



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE COUNCIL HELD REMOTELY
ON MONDAY 30 MARCH 2020 AT 2 PM**

- In the Chair** : Chief Executive – J Dixon
- Members Present** : Aldermen – P Brett, M Cosgrove and J Smyth (Mayor)
Councillors – M Goodman, N McClelland, M Stewart and B Webb
- Officers Present** : 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
Head of Governance – Liz Johnston
Head of ICT – Graham Smyth
Member Services Manager – V Lisk

1 APOLOGIES

None

2 DECLARATIONS OF INTEREST

None

3 MINUTES OF THE ANTRIM AND NEWTOWNABBEY BOROUGH COUNCIL MEETING

Moved by Chief Executive and

AGREED - that the Minutes of the proceedings of the Antrim and Newtownabbey Borough Council Meeting of Monday, 24 February 2020 be taken as read and signed as correct.

NO ACTION

4 MINUTES OF THE OPERATIONS COMMITTEE MEETING

Moved by Chief Executive and

AGREED - that the Minutes of the proceedings of the Operations Committee Meeting of Monday, 2 March 2020 be approved and adopted.

NO ACTION

Councillor McClelland joined at this point of the meeting.

5 MINUTES OF THE POLICY AND GOVERNANCE COMMITTEE MEETING

Moved by Chief Executive and

AGREED - that the Minutes of the proceedings of the Policy and Governance Committee Meeting of Tuesday, 3 March 2020 be approved and adopted.

NO ACTION

6 MINUTES OF THE COMMUNITY PLANNING COMMITTEE MEETING

Moved by Chief Executive and

AGREED - that the Minutes of the proceedings of the Community Planning Committee Meeting of Monday, 9 March 2020 be approved and adopted.

NO ACTION

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

Moved by Chief Executive and

AGREED - that the Minutes of the proceedings of the Planning Committee Meeting of Monday, 16 March 2020 Part 1 be approved and adopted.

NO ACTION

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

Moved by Chief Executive and

AGREED - that the Minutes of the proceedings of the Planning Committee Meeting of Monday, 16 March 2020 Part 2 be approved and adopted.

NO ACTION

8. MINUTES OF THE AUDIT COMMITTEE MEETING

Moved by Chief Executive and

AGREED - that the Minutes of the proceedings of the Audit Committee Meeting of Wednesday, 18 March 2020 be taken as read and signed as correct.

NO ACTION

ITEMS FOR DECISION

9.1 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:-

- Planning Agreement between the Council, Connswater Homes Ltd and NIHE in relation to lands at Milewater Drive, New Mossley
- Contract for the Belfast Lough Sea Wall Repairs
- Form of Agreement – Threemilewater Woodland Path Works

Moved by Chief Executive and

AGREED - that the documents be signed and sealed.

ACTION BY: Paul Casey, Head of Legal Services and Borough Lawyer

9.2 ED/ED/173 STRATEGIC ECONOMIC WORKING GROUP MINUTES

Members were reminded that it was agreed in August 2019 to establish a Strategic Economic Working Group. The Group which is comprised of a Member from each party considers strategic economic development and tourism matters and reviews the outcomes achieved through the investment made by the Council.

A copy of the minutes from the meeting held on 19 February 2020 was circulated for Members' consideration.

Moved by Chief Executive and

AGREED - that the minutes of the meeting of 19 February 2020 be approved.

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

10. ITEMS FOR INFORMATION

10.1 EMERGENCY GOVERNANCE ARRANGEMENTS

Members were reminded of the emergency governance arrangements currently in place. Decision Logs were being circulated on a daily basis. The Decision Log as of Friday, 27 March 2020 was circulated to Members on Friday afternoon and was noted at the meeting on Monday 30 March 2020.

Moved by Chief Executive and

AGREED - that the report be noted.

ACTION BY: Member Services

The Chief Executive advised that the Motion would be taken at this point of the meeting.

12 MOTION

Proposed by Councillor Webb

Seconded by Councillor McCullough and Councillor Foster

"Recognising the housing need in North Belfast, particularly in the Macedon area, and that constituents have expressed the desire to remain in their local area, and their existing homes, this Council calls on the Minister for the Department for Communities to intervene to ensure that the multi storey flats in Rathcoole, at Abbotscoole House, Carncoole House, Monkscoole House and Glencoole House, are retained and that sufficient finance is made available to the Northern Ireland Housing Executive for refurbishment of these properties."

It was noted that Councillors Goodman, Cushinan, Kinnear, Logue and McGrann did not support the Motion.

ACTION BY: Jacqui Dixon, Chief Executive

MOTION TO PROCEED 'IN COMMITTEE'

Moved by Chief Executive and

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

11. ITEMS IN COMMITTEE

11.1 **IN CONFIDENCE** PK/CEM/CR/001 **CREMATORIUM**

Members were reminded that in February 2019, the Council approved the development of a business case for a crematorium at Doagh Road at a total estimated cost of [REDACTED] (including the right turn lane). This included

approval to proceed with enabling works which have now been completed ensuring that the Reserved Matters planning approval has been retained.

An independent Business Case was currently being developed to assess demand and test viability. In order to progress the Business Case there were decisions required regarding the pricing strategy and the early identification of the supplier and model of the cremator.

A two tier pricing strategy currently existed for the sale of burial rights at Council's cemeteries. Currently there is a resident rate (£580) and non-resident rate (£2,800). It was proposed to adopt the same two-tier approach with the pricing for the crematorium as follows:

Resident rate	£475
Non-resident rate	£800

This approach would continue to provide residents of the Borough with a subsidised rate. These proposals are slightly higher than current Roselawn fees of £400 and £650 however, Officers were of the view that the differential is justifiable in view of the quality of the facility and the additional service duration that would be provided. The current demand growth assumptions, at 2.5% per annum, indicated that the facility could run a 9am to 5pm Monday to Friday service for at least the first eight years.

Professional advice suggested that the actual cremator model should be identified in advance of the finalisation of the building design so that its installation is effectively and efficiently completed. This approach was also expected to save an estimated [REDACTED] compared to procurement via the main contractor.

The assumptions, pricing options and financial models being evaluated within the emerging business case were summarised in the circulated slides.

Councillors Bennington and Ross's objections to this item were noted.

Moved by Chief Executive and

AGREED – that:

- (i) the pricing for the crematorium is approved at Resident rate of £475 and non-resident rate of £800;**
- (ii) process to identify the supplier and product for the cremator is completed in advance of the finalisation of the design of the facility as set out above;**
- (iii) the procurement process for the construction of the crematorium be commenced.**

ACTION BY: Geraldine Girvan, Director of Operations and Nick Harkness, Director of Community Planning

11.2 IN CONFIDENCE FI/PRO/TEN/284 TENDER FOR THE PROVISION OF PHOTOGRAPHY SERVICES

**CONTRACT PERIOD 6 APRIL 2020 TO 31 MARCH 2021
(With an option, by the Council, to extend for a further period of up to 24 months, subject to review and performance)**

This tender opportunity had been made available on eSourcingNI on Wednesday 28 January 2020. Eight tenders for the provision of photography services were opened via the eSourcingNI Portal on Tuesday 18 February 2020 and referred to the evaluation panel for assessment. The tenders were evaluated on a two stage basis as follows:

STAGE 1 – SELECTION STAGE (Lots 1 & 2)

The tenders were evaluated on a pass/fail basis for mandatory exclusion and financial compliance, economic and financial standing, previous relevant experience, management systems and practices, GDPR and declarations and form of tender. Two tenders did not meet the requirements of Stage 1 and therefore did not proceed further in the evaluation. The six remaining tenders met the requirements of Stage 1 of the evaluation process and proceeded to Stage 2.

STAGE 2 – AWARD STAGE

Quality/Commercial Assessment (65%/35%) Lot 1 (Press Photography)

Four tenders were evaluated for Lot 1 on the basis of continuity of service delivery (10%), turnaround time (10%), evidence of media success in regional press (20%), experience of the photographer/photography team (25%) and cost (35%) and the recommendation for the top four scoring tenders appointed to the framework for Lot 1 (Press Photography) is as follows:

Supplier	Quality Assessment (out of 65%)	Cost Assessment (out of 35%)	Total % Score	Total Cost for up to 1 hour shoot (£) (excl. VAT)
Pacemaker Press International	■	■	■	■
Aurora Photographic Agency	■	■	■	■
McAuley Multimedia Limited	■	■	■	■
Press Eye Limited	■	■	■	■

Quality/Commercial Assessment (65%/35%) Lot 2 (Non-press Photography)

Five tenders were evaluated for Lot 2 on the basis of continuity of service delivery (10%), turnaround time (10%), experience of the

photographer/photography team (45%) and cost (35%). One tenderer failed to submit costs and the recommendation for the top four scoring tenders appointed to the framework for Lot 2 (Non-Press Photography) is as follows:

Supplier	Quality Assessment (out of 65%)	Cost Assessment (out of 35%)	Total % Score	Total Cost for up to 1 hour shoot (£) (excl. VAT)
Pacemaker Press International	████	████	████	████
Aurora Photographic Agency	████	████	████	████
McAuley Multimedia Limited	████	████	████	████
A & R Belfast Limited (t/a Ross & Adam)	████	████	████	████

Moved by Chief Executive and

AGREED - that the four highest scoring tenderers in each Lot, be appointed to the frameworks for the provision of photography services for the period 6 April 2020 to 31 March 2021 (with an option, by the Council, to extend for a further period of up to 24 months, subject to review and performance). Service Providers appointed to each lot will be rotated on a job by job basis based on the creative context of the assignment and end use of the imagery.

ACTION BY: Julia Clarke, Procurement Officer

11.3 IN CONFIDENCE FI/PRO/TEN/301 TENDER FOR THE PROVISION OF BUSINESS MENTORING SERVICES – SELECT LIST (SECOND ROUND)

CONTRACT PERIOD 6 APRIL 2020 TO 30 NOVEMBER 2021 (with an option, by the Council, to extend for a further period of up to 24 months, subject to review and performance)

The second round of this tender for the provision of business mentoring services is to add specialisms and mentors to the current select list which was established in December 2019. The additional mentors would be used to provide specialist one to one support to businesses and/or community groups in the Borough to encourage their continued strategic development. The second round of this tender was to include the following key mentoring areas:

- IT
- Process/Systems
- Community Development

This support is complimentary to but distinct from European funded programmes delivered by Economic Development, for example OPTIMAL and Bid2Win. The mentoring on this tender is targeted at organisations that

cannot demonstrate short-term job creation and hence are not eligible for Council's European funded programmes.

The tender opportunity was made available on eSourcingNI on Thursday 30 January 2020. Eighteen applications to be placed on the select list were opened via the eSourcingNI Portal on Wednesday 26 February 2020 and referred to the evaluation panel for assessment. The applications were evaluated on a two stage basis as follows:

STAGE 1 – SELECTION STAGE

The applications were evaluated on a pass/fail basis for mandatory exclusion and financial compliance, economic and financial standing, business mentoring expertise, management systems and practices, declarations and form of tender. All applications met the requirements of Stage 1 of the evaluation process and proceeded to Stage 2.

All applicants agreed to the fixed hourly rate of £50 per hour (excl. VAT) for all specialisms.

STAGE 2 – AWARD STAGE

Quality Assessment (100%)

The applications were evaluated on the basis of expertise in the specialism selected (50%) and evidence of providing mentoring within the specialism (50%). Successful mentors were appointed to the select list, their specialisms and scores were circulated. Applicants scoring 20% or below in any criteria were eliminated from the assessment process.

Members noted that this service will be crucial during and following the current business crisis and that the service will be heavily promoted and provided remotely until further notice.

Moved by Chief Executive and

AGREED - that the fourteen named applicants and their specialisms who met the requirements of the assessment are added on the select list to provide business mentoring services.

ACTION BY: Julia Clarke, Procurement Officer and Michelle Pearson, Economic Development Project Officer

11.4 FI/PRO/TEN/335 IN CONFIDENCE FRAMEWORK FOR MINOR WORKS AND BUILDING MAINTENANCE AT COUNCIL SITES

CONTRACT PERIOD: 1 May 2020 – 30 April 2023 (with an option to extend for up to a maximum of 24 months, subject to review and performance)

This tender opportunity was made available on eSourcingNI on 20 February 2020. Seven tenders for minor works and building maintenance at council sites

were opened via the eSourcingNI Portal on 10 March 2020 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 tenderers' professional conduct, economic and financial standing, management systems and practices, previous relevant experience, and declarations and form of tender. All tenderers met the requirements of Stage 1 of the evaluation process and proceeded to Stage 2. The tenders were evaluated as follows:

STAGE 2 – AWARD STAGE

Stage 1 – Technical Assessment

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

Stage 2 – Quality/Commercial Assessment (40%/60%)

The tenders were evaluated on the basis of management of the contract and customer focus (10%), ensuring a quality and value for money service (15%), capacity to deliver (15%), and cost (60%) and the recommendation is as follows:

Rank	Supplier	Quality Assessment (out of 40%)	Cost Assessment (out of 60%)	Total % Score	Total Estimated Annual Cost (£) (Excl. VAT)
1	Prestige Building Contracts Ltd	████	████	████	████
2	Lenagh Construction	████	████	████	████
3	Combined Facilities Management Ltd	████	████	████	████
4	M Large Tree Services Ltd	████	████	████	████

Moved by Chief Executive and

AGREED - that for the period 1 May 2020 – 30 April 2023 (with an option to extend for up to a maximum of 24 months, subject to review and performance)

- **Prestige Building Contracts Ltd, Lenagh Construction, Combined Facilities Management Ltd, and M Large Tree Services Ltd be appointed to the framework for minor works and building maintenance; reactive works less than £3000 (excl. VAT) being awarded in rank order and emergency cover being awarded to the first ranked supplier.**
- **A mini-competition to be carried out for reactive works between £3,000 and £29,999.99 (excl. VAT).**

ACTION BY: Melissa Kenning, Procurement Officer

11.5 **IN CONFIDENCE** HR/ER/006 CALCULATING HOLIDAY PAY

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Moved by Chief Executive and

AGREED - [REDACTED]

ACTION BY: Andrea McCooke, Director of Organisation Development

11.6 IN CONFIDENCE PK/CP/004 FORMER TOILET BLOCK AT CASTLE MALL, ANTRIM

Members were reminded that at Full Council on 24 June 2019 it was agreed that the toilet block at Castle Mall be declared surplus and an agent be appointed to negotiate the sale of the premises.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Moved by Chief Executive and

AGREED - that the offer be accepted and the former toilet block at Castle Mall, Antrim be disposed of.

ACTION BY: Liz Johnston, Head of Governance

MOTION TO PROCEED 'OUT OF COMMITTEE'

Moved by Chief Executive and

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

The Chief Executive thanked everyone for their participation and patience, and the meeting concluded at 2.21 pm.

The Mayor and Members thanked the Chief Executive, Directors and Officers for their dedication during these extremely challenging times.

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.