



**MINUTES OF THE PROCEEDINGS OF A MEETING OF THE POLICY AND GOVERNANCE COMMITTEE HELD IN ANTRIM CIVIC CENTRE ON TUESDAY 7 FEBRUARY 2017 AT 6.30PM**

- In the Chair** : Councillor B Duffin
- Members Present** : Aldermen - F Agnew, P Barr and W DeCourcy  
Councillors - J Bingham, P Brett, M Goodman, P Hamill, D Hollis, N Kells, A Logue, N McClelland, M Maguire and W Webb
- Non-Committee Members Present** : Alderman M Cosgrove  
Councillor T Beatty
- Officers Present** : Director of Organisation Development - A McCooke  
Director of Finance and Governance – C Archer  
Legal Advisor - P Casey  
ICT Officer - C Bell  
PA to Director of Finance and Governance – D Lynn  
Senior Admin Officer - S McAree

**CHAIRMAN'S REMARKS**

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

**1 APOLOGIES**

None

## 2 DECLARATIONS OF INTEREST

None

### 3.1 G-LEG-268 - CONSULTATION OF THE REVIEW OF THE NORTHERN IRELAND LOCAL GOVERNMENT CODE OF CONDUCT FOR COUNCILLORS

#### INTRODUCTION

Members were advised that correspondence had been received from the Department for Communities in relation to the Consultation of the Review of the Northern Ireland Local Government Code of Conduct for Councillors. (enclosures had been attached).

The consultation documents set out proposals to amend the current Northern Ireland Local Government Code of Conduct for Councillors (the Councillors' Code). These proposals had been put forward following a review of Part 3 (Principles of Conduct) and Part 8 (Rules relating to decision making) of the Councillors' Code carried out by the independent Code of Conduct Review Group (the Review Group).

The Review Group, in considering whether to make recommendations for a revised Code, sought the views of Councillors, groups representing Councillors and Councils, the Northern Ireland Commissioner for Complaints and the Local Government Auditor.

The consultation was seeking views on the proposals to amend the Councillors' Code, in particular, from Councillors and those persons who interact with Councillors and Councils.

Officers understood that the National Association of Councillors was preparing a response to this consultation.

This report was to provide Members with a summary of the proposals to amend the Code and to seek any views which Members wish Officers to submit to the Department.

The consultation period would run **until 28 February 2017**.

#### BACKGROUND

The current Councillors' Code is underpinned by 12 principles of conduct which were intended to promote the highest possible standards of behaviour for Councillors and which mirrored the principles contained in the Code of Conduct for Members of the Legislative Assembly (the MLA Code) which was in place at the time the Councillors' Code was being developed.

The Councillors' Code was approved by the Assembly on 28 May 2014. At this time, a review of the MLA Code was underway and the then Minister with responsibility for local government undertook to consider whether any changes

should be made to the Councillors' Code in light of the review of the MLA Code.

Some concerns had also been raised regarding Part 8 (decision making) of the Councillors' Code and the then Minister appointed an independent review working group to review both the Principles in Part 3 of the Councillors' Code (taking account of the changes made to the MLA Code) and the rules on decision-making in Part 8.

### **The Work of the Review Group**

The Review Working Group (Review Group) considered the changes made to the principles contained in the MLA Code and the issues raised concerning Part 8 of the Councillors' Code. This work commenced in November 2015 and finished in April 2016, when the Review Group presented its report to the then Minister with responsibility for local government.

### **Summary of Recommendations of the Review Group**

#### **Part 3 - Principles**

The Review Group, taking account of the views of stakeholders, considered that the principles in the Councillors' Code should be amended to reflect the principles and supporting descriptors provided for in the revised MLA Code. The Review Group also indicated that it would be advantageous to have as much consistency between the Councillors' Code and the MLA Code, as this would help to build both the public and elected members' understanding of the requirements placed on all elected representatives.

The Review Group made five recommendations in respect of the Principles of Conduct (summarised as follows):

**Recommendation 1** - The principles of conduct in the Councillors' Code should be revised to reflect, as far as possible, those revised principles and descriptors provided in the MLA Code approved by the Assembly in June 2015. There is a proposal to change the principles from "enforceable" to "aspirational."

**Recommendation 2** - Consideration should be given to making the current principle of "Public duty" an enforceable rule in the Councillors' Code.

**Recommendation 3** - The Review Group recommends the following wording for the new Rule of Public Duty –

#### ***"Public Duty***

*You shall uphold the criminal law. You fail to uphold the law only if you are convicted of, or admit formally, an offence committed when acting in your capacity as a Councillor."*

**Recommendation 4** - The principles of conduct in the Councillors' Code should be considered aspirational, in line with the revised principles in the MLA Code approved by the Assembly in June 2015.

**Recommendation 5** - The Review Group recommends that paragraph 3.2 in Part 3 of the current Councillors' Code should be revised as follows –

*"Councillors should observe the following principles of conduct. Whilst these principles will be taken into account when considering the investigation and determination of any potential breaches of the rules of conduct, the Principles are not themselves enforceable."*

### **Part 8 – Decision Making**

The Review Group heard a number of views expressed with regard to Part 8 of the Councillors' Code. These views highlighted areas of a Councillor's work which seemed to be hindered by the application of some of the decision-making rules in Part 8 of the Code and the need for consistency in its application and clarity for Councillors to determine how they should work within their Council and serve their constituents.

The Review Group made two recommendations to address these issues:

**Recommendation 6** - The wording of Rule 8.1 in the Councillors' Code should be revised, so that:

- Rules 8.1(a) to (h) apply to all decisions; and
- Rules 8.1(i)-(l) apply to quasi-judicial decisions (e.g. planning, licensing, etc.), to decisions on appointments and the awarding of contracts.

**Recommendation 7** - The Review Group recommends that Part 8 of the Councillors' Code should be revised in accordance with the previous recommendation (the revised wording is contained at Annex A or page 36 of the Review Working Group Report).

### **Proposed amendments to the Councillors' Code**

The Department had produced a revised version of the Councillors' Code (Annex B of the documents which had been enclosed) incorporating the proposals of the Review Group and were seeking any comments on it and, in particular, any response to the questions set out below on the specific changes.

### **Amendments to Part 3 (the Principles)**

In summary, the Principles had been amended as follows-

#### **Principles**

#### **The following were the changes to the principles:**

- The principles had been amended to reflect the content and wording of the MLA Code. Members were referred to Annex B of the revised code and document marked "Current Principles" so that they could compare the changes;
- The current Principle of "Public Duty" had been removed. Public Duty was now an additional rule (see Rule 4.2 of the revised Councillors' Code);
- Paragraph 3.2 of the Councillors' Code had been amended to clarify that the Principles were now considered to be aspirational and not enforceable on their own, in line with the MLA Code.

**Question 1. – Do you agree with the changes made to the Principles contained in the Councillors' Code?**

**Question 2. – Do you agree that the Principle of “Public Duty” should be replaced with an enforceable rule?**

**Question 3. – Do you agree that the Principles should be aspirational rather than enforceable on their own?**

**The Department is also seeking any additional information which may support your views on the above.**

#### **Amendments to Part 8 (Decision-Making)**

Part 8 (Decision-Making) of the Councillors' Code had been amended to clarify that Rules 8.1 (a) to (h) would apply to all Council decisions and that, in addition, Rules 8.1 (i) to (l) will apply to quasi-judicial decisions (for example, planning and licensing) and to decisions on making appointments and the awarding of contracts.

**Question 4. – Do you agree that Rules 8.1 (a) to (h) in Part 8 should be applied to all decisions?**

**Question 5. – Do you agree that Rules 8.1 (i) to (l) should only apply to**

**(a) quasi-judicial decisions;**

**(b) making appointments; and**

**(c) the awarding of contracts?**

**The Department is also seeking any additional information which may support your views on the above.**

#### **Additional recommendations of the Review Group**

The Review Group, during its evidence gathering sessions, also heard concerns from the participants on matters which were outside the remit of the Review Group and not part of the Councillors' Code i.e. Training, Advice and Procedures. The Review Group considered it important to highlight in its Report those concerns which were consistently raised – these had been set out in the Review Group Report as Emerging Issues together with recommendations for consideration.

The Department welcomed any comments you may have on these Emerging Issues and the recommendations of the Review Group (page 38 of the Review Group Report). The Department would consider these comments as part of its development of any future changes to the Ethical Standards Framework in Councils and its delivery and effectiveness.

#### **Officers' comments**

Regarding amendments to Part 8: It was noted that (a) to (h) of the General Rules would apply to all Council decisions, whereas (i) to (l) would only apply to quasi-judicial decisions, for example, planning, licensing and contracts. In summary the rules at (a) to (h) related to Councillors being objective, unbiased, and fair, and also in summary (i) to (l) prevented lobbying other Councillors, organising support for or against a particular item, complying with the

collective party view which was contrary to their own, and acting as an advocate to promote a particular matter.

Officers were of the view that the Department needed to provide clarity and guidance as to how a Councillor who was just having to apply rules (a) to (h) reconciled and differentiated those rules from the overall ethos of (i) to (l), as the ethos of the rules in (a) to (h) were arguably the same as those of (i) to (l) and vice versa. Therefore the Department should provide further guidance as to why different rules applied to different decisions.

Proposed by Councillor Webb

Seconded by Councillor Brett and agreed that

**a) a corporate response to the consultation, on the basis of Officers' comments, be submitted to the Department for Communities**

**b) Members may respond on an individual or party political basis.**

*ACTION BY: Paul Casey, Legal Advisor*

### **3.2 HR/HR/1 POLICY ON ACTING UP ALLOWANCES AND HONORARIA**

Members were reminded that in accordance with the National Terms and Conditions of Employment for local government staff, local arrangements needed to be established for recognising temporary additional duties where employees acted up in the absence of more senior employees, or undertake additional, onerous duties.

In these circumstances, honoraria payments may be made in line with the Honorarium and Acting Up Policy which sought to ensure that honoraria payments are transparent, properly considered, subject to proper review and implemented on a consistent basis.

Proposed by Councillor Bingham

Seconded by Councillor McClelland and agreed that

**the Honoraria and Acting Up Policy be approved.**

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

### **3.3 FI/FIN/9 PROMPT PAYMENT PERFORMANCE**

Members were reminded 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, which were thereafter published on DfC's.

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

The default target for paying invoices, where no other terms were agreed, was 30 days. (N.B. 30 days target is 30 calendar days and 10 days is 10 working days).

The Council's prompt payment performance for the period **1 October 2016 to 31 December 2016** was set out below.

During the above period the Council paid 8,160 invoices totalling £9,765,672.

The Council paid 6,997 invoices within the 30 day target. (86%)

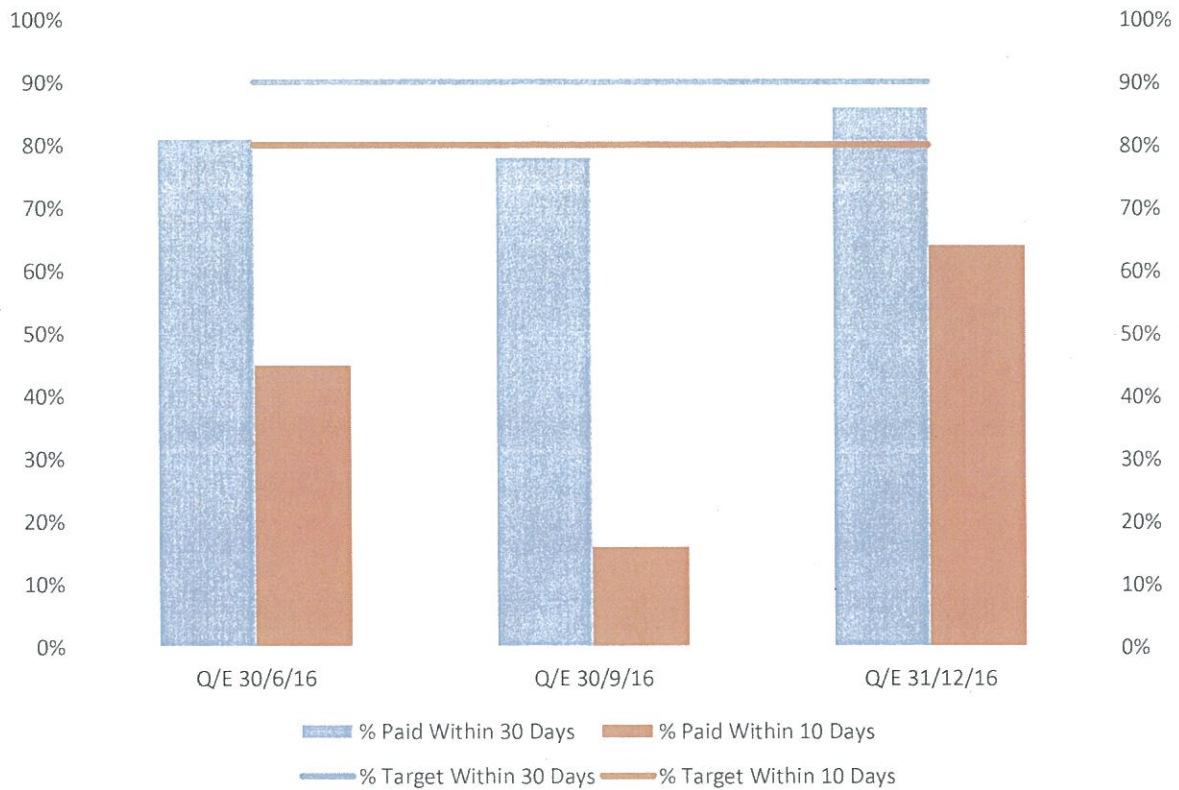
The Council paid 5,258 invoices within the 10 day target. (64%)

The Council paid 1,163 invoices outside of the 30 day target. (14%)

The results for the three quarters, year to date, were as follows:

<b>Period</b>	<b>Total Number of Invoices Paid</b>	<b>% Paid Within 30 Days</b>	<b>% Paid Within 10 Days</b>	<b>% Paid Outside 30 Days</b>
q/e 30 June 2016	5,273	81%	45%	19%
q/e 30 September 2016	7,192	78%	16%	22%
q/e 31 December 2016	8,160	86%	64%	14%

## Percentage of Invoices Paid Within Target



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

Significant improvement had been made in quarter ended 31 December 2016 'within 10 day' banding mainly due to the reduction in time taken by finance staff to register invoices. The further improvement was due to the introduction, from 1 November 2016, of two payment runs per week.

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

Proposed by Councillor McClelland  
 Seconded by Councillor Hamill and agreed that

**the report be noted.**

*NO ACTION*



### **3.4 G/MSMO/41 MEMBERS' ATTENDANCE AT COUNCIL AND COMMITTEE MEETINGS**

Members were reminded that it had been agreed at the January 2017 meeting of the Policy and Governance Committee that a report be submitted detailing Members' attendance at Council and Committee meetings since the commencement of this term of the Council.

Members' attendance at Council and Committee meetings from the first meeting of Antrim and Newtownabbey District Council on 26 June 2014 up to Antrim and Newtownabbey Borough Council meetings in November 2016 is detailed in the documents, which had been enclosed.

The attendance had been recorded for each of the Committees and the Council meetings and a summary sheet had been prepared to show the total attendance for these periods. Committee attendance had been recorded in respect of Committee members only (other Members could attend these meetings if they wish; however these attendances were not included in the statistics).

It had also been agreed at the Policy and Governance Committee meeting in January that a summary table detailing the number of Committees each Member is currently nominated to be provided and this document was also enclosed.

Members agreed that these reports and six monthly attendance reports be published on the Council's website going forward.

Proposed by Alderman Barr  
Seconded by Councillor Hamill and agreed that

**the report be noted.**

*NO ACTION*

### **3.5 FI/ICT/14 FREE PUBLIC WIFI PROVISION IN THE BOROUGH**

#### **Council Facilities**

Members were advised that a number of our Council Facilities currently offer free WiFi to the public. Additional facilities had been identified and would have Council WiFi rolled out over the coming months.

Free public WiFi was available to the user by connecting to the ANBC\_Guest network. Our current WiFi infrastructure was built using an enterprise-class, fully cloud managed solution.

Council IT had full visibility over the entire wireless estate and could monitor usage in real time.

The WiFi solution provided many security features including content and application filtering as well as continuous network scanning for rogue access points which may prove to be harmful.

Free public WiFi was currently available in the following locations:

<b>Mossley Mill</b>	<b>Theatre at the Mill</b>
<b>Ballyearl LC</b>	<b>Valley LC</b>
<b>Sixmilewater LC</b>	<b>Antrim Forum</b>
<b>Crumlin LC</b>	<b>Antrim Civic Centre</b>
<b>Environmental Services Depot</b>	<b>Central Services Depot</b>
<b>Sixmilewater Caravan Park</b>	<b>Jordanstown Loughshore Caravan Park</b>
<b>Greystone Community Centre</b>	<b>Antrim Castle Gardens</b>
<b>Neilsbrook Community Centre</b>	<b>Antrim Sports Stadium</b>
<b>Allen Park</b>	

In addition, WiFi would be rolled out to the following Council locations during February and March 2017:

<b>Ballyclare Town Hall</b>	<b>Lilian Bland Pavilion</b>
<b>Ballyduff Community Centre</b>	<b>V36 Outdoor Space</b>
<b>Monkstown Jubilee Centre</b>	<b>Sentry Hill</b>
<b>Whiteabbey Community Centre</b>	<b>Mossley Pavilion</b>
<b>Rathenraw Community Centre</b>	<b>Muckamore Community Centre</b>
<b>Parkhall Community Centre</b>	<b>Rathfern Social Centre</b>

Once complete, all Council facilities with a significant footfall would have free public WiFi.

### **Town Centre WiFi**

Following a recent successful funding application to the Department for Communities, a procurement exercise was carried out to supply and maintain a town centre WiFi scheme to Antrim Town.

Installation was due to commence in February 2017 and would be completed by 31<sup>st</sup> March 2017.

The scheme would be maintained by a third party, under the guidance of Council officers.

A map had been attached which showed the anticipated coverage throughout Antrim Town.

Proposed by Councillor Bingham  
Seconded by Councillor Kells and agreed that

**the report be noted.**

*NO ACTION*

### **3.6 FC/G/25 PAYMENTS REPORT**

The schedule of payments for Antrim and Newtownabbey Borough Council dated 20<sup>th</sup> December 2016 to 13<sup>th</sup> January 2017 and schedule of manual payments for December 2016 had been enclosed, with any payments over £5,000 having been analysed in more detail.

Proposed by Councillor Webb  
Seconded by Alderman Agnew and agreed that

**the report be noted.**

*NO ACTION*

### **3.7 FI/FIN/4 BUDGET REPORT – APRIL 2016 TO DECEMBER 2016**

A budget report for the period April 2016 to December 2016 had been attached for Members' information.

For the period the Council's variance on Net Cost of Services was £581k 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 on a pro-rata basis, this resulted in an increase in the Council's General Fund of £14k.

Members noted that the report was in a different format from previous reports and was designed to give a clearer insight into the Council's financial performance to date.

Members were invited to give feedback on the new format.

Proposed by Councillor Webb  
Seconded by Councillor McClelland and agreed that

**the report be noted.**

*NO ACTION*

### **3.8 CCS/EDP/7 QUARTERLY SCREENING REPORT AND EQUALITY TRAINING**

Members were reminded that under the Council's Equality Scheme it had been agreed to report a quarterly screening update, in relation to policy screening specific to Section 75 duties.

Appendix 1, which was enclosed, noted the policies screened and reported to the appropriate Committees, for the reporting period October to December 2016. For information, Appendix 2, which was enclosed, detailed the agreed methodology applied to new and revised policies.

Members were advised that staff training relating to Equality Screening had been rolled out in October 2016 and further sessions were planned to ensure that the residual staff are trained.

Proposed by Councillor Brett  
 Seconded by Councillor Hamill and agreed that

**the report be noted.**

NO ACTION

### 3.9 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 had helped to fill posts on a temporary basis whilst new structures were being designed and approved for filling on a permanent basis. There was salary provision for posts filled and grants for the posts that secure extended funding. An approval system via the CLT was in place for all agency resources and a procedure for hiring agency workers.

The table below provided an update for Members on the use of agency staff as at December 2016.

Reason for Agency Worker	Number of Agency Workers	Position Covered
Additional Resource	22	4 x Seasonal Grounds Maintenance 4 x Operatives, Bruslee & O'Neill Road Sites IT Systems Assistant Cleaner, Sentry Hill Community Development Assistant Economic Development Project Officer Graphic Designer Financial Accounting Assistant Accounts Assistant HR Officer Clerical Assistant (Fleet) Clerical Officer, Environment & Leisure Clerical Officer, Business Support Cleaner (TATM) Caretaker (Community Centres) Admin Assistant
Filling Funded Posts	6	Clerical Assistant Affordable Warmth Project 4 x Affordable Warmth Project Officer Grange Community Project Officer
Covering Sickness/Maternity	5	Customer Services Assistant Information Governance Assistant Environmental Health Officer Household Recycling Attendant Arts Development Officer

Reason for Agency Worker	Number of Agency Workers	Position Covered
Covering vacancies until structures filled	9	2 x Enforcement Officer Clerical (Building Control) 3 x Environmental Health Officer Receptionist (Clotworthy) Leisure Attendant CSD Supervisor
Covering career breaks/secondments	5	Heritage Assistant Technical Officer (Building Control) IT System Support Assistant Neighbourhood Renewal Coordinator Conferencing and Cultural Events Manager
<b>TOTAL</b>	<b>47</b>	

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

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

Proposed by Councillor Hamill  
Seconded by Councillor McClelland and agreed that

**the report be noted.**

*NO ACTION*

### **3.10 G/MSMO/27 MEMBER DEVELOPMENT WORKING GROUP – EVALUATION OF COURSES**

Members were reminded that Antrim and Newtownabbey Borough Council had met the standard of the Northern Ireland Charter for Elected Member Development and had therefore been awarded Charter status for three years from the 10<sup>th</sup> December 2015.

The Council had committed to a process of continuous improvement over the next three years to build on this achievement, and work had been underway to prepare for the achievement of the Charter Plus accreditation. A further report would soon be made to advise Members of the Charter Plus assessment and proposed dates.

It was intended that the assessment against the Charter Plus framework would take place this year.

Connected to this and in line with the Member Development Policy, evaluation reports would follow relating to Members who attended courses supported by the Member Development Continuous Professional Development Scheme 2015-2016.

Proposed by Councillor Brett  
Seconded by Councillor Hamill and agreed that

**the report be noted.**

*NO ACTION*

Evaluation of the Mediation Training Course to be further explored in relation to its suitability for Members and an update report be provided.

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

### **3.11 CE/GEN/40 CORPORATE IMPROVEMENT PROJECTS – PROGRESS UPDATE REPORT**

Members were reminded that Part 12 of the Local Government Act (Northern Ireland) 2014 put in place a new framework to support the continuous improvement of Council services. The Council's Corporate Improvement Plan 2016/17 was approved in June 2016 and eight project teams had been established to ensure the delivery of the agreed outcomes were achieved.

A progress report was attached for Members' attention.

Proposed by Alderman Agnew  
Seconded by Councillor McClelland and agreed that

**the Corporate Improvement Plan progress report is noted.**

*NO ACTION*

## **4 ANY OTHER BUSINESS**

Councillor Webb requested that a review of the Sound Systems in the Council's meeting rooms be carried out, in line with disability compliance, and any remedial work identified be completed.

*ACTION BY: Andrea McCooke, Director of Organisational Development.*

### **PROPOSAL TO PROCEED 'IN CONFIDENCE'**

Proposed by Councillor Webb  
Seconded by Councillor Hamill 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**

**IN CONFIDENCE**

**3.12 G-LEG-14/35 65 O'NEILL ROAD, NEWTOWNABBEY**

Members were reminded that this matter had come before the Policy and Governance Committee on 8 November 2016.

Members were referred to the maps which had been enclosed.

**UPDATE**

Since the date of the last Committee meeting it had recently come to the attention of Officers that the area shaded green in Map 3 was registered to the owners of 65 O'Neill Road. The physical border for the area shaded green was not within the boundary of the site of 65 O'Neill Road and was contained within the Council's land at Carnmoney Cemetery.

In order to rectify the matter the proposition from the landowner's solicitor was that:

- the Council agree to transfer the pieces of Council registered land outlined in Map 1 to the owners of the site known as 65 O'Neill Road; and
- the owners of 65 O'Neill Road transfer the area shaded green in Map 3 to the Council.

There would be no land transfer costs between the parties.

This would be dealt with in-house by the Council's legal advisor.

[REDACTED]

[REDACTED]

**BACKGROUND**

In August 2015 the Council received a letter from a solicitor's firm on behalf of their client who owned land at 65 O'Neill Road, Newtownabbey. This land was on the site of the business known as Robert Hart Memorials. Their client and their successors in title had been in exclusive occupation of the lands since 1988.

It transpired that part of the lands comprised in the above property were registered in the name of Newtownabbey Borough Council. The solicitor stated that the boundary of the land had not been altered in any way and that the owners had been in exclusive occupation of the lands for in excess of twenty years without knowledge of the Council's title.

[REDACTED]

Map 1 outlined the Council registered land within the site and was marked in red. Map 2 showed the area where the site was located.

[REDACTED]

Land and Property Services valued the Council registered land at £1,000.

[REDACTED]

[REDACTED]

Officers proposed that the Council agrees to enter into negotiations with the landowner's solicitors to sell the Council registered land for no less than £1,000 on the grounds that the Council would agree to the rectification of title.

At the Policy and Governance Committee meeting on 8 November 2016 Members agreed to this proposal i.e. that Officers enter into negotiations for the sale of the Council registered land for no less than £1,000 on the grounds that the Council would agree to the rectification of title.

## **CONCLUSION**

Officers were of the view that the Council should no longer pursue the option of selling the strips of land and should agree to the transfer of the registered portions of Council land contained within the site known as 65 O'Neill Road to the owners of the said site, and to the transfer of the area of land registered to the owners of the said site which was currently being used by the Council to the Council.

Proposed by Councillor Hollis  
Seconded by Councillor Bingham and agreed that

**the transfer of the registered portions of Council land contained within the site known as 65 O'Neill Road to the owners of the said site, and the transfer of the**



area of land registered to the owners of the said site which is currently being used by the Council to the Council, be approved

The above is subject to all the necessary legal verifications.

*ACTION By: Paul Casey, Legal Advisor*

## IN CONFIDENCE

### 3.13 FI/PRO/TEN/94 TENDER FOR VEHICLE CAB AND BODY RESPRAYING

Members were advised that three tenders for vehicle cab and body respraying were opened via e-SourcingNI on 7 November 2016 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 using criteria such as tenderers' professional conduct, economic and financial standing, management systems and practices, previous relevant experience, location of premises and declarations and form of tender. One of the tenders did not meet all the requirements of Stage 1 of the assessment and therefore did not proceed to Stage 2 – Award Stage. The remaining tenders were evaluated as follows:

#### STAGE 2 – AWARD STAGE

##### Technical Assessment

The remaining tenderers declared that their tenders met all the requirements of the specification of services and therefore proceeded to the next stage to be evaluated on the basis of cost (100%) as follows:

##### Cost Assessment

<i>Tenderer</i>	<i>Total Contract Cost (£) (excl. VAT)</i>	<i>Total Score %</i>
Crawfords Accident and Repair Centre	46,800.00	100.00
██████████	██████████	90.54

Proposed by Alderman Agnew

Seconded by Councillor Maguire and agreed that

**having achieved the score of 100%, the tender submitted by Crawfords Accident and Repair Centre, at a total contract cost of £46,800.00 (excl VAT), for vehicle cab and body respraying, be accepted.**

ACTION BY: Sharon Logue, Procurement Manager

**PROPOSAL TO MOVE OUT OF 'IN CONFIDENCE'**

Proposed by Councillor Maguire  
Seconded by Councillor Hamill 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 6.50pm

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