

# Strategic Policy and Resources Committee

Friday, 24th March, 2017

## MEETING OF STRATEGIC POLICY AND RESOURCES COMMITTEE

Members present: Councillor Hussey (Chairperson);  
The High Sheriff (Alderman Haire);  
Aldermen Browne, Convery and Rodgers;  
Councillors Attwood, Clarke, Corr, Craig, Graham,  
Hargey, Jones, Long, McAllister, McCabe,  
McVeigh, O'Donnell, Walsh.

In attendance: Mrs. S. Wylie, Chief Executive;  
Mr .G. Millar, Director of Property and Projects;  
Mr. R. Cregan, Director of Finance and Resources;  
Mr. S. McCrory, Democratic Services Manager; and  
Mr. J. Hanna, Senior Democratic Services Officer.

### Minutes

The minutes of the meeting of 17th February were taken as read and signed as correct. It was reported that those minutes had been adopted by the Council at its meeting on 1st March.

### Apologies

An apology for inability to attend was reported from Councillor Reynolds.

### Declarations of Interest

No declarations of interest were reported.

### Restricted Items

**The Information contained in the following two reports is restricted in accordance with Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014**

#### **Senior Management Staffing Matters**

The Committee considered a report in relation to the arrangements for the recruitment and selection of the post of Head of Human Resources and which provided an update on the interim senior management arrangements for functions currently within the Planning and Place and the Development Departments.

With regard to the two additional elected Members to sit on the recruitment panel alongside the Chairperson, the following Members were nominated, Councillor Jones,

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Attwood and Hargey. On a vote by show of hands 5 Members voted for Councillor Jones, 7 for Councillor Attwood and 8 for Councillor Hargey.

Accordingly, the Committee:

- agreed that the selection panel for the Head of Human Resources be comprised of the Chairperson (or his nominee) and Councillors Attwood and Hargey, the Chief Executive and a Council director;
- agreed the proposed recruitment and selection timeframe to recruit the post on a permanent basis.
- in relation to interim senior management arrangements, agreed that the current fixed term contract with the Director of Planning and Place be extended until 31st December, 2017 (subject to review) on the same basis as at present; and that the current secondment arrangement with Invest NI in relation to the interim Director of Development be extended until 31st December, 2017 (subject to review).

**City and Neighbourhood Services**

(The Director of City and Neighbourhoods Services attended in connection with this item.)

The Committee noted a report which provided an update on the City and Neighbourhood Services Department's change programme.

**Matters Referred Back from Council/Notices of Motion**

**Notice of Motion – Youth Services – Responses from the Department of Education and the Education Authority**

The Committee was reminded that the Council, at its meeting on 1st February, had passed the following motion on Youth Services, which had been proposed by Councillor McCusker and seconded by Councillor Attwood:

**"This Council notes with deep concern the proposed cuts in youth services in Belfast, which could see the loss of 131 posts in youth organisations.**

**The Council recognises the important and vital contribution of our youth services to Belfast and believes that these cuts will have a major negative impact on local communities.**

**The Council opposes these cuts in youth services and agrees to seek an urgent cross-party meeting with the Education Authority and the Minister of Education or senior Department of Education officials to raise our concerns and calls for the funding to be reinstated."**

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The Democratic Services Manager reported that responses had now been received from the Private Secretary to Mr. Peter Weir, Minister of Education, and Mr. G. Boyd, Chief Executive of the Education Authority.

The Private Secretary, within her response, had confirmed that the Minister had made it clear that, in terms of those organisations delivering extended, outreach and detached initiatives, no funding had been withdrawn, no decision had been taken to withdraw funding and there were no proposals to withdraw funding. It was pointed out that the Minister appreciated the uncertainty surrounding short-term funding streams which were additional to the core youth budget and the impact which that could have on workers across the sector. Whilst the overall budget available for youth services had not yet been agreed, the Minister had requested officials to ensure that, within the funding available, a longer term approach be adopted to prioritise access to and longer opening times for centres operating in areas of disadvantage or near interface areas. The response concluded by confirming that, due to the Northern Ireland Assembly Elections, Mr. Weir's role of Minister of Education would cease on 2nd March and that, due to his diary commitments, it would not be possible to schedule a meeting to discuss youth provision.

Mr. Boyd, within his response, had confirmed that the Education Authority had not proposed any cuts to youth services in 2016/2017 and was not planning any reduction for 2017/2018. However, he pointed out that the Education Authority did not have a budget allocation for 2017/2018 and, as a result, it had to advise all staff on temporary contracts that their employment was not guaranteed beyond 31st March, 2017. That position had been reiterated within further correspondence which confirmed also that the Education Authority believed that the work undertaken by youth workers was a vital component in the support which the youth service provided to young people, particularly the most vulnerable and marginalised. Mr. Boyd concluded by stating that the Education Authority was continuing to work with the Department of Education to find a solution to the funding issue and that, since the Education Authority agreed with the Council's position, as set out within the motion of the 1st February, it did not believe that there was merit in having a meeting to discuss the matter. He did, however, confirm that he would be happy to meet with members to discuss youth provision generally in Belfast.

After discussion, the Committee noted the responses which had been received and agreed that an All-Party Deputation meet with the Chief Executive of the Education Authority.

**Belfast Agenda**

**City Development Members' Forum**

The Committee agreed to defer consideration of the matter to allow Party briefings to take place.

**Physical Programme and Asset Management**

**Capital Programme Update**

The Committee considered the undernoted report:

**“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 existing Council facilities or provides new facilities. This report outlines**

- an update on the Capital Programme for 2016/2017
- proposed movements on the capital programme – Bereavement System
- the Capital Programme and capital financing for 2017/2018

**2.0 Recommendations**

**2.1 Members are asked to –**

- note that since April of last year over £130m of projects have been completed
- note that a number of Council projects have been shortlisted for the RICS Awards including the Waterfront Exhibition and Conference Centre, Girdwood Hub, 9 Adelaide and the Innovation Factory.

**Project Movements**

- Agree that the following project is moved to Stage 2 - Uncommitted on the Capital Programme – IT Programme – Bereavement Services System – OBC to be worked up and brought back to Committee for further consideration

**Capital Programme and Capital Financing 17/18**

- agree the Capital Programme for 2017/2018 as outlined in Appendix 1-3
- note as outlined in 3.8 below that the phased nature of the capital programme means that there is an unallocated amount of financing for 2017/2018 and it is recommended that this is ringfenced towards a number of non-recurrent projects which require spend during 2017/2018 as outlined in 3.10 below

- agree that necessary procurement processes be initiated for non-recurrent capital projects as required with contracts to be awarded on the basis of most economically advantageous tenders received and full commitment to deliver to ensure all non-recurrent projects can be delivered by the end of March 2018

### 3.0 Main report

#### Key Issues

3.1 The Council's rolling Capital Programme is a significant programme and Members agreed the Capital programme for 2016/17 in March last year. In the past year over £130m of projects have been successfully delivered across the city including

- Belfast Waterfront Conference and Exhibition Facility – the £30m new dedicated exhibition and conference facilities at the Waterfront. In addition the existing Waterfront has been upgraded to ensure continuity of provision between the two facilities
- Connswater Community Greenway – major works this year included the opening of the CS Lewis Square in November and the opening earlier this month of a major new section linking C.S. Lewis Square, Mersey Street and Victoria Park which included the new James Ellis Bridge. When completed later this year, the CCG will consist of 16km of new foot and cycle paths, improved green spaces, 23 new or improved bridges, 5km of flood walls and embankments, 6 new tourism and heritage trails as well as the C.S. Lewis Square
- 9 Adelaide – new office accommodation - All staff have now moved into the building with the exception of the remainder of Digital Services who will move in in May
- Innovation Factory – providing accommodation space for up to 382 employees and capable of housing 100+ small businesses the new £9.1m Innovation Factory formally opened in September 2016.
- North Foreshore Infrastructure works – works on the ERDF funded project were completed at the end of October with works now continuing on the infrastructure required for the development sites. The new Film studio is also nearing completion.

A leisure development brief for the north end of the site is currently out to the market.

- **LTP – New Olympia Leisure Centre** – the new leisure facility as part of the £21.75m Olympia regeneration was successfully opened in January. Work is continuing on the next phase of the project which the development of the new Boulevard and a new playground and pitch work. To facilitate this the old Olympia has already been demolished
- **Pitches** – new pitch and pavilion at Cliftonville and Woodlands; new pitch at Ormeau; new pitch and extension to pitch at Musgrave; new pavilion at Victoria and new pitch at Sally Gardens
- **Upgrades to parks, open spaces and playgrounds** - including
  - the £580,000 playground refurbishment programme which upgraded playgrounds across the city at Cregagh; Jubilee Park; Alloa Street; Wedderburn; Grove; Glencairn; Ardoyne; Springhill Site A and Castleton
  - Upgrade works were also undertaken at Roddens Crescent and Mount Eagles Playground and Twinbrook Wildlife Park
  - A new playground and MUGA at Whiterock under the first phase of the Whiterock Community Corridor project
  - A new MUGA at Springfield Avenue Site A
  - Boxer Statues – a statue of John Caldwell in Dunville Park and a new boxing sculpture in Woodvale Park
- **City Hall Works** – works to facilitate the new dedicated exhibition space on the ground floor of the City Hall which is due to open in May
- In addition a range of corporate projects have been undertaken including Fleet Replacement Programme for 2016/2017; a substantial upgrade to the Prince Regent Road depot and a range of ICT projects

3.2 Members are asked to note that the Property & Projects Department is happy to arrange site visits for Members/ Party Groups to any capital programme project.

**RICS Awards – Shortlisted projects**

- 3.3 Members are also asked to note that a number of Council projects have been shortlisted for the prestigious RICS Awards which ‘*showcase the achievements of the most inspirational regional initiatives and developments in land, property, construction and the environment*’ in the following categories

Project	Category
Office Accommodation	Commercial
Girdwood	Community Benefit Regeneration Design through Innovation Infrastructure
Innovation Factory	Regeneration
Waterfront	Commercial

- 3.4 As part of the shortlisting the RICS judges have visited each of the projects. If successful through this stage the projects will be further shortlisted for the Northern Ireland finals at the end of May. The subsequent winners from the Northern Ireland region are then invited to the overall awards later in year.

**Proposed movements on/additions to the Capital Programme**

- 3.5 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. Members are asked to agree to the following movements as summarised below

**Move to Stage 2 – Uncommitted**

Project	Project overview	Proposed Stage
Bereavement Systems	Replacement of the Bereavement Administration System	Stage 2- Uncommitted

- 3.6 IT Programme - Bereavement Systems – required to ensure the continued effective booking of all burials and cremations in the Council. Members are asked to note that an OBC will now be worked up for this project and further detail will be brought back to Committee in due course for consideration.

**Capital Programme and Capital Financing – Impact of Members decisions**

3.7 Members are asked to note that the Council incurs both capital expenditure and capital financing costs in the delivery of its Capital Programme.

- Capital Expenditure is the expenditure incurred in the actual delivery of contracts e.g. the actual payments to the contractor for a construction contract
- Capital Financing is the method the council uses to fund the capital expenditure. The capital financing costs include loan repayments (principle and interest); revenue contributions (cash payments to repay or avoid taking out loans); capital receipts and external funding.

**Capital Financing 2017-2018**

3.8 At its meeting on 20 January 2017, the Strategic Policy and Resources Committee approved a capital financing budget of £18,751,901 for 2017/2018. Members will be aware however that the Council has already committed financing to a range of physical projects under the Capital Programme as outlined in Appendices 1 and 2 and a number of non-recurrent projects which accounts for £14.8m of this. Loan repayments are an additional £2,492,749 and Committee had previously agreed that £375,000 be ringfenced for planned maintenance for 2017/2018.

**Table 1 – Existing Capital Financing Budget 2017/2018**

Existing Capital Financing Budget		£18,751,901
Less: Physical Programme Commitments (capital programme and non-recurrent projects)	£14,833,891	
Existing BCC Loans	£1,815,430	
Lisburn/Castlereagh Transferred Loans	£677,319	
Planned Maintenance	£375,000	£(17,701,640)
<b>Balance Remaining</b>		<b>£1,050,261</b>

3.9 This means that there is £1.05m of unallocated capital financing to support any emerging proposals already on the Capital Programme and any future additional proposals.

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3.10 Members are asked to note however that there are already a number of emerging proposals which will require non-recurrent capital financing during 2017/2018 including

- **Accommodation Dilapidations** – Members will be aware that the Council, through the development of 9 Adelaide, has been able to consolidate all staff in the new office premises, Cecil Ward or the City Hall. This has allowed the Council to exercise Break Options in the current leased premises at Adelaide Exchange, 21 Linenhall Street and Lanyon Place. Standard ‘Yield Up’ provisions in commercial leases entitle a landlord to the return of premises in their original state as let to the tenant upon determination of the letting and to issue a schedule of dilapidations specifying required works the tenant must undertake - tenants have the option to agree a payment in lieu of undertaking any such works. Limited obligations in this regard were secured by the Council for both Lanyon Place and 21 Linenhall Street. The Council is currently in negotiations with the landlords for the respective premises to agree the final costs arising under the terminal schedule of dilapidations in each case to ensure that the best value for money agreement is achieved for the Council
- **Rural Development Programme** - match funding requirement of £70,000 from the Council to ensure that monies can be secured under the Rural Development Programme for Village Renewal Schemes in Edenderry and Hannahstown. The City & Growth Committee, at its meeting on 8th March, asked that this be referred to the SP&R Committee for consideration
- **City Centre Animation and Meanwhile uses** – in support of the ambitious City Centre Regeneration and Investment Strategy which the Council has set. Members will be aware that many of the proposals for the city centre are necessarily long term as they are strategic infrastructure and/or building projects. It has therefore been recognised that there is a need to do a number of projects in the interim which will help to animate the city centre and it is proposed that a number of ‘meanwhile’ use projects are taken forward on a pilot basis. Members are asked to note however that these will be tested through the market and at this stage it is not yet known, what if any, capital financial implication there may be for the Council

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- **Waterfront IT projects** – required in order to ensure that the Waterfront continues to remain at the leading edge in terms of conference facilities
- **SMART Cities** – works required to support the SMART Cities programme which has previously been agreed by Committee. The detail on this programme is currently being worked up.

**3.11** Officers are currently working through the above projects, however with the exception of the Rural Development Programme, the exact costs are currently still unknown. It is therefore recommended that Members agree that the capital financing balance of £1.05m remains unallocated to cover the potential costs of these projects and others which may arise during 2017/18.

**3.12** Members are further asked to agree that the necessary procurement processes (including the invitation of tenders and/or the use of appropriate ‘framework’ arrangements) be initiated for non-recurrent capital projects as required with contracts to be awarded on the basis of most economically advantageous tenders received and full commitment to deliver to ensure all non-recurrent projects can be delivered by the end of March 2018.

**Physical Programme 2017/2018 and beyond**

**3.12** Members are aware that the Council is currently delivering a major physical programme which includes

- over 70 projects on the Capital Programme
- the £105m Leisure Transformation Programme which will see the redevelopment of 7 leisure centres across the city
- 35 BIF projects which includes 12 which are at Stage 3 –Committed with the 23 projects currently being worked up
- A £9m LIF programme – which has already seen over 50 projects completed across the city with over
- a £6m annual rolling programme of maintenance
- In addition the Council is now becoming the delivery agent of choice for a number of central government departments and is currently either delivering or proposed to be the delivery agent for over 40 projects across the city under the Building Successful Communities initiative, Urban Villages or the Social Investment Fund.

- 3.13 Members will recognise from the above that resources, particularly financial resources, are in increasingly short supply and there is ever increasing demand for the Council to do more with less and less and it is clear that this level of investment cannot be sustained at this rate in the future given the budgetary pressures facing the Council and the wider public sector.

Members therefore need to be aware that each decision they take in relation to progressing a capital project or agreeing additional money towards any one project has a consequential impact on the level of financing that is available for other capital projects and each individual decision therefore subsequently limits the capacity of the Council to progress other capital projects thereby potentially necessitating some difficult decisions for Members in terms of prioritisation. Members will be aware that a new Programme Office has recently been established and one of the current pieces of work being undertaken by the Programme Office is the development of a prioritisation matrix which will enable Members

- 3.14 Members are asked to note that officers are continually seeking opportunities for enhancing the level of funding which is available including looking at opportunities for capital receipts through site disposals and through the use of grants.

- Disposals - There are a number of potential disposals which officers are looking at. However Members will be aware that realising capital receipts through disposals can be slow and time consuming and will be dependent on the market demand.
- Grants – Members will be aware that the Council has successfully leveraged in over £100m of grant funding in the past few years and while grants are a welcome source of income they tend to either have specific criteria that may not suit council projects or objectives; they often require match funding, are process heavy and are front loaded in that the Council must fund the expenditure upfront.

**Physical Programme – Ensuring the benefits and outcomes are maximised**

- 3.15 Members should also note that the continued massive investment into the city's physical infrastructure is inconsequential if physical projects are simply seen as the stand-alone development of a facility/asset. As outlined in 3.1

above many of our major physical projects are now either completed and/or at construction phase with the ensuing demands that this places upon resources, both in terms of project management, community engagement and establishing effective revenue budgets to deliver the programmes that will make a difference on the ground. This is likely to require future growth in the revenue budgets.

Communities are the lifeblood of our city and assets will only succeed if they are properly planned and programmed from the outset in order to ensure that they meet the needs of local communities and the city and to deliver real and tangible community and economic benefits. It is therefore vital that all of the Council's physical projects are intrinsically linked to the social, community and economic outcomes set under the Belfast Agenda and this is a key part of the three stage approval process which Members have agreed. This will ensure that the physical programme is aligned with the city outcomes framework to ensure that the maximum benefits and outcomes are achieved.

**3.16 Financial & Resource Implications**

The capital programme is a rolling programme of investment in council assets

**3.17 Equality or Good Relations Implications**

All capital projects are screened as part of the stage approval process.”

The Committee adopted the recommendations.

**Area Working Update**

The Director of Property and Projects submitted for the Committee's consideration the following report:

**“1.0 Purpose of Report or Summary of main Issues**

**1.1 To update Members on a number of area related issues for Members' consideration.**

**2.0 Recommendations**

**2.1 The Committee is asked to:**

**AWG minutes**

- Approve the most recent round of Area Working Group (AWG) Minutes (*South – 27th February; North – 28th February and East – 13th March*).

**Local Investment Fund**

- note the LIF projects which have previously been approved in principle which have been scored. Members are asked to note that both these projects have met the threshold and to therefore agree that these are progressed to due-diligence

**Belfast Investment Fund**

- agree the recommendations from the South and East AWGs in respect of their ringfenced BIF allocations as outlined in Section 3.5 and 3.6 below

**3.0 Main report**

**KEY ISSUES**

**AREA WORKING GROUP UPDATES**

- 3.1 Members agreed in June 2016 that the Area Working Group minutes would be taken into the SP&R Committee for approval going forward in line with the Council's commitment to openness and transparency and to ensure a consistent approach with other Member-led Working Groups. Members are asked to approve the most recent round of AWG Minutes (*South – 27th February; North – 28th February and East – 13th March*).

**LOCAL INVESTMENT FUND UPDATE**

**Projects recommended to proceed to due-diligence**

- 3.2 Members are asked to note that 2 LIF2 projects which had previously been agreed for in principle funding (*WLIF2-23 – Blackie River Community Centre and NLIF073/NLIF2-20 – Jennymount Methodist Church*) have now been scored by officers. Both projects have successfully met the minimum threshold and it is recommended that these projects now proceed to the Due Diligence stage of the LIF process

**BELFAST INVESTMENT FUND**

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- 3.3** In January 2016, as part of the rates setting process, it was agreed that £5m would be ringfenced to support BIF projects in the areas of Lisburn and Castlereagh which transferred across under LGR with the monies to be shared equally as these areas had not had an opportunity to have any BIF projects considered.
- 3.4** Members noted in March 2016 that the allocation for Outer East fell across two AWGs (South and East as residents transferred into the Balmoral (South), Lisnasharragh (East) and Orminston (East) DEAs). The total that transferred into these areas was just over 25,000 with approx 1/5 of these transferring into Balmoral (South) and the remainder transferring into the East DEAs. In terms of the £2.5million available for Outer East this equated to £500,000 for South and £2million for East and this allocation was agreed by Members.
- 3.5** SOUTH AWG – The South AWG at its meeting on 27th February, made the following recommendations for the consideration of the SP&R Committee in relation to their ringfenced BIF allocation.

<b>Project</b>	<b>Comments</b>
Knockbreda Parish Church Hall	Add as a Stage 1 – Emerging Project with up to £250,000 to be ringfenced Further detail to be brought back to the South

- 3.6** EAST AWG - The East AWG at its meeting on 13th March, made the following recommendations for the consideration of the SP&R Committee in relation to their ringfenced BIF allocation.

<b>Project</b>	<b>Comments</b>
Tullycarnet Community Support Services	Add as a Stage 1 – Emerging Project
Lisnarragh Community Schools Project	Add as a Stage 1 – Emerging Project
Castlereagh Presbyterian Church	Add as a Stage 1 – Emerging Project

**It was further agreed that these projects would be considered as part of the options appraisal which had previously been agreed to enable the East AWG with relative prioritisation of**

**the emerging projects and fully test their feasibility. The East AWG also agreed not to consider any further proposals under the Outer East BIF at this stage.**

**3.7 FINANCIAL & RESOURCE IMPLICATIONS**

- **Financial - £5m has been ringfenced for BIF projects in the transferring in areas of which £2m has been ringfenced for Outer East and £500,000 for Outer south**
- **Resource - Officers time to deliver projects.**

**3.8 Equality or Good Relations Implications**

**No implications.”**

The Committee adopted the recommendations.

**Asset Management: Acquisition of Land at Blythefield Street**

The Committee was reminded that, at its meeting on 16th August, 2016, it had agreed to the recommendation of the People and Communities Committee to grant a lease and right of way to land at Blythefield Sports Pitch to the Greater Village Regeneration Trust (GVRT). The lease was to provide the GVRT with appropriate security of tenure to meet the funding requirements of Sport NI. A grant totalling £134,000 had been available to the GVRT to resurface the football pitch. However, subsequently, it had transpired that two small plots of land within the boundary of the football pitch were not in the Council’s ownership.

The Director of Property and Projects reported that, although the plots had been incorporated in the football pitch and occupied by the Council for many years, it appeared that they were never formerly transferred and remained in the legal ownership of the Northern Ireland Housing Executive (NIHE) and the Department for Communities (DfC). In order to grant a lease to the GVRT, it would be necessary to formally transfer the plots from the NIHE and DfC to Council ownership. Both organisations had agreed to the transfer. The DfC was seeking a transfer fee of £200 as assessed by Land and Property Services, whilst the NIHE had not as yet asked for a fee but should it do so, it was anticipated that a similar sum would be assessed. In addition, the Council would be required to pay a Land Registration fee in the region of £150 per plot and might be liable for DfC’s legal costs.

A secondary access to the sports pitch would be made available to the GVRT via Bentham Drive and that would require a grant of a Right of Way over Council owned land.

The Committee approved:

- The acquisition of the two small plots of land contained within the Blythefield Sports Pitch at a cost not exceeding £1300; and

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- The grant of the Right of Way to the GVRT to provide a secondary access to the Blythefield Sports Pitch.

**George Best Memorial Sculpture**

The Committee was advised that a small art group, Lecale Bronze, was preparing to raise funds by way of public donation to complete a bronze life size sculpture of George Best. The group had offered to gift the completed sculpture on the basis that the Council would arrange for its installation on property accessible to the general public. The artists felt that a location at the new Olympia entrance would meet such requirements.

The Director of Property and Projects reported that the art group had advised that members of the Best family had viewed images of the statue, had approved the quality of the work and assured them of their support. The group had also advised that the location would be acceptable to the Best family.

He explained that the fundraising for completion of the piece in bronze would be carried out by the art group by a crowdfunding website. The completion costs were estimated at £37,000 for artist fees, foundry costs and materials, plus there would be an additional fee for the fundraising website. The group anticipated that the fundraising and sculpture would be completed well ahead of the completion of the boulevard in Spring 2018. The George Best name was a trademark and the art group was in the process of arranging for a licence for the fundraising effort. On completion and installation, the George Best statue would become the property of the Council for the purposes of ownership and maintenance.

The Committee agreed to accept the gift of a George Best sculpture and facilitate its installation on the new Boulevard at Olympia to be completed in 2018.

**Finance, Procurement and Performance**

**Contracts for Award**

The Committee:

- (1) approved the public advertisement and acceptance of tenders as listed in Appendix 1, table 1 below, through the Council's electronic procurement system; and
- (2) granted delegated authority to the appropriate Director, using pre-agreed criteria, to accept the most economically advantageous tender, and allow extensions where contracts were under review as per table 2:

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**Appendix 1 - Schedule of tenders for consideration**

**Table 1 – New tenders**

Title of tender	Senior Responsible Officer	Proposed contract duration
MTC for installation of new soft flooring	Gerry Millar	1 year plus 2
MTC for repair and maintenance of fire and intruder alarm systems	Gerry Millar	2 years plus 2
MTC for repair and maintenance of CCTV systems	Gerry Millar	2 years plus 2
MTC for repair and maintenance of swimming pools	Gerry Millar	2 years plus 2
MTC for drain clearance and camera surveys	Gerry Millar	1 year plus 2
Repair, installation, fill and removal of bonfire beacons	Rose Crozier	1 year plus 1 plus 1

**Table 2 – Contracts for extension of contract period**

Title of tender	Director Responsible	Proposed extension
Mechanical services for repair, maintenance and minor works	Gerry Millar	Month by month until new contract is in place
Installation of new metal fencing	Gerry Millar	Month by month until new contract is in place
Employee counselling services	Jill Minne	Month by month until new contract is in place
Occupational health physician services	Jill Minne	Month by month until new contract is in place

**Prudential Code and Treasury Management Indicators**

The Director of Finance and Resources submitted for the Committee's consideration the undernoted report:

**“1.0 Purpose of Report or Summary of main Issues**

**1.1 The Local Government Finance Act (NI) 2011 and the supporting Prudential and Treasury Codes produced by the Chartered Institute of Public Finance and Accountancy (CIPFA), require the council to consider the affordability and**

sustainability of capital expenditure decisions through the reporting of prudential and treasury management indicators.

**1.2 This report provides information for Members on the prudential indicators for Belfast City Council for the period 2017/18 to 2019/20 and the Council's Treasury Management Strategy for 2017/18.**

**2.0 Recommendations**

**2.1 The Committee is asked to**

- Note the contents of this report and the prudential and treasury management indicators included within the appendices to the report.**

**And agree:**

- The Authorised Borrowing Limit for the Council of £174m.**
- The Treasury Management Strategy for 2017/18, which has been included as Appendix 2 to this report**

**3.0 Main report**

**3.1 The Local Government Finance Act (NI) 2011 requires the Council to adopt the CIPFA Prudential Code for Capital Finance in Local Authorities. In doing so, the Council is required to agree a minimum revenue provision policy annually and set and monitor a series of Prudential Indicators, the key objectives of which are to ensure that, within a clear framework, the capital investment plans of the council are affordable, prudent and sustainable.**

**3.2 At the Strategic Policy and Resources Committee on the 9 December 2011, Members approved the Council's Treasury Management Policy which is based on the CIPFA Treasury Management Code of Practice. The Treasury Management Policy requires that a Treasury Management Strategy be presented to the Strategic Policy and Resources Committee on an annual basis and that it is supported by a mid-year and year end treasury management reports.**

**3.3 The prudential indicators are included as Appendix 1, while the treasury management strategy and treasury management indicators have been included as Appendix 2.**

**3.4 The comparison of 'Gross Borrowing' to 'Capital Financing Requirement' (CFR) is the main indicator of prudence when**

considering the proposed capital investment plans of the Council. Estimated gross borrowing should not exceed the CFR for the current year plus two years. The Council's estimated gross borrowing position, illustrated in Table 3, Appendix 1, is comfortably within the CFR in the medium term. The Director of Finance and Resources therefore considers the estimated levels of gross borrowing as being prudent.

- 3.5 Table 4 and 5 (Appendix 1) shows the estimated financing costs for capital expenditure as a percentage of the estimated net revenue stream for the Council, based on the medium financial plan, and the incremental impact on the rates of the Investment Programme. These illustrate that in the medium term, capital financing costs will represent 10.09% of the Council's net running costs. On this basis the Director of Finance and Resources is satisfied that the level of capital expenditure is affordable.
- 3.6 The Finance Act requires the Council to set an affordable borrowing limit, relating to gross debt. The Prudential Code defines the affordable limit as the 'Authorised Borrowing Limit' and gross borrowing must not exceed this limit. Table 6 (Appendix 1) sets out the recommended 'Authorised Borrowing Limit' for the Council as being £174m.
- 3.7 **Financial & Resource Implications**
- As detailed in the report.
- 3.8 **Equality or Good Relations Implications**
- None."

The Committee adopted the recommendations.

### **Belfast Citywide Tribunal Service**

The Committee considered the undernoted report:

**"1.0 Purpose of Report or Summary of main Issues**

- 1.1 At the request of committee, to present a funding proposal made by Belfast Advice Group requesting £100,000 to support the continued provision of a citywide tribunal service 2017/18.

**2.0 Recommendations**

- 2.1 The Committee is asked to;

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- **Note the update on the Citywide Tribunal Service and that the Belfast Advice Group have confirmed that they have not secured additional funding for the delivery of the Citywide Tribunal Service for 2017/18.**

**3.0 Main report**

**3.1 In February, Strategic Policy and Resources Committee agreed a potential funding allocation of £100k, from the forecast capital financing underspend, towards a City Wide Tribunal Service for 2017/18. Committee indicated that *'the payment of the £100k to the group would be subject to a further report to the Committee on the receipt and assessment of an application for funding which would detail the achievements to be delivered as well as the plans in place to attract levered funding'*.**

**3.2 The Belfast Advice Group has presented a funding proposal for committee's consideration, which is attached as Appendix 1.**

**3.3 The proposal details the total cost to provide the service in 2017/18 as £224,997 and seek to secure £100k from Council with a further £124,997 yet to be secured.**

**3.4 The group has presented its proposed expenditure over the 12 month period outlining the total cost of the service (Page 8 of the proposal). Based on this information Council will contribute 43% towards the salary costs of seven staff and 51% towards running costs.**

**3.5 Having considered the proposal, officers sought clarification from the Belfast Advice Group in relation to expenditure and the plan to attract additional funding. Officers met with group representatives on Monday 20th March.**

**3.6 The Belfast Advice Group confirmed they have not secured additional funding for the delivery of the Tribunal service in 2017/18. The group has made initial steps to develop and seek funding for a regional tribunal service incorporating advice groups across all eleven council areas. In the absence of secured additional funding the service will not be viable over a 12 month period.**

**3.7 Key Issues**

**In assessing the proposal and feedback from the meeting with the representatives, officers would note the following:**

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- The current period of extended funding is due to end 31 March 2017.
- There is no detailed plan in place to attract and secure the additional funding to provide the service over the 12 months. At the meeting with the representatives, BAG stated that progress had been made with MLAs and DfC officials prior to the recent Assembly election and that they were in the process of re-engaging with all political parties at Stormont.
- In response to council correspondence, the Minister for Communities indicated their position on funding of the Belfast citywide tribunal service that is, that tribunal services should be incorporated as an element of generalist advice services for which the advice sector is already in receipt of funding. BAG have indicated that recent engagement with officials confirmed there is no additional budget to support the Belfast service outside of their Generalist Advice grant as part of the Community Support Programme to local government. Any potential funding would be dependent upon identification of need and that the service must be delivered at a regional level.
- The Belfast Advice Group has indicated that it has taken on board the information from DfC and has started a process to build support for the development of a regional service. The group has contacted Council funded advice services across all eleven Councils. The first meeting with these organisations to discuss a proposed regional service is planned for Friday 24 March.
- The group has also contacted the Big Lottery and are planning to make an application for the regional tribunal service.
- In the absence of secured additional funding for the project, there is significant risk to its viability over the 12 month period.

**3.8 Financial & Resource Implications**

**Request for funding of £100K from Belfast City Council for 2017/18**

**3.9 Equality or Good Relations Implications**

**None.”**

After discussion, the Committee agreed to provide funding of £100,000 from the forecast capital financing underspend, to the Belfast Advice Group, towards a City Wide Tribunal Service for 2017/18.

**Equality and Good Relations**

**Minutes of the Meeting of the Shared City Partnership**

The Committee approved and adopted the minutes of the meeting of the Shared City Partnership of 6th March.

**Decade of Centenaries Programme**

The Committee was reminded that there was an ongoing programme of work in relation to the Decade of Centenaries which had been continuing since 2011. The anniversaries of a number of significant events from a hundred years ago would occur this year and, in line with previous programmes, it was proposed that the Council continued with its programme of commemorations.

A draft programme for the period April 2017 – March 2018, together with estimated costs is set out below:

**Appendix 1:**

**Proposed Programme of Activity for April 2017 – March 2018**

In preparing the programme of events and activities prior to 1916, Members had requested that any Council activity should focus on the following elements:

- That any activity would have a strong Belfast focus
- That the human stories of lost lives would be explored, as a common thread
- That commemoration activity would be respectful

The following proposed programme of events seeks to include activity that can continue under these principles.

Based on previous programmes the following indicative costs would be required in the delivery of work around the Decade of Centenaries over the period covered by the proposals in this report.

Depending on the decisions of Members, the following is presented below, identifying the programme activities and potential resources required. Based on previous programmes, the activity would generally require costs such as speakers' fees, catering, drama and technical support.

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**Theme: Politics and Parliaments**

<b>Activity</b>	<b>Date</b>	<b>Potential cost</b>
An exploration of the Irish Convention of August. (Talk/lecture)/Possible re-enactment of the Convention, using drama and use of the Council Chamber as a venue, subject to agreement and approval	October 2017	£10,000
An analysis of the General Election of 1918 and the First meeting of Dáil Eireann in the Mansion House in January 1919. (Talk/Lecture)	January 1918	£2,500

**Theme: The End of World War I.**

<b>Activity</b>	<b>Date</b>	<b>Potential cost</b>
Battle of Messines and Passchendaele	May/June 2017	£4,000
The World and the First World War- Russian Revolution(Talk/lecture)	November 2017	£1,000

**The Politicisation of Women**

<b>Activity</b>	<b>Date</b>	<b>Potential cost</b>
Women and politics in post war Belfast (Talk and drama evening)	February 2018	£3,000

It was reported that there was scope to work alongside other organisations such as the Fellowship of the Messines Project and/or the Unionist Centenary Committee in the delivery of some of the proposed events relating to the Battles of Messines and Passchendaele, given that those would take place in May/June. It was anticipated that a further report on the Decade of Centenaries, which looked at a programme to cover the 1918 - 1922 period, would be submitted to the Committee in due course for consideration.

The Committee approved the Decade of Centenaries programme for delivery and noted that funding for the Battle of Messines and Passchendaele events would be covered through existing budgets given that these would take place in May/June and the remainder would be considered as part of the year end finance report in June.

**Establishment of Historic Working Group**

The Committee was reminded that, as part of the review of the Diversity Working Group, it had been agreed that that group would be replaced by a Historic Working Group to priorities historic events and related issues. That would mean a move away from a Good Relations focus, with Good Relations primarily being discussed by Party Leaders and the Strategic Policy and Resources Committee.

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Draft terms of reference had been developed for the working group and these are set out as follows:

- to consider how the Council can maximise and promote the historic richness of legacies and assets of Belfast;
- to develop a long term plan to celebrate, promote and commemorate our historic assets and events;
- to apply the agreed core set of principles established to commemorate any events;
- to advise on the detailed decade of centenaries programme once agreed via Party Leaders and Strategic Policy and Resources Committee; and
- to make recommendations to the Strategic Policy and Resources Committee regarding the issues above.

It was proposed that the membership of the Historic Working Group would comprise of one nominee from each of the six main political parties.

The Committee approved the proposed terms of reference and the membership of the Historic Working Group.

### **Equality Screening Outcome Report**

The Committee was advised that one of the main requirements of the Council's Equality Scheme was to carry out the screening of new and revised policies. That allowed any impacts relating to equality of opportunity and/or Good Relations to be identified and addressed. An equality screening template was completed by the relevant officer, in consultation with the Equality and Diversity Officer. On a quarterly basis, the Equality and Diversity Officer collated all completed templates into a Screening Outcome Report and published it onto the Council's website along with the relevant completed screening templates.

The Committee noted a summary of the Equality Screening which had taken place through quarter 3 – 2016/17.

### **Operational Issues**

#### **City Hall Exhibition – Operational Arrangements**

The Committee considered the undernoted report:

**“1.0 Purpose of report**

- 1.1 To seek the Committee's endorsement of the proposed operational arrangements for the new Exhibition Area opening in May 2017.**

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**2.0 Recommendations**

**2.1 The Committee is asked to;**

- Note and endorse the operational mechanisms set out below;
- Note and endorse the proposed changes to the Security Unit;
- Endorse the approach to merchandising within the Exhibition area.

**3.0 Background**

**3.1 The Committee will be aware that the council has agreed to develop and operate a high-quality permanent visitor attraction in the east side of the City Hall building. This facility is to be managed on a day-to-day basis by the Civic HQ Unit of the Facilities Management Section. The following provides a summary of the operational modalities of the Exhibition:**

**3.2 Staffing & opening hours**

**Following discussion at the Strategic Policy & Resources Committee, the planned opening hours of the facility are as set out below. As can be seen, the facility will be open seven days per week including late-night opening each Thursday.**

<b>FACILITY OPENING HOURS</b>	
Monday	09.30 - 17.00
Tuesday	09.30 - 17.00
Wednesday	09.30 - 17.00
Thursday	09.30 - 20.00
Friday	09.30 - 17.00
Saturday	10.00 - 17.00
Sunday	10.00 - 17.00

**3.3 As the Committee will be aware, a new Tours & Exhibitions reception is being constructed in the former PUP party room in G02; this will be the main entrance for all visitors (SP&R Committee has already agreed to close the East entrance at the same time as the exhibition is opened to the public).**

**3.4 This reception will be staffed by two full-time Leaders and supplemented by three part-time Reception Administrator (Tours & Exhibitions) staff plus a casual pool. These newly created posts are currently being recruited and appointments will be made by 31st March 2017. It is planned to have all new**

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staff in place by 1st May 2017 to allow for a period of detailed familiarisation with the Exhibition and the associated various systems and services.

**3.5 Charging and customer management**

In line with the recommendations of the council's principal consultants, Redhead Ltd, and the decisions of the Strategic Policy & Resources Committee, the basic orientation to charging is that for all 'walk-in' visitors entrance to the facility will be free. A charge will however be applied to 'commercial' groups<sup>1</sup> defined as being groups of visitors paying a premium to a third party as part of a wider managed itinerary (e.g. cruise-ship tour operators).

**3.6 Entrance fees for these commercial groups will be on the following basis:-**

<b>Package</b>	<b>Price</b>
City Hall - tour only	£2.00
Exhibition (incl. headset & souvenir guide)	£5.00
Exhibition (incl. headset & guide) & City Hall tour	£6.00

**3.7 Costs relating to other aspects of the visitor experience will be as follows**

Hire of headsets	£3.50 per person (non-refundable)
Purchase of souvenir guide	£1.00
Downloadable app	£1.50 (will not be available initially but may be introduced later)

**3.8 In terms of payments, the new systems will accept credit-card, contactless card and cash payments, and in terms of billing it has been agreed that debtors' invoicing in arrears will be an option (not currently permitted for tour bookings). Online booking facilities are also being explored.**

**3.9 A system of 15-minute booking slots will be in place; this is inevitable given the capacity of the first themed area of the tour is 35 people, so that we may at peak times have to 'drip-feed' visitors into the facility in discrete slots in order to comply with Building Control requirements. As outlined**

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<sup>1</sup> As is currently the case for commercial tours of the building

above, the East entrance will become an exit-only facility in order to assist with customer management and traffic flows.

3.10 The large 'commercial' groups will be catered for in a separate waiting area immediately opposite the main Tours & Exhibitions Reception.

3.11 It is now anticipated that the official opening of the new Exhibition facility will take place on Monday 15th May 2017, and the facility will be open to the public thereafter.

3.12 Systems & services

Multi-lingual interactive headsets delivering the agreed content in eight languages (including Irish & Ulster Scots) will be available for hire. While these are expensive devices to procure and programme, we will not take deposits for them because of the additional administrative and customer management problems this poses; instead we are using a series of radio-frequency 'anti-forget' sensors and alarms at all main exits to try to manage down the potential for loss.

3.13 These headsets are kept in dedicated charging stations which are also linked to an information system which will provide timely and accurate information in relation both to stock of headsets on hand at any given time and also more detailed reports on usage (e.g. which languages are most selected, duration of use etc).

3.14 A dedicated point-of-sale system has also been procured and is currently being configured ready for use with all cash receipts from all headset hire, souvenir guide sales and merchandising etc, together with a booking system to track numbers and pre-allocate 'commercial' groups etc.

3.15 Merchandising

Merchandising sales have the potential to generate significant income for the council, depending upon the location within the Exhibition, item pricing and the range of stocked items. Dedicated merchandising advice was sought in terms of this aspect of the facility and proposals developed on foot of that advice.

3.16 The Committee will however be aware that the proposal to create a new, dedicated Tours & Exhibitions reception area on the main marble was turned down by the Committee and alternative plans have therefore been developed.

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- 3.17** The intention is to reposition the existing main Reception counter somewhat, close to its existing location but with a dedicated merchandising area immediately behind it (see Appendix 1).
- 3.18** This represents the best available alternative, in that it maintains line-of-sight of the merchandising area for visitors and keeps the area broadly within the overall footprint of the facility, as recommended by our consultant.
- 3.19** An initial range of merchandising items has now been agreed and these items are being procured. In addition to the regular and some bespoke souvenir items we plan to stock some locally produced items, and are currently in discussion with colleagues in the Economic Development Unit about arranging a 'Made in Belfast' competition.
- 3.20** All the marketing and merchandising material will replicate the brand logo and text developed by Redhead, the USP of which is the City Hall building itself.
- 3.21** Bobbin area
- The Committee will be aware that the Bobbin facility will become part of the wider exhibition area, and has been closed for necessary renovations for some time. The Committee will also recall that SP&R committee has previously agreed that, in the period between the opening of the Exhibition and the letting of a new franchise contract for the Bobbin, the previous operator, LOAF, would be offered the use of the facility.
- 3.22** LOAF has indicated it is keen to take up this opportunity as soon as possible and it is proposed to grant access to LOAF to the new facility on 10th April 2017 for the purposes of setting up and preparing for opening.
- 3.23** It is intended that the facility will be opened to the public on 19th April 2017, with access by the back door only. The Exhibition itself would remain closed off as at present until the official opening, and the Bobbin area would also be screened off at the entrance until the full opening. LOAF has yet to confirm these provisional dates.
- 3.24** Management & control
- The back-office elements of the Civic HQ structure are being revised currently in order to take into account the Exhibition responsibilities (and also the transfer of function bookings from Democratic Services). It is hoped that this exercise will

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be complete by the end of April 2017 and will provide additional management and supervisory support to the Tours & Exhibitions staff.

- 3.25** With regard to safety and customer management, the Unit has agreed an overall maximum visitor number of 350 for the area with Building Control, and has also tabled a comprehensive management plan for the facility. This includes health & safety issues, customer management and flow control, access/egress, escalation processes and facility management.
- 3.26** In addition to the five new Reception posts created as per the above, the Cleaning & Portering Unit has recruited two additional day-time part-time Cleaners specifically to clean the toilets, corridors and principal areas of the Exhibition facility.
- 3.27** Security reorganisation
- In relation to Security, we are currently reorganising the unit's shift rota to ensure that two Security Operatives are on duty at all times throughout the opening hours of the Exhibition. This will be essential to monitor visitor numbers, respond to and escalate any issues arising, deal with customer queries, and assist with headset management. The lower estimate of visitor numbers for the Exhibition is 100,000 p.a. so these staff will be essential.
- 3.26** In addition, elected members will be aware that the new council building at 9-21 Adelaide Street is now almost fully operational, and by July 2017 the two buildings at Cecil Ward and 9 Adelaide will together house nearly 1,200 staff. Clearly, adequate security cover at this building will be necessary, and for the reasons above the Unit has been considering how best to allocate its resources to provide the enhanced levels of service, without any greater financial burden on the rate-payer.
- 3.29** It is proposed therefore, that Security staff will be deployed, working to new shift arrangements, to ensure the necessary cover at the Exhibition Area and 9 Adelaide. This new proposed rota means that BCC security staff won't cover the council's Duncrue site (the council's current security contractors, Sword Security Ltd, will cover this site); ensures BCC security staff are deployed at the Council's new and high profile exhibition and buildings; allows cover for the Exhibition area at weekends to be provided in normal time rather than on double-time enhanced hours as at present; requires one additional week-end day to be covered but 27

fewer night shifts per person per annum; and means that staff who rely on public transport for work no longer have the difficulties associated with the poor service for this location in off-peak hours.

- 3.30 In addition, Control Room operatives will be required to operate additional, enhanced CCTV and access-control systems on foot of the Exhibition and changes to car-parking processes but the externalisation of fire and intruder alarm monitoring will ease the burden on these roles.
- 3.31 Further, the installation of a fully-automated access-control system at the Raphael St site will mean enhanced management and utilization of this important city-centre site and extend opening hours.
- 3.32 There will be no changes to existing terms and conditions of employment for these staff (including pay & grading) and there will be no change to the staffing numbers on the Council's organisational structure, but rather the shift rota for security cover has been proposed on the basis of a minimally reduced number of security staff as a result of natural turnover.
- 3.33 By making the changes outlined above, the Security Unit would be in a position to fulfil all its obligations including the new cover required in the Exhibition and the 9 Adelaide building from within its current budgetary allocation and without requiring any additional rate-borne resources.
- 3.34 Additional CCTV cameras will cover all areas and themed rooms of the Exhibition and will be recorded and monitored in the Control Room on a 24/7 basis. Some additional software may be needed in the Control Room in future to exploit the wider analytical capabilities of these cameras, but this would be the subject of a separate report once the Exhibition is operational.
- 3.35 Impact on existing services
- The Committee will be aware that the long-standing City Hall tours function will continue to operate after the Exhibition itself becomes operational. Visitor numbers for this service continue to be stable and robust, with almost 60,000 visitors per annum taking tours (public and private).
- 3.36 This service is a distinct offer in itself, and it has therefore been necessary to seek to ensure that the main Exhibition does not succeed at the expense of the tours service but

rather that the two offers are managed and marketed as complementary to each other. As set out above, package prices are available for commercial groups, who can choose to take only the Exhibition or to take both Exhibition and public tour, at substantially discounted rates.

**3.37** In addition, the infrastructure within the Exhibition and the content of the souvenir guide are being used to proactively market and promote the tour service, as will the free downloadable app. This app will be available on both iOS and Android platforms (but not Windows Phone) and will give the visitor useful and interesting information about the City Hall (including stained-glass windows, statuary & grounds.) and will also actively promote the tour service.

**3.38** Signage

All signage is currently being reviewed in liaison with Corporate Communications; this will provide a focus on the Exhibition, Tours & Bobbin but will also ensure proper sign-posting of the other public-facing services e.g. BDM & Civil Partnerships.

**3.39** Marketing

The Corporate Communications Section is currently developing both a planned programme of activity in relation to the Exhibition launch and also a media campaign in respect of the marketing of the facility both in the lead-up to launch but also thereafter on social media etc. A budget of £35,000 has been allocated for this work from the main Exhibition project fund.

**3.40** Financial & Resource Implications

All the expenditure relating to the provision of staffing and operational systems and services has been provided for in the revenue estimates of the Civic HQ Unit for 2017/18 or, where appropriate, in the overall capital project budget (e.g. signage etc.).

**3.41** Equality & Good Relations Implications

The Exhibition has been designed to ensure DDA compliance in liaison with the Good Relations Unit, and there are no other direct good relations or equality issues arising in respect of this report.”

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After discussion, the Committee:

- noted and endorsed the operational mechanisms as set out in the report;
- endorsed the approach to merchandising with the Exhibition Area; and
- agreed not to endorse the proposed changes to the Security Unit at this stage, but rather that the security reorganisation proposals be deferred to enable them to be considered at Party Briefings.

**Request for Loan of the Young Citizen Volunteers (YCV) Flag**

The Director of Property and Projects advised the Members that occasionally requests were received from outside bodies to borrow an individual piece of art or an artefact item from the City Hall collection. Most requests were relatively straight forward and were dealt with by the appropriate officers and most items were loaned subject to the proper loan agreement and insurance arrangements being in place. However, a request had been received recently from Mr. Gilbert Ossieur, President of the Friends of Flanders Field Museum in Ypres, Belgium for the loan of the Young Citizen Volunteers (YCV) flag for a commemorative event taking place on 7th June, 2017 to mark the 100th anniversary of the Battle of Whytschaete.

He advised that the flag was not on general display in the City Hall and was not intended to form part of the new Exhibition Area and visitor attraction and was, in fact, only displayed once each year during the Somme commemorations. However, it was a valuable historical artefact which could not be replaced and would require professional handling and protection.

He explained that officials from the Flanders Field Museum in Ypres would cover all necessary insurance and transport costs and a comprehensive loan agreement would also need to be completed before the flag was released.

The Committee approved the request for the loan of the Young Citizen Volunteers flag.

**Request for the use of the City Hall Grounds – Feile an Phobail**

The Committee was advised that a request had been received from Feile an Phobail to use the front lawns on 13th August 2017 for the City Hall Rocks Back event. The event featured young and emerging bands performing on stage and showcased bands from all sections of the community and the types of music played included Rock, Blues, Heavy Metal, Rap, Ska and Reggae.

The Director of Property and Projects reported that the organisers required use of the grounds between 8.00am and 7.30pm for stage and sounds set ups and strip downs. The event itself took place between 1.00pm and 5.00pm. Depending on the weather, the event could attract up to 2,000 people. The profile of those attending included family and followers of the bands, plus local and overseas visitors in the City for the day. The event was free to enter and no other charges were made by the organisers.

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The organisers would be providing staging, sound system and toilets. They would also be providing their own stewarding/marshalling staff and would of course have to comply with the usual conditions, including indemnities for damage and submission of a formal event management plan. Feile an Phobail had previously been granted use of the grounds for this annual event and these had taken place in the grounds without incident.

The Committee approved the request for the use of the City Hall grounds from Feile an Phobail to hold its annual City Hall Rocks Back event.

**Request for the use of the City Hall Grounds –  
Fields of Battle, Lands of Peace**

The Committee was advised that a request had been received from the Cultural Affairs office of the US Embassy in London seeking the Council's agreement to host an outdoor photographic exhibition to be set up in the grounds of the City Hall. The exhibition, including set up and strip down days, would run for the full month of September, 2017.

The exhibition entitled Fields of Battle, Lands of Peace: The Doughboys 1917 – 18 was a powerful photographic exhibition by the photo-journalist, historian and battlefield guide Michael St. Maur-Sheil. It told of 'the healed scars of the First World War through the only remaining witness, the fields of battle themselves. Once places of devastating violence, the landscapes are now seen as scenes of great beauty, testament to peace and remembrance.'

The exhibition, which was commissioned by the National World War I Museum and Memorials, focused on the American Expeditionary Forces through France. The exhibition would be free to view and it was suggested that, with its focus on education, it was ideal to be viewed by adults and children alike. It featured archive images and fascinating facts to support the contemporary battlefield images.

The organisers also requested that, if possible, the Council would agree to host a launch event in the City Hall, which might comprise of the American Ambassador, exhibition artist, media and representatives from the Council being in attendance. The purpose of the event would be to highlight the exhibition and to and to thank those involved. It would be normal in such circumstances for the host city to provide some type of appropriate small scale hospitality at the launch event.

The Committee approved the request from the Cultural Affairs Office of the US Embassy in London for the use of the City Hall Grounds to host the Fields of Battle, Land of Peace photographic exhibition; and agreed also to host an exhibition launch event in the City Hall, with appropriate hospitality.

**Minutes of the Meeting of the  
Budget and Transformation Panel**

The Committee approved and adopted the minutes of the meeting of the Budget and Transformation Panel of 9th March.

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**Audit and Risk Panel**

The Committee approved and adopted the minutes of the meeting of the Audit and Risk Panel of 7th March.

**Elected Member Development**

The Committee considered the undernoted report:

**“1.0 Purpose of Report or Summary of main Issues**

- 1.1 This report is to advise Committee that the Elected Member Development Working Group (EMDWG) ( a task and finish group) has fulfilled its agreed terms of reference as set out at Appendix One, and has developed and implemented the agreed corresponding projects set out in the member development action plan.**
- 1.2 Committee is asked to agree the elected member development processes, frameworks and 2017-2018 capacity building plan developed by the EMDWG.**

**2.0 Recommendations**

The Committee is asked to:

- 2.1 Agree the elected member development processes, frameworks and 2017-2018 capacity building plan developed by the EMDWG.**
- 2.2 Note the EMDWG agreed that Party Leaders or their nominees should attend the first three day modular Belfast Academy programme to help shape the content for delivery to other elected members.**
- 2.3 Note feedback from elected members regarding the need to clarify and communicate the agreed uses of the annual elected member PDP budget allocation to key staff.**
- 2.4 Note that Strategic Policy and Resources Committee will consider elected member development issues going forward including the ongoing review of the capacity building plan.**

**3.0 Main report**

**Key Issues**

**3.1 Establishment of elected member development working group**

The Strategic Policy and Resources Committee at its 22 August 2014 meeting agreed, as part of the review of working groups during Local Government Reform, that the Budget and Transformation Panel would deal with elected member capacity building issues during the shadow period and thereafter subject to review.

Given the remit of the Budget and Transformation Panel, and the corresponding demands on Party Leaders time, the Budget and Transformation Panel agreed in September 2015 that an elected member development working group should be established.

**3.2 Task and finish focus**

The EMDWG was established in February 2016 as a task and finish project group.

The agreed terms of reference are set out at Appendix One and the agreed corresponding member development action plan is set out at Appendix Two. It includes a progress update at March 2017.

**3.3 Delivery of member development action plan**

The following agreed projects contained in the action plan have all been successfully completed:

- bespoke elected member role profiles;
- a bespoke Knowledge and Skills Framework;
- a revised personal development planning (PDP) process;
- a list of independent facilitators to be invited to be included on a call-off list for elected member PDP meeting (optional) facilitation. The procurement exercise is currently underway.
- a members assistance to study scheme;
- a capacity building plan developed for 2017-2018. Relevant learning and development evaluation processes will be developed in line with the capacity building plan going forward.

3.4 The EMDWG has also directly inputted to the work to date in the development of a pilot Members Portal. This is a separate project being led by the City Solicitor.

3.5 EMDWG March 2017- Points to note based on Members feedback

At the March meeting elected members provided feedback regarding the need to clarify the agreed types of development activities which will and will not be supported by the annual PDP budget allocation. In particular they asked for clarity in relation to attendance at conferences, seminars, workshops and best practice visits requested by an individual elected member. Costs associated with elected members attending conferences, seminars, workshops or best practice visits agreed by a council committee, or members attending events hosted by the council, will not be supported by the PDP budget allocation but will be met from the relevant departmental budget if places for councillors cannot be accommodated by event organisers. This is set out at Appendix Five. The EMDWG agreed the importance of this being communicated to key staff.

3.6 Financial & Resource Implications

The costs associated with implementing the 2017-2018 capacity building plan, and costs associated with any independent facilitation of member PDP meetings, will be met from the 2017-2018 organisational development budget. Costs associated with individual member development activities, agreed as part of the PDP process, will be met from member's individual PDP budget allocation. Costs associated with elected members attending conferences, seminars, workshops or best practice visits agreed by a council committee, or events hosted by the council, will be met from relevant departmental budgets if necessary.

3.7 Equality or Good Relations Implications

**There are no equality or good relations implications.”**

The Committee adopted the recommendations.

### Civic Hospitality – Revised Processes

The Director of Property and Projects submitted for the Committee's consideration the following report:

**“1.0 Purpose of Report or Summary of main Issues**

**1.1 To seek the Committee’s approval for a modification to the existing processes in relation to the provision of civic hospitality for externally-booked functions and events in City Hall.**

**2.0 Recommendations**

**2.1 The Committee is asked to:**

- **Endorse the revised approach set out herein.**

**3.0 Main Report**

**3.1 Background**

**Members will be aware that, at its meeting of 6th January 2017, the Strategic Policy & Resources Committee considered a report dealing with ‘revisions to the management of City Hall function bookings’. The Committee decided at that time, *inter alia*, to discontinue the practice of providing civic hospitality for all external functions and events. This decision was taken primarily on financial grounds, on the basis that it would result in a reduction of approximately £43,000 in rate-borne expenditure to the council in a full year.**

**3.2 However, since this decision was taken, some concerns have been expressed from a number of sources, as it is suggested that there may be some very limited circumstances in which it may be mutually beneficial to allow this practice to continue. It is suggested that a more nuanced approach may be needed, and therefore that it should still be possible to provide hospitality in the following specific cases only:-**

**3.3**

- a) function requests which are so closely aligned with and complementary to the Belfast Agenda and the council’s subsisting aims and goals that it would be mutually beneficial to permit the provision of civic hospitality (including alcoholic drinks receptions) up to the previous limit of £500; and**
- b) function requests made by smaller but obviously deserving groups (e.g. children’s cancer charities etc) where the hospitality provided would normally be non-alcoholic (i.e. tea/coffee/soft drinks etc) and be limited to a cost not to exceed £2 per person.**

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- 3.4** The cost of these provisions would be met from the hospitality budget of the Civic HQ Unit (following the necessary budgetary transfer from the Democratic Services Section prior to the commencement of new processes in April 2017).
- 3.5** In terms of the modalities of this approach, a set of more detailed processes would be needed. Applicants would not routinely be offered the opportunity to indicate their wish for civic hospitality on the application form; instead, for the larger external functions which may qualify under 3.3(a) above the process would be that applications felt to meet the initial criteria by Civic HQ would be forwarded to the Director of Development.
- 3.6** In circumstances where the Director is prepared to endorse the proposed event this would trigger an offer of hospitality to the organisers along with their letter of acceptance.
- 3.7** For those smaller events and functions which may benefit from the provision of tea/coffee (or exceptionally an alcoholic drinks reception) these would be identified by the Civic HQ Unit and approved by the Director of Property & Projects, and the organizers then informed of this in their letter of acceptance. There is clearly the potential for some of these functions, if refused, to result in difficult reputational issues and/or adverse media coverage, although set against this will be the need to control spending in this area.
- 3.8** Members clearly wish to reduce the council's exposure to this sort of expenditure arising from externally-booked functions and events, while at the same time creating a situation whereby, in very specific and mutually beneficial cases only, the council may modestly support an event with an offer of hospitality where there is clear mutual benefit in doing so. Effective procedures and tight control will therefore be essential.
- 3.9** It must be emphasized that the Civic HQ Unit will be adopting a conservative approach to the revised hospitality provisions - one which seeks to distinguish only those few requests which very clearly meet the revised criteria - as this flexibility cannot be allowed to become the norm, not least because no additional funding is available to pay for any significant increase in hospitality costs.
- 3.10** The above approach was tabled at the Budget Panel on 9th March 2017 and the Panel agreed to endorse and approve the proposed revised processes subject to the agreement of the Strategic Policy & Resources Committee.

**3.11 Key issues**

The key issue is:-

- whether or not the Committee believes that the proposed mechanisms to address this situation as recommended herein are acceptable, or require further revision.

**3.12 Decisions required**

The Committee is requested to:

- 1) review the need for a more nuanced set of processes around the provision of civic hospitality for external functions, *and*
- 2) to the extent necessary, review, endorse or amend the proposals set out above as a means of dealing with the issues raised.

**3.13 Financial and Resource Implications**

Budgets for 2017/18 have already been adjusted on the basis of the Committee's previous decision in respect of the provision of hospitality, and consequently any agreed future provision of hospitality will be funded from a reduced Civic HQ budget. It will therefore be necessary to robustly assess booking requests in order to ensure that costs do not arise which cannot be covered from the existing budget, and this is the approach which will be taken by the Civic HQ Unit.

**3.14 Equality and Good Relations Implications**

There are no direct Good Relations or Equality implications arising from this report."

The Committee adopted the recommendations.

**Consultation Response on SBNI Regional  
Child Protection/Safeguarding Policy and  
Procedures for Northern Ireland**

The Committee considered the undernoted report:

**"1.0 Purpose of Report or Summary of main Issues**

- 1.1 The purpose of this report is to make Members aware of the Safeguarding Board for NI's consultation on the Regional

Child Protection / Safeguarding Policy and Procedures and to seek Members' approval of the Council's draft response.

**2.0 Recommendations**

**2.1 The Committee is asked to;**

- Consider the draft response and approve its submission to SBNI, subject to any comments or amendment provided, with the proviso that the response is subject to full Council approval at its meeting in April 2017.

**3.0 Main report**

**3.1 Background**

The Safeguarding Board for NI (SBNI) are currently consulting on the Regional Child Protection / Safeguarding Policy and Procedures and the consultation period commenced on Friday 23rd December 2016 and will run until Monday 6th March 2017. Council officers have been in contact with SBNI and have advised them that Council's final response cannot be submitted until the response is ratified by a full meeting of Council.

**3.2 Summary of policy and procedures**

A copy of the SBNI Child Protection / Safeguarding Policy and Procedures is attached as Appendix 1 but in summary it is designed to improve the safeguarding of all children and young people living in Northern Ireland and to ensure that there is consistency across all agencies with regard to recognising and responding to potential concerns about a child or young person.

**3.3 The Policy and Procedures are grouped under five Sections:**

Section 1	Core Procedures
Section 2	Safeguarding Practice Guidance
Section 3	Individuals who pose a Risk to Children/Young People
Section 4	Roles and Responsibilities of the SBNI
Section 5	Protocols

- 3.4 Within each section there are a number of sub-sections relating to various areas of practice including listening to the voice of the child, how to respond to abuse and neglect and guidance as to how organisations should manage situations where abuse is linked with Faith or belief or where children are subject to abuse via digital media.
- 3.5 The procedures provide guidance on how agencies should respond where an adult may pose a risk to children and young people and the reporting mechanisms for alerting Social Services and the Police are detailed. Section 4 details the roles and responsibilities of Council as a member agency of the Safeguarding Board and highlights Council's responsibilities to work in partnership with others to safeguard children and young people.
- 3.6 Section 5 relates primarily to the medical profession and relates to specific instances of abuse in pre-mobile babies.
- 3.7 Draft Response
- A copy of the draft response to the consultation is attached as appendix 2 and a summary of the key issues are outlined below. As the closing date for responses is prior to the April Council meeting it is proposed that the response, subject to any comments or amendments from Members, be submitted with the caveat that it is still subject to ratification at the full Council meeting.
- 3.8 The Council welcomes the publication of the SBNI Policy and Procedures and strategy and agrees with the overall objective to enhance the safety and welfare of children and young people. Council agrees with the key principles that safeguarding children and young people is everyone's business and, that in order to effectively protect them, there is a need to work in partnership with a wide range of statutory and community organisations.
- 3.9 There is no proposal within the document for the current structures within SBNI to be changed and Belfast City Council remains committed to playing an active role on the Belfast Safeguarding Panel, working with others to ensure that where possible children are prevented from harm. Whilst the work of Council is varied, we recognise that many of our services are delivering to children and young people within local communities and we acknowledge our responsibility to ensure that those Officers and Members who are in contact with

children and young people know how to recognise and respond to concerns about abuse.

3.10 It is noted that whilst the Policy and Procedures are very comprehensive, they would need further refinement to make them more user friendly and more accessible. It is unfortunate also that there was no specific consultation with the children and young people who find themselves the subject of these policies and procedures as they may have had useful views regarding this. Whilst child protection is not the core work of Council we make reference to the fact that this policy needs to link with the recommendations of the recent Jay review of SBNI and take into consideration any actions. We acknowledge also that there are additional recommendations included in the draft Adoption and Children's Bill which will impact on safeguarding practice and structures and again this will need to be considered.

3.11 Section 1: Core procedures

There are 8 sections contained within this area.

- i. Communicating with Children / young people who have specific communication needs: We agree with the content of this section but suggest that additional safeguarding training should be given to overseas interpreters and a link to overseas criminal records should be included in this section. It is suggested also that the Royal College of Speech and Language Therapists may be a useful source of expertise in this area.
- ii. Ensure the voice of the Child / Young Person is heard: We agree with the content of this section and we highlight the importance of engaging a child in play to communicate effectively with them.
- iii. Responding to abuse and neglect: We agree with the content of this section but highlight the need for consistent terminology relating to Social Services to be used throughout the document. We also highlight that as a Council we do not use the UNOCINI assessment (Understanding the Needs of Children in NI) and as such we do not make referrals to Social Services using this tool. This is line with other Councils across NI and we ensure that, where there is a need to report a concern about child abuse or safeguarding, it is reported to the Gateway service by telephone and followed up in writing.
- iv. Policy and procedure on referrals: We agree with content of this section and highlight Council's

positive relationship with the Belfast Trust through delivering joint safeguarding training and working together as members of the Belfast Safeguarding Panel.

- v. Policy and Procedure on assessment: We agree with the content of this section and highlight that assessment is not Council's responsibility.
- vi. Child Protection Enquiries: We agree with the content of this section and recognise our duty to provide information to inform an enquiry if needed but we highlight that there is information missing related to the escalation procedures.
- vii. Child Protection case conferences: We agree with the content but reflect that it would be very unusual for a Council official to attend a case conference. We note that the procedures require a written report to be produced by all organisations attending a case conference. It is suggested that a written report need only be produced if a representative from the agency is unable to attend.
- viii. Child Protection register: We agree with the content but are asking for further clarity regarding the appeal process.
- ix. Medical assessment of alleged or suspected child abuse and neglect: Council do not have a role in this.

### 3.12 Section 2: Safeguarding Practice Guidance

There are 20 sections contained within this area.

- i. Abuse linked to faith or belief: We agree with the content of this section but suggest that a link to the safeguarding contacts for the main churches should be included.
- ii. Bullying: We agree with the content and are supportive of the restorative approach that is recommended.
- iii. Children living away from home: We agree with the content of this section but have no statutory responsibility for children living away from home.
- iv. Children affected by gang activity or serious youth violence: We agree with the content of this section but highlight that this section and one relating to radicalisation, paramilitarism and violent extremism could be combined. The work that Council is leading on with other partners via the Anti-social behaviour forums is highlighted as a

- positive example of intervening where young people may be at risk.
- v. Children from abroad: We agree with the content but highlight that the link to a document which is referenced has not been inserted.
  - vi. Trafficked children: We agree with the content of this section and give an example of the Human Trafficking event in City Hall as an example of how we work to raise awareness of this issue across all Council services.
  - vii. Children/Young People missing from home: We agree with the content of this section.
  - viii. Children of parents who misuse substances: We agree with the content of this section and highlight that although we don't provide direct services to this group we may enable support groups to use our premises.
  - ix. Children / Young people of parents with learning difficulties: We agree with the content of this section but highlight the need to be consistent in the use of terminology.
  - x. Children / Young people of parents with mental health problems: We agree with the content.
  - xi. Children / Young people with a disability: We agree with the content and highlight Council's open access policy for services. The issue of hidden disability such as speech and language difficulties and Autism is also highlighted.
  - xii. Domestic violence and /or sexual violence and abuse: We agree with the content and identify the steps taken by Council to make Council premises safe places for those who are victims and raise awareness of this issue for staff and visitors. We also recognise the long-term impact that domestic abuse and violence has on children.
  - xiii. E-safety: Children exposed to abuse through digital media: We agree with the content of this section and identify the range of digital programmes on offer by Council to both children and adults across the city. We are aware of the importance of protecting children and young people on line and have highlighted the need to ensure that policies are updated in accordance with new and emerging online risks.
  - xiv. Fabricated or induced illness: This is not an area for Council.
  - xv. Female Genital Mutilation: We agree with the content of this section and have highlighted the close links that Council has with a wide range for

- newcomer groups. Key Council Officials have obtained additional training in this area and this will be included in future training programmes for key frontline staff across Council. It is noted that the NSPCC FGM helpline should be referenced in this section.
- xvi. **Forced marriage**: We agree with the content and highlight that it is not only women who can be the subject of forced marriage.
- xvii. **Honour-based violence**: We agree with the content of this section.
- xviii. **Neglect**: We agree with the content of this section and recognise that Council staff may identify families where children may be experiencing neglect. Reference is made to the Belfast Agenda and Council's ambition to reduce life inequalities and support and care for people who face multiple challenges.
- xix. **Children and Young People against radicalisation, paramilitarism and violent extremism**: Council welcomes the inclusion of this group in the procedures and acknowledges that where a child has been subject to a so called 'community punishment or paramilitary style shooting' that this is a safeguarding issue and one which will require a response by professionals. We recognise our responsibility to work with others to safeguard children from such incidents and have highlighted the valuable work of the ASBO forums and the Policing and Community Safety Partnerships across Belfast in working to divert children and young people from offending and anti-social behaviour and reduce the risks of them being subject to this type of abuse.
- xx. **Self-harm and suicidal behaviour**: We agree with the content of this section but suggest that it may be useful for the policy to identify sources of training / support in this area.
- xxi. **Children who display harmful sexual behaviour or developmentally inappropriate sexual behaviour**: We note that this is not an area of direct work for Council but we agree with the content of this section and suggest that it may be helpful for the policy to signpost to services. It is suggested also that the word intervention could be used instead of treatment when referring to the programmes they will be engaged in. The importance of involving the Education Authority as a key agency for these young people is also highlighted.

**3.13 Section 3: Individuals who pose a risk to children / young people**

- i. **Management and use of information concerning known and suspected offenders against children / young people:** Council agrees with this content which relates to the Public Protection Arrangements for NI and notes that where Council becomes aware of such an individual this would be addressed with the PSNI and Social services.

**3.14 Section 4: Roles and responsibilities of the SBNI**

- ii. **Are you content with the policy and procedure on the Safeguarding Board for Northern Ireland?:** Council has responded that it is not content with the roles and responsibilities of SBNI and has highlighted the need to implement the recommendations from the Professor Jay report. In addition it is suggested that, as the Child Death Overview Panel has not met since the inception of the SBNI , perhaps its function could be combined with the Case Management Review (CMR) panel.
- iii. **Agency roles and responsibilities:** Council's role and responsibilities within SBNI are defined in legislation and thus we agree with the content of this section.

**3.15 Sections 5: Protocols**

**Pre-mobile babies protocol:** This is not an area that relates to the work of Council.

**3.16 Financial & Resource Implications**

None associated with this report.

**3.17 Equality or Good Relations Implications**

There are no relevant equality considerations associated with this report. SBNI have completed an associated equality and human rights policy screening exercise.”

The Committee approved the draft response a copy which is available [here](#) on the Council's website.

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**Requests for the Use of the City Hall  
and the Provision of Hospitality**

The Committee adopted the recommendations in relation to the requests for the use of the City Hall and the provision of hospitality as set out below:

Appendix

<b>Organisation/ Body</b>	<b>Event/Date - Number of Delegates/Guests</b>	<b>Request</b>	<b>Comments</b>	<b>Charge to be applied</b>	<b>Recommendation</b>
Let's talk Crohn's and Colitis Northern Ireland	Night of Appreciation Awards Ceremony  20th May, 2017  Approximately 150 attending	The use of the City Hall	This event will recognise the contribution made by both professionals and volunteers over the past year, highlighting past successes and acknowledging the difference made to peoples' lives by both groups of individuals.  <i>This is an event organised by recognised local community or voluntary sector groups for non-profit and non-political purposes</i>	No charge to be applied. This is an event organised by recognised local community or voluntary sector group for non- profit and non- political purposes	Approve
Belfast Health and Social Care Trust (on behalf of the Parents' Group)	'A Time to Remember' - Service of Remembrance for Royal Belfast Hospital for Sick Children  15th October, 2017  Approximately 350 attending	The use of the City Hall	This event, which is generally hosted by the Lord Mayor, will provide an opportunity for bereaved parents and relatives of children to come together and remember their loved ones and to share their experiences with other parents.  300 parents and children along with staff from the Royal Belfast Hospital for Sick Children participate and every year the Lord Mayor is invited to attend to light the Candle of Remembrance.	Although the application form was submitted by an officer in the Belfast health and Social Care Trust, it was made on behalf of the Parents' Group at the Royal Belfast Hospital for Sick Children. As such, the Committee might wish to decide that no charge should be applied and might also wish to offer civic hospitality to those attending	Approve for use of City Hall. Committee to decide whether to impose a hire charge and whether to provide civic hospitality.

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			<i>This is an event organised by recognised local community or voluntary sector groups for non-profit and non-political purposes</i>	in the form of tea, coffee and biscuits, not to exceed £2.00 per head.	
Greater Shankill Partnership	Greater Shankill Neighbourhood Area Awards Ceremony 25th May, 2017 Approximately 130 attending	The use of the City Hall	<p>This will be the inaugural year of an awards evening for the Greater Shankill Neighbourhood Area.</p> <p>It is intended that the awards will be cross community, intergenerational and multi-ethnic. Awards will be presented for the recognition of and encouragement of excellence; promotion of the area; and engendering of community spirit.</p> <p><i>This is an event organised by recognised local community or voluntary sector groups for non-profit and non-political purposes;</i></p>	No charge to be applied. This is an event organised by recognised local community or voluntary sector group for non-profit and non-political purposes	Approve

The Committee agreed that no charge should be applied to the Belfast Health and Social Care Trust, on behalf of the Parent's Group at the Royal Belfast Hospital for Sick Children event, and to provide hospitality to those attending in the form of tea, coffee and biscuits, not to exceed £2 per head.

Chairperson