



## **MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE COUNCIL HELD IN ANTRIM CIVIC CENTRE ON 29 JANUARY 2018 AT 6:30 PM**

**In the Chair** : The Mayor (Councillor P Hamill)

**Members Present** : Aldermen – F Agnew, W Ball, P Barr, T Campbell, W DeCourcy, M Cosgrove, M Girvan, J Smyth and R Swann  
Councillors – A Ball, J Bingham, J Blair, P Brett, L Clarke, H Cushinan, B Duffin, T Girvan, M Goodman, J Greer, T Hogg, N Kells, A Logue, R Lynch, N McClelland, V McWilliam, M Magill, M Maguire, P Michael, J Montgomery, M Rea, D Ritchie, S Ross, J Scott and B Webb

**In Attendance** :

**Officers Present** : Chief Executive - J Dixon  
Director of Operations - G Girvan  
Director of Community Planning and Regeneration – M McAlister  
Director of Organisation Development – A McCooke  
Head of Governance – L Johnston  
Head of Finance – J Balmer  
Borough Lawyer – P Casey  
ICT Officer – J Higginson  
Media and Marketing Officer - J McIntyre  
Member Services Manager – V Lisk  
Governance Support Officer - D Conlan

### **1 BIBLE READING, PRAYER AND WELCOME**

The Mayor welcomed everyone to the meeting and advised Members of the audio recording procedures.

The meeting opened with a Bible reading and prayer by Rev Dr Ivan Neish.

Councillors Logue, Cushinan and Goodman joined the meeting at this point.

## **MAYOR'S REMARKS**

The Mayor expressed his sympathies on behalf of the Council to the families of Shannon McQuillan and Robert Flowerday, and highlighted the importance of maintaining the search for Michael Cullen.

He congratulated Mark Allen on his recent win at the 2018 Masters Snooker Championship and advised Members that he would be hosting a celebratory event and further details would follow when finalised.

The Mayor invited Councillor Webb to address the meeting. Councillor Webb thanked the Mayor, Members and staff for their kindness in relation to his recent bereavement.

### **2 APOLOGIES**

Apologies were received on behalf of Alderman Burns and Councillors Arthurs, Hollis, Kelly and McCarthy.

### **3 DECLARATIONS OF INTEREST**

Item 9.6 – Councillor McClelland  
Item 10 – Chief Executive

### **4 MINUTES OF THE ANTRIM AND NEWTOWNABBEY BOROUGH COUNCIL MEETING**

Moved by Alderman Smyth  
Seconded by Alderman Girvan and

**RESOLVED - that the Minutes of the proceedings of the Antrim and Newtownabbey Borough Council Meeting of Tuesday 19 December 2017 be taken as read and signed as correct.**

NO ACTION

### **5 MINUTES OF THE OPERATIONS COMMITTEE MEETING**

Moved by Councillor Montgomery  
Seconded by Councillor Blair and

**RESOLVED - that the Minutes of the proceedings of the Operations Committee Meeting of Monday 8 January 2018 be approved and adopted.**

NO ACTION

**6 MINUTES OF THE POLICY & GOVERNANCE COMMITTEE MEETING**

Moved by Councillor Kells  
Seconded by Councillor Duffin and

**RESOLVED - that the Minutes of the proceedings of the Policy & Governance Committee Meeting of Tuesday 9 January 2018 be approved and adopted.**

NO ACTION

**7 MINUTES OF THE COMMUNITY PLANNING AND REGENERATION MEETING**

Moved by Councillor Logue  
Seconded by Councillor Clarke and

**RESOLVED - that the Minutes of the proceedings of the Community Planning and Regeneration Committee Meeting of Monday 15 January 2018 be approved and adopted.**

NO ACTION

**8(a) MINUTES OF THE PLANNING COMMITTEE, PART 1**

Moved by Councillor Brett  
Seconded by Councillor Bingham and

**RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Monday 22 January 2018, Part 1 be taken as read and signed as correct.**

NO ACTION

**8(b) MINUTES OF THE PLANNING COMMITTEE, PART 2**

Moved by Councillor Brett  
Seconded by Councillor Bingham and

**RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Monday 22 January 2018, Part 2 be approved and adopted.**

NO ACTION

**9.1 TO APPROVE THE SEALING OF DOCUMENTS**

Members were advised of the undernoted items for signing and sealing by Council, approval having been previously granted and all necessary legislative requirements being met:-

To approve the Sealing of Documents:

- Contract and Deed for the sale of land by the NIHE to the Council at Knockane Way, Rathfern, Newtownabbey.
- Lease in relation to Northern Ireland Electricity Networks Substation at Ballyearl 'C' Doagh Road Newtownabbey.
- Memorandum of sale for lands at Lakeview Crumlin from NIE to the Council.
- Deed of Dedication between Council and the National Playing Fields Association (Fields in Trust) in relation to Whiteabbey Green War Memorial.

Moved by Councillor Duffin

Seconded by Councillor Scott and

**RESOLVED - that the Sealing of Documents be approved.**

ACTION BY: Paul Casey, Borough Lawyer

## **9.2 G/MSMO/048 CORRESPONDENCE FROM ABF THE SOLDIERS' CHARITY (NI)**

Correspondence had been received from ABF The Soldiers' Charity (NI) (circulated) advising of the Ulster at War concert taking place at Belfast Waterfront Hall on Saturday, 24 March 2018 at 8 pm.

This unique musical entertainment event would seek to recreate 1940s Ulster by means of music, comedy and fascinating stories of local heroism. All money raised would be used to support our soldiers, veterans and their families who are experiencing tough times.

A bespoke VIP package, designed specifically for representatives from local councils, is available at a cost of £45 per person. The VIP package, which would be hosted by serving Army personnel, would include seats in the designated VIP area of the auditorium, finger food and drinks during a pre-concert reception and during the interval.

Moved by Councillor Blair

Seconded by Councillor Brett and

**RESOLVED – that the attendance of the Mayor, Deputy Mayor and one Member from each of the remaining parties be approved.**

ACTION BY: Member Services

### **9.3 CE/OA/034 NORTHERN IRELAND BUDGET BRIEFING PROCESS**

Members were advised that at the Policy and Governance Committee meeting held on Tuesday 9 January 2018, it was agreed that the Chief Executive should draft a response to the Briefing issued by the Department of Finance regarding future budgets (circulated).

The closing date for responses was 26 January 2018 and the draft response had been submitted to the Department, subject to Council approval.

Moved by Councillor Smyth  
Seconded by Councillor Duffin and

**RESOLVED - that the draft response be approved.**

ACTION BY: Jacqui Dixon, Chief Executive

### **9.4 L/LEI/340 NI COMMONWEALTH GAMES COUNCIL - INVITATION TO CELEBRATIONS**

Members were reminded that Council (through the Leisure Grants Programme), has approved £13,984 to support 10 participants from the Borough to attend the 2018 Commonwealth Games in Australia.

The NI Commonwealth Games Council had issued an invitation to sponsors to join the TEAM Northern Ireland celebrations ahead of the 21<sup>st</sup> Games in April 2018. Council had received 2 invitations (circulated)

The event would take place on Friday 16 February 2018 at the Belfast Hilton. The reception commences from 6.30pm with dinner served at 7.30pm.

Moved by Councillor Brett  
Seconded by Councillor Blair and

**RESOLVED - that the Mayor and Deputy Mayor attend the NI Commonwealth Games Celebration at the Belfast Hilton on Friday 16 February 2018**

ACTION BY: Janine Beazley, Leisure Grants and Special Projects Officer

### **9.5 CP/CD/123 COMMUNITY SUPPORT PROGRAMME 2017/18 - LETTER OF VARIANCE**

Members were reminded that a Letter of Offer from the Department for Communities (DFC) for the delivery of the Community Support Programme 2017/18 was accepted by the Council in April 2017. The total amount awarded was £201,554 which included £128,985.50 for Community Support General and £72,569.00 for Advice Services.

A Letter of Variance (to amend the original Letter of Offer) issued by DFC for an additional £8210.93 was approved by the Council in December 2017. This amount was ring-fenced for additional resources to support the delivery of frontline advice services and brought the total for the Community Support Programme 2017/18 to £209,765.43.

Members were advised that a second Letter of Variance had been received from DFC for an additional amount of £33,603.90 to cover salary and training costs for two Welfare Reform Advisers employed by Citizens Advice Antrim and Newtownabbey (CAAN). This element of Welfare Reform funding was previously administered by Citizens Advice Northern Ireland with DFC now requesting that Councils issue this through their Community Support Programmes for the period 1 October 2017 going forward. A copy of the Letter of Variance was circulated for Members' consideration.

If Members accepted this second Letter of Variance this would bring the total Community Support Programme award for 2017-18 to £243,369.33.

Moved by Councillor Webb  
Seconded by Councillor Duffin and

**RESOLVED - that the Letter of Variance for £33,603.90 from the Department for Communities for salaries and training costs for two Welfare Reform Advisers employed by CAAN be accepted.**

*ACTION BY: Elaine Manson, Community Services & Tackling Deprivation Manager*

*Having declared an interest in the next item, Councillor McClelland left at this point of the meeting.*

#### **9.6 ED/ED/105 SOCIAL INNOVATION CHALLENGE EVENT**

Members were reminded that from 2015 the Council has had responsibility for promoting and supporting social enterprise as part of the transfer of economic development function from Invest Northern Ireland.

Officers have been working with existing community organisations across the Borough to promote social enterprise as a structure for community groups to consider adopting to help them become more self-sustainable and less reliant on external grant funding. It was proposed to run a pilot one-day Social Innovation Challenge event in partnership with Mallusk Enterprise Park. The aim of the event is to bring together up to 6 community organisations and young people from across the Borough with the aim of generating new business ideas for social enterprise which could potentially be taken forward by either the community organisations or indeed the young people themselves. Involving young people in this way, through the local college or university has the potential to bring new ideas to existing organisations, and build the capacity of the young people to develop skills in design thinking.

It was proposed to hold the Social Innovation Challenge event on 15 March 2018 in Mossley Mill at an estimated cost of £3,800 inviting up to 60 community representatives and young people. The costs include a management fee to Mallusk Enterprise of £2,950 (10 days of work to help groups scope out project ideas, recruitment of young people to take part and facilitation on the day of the event), catering for approximately 60 participants at £660, and transport at £190. As a pilot, the initiative would be evaluated to help determine how to support the Social Enterprise sector going forward and a report would be brought back to the Committee.

Moved by Councillor Scott  
Seconded by Councillor Duffin and

**RESOLVED - that**

- i. **The Council agrees to hold a pilot Social Innovation Challenge Event on Thursday 15 March 2018 in partnership with Mallusk Enterprise Park at a cost of up to £3,800, provision for which exists in the economic development budgets.**
- ii. **Officers to bring a report back to the Committee with the results of the evaluation.**

ACTION BY: Emma Stubbs, Economic & Rural Development Manager

Councillor McClelland returned to the meeting.

**9.7 ED/ED/102 EUROPEAN SOCIAL FUND REQUESTS FOR MATCH FUNDING**

The Council had been contacted by 7 organisations that have applied under the second call for European Social Fund (ESF) applications, through the Department for the Economy (DfE), to support a range of employability programmes which would be delivered across a number of Council areas including Antrim and Newtownabbey. The aim of the Northern Ireland ESF programme (2014-20) is to combat poverty and enhance social inclusion by reducing economic inactivity and to increase the skills base of those currently in work, and future potential participants, in the workforce.

Officers had been informed that 5 organisations have had their applications approved, subject to securing match funding, and 2 are in the process of appealing the outcome; a full list of the organisations, the projected outputs over four years and their match funding requirements was circulated. Of the 6 projects that had been approved by DfE, a total of 212 new jobs are projected in the Borough over 4 years with 140 programme participants moving into further education. Total match funding for all of the projects for year 1 (2018-19, excluding projects undergoing an appeal) is requested in the sum of £120,288. Should the projects under appeal be approved these would be presented in a separate report.

Subject to the annual estimates process, the Council has set aside up to £45,000 in the Economic Development budgets to match fund ESF projects which it considers are worthy of supporting in the Borough in 2018-19. It was therefore proposed that the Council considers increasing this provision to a maximum of £60,000 per annum for 4 years (subject to a satisfactory annual review of performance), offering each approved project promoter the opportunity to apply for up to 50% of what it requires on the understanding that the balance can be secured from other sources. Each project as proposed seeks to deliver key objectives within the Council's Corporate and Community Plans in terms of increasing employability, skills and supporting the economically inactive and those with disabilities into sustainable jobs.

Moved by Councillor Scott  
Seconded by Councillor Bingham and

**RESOLVED - that**

- i. **the Council increases the budget provision for match funding approved ESF projects to £60,114 per annum for 4 years subject to a satisfactory annual review of performance;**
- ii. **Officers bring back a further report to the Committee detailing the progress and achievements of each project at the end of each of the 4 years.**

ACTION BY: Emma Stubbs, Economic and Rural Development Manager

**9.8 G/MSMO/7 VOL 3 CORRESPONDENCE FROM NI WATER**

Correspondence had been received from Graham Smyth, Public Affairs and Media Officer for NI Water providing an update on the points raised by Members during the NI Water presentation to the Council Meeting in October 2017.

A copy of the correspondence was circulated for Members' information.

Moved by Councillor Duffin  
Seconded by Councillor Magill and

**RESOLVED - that the correspondence from NI Water be noted.**

NO ACTION

**9.9 CE/GEN/15 BOMBARDIER AEROSPACE**

Correspondence had been received from the Director-General for Trade of the European Commission and the Department for Business, Energy & Industrial Strategy on behalf of the Prime Minister in response to the Chief

Executive's letter of 5 December 2017 raising the Council's concerns with regard to the possible implications for Bombardier Aerospace and the NI economy of US Trade Defence investigations.

Copies of the correspondence were circulated for Members' information.

Members congratulated all those involved in achieving this outcome and highlighted the professionalism of the Bombardier employees.

Moved by Alderman Smyth  
Seconded by Councillor Duffin and

**RESOLVED - that the correspondence from the Director-General for Trade of the European Commission and the Department for Business, Energy & Industrial Strategy be noted.**

NO ACTION

#### **9.10 ED/GEN/11 INVESTORS ENGAGEMENT AND RECOGNITION LUNCH 2018**

Members were aware that work is currently underway to develop a new Economic Development Strategy for the Borough. This assignment also covers key research required for the new Local Development Plan related to housing, strategic employment locations, etc. Central to the delivery of the new strategy would be the relationship between the Council, the private sector and the key support partners.

The private sector includes a diverse range of businesses who are recognised as key investors, including existing and new businesses operating in the Borough, who create employment and general wealth. Equally, it involves those that we interface with through the planning process and specifically developers who have secured planning permission for key developments since the 1 April 2015 when planning transferred.

As part of the production of the new Economic Development Strategy, engagement with these businesses and investors regarding their future plans, the challenges that they face and consideration of how the Council can work co-operatively with them is of key importance. To facilitate a discussion on these topics, and in recognition of the contribution that this range of people make to our Borough, it was proposed that the Mayor on behalf of the Council hosts a lunch. Approximately 100 attendees would be invited.

The new Secretary of State, the Rt Hon Karen Bradley MP, has been invited to attend the event.

Moved by Councillor McClelland  
Seconded by Alderman Girvan and

**RESOLVED - that the report be noted.**

NO ACTION

## **9.11 CE/GEN/076 HEATHROW HUB STEERING GROUP MEETING**

Members were aware of the decision to participate in a Heathrow Hub Steering Group with Mid and East Antrim Council. The first meeting of the Group took place on 18 December 2017 at the Ecos Centre, Ballymena and a copy of the minutes was circulated.

Moved by Councillor Logue  
Seconded by Councillor Duffin and

**RESOLVED - that the report be noted.**

NO ACTION

## **9.12 FI/FIN/4 BUDGET REPORT – DECEMBER 2017**

A budget report for December 2017 was circulated for Members' information.

For the period, the Council's variance on Net Cost of Services was £1.5m favourable, with income from the District Rates and De-Rating Grant being in line with their respective budgets.

Should this favourable variance on services continue to the end of the financial year, this would result in an increase to the General Fund of £706k against a budgeted decrease of £757k.

Members congratulated staff on the budget performance.

Moved by Councillor Scott  
Seconded by Councillor Duffin and

**RESOLVED - that the report be noted.**

NO ACTION

## **9.13 FI/FIN/11 DRAFT RATES ESTIMATES UPDATE 2018/19**

Members were reminded that an update on the estimates was reported to the Policy and Governance Committee in January 2018.

A revised draft rates calculation and estimates summary by service were circulated for Members' information.

Moved by Alderman Cosgrove  
Seconded by Councillor McWilliam and

**RESOLVED - that the report be noted**

NO ACTION

## **9.14 ED/ED/103 NORTHERN IRELAND INVESTMENT FUND**

In November 2017, CBRE Capital Advisors were appointed to manage the new £100million, Northern Ireland fund, which would provide debt finance for commercial property, regeneration, low carbon and infrastructure schemes. CBRE had been appointed to manage the fund for 15 years on behalf of the Department of Finance and the NI Strategic Investment Board. Similar existing local authority-led funds include the North West Evergreen fund which started with a £60million fund. Further information is available at <http://www.costar.co.uk/en/assets/news/2017/November/CBRE-Capital-Advisors-to-manage-100m-Northern-Ireland-RE-debt-fund/>

The Chief Executive and the Director of Community Planning and Regeneration took the opportunity to meet with Will Church, a Senior Director in CBRE in December 2017 to discuss the types of projects that might be of interest. There is no set closing date for the submission of proposals and the fund managers are content to receive outline proposals at an early stage, which they can provide feedback on.

The main areas targeted for investment through this initiative are:-

- mixed use site development; offices;
- industrial, warehousing and distribution facilities;
- research and development facilities;
- site remediation and access;
- other physical development that supports economic growth;
- energy efficiency, energy storage and energy generation from solar wind, hydro and waste to energy projects.

A copy of the application form was circulated.

Officers would continue to explore potential investment opportunities for the Council via the Northern Ireland Investment Fund.

Moved by Councillor Kells  
Seconded by Councillor Duffin and

**RESOLVED - that the report be noted.**

NO ACTION

*Having declared an interest in the next item, the Chief Executive left at this point of the meeting.*

*Councillor Michael left during the next item.*

10. **MOTION**

Proposed by Alderman Tom Campbell  
Seconded by Councillor Stephen Ross

*"In view of the extent of housing development in Newtownabbey along the line of the proposed Greenisland to Monkstown Greenway Scheme, and the potential loss of amenity and privacy together with the likely detrimental impact of anti-social behaviour on the local communities living along the proposed greenway, this Council resolves that it cannot support any proposal to locate the section of the greenway between Greenisland and Monkstown (marked B to D on the circulated map) and that Mid and East Antrim Borough Council and other interested parties be advised accordingly".*

Members referred to correspondence received from Councillor Wilson of Mid and East Antrim Borough Council and from Anne Murray of Sustrans.

On the Motion being put to the meeting and a recorded vote having been requested by Councillor Brett, Members voted as follows:

In favour of the Motion 34 Members viz	Against the Motion 0 Members	Abstentions 0 Members
Aldermen – F Agnew, W Ball, P Barr, T Campbell, W DeCourcy, M Cosgrove, M Girvan, J Smyth and R Swann Councillors – A Ball, J Bingham, J Blair, P Brett, L Clarke, H Cushinan, B Duffin, T Girvan, M Goodman, J Greer, P Hamill, T Hogg, N Kells, A Logue, R Lynch, N McClelland, V McWilliam, M Magill, M Maguire, J Montgomery, M Rea, D Ritchie, S Ross, J Scott and B Webb		

**The Motion was accordingly declared carried.**

The Chief Executive returned to the meeting

The Mayor invited Alderman Cosgrove to address the meeting.  
Alderman Cosgrove and Members thanked and paid tribute to Councillor Scott for his service to the Council and wished him and his wife, Audrey, a long and happy retirement.

Councillor Scott thanked Members for their kindness and wished all present good luck for the future.

The Mayor thanked Councillor Scott.

## **MOTION TO PROCEED 'IN COMMITTEE'**

Moved by Alderman Smyth  
Seconded by Councillor McWilliam and

**RESOLVED - that the Council proceeds to conduct the following business 'In Committee'.**

### **ITEMS IN COMMITTEE**

#### **9.15 IN CONFIDENCE - BURIAL CAPACITY: UPDATE**

A report in relation to Burial Capacity was tabled at the meeting.

##### **1.0 Background**

Members were reminded that following an update regarding Cemetery fees and remaining burial capacity in October 2016, the Council agreed to continue to pre sell burial rights on demand (one plot only per person) subject to that cemetery having a burial capacity of at least 10 years (was previously 5 years).

The decision to increase the remaining burial capacity, which links to any pre sales, was taken so as to maintain sufficient burial capacity for residents in future years.

##### **2.0 Current Capacity for Burials – By Cemetery**

By way of update, the operational cemeteries team had recently verified the estimated remaining capacity for new burial plots by cemetery. The estimated burial capacity, in years, for each cemetery is summarised in the table below.

Cemetery	Est. Remaining Burial Capacity	Notes
Carnmoney	[REDACTED]	[REDACTED]
Crumlin	[REDACTED]	[REDACTED]
Ballyclare	[REDACTED]	
Rashee	[REDACTED]	
Sixmilewater (Antrim)	[REDACTED]	

The above table notes the **estimated remaining burial capacity in each cemetery**, which ranges from █ years. Estimations have been based on the number of plots currently available and the rate of presales/sales for immediate burial, within each cemetery.

If the **estimated remaining burial capacity is considered on a Borough-Wide basis** i.e. the current number of available plots across all cemeteries and the total rate of presales and sales for all cemeteries, the estimated remaining burial capacity Borough-Wide is approximately █ years.

The Public Health (Ireland) Act 1878 places a statutory obligation on Councils to provide places of burial.

It was noted that on average 36% of burial rights have been pre-sold over the past 3 years. Should the Council decide not to pre-sell burial rights, the current estimated burial capacity of █ years would extend to █ years.

Should Members wish to take a Borough-Wide view of the remaining burial capacity, the policy on pre-sales for new burial rights could be revised to remove the pre selling of burial rights (except in relation to cases where terminal illness has been confirmed).

Moved by Councillor Blair  
Seconded by Councillor Brett and

**RESOLVED - that the policy relating to the pre-sale of new burial rights be amended so that, with immediate effect, these will only be sold for immediate burial and that pre-selling will end (except in relation to cases where terminal illness has been confirmed).**

ACTION BY: Andrea McCooke, Director of Organisation Development

Noted: A further report to be brought back for Members' consideration regarding the current policy in relation to sales to non-residents.

#### **9.16 IN CONFIDENCE FI/PRO/TEN/132 TENDER FOR THE UPGRADE TO THE EXISTING CISCO IP TELEPHONY PLATFORM**

Council previously approved £█ of capital expenditure for the purchase of a new single telephony solution. (28<sup>th</sup> November 2016 - FI/ICT/43)

An opportunity exists to save a significant amount of capital expenditure by upgrading the existing CISCO infrastructure and expanding the solution across Antrim sites to provide a single telephony solution.

One tender for the upgrade to the existing Cisco IP telephony platform was opened via eTendersNI on 5 January 2018 and referred to the evaluation panel for assessment. The tender was evaluated on a two stage basis as follows:

## **STAGE 1 – SELECTION STAGE**

The tender was evaluated using criteria such as tenderers' professional conduct, economic and financial standing, management systems and practices, previous relevant experience, and declarations and form of tender. The tender met all the requirements of Stage 1 of the assessment and proceeded to Stage 2 – Award Stage. The tender was evaluated as follows:

## **STAGE 2 – AWARD STAGE**

### **Confirmation of Compliance with the Specification**

The tenderer demonstrated how their proposed solution met all of the essential criteria stated in the compliance matrix and proceeded to the next stage of the assessment.

### **Qualitative/Commercial Assessment**

The tender was evaluated on the basis of service delivery proposals (60%) and cost (40%). Details are as follows:

Tenderer	Cost to implement the Service: Servers, Software and Licences £ (excl VAT)	Cost of Maintenance and Support for Solution over Three Years £ (excl VAT)	Total Score %
Eircom UK Limited T/A Eir Business NI	93,986.00	59,814.00	100%

### **Handsets**

In order to keep costs down, the tender included an optional requirement for suppliers to include the cost of refurbished handsets as part of their proposal. Eir Business NI were unable to provide refurbished handsets, therefore pricing has been sought from the marketplace and a best cost of £5,720 achieved. Refurbished handsets come with the same 12 month warranty also supplied with new handsets. Additionally there is no loss of functionality opting for refurbished over new equipment.

The cost to purchase new handsets would be £33,800, therefore the use of refurbished equipment represents a significant saving.

Moved by Councillor Brett  
Seconded by Councillor Clarke and

**RESOLVED - that having achieved an excellent score of 100.00%, the tender from Eircom UK Limited T/A Eir Business NI for the upgrade to the existing Cisco IP Telephony platform in the total sum over three years of £153,800.00 (excl VAT), be accepted and grade A refurbished handsets be purchased at a cost of £5,720**

ACTION BY: Sharon Logue, Procurement Manager

**9.17 IN CONFIDENCE FI/PRO/TEN/169 TENDER FOR THE SUPPLY, INSTALLATION AND SERVICING OF HYGIENE SERVICES PRODUCTS**

Three tenders for the supply, installation and servicing of hygiene services products were opened via the E-Tenders NI Portal on 27 December 2017 and referred to the Evaluation Panel for assessment. The tenders were evaluated on a two stage basis as follows:

**STAGE 1 – SELECTION STAGE**

The tenders were evaluated on a pass/fail basis for tenderers' professional conduct, economic and financial standing, management systems and practices, previous relevant experience and declarations and form of tender. All three tenders met the requirements of Stage 1 of the evaluation process and proceeded to Stage 2. The tenders were evaluated as follows:

**STAGE 2 – AWARD STAGE**

**Stage 1 – Technical Assessment**

All tenderers confirmed that their tenders met all the requirements of the Specification of Services.

**Stage 2 Quality/Commercial Assessment (30%/70%)**

Supplier	Quality Assessment (out of 30%)	Cost Assessment (out of 70%)	Total % Score	Total Estimated Annual Cost of Provision of the Services (£) (Excl. VAT)
Personnel Hygiene Services Limited	29%	70%	99%	[REDACTED]
[REDACTED]	[REDACTED]%	[REDACTED]%	[REDACTED]%	[REDACTED]
[REDACTED]	[REDACTED]%	[REDACTED]%	[REDACTED]%	[REDACTED]
[REDACTED]	[REDACTED]%	[REDACTED]%	[REDACTED]%	[REDACTED]

Moved by Councillor Duffin  
Seconded by Alderman Smyth and

**RESOLVED - that having achieved the highest score of 99%, Personnel Hygiene Services Limited be appointed for the supply, installation and servicing of hygiene services products for the period 5 February 2018 to 31 January 2020, with an option by the Council to extend for a further 2 periods of 12 months, subject to review and performance.**

ACTION BY: Julia Clarke, Procurement Officer and Graham Reid, Senior Assets Officer

**9.18 IN CONFIDENCE ORGANISATION STRUCTURES**

A report relating to Organisation Structures and Severance was tabled at the meeting.

Moved by Councillor Webb  
Seconded by Councillor Maguire and

**RESOLVED - that:**

- (a) **approval be given for the 29 severance applications, subject to the award of the contract for the collection of the black bins in the Newtownabbey area and blue bins in the Antrim area; and the proposed structures for Waste Management be approved, subject to consultation with staff and Trade Unions;**
- (b) **approval be given for the proposed amendments to the Arts and Culture structures with effect from 1 April 2018, subject to consultation with staff and Trade Unions;**

Moved by Councillor Brett  
Seconded by Alderman Cosgrove and

**RESOLVED - that:**

- (c) **approval in principle be given to the proposed structure of the Corporate Leadership Team, subject to consultation with staff and Trade Unions.**

**ACTION BY:** Andrea McCooke, Director of Organisation Development

**MOTION TO PROCEED 'OUT OF COMMITTEE'**

Moved by Councillor Magill  
Seconded by Councillor Scott and

**RESOLVED - that the Council proceeds to conduct any remaining business 'In Public'.**

Members were advised that the audio recording would restart at this point.

The Mayor thanked everyone for attending and the meeting concluded at 8.14 pm.

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**MAYOR**

**Council Minutes have been redacted in accordance with the Freedom of Information Act 2000, the Data Protection Act 1998 and legal advice.**