

**PEACE IV PARTNERSHIP MEETING
TUESDAY 14 NOVEMBER 2017
SPINNING ROOM, MOSSLEY MILL
6.30PM – 7.30PM**

Present: Connor O'Dornan (ANBC PIV), Andrew Irwin (ANBC PIV), Cllr Michael Maguire, Cllr Jim Bingham, Sgt Stephen Moore (representing St Emma Bond), Francis Loughlin, Kathy Wolff, Michelle Harris, Mark Glover

Apologies: Cllr David Hollis, Cllr Noreen McClelland, Cllr Neil Kelly, Cllr David Arthurs, Cllr Audrey Ball, Cllr Linda Clarke, Alyson Dunn, David Crooks, Ken Nelson, Valerie Adams, John Read

Non-Attending: Cllr Stephen Ross, Cllr Nigel Kells, Cllr Michael Goodman, John Read,

Item	Minutes	Action
	Arrival (tea/coffee)	
1	<p>Welcome and apologies Mark Glover (Social Partner) 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 everyone and thanked them for attending.</p>	
2	<p>Communications/Council update COD updated members regarding the following:</p> <ul style="list-style-type: none"> - Claims Progress Reports - Development of Tender Contract documentation - Developing Partnership Contract/Service Level Agreement documentation - PEACE IV policies, procedures and protocols - Process for recruitment of cross-cutting engagement staff - Reporting/approvals process for Partnership minutes, CPR and Full Council - Terms of Reference final amendments - PEACE IV website procurement 	

<p>3</p>	<p>Minutes from previous Partnership meeting (17 October 2017) Comments invited from the Chair on Partnership Meeting Minutes. No additional comments offered.</p> <p>Proposed by Cllr M Maguire Seconded by Kathy Wolff</p>	
<p>4</p>	<p>Matters Arising</p> <ul style="list-style-type: none"> - Cllr Maguire highlighted a clash between Audit Committee and Partnership meeting on 12 December. A change of date and time was discussed however it was agreed to keep the meeting as originally planned for 6.30pm on 12 December 2017. 	
<p>5</p>	<p>Report on Business to be considered: 5.1 Phased Programme Procurement</p> <p>Members were reminded that a phased procurement schedule for tendered programmes was agreed by the Partnership and circulated to all consultees accompanied by the final programme information booklet. These documents were also published on the Council website.</p> <p>Phase 1 tender opportunities were published on the eSourcingNI tender portal on 20th October 2017 and signposting articles posted on eTenders.co.uk and eTenders.ie as per SEUPB requirements.</p> <p>The deadline for submission of tender responses for the programmes above is 20th November 2017. Submissions will be pre-scored on 23rd and 24th November 2017 by officers. Scores and recommendations will be reviewed by the Partnership assessment panels on 30th November and 1st December. Finally, recommendations will be made to the Partnership on 12th December 2017.</p> <p>Partnership members were reminded that Phase 2 tender opportunities are due to be released in December 2017 with a closing date in January 2018 with extra time to allow for the Christmas break. It is anticipated that the returns for Phase 2 programmes will be assessed late January 2018 and reported to PEACE IV working groups on 13th February 2018. COD confirmed that if TOR documentation was ready on time, the Phase 2 tenders would close prior to the Christmas break.</p> <p>Officers will continue to liaise with the Procurement Section to make the final amendments and prepare the documentation to be issued. Tender opportunities will be publicly advertised in line with the agreed procurement protocols of Antrim and Newtownabbey Borough Council</p>	

which have been adopted by the PEACE IV Partnership.

It was recommended that this report be noted

Proposed by Cllr Maguire

Seconded by Michelle Harris

5.2 Capital Projects Update – Enclosure B

Members were reminded that delivery of the three capital projects is being led by Council's Capital Development Section. The PEACE IV Co-ordinator met with the Capital Development Head of Service and has received an update on progress to date included in members packs (enclosure B).

It was recommended that this report be noted

Proposed by Cllr Maguire

Seconded by Cllr Bingham

5.3 Urban Sports Park Working Group

Members were advised that following a recent consultation event about the Urban Sports Park at V36, it was recommended that a specific Urban Sports Park working group be set up to help steer this project.

It was agreed that officers would circulate details to the Partnership and ask for self-nominations from Partnership members who wish to be considered to sit on the Urban Sports Park Working Group (2 places).

RECOMMENDATION

It is recommended that the PEACE IV Partnership nominates two members to sit on the Urban Sports Park Working Group and self-nominations for this position are requested by Officers

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Proposed by Cllr Maguire

Seconded by Stephen Moore

5.4 Crumlin Glen

Members were reminded that the Shared Spaces and Services Programme 3 – New Shared Spaces includes an allocation of £20,000 (plus associated management, office and administration contributions) to help develop a new shared space at Crumlin Glen Park. This £20,000 from the PEACE IV Local Action Plan was allocated to complete minor capital works relating to trails and paths within the park which would make it safer and more accessible for local residents. This indicative allocation will only be deemed eligible

expenditure if the entire Crumlin Glen Development is completed within the PEACE IV timeframe (i.e. until 31 December 2019).

Initially, the Crumlin Glen development was expected to cost approximately £1,015,000 which includes adventure trails, lighting, access paths, seating areas and utilities. However, due to the scale of the project, it is being developed on a phased basis and therefore it is unlikely the full project will be completed within the required timeframe. The following options are presented for consideration:

Option 1: Do nothing. The £20,000 would not be utilised by the Crumlin Glen project as the current design requires the full programme to be completed by December 2019 and this is not achievable. The result would be that the PEACE IV Partnership would lose the £20,000 allocation.

Option 2: Revise the Crumlin Glen project to reflect a phased approach (Phase 1 and Phase 2 content to be confirmed). Submit a modification request to SEUPB to include only Phase 1. The result would mean all three capital projects proposed in the action plan would be delivered.

Option 3: Exclude the Crumlin Glen project and submit a modification request to SEUPB to re-allocate the £20,000 into one of the existing new shared spaces. This would potentially result in delays to these projects which are already well progressed.

NB. There is no guarantee that the modification requests submitted for Option 2 or Option 3 would be approved by SEUPB.

RECOMMENDATION

It was recommended that Option 2 be approved, a phased approach be agreed with the Council Departments and a modification request submitted to SEUPB.

**Proposed by Cllr Maguire
Seconded by Cllr Bingham**

5.5 Partnership Agreement Amendments

Members were advised that through the process of re-election of chair and vice chair at the recent AGM, it came to the attention of officers that a number of additions may need to be considered for inclusion within the Partnership

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<p>Agreement. It became apparent that the process for nomination and appointment of the office bearers was not clear.</p> <p>It was recommended that several clauses outlined in member's packs be considered for inclusion in the Partnership Agreement.</p> <p>RECOMMENDATION It was recommended that the Partnership Agreement be revised to reflect amendments</p> <p>Proposed by Cllr Bingham Seconded by Cllr Maguire</p> <p>5.6 Summarised Local Action Plan Document Members were reminded that a PEACE IV Information Booklet was circulated to all consultees in October 2017. Following the development and circulation of this booklet, officers have been working to summarise the detailed PEACE IV Local Action Plan that was developed and submitted to SEUPB as part of the Stage II application process.</p> <p>Officers intend to make the summarised PEACE IV Local Action Plan available on the Council website and on tender portals accompanying the terms of reference information. This will help to ensure that bidders understand the full rationale behind each programme. Officers expect that providing this level of detailed information will improve the overall quality of bids received through the tendering process.</p> <p>Members will also receive an updated copy of the PEACE IV Local Action Plan document upon completion of this summary exercise (mid-November 2017).</p> <p>RECOMMENDATION It was recommended that the report be noted Proposed by Kathy Wolff Seconded by M Harris</p> <p>5.7 Conflict of Interest Management Process Members were reminded that in February 2017, SEUPB requested confirmation of the process for management of conflicts of interest by the Partnership. This was agreed and submitted to SEUPB with a view to revising the process as necessary. Members were advised that a communication</p>	<p>COD Action</p>
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was received from SEUPB on 24 October 2017 requesting that the conflict of interest management process be updated. The Partnership was asked to confirm the actions taken or proposed to manage conflicts of interest relating specifically to the tendering and tender assessment phase of the programme. The response provided to SEUPB on 27 October 2017 was included in Enclosure C for member's approval.

Members were advised that within the same communication dated 24th October 2017, SEUPB requested that the wording from 11th April 2017 Report on Business Item 6.11 regarding to Partner Delivery Expression of Interest be amended as follows:

"Should Option 2 be agreed, Members may wish to give consideration to inviting the partner(s) in question to engage in a competitive tendering process ~~to secure the tender for this programme.~~"

Members were advised that the final ratified minutes for this meeting do not include the words "to secure the tender" and therefore do not need to be amended.

RECOMMENDATION

It was recommended that the Conflict of Interest Management Process be approved

Proposed by Cllr Bingham

Seconded by Kathy Wolff

5.8 Tender Assessment Panel Nominations

The tenders listed in Item 5.1 will be assessed across two days 30th November and 1st December and it is recommended that a separate panel be appointed for each day.

If members are in agreement, officers will co-ordinate the availability of members and circulate calendar invites to those members required to sit on each panel. This will be based on availability, conflicts and achieving the balance outlined above.

Officers will confirm availability with all partnership members who are required to sit on a panel and circulate calendar invites accordingly.

RECOMMENDATION

It was recommended that this report be noted

Proposed by Cllr Maguire

**COD/CB
Action**

