

**Democratic Services Section
Legal and Civic Services Department
Belfast City Council
City Hall
Belfast
BT1 5GS**



**Belfast
City Council**

20 April, 2019

STRATEGIC POLICY AND RESOURCES COMMITTEE

Dear Alderman/Councillor,

The following is a list of reports with recommendations which were due to be considered by above-named Committee on Friday, 24th April, 2020.

These decisions will now be taken by the Chief Executive in accordance with the authority delegated to her by the Council.

A table of Recommendations to Committee will also be sent separately by email and these should be completed by Party Leaders and returned by the deadline indicated in the email.

Yours faithfully,

SUZANNE WYLIE

Chief Executive

AGENDA:

1. **Routine Matters**
 - (a) Declarations of Interest
2. **Restricted Items**
 - (a) Strategic Sites Assessment (Pages 1 - 18)
 - (b) Finance Update (Pages 19 - 22)
 - (c) Award of contract for replacing the Northern Ireland Planning Portal (Pages 23 - 84)
 - (d) Belfast Advice Group, Citywide Tribunal Services Funding 2020/21 (Pages 85 - 88)

3. **Belfast Agenda/Strategic Issues**

- (a) QUB-BCC Agreement on Geospatial Analysis Research (Pages 89 - 92)
- (b) QUB Collaborative Studentships 2020 (Pages 93 - 102)

4. **Physical Programme and Asset Management**

- (a) Physical Programme Update (Pages 103 - 108)
- (b) Assets Update (Pages 109 - 114)

5. **Finance, Resources and Procurement**

- (a) Contracts Update (Pages 115 - 118)

6. **Operational Issues**

- (a) Requests for use of the City Hall and the provision of Hospitality (Pages 119 - 122)

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of the Local Government Act (Northern Ireland) 2014.

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Subject:	Belfast Advice Group, Citywide Tribunal Services Funding 2020/21
Date:	24 th April 2020
Reporting Officer:	Nigel Grimshaw, Strategic Director of City and Neighbourhood Services Ryan Black, Director, Neighbourhood Services
Contact Officer:	Brian Kelly, Community Services Unit Manager

Restricted Reports	
Is this report restricted?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If Yes, when will the report become unrestricted?	
After Committee Decision	<input type="checkbox"/>
After Council Decision	<input checked="" type="checkbox"/>
Some time in the future	<input type="checkbox"/>
Never	<input type="checkbox"/>

Call-in	
Is the decision eligible for Call-in?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

1.0	Purpose of Report or Summary of main Issues
1.1	The purpose of this report is to seek permission from members to progress the allocation of £145,400 towards the provision of the Belfast Citywide Tribunal Services
2.0	Recommendations
2.1	<p>The Committee is asked to;</p> <ul style="list-style-type: none"> • Consider and agree the funding allocation based on the recommended levels provided in this report. • Note the offer of an additional £70,400.00 funding from DfC specifically relating Welfare Reform Mitigations Extension- Tribunal Representations. • Approve officers to progress with the funding allocation process and funding agreement with Belfast Advice Group.

3.0	Main report
3.1	For a number of years Council has provided support on a nonrecurring basis to Belfast Advice Group (BAG) for the provision of a Citywide Tribunal Service.
3.2	BAG approached Council with a request to support the tribunal service in 2020/21.
3.3	The request was considered by Committee in February and by Council in March. It was agreed that that the decision of the Strategic Policy and Resources Committee of 21st February, under the heading “Financial Reporting – Quarter 3 2019/20”, be amended to provide that funding of £75k be awarded to the Belfast Advice Group (Belfast Tribunal Service) to cover the period from April 2020 to June 2020
3.4	On the 3 rd April Council received its Letter of Offer from DfC in relation to the Community Support Programme 2020/21. This year an additional £70,400 was allocated for Welfare Reform Mitigations Extension-Tribunal Representation. As this was in the same letter of offer as the Covid 19 funding, the Chief Executive wrote to the Party Group Leaders to inform them of this additional allocation and outlined that it would be allocated to the existing recipient.
3.5	Members are asked to consider and agree to use this additional allocation towards the provision of the Citywide Tribunal Service.
3.6	Should members agree, the proposed total allocation for the provision of the service will be £145,400.00.
3.7	<u>Financial & Resource Implications</u> <u>Financial</u> Total contribution is £145,400.00 - £75,000 agreed by Council and £70,400 secured from DfC
3.8	<u>Human</u> This will be covered within Community Provision Work Plan
3.9	<u>Equality or Good Relations Implications/Rural Needs Assessment</u> None
4.0	Appendices – Documents Attached
	None

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Subject:	QUB-BCC Agreement on Geospatial Analysis Research
Date:	24 th April 2020
Reporting Officer:	John Tully, Director of City and Organisational Strategy
Contact Officers:	Christine Robinson, Strategy, Policy & Partnerships Manager Gareth Downey, Researcher

Restricted Reports	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If Yes, when will the report become unrestricted?	
After Committee Decision	<input type="checkbox"/>
After Council Decision	<input type="checkbox"/>
Some time in the future	<input type="checkbox"/>
Never	<input type="checkbox"/>

Call-in	
Is the decision eligible for Call-in?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

1.0	Purpose of Report
1.1	To seek approval from the Committee for a proposed Agreement between Belfast City Council and Queen’s University Belfast for the ‘Geospatial Analysis and Area Working’ project.
2.0	Recommendations
2.1	The Committee is asked to <ul style="list-style-type: none"> • Approve the next phase of geospatial analysis work by Queen’s University which will support the economic recovery work and the continued work to deliver the Belfast Agenda.
2.2	Note that both Council and Queen’s legal teams have scrutinised and agreed the detailed Geospatial Research Agreement.

3.0	Main Report
	<p data-bbox="290 143 448 181">Key Issues</p> <p data-bbox="165 197 1461 483">3.1 SP&R will be aware that since early 2019, colleagues (principally Professor Christopher Lloyd) from both the Centre for GIS and Geomatics (based in the School of Natural Built Environment, Queen’s University Belfast [QUB]) and Belfast City Council [BCC] have been working together to establish and promote a culture of applying geospatial analysis within Council, as well as community planning partners, as a means of supporting effective area-based decision-making and problem solving.</p> <p data-bbox="165 551 1461 734">3.2 Discussion on the approach and the formal collaboration have taken place in a number of forums – including the joint BCC CMT and QUB Senior Leadership meetings, the Living Here Board and CPP meetings and with members at both the Area Working Groups and the Community Planning members working group.</p> <p data-bbox="165 801 1461 1290">3.3 An initial output of this joint programme was the formation of a collaborative QUB-BCC Geospatial Working Group whose preliminary task was to develop a series of case studies, or Insight Pieces, as proof of concepts for this methodology. The five Insight Pieces examined the five policy areas of:</p> <ul data-bbox="338 1055 817 1290" style="list-style-type: none"> - Drugs and alcohol; - Excess winter deaths; - Employability; - Inclusive growth; and - Leisure facilities and deprivation. <p data-bbox="165 1357 1461 1491">3.4 A second output of this programme has been the development of an interactive online mapping system that will enable users to communicate, interact, engage, share and analyse across a variety of geographic levels and themes.</p> <p data-bbox="165 1559 1461 1939">3.5 Furthermore, this collaborative research aligns closely with the Council’s ambition to develop area plans, as demonstrated through the Belfast Agenda and the recently reconvened Area Working Groups. This tool will support the council’s ambition to tailor service delivery in line with need providing Council and its partner with a mechanism that allows our services and interventions to be both (i) designed at a city level, yet (ii) their delivery can be efficiently targeted in accordance with the evidence. This is particularly prescient as the city begins to emerge from a prolonged Covid-19 lockdown and the economic, social and health consequences of this health crisis come to bear.</p>

3.6	<p>The presented proposed Agreement will enable Professor Chris Lloyd, and to a lesser extent a number of QUB colleagues within the Centre for Geomatics and GIS, to dedicate two years of their time to this collaborative programme, which will come into effect upon signing of the Agreement by both parties. This cross-sectoral agreement between QUB and Council will be the first of this nature in Northern Ireland (i.e. between local government and academia).</p>
3.7	<p>The broad objectives of this research, as detailed in the attached Agreement, are as follows:</p> <ul style="list-style-type: none"> - Knowledge – generate new insights to improve service and programme delivery. - Infrastructure – build, share and sustain high-quality infrastructure to enable geospatial research. - Capacity – support development of geospatial research capacity in Belfast City Council and elsewhere. - Innovation – promote translation of data insights into policy and practice. - Communication – communicate widely and openly about how geospatial research is contributing to effective service delivery.
3.8	<p>The Strategy Policy & Partnerships Team will work with SROs and departments to finalise the programme of work that will be delivered – this collaborative relationship is designed to ensure that it support the decision-making of the Council as required.</p>
3.9	<p>In addition, in February 2020 the Strategy, Policy & Partnerships team, in partnership with Professor Christopher Lloyd at the School of Natural and Built Environment, were successful in applying for a full-time Phd researcher as part of the Queen’s University’s (QUB) Collaborative Studentship scheme. Scheduled to begin in October 2020, and will be in place for three years, the Phd researcher will support the work of the Geospatial Analysis collaborative research project. Detailed report on this is also on the agenda for Member’s consideration.</p>
3.10	<p><u>Resources Implications</u></p> <p>The £40,000 budget for 2020-2021 is included in the City & Organisational Strategy budget. Expenditure in future years will be subject to a review of year one performance.</p>
3.11	<p><u>Equality Implications/Rural Needs Assessment</u></p> <p>Equality and good relations implications will be taken into consideration and it is proposed that we will take this through equality screening; however, it is anticipated that any collaborative efforts should have a positive effect on Section 75 groups. At project level,</p>

	equality and rural needs assessment will be undertaken when developing projects.
4.0	Appendices – Documents Attached
	None



Subject:	QUB Collaborative Studentships 2020
Date:	24 th April 2020
Reporting Officer:	John Tully, Director of City and Organisational Strategy
Contact Officers:	Christine Robinson, Strategy, Policy & Partnerships Manager Gareth Downey, Researcher

Restricted Reports	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If Yes, when will the report become unrestricted?	
After Committee Decision	<input type="checkbox"/>
After Council Decision	<input type="checkbox"/>
Some time in the future	<input type="checkbox"/>
Never	<input type="checkbox"/>

Call-in	
Is the decision eligible for Call-in?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

1.0	Purpose of Report
1.1	This report is inform Members of the recent awarding of a three-year Phd researcher to support the work of the collaborative BCC-QUB project to establishing and promoting a culture of applying geospatial analysis within the Council, as well as community planning partners, as a means of supporting effective area-based decision-making and problem solving.
1.2	Note that this work and the expertise of the PHD student and our collaborative relationship with QUB will be vital in supporting the Council, and our partners, as we seek to understand the extent of the crisis on communities throughout Belfast.
2.0	Recommendations
2.1	The Committee is asked to:

	<ul style="list-style-type: none"> Note the awarding of a three-year Phd researcher within the Strategy, Policy & Partnership unit to support the work of the ongoing collaborative project [i.e. Geospatial Analysis) between staff from Queen’s University Belfast (QUB), Centre for Geographic Information Sciences and Geomatics, and Belfast City Council (BCC) Strategic Hub].
3.0	Main Report
	<p>Key Issues</p> <p><u>Background</u></p> <p>3.1 In February 2020 the Strategy, Policy & Partnerships team, in partnership with Professor Christopher Lloyd at the School of Natural and Built Environment, were successful in applying for a full-time Phd researcher as part of the Queen’s University’s (QUB) Collaborative Studentship scheme.</p> <p>3.2 Scheduled to begin in October 2020, and will be in place for three years, the Phd researcher will support the work of the Geospatial Analysis collaborative research project between the BCC and QUB in establishing and promoting a culture of applying geospatial analysis within the Council, as well as community planning partners, as a means of supporting effective area-based decision-making and problem solving.</p> <p>3.3 In parallel to this, the project will develop a dynamic and interactive online mapping system that enables those from all spheres of society, from key governmental decision-makers to the curious citizen, to be transformed from passive consumers of spatial data into active, informed and critical map users.</p> <p>3.4 Furthermore, this collaborative research aligns closely with the Councils ambition to develop area plans, as demonstrated through the Belfast Agenda and the recently reconvened Area Working Groups.</p> <p><u>Finance & Resources Implications</u></p> <p>3.5 This project is fully funded. As a non-profit organisation as well as the ongoing collaborative work with QUB through the Geospatial Analysis research project, the Council have no requirements to provide additional resources.</p> <p>3.6 As such, there are no immediate resource implications contained within this report.</p> <p><u>Equality or Good Relations Implications/ Rural Needs Assessment</u></p> <p>3.7 Equality and good relations implications will be taken into consideration and it is proposed that we will take this through equality screening; however, it is anticipated that any</p>

	collaborative efforts should have a positive effect on Section 75 groups. At project level, equality and rural needs assessment will be undertaken when developing projects.
4.0	Appendices – Documents Attached
	Appendix 1 – Application ‘Embedding spatial data in local government using web-based geoportals: a case study of Belfast City Council’

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**QUEEN'S
UNIVERSITY
BELFAST**

Call for Queen's Collaborative Studentship Applications



Background

Queen's has an excellent track-record of collaborating with industry, public organisations, and the third sector to successfully deliver impactful, user-informed research. To support the development of these collaborations, the University will commit **up to 23 studentships** (20 funded by the Department for the Economy NI, 3 funded by the Engineering and Physical Science Research Council Doctoral Training Programme), **commencing in October 2020**, for projects across the Institution that will significantly involve working with a non-academic partner.

The projects **require** engagement with a non-academic **collaborating body**. The collaborating body should be jointly involved in devising the research programme. Additionally, each project requires:

- The student to be jointly supervised by a named person from the collaborating body;
- The student to spend at least three months with the collaborating partner who should pay any associated travel, accommodation or subsistence costs; and
- The external partner to demonstrate their commitment to the project through a matched cash or in-kind contribution. **NB:** For-profit partners must contribute direct funding to the project of **at least £27k** over the course of the project.

Partnerships with private sector industry, government departments, agencies and voluntary sector organisations that meet the above criteria will all be considered.

Clarification on any aspect of the eligibility of a partnership should be sought from the appropriate Business Alliance team member below.

Duration and funding

The studentships will have the normal conditions for Department for the Economy awards. DfE studentships are for 3 years. EPSRC DTP studentships within QUB provide funding for 3.5 years. Studentships include a Research, Training and Support Grant.

Applicant Eligibility

Any member of academic staff that is eligible to be principal supervisor for a PhD studentship may apply. Multidisciplinary applications are welcome.

Student Eligibility

Student eligibility criteria for DfE-funded studentships can be accessed [here](#).

Student eligibility criteria for EPSRC DTP studentships can be accessed [here](#).

In each case, a full award of stipend and fees is available to EU/UK citizens that satisfy a requirement of three years' residency in the UK prior to the commencement of the studentship.

Commencement

All studentships are expected to start by **October 2020**. A successful award not commenced by December 2020 will be re-allocated.

Further Funding

Successful investigators will be expected to pursue further collaborative funding opportunities with the collaborating body to maximise the benefit of the award.

Allocation Process

The current call will be used to allocate studentships across the University, with assessment overseen by a senior academic judging panel with cross-Faculty representation. EPSRC-relevant applications will be allocated to EPSRC studentships in the first instance, until these places are filled, and then will compete for the DfE funded positions. Applicants should apply using the application form below and within the following timeline.

Competition Opens	18 October 2019
Competition Closes	20 December 2019
Decision to Applicants	w/c 20 January 2020

Please send applications to businessalliance@qub.ac.uk with subject line “2020 Collaborative Studentship Competition”.

Applications will be reviewed and ranked using the following criteria:

- Quality of the proposed project;
- Benefits to the student experience;
- Alignment with institutional (Queen’s) and funder research priorities;
- Potential for studentship to enhance the relationship with the partner;
- Potential for impact on the partner’s business / organisation.

Depending on level response to this call, we may make a further call for collaborative studentships in January 2020, in order to be responsive to developing collaboration opportunities.

Evidence of Partner Commitment

Letters of support confirming the commitment from prospective partners are **mandatory, and should be submitted along with the application.**

Discussions with prospective partners should set appropriate expectations with respect to partner contribution to project costs, the ownership of any foreground Intellectual Property Rights (retained by the University) and reserved rights for publication and academic activity.

Letters of support should indicate:

- The relevance of the research to the partner, and their commitment to the project;
- Their commitment to both the financial contribution and the additional costs of hosting the student during periods of placement;
- Their acceptance that the project will require a collaboration agreement covering intellectual property rights and publications, which will be provided by Queen’s.

Collaboration Agreement

A collaboration agreement is not required at the application stage but will be required for successful projects, and should be completed by 31st March 2020. Queen’s has developed a template collaborative

studentship agreement that is in line with funder guidelines on ownership of any foreground Intellectual Property Rights (IPR) and reserved rights for publication and academic activity. To avoid delay in commencing the project, it is expected that this template will be used for the awarded studentships, and negotiation of the terms will only happen in exceptional circumstances. Information on the template is available from the Business Alliance Team.

Where the collaborating partner has not signed a collaboration agreement by 31st March 2020, the studentship may be withdrawn.

Business Alliance Support

The Business Alliance Team is available to facilitate discussions with prospective partners, securing partner commitment and to assist in agreeing an appropriate collaboration agreement. For assistance in any aspect of this competition please contact:

Agri-food and Nutrition	Dr Ann McMahon	T: x2579; E: ann.mcmahon@qub.ac.uk
AHSS	Mr Kevin Fearon	T: x2589; E: k.fearon@qub.ac.uk
EPS	Dr Stephen McCabe	T: x1442; E: stephen.mccabe@qub.ac.uk
Medicine and Health	Dr Marie-Louise Cairns	T: x1397; E: m.cairns@qub.ac.uk
Head of Business Alliance	Dr Dermot Leonard	T: x3990; E: dermot.leonard@qub.ac.uk

2020 Collaborative Studentship Application Form

Section 1: Project Title

Please provide a brief, descriptive, title for your project:

Embedding spatial data in local government using web-based geoportals: a case study of Belfast City Council

Section 2: Principal Investigator Details:

Name: Chris Lloyd

School: Natural and Built Environment

E-mail: c.lloyd@qub.ac.uk

Phone: x5283

Section 3: Project Description

Please describe the objectives of the project and how it aligns with your research and any relevant institutional priorities (limit of 500 words):

Spatial data have a crucial role to play in service delivery and in assessing challenges faced by people living in particular neighbourhoods. In local government in the UK, levels of expertise in working with such data vary markedly. In most local authorities (LAs) there are Geographical Information Systems (GIS) experts who undertake work for policy teams using spatial data, but the use of GIS and spatial data is not fully embedded into the large majority of LAs. A crucial step in opening up the use of spatial data across LAs is the provision of easy-to-use tools for the interrogation of spatial data which, where appropriate, are linked to key policy or strategy areas. The project is closely aligned with an existing programme of work being undertaken by QUB and Belfast City Council (BCC) under the banner of the Geospatial Analysis Area Working Group (AWG). This work includes (1) development of a prototype spatial data portal which acts as a repository for data used by BCC staff, and (2) a series of 'insight pieces' which act as case studies where spatial data are used to answer key questions linked to core policy and strategy areas. The outputs from these case studies provide findings of direct relevance for monitoring and developing service delivery, but they also serve as exemplars to highlight the potential of spatial data in shaping decision making. The spatial data portal has been developed using an open source software environment called GeoNode; this enables registered users to upload spatial data, while anyone can view, query and download the data and make maps. This is appropriate for occasional users and those who require only simple visualisations. For many users a much greater degree of interactivity would be desirable, and for non-expert users for whom spatial data could play a key role, it is vital that available tools and the interface used are designed with specific decision making frameworks in mind. The proposed project will explore technical solutions to addressing this challenge – it will develop guidance and tools which can be used by staff across BCC to aid them in making best use of spatial data in decision making. The main objectives of the project are to: (i) undertake a systematic review of major web-based mapping platforms, (ii) identify one or more platforms which could meet the diverse needs of users in BCC, (iii) identify a small set of well-defined case studies which could serve as demonstrators, (iv) using the selected platform and case studies, construct a prototype BCC spatial data platform, (v) undertake user testing within BCC to refine the platform, and (vi) use the platform to undertake a set of exemplar studies which can be used to develop guidance for BCC staff. The project aligns with QUB priorities on working with the local community and this programme of work is strongly supported by Public Engagement in QUB.

2020 Collaborative Studentship Application Form

Section 4: Project Partner

Organisation name: Belfast City Council Contact name: Gareth Downey
Contact e-mail: DowneyG@belfastcity.gov.uk Contact phone: 028 9091 8773

Relationship with Partner Organisation

Please detail the nature and extent of the relationship with the Project Partner (limit of 200 words):

There is a well-developed and strengthening link between QUB and Belfast City Council (BCC). Four members of staff within the Centre for GIS and Geomatics are members of the QUB-BCC Geospatial Analysis Area Working Group (AWG). The group is working with BCC policy staff to produce case studies which demonstrate the value of spatial data and Geographical Information Systems (GIS) in managing Council facilities and targeting resources. The value of this work is recognised at the highest levels of the Council. Research findings and plans have been presented to multiple groups within the Council and at a Joint Management Meeting of BCC and QUB, with the Chief Executive of BCC and the VC present. BCC have already committed £40,000 to the associated programme of work over the coming year and a further sum (likely £75,000) over the following year. The proposed project would become a major part of this programme of work and would go some way to matching the financial commitments made by BCC. The student will have an office space in BCC and they will regularly work in this space so as to develop a close working relationship with technical and policy staff in BCC.

Benefits to the Partnership from the Project

Please detail how the Project will (1) Benefit the Partner's business (2) Generate further collaboration with the Partner (limit of 200 words):

- (1) The project will make a major contribution to Belfast City Council's joint programme of work with QUB which seeks to fully embed spatial data and GIS within the functions of the Council. The potential impact of the project is considerable – the platform developed could, in conjunction with the existing joint QUB-BCC work, become the technical basis for monitoring interventions and for decision making across much of the council.
- (2) The project would open up the possibility for further collaboration with the Council by offering new approaches to making the best use of data in shaping strategy and informing decision making. In particular, the project could be a key component in a future bid for research funding (likely via the ESRC). Outputs from a project focused specifically on spatial data portals and links to strategy/policy would be a core component in any future larger project, and a PhD offers the ideal setting for this element of the work.

Section 5: Student training and experience

Please describe how the student will benefit from an enhanced and integrated training experience. What facilities, training and expertise will be made available over and above the academic setting alone? (Limit of 200 words).

The student will become a member of the Centre for GIS and Geomatics in the School of Natural and Built Environment. As a member of the Centre, they will have access to an array of software packages and training facilities. They will also be included in the programme of GIS training being developed jointly between QUB and Belfast City Council. The student will also become a member of the QUB-BCC Geospatial Analysis Area Working Group and they will benefit from the expertise of the group members (comprising QUB academic and technical staff and BCC analysts).

Please send applications, **along with the Letter of Support** from the partner organisation, to:

businessalliance@qub.ac.uk

Subject line: "2020 Collaborative Studentship Competition"

By: 20th December 2019



Subject:	Physical Programme Update
Date:	24 th April, 2020
Reporting Officer:	Sinead Grimes, Director of Physical Programmes Ronan Cregan, Deputy Chief Executive and Director of Finance and Resources
Contact Officer:	Michelle Bagnall, Programme Manager

Restricted Reports	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If Yes, when will the report become unrestricted?	
After Committee Decision	<input type="checkbox"/>
After Council Decision	<input type="checkbox"/>
Some time in the future	<input type="checkbox"/>
Never	<input type="checkbox"/>

Call-in	
Is the decision eligible for Call-in?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

1.0	Purpose of Report or Summary of Main Issues
1.1	The Council's Capital programme is a rolling programme of investment which either improves the existing Council facilities or provides new Council facilities. This provides an update on the impact of Covid 19 on the capital programme; seeks approval to move projects to the next stage of project development process, and provides an update on other projects on the capital programme.
2.0	Recommendations
2.1	The Committee is requested to –

- Note the update on the capital programme in relation to Covid-19 and that further updates will be brought forward as the situation progresses and implications understood;

Proposed movements

IT Programme

- *Replacement of the NI Planning Portal system*– note that a satisfactory tender return has now been achieved and that it is recommended that a maximum £995,000 is now allocated to this project, subject to the Department of Infrastructure and a minimum of 10 Planning Authorities/Council’s agreeing to the award of the contract by June 2020, and satisfactory scrutiny of the full costs model by officers. The Director of Finance & Resources has confirmed that this is within the affordability limits of the Council.
- *Financial Replacement System* –agree to move to Stage 2-uncommitted project, with an Outline Business Case to be worked up.

Project Updates

- *Replacement HR/Payroll/Time and Attendance System* – approve the additional allocation as outlined in 3.8/3.9

3.0

Main report

3.1

Capital Programme 2020/2021 - Covid – 19 impact

The Council’s Capital Programme is a rolling programme investment which either improves the existing Council facilities or provides new Council facilities. The Council’s Capital Programme is normally presented to Committee on a yearly basis for approval and the Council’s Capital Programme was due to be presented to SP&R this month. Members will however recognise that the current Covid-19 pandemic has had an impact on the construction industry with the majority of contractors temporarily stopping works on site across the city. An on-going analysis is being carried out by the Physical Programmes Department, working closely with Financial Services and Legal Services, on the impact the pandemic on the Council’s wider Physical Programme including capital programme projects and those that we are delivering on behalf of other agencies including -

- Financial implications: all projects will have ‘slippage’ in terms of project spend to a later timeline. Until we know when it will be possible for works to resume, providing specific re-profile expenditure will not be possible, however 2020/21 Quarter 1 profiles have been revised. In terms of potential additional costs risks, we are working with contractors and suppliers however until works commence back on site, exact costs will not be known. The Council has already requested whether any additional costs e.g. additional site

insurance costs will be covered by the Local Government Scheme for Financial Assistance and is awaiting confirmation on this

- Delivery programme delays and any legal implications: 12 projects have external funder legal agreements/ Letters of Offer in place, which have specific project completion and spend timescales. An external partner action plan is in place and officers are actively working with partners including DFC, Urban Villages, HLF and SIF on assessing these implications. A letter recently received from the Department of Communities Permanent Secretary to SOLACE on behalf of central government, recognised the exceptional circumstances faced, in terms of capital projects delivery, and highlighted that a flexible approach would be looked at on a project by project basis.

3.2 In terms of projects that are not yet at construction stage officers are continuing to progress project development activity to help ensure not only a continued pipeline of projects/continuity of service, but also as a contribution to the pipeline of work for consultancy businesses.

Members are therefore asked to note that further updates will be brought forward as the situation progresses and implications understood, including and an overall update on a 2020/21 Capital Programme.

Proposed Movements – Capital Programme

3.3 Members have previously agreed that **all** capital projects must go through a **3 Stage process** where decisions on which projects progress are taken by SP&R. This provides assurance as to the level of financial control and will allow Members to properly consider the opportunity costs of approving one capital project over another capital project. **Members are asked to agree to the following movement on the Capital Programme**

Project	Overview	Stage
IT Programme – NI Planning Portal	Dfi-led regional project to replace the current Northern Ireland Planning Portal with another shared regional IT system. Maximum of up to £995,000 to be allocated	Stage 3 – Committed Tier 2 - Scheme underway
IT Programme - Financial Replacement System	A new finance system that will provide the infrastructure to facilitate improved medium term financial planning as well as meet the councils statutory reporting responsibilities	Move to Stage 2 - Uncommitted

3.4 *NI Planning Portal system*

In March 2019 SPR Committee received a report seeking Council support for the DfI-led regional project to replace the current Northern Ireland Planning Portal with another shared regional IT system. It was agreed that the Council would support this project subject to:

- the capital cost to Local Government being split evenly between the 11 councils with the operating costs to be determined in the context of the contract awarded (as agreed by SOLACE);
- the regional project demonstrating clear and robust progress – this includes commitment from all Council by April 2019;
- BCC being part of the first wave of councils to implement the new IT system; and
- BCC taking a lead role in the project.

Please refer to the NI Planning Portal detailed update report also tabled.

3.5 The project has progressed, with Tender procurement for a supplier and Full Business Case now completed, and Council taking a lead in the project so far. 11 councils did sign up to the previous phase of the project which committed them to the procurement process but not to the final award of contract. With the completion of the supplier procurement exercise DfI is seeking agreement from each Council on its contribution to how the project will be jointly funded. Cost information for 2 scenarios has been produced which outlines cost implications if all 11, or 10 Councils sign up – please see below table. If the number of Council's in agreement to proceed, on the basis of costs as per FBC, falls below 10 it is not considered a viable project.

	Scenario 1 – 11 Councils	Scenario 2 – 10 Councils
Capital (Devt) costs Split across councils	£911,000	£995,000
Operational costs <i>Based on % Planning fee income over previous 3 years (excl 19/20)</i>	£1,004,000	£1,067,000
Total	£1,915,000	£2,062,000

3.6 In terms of capital investment, **it is recommended that a maximum £995,000 is now allocated to this project, subject to the Department of Infrastructure and a minimum of 10 Planning Authorities/Council's agreeing to the award of the contract by June 2020, and satisfactory scrutiny of the full costs model by officers.** The Director of Finance & Resources has confirmed that this is within the affordability limits of the Council. **The financing of the portal will be over 20 years with approximately £600k being paid in the first two years.** Members are asked to note that it is recommended that Committee agrees to progress with the project now as the contract for the current system will end at the end of December 2021 and the need to replace it with a new IT system is a critical service risk and business necessity, in terms of addressing its current weaknesses (e.g. inability to receive/process online applications) and deliver an excellent planning

service. This is in line with all recommendations as outlined in the NI Planning Portal detailed report (as tabled).

3.7 *Financial Replacement System*

The Council has reviewed the ongoing requirements of its current financial system with the emerging outcome to replace the current system with a modern Financial System, which will enable streamlined, efficient processes, deliver accurate financial data, and provide seamless integration into and from other solutions. This offers the potential to reduce the number of systems that the council currently supports and the number of interfaces it manages. In order to further work up the detail and implications, it is recommended, under the Council's IT Programme and within capital programme approval process, this project **moves to a Stage 2 –Uncommitted project with OBC to be worked up and outcome reported back to Committee.**

3.8 *Replacement HR/Payroll/Time and Attendance System*

Members are reminded in August 2018 SPR committee agreed to a new Replacement HR/Payroll/Time and Attendance system as a Stage 3-Committed project on the capital programme - the company who had been providing the Council HR and Payroll system, advised that they would no longer be developing this product, withdrawing licences and software updates. This had implications around supporting legislative changes and paying staff. A maximum £328,910 budget was allocated to this project.

3.9 This has been a major IT implementation project and is being developed on-site via a dedicated project team in order to maximise knowledge transfer and future-proof any potential developmental requirements. The project has been impacted during the delivery phase by further legislative requirements e.g. a requirement to transfer payroll history (new requirement by NILGOSC) and the requirement necessitated by the Average Holiday Pay (AHP) agreement which has required additional consultancy days and further training and further bespoke requirements e.g. the need to develop a separate NICS pension module for Planners who transferred from central government. These were not accounted for during the original scope of the project and given the business need to ensure implementation of the full system it is recommended that a further £64,000 is now allocated to this project in order to finish out the implementation of the system. The Director of Finance and Resources has confirmed that this is within the affordability limits of the Council given the business critical need and statutory requirements.

3.10 **Financial & Resource Implications**

Financial --

	<ul style="list-style-type: none"> - NI Planning Portal – up to a maximum of £995,000 - Replacement HR/Payroll/Time and Attendance system – additional £64,000 due to additional system requirements. <p>The Director of Finances and Resources has confirmed that both are within the affordability limits of the Council.</p> <p><i>Resources –</i></p> <ul style="list-style-type: none"> - <i>NI Planning Portal:</i> As per detailed report also tabled, Council is represented on the Planning Portal Governance Board by the Planning Manager and Head of Digital Services. In terms of the core project team, it is to be restructured from 20 April 2020 and 1 x PO4 (BCC Senior Planning Officer) is to be seconded to the project for the next two years in the Business Lead role. The Council will continue to pay for this officer’s costs although these will be recharged back to the project. - <i>Replacement Finance System</i> will require officer time to work up an Outline Business Case
3.11	<p><u>Equality or Good Relations Implications/ Rural Needs Assessment</u></p> <p>All capital projects are screened as part of the stage approval process.</p>
4.0	<p>Appendices – Documents Attached</p>
	<p>None</p>



Subject:	i) Plot 70 Balmoral Estate – Proposed Deed of Variation ii) Ballysillan Playing Fields – Proposed disposal and acquisition of land - NIE
Date:	24 th April 2020
Reporting Officer:	Sinead Grimes, Director of Physical Programmes
Contact Officer:	Pamela Davison & Celine Dunlop, Estates Team Leader

Restricted Reports	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If Yes, when will the report become unrestricted?	
After Committee Decision	<input type="checkbox"/>
After Council Decision	<input type="checkbox"/>
Some time in the future	<input type="checkbox"/>
Never	<input type="checkbox"/>

Call-in	
Is the decision eligible for Call-in?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

1.0	Purpose of Report or Summary of main Issues
1.1	The purpose of this report is to seek approval from Members to asset related disposal, acquisition and estates matters.
2.0	Recommendations
2.1	The Committee is asked to – i) Plot 70 Balmoral Estate – Proposed Deed of Variation - approve the grant of a Deed of Variation of the current 99 year ground lease to Frederick Jones (Belfast) Ltd in respect of Plot 70 Balmoral Estate to extend the term to

	<p>149 years with effect from 1 November 1970, subject to the payment of a premium of £5,000.</p> <p>ii) Ballysillan Playing Fields – Proposed disposal and acquisition of land</p> <ul style="list-style-type: none"> - approve the disposal of C. 0.09 acres of land along with a cable easement and right of way at Ballysillan Playing Fields to Northern Ireland Electricity Ltd (NIE) for the purpose of constructing a replacement electricity substation, subject to a premium of £4,800. Members are also asked to approve the acquisition of C. 0.08 acres of land which will become surplus to NIE’s requirements at a nominal value, subject to a contribution by NIE of £40,000 to cover costs the Council will incur integrating this land within the Playing Fields and improving the entrance at this location. In addition to this, approval is needed for a contractor’s compound licence agreement for 18 months to facilitate NIE’s works, subject to a fee of £3,000.
3.0	Main report
<p>3.1</p> <p>3.2</p> <p>3.3</p>	<p>i) Plot 70 Balmoral Estate – Proposed Lease Extension</p> <p><u>Key Issues</u></p> <p>Plot 70 Balmoral Estate is currently leased to Frederick Jones (Belfast) Ltd on a 99 year ground lease (the Head Lease) from 1 November 1970. The current rent passing is £ 28,000 per annum. The tenant operates a packaging business from this Plot and has recently acquired a new packaging machine which requires a new electricity connection from NIE Networks. The tenant has approached Council with a request to enter into a sub-lease with NIE Networks in order to facilitate the new electricity connection and NIE has advised that they require a sub-lease with a minimum term of 99 years. Frederick Jones (Belfast) Ltd has approached Council with a request to extend the current 99 year lease to 149 years, to accommodate NIE’s requirement for a 99 year sub lease at this Plot. A Deed of Variation will be required to record the extended term, if approved by Members.</p> <p><u>Financial and Resource Implications</u></p> <p>Officers from the Estates Unit and Legal Services will prepare the Deed of Variation. Frederick Jones (Belfast) Ltd will pay a premium of £5,000 in consideration of the Deed.</p> <p><u>Equality and Good Relations Implications/Rural Needs Assessment</u></p> <p>None</p>

3.4	<p>ii) Ballysillan Playing Fields – Proposed disposal and acquisition of land</p> <p>NIE’s existing Alliance Road electricity substation, which is adjacent Ballysillan Playing Fields, is approaching the end of its useful life. NIE therefore intend to upgrade and replace the substation. To facilitate these works NIE have sought to acquire a portion of the Playing Fields to allow them to install and energise new substation equipment beside the existing substation whilst it is still operational, this will ensure that that there will be no disruption to supply when the existing equipment is decommissioned.</p>
3.5	<p>Under NIE’s proposals there will be a new direct access to the substation from Alliance Parade and the existing entrance from Alliance Road will become surplus to requirements. NIE have therefore offered to transfer this land to the Council so that the existing adjoining pedestrian entrance to the Playing Fields can be widened and improved with measures to reduce the likelihood of antisocial behaviour. NIE will also cover the costs of carrying out these works, which will be undertaken by the Council. Subject to Members approval, agreement has been reached with NIE to dispose of C. 0.09 acres of land at the Playing Fields to include a cable easement and right of way subject to a premium of £4,800. This land is outlined blue on the map attached at Appendix 1. Agreement has also been reached to acquire C. 0.08 acres of land which will become surplus to NIE’s requirements at a nominal value. This will be subject to a contribution by NIE of £40,000 to cover costs the Council will incur integrating this land with the Playing Fields site and improving the entrance at this location. This land is outlined red on the map attached at Appendix 1. In addition to this, NIE require an 18 month contractor’s licence agreement to facilitate their works and have agreed to pay for this a licence fee of £3,000.</p> <p><u>Financial and Resource Implications</u></p>
3.6	<p>Suitable legal documents will be prepared by Legal Services on the instruction of the Estates Management Unit. The Council will receive a premium of £4,800 for the disposal of land to NIE and acquire a similar sized area of land from NIE at a nominal amount along with £40,000 to cover the cost of integration works. Furthermore, the Council will receive a licence fee of £3,000 for the requested 18 month contractor’s compound licence.</p> <p><u>Equality and Good Relations Implications/Rural Needs Assessment</u></p>
3.7	None
4.0	Appendices – Documents Attached
	Appendix 1 – Map showing portion of Ballysillan Playing Fields shaded green, land to be disposed of to NIE shaded blue and land to be acquired from NIE shaded red.



Ballysillan Playing Fields

Hall

Existing Substation

ESS

ALLIANCE PARADE

ALLIANCE ROAD

62.5

60.7

59.7

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Subject:	Contracts Update
Date:	24 April 2020
Reporting Officer:	Ronan Cregan, Deputy Chief Executive and Director of Finance and Resources
Contact Officer:	Noleen Bohill, Head of Commercial and Procurement Services

Restricted Reports	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If Yes, when will the report become unrestricted?	
After Committee Decision	<input type="checkbox"/>
After Council Decision	<input type="checkbox"/>
Sometime in the future	<input type="checkbox"/>
Never	<input type="checkbox"/>

Call-in	
Is the decision eligible for Call-in?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

1.0	Purpose of Report or Summary of main Issues
1.1	The purpose of this report is to: <ul style="list-style-type: none"> • seek approval from members for tenders and STAs over £30,000
2.0	Recommendations
2.1	The Committee is asked to: <ul style="list-style-type: none"> • Approve the public advertisement of tenders as per Standing Order 37a detailed in Appendix 1 (Table 1) • Approve the award of STAs in line with Standing Order 55 exceptions as detailed in Appendix 1 (Table 2).
3.0	Main report
	<u>Publically Advertised Tenders</u>
3.1	Section 2.5 of the Scheme of Delegation states Chief Officers have delegated authority to authorise a contract for the procurement of goods, services or works over the statutory limit

	of £30,000 following a tender exercise where the council has approved the invitation to tender
3.2	Standing Order 60(a) states any contract that exceeds the statutory amount (currently £30,000) shall be made under the Corporate Seal. Under Standing Order 51(b) the Corporate Seal can only be affixed when there is a resolution of the Council.
3.3	Standing Order 54 states that every contract shall comply with the relevant requirements of national and European legislation.
	<u>Single Tender Actions (STAs)</u>
3.4	Various proprietary licences and maintenance agreements for council IT systems
	<u>Financial & Resource Implications</u>
3.5	The financial resources for these contracts are within approved corporate or departmental budgets
	<u>Equality or Good Relations Implications/Rural Needs Assessment</u>
3.6	None
4.0	Appendices – Documents Attached
	Appendix 1 Table 1 Publically Advertised Tenders Table 2 Direct Award Contracts

Table 1 – Publically Advertised Tenders

Title of Tender	Proposed Contract Duration	Estimated Total Contract Value	Senior Responsible Officer	Short description of goods/ services
Christmas lighting scheme for Belfast	3 years	£500k	Alistair Reid	3 year lease costs for replacement of Christmas lighting. Current lighting managed by BCCM and near end of life.

Table 2- Direct Award Contracts (Single Tender Action)

Title of tender	Supplier	Total Value
SAP Licensing	SAP(UK) Ltd	£48,000
E Bravo support & maintenance	Jaggaer	£32,000
Clockwise support & maintenance	Softworks	£50,000
Microsoft premier support	Microsoft	£52,000
Housing benefit software & Support (NIHE Managed Service Contract)	Northgate	£250,000
Mapping Agreement LPS - NIMA	Land & Property Service	£75,000
Oracle Database Site Licence	Oracle PLC	£39,000

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Subject:	Requests for use of the City Hall and the provision of Hospitality
Date:	24 April 2020
Reporting Officer:	John Walsh, City Solicitor and Director of Legal & Civic Services
Contact Officer:	Aisling Milliken, Functions and Exhibition Manager

Restricted Reports	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If Yes, when will the report become unrestricted?	
After Committee Decision	<input type="checkbox"/>
After Council Decision	<input type="checkbox"/>
Some time in the future	<input type="checkbox"/>
Never	<input type="checkbox"/>

Call-in	
Is the decision eligible for Call-in?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

1.0	Purpose of Report
1.1	This paper, together with the attached appendix, contains the recommended approach in respect of each of the requests by external organisations for access to the City Hall function rooms received up to 10 April 2020 which appear to the Function Management Unit to comply with the criteria previously established by the Committee and are recommended for approval.
2.0	Recommendations
2.1	The Committee is asked to: <ul style="list-style-type: none"> • Approve the recommendations made in respect of applications received up to 10 April 2020 as set out in the attached appendix subject to measures that may need to be taken in the current circumstances.
3.0	Main report
	<u>Background Information</u>

3.1	Members will be aware that the Committee, at its meeting of 6th January 2017, agreed to modify the criteria governing access to the City Hall function rooms for external organisations.
3.3	The Committee also agreed to the implementation of room-hire charges for some categories of function, and also revised the approach to the provision of civic hospitality for functions on foot of the agreed efficiency programme. Some further modifications to this approach were agreed at the Committee's meetings of 24 th March 2017, 23 rd June 2017, 23 rd June 2019 and 25 th October 2019. <u>Key Issues</u>
3.4	The existing revised criteria and scale of charges have been applied to the various requests received and the recommendations herein are offered to the Committee on this basis for approval.
3.5	The schedule attached at Appendix 1 covers a number of applications for functions, which are scheduled for 2020 and 2021 and are included in order to permit the organisers to commence their event planning and communications activity as early as possible. <u>Financial & Resource Implications</u>
3.6	The implementation of charging for external functions has commenced, in line with the Committee's decisions in the matter. <u>Equality and Good Relations / Rural Needs Implications</u>
3.7	There are no direct good relations, equality or rural needs implications arising from this report.
4.0	Appendices – Documents Attached
	Appendix 1 - Schedule of Function requests received up to 10 April 2020.

APRIL 2020 CITY HALL FUNCTION APPLICATIONS

NAME OF ORGANISATION	FUNCTION DATE	FUNCTION DESCRIPTION	CRITERIA MET	ROOM CHARGE	HOSPITALITY OFFERED	CIVIC HQ RECOMMEND
2020 EVENTS						
School of Medicine, Dentistry and Biomedical Science QUB	8 October 2020	Welcome Reception for Vision 2020 World Sight Day – as part of 3 day conference at QUB. Numbers attending – 150	A & B	No <i>£300 waived due to links with Visit Belfast</i>	No Hospitality	Approve No charge No hospitality
Polish Educational Forum in Northern Ireland (PEFNI)	15 or 22 November 2020	Polish Independence Day – this annual event celebrate Polish Independence Day by showcasing the history and culture of Polish people through music, dance and songs. Numbers attending – 80	C & D	No (Community)	Yes, Tea Coffee and Biscuits	Approve No Charge Tea and Coffee Reception
2021 EVENTS						
Affinity Events on behalf of the Association of British Neurologists	20 May 2021	ABN Gala Dinner as part of a 3 day international conference taking place in ICC Belfast. Numbers attending – 300	A & B	No <i>£300 waived due to links with Visit Belfast</i>	No Hospitality	Approve No charge No hospitality
Michaela Foundation	23 October 2021	Michaela Foundation 10 Year Anniversary Gala Ball – dinner to celebrate 10 th anniversary of the Michaela Foundation and the work achieved. Numbers attending - 200	C & D	No (Charity)	Yes, Wine Reception <i>(Celebrating anniversary)</i>	Approve No charge Wine Reception

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