

**PEACE IV PARTNERSHIP MEETING
TUESDAY 11 APRIL 2017
YARN SUITE, MOSSLEY MILL
6.30PM – 8.15PM**

Present: Majella McAlister (ANBC Director of CP&R), Connor O'Dornan (ANBC PIV), Cllr Noreen McClelland, Cllr Linda Clarke, Cllr David Hollis, Cllr Michael Goodman, Cllr Audrey Ball, SI Emma Bond (PSNI), Kathy Wolff (SP), Mark Glover (SP), Michelle Harris (SP), Valerie Adams (SP) Francis Loughlin (EA), John Read (NIHE), Cllr Neil Kelly, David Crooks (SP), Cllr Michael Maguire

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

Non Attending: Cllr Nigel Kells, Alyson Dunn

Item	Minutes	Action
	Arrival (tea/coffee)	
1	<p>Welcome COD welcomed everyone and thanked them for their continued commitment to the PEACE IV Partnership.</p> <p>Apologies received noted as per above and further apologies invited from the floor. No further apologies.</p> <p>Cllr Hollis recommended that apologies not be invited from the floor. That members should be required to apologise in writing in advance. Agreement reached and COD to update future agendas accordingly.</p> <p>Members advised to sign the attendance sheet being circulated.</p> <p>COD introduced Director of Community Planning and Regeneration Majella McAlister who was attending to support. COD passed to MMA for election of Officer Bearers.</p> <p>Cllr Michael Maguire (UUP replacement for Cllr Jim Montgomery) welcomed.</p>	COD Action
2	<p>Election of Office Bearers MMA explained that a nomination form for Chair and Vice Chair has been circulated by email to members in advance and one response had been received.</p> <p>Nominations received for Cllr Noreen McClelland as Chair and Valerie Adams as Vice Chair.</p>	

	<p>MMA invited any further nominations from the floor. None were put forward.</p> <p>Cllr McClelland happy to accept nomination for position of Chair and V Adams happy to accept nomination for position of Vice Chair. No objections received. Proposed by Cllr N Kelly Seconded by Cllr L Clarke</p> <p>New Chair Cllr Noreen McClelland invited to take Chair's seat. NMC noted that she was happy to accept the position.</p>	
3	<p>Communications/Council Update</p> <p>COD invited to give an update of Communications received and Council actions:</p> <p>Confirmed that the following documentation had been submitted to SEUPB on 14 February as part of the Pre-commencement conditions:</p> <ul style="list-style-type: none"> o DRAFT Contact Plan o Draft Communications Plan o Capital Projects Information o Cross-border activity o Draft Terms of Reference o Project Delivery Mechanisms o Re-allocation rationale o Signed/accepted Letter of Offer <p>Confirmed that further documentation was being prepared for submission to SEUPB on 17 April to satisfy Letter of Offer pre-implementation Conditions.</p> <p>COD updated on the Letter of Offer received from SEUPB and reported to the Partnership on 31 January 2017.</p> <p>Highlighted that further to consultation with Finance and Governance Departments and CPR Director and Head of Service, a cash advance was not required (and therefore not requested) from SEUPB.</p> <p>COD noted his attendance SEUPB/PEACE IV Conference on 5th April.</p> <p>COD confirmed that PEACE IV core staff recruitment underway.</p> <p>COD confirmed that members were currently working</p>	

	<p>through the Partnership Working Groups to develop draft Terms of Reference for tendered programmes. Members who have not self-nominated to a working group are asked to do so.</p> <p>Any other actions should be covered within the main body of the report on business.</p>	
4	<p>Minutes from Partnership Meeting (31 Jan 17) Comments invited from the Chair on Partnership Meeting Minutes. No additional comments offered. Proposed by Cllr L Clarke Seconded by K Wolff Minutes approved.</p>	
5	<p>Minutes from Previous (28 Feb 17) Comments invited from the Chair on Working Group Meeting Minutes. No additional comments offered. Proposed by Cllr D Hollis Seconded by M Glover Minutes approved.</p>	
6	<p>Report on business to be considered</p> <p>Chair NMC presented each item within the Report on Business:</p> <p>6.1 Delegated Responsibility Working Group M Glover queried if the Partnership would have to agree everything before reporting decisions to the Council. Process confirmed by MMA as Partnership making a decision, minutes presented to Committee for approval and then ratified by Council. This would then ensure that any decision was adopted by Council. M Glover queried if the Council had the power to overturn decisions. MMA confirmed that it did but as there are 11 designated Elected Members on the Partnership this was unlikely. V Adams asked what the process would be if the Council had queries on a decision. MMA confirmed that this would be referred back to the Committee and then in turn to the PEACE IV Partnership.</p> <p>Recommended that the report be noted. Proposed by V Adams Seconded by Cllr L Clarke</p> <p>6.2 Terms of Reference for Working Groups.</p>	

M Goodman queried if a Councillor connection to groups within their respective DEA would be considered a conflict in itself. MMA confirmed that it would not and that members should refer to the Conflict of Interest policy for exactly what would constitute a conflict of interest to be declared at either Working Groups or Partnership meetings.

Recommended that the Working Group Terms of Reference be approved.

Proposed by M Harris

Seconded by E Bond

6.3 Partnership Agreement

COD confirmed that the proposed changes discussed at the 31 January Partnership meeting had been made and the Council's Legal and Governance team had advised on the content of the Agreement. COD also noted that members were asked to sign up to the agreement at the end of the meeting and if a statutory representative needed more time for their organisation to consider, that they should do so before Friday 21 April and arrange to sign the agreement once approval granted.

Recommended that the Partnership Agreement be approved and adopted.

Proposed by V Adams

Seconded by M Glover

6.4 Conflict of Interest Policy/Register

COD confirmed that the Conflict of Interest Policy had been reviewed by the Council's Legal and Governance team who advised on the content of the policy. Members were asked to complete if they had not already done so.

Recommended that the Conflict of Interest Policy be approved and adopted.

Proposed by Cllr N Kelly

Seconded by Cllr D Hollis

6.5 Code of Conduct

Code of Conduct Policy presented.

Recommended that the Code of Conduct Policy be approved and adopted.

	<p>Proposed by M Glover Seconded by Cllr L Clarke</p> <p>6.6 Procurement Plan Members presented with proposed project Procurement Plan. Concerns raised around the reporting timetables and short windows for decision making and reporting. Noted that this was the case but in order to successfully deliver programmes on time, the Partnership would have to stick to the timetable where possible. M Goodman suggested that a version of the timetable be made public when the programme was launched and information of the projects circulated to consultees. To ensure that consultees have time to prepare bids, a public version of the procurement timetable would be required. COD to prepare documentation to be circulated when permission to start letter received.</p> <p>Recommended that the Procurement Plan be approved and adopted. Proposed by M Goodman Seconded by K Wolff</p> <p>6.7 Communications Plan Communications Plan presented and members informed that a draft version had been submitted to SEUPB and approved in principle.</p> <p>Recommended that the Communication Plan be approved and adopted. Proposed by E Bond Seconded by D Crooks</p> <p>6.8 Contact Plan Contact Plan presented and members informed that a draft version had been submitted to SEUPB.</p> <p>Recommended that the Contact Plan be approved. Proposed by Cllr N Kelly Seconded by Cllr L Clarke</p> <p>6.9 Final Delivery Mechanisms Item presented and members asked to refer to the appropriate attachment. Communication that SEUPB keen for a more diverse delivery model to</p>	<p>COD Action</p>
--	---	--------------------------

be considered. Noted that this has already been considered and members are happy with the proposed delivery mechanisms.

Recommended that the Delivery Mechanisms be approved and adopted.

Proposed by M Glover

Seconded by D Crooks

6.10 Re-allocation of Funds

Members directed to information within the Report on Business. M Goodman queried why the proposal had been agreed to allocate the excluded funds to the New Shared Spaces projects as he had not been in attendance at the last meeting. COD confirmed that the partnership agreed it was the most appropriate place to re-allocate as it was a contribution to a larger project requiring match funding from the Council and would not mean significant changes to the project outputs, outcomes, indicators, etc.

Recommended that the re-allocation of funds be approved.

Proposed by Cllr L Clarke

Seconded by J Read

K Wolff and J Read exited the room as they were conflicted on item 6.11. K Nelson also conflicted but not in attendance.

6.11 Expressions of Interest (LEDCOM, NIHE, Community Relations Forum)

Members reminded of decision to invite partner delivery expression of interest and explained the process. Confirmed that advice had been sought from Council Governance around the management of the process and the proposed management arrangements had been submitted to SEUPB. No formal feedback has been received from SEUPB to date on this.

Members asked to refer to the Report on Business item and the associated Expression of Interest submission. MMA advised that the feedback from Council Procurement and Governance teams was that the submission did not make a strong enough case to be the only potential delivery agent and therefore Option 2 was recommended.

Agreement confirmed by Cllr N Kelly and Cllr M Goodman and consensus reached by whole partnership to propose Option 2.

Recommended that Option 2 (Eol not approved for delivery but partners invited to tender competitively for programmes when opened) be approved.

Proposed by Cllr N Kelly

Seconded by V Adams

K Wolff and J Read invited back into the room and informed of the Partnership decision. Decision accepted.

6.12 Terms of Reference Development

Agreed Terms of Reference from 28 Feb Working Groups presented and members advised that the information communicated at the Working Groups had been incorporated into the final drafts.

1. Children and Young People – Programme 2: Schools Based Programme (£205,000.05)
2. Shared Spaces and Services – Programme 4: Creation of a Virtual Shared Space (£30,000)
3. Building Positive Relations – Programme 4: Capacity for Dialogue with Church, Faith and Religious Groups (£40,000)

MMcA highlighted that any Terms of Reference presented to the Partnership or Working Groups should be considered confidential and should not be circulated to any outside agency. Any future TORs will be tabled on the night as email circulation could lead to breaches of the Conflict of Interest Policy.

Recommended that the Terms of Reference be approved and submitted to CPR Committee, Council and SEUPB for their approval.

Proposed by K Wolff

Seconded by M Glover

6.13 2017/18 Meeting Schedule

COD communicated that an exhaustive list of potential meetings had been scheduled but fulfillment of these meetings would be dependent on the workload required and members may wish to review in Sept 2017. Members advised that a 6.30pm start time would be appropriate for PEACE

COD Action

	<p>IV Partnership meetings. Consensus reached on both recommendations. COD committed to circulating calendar invites for the next 3 months meetings,</p> <p>Recommended that the Meeting Schedule be approved subject to the changes noted above. Proposed by Cllr M Maguire Seconded by Cllr L Clarke</p> <p>6.14 Ulster Unionist Party Nominee Replacement Recommended that the Cllr Maguire's nomination as a replacement be approved as per the report. Proposed by V Adams Seconded by M Glover</p>	<p>COD</p> <p>COD</p>
7	<p>Signing of Conflict of Interest Policy and Register Members reminded to sign the Conflict of Interest Policy and Register before leaving. COD committed to circulating the Conflict of Interest Policy and Register again for those members not in attendance and requesting that they complete and submit prior to the next Working Group meetings.</p>	<p>COD</p>
8	<p>Signing of Partnership Agreement Members reminded to sign the Partnership Agreement before leaving (where appropriate).</p>	
9	<p>Any Other Business Chair NMC invited members to do a "round the table introduction" to re-familiarise. Each member introduced themselves and highlighted their organisation and role within the Partnership.</p>	
10	<p>Meeting Close Chair NMC noted that: Next Partnership Meeting on Tuesday 2nd May 2017. Next Working Group Meetings on Tuesday 25th April 2017. Meeting closed at 8.25pm</p>	