

**PEACE IV PARTNERSHIP MEETING
TUESDAY 12 JUNE 2018
LEDCOM, WILLOWBANK BUSINESS PARK, LARNE
6.30PM – 8PM**

Present: Cllr David Hollis, Cllr Michael Maguire, Cllr Stephen Ross, Cllr Audrey Ball, Cllr Linda Clarke, SI Emma Bond (PSNI), Francis Loughlin (EA), Kathy Wolff (SP), Ken Nelson (SP), Mark Glover (SP), Valerie Adams (SP)

Apologies: Cllr Neil Kelly, Cllr Jim Bingham, John Read (NIHE)

Non-Attending: Alyson Dunn (NIHSCT), Amanda Ashe (NIHE), Cllr Nigel Kells, Cllr David Arthurs, Cllr Noreen McClelland, Cllr Michael Goodman, Amanda Ashe (NIHE),

Item	Minutes	Action
	Arrival (tea/coffee)	
1	<p>Welcome and apologies 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>LEDCOM Presentation – Capacity Building and Engagement BPR Project</p> <p>Audrey Murray (Project Officer, LEDCOM) gave a presentation to members on the progress of Capacity Building and Engagement Project including an overview of the programme and information on the recruitment drive, mentoring, and facilitation sessions. Audrey confirmed that recruitment was complete and met the specified participant religious background makeup.</p>	
3	<p>Communications/Council update COD provided an update to members on recent secretariat actions and progress to date.</p>	
4	<p>Minutes from previous Partnership meeting (17 April 2018) Comments invited from the Chair on Partnership Meeting Minutes. No additional comments offered.</p> <p>Proposed by Ken Nelson Seconded by Cllr M Maguire</p>	
5	<p>Matters Arising and Declarations of Interest</p> <ul style="list-style-type: none"> - No matters arising - Declaration of Interests identified as: <p>K Wolff (Item 6.2) John Read/Amanda Ashe and Francis Loughlin (Item 6.4) Connor O'Dornan (Item 6.7)</p>	

6 Report on Business to be considered:

6.1 Working Group Minutes

Members were directed to the minutes contained in **Enclosures B and C** including:

- Partnership Development Day – 10 May 2018
- Children and Young People Working Group – 15 May 2018
- Shared Space and Services Working Group – 15 May 2018
- Building Positive Relations Working Group – 15 May 2018

RECOMMENDATION

It was recommended that the minutes be approved.

Proposed by Cllr M Maguire

Seconded by M Glover

6.2 Programme Participation Policy

At the Partnership Development Day on 10 May 2018, Partnership members asked for direction on whether they could be involved in PEACE IV Programmes as direct beneficiaries. A number of members have been approached by delivery agents through the recruitment processes to take part as direct beneficiaries.

Advice was sought from SEUPB and following communication, advice from the Joint Secretariat and Financial Control Units who raised a number of points that should be considered. Members agreed that recruitment of suitable participants outside the Partnership should take priority, however members could take part providing this was not at the cost of another potential external Participant. A draft Participation Policy was provided for member's consideration in **Enclosure D**.

RECOMMENDATION

It was recommended that the Programme Participation Policy be approved and submitted to SEUPB for approval.

Proposed by V Adams

Seconded by E Bond

6.3 Capital Projects Update

Members were reminded that three new capital development projects are included as part of Shared Spaces and Services – Programme 3 - New Shared Spaces. The three new capital development projects are being led by the Leisure Services Section with support from the Capital Projects Section. Members were provided with an update on each programme:

Antrim Grammar School and Parkhall Integrated College 3G Pitch

Outline Business Case approved by Partnership, SEUPB, Operations Committee and Full Council and design consultant appointed following Central Procurement Directorate

advice on procurement process to complete the initial design work.

Members were reminded of the commitment to SEUPB to include a cross community engagement element of this capital build and were made aware of an upcoming schools engagement event at Allen Park on Wednesday 20th June with Antrim Grammar, Parkhall Integrated College and St. Benedicts. This would include team building activities, a capital projects section and good relations element. Members were advised this was being run by Ulster University, with the only cost to Council being catering and transport. Partnership members enquired as to whether they should attend. It was agreed staff would circulate details of the event and Partnership could indicate if they wished to attend.

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ACTION**

Urban Sports Park

Outline Business Case approved by Partnership, SEUPB, Operations Committee and Full Council and officers are currently working with Central Procurement Directorate representatives to agree quotation documentation for issue to appoint a design consultant.

Crumlin Glen Park

Members were reminded that a committee report was presented to Operations Committee on 9 May 2018 which indicated the Council's intention to proceed with the Crumlin Development Project without utilising the PEACE IV contribution (£20,000) at this time. The rationale for this approach by the Council is to ensure that the capital development work in Crumlin Glen can proceed as a matter of urgency to utilise funding already secured from Sport NI.

SEUPB has advised that the Partnership are required to make a case for how the £20,000 would now be utilised if it was decided it would not make up part of the larger Crumlin Glen Development Project. This was discussed at the SSS Working Group on 15 May 2018 and the following options were considered:

1. A "stand-alone" shared space project within Crumlin Glen to compliment the larger capital development project being taken forward by the Council;
2. A new shared space capital project at an alternative site;
3. Enhance one of the existing Shared Spaces and Services projects (I.e. Shared Space Engagement and Events Programme).

If a new, stand-alone capital project utilising the PEACE IV funding is to be considered within Crumlin Glen, or at an alternative site, approval is required from SEUPB in advance. Officers are currently exploring these options further and will revert with a report to the PEACE IV Partnership in due course.

The Partnership discussed outlined options and agreed that the preferred would be option 1.

RECOMMENDATION

It was recommended that a "Stand-alone" shared space project within Crumlin Glen be established to compliment the larger capital development project being taken

forward by the Council.

Proposed by M Glover

Seconded by V Adams

6.4 Tender Report – Out of Schools Life Skills Programme - IN CONFIDENCE

Members are reminded that tenders for the Children and Young People Programme 3 – Out of Schools Life Skills Development Programme were invited on 23rd April 2018 via e-SourcingNI and sign-posted on e-SourcingNI and e-TendersNI. The closing date was 21st May 2018.

No tender submissions were received for this programme as part of the Phase III procurement exercise. The CYP Prog 3 – Out of Schools Life Skills Development Programme was also issued as part of Phase I in October 2017 (no submissions) and Phase II (1 submission, no award).

The Partnership were asked to consider several options for delivery of the programme including:

- Re-issue tender with amended delivery timeframe
- Direct delivery (i.e. Service Level Agreement with Council Department)
- Explore the option to appoint a delivery partner through Direct Award of Contract (DAC)
- Agree and submit a modification request to SEUPB for a different project (new or existing)

Members were reminded agreement to advance any option would be subject to Community Planning and Regeneration Committee, Full Council and SEUPB approvals processes.

Members discussed possible options and noted that re-issuing the tender and submitting a modification request are lengthy processes and could cause difficulties in regards to time left to deliver the project. Members discussed the possibility of direct delivery and direct award and concluded that staff should ask SEUPB for guidance regarding direct award to see if this would be considered.

RECOMMENDATION

It was recommended that staff seek guidance from SEUPB regarding the option of Direct Award of Contract and report the response to the Partnership when received.

Proposed by Cllr M Maguire

Seconded by K Nelson

6.5 Tender Report – Virtual Shared Space Project – IN CONFIDENCE

Members were reminded that tenders for the Shared Space and Services Programme 4 – Virtual Shared Space Project were invited on 23rd April 2018 via e-SourcingNI and sign-

posted on e-SourcingIE and e-TendersNI. The closing date was 21st May 2018.

One tender submission was received for this programme.

Members were advised that the scoring panel considered the submission in two stages:

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, Technical Capacity and Capability of the Team, Technical Capacity and Capability of the Team Leader, and declarations and form of tender. The tender met all the requirements of Stage 1 of the assessment and therefore proceeded to Stage 2.

Stage 2 – Award Criteria – Quality/ Cost Assessment: The tender met the requirements and therefore was evaluated on the basis of: Design and Methodology (10%), Recruitment Plan (15%), Implementation Plan (35%), Delivery Timetable (5%), Quality Management (5%), Cost (30%) as follows:

Tenderer	Total Cost (£) (excl. VAT)	Total Score %	Rank
Wheelworks	£30,000	73%	1

It was recommended that WheelWorks be appointed to deliver the SSS Programme 4 – Virtual Shared Space Project at a cost of £30,000 subject to Council approval.

Proposed by K Wolff

Seconded by Cllr L Clarke

6.6 Tender Report – Capacity for Dialogue with Church Groups – IN CONFIDENCE

Members were reminded that tenders for the Building Positive Relations Programme 5 – Capacity for Dialogue with Church / Faith Groups Programme were invited on 23rd April via e-SourcingNI and sign-posted on e-SourcingIE and e-TendersNI. The closing date was 21st May 2018.

One tender submission was received for this programme.

Members were advised that the scoring panel considered the submission in two stages:

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, Technical Capacity and Capability of the Team, Technical Capacity and Capability of the Team Leader, and declarations and form of tender. The tender met all the requirements of Stage 1 of the assessment and therefore proceeded to Stage 2.

Stage 2 – Award Criteria – Quality/ Cost Assessment: The tender met the requirements and therefore was evaluated on the basis of: Design and Methodology (10%), Recruitment Plan (15%), Implementation Plan (35%), Delivery Timetable (5%), Quality

Management (5%), Cost (30%) as follows:

Tenderer	Total Cost (£) (excl. VAT)	Total Score %	Rank
Community Dialogue	£40,000	74%	1

RECOMMENDATION

It was recommended that Community Dialogue be appointed to deliver the BPR Programme 5 – Capacity for Dialogue with Church / Faith Groups Programme at a cost of £40,000 subject to Council approval.

Proposed by Cllr M Maguire

Seconded by E Bond

6.7 Tender Report – Recreation Engagement Programme – **IN CONFIDENCE**

Members were reminded that tenders for the Building Positive Relations Programme 8c – Recreation Engagement Programme were invited on 23rd April via e-SourcingNI and sign-posted on e-SourcingIE and e-TendersNI. The closing date was 21st May 2018.

One tender submission was received for this programme.

Members were advised that the scoring panel considered the submission in two stages:

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, Technical Capacity and Capability of the Team, Technical Capacity and Capability of the Team Leader, and declarations and form of tender. The tender met all the requirements of Stage 1 of the assessment and therefore proceeded to Stage 2.

Stage 2 – Award Criteria – Quality/ Cost Assessment: The tender met the requirements and therefore was evaluated on the basis of: Design and Methodology (10%), Recruitment Plan (15%), Implementation Plan (35%), Delivery Timetable (5%), Quality Management (5%), Cost (30%) as follows:

Tenderer	Total Cost (£) (excl. VAT)	Total Score %	Rank
████████████████████	N/A	Stage 2 Quality Fail	N/A

████████████████████ scored 2 in the Implementation Plan question and failed to meet the quality threshold in the tender scoring matrix. Therefore the tender was eliminated from the competition.

The Partnership were asked to consider the following options for delivery of the programme:

- Re-issue tender with amended delivery timeframe;
- Direct delivery (i.e. Service Level Agreement with Council Department);

- Explore the option to appoint a delivery partner through Direct Award of Contract (DAC);
- Agree and submit a modification request to SEUPB for a different project (new or existing).

Members were reminded that agreement to advance any option listed above is subject to Community Planning and Regeneration Committee, Full Council and SEUPB approvals processes.

Members discussed proposed options and agreed that adjustments should be made to the Terms of Reference to reinforce location and define 'recreation' and provide this to the BPR Working Group for review.

RECOMMENDATION

It was recommended that no appointment be made to deliver BPR Programme 8c – Recreation Engagement Programme and staff make amendments to the Terms of Reference to reinforce location and define 'recreation' for review by BPR Working Group.

**Proposed by M Glover
Seconded by K Nelson**

6.8 Social Partner Recruitment

Members were reminded that communication of resignation was received from two social partners in January and April 2018 respectively. It was agreed at 13 February 2018 Partnership meeting to initiate the process for recruitment of replacement social partners. It was subsequently agreed on 13 March 2018 that Cllr Hollis would Chair the shortlisting and interview panel with the PEACE IV Co-ordinator and HR Representative.

Following communication with the Council's Human Resources and Public Relations Section, documentation was agreed and Social Partner recruitment has taken place. Members were advised that this saw 5 applicants in total, 5 shortlisted, 2 withdrawn applications and 3 interviewed. Members were advised that 2 appointments were made with 1 reserve as follows:

Appointments:

- Dorothee Wagner
- Brian Byrne

Reserve:

- [REDACTED]

This would be subject to Full Council approval on 25 June 2018.

RECOMMENDATION

It was recommended that appointment of Dorothee Wagner and Brian Byrne be approved and [REDACTED] be approved as reserve candidate.

Proposed by Cllr A Ball
Seconded by V Adams

6.9 Partnership Development Day

Members were reminded that the Partnership Development Day took place on Thursday 10 May 2018 at Portadown People's Park and the Millennium Court Arts Centre. Michael Ruddy and Clifford Forbes of Armagh, Banbridge and Craigavon Borough Council delivered a presentation and tour of the park.

Feedback on the day from members in attendance was that it proved to be an informative and worthwhile exercise, helping to highlight exactly what can be achieved in a contested space through development and delivery of shared space initiatives.

Partnership members discussed and agreed actions on a range of topics in the afternoon session including:

- Procurement and Tendered Programmes
- Project Champions
- Programme Recruitment

Full minutes from the Partnership Development Day included in Item 6.1.

6.10 Urban Sports Park Working Group

Members were reminded of the agreement at 12 December 2017 Partnership meeting that Partnership members John Read and Kathy Wolff would be nominated to sit on the Urban Sports Park Working Group as representatives for the PEACE IV Partnership. A provisional date was set for the next Urban Sports Park Working Group meeting to consider the various aspects of the programme.

Following advice received from Leisure Services and Capital Projects teams, it was agreed that the Working Group meeting (22 May 2018) would be postponed until a more appropriate stage. A new date will be set by the lead Council Department (Leisure Services) and Partnership representatives will be issued an invite directly.

It is anticipated that the next meeting will now follow completion of design consultant work on the park at which point more information will be available to the Working Group members on feasibility, exact location/design, accurate costings and continued engagement of stakeholders in the process.

RECOMMENDATION

It was recommended that the report be noted.

Proposed by Cllr L Clarke
Seconded by Cllr M Maguire

	<p>6.11 Phase III Procurement Exercise</p> <p>Members were reminded that the Phase III Procurement Exercise was agreed at the Partnership meeting on 17 April 2018 and was in two parts. Following approval, four programmes under Part 1 were issued via public tender on 23 April 2018 with a closing date of 21 May 2018. Tenders under Part 2 were issued via public tender on 23 April 2018 with a closing date of 18 June 2018.</p> <p>Members were provided with an update regarding CYP Prog 1c – Respecting Difference Programme and CYP Prog 2 – Schools Based Moving Forward Together Programme.</p> <p>RECOMMENDATION It was recommended that the report be noted.</p> <p>Proposed by K Wolff Seconded by Cllr L Clarke</p>	
	<p>6.12 Project Champions Approach</p> <p>Members were reminded that the identification and role of project champions was discussed at the Partnership Development Day on 10 May 2018. A number of options were discussed on how to identify, recruit, engage and utilise project champions and the following three categories were highlighted as potential roles: Partnership Members, Project Participants and Media Champions.</p> <p>Members were advised that officers would begin the process of identifying project participants and media members who could be project champions. When applicable, Partnership members will be asked to self-select as project champions at PEACE IV working group meetings.</p> <p>RECOMMENDATION It was recommended that the report be noted.</p> <p>Proposed by Cllr M Maguire Seconded by E Bond</p>	
	<p>6.13 Communications Plan Update</p> <p>Members were reminded that to fulfil the SEUPB PEACE IV letter of offer pre-conditions, a draft Communications Plan was submitted to SEUPB on 14 February 2017 subject to Partnership approval which was granted on 11 April 2017. As agreed at the Partnership Development Day on 10 May 2018, the Communications Plan has now been updated to include material that will be produced as part of the media content initiative.</p> <p>Members were reminded that the budget originally allocated for a standalone PEACE IV website will be utilised to bring a specialist provider produce video content of programmes, projects, events and activities related to the PEACE IV programme. The quotation process for this contract is now underway and the Partnership will be kept informed of any proposed appointment.</p> <p>An update on all communications to date was included in Enclosure E for member's information.</p>	

	<p>Members were informed that the PEACE IV Database has been updated in order to comply with GDPR legislation, so that the database now reflects those who have specifically expressed a willingness to receive information about PEACE IV.</p> <p>RECOMMENDATION It was recommended that the report be noted.</p> <p>Proposed by Cllr M Maguire Seconded by Cllr S Ross</p>	
	<p>6.14 Moving Forward Together Project Update</p> <p>Members were reminded that officers have been working with SEUPB to identify an approach to the Moving Forward Together Schools Based 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>Following approval of the report by Locus Management at the Partnership meeting on 17 April 2018, the revised programme design was submitted to SEUPB for approval on 4 May 2018. Officers have answered a number of follow up queries from SEUPB and the Executive Office on 23 and 29 May respectively. The programme re-design will be presented to the SEUPB Steering Committee in June 2018 and a decision reported to the Partnership thereafter.</p> <p>The CYP working group reviewed the re-design submitted to SEUPB at the most recent working group meeting on 15 May 2018. In anticipation of a favourable decision on the new programme design, a terms of reference was agreed for the programme at 15 May 2018 CYP Working Group.</p> <p>RECOMMENDATION It was recommended that the report be noted.</p> <p>Proposed by Cllr M Maguire Seconded by V Adams</p>	
	<p>6.15 Phase IV Terms of Reference</p> <p>Members were advised that the final Terms of Reference documentation for the remaining programmes are being finalised following agreement of specification documentation at 15 May 2018 Working Group meetings. Officers will submit to SEUPB and await approval from SEUPB Joint Secretariat and Financial Control Unit to proceed with Phase IV procurement.</p> <p>Officers will continue to liaise with the Procurement Section to make any suggested amendments to the tender documentation upon receipt from SEUPB. As per Procurement Phases I - III, 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. Assessment, approval and reporting processes will also follow those employed in previous phases of PEACE IV public procurement.</p>	

	<p>RECOMMENDATION It was recommended that the report be noted.</p> <p>Proposed by Cllr A Ball Seconded by Cllr L Clarke</p>	
7	<p>AOB None</p>	
8	<p>Meeting Close Next Partnership Meeting on Tuesday 10th July 2018 at 6.30pm Spinning Room, Mossley Mill. Apologies for this meeting put forward from; K Nelson, Cllr M Maguire, C O'Dornan</p> <p>Meeting Close 7.55pm</p>	