

**PEACE IV PARTNERSHIP MEETING  
TUESDAY 4 JULY 2017  
SPINNING ROOM, MOSSLEY MILL  
6.30PM – 7.30PM**

**Present:** Connor O'Dornan (ANBC PIV), Cllr David Hollis, Cllr Noreen McClelland, Cllr Michael Maguire, Cllr Jim Bingham, Cllr Audrey Ball, Cllr Linda Clarke, Si Emma Bond (PSNI), Alyson Dunn (NHSCT), Kathy Wolff (SP), Ken Nelson (SP), Michelle Harris (SP), Mark Glover (SP), Valerie Adams (SP)

**Apologies:** Cllr Neil Kelly, Cllr John Scott, Cllr Michael Goodman, Francis Loughlin (EA), David Crooks (SP)

**Non Attending:** Cllr Stephen Ross, Cllr Nigel Kells, John Read (NIHE)

Item	Minutes	Action
	Arrival (tea/coffee)	
1	<p><b>Welcome</b> Cllr Noreen McClelland in the Chair.</p> <p>Apologies received noted as per above.</p> <p>Members advised to sign the attendance sheet being circulated.</p>	
2	<p><b>Communications/Council Update</b> COD was invited to give an update of Communications received and secretariat actions since the last Partnership meeting:</p> <ul style="list-style-type: none"> <li>- Members were asked to consider frequency of meetings (including Working Groups) within Report on Business.</li> <li>- COD noted there was a minimum number of tangible reports due to the current stage of process.</li> <li>- Still working through answering all the SEUPB pre-commencement conditions</li> <li>- PEACE IV core staff recruitment update <ul style="list-style-type: none"> <li>o Finance and Admin post (Scale 5) started 03 July 2017</li> <li>o Project Development Officer (SO1) not appointed – Will be trawled again</li> </ul> </li> <li>- Notes/Actions <ul style="list-style-type: none"> <li>o Re. 15 August Launch – M Glover suggested that the partnership only be represented and that it is more important to have the meeting at the right</li> </ul> </li> </ul>	

	<p>time than wait for a date that suits everyone. Agreed that we will have sufficient attendance from the partnership to represent sufficiently.</p> <ul style="list-style-type: none"> <li>o Re. Website and Social Media presence to be updated.</li> </ul> <p>- Any other actions should be covered within the main body of the report on business under Point 5.</p>	
3	<p><b>Minutes from Partnership Meeting (13 June 2017)</b> Comments invited from the Chair on Partnership Meeting Minutes. No additional comments offered. <b>Proposed by Cllr M Maguire</b> <b>Seconded by M Glover</b> <b>Minutes approved.</b></p>	
4	<p><b>Minutes from previous Working Group meetings (27 June 2017)</b> Comments invited from the Chair on Working Group Meeting Minutes. No additional comments offered. <b>Proposed by E Bond</b> <b>Seconded by K Wolff</b> <b>Minutes approved.</b></p>	
5	<p><b>Report on business to be considered</b></p> <p><b>5.1 Partnership Agreement Signatures</b></p> <p>Members were reminded of the PEACE IV Partnership Agreement which was initially agreed and adopted in April 2017 subject to some minor adjustments and all partnership member's signatures being obtained. Members were also reminded that feedback was received from some statutory partners who requested that a small change be made in order for their legal departments to be happy for their representative on the partnership to sign the agreement. This change was agreed and adopted at the 13 June Partnership Meeting.</p> <p>The updated Partnership Agreement was signed by members in attendance at the 13 June Partnership Meeting. Members who have not yet signed the agreement were asked to do so at their earliest convenience.</p> <p><b>It was agreed that the newly adopted Partnership Agreement would be signed by all remaining Partnership Members.</b></p> <p><b>Action - COD to circulate email to remind remaining members to sign agreement.</b></p>	<p><b>COD Action</b></p>

<p><b>5.2 Conflict of Interest Register</b></p> <p>Members were reminded that all partners must complete a Conflict of Interest Register and sign the Conflict of Interest Policy Declaration. Members must include on the register any conflict of interest that relates to the PEACE IV programme.</p> <p>Any member who has not yet done so was asked to complete and sign the register and policy at their earliest convenience.</p> <p><b>Consensus was reached that any outstanding Conflict of Interest Declarations and Registers be completed, signed and submitted by partnership members.</b></p> <p><b>Action - COD to circulate email to remind remaining members to sign agreement.</b></p> <p><b>5.3 Tender Assessment Training</b></p> <p>Members were reminded of the discussion at Working Groups on 25 April regarding the appointment of an assessment panel for tendered programmes through the PEACE IV Local Action Plan. It was confirmed that the training opportunities would be provided by the Special European Union Programmes Body and that Antrim and Newtownabbey Borough Council would also provide a specific tender assessment training opportunity for members.</p> <p>It was agreed at the 13 June Partnership meeting that a specific assessment panel would not be appointed as it would prove too restrictive. It was agreed that all partnership members would be invited to attend the tender assessment training opportunity, and an appropriate panel for each theme would be appointed following this training being completed.</p> <p>It is still the intention of the secretariat, following guidance from the Council Procurement Department, that the assessment panel should be made up as follows for each theme (Children and Young People, Shared Spaces and Services, Building Positive Relations):</p> <ul style="list-style-type: none"> <li>- Elected members x 2</li> <li>- Statutory Partner x 1</li> <li>- Social Partner x 1</li> </ul>	<p><b>COD Action</b></p>
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<p>A group training session on tender assessment and evaluations has been confirmed for Thursday 17 August at Mossley Mill.</p> <p>Any further training opportunities through SEUPB will be communicated when confirmed.</p> <p><b>Consensus was reached that Tender Assessment training would go ahead subject to:</b></p> <ul style="list-style-type: none"> <li>- <b>Check if any partnership members are already appropriately trained</b></li> <li>- <b>Check if appropriate for members who can't attend 17 August date to attend training delivered in other Council areas?</b></li> </ul> <p><b>5.4 Terms of Reference Development</b></p> <p>Members were reminded that the Working Groups have been meeting on a monthly basis to review and agree draft terms of reference documents for the tendered PEACE IV Local Action Plan programmes. The most recent programme specifications reviewed on 27 June 2017 have been adjusted as per recommendations by Working Group members. By accepting and approving the Working Group minutes (Enclosure B) in Agenda Item 4, members ratify the changes and approve the draft specifications for submission to SEUPB for approval.</p> <p>The PEACE IV Co-ordinator has met with Antrim and Newtownabbey Borough Council's Procurement Department to agree the pre-qualification element of tenders and agree standard conditions of procurement following "eligibility of expenditure training" delivered by SEUPB's Financial Controller on 11 May 2017.</p> <p>The Project Development Update and Procurement Plan in Enclosure C gave an up to date picture of what stage the development of each project terms of reference currently stands.</p> <p><b>The report was noted.</b></p> <p><b>5.5 PEACE IV Partnership and Working Group Meetings</b></p> <p>Members were made aware that the PEACE IV Working Groups were initially established to provide a mechanism for</p>	<p><b>COD Actions</b></p>
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detailed and specific input from members, particularly around project design and drafting terms of reference specifications. All terms of reference which can be completed at this stage (across each of the three themes) have been drafted and forwarded to the Procurement Department for final review before issuing SEUPB for approval.

Members were made aware that both the Children and Young People and Shared Spaces and Services Working Groups have been postponed in recent months as there were more projects to be considered under the Building Positive Relations theme.

Members were reminded of the proposed Peace IV meeting schedule between 01 July and 30 October.

Members were asked to consider how the Working Groups are utilized from this point forward. Three possible options were proposed below:

- **Option 1:** Retain current meeting schedule (monthly Partnership and monthly Working Group meetings);
- **Option 2:** Cancel Working Group meetings indefinitely and retain monthly Full Partnership meetings until September 2017. Schedule monthly Partnership meetings from October onwards;
- **Option 3:** Postpone 25 July, 22 August and 10 October Working Groups and operate the business of the Peace IV partnership through monthly Full Partnership meetings. Hold Full Partnership and Working Group meetings in alternate months thereafter as per the current proposed meeting schedule;

Members were also asked to consider the remit of the Working Groups (if continued).

**Consensus on Option 3 was reached and it was proposed by J Bingham and seconded by V Adams. Cllr M Maguire suggested reviewing the period October 2017 and inserting another Partnership meeting if appropriate.**

**Actions:**

- **COD to update calendar invites and meeting schedule to reflect new arrangements and circulate to members.**

**COD  
Action**

6	<b>Any Other Business</b> None	
7	<b>Meeting Close</b> Next Partnership Meeting on 01 August 2017 in Steeple Suite, Antrim Civic Centre and would be chaired by V Adams.  Working Groups on 25 July 2017 Steeple Suite, Antrim Civic Centre has been cancelled as per item 5.5	