

**PEACE IV PARTNERSHIP MEETING  
TUESDAY 01 AUGUST 2017  
STEEPLE SUITE, ANTRIM CIVIC CENTRE  
6.30PM – 7.30PM**

**Present:** Connor O'Dornan (ANBC PIV), Cllr Neil Kelly, Cllr Jim Bingham, Cllr Stephen Ross, John Read (NIHE), SI Emma Bond (PSNI), Francis Loughlin (EA), Kathy Wolff (SP), Ken Nelson (SP), Michelle Harris (SP), Valerie Adams (SP)

**Apologies:** Cllr David Hollis, Cllr Noreen McClelland, Cllr Michael Maguire, Alyson Dunn (NHSCT), Mark Glover (SP),

**Non Attending:** Cllr Audrey Ball, Cllr Linda Clarke, Cllr John Scott, Cllr Michael Goodman, Cllr Nigel Kells, David Crooks (SP)

Item	Minutes	Action
	Arrival (tea/coffee)	
1	<p><b>Welcome</b> V Adams (SP) in the Chair.</p> <p>Apologies received noted as per above. Any other apologies from the floor requested. Apologies on behalf of Cllr A Ball and Cllr J Scott put forward.</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. Updated as follows:</p> <ul style="list-style-type: none"> <li>- PEACE IV core staff recruitment update <ul style="list-style-type: none"> <li>o Finance and Admin post (Scale 5) appointed – started 03 July 2017.</li> <li>o Project Development Officer (SO1) advertised externally in the Belfast Telegraph</li> </ul> </li> <li>- SEUPB Correspondence re. Partnership Delivery Approach <ul style="list-style-type: none"> <li>o Memo received from SEUPB confirming they want the community sector to be involved and suggested that community involvement is part of delivery. Officers are still awaiting direction from SEUPB on how this should be carried out.</li> </ul> </li> <li>- Launch/networking event – Tuesday 15 August</li> </ul>	

	<ul style="list-style-type: none"> <li>- Conflict of Interest Register             <ul style="list-style-type: none"> <li>o One signature still required on the Conflict of Interest Register.</li> </ul> </li>   <li>- Partnership Agreement             <ul style="list-style-type: none"> <li>o Members were reminded that there are still several outstanding signatures required on the updated Partnership Agreement.</li> </ul> </li>   <li>- DUP Query Response             <ul style="list-style-type: none"> <li>o CE Jacqui Dixon has received a request from Diane Dodds MEP Office for information on the PEACE IV Local Action Plan Delivery in Antrim and Newtownabbey. COD will action and noted that there is only minimal information currently available in the form of an outline as the programme has not officially launched yet.</li> </ul> </li>   <li>- Any other actions should be covered within the main body of the report on business under Point 4.</li> </ul>	<p><b>CB Action</b></p> <p><b>CB Action</b></p> <p><b>COD Action</b></p>
3	<p><b>Minutes from Partnership Meeting (04 July 2017)</b> Comments invited from the Chair on Partnership Meeting Minutes. No additional comments offered. <b>Proposed by Cllr J Bingham</b> <b>Seconded by E Bond</b> <b>Minutes approved.</b></p>	
4	<p><b>Report on business to be considered</b></p> <p><b>4.1 Tender Assessment Training</b></p> <p>COD reminded members that a group training session on tender assessment and evaluations has been scheduled for Thursday 17 August at Mossley Mill. At 04 July Partnership meeting, two recommendations were made and the following responses were collated:</p> <ul style="list-style-type: none"> <li>- Recommendation – Identify those Partnership Members who have already been trained under PEACE III for tender assessment evaluations.</li> <li>- Response – Any Partnership Members trained in Tender Assessment and Evaluations under PIII would have completed training prior to December 2015, and this training would therefore now be out of date.</li> <li>- Recommendation – Identify other Councils running the same or similar training and request if ANBC Partnership Members could attend if available.</li> </ul>	

<p>- Response – The supplier is not currently scheduled to deliver the same training in other Council areas and officers are waiting on a response from other Councils on their proposed training.</p> <p>- Officers are also waiting on a response from SEUPB regarding the level of training expected of Partnership Members as the guidance only stipulates that they be “appropriately trained”.</p> <p>Members were reminded it was 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 x2</li> <li>- Statutory Partner x1</li> <li>- Social Partner x1</li> </ul> <p>COD requested suggestions of whether one member or two members from each strand would be most appropriate.</p> <p>COD agreed to check with the Council's Procurement Department whether there was a minimum number required from each strand.</p> <p><b>Consensus was reached that there was likely to be enough tender assessment trained members to fulfil the 2:1:1 ratio, however it could be adjusted to 1:1:1 if appropriate as SEUPB has not stipulated any particular panel ratio.</b></p> <p><b>It was recommended that the report be noted.</b>  <b>Proposer Cllr Bingham</b>  <b>Seconder Cllr Ross</b></p> <p><b>4.2 Terms of Reference Development</b></p> <p>Members were reminded that Working Groups had been drafting terms of reference specifications for each of the tendered programmes. Members were advised that the development of the terms of reference for all tendered programmes have now been completed where possible, and approved by the PEACE IV Partnership.</p> <p>The Council Procurement Department has completed the ITT/PQQ/TOP documents for the programmes listed below</p>	<p><b>COD Actions</b></p> <p><b>COD Action</b></p>
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and final drafts for each have been submitted to SEUPB for approval.

Members were reminded that minutes from the PEACE IV Partnership are reported quarterly to the Community Planning and Regeneration Committee and in turn Full Council. Any decision made on the terms of reference below will be subject to ratification by Full Council.

#### **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

SSS Addressing Manifestations Prog 1 b: Will follow on from SSS Prog 1a so the draft terms of reference specifications has not yet been drafted and will be based on the data collected from programme 1a Community Connections Programme. It is anticipated that this programme will be tendered for in early 2018.

COD stated that the Children and Young People Early Intervention Programme was excluded by SEUPB and confirmed a rebid would be necessary. COD stated that all remaining programmes not listed within SSS and BPR would be Council led.

COD provided overview of all queries that had been submitted to SEUPB on 11 July 2017 and confirmed we are awaiting a response from SEUPB regarding this.

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

**Proposer SI Emma Bond**

**Secunder Ken Nelson**

#### **4.3 Partnership and Working Group Meetings**

Members were reminded that the decision was taken at the 04 July Partnership meeting to revise the meeting schedule to reflect the current requirements of the PEACE IV Programme. It was agreed that once terms of reference specifications had been completed, and until programmes were up and running, this would not continue to be an ongoing requirement.

Members agreed to postpone 25 July, 22 August and 10 October Working Groups and operate the business of the Peace IV Partnership through monthly Full Partnership meetings until November 2017. Members also agreed thereafter to hold Full Partnership and Working Group meetings in alternate months.

Members were asked to consider the remit of the Working Groups from November onwards. Officers have reviewed the structure of the PEACE IV Programme delivery model as well as the model utilized under PEACE III and would recommend either one of the following options:

**Option 1:** Working groups from November 2017 onwards to remain theme based with three different groups meeting to discuss operational level detail under:

- Children and Young People
- Shared Spaces and Services
- Building Positive Relations

**Option 2:** Establish and self-nominate to three new Working Groups which reflect the programme areas most likely to

need significant input from Partnership Members at an operational level:

- Communications/Marketing Working Group
- Finance and Operational Working Group
- Monitoring and Evaluation Working Group

**Option 1 for Working Group make up proposed by K Nelson and seconded by K Wolff.**

#### **4.4 Programme Launch and Networking Event**

Members were reminded that it was agreed at the previous Partnership meeting on 04 July to host a Programme Launch Event on Tuesday 15 August 2017 at 6.30pm in the Linen Suite, Mossley Mill.

Invites for the event have been circulated and public adverts placed in the Belfast Telegraph and the Newtownabbey Times week beginning 31 July 2017.

Members have been issued a calendar invite for the event and are reminded to RSVP if they have not already done so.

It was agreed that all members were not required to attend the event, however a cross section of the Partnership should be in attendance to ensure adequate representation.

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

**Proposer Cllr Kelly  
Secunder Cllr Bingham**

#### **4.5 SEUPB Clarifications**

Members were reminded that at 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 are currently awaiting response.

**It was recommended that the Partnership and Officers await guidance from SEUPB on how to proceed further.**

**Proposed E Bond  
Secunderd J Read**

#### **4.6 Project Rebids**

Members were reminded that a number of re-bids and re-allocations were required for remaining programmes that are to be designed, developed, adjusted and approved. The reasons for their exclusions vary and have been highlighted below:

**Children and Young People – Early Intervention (£134,275)**

This project has been excluded due to a proposed clash with the Shared Education initiative being delivered centrally by SEUPB and the Education Authority. A complete project re-design and re-bid process is required and advice has been sought from SEUPB on how best to complete this process. Officers have also asked for clarification regarding the potential re-allocation to existing projects within the CYP theme.

**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). This rationale was provided in February 2017 but no official response has been granted on whether or not it is acceptable. 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. Again, a formal re-bid process will be required to ratify this re-allocation.

**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. However, this will also be subject to a formal re-bid process with SEUPB.

Officers are awaiting a response from SEUPB and confirmation of the formal process to progress each of these programmes.

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

**Proposer Cllr Ross  
Seconder Cllr Kelly**

**4.7 Council Delivered Programmes**



	<p>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 once the Local Action Plan is launched and a permission to start letter is received from SEUPB.</p> <p>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</p> <p>Members will be updated on the procurement, design, development, progression, engagement opportunities, monitoring and evaluation of each of these programmes as they are developed.</p> <p><b>It was recommended that the report be noted.</b>  <b>Proposer Cllr Bingham</b>  <b>Seconder K Wolff</b></p>	
5	<p><b>Any Other Business</b> None</p>	
6	<p><b>Meeting Close</b>          Next Partnership Meeting on Tuesday 12<sup>th</sup> September 2017 in Spinning Room, Mossley Mill at 6.30pm.</p> <p>Launch Event – 15 August 2017 at 6.30pm in Linen Suite, Mossley Mill</p> <p>Tender Assessment Training – 17 August 2017 in Mossley Mill 9.15am (all day)</p> <p>Meeting Close 7.15pm</p>	