



April 3rd, 2023

**Chairperson:** Alderman A G Ewart MBE

**Vice Chairperson:** Alderman A Grehan

**Aldermen:** J Baird, W J Dillon MBE and D Drysdale

**Councillors:** R T Beckett, F Cole, J Gallen, A Givan, H Legge, G McCleave, C McCready, U Mackin, S Mulholland and A Swan

**Ex Officio:** The Right Worshipful the Mayor, Councillor S Carson  
Deputy Mayor, Councillor M Guy

### Notice of Meeting

A meeting of the Development Committee will take place on **Thursday, 6th April 2023 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.

A hot buffet will be available in Lighters Restaurant from 5.15 pm for those Members who have confirmed in advance.

**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 Tourism Major Events Funding/Tourism Small Grants

- ▢ *1. Tourism Major.Small Grants2.pdf* *Page 1*
  
- ▢ *Appendix 1a - Guidance notes for major event fund - revised January 2023....pdf* *Page 5*
  
- ▢ *Appendix 1b - Governance of Tourism Major Events.pdf* *Page 20*
  
- ▢ *Appendix 1c - Tourism Major Events Summary sheet 2023-24.pdf* *Page 21*
  
- ▢ *Appendix 1d - Tourism Small Grants summary sheet 2022-23.pdf* *Page 22*

### 3.2 Public Art Work on approach Roundabout

- ▢ *2. Public Artwork on approach Roundabout.pdf* *Page 23*

### 3.3 Lisburn and Castlereagh Labour Market Partnership (LMP) Job Fairs

- ▢ *3. Jobs Fairs (Noting)2.pdf* *Page 26*
  
- ▢ *Appendix 3 Lisburn & Castlereagh Job Fair Infographic.pdf* *Page 29*

## 4.0 Report of Head of Assets

### 4.1 Procurement of Electricity and Natural Gas Supplies

- ▢ *4. Report Electricity and Natural Gas Tender.pdf* *Page 30*

## 5.0 Confidential Report of Director of Service Transformation

### 5.1 Balmoral Show – Council representation

Confidential due to information relating to the financial or business affairs of any particular

person (including the Council holding that information)

 *1Confd Balmoral show item2.pdf*

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## **5.2 Belfast Region City Deal (BRCD) – Destination Royal Hillsborough – Department of Finance Approval and Draft Contract for Funding**

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

 *2Conf BRCD DRH draft CFF and update2.pdf*

*Not included*

## **5.3 MPLS (Multiprotocol Label Switching) Renewal**

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

 *3Confd - MPLS Renewal Report.pdf*

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## **5.4 Various Annual Tender Reports for Award of Planned Preventative Maintenance Inspections**

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

 *4Confd Tender Report for Annual Tenders PPM (for noting)2.pdf*

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## **6.0 Any Other Business**



## Development Committee

6 April 2023

Report from:

Head of Economic Development

### Item for Decision

TITLE: Tourism Major Events Funding/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 the staging of a variety of tourism events across the Council area. The events make a positive contribution to the visitor economy by bringing day visitors, bed-nights, tourism spend 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 for each organisation/event. Attached (**see Appendix**) are the Guidance Notes for the Tourism Major Events Funding programme.
3. As part of the agreed governance (**see Appendix**), the funding opportunity is assessed by Council officers. Each of the applications is scored against the agreed criteria, and the maximum funding allocated to each event according to the available budget, the number of applicants and the scoring assessment outcome.

#### Key Issues

1. Attached (**see Appendix**) is the summary scoring sheet for 2023 Tourism Major Events funding with a total of seven applications received. A breakdown of the application scores,

the amount requested and the amounts allocated, are attached in the spreadsheet for noting.

2. Additionally, each year a number of organisations/groups make requests for support through the Council's Tourism Small Grants programme with funding up to £1,000 being potentially available to each applicant, subject to budget. The annual budget for Tourism Small Grants is usually in the region of £10,000. 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.
3. Last year as part of the need to find efficiencies in the budget estimates process, there was no Tourism Small Grants budget agreed. The Committee then agreed in April 2022 to re-instate the programme in the event that budget became available in-year as a consequence of slippage.
4. Throughout 2022/23 the Tourism Small Grants programme supported 8 applicants to deliver a range of smaller events in the Council area, attracting visitors and the associated economic benefits. A summary of these events is attached (**see Appendix**).
5. Under similar circumstances to last year no dedicated budget line has been established for Tourism Small Grants for the 2023/24 year as part of the budget estimates process. It is again proposed for 2023/24 and each subsequent year, that should additional budget slippage become available across the year in tourism, the Tourism Small Grant programme is opened up for applications with a maximum indicative total budget established of £10,000.
6. It is also proposed that the Committee delegates authority to the Director to agree any necessary changes to the annual Tourism Small Grants criteria to take account of changing economic circumstances.

#### **Recommendation:**

It is recommended that Members consider and:

1. Note the funding being awarded as part of the 2023/24 Tourism Major Events funding programme.
2. Agree that should additional budget slippage become available in-year that the Tourism Small Grants programme be re-introduced in the 2023/24 financial year and each subsequent year, up to a maximum total indicative budget of £10,000.
3. Agree to delegate authority to the Director to agree any necessary changes to the annual Tourism Small Grants criteria to take account of changing economic circumstances.

#### **Finance and Resource Implications:**

An allocation of £47,219.10 is included in the existing Tourism Development budget estimates. A further £10,000 will be allocated to Tourism Small Grants should budget slippage occur across other Tourism budgets throughout the year.

## 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**

If yes, what was the outcome?:

<b>Option 1</b> Screen out without mitigation	<input type="text" value="Yes"/>	<b>Option 2</b> Screen out with mitigation	<input type="text" value="Yes/No"/>	<b>Option 3</b> 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)**

LCCC does not anticipate that the Tourism Events Funding Policy will impact adversely on any Section 75 group, but instead, through an open and transparent application process for funding requests, will promote equality of opportunity and good relations.

**Insert link to completed Equality and Good Relations report:**

<https://www.lisburncastlereagh.gov.uk/council/publications/equality-section-75/equality-screening-reports>

### 2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?	<input type="text" value="Yes"/>	Has a Rural Needs Impact Assessment (RNIA) template been completed?	<input type="text" value="No"/>
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**If no, please given explanation/rationale for why it was not considered necessary:**

Tourism Events Funding Policy is open to applicants from both rural and urban areas of Council.

**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 1a** - Guidance Notes for the Tourism Major Events Funding programme**Appendix 1b** - Governance for Tourism Major Events programme**Appendix 1c** - Summary scoring sheet for 2023 Tourism Major Events funding**Appendix 1d** – 2022/2023 Tourism Small Grants supported by LCCC**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

If Yes, please insert date:





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

**APPLICANT GUIDANCE  
MANUAL**

**Updated January 2023**

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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](http://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 Monday 27 February 2023**

The initial point of contact for financial assistance is:

**Margaret McAvoy, Tourism Development Officer**

**Tel: 07500 066282**

**E-mail: [Margaret.mcavoy@lisburncastlereagh.gov.uk](mailto:Margaret.mcavoy@lisburncastlereagh.gov.uk)**

## 2. Application Timetable

The timetable for calls for applications for events taking place during the 2023/2024 financial year is as follows:

Item	Date
Advert placed in: Belfast Telegraph	Monday 30 January 2023
Applications to be submitted by:	12 Noon Monday 27 February 2023
Assessment of Applications	w/c Monday 27 February 2023
Letters of Offer Issued	w/c Monday 13 <sup>th</sup> March 2023

## 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.

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:

- Do not have a financial shortfall
- 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 Monday 27 February 2023**, 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 Margaret McAvoy, Tourism Development Officer on [Margaret.mcavoy@lisburncastlereagh.gov.uk](mailto:Margaret.mcavoy@lisburncastlereagh.gov.uk).
- All hard-copy applications should be in an envelope clearly marked 'Application for Financial Assistance' and posted or delivered to:

Margaret McAvoy  
Tourism Development Officer  
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](http://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.
<b>Approved</b> ↓	<b>Rejected</b> ↓	↑ <b>More information required</b>
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.

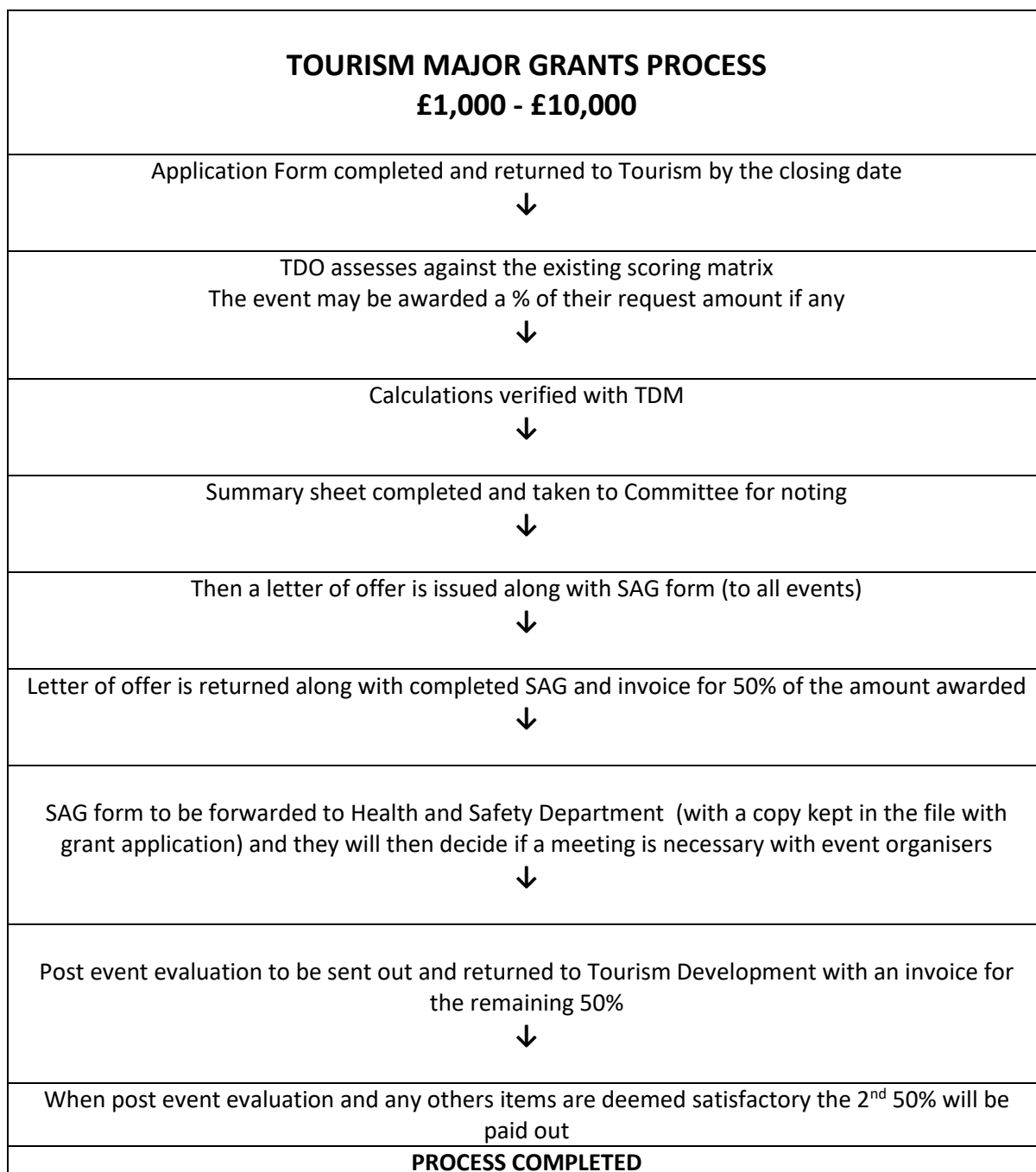
All applicants who applied to Lisburn & Castlereagh City Council will receive a letter, indicating if the applicant has been successful or otherwise in their application. If they have been unsuccessful brief reasons will be cited in the letter indicating why the application was rejected. The letter will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





EVENT	DATE	VENUE	SCORE (MAX 40)	PERCENTAGE	AMOUNT REQUESTED	% CALCULATION
Belfast Dog Show	23-24 September 2023	Eikon Ehibition Centre	29	72.5	£9,950.00	£7,213.75
Athletics NI	21 October 2023	Billy Neil Country Park	27	67.5	£10,000.00	£6,750.00
HRP Honey Fair	5-6 August 2023	Hillsborough Castle & Gardens	33	82.5	£5,250.00	£4,331.25
North Armagh Motorcycle & Car Club	21-22 July 2023	Redbrae Park, Temple	36	90	£10,000.00	£9,000.00
Down Royal Racecourse	3-4 November 2023	Down Royal Racecourse	28	70	£10,000.00	£7,000.00
Lisburn Racquets Club	26 August 2023	Lisburn Raquets Club	31	77.5	£7,644.00	£5,924.10
Royal Scottish Pipe Band Assoc. NI Branch	07 June 2023	Moira Demene	28	70	£10,000.00	£7,000.00
<b>TOTAL</b>					<b>£62,844</b>	<b>£47,219</b>

Event Name	ORGANISER	DATE	VENUE	SCORE (MAX 25)	PERCENTAGE FROM SCORING ASSESSMENT	AMOUNT REQUESTED	% CALCULATION	
		Medius Ireland advertisement taken from £20k total						£240.00
U.G.P 100th Anniversary	VMCC (NI Branch)	14/15 October 2022	Dundrod Pitts	17	75%	£839.39	£629.54	
Table Tennis Ulster Open	Ulster Branch	26/27 November 2022	Belfast Road,	19	90%	£1,000	£900	
Harry Ferguson Lecture Nights	HF Celebration Committee	28 October 2022	Hillsborough Village Centre	18	90%	£800.00	£720.00	
All Ireland U18 Mens National Cup Basketball	Phoenix Basketball Club	5/6 November 2022	Lisburn Raquets Club	23	100%	£1,000	£1,000	
Ulster Siamese & All breed cat club 40th Anniversary show	Ulster Siamese & All Breed Cat Club	19 November 2022	Hillsborough Village Centre	22	100%	£1,000	£1,000	
The Ballance House - production of brochure	The Ulster New Zealand Trust	Nov/Dec 22	N/A - Project not event	21	90%	£1,000	£900	
Ulster Badminton Open	Ulster Badminton	7/8 Jan 23	Lisburn Raquets Club	19	90%	£1,000	£900	
All Ireland & JAC Solos	Royal Scottish Pipe Band Assoc	18 February 2023	Lisnagarvey High School	21	90%	£1,000	£900	
<b>TOTAL</b>						<b>£6,800</b>	<b>£7,190</b>	

22-25 = 100% of the amount applied for;

18-21 = 90% of the amount applied for;

14-17 = 75% of the amount applied for;

10-13 = 60% of the amount applied for;

6-9 = 40% of the amount applied for;

0-5



## Development Committee

6 April 2023

Report from:

Head of Economic Development

### Item for Decision

**TITLE:** Public Art Work on approach Roundabout

**Background and Key Issues:**

#### Background

1. The Council Roundabout Sponsorship Scheme secures private sector sponsorship to offset some of the costs of the maintenance and planting of key roundabouts/gateways across the Council area. For each roundabout a license between the Department for Infrastructure (DfI) and the sponsor is agreed, and held on file by the Council. A contract between DfI and the Council is also agreed for the maintenance works. To date, some thirteen roundabouts have been contracted to the Council to maintain under a sponsorship arrangement.

#### Key Issues

1. It was reported to the March 2020 Development Committee that interest from a local businessman, Mr J McBride of McBride Construction, was received to erect a piece of public art (replica motorcycle and rider) on the newly constructed roundabout at Temple to commemorate the Temple 100 road race.
2. Mr McBride has secured planning permission to place the public art piece on the Temple roundabout, with an interpretative sign placed in the adjacent car park aimed at attracting motorcycle enthusiasts and visitors to the area.

3. A registered charity has been set up by Mr McBride and has been fund raising for the purchase of the public artwork. The charity has secured four businesses to contribute, that in return will receive placement of sponsorship signage on the roundabout. The public artwork is now complete and ready for installation.
4. At a recent meeting between the Department for Infrastructure, Council, and Temple Motor Cycle Club, it was highlighted by DfI that they would only consider a license request from Council and not by the local Motor Cycle Club.
5. Should the Council be successful with the request for a license on Temple Roundabout, we will then seek sponsorship for the roundabout to cover maintenance costs through the Temple Motor Cycle Club and previously listed businesses who were supporting the public artwork costs.
6. DfI have also stated that LCCC will need to take ownership of the public artwork, and therefore provide public liability insurance and maintain the public art work. For this to work, Council would need to put in place a Service Level Agreement or take out a long term lease on the asset. Either option has been agreed by Temple Motor Cycle Club.

**Recommendation:**

It is recommended that the Committee considers and agrees the approach listed above, namely taking on responsibility for the public art work installation on Temple Roundabout as outlined in the report under an appropriate legal agreement drawn up by the Council’s solicitor.

**Finance and Resource Implications:**

There is no contribution required from the Economic Development budget estimates, apart from the legal costs, with a total of £1,500 income generated from this new roundabout as a contribution towards the maintenance.

## 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?:

<b>Option 1</b>	Yes	<b>Option 2</b>	Yes/No	<b>Option 3</b>	Yes/No
-----------------	-----	-----------------	--------	-----------------	--------

Screen out 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)**

LCCC does not anticipate that the Roundabout Sponsorship Scheme Policy will adversely impact upon any of the Section 75 groups, but instead can be used to promote organisations to the public. The Roundabout Sponsorship Scheme is open to all organisations from all sections of the community and no adverse impacts have been identified.

**Insert link to completed Equality and Good Relations report:**

<https://www.lisburncastlereagh.gov.uk/council/publications/equality-section-75/equality-screening-reports>

**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 Roundabout Sponsorship Scheme Policy is open to all businesses in the Council area (both urban and rural).

**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:**

Yes

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

6 April 2023

Report from:

Head of Economic Development

### Item for Noting

**TITLE:** Lisburn and Castlereagh Labour Market Partnership (LMP) Job Fairs

**Background and Key Issues:**

#### Background

1. The agreed LMP Action Plan 2022/23 included the delivery of two Job Fairs – one in November 2022, and one in February 2023. The aim of the Job Fairs was to provide local residents with an increased awareness of local job vacancies and employability support programmes that are available across the Council area.
2. As requested by Committee please see below the update of the outcomes from the fairs. The target attendance as per the Action Plan across the two Job Fairs was 400 attendees, and both were supported by Department for Communities officials and Council officers on the respective days.

#### Key Issues

1. The first Job Fair event was classified as a smaller Job Fair, with the capacity for 20 Employer Exhibitors and 5 Support Organisation Exhibitors.
2. The event took place on 24 November 2022 in the Island Hall at Lagan Valley Island. It was very well received by both exhibitors and attendees. The Employer Exhibitors were oversubscribed, with 38 initial registrations and 22 permitted to exhibit on the day due to capacity. There were also more than 10 Support Organisations who had requested to

exhibit but due to hall capacity this had to be capped at 5. This event created a waiting list for the second, larger, Job Fair to be held in February 2023.

3. The number of participants who attended the first Job Fair event was 202. Of the 106 participants that filled in exit surveys, 102 attendees were very satisfied or satisfied with the event, and 51 attendees reported that they had applied for jobs on the day.
4. The second, larger, Job Fair took place on 9 February in the Main Hall at the Lagan Valley LeisurePlex. The target for this event based on the size of the venue was 50 Employer Exhibitors and 10 Support Organisation Exhibitors. Again, the event proved very popular and attracted 54 Employer Exhibitors and 12 Support Organisation Exhibitors.
5. The event registered an attendance of just over 800 people, which DfC have recorded as having been the largest post-covid footfall at a Council Job Fair event so far.
6. An infographic detailing some of the initial key facts and figures from the larger February 2023 event is attached (**see Appendix**). It should be noted that this is early stage data, and further research will be carried out to identify data on jobs secured, and any additional key findings.

**Recommendation:**

It is recommended that the Committee notes this report on the initial outputs from the two Job Fairs, and the Committee will receive further reports in this regard.

**Finance and Resource Implications:**

The total budget for the Job Fairs is £9,739. This budget is fully funded by DfC in line with the approved LMP Action Plan, and all activities were delivered within the allocated budget.

## 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**

It has been concluded that a detailed equality impact assessment is not necessary as all the potential impacts identified are minor and positive.

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?

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

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

The programme has been developed in order improve employability conditions for those who are economically inactive or unemployed regardless of their urban / rural location.

**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 3 - Infographic**

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

**If Yes, please insert date:**



# Lisburn and Castlereagh Job Fair

9th February 2023



LISBURN AND CASTLEREAGH  
Labour Market Partnership  
Working Together

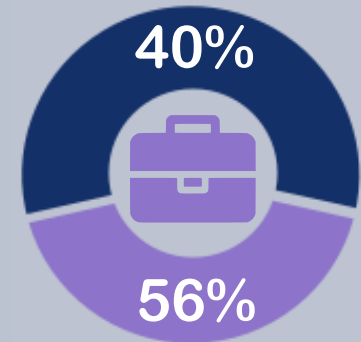


1,958   
jobs on offer

802   
attendees

57%   
attendees  
educated to A-  
Levels or above

unemployed



employed

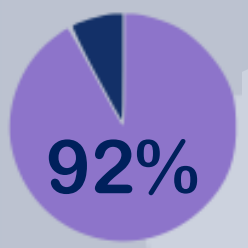
63% male  
37% female

54   
employers

12   
support orgs.

90%   
employers very  
satisfied or satisfied  
with candidates

age of attendees: 60% between 18-49 40% other



attendees:  
very satisfied  
or satisfied  
with event



79% of attendees  
intend to/ applied  
for jobs

employers:  
very satisfied  
or satisfied  
with event





## Development Committee

6 April 2023

Report from:

Head of Assets

### Item for Decision

TITLE: Procurement of Electricity and Natural Gas Supplies

Background and Key Issues:

#### Background

1. Lisburn and Castlereagh City Council have been participating in a collaborative electricity and natural gas supply procurement process for a number of years. The collaboration includes all Councils except Belfast City Council who prefer an alternative dynamic risk based procurement model.
2. The previous energy supply tender procurement exercise came to an end in March 2022.
3. A new collaborative tender procurement process had been undertaken in January/February 2022 but due to the volatility of the energy market at that time the process failed to attract successful bids, and energy companies were not prepared to submit fixed priced tenders.
4. Since the previous tender process failed, the Council had to follow a process whereby the daily energy market wholesale price was tracked by the energy companies and charged according to those prices. The energy companies charged an administration fee for this service, which was fixed at their cost.
5. Following a recent supplier engagement exercise, the Councils participating in the collaborative tender exercise have proposed to go back to the market in an attempt to rationalise the supplier administrative charge under a more competitive structure.

**Key Issue**

1. A new collaborative tender process has now commenced led by Armagh, Banbridge and Craigavon Borough Council.
2. The format of the tendering will continue with the current arrangement whereby the wholesale energy prices for electricity and gas will be tracked and purchased accordingly. However the supplier management fee will be a competitive element of the process.
3. The contracts will initially be in place for 12 months or a maximum of 24 months should contracts be extended.
4. In order to undertake a speedy approval it is proposed that delegated authority is granted to the Chief Executive to approve the award of the electricity and natural gas tenders when they have been evaluated.

**Recommendation:**

It is recommended that Members consider the information and grant delegated authority to the Chief Executive to award the tenders as necessary.

**Finance and Resource Implications:**

All finance and resource implications are dealt with in the current revenue budget.

## 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 tenders are for the supply of electricity and gas energy to Council buildings will affect the section 75 groupings equally.

If yes, what was the outcome?:

<b>Option 1</b> Screen out without mitigation	Yes/No	<b>Option 2</b> Screen out with mitigation	Yes/No	<b>Option 3</b> Screen in for a full EQIA	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 given explanation/rationale for why it was not considered necessary:**

The tenders are for the supply of electricity and gas supplies for the Councils use and will not impact rural locations differently to urban locations.

**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

**Confidential**

**6 April 2023**

### Confidential Report from:

Director of Service Transformation

*Local Government Act (Northern Ireland) 2014*

Schedule 6 - Access to Information: Exemption Information

- 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

June 2023

Never

## Item for Decision

**TITLE:** Balmoral Show – Council representation

### Background and Key Issues:

#### **Background**

- It was agreed at Committee on 5 January 2023 that the Council would not have a marquee presence at the Balmoral Show as in previous years but would proceed with a smaller presence in an alternative location within the grounds on a reduced budget.

#### **Key Issues**

##### **Royal Hillsborough and Historic Moira**

- As part of the DfC Small Settlements funded programme for Royal Hillsborough and Historic Moira promotional campaign, a 5x2m stand in the Eikon Shopping Village has

been secured. This will complement Hillsborough Castle's planned presence in the same facility.

2. The stand will be branded as part of the Royal Hillsborough and Historic Moira campaign. It will provide opportunities to promote the 40+ stakeholders that participate in the programme. Each business will have the opportunity to share out half day sessions across the four days of the Show.
3. A maximum budget of £[REDACTED] (100% funded from DfC Small Settlements) will be allocated against the Show costs for the project to include marketing, media and promotional costs.

### **Lisburn and Castlereagh Food and Drink Campaign**

4. Officers have secured a 6x3m stand with the Food and Drink Pavilion which will provide an opportunity for a small number of quality artisan food and drink suppliers and producers to showcase their wares to the public (**see Appendix**).
5. It is anticipated that a number of local high profile chefs will be afforded the opportunity to provide cookery demonstrations in the demo kitchen.
6. The cost for staging this initiative within the Food and Drink Pavilion of Balmoral Show will be a maximum £[REDACTED] to include the costs of exhibition space, promotional activity, branding and third party management fees to We Are Babble.

### **Lisburn Chamber of Commerce**

7. Council officers were approached by a small number of businesses, represented by the Lisburn Chamber of Commerce, which formed part of the Council's 2022 marquee. They have indicated that they had already purchased stock in good faith to trade at the 2023 Balmoral Show.
8. Officers met with representatives from the Lisburn Chamber of Commerce to discuss options available and how the Council could support city centre traders in this regard.
9. It was proposed by the Chamber that they form 'a cluster' of city centre businesses which would be representative of all Lisburn businesses and not only Chamber members. The Chamber have approached the Royal Ulster Agricultural Society (RUAS) and have confirmed that they have provisionally secured a number of tables at a costs of [REDACTED] (excluding VAT).
10. Further to a verbal update by the Director at the March Development Committee, it was agreed that officers would review alternative options available to help support local traders and facilitate representation at the Balmoral Show in 2023.
11. Following further discussion with the Chamber, it has been proposed that the Council support the above cluster through a financial contribution of 50% of the costs. This would be met from within the 2022/23 budget underspend and which could be provided directly to the Chamber in the form of a grant, with Member approval.

**Recommendation:**

It is recommended that the Committee considers and:

1. Agrees the allocation of grant funding to the Lisburn Chamber of Commerce of £[REDACTED] to support Lisburn businesses' attendance at Balmoral Show.
2. Agrees the DfC Small Settlements promotional stand of Royal Hillsborough and Historic Moira partnership at a maximum cost of £[REDACTED].
3. Agree a LCCC Food and Drink promotion within the Food and Drink Pavilion at Balmoral Show at a maximum cost of £[REDACTED].

**Finance and Resource Implications:**

[REDACTED] for Royal Hillsborough and Historic Moira is part of the 100% funded DfC Small Settlements fund. The Food and Drink promotion (£[REDACTED]) will be funded from within existing Tourism Development budgets and £[REDACTED] will be funded through in-year directorate underspend.

## 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

If yes, what was the outcome?:

<b>Option 1</b> Screen out without mitigation	<input type="text" value="Yes"/>	<b>Option 2</b> Screen out with mitigation	<input type="text" value="Yes/No"/>	<b>Option 3</b> 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)**

LCCC does not anticipate that the Policy will impact adversely on any Section 75 group, but instead, will promote equality of opportunity and good relations.

**Insert link to completed Equality and Good Relations report:**

<https://www.lisburncastlereagh.gov.uk/council/publications/equality-section-75/equality-screening-reports>

### 2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?	<input type="text" value="Yes"/>	Has a Rural Needs Impact Assessment (RNIA) template been completed?	<input type="text" value="No"/>
--	----------------------------------	---	---------------------------------

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

Balmoral Show is organised by Royal Ulster Agriculture Society. Council is promoting businesses at the Show including City Centre traders, Royal Hillsborough and Historic Moira programme, and Food and Drink across the whole Council 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:**

**Appendix 1 – LCCC Food and Drink proposal at Food and Drink Pavilion at Balmoral Show**

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

If Yes, please insert date:



**Balmoral Show Food Pavilion**  
**10<sup>th</sup>-13<sup>th</sup> May 2023**

Outlined below are the proposals to facilitate a Food & Drink Producers presence in the Food NI Pavilion at the Balmoral Show from 10<sup>th</sup>-13<sup>th</sup> May 2023.

- We have reserved a 6 x 3m space for a few days inside the Food Pavilion. This space is 48A in the attached floor plan (**see Annex A**). It is quite well positioned looking out toward the Theatre Kitchen.
- The cost for the 4 days is £[REDACTED] which is the rate card cost. We would aim to get this down as close to £[REDACTED] as possible (either direction).
  - This space can accommodate 4 entities each day. 1 on each end and 2 in the middle.
  - The 4 spaces can be 4 different food and drink businesses each day so up to 16 businesses or perhaps 1 or 2 will be there for the 4 days (example criteria could be their capacity to be there for the 4 days, their export potential and also domestic tourism potential).
  - 1 of the 4 spaces will be allocated to a Visit Lisburn Castlereagh Information point which would then give potential for up to 12 businesses across the 4 days.
- Food & Drink producers will be invited. Note that food drink producers taking part in Council supported stands must not exceed annual turnover of £[REDACTED] and 10 employees.as per Food NI criteria.
- **Theatre Kitchen opportunities:** within the cost there is opportunity for local chefs to perform a cookery demonstration in the demo kitchen. It is on a first come first serve basis. Chefs could be briefed and asked to use produce from LCCC producers – even if they are not necessarily exhibiting on the council stand, eg Johnston’s Coffee, Hannan Meats, Carnbrooke Meats, Andrew’s Ingredients, etc. There are a number of high calibre, high profile, award winning chefs in the LCCC area who we propose to invite.

**COSTS**

- **Costs** outlined below do not include marketing materials (apart from exhibition stand), photography, content creation, social media management or photography.

**INITIAL COST STRUCTURE FOR A BUDGET OF £15,000**

Description	Cost
<b>Exhibition space in Food NI Pavilion:</b> 6 x 3 m space which will accommodate 4 entities per day.	£[REDACTED]
<b>Utilities:</b> electricity, refrigeration if required, WIFI connectivity	£0.00
<b>Production:</b> Design & Artwork & Exhibition podiums and backdrop	£[REDACTED]
<b>Management:</b> recruitment and scheduling food producers; liaison with Food NI in relation to showcasing Chefs from LCCC area; PR opportunities and early morning buyer previews; management of design and artwork and production of exhibition materials; general management of set up and during show.	£[REDACTED]
<b>Total</b>	£[REDACTED]
<b>Budget available</b>	£[REDACTED]

**Balmoral Show Food Pavilion**  
**10<sup>th</sup>-13<sup>th</sup> May 2023**

To find / negotiate down

£



## Development Committee

**Confidential**

**6 April 2023**

**Confidential Report from:**

**Director of Service Transformation**

*Local Government Act (Northern Ireland) 2014*

**Schedule 6 - Access to Information: Exemption Information**

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

Never

### Item for Decision

**TITLE:** **MPLS (Multiprotocol Label Switching) Renewal**

**Background and Key Issues:**

#### **Background**

1. The MPLS (Multiprotocol Label Switching) contract is for the network services between the various Council sites. Even the smallest of disruptions to the network can have serious implications to the running and delivery of Council services, from leisure to waste.
2. In 2018, the MPLS contract was awarded to EirNI (now EirEvo). This contract is due to expire at the end of March 2023. Whilst there is a pressing need to replace the equipment that is coming close to end-of-life, there is also the opportunity to embrace the new

approaches to networking, that are part of Software Defined networks. These can improve boundary security, reduce the chances of configuration errors and improve break/fix resolution times.

3. There is a contractual need to “light up” the circuits delivered as part of FFNI (Full Fibre Northern Ireland), and the timing of the MPLS renewal has been kind to LCCC both in terms of the age of hardware and the continuity of service through our existing supplier EirEvo. The FFNI Framework contract was to make use of new fibre infrastructure delivered with grant funding support from the Department for Digital, Culture, Media and Sport’s LFFN (Local Full Fibre Networks Program) and RGC (Rural Gigabit Connectivity) funds.
4. Armagh City, Banbridge and Craigavon Borough Council, in partnership with the other nine Councils, have completed a procurement for the Managed Network Service with the aim of achieving best value for the sector through combined buying power. The scope of the Framework contract was to include Wide Area Network connectivity, and related services, including network management services, content filtering, firewalls and internet services.

### **Key Issues**

1. A new LCCC Council IT Refresh Strategy was developed in 2020 with an aim to achieve a step change in service delivery, particularly in the use of technologies that enable agile working, collaboration, secure information, enhanced resilience, data management and improved customer access and services. Within this strategy there was a desire to address the quality/speed of connections between sites. Recent cyber security risks and our insurer’s assessment have required the Council to expedite its planned activities as the age of the Council network presents a number of risks. Investment by the Council in modern secure MPLS network, (in tandem with the forthcoming replacement of the LAN switches) will provide a strong foundation for the delivery of Azure and migration to Microsoft 365.
2. Value and cost savings have been gained by all nine Councils going to the market collaboratively.
3. Contract is scheduled to run for 10 years. Pricing would be locked in for 5 years and a further 5 years rolling (for Councils to opt into).
4. There was a desire to optimise the use of further available DCMS funding.
5. The Council has a legal requirement under GDPR to ensure appropriate systems are in place to keep Council data secure, so to protect the Council both financially and in terms of reputation, and given the enhanced cyber security threat from Russia, there is a need to make sure equipment is up-to-date and to invest in the latest secure technologies.

6. Once this project has been implemented, it will align with the preventative maintenance programme which will require investment on a recurring basis (3-5 yearly cycle). The pricing has been locked for 5 years.
7. Given the nature of the project, it is proposed that it is progressed as part of the Council's capital investment programme governance. To this end, a Business Case has been prepared (██████████) and it is proposed that the Council progresses Option 1 of the appended Business Case which entails the procurement of WAN hardware and licences.
8. The budget for the MPLS contract, currently comprises part of the IT Services Estimates 2023-2024.
9. Given the nature of the services and hardware needs be purchased, and that LCCC have been named on the Armagh City, Banbridge and Craigavon Borough Council procurement exercise for Managed Network Service, best value is gained by calling off on this contract. Consultancy by ABC revealed that a partnership with the other nine Councils was the best route to achieve value for money for public sector buyers given the similarity in network services being sought.

**Recommendation:**

It is recommended that the Committee considers and approves the appended Business Case, and agrees to progress with Option 1 of the Business Case in order to realise enhanced network connectivity, improved resilience, underpinned by a new managed support contract.

**Finance and Resource Implications:**

Option 1 of the appended Business Case is at an estimated cost of £256,135 for the MPLS replacement over 5 years. This will entail an initial capital investment of £34,345. Finance Services may choose to capitalise additional elements of the equipment so as to reduce the revenue burden in future 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

If yes, what was the outcome?:

<b>Option 1</b>	<input type="text" value="No"/>	<b>Option 2</b>	<input type="text" value="Yes"/>	<b>Option 3</b>	<input type="text" value="No"/>
-----------------	---------------------------------	-----------------	----------------------------------	-----------------	---------------------------------

Screen out  
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)**

The Capital Investment Fund was screened out with mitigation as albeit no negative impacts have been identified some mitigations should be considered to ensure all section 75 categories can potentially benefit equitably from the programme.

**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?

 Yes

**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:**

The RNIA template identifies that whilst the Capital Investment Fund will not impact on people in rural areas differently from people in rural areas, continued monitoring and evaluation will be in place to ensure there is equitable delivery of projects and programmes according to the need and demand identified in rural areas within each DEA.

**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 3 –

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

 No

If Yes, please insert date:





## Development Committee

**Confidential**

**6 April 2023**

**Confidential Report from:**

**Director of Service Transformation**

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

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

Following  
ratification of  
award and  
placing of order

Never

### Item for Noting

**TITLE:** **Various Annual Tender Reports for Award of Planned Preventative Maintenance Inspections**

**Background and Key Issues:**

**Background**

1. Annual Tenders have been in place for planned preventative maintenance contracts to service the Council for a number of years.
2. The tenders are renewable on an annual basis on a 1+1 basis up to the maximum period of 3-5 years as stated in the various contract documents. A number of current tenders are now due for renewal.



## Key Issues

- Interested Contractors were invited to submit tenders thorough the eTendersNI portal and tenders were returned as follows;
  - T2223-053 Planned Preventative Maintenance Inspections of Firefighting Equipment (*No. of submissions five*)
  - T2223-059 Planned Preventative Maintenance Inspections of Lightning Conductors and Chimneys (*No. of submissions one*)
  - T2223-067 Planned Preventative Maintenance Inspections of Sewerage Pumps (*No. of submissions three*)
- These tenders were opened by the Head of Assets and Procurement Officer; and forwarded to the Estate Planning Officer for evaluating against the agreed criteria.
- Enquiries have been made to contractors who showed initial interest in requesting tender information, but who did not make a return to ascertain why they did not submit a tender.
- The tenders were assessed and recommended for award as detailed in the Tender reports [REDACTED]. The successful tenderer recommended was the lowest compliant tender cost received for each tender listed.

### **Recommendation:**

It is recommended that Members note the award of the annual tenders detailed within the tender reports.

### **Finance and Resource Implications:**

Budget provision has been included in the annual estimates.

## **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**

The Contracts are deemed to benefit all section 75 groups equally and therefore it was deemed that no screening was required

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?

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

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

A Rural Impact Assessment is deemed not to be required as these are contracts for works services and will apply equally to all communities across the Council 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:**

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?**

No

**If Yes, please insert date:**