



May 10th, 2023

To: the Chairperson (Councillor A McIntyre), Vice-Chairperson (Councillor A Gowan) and Members of the Leisure & Community Development Committee

Ex Officio:

The Right Worshipful the Mayor (Councillor S Carson)

Deputy Mayor (Councillor M Guy)

Notice Of Meeting

A meeting of the Leisure and Community Development Committee will be held on Tuesday, 7th June 2022 at 6:00 pm for the transaction of 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

Agenda

1.0 APOLOGIES

2.0 DECLARATION OF MEMBERS' INTERESTS

- (i) Conflict of Interest on any matter before the meeting (Members to confirm the specific item)
- (ii) Pecuniary and non-pecuniary interest (Member to complete the Disclosure of Interest form)

3.0 REPORT FROM DIRECTOR OF LEISURE & COMMUNITY WELLBEING

3.1 Leisure & Community Wellbeing - Performance Report Q4

<i>Performance Report Q4.pdf</i>	<i>Page 1</i>
<i>Appendix 1 Trading Summary for Q4 (January to Feb 22).pdf</i>	<i>Page 5</i>
<i>Appendix IIa Leisure & CW 21 22 KPIs.pdf</i>	<i>Page 8</i>
<i>Appendix IIb Leisure & CW 21 22 KPIs.pdf</i>	<i>Page 12</i>
<i>Appendix III Leisure & CW 22 23 KPIs.pdf</i>	<i>Page 16</i>
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4.0 REPORT OF HEAD OF COMMUNITIES

4.1 DEA Investment Plan - DIY Communities Facilities

<i>DEA Investment Programme - Community DIY Fund.pdf</i>	<i>Page 19</i>
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4.2 Queen's Platinum Jubilee - Working Group Minutes

<i>QPJ WG Minutes Report .pdf</i>	<i>Page 23</i>
<i>Appendix Minutes of 27 April 2022.pdf</i>	<i>Page 25</i>

4.3 Good Relations Project Fund

<i>Good Relations Project Fund 2022 to 23.pdf</i>	<i>Page 28</i>
<i>Appendix 1 - Good Relations Table of Outcomes.pdf</i>	<i>Page 31</i>
<i>Appendix 2 - Table of Outcomes - Ineligible .pdf</i>	<i>Page 35</i>

4.4	DEA Investment Programme - Connecting You	
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4.5	Requests for Seeding Grants	
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4.6	DEA Investment Programme - Phone Box Environmental Programme	
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4.7	Community Bursary Submission	
	<i>Community Development Bursary - Outcomes.pdf</i>	Page 44
	<i>Appendix Community Development Bursary.pdf</i>	Page 47
4.8	PEACE PLUS Partnership - Appointment of Social Partners	
	<i>Peace Plus Partnership - Appointment of Social Partners.pdf</i>	Page 48

5.0 REPORT OF HEAD OF PARKS & AMENITIES

5.1	Carryduff Community Engagement Survey	
	<i>Carryduff Community Engagement Survey.pdf</i>	Page 51
	<i>Appendix 2 - Carryduff Residents Survey.pdf</i>	Page 54
	<i>Appendix 1 -Map of Lough Moss Playing Fields.docx.pdf</i>	Page 60
5.2	Request from Carryduff Colts FC	
	<i>Request from Carryduff Colts.pdf</i>	Page 61
5.3	Request from Lisburn Feile	
	<i>Request from Lisburn Feile.pdf</i>	Page 63

6.0 REPORT OF HEAD OF SPORTS SERVICES

6.1	Junior Belfast Giants Ice Hockey Tournament	
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6.2 Commonwealth Games NI - Request for Support

📄 *Commonwealth Games Northern Ireland - Request for support.pdf*

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📄 *Appendix 1 Commonwealth Games Letter.pdf*

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7.0 CONFIDENTIAL REPORT OF THE DIRECTOR OF LEISURE & COMMUNITY WELLBEING

7.1 Sam McBratney Public Art and Literature Trail - Draft Licence Agreement

Confidential by virtue of the Local Government Act (Northern Ireland) 2014 - Schedule 6 - Access to Information: Exemption Information Part 3 - Information relating to the financial or business affairs of any particular person (including the Council holding that information).

📄 *Sam McBratney Public Art and Literature Trail Draft Licence Agreement.pdf*

Not included

📄 *Appendix Trail Agreement March 2022.pdf*

Not included

7.2 Twilight Night by Fairylight - Review of Event & Proposals for 2022

Confidential by virtue of the Local Government Act (Northern Ireland) 2014 - Schedule 6 - Access to Information: Exemption Information Part 3 - Information relating to the financial or business affairs of any particular person (including the Council holding that information).

📄 *TBF bf.pdf*

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7.3 Procurement of Lock and Unlock, Key Holding and Alarm Response

Confidential by virtue of the Local Government Act (Northern Ireland) 2014 - Schedule 6 - Access to Information: Exemption Information Part 3 - Information relating to the financial or business affairs of any particular person (including the Council holding that information).

📄 *Lock and Unlock, Key Holding and Alarm Response - Tender.pdf*

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7.4 Procurement of Supply/Delivery of Two Tracked 360 Degree Excavators

Confidential by virtue of the Local Government Act (Northern Ireland) 2014 - Schedule 6 - Access to Information: Exemption Information Part 3 - Information relating to the financial or business affairs of any particular person (including the Council holding that information).

📄 *Excavator Tender.pdf*

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7.5 Sports Services - Catering Contract

Confidential by virtue of the Local Government Act (Northern Ireland) 2014 - Schedule 6 - Access to Information: Exemption Information Part 3 - Information relating to the financial or business affairs of any particular person (including the Council holding that information).

8.0 ANY OTHER BUSINESS



Leisure Services Committee

7th June 2022

Report from:

Director of Leisure & Community Wellbeing

Item for Decision

TITLE: Leisure & Community Wellbeing Performance Report

Background and Key Issues:

1. This paper deals with the following areas:
 - Trading Accounts covering the period 1st January 2022 to 28th February 2022
 - 2021/22 Leisure Services – Operational metrics/Service KPI's (Q4 – year-end position)
 - 2021/22 Leisure Services Performance Improvement KPI's for Q4 (January to March 22)
 - 2022/23 Leisure Services Operational metrics/Service KPI's
 - Directorate Risk Dashboard
2. **Leisure & Community Wellbeing Trading Accounts – Q4**
Attached as Appendix 1 are the following trading summaries:
 - Period 10 (1st January – 31st January 2022)
 - Period 11 (1st February – 28th February 2022)
3. Trading accounts include period 10 and period 11 figures only as period 12 figures are not available at this time. This is due to the ongoing financial year-end work. The draft accounts will be presented to the Governance and Audit Committee on 23rd June 2022

4. Q4 2021/22 Leisure & Community Wellbeing KPI's

The Council operates a broad range of KPI's including statutory targets, for example, percentage of household waste collected that is sent for recycling (set externally and reported internally via Council Committees), performance improvement targets (set by Council and reported through Governance & Audit Committee) and operational metrics/service KPIs (set by Council and reported internally via Council Committees).

5. The operational metrics/service KPIs are internal targets to track and monitor aspects of service performance across the Council.
6. Appendix 2a. provides an outline of performance for Q4 (January to March 22) for the operational metrics/service KPIs .
7. Also attached Appendix 2b. for Members Information is the Leisure & Community Wellbeing Performance Improvement KPI Update for Q4 (January to March 22)
8. **2021/22 Leisure & Community Wellbeing KPI's – Year end position**
In relation to the service KPIs, at the end of 2021/22 the Directorate had achieved the target of 5 of their 12 service KPIs. The remaining 7 were all measuring footfall of the Council's 7 parks, unfortunately footfall data was only available for Q4 and not for the entire year and therefore the targets for these KPIs were not met at the year end, notes are provided in appendix 2a to explain this.
9. At the end of 2021/22 the Directorate had achieved 8 of their 9 performance KPIs. This is a notable achievement and demonstrates continuous improvement in a year when the focus was on recovery from Covid-19. The only KPI that was not achieved related to the number of online classes available as part of the Vitality programme. With restrictions easing during the year customer demand necessitated the classes were delivered in person rather than online. The number of in person classes delivered during 2021/22 far exceeded any target set for online classes.

10. 2022/23 Leisure & Community Wellbeing KPI's

The proposed operational metrics for 2022/23 financial year to be reported through the Leisure Services Committee are outlined in the table below. The targets take account of the Interim Corporate Plan and operational priorities. Appendix 3 provides a copy of the 2022/23 Leisure Services KPI's.

Area of Focus	Basis of Target	Status of KPI	Basis of Reporting
Number of new community benefit projects delivered per annum	3	Continuing	No change from 2021/22
Number of park users in key sites across the Council area. Measured by Access Counters.	Various footfall targets see appendix 3	Continuing	No change from 2021/22

Maintain the annual target of 10,000 members of our leisure facilities	10,000	New	This was performance KPI in 21/22 it will now be a service KPI for 22/23
Continue to achieve the pre Covid-19 numbers of people attending our leisure facilities	850,000	New	This was performance KPI in 21/22 it will now be a service KPI for 22/23
Number of classes available as part of the Vitality Programme	816	New	This was performance KPI in 21/22 it will now be a service KPI for 22/23
Number of Sports Development engagements	3	Continuing	No change from 2021/22
Number of Youth Council engagements and type of collaborative projects delivered	4	Continuing	No change from 2021/22
Number of community engagements	1600	Continuing	No change from 2021/22
Number of digital community engagements	32	Removed	This KPI is being removed as this was a measure when covid-19 restrictions were in place during 2021/22

11. Directorate Risk Dashboard

Appendix 4 provides the current Directorate risk dashboard.

12. Key Changes include:

Two new Directorate risks, namely:

1. Events
2. Fraud & Corruption

Both risks have been escalated from service unit risk registers to reflect the wider departmental risk.

Recommendations

It is recommended that Members note and scrutinise:

- Trading accounts covering the Period 1st January 2022 to 28 February 2022 – Appendix 1.

- The outturn of operational metrics/service KPIs for Q4 (January to March 22) – Appendix 2a.
- The outturn of Performance Improvement KPI for Q4 (January to March 22) – Appendix 2b.
- Directorate Risk Dashboard – Appendix 4

It is recommended that Members approve:

- The proposed operational metrics/service KPIs for 2022/23 – Appendix 3

Finance and Resource Implications:

None

Screening:

Equality and Good Relations

N/A

Environmental Impact Assessment

N/A

Rural Impact Assessment

N/A

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 Trading Summary for Q4 (January to Feb 22)

Appendix 2a Operational metrics/Service KPIs for Q4 (January to March 22)

Appendix 2b Performance Improvement KPI for Q4 (January to March 22)

Appendix 3 Operational metrics/Service KPIs for 2022/23

Appendix 4 Directorate Risk Dashboard

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

Leisure & Wellbeing - Jan 22 to Feb 2022

Department	Month:-		Jan-22	
	Annual Budget	Budget to date	Total Actual & Committed	Total Variance
Expenditure:				
Payroll				
Leisure HQ	249,960	208,274	161,699	(46,575)
Parks and Amenities	3,255,490	2,666,704	2,533,724	(132,980)
Cultural and Community	2,549,440	2,128,691	1,940,753	(187,938)
Sports Services	6,233,130	5,170,963	4,513,071	(657,892)
Total Payroll Expenditure:	12,288,020	10,174,633	9,149,248	(1,025,385)
Non-Payroll				
Leisure HQ	330,820	303,461	315,145	11,683
Parks and Amenities	2,508,220	1,672,767	1,829,226	156,460
Cultural and Community	2,037,400	1,683,737	1,643,060	(40,677)
Sports Services	3,503,800	2,819,020	2,311,094	(507,926)
Total Non-Payroll Expenditure:	8,380,240	6,478,985	6,098,525	(380,460)
Total Expenditure	20,668,260	16,653,617	15,247,773	(1,405,845)
Leisure HQ	(121,850)	0	63,279	63,279
Parks and Amenities	(417,410)	(339,125)	(562,565)	(223,440)
Cultural and Community	(1,099,750)	(796,820)	(781,282)	15,538
Sports Services	(4,599,820)	(3,634,218)	(3,766,337)	(132,118)
Total Income:	(6,238,830)	(4,770,163)	(5,046,905)	(276,742)
Leisure HQ	458,930	511,736	540,123	28,387
Parks and Amenities	5,346,300	4,000,346	3,800,385	(199,961)
Cultural and Community	3,487,090	3,015,608	2,802,531	(213,077)
Sports Services	5,137,110	4,355,765	3,057,828	(1,297,936)
Net Overall Position	14,429,430	11,883,455	10,200,868	(1,682,587)
Total Net Overall Position	14,429,430	11,883,455	10,200,868	(1,682,587)

Feb-22

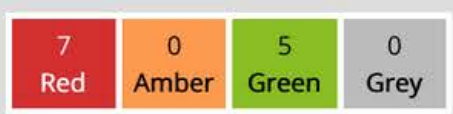
Department	Annual Budget	Budget to date	Total Actual & Committed	Total Variance
Expenditure:				
<u>Payroll</u>				
Leisure HQ	249,960	229,102	198,748	(30,354)
Parks and Amenities	3,152,490	2,865,476	2,776,492	(88,984)
Cultural and Community	2,499,440	2,313,907	2,139,352	(174,555)
Sports Services	6,233,130	5,698,372	4,999,002	(699,370)
Total Payroll Expenditure:	12,135,020	11,106,857	10,113,594	(993,263)
<u>Non-Payroll</u>				
Leisure HQ	911,240	395,997	365,428	(30,569)
Parks and Amenities	2,080,800	1,873,242	2,021,539	148,297
Cultural and Community	2,053,770	1,780,375	1,752,999	(27,376)
Sports Services	3,503,800	3,074,662	2,895,041	(179,621)
Total Non-Payroll Expenditure:	8,549,610	7,124,276	7,035,007	(89,269)
Total Expenditure	20,684,630	18,231,133	17,148,601	(1,082,532)
Income:				
Leisure HQ	(121,850)	0	68,279	68,279
Parks and Amenities	(417,410)	(350,191)	(586,160)	(235,969)
Cultural and Community	(1,116,120)	(810,310)	(842,887)	(32,577)
Sports Services	(4,599,820)	(4,119,956)	(4,206,921)	(86,965)
Total Income:	(6,255,200)	(5,280,457)	(5,567,689)	(287,232)
<u>Overall Net Position:</u>				
Leisure HQ	1,039,350	625,099	632,455	7,356
Parks and Amenities	4,815,880	4,388,527	4,211,871	(176,656)
Cultural and Community	3,437,090	3,283,972	3,049,464	(234,508)
Sports Services	5,137,110	4,653,078	3,687,122	(965,956)
Net Overall Position	14,429,430	12,950,676	11,580,912	(1,369,764)
Total Net Overall Position	14,429,430	12,950,676	11,580,912	(1,369,764)

Performance Summary

Leisure and Community Wellbeing

(Type = 'Service')

Monday 9th of May 2022



Red = Target missed or measure overdue
 Amber = Measure due but not complete
 Green = Target met or exceeded
 Grey = Measure not yet due

Parks & Amenities	7 Red	1 (G)
Sports Services	1 Green	
Arts, Culture and Community Services	3 Green	

PARKS & AMENITIES		DUE 1ST APR 22		
120 : Community Projects Number of new community benefit projects delivered per annum. Number of new community benefit projects delivered per annum		TARGET 3	ACTUAL 13	STATUS Green
TARGET	3			
ACTUAL	13			
<p>Notes: These include: Installation of picnic tables in Drumbo and Halftown; dog exercise area in Barbour PF; Mosside Hall community garden; Hill St - installation of planters and mini football pitch; 5 x play parks; Hydebank Orbital Trail, Drumbeg WI tree planting</p>				

PARKS & AMENITIES		DUE 1ST APR 22		
201 : Park users Number of park users in key sites across the Council area. Measured by Access Counters. . Wallace Park		TARGET 348098	ACTUAL 183,678	STATUS Red
TARGET	348098			
ACTUAL	183,678			
<p>Notes: Quarter 4 only. First 3 x quarters figures not available due to technical issues</p>				

PARKS & AMENITIES		DUE 1ST APR 22		
201 : Park users Number of park users in key sites across the Council area. Measured by Access Counters. . Moira Demesne		TARGET 187509	ACTUAL 118,407	STATUS Red
TARGET	187509			
ACTUAL	118,407			
<p>Notes: Quarter 4 only. First 3 x quarters figures not available due to technical issues</p>				

PARKS & AMENITIES		DUE 1ST APR 22		
201 : Park users Number of park users in key sites across the Council area. Measured by Access Counters. . Moat Park		TARGET 272656	ACTUAL 99,382	STATUS Red
TARGET	272656			
ACTUAL	99,382			
<p>Notes: Quarter 4 only. First 3 x quarters figures not available due to technical issues</p>				

PARKS & AMENITIES		DUE 1ST APR 22		
201 : Park users Number of park users in key sites across the Council area. Measured by Access Counters. . Castle Gardens		TARGET 60590	ACTUAL 33,191	STATUS Red
TARGET	60590			
ACTUAL	33,191			
<p>Notes: Quarter 4 only. First 3 x quarters figures not available due to technical issues</p>				

PARKS & AMENITIES		DUE 1ST APR 22		
201 : Park users Number of park users in key sites across the Council area. Measured by Access Counters. . Comber Greenway		TARGET 40517	ACTUAL 28,532	STATUS Red
TARGET	40517			
ACTUAL	28,532			
Notes: Quarter 4 only. First 3 x quarters figures not available due to technical issues				

PARKS & AMENITIES		DUE 1ST APR 22		
201 : Park users Number of park users in key sites across the Council area. Measured by Access Counters. . Mcllroy Park		TARGET 70727	ACTUAL 49,760	STATUS Red
TARGET	70727			
ACTUAL	49,760			
Notes: Quarter 4 only. First 3 x quarters figures not available due to technical issues				

PARKS & AMENITIES		DUE 1ST APR 22		
201 : Park users Number of park users in key sites across the Council area. Measured by Access Counters. . Lagan Towpath		TARGET 70836	ACTUAL 44,057	STATUS Red
TARGET	70836			
ACTUAL	44,057			
Notes: Quarter 4 only. First 3 x quarters figures not available due to technical issues				

SPORTS SERVICES		DUE 1ST APR 22		
200 : Sports Development Number and type of engagements . Number of Sports Development engagements		TARGET 3	ACTUAL 3	STATUS Green
TARGET	3			
ACTUAL	3			
Notes: This included 2 boot camps and 1 Disability hub all which were successful				

ARTS, CULTURE AND COMMUNITY SERVICES		DUE 1ST APR 22		
202 : Youth Council Youth Council engagements and collaborative projects delivered. Number of Youth Council engagements and type of collaborative projects delivered		TARGET 1	ACTUAL 9	STATUS Green
TARGET	1	1	1	1
ACTUAL	1	6	8	9
Notes:				

ARTS, CULTURE AND COMMUNITY SERVICES					DUE 1ST APR 22					
203 : Community engagements Number of engagements. Number of physical community engagements					TARGET	400	ACTUAL	937	STATUS	Green
TARGET	400	400	400	400						
ACTUAL	416	420	2394	937						
Notes: CS 899; Arts 37										

ARTS, CULTURE AND COMMUNITY SERVICES					DUE 1ST APR 22					
203 : Community engagements Number of engagements. Number of digital community engagements					TARGET	8	ACTUAL	16	STATUS	Green
TARGET	8	8	8	8						
ACTUAL	21	30	22	16						
Notes: Community Services 14; Arts 2										

Performance Summary

Leisure and Community Wellbeing

(Type = 'Performance Improvement')

Monday 9th of May 2022



Red = Target missed or measure overdue
 Amber = Measure due but not complete
 Green = Target met or exceeded
 Grey = Measure not yet due

Parks & Amenities	4 Green
Sports Services	1 Red 2 Green
Arts, Culture and Community Services	2 Green

PARKS & AMENITIES		DUE 1ST APR 22		
187 : Horticultural Projects Number of horticultural projects delivered during 2021/22. Number of horticultural projects delivered during 2021/22		TARGET 10	ACTUAL 11	STATUS Green
TARGET	10			
ACTUAL	11			
<p>Notes: The Biodiversity Officer led on 7 x community projects and 3 x schools projects - Old Warren PS, Dromara PS & Tonagh PS. In addition 36 x community groups benefitted from the distribution of thousands of plants and compost (listed as one project)</p>				

PARKS & AMENITIES		DUE 1ST APR 22		
188 : Poly-tunnels Number of poly-tunnels purchased and delivered to community groups during 2021/22. Number of poly-tunnels purchased and delivered to community groups during 2021/22		TARGET 4	ACTUAL 5	STATUS Green
TARGET	4			
ACTUAL	5			
<p>Notes: Maghaberry, Moira, Stoneyford, Derriaghy and Ballymacash</p>				

PARKS & AMENITIES		DUE 1ST APR 22		
189 : CSAW programmes CSAW programme KPIs. Number of CSAW programmes delivered during 2021/22		TARGET 20	ACTUAL 28	STATUS Green
TARGET	20			
ACTUAL	28			
<p>Notes: 26 x 'in person' programmes 2 x 'zoom' programmes</p>				

PARKS & AMENITIES		DUE 1ST APR 22		
189 : CSAW programmes CSAW programme KPIs. Number of CSAW programme participants during 2021/22		TARGET 400	ACTUAL 607	STATUS Green
TARGET	400			
ACTUAL	607			
<p>Notes: 607 in first 9 months (Apr - Dec) - report attached</p>				

SPORTS SERVICES					DUE 1ST APR 22		
151 : Vitality membership Achieve the pre Covid-19 annual target of 4000 Vitality members per year. Achieve the pre Covid-19 annual target of 4000 people taking out membership of our leisure facilities					TARGET 1000	ACTUAL 1250	STATUS Green
TARGET	1000	1000	1000	1000			
ACTUAL	982	1164	346	1250			
Notes: Total members 11,910 with head members at 4421							

SPORTS SERVICES					DUE 1ST APR 22		
152 : Footfall of all Leisure facilities Achieve the pre Covid-19 numbers of people attending our leisure facilities. Achieve the pre Covid-19 numbers of people attending our leisure facilities					TARGET 425,000	ACTUAL 665,570	STATUS Green
TARGET	425,000	425,000					
ACTUAL	320,628	665,570					
Notes: DIIB 228,432 and LVLP 367,278. Our annual footfall figure was 986,198 and this means that we have exceeded our annual target by 136,198.							

SPORTS SERVICES					DUE 1ST APR 22		
176 : Vitality Programme - Number and type of classes available online Number and type of classes available online as part of the Vitality Programme. Number and type of classes available online as part of the Vitality Programme (Cardio & Strength - 180, Conditioning 24)					TARGET 204	ACTUAL 0 and all back live classes	STATUS Red
TARGET	204	204	204	204			
ACTUAL	190	0	0	0 and all back live classes			
Notes: With more restrictions easing and greater numbers allowed into classes the vitality programme delivered 1869 classes in Q4. Attendance in Q4 for all classes in centres was 25,394. The number of classes delivered far exceeded the target but customer demand necessitated the classes were delivered in person.							

ARTS, CULTURE AND COMMUNITY SERVICES					DUE 1ST APR 22		
190 : Participatory Budgeting Participatory Budgeting initiative across 3 DEAs during 2021/22. Number of applications received					TARGET 60	ACTUAL 62	STATUS Green
TARGET	60						
ACTUAL	62						
Notes:							

ARTS, CULTURE AND COMMUNITY SERVICES

DUE 1ST APR 22

190 : Participatory Budgeting Participatory Budgeting initiative across 3 DEAs during 2021/22. **Number of awards made**

TARGET
45

ACTUAL
48

STATUS
Green

15

TARGET	45
ACTUAL	48

Notes: £45,755.50 in total was awarded across the 3 DEAs.

Department : Leisure and Community Wellbeing

(Type = 'Service')

Monday 16th of May 2022

Parks & Amenities				
120 : Community Projects Number of new community benefit projects delivered per annum				
Number of new community benefit projects delivered per annum	Target	3		
	Actual	—		
201 : Park users Number of park users in key sites across the Council area. Measured by Access Counters.				
Wallace Park	Target	850,000		
	Actual	—		
Moira Demesne	Target	440,000		
	Actual	—		
Moat Park	Target	600,000		
	Actual	—		
Castle Gardens	Target	115,000		
	Actual	—		
Comber Greenway	Target	145,000		
	Actual	—		
McIlroy Park	Target	140,000		
	Actual	—		
Lagan Towpath	Target	200,000		
	Actual	—		
Billy Neill	Target	300,000		
	Actual	—		
Sports Services				
151 : Vitality membership Annual target of 10,000 Vitality members per year				
Maintain the annual target of 10,000 members of our leisure facilities	Target	10,000		
	Actual	—		
152 : Footfall of all Leisure facilities Achieve the pre Covid-19 numbers of people attending our leisure facilities				
Continue to achieve the pre Covid-19 numbers of people attending our leisure facilities	Target	425,000	425,000	
	Actual	—	—	
176 : Vitality Programme Number of classes				
Number of classes available as part of the Vitality Programme	Target	204	204	204
	Actual	—	—	—

200 : Sports Development Number and type of engagements					
Number of Sports Development engagements	Target	3			
	Actual	—			
Arts, Culture and Community Services					
171 : Engagements Number of physical engagements by unit. (Footfall in facilities)					
Footfall in Community Centres	Target	0	2700	2700	2700
	Actual	—	—	—	—
Footfall in the Island Arts Centre	Target	0	2000	2000	2000
	Actual	—	—	—	—
Footfall in the Irish Linen Centre Lisburn Museum	Target	0	3800	3800	3800
	Actual	—	—	—	—
202 : Youth Council Youth Council engagements and collaborative projects delivered					
Number of Youth Council engagements and type of collaborative projects delivered	Target	1	1	1	1
	Actual	—	—	—	—



LEISURE & COMMUNITY WELLBEING SERVICES DEPARTMENTAL RISK LIVE DASHBOARD

Quick Links

[LCCC Risk Register](#)

DASHBOARD KEY / INDICATOR

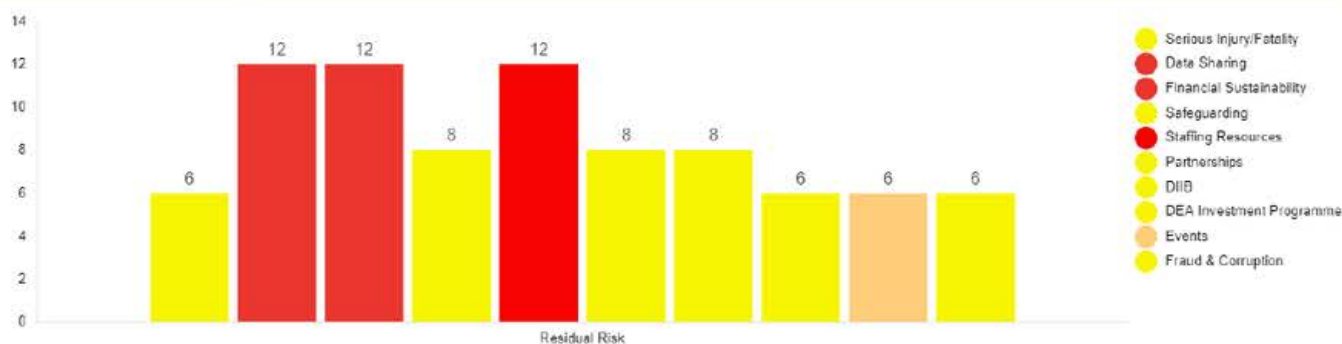
Risk Rating	
Key Symbol	Descriptor
●	Low (1-4)
●	Medium (5-11)
●	High (12-16)

Fluctuation Key	
Symbol	Descriptor
↑	Risk Increase
↓	Risk Decrease
↔	Remains Same
*	New Risk

Risk Matrix				
Likelihood	Minor	Moderate	Major	Catastrophic
Very Likely	4	8	12	16
Likely	3	6	9	12
Unlikely	2	4	6	8
Very Unlikely	1	2	2	4
	Minor	Moderate	Major	Catastrophic

LEISURE & COMMUNITY WELLBEING RISK SUMMARY

Leisure & Community Wellbeing Departmental Risks



LEISURE & COMM WELLBEING DEPART RISK REGISTER

Leisure & Community Wellbeing										
Ref.	High Risk	Risk	Risk Description	Risk Owner	Inherent Risk	Current Controls	Residual Risk	Fluctuation since last review	Rationale	Additional Actio
CRR 1	☐	Serious Injury/Fatality	Breach in internal H&S arrangements resulting in injuries / loss of life / illness.	Emergency Planning Officer	8	CRR 1 Serious Injury / Fatality	6	*	Transferred from Finance & Corporate Services Directorate to Environmental Services.	CRR 1 Serious Injury / Fatality
CRR 5	☑	Data Sharing	Poor or inadequate data sharing agreements resulting in unintended data breach	TPO Manager	16	CRR 5 Data Sharing	12	↔		CRR 5 Data Sh
CRR 7	☑	Financial Sustainability	Failure to deliver balanced budget 2022/23 and longer term financial resilience and sustainability.	HOS Finance	16	CRR 7 Financial Sustainability	12	↑	Due to current market conditions/inflationary pressures.	CRR 7 Financi Sustainability
ES 1	☐	Safeguarding	Failure to adequately safeguard vulnerable groups due to insufficient controls in place resulting in harm to vulnerable person (s).	HOS Environmental Health	16	ES 1 Safeguarding	8	↔		ES 1 Safeguard
LCW 1	☑	Staffing Resources	Insufficient staffing resources due to competing priorities. COVID, Absenteeism, concurrent emergencies, skills shortages.	Director of Leisure & Comm Wellbeing	16	LCW 1 Staffing	12	↔		LCW 1 Staffing
LCW 2	☐	Partnerships	Risk of failure of key partnerships to deliver expected benefits, service improvements and targets.	Director of Leisure & Comm Wellbeing	12	LCW 2 Partnerships	8	↔		LCW 2 Partner
LCW 3	☐	DIIB	Potential failure to deliver the DIIB project as a result of affordability or changes in third party funding arrangements.	Director of Leisure & Comm Wellbeing	12	LCW 3 DIIB	8	↔		LCW 3 DIIB
LCW 4	☐	DEA Investment Programme	Failure to deliver the DEA Investment Programme in time and within budget due to resourcing/governance arrangements.	Director of Leisure & Comm Wellbeing	12	LCW 4 DEA Investment Programme	6	↔		LCW 4 DEA Investment Programme
LCW 5	☐	Events	Staging, facilitating or cancellation of large scale events.	HOS Parks & Amenities	9	LCW 5 Events	6	*	Review of Service Unit Risk Registers escalated risk to Directorate level to reflect the wider departmental risk.	LCW 5 Events
LCW 6	☐	Fraud & Corruption	Risk of fraud and bribery due to staff vulnerability in relation to procurement, invoicing, cash handling, bookings and fees etc. resulting in potential litigation.	Director of Leisure & Comm Wellbeing	9	LCW 6 Fraud & Corruption	6	*	Review of Service Unit Risk Registers escalated risk to Directorate level to reflect the wider departmental risk.	LCW 6 Fraud & Corruption



Leisure and Community Development Committee

7 June 2022

Report from:

Head of Communities

Item for Decision

TITLE: Local DEA Investment Programme 2022/23– DIY Community Fund

Background and Key Issues:

Background

1. The Local DEA Investment Programme 2022/23 includes provision for the development of a DIY Community Fund with an indicative budget of £30,000 across the 7 DEA's. The purpose of the fund is to deliver a resource which provides constituted local community groups and voluntary organisations the opportunity to access funding to undertake a refresh or refurbishment of their existing facilities.
2. Our community and voluntary sector deliver crucial services at a local level providing facilities for a range of purposes. This grant scheme is aimed at the following:
 - stimulating recovery following covid in our local communities
 - enhancing the internal/external environment in local facilities
 - encouraging increased participation and programme delivery
 - improving competitiveness through an enhanced offering therefore increasing income generation opportunities

3. Agreement is sought for the guidance notes and essential criteria which will be issued through an open call and timelines for implementation in respect of this grant scheme.

Guidance Notes and Essential Criteria

4. The DIY Community Fund is a grant scheme to support a refresh/refurbishment and or general improvements to existing community facilities to enable groups and organisations to improve income opportunities and/or make the facility more user-friendly to further engage the local community.
5. The grant scheme will make provision to fix, repair, maintain or improve community facilities to offer a wider range activities/services to broaden community engagement and respond to community needs. Its focus will be improving community facilities to develop resilient communities where people are engaged and empowered.
6. Only facilities which are not owned by Council will be eligible to apply. Projects must be located in the LCCC area and fall within the legal powers of Council. A number of information sessions will be offered to provide guidance to potential applicants.
7. Applicants will need to demonstrate that the facility to be enhanced is of strategic importance in the local community and can evidence this. For example, prove that the facility is needed and used by the community and is offering services not duplicated in the surrounding area; demonstrate the prevention of loss of vital community services; show how improvements will encourage engagement and improve delivery of programmes. Applicants will also need to consider how the improvements to their facility will help make it sustainable in the medium to long term.
8. **Examples of what we will fund, include:**
 - Internal furnishings such as floor coverings, curtains, blinds, chairs, tables etc;
 - Materials including paint, wall paper and other hardware required to complete the refresh/refurbishment ;
 - Improvements to external environment including groundworks e.g. landscaping, fencing; and
 - Items of equipment directly related to delivering the project.

Please note if planning permission of building control consent is required, the applicant must be able to demonstrate this is in place.

9. Examples of what we will not fund:

- Individual people (applicant must be a lease holder);
- Large scale capital works;
- Refresh/refurbishment that does not actively meet a community need;
- Routine operating expenses, such as administration or staffing;
- Equipment purchases that are not required to make a facility functional;
- Direct programming costs;

- Purchases of land; and
- Private businesses / commercial /statutory /regional sector organisations.

10. Organisations will be able to apply for grants up to a maximum of £1,000. There is no minimum amount requirement.

11. The following groups are eligible for the DIY Community Fund:

- (a) formally constituted community group or voluntary organisation
- (b) registered charity
- (c) Community interest group
- (d) not-for-profit company limited by guarantee

12. It is anticipated that the DIY Community Fund grant scheme will be open for applications during the summer months with closing date and assessment of applications early September.

13. A panel will be established for the assessment of grant applications. This will consist of a range of Council officers who have knowledge of the local community and have experience of appropriate programmes.

Recommendation:

It is recommended that the committee considers and agrees the content of this report which includes the key outline details for the DIY Community Fund grant scheme and the timeframe for implementation. Following assessment of the applications, a report will be brought to the committee to agree award of funding.

Finance and Resource Implications:

£30,000 from the Local DEA Investment Programme 2022/23

Screening:

Equality and Good Relations	<input type="text" value="Yes"/>	Environmental Impact Assessment	<input type="text" value="Yes"/>	Rural Impact Assessment	<input type="text" value="Yes"/>
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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?**

If Yes, please insert date:





Leisure and Community Development Committee

7 June 2022

Report from:

Head of Communities

Item for Noting

TITLE: Queen's Platinum Jubilee Working Group – Minutes of Meeting of 27 April 2022

Background and Key Issues:

The minutes of the following Queen's Platinum Jubilee Working Group are presented to the committee for noting:

- Meeting held on 27 April 2022

Recommendation:

It is recommended that the committee notes the minutes of the Queen's Platinum Jubilee Working Group meeting held on 27 April 2022.

Finance and Resource Implications:

[Empty white box]

Screening:

Equality and Good Relations

Yes

Environmental Impact Assessment

Yes

Rural Impact Assessment

Yes

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:

Minutes of Meeting 27.04.22

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

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Queens Platinum Jubilee Working Group

Wednesday 27th April 2022 at 3.30pm

In Attendance:

Councillor Hazel Legge (Chairperson)

Councillor Sharon Skillen

Head of Corporate Comms & Administration (HCCA)

Head of Parks & Amenities (HPA)

Head of Communities (HC)

Museum Services Manager (MSM)

Marketing Officer (MO)

Community Support Officer (CSO)

1.0 **Welcome**

Councillor H Legge welcomed everyone to the meeting.

2.0 **Apologies**

Director of Leisure & Community Wellbeing (DLCW)

Civic Events Officer (CEO)

3.0 **Minutes of Previous Meeting**

Minutes of previous meeting agreed.

4.0 **Matters Arising**

No matters arising from the previous minutes.

5.0 **Programme of Events**

Head of Communities discussed the programme of events:

- **Queen's Platinum Jubilee Programme Launch/Grant**
Head of Communities confirmed that 91 Letters of Offer have been distributed to successful grant recipients. As part of their Grant

Agreement, groups have been asked to invite their local DEA Elected Members to attend their community events. The Mayor is to decide which events he will visit and this will be recorded in a table and distributed to both Chairs. H Legge and S Skillen to then decide which events they will attend across LCCC. Community Support Officer to coordinate.

- **Council Flowerbeds**

Confirmed that planning for the QPJ Council flowerbeds is ongoing and these will be displayed at Hillsborough, Moat Park and Castle Gardens.

- **Pop Up Events**

Planning on-going for family friendly events to take place in 2 parks across LCCC, namely Moat Park and Castle Gardens. Events will run during the day and it was agreed to have an entrance fee with proceeds going to the Mayor's Charity. Date of events confirmed for 18th and 19th June.

- **Communications Plan**

Confirmed that the Communications Plan is ongoing and is being updated as required on a regular basis.

- **Beacon Lighting**

Gun Salute planned for 2nd June (day), led by NIO and HRP. Beacon Lighting Ceremony also scheduled for 2nd June (evening) including refreshments in the Courthouse. Discussions are currently taking place about further events to take place that afternoon. A proposal was made to WG Members to increase the budget from £5k to £10k in order to help fund the day time events. Unanimously agreed.

- **Service of Thanksgiving**

Service of Thanksgiving date confirmed as 1st June in Lisburn Cathedral at 3pm. Planning is ongoing. H Legge and S Skillen to provide contact details for churches across Castlereagh to potentially be included on the invite list.

- **Platinum Pudding**

Platinum Pudding competition closed on the 4th February. Corporate Comms to promote on Council's social media.

- **Queen's Green Canopy**

70 trees have been planted at Billy Neill MBE Country Park. 1 tree has been planted within each DEA as well as 1 tree at Lagan Valley Island. Plaques to follow. Revised budget agreed as £21k.

- **Big Jubilee Lunch**
Local groups will be organising Big Jubilee Lunch events as part of their small grant programme. Workshop took place on 6th April at 7pm, facilitated by The Eden Project, to offer support to groups delivering these events for the Queen's Platinum Jubilee. This has since been followed up with an offer of free seeds from The Eden Project.
- **Museum Talks and Exhibition**
First Museum Talk took place on the 4th February with 176 registered. Details of next Museum Talk to be agreed.
- **Piper's Banner**
To be removed from programme as now being sourced from London.
- **Arts Programmes**
Crowns and Coronet's Community Arts Programme and the Schools Arts Education Programme to be delivered by IAC. These are part of the existing IAC programme and costs will be met within the IAC budget.
- **Royal Hillsborough Tree Planting**
DFI approval granted to plant 50-70 trees at Hillsborough Roundabout in recognition of the Queen's Platinum Jubilee. Confirmed that the cost of this tree planting will be met from the Royal Hillsborough budget underspend. Head of Parks & Amenities to liaise with Hillsborough & District Committee regarding progressing this.

6.0 Funding

Head of Communities advised that funding opportunities continue to be explored for the QPJ programme.

7.0 AOB

No other business raised.

8.0 Date of next meeting

Date of next meeting is 24th May at 3.30pm via zoom.



Leisure and Community Development Committee

7 June 2022

Report from:

Head of Communities

Item for Decision

TITLE: Good Relations Project Fund 2022/23

Background and Key Issues:

Background

1. The Good Relations Action Plan 2022/23 was approved by Council March 2022. It included provision for a Good Relations Project Fund totaling £30k which aims to promote good relations between people of different religious and political beliefs and racial groups. This is to be achieved through programmes delivered by constituted community and voluntary organisations. It is funded at 75% by the Executive Office and the remainder by the Council.
2. The Good Relations Project Fund was launched in April 2022 and opened for applications for four weeks. Two virtual information sessions were held on 12th April at 10.30am and 14th April at 7pm.

Outcomes

3. The Good Relations Project Fund received 15 applications which were assessed by a panel of officers against the agreed criteria.

- 4. 14 applications were deemed successful. As per the terms and conditions of the scheme, the unsuccessful applicant will have the right to appeal the outcome.
- 5. A table detailing the applications received and outcomes of assessment are attached at Appendix 2.

Options for consideration

- 6. The following options are presented for consideration:
 - **Option 1:** to fund all eligible applications based on their weighted score following assessment (Column F) totaling £32,627.60 which would require an additional allocation of £2,627.60; or
 - **Option 2:** to fund all eligible applications based on their weighted score following assessment with a further reduction of 8% (Column H) totaling an additional allocation of £14.62.
- 7. The Good Relations Action Plan has already been approved with a costed allocation for each programme. The re-allocation of amounts at this early stage in the year will impact delivery in other areas of the plan.

Recommendation:

It is recommended that the committee agrees Option 2 to fund all eligible applications at their weighted allocation following assessment with a further reduction of 8% to bring it within the £30k funding available for this programme.

Finance and Resource Implications:

Option 1: £32,627.60 – additional allocation of £2,627.60 (requires reallocation from the GR Action Plan for programme delivery)
 Option 2: £30,014.62 – an additional allocation of £14.62

Screening:

Equality and Good Relations	Yes	Environmental Impact Assessment	Yes	Rural Impact Assessment	Yes
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SUBJECT TO PLANNING APPROVAL: No

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APPENDICES:

Appendix - Table of Outcomes

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

Lisburn & Castlereagh City Council
Good Relations Grant 22/23

No	Group	DEA	AMOUNT REQUESTED	SCORE	OPTION 1 Based on Score	OPTION 2 Reduced by 8%	PROGRAMME OVERVIEW
1	Resurgam Trust	Lisburn South	£2,950.00	94%	£2,773.00	£2,551.16	Programme to promote shared traditions and mutual understanding of indigenous and ethnic minority groups including Refugees and Asylum Seekers.
2	Mazetown Rural Action Collective	Downshire West	£2,815.00	94%	£2,646.10	£2,434.41	Intergenerational and minority engagement through creative dance and history workshops.
3	Ballybeen Improvement Group	Castlereagh East	£3,000.00	91%	£2,730.00	£2,511.60	The project will engage young people to instil confidence through social workshops and activities. behaviour.
4	YMCA Lisburn	Lisburn North	£3,000.00	89%	£2,670.00	£2,456.40	To recruit young people to address the issues of sectarianism, racism, homophobia, disability, gender roles and general stereotyping.
5	Derriaghy Village Community Association	Lisburn North	£1,950.00	83%	£1,618.50	£1,489.02	To increase awareness of other cultures by young people.

6	Resurgam Youth Initiative	Lisburn South	£3,000.00	82%	£2,460.00	£2,263.20	The project aims to reduce the number of the children and young people aged 11 to 24 years requiring higher level and/or crisis intervention.
7	ATLAS Women's Centre	Lisburn North	£3,000.00	81%	£2,430.00	£2,235.60	To change negative attitudes, views and comments to positive, empathetic attitudes and views. To reduce discrimination and judgement within self, homes and communities.
8	LCC Community Trust	Lisburn North	£3,000.00	81%	£2,430.00	£2,235.60	English classes for BAME Communities and expand on 'Craft & Chat' groups to create an opportunity to practice language skills.
9	Ballymacash Regeneration Network	Lisburn South	£3,000.00	75%	£2,250.00	£2,070.00	To deliver a project aimed specifically at the 16 to 24 age group, using Tides Training & Consultancy to deliver OCN Level 2.
10	Ballinderry Moravian Church	Killultagh	£3,000.00	74%	£2,220.00	£2,042.40	To establish a community culture creative arts group to learn creative and musical traditions from both political perspectives as well the wider cultural environment.
11	Poundbridge & District Community Association	Downshire East	£3,000.00	74%	£2,220.00	£2,042.40	To explore the interesting aspects of varying backgrounds through Cultural nights where different foods will be explored. To also keep links with their Scottish group and have them bring their traditional elements to our project.

12	Charter for NI	Castlereagh East	£3,000.00	72%	£2,160.00	£1,987.20	To provide Cultural Events that will bring together children, young people and families in Ballybeen to socially interact with others outside of their 'own area'.
13	Killynure Community Association	Castlereagh South	£3,000.00	69%	£2,070.00	£1,904.40	To tackle hate crime / speech towards foreign nationals who reside in the Carryduff area.
14	Moneyreagh & District Community Association	Castlereagh East	£3,000.00	65%	£1,950.00	£1,794.00	To hold a culture programme in Moneyreagh to provide different cultures.
			£40,715.00		£32,627.60	£30,017.39	

Column1	DEA BREAKDOWN	No. of Applications
1	Castlereagh East	3
2	Castlereagh South	1
3	Downshire East	1
4	Downshire West	1
5	Lisburn North	4
6	Lisburn South	3
7	Killultagh	1
		14

A	B	C	D	E	F
<u>Ineligible Applications</u>					
No	Group	DEA	Amount Requested	Comments	
1	Carryduff Playcare Centre	Castlereagh South	£1,550.00	Programme not GR Related / Fundraising Event	



Leisure and Community Development Committee

7 June 2022

Report from:

Head of Communities

Item for Decision

TITLE: DEA Investment Programme 2022/23 – ‘Connecting You’ Programme

Background and Key Issues:

Background

1. The DEA Investment Programme 2022/23 includes an extension of the ‘Connecting You’ scheme which was delivered in partnership with community planning partners during the pandemic. This programme succeeded in providing 80 devices and/or data bundles to eligible applicants who demonstrated they were digitally excluded either through access to a device or internet connection.
2. The current DEA Investment Programme has allocated a financial commitment of £27,500 across 7 DEA’s. The ‘Connecting You’ vision is designed to further address, where possible, digital exclusion across LCCC area, ensuring that no one is left behind.
3. This ambition also helps to fulfil the outcomes of the Community Plan whereby ‘We live in empowered, harmonious, safe and welcoming communities’.
4. In order to take this initiative forward and deliver a scheme which develops the knowledge and resources for our residents, agreement is sought for the outline proposal to progress with implementation.

Key Issues

5. The 'Connecting You' programme's key outcomes are:

- more people are digitally included
- more people are empowered to stay digitally connected
- more people are aware of how to stay safe online
- more people are confident and have the skills to engage online.

6. The programme contains three elements:

Go Digital – Safety Sessions – The aim of this element is to assist digitally excluded residents to engage better online, in a safe way, building confidence & capacity in digital skills across all DEAs through information and training. There will be one high level session per DEA to provide accessible learning and information to participants. There will be a 'marketplace' element to these sessions with a number of relevant agencies and organisations in attendance to provide in person advice on a range of digital issues. This will include PSCP with details on Scamwise, SERC Fix IT team, PSNI and community liaison officers from local banks. This project will be co-designed with community groups and relevant statutory partners. Estimated cost: £7,000.

Go Digital Clinic Pilot - This will initially be delivered, in partnership with local community groups, as an in-depth pilot for 6 x 2hr sessions to address both group and individuals requirements covering topics from Essential Digital Skills for Life to getting started with a device, being safe online and safely using communication apps. The learning from this pilot will be used to shape any further bespoke digital training for community groups. Estimated cost: £3,000.

Refurbished Device Scheme – This element of the project is to work in partnership with Community Planning Partners (including NIHE, Libraries NI and SERC) and local businesses to collect, refurbish and distribute devices to those identified as being digitally excluded. This will be based on similar criteria to the previous scheme, whereby applicants were assessed on perceived need such as in receipt of benefits or in education and unable to afford digital devices. Community Planning Partners and local businesses will be asked to donate any surplus devices to the project and any acceptable devices will be refurbished and configured for onward distribution. Data bundles will also be provided to those without internet connections to enable basic training to be provided. It is intended to work closely with students from SERC who are part of the College's Fix IT team to configure the devices and to provide training and support to the recipients of the devices. There will also be a requirement to procure support to refurbish devices. Estimated cost: £17,500.

Recommendation:

It is recommended that the committee considers and agrees the content of this report which includes the key outline details for the 'Connecting You' programme.

Finance and Resource Implications:

£27,500 from the DEA Investment Fund

Screening:

Equality and Good Relations

Yes

Environmental Impact Assessment

Yes

Rural Impact Assessment

Yes

SUBJECT TO PLANNING APPROVAL:

No

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APPENDICES:

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:



Leisure and Community Development Committee

7 June 2022

Report from:

Head of Communities

Item for Decision

TITLE: Request for Seeding Grant: (1) STRIVE – Lisburn Walking & Wellbeing Group (2) Ballymacash Community Craft Group; (3) Live Life Wellbeing Centre

Background and Key Issues:

Background

1. In line with council estimates, there is provision within the community services budget of £1,000 to provide seeding grants to newly formed, constituted groups to assist with running costs in the early days of their establishment. The grant is for a maximum of £200.

Applications

2. Three requests have been received from newly established groups for the provision of a Seeding Grant as follows:
 - STRIVE – Lisburn Walking & Wellbeing Group;
 - Ballymacash Community Craft Group; and
 - Live Life Wellbeing Group.

3. Each groups has completed an application form and submitted the requested documentation to confirm their status as a properly constituted organisation.

Recommendation:

It is recommended that the provision of a £200 Seeding Grant is awarded to each of the three applicants outlined in the report.

Finance and Resource Implications:

£600 from Community Services existing Seeding Grant budget 2022-2023. Total annual budget is £1,000. £400 remaining.

Screening:

Equality and Good Relations

No

Environmental Impact Assessment

No

Rural Impact Assessment

No

SUBJECT TO PLANNING APPROVAL:

No

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APPENDICES:

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HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

[Empty box for date]



Leisure and Community Development Committee

7 June 2022

Report from:

Head of Communities

Item for Decision

TITLE: DEA Investment Programme 2022/23 – Phone Box Environmental Project

Background and Key Issues:

Background

1. The DEA Investment Programme 2022/23 includes provision for the repurposing of traditional red telephone boxes across the LCCC area through community led environmental enhancements.
2. The 'Adopt a Kiosk' scheme, developed by BT, provides the opportunity to transform disused phone boxes through an application process with the objective of preserving the heritage of the red telephone boxes. This scheme will not include improvements to the condition ahead of adoption. The transfer of ownership is at a cost of £1 per kiosk.
3. An initial scoping exercise across the LCCC area has been commenced which has identified the following:
 - 6 telephone boxes have been identified in Ballyskeagh Road, Drumbeg; Magheragall Road, Ballinderry; Tullynacross Road, Lisburn; Church Close, Ballylesson; Main Street, Royal Hillsborough and Main Street, Moira. Further mapping and co-ordination with BT will be undertaken to identify any additional telephone boxes eligible for adoption

- A general assessment of each telephone box has been completed, with no significant structural issues currently being noted. A detailed report will be completed in the further development of the programme.
 - Statutory requirements including planning permission for change of use and legal review of the conditions related to transfer of ownership may be required. This is to be determined following community engagement to establish any future use of the telephone boxes.
4. In order to take this initiative forward and deliver a programme which brings these assets back into use for community benefit, agreement is sought for the outline proposal to progress with the development and implementation of this project.

Key Issues

5. The objectives of this scheme is to encourage community led initiatives whereby communities take ownership of the telephone boxes with the assistance of Council to bring the assets back to life.
6. Following identification of the appropriate telephone boxes, the proposal is as follows:
- to progress with assessment of the condition of each,
 - initiate community consultation to identify community partners who will take ownership of the telephone boxes,
 - support organisations in identifying the re-use for the assets; and
 - progress with statutory permissions and the completion of the project.

Recommendation:

It is recommended that the committee considers and approves the content of this report which includes the key outline details for the Phone Box Environmental Project.

Finance and Resource Implications:

£5,000 from the DEA Investment Programme

Screening:

Equality and Good Relations

Yes

Environmental Impact Assessment

Yes

Rural Impact Assessment

Yes

SUBJECT TO PLANNING APPROVAL:

Yes

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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:



Leisure and Community Development Committee

7 June 2022

Report from:

Head of Communities

Item for Decision

TITLE: DEA Investment Programme - Community Development Bursary

Background and Key Issues:

Background

1. In March 2022 Council approved the recommendation to proceed with the provision of a Community Development Bursary Scheme, as outlined in the DEA investment Plan 2022/23.
2. The Community Development Bursary is designed to support members of community/voluntary groups to apply for financial assistance of up to £1,000 towards costs associated with further educational studies that contribute to community development.
3. The scheme launched on 13 April with an extended closing date of 20 May. An information workshop was also held to provide further information to potential applicants.

Outcome of application process

- 4. 2 applications were received and assessed by a panel against the agreed criteria, both deemed successful. A copy of applicants and outcomes of assessment is attached for Members information.

Recommendation:

It is recommended that the Community Development Bursary is awarded to the 2 eligible applicants.

Finance and Resource Implications:

DEA Investment Plan - £2,000 agreed through the Estimates and included in the Community Services budget

Screening:

Equality and Good Relations

Yes

Environmental Impact Assessment

Yes

Rural Impact Assessment

Yes

SUBJECT TO PLANNING APPROVAL:

No

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APPENDICES:

Appendix – Table of Outcomes

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

Lisburn & Castlereagh City Council					
Community Development Bursary 22/23					
No	Group	DEA	AMOUNT REQUESTED	Eligibility	TRAINING REQUEST OVERVIEW
1	Ballybeen Improvement Group	Castlereagh East	£1,000.00	PASS	Level 7 NVQ Diploma in Strategic Management and Leadership (QCF)
2	Resurgam Trust	Lisburn South	£1,000.00	PASS	Community Youth Work BSc
		TOTAL	£2,000.00		



Leisure and Community Development Committee

7 June 2022

Report from:

Head of Communities

Item for Decision

TITLE: Request for delegated authority to appoint social partners on PEACEPLUS Partnership

Background and Key Issues:

Background

1. In March 2022, this committee received an update report on the establishment of the PEACEPLUS Partnership including draft structure and appointment of social partners. Council agreed the proposed structure, outline criteria and recruitment process for the appointment of social partners.

Recruitment of Social Partners

2. There will be four pillars for inclusion in the LCCC PEACEPLUS Partnership comprised of 31 representatives:
 - Elected Members -13
 - Statutory Sector - 6
 - Social Partners - Geographic (DEA) - 7
 - Social Partners – S75 Target/ Interest Groups 5

Statutory Sector

3. Six Statutory Organisations were asked to nominate a representative from their organisation. Those nominated are:

- Education Authority
- Northern Ireland Housing Executive
- Police Service of Northern Ireland
- SE Trust
- Belfast Trust
- SERC

Social Partners

4. In terms of social partners, there was a requirement to appoint through an 'open call' to provide equality of opportunity to the local community as follows:
 - Open call and application process for all social partners who must be resident or work in the LCCC area. All seven DEAs to be represented
 - Guidance criteria to be developed and issued to applicants
 - Establish an assessment panel including Council officers and an independent member (Blu Zebra Consortium)
 - Ensure balanced representation with social partners representing specific target groups
5. The application process went live on 8 April with an initial closing date of 25 April. This was subsequently extended to 31 May. A further extension is now required to ensure we have adequate representation from across the DEAs and interest groups. When we receive the required number of submissions, the application forms will be assessed against set criteria.
6. The ambition is to hold the inaugural meeting of the LCCC PEACEPLUS Partnership in late June. This is to appoint the Chairman and Vice Chairman and outline to the membership what the co-design and consultation process will involve, when it will happen and how members can get involved in its development. Preparation of an overarching PEACEPLUS Action Plan will require significant local consultation so a Partnership meeting early in the year will help the preparation and planning of this.

Recommendation:

It is recommended that:

- the contents of the paper are noted particularly in terms of the statutory partner nominations; and
- delegated authority is granted to the Chairman and Vice of the committee in consultation with the Elected Members on the PEACEPLUS Partnership to agree the appointment of the social partners when the recruitment exercise is completed.

Finance and Resource Implications:

Screening:

Equality and Good Relations	<input type="checkbox"/>	Environmental Impact Assessment	<input type="checkbox"/>	Rural Impact Assessment	<input type="checkbox"/>
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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:



Leisure & Community Development Committee

7th June 2022

Report from:

Head of Parks & Amenities

Item for Decision

TITLE: Carryduff – Community Engagement Survey

Background and Key Issues:

Lough Moss playing fields has an area of waste land which has remained empty for a number of years following the relocation of a play park from that location. **Appendix 1 [P&A]** is an aerial map of the land in question. It has hard standing and sits on the NE of the site adjacent to recently created paths and a biodiversity enhanced area.

Following several meetings with Members for Castlereagh South DEA and local community groups such as the Carryduff Regeneration Forum, officers progressed an on-line community engagement exercise to ascertain potential ideas for the site, subject to funding becoming available. 329 respondents completed the survey which asked 12 questions – most of which were analytical data to capture the respondents profile eg age, disability, post code, frequency of present visits to Lough Moss etc. A synopsis can be found at **Appendix 2 [P&A]**.

The main question was -

The council is keen to explore options to develop the vacant tarmac area at the top of Lough Moss playing fields. If funding became available, what suggestions might you have that could be created here which would benefit the local community?

326 responses were received. 3 respondents skipped the answer. Some respondents ticked the 'Other' box and then articulated their thoughts. The figures below combine several of the most popular ideas:

145 (142 + 3) - Skateboarding track / scooter park
 110 (85 + 25) - Community Garden with polytunnel
 109 - Nature area
 95 (84 + 11) - Seating

Other ideas were

- 37 GAA handball wall
- 24 Bike / Pump track
- 21 Swimming Pool
- 16 Tennis courts
- 15 Basketball court

Some of the speculative suggestions put forward included:

- A pub
- Mini golf
- Squash courts
- A band hall

Any development is most likely to be phased and subject to funding. When one refines this feedback, the area has scope to accommodate:

1. Phase 1 - A community garden with polytunnel, raised beds, fruit orchard, seating, picnic tables and a small open 'chill out' space for outdoor classes such as Pilates/yoga etc
 - Potential to deliver much of this project in-house in Autumn 2022
 - Complements previous projects on site and no planning permission required
2. Phase 2 - A youth activity area to accommodate a skateboarding track / scooter park and or possibly bike ramps / pump track.
 - Subject to planning approval and financial appraisal

If minded to approve progression of Phase 1, it is anticipated that a process of community engagement will follow, led by Communities to ensure transparency and community involvement.

Recommendation:

It is recommended that Members consider the outcome from the Carryduff Community Engagement Survey and approve progression of Phase 1 Community Garden.

It is further recommended that officers explore delivery of Phase 2 and bring back more detailed costings, financial appraisal and potential funding opportunities to enable progression.

Finance and Resource Implications:

A budget of £33,810 has been identified in P&A estimates towards a community garden in Lough Moss (Phase 1).

Screening:

Equality and Good Relations

Not yet

Environmental Impact Assessment

No

Rural Impact Assessment

Not yet

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:

Appendix 1 – Site map
Appendix 2 – Survey analytics

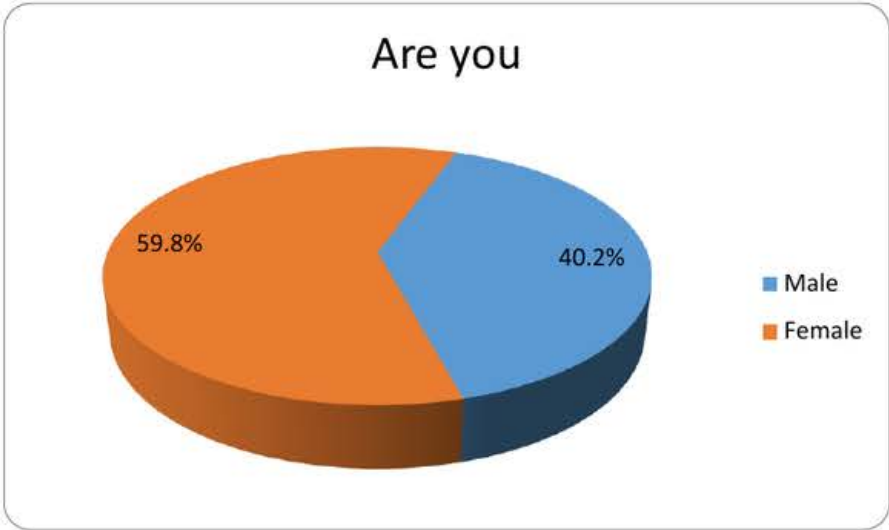
HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

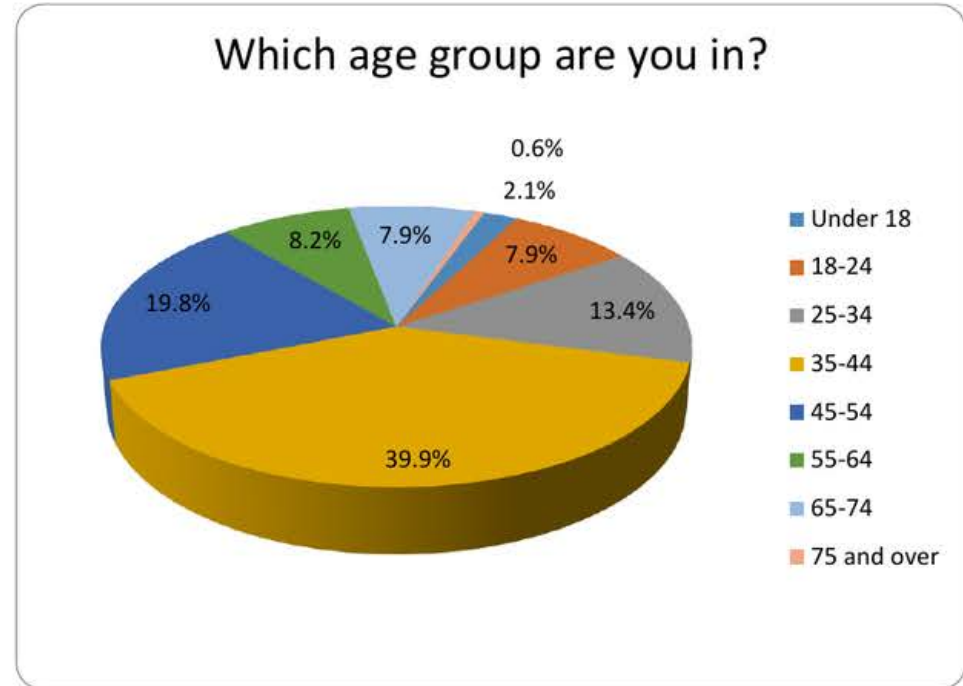
Carryduff Residents Survey

Are you			
Answer Choice		Response Percent	Response Total
1	Male	40.2%	132
2	Female	59.8%	196
<i>answered</i>			328
<i>skipped</i>			1



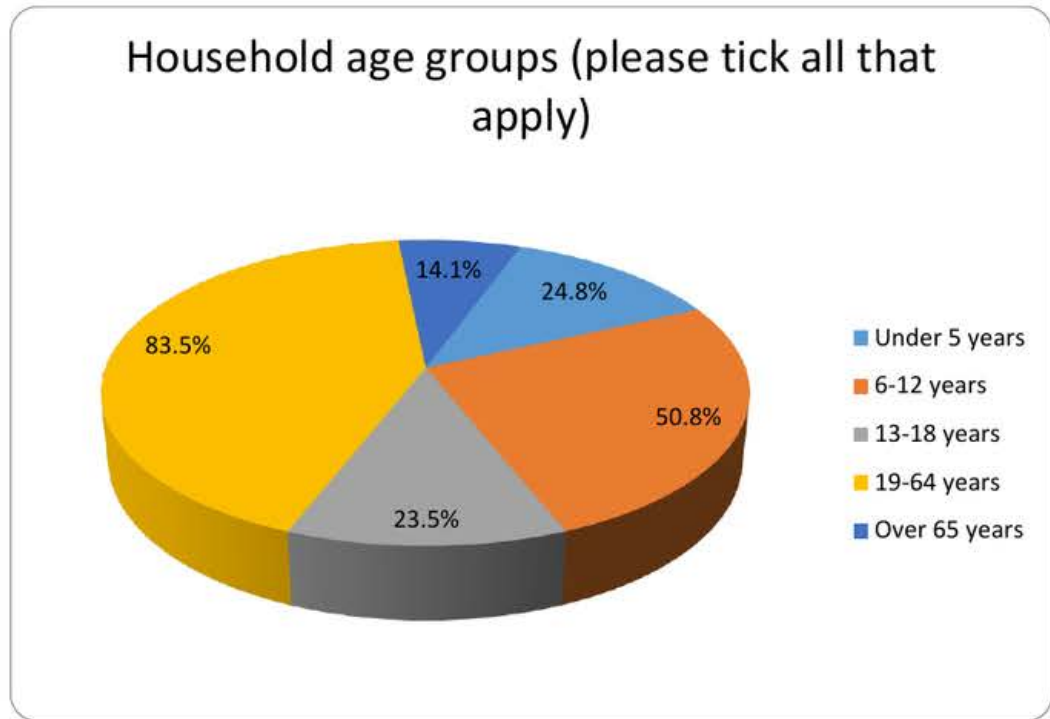
Carryduff Residents Survey

Which age group are you in?			
Answer Choice		Response Percent	Response Total
1	Under 18	2.1%	7
2	18-24	7.9%	26
3	25-34	13.4%	44
4	35-44	39.9%	131
5	45-54	19.8%	65
6	55-64	8.2%	27
7	65-74	7.9%	26
8	75 and over	0.6%	2
answered			328
skipped			1



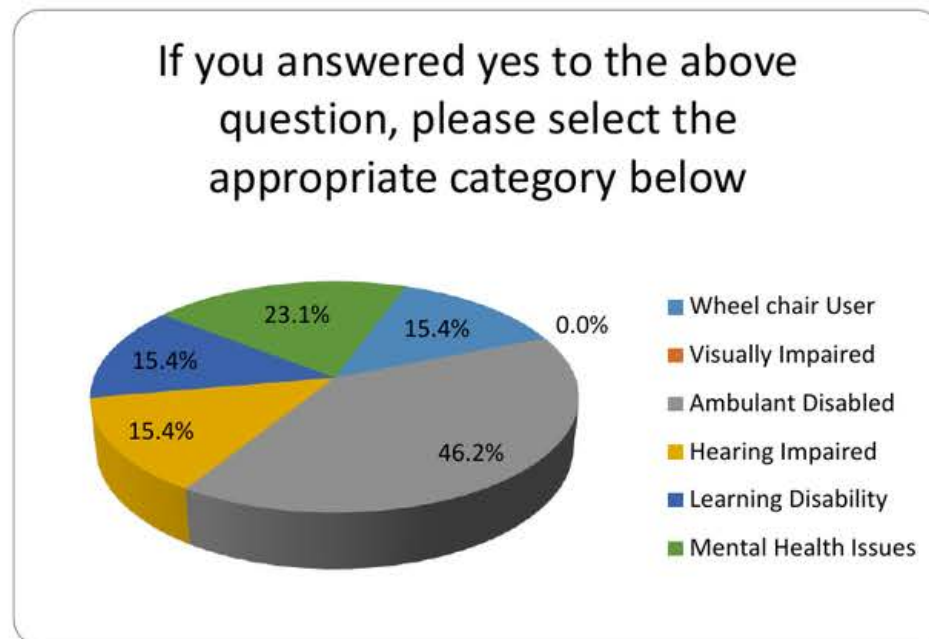
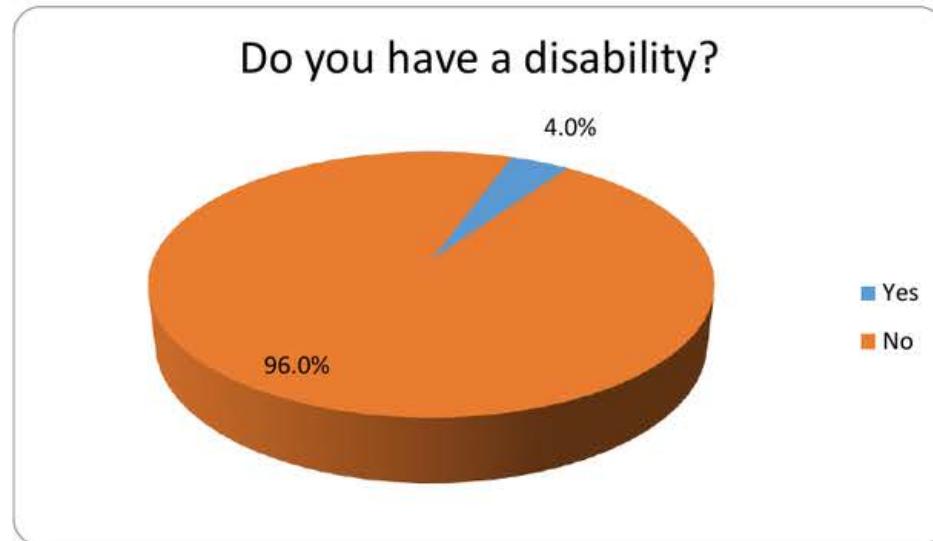
Carryduff Residents Survey

Household age groups (please tick all that apply)			
Answer Choice		Response Percent	Response Total
1	Under 5 years	24.8%	81
2	6-12 years	50.8%	166
3	13-18 years	23.5%	77
4	19-64 years	83.5%	273
5	Over 65 years	14.1%	46
answered			327
skipped			2



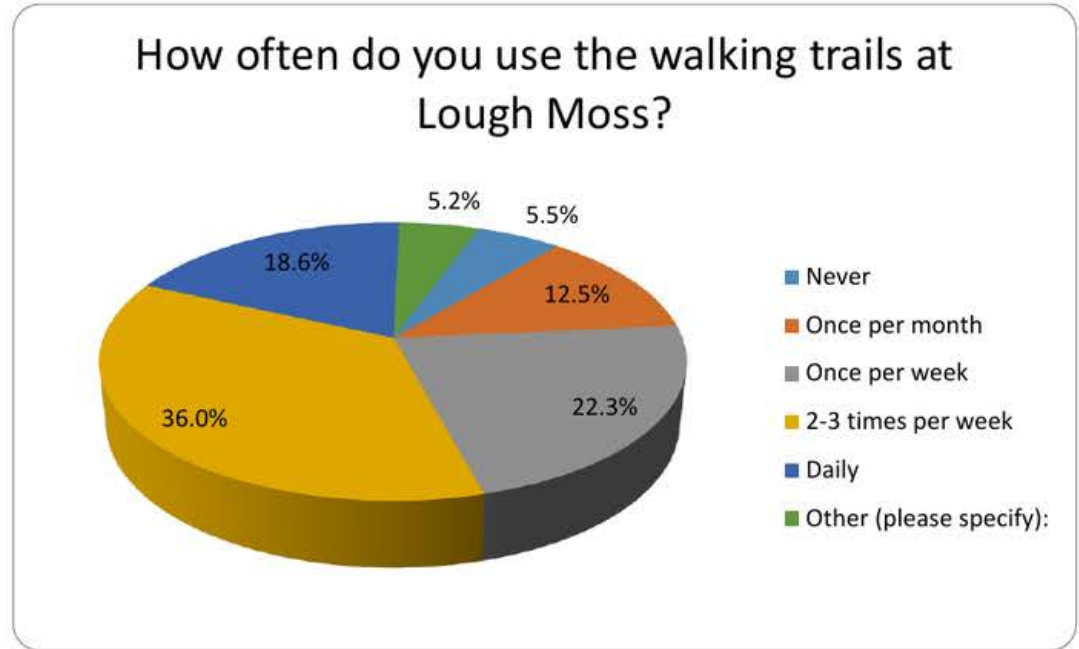
Carryduff Residents Survey

Do you have a disability?			
Answer Choice		Response Percent	Response Total
1	Yes	4.0%	13
2	No	96.0%	310
answered			323
skipped			6



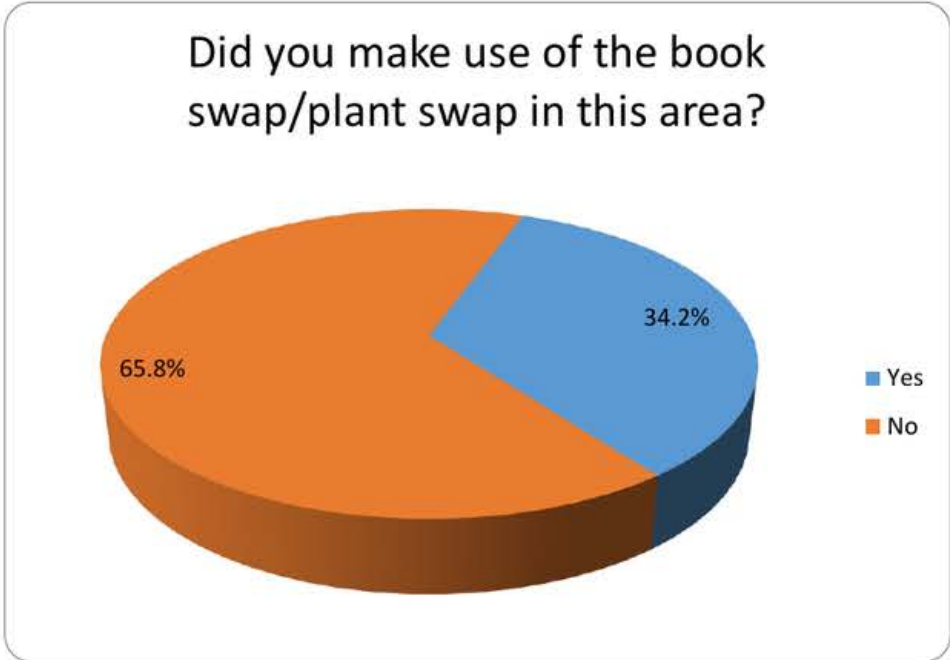
Carryduff Residents Survey

How often do you use the walking trails at Lough Moss?			
Answer Choice		Response Percent	Response Total
1	Never	5.5%	18
2	Once per month	12.5%	41
3	Once per week	22.3%	73
4	2-3 times per week	36.0%	118
5	Daily	18.6%	61
6	Other (please specify):	5.2%	17
answered			328
skipped			1



Carryduff Residents Survey

Did you make use of the book swap/plant swap in this area?			
Answer Choice		Response Percent	Response Total
1	Yes	34.2%	111
2	No	65.8%	214
<i>answered</i>			325
<i>skipped</i>			4



Lough Moss Playing Fields



Area in Detail





Leisure & Community Development Committee

7th June 2022

Report from:

Head of Parks & Amenities

Item for Decision

TITLE: Request from Carryduff Colts FC

Background and Key Issues:

At Council on 24 May 2022, a request was received from Carryduff Colts FC to have permission to hold a barbeque at and waive the pitch hire fees for a forthcoming mini football tournament at Lough Moss on 11/12 June. The tournament run by Carryduff Colts FC seeks to raise money for the Club.

Council has granted Leisure & Community Development Committee on 7 June delegated powers regarding this matter.

The Leisure & Community Facilities Byelaws dated 25 February 2020 state:

Protection of Property

4. It shall be an offence under these bye-laws for any persons to:
 - d. light any firework or fire, except in the case of a permitted barbecue where a barbecue facility is provided by the Council, or drop any lighted match, cigarette, cigar or other lighted object in circumstances likely to cause fire;

As there are no dedicated barbeque facilities provided by the Council, Members should consider if they wish to set the byelaws aside for this event to enable Carryduff Colts to have a barbeque.

If minded to support this request then, this Byelaw can be set aside for the duration of the event. The organisers will then be required to engage with the Safety Advisory Group (SAG) and comply with all usual booking requirements.

The normal pitch hire fees associated with this two day event would be £853.28.

In considering both requests, Members are asked to be mindful of any precedent that granting of these requests may set with other clubs/facilities.

Recommendation:

It is recommended that Members consider the request from Carryduff Colts FC and

1. approve the setting aside of the Byelaws to enable a barbeque to be held at a mini football tournament on 11/12 June at Lough Moss;
2. waive the fees associated with the pitch hire for the same tournament

Finance and Resource Implications:

The loss of income to the Council by waiving pitch hire fees would be £853.28

Screening:

Equality and Good Relations

No

Environmental Impact Assessment

No

Rural Impact Assessment

No

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:

[Empty box for appendices]

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

[Empty box for date]



Leisure & Community Development Committee

7th June 2022

Report from:

Head of Parks & Amenities

Item for Decision

TITLE: Request from Lisburn Féile

Background and Key Issues:

Background

1. A request has been received from Lisburn Féile to use the bandstand in Wallace Park on Saturday 30 July as one of its locations for a 'Pop Up Musicians' performance.
2. There will be three musicians in-situ playing traditional music from 9am to 10.30am coinciding with the Parkrun. The organisers of the Parkrun have been consulted on this request.

The Leisure & Community Facilities Byelaws dated 25 February 2020 state:

Public Meetings

8. It shall be an offence under these bye-laws for any persons to:
 - a. Preach, lecture or take part in any meeting for political, religious or any purpose or take part in any public show, performance or demonstration, except with the prior consent of the council and in such part of the facility as may be set aside for that purpose;

- 3. Members should consider if they wish to set the byelaws aside to enable Lisburn Féile to hold this performance.
- 4. If minded to support this request, this Byelaw can be set aside for the duration of the performance.

Recommendation:

It is recommended that Members consider the request from Lisburn Féile and approve setting aside the byelaws to enable this 'Pop Up Musicians' performance to take place for a short duration at the bandstand in Wallace Park.

Finance and Resource Implications:

[Empty box for Finance and Resource Implications]

Screening:

Equality and Good Relations	<input type="text" value="No"/>	Environmental Impact Assessment	<input type="text" value="No"/>	Rural Impact Assessment	<input type="text" value="No"/>
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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:

[Empty box for Appendices]

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

If Yes, please insert date:

[Empty box for date]



Leisure & Community Development Committee

Date 7th June 2022

Report from:

Head of Sport Services

Item for Decision

TITLE: Junior Belfast Giants Ice Hockey Tournament

Background and Key Issues:

- 1 Attached at Appendix 1 is a proposal from the Junior Belfast Giants to host an U13 Ice Hockey Tournament in June 2023 for 8 teams from across the UK.
- 2 Whilst the Tournament is planned to coincide with the end of the Ice Hockey League Competition it also is traditionally the quietest time of the year from an Ice Pad income perspective.
- 3 The tournament will be organised and delivered by the Junior Belfast Giants with support from Dundonald International Ice Bowl management and staff.
- 4 Junior Belfast Giants have requested 14 hours of free ice time over two days on either the weekends of 4th/5th or 9th/10th June.
- 5 Prior to the Covid 19 pandemic income generated over the 14 hours of Ice Time was in the region of £5061.00.
- 6 Organisers have requested an early determination of their request as it will allow teams to make initial arrangements.

- 7 In partnership with colleagues in Economic Development Tournament organisers will be encouraged to avail of facilities and services within the Lisburn & Castlereagh City Council area.
- 8 If Members are minded to approve the request communications will be developed to ensure minimal disruption to users.

Recommendation:

It is recommended members approve the request from the Junior Belfast Giants to avail of 14 hours ice time to assist in the delivery of U13 Ice Hockey Tournament.

Finance and Resource Implications

Comparable income generation prior to the Covid 19 Pandemic was £5061.00.

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/No

If no, please provide explanation/rationale

Response to unsolicited request

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:
Response to unsolicited request

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?

If Yes, please insert date:

**Our Vision:**

Our vision is to create an annual international youth ice hockey tournament at the Dundonald International Ice Bowl that will attract international participants and inspire young people from across Northern Ireland to participate in ice hockey. The tournament would initially involve the under 13 age group and would be expanded to involve other age groups once the tournament is established.

About Junior Belfast Giants:

The Junior Belfast Giants are the NI registered charity that represents youth ice hockey across Northern Ireland. The organisation offers its participants the opportunity to participate in the SIHA (Scottish Ice Hockey Association) or to join recreational learn to play sessions. The charity is inclusive to both male and female participants and representative to all communities across Northern Ireland.

Dates: June 2023

Ideally the tournament would take place on the weekend of either June 4/5th or 9/10th 2023. This will allow time to promote the tournament and commence after ice hockey leagues have been completed. This would offer the best opportunity to attract ice hockey clubs and allow time to confirm their travel arrangements.

Tournament organisation:

The Junior Belfast Giants have experience in organising and hosting ice hockey tournaments and would assume primary responsibility as the organiser of the tournament. This includes the promotion of the tournament and all financial and operational responsibilities. However, we would fully support any involvement or co-management of the tournament by Lisburn Castlereagh Council and the Dundonald Ice Bowl Management.

Requirements:

In order to conduct an 8 x team tournament over the course of 2 x days we would require 14 x hours of ice time. Ideally, this would be 9 x hours on Saturday and 5 x hours on the Sunday morning to allow time for participants to travel home. We would welcome any discussions that would help to make this achievable.

To involve 8 x teams in the tournament we would require the use of a minimum of 4 dressing rooms and an additional dressing room for female participants to accommodate the different participating teams.

Timelines:

In order to maximise the potential of this tournament it is essential that we confirm the dates and ice availability for this tournament as soon as possible. This will allow participants to confirm their participation and make travel arrangements. A delay in confirmation of the availability of the Dundonald Ice bowl may have an impact on participation. I look forward to further discussion with Lisburn Castlereagh Council and the Dundonald Ice Bowl to help make this vision a reality.



Leisure & Community Development Committee

Tuesday 7th June 2022

Report from:

Head of Sport Services

Item for Decision

TITLE: Commonwealth Games Northern Ireland – Request for Support

Background and Key Issues:

1. Attached at Appendix 1 is a letter from Commonwealth Games Northern Ireland inviting the Council to get involved in the final preparations for this summer's games in Birmingham through a message of support in the team handbook and an invitation for two people to join a team function.
2. The letter also sets out a request for Council to consider providing financial support for Team Northern Ireland and specifically the athletes from the Lisburn & Castlereagh City Council area.
3. Whilst the final team has not been selected at the time this report was compiled Commonwealth Games Northern Ireland have indicated they expect a representation of between 10-15 from the Lisburn & Castlereagh City Council area.
4. In 2018 Council provided £10,000 in support to be divided evenly between team members from the local area. This award was based on the time and expense involved in travelling to Australia with each participant receiving £750.00.
5. Costs involved in preparation for the 2022 Games will be much less given the geographic proximity and the lack of acclimatisation required in advance.

- 6. There is no budget provision in the 2022/23 estimates to facilitate this specific request.
- 7. Local athletes will have the opportunity to apply to Sport Lisburn & Castlereagh for assistance.

Recommendation:

It is recommended Lisburn & Castlereagh City Council provides £250.00 in support to each local resident selected as part of Team Northern Ireland and the Chair & Vice Chair or their nominees should attend the celebration dinner on the 27th June.

Finance and Resource Implications

Amount dependent upon final numbers but should not exceed £3750 to be sourced from in year 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? Yes/No

If no, please provide explanation/rationale

One off no solicited request

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
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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?

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

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

One off non solicited request

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?

If Yes, please insert date:



Ms Louise Moore
Director of Leisure & Community Wellbeing
Lisburn & Castlereagh City Council
Lagan Valley Island
Lisburn
BT27 4RL

6th May 2022

Dear Louise

At Commonwealth Games NI, we are currently finalising our preparations for this summer's Games in Birmingham and would like to offer the council an opportunity to get involved through a message of support in the team handbook and an invitation for two people to join us at a team function.

To avail of your free space in the handbook, we simply require an A5 pdf full colour document by Friday 3rd June. This message of support should be forwarded to sascha.rea@teamni.org. Sascha will also be able to assist with any booklet related queries.

A pre-Games dinner to celebrate athlete selections will take place at Belfast City Hall on Monday 27th June. Names and contact details of your attendees should be forwarded to ella.davis@teamni.org before Friday 17th June. Any queries regarding the event can also be addressed to Ella.

We appreciate the pressures that local authorities have encountered over the last few years but would be delighted to discuss how you may be able to financially support TeamNI and your local athletes at Birmingham 2022. Local authority contributions have played a vital role in the recent successes of TeamNI, and we are hopeful that this can be repeated for 2022.

I would be pleased to meet, in person or online, at your convenience to discuss our plans for this busy upcoming period and how Lisburn & Castlereagh City Council can get involved.

Yours sincerely

A handwritten signature in black ink, appearing to read "Conal Heatley".

.....
Conal Heatley
Business & Operations Manager
E: conal.heatley@teamni.org
M: 07787 414776

c.c. David Burns



Leisure and Community Development Committee

Confidential

7 June 2022

Confidential Report from:

Head of Communities

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 by
Council

Never

Item for Decision

TITLE: **Twilight Night by Fairy Light - Review of Event and Proposal for 2022**

Background and Key Issues:

Background

1. The Twilight Night by Fairy Light event which has traditionally taken place at the end of October in Wallace Park, has been a cornerstone of the council's events programme since its inception in 2012.

2. The event utilised a series of light installations, performances, family-friendly attractions culminating with a fireworks display for attendees, who paid a nominal entrance charge of £1.00 on a pre-booking basis with all proceeds going to the Mayor's Charity.
3. The capacity of the event is in the region of 5000 taking place over one evening. It has always been hugely popular and demand to attend has continually outstripped the capacity of the park for the event, year on year.
4. Recent successes in the growth and development of the council's events programmes, such as the Lisburn Light Festival in the city centre and Christmas at the Castle event in Castle Gardens suggest however that the original Twilight Night by Fairy Light concept is no longer unique. It would benefit from a refresh and refocus not least to facilitate greater numbers in attendance but also to create a formula which ensures optimum pre-community engagement across the entire city and offers a different experience from that which takes place at Christmas.

Details of Proposal

5. It is recommended that the fireworks element of the Twilight Night by Fairy Light event be retained and developed.
6. Building on the success of the Royal Hillsborough Lantern Parade, it is proposed that, through an open call to schools and community groups across the 7 DEAs, a range of facilitated, themed costume and lantern-making workshop programmes take place in Island Arts Centre and other venues as appropriate. This will create an improved community focussed build-up to the event, resulting in the creation of a large lantern and costume parade commencing at Island Arts Centre walking the short distance to Wallace Park. There, participants and audiences would be met with live music and walk-about themed characters before culminating in an enhanced fireworks display. This would remain complemented by local food producers and hospitality businesses from the council area to provide a commercial return on the council's investment in the event.
7. It is further proposed that this be complemented by the Arts Service working with the council's Economic Development Unit in developing artistic water-based light effects for the canal at Lagan Valley Island that would link to the recent work completed at the Union Bridge as part of the 'Awakening the Gateways' programme and the corporate coloured lighting schemes in place for Lagan Valley Island. Such features could be installed in the canal up to a week in advance of the lantern parade and coincide with the planned Hallowe'en Arts Festival based in Island Arts Centre, including movie screenings (paid) on an income generating basis.
8. In developing the above, it is proposed that aspects of the former design of the Twilight Night by Fairy Light event be removed. For example the installations that are now common within the competing events previously mentioned that would allow for more attendees in the park. The estimated increase in number of people could be up to 3,000 to maximise footfall at 8,000 patrons for the event.
9. The lantern and costume parade would compensate for the removal of the Christmas lantern parade that has been replaced by the Christmas at the Castle event.

- 10. Based on research for similar events this revised event could easily be charged at £3.00 per person or £15.00 family ticket (maximum of 6 persons). This would not only generate direct income against the cost of the event to meet council income targets but also one third of the contribution value donated to the Mayor’s charity.
- 11. The revised event could initially be post-code restricted to ensure that the rate-payers of the council area are prioritised for attendance before releasing sales for visitors from outside the council area.
- 12. It is proposed that the entrance requirements for the event be sold through an external ticket sale supplier that would have a greater capacity to withstand the volume of sales required within the sale period and avoid any negative publicity previously generated by the public.
- 13. As plans progress for this event, further updates will be emailed to Members to keep them informed.

Recommendation:

It is recommended that the committee agrees with the proposals as set out in the report for a refreshed and refocussed event in Wallace Park, which traditionally takes place at the end of October.

Finance and Resource Implications:

The budget required for this revised Hallowe’en event at £65,000.00, is included in the council’s Arts Service budget for the 2022.2023 financial year.
 Achievement of income based on proposed entry charge @ 8000 people is £24k (this will be impacted by family bookings where a reduction is applied for purchase of 6 tickets in one booking).

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

Under development

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)

[Empty text box for rationale]

Insert link to completed Equality and Good Relations report:

[Empty text box for link]

2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?

Under development

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

[Empty text box]

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

[Empty text box for explanation]

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:

[Empty text box for summary]

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:

[Empty text box for appendices]

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

[Empty text box for date]



Leisure & Community Development Committee

Confidential

7th June 2022

Confidential Report from:

Head of Parks & Amenities

Local Government Act (Northern Ireland) 2014

Schedule 6 - Access to Information: Exemption Information

- 3. 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"/>	Once minutes ratified and post call in period	<input type="text"/>	Never	<input type="text"/>
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Item for Noting

TITLE: **Procurement of Lock and Unlock, key holding and alarm response**

Background and Key Issues:

- 1. This report for Members noting, is the outcome of the Procurement of the Lock and Unlock, key holding and alarm response services. Members of the Leisure & Community Development Committee approved the Financial Appraisal and Equality Screening on 7 December 2021.

6.6 Lock and Unlock Tender

It was proposed by Councillor D J Craig, seconded by Councillor Anderson, and agreed that the Committee adopt the recommendation of the Head of Parks and Amenities as set out within the report.

2. The contract shared across a number of Service Units is for 4 years (1 + 1 + 1 + 1) allowing for a regular review of the service. It allows for the lock and unlock of many of the council's facilities most notably Dundonald International Ice Bowl, Bradford Court, children's play parks and car parks. It also utilises a contractor to respond to alarm activations at 25 other sites.
3. Three submissions were received, bidding for 3 lots. Tenders were evaluated at **Appendix 2 Confidential [P&A]** and the successful tender was found to be the Most Economically Advantageous Tender (MEAT). Submissions were received from:

Cobra Specialist Security Services Ltd.
Unit C6, Knockmore Hill Business Park
9 Ferguson Drive, Lisburn
BT28 2EX

Hitech Security Services.
54 Hillhall Road. Lisburn
BT27 5BX

Bidvest Noonan (UK) Ltd
Unit 7b Edgewater Business Park
Belfast Co Antrim
BT3 9JQ

4. Total value of the tender over the 4 year period is estimated at £1,040,121.
5. This is based on a call off process as and when required with no commitments to spend.

Recommendation:

It is recommended that Members note the award of all three Lots of the tender for the procurement for lock and unlock, key holding and alarm response to:

Cobra Specialist Security Services Ltd.
Unit C6, Knockmore Hill Business Park
9 Ferguson Drive, Lisburn
BT28 2EX

Finance and Resource Implications:

Provision has been made within the Estimates for the incoming financial year for this ongoing service.

As this is a call off tender, the budget cannot be exceeded.

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
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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?	<input type="checkbox"/> No	Has a Rural Needs Impact Assessment (RNIA) template been completed?	<input type="checkbox"/> No	
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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: Appendix - Lock and Unlock, key holding and alarm response Tender Evaluation

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

If Yes, please insert date:



Leisure & Community Development Committee

Confidential

7th June 2022

Confidential Report from:

Head of Parks & Amenities

Local Government Act (Northern Ireland) 2014

Schedule 6 - Access to Information: Exemption Information

3. 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

Once minutes ratified and post call in period

Never

Item for Noting

TITLE: Procurement of the Supply & Delivery of 2no Tracked 360 Degree Excavators

Background and Key Issues:

1. This report for Members noting, is the outcome of the Procurement of the Supply & Delivery of 2no Tracked 360 Degree Excavators. Members of the Leisure & Community Development Committee approved the Financial Appraisal on 1 March 2022.

7.3 Replacement of Excavators – Financial Appraisal

It was proposed by Councillor D Honeyford, seconded by Councillor N Anderson, and agreed that Financial Appraisal to enable the undertaking of a tendering exercise for replacement of two excavators be approved.

2. The procurement is a like for like replacement of two mini/midi excavators (1no 2.5 tonnes and 1no 5.5tonnes) in order to maintain the council's grounds maintenance fleet. The extant equipment will proceed to auction on arrival of the new fleet.
3. The 2no excavators will operate daily across the Parks and Amenities portfolio, daily tasks include: Football pitch renovations, golf course drainage repairs and installations, path maintenance, shrub and flower bed creation/renovations, heavy timber relocation following tree works and cemetery back up grave excavations.
4. Two submissions were received and evaluated at **Appendix 1 Confidential [P&A]** and the successful tender was found to be the Most Economically Advantageous Tender (MEAT).
 - D A Forgie:- **£76,450.00**
 - Dennison Commercials Limited: **£86,435.00**
5. Total value of the tender is therefore £76,450.

Recommendation:

It is recommended that Members note the award of the tender for the Procurement of the Supply & Delivery of 2no Tracked 360 Degree Excavators to:

DA Forgie,
Unit 8, Blairs Industrial Estate,
7 Altona Rd,
Lisburn BT27 5QB

Finance and Resource Implications:

Provision has been made within the Capital Fleet Replacement programme.

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

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:

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".

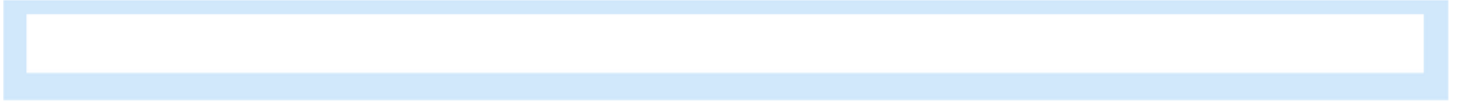
APPENDICES:

Appendix 1 [P&A]-CONFIDENTIAL-Excavator Tender Evaluation

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:





Leisure & Community Development Committee

Confidential

Tuesday 7th June 2022

Confidential Report from:

Head of Sport Services

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	<input type="text"/>	Redacted report available	<input type="checkbox"/>	Once minutes ratified and post call in period	<input type="checkbox"/>	Never	<input type="checkbox"/>
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Item for Decision

TITLE:

Background and Key Issues:

Background

- In January Members approved that a procurement exercise be commenced to seek a catering provider across three sites, namely Castlereagh Golf Club, Dundonald International Ice Bowl and the LeisurePlex.
- Sinnamon Coffee the current provider, whilst in a 3 year contract could continue for another two years as the contract had provision for a 2 year extension. Sinnamon Coffee advised Council Officers that they did not wish to avail of the extension.

3. The procurement exercise went out in two Lots as detailed below:

Lot 1 Leisureplex

Lot 2 DIIB and CHGC

4. There were no tenders were received for Lot 2 comprising of Dundonald International Ice Bowl and Castlereagh Hills Golf Club. This was despite a number of interested parties requesting information both prior and post tender closing date.
5. Subsequent to the report being circulated Sinnamon Coffee confirmed they would cease trading at Castlereagh Hills Golf Club with Sunday 22nd May being its last day on site. This is despite more than 20 function bookings confirmed for the coming months including Mayor's Charity Golf Day, a wedding and it being the busiest time of the year for member usage.
6. The initial contract with Sinnamon Coffee across all three Sports Services sites provided the Council with £60,000 income per annum. Due to Covid-19 and restricted numbers within our facilities impacting on the contractor's ability to trade fully, an income variation has been applied since March 2020.
7. Both the Council and Sinnamon Coffee have outstanding invoices due by the other party. A variable variance of £3k exists towards the Council.

Proposals

8. Lagan Valley Leisureplex

It is anticipated that the new contractor LOAF will start on site on July 1st or as close to this date as possible, with contractual negotiations ongoing. Meanwhile it is proposed that the existing income variation provided to Sinnamon be extended until such time as the new contract commences and no later than 30th September 2022.

9. Castlereagh Hills Golf Club

As only one expression of interest was forthcoming, it is proposed that a short term contract is initiated until March 31st 2023 with Clubhouse Bar & Grill. Furthermore, it is proposed that the existing income variation in place since the onset of the Covid pandemic be extended to the new provider until 31st March 2023, subject to ongoing review of the business viability by officers.

10. Dundonald International Ice Bowl

As two parties have expressed an interest in the contract, a new streamlined tender exercise be expedited. This tender will only be for Dundonald International Ice Bowl and will cover the period up to the opening of the new Dundonald International Ice Bowl. Sinnamon Coffee will hopefully continue to operate on site until such time as a new contractor is in place. It is proposed that the existing income variation in place since the onset of the Covid pandemic be extended until such time as the new contract commences and no later than 31st December 2022.

The combined income loss across the 3 facilities is £5,000 per month. As this income was anticipated in setting the annual estimates and recognising that the current circumstances are a direct result of the pandemic, DFC Covid-19 money can be applied to offset losses.

- 11. It is proposed that delegated authority be granted to the Chair & Vice Chair of this Committee to progress the decision making process for the catering contracts at Dundonald International Ice Bowl and Castlereagh Hills Golf Club over the summer period. This will be for a short term appointment only and will be done in line with procurement guidance.
- 12. A further report will be presented to the Committee in due course to outline the longer term plans for catering within these facilities.

Recommendation:

It is recommended that Members

- 1. Note the Tender award for Lot 1 (Leisureplex)
- 2. Agree to in year adjustments to income variations as outlined in the report, to be offset by DFC Covid-19 funding.
- 3. Agree to delegated authority to the Chair & Vice Chair of Leisure & Community Development Committee to progress the decision making process for the Sports Services catering contracts over the summer period.

Finance and Resource Implications:

The anticipated income loss of £5,000 per month will be offset by a draw against the DFC Covid money. Council will pursue any outstanding debt ensuring all invoices are paid.

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/No

If no, please provide explanation/rationale

The tender process was an open call.

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
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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)

N/A

Insert link to completed Equality and Good Relations report:

[Empty text box for link]

2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?

Yes/No

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

Yes/No

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

[Empty text box for explanation]

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:

[Empty text box for summary]

SUBJECT TO PLANNING APPROVAL:

Yes/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:

Catering contract evaluation

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

Yes/No

If Yes, please insert date:

[Empty text box for date]