



September 29th, 2022

Chairperson: Alderman A G Ewart MBE

Vice Chairperson: Alderman A Grehan

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

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

Ex Officio: The Right Worshipful the Mayor, Councillor S Carson

Deputy Mayor, Alderman M Guy

Notice of Meeting

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

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

DAVID BURNS
Chief Executive
Lisburn & Castlereagh City Council

Agenda

1.0 Apologies

2.0 Declarations of Interest

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

3.0 Report of Head of Economic Development

3.1 ERDF Sales & Trade Programme – Export Trade Visits

▢ *1. ERDF Sales Trade Programme Galway Trade Visit (002).pdf* *Page 1*

▢ *Appendix 1 - Business Support Prog 2022-23 Draft.pdf* *Page 4*

3.2 Social Enterprise NI (SENI) Annual Gala Awards Ceremony 2022

▢ *2. SENI - Annual SE Awards Gala Dinner - Oct.22 (002).pdf* *Page 16*

▢ *Appendix 2 - Business Collaborations Equality Screening 2022 Draft.pdf* *Page 20*

4.0 Confidential Report of Director of Service Transformation

4.1 Belfast Region City Deal (BRCD) Update

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

▢ *1Confid Belfast Region City Deal (BRCD) Update - Confidential October 202... (002).pdf* *Not included*

▢ *Appendix 1b - Digital Transformation Flexible Fund Briefing Paper.pdf* *Not included*

▢ *Appendix 1c - Innovation Challenge Fund Development Update.pdf* *Not included*

4.2 Food and Drink Campaign proposals for In Year Programme

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

<i>2Confid Food and Drink CampaignV4 (002)_Redactedv2.pdf</i>	<i>Page 31</i>
<i>Appendix 2 Options for Food and Drink with budget v3_Redacted.pdf</i>	<i>Page 36</i>
<i>Appendix 2b Events Equality Assessment Review Sept 22_Redacted.pdf</i>	<i>Page 38</i>

4.3 Lisburn Light Festival & Christmas Programme

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

<i>Light Festival & Christmas Programme - 06 Oct 2022 Committee - Redacted_Redacted 07.05.24 (1).pdf</i>	<i>Page 62</i>
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5.0 Any Other Business



Development Committee

6 October 2022

Report from:

Head of Economic Development

Item for Decision

TITLE: ERDF Sales & Trade Programme – Export Trade Visits

Background and Key Issues:

Background

1. At a meeting of the Development Committee on 4th November 2020, it was agreed to match fund the ERDF Sales and Trade Programme. This business support programme allows participating local SMEs to access bespoke workshops and one to one mentoring to assist them in generating new sales within the local market or target new sales in Great Britain or the Republic of Ireland.

Key Issues

1. The final trade visit of this programme is due to take place from Tuesday 15th to Thursday 17th November with a delegation of businesses and Elected Members travelling to Galway. This will include businesses who will have pre-arranged sales prospecting meetings with potential new clients.
2. A civic itinerary will include engagement with local government and businesses to promote new opportunities between the two regions and forge links to promote growth and development in readiness for exporting.

Recommendation:

It is recommended that the Chair and/or Vice Chair of the Development Committee or their nominees, together with appropriate officer representation, takes part in the Export Trade Visit.

Finance and Resource Implications:

All costs have been previously approved and provision made within the existing 22/23 budget estimates. It is estimated that the cost is likely to be less than £3,000.

Screening and Impact Assessment

1. Equality and Good Relations

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

If no, please provide explanation/rationale

If yes, what was the outcome?:

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

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

It has been concluded that a detailed equality impact assessment is not necessary as this has been included in the overall business support programme equality screening.

Insert link to completed Equality and Good Relations report:

See Appendix.

2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?	<input type="checkbox"/>	Has a Rural Needs Impact Assessment (RNIA) template been completed?	<input type="checkbox"/>	
	Yes		n/a	

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

n/a

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

This conference is open to attendees/businesses throughout Northern Ireland.

SUBJECT TO PLANNING APPROVAL:

No

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

APPENDICES:

Appendix 1 – Business Support Programme Equality Screening

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

Lisburn & Castlereagh City Council

Equality and Good Relations Screening

Part 1. Policy scoping

Information about the policy

Name of the Policy

DRAFT LCCC Business Support Programmes 2022-2023

Is this policy

An existing policy?		A revised policy?		A new policy?	X
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What are the intended aims/outcomes the policy is trying to achieve?

LCCC’s vision for the area is to create opportunities to facilitate business growth. A key theme in the corporate plan is the Economy with the objective to create a vibrant and growing economy.

To achieve this, the Economic Development Business Solutions team has secured a range of funding from Council and external funders to deliver a range of programmes and activities.

Business Solutions Programmes offer a range of initiatives that aim to support the growth of small and micro businesses, providing them with the knowledge and skills to expand, become more competitive and ultimately create new employment opportunities and protect existing jobs within the Lisburn & Castlereagh City Council region.

Programmes are aimed at all eligible businesses and do not target, nor exclude, any particular equality group. However, LCCC recognises that some Section 75 groups may be under-represented in business and entrepreneurship and may require specific

promotion and targeting to ensure that they benefit equitably from LCCC's business support. We therefore allocate resources to sub-programmes that target women (via a partnership with Women in Business) and young people (via Young Enterprise).

The Council recognises that there are a variety of economic issues affecting the future growth and development of businesses across the Council area; The Business Support Programmes are designed to address issues faced by all of our businesses across all the sectors which include business start-ups, small and micro businesses and medium sized enterprises and social enterprises providing them with the potential to develop and grow, providing new job opportunities for all residents across the Council area.

The Lisburn & Castlereagh Business Support Programmes are a key component in the continuum of support offered by Council to address the challenges and develop the sustainability and competitiveness of small and micro businesses.

Are there any expected benefits to the Section 75 categories/groups from this policy? If so, please explain

Yes, the policy will directly benefit section 75 categories by ensuring access to and awareness of business support programmes. Most business support services provided by LCCC are open to all businesses/people who meet the programme criteria. Some programmes target specific groups – eg, women, young people - and these groups will particularly benefit from those programmes.

A need exists for the Council to support the micro and small to medium enterprises through Business Support programmes. Micro and small enterprises are central to the fabric of the local economy, therefore the ability of the small business sector to be flexible and innovative in responding to economic shocks and opportunities is critical to the process of building and growing the local economy. Indirectly, the business support programmes will benefit Section 75 groups through provision of a vibrant economy, jobs and services.

Who initiated or wrote the policy?

Economic Development Unit, Lisburn and Castlereagh City Council (LCCC)

Who owns and who implements the policy?

Lisburn and Castlereagh City Council own the policy. The policy is implemented by the Service Transformation Directorate’s Economic Development Unit.

Implementation factors

Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision?

If yes, are they

Financial?	<input checked="" type="checkbox"/>	Legislative?	<input type="checkbox"/>	Other?	<input checked="" type="checkbox"/>
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If other, please detail below

The Business Support Programmes are impacted by fixed budgets. Projects are normally funded through European Funding, Invest NI, and match funded by Council. Funding for the current programmes is secured to the end of 2022. The split of funding varies by programme but is generally 80% ERDF & Invest NI Funding and 20% Council or 60% EU Interreg: 40% LCCC.

Delivery of programmes can be impacted by constraints of finance, and also the Covid Pandemic which is limiting Face to Face events and forcing some aspects of delivery online to webinars etc in line with regulations and recommendations to mitigate risk in relation to Covid 19.

Main stakeholders affected

Who are the internal and external stakeholders (actual or potential) that the policy will impact upon?

Staff:	Relevant Council Staff, Economic Development Function and Senior Management
Service Users & Delivery Partners	<p>Users of the service are members of the business community within the Lisburn and Castlereagh Council area or businesses who wish to start a new business in the area.</p> <p>Delivery Agents procured through the Tendering process.</p> <p>Business Advisors/ mentors facilitating the programmes.</p> <p>Delivery Partners to include Invest NI, SERC, InterTrade Ireland, Inspire, LEO, Princes Trust etc</p>
Other Public Sector Organisations	Invest NI who have oversight of the Programme to ensure compliance with European funding.
Voluntary/Community/Trade Unions	Business in the Community (BiTC), Social Enterprise NI
Other	Elected members

Other policies with a bearing on this policy

Name of policy	Who owns or implements policy?
1. LCCC Corporate Plan 2018/2022	LCCC https://www.lisburncastlereagh.gov.uk/uploads/general/CORPORATE_PLAN_2018.pdf
2. LCCC Community Plan 2017 – 2032	LCCC https://www.lisburncastlereagh.gov.uk/uploads/general/Community_Plan_2017-2032_EMAIL.pdf

Available evidence

What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories.

NISRA report that in 2021, the Lisburn Castlereagh City Council area has 5,170 registered businesses registered for VAT and/or PAYE. Of these 22% are sole traders, 66% are small businesses with up to 9 employees, 10% are medium enterprises with 10-49 employees and 2% are large business with more than 49 staff.

Lisburn and Castlereagh also has a population of 146,452 residents, of which 62% are of working age 16-64.

There is no publicly available data on the religious or racial background, political opinion, age, marital status or sexual orientation of business owners. This data has not previously been collected from participants of business support programmes.

Funding requirements stipulate the conditions of participation on programmes, namely business location, size, turnover etc. However, programmes such as those focused on youth entrepreneurship or social enterprise do collate additional information on programme participants such as age, gender, disability.

Sec 75 Category	Details of evidence/information
Religious Belief	None
Political Opinion	None
Racial Group	None
Age	None
Marital Status	None
Sexual Orientation	None
Men & Women Generally	https://www.nisra.gov.uk/labour-force-survey-women-northern-ireland-2020 The 2020 Labour Force Survey reports that just 8% of women in NI are Self Employed and 68% of women aged 16-64 were employed.
Disability	None
Dependants	None

Needs, experiences and priorities

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular policy/decision? Specify details for each of the Section 75 categories

Sec 75 Category	Details of needs/experiences/priorities
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Religious Belief	Unknown,
Political Opinion	Unknown
Racial Group	There could be potential barriers to accessing services due to lack of awareness of support available, language or cultural barriers.
Age	There is a need to address employment of young people and to raise awareness of small business and entrepreneurship as options. Young people may need targeted support.
Marital Status	Unknown
Sexual Orientation	Unknown.
Men & Women Generally	As females have been identified as an underrepresented group in business, we are keen to increase female participation. Such an example includes planned collaborative work with the Women in Business Network and Invest NI to promote Female participation in business start-ups.
Disability	Disabled people are under-represented in employment and may benefit from tailored support to enable them to consider self-employment or running own business. Potentially, there may be barriers to accessing services, specific needs which require consideration within the delivery of programmes to ensure access for all. Since the onset of the Covid 19 pandemic delivery of programmes is a hybrid of online and face to face engagements with business workshops and mentoring, and inclusion of subtitles on our video or webinar content.
Dependants	Potentially there may be barrier to accessing services due to timing and location of Business Support programmes or economic inactivity due to dependants. Running their own business can provide flexible working options for some people with dependants, especially women but they may need tailored support to take the step to self-employment or setting up a business.

Part 2. Screening questions

1. What is the likely impact on equality of opportunity for those affected by this policy, for each of the Sec 75 equality categories? (minor/ major/ none)

Sec 75 Category	Details of policy impact	Level of impact (minor/major/none)
Religious Belief	No differential impact. Programmes are likely to be taken up by people from all backgrounds.	None

Political Opinion	No differential impact. Programmes are likely to be taken up by people from all backgrounds.	None
Racial Group	No differential impact. Programmes are likely to be taken up by people from all backgrounds.	None
Age	No differential impact. Programmes are likely to be taken up by people from all backgrounds.	None
Marital Status	No differential impact. Programmes are likely to be taken up by people from all backgrounds.	None
Sexual Orientation	No differential impact. Programmes are likely to be taken up by people from all backgrounds.	None
Men & Women Generally	All programmes are aimed at benefiting all users but Female participation has been identified as a targeted group with initiatives in place to increase % start-ups across some of our programmes. This is expected to have a positive impact with 40% female participation an aspiration.	Minor Positive
Disability	None anticipated	None
Dependants	No differential impact unless we do some targeting or tailoring to programme recruitment.	None

LCCC Programmes will be delivered with a view to benefitting all businesses, community associations and voluntary organisations throughout the Council area.

If any further opportunities were to arise to continue to promote equality of opportunity then these would be given consideration in due course.

2. Are there opportunities to better promote equality of opportunity for people within the Sec 75 equality categories?

Sec 75 Category	IF Yes, provide details	If No, provide details
Religious Belief		None anticipated

Political Opinion		None anticipated
Racial Group		None anticipated
Age	Continuation of promotion of programmes through a range of mediums including social or web based media, plus printed media and materials to ensure accessibility.	
Marital Status		None anticipated.
Sexual Orientation		None anticipated
Men & Women Generally	We propose to do more analysis of who benefits from our programmes to ensure equality of opportunity for male and female business owners	
Disability	Potential to include in future specifications and partner agreements, to ensure all information and support provided is fully accessible and doesn't present any barriers.	
Dependants		None anticipated.

LCCC business support programmes will be delivered with a view to benefitting all eligible businesses within the area.

If any further opportunities were to arise to continue to promote equality of opportunity then these would be given consideration in due course.

We can identify opportunities in future as a result of analysis of previous years' experience.

It is considered that there are no better opportunities to promote equality of opportunity for the Section 75 groups at this time.

3. To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group? (minor/ major/ none)

Good Relations Category	Details of policy impact	Level of impact (minor/major/none)
Religious Belief	No impact identified	None
Political Opinion	No impact identified	None
Racial Group	No impact identified	None

4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Good Relations Category	IF Yes, provide details	If No, provide details
Religious Belief/ Political Opinion/ Racial Group		No opportunity identified.

Additional considerations

Multiple identity

Provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.

LCCC recognises that all individuals are not exclusive to just one designated group. “Multiple identity” can mean multiple disadvantage and consideration has been given within this screening exercise in order to ensure benefit to all groups.

If any further opportunities were to arise to continue to promote equality of opportunity then these would be given consideration in due course.

Part 3. Screening decision

If the decision is not to conduct an equality impact assessment, please provide details of the reasons.

Section 75 considerations have been embedded in the delivery and strategic development of all Business Support programmes to date, as required by funding contracts compliance.

No negative impacts have been identified during the screening process. Any issues re ensuring accessibility and equal participation in business support programmes can be addressed by the mitigations proposed for the programmes to ensure equality of opportunity.

It is therefore considered that the undertaking of an EQIA is not necessary at this time.

If the decision is not to conduct an equality impact assessment the public authority should consider if the policy should be mitigated or an alternative policy be introduced.

The Economic Development team will offer mitigations to ensure that those who traditionally face barriers genuinely experience equality of opportunity.

If the decision is to subject the policy to an equality impact assessment, please provide details of the reasons.

N/A

Mitigation

When the public authority concludes that the likely impact is 'minor' and an equality impact assessment is not to be conducted, the public authority may consider mitigation to lessen the severity of any equality impact, or the introduction of an alternative policy to better promote equality of opportunity or good relations.

Can the policy/decision be amended or changed or an alternative policy introduced to better promote equality of opportunity and/or good relations?

If so, give the **reasons** to support your decision, together with the proposed changes/amendments or alternative policy.

It is not deemed necessary to amend the policy however, mitigations will be introduced to address barriers to participation.

These mitigations include targeted promotion of programmes, providing information in other formats or with subtitles and by ensuring people are aware of the opportunities offered by the council's business support programmes and have no barriers to participation.

Timetabling and prioritising

Factors to be considered in timetabling and prioritising policies for equality impact assessment.

If the policy has been '**screened in**' for equality impact assessment, then please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3, with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

Priority criterion	Rating
Effect on equality of opportunity and good relations	
Social need	
Effect on people's daily lives	
Relevance to a public authority's functions	
Total Rating Score	N/A

Is the policy affected by timetables established by other relevant public authorities?

If yes, please provide details

n/a

Part 4. Monitoring

Participation of programmes will be monitored by Economic Development Officers managing the programmes. This will enable mitigations such as targeted promotion of projects to be put in place.

Evaluation of programmes will also inform and direct future programme planning.

Part 5 - Approval and authorisation

Screened by:	Position/Job Title	Date
Patricia Mallon	Economic Development Manager	28/09/2022
Reviewed by:		
Mary McSorley	Equality Officer	
Approved by:		
Paul McCormick	Head of Economic Development	

Note: A copy of the Screening Template, for each policy screened should be 'signed off' and approved by a senior manager responsible for the policy, made easily accessible on the public authority's website as soon as possible following completion and made available on request.



Development Committee

6 October 2022

Report from:

Head of Economic Development

Item for Decision

TITLE: Social Enterprise NI (SENI) Annual Gala Awards Ceremony 2022

Background and Key Issues:

Background

1. The SENI NI Annual Gala Awards Ceremony will take place on Friday 14th October 2022 in the Crowne Plaza Hotel, Belfast.
1. Lisburn and Castlereagh City Council entered the 'Council of the Year' category, and has been shortlisted by the independent judging panel as a finalist. The application outlined the Council's commitment to social entrepreneurship, including partnering in a successful collaborative bid to the EU Interreg fund to deliver a European wide Support Network for Social Entrepreneurs (SuNSE). This project recently completed in May 2022.
2. Led by Highlands and Islands Enterprise, and utilising a series of partners across North West Europe this project:
 - Developed a network of social entrepreneurship hubs to act as local points to enable individuals with ideas and ambition to explore social enterprise business solutions;
 - Supported over 300 people to access a programme of business support leading to the development of 200 new enterprises, of which 70 will bring new products and services to the market.

3. In Lisburn and Castlereagh the Council worked in partnership with Development Trusts NI to deliver the local element of the project, supporting new and existing social enterprises to develop new products and services. Results included:
- 28 online workshops delivered with an overall attendance of 276;
 - 11 online/in-person networking events to 168 individuals;
 - 9 new start-up social enterprise plans were developed;
 - End of project 'Meet the Network' showcase and networking event was held in the Island Hall. Speakers and attendance included social entrepreneurs, corporate and public sectors representatives, investors and grant funders.

Key Issues

1. This awards event will showcase the regional Social Enterprise (SE) sector with 14 award categories ranging from NI Social Enterprise of the Year to Emerging Social Enterprise Leader, and for the first time there was a public vote on the Consumer Facing Social Enterprise award category.
2. Individual Member's rate to attend the 2022 Awards Gala Dinner is £75. The event starts at 6:00 pm with a reception, followed by dinner at 7:00 pm and the Awards Ceremony at 9.30pm. Dress code is black tie.

Recommendation:

It is recommended that the Members consider and agreed that the Chair and/or Vice Chair of the Development Committee or their nominees attend along with officer representation.

Finance and Resource Implications:

£75 per person attending, with one slot already paid for through the combined sponsorship of Councils, to be accommodated from within the current 2022-23 economic development budget estimates.

Screening and Impact Assessment

1. Equality and Good Relations

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

Yes

If no, please provide explanation/rationale

If yes, what was the outcome?:

Option 1
Screen out
without mitigation

Yes

Option 2
Screen out with
mitigation

No

Option 3
Screen in for
a full EQIA

No

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

It has been concluded that a detailed equality impact assessment is not necessary as this has been included in the overall business collaborations equality screening.

Insert link to completed Equality and Good Relations report:

See Appendix

2. Rural Needs Impact Assessment:

Has consideration been
given to Rural Needs?

Yes

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

n/a

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

N/A

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

This Gala Awards Event is open to attendees/businesses throughout Northern Ireland.

SUBJECT TO PLANNING APPROVAL:

No

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

APPENDICES:

Appendix 2 – Business Collaborations Equality Screening

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

Lisburn & Castlereagh City Council

Equality and Good Relations Screening

Part 1. Policy scoping

Information about the policy

Name of the Policy

Draft LCCC Business Solutions Collaboration Projects/Initiatives 2022-2023

Is this policy

An existing policy?	<input type="checkbox"/>	A revised policy?	<input type="checkbox"/>	A new policy?	<input checked="" type="checkbox"/>
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What are the intended aims/outcomes the policy is trying to achieve?

Business Solutions Collaboration Projects and Initiatives offer a range of activities that aim to support the growth of small and micro businesses. The aim is to help celebrate and create opportunities for local SME's and also provide and support knowledge development and skills expansion.

Programmes are aimed at all eligible businesses and do not target, nor exclude, any particular equality group.

The intended aims and outcomes of this associated equality screening policy will ensure that the Collaboration Projects delivered through the LCCC Business Solutions Action Plan 2022-2023 take cognisance of equality legislation including Section 75, and enable participation from under-represented groups.

Are there any expected benefits to the Section 75 categories/groups from this policy? If so, please explain

Yes, the policy will benefit section 75 categories by ensuring equal access to and awareness of programmes.

Who initiated or wrote the policy?

Economic Development Unit, Lisburn and Castlereagh City Council (LCCC)

Who owns and who implements the policy?

Lisburn and Castlereagh City Council own the policy. The policy is implemented by the Service Transformation Directorate's Economic Development Unit.

Implementation factors

Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision?

If yes, are they

Financial?	X	Legislative?		Other?	X
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If other, please detail below

Business Solutions Collaboration Projects and Initiatives are impacted by fixed budgets.

Currently projects can be funded through European Funding, Invest NI, and match funded by Council and its partners in the collaboration

Delivery of programmes can be impacted by constraints of finance.

Main stakeholders affected

Who are the internal and external stakeholders (actual or potential) that the policy will impact upon?

Staff:	Appropriate Council Staff, Economic Development Function and Senior Management
Service Users & Delivery Partners	Users of the service are members of the business community within the Lisburn and

	<p>Castlereagh Council area or businesses who wish to start a new business in the area.</p> <p>Delivery Agents procured through the Tendering process.</p> <p>Business Advisors/ mentors facilitating the programmes.</p> <p>Stakeholders and partners, such as Social Enterprise NI.</p> <p>Contract Delivery Partners to include Invest NI, SERC, InterTrade Ireland, Inspire, LEO, Princes Trust, other local authorities etc</p>
Other Public Sector Organisations	Invest NI who have oversight of any EU funded Programme to ensure compliance.
Voluntary/Community/Trade Unions	Business in the Community (BiTC), Social Enterprise NI
Other	Elected members

If other, please detail below

n/a

Other policies with a bearing on this policy

Name of policy	Who owns or implements policy?
1. LCCC Corporate Plan 2018/2022	LCCC https://www.lisburncastlereagh.gov.uk/uploads/general/CORPORATE_PLAN_2018.pdf
2. LCCC Community Plan 2017 – 2032	LCCC https://www.lisburncastlereagh.gov.uk/uploads/general/Community_Plan_2017-2032_EMAIL.pdf
3. LCCC Economic Development Action Plan 2018-2022	LCCC
4. Racial Equality Strategy for NI 2015-2025	OFMDFM https://www.executiveoffice-ni.gov.uk/sites/default/files/publications/ofmdfm/racial-equality-strategy-2015-2025.pdf

Available evidence

What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories.

NISRA report that in 2021, the Lisburn Castlereagh City Council area has 5,170 registered businesses registered for VAT and/or PAYE. Of these 22% are sole traders, 66% are small businesses with up to 9 employees, 10% are medium enterprises with 10-49 employees and 2% are large business with more than 49 staff.

Lisburn and Castlereagh also has a population of 146,452 residents, of which 62% are of working age 16-64.

There is no publicly available data on the religious or racial background, political opinion, age, marital status or sexual orientation of business owners.

Funding requirements stipulate the conditions of participation on programmes, namely business location, size, turnover etc. However, programmes such as those focused on youth entrepreneurship or social enterprise do collate additional information on programme participants such as age, gender, disability.

Sec 75 Category	Details of evidence/information
Religious Belief	None
Political Opinion	None
Racial Group	None
Age	None
Marital Status	None
Sexual Orientation	None
Men & Women Generally	https://www.nisra.gov.uk/labour-force-survey-women-northern-ireland-2020 The 2020 Labour Force Survey reports that just 8% of women in NI are Self Employed and 68% of women aged 16-64 were employed.
Disability	None
Dependants	None

Needs, experiences and priorities

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular policy/decision? Specify details for each of the Section 75 categories

Sec 75 Category	Details of needs/experiences/priorities
Religious Belief	Unknown,

Political Opinion	Unknown
Racial Group	Potential barriers to accessing services due to language etc
Age	Some business support programmes, particularly those developed in tandem with Princes Trust or Young Enterprise focus on youth entrepreneurship, this has been identified as a need to address levels of economic activity/inactivity within younger age groups.
Marital Status	Unknown
Sexual Orientation	Unknown.
Men & Women Generally	As females have been identified as an underrepresented group in business, we are keen to increase female participation. Such an example includes planned collaborative work with the Women in Business Network and Invest NI to promote Female participation in business start-ups.
Disability	Potentially, there may be barriers to accessing services, specific needs which require consideration within the delivery of programmes to ensure access for all. Since the onset of the Covid 19 pandemic delivery of programmes is a hybrid of online and face to face engagements with business workshops and mentoring, and inclusion of subtitles on our video or webinar content.
Dependants	Potentially there may be barrier to accessing services due to timing and location of Business Support programmes.

Part 2. Screening questions

1. What is the likely impact on equality of opportunity for those affected by this policy, for each of the Sec 75 equality categories? (minor/ major/ none)

Sec 75 Category	Details of policy impact	Level of impact (minor/major/none)
Religious Belief	None anticipated	None
Political Opinion	None anticipated	None
Racial Group	None anticipated	None
Age	None anticipated	None
Marital Status	None anticipated	None
Sexual Orientation	None anticipated	None
Men & Women Generally	All programmes are aimed at benefiting all users but Female participation has been identified as a targeted group with initiatives in	None

	place to increase % start-ups across some of our programmes. This is expected to have a positive impact with 40% female participation an aspiration.	
Disability	None anticipated	None
Dependants	None anticipated	None

LCCC Programmes will be delivered with a view to benefitting all businesses, community associations and voluntary organisations throughout Northern Ireland.

If any further opportunities were to arise to continue to promote equality of opportunity then these would be given consideration in due course.

2. Are there opportunities to better promote equality of opportunity for people within the Sec 75 equality categories?

Sec 75 Category	IF Yes, provide details	If No, provide details
Religious Belief		None anticipated
Political Opinion		None anticipated
Racial Group		None anticipated
Age	Continuation of promotion of programmes through a range of mediums including social or web based media, plus printed media and materials.	
Marital Status		None anticipated.
Sexual Orientation		None anticipated
Men & Women Generally	Targeted promotion of programmes through a range of mediums including social or web based media, plus printed media and materials	
Disability	Continuation of promotion of programmes through a range of mediums including social or web based media, plus printed media and materials	
Dependants	Continuation of promotion of programmes through a range of mediums including social or web based media, plus printed media and materials	

All LCCC Programmes will be delivered with a view to benefitting all businesses, community associations and voluntary organisations throughout Northern Ireland.

If any further opportunities were to arise to continue to promote equality of opportunity then these would be given consideration in due course.

It is considered that there are no better opportunities to promote equality of opportunity for the Section 75 groups at this time.

3. To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group? (minor/ major/ none)

Good Relations Category	Details of policy impact	Level of impact (minor/major/none)
Religious Belief	None	None
Political Opinion	None	None
Racial Group	None	None

4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Good Relations Category	IF Yes, provide details	If No, provide details
Religious Belief/ Political Opinion/ Racial Group		Business Collaboration programmes are focused on improving capability and facilitating growth of participating businesses and therefore do not directly promote good relations.

Additional considerations

Multiple identity

Provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.

LCCC recognises that all individuals are not exclusive to just one designated group. "Multiple identity" has been given consideration within this screening exercise in order to ensure benefit to all groups.

If any further opportunities were to arise to continue to promote equality of opportunity then these would be given consideration in due course.

Part 3. Screening decision

If the decision is not to conduct an equality impact assessment, please provide details of the reasons.

Section 75 considerations have been embedded in the delivery and strategic development of all Council Business Support programmes to date, as required by European funding and Invest NI compliance.

All LCCC programme aims and outcomes are fully in line with Section 75 requirements and are audited and evaluated extensively to ensure continual compliance.

No negative impacts have been identified during the screening process. Any issues re ensuring accessibility and equal participation in business support programmes can be addressed by the mitigations proposed for the programmes.

It is therefore considered that the undertaking of an EQIA is not necessary at this time.

If the decision is not to conduct an equality impact assessment the public authority should consider if the policy should be mitigated or an alternative policy be introduced.

The Economic Development team will offer mitigations to ensure that those who traditionally face barriers genuinely experience equality of opportunity. These mitigations include targeted promotion of programmes, providing information in other formats or with subtitles and by ensuring people are aware of the opportunities offered by the council's business support programmes and have no barriers to participation.

If the decision is to subject the policy to an equality impact assessment, please provide details of the reasons.

N/A

Mitigation

When the public authority concludes that the likely impact is ‘minor’ and an equality impact assessment is not to be conducted, the public authority may consider mitigation to lessen the severity of any equality impact, or the introduction of an alternative policy to better promote equality of opportunity or good relations.

Can the policy/decision be amended or changed or an alternative policy introduced to better promote equality of opportunity and/or good relations?

If so, give the **reasons** to support your decision, together with the proposed changes/amendments or alternative policy.

It is not deemed necessary to amend the policy or introduce further mitigations other than the mitigations noted above that will address barriers to participation.

Timetabling and prioritising

Factors to be considered in timetabling and prioritising policies for equality impact assessment.

If the policy has been ‘**screened in**’ for equality impact assessment, then please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3, with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

Priority criterion	Rating
Effect on equality of opportunity and good relations	
Social need	
Effect on people’s daily lives	
Relevance to a public authority’s functions	
Total Rating Score	N/A

Is the policy affected by timetables established by other relevant public authorities?

If yes, please provide details

n/a

Part 4. Monitoring

See note above.

Part 5 - Approval and authorisation

Screened by:	Position/Job Title	Date
Patricia Mallon	Economic Development Manager	28/09/22
Approved by: Paul McCormick	Head of Economic Development	

Note: A copy of the Screening Template, for each policy screened should be 'signed off' and approved by a senior manager responsible for the policy, made easily accessible on the public authority's website as soon as possible following completion and made available on request.



Development Committee

Confidential

6 October 2022

Confidential Report from:

Director of Service Transformation

Local Government Act (Northern Ireland) 2014

Schedule 6 - Access to Information: Exemption Information

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

When will the report become unrestricted:

Specify when
report will
become available

Redacted
report
available

End of tender
period
(March 2024)

Never

Item for Decision

TITLE:

Food and Drink Campaign proposals for In Year Programme

Background and Key Issues:

Background:

- In March 2022, the Development Committee agreed for the tourism Food and Drink Campaign be put out to public tender to include a series of costed options for Members to consider involving:
 - growth in the Royal Hillsborough Farmers Markets and Christmas Markets
 - growth in the Speciality Food Fair in Historic Moira
 - proposals for Lisburn, Dundonald and Carryduff

This was based on the positive evaluation and feedback on the outcome of last year's programme and how it supported the food and drink sector locally while additionally providing an attraction within the visitor economy.

2. There was just the one tender received, that was subsequently scored and assessed in July 2022, with the award being made to [REDACTED]. The tender price confirmed that the Council was unable to deliver on all of the options presented above.
3. Given the lead-in time it involved, it has been necessary to start planning for the Moira Speciality Food Fair. As previously reported, this event will be enhanced as a consequence of the additional funding secured from the Small Settlements Programme (DfI, DAERA and DfC funding) and a successful NI Regional Food Programme (NIRFP) grant application (DAERA). The Council has been successful in securing funding from NIRFP on an annual basis since 2015 for various projects associated with the promotion of the local food and drink offering, mainly focused on the Moira event. The Small Settlements Programme is a pilot funding programme that offers a one-off funding opportunity to be spent in the current financial year to March 2023.
4. The Moira Speciality Food Fair will be staged over 14/15 October at Moira Demesne. Plans for the event include additional activities, more traders and more entertainment for the Saturday with a new element planned for Friday 14 October targeting local businesses. A promotional campaign is being developed in an effort to maximise attendance across the two days. The Small Settlements grant is being utilised in support of the Friday event.

Key Issues:

1. The successful tender amount was in the sum of [REDACTED]. The net cost to the Council to run the programme is [REDACTED], with the balance covered by the grants secured. As part of the successful tender, three main options exist in terms of taking the remaining food and drink events forward within the available budget. The cost to stage events has increased significantly, in line with inflationary pressures.
2. By way of example, at the Moira Speciality Food Fair:
 - Main Food Hall Marquee with levelled flooring – previous years the cost of this component was [REDACTED] (no increase for years), however in 2022 the cost for the same specification marquee is [REDACTED]. An increase of 89%
 - Cost of generators in 2021 was [REDACTED]. In 2022 the cost will be [REDACTED]
 - Security – hourly rate has increased by 6.6%
 - Fuel – increased significantly – expected cost of running generators for events will be doubled
 - Delivery and collection prices have increased due to increase in wages and fuel costs
3. There are three options for Members to consider (**see attached Appendix**). In considering, Members should factor in which events provide the best return to the visitor economy given that the overall initiative is funded as part of the Council's tourism programme, and in line with the Tourism Strategy 2018 – 2022 (that seeks to *build on the*

strengths we already have and enhance our cultural offering, including supporting the growing specialty food sector, establishing the area as a culinary destination). A decision is now required on the preferred option. Even with the funding from the Small Settlements Programme and NI Regional Food Programme, the tender price and programme budget cannot accommodate everything that was itemised in the tender specification.

4. Officers are recommending that the Council proceeds with Option 2, which includes a number of Royal Hillsborough farmers markets (likely now in November and January/February), as well as a Royal Hillsborough Christmas Farmers Market in December (Royal Hillsborough being one of the Council's key tourism assets, and a strategic priority in the Tourism Strategy). Option 1 does not focus sufficiently on Royal Hillsborough, and Option 3 lacks publicity, thus reducing the Council's potential to generate future economic benefits and profile for the area.
5. It is possible that additional events could be added in should Council budgets become available, ie underspends or budget slippage, but this is not guaranteed. Should more budget become available then options in priority order include:
 - Lisburn Farmers Market
 - Carryduff and/ or Dundonald
 - Developing a branded consortium of food and drink producers from the Council area showcasing their wares at the Balmoral Show
6. Mentoring support for two pilot Community Markets (from the eligible rural areas) is included in the tender proposal. Funded from the Small Settlements Programme this part of the project is being led by the Council's Communities team, in collaboration with officers from Tourism. This project has been considered and agreed by the Leisure and Community Development Committee.

Recommendation:

It is recommended that the Committee considers and agrees:

1. To note the outcome of the tender.
2. To proceed with Option 2 as outlined above.
3. The relative prioritisation as outlined should additional budget become available.

Finance and Resource Implications:

The total tender awarded to [REDACTED] is up to a maximum [REDACTED]. Sources of funding are [REDACTED] (Tourism budget estimates), DfC Small Settlements [REDACTED] and NI Regional Food Programme circa [REDACTED] with the balance [REDACTED] received as income in traders fees. No provision exists in the tourism budget estimates to increase the budget to accommodate the further options at this point in time.

Screening and Impact Assessment

1. Equality and Good Relations

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

If no, please provide explanation/rationale

If yes, what was the outcome?:

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

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

LCCC does not anticipate that Moira Speciality Food Fair (included as part of the Events Funding Policy) will impact adversely on any Section 75 group, but instead, through an open and transparent application process for funding requests, will promote equality of opportunity and good relations.

Insert link to completed Equality and Good Relations report:

See Appendix

2. Rural Needs Impact Assessment:

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

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

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

The event proposed will have a positive impact on the local rural business community and the Council area as a whole. Considering that almost half of the L&CCC district is rural, the regeneration of the LCCC area, s a key priority for the Council whom over the next 10 years will continue to invest in regeneration initiatives. Economic development initiatives such as the Food & Drink Programme will benefit the local rural population and visitors to the area. The project will contribute towards the Council's overall strategic objective of increasing economic development in the L&CCC area for the benefit of all citizens.

SUBJECT TO PLANNING APPROVAL:

No

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

APPENDICES:

Appendix 3a – Options for Food and Drink Delivery
Appendix 3b – Equality Screening

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

Options for Food & Drink with indicative budget estimates

Option One

Budget Overview Option 1 - Update 10 Aug 2022	
Details of Expense	Price 2022
Moira Speciality Food Fair + Festival	
Royal Hillsborough Farmers Market (1 market either in Sept or Oct)	
Royal Hillsborough Christmas Market	
<i>Either Carryduff OR Dundonald Christmas Market (but circa [redacted] under-budget)</i>	
Mentoring for Community Markets (2.5 days incl templates and workshop)	
Photography, Videography & Media Monitoring ([redacted] for Programme	
Programme Wide Activity - Influencer & familiarisation trip Fees	
Proposed Spend	

Option 1 indicative spend

- Moira Food Fair & Festival
- 1 Royal Hillsborough Farmers Market
- This would leave circa [redacted] towards a market in Dundonald or Carryduff, but not both and still [redacted] under budget (estimated at [redacted] per market)
- Royal Hillsborough Christmas Market
- Reduced 'Programme Wide PR Activity' by which we mean Influencer activity and familiarisation trip

Option 2

Budget Overview Option 2 - Update 10 Aug 2022	
Details of Expense	Price 2022
Moira Speciality Food Fair + Festival	
Royal Hillsborough Farmers Market (2 markets – Nov, Jan or Feb)	
Royal Hillsborough Christmas Market	
Carryduff and Dundonald Christmas Markets	£0.00
Mentoring for Community Markets (2.5 days incl templates and workshop)	
Photography, Videography & Media Monitoring ([redacted]) for Programme	
Programme Wide Activity - influencer & familiarisation trip fees	
Proposed Spend	
Budget left for allocating to advertising or entertainment	
Programme Budget	

Screening Form (2010 Guidance)

(Taken from Section 75 of the Northern Ireland Act 1998 – A Guide for public authorities April 2010, Appendix 1)

Introduction – Notes to Aid Completion of the Screening Form

The following notes are included in Appendix 1 of the Guidance and are an aid to assist completion of the screening form.

Part 1. Policy scoping – asks public authorities to provide details about the policy, procedure, practice and/or decision being screened and what available evidence you have gathered to help make an assessment of the likely impact on equality of opportunity and good relations.

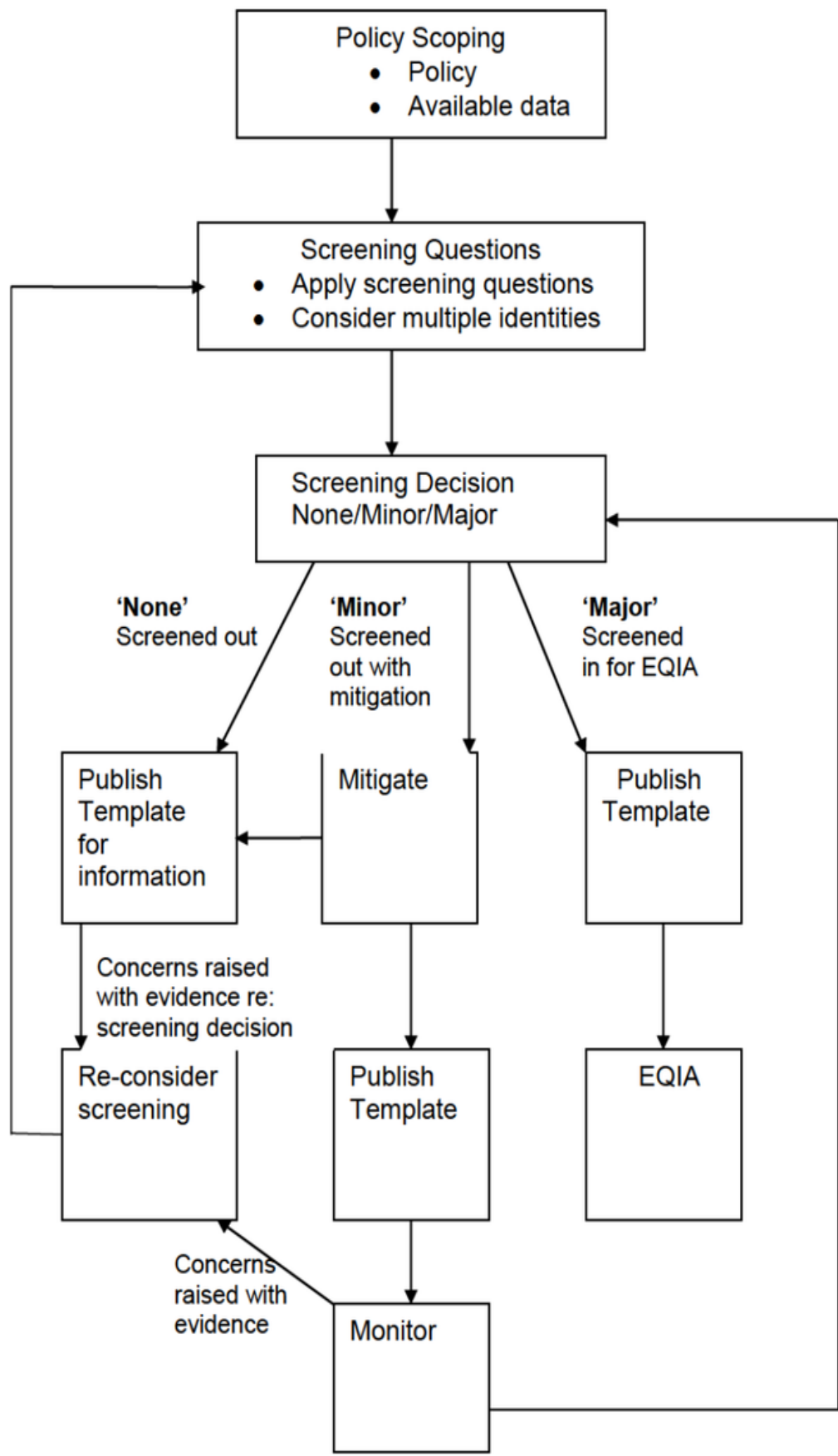
Part 2. Screening questions – asks about the extent of the likely impact of the policy on groups of people within each of the Section 75 categories. Details of the groups consulted and the level of assessment of the likely impact. This includes consideration of multiple identity and good relations issues.

Part 3. Screening decision – guides the public authority to reach a screening decision as to whether or not there is a need to carry out an equality impact assessment (EQIA), or to introduce measures to mitigate the likely impact, or the introduction of an alternative policy to better promote equality of opportunity and/or good relations.

Part 4. Monitoring – provides guidance to public authorities on monitoring for adverse impact and broader monitoring.

Part 5. Approval and authorisation – verifies the public authority's approval of a screening decision by a senior manager responsible for the policy.

A screening flowchart is provided overleaf.



Part 1. Policy scoping

The first stage of the screening process involves scoping the policy under consideration.

The purpose of policy scoping is to help prepare the background and context and set out the aims and objectives for the policy, being screened.

At this stage, scoping the policy will help identify potential constraints as well as opportunities and will help the policy maker work through the screening process on a step by step basis.

Public authorities should remember that the Section 75 statutory duties apply to internal policies (relating to people who work for the authority), as well as external policies (relating to those who are, or could be, served by the authority).

Evidence to help inform the screening process may take many forms. Public authorities should ensure that their screening decision is informed by relevant data.

Part 2. Screening questions

Introduction

In making a decision as to whether or not there is a need to carry out an equality impact assessment, the public authority should consider its answers to the questions 1-4 which are given on pages 66-68 of this Guide (and which form part of the screening form).

If the public authority's conclusion is **none** in respect of all of the Section 75 equality of opportunity and/or good relations categories, then the public authority may decide to screen the policy out. If a policy is 'screened out' as having no relevance to equality of opportunity or good relations, a public authority should give details of the reasons for the decision taken.

If the public authority's conclusion is **major** in respect of one or more of the Section 75 equality of opportunity and/or good relations categories, then consideration should be given to subjecting the policy to the equality impact assessment procedure.

If the public authority's conclusion is **minor** in respect of one or more of the Section 75 equality categories and/or good relations categories, then

consideration should still be given to proceeding with an equality impact assessment, or to:

- measures to mitigate the adverse impact; or
- the introduction of an alternative policy to better promote equality of opportunity and/or good relations.

In favour of a 'major' impact

- a) The policy is significant in terms of its strategic importance;
- b) Potential equality impacts are unknown, because, for example, there is insufficient data upon which to make an assessment or because they are complex, and it would be appropriate to conduct an equality impact assessment in order to better assess them;
- c) Potential equality and/or good relations impacts are likely to be adverse or are likely to be experienced disproportionately by groups of people including those who are marginalised or disadvantaged;
- d) Further assessment offers a valuable way to examine the evidence and develop recommendations in respect of a policy about which there are concerns amongst affected individuals and representative groups, for example in respect of multiple identities;
- e) The policy is likely to be challenged by way of judicial review;
- f) The policy is significant in terms of expenditure.

In favour of 'minor' impact

- a) The policy is not unlawfully discriminatory and any residual potential impacts on people are judged to be negligible;
- b) The policy, or certain proposals within it, are potentially unlawfully discriminatory, but this possibility can readily and easily be eliminated by making appropriate changes to the policy or by adopting appropriate mitigating measures;
- c) Any asymmetrical equality impacts caused by the policy are intentional because they are specifically designed to promote equality of opportunity for particular groups of disadvantaged people;
- d) By amending the policy there are better opportunities to better promote equality of opportunity and/or good relations.

In favour of none

- a) The policy has no relevance to equality of opportunity or good relations.
- b) The policy is purely technical in nature and will have no bearing in terms of its likely impact on equality of opportunity or good relations for people within the equality and good relations categories.

Taking into account the evidence presented above, consider and comment on the likely impact on equality of opportunity and good relations for those affected by this policy, in any way, for each of the equality and good relations categories, by applying the screening questions (questions 1-4) given in the screening form (Part 2) and indicate the level of impact on the group i.e. minor, major or none.

Multiple identity

Generally speaking, people can fall into more than one Section 75 category. Taking this into consideration, are there any potential impacts of the policy/decision on people with multiple identities?

(For example; disabled minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people).

Part 3. Screening decision

All public authorities' equality schemes must state the authority's arrangements for assessing and consulting on the likely impact of policies adopted or proposed to be adopted by the authority on the promotion of equality of opportunity.

The Commission recommends screening and equality impact assessment as the tools to be utilised for such assessments. Further advice on equality impact assessment may be found in a separate Commission publication: Practical Guidance on Equality Impact Assessment.

Timetabling and prioritising

Note: The Total Rating Score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist the public authority in timetabling. Details of the Public Authority's Equality Impact Assessment Timetable should be included in the quarterly Screening Report.

Part 4. Monitoring

Public authorities should consider the guidance contained in the Commission's Monitoring Guidance for Use by Public Authorities (July 2007).

The Commission recommends that where the policy has been amended or an alternative policy introduced, the public authority should monitor more broadly than for adverse impact (See Benefits, P.9-10, paras 2.13 – 2.20 of the Monitoring Guidance).

Effective monitoring will help the public authority identify any future adverse impact arising from the policy which may lead the public authority to conduct an equality impact assessment, as well as help with future planning and policy development.

Part 1. Policy scoping

Information about the policy

Name of the Policy

Tourism Events Policy- within Lisburn Castlereagh City Council including small scale and large scale events

Is this policy

An existing policy?	X	A revised policy?		A new policy?	
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What are the intended aims/outcomes the policy is trying to achieve?

The Economic Development Unit within Lisburn & Castlereagh City Council is involved in a number of distinct areas of operation aimed at developing prosperity throughout Lisburn and Castlereagh. This is achieved through creating opportunity, supporting local businesses and encouraging new investment.

The Council recognises the importance of economic development initiatives to drive forward the local economy across the region and the Economic Development Unit has played a pivotal role in securing significant investment. Applications for funding support will be considered for all who meet the criteria, providing funding is available, regardless of religious belief, political opinion, racial group, age, marital status, sexual orientation, gender, disability or dependants.

Economic Development Unit includes the service areas of Economic Development

1. Business Solutions
2. Regeneration
3. Tourism
4. Rural Development
5. Economic Development
6. Business Start Up

The Tourism section aims to support the local tourism economy including supporting events in the local area to increase visitor trips, bed-nights and tourism revenue. All sections of the Economic Development Unit offer advice, guidance and in some instances financial support for business in terms of grants. Tourism Development advertise the application process in the local

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press and on social media platforms to ensure transparency for all who wish to apply.

This policy aims to promote the sustainability and competitiveness of local business and organisations through creating access to event funding opportunities that will support an event within the Lisburn and Castlereagh area by offering a contribution to the event running costs based upon their application. Officers would anticipate that with the potential growth in the Tourism sector will directly and indirectly make a positive impact on the local economy.

Currently 2 Tourism event funding programmes exist;

1. Small grants up to £1,000 support,
2. Major grants up to £10,000 support.

The Tourism Events Policy will facilitate responding effectively to event funding requests from within LCCC. This will be achieved through assessing key themes of ensuring compliance (within the required funding criteria), equality, delivering value for money through a commercial approach and supporting the local tourism economy. An events application for 'up to £1,000 support' (no programme in 2020 and 2021) and 'over £1,000 support' (currently around 5-7 applications per year) is then made to the Tourism Development Section.

This policy will offer a framework for future requests to economic development for funding to support events. This could be either Council organised events or for a third party to deliver within the Lisburn and Castlereagh City Council area. Examples of previous events funding requests include; Speciality Food Fair, Balmoral Show, Farmers Market – Christmas event, Hilden Beer Festival, and Sunflower Festival.

A key vision of Lisburn and Castlereagh City Council's Economic Development is to develop Lisburn Castlereagh as a prime location for investment, encourage business start-up and nurture growth. To achieve this, the unit organise events such as Christmas Lights Switch On in Lisburn City Centre, and business showcase events that support businesses within the Council area.

The Tourism Development Section of Lisburn & Castlereagh City Council will give consideration to financially supporting events that can provide evidence of supporting one or more of the following:

- Attraction of out-of-state visitors and participants (either taking part in or hosting event) to the Lisburn & Castlereagh City Council area.
- Attraction of domestic visitors and participants to the Lisburn & Castlereagh City Council area.
- Generation of 'bed-nights' in the Lisburn & Castlereagh City area.
- Generation of positive publicity for the Lisburn & Castlereagh City Council area strengthening the Lisburn & Castlereagh City Council area credibility as a tourist and visitor destination.
- Attraction of positive media coverage outside the Lisburn & Castlereagh City Council area.
- Requires Lisburn & Castlereagh City Council assistance to ensure the overall success of the event. Supporting the gap in expenditure for event.

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

Those applying for funding must demonstrate that the event will be based within the Lisburn Castlereagh Council area.

Are there any expected benefits to the Section 75 categories/groups from this policy? If so, please explain

It is anticipated that all nine of the Section 75 categories could potentially benefit from this policy. For example, it is anticipated that it will benefit those of different ages, religion, as well as, those with disabilities and those with dependents. The events funding policy will support local Economic and Tourism Events and therefore boost local economy through spending in local hotels, accommodation, restaurants and attractions. It may also provide jobs and investment.

This policy will be open equally across the City Council area. The grant funding will be accessible to all organisations and individual who wish to apply in the participating council area and LCCC will work to ensure that it is accessible to all those who wish to apply.

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Who initiated or wrote the policy?

Tourism Development Section of Lisburn and Castlereagh City Council

Who owns and who implements the policy?

Tourism Development Section implements the policy for Lisburn and Castlereagh City Council (the owners)

Implementation factors

Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision?

If yes, are they

Financial?	x	Legislative?	x	Other?	
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If other, please detail below

Elected members

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Main stakeholders affected

Who are the internal and external stakeholders (actual or potential) that the policy will impact upon?

Staff	✓
Service Users	✓
Other Public Sector Organisations	✓
Voluntary/Community/Trade Unions	✓
Other public sector authorities	✓
Local businesses / retail / local schools	✓
All Local V&C bodies within the LCCC region	✓
Business Community / Local Residents	✓

If other, please detail below

--

Other policies with a bearing on this policy

Name of policy	Who owns or implements policy?
Community Development Plan	LCCC
Hillsborough Master Plan	LCCC
Tourism Development Strategy	LCCC
Corporate Plan	LCCC
Performance Improvement Plan	LCCC
NI Statistics & Research Agency	

Available evidence

What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories.

The policy aims to promote the sustainability and competitiveness of local business and organisations through creating access to event funding opportunities. We would anticipate that with the projected growth within the tourism sector this will directly and indirectly make a positive impact on the local economy.

The Tourism Strategy 2018-2022 commissioned by LCCC in partnership with Tourism NI, provides a Vision and Action Plan, creating a 'road map' to assist the growth in the local tourism offer, maximising tourism opportunities that will in turn increase bed nights, trips and spend. One way to assist in this growth is to support minor and major events in the LCCC area. Minor events tend to be ones receiving less than £1,000 funding support, with smaller visitor numbers, less economic benefits and meeting the designated criteria on the Tourism Small Grant Application. Major events will be put before the Development Committee to consider the level of funding, based on a more detailed application form that will look at overall budget shortfall, impact on the area, including bed-nights and visitor numbers. Some recent major events have included Down Rally, Hilden Beer and Music Festival, Down Royal Food Truck Festival and Belfast Dog Show.

In the most recent NISRA, June 2019, Local Government Tourism statistics Lisburn and Castlereagh City Council is highlighted as having the second lowest number of guest house, guest accommodation and B&B rooms of all local authorities. 4,816 tourism jobs are supported in Lisburn and Castlereagh (2019) representing 8% of total employee jobs in the area. However, overall total number of trips (4%), bed-nights (4%), and tourism spend (2%) demonstrate potential for growth.

The new LCCC Tourism Strategy 2018-2022 looks at ways to address the undersupply in commercial accommodation alongside other initiatives to attract more visitors and associated spend. The staging of events is one such way to steadily grow visitor numbers, especially the day visitor market. Another benefit from events is the positive PR attached to same.

The L&CCC Socio-Economic Profile & Recovery Action Plan 2022 research highlights that LCCC area has a number of tourist attractions to draw on that will

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provide opportunities for tourism and hospitality growth such as Hinch Distillery, Dundonald International Ice Bowl, Down Royal Racecourse, Irish Linen Centre and Lisburn Museum, and Royal Hillsborough. It is important that LCCC continues to grow the hospitality sector, that will in turn attract greater numbers of overnight visitors and higher visitor spend. Attracting and supporting additional events in the area will ensure ongoing growth and economic benefits are distributed to local business.

All groups will be able to have access to the policy.

At this stage it would be difficult to be prescriptive about which group(s) may avail of this policy, however the socioeconomic research has profiled these groupings. However in relation to Section 75 groups the socioeconomic research would support such an inclusive policy.

Sec 75 Category	Details of evidence/information
Religious Belief	All proposed initiatives are open to businesses and organisations from across LCCC and where venues are required to host activities which are taking place, we will try to ensure that they are all shared spaces and accessible by all. For profile see appendix.
Political Opinion	All proposed initiatives are open to businesses and organisations from across LCCC and where venues are required to host activities which are taking place, we will try to ensure that they are all shared spaces and accessible by all. For profile see appendix.
Racial Group	All proposed initiatives are open to businesses and organisations from across LCCC and where venues are required to host activities which are taking place, we will try to ensure that they are all shared spaces and accessible by all. For profile see appendix.
Age	All proposed initiatives are open to

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	businesses and organisations from across LCCC and where venues are required to host activities which are taking place, we will try to ensure that they are all shared spaces and accessible by all. For profile see appendix
Marital Status	All proposed initiatives are open to businesses and organisations from across LCCC and where venues are required to host activities which are taking place, we will try to ensure that they are all shared spaces and accessible by all. For profile see appendix.
Sexual Orientation	All proposed initiatives are open to businesses and organisations from across LCCC and where venues are required to host activities which are taking place, we will try to ensure that they are all shared spaces and accessible by all. For profile see appendix
Men & Women Generally	All proposed initiatives are open to businesses and organisations from across LCCC and where venues are required to host activities which are taking place, we will try to ensure that they are all shared spaces and accessible by all. For profile see appendix.
Disability	All proposed initiatives are open to businesses and organisations from across LCCC and where venues are required to host activities which are taking place, we will try to ensure that they are all shared spaces and accessible by all. For profile see appendix.
Dependants	All proposed initiatives are open to businesses and organisations from

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	across LCCC and where venues are required to host activities which are taking place, we will try to ensure that they are all shared spaces and accessible by all. For profile see appendix.
--	---

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular policy/decision? Specify details for each of the Section 75 categories

The different needs of each of the Section 75 categories will continue to be recognised and reflected in the equitable distribution of funding for those events that have met all the necessary selection criteria. Examples of the events spread across the area include - Moira Speciality Food Fair, Hilden Beer & Music Festival, Hillsborough Farmers Markets and small scale events e.g. at Ballance House, Dundonald Christmas Market and The Little Green Allotments Festival.

Sec 75 Category	Details of needs/experiences/priorities
Religious Belief	The programme will be administered to prioritise equality of opportunity across all categories. For profile see appendix.
Political Opinion	The programme will be administered to prioritise equality of opportunity across all categories. For profile see appendix.
Racial Group	The programme will be administered to prioritise equality of opportunity across all categories. For profile see appendix.
Age	The programme will be administered to prioritise equality of opportunity across all categories. For profile see appendix.
Marital Status	The programme will be administered to prioritise equality of opportunity across all categories. For profile see appendix.

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Sexual Orientation	The programme will be administered to prioritise equality of opportunity across all categories. For profile see appendix.
Men & Women Generally	The programme will be administered to prioritise equality of opportunity across all categories. For profile see appendix.
Disability	The programme will be administered to prioritise equality of opportunity across all categories. For profile see appendix.
Dependants	The programme will be administered to prioritise equality of opportunity across all categories. For profile see appendix.

Part 2. Screening questions

1. What is the likely impact on equality of opportunity for those affected by this policy, for each of the Sec 75 equality categories? (minor/major/none)

The introduction of an event funding policy will be inclusive of all categories mentioned in the table below.

Sec 75 Category	Details of policy impact	Level of impact (minor/major/none)
Religious Belief		None
Political Opinion		None
Racial Group		None
Age		None
Marital Status		None
Sexual Orientation		None
Men & Women Generally		None
Disability		None
Dependants		None

2. Are there opportunities to better promote equality of opportunity for people within the Sec 75 equality categories?

Sec 75 Category	IF Yes, provide details	If No, provide details
Religious Belief		Applications for funding will be considered for all who meet the set criteria, regardless of religious belief depending on available funding.
Political Opinion		Applications for funding will be considered for all who meet the set criteria, regardless of political opinion depending on available funding.
Racial Group		Applications for funding will be considered for all who meet the set criteria, regardless of racial group depending on available

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		funding.
Age		Applications for funding will be considered for all who meet the set criteria, regardless of age depending on available funding.
Marital Status		Applications for funding will be considered for all who meet the set criteria, regardless of marital status depending on available funding.
Sexual Orientation		Applications for funding will be considered for all who meet the set criteria, regardless of sexual orientation depending on available funding.
Men & Women Generally		Applications for funding will be considered for all who meet the set criteria, regardless of men & women generally depending on available funding.
Disability		Applications for funding will be considered for all who meet the set criteria, regardless of disability depending on available funding.
Dependants		Applications for funding will be considered for all who meet the set criteria, regardless of dependants, depending on available funding.

This policy represents an opportunity to benefit all users. Any further opportunities to promote equality of opportunity that may arise in the future would be give consideration in due course.

3. To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group? (minor/major/none)

Good Relations Category	Details of policy impact	Level of impact (minor/major/none)
Religious Belief	Activities funded under the programme will be available to people regardless of religious belief depending on available funding.	None
Political Opinion	Activities funded under the programme will be available to people regardless of political opinion depending on available funding.	None
Racial Group	Activities funded under the programme will be available to people regardless of racial group depending on available funding.	None

4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

The Tourism Events Policy has been designed to have a positive impact on the events provided within the LCCC area and support the local economy. Therefore the clear application, funding allocation and offer process would not have a detrimental impact on the section 75 category's stated on pg 16.

Good Relations Category	IF Yes, provide details	If No, provide details
Religious Belief		No adverse impacts identified.
Political Opinion		No adverse impacts identified
Racial Group		No adverse impacts identified

For the reasons provided above it is anticipated that there is no better opportunity to promote good relations. The all-inclusive nature of the policy will create a positive impact on good relations and the proposed monitoring and data capture will collate and monitor these good relations groups within the programme. All event organisers and organisations who receive funding within this programme conduct a post event evaluation.

Additional considerations

Multiple identity

Provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.

LCCC recognises that all individuals are not exclusive to just one designated group. "Multiple identity" has been given consideration within this screening exercise in order to ensure benefit to all groups. LCCC is aware of the 9 equality groups and will aim to be as equitable as possible with respect to implementing the policy.

Part 3. Screening decision

If the decision is not to conduct an equality impact assessment, please provide details of the reasons.

The screening decision is the policy is screened out without mitigation.
 Reason: LCCC does not anticipate that the Tourism Events Funding Policy will impact adversely on any Section 75 group, but instead, through an open and transparent application process for funding requests, will promote equality of opportunity and good relations at this time. An annual review of this policy will be conducted.

If the decision is not to conduct an equality impact assessment the public authority should consider if the policy should be mitigated or an alternative policy be introduced.

N/A

If the decision is to subject the policy to an equality impact assessment, please provide details of the reasons.

N/A

Mitigation

When the public authority concludes that the likely impact is ‘minor’ and an equality impact assessment is not to be conducted, the public authority may consider mitigation to lessen the severity of any equality impact, or the introduction of an alternative policy to better promote equality of opportunity or good relations.

Can the policy/decision be amended or changed or an alternative policy introduced to better promote equality of opportunity and/or good relations? If so, give the **reasons** to support your decision, together with the proposed changes/amendments or alternative policy.

Timetabling and prioritising

Factors to be considered in timetabling and prioritising policies for equality impact assessment.

If the policy has been **'screened in'** for equality impact assessment, then please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3, with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

Priority criterion	Rating
Effect on equality of opportunity and good relations	
Social need	
Effect on people's daily lives	
Relevance to a public authority's functions	
Total Rating Score	N/A

Is the policy affected by timetables established by other relevant public authorities?

If yes, please provide details

N/A

Part 4. Monitoring

See note above.

Part 5 - Approval and authorisation

Screened by:	Position/Job Title	Date
██████████	██████████	28.9.22
██████████	██████████	
Approved by:		
██████████	██████████ ██████████	

Note: A copy of the Screening Template, for each policy screened should be 'signed off' and approved by a senior manager responsible for the policy, made easily accessible on the public authority's website as soon as possible following completion and made available on request.

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Appendix

The Tourism Strategy 2018 -2022 - produced by Lisburn and Castlereagh City Council and Tourism NI

Northern Ireland Statistics and Research Agency, Labour Market Report June 2019

<https://www.nisra.gov.uk/news/labour-market-report-june-2017>

<https://www.nisra.gov.uk/statistics/tourism>

L&CCC Socio-Economic Profile & Recovery Action Plan, March 2022 prepared by KPMG.

Tourism Major Events Grant Application (up to £10,000) and scoring sheet

Tourism Minor Events Grant Application (uo to £1,000) and scoring sheet



Development Committee

Confidential

6 October 2022

Confidential Report from:

Director of Service Transformation

Local Government Act (Northern Ireland) 2014

Schedule 6 - Access to Information: Exemption Information

Reason for confidentiality:

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

When will the report become unrestricted:

Specify when
report will
become available

Redacted
report
available

March 2023

Never

Item for Decision

TITLE: Lisburn Light Festival & Christmas Programme

Background and Key Issues:

Background

1. It was agreed at the Development Committee on 7th April that the Light Festival will again be delivered in 2022 as part of the Council's wider Christmas programme of activities on a cross directorate basis and that officers engage with the contractor to begin planning the delivery of the 2022 Light Festival in the sum of [REDACTED]
2. The budget of [REDACTED] was agreed to deliver the following for Christmas 2022:
 - a) Lighting and sound canopy over Bow Street
 - b) Animated Christmas tree in Market Square
 - c) City Centre pole mounts and light festival branded signage
 - d) Light Installations in Bow Street Mall, Lisburn Square, Dundonald and Carryduff

- e) LVI Christmas Trees with associated decoration of the rotunda and function suite in LVI
 - f) Christmas lighting display pole mounts across the Council area including local community installations where viable
 - g) 3D Angel Selfie Wings x 2
3. Officers outlined additional lighting options which could be delivered across the City Centre and Castle Gardens if funding was to become available either within Council or through external funders.
 4. It was agreed that Officers submit a proposal to DfC to secure funding towards the Christmas 2022 programme.
 5. In addition there is an established budget from within Regeneration Codes of [REDACTED] for the delivery of a programme of animation in the City Centre to differentiate our city centre offer relative to other commercial centres (see **Appendix**). This is primarily focused on driving footfall to the business within the City Centre.

Key Issues

1. The Council's cross-directorate internal working group, which is chaired by the Director of Leisure and Community Wellbeing, continue to work through the agreed Christmas programme to ensure a continued corporate approach to Christmas is being delivered.
2. In May 2022, the Leisure and Community Development Committee agreed a number of programme activities that would comprise an overall LCCC Christmas Programme. These included Community Christmas Tree switch on events across 20 sites, Christmas at the Castle three day event and a number of smaller community workshops across all 7 DEA's. The total approximate budget for all Community activities is estimated at [REDACTED]. Many of the community events will be offered free of charge, with the exception of Christmas at the Castle which is to be charged at £2 per person, with 50% going to the Mayors Charities.
3. Officers continue to engage with City Centre businesses and through the City Centre Partnership to gauge the appetite for the delivery of Christmas lighting and installations in the City Centre for December 2022. Feedback from both businesses and the partnership has been that whilst there is an understanding that there is cost of living pressures on many households, the light festival needs to go ahead. This is based on both an economic driver perspective, and an installation in the city centre that the public can enjoy free of charge.
4. Officers have spoken with colleagues in neighbouring Council areas to determine Christmas delivery proposals across other Councils. The general feedback, at this time, is that Councils are 'delivering Christmas' with many proposing to return to pre-pandemic levels. No council indicated a reduction in their Christmas programmes
5. The Committee agreed at May Development Committee to approve the draft Christmas programme and City Centre events schedule as presented. Members agreed to allocate [REDACTED] from reserves over 3 years to assist in enhancing the overall offering across the Christmas period.

6. Given the continued inflationary increases and the escalating cost of living pressures, officers have been prudent, conscious of public perception, in the extent and range of contracts being entered into. Consequently we have only committed [REDACTED] of the reserves set aside. As discussed and directed by committee, officers have applied for external funding.
7. Funding has been secured, subject to Members' consideration, through the Department for Communities under the regeneration theme and a letter of offer from DfC confirming [REDACTED] which includes a 10% Council contribution of [REDACTED]. It is important to note that it is not exclusively for the Christmas Programme and the letter of offer does not commit these assets to being fully utilised as part of our Christmas programme.
8. It is proposed that the funding will be used to secure the purchase of the following items as Council assets, which will be used across the Christmas period and support the delivery of other council events across the year;
 - 28 rows of RGB Cross Street colour changing Globes, installation and power. These would be permanently erected over Castle Street and along the museum.
 - Purchase of 25 RGB DMX colour changing high output beam lights with associated programming of sound to light.
 - Purchase of 10 8ft x 6ft wooden market style huts to be used for markets/events across the Council area throughout the year.

All of the above include a 3 year maintenance plan for the installation, dismantling and safe storage of the above items.

9. With the prevailing economic conditions officers are proposing to Members that they consider to moderate the programme and reduce a number of costs associated with the Light Festival options. These include;
 - Reduced marketing campaign
 - Reduced Light Installations across the City Centre
 - No financial support for businesses window trail
 - Reduced overtime requirements with timed switch off of lights to co-ordinate with closing times
 - Food festival reductions (see separate committee report)
 - Reduction in the investment for Castle Gardens light display to [REDACTED]
10. It is therefore proposed that the Council considers the balance between austerity and business promotion, relative to others within the region, and support the programme adjustments and activity as outlined in the table attached at (see **Appendix**). Also included (see **Appendix**) is an outline of the three main elements of the proposed City Centre Programme.
11. Given the current cost of living financial pressures and the cost of electricity in particular its import to ensure that the Council is seen to be using energy efficient installations. The proposed LED lighting offers improved performance over traditional light sources. LED lighting provides energy efficient operation; when comparing to non-LED lighting of a

similar lumen output, LEDs are typically 60 to 70% more energy efficient, and even up to 90% more energy efficient than incandescent lighting.

- 12. As agreed officers applied for a series of additional pole mounts across the Council area. The progress of this could be in some jeopardy due to a new requirement in respect of metering, instigated by the electric providers through DfI Street Lighting Division. Officers continue to work across the different stakeholders to try to achieve a satisfactory resolution.
- 13. Members should note that the entire programme has a number of corporate interdependencies and will be influenced by the [REDACTED]. Consequently a degree of flexibility will be required in the delivery of the programme.

Recommendation:

It is recommended that the Committee considers and agrees:

- 1. To accept the DfC Letter of Offer for funding of [REDACTED] and provide match funding of [REDACTED] which is to be identified within the Regeneration budget.
- 2. To proceed with the moderated programme as outlined above with the requisite flexibility required in order to respond to operational needs.

Finance and Resource Implications:

Funding of [REDACTED] has been secured through the Department of Communities.
 Match funding of [REDACTED] which is to be identified within the existing Regeneration budget.

Screening and Impact Assessment

1. Equality and Good Relations

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

If no, please provide explanation/rationale

If yes, what was the outcome?:

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

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

It has been concluded that a detailed equality impact assessment is not necessary as all the potential impacts identified are minor and positive. No additional mitigations are needed as the needs of particular user groups will be taken into account fully if any of the regeneration projects are taken forward.

Screening will be revisited if and when required throughout the programmes process.

Insert link to completed Equality and Good Relations report:

See Appendix

2. Rural Needs Impact Assessment:

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

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

The light festival has been developed to cover both rural and urban settlements. The events programme is open to all.

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

SUBJECT TO PLANNING APPROVAL: No

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

APPENDICES:

- Appendix 4a** – Draft Programme of Events
- Appendix 4b** – Christmas Programme
- Appendix 4c** – Elements re delivery of Christmas in city centre
- Appendix 3d** – Screening document

HAS IT BEEN SUBJECT TO CALL IN TO DATE? No

If Yes, please insert date:

Draft - Programme of Events


17th November – 23rd December 2022


LISBURN LIGHT FESTIVAL

SHARE THE MAGIC OF THE SEASON
22 NOVEMBER - 25 JANUARY

Light shows, music and fun events for everyone

visitlisburncastlereagh.com

 [enjoylisburn](https://www.facebook.com/enjoylisburn)

 [visitlisburncastlereagh](https://www.instagram.com/visitlisburncastlereagh)


Lisburn & Castlereagh
City Council

 Department for
Communities
www.lisburn-council.gov.uk

City Centre Events – 17th – 26th Nov 2022

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Date	Events	Bookings	Approx Costs	Notes
Thursday 17 th Nov 6.30 pm-9pm	Switch On	No City Centre events	£0	
Saturday 19 th Nov 2 - 3pm – 4 - 5pm	Dinosaur and Dragon Day <i>Join us for an afternoon of fun, for a roaring walkabout Dinosaur and Dragon Day in Market Square and Bow Street from 1pm-2pm and in Lisburn Square from 3pm-4pm.</i>	4 characters – booked and PO raised (Baby dinosaur and Daenerys, TRex & large dragon)	████████	Very popular, draws in big footfall numbers and popular with businesses
Wed 23 rd – Friday 25 th November	Christmas at the Castle – Traders Village <i>City Centre traders market x 13 traders</i>	10 wooden huts for traders and 2 vans	████████	Huts purchased through DfC funding Costs for provision of festoon lighting & Generator
Saturday 26 th November 1pm-5pm 3pm-5pm	Miniature Train <i>Jump on the miniature train in Market Square from 1pm-5pm</i> Toy Story Character Meet and Greet <i>Meet the Toy Story character lookalikes in Market Square and Bow Street.</i>	Supply of the train and supervision 6 Characters booked (Barbie, Woody, Jessie, Buzz Light Year & Mr & Mrs Potato Head)	██████████ ██████████	Reduction in the number of characters reduces the impact of the event

City Centre Marquee

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City Centre Marquee needs modified to accommodate the following events;

- Roller Disco x 2 / Jump Jiggle and Jive x 2 / Christmas Tea Dance x 1

Modification includes;

- Extension of current Marquee to 21 x 9 mtrs
- Installation of wooden floor
- Clear sides, locking doors and roof extension (*required for warmth*)
- *Emergency lighting*

Total Costs £ ██████████

In order to achieve value for money we have scheduled a number of events to take place whilst the modifications are in place over the course of 8 days.

City Centre Events – 2nd Dec – 3rd Dec 2022

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Date	Events	Bookings	Approx Costs	Notes
Fri 2 nd 4pm – 9pm	Roller Disco – 2 sessions <i>Location: marquee Market Square</i> Event Bright ticketed	Includes provision of roller boots/ music/supervision	█	In Marquee 5 sessions – 45mins each. Accommodate 80 people session.
Sat 3 rd December 10.30 -12.30	Jump, Jiggle & Jive - <i>Location: marquee Market Square</i> <i>Jiggle and Jive's Christmas Party.</i> <i>Ticketed event</i>		█	In Marquee – includes space for Buggy Park 3 sessions – 30mins each. Accommodate 100 children per session.
2pm – 4pm	Tea Dance with Housty <i>Tea and Coffee Voucher</i> █		█ █	For payment to Housty – To include costs for Tea/ Coffee voucher
3pm – 5pm	Character Meet and Greet - <i>Meet the Star Wars character lookalikes in Market Square and Bow Street</i>	Includes 5 characters Partnership working with new owner of Geek Retreat	█	Walk about through the town includes visit to Lisburn Square and the Mall as agreed last year.

City Centre Events – 7th Dec – 8th Dec 2022

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Date	Events	Bookings	Approx Costs	Notes
Wed 7 th December	Ladies Night at the Marquee <i>Working with local business to host a night presenting style and beauty tips to include hair, beauty and image advice for the Christmas Party Season</i>		████████	To include refreshments (possible sponsorship opportunity)
Thurs 8 th December 5pm – 8 pm	Buddy the Elf and the Grinch - Walkabout Student Late night shopping TBC Band from SERC - TBC CEX gaming night – TBC Open Mic for Buskers - TBC	Buddy the elf is a stand up comedy character - very popular with kids and families	████████ ████████	<i>Student night is an aim to attract the teenage crowd. Consultation with students from SERC resulted in this proposed event</i>
Fri 9 th 4pm – 9pm	Roller Disco – 2 sessions <i>Location: marquee Market Square</i>	Includes provision of roller boots/ music/supervision	████████	In Marquee 5 sessions – 45mins each. Accommodate 80 people session.








City Centre Events – 10th Dec – 17th Dec 2022

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Date	Events	Bookings	Approx Costs	Notes
Sat 10 th December	Jump, Jiggle & Jive - <i>Location: marquee Market Square</i>		████████	In Marquee – includes space for Buggy Park
11.30 am – 1.30	<i>Jiggle and Jive's Christmas Party.</i>			3 sessions – 30mins each.
3pm – 5pm	Superheros and Princess Day (DC and Frozen) – Walkabout across City Centre	4 Characters - 2 princess / 2 Superheros & Incredible Hulk	████████	Accommodate 100 children per session.
TBC	Christmas workshops TBC – free workshops for families and kids		████████	Held in the Marquee
Fri 16 th December	Movie Night - Elf	Rights to show movie	████████	
4.30pm – 6pm	<i>Screening of Elf in Market Square, Candy Cane Lane are providing pop corn and Candy floss for people to buy</i>	Need to order in chairs		
Sat 17 th December	The Band of the Royal Irish Regiment or Other - TBC		████████	<i>Very popular event, draws large crowds to the City Centre, Coffee shops/ food outlets do very well</i>
2.00pm - 4.00pm	<i>The Band of the Royal Irish Regiment with the Bugles, Pipes and Drums of 2nd Batt R. Irish Regiment will be performing in Market Square.</i>			

City Centre Events – 10th Dec – 17th Dec 2022

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Date	Events	Bookings	Approx Costs	Notes
Sat 17 th December 11am-12pm	Lisburn Harmony Ladies Choir <i>Join award winning local choir Lisburn Harmony in their return to public performance.</i>			
Tues 20 th December 6.30 – 8.00 pm	Meet the Fire Fighters- <i>Location:</i> <i>Market Square</i>	Fire Eaters and Jugglers x 2		
Thursday 22 nd December 4pm-7pm	Rock around the Christmas Tree <i>Market Square will be transformed into a family friendly dance party with DJ David Lamont from Lisburn's 98FM. Join in the fun and enjoy dancing with our Christmas characters.</i> Naughty or Nice Elf	DJ & Staging - Glow Sticks - Selection Boxes x 800 - Spot prizes - Characters	   Donated  	<i>Event draws a large crowd</i> <i>Selection boxes and glow sticks are free to kids and families and much enjoyed. Characters are kid characters such as Paw Patrol and Baby Shark. Naughty or nice elf engages with kids – very popular</i>

City Centre Events – 10th Dec – 17th Dec 2022

Date	Events	Bookings	Approx Costs	Notes
Total Approximate Costs				

Christmas Programme 2022

<u>City Centre Light Festive</u>	<u>Costs</u>
<ul style="list-style-type: none"> • Lighting and sound canopy over Bow Street • Animated Christmas tree in Market Square • City Centre pole mounts • Light Installations in Lisburn Square, Dundonald and Carryduff • LVI Christmas Trees with associated decoration of the rotunda and function suite in LVI • Christmas lighting display pole mounts across the Council area including local community installations where viable • 3D Angel Selfie Wings x 2 	<div style="background-color: black; width: 100px; height: 40px;"></div>
<p><u>Castle Gardens Light Trail</u></p> <ul style="list-style-type: none"> • Festoon Lighting throughout the gardens • Tree uplighters throughout the gardens • 6m Illuminated Reindeer at the entrance • Entrance gate light up Lisburn signage • 3D Hearts • Candy Cane light installation • 3D light up Icicles • Frozen Tree Gate • 3D Stars • Angle Selfie station • Fencing and ropes throughout the gardens (to protect the grass) • Installation of power distribution • Provision of generators (fuel paid for separately) • Selfie wall/ tick tock station • Power supply and lighting for traders village • Provision of music • Smaller light installations dotted across the park 	<div style="background-color: black; width: 100px; height: 40px;"></div>
<p><u>DfC Funded - Additional Installations & Market Huts</u></p> <ul style="list-style-type: none"> • Purchase of 28 rows of RGB Cross Street colour changing Globes, installation & power with a 3 year maintenance plan included. Each row will have 21 different sized LED globes. The LED lighting is colour changing & offers a variety of sequences. These will be permanently erected over Castle Street and along the museum. • Purchase of 25 RGB DMX colour changing high output beam lights with associated programming of sound to light. These are individual units and mobile so they can be used across the Council area. • Purchase of 10 8ft x 6ft wooden market style huts to be used for markets/events across the Council area. • 3 yr maintenance plan for all of the above included costs 	<div style="background-color: black; width: 100px; height: 40px;"></div>
Total Costs	<div style="background-color: black; width: 100px; height: 40px;"></div>
Funding received	<div style="background-color: black; width: 100px; height: 40px;"></div>
Cost to Council	<div style="background-color: black; width: 100px; height: 40px;"></div>

Options for delivery of Christmas across the City Centre are made up of the following 3 elements;

- 1. Core City Centre delivery contracted to [REDACTED] = [REDACTED]**
This free installation illuminates the main shopping area of the City Centre attracting footfall into the business. The light shows provide the mechanism to encourage dwell time in the City Centre, as visitors tend to stay in the City Centre for the duration of the 3 shows.

- 2. Castle Gardens = [REDACTED] (approx.)**

Light Trail

This free event follows on from the 3 day 'Christmas at the Castle' event. The illuminated light trail includes synchronised Christmas Trees, lighting of the fountains, selfie stations and a bespoke illuminated Reindeer in the centre of the park installed to transform the park into magical trail. This event is similar to those offered in Antrim Castle, Belfast and Hillsborough but is offered free of charge providing residents, families and visitors with a place to visit at no cost in these difficult economic circumstances.

Village Market

Following on from the success of the event last year the 'Village' market area is proposed again for this year. Funding through the Department for Communities will allow Council to purchase wooden 'market style' huts which will be offered to City Centre businesses providing them with an additional opportunity to trade in Castle Gardens and promote their businesses. It is proposed to have buskers/ bands from SERC provide music and the area will be lit up with festoon lighting. This provides another 'free' event for residents, families and visitors to enjoy whilst promoting local businesses.

- 3. DfC Funded - Additional Installations & Market Huts**

The proposed Installations, to be purchased through funding secured from DfC, will be used to support the delivery of the light trail in Castle Gardens. Whilst the Canopy will be a permanent installation in Castle Street/ along the museum, the light beams and wooden huts will be in Council ownership and will be used to support event delivery across the Council throughout the year.