

**PEACE IV PARTNERSHIP MEETING
TUESDAY 17 OCTOBER 2017
WHINSTONE SUITE, ANTRIM CIVIC CENTRE
6.30PM – 7.30PM**

Present: Connor O'Dornan (ANBC PIV), Cllr David Hollis, Cllr Noreen McClelland, Cllr David Arthurs, Cllr Michael Maguire, Cllr Stephen Ross, Cllr Nigel Kells, Cllr Audrey Ball, Cllr Linda Clarke, Cllr Michael Goodman, Emma Bond (PSNI), Francis Loughlin (EA), David Crooks (SP), Kathy Wolff (SP), Ken Nelson (SP), Michelle Harris (SP), Valerie Adams (SP),

Apologies: Cllr Neil Kelly, Cllr Jim Bingham, John Read (NIHE), Alyson Dunn (NHSCT), Mark Glover (SP)

Item	Minutes	Action
	Arrival (tea/coffee)	
1	<p>Welcome Cllr Noreen McClelland in the Chair.</p> <p>Apologies received noted as per above. Any other apologies from the floor requested. None put forward.</p> <p>Members advised to sign the attendance sheet being circulated.</p> <p>Chair welcomed Andrew Irwin, PCSP PEACE IV and GR Manager, Leanne Holmes, PEACE IV Project Officer and Cllr David Arthurs who was also in attendance.</p>	
2	<p>Election of Office Bearers Chairperson explained members had been asked to self-nominate if they wished to be considered for position of Chair or Vice Chair. No self-nominations for Vice-Chair, however M Glover had been put forward for this position.</p> <p>M Glover as Vice-chair for period 17 October 2017 to 17 October 2018 or next AGM was Proposed by V Adams Secoded by K Wolff Consensus reached no objections.</p> <p>Two self-nominations had been put forward for position of Chairperson; Cllr Hollis and Cllr Maguire. Cllr McClelland put forward a number of methods in order to appoint the next Chairperson:</p> <ul style="list-style-type: none"> - Show of hands - Written anonymous nomination forms 	

	<p>Cllr McClelland asked if anyone had any other suggestions to put forward.</p> <p>Cllr Maguire suggested he retract his self-nomination;</p> <p>Cllr Maguire withdrew self-nomination and Cllr Hollis put forward as new Chairperson was Proposed by Cllr Kells Secoded by Cllr Ross Consensus reached no objections.</p> <p>Cllr McClelland thanked the Partnership for their hard work and support and invited Cllr Hollis to chair the meeting from this point on.</p>	
3	<p>Communications/Council Update</p> <p>COD was invited to give an update of Communications received and secretariat actions since the last Partnership meeting. Updated provided on:</p> <ul style="list-style-type: none"> - PEACE IV core staff recruitment - SEUPB assigned new Case Officer - Officers work plan since the last meeting on 12 September 2017 - Member actions required: <ul style="list-style-type: none"> o Partnership Agreement Signature – Cllr D Arthurs o Conflict of Interest Policy/Register – Cllr D Arthurs <p>AOB:</p> <ul style="list-style-type: none"> - Change 12th December Working Group meetings to Partnership meeting for TOR approvals. - Assessment Panel on Thursday 30th November and Friday 1st December – 2 elected members, 1 statutory and 1 independent member. 	CB Action
4	<p>Minutes from Partnership Meeting (12 September 2017)</p> <p>Comments invited from the Chair on Partnership Meeting Minutes. No additional comments offered.</p> <p>Proposed by Cllr N McClelland Secoded by Cllr N Kells Consensus reached no objections. Minutes approved.</p>	
5	<p>Matters Arising</p> <p>None</p>	
6	<p>Report on Business to be considered</p> <p>6.1 PEACE IV Letters of Offer</p>	

Members were reminded that Antrim and Newtownabbey Borough Council received three separate letters of offer and a permission to start confirmation from SEUPB on 24th August and 6th September 2017 respectively.

The letters of offer have all been backdated to 01 June 2016.

The letters of offer were accepted in principle by the Partnership on 12th September subject to formal acceptance by Antrim and Newtownabbey Borough Council. The letters of offer were approved by the Community Planning and Regeneration Committee on 9th October 2017. This decision is subject to ratification at Full Council on 30th October 2017.

**The report was noted
Consensus reached no objections**

6.2 New Elected Member

On 24 September 2017, a written request was received from the UUP party leader Alderman Cosgrove to replace Cllr John Scott (UUP) with Cllr David Arthurs (UUP) on the Partnership with immediate effect. This replacement will be reported to Antrim and Newtownabbey Borough Council in November for noting and subject to ratification by SEUPB.

Cllr Arthurs left the room.

Cllr Arthurs as a replacement UUP elected member for Cllr John Scott with immediate effect was proposed by Cllr L Clarke seconded by Cllr N McClelland Consensus reached no objections

Cllr Arthurs re-entered the room.

6.3 Conflict of Interest Register

Members were advised that all current partnership members have now completed the "Conflict of Interest policy and register". If a member's circumstances change, they are asked to advise officers immediately so that their register of interests can be updated. The conflict of interest register must be up to date before members can be appointed to a tender assessment panel.

Maria Curran (acting Head of Service for Community Planning) is currently employed through Locus Management Consultancy to cover maternity leave. Maria has also completed the conflict of interest register and confirmed in writing that Locus Management Consultancy understand they will not be able to bid for any tenders due to her involvement in preparing terms of reference.

The report was noted
Consensus reached no objections

6.4 Project Modification Process

Members were reminded of reductions in the final letters of offer, and a number of re-bids and re-allocations were required. Three modification requests were made through the SEUPB EMS system following September Partnership meeting.

The expected assessment and approval process for modification requests is 8 weeks and therefore a decision is expected by late November.

The report was noted
Consensus reached no objections

6.5 Phased Programme Procurement

Members were reminded that the final PQQ/ITT and Terms of Reference documents for the programmes listed in members packs were submitted to SEUPB for approval on 11 July 2017. Written feedback was received on the programmes on 29 August from SEUPB and approval granted to proceed subject to minor amendments. It was confirmed officers would continue to liaise with the Procurement Section to make the final amendments and prepare the documentation to be issued. Tender opportunities will be publically advertised in line with the agreed procurement protocols of Antrim and Newtownabbey Borough Council and which have been adopted by the PEACE IV Partnership.

This report was noted
Consensus reached no objections

6.6 Information Sharing

Members were reminded that it was agreed to circulate the indicative procurement schedule and final information booklet once completed. These have now been completed and circulated to more than 550 stakeholders and consultees on the PEACE database. The documents have also been published on the Council website and promoted using Council and PEACE IV social media accounts.

A press release and social media campaign will accompany each phase of tender opportunities being advertised as per the PEACE IV Partnership Communications Plan.

The Information Booklet and Communications Plan were in members packs for perusal.

This report was noted
Consensus reached no objections

6.7 Tender Assessment Training

As agreed at 12th September Partnership meeting, a second Antrim and Newtownabbey Peace IV training event has been scheduled for those remaining members who have not yet been trained. Details are as follows:

Tender Assessment Training
9.15am to 4pm
30th October 2017
Doffer Room, Mossley Mill

Any Member who has not already responded were asked to either accept or decline calendar invite as a matter of urgency.

6.8 Council Led Programmes and Capital Projects

Members were reminded that a number of programmes within the PEACE IV Local Action Plan are based on Council led delivery. Officers are currently working with staff internally to set up working groups and establish project leads in order to progress these.

Key Progress to Date:

- Consultation exercise and stakeholder meetings underway re. Antrim Grammar and Parkhall College capital development.

- Consultation exercise and stakeholder meetings underway re. Urban Skate Park at V36
- Preliminary reports expected in November 2017 for both capital developments above which will inform business case to be submitted to SEUPB for approval prior to contractor being appointed.

Cllr S Ross queried whether Council is liable if the project goes past 2019. COD confirmed Council would not be able to claim if the money was not spent. COD noted that Council may have to claim the money elsewhere which would involve going through the re-bid process. Awaiting confirmation from Capital Projects on this. This would be added to the agenda for the next meeting.

Officers will continue to update the Partnership on Council led projects and will share full programme details once consultation exercises and outline business cases have been completed.

**This report was noted
Consensus reached no objections**

6.9 Communications Plan

Members were reminded that a draft Communications Plan was presented to the Partnership in January 2017 and submitted to SEUPB in February 2017. This draft was approved by SEUPB and officers have since updated the Communications Plan to be more comprehensive based on discussions with Council Marketing and PR Department.

A copy of the updated Communications Plan included for member's perusal.

**It was recommended that the Communications Plan be approved
Proposed by E Bond
Seconded by Cllr N Kells**

6.10 Summarised Partnership Minutes for Publishing

Officers have received communication from the Council's Information Governance and Legal Team advising that the information recorded in PEACE IV Partnership minutes is more detailed than minutes received from other Partnerships with delegated responsibility (I.e. Community

**COD
Action**

	<p>Planning Partnership). Ratified minutes are also required to be published on the Council and PEACE IV websites and therefore must not contain commercially sensitive or personal data.</p> <p>While it was accepted that detailed minutes are useful for the Partnership Secretariat, a summarised version of the minutes should be reported to the Partnership for approval and thereafter to the Council for noting.</p> <p>Following this advice, Officers have summarised all PEACE IV Partnership minutes to date and will provide a summarised version only to the Partnership for ratification going forward. Officers will retain detailed notes to ensure accuracy of reporting. The summarised Partnership minutes were enclosed in member packs for perusal.</p>	
<p>7</p>	<p>Any Other Business</p> <p>Cllr Ross enquired whether meeting start times could be moved to 6pm. Cllr McClelland stated this did not suit however proposed the option of a different day. COD confirmed Council staff would have difficulty scheduling a different day due to members commitments outside the Partnership.</p> <p>Consensus was reached to remain with 6.30pm start times no objections</p>	
<p>8</p>	<p>Meeting Close Next Partnership Meeting on Tuesday 14th November 2017 in Spinning Room, Mossley Mill at 6.30pm. Meeting Close 7.05 pm</p>	