



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE COUNCIL HELD IN
ANTRIM CIVIC CENTRE ON MONDAY 16 DECEMBER 2019 AT 6.30 PM**

- In the Chair** : The Mayor (Alderman J Smyth)
- Members Present** : Aldermen – F Agnew, P Brett, T Campbell, L Clarke,
M Cosgrove, M Girvan and J McGrath
Councillors – J Archibald, A Bennington, M Cooper,
H Cushinan, P Dunlop, G Finlay, S Flanagan, R Foster,
M Goodman, P Hamill, N Kelly, R Kinnear, R Lynch, M Magill,
P Michael, J Montgomery, V McAuley, N McClelland,
D McCullough, T McGrann, V McWilliam, V Robinson, S Ross,
M Stewart, L Smyth, R Swann, B Webb and R Wilson
- Officers Present** : Chief Executive – J Dixon
Deputy Chief Executive – M McAlister
Director of Organisation Development – A McCooke
Director of Operations – G Girvan
Director of Finance and Governance – S Cole
Director of Community Planning – N Harkness
Media and Marketing Officer – J Heasley
ICT Projects Officer – J Higginson
ICT Helpdesk Officer – D Mason
Member Services Officer – S Boyd
Member Services Manager – V Lisk

1 BIBLE READING, PRAYER AND WELCOME

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

The meeting opened with a Bible reading and prayer by Rev Michael Gregory. The Mayor wished the Rev Gregory and his family a Happy Christmas and he left the meeting.

Councillors Cushinan, Finlay, Goodman, Kelly, Kinnear, McAuley, McGrann, and McGrath joined the meeting at this point.

MAYOR'S REMARKS

The Mayor wished the Chief Executive, Officers, Councillors, Aldermen and citizens of the Borough a very Merry Christmas and a Happy New Year.

The Mayor informed Members that he had launched the new play park in Rathcoole, had attended three of the Borough's leisure centres to open new areas and facilities, and that at the IPB Pride of Place Awards the Council had won the Special Council Award for Best Local Authority. Whiteabbey and Tidy Randalstown had also been recognised at this event. He also congratulated the 11 young people from the Borough who had received certificates for completing the Princes Trust course.

The Mayor thanked all those who had attended Christmas switch on events and Carol Services across the Borough, and thanked Johnny Henderson and his team who had worked hard to make these a success for all our citizens.

2 APOLOGIES

Aldermen – Burns and Kinahan
Councillors – Gilmour and Logue

3 DECLARATIONS OF INTEREST

Item 10.1 – Councillors Cooper and Ross

4. MINUTES OF THE ANTRIM AND NEWTOWNABBAY BOROUGH COUNCIL MEETING

Moved by Alderman Campbell
Seconded by Councillor Hamill and

RESOLVED - that the Minutes of the proceedings of the Antrim and Newtownabbey Borough Council Meeting of Monday 25 November 2019 be taken as read and signed as correct.

NO ACTION

5 MINUTES OF THE OPERATIONS COMMITTEE MEETING

Moved by Alderman McGrath
Seconded by Councillor Cooper and

RESOLVED - that the Minutes of the proceedings of the Operations Committee Meeting of Monday 2 December 2019 be approved and adopted.

Members noted Councillor Ross' clarification on a recent press article in relation to Item 4.3 Request for Live Here Love Here Support.

NO ACTION

6 MINUTES OF THE POLICY AND GOVERNANCE COMMITTEE MEETING

Moved by Councillor Dunlop
Seconded by Councillor Robinson and

RESOLVED - that the Minutes of the proceedings of the Policy and Governance Committee Meeting of Tuesday 3 December 2019 be approved and adopted.

NO ACTION

7 MINUTES OF THE COMMUNITY PLANNING COMMITTEE MEETING

Moved by Councillor McWilliam
Seconded by Alderman Clarke and

RESOLVED - that the Minutes of the proceedings of the Community Planning Committee Meeting of Monday 9 December 2019 be approved and adopted.

NO ACTION

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

Moved by Alderman Brett
Seconded by Councillor Lynch and

RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Wednesday 11 December 2019, Part 1 be approved and adopted.

NO ACTION

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

Moved by Alderman Brett
Seconded by Councillor Lynch and

RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Wednesday 11 December 2019, Part 2 be taken as read and signed as correct.

NO ACTION

9 MINUTES OF THE AUDIT COMMITTEE MEETING

Moved by Councillor Goodman
Seconded by Councillor Webb and

RESOLVED - that the Minutes of the proceedings of the Audit Committee Meeting of Tuesday 10 December 2019 be approved and adopted.

NO ACTION

The Mayor advised that Item 14 had been withdrawn.

Councillors Cooper and Ross left at this point of the meeting, having declared an interest in the next item.

10. ITEMS FOR DECISION

10.1 TO APPROVE THE SEALING OF DOCUMENTS

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

- Service Management Agreement – Monkstown Community Association

Moved by Councillor Magill

Seconded by Councillor Foster and

RESOLVED - that the document be signed and sealed.

ACTION BY: Elaine Keenan, Legal Services Officer (Solicitor)

Councillors Cooper and Ross returned to the meeting.

10.2 G/MSMO/001 SCHEME OF ALLOWANCES PAYABLE TO COUNCILLORS 2019-20

Members were reminded that an updated Scheme of Allowances (circulated) was presented to Council in November with a resolution that the item be deferred for a month to allow a detailed analysis of all Councils.

Details of the current Scheme of Allowances payable to Councillors for all 11 Councils were circulated.

Following a review of the Scheme of Allowances for other Councils:

- The Mayor/Chair of each Council receives an annual allowance between £10,000 and £34,800.
- The Deputy Mayor/Vice Chair of each Council receives an annual allowance between £5,000 and £9,021
- Chairs of Committees receive an annual allowance between £1,061 and £8,844.
- Vice Chairs of Committees receive an annual allowance between £536 and £3,600
- Other positions which Councils pay an allowance to are:
High Sheriff £6,250, Group Party Leader (including Independent Representatives) £825 to £6,350 Deputy Group Party Leader £2,900, Party Secretary £2,900, Partnership Panel Member £642 to £4,284, Planning Committee Member £1,200 to £3,538, Housing Council £1,500, PCSP Chair £1,284, and arc21 Member £768.
- Some Councils do not pay a special responsibility allowance to Vice Chairs of Committees.

Further analysis of the time commitment of the post of the Mayor showed that they could attend over 750 events in the course of their year in office.

This equated to a time commitment, including travel and enhanced rate for evening and weekend engagements which, if the national living wage is applied, would exceed the proposed Mayoral allowance.

Moved by Alderman Cosgrove
Seconded by Alderman Brett and

RESOLVED – that this item be deferred and a consultant be identified to produce an evidence based report with recommendations for the Council to consider.

Councillor Wilson’s objection to this decision was noted.

ACTION BY: John Balmer, Head of Finance

10.3 ED/ED/140 PARTNERSHIP MINUTES

Members were advised that the Partnership and Working Group Minutes as listed below can be viewed in the new electronic folder called “**Partnership Minutes for Members Information**” on Members iPads.

Tourism, Town Centres		
File Ref	Date of Meeting	Name of Partnership
ED/REG/006 Vol 4	18 September 2019	Randalstown Town Team

Moved by Councillor Flanagan
Seconded by Councillor Wilson and

RESOLVED - that the Town Team Meeting Minutes as listed be approved.

ACTION BY: Kim Murray, Business Support

10.4 ED/TOU/062 CIRCUIT OF IRELAND RALLY – FLAGSHIP EVENT SPONSORSHIP REQUEST

Members were reminded that Council provided £20,000 in sponsorship towards the Ulster Automobile Club Easter Stages Rally in 2018 and 2019.

The UAC Easter Stages Rally Ltd had submitted a proposal to the Council to sponsor the 2020 Wastewater Solutions Circuit of Ireland International Rally and UAC Easter Stages Rally at a sum of £25,000. The Rally presented an outline of their proposed event to Members alongside other Flagship event promoters on 28th November 2019.

The Club plans to run a closed road car rally with over 100 crews taking part on 18 competitive stages – 9 in Antrim and Newtownabbey Borough and 9 in

Lisburn and Castlereagh City Council areas. The rally is one of 7 events which make up the Irish Tarmac Rally Championship, the overall event will be televised comprising of footage from each event. The Ulster Automobile Club was also applying to Lisburn and Castlereagh City Council for £10,000 and Tourism NI for £6,000 (decision pending).

Members were advised that the Corporate Event Sponsorship policy agreed in November 2016 enables applicants to apply for up to £10,000 towards key event costs. Officers were however aware that a number of major events were interested in the Borough as a venue and therefore included £90,000 as an indicative amount within the 2020/21 draft estimates for Flagship Events with no specified maximum award. The application received from UAC Easter Stages Rally Ltd organisers had been assessed against the agreed policy and if approved would be funded from the Flagship Events budget.

Event Summary:

Event Name	Wastewater Solutions Circuit of Ireland International Rally and UAC Easter Stages Rally
Event Date	Friday 10 April – Saturday 21 April 2020
Locations	Rally Headquarters/Control Centre – Chimney Corner Hotel Service Area – Dundrod Motorsports Centre Event Finish/Winners Ceremony– Proposed at Antrim Castle Gardens (subject to approval)
Sponsorship Request	£25,000
Total Cost of Event	£116,000
Estimated Visitors	Up to 6,880 (1,514 from Antrim and Newtownabbey Borough, 4,128 from Northern Ireland and 1,238 from outside Northern Ireland).
Estimated Participants	1,120 competitors and support crews (168 from Antrim and Newtownabbey Borough, 672 from Northern Ireland and 280 from outside Northern Ireland).
Bed nights in the Borough	Projected 900 bed nights (breakdown of 500 participant and 400 visitor) for the event across the two Boroughs with a target set of 500 for Antrim and Newtownabbey Borough.
Economic Impact	Target of £280,000 for the Antrim and Newtownabbey Borough, including bed nights and daily visitor spend delivering a return on investment of £8 for every £1 of sponsorship.
Marketing Budget	£26,500 – TV, radio, newspapers, photo calls, website photography.

Officers had considered the application as summarised in the table below:

Applicant	Event Name	Location / Date	Score (pass rate = 50%)	Amount Requested	Award Recommended
Ulster Automobile Club Easter Stages Rally	2020 Wastewater Solutions Circuit of Ireland International Rally	Stages 10-18 of rally held in AN Borough. 9 th – 11 th April 2020.	67.5%	£25,000	£25,000

Moved by Councillor McWilliam
Seconded by Councillor Lynch and

RESOLVED - that the Council provides sponsorship in the sum of £25,000 to the Ulster Automobile Club Easter Stages Rally for the '2020 Wastewater Solutions Circuit of Ireland International Rally'.

ACTION BY: Karen Steele, Tourism, Town Centre and Regeneration

10.5 EH/EHS/EP/003 FLY-TIPPING REVISED SHARED PROTOCOL

Members were reminded that The Waste and Contaminated Land (Northern Ireland) Order 1997 was amended in 2011, to enable councils to prosecute offenders in respect of the illegal disposal of waste, and to provide the Department of Agriculture, Environment and Rural Affairs (DAERA) with the same powers as councils to require the removal of illegally deposited waste.

Commencement of the legislation enabling these powers was deferred until a joint shared protocol between local and central government was revised to clarify roles and responsibilities.

This work had been completed and the revised protocol were circulated.

It was intended that the new arrangements would commence on 20 February 2020 when DAERA intended to introduce a Commencement Order for the new legislative provisions.

Moved by Councillor Webb
Seconded by Councillor Bennington and

RESOLVED - that the revised shared protocol on fly-tipping with the Northern Ireland Environment Agency be approved.

ACTION BY: Clifford Todd, Head of Environmental Health

10.6 AC/GEN/068 GATEWAY CENTRE - GAME OF DRAGONS EXHIBITION

Members were aware that the new Lough Neagh Gateway Centre had been completed and was handed over to the Council on 16 December 2019. Planning to develop the visitor offer was ongoing.

Within the Gateway Centre there is an Exhibition Area which has the capacity to host a variety of activity including travelling exhibitions. Officers had been exploring available exhibitions for this space which would be of a quality to attract visitors from both the Borough and beyond particularly during peak holiday periods such as Easter and Summer.

In selecting a suitable inaugural exhibition, the following factors had been considered:

- Availability of a suitable family offer
- Available space required for potential exhibitions
- Cost of hire
- Resourcing implications
- Quality of visitor experience and exhibition content
- Strength of brand to enable significant visitor appeal both within and outside of the Borough
- Connectivity of the offer with the Gateway brand and Lough Neagh location

Considering all of the above a brand new international exhibition called Game of Dragons, created by World Touring Exhibitions, had been identified as fulfilling all of the above criteria and was proposed for consideration for the Gateway Centre Exhibition Area for the month of April 2020, which includes the two-week Easter school holiday.

This exhibition had been shown only in Saudi Arabia to date and was scheduled to go to Cyprus in February 2020, so hosting it in the Gateway Centre will enable it to be branded as the Irish premier of this new exhibition featuring content which is likely to attract significant interest from in particular a family market.

The exhibition features the following, with images circulated for Members' information:

- Game of Dragons features the imaginary world of these mythical creatures and consists of 7 Dragons and a talking tree.
- Each of the dragons has individual sound and movement; and it features dragons from cartoons, movies, and from all over the world.
- For anyone who has ever dreamt of flying a Dragon there are two dragon-rides for children, a true a once-in-a-lifetime experience.
- The exhibition also features a digital corner where children can play all kinds of dragon games with more interactivity and surprises for the youngest visitors in a kids' corner!
- The company will provide 'scenes', mis en scenes or dioramas around the dragons to create atmosphere and contextualize the exhibits.

The cost of the exhibition for a month long hire including transport, set up and set down is in the region of £30,000.

The content of the exhibition would have significant family appeal as Dragons are hugely popular with children of all ages featuring in various books and films including the Harry Potter series whose popularity never seems to wane. The current John Lewis Christmas advert, which usually leads the way in terms of its Christmas TV campaign, is featuring a cute Dragon. A strong element of the story of Lough Neagh is about Myths and Legends and in the year when Tourism NI is branding the Northern Irish offer as 'Embracing a Giant Spirit' this exhibition connects strongly with the Gateway and Lough Neagh. There is great potential for a strong marketing campaign to attract significant visitor numbers and really put the Gateway Centre on the map with this unique inaugural exhibition offer.

It is usual for this type of exhibition to feature an admission charge. In 2017 Antrim Castle Gardens hosted the Brick City Lego exhibition and Members were advised that this carried an admission charge of £5.00 for adults and £3.00 for children and achieved almost 5000 admissions over the month of October, which included the Halloween school holiday. Whether an admission charge is carried or not there will be a requirement to operate advance booking for the exhibition given that the space will have limited occupancy at any one time and sessions will be required to ensure visitors can be accommodated and not disappointed. Members noted that there was a capacity limit of 50 people per hour.

Members considered a similar admission charge for Game of Dragons should the exhibition be approved; the following option was proposed for consideration:

General Admission Charges:

£4.00 per adult £2.00 per child (£10.00 family ticket) which would generate approximately £18,000 if there were 1,500 visitors per week.

The calculations above were all based on an estimated attendance of 6,000 over the month with an average of 1,500 weekly.

In addition, it was proposed to contact all schools in the Borough and offer them up to 50 free pupil spaces if they wished to attend at off peak term time. As well as this, Borough schools would be offered the option to attend in term time afternoons at a cost of £1.50 per pupil with teachers free of charge.

Schools outside of the Borough would be offered the option to attend the exhibition off peak or afternoons at a cost of £1.50 per pupil, maximum 50 pupils, with teachers free of charge.

Moved by Councillor Kelly
Seconded by Councillor Dunlop and

RESOLVED - that the hire of Game of Dragons world touring exhibition for the Gateway Centre for the month of April 2020, including proposed admission charge arrangements, be approved.

ACTION BY: Ursula Fay, Head of Arts & Culture

10.7 G/MSMO/018 NILGA ANNUAL CONFERENCE AND LOCAL GOVERNMENT AWARDS NORTHERN IRELAND

Members were advised that the Council had been shortlisted in the 2020 Local Government Awards in the following categories:

- **Best Local Authority Service Team – New Leisure Strategy**
- **Employee of the Year – Darren Purdy**
- **Best Initiative by a Councillor/Councillor Group – Health & Happiness at the heart of Borough Life**

At the November Policy and Governance Committee approval was given for the Council NILGA representatives to attend the NILGA Annual Conference and Gala Awards Dinner at the Crowne Plaza Hotel Belfast on 20 February 2020.

To reflect the leadership of Elected Members involved in these submissions it was recommended that an additional two Elected Members accompany the NILGA representatives to the Awards Dinner at a cost of £60 per person, plus VAT.

Chair of Operations Committee - Alderman Julian McGrath
Chair of Community Planning – Councillor Vera McWilliam or their nominees.

Moved by Alderman Brett
Seconded by Councillor Lynch and

RESOLVED - that two additional places as above be secured for Elected Members to attend the Local Government Awards Dinner as an approved duty.

ACTION BY: Helen Hall, Head of Performance and Transformation

11. ITEMS FOR INFORMATION

11.1 FI/FIN/011 SUMMARY RATES POSITION 2020/21

An updated draft rates calculation was circulated for 2020/21. The calculation showed a reduction in the net cost of services to £51.9 million. This followed work by Directors, budget holders and the finance department reviewing and refining spend and income of Council throughout all the Council directorates. This had produced a revised domestic rate increase of 2.1% down from 2.49% presented at the Corporate Workshop on 8th November 2019.

Details of the most significant increases had been explained at Committees during December, where Elected Members took the opportunity to raise queries on various areas of spend.

Work with budget holders was ongoing to critically analyse the funding of Council Services and a revised Estimated Penny Product was expected in mid-December from Land and Property Services. Both would impact further on the rates calculation. A revised figure would be produced for the January 2020 Policy and Governance Committee as per the Estimates Timetable.

Moved by Alderman Cosgrove
Seconded by Councillor Webb and

RESOLVED - that the revised draft rates position for 2020/21 be noted.

NO ACTION

11.2 FI/FIN/021 LAND AND PROPERTY SERVICES (LPS) REVALUATION 2020

Notification had been received from Land and Property Services that because of the General Election purdah, the planned release of the draft non-domestic property valuations will be delayed from 26th November 2019 to 7th January 2020.

A revised factsheet on Reval2020 was circulated for Members' information.

As was agreed at the November P&G Committee representatives from LPS are attending the February 2020 P&G Committee Meeting to advise on the outcome of Reval2020.

Moved by Alderman Cosgrove
Seconded by Councillor Dunlop and

RESOLVED – that the report be noted.

NO ACTION

11.3 FI/FIN/4 BUDGET REPORT – NOVEMBER 2019

A budget report for November 2019 was circulated for Members' information.

The Council's variance on Net Cost of Services for the period to the end of November was £488k favourable.

In setting the Estimates for the year, Council had budgeted to apply a credit balance from reserves of £700k, equating to £467k for the period of the report. Taking account of the credit balance application, the favourable variance to date and the income from District Rates and the De-Rating grant being on budget for the period, the overall position of the Council was an increase of £21k to the General Fund.

Moved by Councillor Webb
Seconded by Councillor McClelland and

RESOLVED - that the report be noted.

NO ACTION

11.4 ED/ED/171 BELFAST REGION CITY DEAL (BRCD) COUNCIL PANEL MINUTES

The BRCD Council Panel had been established to fulfil an oversight role, ensuring that the BRCD continues to be aligned with the vision for inclusive economic growth. The Panel would meet regularly during the development of the BRCD.

The Panel met on 23 October 2019 and agreed that the minutes of the meeting should be presented to each individual Council. A copy of the minutes was circulated for Members' information.

Moved by Councillor Finlay
Seconded by Councillor Hamill and

RESOLVED - that the minutes of the 23 October 2019 meeting be noted.

NO ACTION

11.5 G/MSMO/007 Vol 5 CORRESPONDENCE FROM DEPARTMENT FOR INFRASTRUCTURE REGARDING NI WATER

Members recalled that at the Council meeting of 28 October 2019 a presentation was made by NI Water and Members requested that the Chief Executive write to the Department for Infrastructure to request the allocation of additional funding to NI Water.

Copies of the letter to the Department and the response received were circulated for Members' information.

Moved by Alderman McGrath
Seconded by Alderman Campbell that

Officers provide a report on the potential options available to provide greener and more sensible public realm schemes.

On the proposal being put to the meeting 10 Members voted in favour, 24 against and it was declared not carried.

Moved by Alderman Brett
Seconded by Councillor Ross and

RESOLVED - that the report be noted.

NO ACTION

11.6 CE/OA/013 NORTHERN IRELAND HOUSING COUNCIL – DECEMBER BULLETIN

As agreed at the August 2019 meeting of the Council, the Northern Ireland Housing Council's December monthly bulletin was circulated for Members' information.

Moved by Alderman Campbell
Seconded by Alderman Brett and

RESOLVED - that the report be noted.

NO ACTION

11.7 CE/OA/005 NORTHERN IRELAND LOCAL GOVERNMENT ASSOCIATION (NILGA) – DECEMBER 2019 BULLETIN

Members were advised that NILGA had circulated the December 2019 Bulletin and a copy was circulated for Members' information.

Moved by Alderman Campbell
Seconded by Alderman Brett and

RESOLVED - that the NILGA December 2019 Bulletin be noted.

NO ACTION

11.8 CP/CP/122 DEVELOPMENT TRUSTS NI (DTNI) GOOD ECONOMY PARTNERSHIP 2019

Further to last month's Council report regarding representation on the Good Economy Stakeholder Group, it had been suggested that the number of nominated Council representatives on the Group be increased to five, one from each of the largest parties. DTNI had confirmed that it was content to increase the number of Elected Members to five (5), therefore a seat was now available to the SDLP.

Moved by Alderman Campbell
Seconded by Alderman Brett and

RESOLVED - that the report be noted.

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

The Mayor advised Members that the Motion would be taken at this point of the meeting.

13 MOTION

Proposed by Alderman McGrath
Seconded by Councillor Finlay

"This Council resolves to:

- *introduce, in liaison with community partners, a school uniform exchange across the Borough where items can be donated or claimed, free of charge, to help provide parents with good quality, clean and pre-worn school uniforms.*
- *help, in liaison with community partners, to make the exchange available to all, without prejudice or means-testing.*
- *liaise with our neighbouring council at Mid & East Antrim Borough with a view to learning from its successes and challenges in delivering the scheme".*

AMENDMENT

Proposed by Alderman Brett and agreed by Alderman McGrath

"This Council resolves to bring back a report on the feasibility and practicality of:

- *introducing, in liaison with community partners, a school uniform exchange across the Borough where items can be donated or claimed, free of charge, to help provide parents with good quality, clean and pre-worn school uniforms.*
- *helping, in liaison with community partners, to make the exchange available to all, without prejudice or means-testing.*
- *liaising with our neighbouring council at Mid & East Antrim Borough with a view to learning from its successes and challenges in delivering the scheme".*

The amended Motion was declared unanimously carried.

ACTION BY: Jacqui Dixon, Chief Executive

14 MOTION

The Mayor advised that this item had been withdrawn.

MOTION TO PROCEED 'IN COMMITTEE'

Moved by Councillor Lynch
Seconded by McWilliam 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.

12. ITEMS IN COMMITTEE

12.1 **IN CONFIDENCE** FI/PRO/TEN/319 TENDER FOR SUPPLY AND DELIVERY OF SUMMER BEDDING PLANTS 2020

This tender opportunity was made available on eSourcingNI on Friday, 8 November 2019. Two tenders for the supply and delivery of summer bedding plants 2020 were opened via the eSourcingNI Portal on Friday, 22 November 2019 and referred to the evaluation panel for assessment. The tenders were evaluated on a two stage basis as follows:

STAGE 1 – SELECTION STAGE

The tenders were evaluated on a pass/fail basis for mandatory exclusion, delivery timescale and declarations and form of tender. Both tenders met the requirements of Stage 1 of the evaluation process and proceeded to Stage 2.

STAGE 2 – AWARD STAGE

Technical Assessment

The tenders were evaluated on a pass/fail basis for compliance with the specification. Both tenders met the requirements of this stage and proceeded to the next stage of evaluation.

Quality/Commercial Assessment (40%/60%)

The tenders were evaluated on the basis of quality of goods (20%), transportation plan (20%) and cost (60%) and the recommendation was as follows:

Supplier	Quality Assessment (out of 40%)	Cost Assessment (out of 60%)	Total % Score	Total Overall Cost (£) (excl. VAT)
Pentland Plants Ltd	███%	███%	96%	£██████

Moved by Alderman Brett
Seconded by Councillor Robinson and

RESOLVED - that having achieved the highest score of 96%, Pentland Plants Ltd be appointed for the supply and delivery of summer bedding plants for 2020 at the tendered rates.

ACTION BY: Melissa Kenning, Procurement Officer

12.2 IN CONFIDENCE FI/PRO/TEN/247 TENDER FOR AN ARBORICULTURE CONSULTANT TO UNDERTAKE TREE SURGERY

This tender opportunity was made available on eSourcingNI on 2 November 2019. One tender for an arboricultural consultant to undertake tree surveys was opened via the eSourcingNI Portal on 3 December 2019 and referred to the evaluation panel for assessment. The tender was evaluated on a two stage basis as follows:

STAGE 1 – SELECTION STAGE

The tender was evaluated on a pass/fail basis for mandatory exclusion and financial compliance, conflict of interest, economic and financial standing, management systems and practices, professional membership, previous relevant experience, technical capacity and capability of the operatives, and declarations and form of tender. The tender met the requirements of Stage 1 of the evaluation process and proceeded to Stage 2.

STAGE 2 – AWARD STAGE

Quality/Commercial Assessment (50%/50%)

The tender was evaluated on the basis of management of the contract and customer focus (15%), proposed methodology (35%), and cost (50%) and the recommendation was as follows:

Supplier	Quality Assessment (out of 50%)	Cost Assessment (out of 50%)	Total % Score	Estimated Cost for the Initial 3 Year Contract Period (£) (excl. VAT)
Andrew Boe - Independent Arboricultural Consultant	50%	50%	100%	£ [REDACTED]

While there was only one viable tender, it was in line with pre-tender estimates and similar previous works and therefore, officers were content that it represents value for money.

Moved by Alderman Brett
Seconded by Councillor Foster and

RESOLVED - that having achieved a score of 100%, Andrew Boe - Independent Arboricultural Consultant be appointed to undertake tree surveys at the tendered rates.

ACTION BY: Melissa Kenning, Procurement Officer

12.3 IN CONFIDENCE FI/PRO/TEN/308 & CD/PM/136 TENDER FOR PLAYGROUND IMPROVED ACCESS AND INCLUSIVE PLAY WORKS

Following an access audit of Council facilities, including play parks, the Operations Committee considered recommendations for each play park including inclusive equipment, modifications (such as signage, visual aids, park gradients) and wheelchair swings for each DEA. The estimated total budget approved was £[REDACTED].

PROJECT SCOPE

The contract involves the following scale and scope of works at 25 play parks throughout the Council area. The works include:-

- supply and installation of new play equipment over multiple sites
- supply and installation of accessible wheelchair swings at 4 play parks (Burns Memorial, Sixmilewater, John Street, Jordanstown)
- repair/replacement of wetpour at a number of sites
- new fencing/gates at a number of sites
- provision of dropped kerbs, resurfacing works
- provision of accessible parking bays at a number of sites
- removal/relocation of existing play equipment, & extensions to existing play parks at a number of sites

PROCUREMENT

This tender opportunity was made available on eSourcingNI on 12 August 2019. Six Pre-Qualification Questionnaires (PQQs) were received by 6 September 2019 and referred to the evaluation panel for assessment. The contractors who responded to the competition were randomly sorted and evaluated in order on a Pass/Fail basis. The PQQ responses were evaluated using the criteria of general information, past performance, economic and financial standing, professional conduct, health and safety, declarations and technical ability. One contractor failed to meet the requirements of this stage and therefore did not proceed further in the competition.

The remaining five contractors' PQQ responses were assessed as a 'Pass' and were selected for Invitation to Tender (ITT).

Invitation to Tender (ITT) documents were issued to the five contractors on the 30 October 2019. Three completed tenders were received by the closing date of 21 November 2019.

TENDER ANALYSIS

The three returned tenders were arithmetically checked and evaluated on the basis of tender assessment total price only. Hawthorn Heights Ltd submitted the lowest tender assessment total price as detailed below:

Tender For PLAYGROUND IMPROVED ACCESS AND INCLUSIVE PLAY WORKS			
Contractor	Tendered Total of the Prices (excl. VAT)	Model Compensation Event Total* (excl. VAT)	Tender Assessment Total Price (excl. VAT)

Hawthorn Heights Ltd	£ [REDACTED]	£ [REDACTED]	£ [REDACTED]
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*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.

PROGRAMME

Following the appointment of the contractor, it was proposed that work commences in January 2020 with a view to completing works in May 2020.

COST SUMMARY

The current approved budget for fees & works is: £ [REDACTED]

Tendered Total of the Prices: £ [REDACTED]

Model Compensation Event Total: £ [REDACTED]

Tender Assessment Total Price: £ [REDACTED]

Professional Fees: £ [REDACTED]

Signage: £ [REDACTED]

Predicted outturn cost for Works/Fees Cost: £ [REDACTED]

The predicted outturn cost (works, fees and other costs) based on the lowest tender assessment total price was £ [REDACTED]. This was £ [REDACTED] ([REDACTED]%) above the original approved budget of £ [REDACTED].

The model compensation event above might not be fully utilised, and on this basis there was the potential for the outturn cost to be lower than the sum of £ [REDACTED], predicted above.

Moved by Alderman Brett
 Seconded by Councillor Cooper and

RESOLVED - that

- I. **the Tendered Total of the Prices of £ [REDACTED] (excl. VAT) from Hawthorn Heights Ltd, be approved, giving a tender assessment total price of £ [REDACTED] (excl. VAT);**
- II. **the predicted outturn cost for works, fees and other costs of £ [REDACTED] (excl. VAT) be approved, with officers to monitor the opportunity to make savings if possible.**

ACTION BY: Neil Luney, Project Development Officer/Melissa Kenning, Procurement Officer

Councillor Magill left the meeting and Alderman Brett left the Chamber.

12.4 **IN CONFIDENCE** CE/STC/88 ORGANISATION STRUCTURES

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

Moved by Councillor Cooper
Seconded by Councillor Montgomery and

RESOLVED – that the revised structure at Appendix 1 (Leisure Services, Commercial and Programming) be approved in principle, subject to consultation with staff and Trade Unions.

Alderman Brett returned to the Chamber.

Moved by Alderman Cosgrove
Seconded by Councillor McWilliam and

RESOLVED – that the revised structure at Appendix 2 (Community Planning) be approved in principle, subject to consultation with staff and Trade Unions.

Moved by Alderman Cosgrove
Seconded by Councillor Wilson and

RESOLVED – that the revised structure at Appendix 3 (Parks) be approved.

ACTION BY: Joan Cowan, Head of Human Resources

MOTION TO PROCEED 'OUT OF COMMITTEE'

Moved by Alderman Brett
Seconded by Councillor Robinson and

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 Mayor thanked everyone for attending and the meeting concluded at 7.26 pm.

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.