

# Document Pack

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



31st May, 2013

## **MEETING OF DEVELOPMENT COMMITTEE**

Dear Alderman/Councillor,

The above-named Committee will meet in the Lavery Room (Room G05), City Hall on **Tuesday, 4th June, 2013 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
  - (c) Declarations of Interest
2. Dates and Times for Future Meetings - Chairman to Raise
3. Meeting with Chief Executive of the Arts Council - Oral Report
4. Public Hire Bike Scheme - Presentation (Pages 3 - 4)
5. Departmental Plan 2013/2014 (Pages 5 - 20)
6. External Market Application (Pages 21 - 22)
7. Marquees and Temporary Structures - Tender (Pages 23 - 24)

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**Belfast City Council**

<b>Report to:</b>	Development Committee
<b>Subject:</b>	Belfast Public Bike Hire Scheme
<b>Date:</b>	4 June 2013
<b>Reporting Officer:</b>	John McGrillen, Director of Development, ext 3470
<b>Contact Officer:</b>	Keith Sutherland, Urban Development Manager, ext 3478

<b>1</b>	<b>Relevant Background Information</b>
1.1	The Council secured £698,700 funding in August 2012, towards the provision of a Belfast Public Bike Hire Scheme as part of the Department for Regional Development (DRD) Active Travel Demonstration Projects fund. The development of a Public Bike Hire scheme is identified as a partnership project in Belfast City Council's Investment Programme 2012-2015. The Council proposes to work in partnership to develop a public bike hire scheme that encourages increased use and facilitates active travel in Belfast.
1.2	An Outline Business Case (OBC) for a Belfast Public Bike Hire scheme was commissioned by the Strategic Investment Board in conjunction with the Department for Regional Development and Belfast City Council and completed in July 2011. The OBC suggests that the approved bid for funding of £678,700 should cover the capital costs for a midsized 3 <sup>rd</sup> generation scheme of 300 bikes and 30 stations. This should achieve coverage for the core city centre area as designated in the Draft Belfast Metropolitan Area Plan.

<b>2</b>	<b>Key Issues</b>
2.1	<p><u>Scheme coverage</u></p> <p>It is intended to develop a strategic planning framework for Belfast Public Bike Hire which will set out the potential for future expansion of the Belfast public bike hire scheme based on criteria that addresses the operational requirements for the stations and the need to maintain a cohesive sustainable network.</p>

2.2	It is suggested that it would be useful for a representative from Dublin City Council to be invited to make a presentation to Council on the Dublin bike scheme and their approach for future expansion.
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<b>3</b>	<b>Resource Implications</b>
3.1	No revenue cost associated with the presentation request

<b>4</b>	<b>Equality and Good Relations Considerations</b>
4.1	There are no specific Equality and Good Relations Considerations attached to this report.

<b>5</b>	<b>Recommendations</b>
5.1	Members are requested to agree to invite a representative from Dublin City Council to make a presentation on the Dublin bike scheme and their approach for future expansion.

<b>6</b>	<b>Decision Tracking</b>
Presentation – September 2013	

<b>7</b>	<b>Key to Abbreviations</b>
DRD – Department for Regional Development OBC – Outline business case	



<b>Report to:</b>	Development Committee
<b>Subject:</b>	Department Business Plan 2013-2014
<b>Date:</b>	04 June 2013
<b>Reporting Officer:</b>	John McGrillen, Director of Development, ext 3470
<b>Contact Officers:</b>	Claire Patterson, Business Research & Development Manager, ext 3379 David Purchase, Business Research & Development Officer ext 3792

<b>1</b>	<b>Relevant Background Information</b>
1.1	The purpose of this report is to present Members with the proposed 2013/14 departmental plan for approval by Committee.
1.2	The Departmental Plan is one of the key ways in which Members manage the delivery of the Committee's priorities. The plan is closely linked to the financial estimates (i.e. the budget for the year ahead) which were considered on 15 January of this year alongside the provisional key actions for 2013/14. These were subsequently agreed by Council at its meeting in February.
1.3	Since then, Chief Officers have been finalising their departmental plans based on these approved estimates and actions, and the commitments made in the Investment Programme. The proposed Departmental Plan is appended to this report for approval by Committee.
1.4	The plan, once approved, also provides Chief Officers with the delegated authority to deliver the key actions that it contains subject to regular monitoring and reporting to Committee.

<b>2</b>	<b>Key Issues</b>
2.1	The appended plan sets out: <ul style="list-style-type: none"> <li>- Key departmental actions in 2013/14 and;</li> <li>- An indication of which actions directly contribute to the Investment Programme.</li> <li>- Financial information relating to the estimates for 2013/14.</li> </ul>

2.2	The Department has a major role to play in the delivery of the Investment programme and this is clearly reflected in the Departmental Plan. It is important to note that while significant investment is underway, this is matched by the ongoing delivery of services along with efforts to continuously improve services.
2.3	Members are asked to note the significant volume of work that the Department is committed to for 2013/14 and that the Department will also play a significant role in the plans for Local Government Reform and the transfer of major functions such as planning, regeneration and enhanced economic development powers back to local government. The Committee is already aware of the major impact of this as the Department already involved in working with DSD in terms of the Belfast Community Infrastructure Programme. While the exact nature of the support required to deliver effective local government reform is still developing it is clear that this will require resource input from the Development Department.
2.4	The Plan enables Committee to performance manage the key work of the department through six-monthly updates. It should also assist managers and officers to make decisions and allocate resources in line with the agreed objectives and activities.

<b>3</b>	<b>Resource Implications</b>
3.1	<u>Financial</u> A spending limit of £19,229,488 was agreed at Committee on 15 January 2013.

<b>4</b>	<b>Equality and Good Relations Considerations</b>
4.1	None. Specific projects within the plan will be subject to equality and good relations considerations as appropriate.

<b>5</b>	<b>Recommendations</b>
5.1	Members are asked to note and agree the proposed departmental plan which is appended.

<b>6</b>	<b>Decision Tracking</b>
Timeline: October/ November	Reporting Officer: John McGrillen

<b>7</b>	<b>Documents Attached</b>
Appendix 1 - The Development Department's Business Plan 2013-14.	

## **Development**

### **Departmental Plan 2013 - 2014**

## **Template**

**Please note** that this template is intended to provide a structure for the departmental plan. The content is illustrative and the standardised information (eg VCM and corporate values) is subject to update as the corporate plan is developed. Any changes will be notified to departments as soon as possible.

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**1.0 Background**

- 1.1 The Corporate Plan embodies what the council intends to achieve from 2012-15. It is ambitious yet realistic and demonstrates how Members' are committed to improving quality of life for everyone who lives in, works in and visits Belfast. It is based upon an assessment of need in the city, the views of residents on what the council's priorities should be and a commitment to strong political and executive leadership at both a city wide and neighbourhood level.
- 1.2 While the Corporate Plan focuses on issues which cut across Council departments, it also reflects the importance of the quality of the vital services that we provide on a daily basis.
- 1.3 The corporate plan is illustrated in figure 1 below, showing our key priorities for the city over the next 3 years are:
  - Leadership
  - Environment
  - Economy
  - People & Communities
  - Improving our Services



Fig 1: Corporate Value Creation Map

1.4 This Departmental Plan describes how the Development Department's actions and targets for 2013/14 complement the Corporate Plan. This Plan sets the strategic direction for the department and will ensure focused and effective management of the department by the Committees and senior managers. It provides explicit links between core departmental activity and corporate strategy.

1.5 Preparations are well underway for the reform of local government, which will take place by April 2015.

The Local Government Reorganisation Bill is set to be introduced to the Assembly in the coming months and there is already a significant programme of work being undertaken by all departments to prepare the organisation for the changes ahead. The Development Departmental Plan includes preparations for this work but once the legislation is introduced into the Assembly, there may be further actions which will need to be considered. Any additional actions will be incorporated into the Departmental Plan and updates will be provided to Committee accordingly.

1.6 Under the council's Scheme of Delegation, the Director of Property and Projects Department has been given the delegated authority to undertake the activities as outlined in section 4. Progress update reports will be submitted to the Development Committee twice yearly.

## 2.0 Corporate Values

Our corporate values are integral to the way in which the Council works. These values underpin everything that our councillors and employees do and the way the Council will deliver our objectives.

- **Focus on the needs of customers, foster a ‘can-do’ attitude and be problem solvers** - providing first class services which are responsive to citizens needs and continuing to ensure that the council is a place where things happen
- **Provide value for money and improve services** - delivering high quality, value for money services at all times and continually improving our services
- **Work together** - working with our partners across Belfast to ensure that our combined efforts contribute to the continued success of our city
- **Respect each other, be fair, promote equality and good relations** - improving access to our services; valuing diversity, ensuring that everyone shares in the city’s success and tackling discrimination in all its forms by treating all communities and people equally
- **Act sustainably** - using our resources effectively and efficiently and promoting the principle of sustainability in all our activities
- **Ensure the highest standards of health and safety** - maintaining the highest possible standards of health and safety at all times to ensure the Council protect our employees and all those who use our services
- **Value our employees** - continuing to support our employees to help them fulfill their potential

## 2.1 Organisational Structure



## 3.0 Departmental Budget

**DEVELOPMENT COMMITTEE  
MAIN ITEMS OF ESTIMATED EXPENDITURE 2013/14**

	<b>Net Expenditure 2012/13</b>	<b>Net Expenditure 2013/14</b>
<b>Community Services</b>	<b>5,519,610</b>	<b>5,492,208</b>
Community Resource Unit	309,440	294,334
Community Services Management	279,215	226,377
Travellers	52,829	48,794
Area Support Unit	1,130,706	1,168,674
Community Grants	1,014,251	1,050,483
Community Facilities	1,987,219	1,956,654
Children & Young People	745,950	746,892
<b>City Events and Venues</b>	<b>4,143,548</b>	<b>3,901,095</b>
Waterfront/Ulster Halls	2,478,057	2,400,924
City Events	1,665,491	1,500,171
<b>Economic Initiatives &amp; International Development</b>	<b>6,088,958</b>	<b>7,001,502</b>
Tourism, Culture and Arts	4,102,291	4,751,447
Economic Development	1,133,013	1,327,790
Urban Development	875,284	946,683
Markets	-21,630	-24,418
<b>Directorate</b>	<b>3,791,418</b>	<b>2,834,683</b>
Development Directorate	1,811,185	1,806,960
City Development	876,746	251,248
Business Research & Development	509,951	546,361
SNAP	357,688	0
European & International Unit	235,848	230,114
<b>TOTAL</b>	<b>19,543,534</b>	<b>19,229,488</b>

## 4.0 Key actions for 2013/ 14

The Department's key actions have been defined against the background of the value creation map. Each key task has a relationship with one or more of the themes described in the departmental VCM. Key Performance Indicators (KPIs) for the main outcomes expected are included at section 5. More comprehensive details of tasks, performance indicators and targets which contribute to the outcomes sought are contained in supporting Service Plans.

### 4.1 City Leadership

#### Key actions

##### In Investment Programme

- Launch the Belfast Masterplan and develop implementation mechanisms for the associated projects.
- Support the implementation of the Local Investment Fund and Belfast Investment Fund.
- Support the strategic development of the University of Ulster North City Campus.
- Implement a framework for marketing the city and developing International Relations.
- Host the Global India meeting in June 2013.
- Develop a portfolio of projects as a basis to secure EU funding for the Greater Belfast area for 2014-2020. A target figure will be developed once the new EU Programmes are open.
- Lead the NI EU Regional Forum.

##### Not in Investment Programme

- Plan for and influence the Local Government Reform, in respect of community planning, and the transfer of function relating to planning and regeneration, enhanced local economic development, devolved EU funding and transfer of community assets. – changed wording slightly
- Develop an Integrated Economic Strategy and associated action plan.
- Deliver the City Development Conference and use the outputs to inform the future approach to State of the City Debates
- Prepare for the transition of community development functions and plan for the implementation of the Belfast Community Investment Programme (BCIP) for the city (with DSD).
- Co-ordinate responses for the Department and Council on strategic planning/ transportation policies or issues.
- Co-ordinate responses to physical regeneration plans.

## 4.2 Environment

### Key actions

- Develop an investment proposition for the Renewable and Low Carbon Technology sectors.
- Agree a detailed implementation plan with partners and Committee for implementation in 2015 of the Belfast public bike hire scheme.
- Support, develop and implement actions identified in the review of the BCC Transport Policy.

## 4.3 Economy

### Key actions

#### In Investment Programme

- Manage the development and funding of increased convention centre and exhibition centre space at the Waterfront Hall.
- Lead on the delivery of an innovation centre.
- Lead on the delivery of a creative/digital hub programme.
- Super-connected Broadband – raise awareness of the opportunities and stimulate demand among the business community for high speed internet; and administer and promote the voucher scheme to help with connection costs.
- Secure funding and deliver the community access aspects as part of the super-connected broadband project.
- Commission a City Centre Regeneration Strategy in partnership with DSD.
- Improve and develop the city markets at St. George's and Smithfield in the context of supporting tourism and small businesses.
- Manage the new Markets Policy.
- Directly create jobs by working with local partners to deliver targeted employability initiatives across the city including HARTE and the Belfast Enterprise Academy.
- Work with partners to develop and deliver a city-wide employability and skills strategy and action plan.
- Provide targeted business support interventions through a series of workshops and 1-2-1 mentoring, to improve business competitiveness and productivity and to generate business efficiencies.
- Develop and implement a city wide retail support plan.
- Work towards the introduction of Business Improvement Districts (BIDs).
- Support initiatives to increase awareness of Council tendering opportunities and build capacity among Belfast companies to tender for public procurement opportunities.
- Develop a social clause policy and support implementation through council contracts.
- Deliver a programme of events at the Waterfront and Ulster Hall.

- Deliver Council's contribution to major events - the World Police & Fire Games 2013, Irish Dancing Championship 2013, prepare for Giro d'Italia in 2014, Tall Ships 2015 – and the annual programme of events.
- Develop Belfast's tourism product and deliver actions within the Integrated Tourism Strategy and action plan.
- Market Belfast by supporting the marketing and visitor servicing activities of the Belfast Visitor and Convention Bureau (BCVB).
- Deliver on the relocation of the Belfast Welcome Centre.
- Develop culture and arts by investing approximately £2M in cultural and artistic activities including the 'City of Festivals' and Creative Legacies.
- Implement the integrated Cultural Strategy.
- Secure World Host status for Belfast, working with the hospitality and retail sectors across the city
- Increase international business opportunities by organising the Belfast Tech mission to west coast USA in October 2013.

#### 4.4 People and Communities

##### Key actions

- Deliver the Renewing the Routes Programme 2012-16.
- Develop capacity for a reactive local regeneration schemes across the city.
- Support plans to restore and revitalise the Lagan Canal Corridor.
- Delivery of Phase 1 and Phase 2 of the Hannahstown Rural Development programme application.
- Resource support for Community Development local activity (including management of an outcomes based £1.748m grant programme).
- Invest approximately £860,000 in community-based advice services per annum via 5 city-wide advice consortia.
- Establish the potential impact of the Welfare Reforms.
- Develop a mechanism to bring together key players from across the City to raise awareness of the impact and scale of poverty and identify ways to address it.
- Provide support for community engagement within Council e.g. training, skill development, raising confidence and access.
- Manage and increase usage of community centres and other facilities.
- Develop and introduce a new volunteering framework to support over 70,000 volunteering hours per annum in community facilities.
- Deliver a coherent inter agency and inter departmental approach to working with the Traveller community.
- Propose a Council wide consistent criterion based framework for managing neighbourhood assets. If agreed, implement for the service.

- Implement the inter-departmental framework for children and young people.
- Ensure Council compliance with Child Protection requirements.
- Provide a city-wide play service targeting need and developing new approaches for delivering play.
- Deliver a comprehensive citywide summer programme.
- Build the capacity of Youth Forum members to increase the participation of children and young people in the city and neighbourhood life.
- Research and develop proposals for a Council Integrated Schools programme.

#### **4.5 Better Services**

##### **Key actions**

- Ensure compliance with all corporate process requirements including, audit reports, WIRES, risk management, IIP, etc.
- Implement a coordinated approach to grant management through the Grant Unit.

#### **4.6 An Organisation Fit to Lead and Serve**

##### **Information Management**

##### **Key actions**

- Use, promote and support evidence based planning via the use of CityStats and other local information.



**5.0 Key performance indicators for 2013/ 14****5.1 City Leadership**

<b>Performance Indicator</b>	<b>Annual Target</b>
Amount of money leveraged from Europe and UK by Development Department	£45,000,000

**5.2 Economy**

<b>Performance Indicator</b>	<b>Annual Target</b>
Markets Footfall	1,900,000
Jobs created	180
Number of Business supported	1,580
Number of people skilled up	1,100
Events Economic Benefit	£10,000,000
Events attendance	250,000
Waterfront and Ulster Hall attendance	370,000
Tourism Economic Benefit	£410,000,000
Total Day Trips	5,800,000
Visitor numbers	7,800,000
Number of people attending Culture, Arts and Events	4,000,000

**5.4 People and Communities**

<b>Performance Indicator</b>	<b>Annual Target</b>
Number of community grants distributed	370
Amount of community grants distributed	£2,600,000
Community centre attendance	550,000 & 65%
Volunteer hours	70,000

**5.5 Organisation fit to lead and serve**

<b>Human Resource Management</b>	<b>Annual Target</b>
<b>Performance Indicator</b>	
Average number of working days per employee lost due to absence	TBC
<b>Financial Planning</b>	<b>Annual Target</b>
<b>Performance Indicator</b>	
% revenue between actual net revenue expenditure and budgeted net revenue expenditure (in year)	+1 / - 2
% variance between forecast net expenditure and actual net revenue expenditure y/e	+0.5 / -2%
% compliance of purchase orders raised on time	90%
% compliance for GRN against the supplier invoice	70%
<b>Planning &amp; Performance</b>	<b>Annual Target</b>
<b>Performance Indicator</b>	
% PIs with valid data collected and reported upon	85%
% PIs on target	70%
<b>Governance &amp; Risk</b>	<b>Annual Target</b>
<b>Performance Indicator</b>	
% of agreed H&S recommendations implemented	80%

## 6.0 Committee membership

### Development Committee

**Chairman:** Alderman Christopher Stalford

**Deputy Chairman:** Councillor Máirtín Ó Muilleoir

### **Committee Members:**

Alderman Tom Ekin

Alderman Bob Stoker

Councillor Janice Austin

Councillor Máire Hendron

Councillor John Hussey

Councillor Colin Keenan

Councillor Bernie Kelly

The High Sheriff Councillor Brian Kingston

Councillor John Kyle

Councillor Caoimhín Mac Giolla Mhín

Councillor Nichola Mallon

Councillor Conor Maskey

Councillor Gareth McKee

Councillor Jim McVeigh

Councillor Niall Ó Donnghaile

Councillor Lee Reynolds

Councillor Guy Spence

Councillor Andrew Webb

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<b>Report to:</b>	Development Committee
<b>Subject:</b>	External Market Application
<b>Date:</b>	4 June 2013
<b>Reporting Officer:</b>	John McGrillen, Director of Development, ext 3470
<b>Contact Officers:</b>	Shirley McCay, Head of Economic Initiatives and International Development, ext 3459

<b>1</b>	<b>Relevant Background Information</b>
1.1	Belfast City Council has exclusive rights to hold markets in Belfast. The Development Committee at its meeting on 26 June 2012 granted authority for the Director of Development or other authorised officer to approve future markets/car boot sales in the City of Belfast. This applies to car boot sales which are considered to be deminimus with less than 20 persons trading; and/or a market which is considered by officers to be deminimus and/or any markets which are carried out solely for charitable purposes.

<b>2</b>	<b>Key Issues</b>
2.1	Conway Mill Preservation Trust has applied to operate the weekly market in Conway Mill, every Saturday from 10.00am to 2.00pm. The market will have a mixture of crafts and food and will hold approx 20 stalls each week.
2.2	The market has been operating for a number of months and they wish to register to Council for a licence. The market has been visited by the Council's Environmental Health Food Safety Officers and the food stalls have all been passed as per food safety regulations.
2.3	Conway Mill Preservation Trust have as part of their application requested to have any payable fees discounted on charitable grounds, (fees include annual £100 fee for multiple market application and £6.00 per stall as the market is under 25 stalls). They have included a charity registration number on their application confirming charitable status. Advice from Development Finance and Legal Services is that the weekly fee per stall could be waived but annual fee of £100 for application to operate multiple markets is paid.

<b>3</b>	<b>Resource Implications</b>
3.1	Loss of £6240 in revenue for foregoing weekly stall fee. The £100 annual application fee will cover the administration costs.

<b>4</b>	<b>Equality and Good Relations Considerations</b>
4.1	There are no Equality and Good Relations Considerations attached to this report.

<b>5</b>	<b>Recommendations</b>
5.1	Members are asked to approve the waiver of the weekly fee for charitable status purposes but the annual registration fee of £100 be paid for 2012/2013 period and every year thereafter while the market is in operation.

<b>6</b>	<b>Decision Tracking</b>
There is no decision tracking attached to this report.	



**Report to:** Development Committee

**Subject:** Request to tender for the Supply of Marquees and Temporary Structures

**Date:** 4 June 2013

**Reporting Officer:** John McGrillen, Director of Development, ext 3470

**Contact Officer:** Gerry Copeland, City Events Manager, ext 3412

1	Relevant Background Information
1.1	The purpose of this report is to seek permission from Members to go to tender for the supply of marquees and temporary structures for Council events for a five year period (the contract would be renewed annually). Members are also asked to provide Delegated Authority to the Director of Development to appoint a suitably qualified contractor.
1.2	In order to deliver the Council's annual and one-off events programme a number of key contract suppliers are required. One of these services is the supply, delivery and installation of marquees and temporary structures. This tender would be for corporate wide usage by relevant Council departments, but managed via the Development Department's City Events Unit. All relevant resources would exist within current and planned budgets and would not involve any new finance from Council.

2	Key Issues
2.1	Annually the Council would stage and manage a range of events that would require marquees and temporary structures. These projects range from St Patrick's Day in the Spring through to Rose Week and Halloween later in the year.
2.2	In addition one-off events such as the planned 2014 Giro d'Italia and Tall Ships 2015 would also have a requirement for this service, alongside unspecified ad hoc projects presented to Council.
2.3	The management of this contract would be lead by the Council's City Events Unit. However, the unit would work with Parks and Leisure's Events Unit and other sections within Council.

<b>3</b>	<b>Resource Implications</b>
3.1	<u>Financial</u> It is estimated that the annual cost of this service would be £90,000, with relevant resources contained within current and planned budget. The tender would not involve any new finance from Council.
3.2	<u>Personnel</u> There are no current personnel issues at moment.

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

<b>5</b>	<b>Recommendations</b>
5.1	Members are requested to: <ul style="list-style-type: none"> <li>- Approve that the Council goes to a public tender for the supply of marquees and temporary structures for Council events for a five year period (the contract would be renewed annually)</li> <li>- To provide Delegated Authority to the Director of Development to appoint a suitably qualified contractor.</li> </ul>

<b>6</b>	<b>Decision Tracking</b>
<p>If approved officers will monitor and evaluate the outcomes of the tender and would only present to Members if the there were issues connected to the process.</p> <p>Timeline: N/a <span style="float: right;">Reporting Officer: Gerry Copeland</span></p>	