

**PEACE IV PARTNERSHIP MEETING  
TUESDAY 12 DECEMBER 2017  
STEEPLE SUITE, ANTRIM CIVIC CENTRE  
6.30PM – 7.30PM**

**Present:** Connor O'Dornan (ANBC PIV), Carly Boston (ANBC PIV), Louise Moore (ANBC PIV), Cllr Noreen McClelland, Cllr Audrey Ball, Cllr Linda Clarke, John Read (NIHE), Sgt. Stephen Moore (PSNI), Alyson Dunn (NIHSCT), Francis Loughlin (EA), Kathy Wolff, Ken Nelson, Mark Glover, Valerie Adams

**Apologies:** Cllr David Hollis, Cllr David Arthurs, Cllr Michael Maguire, Cllr Stephen Ross, Cllr Nigel Kells, SI Emma Bond, Michelle Harris, David Crooks

**Non-Attending:** Cllr Neil Kelly, Cllr Jim Bingham, Cllr Michael Goodman,

<b>Item</b>	<b>Minutes</b>	<b>Action</b>
	Arrival (tea/coffee)	
<b>1</b>	<p><b>Welcome and apologies</b> Mark Glover (Social Partner) in the Chair.</p> <p>Apologies received noted as per above. Any other apologies from the floor requested. Apologies for Cllr Ross and Cllr Kells put forward.</p> <p>Members advised to sign the attendance sheet being circulated.</p> <p>Chair welcomed everyone and thanked them for attending.</p>	
<b>2</b>	<p><b>Communications/Council update</b> COD provided members with an update on recent communications with SEUPB and provided an update on progress to date.</p> <p>Members were informed that Officers are intending to hold a Partnership Development Day on 2<sup>nd</sup> March 2018.</p>	
<b>3</b>	<p><b>Minutes from previous Partnership meeting (14 November 2017)</b> Comments invited from the Chair on Partnership Meeting Minutes. No additional comments offered.</p> <p><b>Proposed by K Wolff</b> <b>Seconded by Cllr N McClelland</b></p>	
<b>4</b>	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>- Declaration of Interest from K Nelson, K Wolff, and J Read on item 5.13 and C O'Dornan on item 5.12</li> </ul>	
<b>5</b>	<p><b>Report on Business to be considered:</b></p> <p><b>5.1 Phase I Tendered Programmes</b></p>	

Members were reminded that a phased procurement schedule for tendered programmes was agreed by the Partnership at the Partnership AGM on 17<sup>th</sup> October 2017. Phase I tender opportunities were published on the eSourcingNI tender portal on 20<sup>th</sup> October 2017 and signposting articles posted on eTenders.co.uk and eTenders.ie as per SEUPB requirements.

The deadline for submission of tender responses for Phase I programmes was 20<sup>th</sup> November 2017. For those programmes which received submissions, tenders were pre-scored by the Officers panel and presented to the PEACE IV Partnership Panel. Recommendations for appointments (including tender reports) have been included in items 5.10 – 5.13 and should be considered in confidence.

2 programmes did not receive any submissions by the deadline and have therefore been extended until 20<sup>th</sup> December 2017:

**It was recommended that this report be noted**

**Proposed by V Adams**

**Seconded by Cllr L Clarke**

### **5.2 Phase II Tendered Programmes**

Members were advised that Phase II tender opportunities were released on 16 November 2017. Submissions for Phase II tenders have a closing date of 20 December 2017:

Due to no responses being received on two of the Phase I tendered programmes, deadlines for these programmes have been extended to 20<sup>th</sup> December 2017 also:

Officer and Partnership assessment panels will be established to assess Phase II tender documentation in January 2018 and the approvals process will mirror that of the Phase I tenders. Further detail included in Item 5.7.

**It was recommended that this report be noted**

**Proposed by Cllr N McClelland**

**Seconded by Cllr A Ball**

### **5.3 Moving Forward Together Programme**

Members were reminded that CYP Programme 2 – Schools Based Moving Forward Together Programme was also due to be issued for tender responses on 20<sup>th</sup> October 2017 as part of the Phase I tranche. A modification request was submitted to SEUPB on 2<sup>nd</sup>

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<p>October to enhance this programme.</p> <p>The Education Authority's Collaboration Through Sharing in Education (CASE) Programme has been launched and as a result, Local Authority PEACE IV Partnerships have been asked to ensure that any schools based programmes included in Local Action Plans are delivered on a wholly extra-curricular basis and take place solely outside of normal school hours.</p> <p>Unfortunately, the proposed design and activities of the CYP Programme 2 Moving Forward Together Schools programme does not meet this criteria fully.</p> <p>Officers had a conference call with SEUPB on 11<sup>th</sup> December in order to discuss this matter. The detail of this was tabled for the Partnership's perusal.</p> <p>Partnership raised concerns regarding the communication received from SEUPB and considered the challenges the programme faces due to no teacher involvement but expressed they did not wish to lose funding for the programme.</p> <p><b>RECOMMENDATION</b>  <b>It was recommended that the revised CYP Moving Forward Together Programme be re-designed to fit with SEUPB criteria and presented to the PEACE IV Partnership for approval.</b></p> <p><b>Proposed by V Adams</b>  <b>Seconded by A Ball</b></p> <p><b>RECOMMENDATION</b>  <b>It was recommended that the report be noted</b></p> <p><b>Proposed by V Adams</b>  <b>Seconded by A Ball</b></p> <p><b>5.4 Crumlin Glen</b></p> <p>Members were reminded that the Shared Spaces and Services Programme 3 – New Shared Spaces includes an allocation of £20,000 to help develop a new shared space at Crumlin Glen Park. This indicative allocation will only be deemed eligible expenditure if the entire Crumlin Glen Development is completed within the PEACE IV timeframe (i.e. by 31 December 2019).</p> <p>Officers are working with other relevant Council Departments to develop a business case for a phased approach to the Crumlin</p>	<p><b>COD ACTION</b></p>
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Glen project. Submitting a modification request to SEUPB is subject to Council approval of a phased approach.

A tentative request to employ a phased approach for the project going forward has been submitted to SEUPB and more information has been requested to support this approach.

**RECOMMENDATION**

**It is recommended that the report be noted.**

**Proposed by Cllr L Clarke**

**Seconded by J Read**

**5.5 Antrim Grammar School and Parkhall Integrated College Update**

Members were reminded that the Outline Business Case for the Antrim Grammar School and Parkhall Integrated College New Shared Space project under the Shared Spaces and Services theme was submitted to SEUPB for approval on 31 October 2017. This Outline Business Case was approved in principle on 22<sup>nd</sup> November 2017 by SEUPB and the Council was advised to proceed to procurement of a design consultant to begin the design phase for the project. Council officers continue to work with an appointed representative from the Central Procurement Department to advise on the procurement process.

Members were reminded that initial community consultation and engagement work relating to this project is being completed by Otium Leisure Consultancy. This work is still ongoing and it is anticipated that a final report will be available for Partnership review in early 2018.

**RECOMMENDATION**

**It is recommended that the report be noted.**

**Proposed by Cllr L Clarke**

**Seconded by Cllr V Adams**

**5.6 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 Agreement.

Additional clauses have now been reviewed by Council's legal

<p>team and included in the PEACE IV Partnership Agreement.</p> <p>Additional clauses were tabled for the Partnership's perusal and members were asked to sign the Partnership Agreement addendum which denotes the changes listed above.</p> <p><b>RECOMMENDATION</b>  <b>It was recommended that Partnership Members sign the Partnership Agreement addendum and agreed that the Chairperson and witness would sign the addendum on behalf of the Partnership.</b></p> <p><b>Proposed by K Nelson</b>  <b>Seconded by A Ball</b></p> <p><b>5.7 Phase II Scoring Panels</b></p> <p>Members were advised that Phase II tenders will close on 20<sup>th</sup> December 2017. The same process utilised for assessment of Phase I tenders will need to be followed for the assessment of these submissions in January 2018.</p> <p>As for Phase I assessments, it is recommended that 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 and achieving the balance agreed within the tender assessment process document.</p> <p>Proposed dates for Phase II Partnership Panel Tender Assessments are Thursday 18<sup>th</sup> and Friday 19<sup>th</sup> January 2018 from 10am to 4pm in Mossley Mill.</p> <p><b>RECOMMENDATION</b>  <b>It was recommended that the proposed dates for Phase II Partnership panel tender assessments be approved and members confirm their availability so a panel can be selected.</b></p> <p><b>Proposed by N McClelland</b>  <b>Seconded by K Nelson</b></p> <p><b>5.8 Urban Sports Park Working Group</b></p> <p>Members were reminded 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.</p> <p>Full Council agreed on 30 October 2017 that the Working Group</p>	<p><b>COD ACTION</b></p> <p><b>COD ACTION</b></p>
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<p>would be made up of the following:</p> <ul style="list-style-type: none"> <li>- Macedon and Glengormley Urban District Electoral Area members</li> <li>- 2 representatives from the PEACE IV Partnership</li> <li>- Approximately 5 representatives from Special Interest Groups (Statutory Partners, Stakeholders and Schools).</li> </ul> <p>Relevant Council Officers will also be invited to working group meetings where appropriate.</p> <p>At the 14 November 2017 Partnership meeting, it was agreed to circulate an email to Partnership members to invite self-nominations from the Partnership members not already assigned to the Working Group. No additional nominations were received.</p> <p>Self- nominations were requested from the floor. K Wolff and J Read highlighted depending on the meeting schedule, they would sit on the Working Group.</p> <p><b>RECOMMENDATION</b>  <b>It was recommended that the PEACE IV Partnership nominate two members to sit on the Urban Sports Park Working Group and agreed that the meeting schedule would be circulated to K Wolff and J Read who will sit on Working Group based on this.</b></p> <p><b>Proposed by Cllr L Clarke</b>  <b>Seconded by Cllr A Ball</b></p> <p><b>5.9 Claims and Progress Reports</b></p> <p>Members were advised that the PEACE IV Secretariat team has now submitted backdated claims and project partner reports to SEUPB to begin the process of claiming expenditure relating to development of the PEACE IV Local Action Plan from 01 June 2016 to 31 August 2017 (Periods 1-5).</p> <p>The most recent claim (Period 6 - September to November 2017) will be due to SEUPB via the Electronic Management System by 29 December 2017.</p> <p><b>RECOMMENDATION</b>  <b>It is recommended that the report be noted</b>  <b>Proposed by V Adams</b>  <b>Seconded by N McClelland</b></p> <p><b>5.10 CYP Prog 4 – Leadership and Life Skills Programme - IN</b></p>	<p><b>COD ACTION</b></p>
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**CONFIDENCE**

Members were reminded that tenders for the Children and Young People Programme 4 - Leadership and Life Skills Programme were invited on 20<sup>th</sup> October via e-SourcingNI and sign-posted on e-SourcingIE and e-TendersNI. The closing date was 20<sup>th</sup> November 2017.

One tender submission was received for this programme.

Members were advised that the scoring panel considered the submission in two stages:

Stage 1 – Selection Stage: The tender was evaluated using criteria such as tenderers' professional conduct, economic and financial standing, management systems and practices, previous relevant experience, Technical Capacity and Capability of the Team, Technical Capacity and Capability of the Team Leader, and declarations and form of tender.

Stage 2 – Award Criteria – Quality/ Cost Assessment: Evaluated on the basis of: Understanding the brief (10%), Methodology and Implementation Plan (40%), Delivery Timetable (10%), Quality Management (10%), Cost (30%) as follows:

Tenderer	Total Cost (£) (excl. VAT)	Total Score %	Rank
Todds Leap Ltd	£84,322	86%	1

**RECOMMENDATION**

**It was recommended that Todds Leap Ltd be appointed to deliver the CYP Programme 4 – Leadership and Life Skills Programme at a cost of £84,322 subject to Council approval.**

**Proposed by V Adams  
Seconded by A Dunn**

**5.11 SSS Prog 1a – Community Connections Programme - IN  
CONFIDENCE**

Members were reminded that tenders for the Shared Spaces and Services Programme 1a – Community Connections Programme were invited on 20<sup>th</sup> October via e-SourcingNI and sign-posted on e-SourcingIE and e-TendersNI. The closing date was 20<sup>th</sup> November 2017.

Two tender submissions were received for this programme.

Members were advised that the scoring panel considered the submissions in two stages:

Stage 1 – Selection Stage: The tenders were evaluated using criteria such as tenderers' professional conduct, economic and financial standing, management systems and practices, previous relevant experience, Technical Capacity and Capability of the Team, Technical Capacity and Capability of the Team Leader, and declarations and form of tender.

Stage 2 – Award Criteria – Quality/ Cost Assessment: Evaluated on the basis of: Understanding the brief (10%), Methodology and Implementation Plan (40%), Delivery Timetable (10%), Quality Management (10%), Cost (30%) as follows:

Tenderer	Total Cost (£) (excl. VAT)	Total Score %	Rank
Blu Zebra Limited	£37,740	80.92%	1
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

#### RECOMMENDATION

**It was recommended that Blu Zebra Ltd be appointed to deliver the SSS Programme 1a – Community Connections Programme at a cost of £37,740 subject to Council approval.**

**Proposed by Cllr L Clarke**

**Seconded by K Nelson**

#### 5.12 BPR Prog 1 – Dialogue Programme - **IN CONFIDENCE**

COD left the room due to Conflict of Interest declared under item 4. Matters Arising

L Moore highlighted an inaccuracy in the Copius Consulting cost figure within the Report on Business that was emailed to the Partnership prior to the meeting. However the hard copies available at the meeting had since been updated.

Members were reminded that tenders for the Building Positive Relations Programme 1 – Dialogue Programme were invited on 20<sup>th</sup> October via e-SourcingNI and sign-posted on e-SourcingIE and e-TendersNI. The closing date was 20<sup>th</sup> November 2017.

Two tender submissions were received for this programme.



Members were advised that the scoring panel considered the submissions in two stages:

Stage 1 – Selection Stage: The tenders were evaluated using criteria such as tenderers' professional conduct, economic and financial standing, management systems and practices, previous relevant experience, , Technical Capacity and Capability of the Team, Technical Capacity and Capability of the Team Leader, and declarations and form of tender.

Stage 2 – Award Criteria – Quality/ Cost Assessment: Evaluated on the basis of: Understanding the brief (10%), Methodology and Implementation Plan (40%), Delivery Timetable (10%), Quality Management (10%), Cost (30%) as follows:

K Wolff declared a previously unforeseen interest in the item at this point, unaware, and left the room.

Tenderer	Total Cost (£) (excl. VAT)	Total Score %	Rank
Copius Advisory Services	£96,500	78%	1
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

#### RECOMMENDATION

**It was recommended that Copius Advisory Services be appointed to deliver the BPR Programme 1 – Dialogue Programme at a cost of £96,500 subject to Council approval.**

**Proposed by V Adams  
Seconded by Cllr L Clarke**

#### **5.13 BPR Prog 2 – Capacity Building and Engagement Programme - IN CONFIDENCE**

COD re-entered the room. K Wolff remained outside the room, K Nelson and J Read left the room.

Members were reminded that tenders for the Building Positive Relations Programme 2 – Capacity Building and Engagement Programme were invited on 20<sup>th</sup> October via e-SourcingNI and sign-posted on e-SourcingIE and e-TendersNI. The closing date was 20<sup>th</sup> November 2017.

Two tender submissions were received for this programme.

	<p>Members were advised that the scoring panel considered the submissions in two stages:</p> <p><u>Stage 1 – Selection Stage:</u> The tenders were evaluated using criteria such as tenderers' professional conduct, economic and financial standing, management systems and practices, previous relevant experience, Technical Capacity and Capability of the Team, Technical Capacity and Capability of the Team Leader, and declarations and form of tender.</p> <p><u>Stage 2 – Award Criteria – Quality/ Cost Assessment:</u> Evaluated on the basis of: Understanding the brief (10%), Methodology and Implementation Plan (40%), Delivery Timetable (10%), Quality Management (10%), Cost (30%) as follows:</p> <table border="1" data-bbox="328 764 1230 995"> <thead> <tr> <th>Tenderer</th> <th>Total Cost (£) (excl. VAT)</th> <th>Total Score %</th> <th>Rank</th> </tr> </thead> <tbody> <tr> <td>LEDCOM</td> <td>£69,555</td> <td>74%</td> <td>1</td> </tr> <tr> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>[REDACTED]</td> </tr> </tbody> </table> <p>NB. Each submission excludes the anticipated Resource Allocation budget of £70,000 which will be managed by Antrim and Newtownabbey Borough Council.</p> <p><b>RECOMMENDATION</b>  <b>It was recommended that LEDCOM be appointed to deliver the BPR Programme 2 – Capacity Building and Engagement Programme at a cost of £69,555 subject to Council approval.</b></p> <p><b>Proposed by N McClelland</b>  <b>Seconded by S Moore</b></p>	Tenderer	Total Cost (£) (excl. VAT)	Total Score %	Rank	LEDCOM	£69,555	74%	1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
Tenderer	Total Cost (£) (excl. VAT)	Total Score %	Rank											
LEDCOM	£69,555	74%	1											
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]											
<p><b>6</b></p>	<p><b>Any Other Business</b>          COD asked Partnership whether they should consider cancelling the next meeting due to be held on 9<sup>th</sup> January 2018 as there would be little to report on business.</p> <p><b>The Partnership were in agreement that the 9<sup>th</sup> January meeting be cancelled and staff would send out a calendar cancellation.</b></p>	<p><b>CB/COD ACTION</b></p>												
<p><b>7</b></p>	<p><b>Meeting Close</b>          Next Partnership Meeting on Tuesday 13<sup>th</sup> February 2018 in Spinning Room, Mossley Mill at 6.30pm.          Meeting Close 7.35pm</p>													