

**PEACE IV PARTNERSHIP MEETING  
TUESDAY 13 JUNE 2017  
STEEPLE SUITE, ANTRIM CIVIC CENTRE  
6.30PM – 7.30PM**

**Present:** Connor O'Dornan (ANBC PIV), Cllr Noreen McClelland, Cllr Linda Clarke, Cllr Michael Maguire, Cllr David Hollis, Cllr Neil Kelly, SI Emma Bond (PSNI), Kathy Wolff (SP), Valerie Adams (SP) John Read (NIHE), Alyson Dunn (NHSCT), Francis Loughlin (EA), Michelle Harris (SP), Mark Glover (SP)

**Apologies:** Cllr John Scott, Cllr Jim Bingham, Cllr Stephen Ross, Cllr Audrey Ball, Ken Nelson (SP)

**Non Attending:** David Crooks (SP), Cllr Nigel Kells

<b>Item</b>	<b>Minutes</b>	<b>Action</b>
	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 and noted that spare copies of Report on Business and associated documentation was available.</p>	
2	<p><b>Communications/Council Update</b> COD was invited to give an update of Communications Received and Council actions since the last Partnership meeting. Updated as follows:</p> <ul style="list-style-type: none"> <li>- Pre-implementation information submitted to SEUPB on 21 April 2017.</li> <li>- PEACE IV core staff recruitment update <ul style="list-style-type: none"> <li>o Finance and Admin post offered, awaiting response.</li> <li>o Project Development Officer post has closed, with interviews the following week</li> </ul> </li> <li>- PEACE IV core staff and associated Council officers attended: <ul style="list-style-type: none"> <li>o Eligibility of Expenditure and Procurement Training – 11th May x 2 officers</li> <li>o Communication Networking Event – 18th May x 2 officers</li> </ul> </li> <li>- Any other actions should be covered within the main body of the report on business under Point 5.</li> </ul>	
3	<b>Minutes from Partnership Meeting (02 May 17)</b>	

	<p>Comments invited from the Chair on Partnership Meeting Minutes. No additional comments offered.</p> <p><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 Groups (23 May 17)</b></p> <p>Comments invited from the Chair on Working Group Meeting Minutes. No additional comments offered.</p> <p><b>Proposed by Cllr L Clarke</b> <b>Seconded by Cllr M Maguire</b> <b>Minutes approved.</b></p>	
5	<p><b>Report on business to be considered</b></p> <p><b>5.1 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 which fall into one of more of the categories noted within the approved policy.</p> <p>Members who have not yet signed the policy and declaration were asked to do so before leaving the meeting.</p> <p><b>Cllr M Maguire recommended that the report be noted and Cllr L Clarke seconded.</b></p> <p><b>5.2 Tender Assessment Panel Nominations</b></p> <p>Members are reminded of the discussion at Working Groups on 25<sup>th</sup> April regarding the appointment of an assessment panel for tendered programmes through the PEACE IV Local Action Plan. Antrim and Newtownabbey Borough Council would provide a specific tender assessment training opportunity for members.</p> <p>The proposed process for scoring tenders was outlined as:</p> <ol style="list-style-type: none"> <li>1. Tender opportunity developed, issued, advertised, managed, recorded, collated and review by ANBC Procurement Department in accordance with SEUPB, CPD and EU journal guidelines and with direction from PEACE IV Partnership;</li> <li>2. Once tender responses are received, Procurement Department representative(s) and two PEACE IV Secretariat Staff (Co-ordinator and Development</li> </ol>	

- Officer) will “pre-score” tenders;
3. Scores and recommendations will be presented to an “assessment panel” made up of four representatives from the relevant working group; two elected members, one social partner and one statutory partner;
  4. Assessment panel will discuss pre-scores and recommendations and when consensus is reached, the decision will be forwarded to the Full Partnership for approval;
  5. Decisions will be ratified by CPR Committee, Full Council and SEUPB (if applicable).

**Consensus reached and it was recommended that the proposed process was acceptable.**

COD highlighted that in order to appoint members to the appropriate assessment panels, nominations were required from working groups for each theme (Children and Young People, Shared Spaces and Services, Building Positive Relations):

- Elected Members x 2
- Statutory Partner x 1
- Social Partner x 1

M Glover noted that potentially opening up the training to everyone and then selecting from an available panel for each Working Group/Theme

Agreed V Adams and general consensus reached not to nominate at this stage but to train all partnership members and then select panel from a pool of trained members.

A group training session on tender assessment and evaluations has been provisionally scheduled for Thursday 20 July through the Council. All partnership members are encouraged to attend the training even if not self-nominating to the assessment panel. Any further training opportunities through SEUPB will be communicated when confirmed.

Cllr N McClelland and Cllr M Maguire noted that the proposed date may not suit everyone and could another additional date be scheduled. COD agreed to action.

**COD Action**

**5.3 Terms of Reference Development**

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 23 May 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.

COD noted that development of the terms of reference for all tendered programmes are now nearing completion and will be re-submitted to SEUPB as final drafts upon completion and Partnership approval.

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.

**The report was noted.**

#### **5.4 Programme Launch and Networking Event**

Members were reminded that it was agreed at a previous Partnership meeting that procurement and tendering opportunities would be advertised publically and to all potential delivery agents with enough time and opportunity given to allow development of collaborative or consortia bids.

Members are advised that the intention is to provide this opportunity via a Programme Launch and Networking Event following the completion of all draft terms of reference documents and when the Partnership is in receipt of approval from SEUPB for projects to be tendered. This approval is likely to come in the form of a Permission to Start letter once all letter of offer pre-conditions have been signed off.

Once permission to start has been obtained from SEUPB, members will be advised of the planned date for the Programme Launch and Networking Event so they can help to publicise the event through their own networks.

**The report was noted.**

### **5.5 Partnership Agreement Amendments**

Members were reminded of the PEACE IV Partnership Agreement which was agreed and adopted in April 2017 subject to some minor adjustments and all partnership member's signatures being obtained. Members were reminded that input from some of the statutory partners was still outstanding when the Agreement was adopted subject to partner approval. Following circulation of the updated partnership agreement, feedback was received from the one statutory partner highlighting concerns on how the agreement might hold partners responsible for any monetary loss should the project implementation not be fulfilled over the life of the programme. In particular, the wording of point 4.1.1:

*"The Lead Partner, the Social Partners and the Statutory Bodies commit themselves in doing everything in their power to ensure the implementation of the project as defined in Article 2;"*

Following this communication, the PEACE IV Co-ordinator sought advice from the in-house Council Legal Department who advised that the wording was in fact ambiguous and would better suit the terms of the agreement if amended to read:

*"The Lead Partner, the Social Partners and the Statutory Bodies commit themselves in doing everything reasonably within in their power, subject to availability of resources, to ensure the implementation of the project as defined in Article 2;"*

The proposed amendment was presented to the statutory partner who confirmed that the amended wording would be acceptable and allow the representative to sign the agreement.

**Cllr N Kelly recommended that the amendment be adopted and a new partnership agreement be signed by all partnership members. SI Emma Bond Seconded.**

### **5.6 Project Re-bids**

Members were reminded that a condition within the draft SEUPB letter of offer received on 17<sup>th</sup> January 2017 was that the inclusion of the Early Intervention Programme under Children and Young People would be subject to review following the outcome of the Shared Education application assessment.

It was reported to the 2<sup>nd</sup> May partnership meeting that Antrim and Newtownabbey PEACE IV Partnership had been informed of the exclusion of CYP Programme 1a – Early Intervention Cultural Awareness and Diversity. Members therefore made the decision to request re-allocation of this budget (£20,000) into CYP Programme 2 – Moving Forward Together Schools Programme. This request was made to SEUPB, however, instructions on the re-bid process have not yet been released.

The Project Co-ordinator has since been received communication from SEUPB that all of CYP Programme 1 Early Intervention projects have been excluded which includes:

- CYP Early Intervention Prog 1a – Cultural Awareness and Diversity (£20,000)
- CYP Early Intervention Prog 1b – Reclaiming Play Spaces (£43,375)
- CYP Early Intervention Prog 1c – Respecting Difference (£70,900)
- Total £134,275

The Partnership will still have the opportunity to re-bid for this budget allocation within the same guidelines as previously stated.

It was recommended that, if confirmation is received that three projects outlined above are indefinitely excluded, the Partnership re-bid to SEUPB for the excluded allocation with the view to incorporating Option 4 within the Report on Business:

Option 4: Identify new project(s) under Children and Young People Theme which would contribute directly to the target group of the excluded projects. In addition, request to develop Phase II for remaining approved projects which would allow current projects to proceed as normal with development phase for additional elements to take place throughout 2017 with the view to delivering in 2018 and 2019. It was noted that any project

	<p>amendments would be subject to SEUPB approval and or a full assessment and appraisal process.</p> <p>COD noted that choosing one of the following options was subject to further clarification from SEUPB that the three programmes in question definitely clash with the Shared Education remit and confirmation that there is no way to include one or more components of the Early Intervention Programme:</p> <p><b>Cllr N Kelly recommended that Option 4 be approved subject to final confirmation from SEUPB that no element within Programme 1 Early Intervention can be included. Cllr D Hollis seconded.</b></p>	
6	<p><b>Any Other Business</b> None</p>	
7	<p><b>Meeting Close</b> Chair NMC noted that: Next Partnership Meeting on Tuesday 4<sup>th</sup> July 2017. Next Working Group Meetings on Tuesday 27<sup>th</sup> June 2017. Meeting closed at 7.25pm</p>	