

**PEACE IV PARTNERSHIP MEETING
TUESDAY 12 SEPTEMBER 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 Stephen Ross, Cllr Audrey Ball, Cllr Linda Clarke, John Read (NIHE), Alyson Dunn (NHSCT), Francis Loughlin (EA), David Crooks (SP), Kathy Wolff (SP), Michelle Harris (SP), Valerie Adams (SP),

Apologies: Cllr Neil Kelly, Cllr John Scott, Emma Bond (PSNI), Ken Nelson (SP), Mark Glover (SP)

Non Attending: Cllr Nigel Kells, Cllr Michael Goodman,

Item	Minutes	Action
	Arrival (tea/coffee)	
1	<p>Welcome Cllr Noreen McClelland in the Chair.</p> <p>Apologies received noted as per above. Any other apologies from the floor requested. Apologies on behalf of Cllr John Scott put forward.</p> <p>Members advised to sign the attendance sheet being circulated.</p>	
2	<p>Communications/Council Update COD was invited to give an update of Communications received and secretariat actions since the last Partnership meeting. Updated as follows:</p> <ul style="list-style-type: none"> - PEACE IV core staff recruitment update <ul style="list-style-type: none"> o Project Development Officer Post (SO1) position was offered to the successful candidate starting October. 	
	<ul style="list-style-type: none"> - Partnership Agreement <ul style="list-style-type: none"> o Members were reminded that there are still a few outstanding signatures required on the updated Partnership Agreement. This will be available at all meetings for those who still need to do so. - Conflict of Interest Register <ul style="list-style-type: none"> o Members were reminded that the Conflict of Interest Register has now been completed by all Partnership Members. 	CB Action

	<ul style="list-style-type: none"> - Officers have been addressing the following since the last meeting on 01 August 2017 <ul style="list-style-type: none"> o LOO clarifications o Terms of Reference o Procurement Plan o Partner Department Agreements o Re-bid applications o Project monitoring framework o First claim process - Final Letter of Offer was received 06 September 2017 - Developments since Launch Event <ul style="list-style-type: none"> o Officers have been facilitating a number of meetings requested from attendees of the launch event - PEACE IV Managers Meeting and a joint communication issued to SEUPB. <p>Members to be updated in due course when a response is received from SEUPB.</p> <ul style="list-style-type: none"> - Any other actions should be covered within the main body of the report on business under Point 5. 	COD Action
3	<p>Minutes from Partnership Meeting (01 August 2017) Comments invited from the Chair on Partnership Meeting Minutes. No additional comments offered.</p> <p>Proposed by Cllr J Bingham Seconded by K Wolff Minutes approved.</p>	
4	<p>Minutes from PEACE IV Launch Event (15 August 2017) Comments invited from the Chair on Launch Event Minutes. No additional comments offered.</p> <p>Proposed by Cllr L Clarke Seconded by M Maguire Minutes approved.</p>	
5	<p>Report on Business to be considered</p> <p>5.1 PEACE IV Letters of Offer Members were reminded that Antrim and Newtownabbey Borough Council received a draft letter of offer from the Special European Union Programmes Body on 17th January 2017. This was accepted in principle by the PEACE IV Partnership on 31 January 2017 subject to approval and</p>	

acceptance by Antrim and Newtownabbey Borough Council in February 2017. The draft letter of offer was formally accepted by Antrim and Newtownabbey Borough Council in February 2017.

Following this, the Partnership have been working on a number of pre-commencement and pre-implementation conditions set out within the draft letter of offer in order to receive a final letter of offer and permission to start confirmation. The Partnership has also been continuing to plan for project procurement and implementation throughout this period in anticipation of receiving confirmation from the Special European Union Programmes Body.

Members were advised that Antrim and Newtownabbey Borough Council have now received three separate letters of offer and a permission to start confirmation from SEUPB. The letters of offer are split into three to reflect the three PEACE IV themes. Officers are currently analysing the letters of offer in detail to ensure the information is wholly accurate.

The letters of offer have all been backdated to 01 June 2016 are as follows:

- Children and Young People - £652,935.75
 - Shared Spaces and Services - £1,111,424.16
 - Building Positive Relations - £1,298,986.49
- Total: £3,063,346.40

Subject to formal acceptance by Antrim and Newtownabbey Borough Council and some final conditions set out within the SEUPB PEACE IV Letters of Offer, the PEACE IV Partnership now has formal permission to begin implementation of the PEACE IV Local Action Plan in Antrim and Newtownabbey between 01 June 2016 and 31 March 2020.

Consensus was reached that the letters of offer totalling £3,063,346.40 be accepted in principle subject to formal acceptance by Antrim and Newtownabbey Borough Council in October 2017.

**It was recommended that this report be noted.
Proposer Cllr M Maguire
Secunder Cllr L Clarke**

5.2 PEACE IV Launch Event

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Members were reminded that the PEACE IV Local Action Plan was officially launched on 15 August 2017 in the Linen Suite, Mossley Mill. A range of key stakeholders were invited to speak and gave an overview of the programme context, the PEACE IV process to date, the expectations from funders, a comprehensive overview of the proposed projects, and finally an opportunity to speak to staff, partnership members and other potential delivery agents or beneficiaries as part of an informal networking event.

Officers also intend to circulate the final PEACE IV Programme Information Booklet to all attendees and all mailing lists. This exercise will be completed once an indicative procurement timeframe has been agreed which will also be circulated.

All programme information will also be posted on the Council's PEACE IV website.

It was recommended by Cllr J Bingham that this report be noted.

Consensus reached no objections.

5.3 Programme Procurement

Members were reminded that the final PQQ/ITT and Terms of Reference documents for the programmes listed below were submitted to SEUPB for approval on 11 July 2017. Written feedback was received on the programmes below on 29 August from SEUPB and approval granted to proceed subject to minor amendments:

Children and Young People

- CYP Prog 2 – Schools Based Programme – Moving Forward Together
- CYP Prog 3 – Out of School Programme – Life Skills Development Programme
- CYP Prog 4 – Leadership and Life Skills Programme – Leadership and Life Skills

Shared Spaces and Services

- SSS Prog 1a – Community Connections Programme
- SSS Prog 4 – Creation of a Virtual Shared Space

Building Positive Relations

- BPR Prog 1 – Dialogue Programme – Dialogue Programme
- BPR Prog 2 – Capacity Building Programme – Capacity Building and Engagement Programme

- BPR Prog 3a – Cross Border Programme – Key Institutions Cross Border Project
- BPR Prog 4a – Cultural Expressions Programme – Williamite Project
- BPR Prog 4b – Cultural Expressions Programme – Key Institutions Programme
- BPR Prog 5 – Capacity for Dialogue with Church and Faith Groups
- BPR Prog 6 – Growing Understanding Programme
- BPR Prog 8a – Sports, Arts and Recreation Programme – Sports Engagement Programme
- BPR Prog 8b – Sports, Arts and Recreation Programme – Arts Engagement Programme
- BPR Prog 8c – Sports, Arts and Recreation Programme – Recreation Engagement Programme

Officers will liaise with the Procurement Section to make amendments over the coming weeks. An updated procurement timeframe is also being drafted which will be circulated to all stakeholders and consultees along with the information booklet. Tender opportunities will be publicly advertised in line with the agreed procurement protocols of Antrim and Newtownabbey Borough Council and which have been adopted by the PEACE IV Partnership.

It was recommended by V Adams that this report be noted. Consensus reached no objections.

5.4 SEUPB Clarifications

Members were reminded that at the 04 July Partnership meeting, the secretariat update included confirmation that a range of clarifications were being sought from SEUPB. On 11 July, the request for clarifications was submitted to SEUPB and officers. Verbal responses were received and staff are awaiting written response.

It was recommended by Cllr A Ball that this report be noted. Consensus reached no objections

5.5 Project rebids

Members were reminded that a number of re-bids and re-allocations are now required. The re-bid process has been initiated by SEUPB with guidance and application forms issued on 01 September 2017 and the submission deadline on 02 October 2017. Officers are currently in the process of

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writing applications for the re-bids below:

Children and Young People – Early Intervention Programme 1a – Cultural Diversity and Awareness (£20,000)

This project has been excluded due to a proposed clash with the Shared Education initiative being delivered centrally by SEUPB and the Education Authority. As already agreed at the 01 April Partnership meeting, officers will submit a rationale through the re-bid process for the £20,000 to be added to CYP Programme 2 – Moving Forward Together Schools Project to bolster the Newtownabbey Schools Partnership element. Officers will request a phased approach to this project so as not to hold up the imminent procurement process of the full project.

Shared Spaces and Services – Learning from PEACE IV (£50,000)

The Partnership has already submitted a proposal to SEUPB to re-allocate £50,000 from excluded projects under Shared Spaces and Services to the New Shared Space Programme (Capital). However, the planning and development work completed by the Partnership since February has assumed the successful re-allocation of the funding as per the proposal. The formal re-bid process will now commence and as per the project above, will request a phased approach so as not to hold up the development and planning work already commenced at risk by the project partner (Council Capital Projects Section).

BPR Leadership for Peace Building (£155,635)

Due to inaccuracies in the original cost rationale, a programme re-design and re-bid is required. The Partnership has already agreed to revise the programme details to reflect a lower number of participants as was originally the intention. This formal re-bid process will now be completed as per guidance and instructions from SEUPB. No terms of reference has been written for this project so this process will not restrict the procurement process.

It was recommended by Cllr L Clarke that this report be noted.

Consensus reached no objections

5.6 Tender Assessment Training

Members were reminded that a training session on tender assessment and evaluations was held on Thursday 17 August

at Mossley Mill. 13 Partnership members attended and completed the training with 8 members unable to attend.

It was agreed at 01 August Partnership meeting that additional opportunities for tender assessment training would be sourced from other Councils. One appropriate such training opportunity will be delivered in Lisburn and Castlereagh City Council on 23rd November which currently has 5 places remaining. A request has been submitted to Lisburn and Castlereagh City Council to open up these places to the members of the Antrim and Newtownabbey PEACE IV Partnership who were unable to attend the 17th August training.

A response is expected from Lisburn and Castlereagh City Council by 16th August and members will be updated thereafter. Should this opportunity not be made available, the Partnership may wish to consider bringing a facilitator back to do a second tender assessment training day in order to secure the availability of appropriate panel member ratios as stipulated by SEUPB.

Any further training opportunities through SEUPB will be communicated when confirmed.

It was recommended by M Harris that this report be noted. Consensus reached no objections.

5.7 Council Delivered Programmes and Capital Projects

Members were reminded that there are a number of programmes within the PEACE IV Local Action Plan which are based on Council led delivery. Officers are currently working with staff internally to set up working groups and establish project leads in order to progress these.

These programmes are as follows:

SSS Prog 2 – Shared Space Engagement and Events - £140,000 – Leisure Services Dept

SSS Prog 3 – New Shared Space Programme - £650,882 – Capital Projects Dept

BPR Prog 3a – Cross Border Community Planning (Sligo) - £15,300 – Community Planning Dept

BPR Prog 3a – Cross Border Community Planning (Louth) - £29,100 – Community Planning Dept

Members were reminded they will be updated on the

	<p>procurement, design, development, progression, engagement opportunities, monitoring and evaluation of each of these programmes as they are developed. The New Shared Space programme is now well underway and a formal update on progress achieved to date will be presented at the 03 October Partnership meeting.</p> <p>It was recommended by Cllr S Ross that this report be noted. Consensus reached no objections.</p> <p>5.8 Cllr John Scott UUP Replacement</p> <p>Members were advised that Cllr John Scott has stepped down from the Ulster Unionist Party and will be representing the Council as an Independent Member.</p> <p>A replacement representative will be requested from the Ulster Unionist Party in time for the next PEACE IV Partnership meeting (also the AGM) on 03 October 2017.</p> <p>It was recommended by Cllr J Bingham that this report be noted. Consensus reached no objections</p> <p>5.9 Partnership Annual General Meeting</p> <p>The PEACE IV Partnership Annual General Meeting will be held on 03 October 2017 at 6.30pm in the Whinstone Suite, Antrim Civic Centre. A new Partnership Chair (elected member) and Vice Chair (social partner) will be nominated and assume office at the AGM. Nominations will be requested in advance and members will be given instructions on how to complete this process in due course.</p> <p>It was recommended by Cllr D Hollis that this report be noted. Consensus reached no objections</p>	
6	<p>Any Other Business None</p>	
7	<p>Meeting Close Next Partnership Meeting (also AGM) on Tuesday 3rd October 2017 in Whinstone Suite, Antrim Civic Centre at 6.30pm. Meeting Close 7.15pm</p>	