



MINUTES OF THE PROCEEDINGS OF A MEETING OF THE POLICY AND GOVERNANCE COMMITTEE HELD IN ANTRIM CIVIC CENTRE ON TUESDAY 9 MAY 2017 AT 6.30PM

In the Chair: Councillor B Duffin

Members Present: Aldermen – W DeCourcy, P Barr, F Agnew
Councillors - J Bingham, P Hamill, D Hollis, M Goodman, N Kells, A Logue, M Maguire, P Michael and N McClelland, B Webb

Non-Committee Members Present: Councillor D Arthurs

Officers Present: Director of Organisation Development – Ms A McCooke
Director of Finance and Governance – Ms C Archer
Legal Advisor – Mr P Casey
Head of Communications and Customer Service – Ms T White
ICT Officer – Mr John Higginson
Member Services Officer – Ms V Lisk

CHAIRMAN'S REMARKS

The Chairman welcomed everyone to the May Meeting of the Policy and Governance Committee and reminded all present of recording requirements.

1 APOLOGIES

Councillor Brett.

2 DECLARATIONS OF INTEREST

None.

3.1 G/MSMO/17 LINEN HALL LIBRARY

Members were advised of receipt of correspondence from the Linen Hall Library, a copy of which was circulated, advising that the Council's corporate membership subscription was due for renewal.

The subscription remains at £300.

Any Member wishing to use the Linen Hall Library can obtain the corporate library ticket from Mayor and Member Services.

Proposed by Councillor Webb

Seconded by Councillor Hamill and agreed that

payment of the annual subscription of £300 for the Corporate Membership of the Linen Hall Library be approved and the Director of Finance and Governance to circulate information regarding membership.

ACTION BY: Member Services

3.2 G/BCEP/3 NORTHERN EMERGENCY PREPAREDNESS GROUP – MULTI-AGENCY FLOOD PLAN

Members were advised that the Northern Emergency Preparedness Group (NEPG) had completed a Multi-Agency Flood Plan (circulated) for the council areas of Antrim and Newtownabbey, Mid and East Antrim and Causeway Coast and Glens.

The plan aims to detail the pre-planned response arrangements for a major flooding event which is defined as "one where there is widespread flooding that is beyond the response capability of the three drainage agencies."

Multi-agency local and regional co-ordination arrangements are outlined in the plan alongside organisational roles and responsibilities.

During any such major flooding event, councils have a key role in facilitating local level co-ordination among relevant partners. The joined up approach aims to ensure that deployment of limited resources on the ground is best achieved in providing the necessary assistance to local communities and businesses in a time of need.

The NEPG Flood Response Plan includes sections on:

- Weather Monitoring & Flood Risk Assessment
- Co-ordination
- Multi-Agency Response

- Vulnerable Individuals & Sites
- Evacuation
- Sandbag Provision
- Stand-down, Handover and Recovery

The plan recognises that the size and nature of certain flood events may necessitate regional co-ordination and potentially escalation to a strategic level.

The most recent widespread flooding event occurred in early 2016 during Storms Desmond and Frank which mainly impacted local communities around Lough Neagh.

Members were reminded that during any flooding event the public are advised to report flooding incidents to the Flood Incident Line directly on **0300 2000 100**.

Proposed by Alderman Agnew
Seconded by Councillor McClelland and agreed that

Committee note that the NEPG Multi-Agency Flood Plan provides a level of reassurance that all Multi Agencies have considered flood risks and are prepared to co-ordinate an effective multi-agency response should a major flooding event occur.

ACTION BY: Liz Johnston, Head of Governance

3.3 CE/GEN/4 TRANSPORTNI - PROPOSED DISABLED PARKING BAY – NO ■ EDENVALE PARK, ANTRIM

Members were advised that correspondence had been received from TransportNI outlining details of their proposal to reserve an on-street disabled parking space to the side of number ■ Edenvale Park, Antrim (copy circulated).

Comments to be forwarded to Traffic Management at County Hall, Ballymena, BT42 1QG.

Proposed by Councillor Kells
Seconded by Councillor Bingham and agreed that

TransportNI's proposal be accepted.

ACTION BY: Member Services

3.4 G/IG/10 AMENDMENT TO POLICY AND GOVERNANCE COMMITTEE TERMS OF REFERENCE

Following the approval of the Policy and Governance Committee Terms of Reference (TOR) at the April meeting, an amendment was required to reflect the fact that all structures are to be considered at Council and the previous reference to approving organisation structures for the Directorates of Organisation Development and Finance and Governance be removed from the TOR.

A copy of the amended Policy and Governance Committee Terms of Reference was circulated for consideration by Members.

Proposed by Councillor Webb
Seconded by Councillor Hamill and agreed that

Members approve the amended Policy and Governance Committee Terms of Reference.

ACTION BY: Liz Johnston, Head of Governance

3.5 HR/HR/12 DIVERSITY CHAMPIONS WORKSHOP

Members were advised that the Local Government Staff Commission for NI (LGSC) is holding a workshop on Stress Awareness and Emotional Resilience for Council Diversity Champions. The event will be held on Wednesday 10 May from 10am to 2pm in the Cherry Room, Lagan Valley Island, Lisburn.

The workshop will raise awareness of the impact of stress, with a particular focus on how to manage stress more effectively and build personal resilience.

It is proposed to avail this training to the Council's Diversity Champions, Councillor John Blair, Alderman Mandy Girvan and Councillor Michael Goodman.

Proposed by Councillor Hamill
Seconded by Councillor Kells and agreed that

the Diversity Champions be invited to attend as an approved duty along with the relevant Officer.

ACTION BY: Lisa Hall, Customer Services Manager

3.6 CCS/CEA/11 (& A/BH/1) ARMORIAL BEARINGS

Members were reminded that the College of Arms was commissioned to produce the new Armorial Bearings following the formation of Antrim and Newtownabbey Borough Council.

The College of Arms is responsible for approving the Armorial Bearings design and for issuing the Letters Patent which make the formal Grant of Arms.

The Letters Patent is likely to be granted only once in the lifetime of a Council and Council may wish to formally mark this historic event. The Letters Patent was now complete (circulated) and a presentation ceremony could be arranged to mark official receipt.

Proposed by Councillor Bingham
Seconded by Councillor Hamill and agreed that

a presentation ceremony be arranged to mark the official receipt of the Letters Patent.

ACTION BY: Andrea McCooke, Director of Organisation Development.

3.7 FC/G/25 PAYMENTS REPORT

The schedule of payments for Antrim and Newtownabbey Borough Council dated 21 March 2017 to 13 April 2017, and schedule of manual payments for March 2017 were circulated with any payments over £5,000 having been analysed in more detail and were circulated.

Proposed by Councillor Kells
Seconded by Alderman Barr and agreed that

the report be noted.

NO ACTION

3.8 FI/FIN/9 PROMPT PAYMENT PERFORMANCE

Members were reminded that the Department for Communities (DfC) issued revised guidance (Local Government Circular 19/2016) on prompt payments and the recording of invoice payments in November 2016. This guidance requested councils to record specific performance targets of 10 working days and 30 calendar days and continue a cycle of quarterly reporting on prompt payment performance by councils to the DfC and its publication on their website.

The Council's prompt payment performance for the period 1 January 2017 to 31 March 2017 is set out below:

The default target for paying invoices, where no other terms are agreed, is 30 days.

(NB 30 days target is 30 calendar days and 10 days is 10 working days).

During the above period the Council paid 6,494 invoices totalling £15,557,323.

The Council paid 5,684 invoices within the 30 day target. (88%)

The Council paid 4,664 invoices within the 10 day target. (72%)

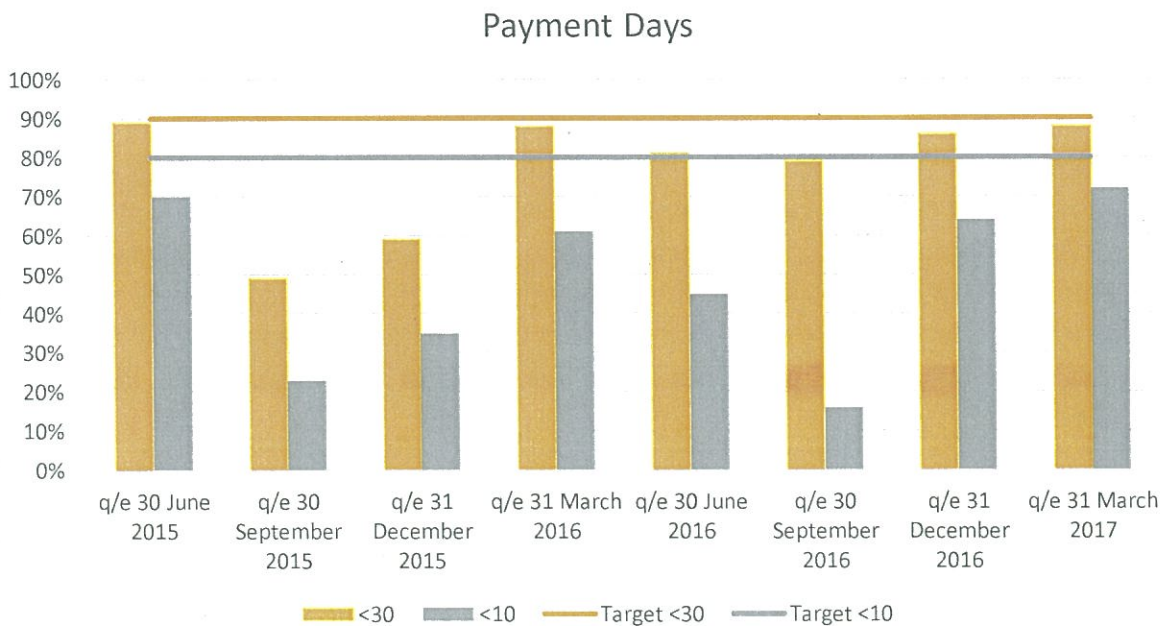
The Council paid 810 invoices outside of the 30 day target. (12%)

The Council has set a target of paying 90% of invoices within 30 days and 80% within 10 days.

The results for each quarter of the 2016/17 financial year are as follows:

Period	Total Number of Invoices Paid	% Paid Within 30 Days	% Paid Within 10 Days
q/e 30 June 2016	5,273	81%	45%
q/e 30 Sept 2016	7,192	79%	16%
q/e 31 Dec 2016	8,160	86%	64%
q/e 31 March 2017	6,494	88%	72%

The performance presented graphically over the last two years highlights the improvement made over the last two quarters.



The Council recognised the importance of paying suppliers promptly. As previously reported to improve performance; resources within the section had been re-allocated, procedures were being reviewed, new software had been introduced and staff training within and external to the section had been delivered.

Significant improvement was made in the quarter ended 31 December 2016 'within 10 day' banding mainly due to the reduction in time taken to register invoices. Additionally two payment runs per week were introduced from 1 November 2016. This improvement was sustained into the quarter ended 31 March 2017.

Procedures and performance will continue to be kept under review and performance updates will be provided to Members.

Proposed by Councillor Kells
Seconded by Councillor Bingham and agreed that

the report be noted.

NO ACTION

3.9 FI/FIN/4 BUDGET REPORT – APRIL 2016 TO MARCH 2017 PERIOD 12

A budget report for the period April 2016 to March 2017 Period 12 was circulated for Members' information.

The budget report for Period 12 did not include final adjustments required to arrive at the final financial position of the Council for the 2016/17 financial year. These adjustments include; final accruals of expenditure incurred and grants and debts invoiced after 31 March 2017, prepayments of expenditure and income, loan charges, the costs of future severance agreed by Council, any proposed contributions/allocations from reserves and any finalisations required in respect of the District Rates and De-Rating Grant income.

These adjustments shall be made and reflected in the budget report presented to the June meeting of the Committee.

For the period the Council's variance on Net Cost of Services was £173k favourable. After accounting for income from District Rates and the De-Rating grant, and applying the credit balance of £757k used in calculating the District Rates, this results in a decrease in the Council's General Fund of £584k.

Proposed by Councillor Kells
 Seconded by Councillor Bingham and agreed that

the report be noted.

NO ACTION

3.10 HR/GEN/19 REPORT ON ATTENDANCE

1.0 BACKGROUND

Members were advised that the table below outlined the sickness absence for Antrim and Newtownabbey Borough Council. **The purpose of this report was to provide an update on absence for the period from 1 April 2016 to 31 March 2017.** For comparison purposes the same period for 2015-2016 and 2014-2015 were included.

2.0 ABSENCE UPDATE

There was a decrease in short term absence by 524.41 days and an increase in long term absence of 1519.57 days resulting in an overall increase of 995.19 days. The reduction of long term absence remains a priority.

At March 53% of employees had 100% attendance compared to 48% for the same period last year.

	2014/2015	2015/2016	2016/2017	
Month	1 Apr to 31 Mar 2015	1 Apr to 31 Mar 2016	1 Apr to 31 Mar 2017	Variance from period last year
No. FTE *	706.88	693.17	654.49	-38.68
No. of days lost to sickness	7910.34	8403.61	9398.80	+995.19
Days lost to Long Term Absence	5626.41	6186.35	7705.92	+1519.57
Day lost to Short Term Absence	2283.93	2217.26	1692.85	-524.41
Average Days Lost per Employee	11.19	12.12	14.36	+2.24

** Number of full time equivalent staff employed by the Council based on the total days available for work in the period under review.*

The top three reasons for absence are noted below with current action being taken to address these.

The top three reasons pattern is consistent with both Public and Private sectors and specifically the Local Government sector for the year 2015-16. The

Chartered Institute of Personnel and Development Absence Survey 2016 states that stress, depression and mental health issues are the most common causes of absence.

Reason	Action
Stress, depression, mental health and fatigue	<ul style="list-style-type: none"> • Carecall, confidential counselling to all staff. • Cognitive behavioural Therapy (CBT) sessions for staff in appropriate cases. • Immediate letter sent to advise of Carecall, • Immediate Meeting with employee and line manager or alternative person if issue is with the Line Manager in work related stress cases. • Referrals to Nurse Led Clinic and/or Occupational Health doctor • Regular Welfare Review Meetings to agree action plans, offer of use of the Leisure Facilities to support recovery • Piloting of the Wellness Recovery Action Plan, helping staff to proactively recognise stress earlier and the interventions that can be put in place to support • Harassment advisors available in all departments and various locations
Other Category E.g: Cancer Related Illness, Surgery and Post Op Debility etc	<ul style="list-style-type: none"> • Wellbeing Action plans for individual cases. • Phased returns, variety of reduced hours, alternative work and/or adjusted duties. • Use of leisure facilities to help with returns from surgery in suitable cases. Eg Pool
Musculo-Skeletal problems	<ul style="list-style-type: none"> • Manual Handling Training • Referrals to Nurse Led Clinic and/or OH doctor, • Regular Welfare Review Meetings to agreed action plans, • Access to Physiotherapy subject to OH recommendation. • Wellbeing action plans. • Phased returns variety of reduced hours, alternative work and/or adjusted duties. • Work station/ergonomical assessments • Taster sessions of pilates • Investigation of workplace accidents and implementation of any appropriate recommendations

3.0 SUMMARY ANALYSIS OF REASONS FOR ABSENCE UP TO 31 MARCH 2017

	1 April 2015 to 31 Mar 2016		1 April 2016 to 31 Mar 2017	
	Number Of cases	Number of days	Number Of cases	Number of days
Cancer	2	137.0	6	485.16
Significant Surgery	34	1249.77	41	1262.17
Depression/Anxiety/Stress	37	1278.86	48	2191.03
Work Related Stress	18	986.42	19	945.52
Heart Attack	2	185.86	2	275.78

4.0 NUMBER OF STAFF ON CAUTION FOR ABSENCE (issued from 1 April 2016 onwards)

Number of Cases	
First Caution	11
Second Caution	2
Third Caution	4
Formal Case Reviews	10 (6 contract terminations)
Formal Case Reviews Pending	0

5.0 LONG TERM ABSENCE CASES AT 31 MARCH 2017

At 31 March 2017, there were 20 long term absence cases, as summarised below.

Community Planning and Regeneration	Finance and Governance	Chief Executive	Organisation Development	Operations
3	1	0	1	15

Members requested further information in relation to Carer's Leave and the Action Cancer Big Bus and information and options will be reported to the June Committee.

Proposed by Councillor Maguire
 Seconded by Councillor McClelland and agreed that

the report be noted and the Director of Organisation Development to provide further enhancements to the report for future meetings.

ACTION BY: Andrea McCooke, Director of Organisation Development

3.11 ST/HS/207 AGENCY STAFF UPDATE

Members were reminded that agency staff are used across the Council to provide temporary cover for absence such as maternity leave, secondments and temporary and permanent vacancies due to restructuring.

The use of agency workers has helped to fill posts on a temporary basis whilst new structures are being designed and approved for filling on a permanent basis. There is salary provision for posts filled and grants for the posts that secure extended funding. An approval system via the CLT is in place for all agency resources and a procedure for hiring agency workers.

The table below provides an update for Members on the use of agency staff as at March 2017 and this reflects an increase in the number of Grounds Maintenance seasonal workers.

Reason for Agency Worker	Number of Agency Workers	Position Covered
Additional Resource	24	11 x Grounds Maintenance Operatives 3 x Operatives, Bruslee & O'Neill Road Sites IT Systems Assistant Cleaner, Sentry Hill Economic Development Project Officer HR Officer Clerical Assistant (Fleet) Caretaker (Community Centres) Admin Assistant (Cleansing) Caretaker (JLSP) 2 x Waste Operatives, CSD
Filling Funded Posts	6	Clerical Assistant Affordable Warmth Project 4 x Affordable Warmth Project Officer Grange Community Project Officer
Covering Sickness/Maternity	18	Information Governance Assistant Operative, Bruslee

		Arts Development Officer 2 x Recreation Attendant Handyman 2 x Arts Technician Payroll Assistant Grounds Maintenance Operative 2 x Waste Operative, CSD 6 x Waste Operative, ESD
Covering vacancies until structures filled	13	Clerical (Building Control) 2 x Environmental Health Officer Receptionist (Clotworthy) Leisure Attendant Fleet Management Officer Payroll Manager Activity Coach – Disability Clerical Officer, Cleansing HR Officer 2 x Grounds Maintenance Operative Central Services Supervisor
Covering career breaks/secondments	8	Heritage Assistant IT System Support Assistant Neighbourhood Renewal Coordinator Conferencing and Cultural Events Manager E Communications Officer Clerical Officer Grounds Maintenance Operative Financial Accounts Assistant
TOTAL	69	

The table above excludes limited ad-hoc agency cover which is necessary to provide operational cover, at short notice.

A report setting out expenditure on agency workers in the period under review was circulated.

Proposed by Councillor Kells
Seconded by Councillor Goodman and agreed that

the report be noted and the Director of Organisation Development to provide further enhancements to the report for future meetings.

ACTION BY: Andrea McCooke, Director of Organisation Development

3.12 CE/STC/SC/101 COUNCIL BRANDING - UPDATE

Members were reminded that the Council's corporate logo was developed in-house and that prior to the 1 April 2015, the new branding implementation programme commenced to rebrand the range of Council assets including facilities and vehicles.

The purpose of the report was to provide Members with an update of the work already completed, and to outline the timetable for the outstanding re-branding work.

Completed Re-branding Work

The following sites and facilities had been completed.

- Antrim Castle Gardens
- Antrim Civic Centre
- Antrim Forum
- Antrim Stadium
- Ballyearl Leisure Centre
- Bruslee Recycling Centre
- Craigmore Recycling Centre
- Crumlin Leisure Centre
- Crumlin Recycling Centre
- Gideon's Green
- Hazelbank Park
- Jordanstown Loughshore Park
- Mossley Mill
- Newpark Recycling Centre
- O'Neill Road Recycling Centre
- Old Courthouse
- Pogues Entry
- Siximile Leisure Centre
- The Whitehouse
- V36
- Valley Leisure Centre

Vehicles

The rebranding of the Council's fleet was largely completed with the respraying of newer vehicles underway and due to be completed by mid-September 2017.

Re-Branding Work Due for Completion

The following projects had been scheduled for completion, as follows.

Re branding project	Completion Date
Signage at Sentry Hill	31 May 2017

Ballyclare Town Hall Lilian Bland Pavilion	
All Boundary signage All Community Centres	30 June 2017
All Cemetery signage	31 August 2017
<u>Phase 1 Parks (larger parks)</u> Antrim Loughshore Park Six Mile Water Caravan Park Crumlin Glen Sixmilewater River Park Ballyclare, Ballyclare War Memorial Park, Threemile Water Park Mossley Park Valley Park	31 August 2017
<u>Phase 2 Parks (other parks)</u> Parks and Play Areas	September – December 2017

Proposed by Councillor Hamill
Seconded by Councillor Kells and agreed that

the report be noted.

NO ACTION

3.13 CCS/EDP/9 QUARTERLY SCREENING REPORT AND EQUALITY TRAINING

Members were reminded that the Council's Equality Scheme requires a quarterly screening update in relation to Section 75.

For Members' information, Appendix 1 (circulated) noted the policies and items screened and reported to the appropriate Committees, for the reporting period January to March 2017. Members were also advised that staff training relating to Equality Screening was implemented in October 2016 and further mop up training sessions are planned to ensure that all relevant staff are trained.

Proposed by Councillor Goodman
Seconded by Councillor Logue and agreed that

the report be noted.

NO ACTION

Alderman Agnew and Councillor Bingham left at this point of the meeting.

3.14 CCS/CPRM/3 WEBSITE/SOCIAL MEDIA

Members were reminded that a key strand of our Communications Strategy is to increase the use of our website and social media platforms. This report provided Members with an update on the current use of the website and some social media platforms.

Website

Our website www.antrimandnewtownabbey.gov.uk, had 202,951 unique visitors in the six months Oct 2016 – March 2017, averaging 33,825 unique visitors per month. (Google Analytics statistics were circulated). This represents a 17% increase in unique visitors compared to October 2015 - March 2016 which had 173,373, averaging 28,895 unique visitors per month.

Notably, 48.9% of visits were accessed via mobile, so planning digital applications that are compatible with mobile devices is essential as we work towards our digital goals. As our social media channels develop and engagement increases there will be more traffic driven to our website.

The rankings continue to show the most popular Top 5 web pages as:

- Events
- Valley
- Antrim Forum
- Waste and recycling
- Antrim Castle Gardens

Social Media

The Council's Twitter feed had 5700 followers and the Council's Facebook page had over 2400 followers. Online and offline promotion of our social media was continuing to attract followers and the Communications Team was testing a social media management tool to help with the social media planning and to monitor performance. A cohesive social media strategy was being developed and would be reported for Members' consideration.

Members congratulated staff on the social media developments.

Proposed by Councillor Logue
Seconded by Councillor Goodman and agreed that

the report be noted and information be provided regarding the use of the Report All App.

ACTION BY: Tracey White, Head of Communications and Customer Service

3.15 ST/1/2/VOL 2 LOCAL GOVERNMENT STAFF COMMISSION – DISSOLUTION FUNDING AND CONTINUING OPERATIONS 2017/18

Members were reminded that following a recent report to the Policy and Governance Committee, Officers undertook to bring a further update report in relation to the Commission's estimated financial requirement and the related apportionment arrangements for Antrim and Newtownabbey Borough Council.

Recent correspondence received from the Local Government Staff Commission confirmed the Council's apportioned funding to be £26,944 for the year 2017/18.

It has been agreed to pay this sum on a half yearly basis since it is envisaged that the Commission will be operational until September 2017, and an invoice for 50% of this sum has been received for payment. Should the Commission be wound up within the six month period, excess funds will be returned to the Council.

If the Commission remains operational at 30 September 2017, it was advised that at the half yearly stage in the financial year, it will carry out a budget review with a view to reducing the amount payable by Councils for the second half yearly period.

A further report on this matter will be made in due course.

Proposed by Council Goodman
Seconded by Councillor Michael and agreed that

the report be noted and the Director of Organisation Development to advise Members on the status of the Local Government Staff Commission.

ACTION BY: Andrea McCooke, Director of Organisation Development

3.16 G/MSMO/27 MEMBER DEVELOPMENT WORKING GROUP - MINUTES OF MEETING ON MONDAY 6 MARCH 2017

Members were advised that a meeting of the Member Development Working Group took place on Monday 6 March 2017.

A copy of the Minutes was circulated.

Proposed by Alderman Barr
Seconded by Councillor Goodman and agreed that

the Minutes of the Member Development Working Group Meeting held on Monday 6 March 2017 be noted.

NO ACTION

ANY OTHER RELEVANT BUSINESS

- (1) Councillor Arthurs requested that consideration be given to include attendance of non-Committee Members in published reports on Members' attendance. Councillor Hollis requested that site visits in relation to planning also be considered.

Proposed by Councillor Logue
Seconded by Councillor Kells and agreed that

Group Leaders be requested to review options and bring these back to Council/Committee for approval.

ACTION BY: Colette Archer, Director of Finance and Governance

- (2) The Chairman took this opportunity to thank the Vice Chair, Members of Committee, Director, Heads of Service and all staff for their hard work throughout the year.
- (3) The Vice Chair took the opportunity to record his thanks and concur with the Chair's sentiments.
- (4) Members expressed their appreciation to the Chair, Vice Chair and Officers for their hard work throughout the year.

PROPOSAL TO PROCEED 'IN CONFIDENCE'

Proposed by Councillor Maguire
Seconded by Councillor Logue and agreed that

the following Committee business be conducted 'In Confidence'.

The Chairman advised that audio-recording would cease at this point.

ITEMS IN CONFIDENCE

3.17 IN CONFIDENCE G-LEG-69-3 OFFICE RENTAL AT MOSSLEY MILL

Members were reminded that the Council previously approved the formation of a Business Hub at Mossley Mill for the rental of office space. Currently office spaces on the lower ground floor are leased to Toshiba Medical Systems and McCloy Consulting for a period of 5 years from November 2016 and June 2017 respectively, and to Solid Solutions.

The lease to Solid Solutions was approved by the Policy and Governance Committee on 2 February 2016 for £6,000 p.a. (and £1,500 for services), for a period of 6 months. Following the expiration of the 6 month term this lease has been rolling over on the same terms and conditions.

Following discussions Solid Solutions wished to enter into another lease with the Council for the same office space and the following terms were recommended:

Lease price	£6,600 p.a.
Term	12 months
Service Charge	£1,500 p.a.
Broadband Charge	£480 p.a.
Commencing	as soon as possible (subject to agreement on lease)

The increased lease price is to align the price per square foot of the office space, which Solid Solutions are leasing, with the other office spaces on the floor.

If Members agreed to the above then the leasable office space on the lower ground floor at Mossley Mill would produce an income of £48,000.

Proposed by Councillor Maguire
Seconded by Councillor Kells and agreed that

the office on the Lower Ground Floor at Mossley Mill be leased to Solid Solutions for a period of 12 months at £6,600 p.a. (plus £1,500 p.a. service charges and £480 p.a. broadband charges), subject to lease agreement.

ACTION BY: Paul Casey, Legal Services Manager/Liz Johnston, Head of Governance

3.18 IN CONFIDENCE FI/PRO/TEN/106 TENDER FOR THE MANUFACTURE, SUPPLY & DELIVERY OF CORPORATE UNIFORM, THEATRE WEAR, WORK WEAR, LEISURE WEAR AND WATERPROOF CLOTHING

Contract Period 12 June 2017 to 31 May 2018 (with an option to extend for a further three periods of twelve months, subject to review and performance)

Members were advised that tenders for the manufacture, supply and delivery of corporate uniform, theatre wear, work wear, leisure wear and waterproof clothing were opened via the E-Tenders NI Portal on 24 March 2017 and referred to the Evaluation Panel for assessment. The tenders were evaluated on a three stage basis for each Lot as follows:

Lot Description	Sample Garment Pack
Lot 1: Corporate Uniform	Reception Uniform (Female)
Lot 2: Theatre Wear	Theatre Uniform (Male)
Lot 3: Work Wear	Cleaning Uniform (Female) & Operative in Grounds Maintenance (Male)
Lot 4: Leisure Wear	Fitness Suite Leisure Wear (Male)
Lot 5: Waterproof Clothing	Outdoor Event Uniform (Female)

STAGE 1 – SELECTION STAGE

The tenders were evaluated using criteria such as mandatory exclusion, economic and financial standing, previous experience, health and safety, environmental policy and declarations and form of tender. A total of seven service providers tendered. Four tenderers failed Stage 1 and the remaining three tenderers met the requirements of Stage 1 of the assessment and proceeded to Stage 2 and requested to provide samples.

STAGES 2 & 3 – AWARD STAGE (Service Delivery Proposals, Cost and Due Diligence)

The three remaining tenders were evaluated on the basis of service delivery proposals (60%) and cost (40%).

The evaluation of service delivery proposals (accounting for 60% of the available marks) included the following aspects

- Meeting the specification (Pass/Fail)
- Timescales for delivery (15%)
- Ready-made and made to measure arrangements (15%)
- Implementation plan (5%)
- Capacity to deliver (5%)
- Computerised contract management (5%)
- Electronic ordering system (5%)
- Performance monitoring (5%)
- Embroidery (5%)

All three tenderers submitted garment samples as part of their submission. This enabled due diligence to be carried out on the quality of garments against the product descriptions. All three tenderers met the requirements in this regard.

The scores for lots 1, 2 and 5 were as follows:

Lot		Service delivery score (maximum of 60%)	Cost score (maximum of 40%)	Total score (maximum of 100%)
1	Tailored Image Ltd.			92.21%
2	Tailored Image Ltd.			96.72%
5	Tailored Image Ltd.			97.90%

[REDACTED] [REDACTED] [REDACTED] [REDACTED]

Officers believed that further savings could be achieved for Lots 3 and 4 on account of the high volumes of clothing that would be purchased by the Council in respect of these lots (Work Wear and Leisure Wear). Therefore, a quotation process would be completed for these items which would be garment specific and the Quality/Cost evaluation ratio may be amended to better suit the procurement strategy for these goods.

Proposed by Councillor Webb
Seconded by Councillor Goodman and agreed that

- **the highest scoring tenderer in Lots 1, 2 and 5, be appointed to manufacture, supply and deliver corporate uniform, theatre wear, work wear, leisure wear and waterproof clothing for the period 12 June 2017 to 31 May 2018 (with an option to extend for a further 3 periods of 12 months, subject to review and performance).**
- **to further test the market for Lots 3 and 4 in order to take full advantage of economies of scale and achieve additional value for money.**

ACTION BY: Julia Clarke, Senior Procurement Officer

PROPOSAL TO MOVE OUT OF 'IN CONFIDENCE'

Proposed by Councillor Maguire
Seconded by Councillor Goodman and agreed that

any remaining Committee business be conducted in 'Open Session'.

The Chairman advised that audio-recording would re-commence at this point.

There being no further business the meeting ended at 7.30 pm.

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