



31st March, 2022

Chairperson: Alderman A Grehan

Vice Chairperson: Councillor H Legge

Aldermen: D Drysdale and A G Ewart MBE

Councillors: S Carson, J Gallen, A Givan, M Guy, D Honeyford, G McCleave,
C McCready, R McLernon, U Mackin, Jenny Palmer and A Swan

Ex Officio: The Right Worshipful the Mayor, Alderman S Martin
Deputy Mayor, Councillor T Mitchell

Notice of Meeting

A meeting of the Regeneration & Growth Committee will take place on
Thursday, 7th April 2022 at 6:00 pm in the Council Chamber and remote
locations for the transaction of business on the undernoted Agenda.

For those Members attending this meeting remotely, the Zoom link and
passcodes are contained within the Outlook invitation that has been issued.

DAVID BURNS
Chief Executive
Lisburn & Castlereagh City Council

Agenda

1.0 Apologies

2.0 Declarations of Interest

- (i) Conflict of Interest on any matter before the meeting (Members to confirm the specific item)
- (ii) Pecuniary and Non-Pecuniary Interest (Members to complete the Disclosure of Interest Form)

3.0 Report of Head of Economic Development

3.1 On-Street Residential Chargepoint Scheme

📄 *1. EV Chargers item 29 03 22.pdf* Page 1

📄 *Appendix 1 EV Chargers Appendix 29 03 22.pdf* Page 6

3.2 Labour Market Partnership Formation and Planning - Update

📄 *2. Labour Market Partnership Planning and Formation update April 2022.pdf* Page 8

📄 *Appendix 2b LMP Budget 2022-23.pdf* Page 12

3.3 Urban Investment Grant – Third and Further Calls

📄 *3. UIF 3rd Call Committee Item 16 03 22 v3.pdf* Page 13

3.4 Consultation on NI Executive's new investment strategy Independent Review of Invest Northern Ireland - Call for Evidence

📄 *4. Consultation responses SIB INI 25 03 22.pdf* Page 17

📄 *Appendix 4b Draft Investment Strategy response questions 2022.pdf* Page 21

📄 *Appendix 4c ISNI Standard Presentation for Consultation SW 1_3_22.pdf* Page 23


📄 *Appendix 4d Independent Review of Invest NI - call for evidence.pdf* Page 35

4.0 Confidential Report of Director of Service Transformation

4.1 Belfast Region City Deal (BRCD) Update

Confidential due to information relating to the financial or business affairs of any particular person (including the Council holding that information)


📄 *1Confid Belfast Region City Deal (BRCD) Update - Confidential - Revised (002).pdf* Not included

 Appendix 1b	Not included
 Appendix 1c f	Not included
 Appendix 1d	Not included
 Appendix 1e	Not included
 Appendix 1f	Not included
 Appendix 1g	Not included

4.2 Lagan Navigation Trust – Navigation House – Business Case Assessment Outcome and proposed way forward





Confidential due to information relating to the financial or business affairs of any particular person (including the Council holding that information).

 redacted Nav House Report item 14.06.2023.pdf	Page 38
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 Appendix 2a	Not included
 Appendix 2b	Not included

4.3 Lisburn Public Realm - Update

Confidential due to: a) Information relating to the financial or business affairs of any particular person (including the Council holding that information), and b) Information in relation to which a claim to legal professional privilege could be maintained in legal proceedings.

 3Confid Final Lisburn Public Realm Update April 2022 29 03 22 pdf	Not included
 Appendix 3a	Not included
 Appendix 3b	Not included
 Appendix 3c	Not included

4.4 Citywatch (Formally Lisburn Commerce Against Crime) – Core Funding

2022-2023

Confidential due to information relating to the financial or business affairs of any particular person (including the Council holding that information).

<i>4Confid Citywatch Core Funding 22-23 29 03 (002).pdf</i>	<i>Not included</i>
<i>Appendix 4a</i>	<i>Not included</i>
<i>Appendix 4b</i>	<i>Not included</i>
<i>Appendix 4c</i>	<i>Not included</i>
<i>Appendix 4d</i>	<i>Not included</i>
<i>Appendix 4e</i>	<i>Not included</i>
<i>Appendix 4f</i>	<i>Not included</i>

4.5 Balmoral Show Shell Scheme; Marquees & Associated Equipment – Financial Appraisals

Confidential due to information relating to the financial or business affairs of any particular person (including the Council holding that information).

<i>5Conf Financial appraisals - Balmoral Show (002)_Redacted.pdf</i>	<i>Page 44</i>
<i>Appendix 5a Shell Scheme - financial appraisal_Redacted.pdf</i>	<i>Page 47</i>
<i>Appendix 5b Marquee - financial appraisal_Redacted.pdf</i>	<i>Page 53</i>

4.6 Covid Revitalisation Scheme Parklets – Financial Appraisal

Confidential due to information relating to the financial or business affairs of any particular person (including the Council holding that information).

<i>Parklets April 22 Redacted Report_Redacted.pdf</i>	<i>Page 58</i>
<i>Appendix 6</i>	<i>Not included</i>

4.7 Lisburn Light Festival & Christmas Programme Evaluation

Confidential due to information relating to the financial or business affairs of any particular person (including the Council holding that information).

- 📄 *7Confid Lisburn Light Festival.pdf* *Not included*

- 📄 *Appendix 7a* *Not included*

- 📄 *Appendix 7b* *Not included*

- 📄 *Appendix 7c* *Not included*

4.8 Tourism Major Events Programme Options / Down Rally request / Tourism Small Grants

Confidential due to information relating to the financial or business affairs of any particular person (including the Council holding that information).

- 📄 *8Confid Tourism Major Events Programme Down Rally Small Events.pdf* *Page 62*

- 📄 *Appendix 8a - Tourism Major Events process_Redacted.pdf* *Page 67*

- 📄 *Appendix 8b - Redacted Guidance Notes for Tourism Major Events funding programme.....pdf* *Page 68*

4.9 Collaborative Procurement Process for Energy Supplies (Electricity and Gas)

Confidential due to information relating to the financial or business affairs of any particular person (including the Council holding that information).

- 📄 *9Confid. DC Report Item Energy Supplies (002).pdf* *Page 115*

4.10 Legal advice in respect of applications for mixed use development and a new road called-in for lands at Blaris

Confidential due to information in relation to which a claim to legal professional privilege could be maintained in legal proceedings.

- 📄 *10Confid West Lisburn Legal Advice - Confidential (002).docx* *Not included*

Appendix 10a

Not included

Appendix 10b

Not included

5.0 Any Other Business



Development Committee

7th April 2022

Report from:

Head of Economic Development

Item for Decision

TITLE: On-Street Residential Chargepoint Scheme

Background and Key Issues:

Background

1. In October 2016, OLEV (UK *Office for Low Emission Vehicles* - a team working across government to support the early market for ultra-low emission vehicles) announced funding for local authorities through the On-Street Residential Chargepoint Scheme, to help prepare and support for the transition towards zero emission vehicles, and reach government targets relating to sustainability.
2. The funding is to install relevant electrical vehicle infrastructure supporting current and prospective electric vehicle drivers and provide an affordable, reliable, accessible and secure network.
3. The scheme provides local authorities access to grant funding for up to 75% of the capital costs of procuring and installing charge point infrastructure and associated dedicated parking bays to accommodate on-street electric vehicle chargepoints, to meet residential needs, in line with the minimum technical specifications.
4. A report was brought to December's Development Committee updating Members on the progress of the scheme and informing them of the next stages.
5. In December the Committee agreed that officers continue to work as part of a Consortium to bring forward the submission of a joint application to the ORCS funding stream. The

application will be prepared jointly through the consortium and will be submitted by Derry & Strabane Council as lead Council. The OZEV'S ORCS funding provides 75% of the capital costs of procuring and installing charge points with the Blue Green match funding ring-fenced to assist councils with the remaining 25% of the capital costs.

6. The committee also agreed that the commissioning arrangements for a strategic partner to provide off-street car parking charge points on a concession-based contract be progressed.

Key Issues

1. A Member's workshop was held on 23rd February via zoom and proposed draft locations were presented for each DEA. Members highlighted the options they felt were suitable and suggested alternative locations that could be considered for options they felt were unsuitable. It was agreed that following the workshop officers would circulate the draft locations, as presented, to Members for review.
2. The criteria for identifying locations for the EV chargers was stipulated by OZEV through the on street residential chargepoint scheme (ORCS) as follows;

Chargepoints should be;

- situated in or close to a residential area which lacks off street parking
 - accessible on a 24/7 basis
 - accessible to local residents for free between 6pm and 8am
 - EV bays should have a minimum stay time of 4 hours
 - Must be on-street or installed in local Authority owned carparks
3. The funding expenditure deadline is the end of March 2023. Derry & Strabane District Council will be the lead on the procurement exercise. Lisburn & Castlereagh City Council have an allocation of 15 charge points to be installed across the Council area.
 4. Following confirmation of the funding award by the Energy Saving Trust a procurement exercise will be conducted by Derry City and Strabane District Council as the lead Council to appoint a Chargepoint Operator to install, operate and maintain the chargepoints.
 5. Following completion of the procurement exercise Derry City and Strabane District Council will prepare a Business case on behalf of the consortium. Derry City and Strabane District Council will be responsible for the management of the appointed contractor centrally, however the Council will have to manage the EV chargers at a local level.
 6. Officers have queried the nature of any potential revenue tail for individual Councils. In response Derry City and Strabane District Council have stated that the contract will allow for the future replacement of redundant chargepoints, their disposal and making good any associated street works if complete removal is required. It is anticipated that the business case when prepared will clarify this point.
 7. Prior to circulating the proposed locations officers attempted to identify alternative locations for EV Charge points as suggested by Members at the workshop. The final draft locations for each DEA were emailed to Members for comment.

8. Members were requested to revert with their preferred locations. Subsequently alternative locations that were suggested by Members have been forwarded to NIE to assess suitability.
9. Attached (**see Appendix**) is the final draft EV Charger locations to be submitted to NIE. This list has taken into consideration comments from Members at the workshop and subsequent comments sent by Members via email. In the event of further changes brought on by the NIE evaluation of the further proposed EV locations these will be circulated to Members for noting.
10. Once NIE have reverted on the suitability of the locations the final list will be sent to Derry City and Strabane District Council for inclusion in the ORCS application. Due to time constraints associated with the submission of the application officers will update Members on progress on a DEA basis outside the Committee structure.

Recommendation:

It is recommended that the Committee:

1. Considers and notes the update, which will be subject to further consideration once the business case has been developed.
2. Considers and agrees the updated proposed EV charger locations in the appendix and that these are submitted to NIE for evaluation.
3. Agrees that the final list is submitted to Derry City and Strabane District Council for inclusion in the ORCS application.
4. Agrees for officers updating Members on the progress of the scheme on a DEA basis as outlined above.

Finance and Resource Implications:

No funding commitment required at this stage of the project.

Screening and Impact Assessment

1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy? No

If no, please provide explanation/rationale

The screening will be completed once the project has been more fully developed

If yes, what was the outcome?:

Option 1
Screen out

Yes/No

Option 2

Yes/No

Option 3

Yes/No

without mitigation

Screen out with mitigation

Screen in for a full EQIA

Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?

Has a Rural Needs Impact Assessment (RNIA) template been completed?

If no, please given explanation/rationale for why it was not considered necessary:

The Rural Needs Assessment will be completed once the project has been more fully developed

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

SUBJECT TO PLANNING APPROVAL:

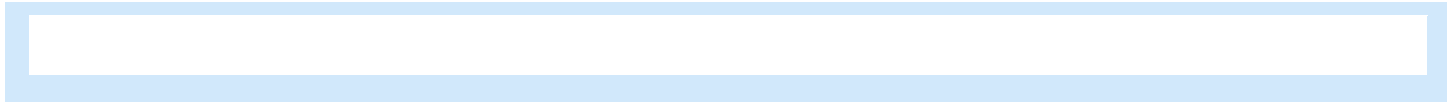
If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

APPENDICES:

Appendix 1 - final draft EV Charger locations to be submitted to NIE

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

If Yes, please insert date:



Proposed Prioritising by Councillors	Site	Address	Town	DEA	Reviewed by NIE	Comments from Councillors
Castlereagh East						
1	Parking bay on Hillmount Drive	Hillmount Drive	Moneyreagh	Castlereagh East	Check Required by NIE	New Sites proposed at Memebers workshop - 3 locations have been proposed to be checked by NIE. These will replace the current agreed locations below if suitable.
2	Dead end / Layby at Cherryhill	Cherryhill Avenue	Dundonald	Castlereagh East	Check Required by NIE	
3	New parking bays along the side of the new pitches	Brooklands Road	Ballybeen	Castlereagh East	Check Required by NIE	
	Layby beside pavilion	Dungoyne Park	Ballybeen	Castlereagh East	Suitable	Concerns over all 3 sites being located in Ballybean.
	Layby beside Spar	Drumadoon Drive	Ballybeen	Castlereagh East	Suitable	
	Layby beside Ballyoran Play Area	Rosneath Gardens	Ballybeen	Castlereagh East	Suitable	
Castlereagh South						
1	Layby at entrance	Killynure Green	Carryduff	Castlereagh South	Suitable	This is the only suitable location in this DEA
Downshire East						
1	Carpark at Rathfriland Road junction	Dundrum Road	Dromara	Downshire East	Check Required by NIE	EV charger in this location has been raised by a number of constituents.
2	Layby at entrance	West Wind Terrace	Annahilt	Downshire East	Check Required by NIE	EV charger in this location has been raised by a number of constituents.
3	layby inside Titterington Gardens	Drumhill	Drumbo	Downshire East	Check Required by NIE	EV charger on Drumhill Road would limit residents parking. New location in a layby in Titterington Gardens proposed to NIE as an alternative location.
	Carpark in middle	Ravarnet Gardens	Ravarnet	Downshire East	Check Required by NIE	No additional comments
	Carpark at end of Canal Street	Canal Street	Lisburn	Downshire East	Check Required by NIE	No additional comments
	Layby opposite Country Kitchen	Sloan Street	Lisburn	Downshire East		Removed
Downshire West						
1	Moira carpark	Main Street	Moira	Downshire West	Suitable	No additional comments
2	Layby servicing Dunbeg	Ballynahinch Road	Hillsborough	Downshire West	Suitable	No additional comments
3	Layby beside existing EV Charging Point	Lisburn Street	Hillsborough	Downshire West	Check Required by NIE	No additional comments - Could be considered as part of the PR scheme
	Layby on Meeting Street	Meeting Street	Moira	Downshire West	Check Required by NIE	To replace location opposite McKees on Meeting Street
	Ballynahinch Street carpark	Ballynahinch Street	Hillsborough	Downshire West	Check Required by NIE	No additional comments
	Terrace housing parking bay near junction to Harrys Road	Culcavy Road	Lisburn	Downshire West	Check Required by NIE	No additional comments
	Layby adjacent to McKees	Meeting Street	Moira	Downshire West		Removed - relocated above
Killultagh						
1	Layby at Johnston Park	Lisburn Road	Glenavy	Killultagh	Suitable	No additional comments
2	Coronation Gardens	Coronation Gardens	Aghalee	Killultagh	Check Required by NIE	New suggested location to be considered
3	Layby	Peel Gardens	Upper Ballinderry	Killultagh	Check Required by NIE	No additional comments
	Layby at Arnold Grove	Lower Ballinderry Road	Lower Ballinderry	Killultagh	Check Required by NIE	No additional comments
	Glen Close off Glen Road housing development	Glen Close	Maghaberry	Killultagh	Check Required by NIE	No additional comments
Lisburn North						
1	Layby at bottom of hill	Bridge Street	Lisburn	Lisburn North	Check Required by NIE	location was close to city centre.
2	Governors Road Carpark	Governors Road	Lisburn	Lisburn North	Check Required by NIE	location is a busy city centre car park.
3	Layby adjacent to blue houses	Seymour Street	Lisburn	Lisburn North	Check Required by NIE	location located near the college.
	Carpark at shops	Milltown Crescent	Derrriagh	Lisburn North	Check Required by NIE	best viable location in this area.
	Layby on Huguenot Drive	Huguenot Drive	Hilden	Lisburn North	Check Required by NIE	new proposed location
	Layby adjacent to Park Parade	Belfast Road	Lisburn	Lisburn North		Removed
	Parking bay on Glenmore Drive	Glenmore Drive	Hilden	Lisburn North		Removed
	Parking bay on Elm Corner	Elm Corner	Seymourhill	Lisburn North		Removed

Lisburn South						
1	Grove Activity Centre	Ballinderry Park	Lisburn	Lisburn South	Check Required by NIE	No additional comments this location.
2	Dead end / Laybay in Rathvarna Avenue	Rathvarna Avenue	Lisburn	Lisburn South	Suitable	No additional comments this location.
	Woodbrook /Ayrshire Square	woodbrook	Lisburn	Lisburn South	Check Required by NIE	No additional comments this location.

31	Locations identified across 7 DEAs
15	Locations to be submitted (once approved by NIE)
15	Reserve locations



Development Committee

7 April 2022

Report from:

Head of Economic Development

Item for Decision

TITLE: Labour Market Partnership formation and planning - Update

Background and Key Issues:

Background

1. The Council has been working with the Department for Communities (DfC) and local partners in the design and development of an Action Plan for the new Lisburn and Castlereagh Labour Market Partnership in order to secure a letter of offer. The Action Plan was submitted and re-submitted to DfC for staged assessments in October, November 2021, January 2022 and February 2022.

Key Issues

1. DfC have now confirmed that the Action Plan submitted on 25th February 2022 has been approved by the Department's Contract Management Team for submission to the Regional Labour Market Partnership which is the oversight mechanism for LMPs across Northern Ireland. If the Action Plan is approved by the Regional LMP a letter of offer for programme delivery can be issued to the Council.
2. The Action plan will be considered by the Regional LMP at a meeting on the 28th March 2022. A copy of the Action Plan is available in the document library on Decision Time for Members' information – see link: [Decision Time](#). The budget for Programme Delivery is in the sum of £366, 028. The administration budget associated with the programme is

£91,507. Officers do not expect this final draft Action Plan to be subject to further or substantive change by DfC.

3. A letter of offer for the 2022-2023 year (or part thereof) is anticipated to follow in April 2022 for programme expenditure. Unfortunately, the recent uncertainties around budget allocations in Stormont are once more creating uncertainties in the approach DfC will take in rolling this initiative out. See attached letter from DfC (**see Appendix**).
4. Officers are working to develop appropriate initiatives and programmes of support in advance of any letter of offer where this is possible and practical. This work includes preparation of draft procurement documentation, promotional content, building networks and liaising with potential participants.
5. It is anticipated that once some budget stability around the programme is established by DfC, that further reports to Committee will include recommendations to secure an appropriate dedicated staffing resource within the Programmes Team on a multi-annual basis.
6. In order to maximise the Council's ability to draw down the DfC funding as early as possible in the new financial year, and to encourage delivery on the ground as soon as practical, it is proposed that officers initiate procurement processes where possible on the basis of the attached final draft Action Plan in advance of receiving the associated letters of offer, but do not award any contracts until the letters of offer have been processed and all necessary conditions fulfilled.

Recommendation:

It is recommended that the Committee considers this update, and agrees:

1. The final draft Action Plan attached.
2. That procurement processes are initiated on the basis of the attached Action Plan in advance of receipt of the letters of offer, and according to the indicative funding allocations associated with each priority area (set out below).
3. That no contracts are awarded until the letters of offer have been signed, processed and all necessary conditions fulfilled.

Finance and Resource Implications:

A funding contract for £70,165.83 has been received to support the administration and running costs associated with the LMP for the period 30 Nov 2021 to 31 March 2022.

A funding contract for £91,507 is anticipated to support the administration and running costs associated with the LMP for the period 1 April 2022 to 31 March 2023 (or part thereof).

A funding contract for £366,028 is anticipated to support the delivery and implementation of all three programme strategic priorities set out in the Action Plan. These are:-

Strategic Priority 1: Effective LMP Delivery (Servicing of Partnership/ Marketing etc) £20,500.
Strategic Priority 2: Delivery of a suite of six programmes aimed at improving labour market conditions locally £302,912

Strategic Priority 3: Supporting delivery of Employability NI programmes (Awareness raising role and delivery of multiple job fairs) £42,616.00
 As costs are based on projections rather than procured up front there is some flexibility to move funds between programmes within the strategic priorities but not outside them.

This is complemented by a funding contract to March 2023 for £50,000 from the Department for the Economy for the delivery of one programme aimed at improving labour market conditions locally, multiple workshops and associated administration costs.

The total additional potential budget that could be allocated to the Lisburn and Castlereagh Labour Market Partnership on final approval of the action plan is £507,535 which is inclusive of an administration budget of £91,507.00 to support the staffing and running costs of the secretariat. This is anticipated, but not yet secured.

Screening and Impact Assessment

1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy? Yes

If no, please provide explanation/rationale

If yes, what was the outcome?:

Option 1 Screen out without mitigation	Yes	Option 2 Screen out with mitigation	No	Option 3 Screen in for a full EQIA	No
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Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?	Yes	Has a Rural Needs Impact Assessment (RNIA) template been completed?	No	
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If no, please given explanation/rationale for why it was not considered necessary:

A Rural Needs Impact Assessment will be completed when the detail of the action plan is confirmed.

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

SUBJECT TO PLANNING APPROVAL:

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

APPENDICES:

Appendix 2a – Action Plan - use link: [Decision Time](#)
Appendix 2b – Correspondence from DfC

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:



Department for
Communities
www.communities-ni.gov.uk

An Roinn
Pobal

Department for
Commonities

12

Director Working Age Services
and Universal Credit Programme
Work and Health Group
Level 2, 9 Lanyon Place
Belfast BT1 3LP

Telephone: 02890819132
e-mail: LMP@communities-ni.gov.uk

29 March 2022

Dear Chief Executive,

RE: Local Labour Market Partnership 2022-23 Budget

I would like to begin by extending my sincere thanks for your support throughout 2021-22 in helping to establish a Local Labour Market Partnership (LMP) in your area. This is a new and innovative way forward for the Department, so I am delighted that partnerships have been established in each of the local areas and also some local projects are beginning to emerge on the ground to support our citizens and employers. This would not have been possible without your support and the support of your staff working in close collaboration with the Department to achieve a great deal in a short space of time.

You will be aware that the Executive issued a Draft 2022-25 Budget for public consultation on 13 December 2021. However, in the absence of an Executive the Finance Minister announced on 15 February that a Budget cannot be agreed and the Department of Finance led consultation on the Draft 2022-25 Budget was paused.

Despite this the Minister and the Department remain fully committed to the LMP model and supporting the delivery of local employment provision through LMPs. Whilst there remains uncertainty around the Department's Budget 2022-23 allocation, LMPs will be treated as a priority funding area in the 2022-23 financial year. You will be aware the Department had been working on the basis of a £7m budget in 2021-22, I can confirm that as a minimum the Department will operate with an indicative LMP Budget of £5.5m in 2022-23. Hopefully this will provide assurance that LMPs will remain an integral component of the Department's approach to employment provision for the future.

We will keep you and LMP secretariats updated as more information becomes available in respect of Budget 2022-23. In the meantime, if we can be of any further assistance please contact the LMP Team on LMP@communities-ni.gov.uk.

Kind Regards

Conrad McConnell
Director, Universal Credit Programme and Working Age Services



Development Committee

7 April 2022

Report from:

Head of Economic Development

Item for Decision

TITLE: Urban Investment Grant – Third and Further Calls

Background and Key Issues:

Background

1. To date through the Covid19 Revitalisation funding two tranches of the Urban Investment Fund have been delivered. The initiative has been extremely successful and has seen the introduction of 18 new businesses in the City Centre and one new businesses in Carryduff.
2. In addition to the introduction of new businesses, the first call has enabled 8 existing businesses to expand and diversify their current offer, while the second call has seen the repurposing of a further two businesses.
3. Funding of £402,500 has been allocated to businesses through this scheme. The initiative was funded through the DfC Covid19 Revitalisation fund with support from the council.

Key Issues

1. There continues to be interest from businesses enquiring about financial support available to support opening premises in Lisburn City Centre, Dundonald and Carryduff.
2. The City Centre Team are maintaining a database of interested parties that have approached the Council. The team continues to monitor interest to inform the release of any future calls under the Urban Investment Fund Scheme.

3. The Urban Investment Fund has seen an increase in the number of hospitality businesses and Health and Beauty businesses across the City Centre. This has had a positive impact on the diversification of the offer available to visitors.
4. However, there is a need to attract businesses who are currently under represented in the City Centre, for example in the fashion retail sector.
5. If a new scheme was to be released the guidelines issued could be tailored to prioritise businesses and sectors that are underrepresented currently in our urban centres. It is suggested that further calls could be advertised on a rolling basis whenever sufficient demand from eligible third parties is confirmed. Included in any new scheme would be any recommendations emerging from the recently commission internal audit.
6. Currently there is no funding stream identified to deliver grant under a third or further calls, but should funding be made available and demand be confirmed then a case could be made to fund these new investment opportunities from regional or central government funding of from identified council underspend.

Recommendation:

It is recommended that:

1. Members consider and note the success of the first and second call of the Urban Investment Fund and agree to put out further calls to establish demand on a rolling basis, subject to funding availability.
2. Members agree to tailor any future Urban Investment schemes to attract businesses especially in priority sectors for our Urban Centres.

Finance and Resource Implications:

Resources would be determined on funding availability.

Screening and Impact Assessment

1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy? No

If no, please provide explanation/rationale

N/A

If yes, what was the outcome?:

Option 1 Screen out	Yes/No	Option 2	Yes/No	Option 3	Yes/No
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without mitigation	<input type="checkbox"/>	Screen out with mitigation	<input type="checkbox"/>	Screen in for a full EQIA	<input type="checkbox"/>
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Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs? No

Has a Rural Needs Impact Assessment (RNIA) template been completed? No

If no, please give explanation/rationale for why it was not considered necessary:

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

SUBJECT TO PLANNING APPROVAL: No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

APPENDICES:

HAS IT BEEN SUBJECT TO CALL IN TO DATE? No

If Yes, please insert date:



Development Committee

7 April 2022

Report from:

Head of Economic Development

Item for Decision

TITLE:

- Consultation on NI Executive's new investment strategy
- Independent Review of Invest Northern Ireland - Call for Evidence

Background and Key Issues:

Infrastructure 2050 – Draft Investment Strategy for NI

1. The Northern Ireland Executive has launched a public consultation to seek views on the new draft Investment Strategy for Northern Ireland (ISNI). The draft strategy sets out priorities and objectives for investment in infrastructure projects such as new roads, schools, hospitals, social housing, and public transport.
2. There are five themes identified under the draft Investment Strategy for Northern Ireland:
 - Decarbonise our economy and society
 - Strengthen our essential services
 - Enhance our communities and places
 - Build a strong, connected and competitive region
 - Maximise the benefits from new technology and innovation
3. The consultation documents and associated consultation questions are attached/linked for Members' consideration; these have already been circulated via email on the 25th of March providing members with the opportunity to respond directly via the consultation portal:
 - a. **Appendix 4a (see link)** - Infrastructure 2050 – Draft Investment Strategy for NI [Decision Time](#)
 - b. **Appendix 4b** - Draft Investment response questions

c. **Appendix 4c** - 2050 Investment Strategy Consultation PowerPoint

4. The consultation was launched on 26th January, and closes on Wednesday 20th April 2022. The consultation document can be download from the Strategic Investment Board website at - <https://sibni.org/home/investment-strategy-isni/>
5. Officers are currently drafting the Council response which will be circulated for consideration via email by the 8th April 2022.
6. Members will be provided with an opportunity to submit any comments for inclusion in the response by 15th April 2022.
7. Due to the tight timeframe a final draft will be circulated to Members via email for further comment prior to submitting to the Executive.

- <https://sibni.org/home/investment-strategy-isni/>

Independent Review of Invest Northern Ireland – Call For Evidence

8. The Economy Minister announced an Independent Review of Invest Northern Ireland on 26th January. The Review will provide an independent assessment of the organisation's efficiency and effectiveness as well as its capacity to strategically align with, and operationally deliver, the 10X Economic Vision.
9. A call for evidence was issued on the 1st of March to seek evidence and opinion on the responsibilities and performance of Invest NI, so that the needs and ambitions of the different parts of NI are fully reflected in our eventual conclusions (**see Appendix**).
10. Invest NI have agreed to an extension of the deadline for the submission of the Council's response by the 13th April 2022. A summary of the Invest NI 10X Economic Vision (Department for the Economy) can be downloaded from the following link;

<https://www.economy-ni.gov.uk/sites/default/files/publications/economy/10x-economy-summary.pdf>
11. Details of the call for evidence were circulated to Members via email for comment on Friday 25th March providing Members with the opportunity to respond directly via the consultation portal.
12. The Council's draft response will be circulated to Members for comment prior to Committee. Should Members have any further comments please provide these to the relevant officers by 5pm on 11th April 2022

Recommendation:

It is recommended that the Committee agrees to proceed as outlined above.

Finance and Resource Implications:

Not at this time.

Screening and Impact Assessment

1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy?

If no, please provide explanation/rationale

N/A

If yes, what was the outcome?:

Option 1
Screen out
without mitigation

Option 2
Screen out with
mitigation

Option 3
Screen in for
a full EQIA

Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been
given to Rural Needs?

Has a Rural Needs Impact
Assessment (RNIA) template been
completed?

If no, please given explanation/rationale for why it was not considered necessary:

N/A

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

SUBJECT TO PLANNING APPROVAL:

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

APPENDICES:

Appendix 4a – (see link) Infrastructure 2050 – Draft Investment Strategy for NI [Decision Time](#)

Appendix 4b – Draft Investment response questions

Appendix 4c – 2050 Investment Strategy Consultation powerpoint

Appendix 4d – Information re Review of Invest NI – call for evidence

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:



Investment Strategy
Further Forward

2050 Investment Strategy Consultation Questions

QUESTION 1

Do you agree with our vision for infrastructure? If not, what would you change?

QUESTION 2

Do you agree with our assessment of the challenges that we will face with our infrastructure over the next 30 years? If you disagree, why? And what do you think are the challenges and why?

QUESTION 3

Do you agree that these five key investment objectives address the challenges? If not, what would you consider to be the key investment objectives?

QUESTION 4

Are these the investment priority areas we need to focus on to decarbonise our economy and society? If not, what are the investment priority areas that will help decarbonise our economy?

QUESTION 5

Are these the priority areas we need to focus on to strengthen our essential services? If not, what do you think are the investment priorities that will strengthen our essential services?

QUESTION 6

Are these the investment priority areas we need to focus on to enhance our communities and places? If not, what do you think are the investment priorities that will enhance our communities and places?

QUESTION 7

Are these the investment priority areas we need to focus on to build a strong, competitive and connected region? If not, what do you think are the investment priorities that will help build a strong, competitive and connected region?

QUESTION 8

Are these the investment priority areas we need to focus on to maximise the benefits from emerging technologies? If not, what do you think are the investment priorities that will maximise benefits from emerging technologies?

QUESTION 9

How should we prioritise between maintaining or upgrading existing assets and new aspirations?

QUESTION 10

How should we communicate with consultees on projects that present affordability challenges, and thus may require alternative funding and financing to be utilised?

QUESTION 11

Do you agree with the proposed prioritisation criteria? If no, then what changes would you suggest?

QUESTION 12

What level of engagement should we have with consultees on project milestones and delivery progress once a project has been programmed for delivery?

QUESTION 13

Do you agree that the proposals we have set out will adequately measure progress and impact? If no, then how should we measure progress and impact?

QUESTION 14

Do you agree that the proposed accountability and oversight structures will support successful delivery? If no, then what other proposals should we consider?

QUESTION 15

Do you agree with the process and the findings of the draft EQIA and Rural Needs Impact Assessment (RNIA)? If no, then please explain why.

QUESTION 16

Are there any other issues or inequalities that have not been highlighted in the draft EQIA or RNIA that you believe need to be noted? If yes, then please explain what they are.

QUESTION 17

Are there any other comments or suggestions that you think are relevant to help us develop and deliver the Investment Strategy?



**Investment
Strategy**
Northern Ireland

Investment Strategy 2050 Consultation Presentation

January to April 2022

The
**Strategic
Investment
Board**



Executive's VISION for Infrastructure Investment to 2050

24

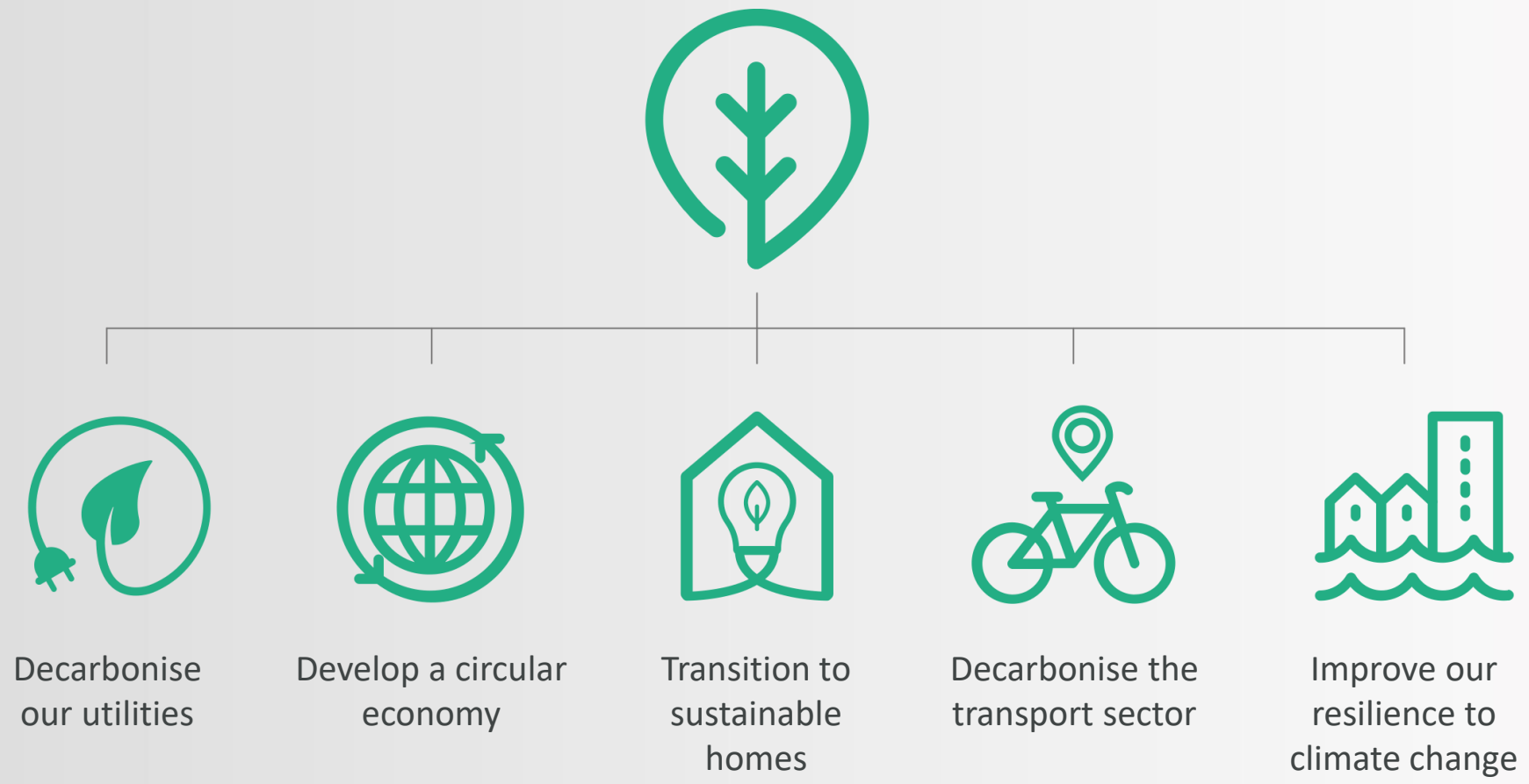


We have the infrastructure that enables everyone to lead a healthy, productive and fulfilling life; supports sustainable economic development and protects our environment.

PROPOSED OBJECTIVES and CRITERIA for Infrastructure Investment to 2050



DECARBONISE our economy and society – Proposed Priorities



STRENGTHEN our essential services – Proposed Priorities



Strengthen secondary, primary and mental health care



Increase the efficiency and responsiveness of our health service



Invest in sustainable facilities for learning and education



Increase our wastewater treatment capacity



Invest in the transformation of our justice system

ENHANCE our communities and places – Proposed Priorities



Redefine the purpose of our high streets/urban centres



Promote active travel, prioritising walking, cycling and wheeling for leisure and mobility

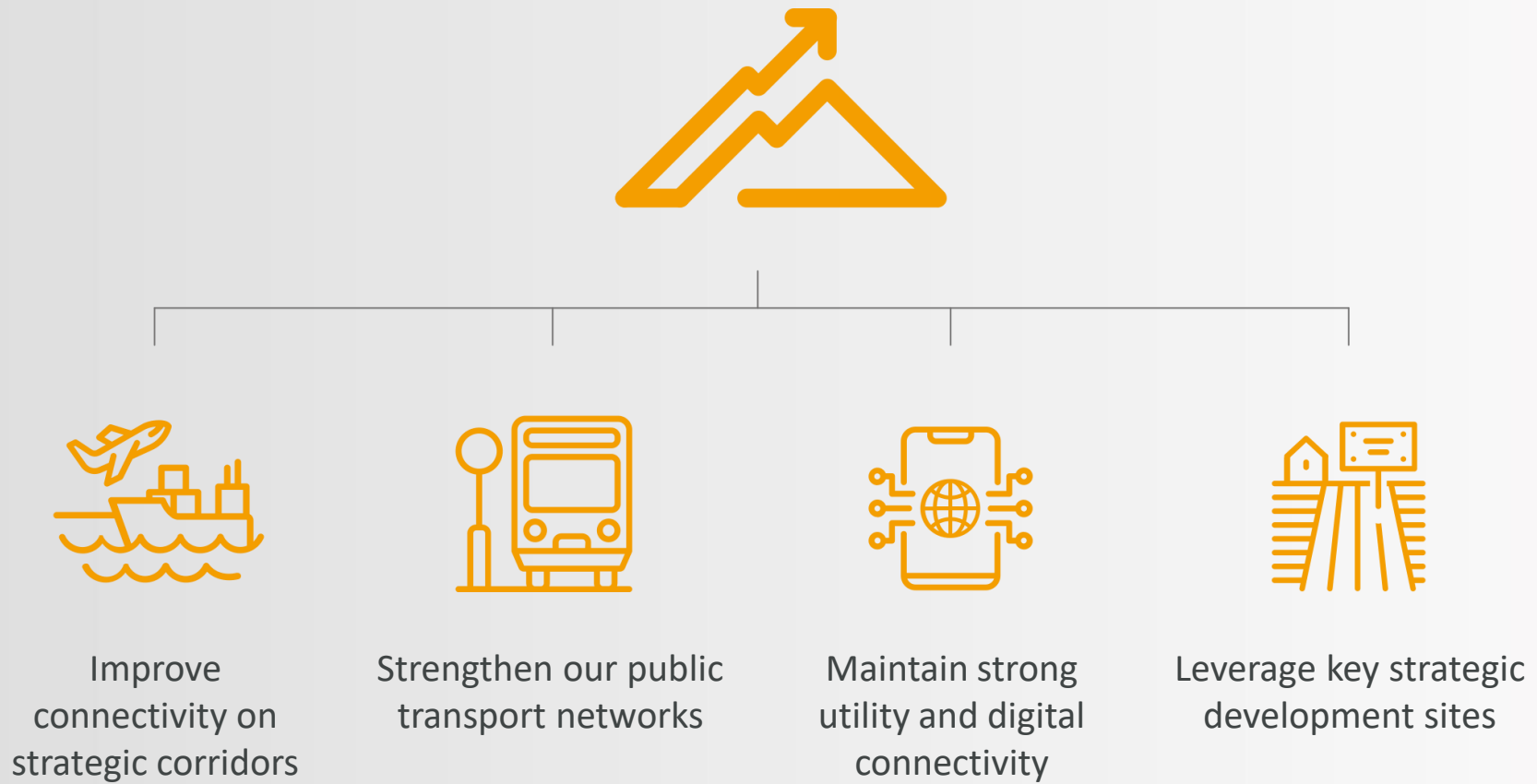


Expand social and intermediate housing



Develop our sports, culture, arts and leisure facilities and enhance our natural environment

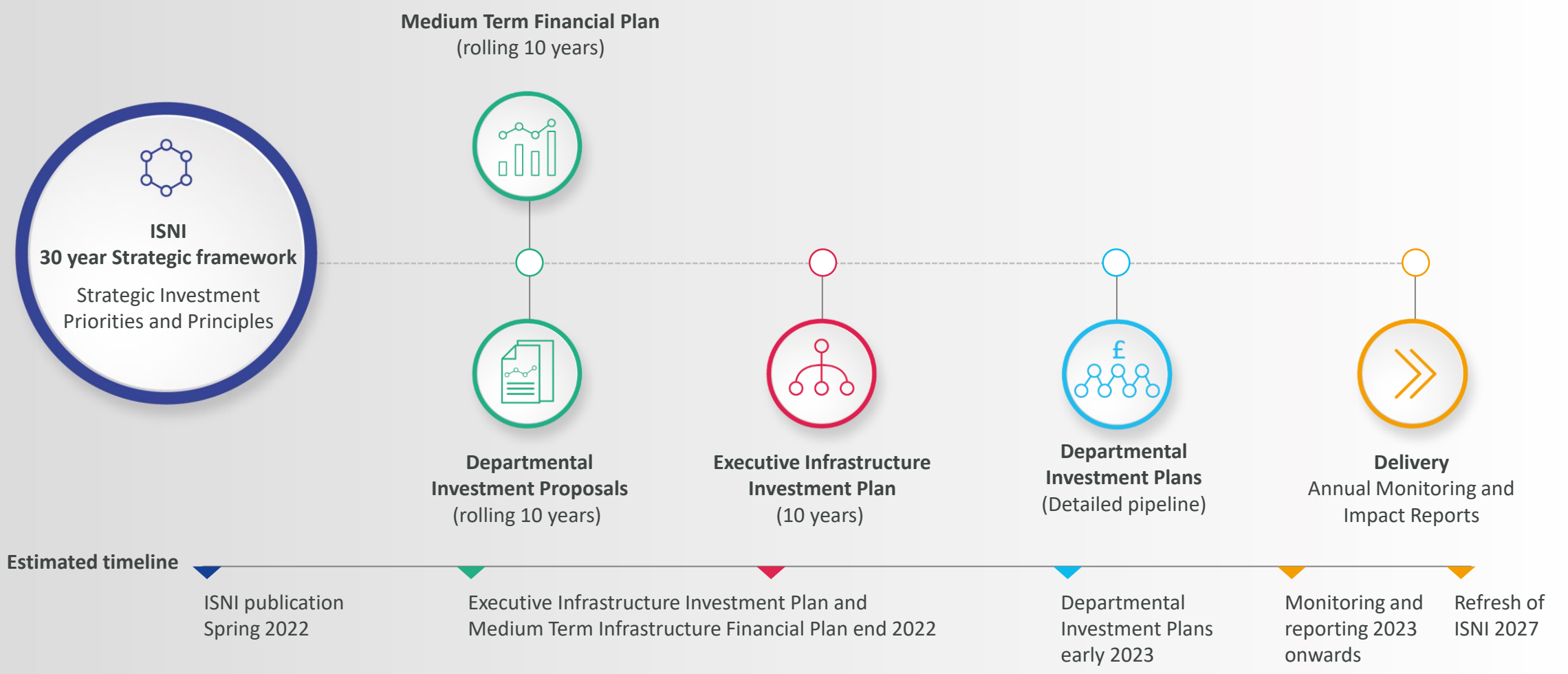
BUILD a strong, connected and competitive region – Proposed Priorities



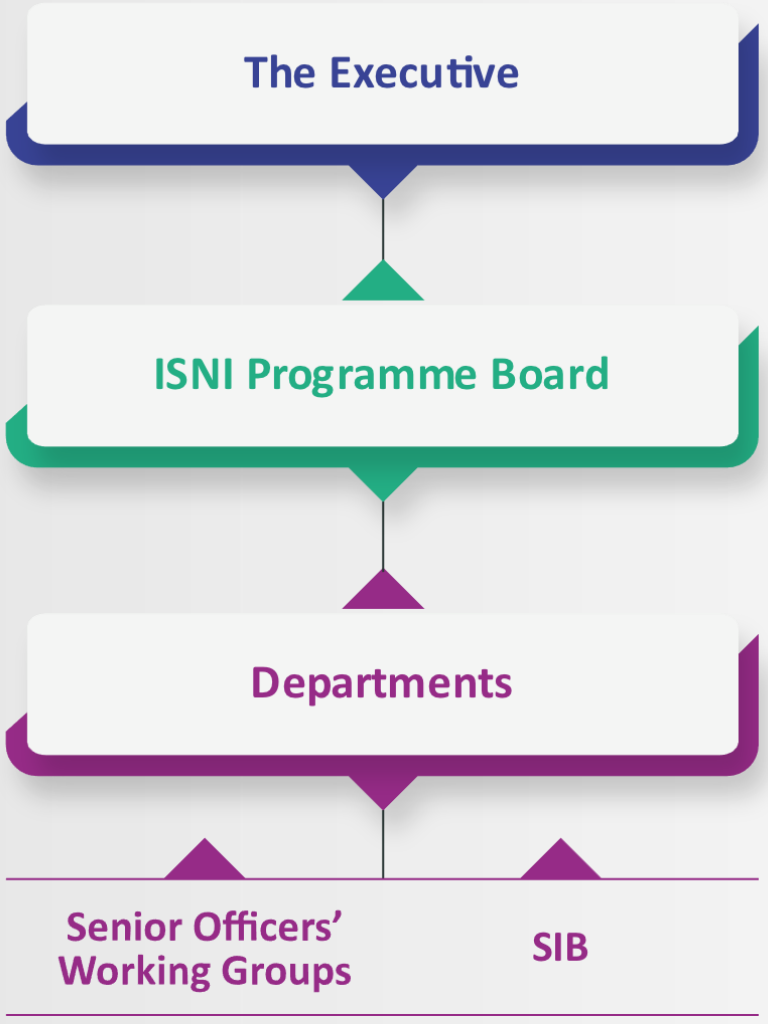
MAXIMISE the benefits from emerging technologies – Proposed Priorities



A new process for infrastructure investment planning & delivery



NEW approach to accountability and oversight for infrastructure investment



In summary, what will be different?

- **Longer term** horizon – looking ahead to 2050
- Focuses on the **significant generational challenges and opportunities** ahead
- Articulates the **unprecedented scale of investment** required
- Sets out a coherent **vision** for our infrastructure, and a framework for prioritisation
- Establishes a new **10 year investment planning and financing** framework
- Proposes **new and stronger governance arrangements** for planning and delivery
- Supports the delivery of **Executive policies** e.g. Green Growth, 10X, Energy
- Identifies the need to secure additional external funding



**Investment
Strategy**
Northern Ireland

The
**Strategic
Investment
Board**



Independent Review of Invest Northern Ireland

Call for Evidence

Context

On 26 January 2022 Economy Minister, Gordon Lyons MLA, launched the Independent Review of Invest Northern Ireland

The Review will provide an independent assessment of the organisation's efficiency and effectiveness as well as its capacity to strategically align with, and operationally deliver, the 10X Economic Vision.

The Panel is chaired by Sir Michael Lyons, who is supported by Dame Rotha Johnston DBE and Maureen O'Reilly.

Have your say

The Review Panel is committed to ensuring all voices are heard during this evaluation. We are actively seeking widespread evidence and opinion on the responsibilities and performance of the organisation, so that the needs and ambitions of the different parts of NI are fully reflected in our eventual conclusions.

A Call for Evidence launched on 1 March and will close on 1 April 2022. We would encourage you to submit evidence in relation to the issues identified in the Terms of Reference via our Consultation Portal. The questions posed are also attached at Annex A.

<https://consultations.nidirect.gov.uk/dfe/independent-review-of-invest-ni-call-for-evidence/>

We also welcome more open-ended responses if stakeholders wish to respond in this manner and would encourage you to submit these by email to info@investnireview.org.uk

Annex A – Call For Evidence Questions

Questions

1. What is your name?
2. What is your email address?
3. What is your organisation?

Overall Invest NI Performance and impact

4. Do you feel that Invest NI is achieving its aims and objectives and do you feel these remain relevant in today's economic environment?
[Invest NI Business Plan 2021-2022 | Invest Northern Ireland](#)
5. Do you believe that the Invest NI support offering in its current form provides Value for Money in terms of achieving the best outcomes relative to its budget for the Northern Ireland economy?

Areas of Focus

6. How effectively do you believe Invest NI has performed in terms of the following key areas of focus?
 - Supporting companies to trade externally (Including adaptation to EU Exit)
 - Attracting Inward Investment
 - Supporting Research & Development and Innovation
 - Supporting Entrepreneurship/Enterprise
 - Developing Skills
 - Other (please specify)

Business Support Programmes

7. How effective are the current range of programmes and business support measures offered by Invest NI at delivering Economic Growth?
<https://www.investni.com/support-for-business>
8. Are there any programmes offered by Invest NI that you feel should be scaled up, redesigned or terminated as they are no longer relevant?
9. Are there any support programmes not delivered by Invest NI that you feel would be beneficial or would represent best practice when compared with other similar jurisdictions?

Supporting sub-regional development

10. How effective has Invest NI been at delivering Inward Investment and business support across all areas of Northern Ireland?
11. How do you view the future role of Invest NI's regional offices in the delivery of economic development support across the region going forward?

Future Strategic Focus, Delivery & Funding/Resourcing

12. What role do you believe Invest NI should play in the future delivery of economic development support in Northern Ireland and specifically in the delivery of the '10x Economy' Vision and its related strategies?
[10X Economic Vision \(Department for the Economy\)](#)
13. What role should Invest NI play in supporting the delivery of wider NI executive strategies and policies?
14. What are the most important strategic partnerships/collaborations that Invest NI should develop to support its delivery remit going forward?
15. Do you think Invest NI is adequately funded and resourced to support its remit currently and going forward?

Finally...

16. Are there any further comments you would like to make about Invest NI's efficiency and effectiveness in fulfilling its remit and, looking forward, its capacity to strategically align with and operationally deliver the '10X Economy' Vision?
17. Are you content to be contacted by the Review Panel on any specific points of interest they may have regarding your responses?
18. On completion of the analysis, a list of respondents and summary of themes will be published in the final report. Further detail on how we process data can be found in the Privacy Notice. If you are an individual acting in a private capacity, please indicate whether or not you wish your name to be withheld or disclosed when responding.



Development Committee

Confidential

7 April 2022

Confidential Report from:

Director of Service Transformation

Local Government Act (Northern Ireland) 2014
Schedule 6 - Access to Information: Exemption Information

Reasons for confidentiality:

Information relating to the financial or business affairs of any particular person (including the Council holding that information).

When will the report become unrestricted:

Specify when report will become available	Post April 27	Redacted report available	Post April Council	Never	N/A
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Item for Decision

TITLE: **Lagan Navigation Trust – Navigation House – Business Case Assessment Outcome and proposed way forward**

Background and Key Issues:

Navigation House – Expression of Interest / Business Case

1. The Development Committee agreed in September 2021 that the draft Expression of Interest process to secure a third party tenant for Navigation House as circulated be approved, and officers were to prepare the lease for the most advantageous bidder for presentation to council for agreement under seal.

2. In early October 2020 the Council went out via public advertisement to initiate the Expression of Interest process for the lease of Navigation House. Two submissions were received, Stepping Stones and Live Life Social Enterprise.
3. Both were invited to the next stage of the process which was to submit a business case outlining their proposed operating model to include confirmation of their financial standing and therefore ability to maintain the annual rental as a revenue contribution to Council. It should be noted that Stepping Stones proposes to be the main tenant, but includes proposals for a sub-tenancy arrangement with both the Waterways Community and the Lagan Navigation Trust.
4. Business cases were submitted and assessed based on the following criteria.
 - a) **Strategic Case** – assessed based on SMART objectives outlined which are linked to the overall project, to include constraints and dependencies.
 - b) **Ability to Deliver** – assessed on evidence provided on experience of:
 - Delivering similar programmes
 - Facilities management
 - Staff resources and project management
 - Project management and governance structures in place
 - c) **Financial viability** – to include associated benefits, risks and how those risks will be managed.
5. Both submissions presented a comprehensive programme of initiatives that met the objectives of the Council's previously agreed Outline Business Case for the project.
6. Both submissions agreed to take on a 5 year lease. Live Life proposed an annual rental value of £[REDACTED] Stepping Stones have proposed to pay an annual rental value of £[REDACTED] p.a.
7. The completed Expressions of Interest and subsequent business cases from both organisations were both assessed by a panel of officers, and it is proposed to award the lease for Navigation House to Stepping Stones. [REDACTED]
[REDACTED]
8. The award to Stepping Stones in partnership with the Lagan Navigation Trust will assist the Council in fulfilling its obligations to the Funder which includes compliance with any requests by or on behalf of the Local Action Group, DAERA or the European Commission for information concerning the implementation, administration, monitoring and evaluation of the project, ensuring the site is accessible and maintaining the exhibition display as per the agreed Outline Business Case.
9. It should be noted that the lease proposed will be a full repairing and insured lease. This puts the responsibility for all maintenance and repairs onto the tenant. The Council will inspect the premises annually to ensure maintenance was properly addressed.

10. Positively, from year two onwards the Stepping Stones proposal includes provision of a hospitality outlet to take advantage of its proximity to the tow path. In advance of this officers are working to progress the opening of access from the site onto the towpath. This will create a link from the newly installed Blaris Road car park to the Navigation House site.

Lagan Navigation Trust – final draft Business Plan and proposed way forward

11. In April 2021, in considering the Lagan Navigation Trust's request for core funding, the Council agreed that a decision on the preferred funding option for Lagan Navigation Trust be deferred and that the matter be discussed further at a future meeting of the Committee which would allow for an approved Business Plan to be made available for consideration thereon and that in the interim funding be made available to Lagan Navigation Trust on a month by month basis.

12. In September 2021, officers circulated a report which outlined the current position of the Lagan Navigation Trust and the key issues regarding the future of the Trust at Navigation House. The Council agreed to maintain the previously agreed position which was to continue to fund the trust on a month by month basis, until officers were in a position to provide a more detailed way forward.

13. [REDACTED]. The Trust has now completed its final draft Business Plan which details its proposed way forward [REDACTED]. This amount represents the agreed budget allocation outlined in the 2022-2023 economic development budget estimates – [REDACTED]

14. The report taken to the Development Committee on 7th April 2021 outlined a number of key issues including the financial position of the Trust in regard to the core funding from two of the three partner Councils (Armagh, Banbridge and Craigavon and Belfast) and included options for consideration on the way forward for the Trust. [REDACTED]

15. Members agreed to recommend that a decision on the preferred funding option for Lagan Navigation Trust be deferred and that the matter be discussed further at a future meeting of the Committee which would allow for an approved Business Plan to be made available for consideration thereon and that in the interim funding be made available to Lagan Navigation Trust on a month by month basis.

16. The attached draft Business Plan alludes to the fact that the Lagan Navigation Trust has experienced structural and financial challenges over the last number of years. The principals and proposals outlined in the attached draft Business Plan relate to the Trust's

ongoing vision for the reopening of the Lagan Navigation on a cross-Council basis, and include a focus on further phases of the wider Navigation House project.

17. While the ambition articulated in the Business Plan is clear, the achievement of the necessary capital and revenue resources across the range of partners, funders and stakeholders to deliver on that ambition will remain a challenge, which in turn calls into question the Trust's long term viability according to its current delivery model.
18. That said, significant regional and national funding opportunities are coming forward in relation to strategic greenway and blueway infrastructure, with an ever-growing focus on environmental sustainability, all of which are concepts that are supported by the objectives of the draft plan, the Lagan Navigation Trust and now the Waterways Community, of which the Trust is a corporate member.
19. It is suggested that the proposed new arrangement between the Trust, the Waterways Community and Stepping Stones at Navigation House as outlined above is a step forward in terms of reducing the council's overall level of risk [REDACTED] while still delivering on the wider objectives of the Waterways Lisburn project and the ambition for the Lagan Navigation.
20. Finally, it would be the view of officers that the future delivery model for the Lagan Navigation Trust should be linked to the Council's efficiency review going forward, which effectively would mean a possible evolution of the role of the Trust over time, and a more direct in-house arrangement for the staffing resource for the initiative within the Economic Development Unit. If Members were minded to support this direction of travel, then these considerations could be built into the Economic Development efficiency review when it is brought forward later in 2022-23 for Member's consideration.

Recommendation:

It is recommended that Members:

1. Review the attached comparative assessment of the Business Case for Navigation House and agree the appointment of Stepping Stones as the lease-holder for the period of five years, with appropriate review options built into the lease, to be established by the Council's Estates team and be presented to Council for Sealing.
 2. Consider and note the Lagan Navigation Trust's Draft Business Plan and agree that officers enter into discussion with the relevant government departments, neighbouring Councils and relevant stakeholders with regard to the content of the plan with further reports to committee in due course.
 3. Agree that annual support to the Trust would be dependent on satisfactory performance being delivered against agreed objectives, with any commitment to fund any individual projects within the plan being considered separately by the Council and on a case by case basis as part of its normal governance.
- [REDACTED]

- 5. Consider and agree that the Council should work towards a more direct in-house arrangement for the staffing resource for the initiative, and that this be reflected in the Economic Development Efficiency Review when it is brought forward.

Finance and Resource Implications:



Screening and Impact Assessment

1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy? No

If no, please provide explanation/rationale

The project will be screened once the tenancy and wider direction of travel has been agreed

If yes, what was the outcome?:

Option 1 Screen out without mitigation	Yes	Option 2 Screen out with mitigation	No	Option 3 Screen in for a full EQIA	No
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Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?	Yes	Has a Rural Needs Impact Assessment (RNIA) template been completed?	No
--	-----	---	----

If no, please given explanation/rationale for why it was not considered necessary:

The project will be screened once the tenancy and wider direction of travel has been agreed

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

SUBJECT TO PLANNING APPROVAL: No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

APPENDICES:

[Redacted content]

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

Yes/No

If Yes, please insert date:

[Redacted content]



Development Committee

Confidential

7 April 2022

Confidential Report from:

Director of Service Transformation

Local Government Act (Northern Ireland) 2014
 Schedule 6 - Access to Information: Exemption Information

Reason for confidentiality:

Information relating to the financial or business affairs of any particular person (including the Council holding that information).

When will the report become unrestricted:

Specify when report will become available	<input type="text"/>	Redacted report available	<input type="text" value="April 2023"/>	Never	<input type="text"/>
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Item for Decision

TITLE: **Balmoral Show Shell Scheme; Marquees & Associated Equipment – Financial Appraisals**

Background and Key Issues:

Background

1. It was agreed at November 2021 Development Committee to take a marquee at Balmoral Show once again and it was decided to procure this for 3 years to gain best value for money, subject to the Council's presence at the show being agreed in years 2023 and 2024.
2. Additionally, to gain best value for money, officers are proposing to include all marquees required across the Council on a cross-directorate basis in the one procurement exercise.

Key Issues

- 1. By procuring these two items for a three year period it has pushed the value of these two tenders to ██████ and £█████ respectively hence a financial appraisal is required for each. Both appraisals have been agreed by Finance.

Recommendation:

It is recommended that the Committee considers and agrees the financial appraisals attached so that both projects can proceed to procurement.

Finance and Resource Implications:

Balmoral Show Shell Scheme £█████ over three years; Cross-directorate Marquees £█████ over three years.

Screening and Impact Assessment

1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy?

If no, please provide explanation/rationale

N/A

If yes, what was the outcome?:

Option 1 Screen out without mitigation	<input type="text" value="Yes/No"/>	Option 2 Screen out with mitigation	<input type="text" value="Yes/No"/>	Option 3 Screen in for a full EQIA	<input type="text" value="Yes/No"/>
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Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?

No

Has a Rural Needs Impact Assessment (RNIA) template been completed?

No

If no, please give explanation/rationale for why it was not considered necessary:

N/A

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

SUBJECT TO PLANNING APPROVAL:

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

APPENDICES:

Appendix 5a – Balmoral Show Shell Scheme – financial appraisal

Appendix 5b – Marquees & associated equipment – financial appraisal

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

Appendix C: -Financial Appraisal Pro-forma for Use on Projects with an Estimated Cost Between £30,000 & £100,000

The aim of the pro-forma is to provide an adequate record of the economic and financial factors that are considered in deciding whether or not an investment is worthwhile. For this reason the questions should be answered as comprehensively as possible. A checklist is included as Appendix C to ensure that the pro-forma has been completed to a satisfactory standard and supports the case to award grant assistance to the project.

The pro-forma follows the Treasury's 'Green Book'. It is not however a substitute for it.

General Information

i) **Name of Project:** Balmoral Show – Shell Scheme

ii) **Spending Department:** Tourism

iii) **If applicable, details of other project funders:** _____

Own Funds: _____

Government Departments: _____

Others: _____

iv) **Financial Appraisal prepared by:** ██████████

Date: **2.3.2022**

1. Introduction and Need

Please provide a brief explanation of what the expenditure is for and why it is needed. What would the implications be if project/acquisition does not proceed?

Since Balmoral Show moved to Maze, Long Kesh, Lisburn & Castlereagh City Council have taken a large marquee to showcase what we have on offer from City centre retailers to attractions and accommodation.

The marquee, which is located next to the main entrance, is fitted with a professional shell scheme and appropriate carpet, graphics and lighting to showcase some of the retailers, attractions and accommodation from across the Council area. It is also used to divide the marquee into 3m x 2m stands for each exhibitor to have their own space which they can dress appropriately.

The expenditure is needed to provide this professional Shell Scheme for 2022 but to obtain best value for money it was decided to procure this for a 3 year period. This was based on the cost for 2021 which was £[REDACTED].

By taking part at Balmoral Show we are contributing to LCCC Community Plan, Theme 2 – building a strong and sustainable economy which outlines developing a major events strategy. These events compliment Lisburn and Castlereagh council's growing programme of annual events which attract visitors to the area. Prior to Covid-19 Balmoral Show was attracting in the region of 120,000 visitors.

By supporting Balmoral Show, the Council received positive publicity and has forged even better relationships with RUAS, traders, attractions, restaurants and event organisers within the Council area.

2. Objective and Constraints

Please state the objective of the project and indicate if there are any constraints to be considered.

The objective of this project is to provide value for money and accountability for ratepayers. The Community Plan outlines an objective is to introduce new events for a strong sustainable economy.

SMART objectives include: **Strategic Theme No. 2 – The Economy, building on our reputation as a place to visit, promoting the natural and historic assets of our city, towns, villages and countryside to attract greater numbers of international and national tourists;** since events increase visitor numbers and spend in the city which has been confirmed by independent market research. This has been to the benefit of businesses primarily in the retail and hospitality sectors through attracting more visitors to the area over the 4 day period of the show.

Increased footfall and spend will play an important part in developing a Vibrant Economy (one of the themes in the Community Plan) and in obtaining one of the strategic objectives in the Performance Improvement Plan “Driving sustainable economic growth, growing our cities, town centres and retailing”.

Constraints to be considered include appointing a company who do not deliver on time or go out of business.

Another constraint is we do not have the resources or appropriately trained personnel in house to design, print, construct and dismantle a professional shell scheme.

An additional constraint would be storing and maintenance of a shell scheme if it were owned.

3. Options

Please identify if there are any alternative options and provide a brief explanation as to why these have not been considered further.

Option 1 – Do nothing. This has not been considered further as funding has been secured and agreed at relevant committees for 2022/2023.

Option 2 - Buy a Shell Scheme for Council, this would only be required once per year and would need to cover the basic cost of the shell scheme plus storage costs, maintenance and build.

Option 3 – Hire a professional shell scheme on an annual basis - preferred option.

4. Monetary Costs and Benefits

Please state the monetary cost of the project/acquisition. A sentence should also be included to explain how this cost has been estimated e.g. previous experience. If there are any monetary benefits, these should be included here.

Spend for Balmoral Show for 2021 was £[REDACTED] from Tourism budgets. I have based the estimated spend on this figure and allowed slightly more for inflation.

Outline the costs of the project over the next 3 years in the following table. Insert extra columns for additional years.

Preferred Option			
Costs and Benefits	Year 1	Year 2	Year 3
	2022/2023	2023/2024	2024/2025
Capital Costs			
Total Capital Cost			
Recurrent Costs			
Total Recurrent Cost	██████	██████	██████
Total Cost (A)	██████	██████	██████
Benefits			
Total Benefits (B)			
Total Costs (A-B)*	██████	██████	██████

5. Non-Monetary Costs and Benefits

Please briefly identify any non-monetary costs and benefits.

Participating at Balmoral Show establishes LCCC’s reputation for supporting local high profile events and the Council’s corporate image. The amount of PR that Balmoral Show generates for the area is substantial, attracting visitors from across Ireland and GB. Participation at the show is a directive from LCCC Development Committee and therefore non-participation cannot be considered an option this year.

By supporting Balmoral Show, the Council received positive publicity and has forged even better relationships with RUAS, traders, attractions, restaurants and event organisers within the Council area.

6. Risks

Please indicate if there are any notable risks associated with the project/acquisition.

- Risk Involved is the appropriate Company would not be available to supply the shell scheme on time or to go out of business.
- Health and Safety risks include ensuring appropriate risk assessments are completed and the Company has the relevant safety certificates in place.
- The Safety advisory Group can ensure the risk assessments adhere to current legislation and Tourism Development officers can ensure the insurance certificates are valid to reduce any mitigation.

7. Monitoring and Evaluation

Please identify who will be responsible for monitoring the project/asset. Also indicate how and when performance will be evaluated.

Tourism Development Officers, will be responsible for monitoring the project. There will be clear objectives that will be monitored and evaluated in the lead up to the event.

Number of people engaging in the events (increased footfall) will be monitored from previous years. Evaluation of local visitors and stakeholder engagement surveys will be included in the event evaluation that will be taken to Development Committee after the event with recommendations to support or not in future years.

8. Financing

Please indicate how the project/acquisition will be financed.

LCCC will be financing this project with budget being taken from existing Tourism budgets.

9. Equality

Has this policy been screened and (depending on the screening outcome decision) consideration given to undertaking an Equality Impact Assessment (EQIA)?

No

Note that policy in the context of Section 75 covers all the ways in which a public authority carries out or proposes to carry out its functions relating to NI. Policies include unwritten as well as written policies.

If further information or clarification is required please contact the Equality Officer.

Appendix C: -Financial Appraisal Pro-forma for Use on Projects with an Estimated Cost Between £30,000 & £100,000

The aim of the pro-forma is to provide an adequate record of the economic and financial factors that are considered in deciding whether or not an investment is worthwhile. For this reason the questions should be answered as comprehensively as possible. A checklist is included as Appendix C to ensure that the pro-forma has been completed to a satisfactory standard and supports the case to award grant assistance to the project.

The pro-forma follows the Treasury's 'Green Book'. It is not however a substitute for it.

General Information

i) Name of Project: Event Marquees

ii) Spending Department: Tourism, Leisure, Arts & Regeneration

iii) If applicable, details of other project funders: _____

Own Funds: _____

Government Departments: _____

Others: _____

iv) Financial Appraisal prepared by:

Date:

1. Introduction and Need

Please provide a brief explanation of what the expenditure is for and why it is needed. What would the implications be if project/acquisition does not proceed?

Last year Lisburn & Castlereagh City Council hired marquees for the various outdoor events that are funded across different departments for the event’s programme.

The expenditure is needed that we can hire marquees for council events. Below is outlined the Council spend across departments: Tourism spent £[REDACTED] on a marquee for Balmoral Show, £[REDACTED] for Moira Speciality Food Fair and City Centre Management spent approx. £[REDACTED] on various event.

The weather in Northern Ireland is unpredictable and the marquees are needed for shelter from the elements for Council wide portfolio of events. It is contributing to LCCC Community Plan, Theme 2 – building a strong and sustainable economy which outlines developing a major events strategy. These events compliment Lisburn and Castlereagh council’s growing programme of annual events which attract visitors to the area like Balmoral Show, Twilight Night and Mayor’s Fun Day at Wallace park. It is important to provide shelter from the elements and if they are not hired a lot of the events would not go ahead and would be cancelled.

2. Objective and Constraints

Please state the objective of the project and indicate if there are any constraints to be considered.

The objective of this project is to promote better decision making and resource allocation. Providing value for money and accountability for ratepayers. The Community Plan outlines an objective is to introduce new events for a strong sustainable economy.

SMART objectives include: **Strategic Theme No. 2 – The Economy, building on our reputation as a place to visit, promoting the natural and historic assets of our city, towns, villages and countryside to attract greater numbers of international and national tourists;** since events increase visitor numbers and spend in the city which has been confirmed by independent market research. This has been to the benefit of businesses primarily in the retail and hospitality sectors. Attracting more visitors to the area on the day and increasing footfall. Given our changing weather, some of our events may have to be cancelled if we do not hire marquees for shelter. More people and higher spend will play an important part in developing a Vibrant Economy (one of the themes in the Community Plan) and in obtaining one of the strategic objectives in the

Performance Improvement Plan “Driving sustainable economic growth, growing our cities, town centres and retailing”.

Constraints to be considered include appointing a hire company who cannot deliver on time, with the appropriate Health and Safety certificates and appropriate insurance documentation.

Another constraint is we do not have the resources or appropriately trained personnel in house to construct and dismantle marquees, nor do we have the expertise to provide the safety certificates required. An additional constraint would be storing and maintenance of marquees if they were owned.

3. Options

Please identify if there are any alternative options and provide a brief explanation as to why these have not been considered further.

Option 1 – Do nothing. This has not been considered further as funding has been secured and agreed at relevant committees for 2022/2023.

Option 2 - Buy Marquees for Council with prices basic £[REDACTED] for a basic marquee to high end £[REDACTED]. This does not include storage costs, maintenance and build.

Option 3 – Hire Marquees collectively for all Council events – preferred option.

4. Monetary Costs and Benefits

Please state the monetary cost of the project/acquisition. A sentence should also be included to explain how this cost has been estimated e.g. previous experience. If there are any monetary benefits, these should be included here.

Spend across the Departments last year £[REDACTED]. Tourism spent £[REDACTED] to hire marquees for Moira Speciality Food Fair and Balmoral Show. Speciality Food fair had two marquees, one 12m x 42m marquee with flooring and a second one of 12m x 9m with levelled flooring. Balmoral Show hired a 35m x 12m marquee with eave height of 3m and ridge height of 5m, with flooring, appropriate weights, emergency door with locks, lit emergency signage and DDA complaint ramps. Marquee inspection tests and sign off certificates were provided for all marquees. City Centre Management have a portfolio of events running throughout the year ie Jump, Jiggle and Jive, Frock Around the

Clock etc. These all require an aluminium steel framed marquee with interlocked plywood floor and ramps constructed to provide easy access for wheelchairs, scooters and prams.

Outline the costs of the project over the next 3 years in the following table. Insert extra columns for additional years.

Preferred Option			
Costs and Benefits	Year 1	Year 2	Year 3
	2022/2023	2023/2024	2024/2025
Capital Costs			
Total Capital Cost			
Recurrent Costs			
Total Recurrent Cost	██████	██████	██████
Total Cost (A)	██████	██████	██████
Benefits			
Total Benefits (B)			
Total Costs (A-B)*	██████	██████	██████

5. Non-Monetary Costs and Benefits

Please briefly identify any non-monetary costs and benefits.

It establishes LCCC’s reputation for attracting high profile events and the Council’s corporate image. The amount of PR that events generate for the area is substantial. Participation in the project is in direct pursuance of LCCC policies and objectives and therefore non participation cannot be considered an option this year.

6. Risks

Please indicate if there are any notable risks associated with the project/acquisition.

- Risk Involved is the appropriate Company would not be available to supply the marquees or the product needed.
- Health and Safety risks include ensuring appropriate risk assessments are completed and the Company has the relevant safety certificates in place.
- The Safety advisory Group can ensure the risk assessments adhere to current legislation and Tourism Development officers can ensure the insurance certificates are valid to reduce any mitigation.

7. Monitoring and Evaluation

Please identify who will be responsible for monitoring the project/asset. Also indicate how and when performance will be evaluated.

Tourism Development Officers, will be responsible for monitoring the project. There will be clear objectives that will be monitored and evaluated each month. In the run up to each event the relevant officer responsible will forward any necessary paperwork to Safety Advisory Group. Feedback from each department after an event will be gleaned and copies of evaluation report on the events will be requested.

Number of people engaging in the events (increased footfall) will be monitored from previous years. Evaluation of local visitors and stakeholder engagement surveys will be brought back to each committee after the events with recommendations to support or not in future years.

8. Financing

Please indicate how the project/acquisition will be financed.

LCCC will be financing this project. With each department allocating budget from the relevant cost code.

9. Equality

Has this policy been screened and (depending on the screening outcome decision) consideration given to undertaking an Equality Impact Assessment (EQIA)?

No

Note that policy in the context of Section 75 covers all the ways in which a public authority carries out or proposes to carry out its functions relating to NI. Policies include unwritten as well as written policies.

If further information or clarification is required please contact the Equality Officer.



Development Committee

Confidential

7 April 2022

Confidential Report from:

Director of Service Transformation

Local Government Act (Northern Ireland) 2014
Schedule 6 - Access to Information: Exemption Information

Reason for confidentiality:

Information relating to the financial or business affairs of any particular person (including the Council holding that information).

When will the report become unrestricted:

Specify when report will become available	<input type="text"/>	Redacted report available	<input type="text" value="April 2023"/>	Never	<input type="text"/>
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Item for Decision

TITLE:

Background and Key Issues:


Background

1. In 2020 the Department for Communities (DfC) in partnership with DAERA and the Department for Infrastructure (Dfi) awarded Councils funding to deliver initiatives that would support the economic recovery of the city centre and businesses across the Council area and help them continue to trade whilst managing the impact of the pandemic.
2. As part of the Action Plan for the Covid19 Revitalisation scheme it was proposed to deliver a parklet scheme across the Council area. The action plan, which was last agreed at

Development Committee 7th October 2021, was for the design and installation of 3 parklets (1 in Castlereagh South, 1 in Castlereagh East and 1 in Lisburn.

3. The parklets scheme is 100% funded through the Covid19 Revitalisation Scheme.
4. The budget for the Parklet Scheme as per DfC letter of variance Sept 21 was £52,300. These costs did not include the full costs of the parklet in Lisburn at the time as DfI had not yet approved the location of the Parklet at the Cardan in Lisburn.

Key Issues

1. Guidelines issued through the Department for Infrastructure pertaining to the proposed siting of the Parklet (in the loading bay outside the Cardan) stipulated that the Council must commission an architect to provide architectural drawings and design. In addition engineering surveys and reports along with lengthy consultation with relevant utility services and DfI Roads must be undertaken. These additional requirements have increased the projected costs of the parklet scheme.
2. Recent months has also seen an increase in the costs of materials and labour.
3. The costs for delivery of the full scheme have now been reviewed and are projected at £98,908.58 which includes the delivery of the parklet at the Cardan. Underspend across the Covid19 revitalisation scheme has been identified to meet the additional cost. There is no cost to Council.
4. 

Recommendation:

It is recommended that the Committee considers and agrees the financial appraisal, so that procurement and delivery can be progressed.

Finance and Resource Implications:

Total parklet expenditure is now estimated at £98,908.58 which would be 100% funded from the DfC Revitalisation grant.

Screening and Impact Assessment

1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy?

Yes

If no, please provide explanation/rationale

If yes, what was the outcome?:

Option 1
Screen out
without mitigation

Option 2
Screen out with
mitigation

Option 3
Screen in for
a full EQIA

Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

It has been concluded that a detailed equality impact assessment is not necessary as all the potential impacts identified are minor and positive. Contracted designers will be required to ensure that the Parklets are fully accessible for older people and disabled people, etc. and that they do not present any barriers for them.

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been
given to Rural Needs?

Has a Rural Needs Impact
Assessment (RNIA) template been
completed?

If no, please given explanation/rationale for why it was not considered necessary:

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

SUBJECT TO PLANNING APPROVAL:

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

APPENDICES:

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:



Development Committee

Confidential

7 April 2022

Confidential Report from:

Director of Service Transformation

Local Government Act (Northern Ireland) 2014

Schedule 6 - Access to Information: Exemption Information

(select from the list below reason why report is confidential and delete as appropriate)

Information relating to the financial or business affairs of any particular person (including the Council holding that information)

When will the report become unrestricted:

Specify when
report will
become available

Redacted
report
available

April 2023

Never

Item for Decision

TITLE:

Tourism Major Events Programme Options / Down Rally request / Tourism Small Grants

Background and Key Issues:

Background

1. Each year the Council supports third party event organisers by way of a Tourism Major Events funding programme to help support a variety of tourism events to be staged within the Council area. The events bring tourism benefits to the visitor economy such as increased visitor numbers, bed-nights, tourism expenditure and positive publicity for the area.

2. The funding requires an application to be submitted and assessed against pre-determined criteria, and is primarily a source of gap funding, with up to £10,000 funding available. Attached (**see link** [Decision Time](#)) are the Guidance Notes for the Tourism Major Events Funding programme.
3. As part of the agreed governance, attached is how the funding opportunity is assessed by Council officers (**see Appendix**). Each of the applications will be scored with the maximum funding allocation to be considered against the number of applicants and the scoring assessment outcome. Normally the outcome would be taken to Committee for noting once assessed.

Key Issues

1. This year as part of the budget estimates process a reduced budget totalling £35,000 was agreed for the funding programme. Previously the budget available was £50,000.
2. Attached (**see Appendix**) is the summary scoring sheet for 2022 Tourism Major Events funding. Interest in the 2022 programme has been higher than in previous years - a total of eleven applications were received. A breakdown of the application scores, the amount requested, the moderated percentage and the amounts recommended are detailed in the appendix.
3. As a consequence of the reduced budget and the number of applications received, each applicant is likely to receive a reduced offering in the region of +/- £3,000, which may limit the applicant's ability to deliver the event.
4. In this context the Committee is asked to consider three options in terms of a proposed way forward
 - The **first option** is to implement the outcome of the assessment against the agreed budget as detailed in assessment table appendix - all applicants will be offered similar amounts (+/- £3,000) i.e. everyone is offered something. On this option officers are of the view that all events will potentially still proceed except for the Pipe Band Championships which normally requires substantially more Council investment. There may be some issues around the potential scale of some of the events.
 - The **second option** would be to offer the £35,000 to be divided across the best 6 ranked applications, but with the potential that more events would not proceed, or would have to be more substantially scaled back.
 - The **third option** would be to increase the overall budget should more resources be made available centrally from the Council underspend, but even at that, the Pipe Band Championship might not proceed.
5. The Guidance Notes provide some flexibility with this issue – it states that *In addition to the criteria used, the Council will also consider a range of other factors to determine whether grants should be paid and at what level. These will include Council's strategic*

priorities, the number and range of applications received and the amount of funding available. These factors will vary from year to year and it does not follow that something which the Council funds one year may be funded in subsequent years.

Request from the organisers of the 2022 Down Rally

6. Subsequent to submitting their successful funding bid, the organisers of the 2022 Down Rally have approached the Council to explore the use of Lagan Valley Island as the preferred site for the 2022 event in place of the Eikon Centre which featured in their application. They have stated that this option would potentially be more economical for them, and would allow better access to family markets. It would also serve as a potential footfall driver to Lisburn City Centre.
7. The event would be staged by two motor clubs, namely Rathfriland and Ballynahinch District Motor Clubs, both of whom have members with experience in staging similar sized events over the years. The Clerk of the Course for example would be the same individual who was Clerk of Course for previous Circuit of Ireland Power Stage events at Lagan Valley Island. The date proposed for the 2022 Down Rally is Saturday 23rd July.
8. The potential exists to offer the Lagan Valley Island site as a benefit in kind to the organisers which may mitigate the need for any funding. If the committee is minded to consider this option then the potential grant savings would be reallocated across the remaining successful applicants according to the original assessment criteria.
9. The Council's Facilities Management team have no major concerns in staging the event at Lagan Valley Island. Regular user groups of the facilities would be informed well in advance of the day's proceedings. At present no wedding ceremonies are booked for the proposed date. A road closure order would need to be secured by the organisers for the Queens Road, which should not be an obstacle given the previous track record of the organisers.
10. The Safety Advisory Group would be expected as normal to review the necessary documentation, including public liability insurance, traffic management plan, event management plan, and appropriate risk assessments etc.

Tourism Small Grants Programme

11. The Council has previously delivered a Tourism Small Grants Programme on an annual basis (grants up to £1,000 for eligible applicants), usually with a total budget of £10,000 in any given year. The programme is advertised and applications assessed by officers against tourism criteria (visitor numbers, bed-nights etc) designed for small local events that bring a more modest return to the visitor economy.
12. The Programme was suspended several years ago as a consequence of budgetary pressures associated with the annual budget estimates process. It is proposed that in the event of funding becoming available, and subject to sufficient demand from applicants, that the Programme is re-established on a rolling basis over the course of 2022-23, with authority delegated to the Chair and Vice Chair of the Committee and Director of Service

Transformation to establish the detail of the criteria in the context of the prevailing economic circumstances at the time

Recommendation:

It is recommended that the Committee:

1. Considers the options outlined above and agrees to proceed with the first option – to offer similar amounts of funding to all applicants based on the appended summary scoring sheet.
2. Considers the approach from the 2022 Down Rally organisers and agrees to the request to stage the event at Lagan Valley Island, with the site being offered in lieu of grant-aid, with the grant saving being reallocated as detailed above.
3. Considers and agrees to reinstate the Tourism Small Grants Programme should funding become available, and subject to sufficient demand from third parties, with authority delegated to the Chair and Vice Chair of the Committee and Director of Service Transformation, to establish the detail of the criteria in the context of the prevailing economic circumstances at the time.

Finance and Resource Implications:

Tourism Major Events total funding programme of £35,000 from existing Tourism Development budget estimates.

Tourism Small Events total funding programme of £10,000 should budget become available.

Screening and Impact Assessment

1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy? Yes

If no, please provide explanation/rationale

If yes, what was the outcome?:

Option 1 Screen out without mitigation	<input type="checkbox"/> Yes	Option 2 Screen out with mitigation	<input type="checkbox"/> No	Option 3 Screen in for a full EQIA	<input type="checkbox"/> No
--	------------------------------	---	-----------------------------	--	-----------------------------

Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?

Has a Rural Needs Impact Assessment (RNIA) template been completed?

If no, please give explanation/rationale for why it was not considered necessary:

The Rural Needs Impact Assessment will be completed prior to implementation.

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

SUBJECT TO PLANNING APPROVAL:

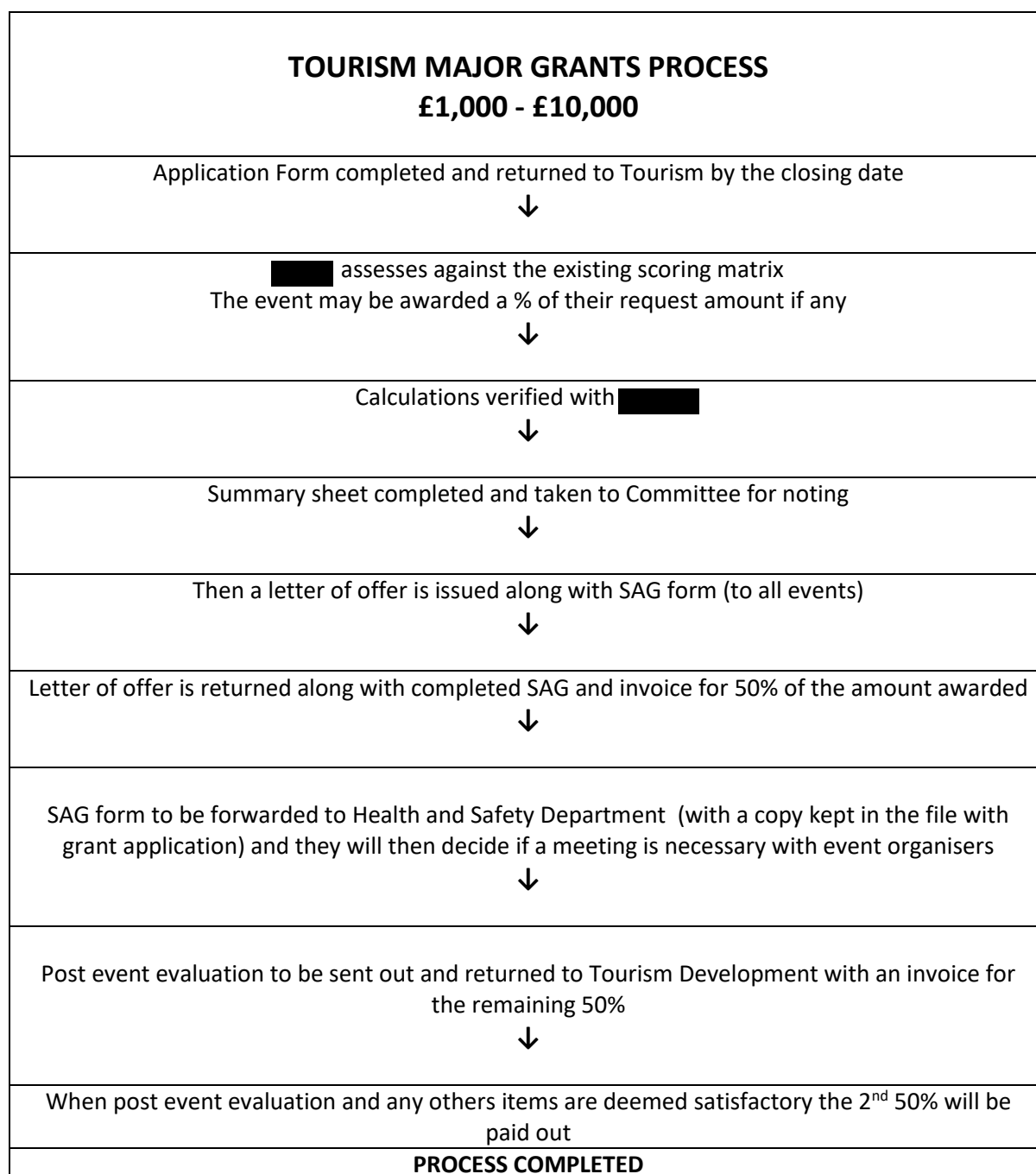
If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

APPENDICES:

- Appendix 8a** – Tourism Major Grants Process
- Appendix 8b** – Guidance Notes for Tourism Major Events funding programme (see link [Decision Time](#))
- Appendix 8c** – Summary Scoring Sheet

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

If Yes, please insert date:





**FINANCIAL ASSISTANCE FOR
TOURISM MAJOR EVENTS
(£1,000 - £10,000)**

**APPLICANT GUIDANCE
MANUAL**

Updated May 2021

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1. Introduction

The purpose of this document is to provide guidance for organisations applying for financial assistance from Lisburn & Castlereagh City Council. It is inevitable that a guidance manual cannot cover every single aspect of funding therefore potential applicants are encouraged to discuss individual applications with the relevant council officer if they are uncertain about their eligibility.

This guidance document sets out the funding programme and describes the process for making an application. It is only relevant to Tourism Major Events Funding (from £1,000 to £10,000). The Council also has other grant funds available from other departments. For more information on these see www.lisburncastlereagh.gov.uk

In addition to the criteria used, the Council will also consider a range of other factors to determine whether grants should be paid and at what level. These will include Council's strategic priorities, the number and range of applications received and the amount of funding available. These factors will vary from year to year and it does not follow that something which the Council funds one year may be funded in subsequent years.

Most evidence/documents will only be requested if an application is successful, although applicants are asked to ensure these are available when they apply.

All major event organisers will be encouraged to apply for Tourism NI event funding as well as Lisburn & Castlereagh City Council funding.

All applications must be submitted by **12 noon on Friday 25th June 2021**

The initial point of contact for financial assistance is:

██

Tel: ██

E-mail: ██

2. Application Timetable

The timetable for calls for applications for events taking place during the 2021/22 financial year is as follows:

Item	Date
Advert placed in: Belfast Telegraph Irish News Ulster Star	w/c Monday 7 th June 2021 w/c Monday 7 th June 2021 w/c Monday 7 th June 2021
Applications to be submitted by:	12 Noon Friday 25 th June 2021
20	w/c Monday 28 th June 2021 Friday 9 th July 2021

3. Who Can Apply for Financial Assistance?

Applications will be considered from organisations who meet ALL of the following criteria:

A/ Attraction of out-of-state visitors and participants to the Lisburn & Castlereagh City Council area.

B/ Attraction of domestic visitors and participants to the Lisburn & Castlereagh City Council area.

C/ Generation of at least 50 'bed-nights' in the Lisburn & Castlereagh City Council area.

D/ Attract at least 1,250 visitors and participants to the Lisburn & Castlereagh City Council area, if government guidelines permit this number at the time of the event.

E/ Generation of positive publicity for the Lisburn & Castlereagh City Council area strengthening the areas credibility as a tourist and visitor destination.

F/ Attraction of positive media coverage outside the Lisburn & Castlereagh City Council area.

G/ Requires Lisburn & Castlereagh City Council assistance to ensure the overall success of the event.

H/ Have not received funding during this financial year for another event.

Council **will not** consider applications for events which:

- are for charities or events being predominately ran for a charity;
- have no significant benefit to the Council area;
- provide no potential benefit to the public, either in the short or long term;
- could be carried out on a commercial basis;
- have already taken place or are already under way at the time of the assessment;
- are of a party political nature;
- promote a particular religion;
- go against Council policy.

4. Submitting Your Application

The following are important matters in relation to submitting your application:

- The deadline for receipt of all applications is **12noon on Friday 25th June 2021**, any applications received after this time will be deemed ineligible.
- It is essential that you avoid trying to e-mail your application at the last minute as any holdups may result in a late submission and your application therefore being deemed ineligible.
- All electronic applications must be sent to [REDACTED]
- All hard-copy applications should be in an envelope clearly marked 'Application for Financial Assistance' and posted or delivered to:

[REDACTED]
[REDACTED]
Lisburn & Castlereagh City Council
The Island Civic Centre
Lisburn
BT27 4RL

5. Assessment Process

Assessment will be carried out by officers using a standard assessment process and will be scored against the assessment criteria (see scoring matrix Appendix 2).

5.1 Decisions

The assessment process will produce one of three outcomes:

1. An application may be rejected if it fails to meet ALL the criteria, has failed to reach the pass score, or has not scored a sufficiently high mark when a programme is oversubscribed. In such cases officers will set out the reasons for the rejection and the applicant will receive these in writing.
2. If it is clear there was a lack of clarity on the information requested in the Application Form, a decision will be made to review the project after more information is obtained. In this case the applicant will receive a request in writing asking for additional information and setting a time limit for this process. Failure to meet the time limit would result in an automatic rejection.

Assuming the information is returned within the time limit the project will be reassessed using the standard process. By this stage the applicant would be offered a grant or rejected.

3. A successful application would be given a Letter of Offer in writing setting out the amount of funding, the targets and outcomes associated with this, monitoring and evaluation requirements and any other conditions that apply. Acceptance of this would trigger the need for proof of other key documentation prior to release of grant.

5.2 Appeals Process

Following the decision to reject an application, the applicant will be informed in writing stating the reasons for the decision. The applicant may request a review of the decision, in writing, within 7 working days. The Formal Review will provide an independent process through which the applicant will have the opportunity to demonstrate in writing to the Review Panel why they object to the assessment decision (see point 12).

5.3 Payment of Grant

Any groups who are successful in their application will not receive any money until:

- All previous year's paperwork has been supplied and any outstanding monies have been returned. This includes satisfactory evidence of how previous grants have been spent (vouching) and a completed post-event evaluation form.
- If successful, no grant will be paid out to an organisation if there is outstanding paperwork from any previous year's funding.

- All documentation requested within the Letter of Offer has been provided eg Event Management Plan, SAG forms and insurance documents.

The Tourism events funding will be paid in 2 parts. 50% on receipt of an invoice, providing the signed letter of offer and any other documentation has been received. The remaining 50% post event on receipt of the post event evaluation detailing that all targets, aims and objectives set were achieved.

If the event is cancelled, for any reason, no grant will be paid to the applicant and any grant already paid, in relation to the event, will be expected to be returned to Lisburn & Castlereagh City Council.

In the event that the targets, aims and objectives have not been met these will be looked at on an individual case basis and the applicant will be informed in writing of the outcome and the remaining amount to be paid.

6. Acknowledging a Grant Award

If running an event you must invite the Chairman and/or Mayor to attend. Occasionally you may be asked to attend a photo call/launch event. If your organisation is successful in securing financial assistance from Lisburn & Castlereagh City Council, it is mandatory to acknowledge this support by including the Council logo on all promotional material (both print and non-print). The logo in its various forms and logo usage guidelines are available upon request from: Corporate Communications, Civic Headquarters, Lagan Valley Island, Lisburn, BT27 4RL.

When the Council logo is printed on publications (eg flyers/booklets) produced by your organisation, you must include the following statement:

This publication is grant-aided by Lisburn & Castlereagh City Council. The views expressed herein are not necessarily shared or endorsed by the council. The council does not accept any responsibility for these views.

Failure to acknowledge funding in this way may result in your organisation's award being withdrawn, which in turn may affect future applications. The Council must agree all artwork with council logo before it is printed.

You must invite the Mayor or Chairman to attend the event and any related photo calls or launch events.

7. Guidance for Branches of Larger Organisations

We expect groups who wish to apply for financial assistance to have a constitution (or rules/standing orders/bye-laws) in their own name. However, we recognise this may prove challenging for local branches of regional or national organisations.

If a branch of a larger organisation does not have a constitution in the name of the branch, then the branch has one of two options:

Option 1:

If the branch:

- i. has its own management committee;
- ii. has a UK bank or building society account in the name of the branch and,
- iii. produce their own annual accounts

then the group can apply in their own name providing they get a letter of undertaking from the parent body (see required format below). The letter of undertaking states that ultimate legal and accounting responsibility for the grant will lie with the parent body.

Option 2:

Where Option 1 is not possible, then the group should get the parent body to apply on their behalf.

Letter of Undertaking

The letter of undertaking from the parent body must take the following form:

To: The Tourism Development Manager.

I confirm that *[write name of organisation applying]* is a branch of *[write name of bigger organisation]* and I am authorised to sign this letter on its behalf.

My organisation supports the application from this branch and I understand that ultimate legal and accounting responsibility for the grant will lie with us as the parent organisation.

I confirm that the answers in the application form submitted by the branch are true and accurate and that both the parent organisation and the branch will comply with the Council's terms and conditions of grant.

Signed:

Date:

Name:

Job title:

8. Council Priorities

Lisburn Castlereagh Vision for Tourism 2018-2022

Any financial assistance provided by Council must further the delivery of its Tourism Strategy and be consistent with its contents. This document sets out a comprehensive vision, mission and values for tourism within the area. Applicants should consider this document and should be prepared to explain how their application can help further Council's objectives. **This document can be downloaded at: www.visitlisburncastlereagh.com**

9. List of Required Policies and other documents

Essential Policies and Documents

Any significant organisation receiving funding from Lisburn & Castlereagh City Council should be expected to have the following as a minimum. Discretion will be used to determine how necessary each of these are depending on the size of the organisation and the nature of their work.

- A Safeguarding Policy (Child Protection Policy and/or Vulnerable Adults Policy – depending on audience profile)
- Health & Safety Policy
- Equal Opportunities Policy
- Traffic Management Plan
- COVID Focused Risk Assessment
- Appropriate insurance cover. This may include:
 - Employer's liability insurance (if staff are employed).
 - Public liability insurance (including cover for volunteers).
 - Specific event insurance (to include cancellation cover)

Also detail in this section any court judgements against the organisation and any criminal or civil proceedings pending.

10. Application Process Diagram

	Application form completed and returned to Tourism Development Manager by deadline given ↓	
	Officer assessment ↓	
	Ratification/Checking ↓	← Applicant will receive a request in writing asking for additional information and setting a time limit for this process. Failure to meet the time limit would result in an automatic rejection.
Approved ↓	Rejected ↓	↑ More information required
Letter of Offer issued ↓	Letter sent with an explanation ↓	
Letter of Offer returned with relevant documents and an invoice for the amount awarded ↓	Applicant may request a review of the decision, in writing, within 7 working days. (See point 12 Appeals Process)	
Amount awarded paid to organisation ↓		

Post event evaluation to be sent out and returned to Tourism Development 		
---	--	--

11. Completing the Application Form

a. Section 1 – Applicant Details

Please ensure the accuracy of the contact details for the Contact Person. If the Contact Person changes during the application process or you know the Contact Person will not be contactable during that period, you must provide us with an Alternative Contact Person. In the event that we need to seek clarification on your application we will contact both persons named but if we cannot make contact with either person, your application will be rejected.

The organisation name on the application form **must** be exactly the same as the name on the constitution you will provide.

b. Section 2 – Applicant Experience

Please complete this section by letting the Council know how many years relevant experience the organisation has in the management of events. Events in their first year will receive a higher level of funding than those which have been established for many years.

We need to be confident your group will be able to deliver the proposed project. Please tell us if:

- a) Your group has delivered such a project before and how often
- b) You have members on your committee or in your group who have specific skills and experience of managing and delivering projects, even if your group has not delivered such a project in the past
- c) You plan to seek advice and support from outside your organisation to help deliver the project
- d) Your group has experience of managing grants before of a similar size?

A link to the Tourism Strategy is available at Section 8. You need to tell us which priorities your event contributes to and describe how your event helps deliver these. **Please do not just list the Council priorities.** If you fail to describe how your project meets specific priorities it is unlikely to be funded.

You should assume the Officers assessing your application know nothing about your event and therefore how it will meet the programme objectives.

c. Section 3 – Event Background

Evidence of need: how do you know your project is needed?

- a) Are there published statistics which show a need?
Have you carried out any market research/held a focus group and what evidence did this produce?
Have you run this event before and each time attendance has increased?
- b) Officers will use your answer here when assessing the need for the project. In addition, officers will also assess whether there is a financial need for funding based on information given elsewhere in the application form or supporting documents.

d. Section 4 – Marketing

Please tell us in this section how you propose to market the event, which channels you will use and why. Also include how the Council can be branded/promoted at the event or in any pre-event promotional material or events.

Who the event is targeted at and an estimate of how much you will spend on this and a breakdown of costs.

Failure to enclose a full Marketing/PR Plan for the event will result in your application being rejected.

e. Section 5 – Finance

Detail all the costs of your event and how much funding you are applying for:

- Indicate the amount of funding you require (this must not exceed the maximum and should be the minimum amount necessary to make your event happen). It should be noted that the Council may choose to fund less than you request.
- Be as specific as possible and detail all costs associated with the event.
- Ensure your costings are realistic – get quotes and do not guess amounts.
- Detail each specific cost on a separate line. Rather than writing in one line 'Family fun day' you must detail the specific costs of the family fun day each on a separate line (eg bouncy castles [line 1], toilet hire [line 2], first aid cover [line 3], advertising [line 4]) giving a cost for each separate item.
- If you are not requesting for 100% of the gap fund, we need to know where you are planning to get the balance of the money from. This could be from another funder or from your own funds. Only financial shortfalls will be considered, not in-profit events.

- You must declare if you are planning to charge an entry fee for the event, how much this will be and the total predicted income.
- The amount of funding will be reduced the longer the event has been running.
- Please note: you can only avail of a grant from one Council department in each financial year.

f. Section 6 – Economic Impact of Event

This section should provide sufficient detail to enable council officers to understand how the event will impact the economy. Therefore we require you to tell us how many participants and spectators you expect. Also give details of any expenditure in relation to the event.

How many bed nights are anticipated? We are trying to understand the economic benefit of your event to the Council area eg if 100 people stay over in the Council area for 1 night that equates to 100 bed nights, if 100 people stay over for 3 nights, that equates to 300 bed nights.

g. Section 7 – Event Management

Your organisation must confirm the list of statements detailed in this question by circling yes or no for each. All statements must be answered to be able to submit an application. We will no longer ask you for any evidences of these by default but Council may choose to spot check these and reserves the right to withhold grant should any declaration prove to be inaccurate or the documents are not available.

h. Section 8 – Declaration

It is important that you read this section very carefully before you sign. Online applicants will be asked to agree the declaration on behalf of the organisation. Please ensure you give your name, position in the organisation and date signed.

12. Appeals Process

The following information provides guidance as to how organisations can make an appeal against an application that has been rejected.

Grounds of Appeal

Organisations may only appeal against any application, which is unsuccessful on one or more of the following grounds:

- Lisburn & Castlereagh City Council failed to follow published procedures when considering the application or making its decision;
- If the application is rejected on the grounds that it failed to meet or impact significantly against Lisburn & Castlereagh City Council criteria and this is disputed by the applicant;
- That the assessment panel misunderstood or failed properly to take into account relevant information, which was included as part of the original application;
- Lisburn & Castlereagh City Council took into account irrelevant material of a significant nature when making its decision;
- That the decision was unlawful;
- That officers involved in the assessment process have had a clear Conflict of Interest and have failed to declare this in the appropriate manner.

No Grounds for Appeal

There is no right of appeal against the amount of funding awarded under the match funding application process, unless one of the grounds of appeal noted above applies. In addition there is no right of appeal against a decision that Lisburn & Castlereagh City Council made in relation to another organisations' successful application.

Submitting an Appeal

Following the decision to reject an application, the applicant will be informed in writing stating the reasons for the decision. The applicant may request a review of the decision, in writing, within 7 working days. The formal review will provide an independent process through which the applicant organisation will have the opportunity to demonstrate in writing to the Review Panel that either:

- the decision was wrong because the Council failed to take into account the information contained within the written application or took into account information that was not contained within the written application;

and/or

- there was a failure in adherence to procedures and guidance issued with the call for applications or systems that materially affected or could have materially affected the decision.

or

- that officers involved in the assessment process have had a clear Conflict of Interest and have failed to declare this in the appropriate manner.

Appeals on any other grounds will not be considered. It should also be noted that no additional supporting documentation will be permitted at this stage.

Requests for a review must be made in writing by the applicant within 28 days of the date of the letter notifying you of the outcome of your application for financial assistance.

All applicants who applied to Lisburn & Castlereagh City Council will receive a letter, indicating if the applicant has been successful or otherwise in their application. If they have been unsuccessful brief reasons will be cited in the letter indicating why the application was rejected. The letter will also include a statement on the group's right to appeal.

If an applicant wishes to appeal the decision made by the assessment panel the procedure adopted by Lisburn & Castlereagh City Council is as follows:

- Appeals must be lodged in writing, addressed for the attention of the **Head of Economic Development**, Lisburn & Castlereagh City Council, Civic Headquarters, Lagan Valley Island, Lisburn, BT27 4RL (**Clearly marked Major Events Funding Appeal**), within 7 days of receipt of the letter communicating the decision not to make a grant or award. We advise that this is sent recorded delivery.
- Applicants must clearly outline the basis for the appeal and give a detailed reason for the grounds of the appeal.
- Any documents which the applicant would like to present as evidence to the appeal panel should accompany the appeals letter. These documents constitute the appeal submission from the applicant and cannot be added to once the appeal has been submitted.
- Applicants **should not** submit the original funding application being appealed against or its supporting material. These will be provided by Lisburn & Castlereagh City Council to the Appeals Panel to ensure consistency in the papers reviewed by both the assessment and the Appeals Panel. If the applicant needs to refer to sections of their original application this should only be presented in part within the context of the supporting documentation accompanying the appeals letter.
- Appeals will not be accepted outside the time period stipulated unless the Appeals Panel is satisfied that it was not reasonable / practicable for the appeal to be made within this period.

What happens once an appeal has been made?

All appeals will be presented to the Appeals Panel, who will determine whether the grounds for appeal are substantiated. If so, the Appeals Panel will reconsider the application and make a decision. The Appeals Panel will advise the applicant of the outcome, with reasons, in writing. The decision of the Appeals Panel is final.

Appendix 1



Application Form for Tourism Events funding from £1,000 - £10,000

The Tourism Development Unit of Lisburn & Castlereagh City Council will give consideration to financially supporting events that can provide evidence of supporting **ALL** of the following:

A/ Attraction of out-of-state visitors and participants to the Lisburn & Castlereagh City Council area.

B/ Attraction of domestic visitors and participants to the Lisburn & Castlereagh City Council area.

C/ Generation of at least 50 'bed-nights' in the Lisburn & Castlereagh City Council area.

D/ Attract at least 1,250 visitors and participants to the Lisburn & Castlereagh City Council area, if government guidelines permit this number at the time of the event.

E/ Generation of positive publicity for the Lisburn & Castlereagh City Council area strengthening the areas credibility as a tourist and visitor destination.

F/ Attraction of positive media coverage outside the Lisburn & Castlereagh City Council area.

G/ Requires Lisburn & Castlereagh City Council assistance to ensure the overall success of the event.

H/ Have not received funding during this financial year for another event.

Where the main purpose of an event is to raise money for a charity and/or charities, financial assistance **will not** normally be provided by Lisburn & Castlereagh City Council.

Lisburn & Castlereagh City Council would encourage early application for support by offering to feature the event in our promotional material where appropriate.

Applications must be based in the Lisburn & Castlereagh City Council area.

SECTION 1: APPLICANT DETAILS

Title of Event:

Location of Event:

Date(s) of Event:

Name of Applicant/Organisation/Club:

Official address:

Type of Applicant:
(Please Select)

Individual	
Association/Group	
Promoter	
Private company	
Charity	
Other* (please state)	

What year was the organisation established/incorporated?

Is the organisation VAT registered?
(Delete as appropriate)

YES / NO

If you are an organisation, do you have a constitution? **YES / NO**
(Delete as appropriate)

If so, please enclose a copy if not, please enclose details of your committee and office bearers

What is the legal status of your organisation, if any?
(E.g. charity, Limited Company)

If members/officers of Lisburn & Castlereagh City Council are nominated onto your board/committee, please provide details:

Contact Name:
(The person responsible for the project)

Position in the organisation:

Contact Address:
(If different from above)

Tel No:

Mobile No:

E-mail:

Alternative Contact Name:
(The person responsible for the project)

Position in the organisation:

Contact Address:
(If different from above)

Tel No:

Mobile No:

E-mail:

SECTION 2: APPLICANT EXPERIENCE

Do you or your organisation have previous relevant experience in the management of events?

(Delete as appropriate)

YES / NO

If appropriate, detail your experience of relevant work in the management of events:

Has your organisation/company been operating for 3 years or more?

(Delete as appropriate)

YES / NO

If so, please attach up to date accounts for the last 3 years.

Does your organisation/company engage in activities other than the event to which this application relates?

(Delete as appropriate)

YES / NO

For new ventures, please attach an up-to-date Curriculum Vitae (CV) detailing previous employment experience.

SECTION 3: EVENT BACKGROUND

Event Title:

Event Date(s):

Location(s):

Please give a brief summary of the event.

(This should be a clear concise explanation of the event, and ensure it provides an understandable explanation to those who may have no prior knowledge of the event.)

Is this an annual event?
(Delete as appropriate)

YES / NO

What year is this event in?
(E.g. 1st, 2nd, 3rd etc)

Provide a brief history of the event (if appropriate)

Please list the specific aims and objectives of the event.

AIMS	OBJECTIVES

Detail how you propose to measure your success in meeting the above objectives when the event is completed.

How will Lisburn & Castlereagh City Council benefit from supporting this event?



SECTION 4: MARKETING

Who is the event targeted at?
(E.g. Families, Young Couples, Males etc)

[Empty rectangular box for targeting information]

Briefly outline how the event will be publicised and marketed.
(E.g. pre-event publicity such as advertising, leaflets, programmes, banners, posters plus media coverage both during and after the event i.e. local/national press, radio, television, magazines etc.)

[Large empty rectangular box for marketing outline]

Outline your estimated Marketing Expenditure

METHOD/MEDIA	AMOUNT

--	--

Briefly outline what opportunities for Council branding exist at the event.

How will the success of the Marketing techniques used be evaluated?

Please attach a Full Marketing and PR Plan for the event.

Failure to enclose a full Marketing/PR Plan for the event will result in your application being rejected

SECTION 5: FINANCE

Please note: the maximum amount you can apply for is £10,000 per event

Detail the progress to date in securing private sponsorship for the event.

CASH SECURED:

Company	Amount

IN-KIND SECURED:

Company	Amount	What expenditure elements in your budget does this offset?

NB: Enclose copies of letters confirming cash/in-kind funding secured as described above.

PRIVATE SPONSORSHIP TO BE CONFIRMED:

Company	Type of sponsorship (e.g. cash or in-kind)	Amount	Date Confirmation Expected

Detail all public sector funding applied for.

Name of Body	<i>Amount</i>	Purpose of Funding	Contact Name & Number	Confirmed? (Yes/No)

In the absence of public funding would the event (as described within this application form) go ahead?

(Delete as appropriate)

YES / NO

EVENT COSTS

Category	Key costs included in category	Amount
Participant costs		
Production costs		
Insurance		
Marketing		
Venue costs		
Health & Safety		
Administration		
In-Kind Sponsorship		
Miscellaneous		

	<i>TOTAL</i>	£

EVENT INCOME

CATEGORY	DETAIL	AMOUNT
Entry fee/Income		
Private Sector Income <i>(Include only confirmed cash & in-kind)</i>		
Corporate Hospitality		
Merchandising		
Public Sector Funding <i>(Include unconfirmed public funding also)</i>		
Miscellaneous		

	<i>TOTAL</i>	£

Has any confirmed in-kind sponsorship also been included in the expenditure side of the budget?

(Delete as appropriate)

YES / NO

Project/Event shortfall

TOTAL INCOME	
MINUS TOTAL EXPENDITURE	-
EQUALS SHORTFALL	=

How much is requested from Lisburn & Castlereagh City Council?

£

I/we are prepared to furnish details of all cheques, cash and credit card records to the Council's internal audit for inspection during office hours

(Delete as appropriate)

YES / NO

Please confirm that this is the only grant application made to Lisburn & Castlereagh City Council

(Delete as appropriate)

YES / NO

Detail any other 'in-kind' support envisaged from Lisburn & Castlereagh City Council. (E.g. Technical support, advertising etc)

SECTION 6: ECONOMIC IMPACT OF EVENT

Estimate the **Total Number of Participants** expected at the event:

Breakdown of Expected Participants (Number or Percentage)

NI	
ROI	
GB	
Other*	

*Please detail

Estimate the **Total Number of Spectators** expected at the event:

Breakdown of Expected Spectators (Number or Percentage)

NI	
ROI	
GB	
Other*	

*Please detail



Participant Bed nights

Number of participants staying overnight in commercial accommodation
i.e. hotels, guesthouses, bed & breakfast

Number of night's participants staying for

Total Participant Bed nights
(No. of participants x No. of nights)

Spectator Bed nights

Number of spectators staying overnight in Commercial accommodation
(i.e. hotels, guesthouses, bed & breakfast)

Number of night's participants staying for

Total Spectator Bed nights
(No. of participants x No. of nights)

Is participant/spectator accommodation subsidised by the organisers (or others)?
(Delete as appropriate) **YES / NO**

If so, who by?

Detail the event expenditure *within* Northern Ireland; include all event costs spent locally. Exclude expenditure leaving Northern Ireland (i.e. expenditure which goes to a UK or international based company).

COST	<i>AMOUNT</i>

SECTION 7: EVENT MANAGEMENT

Does your organisation have an applied policy on these aspects, where applicable?

Safeguarding Policy **YES / NO**
(Child Protection Policy and/or Vulnerable Adults Policy – dependent on audience profile)
(Delete as appropriate)

Health & Safety Policy **YES / NO**
(Delete as appropriate)

NB: If successful, a certified Risk Assessment must be submitted prior to any payment

Equal Opportunities Policy *YES / NO*
(Delete as appropriate)

Traffic Management Plan **YES / NO**
(Delete as appropriate)

COVID Focused Risk Assessment **YES / NO**

Valid Public Liability Insurance **YES / NO**

- Employers Liability Insurance
- Specific Event Insurance (to include cancellation cover)

(Delete as appropriate)

Detail any court judgements against you or your company/organisation.

Are you awaiting any criminal or civil proceedings against you or your company/organisation?
(Delete as appropriate) **YES / NO**

If yes, please detail.

SECTION 8: DECLARATION

I/WE HEREBY SUBMIT THIS APPLICATION TO LISBURN & CASTLEREAGH CITY COUNCIL, SEEKING FINANCIAL ASSISTANCE BETWEEN £1,000 AND £10,000.

I/WE WILL COMPLY WITH RELEVANT GOVERNMENT AND PUBLIC HEALTH GUIDANCE AND REGULATIONS AT THE TIME OF THE EVENT.

<https://www.nidirect.gov.uk/campaigns/coronavirus-covid-19>

I/WE CONFIRM THAT THIS APPLICATION GIVES A TRUE AND ACCURATE PICTURE OF THE PROPOSED PROJECT/EVENT.

I/WE CONFIRM THAT WE HAVE NOT APPLIED FOR NOR RECEIVED FUNDING, DURING THIS FINANCIAL YEAR, FOR ANY ANOTHER EVENT, FROM LISBURN & CASTLEREAGH CITY COUNCIL.

IF REQUESTED, I/WE WILL PROVIDE THE COUNCIL WITH ANY ADDITIONAL INFORMATION REQUIRED OR CLARIFICATION ON ANY MATTER.

I/WE ACCEPT THAT LISBURN & CASTLEREAGH CITY COUNCIL DOES NOT BIND ITSELF TO AWARD ANY GRANT OR THE LEVEL OF FINANCIAL ASSISTANCE REQUESTED FOR THE PROJECT/EVENT IN THE APPLICATION.

I/WE AGREE THAT THE LETTER OF OFFER ISSUED BY THE COUNCIL IS THE BASIS OF ANY AWARD AND NOT THE AMOUNT REQUESTED IN THE APPLICATION.

I/WE WILL ADHERE TO THE PROVISIONS OF ALL CURRENT FAIR EMPLOYMENT, EQUAL OPPORTUNITIES AND DISABLED PERSONS LEGISLATION IN FORCE IN NORTHERN IRELAND AND OBSERVE THE SPIRIT OF THAT LEGISLATION.

I/WE CERTIFY, TO THE BEST OF MY KNOWLEDGE AND BELIEVE THAT THE PARTICULARS GIVEN ON THIS FORM ARE CORRECT AND COMPLETE.

I/WE ACCEPT THAT IF THE EVENT IS CANCELLED, FOR ANY REASON, NO GRANT WILL BE PAID TO THE APPLICANT AND ANY GRANT ALREADY PAID IN RELATION TO THE EVENT, WILL BE EXPECTED TO BE RETURNED TO LISBURN & CASTLEREAGH CITY COUNCIL.

Signed:

Print Name:

Position Held:

Date:

FALSE STATEMENTS CAN RESULT IN PROSECUTION

All applicants for assistance should note that, when a proposal is being considered and assessed, there can be no commitment by Lisburn & Castlereagh City Council to provide financial support until the Letter of Offer has been issued, received, accepted and any prior conditions met.

The information provided on this form may be available to other departments/agencies for the purpose of preventing or detecting crime.

Return the completed application form to:

[Redacted]
[Redacted]
Lisburn & Castlereagh City Council
Civic Headquarters
Lagan Valley Island
Lisburn
BT27 4RL
[Redacted]

INCOMPLETE FORMS WILL BE REJECTED

GENERAL DATA PROTECTION REGULATION 2016/679

Lisburn & Castlereagh City Council collects the data on this form for the purposes of considering financial assistance to organisations (pre and post event). This data is not used for any other purpose or is not disclosed to any other organisation.

FOR OFFICIAL USE ONLY

Date Received:

.....



**Scoring Matrix for Events funding
From £1,000 - £10,000**

Name of Applicant/Organisation/Club:

Title of Event:

Date(s) of Event:

Location of Event:

Does the event meet all the following criteria:

Criteria	Scoring Matrix	Score Obtained
A/ Attraction of out-of-state visitors and participants to the Lisburn & Castlereagh City Council area.	Pass/Fail	
B/ Attraction of domestic visitors and participants to the Lisburn & Castlereagh City Council area.	Pass/Fail	
C/ Generation of at least 50 'bed-nights' in the Lisburn & Castlereagh City Council area.	Pass/Fail	
D/ Attract at least 1,250 visitors and participants to the Lisburn & Castlereagh City Council area, if government guidelines permit this number at the time of the event.	Pass/Fail	
E/ Generation of positive publicity for the Lisburn & Castlereagh City Council area strengthening the areas credibility as a tourist and visitor destination.	Pass/Fail	
F/ Attraction of positive media coverage outside the Lisburn & Castlereagh City Council area.	Pass/Fail	
G/ Requires Lisburn & Castlereagh City Council assistance to ensure the overall success of the event.	Pass/Fail	
H/ Have not received funding during this financial year for another event from LCCC	Pass/Fail	
I/Where the main purpose of an event is to raise money for a charity and/or charities, financial assistance will not normally be provided by Lisburn & Castlereagh City Council.	Pass/Fail	

Criteria	Scoring Matrix	Score Obtained
Does the event take place in the Lisburn & Castlereagh City Council area?	Pass / Fail	
How many years experience do the event organisers have in the management of events?	Year 1 = 1 2 years = 2 3-5 years = 3 6-9 years = 4 10 years+ = 5	
How many years has the event been running?	Year 1 = 5 2 years = 4 3-5 years = 3 6-9 years = 2 10 years+ = 1	
Is gap funding required?	Pass / Fail	
Amount of sponsorship confirmed for the event from 3rd parties?	0-500 = 5 501-1000 = 4 1001-2500 = 3 2501-5000 = 2 5000+ = 1	

<p>How many out-of-state spectators and participants will the event bring to the Lisburn & Castlereagh City Council area?</p>	<p>001-500 = 1 501-750 = 2 751-1000 = 3 1001-1250 = 4 1251+ = 5</p>	
<p>How many domestic spectators and participants will the event bring to the Lisburn & Castlereagh City Council area?</p>	<p>001-750 = 1 751-1250 = 2 1251-1750 = 3 1751-2250 = 4 2251+ = 5</p>	
<p>How many bed-nights will the event generate in the area?</p>	<p>50-75 = 1 76-150 = 2 151-200 = 3 201-250 = 4 251+ = 5</p>	
<p>How will the event generate positive publicity for the Lisburn & Castlereagh City Council area, strengthening it as a tourist and visitor destination?</p>	<p>NI = 1 Ireland = 2 UK = 3 Europe = 4 Worldwide = 5</p>	
<p>How will the event generate positive media coverage for the Lisburn & Castlereagh City Council area?</p>	<p>NI = 1 Ireland = 2 UK = 3 Europe = 4 Worldwide = 5</p>	
<p>Safeguarding Policy (Child Protection Policy and/or Vulnerable Adults Policy – depending on audience profile)</p>	<p>Yes / No</p>	
<p>Health & Safety Policy</p>	<p>Yes / No</p>	

Equal Opportunities Policy	Yes / No	
Traffic Management Plan	Yes / No	
COVID Focused Risk Assessment	Yes / No	
Valid Public Liability Insurance <ul style="list-style-type: none"> • Employers Liability Insurance • Specific Event Insurance (to include cancellation cover) 	Yes / No	
Has the declaration been signed	Yes / No	
TOTAL SCORE OBTAINED		



Development Committee

Confidential

7 April 2022

Confidential Report from:

Director of Service Transformation

Local Government Act (Northern Ireland) 2014

Schedule 6 - Access to Information: Exemption Information

Reason for confidentiality:

Information relating to the financial or business affairs of any particular person (including the Council holding that information).

When will the report become unrestricted:

Specify when
report will
become available

After the negotiated
tender process

Redacted
report
available

Never

Item for Decision

TITLE: Collaborative Procurement Process for Energy Supplies (Electricity and Gas)

Background and Key Issues:

Background

- Over the past number of years LCCC has been participating in a collaborative procurement process with 10 of the 11 Councils, excluding Belfast, for both the supply of its Electricity and Gas.
- The current tender expires on 31 March 2022, and a new tender process commenced at the end of January 2022 with the closing date of 28 February 2022.

3. No tender submissions were submitted for the supply of electricity and one incomplete tenders were returned for gas (for 4 Council areas only). One fixed price tender was submitted for gas but due to the excessive prices received it was considered to be an excessively high bid at approximately 2.5 times higher than the current tender.
4. Suppliers have cited the current situation in the Ukraine leading to unstable market conditions as the main reason for not returning tenders.

Key Issues

1. Due to the continued uncertainty in the global energy market, no electricity or gas supplier is willing to commit to a fixed price contract and as such, each Council will continue to be supplied with electricity and gas from our current suppliers.
2. In order to ensure that the Council continues to receive the necessary energy supplies the following procedure is being proposed. Each supplier will bill the respective Council at the end of each month for the gas and electricity consumed during the month using the following mechanism.

3. Electricity

Half Hour Metered Sites

The four elements to calculate the unit cost will be:

- Market Cost of Electricity (variable on a daily basis using a published electricity market tracker)
- Regulated Pass Thru Charges (fixed by the Utility Regulator)
- CCL (Climate Change Levy)
- Supplier Margin

Monthly Metered Site

The supplier will provide a fixed unit cost for the month

4. Gas

Monthly Metered Sites

The four elements to calculate the unit cost will be:

- Market Cost of gas (variable on a daily basis using a published gas curve)
- Regulated Pass Thru Charges (fixed by the Utility Regulator)
- CCL (Climate Change Levy)
- Supplier Margin

IC Tariff Sites

The supplier will provide a fixed unit cost for the month.

5. Bills will be provided by the suppliers at the end of each month and Councils will have no visibility on the actual costs until they receive their monthly bills as suppliers will not commit to providing unit costs in advance.
6. Based on current market trends and indicative pricing from the suppliers, bills for the month of April are likely to increase by 200% for Electricity and 400% for gas. However, these are only indicative and the percentage increase could be higher or lower at the end of April.

Consequently this financial risk has been highlighted with financial services and will be managed accordingly.

7. To minimise the impact of the increase in Energy Costs, each Council should consider ways to either reduce their own energy consumption or consider investing in generating their own energy as it is likely higher energy prices will continue for the foreseeable future.
8. Each council will carefully review their bills at the end of April to ensure they understand the new billing process. This arrangement will continue on a month by month basis until stability returns to the market and suppliers are in a position to offer contracts.
9. A further procurement exercise will then have to be conducted to either award a contract or alternatively to look at alternative methods of securing energy at the most advantageous price in the given volatile circumstances, such as procuring an Energy broker to act on behalf of the Council similar to Belfast City Council's current practice. A further report will be brought to the Council should this be required.
10. Given the circumstances mentioned it is proposed, in order to create a degree of flexibility should time be of the essence and an urgent decision be necessary prior to being able to bring a report back to Committee for approval, that delegated authority is granted to the Chair of the Development Committee and the Director of Service Transformation to approve any interim measure. A report will be brought back to Committee in due course to update Members on any interim award or plans to go back to the market.

Recommendation:

It is recommended that Members consider and approve:

1. The course of action outlined to deal with the unstable market conditions.
2. That delegated authority be granted to the Chair of the Development Committee and Director of Service Transformation to approve any interim award should time be of the essence.

Finance and Resource Implications:

Current provision has been made for an energy cost increase however there is a high risk that the estimated budget will increase above that approved and further budget provision will be required which is being managed in conjunction with Financial Services and those holding energy budgets.

Screening and Impact Assessment

1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy?

No

If no, please provide explanation/rationale

Tender is for Energy supply provision and does not affect equality and good relations for any one group over another.

If yes, what was the outcome?:

Option 1 Screen out without mitigation	Yes/No	Option 2 Screen out with mitigation	Yes/No	Option 3 Screen in for a full EQIA	Yes/No
--	--------	---	--------	--	--------

Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?	No	Has a Rural Needs Impact Assessment (RNIA) template been completed?	No
--	----	---	----

If no, please given explanation/rationale for why it was not considered necessary:

Tender is for Energy supply provision and does not impact on rural needs any more than any other area.

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

SUBJECT TO PLANNING APPROVAL: No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

APPENDICES:

HAS IT BEEN SUBJECT TO CALL IN TO DATE? No

If Yes, please insert date: