

**PEACE IV PARTNERSHIP MEETING  
TUESDAY 17 APRIL 2018  
STEEPLE SUITE, ANTRIM CIVIC CENTRE  
6.30PM – 7.30PM**

**Present:** Connor O'Dornan (ANBC PIV), Carly Long (ANBC PIV), Cllr David Hollis, Cllr Noreen McClelland, Cllr Michael Maguire, Cllr Stephen Ross, Cllr Linda Clarke, Cllr Michael Goodman, Francis Loughlin (EA), Kathy Wolff, Ken Nelson,

**Apologies:** Louise Moore (ANBC PIV), Andrew Irwin (ANBC PIV), Cllr Neil Kelly, Cllr Jim Bingham, Cllr David Arthurs, John Read (NIHE), SI Emma Bond (PSNI), Mark Glover, Valerie Adams, David Crooks,

**Non-Attending:** Alyson Dunn (NIHSCT), Amanda Ashe (NIHE), Cllr Audrey Ball, Cllr Nigel Kells,

Item	Minutes	Action
	Arrival (tea/coffee)	
1	<p><b>Welcome and apologies</b> Cllr David Hollis (Elected Member) in the Chair.</p> <p>Apologies received noted as per above. Members advised to sign the attendance sheet being circulated. Chair welcomed everyone and thanked them for attending.</p>	
2	<p><b>Communications/Council update</b> COD provided an update to members on recent secretariat actions and progress to date.</p>	
3	<p><b>Minutes from previous Partnership meeting (13 March 2018)</b> 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 Cllr L Clarke</b></p>	
4	<p><b>Matters Arising and Declarations of Interest</b></p> <ul style="list-style-type: none"> <li>- No matters arising</li> <li>- No declarations of interest</li> </ul>	
5	<p><b>Report on Business to be considered:</b></p> <p><b>5.1 Social Partner Recruitment</b> Members were reminded that following the resignation of one of the PEACE IV Social Partners, it was agreed at 13 February 2018 Partnership meeting to initiate the process for recruitment of a replacement social partner. Following communication with Council's Human Resources and Public Relations Sections, documentation was agreed and Social Partner recruitment has taken place.</p> <p>It was agreed at 13 March 2018 Partnership meeting that Cllr David Hollis would</p>	

sit on the shortlisting and interview panel as a representative of the PEACE IV Partnership. The remaining panel members were made up of a PEACE IV Secretariat Officer and a Human Resources Officer.

Following completion of the recruitment process, any proposed appointment would be reported to the PEACE IV Partnership for approval and thereafter to Community Planning and Regeneration Committee and Full Council for noting.

#### **RECOMMENDATION**

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

**Proposed by Cllr S Ross**

**Seconded by Cllr L Clarke**

#### **5.2 Meeting Schedule 2018/19**

Members were reminded it was agreed at the Partnership meeting on 13 March 2018 to relocate a number of the 2018/19 Partnership meetings to other Council facilities or delivery agent venues. Members agreed that hosting meetings off-site would allow the Partnership to have an increased presence in local communities and get a more in depth understanding of the work being carried out by appointed delivery agents.

Officers have reviewed the suitability of off-site locations and have made amendments to the 2018/19 meeting schedule.

Members were reminded that the Partnership would hold its 2018 Annual General Meeting (AGM) on 9 October 2018 in Steeple Suite, Antrim Civic Centre in accordance with the Partnership Agreement. Updated calendar invites will be re-issued and the meeting schedule updated to reflect the changes outlined above.

#### **RECOMMENDATION**

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

**Proposed by Cllr S Ross**

**Seconded by Cllr L Clarke**

#### **5.3 Tender Information Event**

Members were reminded that following a number of tenders in Phase II resulting in either no submissions or no appointments, the Partnership agreed to group a number of programmes into one single tender exercise and the detail of these programmes was approved at 13 March 2018 Partnership meeting.

A pre-market public information event took place on **Thursday 12 April 2018 at 6.30pm in Yarn Suite, Mossley Mill.**

**CL  
Action**

Following the feedback received on 12<sup>th</sup> April 2018, the terms of reference will be finalised and issued to SEUPB for approval before being posted on eSourcing as part of the Phase III procurement exercise. As agreed by Full Partnership in February 2018, the deadline for submissions will be 8 weeks after the documentation is first published to allow time for consortia bids to be developed.

#### **RECOMMENDATION**

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

**Proposed by Cllr S Ross**

**Seconded by Cllr L Clarke**

#### **5.4 Service Level Agreement Updates**

Members were reminded that the agreed delivery method for the PEACE IV Local Action Plan included both tender delivery and Council led programmes. A number of the Council led programmes have already progressed to delivery stage. To formalise the ongoing working arrangements, Service Level Agreements have now been drafted for the Council led programmes and have been approved by the Council's legal team.

Upon approval from SEUPB to proceed, the Service Level Agreements will be issued to relevant Directors and Heads of Service to ensure compliance with the requirements of the PEACE IV Local Action Plan Letter of Offer throughout programme delivery.

**COD  
Action**

#### **RECOMMENDATION**

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

**Proposed by Cllr S Ross**

**Seconded by Cllr L Clarke**

#### **5.5 Urban Sports Park – Working Group**

Members were reminded that SEUPB requested all preparatory information relating to Urban Sports Park Shared Space Project be submitted in an Outline Business Case format for approval prior to procurement of a design consultant. Members were reminded that following approval by the Council's Corporate Leadership Team, the Outline Business Case for the Urban Sports Park was submitted to SEUPB subject to Operations Committee and Full Council approvals. SEUPB's Joint Secretariat have approved the Outline Business Case and confirmed that they are happy for the project to progress subject to approval from the Financial Control Unit. The Outline Business Case was also approved by Operations Committee and subsequently by Full Council in March 2018. SEUPB will nominate a Central Procurement Department advisor to assist with the preparation of PQQ documentation.

As agreed at 12 December 2017 Partnership meeting, Partnership members J Read and K Wolff were nominated to sit on the Urban Sports Park Working Group as representatives for the PEACE IV Partnership. A provisional date has been set for the next Urban Sports Park Working Group meeting to discuss the direction of the programme going forward:

**Urban Sports Park Working Group**  
**22 May 2018**  
**Valley Leisure Centre**  
**6pm – 7.30pm**

Calendar invites will be circulated to working group members in due course along with a draft agenda for the working group meeting.  
K Wolff offered her apologies for this meeting as she would be unable to attend.

**RECOMMENDATION**

**It was agreed that the report be noted**

**Proposed by Cllr S Ross**  
**Seconded by Cllr L Clarke**

**5.6 Antrim Grammar School / Parkhall Integrated College Shared Space Project**

Members were reminded that the Antrim Grammar School / Parkhall Integrated College 3G Pitch Shared Space Project has progressed to the appointment of a design consultant following a PQQ Assessment carried out through the Capital Projects and Procurement Sections with support from the SEUPB appointed CPD advisor. This appointment has been approved by Community Planning and Regeneration Committee and Full Council (March 2018) and is subject to SEUPB approval.

Members were reminded that funding became available through the Education Authority to fund a portion of the project (hockey pitch floodlights). As a result, this element was removed from the scheme funded by PEACE IV and Council. Following communication from SEUPB, this has resulted in proportionate reductions to the SEUPB contribution for the project:

**RECOMMENDATION**

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

**Proposed by Cllr S Ross**  
**Seconded by Cllr L Clarke**

**5.7 Programme Brief Circulation**

**CL  
Action**

Members were reminded that the appointment of delivery agents following Phase I and Phase II Procurement exercises means that recruitment is now underway for participants across a number of projects. All appointed delivery agents are utilising Council networks (website, social media and email circulation lists) to generate interest in programmes and to assist with recruitment of participants. Delivery agents are also likely to use Partnership and Elected members to assist with programme recruitment as well as their own networks within our Borough.

To assist with recruitment, Officers have developed Programme Briefs on each of these projects. Internally, these programme briefs help to keep officers in relevant sections informed of what programmes are underway, who is responsible for delivery and how participants can get involved. These Programme Briefs will also be posted on the PEACE IV page on the Council website and circulated to relevant stakeholders.

#### **RECOMMENDATION**

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

**Proposed by Cllr S Ross**

**Seconded by Cllr L Clarke**

#### **5.8 Phase III Procurement Exercise**

Members were reminded that the Phase III Procurement Exercise was initially scheduled for March 2018, however, due to delays in programme design and approval, procurement of the remaining approved programmes will now be issued in April 2018.

The proposed phase III procurement schedule will be issued in two parts subject to SEUPB approval of procurement documentation:

Tender documentation for programmes in Phase III Part 1 has already been approved by both PEACE IV Working Groups (Summer 2017) and by SEUPB with some minor adjustments made at SEUPB's request.

If members were in agreement, the procurement exercise would be issued and proposed dates for assessment panels will be circulated via email. As for Phase I, Partnership assessment panel members will be selected based on availability and suitability.

#### **RECOMMENDATION**

**It was recommended that the Phase III Procurement Exercise be approved and proposed dates for assessment panels circulated.**

**Proposed by K Nelson**

**Seconded by Cllr M Maguire**

**COD/CL  
Action**

	<p><b>5.9 MFT Schools Project Re-design</b></p> <p>Members were reminded that officers have been working with SEUPB to identify an approach to the Moving Forward Together Schools Programme which will comply with the SEUPB criteria, namely that all activity take place outside of normal school hours and be wholly extra-curricular in nature.</p> <p>It was agreed at the 13 February 2018 Partnership meeting to appoint a consultant to assist with the re-design exercise in conjunction with participant schools to identify an approach to the programme which is acceptable to both SEUPB and participant schools. Locus Management was appointed to work with the participant schools and has now completed this exercise. A draft terms of reference has been reviewed by officers and issued to SEUPB for approval subject to PEACE IV Partnership approval.</p> <p>The revised Terms Of Reference and Locus Management Report was tabled for member's consideration.</p> <p><b>RECOMMENDATION</b>  <b>It was recommended that the Terms Of Reference be approved and issued as part of the Phase III Part 2 Procurement exercise.</b></p> <p><b>Proposed by Cllr N McClelland</b>  <b>Seconded by Cllr M Goodman</b></p>	
<p><b>6</b></p>	<p><b>Any Other Business</b></p> <p>COD proposed changing 10<sup>th</sup> July Working Group meeting to Full Partnership meeting and enquired whether enough members would be in attendance to hold the meeting.</p> <p>A show of hands from those who could attend confirmed there would be a quorum.</p> <p>Members agreed to change 10<sup>th</sup> July Working Group meetings to a Full Partnership meeting at 6.30pm in Spinning Room, Mossley Mill. A calendar invite would be circulated by staff to confirm.</p>	<p><b>CL Action</b></p>
<p><b>7</b></p>	<p><b>Meeting Close</b></p> <p>Next Working Group Meetings on Tuesday 15<sup>th</sup> May 2018 in Steeple Suite, Antrim Civic Centre at 5pm, 6pm and 7pm.</p> <p>Meeting Close 7.15pm</p>	