

Meeting Pack

Derry City and Strabane District Council

Dear Member of Business and Culture Committee

You are hereby summoned to attend the monthly meeting of the **Business and Culture Committee** to be held in the Council Offices, Derry Road, Strabane, on Tuesday 5 December 2017 at 4.00pm.

Yours faithfully



John Kelpie
Chief Executive

AGENDA

- 1 **Notice and Summons of Meeting**
- 2 **Member Attendance and Apologies**
- 3 **Declarations of Members' Interests**
- 4 **Presentation: Visit Derry (to be tabled)**

Open for Decision

- 5 **Chairperson's Business**
- 6 **Confirmation of the Open Minutes of the Business and Culture Committee held on Friday 10 November 2017 (Pages 1 - 12)**
- 7 **Matters Arising**
- 8 **ACNI Resilience Programme (Pages 13 - 14)**

- 9 Allocation of Culture Department in Year Savings 2017/2018** (Pages 15 - 16)
- 10 Bad Debt from Car Parking Penalty Charge Notices** (Pages 17 - 18)
- 11 Future Delivery of Off-Street Car Park Enforcement and Penalty Charge Notice Processing** (Pages 19 - 22)
- 12 Update on the work of the Education and Skills Delivery Partnership** (Pages 23 - 28)
- 13 War Memorials** (Pages 29 - 30)

Open for Information

- 14 Business Boost Update** (Pages 31 - 34)
- 15 Enterprise Week 2018 Update** (Pages 35 - 38)
- 16 Update on Year 3 Q2 Kickstart to Work Project funded by European Social Fund** (Pages 39 - 42)
- 17 Launch of £10k Business Start-Up Challenge 2018** (Pages 43 - 44)

28 November 2017

Derry City and Strabane District Council

Open Minutes of Business and Culture Committee Meeting held in the Council Chamber, Guildhall, Derry on Friday 10 November 2017 at 4.00pm.

Present:- Councillor Logue (Chairperson); Aldermen R Hamilton, Hussey, Ramsey and Warke; Councillors Cooper, Cusack, Fleming, McMahon, O'Reilly and Reilly

In Attendance:- Director of Business and Culture (Mr S Gillespie), Head of Culture (Ms A McCarter) Personal Assistant to Director of Business and Culture (Mrs J Galloway-Doherty) and Committee Services Assistant (Mrs T Johnstone).

Non-Committee Members: Councillor P Kelly

BC213/17 Notice and Summons for Meeting

The Director of Business and Culture read the Notice and Summons for the meeting.

BC214/17 Member Attendance and Apologies

Apologies were received from Councillors Boyle, McKnight and McGuire

BC215/17 Declarations of Members' Interests

Alderman Ramsey declared an interest in the following agenda item:

- Agenda item 10 – Visit Derry Review

Councillor Cooper declared an interest in the following agenda item:

- Agenda item 10 – Visit Derry Review

Open for Decision

BC216/17 Chairperson's Business

Halloween Festival

The Chair congratulated everyone involved in the Halloween Festival which had been a great success throughout the Derry City and Strabane District Council area.

Alderman Hussey stated that two members of the clergy had raised concerns over the recent celebrations and suggested that they be invited to speak to Members to have their concerns addressed.

Alderman Warke commented on the success of the festival which brought the whole City and District together. He raised one issue regarding disability access along the quay which had become restricted due to the large volume of people who had attended the event.

Councillor Reilly commended all the staff involved in making the Festival such a success. He concurred with the comment made regarding disability access. He stated that it had been difficult to view some of the performances held in the City and suggested that perhaps some events could take place on an elevated platform. Councillor Reilly stated that in relation to the comments by Alderman Hussey, he had heard the concerns raised by the clergy and added that people can have their own opinions, however that should not detract from what was a wonderful occasion.

Councillor O'Reilly also congratulated Council staff, volunteers and performers who had helped create the four day experience in the City and District. He stated that any concerns raised over the festival were answered by the large number of people that turned out.

Councillor McMahon stated that people in both Derry and Strabane had voted with their feet in respect of the Halloween celebrations. He raised an issue with SPARK street musicians who had performed during the day in Strabane and remarked that the performance would have been more effective at night.

BC217/17 Confirmation of the Open Minutes of the Business and Culture Committee held on Tuesday 10 October 23017

The Open Minutes of the Business and Culture Committee Meeting held on 10 October 2017 (BC187/17-BC206/17) were agreed and signed by the Chairperson.

On a point of accuracy Alderman Warke stated that under BC191/17 the Chair had also mentioned the Northern Ireland Football Team in her congratulations.

Matters Arising

BC218/17 Car Parking Anti-Social Behaviour Update

Councillor P Kelly referred to the recommendation for the installation of a barrier at an unlit car park in Strabane at a cost of £10,000. He enquired if a barrier would also be installed at the larger car park as young people would congregate at this area in their cars.

Councillor McMahon reported that in a previous meeting he had been informed that barriers would be installed at both car parks.

The Director of Business and Culture stated that he would clarify the matter and bring a report to a future Committee meeting.

Councillor P Kelly then referred to signs within the Derry City and Strabane Council area. He stated that this was the only district in the north that did not have signs welcoming visitors to the Derry City and Strabane District Council area.

The Head of Culture reported that signage would be erected throughout the City and District once they had received guidance on the language policy.

BC219/17 St Patrick's Day Strabane

Alderman Hussey stated that he had expressed his disappointment at full Council that the St Patrick's Day Festival in Strabane would become an Irish spring carnival.

BC220/17 Tower Museum Accreditation 2017

The Head of Culture presented the above report a copy of which was previously circulated to Members. The purpose of the report was to advise Members of the Museum Accreditation Scheme and request approval of the following key documents as part of the requirement for museum accreditation:

- Collections Development Policy

- Care and Conservative Policy
- Documentation Policy
- Access Policy

Councillor Cooper stated that he fully supported the recommendations within the report. He referred to the collections of artefacts owned by Council and private collectors which required adequate and suitable storage. He stated that in terms of building collections for new facilities such as the Maritime Museum, a dedicated space would be a requisite to be used as a depository for Council and private collectors.

Alderman Hussey seconded the recommendation and welcomed that the Tower Museum was accredited under the UK standard for museums and galleries. He stressed the importance of the Care and Conservation Policy for the storage of artefacts.

Councillor P Kelly referred to Council offices in Strabane which was formerly the site of the Workhouse. He stated that historical items were stored at the rear of the building which could be put on display as they held a lot of historical value for the Strabane area.

The Head of Culture stated that the majority of items from the Strabane Legacy Council had been amalgamated with the Museums' collection. She further stated that the inventory was rolled out as part of the Interpretation and Display programme at the Tower Museum, Guildhall and the Alley Theatre where possible. She added that in terms of storage, there was limited space which could to be considered going forward.

Alderman Hussey stated that there was an issue with storage and also where collections could be viewed at relevant locations. He enquired why the Stables Museum in Sion Mills had not been included in the policy.

In response, the Head of Culture stated that the Stables Museum was not owned by Council. She reported that Council had an intensive programme of attempting to put as many items as possible on display and make them more accessible. She stated that the Museums Service ran numerous programmes to bring artefacts out for display to ensure that the collections were accessible to as many people as possible and she had worked collaborating with other museums to do this. She informed Members that they would be invited to tour the stores which were not open to the public at a future date. The Head of Culture then

stated that the new Maritime Museum would increase the gallery and display space significantly which would allow more of the collections to be on display.

Alderman Hussey stated that he realised the Stables Museum in Sion Mills was not owned by Council. However it was the only museum that operated in the former Strabane District Council area and believed that a partnership should be established.

The Committee

Recommended **that Council approves the following key documents as part of the requirements for accreditation**

- **Collections Development Policy**
- **Care and Conservation Policy**
- **Documentation Policy**
- **Access Policy.**

BC221/17 Music to Your Ears III

The Head of Culture presented the above report a copy of which was previously circulated to Members. The purpose of the report was to inform Members of a letter of offer received from the Arts Council of Northern Ireland (ACNI) for the delivery of an Arts and Older People Project within the DCSDC area.

Alderman Ramsey proposed that Members accept the letter of offer from the Arts Council of Northern Ireland and asked that the list of groups be made available to ensure that they are all included in the project.

Alderman Hussey stated that a similar project had been successful in Strabane and participants had found it extremely beneficial. He referred to the partnership support of £7,510 for the development of the project and asked if Council could increase the amount to £10,000 to match the ACNI level of support.

Councillor McMahan queried why the project asked solely for male participation.

The Head of Culture stated that with regard to Alderman Hussey's request, she would check the conditions within the letter of offer.

In response to a query raised by Councillor McMahon, the Head of Culture that the project had been initially set up to address the issue of older males in the community who had become isolated in the community. She added that men had been identified as a particular group with isolation issues, therefore the project was being delivered to address their needs.

The Committee

Recommended that Council accept the letter of offer and proceed with the delivery of the project and that partnership support will be drawn from member approved arts and culture budgets for £7,510.

BC222/17 International Relations Activities

The Director of Business and Culture presented the above report details of which had been previously circulated to Members. The purpose of the report was to provide an update on ongoing international activities to date and seek approval to proceed with proposed programme of work.

Councillor Cooper stated his support for the recommendation as tourism could greatly benefit from the collaboration. He referred to Council's links with China and reported on the large tourist level of interest in terms of visitors being attracted to this area. He proposed that a report be brought back to Members which detailed the direct job relationships and economic benefits and also Council's commitment towards those relationships.

Alderman Ramsey stated that regarding links with other cities, New Hampshire should be considered as it had been developed by citizens who had emigrated from here almost 300 years ago. He added that those links could provide a great tourism boost for the City.

Alderman Hussey welcomed the ongoing developments regarding international activities to date. He stated that he was mindful that Foyle Port had not been mentioned within the report. He added that the port

had international business links and the new tug had been commissioned and built in China. He then referred to the MoU draft and as a matter of accuracy stated that 'Derry Strabane County Council' be amended to Derry City and Strabane District Council.

At this point in the meeting Alderman Hussey declared an interest in this agenda item.

Councillor Reilly stated his support for the recommendation and stated that were links had been made with other areas due to events such as the Clipper Festival, Council should focus on areas where the benefits could be maximised, and have connections in other areas.

In response, the Director of Business and Culture stated that on their first visit they were not only seeking companies to come here but also becoming a trading partner. He stated that a lot of the companies received orders and had already started to show the benefits in terms of the markets. He further stated that local companies would be travelling to Boston for business to business conversations. He added that in terms of New Hampshire, the team were currently concentrating on establishing and developing the connections in Boston and Philadelphia on a more mature level. The Director then referred to Foyle Port and stated that the port was an important economic partner and a member of the economic partnership group within the Community Plan. He added that 95 percent of business at Foyle Port was importing rather than exporting but that Council did work closely with the port.

Alderman Warke enquired how long it would take for the benefits from developing the international connections to show. He also referred to the visit by the Lord Mayor of London and asked if any business relationships had been formed.

The Director of Business and Culture stated that there was no time limit and will bring a report to update Members with benefits that had been achieved thus far. He reported on the ties between the City and the City of London and that the Lord Mayor of London had attended a joint presentation for businesses in the financial sector who may have been looking for potential overflows or centres to develop their business.

The Committee

Recommended that Council (i) approve the development and enter into a Memorandum of Understanding with the City of Boston; and (ii) to develop more formalised relationships with the City of Dalian, Laoning Province, China.

BC223/17 Visit Derry Review

The Head of Culture presented the above report details of which had been previously circulated to Members. The purpose of the report was to update Members on the independent review of Visit Derry which was carried out to consider the efficiency and effectiveness of the organisation within the context of the new Council area and the Strategic Growth Plan. She stated that any recommended increased contribution would be subject to the rates process

Councillor Cooper stated his support for the recommendation and that from experience, in terms of overheads the current budget was a paltry sum compared to what was required. He remarked that the performance levels had risen over the last decade and with such a small amount designated to marketing, showed how much potential existed if adequate money was directed towards Visit Derry. He referred to Belfast and its designation by Tourism NI as a gateway city which as a result, received increased marketing budgets. He stated that Tourism NI had designated the Halloween Festival as a regional festival rather than international despite the fact that it had attracted around 40,000 visitors to the City. He further stated that this was unacceptable as it did not permit Council to bid for international events.

Councillor McMahon suggested that the recommendations for Visit Derry did not fit in with the Sperrins area which was a jewel in the crown for Council. He stated that feedback from the consultation process for the Community and Village Plans could help the Visit Derry team consider a more in depth look at the Sperrins and what it had to offer.

Alderman Hussey concurred with the remarks and expressed concern that the Strabane area would not be considered for a further five years. He stated that he was mindful of an SLA review at any stage however, the wider product in the Strabane and West Tyrone area should be marketed. He suggested that a parallel organisation be set up with an

appropriate budget to look at the niche markets and consider other markets within Strabane and West Tyrone.

Councillor Reilly remarked that Visit Derry had worked hard to promote the City and District. He stated that the recommendation be supported to ensure that everything is done to attract people to come and visit, not just at Halloween but at any time of the year. He referred to the amalgamation of Derry and Strabane Councils and stated that Visit Derry were aware of the impact it would have on their work to incorporate the entire City and District.

Alderman Ramsey welcomed the proposed increase in future funding for Visit Derry and stated that resources also needed to be increased to accommodate the rise in visitor numbers to the City. He further stated that Council need to have the infrastructure in place as the City had the potential to draw large visitor numbers on a regular basis.

Councillor McMahon remarked that although he had raised concerns regarding the Sperrins he was not stating that Council were not doing enough regarding tourism.

The Head of Culture stated that Visit Derry had two main objectives; visitor services and destination promotion. The review had specifically asked to make some recommendation on how to best bring forward Visit Derry given the fact that the Council area had extended. She stated that details on product development in Strabane and West Tyrone would be covered in the tourism strategy report which would be available in the New Year and were the subject of other reports to this committee including those on Sperrins Future Search work and other Tourism product development related reports. She added that Visit Derry had a role in visitor servicing when visitors were attracted to the area which included driving the visitor out into products right across the entire Council area.

The Committee

Recommended that Council (i) increase the contribution on a phased basis of £693,175 which could commence in 2018/19 subject to the funds being made available from the rates process; and (ii) agree

officers to review the current SLA in light of the recommendations.

Open for Information

BC224/17 Strabane Business Improvement District

The Head of Business presented the above report details of which had been previously circulated to Members. The purpose of the report was to provide an update on the current progress of the Business Improvement District (BID).

Councillor P Kelly stated that he welcomed the BID programme as something new and positive for the Strabane area.

Councillor McMahon stated that the programme had launched last year through Strabane Town Forum and the businesses involved in the initiative were beginning to reap the benefits. He extended his thanks to the organisations, and officers who had worked on the programme.

The Committee

Recommended that Members note the contents of the report.

BC225/17 Update on PEACE IV Programme

The Head of Business presented the above report details of which had been previously circulated to Members. The purpose of the report was to update Members on the implementation of the local PEACE IV Programme funded by the SEUPB.

Councillor Reilly declared a non-pecuniary interest in this agenda item.

The Committee

Recommended that Members note the contents of the report.

The Meeting went into confidential business.

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| Title of Report: ACNI Resilience Programme | Officer presenting: Head of Culture Author: Arts & Culture Manager |
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1 Purpose of Report/Recommendations

- 1.1 To seek member approval to proceed with a Cultural Venues Resilience Programme in partnership with the Arts Council of Northern Ireland (ACNI) and Belfast City Council (BCC).

2 Background

- 2.1 The Resilience Programme is designed to help arts organisations undergo a process of change aimed at making them more effective and efficient; to improve their resilience, commercial capacity and investment readiness.
- 2.2 The programme is a wholly new joint initiative between Derry City and Strabane District Council (DCSDC) and BCC and arises from concerns highlighted by recent research, commissioned by Arts & Business NI, that arts organisations that contribute so much to the cultural infrastructure of Northern Ireland are financially fragile and face constraints upon their ability to plan strategically for the longer term. They need to be assisted to undertake a fundamental reappraisal of their mission and business operations and the Arts Council requires a Service Provider to supply business support measures aimed at securing the long term creative and financial stability of those organisations admitted to the programme, assuming little real growth in public funds and realistic expectations of contributed income from the private sector.
- 2.3 Stage One support measures will provide front-line diagnostic business services tailored to the needs of the participating cohort of client organisations and at Stage Two a scheme will assist those organisations pursue appropriate and approved change processes through a dedicated fund available to programme participants.
- 2.4 The Resilience Programme will be designed to complement existing and planned programmes of Arts & Business NI and focus on DCSDC Cultural organisations with a turnover in excess of £400,000, in the first instance. If successful, it is envisaged that this programme could be extended to other Cultural Organisations within DCSDC.

3 Key Issues

- 3.1 The £400,000 threshold will restrict participation in the pilot stage to 6 organisations within DCSDC including; Millennium Forum (based on annual accounts) as well as An Gaelaras, Nerve Centre, Playhouse and Greater Shantallow Community Arts (based on the 'annual arts expenditure' figures submitted for the 2017/18 Cultural Venues Fund).

4 Financial, Equality, Legal, HR and Other Implications

- 4.1 The budget for the proposed DCSDC element of the Resilience Programme is £60,000. Of this, £30,000 will be met by ACNI and £30,000 of non recurring funding will need to be secured as part of the rates process for the coming year.

5 Recommendations

- 5.1 For members to approve in principle the participation of the proposed Resilience Programme subject to the finances becoming available for the coming financial year.

Background Papers

None

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| Title of Report: | Officer Presenting: Head of Culture |
| Allocation of Culture Department In Year Savings | Author: Head of Culture |

1 Purpose of Report/Recommendations

1.1 The purpose of this report is to outline the in-year savings from the Culture department and to seek member approval to allocate them to other areas of spend required within the department

2 Background

2.1 Members will be aware that based on the 6 monthly outturn report presented by the Head of Finance to Council that estimated in year savings from the Culture department are expected to be in the region of £68,000 based on. This has the potential to be an estimated in year saving of £150,000.

2.2 Members will also be aware of a number of requests for additional funding from in year savings have been brought before this committee which include the following:

- The Bogside Artists £20,000 Ref
- St Patrick's Day Strabane additional £20,000
- Maritime Museum Branding £40,000
- Extend Cultural Venues Funding £33,000

3 Key Issues

3.1 Members are asked to approve the allocation of potential savings as outlined in this report subject to the savings being confirmed and no other unforeseen operational expenses. Any remaining savings will be considered by the Head of Finance as part of the organisational savings or considered by the Director of Business and Culture.

3.2 It should be noted that these are on off expenses and one off funding opportunities. The savings have been largely realised through underspend on staffing budget and other efficiencies. While every effort will be made to continue to realise savings these cannot be guaranteed in future financial years particularly in light of increasing pressure on all of our finances.

4 Financial, Equality, Legal, HR, Improvement and other Implications

- 4.1 Members are asked to reallocated potential savings of £150,000 from the Culture Department to the items outlined or reallocated to overall savings.

5 Recommendations

- 5.1 To approved the re-allocation of potential in year savings from the Culture department to the projects outlined in the report.

Background Papers

None.

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| Title of Report: Bad Debt from Car Parking Penalty Charge Notices | Officer presenting: Author: Off-Street Car Parking Officer |
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1 Purpose of Report/Recommendations

- 1.1 To seek the approval of Members to write off an amount of charges incurred through Penalty Charge Notices (PCNs) that the Department for Infrastructure now considers will not be collected.

2 Background

- 2.1 Derry City and Strabane District Council currently operate 15 no paid car parks throughout the City of Derry/Londonderry and Strabane Town Centre.
- 2.2 Charges for parking offences are levied in these Car Parks by NSL on behalf of the Council and these charges are then collected by the Department for Infrastructure under an Agency Agreement with Council.
- 2.3 A number of enforcement actions are taken by the Department to recover PCN debt. These are summarised as follows:
 - Registered keeper details are obtained from the Driver and Vehicle Licensing Agency;
 - If registered keeper information is supplied, Notice to Owners issues;
 - Charge Certificate issues;
 - Notice of Enforcement of Charge Certificate issues;
 - Clamp and remove notification issues.

3 Key Issues

- 3.1 There are instances where the keeper information is not supplied, and where the vehicle is a foreign registered vehicle (non UK or ROI). In these circumstances, enforcement correspondence cannot be issued.

- 3.2 If all correspondence is issued and the PCN debt remains outstanding, the legislation provides for the debt to be recovered through clamping or by referring the debt to the Enforcement of Judgements Office (EJO).
- 3.3 The Department has referred cases to EJO before Local Government Reform. EJO action incurs additional fees and can be quite a lengthy process. There are cases where they are unable to recover PCN debts as the debtor may be, for example, bankrupt, or have no means to pay. In these cases the Department recommends writing off.

4 Financial, Equality, Legal, HR and Other Implications

- 4.1 The Department has advised that the following amounts should be written off as all possible actions have been taken to recover the Debt and that it still remains outstanding:-
- The amount of £174,813.95 from UK/ROI cases
 - Further amount of £1,890.00 for foreign vehicles
- 4.2 The majority of the charges above would have transferred from Central Government to Council under RPA, and would have been classed as Bad Debt by the Department at that date due to the age profile, and therefore it can be written off at no cost to Council.

5 Recommendations

- 5.1 To approve writing off the amount of £176,703.95 Bad Debt incurred from unpaid PCNs

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| Title of Report: Future Delivery of Off-Street Car Park Enforcement And Penalty Charge Notice Processing | Officer presenting: Head of Business Author: Off-Street Car Parking Officer |
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1 Purpose of Report/Recommendations

- 1.1 To seek the approval of Members to extend the existing Agency Agreement with the Department for Infrastructure (DfI) for the provision of the Off-Street Car Park Enforcement and Penalty Charge Notice Processing services for a further period of 3 years from 1 November 2019 until 31 October 2022.

2 Background

- 2.1 Derry City and Strabane District Council currently operate 15 no paid car parks throughout the City of Derry/Londonderry and Strabane Town Centre.
- 2.2 At the time of the Transfer of the Off-Street Car Parking function, there was only 18 months remaining of the pre-existing contract between the DfI and NSL for the provision of Off-Street Car Parking Enforcement and a Penalty Charge Notice Processing Service. It was considered at the time that it would be best for all Councils to agree to enter into a new 3 year Agency Agreement with the DfI up until 31 October 2019.
- 2.3 Following the decision by Councils to continue with the Agency Agreement for the 2016-2019 period, the NI Regional Off-Street Car Parking Group, on which each of the 11 Councils is represented, recommended the appointment of consultants to assess the future delivery options associated with enforcement and PCN processing. Councils agreed to this proposal and AECOM were appointed via the SCAPE framework for procurement. The DfI has given a deadline of 31 December 2017 for a decision as to whether or not Councils wished to extend or terminate the Contract.

3 Key Issues

3.1 Following extensive consultations with Councils, DfI and service providers around the world, AECOM has completed an analysis of the PCN Income; Comparisons of Traffic Attendant Billed Hours; Private Sector estimated costs; PCN Processing Costs; the experience of Parking Partnerships in English Councils; Council Staff Costs associated with alternative options; Collaborative Delivery; and Pay on Foot calculations.

3.2 Seven options were considered:-

1. Renew contract with DfI/NSL;
2. a) Privately Delivered Service from a single provider;

b) Privately Delivered Service (combination of 2 or more private sector providers);
4. Conversion to Pay on Foot;
5. Partial conversion to Pay on Foot and remainder DfI Pay & Display;
6. Bay sensors and Automatic Number Plate Recognition enforcement;
7. Camera Monitoring and the remainder by private sector (as per Option 2a above).

Options 2a, 2b, 4, 5 and 7 would require Council staff estimated at 1.5 or 2 full time equivalent. These staff would also be involved in the debt collection aspects as private sector costs associated with this work were not obtainable. There is currently a lack of clarity as to whether Option 6 is available for Councils in Northern Ireland from a legal perspective.

3.3 The Regional Off-Street Parking Group has met and officers representing 10 of the 11 Councils have indicated their intention to recommend that their Councils extend the existing Contract with DfI, albeit with certain caveats as outlined below. The remaining Council (Causeway Coast and Glens) is as yet undecided.

3.4 The AECOM analysis has served, not only to show that Councils have exercised due diligence in market testing to ensure Value for Money, but also to highlight a number of issues which Councils will be able to challenge DfI/NSL with regard to, in an effort to derive more from the contract; reduce costs and mitigate the risk of successful appeals against PCNs. The data collected had not previously been available to all Councils and will now be used for the purposes of benchmarking and holding DfI to account.

- 3.5 In the event of Council agreeing to extend the Agency Agreement with DfI, this will be on the basis of closer scrutiny of issues raised as a result of the data findings across all 11 Councils, the introduction of KPIs together with operational modifications such as the conversion of the existing Pay & Display machines to alpha-numeric versions to reduce the risk and cost of fraudulent appeals and prevention of ticket transfer.

4 Financial, Equality, Legal, HR and Other Implications

- 4.1 In the event of Council agreeing to extend the Contract with DfI, the costs are likely to be in close proximity to the existing costs, approximately £211,000.00 per year, covered by the existing Off-Street Car Parking budget;
- 4.2 Should Council agree to extend the Contract with DfI, no further payment will be required for the next stages of the AECOM work, i.e. a savings of approximately £4,000.00 to Council.

5 Recommendations

- 5.1 Members are asked to note that AECOM has completed its analysis in relation to the future delivery options for Off-Street Car Parking (an Executive Summary of which is attached at Appendix 1);
- 5.2 Agree to extending the existing Agency Agreement with the DfI for the provision of the above services for a further period of 3 years from 1 November 2019 until 31 October 2022;
- 5.3 Note the proposals to utilise the findings of the AECOM analysis to improve the service delivery of the DfI and NSL as well as mitigating the risk of costs associated with successful appeals.

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| Title of Report: Update on the work of the Education & Skills Delivery Partnership | Officer presenting: Head of Business Author: Skills Manager |
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1 Purpose of Report/Recommendations

- 1.1 To update members on the work of the Transition Education & Skills Group and the progress made on delivering a number of priority education and skills collaborative actions as identified in the Inclusive Strategic Growth Plan: Community Plan.

2 Background

- 2.1 The Transition Education & Skills Delivery Partnership was established in February 2017 as an implementation structure to deliver the specific detailed actions across the education and skills theme as outlined in the community plan. Four meetings have been held this year with another one scheduled in November.
- 2.2 The remit of the Education & Skills Delivery Partnership is to contribute to the vision of a thriving, prosperous and sustainable City and District with equality of opportunity for all. It has the following mandate:
- It has a strategic role of setting the direction of skills development in the city and district.
 - It has an operational role in leading on co-ordinating and implementing the education and skills actions identified in the Community Plan.
 - It has a reporting role to provide quarterly progress reports to the Community Planning (Transition) Partnership using the Partnership's progress reporting mechanism to monitor key performance measures in line with targets and indicators associated with each outcome.
- 2.3 Membership of the Education & Skills Delivery Partnership is comprised of all the members responsible for the actions in the Strategic Growth Plan including DfE, DfC, NWRC, UU, DE, Business, and Chambers of Commerce & Schools.

3 Key Issues

3.1 With the formal establishment of the Transition Education & Skills Partnership a delivery structure was in place to work collaboratively and coordinate delivery of collaborative actions, therefore council agreed in the short term a £200,000 budget to secure some early project wins using the following approach:

- Prioritisation of actions is focused on partnership working and building on existing initiatives that are already in place rather than duplicating existing activity and waste resources; and
- A focus on planning new activities through joint bids and pooling resources rather than continuing to deliver disparate activities.

3.2 The education and skills collaborative actions outlined below do not include the expansion of the Magee campus and higher and further education generally but it is recognised that this is a key driver for the local economy and these actions are in addition to this. An update on the collaborative actions identified are as follows:

3.3 Shared Education Campus

The submission to the shared application campuses programme is currently with the Minister for approval and has not progressed as power-sharing has not been restored. In the event that it is not positively received it is proposed that whilst the opportunity remains under the Shared Education Campuses Programme to invest in 10 new Shared Education Campuses up to 2019 (five have been approved) that a business case will be commissioned to prepare for the next call for applications.

3.4 Apprenticeships

A number of meetings have taken place with the NWRC and it has been agreed that in working together with other key stakeholders we aim to:

Promote apprenticeships as a progression route to teachers, young people, their parents and businesses;

Promote apprenticeship careers advice and guidance for schools and young people;

Develop the capacity of providers ensuring supply is matched to demand

Encourage more employers across the region to offer apprenticeships; and

Celebrate the successes of apprentices and their employers.

We are currently engaged in reviewing provision in respect of apprenticeships, including higher-level apprenticeships, and considering how best to develop the apprenticeship model (with all training providers) in a way that both supports the Strategic Growth Plan and makes an attractive proposition for the City Deal/Growth Deal.

An action plan is being developed which includes a joint marketing campaign to begin in February 2018 between council and NWRC targeted at students, parents, teachers and businesses to increase the numbers starting and sustaining apprenticeships as a viable career choice across all levels.

In addition, an employer wage incentive is being scoped to ensure that extra support is targeted towards the smallest firms that can least afford the extra upfront costs of taking on an apprentice. The funding criteria set will focus on the creation of a new job to help employers grow their business.

3.5 Learning Cities Network in partnership with NWRC & UU

Five representatives from the Council area attended the UNESCO Global Network of Learning Cities Conference in Cork from 18th - 20th September 2017. It was an excellent event and a huge success not only the benefits of becoming a Learning City clearly outlined but also the main challenges of establishing a governance structure and a shared vision to take the initiative forward. There is no cost for membership but funding will be required to establish a secretariat.

Following a discussion at the Transition Education and Skills Group it was acknowledged that to progress membership we needed to focus on developing disparate initiatives and activities with greater collaboration and partnership working. Emphasis should be to promote the region and establish connectivity to the city and wider areas. There was also discussion about a regional approach with Letterkenny and Donegal. It was agreed that a workshop to hear about best practice and really examine first-hand what works best and what might be adaptable for this region will be hosted by UU with a facilitator sourced. Belfast City Council who recently submitted an application for membership and Cork County Council have agreed to be in attendance at the workshop to be arranged in the New Year.

3.6 Regeneration

Under this funding allocation it was agreed that developing appropriate occupational route ways for a range of unemployed individuals to up-skill and access job opportunities arising from major local developments was key to bringing more individuals into the labour market.

Two proposals are currently under discussion. Firstly, the neighbourhood renewal managers are working with NWRC and council to scope out the potential for an expansion of level 2 IT courses which are currently only funded in the Triax area under Urban Villages. Secondly, to support the investment in Brooke Park and to engage with local unemployed residents' discussions are ongoing with Conservation Volunteers who have residency in the park on a horticultural project. This is being scoped as a project which would involve tackling mental health through horticulture and as a possible pilot to a larger DfC project under the PfG 'Local Works' agenda.

3.7 Careers Advice & Guidance

Pending the publication of the EA's report on the review and assessment of careers advice in the council area there will be joint delivery of actions to progress some projects. In the interim, as part of Enterprise Week on March 5th it has been agreed there will be an event around skills for Start Up Success to promote routes to self-employment and enterprise development.

3.8 Engineering Collaborative Network Action Plan

The Chair of the Transition Education & Skills Partnership, Gavin Killeen has been working with the NWRC and the UU in establishing a sub group to take forward the action plan of the Advanced Manufacturing & Engineering Collaborative Network commissioned to address the sectors' skills issues and to foster better collaboration between businesses and the F&HEIs. A potential Chair has been identified and this will be agreed at the next Transition Education & Skills Partnership meeting.

3.9 Skills Academies

To date two academies have been funded which are industry-led supporting key sectors to realise employment and skills solutions. An IT Software Fundamentals Academy jointly funded by NWRC and DCSDC has been completed. It was a great success and of the 23 students who enrolled, 19 completed the course with 13 into fulltime employment, 2 into temporary work with 2 into further education. A further IT academy is being considered. In addition, the NWRC's Business Support Unit has been approached with demand for a welding academy. It was hoped that the DfE would fund the welding academy but their response has been slow with employers becoming frustrated at not being able to fill local job vacancies. This academy has been again jointly funded. Following an intensive marketing/social media campaign and recruitment drive by council, 15 unemployed people will start eight weeks training on 27th November 2017.

4 Financial, Equality, Legal, HR and Other Implications

4.1 A budget of £200,000 has been identified within the Education and Skills area of the Business section.

5 Recommendations

5.1 Members note the update on the work of the Transition Education & Skills Group and progress made on delivering a number of priority education and skills collaborative actions with partners as identified in the Inclusive Strategic Growth Plan: Community Plan.

Background Papers

None

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|---|--|
| Title of Report: War Memorials | Officer Presenting: Director of Business & Culture Author: Director of Business & Culture/Head of Environment |
|---|--|

1 Purpose of Report/Recommendations

- 1.1 The purpose of this report is to update Members regarding the ownership of the war memorial in the Diamond and to outline the way forward regarding the treatment of other memorials in the City and District.

2 Background

- 2.1 Members previously agreed to carry out repairs and maintenance to the war memorial in the Diamond in Derry. This process was subsequently paused in order for officers to consider ownership issues regarding the memorial and to also consider other memorials in the Council area and their treatment.

3 Key Issues

- 3.1 Council's legal team have researched the matter and determined that Council has the powers to maintain and upkeep the memorials should Members consider this appropriate. These powers arise under the Local Government Act (NI) 1923 Section 7 and apply only to War Memorials as defined within this Act.

4 Financial, Equality, Legal, HR, Improvement and other Implications

- 4.1 A programme of works had been costed in terms of repairs required at the memorial in the Diamond in Derry. Members may now wish to proceed with this project subject to all of the funding being secured and a further report being brought back to the relevant Committee detailing the works and costings for this scheme.
- 4.2 The memorials in Castlederg and Strabane will need to be inspected and a report prepared for Council.

5 Recommendations

5.1 Member's comments and recommendations are invited with regard to the above.

Background Papers

None

| | |
|---|--|
| Title of Report: Business Boost Update | Officer presenting: Head of Business Author: Business Development Manager |
|---|--|

1 Purpose of Report/Recommendations

1.1 To provide members' with a progress update on Business Boost

2 Background

2.1 Members will be aware that council has secured funding from Invest NI and ERDF under the Investment for Growth and Jobs Programme (2014-2020) to deliver the Business Boost Programme. The Business Boost programme will be delivered over a 3 year period and seeks to provide direct mentoring support to enterprises who:

- Employ less than 50 staff
- Can demonstrate the ability to create at least 1 FT equivalent job
- Have an annual turnover less than €10million

2.2 The Business Boost programme aims to:

- Support creation of new sustainable jobs
- Help businesses to become more competitive in both indigenous and export markets
- Promote business growth and innovation (product & process)
- Provide support for priority sectors including: Advanced Manufacturing; Digital and Creative Industries; Life Sciences; Tourism and Culture) that is tailored to business need
- Act as a pipeline to Invest NI Client financial support – R&D funding; Innovation Vouchers; Trade Support

2.3 Business Boost commenced programme delivery in late September 2017 and has made the following progress towards achieving programme targets as per Letter of Offer requirements:

| Programme Element | Target | Delivered | Comments |
|--|---------------|----------------------------------|--|
| Recruitment No. of Participants | 600 | 20 | |
| Job Creation | 400 | 87 FT; 7 PT | Represents job creation potential of the 20 businesses recruited to date over the next 3-5 years |
| Mentoring Days | 1300 | 68 allocated or delivered | Emerging Issues: Selling skills; Accessing finance/ funding; Doing business outside NI; Digital |
| Workshops | 20 | 2 | 28th September - Boston calling (16 participants) 9th November Love me Tender (20 participants) |
| Invest NI Referrals | 30 | 1 | |

3 Key Issues

3.1 The job creation output for the programme re. 400 jobs is very ambitious. This is reflective of Invest NI's target of 1 job created per £1,000 of expenditure. Officers have sought to engage with local business development stakeholders such as North West Regional College, Ulster University, Enterprise North West, Strabane Enterprise Agency, Intertrade Ireland, Labour Relations Agency and Invest NI to support the delivery of Business Boost jobs targets.

4 Financial, Equality, Legal, HR and Other Implications

4.1 The total value of the Business Boost Programme is £503,250 over the next 3 years

5 Recommendations

5.1 Members note content of report

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| | |
|---|--|
| Title of Report: Enterprise Week 2018 Update | Officer presenting: Head of Business Author: Business Officer |
|---|--|

1 Purpose of Report/Recommendations

1.1 To provide members' with a progress update on Enterprise Week 2018

2 Background

2.1 Enterprise week will return for its sixth year on Monday 5th to Friday 9th March 2018.

2.2 Enterprise Week shall be delivered in partnership with Virgin Media Business, Ulster University, North West Regional College, Invest NI, Intergrade Ireland, Young Enterprise and Londonderry Chamber of Commerce. Enterprise Week aims to:

- Increase the level of business start-up in the Council area.
- Increase the levels of business innovation and growth within the council area
- Maximise trade opportunities for the local SME sector
- Encourage more collaborative approaches such a clustering and knowledge sharing
- Improve the capability of the SME sector in relation to public sector and big business procurement

2.3 The information below provides an overview of the programme developed to date

- Monday 5th March - Large scale Food Conference delivered in partnership with Foodovation Centre North West Regional College
- Tuesday 6th March - Virgin Media Digital Media Event

- Wednesday 7th March - Entrepreneurship Festival to be held in Ulster University, this event will specifically target young people, people who are in employment but seeking to start their own business and unemployed people. The aim of the Festival is to motivate individuals to start their own business through inspirational insights gained from successful business owners. The event will also provide direct access to practical guidance and support to help people to turn their business ideas into a reality. There will be a number of support organisations in attendance including Invest NI, Strabane Enterprise Agency, Enterprise North West, Intertrade Ireland, NWRC, UU and Full Circle.
- Thursday 8th March - £10k Start-up challenge - pitching session to identify winning businesses.
- Thursday 8th March - Young Enterprise QuickStart Challenge – programme targeting Year 9/10/11 students (13-15 years) who will be set a social challenge, the students then have to come up with a business idea to solve the challenge.
- Thursday 8th March - Arts & Business Partnering & Place Making Workshop
- Friday 9th March - The culmination of the Enterprise Week 2018 programme is a Meet the Buyer event which is scheduled to take in the City Hotel, Derry. The purpose of the Meet the Buyer Event is twofold:
 - To assist local SME's to grow and showcase their business to a very important and influential public sector and big business audience
 - To provide public sector and big businesses with the opportunity to meet existing and potential new suppliers under the one roof.
- Londonderry Chamber of Commerce have been secured to deliver this event on behalf of Derry City and Strabane District Council in partnership with Causeway Coast and Glens Borough Council. This is the first collaborative Meet the Buyer event across the two council areas, ultimately this will provide new business opportunities to both buyers and suppliers across both council areas. The following targets have been identified for the Meet the Buyer event:
 - A minimum of 35 no. public sector & private sector big business buyers in attendance

- A minimum of 60 suppliers to meet with buyers
- A maximum of 6 fifteen minute face to face, pre scheduled appointments for each supplier.

3 Key Issues

3.1 Where possible partners have committed to providing venues at no cost.

4 Financial, Equality, Legal, HR and Other Implications

4.1 A budget of £15,000 has been allocated to deliver Enterprise Week 2018

5 Recommendations

5.1 Members note content of report

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| | |
|--|--|
| Title of Report: Update on Year 3 Q2 Kickstart To Work Project Funded from the European Social Fund | Officer presenting: Head of Business Author: Skills Manager |
|--|--|

1 Purpose of Report/Recommendations

- 1.1 The purpose of this report is to provide Members with a year 3, Q2 report (1 July 2017 - 30 September 2017) on the Kickstart to Work Project.

2 Background

- 2.1 The original aim of the Kickstart To Work project is to progress 246 unemployed, and economically inactive people closer to employment through capacity building, personal development, mentoring and employment initiatives to overcome barriers in order for them to acquire the appropriate skills to access, achieve and sustain employment.
- 2.2 The project is a holistic client centred model, adopting a five stage menu of support linking actions from the supply to the demand side of labour market engagement:
- Needs Assessment & Personal Development
 - Employability Skills & Job Skills Management
 - Addressing Education, Training and Barriers
 - Work Experience/Employment Initiatives
 - Post Employment Support
- 2.3 The project builds on our current strengths and capacity for delivery through social procurement initiatives, paid work placement opportunities and the HARTE programme. In addition, the project will complement and support existing economic development priorities, for example, a specific Clipper initiative in partnership with the Loughs Agency to maximise the impact of the Maritime Festival for those disadvantaged in our communities.

2.4 The project has been scoped to avail of ESF resources where they can be used to support Council's economic development priorities, where Council is best placed to do so and where needs are not being met by other stakeholders.

3 Key Issues

3.1 It's the final year of the project and it continues to perform well, and is on course to exceed most targets. In year 3, Quarter 2, 96 clients have been case loaded with 69 still live from year 2. The following outcomes have been achieved from leavers up to end of Quarter 2:

| OUTCOMES / DESTINATIONS Year 3 Quarter 2 | | | | |
|--|-------------|---------------|--------------|----------------------|
| Destination | Male | Female | Total | Annual Target |
| Employment F/T | 50 | 16 | 66 | 42 |
| Employment P/T | 0 | 0 | 0 | 6 |
| Self-Employment | 0 | 0 | 0 | 0 |
| Education - Further | 17 | 11 | 28 | 41 |
| Education – Higher level | 2 | 1 | 3 | 0 |
| Training – Level 2 | 1 | 2 | 3 | 20 |
| Training – Govt Programme | 7 | 0 | 7 | 21 |
| Volunteering | 0 | 1 | 1 | 13 |
| Completer | 41 | 11 | 52 | 16 |
| Early leaver (personal reasons – ill health caring responsibilities, no longer engaging, loss contact, request met) | 33 | 15 | 48 | 39 |
| Unknown | 1 | 1 | 2 | 0 |
| Other Positive | 0 | 0 | 0 | 48 |
| Job Search | 2 | 0 | 2 | 0 |
| Total | 154 | 58 | 212 | 246 |

3.2 Qualifications achieved in year 3 at level 1 and industry led short accredited training courses are as follows:

Qualifications year 3
Maritime
Hospitality related

ACTUAL
54
76

| | |
|--|-----------|
| Employability Skills | 31 |
| Short Accredited training Courses | 45 |

3.3 The target of training into level 2 is unlikely to be met as the pathway to level 2 has many barriers which prevent the client group from progressing to other training provision. These barriers include lack of confidence, lack of flexibility on course provision and timetabling and limited if any childcare and travel funding. Training to a govt programme is progression only to Steps to Success, as this is now the only govt provision which is mandatory therefore, we have no control over targets to be achieved in this category.

4 Financial, Equality, Legal, HR and Other Implications

4.1 None

4.2 The budget for year 3 is £402,982 with a 35% match funding contribution secured within the Business Department's rates estimate.

5 Recommendations

5.1 It is recommended that members note the content of the report.

Background Papers

None

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|---|--|
| Title of Report: Launch of £10k Business Start-Up Challenge 2018 | Officer presenting: Head of Business Author: Business Officer |
|---|--|

1 Purpose of Report/Recommendations

- 1.1 To provide members' with a progress update on the launch of the £10k Business Start Up Challenge 2018

2 Background

- 2.1 Members will previously be aware that DCSDC launched the £10K Business Start Up Challenge at Enterprise Week in March 2017. Sixteen applicants were shortlisted to the second stage of the competition which was a 'Pitching Event' held at Business in the Community, BEAM Centre, Maydown on Friday 16th June 2017. Three winners were selected and awarded their prizes at an event held at the Walled City Brewery on Thursday 22nd June:

- 1st Prize (£5,000): Sass & Halo (Aoife Doherty)
Manufacturing and exporting specialised bespoke handcrafted crowns.
- 2nd Prize (£3,000): Derry Nice Things (Ryan Clifford)
Production of unique and contemporary prints and giftware celebrating local heritage and culture.
- 3rd Prize (£2,000): Crazy Rabbit Ice Cream (Rowena Millar and Harkan Pyle)
Producing dairy free ice cream with 100% natural and organic ingredients that contain no gluten or soya.

- 2.2 The £10k Start Up Challenge 2018 will be launched on 14th December at the Winterland Christmas Market, the challenge aims to:

- Reward and encourage entrepreneurial creativity, talent and innovative ideas that will benefit the local economy across the district
- Inspire, encourage and develop the spirit of entrepreneurship and enterprise

- Provide assistance both financially and via a specialised business support package to entrepreneurs that have demonstrated the ability to create jobs and export their products into new markets.

2.3 The challenge is an open call to individuals that have started a business within the council area during the last year. New businesses must have enrolled and completed the 'Go For It' programme as part of the eligibility criteria.

3 Key Issues

3.1 In addition to the cash prize the entrepreneurs will also receive practical business support from Councils Business Support Team and Invest NI, along with business mentoring facilitated through Business Boost.

4 Financial, Equality, Legal, HR and Other Implications

4.1 A budget of £10,000 has been secured through existing Business budget lines to award the winners of the competition, the award is to be used to enable them to develop their business plans further.

5 Recommendations

5.1 Members note content of report