

**LEISURE & DEVELOPMENT COMMITTEE MEETING
TUESDAY 16 JUNE 2020**

Table of Recommendations

No	Item	Summary of key Recommendations
1.	Apologies	None
2.	Declaration of Interests	None
3	Notice of Motion proposed by Councillor Mulholland seconded Councillor MA McKillop, (referred from 7 January 2020 Council Meeting) <i>Public Firework Displays</i>	SUPPORT the Notice of Motion
4.	Landfill Community Fund	Approve Option 1 and Option 3
5.	Local Full Fibre Network (LFFN) Funding Bid	Approve
6.	Destination Marketing Recovery Plan	Amendment LOST Substantive Motion CARRIED
7.	Development of Online E-Commerce Platform	Information
8.	Generalist Advice Update 2020/21	Information Workshop to be held before going out to tender
9.	Correspondence	None
10.	Matters reporting to Partnership Panel	None
11.	Consultations	None

12.	Any Other Relevant Business (Notified in Accordance with Standing Order 12 (o))	
	12.1 Councillor Callan 'Maintenance of Leisure Centres'	Information
	12.2 Councillor Callan 'Update on the Limavady Accessible Playpark'	Information
	12.3 Alderman Hillis Car Cruise in Portstewart and Portrush	Information
	12.4 Alderman Hillis 'Tourism Task Force – Economic Recovery'	Information
	IN COMMITTEE (ITEM 13 TO ITEM 17)	
13.	Digital Strategy	Approve
14.	IAT Project Appointment of Contractor	Approve
15.	HALP Recovery Plan	Approve and Option 4
16.	Age Friendly Programme	Approve
17.	Any Other Relevant Business (Notified in Accordance with Standing Order 12 (o))	
	17.1 Councillor Callan Breakdown of all Staff currently still working in the department and their current function?	Director of Leisure & Development to respond directly
	17.2 Councillor Callan Update on the Dunluce Centre Process?	Director of Leisure & Development to respond directly
	17.3 Councillor Callan Recovery Plan for L&D in post COVID 19. With finance modelling for the rest of this financial year.	Director of Leisure & Development to respond directly

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF
THE LEISURE AND DEVELOPMENT COMMITTEE
IN CIVIC HEADQUARTERS, COLERAINE ON
TUESDAY 16 JUNE 2020 AT 7:00 PM**

In the Chair: Councillor Nicholl

Members Present: Alderman Baird, Hillis and McCorkell
Councillors Anderson, Bateson, Callan, Holmes,
Knight-McQuillan, McAuley, McCaw, MA McKillop,
C McShane, Schenning, Wallace and Watton

Officers Present: R Baker, Director of Leisure and Development
W McCullough, Head of Sport & Wellbeing
P Thompson, Head of Tourism & Recreation
P O'Brien, Funding Unit Manager
P Beattie, Head of Prosperity & Place
J Welsh, Head of Community & Culture
S McCartney, (HALP General Manager)
D Allen, Committee & Member Services Officer
P Donaghy, Democratic & Central Services
Manager (remote)

In Attendance: Press (2 no)

1. APOLOGIES

No apologies were recorded.

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest recorded.

AGREED - that Agenda Item 11 - Notice of Motion proposed by Councillor Mulholland and seconded by Councillor MA McKillop in relation to Public Firework Displays to be discussed after Declarations of Interest.

AGREED - that all '*In Committee*' items to be discussed at the end of the meeting.

**3. NOTICE OF MOTION PROPOSED BY COUNCILLOR MULHOLLAND
SECONDED BY COUNCILLOR MA MCKILLOP (REFERRED FROM
COUNCIL MEETING 7 JANUARY 2020)**

“This Council resolves:

To require all public firework displays within the local authority boundaries to be advertised in advance of the event, allowing residents to take precautions for their animals and vulnerable people, to actively promote a public awareness campaign about the impact of fireworks on animal welfare and vulnerable people – including the precautions that can be taken to mitigate risks, to write to the UK Government urging them to introduce legislation to limit the maximum noise level of fireworks to 90dB for those sold to the public for private displays and to encourage local suppliers of fireworks to stock ‘quieter’ fireworks for public display”.

Councillor Mulholland read out a prepared statement in support of the Motion.

‘I have been lobbied throughout last year regarding the misuse of fireworks and their impact on pets and animals within our Borough. As an animal lover I really do feel more needs to be done to protect their welfare.

Fireworks are used by people throughout the year to mark different events. While they can bring much enjoyment to some people, they can cause significant problems and fear for other people and animals. They can be a source of fear and distress for many animals (including pets, animals, farm livestock and wildlife). Animals affected not only suffer psychological distress but can also cause themselves injuries – sometimes very serious ones – as they attempt to run away or hide from the noise. The unpredictable, loud and high intensity noises that many fireworks make can cause fear and anxiety.

For example, studies have found fireworks to be the most common cause for fear responses in dogs and it is estimated that 45 percent of dogs show signs of fear when they hear fireworks.

Therefore, I ask that this evening we work towards actively promoting a public awareness campaign about the impact of fireworks on animal welfare and vulnerable people – including the precautions that can be taken to mitigate risks, that we write to the UK Government urging them to introduce legislation to limit the maximum noise level of fireworks to 90dB for those sold to the public for private displays and to encourage local suppliers of fireworks to stock ‘quieter’ fireworks for public display.’

Councillor MA McKillop read out a prepared statement in support of the Motion.

'The RSPCA believes that there is a real need to raise awareness amongst owners of animals about firework phobia.

This phobia can be treated (in dogs at least in the long term) but owners need to prepare themselves and their pets sooner rather than just as the firework are let off.

There is a need to raise awareness about the impact of fireworks on animals to the wider public to encourage them to be more considerate of those with pets horses and livestock as well as local wildlife.'

Councillor Baird supported the Motion stating that firework displays cause great distress for cats, dogs, horses and other farm animals.

Councillor Watton was unsure of where 'quieter fireworks' could be purchased.

Councillor Holmes informed Members that he understood the logic of the Notice of Motion but that all firework displays had to be advertised in advance of the event as stated in the first few lines of the Motion, which is what is already happening.

The Director of Leisure and Development shared a document with Members taken from the Land and Property Sub-Committee which detailed the process for events to be held on Council Land. Council owned firework displays abide by the rules and anyone who requests to hold a firework display on Council land also have to adhere to the rules and regulations governing this.

Some Members expressed that, in their opinion, Fireworks Displays should come under Environmental Services and not Leisure and Development.

The Head of Leisure and Development also clarified that Council do not have jurisdiction on private firework displays unless there is a noise issue. He confirmed that he was not aware of any noise complaints made to Council through Leisure and Development, however there may have been some received through Environmental Services.

Proposed by Councillor Mulholland
Seconded by Councillor MA McKillop and

AGREED - *that his Council resolves to require all public firework displays within the local authority boundaries to be advertised in advance of the event, allowing residents to take precautions for their animals and vulnerable people, to actively promote a public awareness campaign*

about the impact of fireworks on animal welfare and vulnerable people – including the precautions that can be taken to mitigate risks, to write to the UK Government urging them to introduce legislation to limit the maximum noise level of fireworks to 90dB for those sold to the public for private displays and to encourage local suppliers of fireworks to stock ‘quieter’ fireworks for public display”.

4. LANDFILL COMMUNITY FUND

Report, previously circulated, presented by the Funding Unit Manager to recommend grant decisions and awards to ENTRUST (Landfill Regulator) for projects to be supported under the Landfill Communities Fund for the 2020-21 period.

The Landfill Communities Fund (LCF) is regulated by ENTRUST (Landfill Regulator) and managed by her Majesty’s Revenue & Customs (HMRC).

The Landfill Communities Fund is an innovative tax credit scheme that enables Landfill Operators to use some of their landfill tax to directly fund projects that improve the lives of communities living within a 10 mile radius of their landfill sites. Causeway Coast and Glens Borough Council operate the Craighuiller landfill site in Portrush. Council are able to claim a credit against their landfill tax liability, they then make this contribution to Ulster Wildlife, the registered Environmental Body appointed to administer this fund on behalf of Council.

Applications are assessed and scored by Ulster Wildlife and presented to Council for approval. Successful projects are submitted to ENTRUST (Landfill Regulator) whose role is to ensure that the LCF monies are spent by organisations on projects which comply with the objectives set out in The Landfill Tax Regulations 1996.

Causeway Coast and Glens Borough Council review and agree the Landfill Communities Fund Policy and programme on an annual basis (November 2016, November 2017, November 2018 and November 2019).

The policy sets out a framework for the processing of Landfill Communities Fund applications. The overall aim of the process outlined in the policy is:

“To ensure a consistent and transparent process with proper and accountable procedures is in place”.

To be eligible for an award, projects must be located within a 10 mile radius of a licensed landfill site in the Causeway Coast and Glens

Borough Council area. Applications must be made under one of the following Objects set out in the Landfill Tax Regulations 1996:

Object D Public Parks and Amenity,

Object DA Conservation of Biodiversity; or

Object E Restoration of Religious Buildings or Buildings of Architectural or Historical Interest.

In November 2019 Causeway Coast and Glens Borough Council agreed the Landfill Communities Fund programme and criteria for 2020-21. (See Annexes A-C, previously circulated).

The fund opened for applications on 4th December 2019 and closed on 28th February 2020.

- 15 x applications were received with requests to the fund totalling £377,496.50.
- 3 x applications were ineligible and did not proceed to scoring and assessment.
- 12 x applications with requests totalling £287,696.50 were assessed and scored.

Stage 1: Eligibility Assessment

3 x applications were deemed ineligible (as per report previously attached):

- 2 x applied under Object DA: Biodiversity Conservation and Enhancement Programme
- 1 x applied under Object D: Public Parks and Amenity, all failed to satisfy the eligibility criteria for the reasons detailed in Table 1 (as detailed in the report)

Stage 2: Assessment & Scoring

12 x eligible applications were assessed and scored against the agreed criteria. (Full criteria set out in Annexes A and C, previously attached).

7 x applications obtained a score above the 65% threshold and are eligible to be considered for an award, as detailed in Table 2 (as detailed in the report).

As per Council's Landfill Communities Fund Policy, approval of projects is at the sole discretion of Council and will be dependent on the current available LCF funds. The current funds available for allocation from the Landfill Community Fund are £73,361.66.

It is recommended that:

1. Council award funding to projects 1-3 totalling £72,124. (The balance of £1,237.66 will remain in the fund for allocation in next year's programme).
2. All projects scoring above 65% are kept on a reserve list for funding, Council do not open the fund next year but instead allocate available funds to projects 4,5,6 and 7.

OR

3. No reserve list is held, the fund re-opens in December 2020 and all projects are advised to reapply.

Note:

This year has seen a significant increase in the number of applications being made to the Landfill Communities Fund. This is the first year that we are unable to make awards to all projects scoring above 65%. It is recommended that Council take account of the increasing demand on this fund and give careful consideration to the criteria and levels of grant-aid for the 2021/22 programme (Decision in November 2020).

Councillor Schenning raised concerns with Option 2 - that applicants be kept on a reserve list for funding list for the following year which would not give new applicants a chance to apply.

The Director of Leisure and Development clarified that Members must firstly agree to Option1 and then either Option 2 or 3.

In response to a query from Alderman Hillis the Funding Unit Manager clarified that the applications were assessed and scored by the Ulster Wildlife Trust in conjunction with Council. In relation to the applications made by Council, Council Officers would step out of the room during discussion of the application and in relation to applications made by the

Ulster Wildlife Trust, their Officers would remove themselves from the discussion.

Proposed by Councillor Schenning
Seconded by Alderman Hillis

- that Council:

1. Awards funding to projects 1-3 totalling £72,124. (The balance of £1,237.66 will remain in the fund for allocation in next year's programme).

AND

3. No reserve list is held, the fund re-opens in December 2020 and all projects are advised to reapply.

In response to a query raised by Councillor MA McKillop the Funding Unit Manager clarified that the Landfill Communities Fund is a tax credit scheme that enables Landfill Operators to use some of their landfill tax directly to fund projects. Council is the Landfill Operator for Craigahullier landfill site and RiverRidge is the Landfill Operator for the Craigmores site. Both Operators have their own Community Fund to directly fund projects.

Councillor Watton proposed Option 1 and 2, there was no seconder.

The Chair put the Motion to the Committee to vote. 15 Members voted For, 1 Member voted Against and 0 Members Abstained.

The Chair declared the Motion **CARRIED**.

5. LOCAL FULL FIBRE NETWORK (LFFN) FUNDING BID

Report, previously circulated, presented by the Head of Prosperity and Place proposing an Internal implementation Team for the Full Fibre Network Programme in the Causeway Coast and Glens area.

Causeway Coast and Glens Borough Council is part of a Full Fibre Network NI (FFNI) Consortium of 10 Councils led by Newry, Mourne and Down District Council (NMD) that is to receive funding of £15 million from the Department of Culture, Media and Sport (DCMS). The funding will be used to install gigabit capable fibre 'direct to the premises' of Council owned buildings by September 2021 that will in turn increase the broadband infrastructure in the surrounding vicinity.

The FFNI Procurement Phase for LFFN and Rural Gigabit Connectivity (RGC) infrastructure supplier(s) is expected to conclude towards the end of June 2020. Once the preferred bidder and subsequent supplier is confirmed, each Council will need to engage directly with the Supplier to prepare for and support the implementation.

This is a critical stage of the project due to the already challenging timescales for implementation.

Within Causeway Coast and Glens, the project will generate significant economic benefits for businesses, in particular SMEs through increased connectivity which will provide improved business productivity, new innovation benefits, flexible working benefits as well as growth in new digital start-ups.

The benefits to individual households will also be substantial and full fibre is expected to unlock considerable economic value from wider technological developments from future healthcare applications and smart city infrastructure.

In addition, the pandemic has also shown that there is more than ever, a need to increase connectivity to homes and businesses, maximising online trade and accessibility to services.

Project Implementation

Within Causeway Coast and Glens, the plan is to connect approximately 90 public sector buildings with Ultrafast 1000gb connections. These figures may change and are subject to successful appointment of a supplier in June and July.

Deadlines for project completion are March 2021 for RGC sites and September 2021 for LFFN sites. The project must be completed before this date or the Council and Consortium will lose out on the funding.

An internal FFNI Implementation Team needs to be established to remove barriers to entry and streamline the delivery.

Implementation Team Roles

The FFNI Operations Team will directly support the Causeway Digital Infrastructure Group but its primary focus will be on programme level management of the Supplier across the Consortium and liaising with DCMS on overall milestones.

The FFNI Implementation Team will meet with the Supplier each month to review progress against the project plan, review risks and issues, and prepare for activity which may require input.

Prior to the Supplier meeting above, the FFNI Implementation Team should meet to review internal progress, plan activity, and resolve any internal issues. This will ensure the project team has a shared understanding on progress, and is properly coordinated, ready for the Supplier meeting.

Key representatives such as Capital Projects and FFNI leads on the Implementation team should also hold a short weekly telecall with the Supplier to review progress. This will be used to update the FFNI Operations team on key milestones for reporting to DCMS (Dept for Digital, Culture, Media and Sport).

Implementation Process

Annex A (previously circulated) sets out the FFNI Implementation Process. Examples of tasks delivered by the implementation team may include:

- *Legal - Arrange wayleaves over Council Land if required;*
- *Legal – Review contracts and provide advice;*
- *IT / Estates - Coordinate supplier access to council buildings for installation;*
- *Estates - Provide building info and internal routing decisions;*
- *Marketing - Assist the supplier and Ops Team with Community communications management;*
- *Capital Projects - Oversee local supplier civils work and ensure supplier coordinates with local groups to minimise disruption;*
- *FFNI Ops Team - Review Supplier Test Results and milestone claims;*
- *FFNI Ops Team - Prepare and submit grant claim documents to FFNI Ops Group;*
- *FFNI Ops team / Capital Projects - Contingency for supplier disruption resolution;*
- *IT /FFNI Ops – Testing of fibre when instructed by DCMS;*
- *IT - Migrate WAN services to new infrastructure;*
- *IT / Finance / Procurement / Legal - Provide Technical and Service Management Subgroup input;*
- *FFNI Ops Team - Manage local grant claims on milestone delivery;*

- *FFNI Ops Team - Local FoI Requests;*
- *FFNI Ops Team - Benefits analysis - local data collection and analysis for input into central model;*
- *FFNI Ops Team - DCMS Management Information reporting;*
- *FFNI Ops Team / Capital Projects - Change Requests contingency; and*
- *Planning – Assist the FFNI Ops team with DCMS Barrier Busting and street work tools for the Digital Infrastructure Strategy.*

The appointed supplier is ultimately responsible for delivery and management of the project. However, during this phase Council officers will need to become involved; take responsibility for local oversight of the supplier and perform a range of activities that support the supplier's implementation.

Input will be intermittent in some cases, so the level of involvement should be tailored accordingly. The requirement for Procurement, Marketing and Legal support is likely to be more ad hoc.

The key point is to have a structured and regular forum for discussion and planning of CM activity.

It is recommended that Members approve the establishment of a FFNI Implementation team which will work alongside the FFNI Operations team to ensure delivery of LFFN and RGC projects and any future FFNI funded projects if required.

It is recommended that the Implementation Team is made up representatives from Prosperity & Place; IT; Capital Projects; Estates; Legal; Finance; Planning; Procurement; and Marketing.

In response to queries raised by Alderman Baird, the Head of Prosperity and Place made the following points:

- A full list of locations for fibre cable to be introduced had not yet been finalised.
- It was Council's intention to bring rural areas in line with urban areas.
- Tender and progress reports would be brought back to Council.
- Further locations to be rolled out in 2021.

Alderman Baird expressed concern that there were not enough locations designated for Full Fibre Network within the Glens area and that this needed to be addressed.

- * **Councillor Watton and Councillor Schenning left the meeting at 8pm.**

Proposed by Alderman Hillis
Seconded by Alderman Baird

- to recommend that that Members approve the establishment of a FFNI Implementation team which will work alongside the FFNI Operations team to ensure delivery of LFFN and RGC projects and any future FFNI funded projects if required.

- to recommend that the Implementation Team is made up representatives from Prosperity & Place; IT; Capital Projects; Estates; Legal; Finance; Planning; Procurement; and Marketing.

The Head of Prosperity and Place confirmed that the Capital Project Teams and IT were required for the FFNI implementation and the Director of Leisure and Development clarified that the team would consist of those individuals whose competency is required.

- * **Councillor Schenning re-joined the meeting at 8.03pm.**
- * **Councillor Watton re-joined the meeting at 8.04pm.**

The Chair put the Motion to the Committee to vote. The Committee voted unanimously in favour.

The Chair declared the Motion **CARRIED**.

6. DESTINATION MARKETING RECOVERY PLAN

Report, previously circulated presented by the Head of Prosperity & Place, seeking Council's approval to assign a percentage of the Destination Marketing budget (2020/21) to specifically address efforts for promoting our visitor economy coming out of the COVID 19 pandemic. It is proposed that Council will work on joint marketing initiatives with Tourism Northern Ireland (TNI) and the trade, prioritising the domestic and ROI market as part of a special COVID-19 Recovery Plan for the Causeway Coast and Glens area.

The most recent value of Tourism for the Causeway Coast and Glens area was estimated at £172m in 2018 and the sector employs just over 5,000 in the area accounting for 1 in 8 jobs.

Tourism and hospitality as a sector have been particularly impacted by COVID-19. In Northern Ireland, accommodation, food services, arts, entertainment and recreation are forecast to experience contractions in employment of 9.2% and 8.1% respectively. Locally, over 43% of businesses responding to a Tourism NI survey in April had reduced staff numbers, laying off 777 workers temporarily and 140 workers permanently. The seasonal nature of the NI tourism offer means that 70% of business is carried out between spring and summer and much of this has been lost, although the Economy Minister's announcement on the reopening of the accommodation sector by no later than 20 July has been welcomed.

Assistance to the Tourism and Hospitality sector

Council Officers have been working with TNI and the trade to assist in the recovery for the Tourism and Hospitality sector. A dedicated COVID-19 updates page was created giving information on travel advice, attraction closures and more for the Causeway Coast & Glens destination; listing local trade offering useful services to the community including food delivery services and supporting our creators by sharing opportunities to purchase the local crafts and gifts normally stocked in our Visitor Centres. The trade engagement team have been supporting the trade by telephone, email, ezines and social media to help them, in conjunction with the Prosperity & Place team, navigate the UK and local government support available during these most difficult and challenging times.

The attention is now on recovery and reopening and staff are currently surveying the industry to establish what way the Council can assist.

Tourism and Hospitality Recovery Plans

Tourism Northern Ireland has coordinated the establishment of a Tourism Task Force with associated recovery plans and Council's Chief Executive sits on the Steering Group. A representative from the Destination Marketing Team has been appointed to the local authority marketing working group. A comprehensive marketing plan, comprising of traditional forms of advertising and PR, along with social and digital activity has been developed by Tourism Northern Ireland in conjunction with the Northern Ireland Hotel Federation. Support and investment from Councils and Regional Tourism Partners has been requested.

The first wave of destination advertising and promotion will target the local and domestic markets, followed by the Republic of Ireland to generate business from summer and autumn through to spring 2021.

Phase 1 of the campaign is scheduled to commence on 1 July for six weeks, followed by a second phase running until mid-October. The Causeway Coastal Route will be the lead destination for the campaign.

The campaign will be aimed at segments identified by Tourism Northern Ireland as key targets for the Causeway Coastal Route offer, and those with the desire to travel in the short-medium term, both in the domestic and Republic of Ireland markets.

Proposals

Partnership Approach

It is proposed that Council partner with Tourism Northern Ireland to maximise the impact of this campaign and generate leads and business for local businesses, firstly by deploying the tourism engagement team to enlist the participation of the tourism providers in the area and secondly, by increasing the importance / weighting of the Causeway Coast and Glens share of voice by investing funds from the destination marketing budget.

The aim will be to work with the creative agencies procured by Tourism Northern Ireland to deliver consistent, quality and integrated material to promote the Causeway Coast and Glens as part of the new Northern Ireland – Embrace a Giant Spirit brand.

The advantages to this approach is that the combined media buying power of the agencies and ability to use pre-created templates will deliver a cost-effective solution to Council. It also serves to strengthen Causeway Coast and Glens relationship with Tourism Northern Ireland and will be a recognition of its position as the foremost holiday destination in Northern Ireland.

Website Development

It is proposed that the Visit Causeway and Glens destination website be redeveloped to complement the campaign and assist the wider recovery. The site which was last updated in 2013 no longer delivers the expected user experience from tourism destination websites, nor does it allow the flexibility and functionality required for current marketing best practice. Longer term, a redevelopment will ensure that the website is commensurate with the profile of the destination, both in the domestic and international markets.

A ready-made solution for the website has been procured by Tourism Northern Ireland and is available on licence to Causeway Coast and Glens Council. It would be fully responsive across all digital devices and

offer a replicate web design and functionality of the national tourism website while allowing for individual destination branding and control over content. The licensing agreement would include a complete support and training package negating the need for annual hosting and maintenance contracts with third parties and ad hoc upgrades and refinements at additional costs. It is both cost effective and expedient to pursue this option while also ensuring a consistent, quality platform that encompasses functions not previously available. The website would be available for 3 years with the option to renew for a further 2 years. To date Newry, Mourne & Down District Council and Visit Derry have agreed to be partners in the project with TNI.

Allocation of Costs from Current Destination Marketing Budget

Costs:

July - Sept 20	£25,000 Advertising
July - March 21	£18,600 Promotional activity (Media and Influencers)
July - Sept 20	£13,685 Website Build Cost

Total Costs **£57,285** (re-profiled in current year estimates)

It is recommended that the Leisure and Development Committee approve expenditure of £57,258 reallocated from the 2020/21 Destination Marketing budget for a targeted marketing campaign to assist the Tourism and Hospitality sector in recovery of lost business, income and employment.

In response to Councillor Wallace's concern that the proposed £13,365 website build cost from each Council was expensive the Head of Prosperity and Place informed Members that if a website was to be built just for the Causeway Coast and Glens Borough Council, this would be at cost to Council of £25,000 to 30,000.

Councillor MA McKillop stated that Council needs to be supporting the tourism and hospitality sector within Causeway Coast and Glens area especially now due to the aftermath of Covid 19 and the impact it had had on this sector; we are the 2nd highest tourism destination outside Belfast. It is imperative that Council are supporting any initiatives to get the sector back on track and willing to work alongside Tourism NI to promote our tourism and hospitality sector as much as possible.

* **Councillor Watton left the meeting at 8.15pm.**

Proposed by Councillor MA McKillop
Seconded by Councillor McCaw

- that the Leisure and Development Committee approve expenditure of £57,258 reallocated from the 2020/21 Destination Marketing budget for a targeted marketing campaign to assist the Tourism and Hospitality sector in recovery of lost business, income and employment.

Councillor C McShane felt that the Causeway Coastal Route should include images of the Causeway Coast and Glens area especially as Council is being asked contribute a considerable amount of money.

In response to Councillor McShane the Head of Prosperity and Place clarified that this is Council's campaign to design and implement from a budget set aside of £150K. This money will be spent on marketing for Causeway Coast and Glens and will be separate from the Tourism NI campaign. Causeway Coast and Glens Borough Council would have full control of the spending on its website.

* **Councillor Watton re-joined the meeting at 8.26pm.**

The Head of Prosperity and Place informed Members that Council had been engaging with 500 Trade Members and had contacted everyone in some way and discussed issues with them: where they can go for financial support and benefit of funding. A Working Group has also been set up with Hoteliers and Council were also in talks with the National Trust.

* **Councillor Bateson left the meeting at 8.32pm.**

Alderman Baird felt that this was too slow at getting action on the ground especially; Covid 19 had hit tourism hard.

* **Councillor Bateson re-joined the meeting at 8.34pm.**

In response to a query from Alderman Baird the Head of Prosperity and Place informed Members that approximately one third of the total marketing spend would be allocated to this including the building of the website. Approximately £8-10K per annum would be required to have the site managed. Every Council to sign up for this would pay the exact same for the website build cost.

* **Councillor Anderson left the meeting at 8.37pm.**

Alderman Hills raised concerns in relation to the 2020 season as March, April and May had already been lost; now was the time to act.

* **Councillor Anderson re-joined the meeting at 8.40pm.**

* **Councillor Schenning left the meeting at 8.41pm.**

Amendment

Proposed by Councillor C McShane

Seconded by Councillor Bateson

- that Council proceed with the building of the website at a cost of £13,685, but **DO NOT** proceed with the Advertising at a cost of £25,000 or Promotional Activity at a cost of £18,600.

The Chair put the Amendment to the Committee to vote. 3 Members voted For, 12 Members voted Against and 0 Members Abstained.

The Chair declared the Amendment **LOST**.

The Chair put the substantive Motion to the Committee to vote. 12 Members voted For, 0 Members voted Against and 3 Members Abstained.

The Chair declared the substantive Motion **CARRIED**.

AGREED - that the Leisure and Development Committee approve expenditure of £57,258 reallocated from the 2020/21 Destination Marketing budget for a targeted marketing campaign to assist the Tourism and Hospitality sector in recovery of lost business, income and employment.

7. DEVELOPMENT OF E-COMMERCE PLATFORM

Information report, previously circulated provided Members with information on the potential provision of an online trading platform.

The current COVID-19 lockdown has had a significant impact on the ability for local businesses in the Causeway Coast & Glens region to trade, much like the rest of the UK. Social distancing and the lockdown restrictions have forced businesses with an existing e-commerce presence to fall back on a remote trading strategy, and for others without existing infrastructure, has created an impassable barrier to trade.

The impact of the economic shock of a major crisis for public health is now being felt in terms of the effect on town centres, small businesses, longer terms plans for regeneration, and tourism. Based on a local survey which yielded 140 responses:

64% noted a drop in revenue greater than 80% - 70% indicating that they had cash flow problems. Only 7% had remained open for business, with 75% stopping trading temporarily, and 18% continuing to trade online.

Of the five key messages coming back from local businesses, two were:

- Help with online activities and creating ecommerce plans.
- Promotion of a Support Local Message.

Businesses were asked what adaptations they have employed due to the crisis and the comments have noted that local businesses have tried where possible to continue to trade. Of the 116 responses received the most popular changes that have been made are as follows:

- Switch to online trading or increase in effort to online trading. [22%].
- Deliveries direct to customers [20%].
- Suspended trading completely [11%].
- Adaptations made to property/or production lines to comply with social distancing [8%].

Other adaptations which were mentioned included:

- Staff working from home.
- Created new product lines for customers.
- Research on new markets for current products.
- In terms of additional business supports requested, key themes included:
 - Online activities – websites, social media, ecommerce, SEO, online marketing.
 - Use of PPE for staff.
 - Staff training in handling difficult situations – e.g. non-compliance with new regulations.
 - Guidance on adaptations needed within premises to comply with the new social distancing requirements.

Provision of an Online Trading Platform

Whilst some larger businesses have the expertise and financial capacity to develop and advertise effective E-Commerce trading platforms, the majority of the Borough's SMEs are not in a position to invest in a sophisticated online presence, in order to operate in their sector trading environment as the economy emerges from the Covid-19 Pandemic and then in the 'new-normal'.

As part of its current suite of assistance for local business, Council is providing the Digital Causeway Programme. This programme helps small SMEs to develop their own online presence from social media training up to implementation of a trading website. Council is also supporting the Taste Causeway programme, which includes a “Buy and Book” hub for those attached to the local food industry.

However, in order to remove barriers to trade for other businesses, and in conjunction with its existing programme of assistance to local businesses, Council seeks to establish an E-Commerce Platform which is accessible and usable for all the Borough’s businesses.

In the current economic circumstances that have been caused by the Covid-19 pandemic, it is possible that an online trading platform for local small businesses could provide a lifeline that enables those businesses to survive, in addition to other local projects, such as Council’s own Digital Causeway Programme, and its ongoing support for Taste Causeway.

Trading online via e-commerce enables sales to be achieved that otherwise could not happen, particularly in the current circumstances. Many micro and small businesses have not yet embraced the opportunity of e-commerce for a number of reasons, such as cost and fear of technology. A trading platform could enable many local businesses to get online. The platform will also encourage consumers to buy local.

Potential Provision

Council has been approached by a potential provider of such a platform. To manage a first stage of procurement, officers have devised a first stage “expression of interest” to allow Council to explore the market.

Based on the offer from the potential provider, this expression of interest is released on the basis that any provision is made at no cost to Council.

Depending on the level of response from the market, officers will then further explore taking this concept further. Should Council receive more than one expression of interest, it will then move to a second, formal stage of tender.

Some of the requirements in the expression of interest include:

- Provision of the platform at no cost to Council.

- Provision by Council of assistance with word of mouth or other promotions.
- Ability to handle large numbers of transactions, adequate transaction security, help desk and call desk response capability.
- Monitoring of items for sale.
- Compatibility with other Council programmes, such as Digital Causeway, Naturally North Coast and Taste Causeway, either run or supported by Council.

Outcome

Officers will report to Council on the outcome of the expression of interest stage, and any subsequent tender or acceptance that may be required.

Members **NOTED** the information report.

8. UPDATE ON GENERALIST ADVICE PROVISION

Information report, previously circulated updated Members, presented by the Head of Community and Culture, informing Members about the additional monies received from the Department for Communities (DfC) for Welfare Reform Advice Provision, and providing an update on the current position in relation to the contract for Advice Provision.

The Department for Communities (DfC) provides funding for Generalist Advice Provision through the DfC District Councils Community Support Programme (CSP) which contains a ringfenced amount for frontline advice provision which is then matched by Council.

The current contract for provision of Generalist Advice Services in the Borough was awarded, following an open procurement exercise, to Community Advice Causeway (CAC) (Lead Partner for Causeway and Glens Advice Services Consortium consisting of Community Advice Causeway and Limavady Community Development Initiative (LCDI)) for the period 1st April 2018 to 31st March 2019, with an extension clause for a 2 further years, subject to Department for Communities funding. Council approved the awarding of this contract at its meeting on 27th February 2018.

In January 2016 the Welfare Reform Mitigations Working Group, under Professor Eileen Evason, recommended that additional advice services be provided to help people to negotiate the changes in the social security system. In response DfC set up the Welfare Reform Support Project (WRSP) to provide additional monies to the advice sector.

In the first three years of the WRSP DfC provided the WRSP monies to frontline advice organisations through Councils using existing funding arrangements. They did this by providing an additional amount of funding through the DfC District Councils Community Support Programme (CSP) which Council was not required to match. From April 2019 DfC then moved to provide the WRSP monies to the frontline advice organisations via the regional Advice NI rather than through Councils.

Current Provision

The core contract for Generalist Advice provision in Causeway Coast and Glens for 2020-21 is to the value of £213,387. Of this £99,481 is secured from DfC through the Community Support Programme and the remainder provided by Council. Annually an additional £18,140 is provided by DfC through the Neighbourhood Renewal (NR) Programme for additional advice provision in NR areas in Limavady.

Annual Monitoring Returns for 2019-20 indicate that the number of advice enquiries dealt with through the contract was 41,553, which exceeded the target of 30,000 by 38%. In addition, in excess of £18.6 million was generated in additional benefits income in the Borough. (Annex A)

Welfare Reform Support Programme (WRSP)

In 2019 the Department for Communities (DfC) commissioned the Strategic Investment Board to undertake an independent review of the additional, independent advice provision that had been made available under the Welfare Reform Support Project from 2016 and which was due to end on 31st March 2020.

The review recommended that there was a clear need for these additional advice services to continue and endorsed the option to return to investing the extra funding via the existing Council's Community Support Programme funding delivery model.

The Department has therefore returned to providing the WRSP funding to advice providers through their District Councils Community Support Programme for 2020-21.

In addition to this, in recognition of the increases in appeals workloads across the advice sector, the Minister has also decided to release an additional funding package for Tribunal representation.

As a result, DfC has made an additional provision alongside the Generalist Advice grant in Councils CSP contract for the 20/21 year, as follows:

- Welfare Reform Mitigations Extension: Face to Face advice: £59,113.16.
- Welfare Reform Mitigations Extension: Tribunal representation: £25,600.

This funding is provided specifically to support the continuation of the existing Welfare Reform advice provision as well as additional monies for Tribunal Representation.

The funding is ring-fenced for this provision and must be spent by the 31st March 2021. Councils are not required to match this additional funding. The Department will take full responsibility with the administrative work involved in the vouching of this spend with Councils appointed provider.

A breakdown of the full funding package for Advice provision in Causeway Coast and Glens in 2020-21 is detailed at Table 1 in the report.

A breakdown of the advisors provided through the DfC/ Causeway Coast and Glens Borough Council Advice contract is detailed at Table 2 in the report.

Impact of Covid-19

During the current pandemic advice organisations contracted by Council have adapted their services to respond to the demand. Telephone helplines remain operational full time, with outreach staff re-deployed to this function to increase capacity. Appointments to complete new benefit claims are now carried out over the telephone. The centres are seeing the usual high number of calls on benefits, along with increased employment queries (preparing to return to the workplace, furlough information, employers' health and safety responsibilities etc.) as well as a rise in the number of clients also needing signposted to other services such as addiction support / PSNI domestic abuse support / housing association applications/ mental health teams / over 55s befriending.

Contract for Generalist Advice Provision 2021-24

The current contract for Generalist Advice Provision is due to end on 31st March 2021. A review of the specification for the contract will be undertaken by August 2020, the recommendations of which will be taken to Council in September in order to seek approval to proceed with an open procurement exercise. The value of the contract exceeds the EU Procurement Threshold level for Public Service Contracts and the necessary time will be allowed in order to ensure that the requirements set out in The Public Contracts Regulations 2015 are followed, including publishing of the tender in the OJEU (Official Journal of the European Union).

- * **Councillor McCaw left the meeting at 8.54pm.**

In response to a query from Councillor MA McKillop the Head of Community & Culture informed Members that a workshop would be held before it goes out to tender so that Members could provide feedback.

- * **Councillor Watton and Councillor Schenning left the meeting at 8.55pm.**

The Head of Community and Culture informed Members that Causeway Community Advice was subject to an audit carried out every 3 years and confirmed that they had passed on all levels at the last audit. The next audit was due to take place May 2021.

- * **Councillor McCaw re-joined the meeting at 8.57pm.**

Members **NOTED** the information report.

9. CORRESPONDENCE

There was no correspondence.

10. MATTERS REPORTING TO THE PARTNERSHIP PANEL

There were no matters for reporting to the Partnership Panel.

11. CONSULTATIONS

There were no consultation documents.

- * **Councillor Watton and Councillor Schenning re-joined the meeting at 9pm.**

12. ANY OTHER RELEVANT BUSINESS (NOTIFIED IN ACCORDANCE WITH STANDING ORDER 12 (O))

12.1 Councillor Callan

'With Council staff furloughed what plans are in place to continue the maintenance of the Leisure Centres to stop any problems for reopening and associated costs? Also the current weekly running cost of each Leisure Centre compared to the small period for last year.'

The Head of Sport and Wellbeing confirmed that there are 5 Maintenance / Plant Operators working across the main pool sites in Sport & wellbeing. Only two of those staff have been furloughed due to "shielding" requirements. The remaining 3 are managing the checks and controls requires in our 3 main leisure centres. The Operations Managers are also still working out of the centres and can monitor and report to Estates if there are any maintenance issues that arise during the period of closure.

There would be a minimum 3 weeks window in relation to re-opening and maintenance would be ongoing/revised.

Once Council was we in receipt of Period 1 & 2 finance reports, a detailed breakdown of operational costs for the 3 Leisure Centres will be provided to Members.

The Director of Leisure and Development informed Members that from 17 to 18 March 2020, 182 Agency Staff had been furloughed by Grafton and 93 staff furloughed from Leisure and Development Services areas.

12.2 Councillor Callan

'Breakdown of all Staff currently still working in the department and their current function?'

The Head of Sport and Wellbeing stated that 2 maintenance staff at Roe Valley Leisure Centre were shielding at this time. There were 3 staff operating in the Leisure Centres at this time – 2 full time, who were providing weekly checks and the 3rd had been transferred to Estates.

12.3 Councillor Callan

'Update on the Limavady Accessible Playpark?'

The Head of Sport and Wellbeing informed Members that she had spoken to the DEA Members at the beginning of the year and that a

second site at Roe Valley Playing Field was being considered. She confirmed that the Outline Business Case was 75% complete and that this would be discussed with Members as part of the recovery plan. Once the Council's Design Team had provided their input the Outline Business Case would be complete.

12.4 Alderman Hillis

'As our Council is attempting to get to grips with a "new normal" and trying to support our leisure and tourism trade as well as our local residents can the Director suggest how we can deal with the now every weekend occurrence of a car "cruise" in both Portstewart and Portrush? I have had numerous complaints about the really excessive noise from these cars due to revving of engines and forced backfires it is upsetting residents and visitors alike.'

Alderman Hillis suggested that a Working Group be formed to address these issues. This was supported by Councillor McCaw and that it should be formed from Causeway DEA Members and not by d'Hondt. Some issues were able to be addressed by Leisure and Development i.e. litter however, some issues need to be passed on to the PSNI.

The Director of Leisure and Development informed Members that the Chief Executive had been in contact with the Divisional Commander of the PSNI in relation to this. He clarified that a significant amount of activity can be done through the PCSP.

Councillor Schenning informed Members that PCSP had been contacted on what they could do to help. It was suggested that PCSP could provide Street Wardens to take the pressure off the police.

Proposed by Alderman Hillis
Seconded by Councillor McCaw

- that a Working Group be formed to include all political parties based on Causeway Councillors and work with Environmental Services, PSNI and PCSP to consider the issues in relation to anti-social driving.

Councillor Schenning advised Members that this would just be duplicating the work that PCSP already carries out. Alderman McCorkell agreed with Councillor Schenning and urged Members to avail of the PCSP.

Councillor MA McKillop requested clarification as to when the PCSP convenes. The Director of Leisure and Development informed Members

that the PCSP had not convened since the Covid 19 outbreak but hopefully should re-convene by the end of June beginning of July.

The Chair put the Motion to the Committee to vote. 6 Members voted For, 10 Members voted Against and 0 Members Abstained.

The Chair declared the Motion **LOST**.

- * **Alderman Baird left the meeting at 9.45pm.**

12.5 Alderman Hillis

'I understand there is a tourism Task Force to help with economic recovery. Our area is hugely dependent on the visitor economy. As we work with our trade partners towards a recovery plan, how does the Council plan to work with TNI and the trade to promote that we are open for business when the time is right. It's really important that we take the lead, promote our area and compete for business to protect jobs and income for the area.'

The Director of Leisure and Development informed Members that the Head of Prosperity and Place had, this week, started to liaise with businesses who could benefit from Street Trading. The Head of Prosperity and Place stated the he had attended a meeting with hoteliers today in relation to waiving of fees.

Alderman Hillis acknowledged that this Item had been discussed earlier in the meeting.

MOTION TO PROCEED 'IN COMMITTEE'

Proposed by Councillor Anderson
Seconded by Councillor Bateson and

AGREED – that the Committee move *'In Committee'*.

- * **Press left the meeting.**
- * **Alderman Baird re-joined the meeting at 9.45pm**
- * **Councillor McAuley left the meeting at 9.45pm.**

13. DIGITAL INFRASTRUCTURE STRATEGY

Confidential report, previously circulated, presented by the Head of Prosperity and Place, seeking Members approval for the appointment of

Greysky Consulting to prepare a Digital Industrial Strategy (DIS) for the Borough.

The proposed DIS will provide a clear vision and action plan within the digital sector to drive, accelerate and sustain economic and social development throughout the Borough. It will also help support any potential digital initiatives emerging as part of the Causeway Growth Deal.

Funding for the development of the DIS has been ring-fenced in the 2020/21 Prosperity and Place Business Plan.

According to the recent OFCOM Connected Nations report, Causeway Coast and Glens is the fourth worst affected of the 11 Northern Ireland Council's in terms of broadband connectivity. 9.8% of homes cannot get speeds up to 10mbs, a total of 6,100 properties.

The Borough has a rich variety of businesses across different sectors. In the ever-evolving digital age these businesses are finding that it is becoming more and more important for them to embrace a digital approach to remain competitive and to grow and develop.

The Community Plan also recognises the importance in connecting our Places and People as well as promoting and supporting the Borough's businesses.

It is the intention of Council to develop a DIS, focusing on the following three key areas:

- a) **The Digital Infrastructure of the Borough**
- b) **The Digital Sector**
- c) **Digital Skills**

The digital sector is one that can be interpreted or defined in a number of ways, therefore the Strategy should clearly define "The Digital Sector". The Strategy will be influenced by identified future trends and methods of consumption and communication which will position the Borough as an innovative and sustainable space.

Three options are available for the progression of the DIS:

- Option One - Do nothing – Council do not complete a DIS and continue to address digital issues on an ad-hoc, non-strategic way.
- Option Two – Council undertake a DIS internally.

- Option Three – Council appoint specialist expertise to prepare a Digital Infrastructure Strategy for the Borough.

Option One i.e. 'Do nothing' is not a feasible option to meet Council's strategic requirements. In terms of Option Two, Council does not have the resources, capacity or independent technical expertise to undertake this specialist piece of work. Option Three meets all of Council's strategic requirements and is hence the most feasible option going forward.

Following a competitive tendering exercise, two tenders were received.

It is recommended that Elected Members support the appointment of Tender B (i.e. Greysky Consulting) to undertake an independent Digital Infrastructure Strategy for the Borough at a cost of £24,985.

Proposed by Councillor Schenning
Seconded by Alderman Baird and

- that Elected Members support the appointment of Tender B (i.e. Greysky Consulting) to undertake an independent Digital Infrastructure Strategy for the Borough at a cost of £24,985.

The Chair put the Motion to the Committee to vote. Committee voted unanimously in favour.

The Chair declared the Motion **CARRIED**.

- * **Councillor Watton and Councillor McAuley re-joined the meeting at 9.50pm.**
- * **Alderman Hillis left the meeting at 9.50pm.**

14. IAT PROJECT APPOINTMENT OF CONTRACTOR

Confidential report, previously circulated, presented by the Head of Tourism and Recreation, seeking approval from Elected Members to proceed and complete on Stage 3 of the Council's Capital Works Process for works to enhance the Council's walking infrastructure on the International Appalachian Trail (also known as North Sperrins Way, Causeway Coast Way and Moyle Way).

The Director of Leisure and Development confirmed that the money for this project is included in the Capital Grants Programme.

It is recommended that Members consider appointing Campbell Civils as the most economically advantageous tender at a tender figure of £100,375.00 (excl VAT).

Elected Members are also asked to make an investment decision for match funding this project at a total cost of £17,600.

Proposed by Councillor Schenning
Seconded by Councillor Knight-McQuillan

- that Members approve appointing Campbell Civils as the most economically advantageous tender at a tender figure of £100,375.00 (excl VAT).

- that Council match fund this project at a total cost of £17,600.

The Chair put the Motion to the Committee to vote. Committee voted unanimously in favour.

The Chair declared the Motion **CARRIED**.

- * **The Chair declared a recess at 9.54pm.**
- * **The meeting reconvened at 10.05pm.**
- * **Alderman Hillis re-joined the meeting at 10.05pm.**

15. HALP RECOVERY PLAN

Confidential report, previously circulated, presented by the Head of Tourism and Recreation, assessing the impact of the COVID19 pandemic on Council's Holiday and Leisure Parks (HALP) and outline plans for reopening to users. The report also details options for Elected Members to consider the refunding of static and seasonal licence holders as a consequence of the HALPs closing.

Council owns and manages 6 Holiday and Leisure Parks, offering facilities for static caravans, touring caravans, motorhomes, tents and holiday pods.

On 23 March 2020 after direction from the NI Executive, Council closed its 6 holiday and leisure parks. The Parks have remained closed since that date.

The Head of Tourism and Recreation advised Members that upon writing the report Council was working on the directive from the Economy Minister Diane Dodds on 1 June 2020 that holiday homes and parks,

caravan sites could open on 20th July 2020. This has now been brought forward to 26 June 2020.

The Director of Leisure and Development provided Members with an amended report based on 23 March 2020 to 26 June 2020 (a 95 day period) and informed Members that the figures in the table provided had been adjusted accordingly to reflect the change of date.

It is recommended that Members authorise the opening of Council's HALPs following confirmation from the NI Executive.

The Leisure and Development Committee is also asked to consider the following options:

- **Option 1** – Issue no refund for the period of closure.
- **Option 2** – Issue a full pro-rata refund for the period of closure.
- **Option 3** - Issue a refund for the period of closure, less attributable operational costs.
- **Option 4** - Issue a refund for the period of closure, less 50%.

Proposed by Councillor Holmes
Seconded by Councillor Watton

- that Members authorise the opening of Council's HALPs following confirmation from the NI Executive.

- that Members approve **Option 4** - issue a refund for the period of closure, less 50%.

Upon a request from Councillor Schenning the Director of Leisure and Development clarified the figures detailed.

Proposed by Councillor Schenning
Seconded by Councillor McCaw

- that Members authorise the opening of Council's HALPs following confirmation from the NI Executive.

- that Members approve **Option 3** - issue a refund for the period of closure, less attributable operational costs.

Queries were raised in relation to refunds in the private sector, Gym Membership, Marina Fess and Caravan Park Fees.

The Chair put **Option 4** to the Committee to vote. 11 Members voted For, 3 Members voted Against and 2 Members Abstained.

The Chair declared the Motion **CARRIED**:

AGREED - that Members authorise the opening of Council's HALPs following confirmation from the NI Executive.

AGREED - that Members approve **Option 4** - issue a refund for the period of closure, less 50%.

16. AGE FRIENDLY PROGRAMME

Confidential information report, previously circulated, presented by the Head of Sport and Wellbeing updating Elected Members of an offer of funding from the Public Health Agency (PHA) to facilitate the redeployment of a member of staff (as an interim measure, until recruitment / selection measures are re-instated post Covid- 19) as an Age Friendly Co-ordinator for Causeway Coast and Glens, as part of a regional initiative and to seek approval to accept the funding offer.

The Age Friendly Co-Coordinator will participate at a regional level, representing Causeway Coast and Glens. A draft job description provided by PHA was previously circulated.

The Age Friendly Co-ordinator will complement the work of all groups representing and working with older people, creating a standardised application of the WHO model across the Borough. The Co-ordinator will support Council to provide civic leadership around the creation of age friendly environments in the Borough.

In Northern Ireland, each of the 11 Councils in partnership with the PHA have had discussions about how they might use the Age Friendly model as a framework for progressing work in their areas. To date 6 of the 11 councils have begun this cycle of assessment and self-improvement and are at different stages in that cycle, Annex B previously circulated.

It is recommended that Council considers approving the offer of funding from the Public Health Agency to recruit and host an Age Friendly Co-Ordinator for Causeway Coast and Glens for a two year period as part of a regional initiative and thereby accept the funding offer of £45K each year for two years (01 April 2020 – 31 March 2022) to employ an Age Friendly Co-Ordinator on an SO1 Scale.

It is further recommended due to the current pandemic and associated budgetary impact that this funding be utilised to re-deploy a current

member of staff in the first instance to fulfil this role until such times as the appropriate recruitment of a Full-Time Age Friendly Co-Ordinator can take place.

Proposed by Councillor Schenning
Seconded by Alderman Baird

- that Council considers approving the offer of funding from the Public Health Agency to recruit and host an Age Friendly Co-Ordinator for Causeway Coast and Glens for a two year period as part of a regional initiative and thereby accept the funding offer of £45K each year for two years (01 April 2020 – 31 March 2022) to employ an Age Friendly Co-Ordinator on an SO1 Scale.

- that due to the current pandemic and associated budgetary impact this funding be utilised to re-deploy a current member of staff in the first instance to fulfil this role until such times as the appropriate recruitment of a Full-Time Age Friendly Co-Ordinator can take place.

The Chair put the Motion to the Committee to vote. The Committee voted unanimously in favour.

The Chair declared the Motion **CARRIED**.

17. ANY OTHER RELEVANT BUSINESS (NOTIFIED IN ACCORDANCE WITH STANDING ORDER 12 (O))

17.1 Councillor Callan

'Breakdown of all Staff currently still working in the department and their current function?'

17.2 Councillor Callan

'Update on the Dunluce Centre Process?'

17.3 Councillor Callan

'Recovery Plan for Leisure and Development in post COVID 19. With finance modelling for the rest of this financial year.'

Councillor Callan informed the Director of Leisure and Development that he would be willing to receive comments on Item 17.1 to 17.3 inclusive in written form, and then to be emailed to the Leisure and Development Committee.

The Director of Leisure and Development agreed to provide Councillor Callan with a written response.

MOTION TO PROCEED '*IN PUBLIC*'

Proposed by Councillor Schenning
Seconded by Alderman Baird and

AGREED – that the Committee move '*In Public*'.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at **10.45pm**.

Chair