



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE COUNCIL HELD IN
MOSSLEY MILL ON MONDAY 17 DECEMBER 2018 AT 6.30 PM**

- In the Chair** : The Deputy Mayor (Alderman J Smyth)
- Members Present** : Aldermen – F Agnew, A Ball, P Barr, T Burns and W DeCourcy
Councillors – J Bingham, P Brett, L Clarke, H Cushinan,
P Dunlop, S Flanagan, R Foster, T Girvan, M Goodman,
J Greer, P Hamill, T Hogg, D Hollis, N Kelly, A Logue, R Lynch,
M Magill, M Maguire, S McCarthy, N McClelland, D Ritchie,
V McWilliam, J Montgomery and S Ross
- Officers Present** : Chief Executive – J Dixon
Deputy Chief Executive – M McAlister
Director of Organisation Development – A McCooke
Director of Community Planning – N Harkness
Head of Governance – L Johnston
Borough Lawyer – P Casey
ICT Officer – A Cole
Media and Marketing Officer – J Coulter
PA to the Director of Economic Development and Planning
– R Craig
Member Services Officer – S Fisher
Member Services Officer – S Boyd
Member Services Manager – V Lisk

1 BIBLE READING, PRAYER AND WELCOME

The Deputy Mayor welcomed everyone to the meeting and advised Members of the audio recording procedures.

The meeting opened with a Bible reading and prayer by The Venerable Dr Stephen McBride, Archdeacon of Connor.

Councillors Kelly, Cushinan, Logue and Goodman joined the meeting at this point.

MAYOR'S REMARKS

The Deputy Mayor congratulated Mark Allen on winning the Scottish Open. He also congratulated the Director of Operations and the Environmental Health, Move More and Waste Teams on their successes in achieving the Chartered Institute of Environmental Health Outstanding Environmental Health Team Excellence Award 2018, the UK Coaching Awards "Coaching for an Active Life" Award and the Northern Ireland Environmental Benchmarking Survey Platinum Award.

2 APOLOGIES

The Mayor – Councillor Michael
Aldermen – Campbell, Cosgrove, Girvan and Swann
Councillors – Arthurs, McGrath, Rea and Webb

3 DECLARATIONS OF INTEREST

None.

4 MINUTES OF THE ANTRIM AND NEWTOWNABBEY BOROUGH COUNCIL MEETING

Moved by Councillor Brett
Seconded by Councillor Montgomery and

RESOLVED - that the Minutes of the proceedings of the Antrim and Newtownabbey Borough Council Meeting of Monday 26 November 2018 be taken as read and signed as correct.

NO ACTION

5 MINUTES OF THE OPERATIONS COMMITTEE MEETING

Moved by Councillor Ritchie
Seconded by Councillor Greer and

RESOLVED - that the Minutes of the proceedings of the Operations Committee Meeting of Monday 3 December 2018 be approved and adopted.

NO ACTION

6 MINUTES OF THE POLICY AND GOVERNANCE COMMITTEE MEETING

Moved by Alderman Barr
Seconded by Councillor McClelland and

RESOLVED - that the Minutes of the proceedings of the Policy and Governance Committee Meeting of Tuesday 4 December 2018 be approved and adopted.

NO ACTION

7 MINUTES OF THE COMMUNITY PLANNING AND REGENERATION COMMITTEE MEETING

Moved by Councillor Ross
Seconded by Councillor Maguire and

RESOLVED - that the Minutes of the proceedings of the Community Planning and Regeneration Committee Meeting of Monday 10 December 2018 be approved and adopted.

NO ACTION

8 MINUTES OF THE AUDIT COMMITTEE MEETING

Moved by Councillor McCarthy
Seconded by Councillor Hamill and

RESOLVED - that the Minutes of the proceedings of the Audit Committee Meeting of Tuesday 11 December 2018 be approved and adopted.

9(a) MINUTES OF THE PLANNING COMMITTEE MEETING, PART 1

Moved by Councillor Cushinan
Seconded by Alderman Agnew and

RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Wednesday 12 December 2018, Part 1 be taken as read and signed as correct.

NO ACTION

9(b) MINUTES OF THE PLANNING COMMITTEE MEETING, PART 2

Moved by Councillor Cushinan
Seconded by Alderman Agnew and

RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Wednesday 12 December 2018, Part 2 be approved and adopted.

NO ACTION

10.1 TO APPROVE THE SEALING OF DOCUMENTS

Members were advised of the undernoted items for signing and sealing by Council, approval having been previously granted and all necessary legislative requirements being met:-

- DAERA – Memorandum of Understanding
- Contract for the Provision of Consultancy Services for Car Parks.
- Contract for the Provision of Public Access Scheme at Crumlin Glen.

- Contract for the Provision of a Subterranean Shoring System at Carnmoney Cemetery Main – Phase 2.
- Contract for Antrim Environmental Improvement Scheme – Fountain Street.
- Contract for V36 Urban Sports Park.
- Contract for Sixmilewater Park, Ballyclare – Entrance and Signage Scheme.
- Contract for the Design and Supervision, Alternations and Refurbishment of Sixmile Leisure Centre Fitness Suite.
- Contract for the Design and Supervision of Burnside Environmental Improvements.
- Contract for Antrim Grammar and Parkhall College 3G Pitch.
- Contract for Refurbishment of Reception Including Access Control – Valley Leisure Centre and Antrim Forum.
- Contract for Enhancement Assisted Changing Facilities for Antrim Forum and Valley Leisure Centres.

Moved by Councillor Bingham
 Seconded by Councillor Ross and

RESOLVED - that the Sealing of Documents be approved.

ACTION BY: Deirdre Nelson, Paralegal

ITEMS FOR DECISION

10.2 G/MSMO/8 PUBLIC CONSULTATION – NI COURTS AND TRIBUNALS SERVICE PROPOSALS TO IMPROVE COST RECOVERY IN CIVIL COURTS

Members were advised that correspondence had been received from the Department of Justice advising of a public consultation by the Northern Ireland Courts and Tribunals Service (NICTS). The consultation sought views on proposals to improve cost recovery in the Civil Courts to enable NICTS to move towards a position of full cost recovery.

The consultation and supporting documents were available on the Department of Justice website at: www.justice-ni.gov.uk/consultations.

Responses could also be posted via NI Direct, Citizen Space at <https://consultations.nidirect.gov.uk>.

At the end of the consultation period all the responses would be collated and considered. A response report would be published on the Department of Justice website.

Members were asked to note the correspondence, respond on an individual/party political basis or formulate a corporate response on behalf of the Council.

Moved by Councillor Brett
Seconded by Councillor Montgomery and

RESOLVED - that Members respond on an individual/party political basis.

NO ACTION

10.3 ED/ED/106 EU JOBS & GROWTH: APPLICATIONS FOR FUNDING

Members were reminded that the Council agreed in June 2018 to apply for funding through the EU Jobs & Growth Fund to deliver a Procurement Programme in partnership with Mid and East Antrim Borough Council and Lisburn and Castlereagh City Council. The application was successful and a Letter of Offer had been received in the sum of £215,520 for up to 80% of the total programme costs across the three Council areas. The Letter of Offer had been issued to Antrim and Newtownabbey Borough Council, as the lead applicant for the Programme.

The 4 year Small Business Procurement Programme will support a minimum of 60 businesses in each of the Council areas through a package of workshops, one-to-one mentoring support services and Meet the Buyer/Supplier events. The Programme will support businesses through procurement processes, social contracts in procurement and help develop local supply chains. Procurement of the delivery contractor is expected to conclude in March 2019 and the programme will get underway from April 2019. It was anticipated that 270 jobs would be created across the three Council areas as a result of this Programme.

It was proposed to accept the Letter of Offer for 80% of Programme costs, being 60% from the European Regional Development Fund and 20% from Invest Northern Ireland. Match funding for the programme of £53,880 would be met equally by three participating Councils, so the match-funding requirement for Antrim and Newtownabbey Council was £17,960 across the 4-year programme. The match funding for the programme was agreed by Council in June 2018 and had been accounted for in the annual estimates process.

In order to successfully deliver the programme, a collaboration agreement between the three Councils to define roles and responsibilities will be put in place prior to the appointment of the contractor.

Moved by Councillor Montgomery
Seconded by Councillor Logue and

RESOLVED - that the Council agrees

- a. To accept the Letter of Offer for 80% grant aid of £215,520 for the Small Business Procurement Programme from Invest Northern Ireland, subject to confirmation from Mid and East Antrim Borough Council and Lisburn and Castlereagh City Council that they agree to participate and match fund the programme;
- b. To provide match funding in the sum of up to £17,960 over 4 years (£4,490 per annum in 2019-20 - 2022-23, subject to the annual estimates process);
- c. To enter into a Collaboration Agreement with Mid and East Antrim Borough Council and Lisburn and Castlereagh City Council for the Programme, with Antrim and Newtownabbey Council taking the lead role.

ACTION BY: Emma Stubbs, Economic & Rural Development Manager

10.4 **G/MSMO/007 Vol 3 REQUEST TO PRESENT – CHARTERED SOCIETY OF PHYSIOTHERAPY NORTHERN IRELAND BOARD**

Members were advised that a request had been received from Ms Gillian Bingham, High Sheriff of County Antrim, on behalf of the Chartered Society of Physiotherapy Northern Ireland Board (CSP NIB) to present to the Council on what physiotherapy can offer the health of the Antrim and Newtownabbey population and how physiotherapists can link in with the Council and its plans for future community health. With the Assembly still out, the Board has little opportunity to engage with the NI community and feels it is now time to rectify this by doing more work through the Council.

The CSP NIB is coterminous with the national boundary for Northern Ireland. Boundaries may be crossed locally where required for a specific need, in consultation with, and working together with that area.

The CSP NIB advises and provides a key link to the Chartered Society of Physiotherapy in relation to Northern Ireland government policy and membership, to allow it to respond in a timely and effective manner to government health policy proposals, consultations, and representation of the profession.

The main objectives of the CSP NIB are:

1. To further and safeguard the interests of the Chartered Society of Physiotherapy and its members in Northern Ireland.
2. Engage and support members, helping them to seek opportunities and raise awareness of the value of Physiotherapy.
3. Raise the profile of the Chartered Society of Physiotherapy and the profile of the CSP Northern Ireland Board to the membership, emphasising the value of CSP membership & support recruitment to the Chartered Society of Physiotherapy and the CSP Northern Ireland Board.
4. Inform and influence policy formulated by CSP Council.

5. Encourage collaboration to further the interests of physiotherapy in Northern Ireland.

6. Act as a consultative & liaison forum as a Board of the Chartered Society of Physiotherapy.

Moved by Councillor Hamill
Seconded by Councillor Logue and

RESOLVED - that the Chartered Society of Physiotherapy NI Board be invited to make a presentation to the Policy and Governance Committee.

ACTION BY: Member Services

10.5 CD/PM/002 NAMING AND SIGNAGE AT LOUGH NEAGH GATEWAY CENTRE, LOUGHSHORE PARK, ANTRIM

Members were reminded that the works for delivery of the Gateway building at the Loughshore commenced on site in September 2018 and are due for completion in August 2019.

It is necessary to plan for all elements of the works and it is now a requirement to advise the Design and Build contractor on the specification and formal name of the building to facilitate programming of this element.

The following proposed specification and naming for the building is detailed below:

- Stainless steel finish
- Backlit lettering
- Raised text from the wall surface
- Proposed name: "The Gateway"

Images were circulated showing the proposed signage.

Moved by Councillor Montgomery
Seconded by Councillor Kelly and

RESOLVED - that Council agreed to the new specification and the proposed name "The Gateway".

ACTION BY: Claire Minnis, Capital Development

ITEMS FOR INFORMATION

10.6 G/MSMO/14 MOTION – CORRESPONDENCE FROM LISBURN AND CASTLEREAGH CITY COUNCIL

At the Council meeting in September 2018, the Motion below was presented to Members and unanimously carried.

"This Council acknowledges the joint Marie Curie and Motor Neurone Disease Association campaign highlighting deep concern about the impact of the current definition of terminal illness used for eligibility for benefits including Personal Independence Payments (PIP) in Northern Ireland.

Council notes that PIP has special rules for applicants with terminal illnesses, which allows people to access payments quicker and without a face-to-face assessment. However, this avenue is only open to those who have been given a prognosis of six months or less. This restriction is unfairly excluding many people with terminal illnesses, including those with Motor Neurone Disease (MND), chronic heart failure and COPD, as they fail to assess PIP under the special rules, meaning they have to wait much longer for their payments and undergo face-to-face assessments.

Council affirms that this is unfair and denies people the best quality of life during the time they have left and calls on the Secretary of State for NI to follow the lead of the Scottish government and implement the call from Marie Curie and the MND Association for a fairer definition of terminal illness that is based on clinical judgement and patient need, not a time-restricted estimation of life expectancy."

This Council will write to all the other Councils in N Ireland asking them to support this campaign."

As requested, the Chief Executive wrote to the Secretary of State and to N Ireland Councils. A response was received from Lisburn and Castlereagh City Council in relation to the Motion and a copy was circulated for Members' information.

Moved by Councillor Brett
Seconded by Councillor Foster and

RESOLVED - that the correspondence from Lisburn and Castlereagh City Council be noted.

NO ACTION

10.7 ED/ED/135 BREXIT BREAKFAST WORKSHOP

The Council co-hosted a Brexit Breakfast workshop for businesses along with Mid & East Antrim Borough Council at Mossley Mill on 28 November.

The workshop was delivered by InterTradelreland and included a presentation from a local business, Craig Foods Ltd from Randalstown on their preparations for Brexit.

Twenty local businesses attended the workshop and feedback has been extremely positive, with most comments appreciating the initiative taken by the two Councils and InterTradelreland to provide useful information on the practical implications for companies of exiting the European Union.

A second workshop will be hosted in the Mid & East Antrim Borough Council area in the New Year, and officers will promote this event to the local business base in due course through social media and other channels.

Moved by Councillor Bingham
Seconded by Councillor McCarthy and

RESOLVED - that the report be noted.

NO ACTION

**10.8 CE/OA/005 NORTHERN IRELAND LOCAL GOVERNMENT ASSOCIATION (NILGA)
– DECEMBER 2018 BULLETIN**

Members were advised that NILGA had circulated the December 2018 Bulletin and a copy was circulated for Members' information.

Moved by Councillor Bingham
Seconded by Councillor Montgomery and

RESOLVED - that the NILGA December 2018 Bulletin be noted.

NO ACTION

10.9 G/MSMO/14 MOTION – DERRY CITY AND STRABANE DISTRICT COUNCIL

Members were advised that correspondence was received from Derry City and Strabane District Council regarding a Motion in relation to the Community Pharmacy network in NI.

A copy of the letter was circulated.

Moved by Councillor Brett
Seconded by Councillor Kelly and

RESOLVED - that the correspondence from Derry City and Strabane District Council be noted.

NO ACTION

10.10 FI/FIN/4 BUDGET REPORT – NOVEMBER 2018

A budget report for November 2018 was circulated for Members' information.

The Council's variance on Net Cost of Services for the period to the end of November was £165k favourable, with income from District Rates and the De-Rating grant being on budget for the period, resulting in an increase to the Council's General Fund of £165k.

This included a contribution of £498k to the Council's Strategic Projects and Rates Appeal Reserves.

Moved by Councillor Maguire
Seconded by Councillor McCarthy and

RESOLVED - that the report be noted.

NO ACTION

10.11 ED/ED/127 DEPARTMENT FOR THE ECONOMY PROJECT STRATUM

The report was intended as a draft corporate response to the DFE Project Stratum consultation exercise, which is currently running until 14 January 2019.

The Council welcomed the DFE broadband consultation exercise and the plans to further develop and enhance the fibre network across the region through the distribution of the designated Confidence and Supply monies.

Whilst the Ofcom '*Connected Nations*' reports consistently suggested that Antrim and Newtownabbey Borough is among the best connected areas within Northern Ireland, Members were reminded that the Borough has several pockets where local residents and businesses endure poor or inconsistent levels of broadband connectivity.

The most frequent complaints reported to Council officers are from the Ballyclare, Crumlin, Toome, Randalstown and Nutt's Corner areas. The rollout of the Virgin Media network in the last 6-12 months offers a high-speed solution to the Ballyclare area, but both Crumlin and Toome remain poorly connected. Other plans that are afoot through a range of other related initiatives – such as the Belfast Region City Deal and the Full Fibre NI scheme – offer considerable opportunities to augment and upgrade local connectivity, however the extent of these are unknown at present.

In light of the poorly connected areas mentioned, the Council is keen to use this response to the consultation exercise as an opportunity to invite the Department to focus particularly on these locations, and to ensure a more balanced and equitable distribution of broadband services across the Borough. As a result, the Council has ensured that venues to accommodate the OMR postcode lists were located in each of these areas, and beyond just the two Civic Centres as had been recommended by the Department.

The Council is committed to ensuring that, through its residents and businesses, the economic growth potential of the Borough is not hampered by poor levels of connectivity and particularly where appropriate technological solutions are available. Accordingly, the Council welcomed any feedback from the Department that can help identify poorly connected areas to enable focussed programmes of support to potentially be provided, going forward.

Those comments aside, the Council expressed reservations regarding the timing and duration of the consultation exercise, and the lack of advanced notice that accompanied the process. Given the importance of connectivity to residents and businesses, a 6 week consultation period over Christmas had

to be questioned in relation to ensuring that the message gets out to as wide a catchment of potential respondents as possible.

The Council did however recognise the urgency to expedite the spending of the Confidence and Supply broadband monies, and endorsed the Department's ongoing negotiations with HM Treasury to seek a more pragmatic expenditure period of 3-4 years rather than the originally prescribed 2 year timeframe, in lieu of the procurement timetable that must be navigated. The timetable for the current consultation process lends itself to a contract award in summer 2019, which would see the physical rollout of network upgrades and improvements within 9 months, which was to be welcomed.

Moved by Councillor Logue
Seconded by Councillor Brett and

RESOLVED - that Members endorse the report as a response to the public consultation exercise. In addition, Members should also seek to contact officers to highlight any specific examples that they wish to be referred to in the response and that Council be updated on progress.

ACTION BY: Alastair Law, Innovation & Funding Officer

MOTION TO PROCEED 'IN COMMITTEE'

Moved by Councillor Brett
Seconded by Councillor McCarthy and

RESOLVED - that the Council proceeds to conduct the following business 'In Committee'.

Members were advised that the audio recording would cease at this point.

ITEMS IN COMMITTEE

10.12 IN CONFIDENCE FI/PRO/TEN/248 TENDER FOR THE PROVISION OF A DIGITAL PLATFORM FURTHER COMPETITION EXERCISE UNDER CCS FRAMEWORK RM1557 G-CLOUD 10 LOT 2 'SOFTWARE AS A SERVICE'

CONTRACT PERIOD: 1 January 2019 to 31 December 2021

The Council sought submissions through a further competition exercise under CCS Framework RM1557 G-Cloud 10 Lot 2: Software as a Service.

Two tenders for the provision of a Digital Platform were opened via eSourcing NI on 12 December 2018 and referred to the evaluation panel for assessment. The tenders were evaluated on a two-stage basis as follows:

STAGE 1 – SELECTION STAGE Technical Assessment

Both tenderers confirmed that their tender met all the essential requirements of the specification and presentations of proposed systems were given by both Service Providers to the Evaluation Panel as a means of underpinning selection stage information within the Compliance Matrix. Both tenderers passed the technical assessment and therefore proceeded to Stage 2.

STAGE 2 – AWARD STAGE
Commercial Assessment

The tender was evaluated on 100% cost as follows:

Recommendation	Technical Stage (Pass/Fail)	Cost Score (out of 100%)	Total Score (out of 100%)	Total Cost for 3 years (£) (Excl. VAT)
GOSS Interactive Limited	Pass	100%	100%	£187,340

Moved by Councillor Brett
 Seconded by Councillor Montgomery and

RESOLVED - that having achieved the highest score of 100%, GOSS Interactive Limited be appointed for the Provision of a Digital Platform for the period 01 January 2019 to 31 December 2021 at a total cost, over 3 years, of £187,340.00.

ACTION BY: Julia Clarke, Procurement Officer

10.13 IN CONFIDENCE ED/TOU/050 [REDACTED]
 [REDACTED]

[REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]

[REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]

[REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]

[REDACTED]
 [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- [REDACTED]

- [REDACTED]

- [REDACTED]

Moved by Councillor Clarke
Seconded by Councillor Brett and

RESOLVED - that the Council

(i) [REDACTED]
[REDACTED]
[REDACTED]

(ii) [REDACTED]
[REDACTED]

ACTION BY: Majella McAlister, Director of Economic Development & Planning

10.14 **IN CONFIDENCE** ICT/GEN/015 MPLS & INTERNET

Antrim and Newtownabbey Borough Council wishes to review the contract for MPLS (Wide Area Network) and Internet service, incorporating additional Council facilities and further enhancing our existing data network.

The Council sought submissions through a competitive exercise under CCS Framework RM1045 Network Services for the provision of MPLS with Internet.

Four tenders were received via the CCS e-sourcing portal and evaluated on a single stage basis as follows: The tenders were evaluated on the basis of quality of proposals (40%) and cost (60%) and the recommendation is as follows:

Supplier	Quality Assessment (out of 40%)	Cost Assessment (out of 60%)	Total % Score	Annual Total Cost (£) (Excl VAT)
EirNI	40	60	100	£34,668.65

Installation Costs of £27,962.80 (excl VAT) to be added in the first year

Budget was already in place to support these costs.

This procurement exercise would see an additional 4 sites added to our MPLS infrastructure, plus significant enhancements to 5 existing facilities, all within existing budget

Moved by Councillor McCarthy
Seconded by Councillor McClelland and

RESOLVED - that having achieved the highest score of 100%, the tender submitted by EirNI, at a five-year cost of £201,306.05 (excl. VAT), for the provision of MPLS & Internet Service for the period 1 January 2019 to 31 December 2021 (with an option to extend for a further 2 x 12 months' period reviewed annually) be accepted.

ACTION BY: Paul Allan, ICT Manager

10.15 IN CONFIDENCE ED/ED/127 STEEPLE SITE

Members received a presentation from the two potential developers of the Steeple Park site on Thursday 13th December 2018. Further to the presentation an outline business case had been submitted for each proposal.

Officers had reviewed the business cases and provided a verbal update.

Moved by Councillor Montgomery
Seconded by Councillor Dunlop and

RESOLVED - that this item be deferred to January Council meeting.

ACTION BY: Majella McAlister, Director of Economic Development & Planning

10.16 IN CONFIDENCE FI/PRO/TEN/216 TENDER FOR ACCESS CONTROL & CHANGING PLACES FOR FORUM, VALLEY & SIXMILE LEISURE CENTRES

Members were reminded that in April 2018 the Council approved separate budgets of £[REDACTED] for the provision of enhanced accessible changing in both the Forum and Valley Leisure Centres and £[REDACTED] for the provision of access control in the reception areas at the Forum, Valley and Sixmile Leisure Centres.

PROJECT SCOPE

The contract would include the following works:

- New entrance arrangements to include structural alterations, glazed screens, re-decoration of relevant surfaces etc. at all sites
- Installation of access control barriers, high level monitors and customer self-service kiosks at reception areas at all sites
- Replacement/enhancement/adjustment to reception desks at all sites
- Provision of enhanced changing facilities for the severely disabled to Valley and Forum sites only

Officers within the Capital Development section undertook a procurement strategy analysis. It was concluded that Council would achieve best value by delivering both elements under one contract at a total budget of £[REDACTED].

Following further evaluation of the design Officers took the opportunity to seek a cost for including the following additions to the original brief. It was considered these would enhance the aesthetics and customer/visitor experience of the buildings.

The additional items included the following:

- Replace existing ceiling tiles in the foyer area (Antrim Forum, Valley and Sixmile Leisure Centres)
- Replace/re-configure existing floor matting in the foyer area (Antrim Forum and Valley Leisure Centres)
- Replace overhead door air curtain at entrance (Antrim Forum and Valley Leisure Centres)
- Enhance mechanical ventilation/air conditioning to foyer area (Antrim Forum, and Valley Leisure Centres)
- New high ceiling feature lighting in foyer area (Valley Leisure Centre)

PROCUREMENT

Robert Logan Chartered Architects were appointed as design consultants for both schemes in December 2017.

Six firms returned completed Pre-Qualification Questionnaires (PQQs) on 9 July 2018 and referred to the evaluation panel for assessment. The completed PQQs were evaluated on a Pass/Fail basis using a criteria of general information, past performance, economic and financial standing and professional conduct and Health and Safety Declarations. Two firms did not meet the requirements in full and therefore did not proceed to the next stage of the evaluation. The four remaining firms were scored on the basis of technical and professional ability. The four firms were shortlisted and invited to submit tenders for the project.

Invitation to Tender (ITT) Documents were issued week commencing 6 August 2018 with a closing date of 31 August 2018. Only one tender was returned from [REDACTED] in the sum of £[REDACTED]. Following evaluation of the tender and subsequent clarifications sought by Officers from the Capital Development section [REDACTED] withdrew their tender offer due to an error.

Invitation to Tender (ITT) Documents were re-issued to the four firms week commencing 8 October 2018 and two firms returned a tender by the closing date of 31 October 2018. Two firms did not return a tender.

TENDER ANALYSIS

The returned ITTs were evaluated on a quality/price basis using a 25% / 75% criteria. The quality was evaluated on the tenderer's proposed methodology. Totalis Solutions Ltd submitted the lower tender assessment total price and also achieved the highest overall quality/price score with 95%. Their pricing was as detailed below:

Access Control & Changing Places for Forum, Valley & Sixmile Leisure Centres				
Rank	Contractor	Tendered Total of the Prices (excl. VAT)	Model Compensation Event Total* (excl. VAT)	Tender Assessment Total Price (excl. VAT)
1	Totalis Solutions Ltd	£████████	£████████	£519,200

The model compensation event is included in the evaluation exercise to assess the cost impact of change resulting from potential future compensation events (variations due to unforeseen items). It includes costs for people, materials and equipment.

The lowest tender from Totalis Solutions Ltd. had been checked and no arithmetical error found. The predicted project outturn cost (works and fees) based on the current lowest tender is £████████ which was £████████ (██ %) above the approved budget of £████████.

Officers considered two options:

Option A Additional monies in the sum of £████████ be requested to complete the original scope of the works plus the additional items as detailed earlier in the report.

Option B Omit the additional items which had been costed as follows:

- Replace existing ceiling tiles in the foyer area (Antrim Forum, Valley and Sixmile Leisure Centres) £████████
- Replace/re-configure existing floor matting in the foyer area (Antrim Forum and Valley Leisure Centres) £████████
- Replace overhead door air curtain at entrance (Antrim Forum and Valley Leisure Centres) £████████
- Enhance mechanical ventilation/air conditioning to foyer area (Antrim Forum, and Valley Leisure Centres) £████████
- New high ceiling feature lighting in foyer area (Valley Leisure Centre) £████████

If the above items were omitted (Option B) this would provide total estimated saving of £████████.

Officers recommended that the additional items be retained (Option A). These items would greatly benefit the scheme, both in terms of aesthetic appearance to the users of the buildings as well as enhanced feel and quality of the spaces.

COST SUMMARY

The current approved budget is: £████████

Option A (initial scope of works + additional items)

Tendered Total of the Prices	£ [REDACTED]
Model Compensation Event Total	£ [REDACTED]
Tender Assessment Total Price	£519,200
Professional fees	£ [REDACTED]
Total Predicted Project Cost	£ [REDACTED] (+ [REDACTED]% over approved budget)

The predicted project cost based on the current lowest tender was £ [REDACTED] over the approved budget.

It was recognised refurbishment works within existing buildings is challenging and may expose the Council to risk. Council Officers in liaison with the Council's Consultant will supervise the works closely to avoid/limit project risks. It was anticipated that the cost for unforeseen works could be absorbed within the model compensation event sum (contingency) included in the estimated costs as detailed above.

PROGRAMME

It was envisaged that work would commence in February 2019 and be completed by July 2019.

Moved by Councillor Magill
Seconded by Councillor Hogg and

RESOLVED - that the initial scope of works plus additional items be approved.

- **The tendered sum of £ [REDACTED] (excl. Vat) from Totalis Ltd be approved giving a tendered assessment total of £519,200.**
- **The total estimated budget for the works and professional fees of £ [REDACTED] be approved.**

ACTION BY: David Traynor, Capital Project Officer

10.17 IN CONFIDENCE CE/STC/88 ORGANISATION STRUCTURES

A report relating to organisational structures was tabled at the meeting.

Members were reminded that at the Council meeting on 28 November 2018 a structure for Legal Services was approved in principle, subject to consultation with staff and trade unions and following consultation it was recommended that the circulated final structure (Appendix 1) be approved.

Members were further reminded that a structure for Economic Development was approved in September 2018. A proposed amended structure (Appendix 2) was circulated and would support the delivery of the Economic Development and Tourism Strategies.

Moved by Councillor Montgomery

Seconded by Councillor Kelly and

RESOLVED - that the final structures be approved for Legal Services (Appendix 1) and Economic Development (Appendix 2).

ACTION BY: Joan Cowan, Head of Human Resources

MOTION TO PROCEED 'OUT OF COMMITTEE'

Moved by Councillor McCarthy
Seconded by Councillor Montgomery

RESOLVED - that the Council proceeds to conduct any remaining business 'In Public'.

Members were advised that the audio recording would restart at this point.

The Deputy Mayor, on behalf of the Mayor, thanked the Chief Executive, Directors, Officers and Members, and wished them and their families a very Merry Christmas and a happy and prosperous New Year, and invited all present to the Mayor's Parlour.

The Deputy Mayor thanked everyone for attending and the meeting concluded at 7.01 pm.

DEPUTY MAYOR

Council Minutes have been redacted in accordance with the Freedom of Information Act 2000, the Data Protection Act 2018, the General Data Protection Regulation, and legal advice.