

Document Pack

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



4th January, 2012

MEETING OF DEVELOPMENT COMMITTEE

Dear Councillor,

The above-named Committee will meet in the Lavery Room (Room G05), City Hall on Tuesday, 10th January, 2012 at 5.15 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. **Departmental Estimates of Expenditure 2012/2013** (Pages 1 - 6)
3. **Requests for Deputations - Land of Giants** (Pages 7 - 10)
4. **Northern Ireland Hotels' Federation - Deputation re: Conference and Exhibition Facilities** (Pages 11 - 14)
5. **Shaping Belfast**
 - (a) Future Renewing the Routes Initiative (Pages 15 - 20)

6. **Belfast's Economy**

- (a) Microfinance Work - Update (Pages 21 - 26)
- (b) Northern Ireland Assembly - Inquiry re: Innovation, Research & Development (Pages 27 - 36)

7. **Neighbourhoods, Communities and People**

- (a) Development Outreach Initiatives (Pages 37 - 38)
- (b) Community Festivals' Fund (Pages 39 - 76)
- (c) Ligoniel Community Centre - Licence Agreement (Pages 77 - 78)

8. **Operational Matters for Decision**

- (a) Tender for the Provision of Catering - Waterfront Hall (Pages 79 - 82)
- (b) Tender for the Provision of Cleaning Services - Waterfront Hall (Pages 83 - 84)



Belfast City Council

Report to:	Development Committee
Subject:	Financial Estimates and District Rate 2012/13
Date:	10 January 2012
Reporting Officer:	John McGrillen, Director of Development
Contact Officer:	John McGrillen, Director of Development

1	Relevant Background Information																		
1.1	<p>The Strategic Policy and Resources Committee agreed the following process for setting the district rate and agreeing the estimates for 2012/13.</p> <p>Agreed rate setting process for 2012/13</p> <table border="1"> <thead> <tr> <th>Month</th> <th>Activity</th> </tr> </thead> <tbody> <tr> <td>Apr</td> <td>Budget Panel and SP&R; Indicative rate, efficiency target and overview of efficiency programme</td> </tr> <tr> <td>Jun</td> <td>Budget Panel and SP&R; Year End Report; Agree Efficiency Programme</td> </tr> <tr> <td>Aug</td> <td>Budget Panel and SP&R; Issue Guidance on estimates and medium term financial plan to Departments; Q1 Finance Report</td> </tr> <tr> <td>Sep-Oct</td> <td>Budget Panel and SP&R; Update on Rates Position; Update on Medium Term Financial Plan; Capital Investment Programme</td> </tr> <tr> <td>Nov</td> <td>SP&R; Further update on rate to highlight key issues & Scenario analysis; Q2 Finance Report</td> </tr> <tr> <td>Dec</td> <td>Budget Panel and SP&R; Discuss and finalise options for rates position taking into account Medium Term Financial Plan, capital financing strategy and treasury management strategy</td> </tr> <tr> <td>Jan</td> <td>SP&R; Department Committees; Recommendation to Council on district rate and medium term financial plan; SP&R</td> </tr> <tr> <td>Feb</td> <td>Council; Agree district rate; Q3 Finance Report</td> </tr> </tbody> </table>	Month	Activity	Apr	Budget Panel and SP&R; Indicative rate, efficiency target and overview of efficiency programme	Jun	Budget Panel and SP&R; Year End Report; Agree Efficiency Programme	Aug	Budget Panel and SP&R; Issue Guidance on estimates and medium term financial plan to Departments; Q1 Finance Report	Sep-Oct	Budget Panel and SP&R; Update on Rates Position; Update on Medium Term Financial Plan; Capital Investment Programme	Nov	SP&R; Further update on rate to highlight key issues & Scenario analysis; Q2 Finance Report	Dec	Budget Panel and SP&R; Discuss and finalise options for rates position taking into account Medium Term Financial Plan, capital financing strategy and treasury management strategy	Jan	SP&R; Department Committees; Recommendation to Council on district rate and medium term financial plan; SP&R	Feb	Council; Agree district rate; Q3 Finance Report
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1.2	At the meeting of the Strategic Policy and Resources Committee on 9 December 2011, Members approved the following recommendations for the 2012/13 revenue estimates:- <ul style="list-style-type: none"> • Officers should prepare the departmental cash limits report based on a reduction of £713k. • A stepped increase of £1m for the waste plan should be included in the estimates
1.3	The purpose of this report is to consider the cash limit and agree the revenue estimates for the Development Committee set by the Strategic Policy and Resources Committee at its meeting on 6 January 2012.
1.4	The capital investment element of the rate, the EPP and the level of District Rate will be presented to the Strategic Policy and Resources meeting on 20 January 2012.

2 Key Issues

Cash Limits For Department Committees and the Estimates for SP&R Committee

2.1 One of the key tasks for the Strategic Policy and Resources Committee is to agree the estimates and to set cash limits for the department committees. The following section of the report provides an overview of the estimates for 2012/13. The table below summarises the movement in departmental estimates from 2011/12 to 2012/13:

	SP&R	H&ES	P&L	DEV	TOWN PLAN	TOTAL
	£'000	£'000	£'000	£'000	£'000	£'000
2011/12 Estimate	31,674	40,624	22,906	19,715	27	114,946
Increase in costs	1,272	1,549	429	125	0	3,375
Cash Savings	-1,034	-2,609	-169	-259	-17	-4,088
2012/13 Estimate	31,911	39,564	23,166	19,581	10	114,232
Inc/Dec £	238	-1,060	260	-134	-17	-713

2.2 The departmental estimates are budgeted to decrease by £713k on the 2011/12 net expenditure. The reduction in departmental estimates is mainly due to:-

- £2.3m efficiencies have been taken out of the budgets as agreed by the Strategic Policy and Resources Committee on 4 November 2011;
- £1.7m of savings in landfill disposal costs arising from reduced tonnages and the reduction in gate fee; and
- A pay rise has not been factored into the budgets for the third year running.

2.3 The reduction in departmental estimates has been achieved despite significant financial pressures on departmental running costs including increased employers superannuation contributions (£634k), fuel and utility cost increases (£374k), roll out of inner city food waste collection (£603k), new legislation (£527k) and loss of external income (£1m).

2.4 When the stepped increase in the Waste Plan of £1m, agreed at the Strategic Policy and Resources Committee meeting on 9 December 2011, is added to the departmental estimates, **the overall increase in the estimates is £287k which as advised to Members at 9 the December 2011 meeting equates to an increase of approximately 0.22% on the District Rate.**

2.5 The estimates have been subject to scrutiny and challenge by the Finance and Performance Section to ensure that they were developed in compliance with the corporate guidelines issued in August 2011, taking into account the key financial risks and confirming that the planned efficiencies of £2.3m have been identified and removed from the estimates for 2012/13.

2.6 **On this basis, the Directors of Finance and Resources and Development are satisfied that the estimates presented below, should provide adequate financial resources to support service delivery and the department's key actions for 2012/13. Reasonable consideration of the financial risks to the council has also been made in the preparation of the estimates.**

2.7 **Development Committee**

A spending limit of £19,581,534 is recommended for the department in 2012/13 which represents a decrease of £134k or 0.68% on last year. The main items of expenditure are outlined at Appendix 1 and the key priorities for the department for 2012/13 are summarised in Appendix 2.

2.8 The main budgetary intentions of the Department of the next year are set out below :

	£
Community Services	5,519,610
City Events and Venues	4,181,548
Economic Initiatives Section	6,088,958
Directorate	3,791,418
Total Net Expenditure	19,581,534

2.9 The cash reduction in running departmental net expenditure has been achieved through the generation of £259k of savings as part of for the efficiency programme. This has enabled the department to absorb additional superannuation costs of £59k and the net loss of external income of £79k and still deliver a reduction in overall net expenditure of £134k. The department will also undertake an increased number of events during 2012/13 which will be funded from the reserve set aside in 2011/12.

2.10 **Community Services**

The amount provided for in the 2012/13 Community Services budget estimate has decreased by £45k and is based on a continuation of activity at a similar level to the previous years, with some re-focusing required in line with the newly developed service strategy and related structure. It is also based on a consistent level of anticipated income from DSD through the regional Community Support Programme.

2.11 **City Events and Venues**

The City Events and Venues Unit has increased its net budget by £54k. The unit will continue to deliver the annual programme of events including the European Pipe Band Championships. Other projects will also be delivered during 2012/13 including the World Irish Dancing Championships (£200k) which operates from the 30 March 2012 to 8 April 2012. In addition, the Titanic Belfast 2012 Festival programme and activities connected to the Olympic events are budgeted at £2.2m. The Council's contribution to these projects will be £1.1m, including £600k funded from reserves set aside in 2011/12. The balance funding will be provided by NITB.

2.12 During the year 2012/13 both the Waterfront and Ulster Halls will continue to provide world class entertainment and conference facilities that will help promote the cultural and economic regeneration of Belfast and so contribute to the economic benefit of not only the City but the region as a whole.

2.13 **Economic Initiatives**

The net expenditure for Economic Initiatives has reduced by £53k as a result of additional income from St Georges Market and the Continental Market respectively. Whilst the Economic Development estimate is in line with the previous year the programme of work will be substantially refocused to reflect the actions falling out of the Investment Programme 2012 - 2015.

<p>2.14</p> <p>2.15</p>	<p><u>Directorate</u></p> <p>The Directorate budget has reduced by £90k mainly as a result of the efficiency programme. The units within directorate are currently the subject of an ongoing structural review.</p> <p>Within the European Unit the Open Cities project has come to a close and this budget has been removed from the estimates. The department has also undertaken a review of projects and have decided not to continue with some activities resulting in a reduction of £11k in the European Unit.</p>
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<p>3</p>	<p>Recommendations</p>
<p>3.1</p>	<p>The Committee is requested to note the contents of the report and agree cash limits for the Development Committee for 2012/13 of £19,581,534</p>
<p>4</p>	<p>Decision Tracker Responsible Officers: Director of Development</p>

APPENDIX 1

DEVELOPMENT COMMITTEE

MAIN ITEMS OF ESTIMATED EXPENDITURE 2012/13

	Net Expenditure 2011/12 £	Net Expenditure 2012/13 £
<u>Community Services</u>	5,564,620	5,519,610
<u>City Events and Venues</u>	4,127,505	4,181,548
Waterfront/Ulster Halls	2,424,990	2,478,059
City Events	1,702,515	1,703,489
<u>Economic Initiatives Section</u>	6,142,166	6,088,958
Tourism, Culture and Arts	4,091,640	4,102,291
Economic Development	1,127,305	1,133,013
Planning and Transport	880,672	875,284
Markets	42,549	-21,630
<u>Directorate</u>	3,881,039	3,791,418
Development Directorate	1,865,188	1,811,185
City Development	877,574	876,746
Policy & Research	535,838	509,951
SNAP	356,032	357,688
European Unit	246,407	235,848
TOTAL	19,715,330	19,581,534

Summary of Priority Actions for the Development Department for 2012/13

Highlighted below are some of the key actions which the department is aiming to achieve for 2012/13.

- Identify City Investment Fund's priorities for physical development and infrastructure in Belfast (integrated with work with DSD on SRFs).
- Deliver the Economy strand of the Investment Programme.
- Develop an Integrated Economic Strategy.
- Coordinate a city-wide marketing approach / international relations
- Develop a transition plan for a single core community development infrastructure support programme for the city (with DSD).
- Ensure a strong urban dimension to NI governments EU funding strategy, 2014-2020.
- Maximise our draw-down of EU funds.
- Deliver State of the City Development Debates (to support Masterplan implementation).
- Development of 'Green Industries Corridor' in Belfast.
- Create jobs through various employability and skills programmes such as HARTE.
- Provide business support programmes in targeted sectors (based on the review of previous programmes) for companies focused on encouraging business growth and job creation.
- Pursue opportunities for European Regional Development Funding (ERDF), capital and revenue, and support the development of a neighbourhood regeneration framework.
- Support integrated implementation of 6 elements of Titanic Quarter Memorandum of Understanding (employment, community outreach etc.).
- Work with DEL and DOE on emerging recommendations for bursary schemes and Social Clauses.
- Deliver an integrated Titanic/2012 Events Programme.
- Continue to deliver Council's contribution to the World Fire & Police Games.
- Secure investment for the provision of increased integrated conference and exhibition facilities in the city.
- Deliver actions within the Integrated Tourism Strategy including the 'Belfast Story' and the Tourism 10 Places/Community Tourism.
- Complete and deliver initial action in the integrated Cultural Strategy and start to deliver approved actions.
- Facilitate local regeneration work including under Neighbourhood Renewal, SIP & Local Investment Fund- coherent plan of work over next 3 years.
- Deliver the Renewing the Routes Programme.
- Champion and secure integrated support for a Community Development model for the city.
- Deliver the Community Development Strategy.
- Deliver the BCC Framework on Tackling Poverty and Inequalities.
- Deliver an inter-departmental framework for children and young people.
- Deliver a comprehensive citywide summer programme.
- Implement a coordinated approach to grant management through the Grant Unit.



Belfast City Council

Report to:	Development Committee
Subject:	Land of Giants
Date:	25 January 2012
Reporting Officer:	John McGrillen, Director of Development, ext 3470
Contact Officer:	Gerry Copeland, City Events Manager, ext 3412

1	Relevant Background Information
1.1	<p><u>Land of Giants</u></p> <p>The purpose of this paper is to seek approval from Members for the Land of Giants company (Giant Events Limited) to present to Committee in order to update Council on progress on the project.</p>
1.2	<p><u>Belfast Consortium</u></p> <p>Since the last report to Committee, in February, the local consortium which consists of: Belfast Circus School; the Beat Initiative and Belfast Children's Festival, have set-up a not-for-profit limited company. In addition the company, as agreed by Council, has support and input from Council's City Events Unit, with the Chair and Deputy Chair represented on the board of Land of Giants.</p>
1.3	<p>In March 2011 Council approved a £80,000 commitment to the project, which is part of the 2012 Cultural Olympiad and one of four major community celebrations supported by the Legacy Trust to sum of £750,000. The total finance for the project including the Council input is £1.1 million (BCC £80,000; ACNI £80,000; NITB £130,000 and Others £60,000).</p>
1.4	<p><u>Format of the Land of Giants Project</u></p> <p>The event will take place on the 30 June 2012 and it is currently estimated that 3,000 participants will take part. The proposed event would combine carnival, circus, music and spectacle with local and international artists, underpinned by a substantial community engagement and education programme. The project also provides the capacity and confidence for the creative industries in Belfast by harnessing indigenous talent for future work on a regional, national and international scale. The Belfast project will also create jobs and assist in sustaining the creative</p>

	industries in the city. It presents a unique tourism offer, tying in with Northern Ireland's signature projects, the Giant's Causeway and Titanic in 2012, while potentially generating visitor numbers, bed nights, employment and generating a positive international profile for Belfast and contributing to sustaining cultural tourism.
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2	Key Issues
2.1	<u>Request to Update Members on the Land of Giants Project</u> Members are being asked to agree that representatives of the Land of Giants company are permitted to present to the Committee at a future suitable date
2.2	<u>Lord Mayor's Carnival</u> Members are asked to note that the finance to assist in the Land of Giants event in 2012 will come from the revenue budget that annually would be allocated to the Lord Mayor's Carnival. Therefore, in 2012 the Lord Mayor's Carnival will not take place, but there will be representative input from the Lord Mayor and their Office to the Land of Giants project.

3	Resource Implications
3.1	<u>Financial</u> As stated Members have agreed that Belfast City Council would contribute £80,000 to the project.
3.2	<u>Personnel</u> Officers from the Council's City Events Unit are advising the project within the various work strands, and the Chair and Deputy Chair have been nominated to represent the Council on the Board of the Land of Giants Company.

4	Equality and Good Relations Considerations
4.1	As with all major civic events, public events like this have the potential to bring together people from a wide range of backgrounds and therefore promote good relations in the city.

5	Recommendations
5.1	Members to agree that the Land of Giants company (Giant Events Limited) to present to Committee in order to update Council on progress on the project.

6	Decision Tracking
<p>Further to approval, officers will monitor funding and evaluate the outcomes of the project and provide post-project details as part of the Department's annual review. These outcomes will be presented to Members as part of the City Events Unit key performance indicators.</p>	
<p>Timeline: March 2013 Reporting Officer: Gerry Copeland</p>	

7	Key to Abbreviations
<p>ACNI – Arts Council of Northern Ireland DCAL – Department of Culture, Arts and Leisure DETI – Department of Enterprise, Trade and Investment NITB – Northern Ireland Tourist Board</p>	

8	Documents Attached
<p>None</p>	

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Belfast City Council

Report to:	Development Committee
Subject:	Northern Ireland Hotels' Federation - Deputation
Date:	10th January, 2012
Reporting Officer:	Mr. Barry Flynn, Democratic Services Officer (Ext. 6312)
Contact Officer:	

Relevant Background Information	
1.1	The Committee will recall that, at its meeting on 13th December, it had considered correspondence (copy attached) from Ms. Janice Gault, Chief Executive of the Northern Ireland Hotels' Federation, seeking to discuss with Members issues in respect of the development of addition conference and exhibition facilities within the City. Accordingly, the Committee agreed to receive the representatives from the Federation at today's meeting.
1.2	The Federation represents the interests of 136 hotels across Northern Ireland, the majority of which are situated within the Greater Belfast area. In its correspondence, the Federation pointed out that the establishment of additional conference and exhibition facilities would provide a measurable boost to the local economy and to provide additional employment.
1.3	In particular, the Federation is keen to discuss how the City's economy would benefit through the establishment of such additional facilities, particularly in respect of the Sunday to Thursday trading period.

Recommendation	
2.1	The Committee is requested, in accordance with its decision of 13 th December, to receive a ten minute presentation from Ms. Gault, with discussion thereafter to be left at the discretion of the Chairman.

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6 December 2011

Alderman Christopher Salford
Chairman
Belfast City Council Development Committee
54 Cheviot Avenue
Belfast
BT4 3AH

Dear Alderman Salford

I am writing to you to call for a conference centre to be built in Belfast. We believe this investment will significantly improve the economy within the city and lead to increased employment. We understand that a proposal has been submitted to extend the Waterfront Hall and we would strongly support this development.

The Northern Ireland Hotels Federation is the representative body for the hotel sector in Northern Ireland. The Province has 136 hotels representing 7,589 bed spaces and the bulk of the Provinces hotels lie within the greater Belfast area with 57% of bedrooms within a thirty-mile radius of the city. There has been substantial private sector investment in the sector with the number of rooms in the city growing by 56% in the last five years.

This increase in supply has regrettably coincided with a decrease in demand partly due to the world global markets and a lack of consumer confidence. The city's leisure trade has held up relatively well with hotel occupancy holding up over the weekends. The rate for the leisure market remains volatile and has fallen from £59.77 in October 2009 to £55.79 in 2011, a drop of 6%.

The real issue for the city's hoteliers is the Sunday to Thursday weekday economy, which is driven by conferences, meetings and business needs. This market has reduced to alarmingly low levels with the city seeing an occupancy level of 64.8% during the week in October with weekends sitting at 86.5%. The average room rate during the week was £51.32 down 8.7% from the 2010 rate of £56.84* and sitting well below the weekend leisure rate.

The lack of business tourism presents a real concern for the hotel properties in the city and we would like to come and speak with the development committee about the provision of a conference facility in Belfast, which we believe would address a number of the issues outlined above. Dublin, our nearest neighbour and a real competitor, has seen its weekday business grow in demand with hotel occupancy up 3% in October 2011 and room rates going steadily over the last six months. Whilst we accept this cannot entirely be attributed to the opening of the Convention Centre Dublin (CCD), it certainly has had a positive impact on trading in the city. Reports would suggest that this has spread beyond the hotel market with the average

Northern Ireland Hotels Federation

The McCune Building, 1 Shore Road, Belfast BT15 3PG
Tel: 028 9077 6635 Fax: 028 9077 1899 Email: office@nihf.co.uk
nihf.co.uk - facebook.com/hotelsfederation - twitter.com/nihf - hospitalityexchange.co.uk

The Northern Ireland Hotels Federation is a company limited by guarantee and registered in Northern Ireland.
Registration Number: NI35865. Registered Office at above address. VAT Registration: 740 5946 25

business tourist spending in the region of £136 per stay versus the leisure visitor who spends £36**.

We would be keen to discuss how we can work with the council to ensure that business in the city grows and ensure that we have the necessary facilities to attract business tourism in greater numbers. We would be delighted to meet with you and the Development Committee at your convenience and if you require additional information please do not hesitate to contact me and I will be happy to help.

I look forward to hearing from you in the near future.

Best regards



Janice Gault
Chief Executive

* Source - STR Global, ** Source - Northern Ireland Tourist Board

DEMOCRATIC SERVICES			
13 DEC 2011			
SP & R	P & L	HOUSING	AUDIT
H & ES	TP	GR	COUNCIL
LIC	LEVEL	TRAN	
REFERENCE:	43555		
APPROVED TO:	BFA		



Belfast City Council

Report to:	Development Committee
Date:	10th January 2012
Subject:	Future Renewing the Routes Programme 2012-2016
Reporting Officer:	John McGrillen, Director of Development, ext 3470
Contact Officer:	Shirley McCay, Head of Economic Initiatives, ext 3463

1.	Relevant Background Information
1.1	In November 2011 a "Future Renewing the Routes Programme 2011-2016" paper was presented to Committee. Members asked at the time for the paper to be deferred to allow for further engagement at Party level. There were two main strands inherit within the report; (1) the future renewing the routes programme and (2) the potential for a parallel neighbourhood programme.
1.2	<u>Future renewing the routes programme</u> Given the availability of a finite resource the paper presented an initial analysis of the arterial routes to members through a red, amber, green status report and following on from this the potential short to medium and long-term target areas.
1.3	This was based on a previous Committee agreed methodology that surveyed each individual arterial route looking specifically at land status; occupancy rates; building condition; shop front conditions; social and economic deprivation.
1.4	Further considerations (detailed later in this report) and discussion with elected members at party level were required before any final decisions on target areas were presented to Committee for consideration.
1.5	<u>Potential neighbourhood programme</u> The previous report provided members with an initial map that identified some potential neighbourhood areas. The map was not exhaustive but provided for members initial information and comment.
1.6	It would be the intention that members consider a future neighbourhood programme which would run parallel to that of the renewing the routes programme discussed above. It is important that this potential programme is in line with the Council's overall place shaping agenda; development of a city resourcing plan and discussion on local or neighbourhood funds. With this in mind it would be the intention to include this work as part of this wider agenda and report back to Committee once these issues have been programmed corporately.

1.7	This purpose of this report is two fold; firstly, to seek member's agreement on the broad parameters of a potential renewing the routes programme and secondly, to update members on a specific request from the Department of Social Development (DSD) to work with them on a joint initiative in Woodstock Link (Appendix 1).
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2.	Key Issues
2.1	<p><u>Renewing the Routes broad parameters programme.</u> Following initial discussions with members there were a number of key considerations that were identified as important influences for ongoing work:</p> <ol style="list-style-type: none"> 1. Members were broadly supportive of a four year programme to allow for a more planned approach across the city on a north, south, east and west geographical split each target area receiving an allocation of £150,000 per annum; 2. A programme based on target two areas per annum. 3. That consideration be given (where possible) to prioritising areas that have not received assistance in the past; 4. Flexibility in the programme to be responsive to the potential for small scale environment improvements arising from individual or trader/community associations within their respective area, with a separate allocation subject to Committee approval; 5. To guide the identification of areas for member consideration officers should consider a number of strategic issues including a) whether a renewing the routes type project would have a significant impact; b) whether there are complementary regeneration activities planned for the area and c) whether the area has a natural community focus.
2.2	<p>Taking account of these influences members are asked to consider and approve the following parameters for the development of a Renewing the Routes programme :</p> <ol style="list-style-type: none"> 1. A four year plan based on an allocation of £300,000 per annum (two routes with £150,000 allocated to each); 2. A city wide approach (north, south, east and west geographical split) with two areas to be targeted per annum; 3. An additional £40,000 to be allocated to provide the flexibility to respond to individual requests from trader groups/community associations for smaller scale targeted environmental works. Potential projects to be brought before Committee for approval and any unallocated resources to be utilised to supplement the main programme in that year; 4. Moving forward from the initial survey of arterial route areas four strategic considerations, are applied survey results to aid prioritisation:- <ol style="list-style-type: none"> a. whether a renewing the routes type project would have any impact in the area; b. the potential impact of any complementary regeneration activities planned for the area; c. the extent to which areas have benefitted from previous support or local regeneration funding; and d. whether the area forms a natural community/commercial focus. 5. Final recommendations for a four year programme, following assessment alongside the above parameters, are brought before a subsequent Committee for consideration.

2.3	<p><u>Request from DSD to work with the Department at Woodstock link.</u> Following public realm improvements carried out by the Department of Social Development at Woodstock Link, the Department has formally requested the Council to assist with the implementation of a commercial improvement programme to the adjacent properties. (Appendix 1).</p>
2.4	<p>The Department has confirmed that all costs associated with the commercial improvement programme will be covered by their DSD budgets and permission is being sought from Committee for staff assistance in the development and delivery of the potential complementary commercial regeneration project.</p>

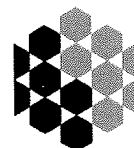
3.	Resource Implications
3.1	The budgets for the Renewing the Rotes programme have been included as part of the estimates process.
3.2	There are no additional resource implications arising from the proposed assistance to DSD in the development of a commercial improvement project for Woodstock link.

4.	Equality and Good Relations Considerations
	There are no Equality and Good Relations considerations attached to this report.

5.	Recommendations
	<p>Committee are asked :</p> <ol style="list-style-type: none"> 1. To approve the broad parameters for the further prioritisation and development of the Renewing the Routes programme as detailed in paragraph 2.2 of this report; 2. To approve the support for the development of a commercial improvement programme at Woodstock Link to be funded exclusively by the Department of Social Development; and 3. To agree that a subsequent report be brought back to Committee for consideration detailing the basis for a four year Renewing the Routes programme with specific target areas across the city identified on a north, south, east and west basis.

6.	Decision Tracking
	Further to approval of the attached programme and recommendations:
	Timeline: February 2012 Reporting Officer: Shirley McCay

8.	Documents Attached
	Appendix 1: Request from the Department of Social Development (DSD)



Department for
**Social
Development**
www.dsdni.gov.uk

**Physical Development Branch
Belfast Regeneration Office**

Level 2, James House

2-4 Cromac Avenue

Ormeau Road

Belfast, BT7 2JA

Telephone: 02890 819656

Fax: 02890 819620

E-mail: stephen.dobbin@dsdni.gov.uk

Your Ref:

Our Ref

Date: 7 December 2011

Mr F Smyth
Belfast City Council
Development Department
4-10 Linenhall Street
BELFAST
BT2 8BP

Dear *Frankie*,

RE: VACANT PROPERTIES AT WOODSTOCK ROAD, BELFAST

I am writing to seek the assistance of Belfast City Council to complete a small environmental improvement scheme at Woodstock Road, Belfast.

The Department has recently completed a major public realm scheme at this location and the occupied and vacant properties at Woodstock Road are in poor condition and are detracting from the overall visual appearance of this environmentally improved location.

It is proposed to complete cosmetic improvements to both the occupied and vacant properties to visually improve this area and important traffic route.

I would be grateful if Belfast City Council could consider the above request and as on many previous occasions, work in partnership with the Department to deliver much needed environmental improvements which will benefit the City and its local communities.

Yours sincerely

Stephen Dobbin
STEPHEN DOBBIN

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Report to:	Development Committee
Subject:	Update on Microfinance Work
Date:	10 January 2012
Reporting Officer:	John McGrillen, Director of Development, ext 3470
Contact Officers:	Shirley McCay, Head of Economic Initiatives, ext 3459

1	Relevant Background Information
1.1	Businesses – and small businesses in particular – have indicated that they are struggling to access finance or that the terms of their original credit agreements with their lending institutions have been significantly altered, meaning that access to credit is increasingly difficult.
1.2	This has had an impact on economic growth, with successive growth forecasts being downgraded and the Chancellor proposing a revised package of support to stimulate growth, as part of his Autumn statement. A central pillar of this package is a range of “credit easing” schemes including a loan fund of up to £20billion.
1.3	Elected Members have identified the shortage of investment finance as a key inhibitor to growth and have asked officers to investigate the potential for a micro finance initiative to stimulate business start up and growth.

2	Key Issues
2.1	Traditionally, the Council’s business support programmes consist of a range of direct support interventions (workshops; 1-2-1 mentoring; mystery shopping exercises etc.). These are sometimes supplemented by a small grant element (up to £500) to be used towards an agreed development action, as identified by their mentor. Given feedback from companies, we are also exploring the potential for product development support – i.e. accessing R&D or specific innovation support to allow a company to test out a new product, moving it through from concept stage. This is likely to involve slightly larger amounts of money (up to £4,000) but, again, will be issued on agreement of specific actions

	to be undertaken.
2.2	<p>Currently, the Council does not provide loan finance for companies. There is a range of financing options available to companies, ranging from bank lending to venture capital. All of these are predicated on a strong business case being presented and this, itself, is subject to significantly more scrutiny than may have been the case in the past. We are currently undertaking a “Business of Finance” programme – involving 12 local businesses and social enterprises. This programme aims to help participating businesses:</p> <ul style="list-style-type: none"> – Understand more clearly the financial position of their business through an assessment of their current financial health. – Master financial tools to improve the financial performance of the business in the short to medium term. – Learn how to develop and implement an improved ongoing approach to financial management within the business. – Master financial analysis to support business decision making. – Understand the requirements of external funders and being better positioned to access external funding.
2.3	<p>In recognition of the difficulties experienced by those wishing to start up a business, Invest NI has re-introduced the grant element to the mainstream start up programme – the Enterprise Development Programme (EDP). This is available only for specific target groups, namely those living in Neighbourhood Renewal Areas (£1,000 grant available) and those not in employment, education or training (NEETs) (£1,500 grant available). For both groups, the grant amount is only paid out once the company is established.</p>
2.4	<p>Invest NI also announced a new Growth Loan Fund at the end of November 2011. Under this fund, £50million will be made available to support business growth – particularly for small businesses. Loans will be made to businesses that can demonstrate sales and profitability growth, or strong growth potential. Businesses that currently export and wish to further expand sales in international markets will be a key target of the Fund, as they have the potential to contribute most to Northern Ireland’s economic growth. The Fund will provide loans, primarily unsecured in nature, of between £50,000 and £500,000 to businesses in the manufacturing or tradable services sectors.</p>
2.5	<p>In early December 2011, Invest NI announced that they will launch a new £5m loan fund aimed at assisting micro-businesses. Under this scheme, loans of up to £5,000 will be made available to eligible companies. The scheme is expected to be launched in spring 2012.</p>
2.6	<p>These schemes are part of Invest NI’s Access to Capital strategy. As part of this work, they are seeking to create a “continuum of support” meaning that depending on the stage of the development of the business, some business support mechanism is in place to enable viable projects to draw down support to underpin their growth plans.</p>
2.7	<p>The European Commission announced in 2010 that it intended to launch a micro credit initiative called “Progress”. It suggested that the loans would be likely to average around €8,000 and would be provided primarily to those in the service sector. As yet, no operator has been identified for this scheme in Northern Ireland.</p>
2.8	<p>The social economy has a relatively strong and well-developed financing</p>

	<p>infrastructure, largely managed by UCIT Ulster Community Investment Trust (UCIT) and Unltd. Both organisations provide financial assistance to social economy businesses (UCIT) and individuals (Unltd), alongside business mentoring and business development support.</p> <p>An illustration of available support mechanisms is provided in Appendix 1.</p> <p>2.9 As part of the work involved in developing the Investment Package, Members asked that further work be carried out to consider the potential of Council involvement in a micro-finance initiative. Based on previous experience of these schemes across the world, there are a number of issues which would be important for the Council to consider before agreeing to become engaged in such an initiative. These include:</p> <ul style="list-style-type: none"> - Need to consider the legality of Council as a lender (see details of guidance from legal services below) - Need to consider whether a separate body would be required to administer and manage the scheme – if so, how would this be appointed? (also see guidance from legal services) - There is a significant level of risk associated with loans of this nature – is the Council prepared to take the risk? - Research suggests that a loan on its own is not sufficient – need to consider how it could be packaged together with other support (mentoring etc.) - Need to consider what we expect to achieve from the investment – more start ups?; more start-ups in disadvantaged areas?; more growth of existing businesses? The specifics of the scheme will dictate how it runs and will have an impact on investment/return ratios etc. <p>2.10 Advice from Legal Services suggests that, whilst a council is empowered to incur expenditure with the purpose of promoting the economic development of its district, the legislation does not make any reference to the potential for providing loan funding as an eligible activity. However, whilst a council may be precluded from giving loans, it would not be precluded from giving funds to an appropriate organisation that could administer a loan scheme. Therefore, in terms of administration and other legal complexities around contracts and recovery, an arms length arrangement would be the best vehicle, if the Council wanted to progress with such a scheme.</p>
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3	Resource Implications
3.1	<p><u>Financial</u> No specific financial implications at this stage.</p>

4	Equality and Good Relations Considerations
4.1	There are no specific equality and good relations considerations attached to this report.

5	Recommendations
5.1	<p>Members are asked to:</p> <ul style="list-style-type: none"> - Note the issues around the provision of micro finance support - Note the range of existing loan and investment support - Consider whether any additional engagement from Belfast City Council is required in this field.

6	Decision Tracking
<p>If the recommendations are agreed, the outcomes of the report will be fed back to the Committee in May 2012.</p> <p>Timeframe: May 2012 Reporting Officer: Shirley McCay</p>	

7	Key to Abbreviations
<p>EDP - Enterprise Development Programme NEETs - not in employment, education or training UCIT - Ulster Community Investment Trust</p>	

8	Documents Attached
<p>Appendix 1: Overview of existing provision.</p>	

Appendix 1 - Overview of micro finance/small business growth support

Fund name	Target group	Award amount	Funder	Focus/output
Start up support				
Enterprise Development Programme	Those living in Neighbourhood Renewal Areas	Up to £1,000	Invest NI	Growing number of businesses in NRAs
Enterprise Development Programme	NEETs (those not in education, employment or training)	Up to £1,500	Invest NI	Addressing growing number of NEETs
Enterprise Programme	Aged 18-30, unemployed or working less than 16 hours	Up to £4,000 for sole trader and £5,000 for partnership (loan is conditional on range of criteria being met)	Prince's Trust	Increase number of young people starting up in business
Enterprise NI start up loans	Growth focused start up businesses	Up to £10,000 (unsecured)	Enterprise NI	Growth focused start ups (those with poor credit history exempt)
Unltd Level 1 awards	Community groups/social enterprises looking to set up a business	£500-£5000	Unltd	Support growth of social economy
Business growth support				
Unltd level 2 awards	Social enterprises seeking to expand/community groups undertaking development schemes - 50 available UK wide annually	Up to £15,000	Unltd	Create sustainable social enterprises
Enterprise NI loan fund	Businesses seeking to expand (in business for more than 2 years)	Up to £25,000 (unsecured)	Enterprise NI	Support business growth (no specific target group or exemptions)
Micro business loan fund (Invest NI)	Micro-businesses (no specific sectors/other conditions prescribed at this time)	Up to £5,000	Invest NI	Limited information available to date - likely to focus on "re-building" the economy, alongside wider "re-balancing" support
Invest NI growth fund	Growth focused businesses, focusing on exporting	£50,000 to £500,000	Invest NI	Support business growth for export-focused businesses
Venture capital funding	Growth focused businesses	Dependent on investment sought - generally higher levels of finance, supplemented by guidance and support of "business angel"	Range of venture funds available	Targeted on fast-growing businesses, with significant potential for return on investment

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Belfast City Council

Report to:	Development Committee
Subject:	Assembly Committee for Enterprise, Trade & Investment Inquiry into developing the Northern Ireland Economy through Innovation, Research & Development
Date:	10 January 2012
Reporting Officer:	John McGrillen, Director of Development ext 3470
Contact Officer:	Shirley McCay, Head of Economic Initiatives ext 3459

1	Relevant Background Information
1.1	The Northern Ireland Assembly Committee for Enterprise, Trade & Investment recently announced an inquiry into developing the Northern Ireland Economy through innovation, Research & Development with a submission date of 16 December 2011.
1.2	The inquiry has been established in order to identify the barriers faced by organisations in availing support for innovation, research and development.
1.3	Members will be aware that Belfast City Council plays a key role in the development and support of the local business community and as such would welcome the opportunity to participate in the inquiry and its response.

2	Key Issues
2.1	The recent Treasury consultation on Rebalancing the Northern Ireland economy noted Northern Ireland's traditionally low level of Business Expenditure on Research & Development (BERD). Over the last 5 years this has averaged just 0.69% of Gross Value Added (GVA) compared to the UK average 1.23%.
2.2	Additionally, it is estimated that the majority of BERD (57%) is undertaken by only 10 businesses.
2.3	The Committee is interested in collecting the views on what barriers exist to engagement in innovation & R&D and what opportunities exist to increase the level of involvement?

2.4	<p>This inquiry aims to:</p> <ul style="list-style-type: none"> - Examine the current policies, programmes and opportunities available to support innovation, research and development at international, EU, UK, cross-border, Northern Ireland and Local Government levels; - Examine the current policies, procedures and practices being deployed to assist organisations to avail of these opportunities; - Compare the assistance provided in Northern Ireland with that provided at regional level in England, in the other devolved administrations, in the Republic of Ireland and in other EU member states; - Assess the appropriateness of current policies, procedures and practices in assisting organisations to avail of opportunities for innovation, research & development; - Identify actions to be taken by the UK Government, Northern Ireland Executive, DETI, other NI departments, InterTradeIreland, universities, businesses and business support organisations and local councils; and - Report to the Assembly with full findings, conclusions and recommendations on how policies, procedures and practices can be improved in order to maximise opportunities to support innovation, research & development for the benefit of the Northern Ireland economy. - Report to the Assembly with full findings, conclusions and recommendations for improvements in: policies and delivery mechanisms; and collaboration among all key stakeholders, to further develop and enhance the potential of the creative industries in Northern Ireland. <p>The Council has provided a number of mechanisms to encourage local small businesses to engage in R&D, Knowledge Transfer and Innovation and to embed a sustainable approach to engagement with the research base within the local micro-business sector through support under the sustainable competitiveness Programme for Northern Ireland.</p>
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3	Equality and Good Relations Considerations
3.1	There are no specific Equality and Good Relations Considerations attached to this report.

4	Recommendations
4.1	<p>Members are asked to:</p> <ul style="list-style-type: none"> - Note the Committee for Enterprise, Trade & Investment inquiry into developing the Northern Ireland Economy - Note the Belfast City Council response to the inquiry

5	Decision Tracking
No decision tracking attached to this report.	

6	Key to Abbreviations
BERD – Business Expenditure on research & Development GVA – Gross Value Added R&D – Research & Development	

7	Documents Attached
Appendix 1 - Draft Belfast City Council response to Committee for Enterprise, Trade & Investment enquiry into developing the Northern Ireland Economy through Innovation, Research & Development.	

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**Northern Ireland Assembly Committee for Enterprise, Trade & Investment
Inquiry into Developing the Northern Ireland Economy through Innovation, Research & Development**

Section 1 Organisation Details

Organisation Name	Telephone Number		
Belfast City Council	00442890320202		
Organisation Address	Organisation Type (Include one or more X)		
Cecil Ward Building 4-10 Linenhall Street Belfast BT 1 8BP	Business	<input type="checkbox"/>	University
	Business Support	<input type="checkbox"/>	FE College
	Government	<input checked="" type="checkbox"/> YES	Research
	Other (Please Specify)		<input type="checkbox"/>

Please provide some background information on the organisation

Belfast City Council is the largest local authority in Northern Ireland with 51 Councillors representing the nine electoral areas across the city. The Council provides public services and leadership for the city of Belfast.

Section 2 Questions to Consider

1. What opportunities are you aware of at EU, UK, cross-border, Northern Ireland and local government levels for business and academia to become involved in research and development?

A variety of opportunities exist for engagement in R&D:

Invest NI provide a wide range of support mechanisms to encourage local businesses and research institutes to engage in R&D. The main mechanism is the grant for R&D which incorporates three main funding types, namely proof of market, proof of concept and support for prototyping. Invest NI also administer schemes such as Innovation Vouchers and Knowledge Transfer Partnerships which enable local businesses to engage with academic and research institutes for the development of project ideas.

At a higher level, Invest NI have been involved in the implementation of large scale R&D programmes, specifically the development of the Peace II funded Research & Technological Development Centres of Excellence within larger businesses and universities in Northern Ireland and the subsequent competence Centres Programme aimed at the development of strategically significant R&D infrastructure.

Local Authorities have implemented a number of schemes under the various European Structural Funds aimed at providing early stage R&D support to micro-businesses. This type of support is principally aimed at encouraging businesses to engage in R&D for the first time and provides direct mentoring support for the participant businesses.

Examples of this include:

Lisburn City Council's Innovation Networks Programme
Craigavon Borough Council's You Can Develop It Programme
Belfast City Council's Stepping Stones Programme

Finally there are a range of European wide projects that are available for local businesses including the 7th Framework Programme and the Competitiveness & Innovation Programme.

2. How appropriate are the available opportunities for developing the Northern Ireland economy?

We feel that the bulk of opportunities and attention are focused on larger businesses and inward investors and this is to the detriment of the majority of businesses in Northern Ireland. The figures appear to support this with 10 companies accounting for almost 60% of all Business Expenditure on R&D locally, a figure which is increasing year on year. Also almost 70% of R&D expenditure is accounted for by externally owned businesses. The 7th Framework Programme (FP7) is a striking example of this. NI underperforms considerably in relation to drawdown under FP7 however, the complexity and difficulties inherent in accessing this programme have created considerable barriers for NI based SMEs to access it. In the Republic of Ireland, a substantial support structure exists in order to facilitate business access to FP7 with support for bid writing and partner sourcing for example. Little similar support exists in Northern Ireland and an 80% unsuccessful rate of applications has resulted.

We also feel that unnecessary restrictions on some of the Programmes also have a negative impact on the uptake of these opportunities – i.e. one of the eligibility criteria for Innovation Vouchers is that businesses should hold a current, valid Company Registration Number. The inter-departmental business register identifies in excess of 70,000 enterprises in Northern Ireland, just over half of which are live companies registered. No clear rationale behind implementing this restriction appears to exist.

There is a perception that the existing support comes with a heavy price tag both in terms of the potential risk to the applicant businesses but also in terms of the bureaucratic structures they need to navigate in order to avail of the support.

Finally, we feel that a disproportionate amount of funding for R&D in Northern Ireland is allocated to universities with little success achieved in transferring the results of R&D undertaken into the business sector.

3. What support is available to assist organisations to access opportunities for research and development?

Support is available across a number of levels including at individual Local Authority level, region wide, cross border and European:

Some Local Authorities have introduced smaller scale schemes to introduce their business clients, predominantly micro-businesses, to the ideas and concepts around R&D and innovation. These projects have been framed with the aim of establishing sustainable relationships between the local research communities within Universities and Colleges and the business base.

The establishment of a team of innovation advisers within Invest NI is a welcome development and can assist to demystify the process of engagement with R&D, particularly for first time participants. Obviously this is a finite resource and if NI is to significantly increase the levels of take up of R&D and the subsequent levels of expenditure on R&D, some consideration should be given to enhancing the availability of innovation advisers.

InterTradeIreland have introduced a number of initiatives aimed at stimulating cross border knowledge transfer and R&D including Fusion, Innova and the All Island Innovation Programme comprising of a series of workshops, seminars and masterclasses.

Invest NI have also established an R&D liaison executive based in Brussels to enable local businesses to take advantage of opportunities through European funding for R&D.

The availability of tax incentives for R&D such as R&D tax credits is another important support mechanism available to businesses to support the undertaking of R&D.

4. How beneficial is the available support in assisting organisations?

We feel that the support for accessing R&D opportunities is largely skewed in favour of larger businesses and the research community, particularly within Northern Ireland's universities and further education colleges. Larger organisations, by their nature, are more likely to be able to plan more strategically, with smaller businesses more constrained by the availability of resources and the need to plan on a shorter term basis with an impetus on shorter payback periods, which is not always appropriate for R&D investments.

Belfast City Council's recent 3rd annual survey of Belfast businesses has indicated that those businesses with less than 10 employees are more likely than their larger counterparts to require support for innovation, product development and research & development. We feel this is a reflection of the previous responses that indicate that larger businesses are more likely to engage in R&D due to the more ready availability of resources, both financial and human.

While the UK R&D tax credit is recognised as internationally competitive, in terms of its attractiveness to potential new investors, there is conflicting evidence on the success of tax incentives for R&D, particularly with regard to SMEs. The current structure is confusing, although the 2011 Budget has announced steps to address this confusion, with UK investment in R&D continuously declining as a proportion of GDP since the introduction of the R&D tax credit scheme. This is in sharp contrast to the experiences of countries such as the US, Germany, France and Japan where the introduction of increased fiscal incentives has led to increases in the investment in R&D as a proportion of GDP.

As mentioned above, we feel that the introduction of innovation advisers within Invest NI has been a particularly welcome development but that this mechanism could be enhanced in order to improve its impact.

5. What are the main barriers faced by organisations in accessing opportunities to be involved in research and development?

Barriers faced by organisations, predominantly SMES include:

- Perception of R&D as a large business activity;
- Over complication of the support mechanisms and associated literature;
- Lack of awareness of existing opportunities;
- Excessive bureaucratic process; and
- Availability of resources both financial and human for project development and subsequent implementation

6. What can government do at UK, cross-border, Northern Ireland and local level to assist organisations and to improve opportunities for research and development?

New support mechanisms should be aimed predominantly at ensuring that micro and small businesses have the capacity and capability to engage in the R&D process.

From our research, we have identified the need for flexibility in funding and direct financial support as being key to enhanced expenditure on R&D and innovation. The current structures are over complicated and excessively bureaucratic and lead times for applications can mean that critical competitive advantages are lost. We believe that simplification of the existing support structures, particularly the tax incentives, could lead to enhanced investment in R&D.

We believe that there is significant potential to learn from best practice in other regions, notably the Republic of Ireland, and their approach to encouraging investment in R&D and innovation. The establishment of a new National Support Network for R&D in the Republic of Ireland has been welcomed as an extremely beneficial development with Enterprise Ireland having the capacity and capability of providing financial assistance to support co-ordination, travel and proposal preparation under FP7 .

The identification and promotion of R&D role models, mentors and advisers, particularly within the SME sector, could assist smaller businesses to address some of the psychological barriers to investment, particularly around the perception of R&D as a larger business activity.

7. What additional or alternative policies or actions could be considered to assist organisations to become involved in research and development?

We believe that the improvement of business awareness of opportunities is crucial to improving the levels of involvement by businesses in R&D and Innovation. This could be achieved through a series of funding clinics, seminars and workshops and an enhanced engagement programme with businesses at all levels.

Promoting improved linkages between the research community in Universities and Colleges and the business community and promoting lower risk R&D can be a useful mechanism in facilitating early stage R&D, particularly for first time engagers.

We believe that due to the small business dominance of the local economy, new and revised support structures should be developed in consideration of their particular needs and requirements.

8. How can business and academia work to support research and development opportunities?

The establishment and creation of small business R&D role models and case studies can assist to address some of the existing perceptions that R&D is the preserve of large businesses. We feel that larger businesses can play a significant role in the promotion of R&D, particularly within their supply chains through the promotion of supply chain innovation incentives and initiatives.

Section 3 Additional Information

Please provide any additional information which you believe will be of assistance to the Committee during the course of the Inquiry

We believe that there is a real opportunity to look at best practice in R&D and Innovation support, particularly the Republic of Ireland model of support with the involvement of Enterprise Ireland and all Regional colleges.

We also believe that there is an opportunity to take advantage of the establishment of new posts in the NI Executive office in Brussels in order to promote access to opportunities at a European level for local small businesses.

Finally, we feel that it will be important for the Northern Ireland Assembly, informed by business support practitioners, to play a role in shaping the new R&D support mechanisms emerging from Europe under the structural funds programme 2014-2020 and to ensure that support is tailored to the specific requirements of the business landscape in Northern Ireland and its predominantly small business composition.

Section 4 Contact Details

All written responses should be sent to:

Jim McManus
Committee Clerk
Room 375
Parliament Buildings
Belfast
BT4 3XX

Tel. 028 9052 1574

Email: committee.eti@niassembly.gov.uk

To Arrive no later than 16th December 2011



Belfast City Council

Report to:	Development Committee
Subject:	Development and Outreach Initiative
Date:	10 January 2012
Reporting Officer:	John McGrillen, Director of Development, ext 3470
Contact Officer:	Shirley McCay, Head of Economic Initiatives, ext 3459

1	Relevant Background Information
1.1	Members will be aware that the Council distributes a range of funding to culture and arts organisations. Due to the need for organisations to plan their programmes, the Council endeavours to award funding as early in the financial year as possible. Therefore, the Development and Outreach Programme will reopen in early February and close in March.
1.2	No funding applications will be approved prior to ratification of the 2012–13 budget estimates.
1.3	The Development and Outreach Initiative focuses on skills development and allows meaningful engagement between artists, arts organisations and communities. Within the context of a review of all grant streams in 2012/13 as part of the Integrated Cultural Strategy, we aim to evaluate the impact of this fund, and we will highlight the frequently dramatic positive changes it has made within communities.
1.4	In 2010/11, a total of £255,949.50 was requested and £153,430 was distributed across 12 grants. The average grant was £12,785.83. Audience figures totalled 58,788 and participant numbers 2,127. The cost per head for Belfast City Council's investment was £2.52. The grants helped to support 56 full time jobs, 31 part times jobs, and 270 freelance jobs, as well as 196 volunteer posts. The projects happened within areas of deprivation or with disabled groups and distribution across electoral areas was as follows: 41% took place in Laganbank, 17% in Court, 17% in Castle, 17% in Balmoral, and 8% in Oldpark.
1.5	In 2011/ 12, a total of £394,968.90 was requested and £164,696.30 has been distributed across 14 grants. The average grant is £11,764 in this current year. Distribution across the city is as follows: 33% in North of the city; 18% in

	South; 18% in East; 16% in West; and 15% in Shankill. More statistical information about this year's Development and Outreach Initiative will be presented within the context of the review later in 2012, as many of the projects are still live as the fund runs until April 2012, and final reports are still being received.
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2	Key Issues
2.1	The Development and Outreach Initiative aims to build capacity and boost cultural activity in communities with weak cultural infrastructure. Applications must be made on behalf of consortia of arts, heritage and community organisations. Beneficiaries must be from the top 50 per cent most deprived areas in Belfast (according to the Multiple Deprivation ranks for Northern Ireland) or have a disability.
2.2	The projects may run from May 2012 to May 2013. It is anticipated approximately 13 partnerships will receive support and the maximum level of funding available per project is £20,000.
2.3	We will work in partnership with Community Arts Partnership and our Community Services Team to ensure that genuine community need and demand for projects is identified.

3	Resource Implications
3.1	<u>Financial</u> £165,000 has been included in the Tourism, Culture and Arts Unit budget estimates for the Development and Outreach Initiative.
3.2	<u>Human</u> This will be covered within the work programme of the Tourism, Culture and Arts Unit.

4	Equality and Good Relations Considerations
4.1	There are no Equality and Good Relations Considerations attached to this report.

5	Recommendations
5.1	It is recommended that Members note the contents of this report and agree to the opening of the Development and Outreach Initiative in February 2012.

6	Decision Tracking
Timeframe:	March 2012
	Reporting Officer: Kerrie Sweeney



Report to:	Development Committee
Subject:	Community Festivals Fund 2012/13
Date:	10 January 2012
Reporting Officer:	John McGrillen, Director of Development, ext 3470
Contact Officers:	Shirley McCay, Head of Economic Initiatives, ext 3459

1	Relevant Background Information
1.1	<p>Belfast City Council 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. Delegated authority was granted to the Director for this Fund. Grants range from a minimum of £2,500 to a maximum amount of £10,000. The fund is 50 per cent funded through DCAL and 50 per cent through Council revenue.</p>
1.2	<p>Belfast City Council and DCAL both recognise that community festivals can contribute to social cohesion, the celebration of cultural identity and the strengthening of community relations. The fund was set up not just to fund festival events, but to help build capacity within the community and ensure that festivals are more sustainable. Festivals supported under this fund must ensure that the community has ownership of it and plays a strong part in the development and delivery of the festival.</p>
1.3	<p>The Community Festivals Fund has demonstrated strong value for money for the Council. In 2010/11 we funded 33 festivals, to a total of £142,700. £289,861 was requested, so demand as usual far outstripped supply. The average grant was £4,461. This support helped to fund audience numbers of 266,689 and participant numbers of 9,449. From a Belfast City Council investment of £79,000, this is a cost per head of 0.28p. This investment also helped to sustain 46 full time jobs, 33 part time jobs, 225 freelance posts, and 462 volunteer posts. In terms of distribution across the city, 51.5% of the Festivals took place in the North of the city; 18.25% in the West; 18.25% in the South; 9% in the East, and 3% across Northern Ireland.</p>

1.4	<p>In the current year the Community Festivals Fund has supported a wide range of Festivals across the city. Information about these can be found in Appendix 2. There has been a total distribution of funds of £147,200. £509,003 was requested across the 4 tranches, which was almost three and a half times the funds available, demonstrating once again that demand for this Fund is extremely high. Thirty eight festivals were funded and the average grant was £3873.68, a reduction from the average grant in the previous year. This is a reflection of the reduction in grant from DCAL – a drop of 7% from 2010/11. Further statistical information about the grants distributed in this current year will be presented to a future Committee; many of the grants within this financial year are currently still live or have not yet submitted final report information.</p>
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2	Key Issues									
2.1	<p>DCAL have indicated that the monies available for 2012/13 are likely to be around the same as this current year which is £73,600. DCAL's contribution to the Community Festivals Fund 2012/13 is subject to the outcome of the central government budget consultation. Confirmation of their subvention is expected by mid-March 2012. £73,600 is therefore included in the Department's budget estimates for 2012-13.</p>									
2.2	<p>It is recommended that the Community Festivals Fund for 2012/13 opens on 3 February 2012 so that festival organisations can apply for funding for festivals taking place from April 2012. No funding will be formally approved prior to confirmation of an offer from DCAL and ratification of the 2012/13 budget estimates.</p>									
2.3	<p>It is also recommended that the Community Festivals Fund reduce its deadlines from four to two, and that the grant is split evenly between the two tranches. The main reasons we wish to make this change are:</p> <ul style="list-style-type: none"> - Community Festivals Fund is run through local councils throughout Northern Ireland; most have one funding deadline per year. We are the only council to run four deadlines. - Having four deadlines can be very inconvenient for festival organisations. We have already received feedback that a longer lead-in time would allow festivals to plan and budget more effectively. - Having four deadlines is very time consuming for the Council, which reduces the time that we can spend helping to develop Festivals through advice, training and support. Having more time for development would help us to help festivals increase their capacity, which is the primary aim of Community Festivals Fund. - Monies have not been evenly split between 4 Tranches, meaning that the fourth Tranche had less money to distribute to Festivals taking place between January–March, which some Festivals felt was unfair. <p><u>Current application dates 2011/12</u> Applications to the Community Festival Fund have been open four times a year (4 'Tranches'). The four dates for applications in 2011–12 were:</p> <table border="0" data-bbox="352 1895 1294 2022"> <thead> <tr> <th><u>Applications open</u></th> <th><u>Closing date</u></th> <th><u>Eligible festival dates</u></th> </tr> </thead> <tbody> <tr> <td>2 March</td> <td>23 March</td> <td>April–June 2011</td> </tr> <tr> <td>28 March</td> <td>22 April</td> <td>July–September 2011</td> </tr> </tbody> </table>	<u>Applications open</u>	<u>Closing date</u>	<u>Eligible festival dates</u>	2 March	23 March	April–June 2011	28 March	22 April	July–September 2011
<u>Applications open</u>	<u>Closing date</u>	<u>Eligible festival dates</u>								
2 March	23 March	April–June 2011								
28 March	22 April	July–September 2011								

24 May	1 July	October–December 2011
20 September	14 October	January–March 2012
<u>Proposed application dates 2012/13</u>		
We propose changing the application dates in 2012/13 to have 2 'Tranches' with dates as follows:		
<u>Applications open</u>	<u>Closing date</u>	<u>Eligible festival dates</u>
3 February 2012	24 February 2012	April – September 2012
20 July 2012	10 August 2012	October - March 2013
An Equality Screening process is taking place and so far there is 100% support for the amount of deadlines per year to be reduced from four to two. Members of the Festivals Forum were consulted at a recent Forum meeting and are generally supportive of the change. DCAL have confirmed that they are happy for us to proceed with the administrative change.		

3	Resource Implications
3.1	Funding is included in the Tourism, Culture and Arts Unit's draft budget estimates for 2012–2013.

4	Equality and Good Relations Considerations
4.1	An Equality Screening process is being completed by 4 January 2012.

5	Recommendations
5.1	It is recommended that Members; <ul style="list-style-type: none"> – note the contents of this report and agree to reduce the deadlines from 4 to 2 per year pending a positive equality screening outcome – agree to open applications to Community Festivals Fund 2011–12 – grant retrospective approval to funds distributed within this current financial year, as shown in Appendix 2.

6	Key to Abbreviations
	DCAL – Department of Culture, Arts & Leisure

8	Documents Attached
	Appendix 1 - Community Festivals Fund Application Form and Guidance Notes Appendix 2 - Community Festivals Fund Grants for 2011/12

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Department of
**Culture, Arts
and Leisure**

www.dcalni.gov.uk

Community Festivals Fund

(for festivals taking place from 1st January–31st March 2012)

Application Form

Deadline for Applications
12.00 noon, Friday 14th October 2011

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

Previously supplied

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. _____

3. Management & Governance

i. Please list the members of your Board/Management Committee in the table below and identify the key office bearers, e.g. Chair, Treasurer, etc.

Name	Position on Board/Committee	Occupation/Relevant Experience

ii. Does the Board have Sub-committees? If so, please supply details.

iii. How often does the Board/Management Committee/Sub-Committees meet?

iv. What is the length of term of office for a Board member? _____

v. Has the organisation established a committee specifically to run this festival?

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 2011–31 March 2012). 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 2010–31 March 2011).

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 2010/11?

£ _____

x. What was your organisation's total expenditure in 2010/11?

£ _____

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.			
	2008/9	2009/10	2010/11
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 18)		
Young adults (19 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 2011. Alternatively, you can enclose a marketing plan, which should be specific to this festival.

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 14th October 2011. 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?

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Department of
**Culture, Arts
and Leisure**

www.dcalni.gov.uk

Community Festivals Fund

(1 January – 31st March 2012)

Guidance Notes

**Deadline for Applications
12.00 noon, Friday 14th October 2011**

Contact Details:
Tourism, Culture and Arts Unit
Development Department
Belfast City Council
Cecil Ward Building
4-10 Linenhall Street
BELFAST
BT2 8BP
T: 028 9050 0512
F: 028 9027 0325

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 (Impact on Section 75 Group)**
- 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.

Particularly within this summer-time round of the fund, the Council is conscious of the importance of local cultural celebrations and commemorations within the City. The Council believes that local neighbourhoods have a rich cultural heritage and is keen to support local groups in the positive celebration of this. To this end, the Council is mindful that there will be various festival activities during July and August that will be celebrated within communities and is keen to support these. Where local community

festival events are promoting the positive expression and celebration of a neighbourhood's cultural heritage, the following criteria will apply:

- Events should comply with the 'Shared Space' criteria and be 'safe, welcoming, good quality and accessible'.
- No funding will be permitted for the purchase of flags and bunting
- No paramilitary flags or emblems must be flown at any event funded through the Festival's Fund
- There should be no burning of flags or emblems of any kind

3. Application Process

Making an Application

Applications to the Community Festival Fund open four times a year. The dates for 2011–12 are:

Applications open week beginning	Closing date for applications	Decision date week beginning	Eligible festival dates
2 March*	23 March	4 April	April–June 2011
28 March	22 April	13 May	July–September 2011
24 May	1 July	26 July	October–December 2011
20 September	14 October	15 November	January–March 2012

- Please note: at the time of opening applications to the first round of Community Festivals funding, funding for the entire programme has not been guaranteed. Any awards will be made subject to confirmation of funding. Festivals taking place in early April may proceed at their own risk. The Council is not liable for any costs incurred if funding is not secured.

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 90 500512.

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 90 500512. 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.

Impact on Section 75:

Section 75 and Schedule 9 to the Northern Ireland Act 1998 came into force on the 01 January 2000 and placed a statutory obligation on public authorities in carrying out their various functions relating to Northern Ireland, to have due regard to the need to promote equality of opportunity –

between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
between men and women generally;
between persons with a disability and persons without; and
between persons with dependants and persons without.

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
- ✓ Organisations who have a direct impact on Section 75 Groups

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
- × Flags and bunting

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/ coordinator 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.

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Appendix 2

Grants distributed under Community Festivals Fund 2011/12 - Information

TRANCHE ONE (April – June 2011)	
37.5% were new festivals and 62.5% existing festivals. The geographic breakdown of the festivals was: 50% based in North; 37.5% in South; and 12.5% in city centre.	
Cathedral Quarter Arts Festival	£9,000.00
Crescent Arts Centre	£6,862.50
Festival of Fools	£6,750.00
Greater Village Regeneration Trust	£1,875.00
Mount Vernon Community Development Forum	£2,283.75
Sandy Row Residents Association	£1,961.25
Shared History Project	£2,814.00
University of Ulster Foundation	£3,375.00
Total	£34,921.50

TRANCHE TWO (July - September 2011)	
36% were new festivals and 64% existing festivals. The geographic breakdown of the festivals was: 11% based in North; 16% in South; 24% in East; 13% in West; 13% in Shankill; 18% in city centre; 5% across N.Ireland.	
An Droichead	£4,885.00
ArtsEkta	£5,000.00
Beat Initiative	£5,000.00
Belfast Pride	£5,000.00
Beyond Skin	£2,625.00
Bridge Community Association	£2,647.00
Feile an Phobail	£5,000.00
Forthspring Inter Community Association	£1,204.00
Lower Castlereagh Cohesion Association	£2,821.00
Lower Ormeau Residents Action Group	£3,330.00
New Lodge Arts	£3,330.00
Sandy Row Residents Association	£833.00
Spectrum Centre	£2,443.00
Vision Exposed	£4,840.00
Wandsworth Community Association	£3,330.00
Total	£52,257.00

TRANCHE THREE (October - December 2011)	
22% were new festivals and 78% existing festivals. The geographic breakdown of the festivals was: 33% based in the North; 33% in West; 22% in South; and 11% citywide.	
Cúlurlann	£4,500.00
Glor Na Mona	£3,250.00
Indian Community Centre	£4,150.00
Markets Development Association	£1,633.75
New Lodge Arts	£5,000.00
Oh Yeah Centre	£4,050.00
Outburst	£5,000.00
Southcity Resource Centre	£5,000.00
Streetwise Community Circus	£5,000.00
Total	£37,583.75.

TRANCHE FOUR (January – March 2012)

1 is a new festival and 5 are existing festivals.

The geographic breakdown of the festivals is: 18.4% based in the North; 1.75% in East; 7% in South; 8.8% in West; 1.75% in Shankill; 62% in city centre; 5% across N.Ireland.

ArtsEkta	£3,738.00
Cathedral Quarter Arts Festival	£3,739.75
Chinese Welfare Association	£3,663.88
Feile an Phobail	£3,902.58
Green Shoot Productions	£3,656.29
Moving on Music	£3,736.25
Total	£22,436.75



Belfast City Council

Report to:	Development Committee
Subject:	Ligoniel Community Centre Licence Agreement BCC to Belfast Health and Social Care Trust
Date:	10 January 2012
Reporting Officer:	John McGrillen, Director of Development, ext 3470
Contact Officer:	Catherine Taggart, Community Development Manager, ext 3525

1.	Relevant Background Information
1.1	Glenbrook Surestart is an initiative that runs a specific programme for 2 year old children that is funded by the Department of Education and led by Belfast Health and Social Care Trust.
1.2	BCC Ligoniel Community Centre have had a Licence Agreement with Glenbrook Surestart since February 2009 to block book the Minor Hall and store from 9.00am to 1.00pm Monday to Friday, this licence expires on the 31 January 2012.
1.3	This partnership approach between the Department of Education, Belfast Health and Social Care Trust and the Ligoniel Community Centre has been very successful and has allowed quality childcare provision to be provided within the Ligoniel area, 5 days a week.
1.4	The programme has expanded to include 'Stay to Play' weekly sessions where parents stay for an afternoon session each week to play with their children, in this structured and supported environment.

2.	Key Issues
2.1	We are seeking to renew this licence for another 3 years until 31 January 2015

3.	Resource Implications
3.1	Based on current charges the cost of usage will be in the region of £37.00 per week with an additional cost of £100.00 per year for the use of the store.

4.	Equality and Good Relations Considerations
4.1	There are no Equality and Good Relations Considerations attached to this report.

5.	Recommendations
5.1	It is recommended that the Ligoniel Community Centre Licence Agreement between BCC and Belfast Health and Social Care Trust is renewed for a 3 year period until 31 January 2015

6.	Decision Tracking
John Nelson to work with Legal Services to prepare Licence agreement in February & ensure License in place during March 2012.	



Belfast City Council

Report to:	Development Committee
Subject:	Tender for Provision of catering, bars and restaurant services contract for the Belfast Waterfront
Date:	21 January 2012
Reporting Officer:	John McGrillen Director of Development ext 3470
Contact Officers:	Jacqui Owens City Events and Venues ext 1410

1	Relevant Background Information
1.1	All catering, bar and restaurant services to the Belfast Waterfront are currently provided, under contract, by an external supplier. This contract was awarded after a public tendering exercise to Mount Charles Catering (MCC) in August 2006, for a three year period, with an option to extend for a further 2 years. The original 5 year contract expired in September 2011.
1.2	Members' approval was granted at committee on February 15 th 2011 to extend the contract for a period of up to one year in order to facilitate a review of the contract specification and the product offer. The limit of this extension is September 2012.

2	Key Issues
2.1	In the period since the committee granted permission to extend the current contract with MCC an economic appraisal has been commissioned from RSM McClure Waters exploring the potential for development of an International Convention Centre for Belfast at the site of the Belfast Waterfront.
2.2	If any of the options outlined in the EA are selected for development the impact on services including catering will be significant and include:

<p>2.3</p> <p>2.4</p>	<ul style="list-style-type: none"> - Substantial building works on site requiring compromised services for an as yet unidentified period of time but likely to begin in summer 2013 - A shift in business emphasis towards an international conference market and a subsequent alteration to the catering product required - Opportunities to explore a wider range of options for procuring catering services <p>Given the uncertainties of the proposed new development at this time it is unlikely that the contract for provision of catering, bars and restaurant services could be let for any period longer than 1 year. The rigours of the tendering process and the development of a change management programme around the appointment of a new contractor for such a limited period of time are not viable. For this reason management are seeking to extend the current contract with Mount Charles Catering for a period up to 18months dependant on the outcome of the EA.</p> <p>Since this is a Service Concession contract, and therefore not covered by the EU rules, advice from both legal services and the procurement manager is that there would be no legal or procurement impediment in regard to a proposed extension on the current contract.</p>
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3	Resource Implications
	None

4	Equality and Good Relations Considerations
	There are no equality and good relations considerations

5	Recommendations
	<p>The Development Committee is asked to :</p> <p>1. Give approval to extend the contract with Mount Charles Catering up to September 2013 which will represent a total extension to the contract of 2 years. The extension to be monitored on a month by month basis up to that limit depending on the outcomes of the Economic Appraisal into the Development of a Convention Centre for Belfast.</p>

6	Decision Tracking
	<p>Further to approval, extension of the contract will run on a month by month basis in line with decisions on the potential redevelopment and any associated timeline</p> <p>Time line for review, September 2012 and then monthly up to September 2013.</p> <p>Reporting Officer: Jacqui Owens</p>

7	Key to Abbreviations
MCC – Mount Charles Catering	

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Belfast City Council

Report to:	Development Committee
Subject:	Tender for Provision of Cleaning services contract for the Belfast Waterfront
Date:	21 January 2012
Reporting Officer:	John McGrillen Director of Development ext 3470
Contact Officers:	Jacqui Owens City Events and Venues ext 1410

1	Relevant Background Information
1.1	All cleaning services to the Belfast Waterfront are currently provided, under contract, by an external supplier. This contract was awarded after a public tendering exercise to Redsky now trading as Totalis, in August 2008 for a two year period, with an option to extend for a further 2 years. The contract is due to expire in July 2012.

2	Key Issues
2.1	RSM McClure Waters are currently undertaking an economic appraisal exploring the potential for the development of an International Convention Centre for Belfast at the site of the Belfast Waterfront.
2.2	<p>If any of the options outlined in the EA are selected for development the impact on services including cleaning will be significant and include:</p> <ul style="list-style-type: none"> - Substantial building works on site requiring compromised services for an as yet unidentified period of time but likely to begin in summer 2013 - A significant increase in the size and physical nature of the Waterfront. - Opportunities to explore a wider range of options for procuring all of the contracted services

<p>2.3</p> <p>2.4</p>	<p>Given the uncertainties of the proposed new development at this time it is unlikely that the contract for provision of cleaning services could be let for any period longer than 1 year.</p> <p>The rigours of the tendering process and the development of a change management programme around the appointment of a new contractor for such a limited period of time are not viable. For this reason management are seeking to extend the current contract with Totalis for a period up to 18months dependant on the outcome of the EA.</p> <p>Since this is a Service Concession contract, and therefore not covered by the EU rules, advice from both legal services and the procurement manager is that there would be no legal or procurement impediment in regard to a proposed extension on the current contract.</p>
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3	Resource Implications
	None

4	Equality and Good Relations Considerations
	There are no equality and good relations considerations

5	Recommendations
	<p>The Development Committee is asked to :</p> <p>1. Give approval to extend the contract with Totalis up to August 2013 which will represent a total extension to the contract of 1 year. The extension to be monitored on a month by month basis thereafter for up to a further six months depending on the outcomes of the Economic Appraisal into the Development of a Convention Centre for Belfast.</p>

6	Decision Tracking
	<p>Further to approval, extension of the contract will run on a month by month basis in line with decisions on the potential redevelopment and any associated timeline</p> <p>Time line for review, and then monthly up to September 2013. Reporting Officer: Jacqui Owens</p>