Ireland. This review should form part of a clear process to ensure effective regulation and enforcement of bus operations and services
- The Council has concerns in relation to tour bus operators in Belfast City Centre. Currently there are a number of operators in the city offering tours and the apparently unregulated activity is contributing to a negative impression for city visitors. As part of the review of licensing both the number and operations of these service providers should be reviewed and monitored particularly in relation to parking and drop off and pick up.
- The Council consider that district councils should be consulted on new bus operator licensing, routes and services within their council area
- The Council does not support the proposal for the Department to be the only body with the power to issue permits. Currently designated bodies can issue 10B permits, and District council along with Education and Library boards and Health and Social Services Boards are among the designated bodies that are entitled to grant permits in relation to the use of small buses under Section 10B of the Transport Act. The Council would request that this flexibility with appropriate guidance and processes remains an element of the system.
- The Council would request clarification on the license cost and competency requirements for the voluntary group licensing permit. The Council would request that measures are in place to ensure that school, church and community groups are not adversely affected by the proposed Tier 3 option.
- The Council would support proposals for enforcement action to be taken where an operator no longer fills the statutory requirements for holding a license; contravenes the conditions of the license; fails to keep any undertakings; uses an unauthorised operating centre; or incurs convictions or prohibitions

Recommendations

Members are requested to consider and if appropriate endorse the content of the suggested response to the proposed bus operator licensing set out in Appendix 1.

Decision Tracking

Further to agreement, that, if appropriate a response be submitted to the Department of Environment.

Timeline: 28 August 2010

Reporting Officer: Shirley McCay

Key Abbreviations

Department of the Environment (DOE)
Driver and Vehicle Agency (DVA)
Roads Service License (RSL)
Department for Regional Development - DRD

Documents Attached

Appendix 1 – Draft Response

Appendix 1

1. Do you find Option 1 to be a feasible option for consideration?

The Council recognises that the current bus licensing system needs improvement particularly in relation to service improvements, routes options and enforcement.

2. Do you find Option 2 to be a feasible option for consideration?

The Council would not support the creation of a single licensing scheme for all. This could adversely affect school, church and community groups who unlikely would be able to meet any increase in financial or competence requirements.

3. Do you find Option 3 to be a feasible option for consideration?

The Council would support a 3 tier system but would request further clarification on the implications of this system for the voluntary bus operator license.

4. Which of the 3 options do you believe to be most viable?

The Council considers Option 3 as the most viable but would require further consideration of the proposals for the voluntary sector to provide assurances that groups and services are not adversely affected.

The Council have concerns in relation the requirement for voluntary bus operators to have suitable operating centres as this may not always be possible. Also the nature of community work often involves collaboration with other groups therefore the restriction that voluntary groups can only transport their own members appears untenable

5. In relation to option 3 – Do you agree with the requirements detailed in relation to Tier 1 applicants?

Yes

6. Do you agree with the requirements detailed in relation to Tier 2 applicants?

Yes

7. Do you agree with the requirements detailed in relation to Tier 3 applicants?

The Council would request further clarification on the financial implications for Tier 3 applicants and provisions, to ensure services offered by voluntary groups are not adversely affected.

8. Do you agree with the proposal of separate carriage of alcohol on buses?

Yes

9. Do you agree that the Department will be the only body with the power to issue permits?

The Council would not support the intention of the Department to bring all tiers of licensing under its control. The Council would suggest that tier 3 license/permit should be retained with a revised number of designated bodies. Designated bodies such as District council along with Education and library boards and Health and Social Services Boards should retain the function to grant permits in relation to the use of small buses for non profit making use.

Currently there are a large number of designated bodies who have authority to issue small bus permits. The Council would support clear guidelines for designated bodies to issue the permit to ensure consistency.

10. Do you agree with the proposed five year review period?

The Council considers that bus licenses should be reviewed regularly to ensure high quality services for the public.

11. Do you agree with the proposal in relation to variation of vehicles on a license, as long as the original authorised number is adhered to?

Yes

12. Do you agree with the Departments proposal to publish notices of license application?

The Council would support the publishing of licenses to inform the public on applications for a full, restricted or variation of the licence. However, the Council would request clarification on whether local councils will continue to be informed of roads service licenses and comments requested. Clarification is also required in relation to the Council's role as a statutory consultee.

13. Do you agree that the listed bodies should have the ability to make objection on the grounds of fitness, finance and the professional competence of an operator, and environmental/general suitability of an operating centre? (Advertising of the application will afford the opportunity to bodies such as: a prescribed trade union or association, the PSNI, a District Council, DoE Planning Service, DoE NIEA, DRD Roads Service to make an objection to the grant of a license.)

Yes.

14. Do you agree with owners/ occupiers in the vicinity of an operating centre would have the ability to make representation to the Department on environmental grounds?

Yes

15. Do you agree that any person may complain about the suitability of an operating centre at any time during the license/permit validity?

Yes

16. Do you agree with the factors considered in relation to suitability of an operating centre?

Yes

17. Do you agree with the proposed conditions which may be applied to a license in relation to environmental conditions?

Yes

18. Do you agree with the declaration required with the application form in relation to vehicle maintenance / servicing and compliance with traffic and transport related laws?

The Council would support this undertaking to ensure good quality licensed vehicles. The Council would seek to ensure that mechanism and resources are in place for monitoring and enforcement. Consideration should be given to extending this undertaking to include service offered or conduct of staff – standards, equality etc

19. Do you agree with the public enquiry proposals?

The Council would support powers for the Department to hold a public enquiry into an application for an Operators license and hear objections and representations. Clarification is needed on whether the views of councils will be sought in relation to enquires.

20. Do you agree with the Departments proposal on disciplinary actions, and the powers to revoke, suspend or curtail licenses/permits as a result of this?

The Council would support proposals for disciplinary action to be taken where an operator: no longer fills the statutory requirements for holding a license; contravenes the conditions of the license; fails to keep any undertakings; uses an unauthorised operating centre; or incurs convictions or prohibitions.

21. Do you agree with the Departments proposals on appeal procedures?

Yes, the Council would support new procedures to allow an applicant or a license holder to appeal the decision of the Department.

22. Do you agree with the Departments introduces fees on a cost recovery basis?

The Council has concerns that fees will apply to all the tiers including Voluntary Groups Operator License who operate on a non profit making basis. Clarification will be needed of fee levels and the appropriate level of costs associated with the operation, including appeals. .

23. Do you agree with the proposals in relation to impounding of vehicles?

The Council would support the proposals to impound illegally operated buses.

24. Do you agree with proposals relating to the strengthening of on road enforcement?

The Council would strongly support strengthening of enforcement procedures in particular in relation to contravention of parking restrictions and prohibitions.

- 25.** Do you agree that the Department must change the NI system of Bus Operator Licensing in order to bring it up to date so that it contributes to the provision of a fair and safe passenger transport industry?

The Council would be generally supportive of the measures to improve the bus licensing system in Northern Ireland. However, the Council would recommend a precautionary approach to changes relating to bus services that operate under the current 10B permit. They offer a valuable service to the community and proposals to include small bus permits under the licensing framework should be subject to further consideration and consultation with the affected groups.

**Belfast City Council**

Report to:	Development Committee
Subject:	Bus Rapid Transit – Department for Regional Development Response to Consultations
Date:	11 August 2010
Reporting Officer:	John McGrillen, Director of Development, ext 3470
Contact Officer:	Shirley McCay, Head of Economic Initiatives, ext 3459

Relevant Background Information

Bus Rapid Transit is proposed by the Department for Regional Development (DRD) as the preferred option for the rapid transit system in Belfast. A study commissioned in 2007 by DRD considered possible routes and technologies for rapid transit in Belfast. The study concluded that a bus based rapid transit system for Belfast is the viable option rather than light rail technology. In addition the study identified a pilot network of three routes connecting East Belfast, West Belfast and Titanic Quarter with and through the city centre.

The Department has since released a rapid transit public consultation document in November 2009 to which the Development Committee agreed a response in January 2010. The consultation document set out how the Department aims to implement the rapid transit system at the strategic level. The document does not deal with operational details of the system such as route alignment, location and design of halts, vehicle design, or branding. These will be subject of a further consultation exercise.

The Department has subsequently published a Final Report on the consultation document summarising the consultation responses, identifying next steps, and responding to comments from consultees. A summary of the Department's responses to Belfast City Council's consultation is provided in Appendix 1.

Key Issues

In the original consultation DRD proposed a number of powers in order to allow delivery of the rapid transit system in Belfast. The Council's response can be summarised as follows:

- The Council would support the Department as the authority to implement the rapid transit proposals in Belfast but would request clarification on the role of local councils. The Council would recommend that the relevant local councils are closely engaged in the planning and implementation of the pilot rapid transit network. In doing so, this will allow for better integration between transport and local land-use planning which is proposed to transfer to councils under the review of public administration
- The Council would request clarification on the role for local councils in development of performance based contracts to ensure transparency and local accountability
- A key issue for the Council is the integration of the proposed bus rapid transit system with the existing public transport service. A sustainable transport corridor approach should be developed along with an integrated ticketing system along the route alignment
- Current rapid transit proposals do not include plans for the north and south of the City and the Council would request details of measures to ensure an equitable high quality public transport system throughout the city.

In the Final Report the Department have made some comments to the Council's consultation response, these can be viewed in Appendix 1.

The Final Report on the consultation also outlines the proposed next steps for development of the rapid transit system. The Department has gained approval from the Executive Committee to instruct the Office of the Legislative Counsel to draft a new Transport Bill. This Bill will include not only Rapid Transit but also Public Transport Reform, which the recent consultations showed an overlap in legislative requirements.

The Department plans to engage further with stakeholders, interested parties and the public in the development of the design and implementation details of the Belfast Rapid Transit system.

Throughout the final report the Department has stressed that the Council is a key stakeholder and as such will be fully involved in taking forward the proposals for the system.

Based on the responses to the public consultation the Department has decided to take forward the following policy proposals:

- An enabling power to establish the necessary legal authority for the provision of the Rapid Transit system;
- The power to acquire land in connections with the Rapid Transit system;
- The power to purchase, lease and dispose of goods and services in connection with the Rapid Transit system;
- The power to award a performance based contract for the operation of the Rapid Transit system;
- The dis-application of current route licensing legislation to Rapid Transit;
- The power to make byelaws in relation to passenger conduct in/on premises connected with the Rapid Transit system;
- The power to install, operate and maintain off-board ticketing machines in connection with the Rapid Transit system;

In addition to taking forward the above policy proposals the Department is considering strengthening the existing powers for the enforcement of the public transport corridors

on which Rapid Transit operates. This would enable the Department to remove vehicles which are obstructing the corridors and thus allow the Rapid Transit system to operate more efficiently.

The Department has also proposed to take the power to exploit any commercial opportunities which arise as a result of the exercise of its Rapid Transit functions. This will allow the Department to benefit from the advertising opportunities which arise on the Rapid Transit network.

No timescale has been offered by the Department in relation to future Rapid Transit consultations. It may be of benefit to invite representatives from DRD to present further plans and next steps to Committee ahead of public consultation exercises.

Recommendations

It is recommended that Committee note the policy proposals and next steps relating to rapid transit in Belfast and agree to invite DRD to present the next steps for Rapid Transit to Committee.

Decision Tracking

Further to noting the report that DRD is invited to present the next steps for Rapid Transport to Committee.

Time line: September 2010

Reporting Officer: Keith Sutherland

Key Abbreviations

DRD –Department for Regional Development

Documents Attached

Appendix 1 - Comments by Belfast City Council on the Detailed Policy Proposals and the Department's Responses

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Appendix 1

Comments by Belfast City Council on the Detailed Policy Proposals and the Department's Responses (*Council Comments have been paraphrased by DRD)

Q1. “Do you agree that the Department should have the necessary authority to implement the Rapid Transit proposals?”

Council Comments*	Department’s Response
<p>Belfast City Council welcomes the initiation of work to progress the development of a rapid public transport system for the city and would support the proposals as the first step towards introducing Rapid Transit in Belfast but would emphasis the need for a city-wide integrated network.</p>	<p>Support and comment noted. The Department’s objectives for Rapid Transit include the requirement that it integrates with the other forms of public transport, trains, buses, taxis, etc., to provide the best possible public transport solution for people travelling into and around Belfast</p>
<p>The Council would request clarification on the role of local councils and their relationship with the new agency proposed under public transport reform. There should be a role for the Council to engage with the Department in the planning and implementation of the pilot Rapid Transit network and other transport proposals. This will allow for better integration between transport and local land use planning which is proposed to transfer to councils under the review of public administration.</p>	<p>The Council is a key stakeholder for the Rapid Transit project and will be fully involved in taking forward the proposals for the system. It is the Department’s intention that the new agency proposed under Public Transport Reform would have responsibility for Rapid Transit therefore ensuring that it is part of the integrated public transport network for Belfast.</p>
<p>The Council would also request clarification on the use of developer’s contributions to fund the Rapid Transit system and if the opportunities for private sector contributions are being considered.</p>	<p>The Department will, where possible, seek developer’s contributions towards the Rapid Transit system. In order to ensure that Rapid Transit proposals are taken into account in plans for new developments Rapid Transit Division have arranged to have sight of, and where appropriate comment on, any planning applications adjacent to the proposed routes.</p>
<p>Key issues for the Council are the integration of the proposed Rapid Transit system with the existing public transport service and an integrated ticketing system along the route alignment.</p>	<p>Noted. Belfast Rapid Transit will be one element of an integrated public transport system in Belfast. As such integration, in terms of operation and ticketing, with other forms of public transport is essential.</p>

<p>Current Rapid Transit proposals do not include plans for the North and South of the city. The Department should ensure an equitable high quality public transport system throughout the city.</p>	<p>Noted. The current proposals are for a pilot network connecting East Belfast, West Belfast and Titanic Quarter to the city centre. The decision on if and when to progress extensions to the network will depend on the levels of funding available and the success of the pilot network. Any decision to extend the pilot network would, of course, be subject to public consultation and the necessary impact assessments.</p>
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Q2 “Do you agree that the Department should take land acquisition powers for the implementation of the Rapid Transit system?”

Council Comments*	Department’s Response
<p>Belfast City Council would call for close engagement and endorsement from the local council on the route alignment and proposed halts of the Rapid Transit network.</p>	<p>Noted. The final details of the Rapid Transit system, including the route alignment options and the location of halts, have yet to be determined. The Council is a key stakeholder for the Rapid Transit project and will be fully involved in taking forward the proposals for the system.</p>

Q3 “Do you agree that the Department should have the power to purchase, lease and dispose of goods, services and facilities for the Rapid Transit system?”

Council Comments*	Department’s Response
<p>Belfast City Council would recommend that they have a clear role in relation to route alignment and halts.</p>	<p>The Council is a key stakeholder for the Rapid Transit project and as such will be fully involved in taking forward the proposals for the system.</p>

Q4 “Do you agree that a performance-based contract should be introduced for the operation of the Rapid Transit system?”

Council Comments*	Department’s Response
<p>Belfast City Council would support the introduction of performance based contracts to ensure that the proposed operator is meeting or exceeding certain clearly defined minimum performance indicators. The Council would advocate that there are social benefits in the performance based indicators which will balance against any commercial benefits. The Council would request a role for local councils in developing performance based contracts to ensure they are transparent and locally accountable.</p>	<p>Support and comment noted. The Council is a key stakeholder for the Rapid Transit project and as such will be fully involved in taking forward the proposals for the system.</p>

Q5 “Do you agree that the Department should be responsible for:
 -specifying Rapid Transit service requirements, quality-of-service and the fare levels;
 -awarding the Rapid Transit contract; and
 -monitoring and reporting on Rapid Transit operator performance?”

Council Comments*	Department’s Response
<p>Belfast City Council are concerned that enforcement of the regulations on the operator will remain the responsibility of the Department of Environment.</p> <p>They recommended that the responsibility for monitoring and enforcement are carried out by one department with a clear separation of roles and responsibilities to ensure efficient procurement, monitoring and enforcement.</p>	<p>Under the proposals the Department of the Environment (DOE) will be responsible for granting a bus operator’s licence to the Rapid Transit operator.</p> <p>In doing so they will consider the operator’s repute, financial standing and professional competence. They will also be responsible for ensuring that the terms of that licence are adhered to. DOE carry out this function for all public transport providers in their role as licensing authority. However the monitoring and enforcement of the performance of the Rapid Transit operator under the terms of the Rapid Transit contract will fall to the Department for Regional Development.</p>

<p>The Council would request assurance that the Rapid Transit vehicles and halts are fully accessible for disabled groups.</p>	<p>Noted. The Department will ensure that the Rapid Transit system is accessible to all. The Department will consult fully on the access arrangements for the system.</p>
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Q6 “What are your views on the proposal to offer financial incentives to the Rapid Transit operator to grow the Rapid Transit market, introduce innovation and improve services?”

Council Comments*	Department’s Response
<p>Belfast City Council would support setting targets and incentives in order to maintain and improve standards on the Rapid Transit system. However, it should be recognised that a broader policy approach will have an impact on the attractiveness of Rapid Transit and the use of demand management to deter commuters travel by private car may have the potential to increase the Rapid Transit market. The Council would support initiatives to improve standards and services however a realistic standard must be set for an improvement to service.</p>	<p>Support and comment noted. Rapid Transit is one of a range of Departmental measures to encourage public transport use. The other measures, which fall outside the scope of this consultation, include an integrated public transport network for Belfast, car parking control and enforcement and integrated ticketing. Rapid Transit will contribute to the development of these measures. Rapid Transit is a major element of the Department’s Sustainable Transport Policy and, as such, will contribute to the provision of an integrated public transport system for Belfast</p>

Q7 “Do you agree with the proposed powers to regulate passenger conduct on Rapid Transit Vehicles and in/on Rapid Transit premises?”

Council Comments*	Department’s Response
<p>Belfast City Council would support powers to regulate conduct on Rapid Transit vehicles and this should be standard across all forms of public transport.</p>	<p>Support and comment noted.</p>

Q8 “Do you agree that the dedicated public transport corridors on which Rapid Transit operates should be strictly enforced?”

Council Comments*	Department’s Response
<p>Parking facilities for local businesses along the route must be protected or alternatives provided.</p>	<p>Noted. The details of the route alignment options have yet to be finalised. However parking surveys have been carried out on all the route options to ensure that the essential parking requirements are addressed in considering the final route alignment.</p>
<p>Consideration should be given to how the pilot network will integrate with other public transport services operating on the route.</p> <p>The proposed routes suggest that Rapid Transit will not be segregated from other traffic in major sections of the route particularly close to the city centre. It is not clear how the system will perform or deliver a modal shift in these circumstances. Belfast City Council would request evidence from the Department on their commitment that preference in the use of road space to public transport will be made.</p>	<p>Noted. Belfast Rapid Transit will be one element of an integrated public transport system in Belfast and, as such, integration with other forms of public transport is essential.</p> <p>Noted. It is the Department’s intention that Rapid Transit will operate on designated public transport corridors with maximum priority and strict enforcement. This will allow journey times to be guaranteed and thereby provide an attractive alternative to the use of the private car. Rapid Transit Division is working closely with Roads Service in relation to the use of road space for Rapid Transit. The Council is a key stakeholder for the Rapid Transit project and as such will be fully involved in taking forward the proposals for the system.</p>

Q9 “Do you agree with the proposed powers for the Department to install, operate and maintain off-board ticketing machines?”

Council Comments*	Department's Response
It is essential that the ticketing is integrated with the other public transport operators.	Noted. Belfast Rapid Transit will be one element of an integrated public transport system in Belfast. As such integration, including ticketing, with other forms of public transport is essential.

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