

**Southern Investment Zone Steering Group Meeting
Wed 11th January 2017, Civic Building, Craigavon at 10.00 am.**

Attendees:

Hilary Singleton (HS), Chair
[REDACTED] OFMDFM

Cathal Boylan (CB)

Catherine McIlrney (CI) DSD rep replacing Jerome Burns (JB)

Arlene Barton LP Capital Builds ACBCDC

Colin McCusker

Arlene Barton (AB) – Representing - ACBCBD Council Lead Partner

Seamus McCrory arrived just as meeting was ending

Item 1&2 – Welcome and apologies

HS welcomed everyone to the meeting. AB advised that Seamus would be late to the meeting. [REDACTED] advised Sonia has left the Council on a temporary secondment. Newry Mourne and Down District Council have issued an update report on the "Work It" Project for today's meeting. The Programme Manager is still Sarah McClory.

HS reported that the first anniversary event for the Work It project had taken place in Portadown since the last meeting and that she, Cathal and Colin had been present at what was a very positive event attended by Junior ministers Alistair Ross MLA and Megan Fearon.

3. Conflict of Interest

As it was the start of a new year [REDACTED] distributed fresh COI forms and asked members to complete these to keep records current.

4. Minutes and actions of previous meeting.

Minutes- minutes of last meeting (21/09/16) had been circulated in advance of meeting these were agreed without amendment.

5. Report from revenue Lead Partners

[REDACTED] gave the following report

Southern Zone Work It project

January 2017
Up date report

Participants:

177/160 participants supported:

90 are currently supported

87 have completed or left the programme.

Of these 87:

39 have completed 48 weeks and 18 of these have moved into sustained employment

11 have left the programme before the 48 weeks were completed for sustainable employment

3 have left the programme early for other training opportunities

34 have left the programme early before completing 48 weeks or moving into employment or training.

A total of 29 participants have obtained sustained employment via the Work It programme to date.

66/177 participants are under 18

139/177 participants are under 25

Training actual to date and programme total target indicator:

23/48 Team building sessions

245/160 accredited training with an addition 29 courses provided by the employers

173/160 training/ development sessions

40/60 improving employability courses

Target indicators Actual/ Target (End of December 2016)

Participants supported – 177/145

Team Building Sessions – 23/25

Accredited training courses – 245/135

Training/ Development sessions - 173/136

Improving Employability courses – 40/36

Community Projects – 257/259

Examples of Accredited training that has been provided to participants:

CIEH Level 3 (environmental Health)

CSR Visitors Pass (construction)

Effective minute taking

Archery Leader Award

IBAT Diploma in Computer Programming

ICQ Stores Level 2

ITIL Foundation course (IT service management)

Level 2 business Administration

Level 2 Diploma in Barbering

Level 2 Food Hygiene

Level 2 Childcare

Level 3 advice and Guidance

Level 4 Nutrition

Sage Accounts Level 1 & 2

SIA CCTV

Manual handling

Forklift training

Child Protection Training

Community Projects:

257/500 community projects have been completed

Over view:

To date The 'Work It' Project is on course to achieve all target indicators with sizable over achievement in the area of accredited training and training and development sessions.

Feedback from participants and employers demonstrates this programme is unique in that it is not prescriptive in the training that participants must avail of. The programme has

allowed for training provision to be tailored to the needs and capacity of the individual and employer requirements , high number of participants that have obtained sustainable employment after completing the 48 week programme (currently 47%, while the national target for employment programmes is 24%) According to the NISRA data returns participant satisfaction with the programme is very high.

The last opportunity to recruit participants will be March 2017 with the final cohort of participants completing the programme in February 2018.

Good news stories

Participants:

██████████

One completer was 17 year old ██████████ who completed his Work IT placement in a local factory. There were no employment opportunities at the end of his placement with the Host Employer.

With some Job Search support ██████████ applied for work in another local factory. The employer was overwhelmed that a 17 year old was coming to him First Aid trained, with almost a year's work experience, a quality CV, a Forklift Licence and Level 2 Qualifications in English and Maths.

██████████ left school with no GCSEs English and Maths but really grasped the opportunities that were available to him via the Work It programme and gained Essential Skills in English & Maths at Level 2 which is the equivalent to GCSE.

██████████

██████████ is another young participant (17 years old) who didn't do well in the classroom environment. He was placed with a local mechanic and started Essential Skills training however attendance at these classes affected his mood and home life, after talking with his parents it was decided to pull him for the training and allow him to complete some short courses. Consequently, ██████████ excelled in work placement and proved himself to be very hard working with an impressive set of occupational and transferable skills. At the end of the 48 weeks ██████████ commenced employment with his Host Employer. Had it not have been for the Work IT Programme Emmett would not have had the chance to prove his work ethic and dedication to his employer.

Community Projects:

A total of 257 Community Projects have been completed to date across Lurgan, Portadown, Coalisland and Newry.

Upon reviewing pictures that are taken at these events there is an over whelming sense of Community.

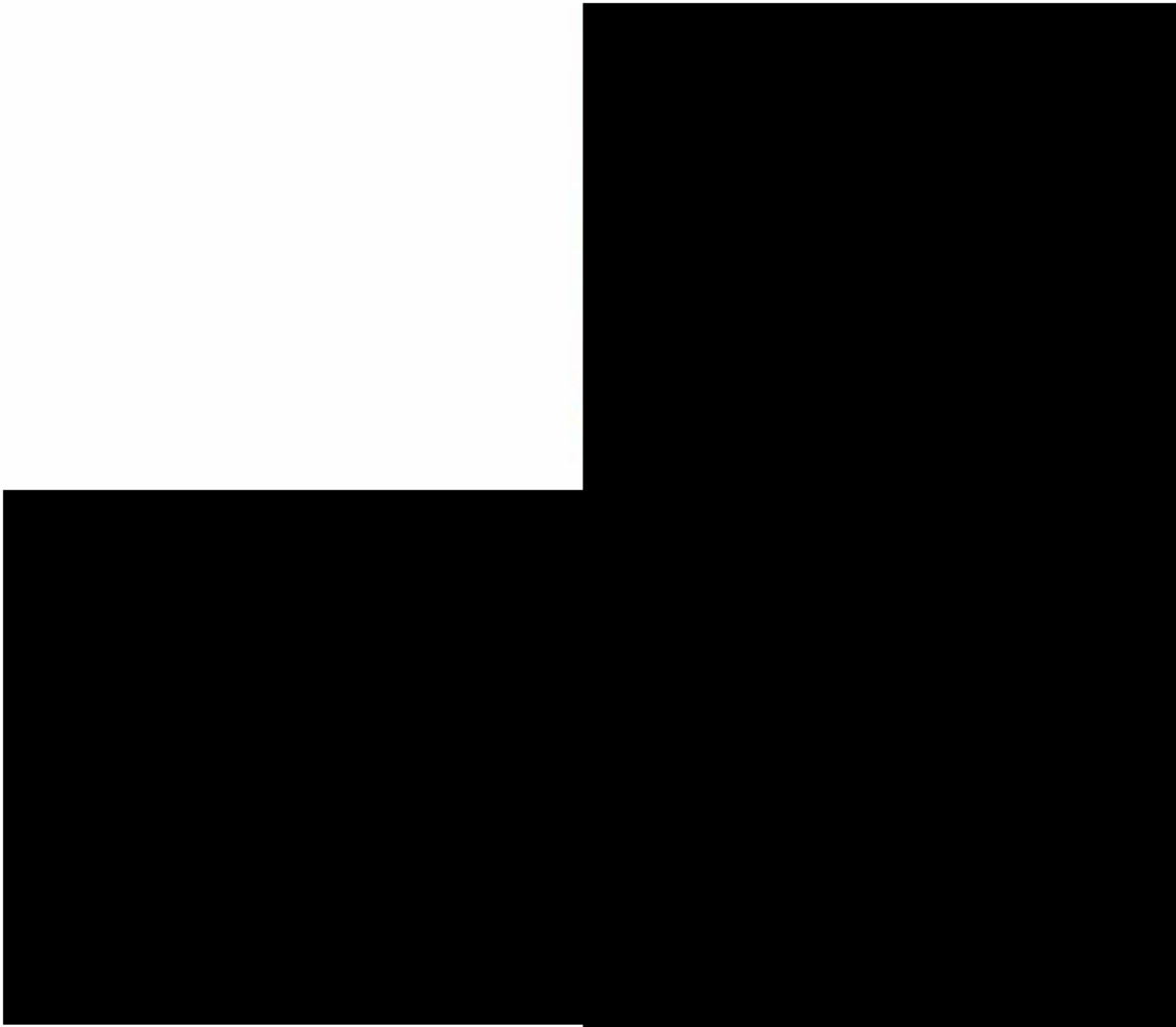
One that took place recently was Santa Saturday at Davina's Ark, supported by a Work IT participant there were upwards on 70 people attended the event.

Mr and Mrs Claus attended; there were crafts for kids, face painters and some light refreshments.

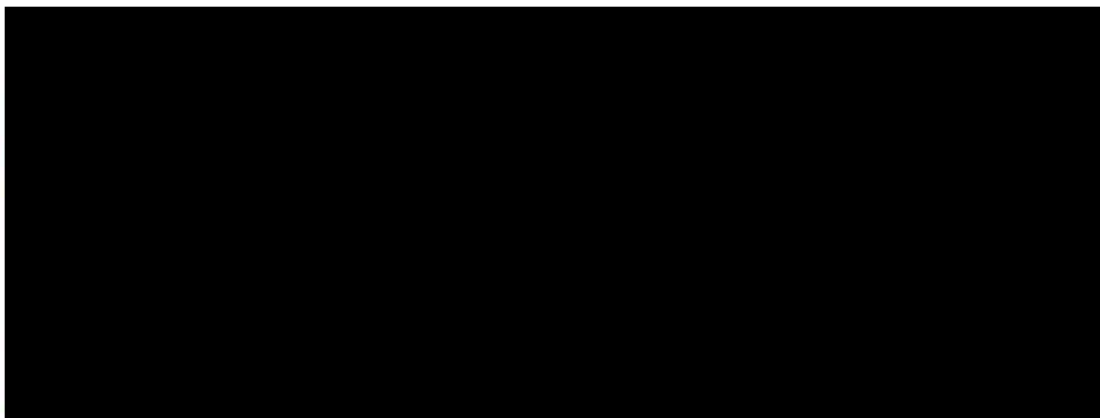


This was great event that brought the community together.

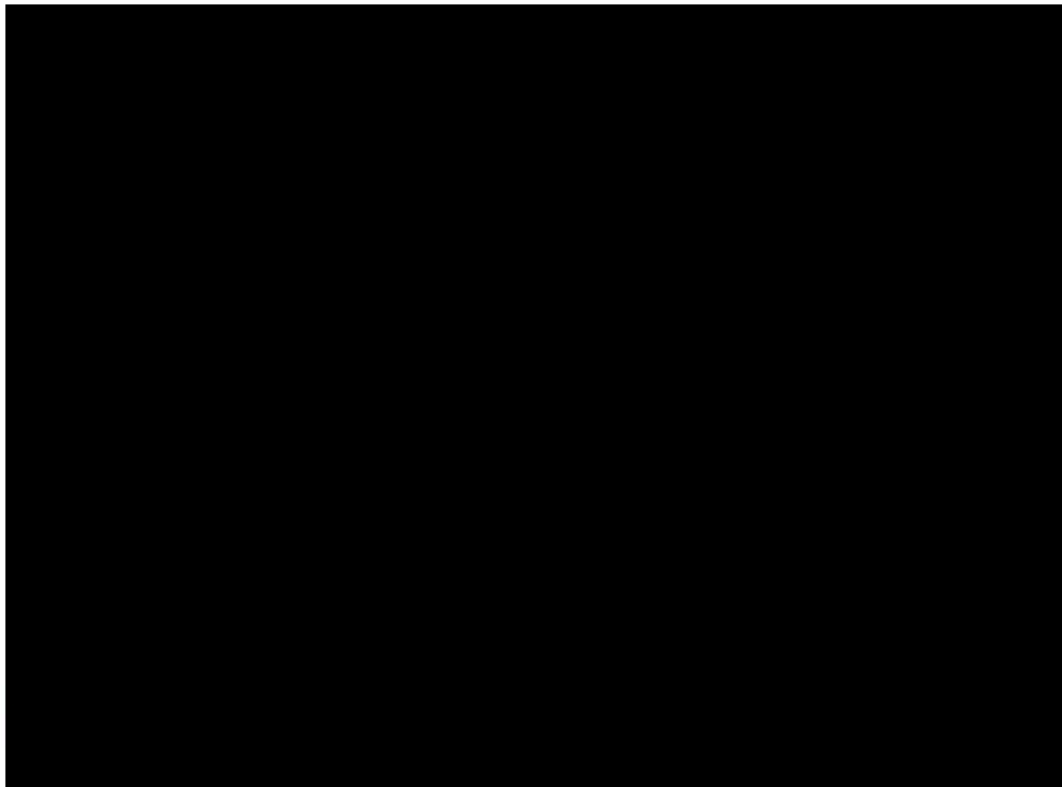
Further to this event a group of young participants worked in conjunction with a local youth Club to purchase, create and deliver some care packs to those who would be spending Christmas in the Bluestone Unit which specialises in Mental Health at this peak time. Theses packs were warmly welcomed by the team and patients at Craigavon Area Hospital.



A cross community tea dance at the ash grove community centre was a huge success with jo jingles movement and dance company.



Kids crafts at the Order of Malta in Coalisland.



Group had a few queries on the Data that [REDACTED] advised he would pass to Lp to address ant next meeting ;

- Is there an interim evaluation if so can this be shared
- [REDACTED] advised there would be Dashboards and would ask the LP to discuss these at the next meeting
- Group would also like more information on the breakdown of people leaving (reasons they left, if they got a job and/or if we followed up)

CB commented that in the whole the report and the project is very positive. It is great to see that the Steering Group's first priority project is delivering on the plans and outcomes that were intended when it was selected as the most important project.

6 – Report from Capital Lead Partners

Steering Group Meeting

**Armagh City, Banbridge and Craigavon Borough Council
11th January 2017**

1. SUSTAINING THE INFRASTRUCTURE

Overview

The revised Economic Appraisal is in the process of being amended and approved by the Department in light of receiving the PTEs. This will need re-approval from Finance, Economists, FSC and DFP. The Council await revised LoO detailing the upgrade in costs.

The next step will be ITT and procurement process for Contractors.

Current budget estimates attached at Appendix I

a. **Clogher LOL**

The legal dispute between Clogher & District Pipe Band and the Trustees of the Hall has been resolved. A new project promoter called Clogher Old Market House Community Development Initiative will move the project forward.

Due diligence on the new project promoter is at the final stages and will be completed in due course.

Once complete the Council will request a letter to proceed from the Executive Office to allow the Council to instruct the necessary building surveys. Until these surveys have been completed we will not know the full extent of the works required. However, early indication suggests the works will be considerably more than the original budget.

b. **Corcraín LOL**

The Executive Office agreed to complete a combination of requested and essential works. This will ensure that the building is fit for purpose.

The Pre-tender estimate has been received from the Design Team and forwarded to the Executive Office and CPD which have been verbally validated. On receipt of written response the Council will instruct the Design Team accordingly.

Planning permission has been applied for but not yet approved.

c. **Brownstown Campus**

The Pre-tender estimate has been received from the Design Team and forwarded to the Executive Office and CPD which have been verbally validated. Approval received for plans submitted to building control. Certificate of Lawful Development and Full Planning permission for project proposal in place.

d. **Dromore Orange Hall**

Detailed design brief received and forwarded to CPD/EO. Confirmation received from department that costs have been validated by CPD. Due diligence information requested and updated project plan will be sent to department as soon as available. Project agreement to be finalised as soon as possible.

e. **Group 5 Projects – Holy Trinity Church Hall, Silverbridge Track and Carpark, Pearse Og**

The Pre-tender estimates have been received from the Design Team and forwarded to the Executive Office and CPD which have been verbally validated

f. **Group 1 Projects – Happy Days Playgroup, Richmount Childcare, Corcraín Shops, Underground Lurgan and Mount Zion House**

The Pre-tender estimates have been received from the Design Team and forwarded to the Executive Office and CPD which have been verbally validated

Corcraín Shops

Northern Ireland Housing Executive (NIHE)

NIHE have committed to replacing the roof on the entire block of units.

NIHE's estimated start date is mid to late January 2017.

Their timeline to complete the works is approximately 10 weeks.

SIF

SIF work will not begin until NIHE work is complete.

Planning permission has been granted for the scheme on 19 September 2016.

A Building Control application has been submitted but not yet approved.

g. **Gilford Community Club**

The Pre-tender estimate has been received from the Design Team and forwarded to the Executive Office and CPD which have been verbally validated

Planning permission has been granted for the project.

An application for Building Control approval will be submitted in due course.

2. **New Directions**

Kilcluney

The procurement process for contractors is now completed and William Rogers Construction has been appointed as Contractors. The Contractor took possession of the site on 12th December 2016.

It is envisaged works will take approximately 10 months.

YMCA

The procurement process for the Contractor is now complete and the successful Contractor was Ernest Watt & Sons. Unfortunately the contractor is unable to start works until 27 March 2017 and will be appointed in due course. This has been reviewed by the Executive Office and CPD.

3. **ARMAGH HARPS**

Current Offer –Armagh Harps

Project Costs	£1,424,500.00
Management Costs	£105,771.00
Total Eligible Costs	£1,530,271.00
Less Match Funding	£145,000.00
Eligible SIF Funding	£1,385,271.00

Overview

The procurement process for a Design Team will be a two stage process.

Stage 1 is PQQ and Stage 2 is ITT.

Stage 1 PQQ

- An advert was placed in the Belfast Telegraph on Friday 25th November 2016 for PQQP applications via e-sourcing from consultants to be included on a Randomly Selected List.
- The deadline for PQQP submissions was Friday 9th December at 12.00 noon and 22 PQQP submissions were received from which CPD generated the list of 6 against the pass/fail criteria.
- Assessment of the randomly selected 6 consultants took place on 20th December 2016.
- Due to one of the consultants failing to provide documentation CPD were requested to provide the next randomly selected company for an additional PQQP assessment.
- The additional company will be assessed on Thursday 11th January 2017.

Stage 2 ITT

- It is envisaged ITT documents will be ready late February 2017 and will go out for a 3 week period, subject to approval from the Executive Office and CPD.

4. COMMUNITY ENHANCEMENT THROUGH SPORT

Current Offer –Community Enhancement through Sport

Project Costs – Cullyhanna GFC	£282,125.00
Project Costs – Glady GFC	£339,448.00
Project Costs – Annagh FC	£261,491.00
Management Costs	£84,254.00
Total Eligible Costs	£967,318.00

Overview

Integrated Design Teams

The Executive Office propose to tender the 3No. projects as one tender competition to Integrated Design Teams and to appoint only 1No. Integrated Design Team to design and procure all 3No. projects.

Procurement of the Design Team will be a two stage process, Stage 1 will be PQQ and Stage 2 will be ITT.

It is envisaged Stage 1 will go out in approximately 2-4 weeks subject to Executive Office and CPD approval. This will go live for a three week period.

a. **Annagh FC**

- Due Diligence is complete.
- The Project Agreement is complete and has been signed by the Project Promoter.
- The Council will continue to satisfy the preconditions prior to moving to procure a design team.

b. **St Patrick's GFC Cullyhana**

- Due Diligence 98% complete.
- Await new title deeds for additional property acquired by project sponsor - to be forwarded for review by the Council's Solicitor. Title deeds to be signed by all Trustees – Note: Ulster Council representative Trustee has recently passed away.
- Executive Office to provide written confirmation of the increased project costs following latest CPD review.
- Request for letter to proceed will be forwarded once all CETS projects have completed due diligence.
- Draft Project Agreement sent for legal review to Council and Group Sponsor legal teams.
- Trustee signatures required for signing Project Agreement. Ulster Council representative Trustee has recently passed away.

c. **Clady GFC**

- Due diligence complete
- Project agreement documents sent to group for comment and review
- Request for letter to proceed will be forwarded once all CETS projects have completed due diligence
- Ulster Council representative trustee has recently passed away. Update from project promoter indicates that it could be some months before this issue is resolved.

5. **THOMAS DAVIS**

Current Offer-Thomas Davis

Thomas Davis GAC	
Construction Costs	£790,000.00
Professional Fees	£79,000.00
Council Management Fee	£28,250.00
Total Funding	£897,250.00
Budget Breakdown	
SIF Funding	£557,250.00
DfC Funding	£240,000.00
Newry Mourne & Down District Council	£100,000.00

Total Project Costs	£897,250.00
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Overview

- LoO received in September 2016
- The majority of due diligence has been completed
- Legal Services have advised Council to develop a MOU with Newry, Mourne and Down Council as per condition of assistance. However, there is no guarantee that TD will be successful/eligible for financial assistance through the Community/Sports Capital Financial Fund (letter attached). ACBCBC to work with NMD to find a solution and way forward.
- Council have updated the group.

As a result of the report and ensuing discussions a few points were raised by the Group:

- It was stressed that everything possible must be done to appoint the contractor for YMCA ASAP to avoid further delays ██████ to contact CPD re validation of costs
- CPD should be pushed on provide CETS validation and this should issue for procurement ASAP
- Catherine advised that as no budget had been set for DFC (or indeed any departments) the Thomas Davies funding could not be confirmed at present. It was also pointed out that the Letter from NMADC did not commit the Council to funding the project. AB advised that ABC council as Lead Partner would therefore be reluctant to sign a project agreement with Thomas Davis to commit to funding the project. ██████ advised he would take this back to the Department and work with LP to resolve these issues
- AB also raised concerns about the management fee for ABC Council for the combined projects, she wanted it formally noted in the minutes. The group asked ██████ and the Department to work with the LP to resolve this.

7 – Development Officer report

█████ advised that all projects had been reported on and that there was little further for him to add. HS asked about budgets and clarification on the current zonal position. ██████ advised that budgets were being reviewed due to changes in STI and ND and would report on these when the STI costs were agreed. At present the group have already prioritised the projects they want to see delivered across the zone. The Department will work to deliver all of these prioritised projects. Where possible the Department will take steps to deliver on the prioritised projects. The Department and Lead Partner (ABC Council) are now under contract for some of the projects and it is imperative that they now manage the costs to ensure these contractual agreements are delivered on.

8 – Election of officers

HS noted that as it was a year since the last election, new elections of the chair and vice chair should now take place. It was noted the vice chair had been empty since John Quinn had stood down and we should now fill this post. HS sought clarification on whether seat of chair could only be occupied for one year with an extension of one year. ██████ advised that that may have been the case at the very start however the Guidance notes for Steering Groups were updated in June 2014 and agreed by

each member and in them that no such limitation applies. The only stipulation is that the officers should be renewed on an annual basis (page 8).

Hilary Singleton stood down from her role as Southern Zone Steering Group Chair.

█ called for nominations for the role of Chair of the Southern Zone Steering Group. Cathal Boylan nominated Hilary Singleton and this was seconded by Colin McCusker.

█ called for nomination for Southern Zone Steering Group Vice Chair. Colin McCusker nominated Cathal Boylan and this was seconded by Hilary Singleton.

It was agreed that Carla Lockhart would be asked to ratify the nominations to agree the appointments.

9 AOB & next meeting

No AOB

Next meeting will be notified by █

Southern Investment Zone Steering Group Meeting
Wed 21st September 2016, Civic Building, Craigavon at 10.00 am.

Attendees:

Hilary Singleton (HS), Chair

██████████ OFMDFM

Cathal Boylan (CB)

Catherine McIlerney (CI) DSD rep replacing Jerome Burns (JB)

Sonia Burns LP Work IT programme

Arlene Barton LP Capital Builds ACBCDC

Carla Lockhart

Colin McCusker

Seamus McCrory (SC) – Representing - ACBCBD Council (arrived Late due to prior meeting)

Item 1&2 – Welcome and apologies

HS welcomed everyone to the meeting, No apologies received. Arlene advised Seamus had another meeting but was trying to make the meeting he may be late.

3. Conflict of Interest

No conflict of interests from those present.

4. Minutes and actions of previous meeting.

Minutes- ██████ advised he had IT problems and would forward these on. It was agreed he would circulate 1/12/15/, 06/04/16 and the May minutes were voting members were present.

5. Report from revenue Lead Partners

Sonia burns covered the following report

Southern Zone Work It project

September 2016

Update report

Participants:

143/160 participants supported:

105 currently supported

13 have gone into employment

25 left the programme

66/143 participants under 18

18/48 Team building sessions

114/160 accredited training with an addition 29 courses provided by the employers

173/160 training/ development sessions

29/60 improving employability courses

Community Projects:

230/500 community projects have been completed

Good news stories

Edgarstown Residents Association.

The Work IT Programme has proven to be successful at Edgarstown Residents Association (ERA)

Before Work IT the ERA centre operated only on a part time basis it has now become a fully staffed community hub.

With two participants placed there, this community hub has gone from strength to strength.

██████████ successfully runs the centre. Her time is spent making funding applications and communicating with service users.

She has implemented the SMILE programme which consists of befriending and supporting the elderly, running an after school's club as well as implementing initiatives such as 'Games on the Green' for school children during the summer holidays.

Edgarstown have secured funding from Northern Ireland Housing Executive for ██████████ to stay in post This is a direct result of her Work IT placement as through this she has proved that there is a necessity for this in the Edgarstown Community.

██████████ co-ordinates a street team; a group of volunteers who ensure that the residential areas and streets are kept clean, and free from litter and weeds. Not only has ██████████ acquired these care taking and maintenance skills which make him more employable but he

has been on a personal journey. Having been long term unemployed [REDACTED] has proven to have a remarkable work ethic, a caring personality and someone who takes great pride in his work and community.

Work IT staff has worked in partnership with ERA to develop successful community projects. The residents of Edgarstown have enjoyed community fun days and most recently Emergency First Aid training for children under 11 years of age.

[REDACTED] and [REDACTED] have proven to be Community Champions who through their Work IT placements have encouraged an environment where everyone can come together to celebrate an inherent sense of community.

Nigel Duke of ERA has commented on the Work It programme

"Over the past 12 months Edgarstown Residents Association has gone from strength to strength, this is in no small part due to the influence and impact of the Work It programme that through their wonderful staff team have helped, supported and enabled our staff members to take on roles and responsibilities that would not have been able to do otherwise."

[REDACTED] working on the streets



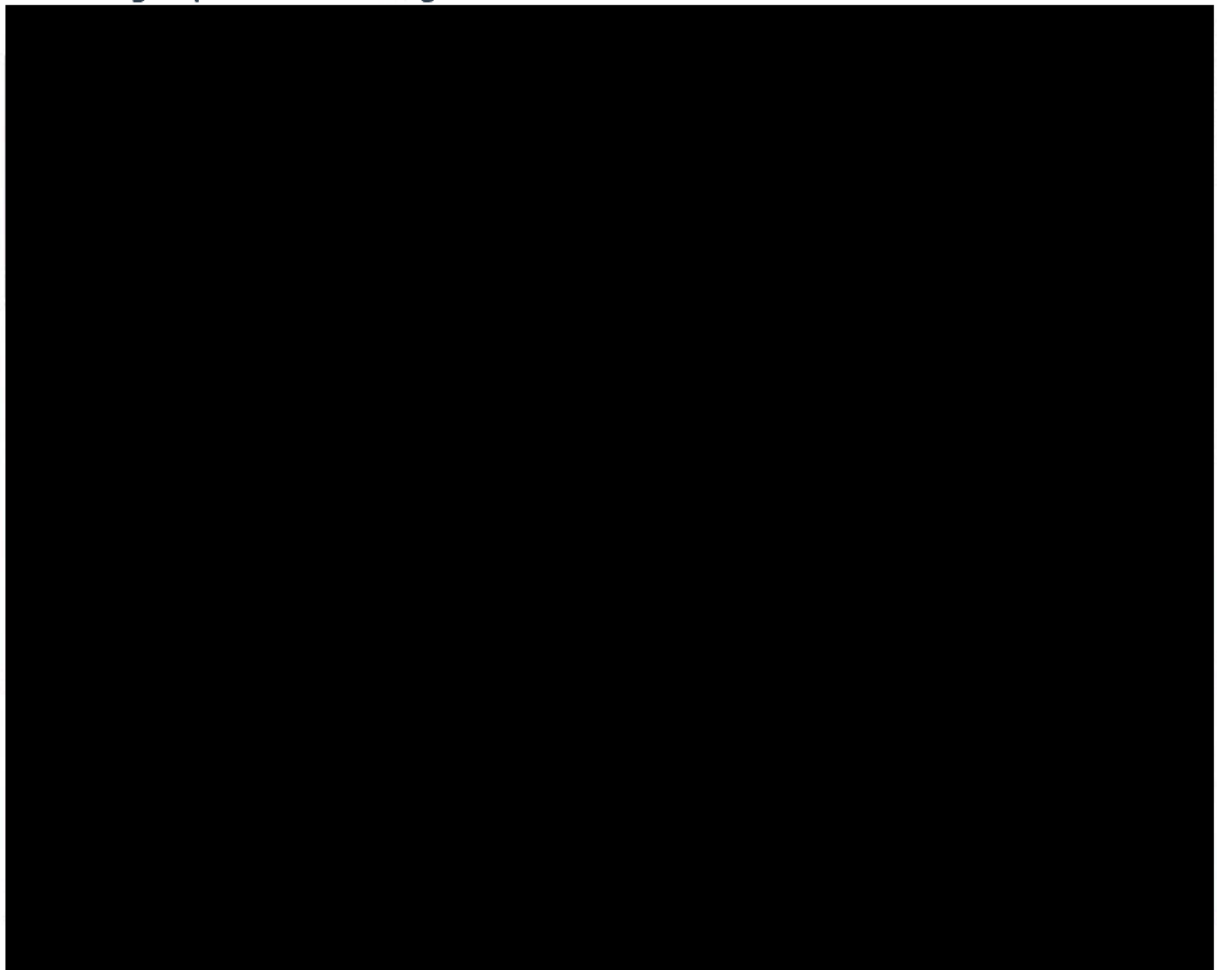
Before



After



Kids Emergency First Aid Training



Employer Testimonial (Peter McVeigh, Bush craft Centre ABC Council)

I would just like to give you an update from ABC council.

The ABC Council area has been working with Work It Programme for the past year or so in various sectors, however we at the Bushcraft centre at Kinnego have been working with two young adults who have had the chance to avail of this working partnership.

I would like to reflect that both individuals have not had a good chance at life, where unemployed, de motivated and had no prospect of finding work or even an employer who would give them a chance as they had no experience or skills.

Joining Bushcraft the individuals have been working with us for the past four months and I can say their work commitment, attendance and attitude is second to none.

These lads will be up skilled in many areas covering ground maintenance and outdoor leisure qualification to national standards.

I would like to state that without your programme and the partnership working with Council these individuals would have had little to no chance in the current climate to up skill and learn new qualification, more to the point their quality of life and self worth is being developed on a daily basis through mentor supervision with the Bushcraft instructors.

I believe this partnership working is essential to give hard to reach youth at least a chance to develop and train where they can become a valued part of the community and also participate themselves in the working environment.

We look forward to working with your office in the coming year.

Peter McVeigh
Project Officer
Waterside House
Kinnego Marina

Matthew getting one to one archery instructor training from Steven at the Bushcraft Centre



Steering group members asked various questions around participants and community projects. Sonia reported that the project board had agreed to extend the SOA for the catchment area that now included Banbridge. [REDACTED] confirmed that network personnel had fully exhausted the SOAs in the EA and that things had moved on in terms of competition for placements and areas of SOA. The Project board had agreed to the additional areas. He noted that the participants are still in SOAs and qualify for the training placement and that areas are within the Zone. Members accepted the rationale for this.

Members asked Sonia if she could clarify the SOA areas and the process for applying for a community project. They also asked to be copied into any events or PR messages that concerned the project. Sonia agreed to send the relevant information and keep members up to date. She advised there will be a celebration event in the near future.

Sonia advised Community projects had been slow initially and that the 500 target was not looking possible several months ago. However they had met with the SDO and a lot of work had been done with many more projects complete and scheduled and the LP is now confident that they will meet the target.

STG also want LP to provide an update at the next meeting re participants as the final numbers need engaged shortly to allow them to complete the intervention.

In all the Steering Group are very supportive of the project but they are eager to see a final push to ensure that targets and outputs can be met especially considering the deadline for participants is 48 weeks ahead of the end of the project to allow them to fully attend the intervention.

6 – Report from Capital Lead Partners

Steering Group Meeting

Armagh City, Banbridge and Craigavon Borough Council
21st September 2016

1. SUSTAINING THE INFRASTRUCTURE

Overview

The revised Economic Appraisal is in the process of being finalised and approved by the Department.

Pre- tender estimates have been requested for all projects. Current budget estimates attached at Appendix I

a. Clogher LOL

Early indication suggests the works will be considerably more than the original budget. Until a number building surveys have been completed to establish the full extent of the works required, there is no estimated budget. Unfortunately the Council are unable to proceed with the project until a legal dispute has been resolved between Clogher & District Pipe Band and the Trustees of the Hall regarding ownership of the lease.

b. Corcrain LOL

Initial inspections showed there were health and safety risks associated with the condition of the building. This work did not form part of the groups original bid, however this work is essential to maintain the building.

The Department agreed to complete a combination of requested and essential works. This will ensure that the building is fit for purpose.

The Council have received revised pre-tender estimate costs and these have been forwarded to CPD and the Department for consideration and comment.

c. Brownstown Campus

Pre-tender estimates received from Design Team and forwarded to CPD for cost validation.

Design team instructed to submit building control application, Certificate of Lawful Development for existing building received and planning application for extension submitted. Needed cert of lawful dev before planning permission applied for – got cert. last week

<i>Current estimated construction cost</i>	<i>£ 95,400.00</i>
Updated total project budget	£108,700.00

d. **Dromore Orange Hall**

Pricing document for the project promoter's proposal received from appointed architect on 15th September 2016. Costs will be sent through to CPD/department once reviewed by council project manager. Need drawings

Due diligence up to date so when project proposal is agreed and approved by department and costs are validated by CPD the project agreement can be entered into with Dromore Orange Hall Committee and letter to proceed requested.

e. **Group 5 Projects – Holy Trinity Church Hall, Silverbridge Track and Carpark, Pearse Og**

Design team have confirmed that pre-tender estimates will be available on the following dates;

23rd September 2016 – Pearse Og

30th September 2016 – Holy Trinity and Silverbridge Track and Carpark

f. **Group 1 Projects – Happy Days Playgroup, Richmount Childcare, Corcraín Shops, Underground Lurgan and Mount Zion House**

The Design Team have confirmed that pre-tender estimates will be available on the 30th September for all of projects in Group 1

Received planning permission for Corcraín shops and NIHE have advised that they should be on site in Nov 2016 to re roof the building hoping to be off site in Feb 2017

NEW DIRECTIONS

Overview

On receipt of the revised Letter of Offer from the Department, the Council have obtained delegated authority to sign and to appoint a contractor subject to all other issues being resolved.

a. Invitation to Tender – Contractor (ITT):

The Invitation to Tender documents (ITT) were prepared by the Integrated Design Team and reviewed by CPD. They were issued via e-sourcing to the Randomly Selected RS List of six Contractors as follows:

ITT issued: Friday 1st July 2016

ITT closed: Friday 5th August 2016 at 12 noon.

Tender assessment: Thursday 11th August 2016.

- b. Validation by CPD still being completed. The Council will now proceed to appoint contractors. However, there are a number of pre- conditions and legalities that need to be in place before Contractors can be appointed.
- c. New Planning permission has been obtained for the Kilcluney Hub project. Planning permission has been received
- d. Building Control approval to be obtained for YMCA project.
- e. Cost Review is attached Appendix II

g. ARMAGH HARPS

Current Offer –Armagh Harps

Project Costs	£1,424,500.00
Management Costs	£105,771.00
Total Eligible Costs	£1,530,271.00
Less Match Funding	£145,000.00
Eligible SIF Funding	£1,385,271.00

Overview

A new Letter of Offer has been received by Armagh City, Banbridge and Craigavon Borough Council at the end of March 2016 and was accepted in May 2016.

- a. Due Diligence has been collated and the draft Project Agreement has been reviewed by the Council’s Solicitor. A project agreement will be sent to the Project Promoter by Friday 23rd Sep 2016 posted yesterday. On receipt of a signed Project Agreement the Council will request a Letter to Proceed from the Department which will authorise Council to procure and appoint a design team.

h. COMMUNITY ENHANCEMENT THROUGH SPORT

Current Offer –Community Enhancement through Sport

Project Costs – Cullyhanna GFC	£282,125.00
Project Costs – Clady GFC	£339,448.00
Project Costs – Annagh FC	£261,491.00
Management Costs	£84,254.00
Total Eligible Costs	£967,318.00

Overview

Integrated Design Teams

The Executive Office propose to tender the 3No. Projects as one tender competition to Integrated Design Teams and to appoint only 1No. Integrated Design Team to design and procure all 3No. projects.

a. Annagh FC

- Due Diligence is on-going.
- Property title has been reviewed by the Council's Solicitor.
- Draft Project Agreement is being prepared and will be sent for legal review once complete.
- Council will continue to satisfy the preconditions prior to moving to procure a design team.

b. St Patrick's GFC Cullyhana

- Due Diligence 98% complete.
- Property title has been reviewed by the Council's Solicitor.
- Draft Project Agreement sent for legal review to Council and Group Sponsor legal teams.
- Executive Office to clarify size of new pitch as required dimensions are 90.0m x 130.0m – however the Economic Appraisal is based on dimensions of 90.0m x 110.0m – (thus 30.0m shorter in length than the minimum 30.0m required for competition games).
 - Dimensions to be agreed by EO and project sponsor for inclusion in Project Agreement.

c. Clady GFC

- Due diligence complete
- Draft project documents sent for review to Belfast City Council Legal Services.
- Title registration information requested by legal services from land web. Currently awaiting return of information from legal services.

Few points were clarified after discussion with the group.

Sustaining Infrastructure all PTEs are due shortly this will enable an amended EA to be presented for re-approval. This will need re-approval from Finance, Economists, FSC and DFP. This is likely to take us up to Christmas. Then the cases will have to have a ITT documents finalised and contractor procurement exercise. This means that we are anticipating a start date around April 17.

New directions has appropriate cover for the project and [REDACTED] will look to issue a letter of offer and letter to proceed to appoint as soon as CPD get their report (these are already drafted). Kilcluney have work to do on the legal charge that will be forwarded to their solicitors once the revised letter of offer and letter to proceed are issued. Council will also need to sign the letter although they have delegated authority for this. Council will have to get amended project agreements from Kilcluney and YMCA but both groups are aware and advised members will be available for signing when these

are drafted currently being worked on by legals. Building control need issued on both projects but the council are talking to them regularly to secure this ahead of appointment. [REDACTED] advised there are several issues that should take a few weeks to line up but in the all there is nothing that the Project Board feel risk the project proceeding.

Armagh Harps need to sign a project agreement but Council are already working on the PQQ for design team procurement and this should issue in early October

Group members are pleased to see progress however they are keen to see projects on the ground as it is only then when the public have confidence that things are happening

7- Development report.

[REDACTED] advised the only project not covered was Thomas Davies he advised the project is now approved and he has issued a Letter of Offer to the council

Arlene advised they had to get this signed at a full council meeting but in the meantime they would contact TD re due diligence. They have already done some work around this to clarify the vat position and hopefully things will move quickly as Gerry seems very keen.

9 next meeting

Next meeting will be notified by [REDACTED]

**Southern Investment Zone Steering Group Meeting
Wed 18th May 2016, Bridgewater House, Banbridge.**

Attendees:

Hilary Singleton (HS), Chair
[REDACTED] OFMDFM

Colin McCusker

Carla Lockhart

Item 1&2 – Welcome and apologies

HS welcomed everyone to the meeting, which has been arranged at short notice for voting members only as the Executive Office has asked for an urgent decision on the final priority list. As such the only agenda item was to consider the final prioritised project in the zone.

[REDACTED] advised that Cathal Boylan was an apology but had advised that his decision in relation to the final project remained unchanged and he was proposing that Thomas Davies be the final prioritised project in the Zone.

3. Conflict of Interest

No conflict of interests from those present.

4. Minutes and actions of previous meeting.

[REDACTED] set the current context

At the meeting on 1st December 2015 the group prioritised Work It, Sustaining the infrastructure, New directions, Armagh Harps and 3 elements of Community enhancement through sport. And still had to make a decision to prioritise either Thomas Davies or Jobsmart. The department had advised that they would advise ministers of priorities in each zone and ask for permission to bid for extra resources should any capital costs further increase. Although there was cover for either project at the time the Members asked that we contact Thomas Davies (TD) to see if they could deliver a project in the region of £630K that would keep their increase in line with other group's increases.

Jerome visited TD and discussed rescoping the project or finding match funding. Gerry O'Reilly the promoter advised that he had now redone plans 3 times at a personal cost of approx £17K and felt the better option was to look for match funding. To this end Gerry has met with Newry, Mourne and Down Council. The council have shown interest in the project however Gerry cannot apply for match funding until he has an approved business case from SIF and is somewhat in Limbo. Therefore current costs have been based on a £733,585 SIF Contribution. Catherine asked if CPD could not look at the plans to streamline them further. [REDACTED] advised there may be an option of reviewing the scale of the project while working on the EA but this will not be undertaken until a decision is made on which project to prioritise.

Jobsmart- Nothing has been done since the scoping study on the project. This highlighted concerns over Duplication of the Work It project and other interventions currently on the ground. On top of this the budget will not be that large and will have to consider a management fee. This will mean the project will be limited in scale and not very visible when spread throughout the large Southern Area Zone.

As the group did not prioritise the remaining 2 projects the cost implication in the prioritised Sustaining the Infrastructure project may impact on the final priority. [redacted] advised the group that the quicker they prioritise the final 2 projects the better, as hopefully the Department will get permission to bid for cover for any further increases for prioritised projects. Whereas increases in prioritised projects is currently affecting the remaining zonal budget and affordability of non-prioritised projects.

At the last meeting Wed 6th April – 5 proposals were considered

As per Steering Groups authority decisions need accepted by all active voting members and therefore decisions 1 and 2 need accepted by Colin McCusker and Carla Lockhart prior to implementation. All members need to select one decision from 3, 4 & 5.

1. The Steering group agreed to proceed with Corcrain LOL project on the proviso that the design team and Department/ Lead partner could achieve a compromised approved project with a maximum project of £150,000 (needs accepted by Carla and Colin)
2. The Steering Group agreed to proceed with Clogher LOL project on the proviso that the design team and Department/ Lead partner could achieve a compromised approved project with a maximum project of £150,000. It is also dependent on securing a new project promoter. (needs accepted by Carla and Colin) (Cathal Boylan has agreed to this on the proviso that the final capital project is prioritised above the final revenue project)
3. The Steering Group agrees to prioritise the Thomas Davies project ahead of the Job Smart project instructing the Department to start work on an EA and Approvals for Thomas Davies.
4. The Steering Group agrees to prioritise the Job Smart project ahead of the Thomas Davies project instructing the Department to start work on an EA and Approvals for Jobsmart.
5. The Steering Group delays a decision on priority order of the final 2 projects on the understanding that any further cost increases in the zone may impact the remaining budget and may result in no further projects proceeding

Carla and Colin now confirmed their acceptance of proposal 1&2 and AW confirmed all 4 voting members had now accepted these proposals.

[redacted] reminded members Cathal had selected proposal 3 out of the option 3, 4 or 5.

The Current Budget is:

Work it	£2,742,595
New Direction	£1,145,099
Sustaining Infra	£1,585,908
Armagh harps	£1,501,478
Sports cluster	£ 931,258
Total	£7,906,338

At present the remaining Budget is £593,662. Assuming vat is reclaimed. This is below Thomas Davies current costs but the Assessment team could look at developing something around this Budget.

Hilary asked if this budget assumed both the DFC (formally DSD) and NDMC (council). [REDACTED] confirmed current costs are £987K Less £340K match funding leaving £647K. As advised this is 54K above remaining funding but the assessment team will look to make the project affordable.

Hilary asked if the match funding is confirmed as without it the project could not proceed and there would be no point in proceeding. Hilary understood from Catherine McInerney that the DFC funding was not as certain as it had been under DSD and this raised issues.

[REDACTED] advised that they had nothing from DFC that this had changed but was also aware that Catherine had missed the last meeting with Thomas Davies and that she was now on extended leave. In relation to Council Thomas Davies have been informally told that they cannot formally confirm funding as no application has been made but when the application is made they would expect to be able to fund it. (the application cannot be made until we have an approved EA letter of offer and are ready to proceed).

The 3 members agreed that they would need clarification on the match funding to enable a balanced view on both projects. Therefore at present the only option open to them would be proposal 5 which they confirmed as their current option.

All members asked [REDACTED] to ask EO to clarify the position around match funding to enable them to make the final prioritised decision and select either proposal 3 or 4

[REDACTED] advised that the members now had all information available about the merits, outputs and risks of each project and therefore would anticipate that the funding information should allow the final decision to be made. [REDACTED] proposed that the final decision could therefore be made by e-mail and that another meeting would not be required to finalise the priority list.

9. Date of the next meeting

A date for the next meeting will be notified by [REDACTED] Likely to be about 3 months time.

**Southern Investment Zone Steering Group Meeting
Wed 6th April 2016, Civic Building, Banbridge at 10.00 am.**

Attendees:

Hilary Singleton (HS), Chair

██████████ OFMDFM

Cathal Boylan (CB)

Catherine McIlnerney (CI) DSD rep replacing Jerome Burns (JB)

Seamus McCrory (SC) – Representing - ACBCBD Council

Sonia Burns LP Work IT programme

Carmel Taylor LP Capital Builds ACBCDC

Item 1&2 – Welcome and apologies

HS welcomed everyone to the meeting, especially Catherine at her first meeting replacing Jerome. HS wanted to formally recognise Jerome's contribution to the Group and SIF process and advised she will write to him separately to thank him. ██████████ will provide his current e-mail.

Hilary also wished to Congratulate Seamus on his recent promotion within the Council. Seamus advised that although he will be taking on new duties he will continue to have responsibility for the SIF projects and will communicate any changes in the team's duties/responsibilities to the group and Alastair.

3. Conflict of Interest

No conflict of interests from those present.

4. Minutes and actions of previous meeting.

Minutes-

HS had made some amendments to the minutes these were accepted by those present. ██████████ confirmed these would be assed to absent members.

5. Work it revenue Project

Sonia burns covered the report included in the Update paper (attached at end). In all the Work it programme is progressing well and the Participants feedback is very positive. SB reported that one change is; it has been agreed to increase the SOAs in relation to 16-17 year old participants and that the SOA's of Armagh and Banbridge will now be able to provide participants. The delivery organisation had advised that the number of potential participants in the original zones had fallen due to change in demographics and other interventions currently on the ground. ██████████ advised that the EA set specific SOA at the time but that in the time since approval more SOAs have been identified and as this expands the reach of the project across the zone it was seen as a positive change.

██████████ added that it is evident from project boards that Network Personnel is working hard with all participants and not just looking for easy wins. They ensure all drop outs are encouraged to re-engage and will afford participants the maximum input to offer best possible outcomes.

6 – Capital project Update

Carmel Taylor presented Armagh City, Banbridge and Craigavon borough Council Update 6th April 2016 (Attached at end).

CT reported Letters of offer have been received for the 3 approved Community Enhancement Through Sport projects and also a revised Letter of offer to cover the increase in Armagh Harps. New direction is out to identify possible contractors and it is hoped to request prices within the next 3 weeks.

Most of the design work has been completed on Sustaining the Infrastructure and the current estimates are included in her report. There is a substantial increase in the total cost of the project as a whole. On top of this 3 projects Corcrair Hall, Clogher Hall and Brownstown have additional work that was not in the original scope in the EA and will require new approvals by the Department ([REDACTED] will discuss further).

The council have also just received a letter from Clogher Band who is the project promoter. They have advised they do not feel they have the skills or personnel to co-ordinate the project and have stepped down as promoter. [REDACTED] advised there are still other groups using the hall and is aware from discussions and political interest that there is still an appetite for the project. The Steering group members approved the Council to approach these groups to see if one was willing to be the promoter.

7- Development report and Zonal budget.

[REDACTED] covered the rest of the Update and summarised as follows:

Sustaining the Infrastructure 3 projects will need additional work. Brownstown should be the least problematic with a small budget increase. Corcrair LOL originally was a project on the outside space at a budget of £90,000. However we have now identified internal work that needs completed to address health and safety issues in the building. To do everything internal and external will cost £239K against a £91K budget. SM and [REDACTED] are meeting the group next week to agree the way forward that is likely to remove much of the outside works the promoters recognise it needs scaled back and it is a matter of trying to get to a budget that is acceptable. The Steering Group agreed to the project proceeding and felt a budget of £150,000 would be an acceptable increase but not £239k.

Clogher LOL is more problematic there are serious issues such as, damp rot, woodworm, electrics, structural cracks, potential asbestos and the original requested energy efficiency works. The project is on hold as full surveys need completed and there is a risk that opening the walls could lead to having the building closed. Steering group is eager to proceed with the project but are concerned at a potential cost of £150K. [REDACTED] and SC to work on securing a new promoter and establishing a firm cost estimate for essential works. Cathal was very concerned at the level of the increase however could commit to this increase if the group can now prioritise the final capital project Thomas Davies above the unscoped Revenue Jobsmart project and hopefully this would bring a close to prioritisation issues. It was also pointed out that Thomas Davies was a part of a larger project that is already proceeding.

At the last meeting the group prioritised Work It, Sustaining the infrastructure, New directions, Armagh Harps and 3 elements of Community enhancement through sport. And still had to make a decision to prioritise either Thomas Davies or Jobsmart. The department had advised that they would advise ministers of priorities in each zone and ask for permission to bid for extra resources

should any capital costs further increase. Although there was cover for either project at the time the Members asked that we contact Thomas Davies (TD) to see if they could deliver a project in the region of £630K that would keep their increase in line with other group's increases.

Jerome visited TD and discussed rescoping the project or finding match funding. Gerry O'Reilly the promoter advised that he had now redone plans 3 times at a personal cost of approx £17K and felt the better option was to look for match funding. To this end Gerry has met with Newry, Mourne and Down Council. The council have shown interest in the project however Gerry cannot apply for match funding until he has an approved business case from SIF and is somewhat in Limbo. Therefore current costs have been based on a £733,585 Sif Contribution. Catherine asked of CPD could not look at the plans to streamline them further. [REDACTED] advised there may be an option of reviewing the scale of the project while working on the EA but this will not be undertaken until a decision is made on which project to prioritise.

Jobsmart- Nothing has been done since the scoping study on the project. This highlighted concerns over Duplication of the Work It project and other interventions currently on the ground. On top of this the budget will not be that large and will have to consider a management fee. This will mean the project will be limited in scale and not very visible when spread throughout the large Southern Area Zone.

As the group did not prioritise the remaining 2 projects the cost implication in the prioritised Sustaining the Infrastructure project may impact on the final priority. [REDACTED] advised the group that the quicker they prioritise the final 2 projects the better, as hopefully the Department will get permission to bid for cover for any further increases for prioritised projects. Whereas increases in prioritised projects is currently affecting the remaining zonal budget and affordability of non prioritised projects.

8 Options and way forward

As per Steering Groups authority decisions need accepted by all active voting members and therefore decisions 1 and 2 need accepted by Colin McCusker and Carla Lockhart prior to implementation. All members need to select one decision from 3, 4 & 5.

1. The Steering group agreed to proceed with Corcraun LOL project on the proviso that the design team and Department/ Lead partner could achieve a compromised approved project with a maximum project of £150,000 (needs accepted by Carla and Colin)
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4. The Steering Group agrees to prioritise the Job Smart project ahead of the Thomas Davies project instructing the Department to start work on an EA and Approvals for Jobsmart.

5. The Steering Group delays a decision on priority order of the final 2 projects on the understanding that any further cost increases in the zone may impact the remaining budget and may result in no further projects proceeding

9 next meeting

Next meeting will be notified by [REDACTED] when a meeting is required. If members have sufficient information to prioritise projects by e-mail this will be in 3-months time. If they cannot make a decision by e-mail a meeting will be required sooner.

Update for SIF Southern Zone Steering Group March 16

Dear Members please find an update of all projects in the zone.

Work It (Revenue Project)

At present there are 63 participants on the Work IT Programme, 18 of these participants are aged 16-17

In total 72 participants started the Work IT Programme 9 have left due to sickness, unauthorised absence or due to lacking work readiness.

32 % of all starts are aged 16-17

Where possible Network Personnel re-engage with leavers; working with them to become more work ready furnishing them with the skills to re-enter the work place.

As a result 3 participants have re engaged and are getting on well.

Since October the following training has been completed / commenced:

33 participants have gained an Emergency First Aid at Work Certificate

4 participants have gained a Fork Lift Licence

4 participants have obtained a certificate in Manual Handling

2 participants have gained 2 accredited qualifications in photo shopping

2 female participants have gained a Construction Skills Register Card

1 participant is working towards a diploma in Supervision

1 participant is working towards essential skills in Literacy and Numeracy

1 Participant working towards a Level 3 Childcare qualification

1 Participant is working towards an IBAT Diploma in Computer Programming

1 participant has completed an IPAF qualification in electrical engineering

1 participant has completed a one to one accredited nail technician course

1 participant completing an OCR in work text processing

To date we have secured placements in the occupational areas below with the following host employers:

(These employers have bought into the idea of the Work IT Programme providing participants the in work support they require as well as the support provided by Network Personnel Staff)

Childcare

Jellybean

Portadown Integrated Primary School

Community

Drop Inn Ministries

Focus

Mount Zion House

Portadown Cares

St Vincent De Paul

Sugar Supper Club

Construction

Aghalee Building Supplies

Alwood Kitchens

Council

Bushcraft Centre (ABC Council)

Craigavon Golf & Ski Centre (ABC Council)

Newry Mourne & Down District Council

Design

Glass Decor

Electrical

Envision

Engineering

Canavan Clock Makers

Washingbay Sheds

Factory

Custom Covers NI

Smurfit

Hospitality

Big Bear Grills

Amplified Bar

IT

CMD Systems

GOR Software

Mechanics

Canavans Auto Centre

Gerald Tolan Auto Repairs

Richill Tyre Fitters

Office

DART Partnership

Uel Weir Architects

National Building Supplies

Newry City Centre Management

Portadown Health Centre

Residents Associations

Drumbeg Residents Association

Edgarstown Residents Association

Retail

B&M Bargains

Dorothy Perkins

Pound Stretcher

SAVERS

Security

Envision

Sports

Professional Coaching Services

The Rink

Support Services

Citizens Advice Bureau

PIPS Newry & Mourne

The Magnet Centre

Women's Aid

Youth Action

Warehousing

Best Foods

D Signs & Displays

Musgrave Market Place

This pool of employers listed above have supported Work IT participants through the following training in house:

Health & Safety
Child Protection x 3
Ski Instructors Course
Archery Instructors Course
Snow Boarding Instructors
Manual Handling
Microsoft Bootcamp- ongoing until Sept 16
Advisor Training
Assist Training x 2
Mental Health First Aid x 2
Safe Talk x 2
Vulnerable Adults Training x 2
Level 4 Volunteer Management

There have been team building sessions completed around personal development – these involve workshop, cooker and adventure days.

Aside from the financial benefits of being in work, participants are showing increased self - confidence, they are goal setting, putting plans in place for when their Work IT participation comes to an end and are keen to up skill and take part in training in the hope of having the edge on other applicants when it comes to applying for jobs.

Referral Partners:

Examples of the organisations Network Personnel receive referrals from are as follows:

- 16 Plus Team
- Macs Supporting Young People
- Drumgor Detached Youth Project
- Youth Justice Agency
- EOTAS (Education Other Than Schools)
- Princes Trust
- The Magnet Centre
- Careers Service
- Young Peoples Partnerships
- Dunlewy
- SRC

Community Projects:

43 Community Projects have been completed to date

Organisations that availed of these are as follows:

Area One- The Y Zone

Homestart Newry

ABC Community Network

Clann Eireann

Drumbeg Learning and Development project

DDWYP

Mindwise Resource Centre Lurgan

Drumbeg North and South Residents Association

Chrysalis Womens Centre

PIPS Newry

Greater Linen Hall Community

O'Neill Park Dungannon

Drop in Ministiries Portadown

Newry Basketball club

St Vincent De Paul Tullygally

These incorporate the main themes of:

Arts & crafts

Community

Environmental

Events

Health & Well being

Horticultural / Gardening

Hospitality / Events

ICT / Computers

Maintenance

Sports

Upcycling

Good News Stories

Participant A

I met with The Participant after he contacted us when he had heard about the 'Work It' programme.

He was quiet and lacked confidence and had been temping for a number of years, doing a few weeks here and there. The Participant lives with and supports his mother who is deaf.

He was looking for an opportunity to get into any area of work that would lead to a more permanent job for him.

The Participant and I initially completed an action plan and created a CV; it was clear to me that he was basically job ready but needed to work on his confidence.

I then went about sourcing a placement in the Portadown area for The Participant as he doesn't drive.

The Participant is now placed with a Construction Co working with portable buildings and industrial equipment. The Participant has been enjoying his placement and does a range of duties in the yard and warehouse. The Participant has now completed Emergency First aid at Work and Fork Lift Training and is using the skills he has gained on a daily basis around the yard.

The Participant continually works on his personal development and confidence levels through team building and personal development sessions on the work it programme.

Participant B

The Participant is 24 and suffers from Bi-Polar Disorder. When The Participant came on to the programme, she was very nervous and had no belief in herself. She had convinced herself that no employer would give her a chance because of her mental health issues and also because she had very little experience. The Participant was really keen to get into Retail as she enjoys working with people. We set The Participant up with an interview in Lurgan. The Participant was again very nervous

and needed a lot of encouragement however she did a great interview and was offered the job. The Participant was delighted and text me to say how grateful she was. She told me that now she has a job, she will be able to support her family and she couldn't thank the Work IT programme enough.

The Participant started 23rd November and the change I have seen in her is unreal. She has grown in confidence and always has a smile on her face. A secret shopper recently visited the store The Participant was the member of staff to deal with it. The Participant scored 100%. This was such an achievement for her and it helped her gain more belief in herself and her abilities. Her managers frequently comment what an asset she is to the organisation.

The Participant takes part in every aspect of the Work IT programme and always has a positive attitude. To date she has attended a Cook IT session and bowling, where she was able to develop her team building skills. She has also attended First Aid Training and has been booked in to attend a Personal Development session as well as a Customer Service course.

Participant C

The Participant is 23. He came on to the Work IT programme with no self-confidence. When I first met him, he was unable to look at me when speaking and he mumbled his words. The Participant expressed an interest in hands on/caretaking work. I arranged for him to attend an interview in Lurgan. I attended the interview with The Participant, which was very informal. Even though we had went through some interview skills, he was still very nervous however the employer was keen to give him a chance.

The Participant started work on the 19th October. He works as an Assistant Caretaker. The Participant is really enjoying his work – recently he has been given more responsibility and has been left to his own devices as he is using his own initiative. The Participant takes care of the general cleanliness of his workplace, which holds various community organisations. At times, he is also interacting with members of the public. Initially The Participant was very shy with his co-workers, but he has started to open up more and is now feeling like he is a part of the team. I have noticed a huge difference in his confidence and he can now look at me directly when talking to me. He still has a way to go and I have discussed a Confidence and Motivation class with him. The Participant is very keen to attend.

The Participant has attended Manual Handling and Emergency First Aid courses. He has also completed a Community Project with Clann Eireann Youth Club as well as a Cook IT session, all of which have enhanced his Team Building skills.

Capital Projects

New Directions

Projects have now been fully designed and full pre tender estimates have been received. Costs are in line with projections and approvals and ACBCBC have received a letter to proceed to procure the contractor.

First stage PQQ was advertised Friday 5th March. An Assessment panel has been set for 7th April to assess returns. This will select the contractors who will be issued with ITT documents to price and submit a bid.

Armagh Harps

Project has been reworked and costs have been validated by CPD. The project has been approved by Finance and Economists. It only requires FSC sign off and FSC will consider this on 21/03/2016. If agreed we will issue a revised Letter of Offer for the new approved project to ACBCBC. All due diligence is already completed on the group and we should be able to move to Procure Design team very quickly.

Community Enhancement Through Sport

Letter of Offer has been issued to and accepted by ACBCBC. Due diligence has been progressing and VAT advice has been sought and received. The advice is the same as that received in previous projects. Therefore it is expected that at the next Council Meeting the decision will be confirmed that Vat cover is not required. Council continue to satisfy the preconditions prior to moving to procure for a design team.

Sustaining the Infrastructure

Design team work and pre tender estimates are completed on all the groups with the exception of Brownstown, Clogher LOL and Corcrain LOL. When the design team visited these projects it was clear that all 3 projects had health and safety risks associated with the condition of the buildings. This work did not form part of the groups original bid to SIF and therefore sits outside the scope of the project. However this work is essential to maintain the building and therefore more important that the improvements the groups originally requested. Unfortunately early indication is the cost of essential works will be considerably more than the original budget for Clogher and Corcrain (Brownstown should not be such a problem it requires some remedial electrical work). We are currently awaiting final costs for these 3 projects. In the mean time the department is checking the position re the approved costs, and considering which works we propose to complete (essential works, requested works or a combination of both) and looking at what work will be required to seek re approval for the project as a whole.

Costs have now been received Original Budget approval £1,235,094. CPd estimates had increased this to £1,382,146

Pre tender estimates have now increased the overall cost to £1,711,908

Thomas Davies/Jobsmart

A decision still need made on the way forward with these projects. Thomas Davies had been asked to present how their project could be delivered around a SIF budget of approx £630K. The Vat position is clearer and looks likely ACBCBC will confirm they do not need VAT cover. Rather than further planning work that would include cost and having to change outputs/benefits, TD are trying to secure match funding to allow the current design to be delivered. They have applied to NMDDC and DSD but are not likely to hear anything until the new financial year at present.

Current costs are £1,173,185 based on £250,000 DSD funding and £189,600 VAT savings TD would need £733,585 and requires another £103,585 match funding

Budget position

Project	Current SIF Cost
Work It	2,742,595
New Directions	1,177,707
Sustaining the Infrastructure	1,711,908
Community Enhancement Through Sport	1,034,854
Armagh Harps	1,501,478
Thomas Davies	923,185
Current Total	9,091,727
VAT cover likely to be saved	293,196
Less TD match funding	103,585
Expected Total	8,694,946

The current Budget position is reliant on DSD match funding of £395,000

Carmel's update

Armagh City, Banbridge and Craigavon Borough Council update 6th April 2016

New Directions

Projects have now been fully designed and full pre tender estimates have been received. Costs are in line with projections and approvals and ACBCBC have received a letter to proceed to procure the contractor.

First stage PQQ was advertised Friday 5th March. An Assessment panel has been set for 7th April to assess returns. This will select the contractors who will be issued with ITT documents to price and submit a bid.

April 2016 update

February 2016 cost review report attached at Appendix I

Armagh Harps

Project has been reworked and costs have been validated by CPD. The project has been approved by Finance and Economists. It only requires FSC sign off and FSC will consider this on 21/03/2016. If agreed we will issue a revised Letter of Offer for the new approved project to ACBCBC. All due diligence is already completed on the group and we should be able to move to Procure Design team very quickly.

April 2016 update

A new Letter of Offer has been received by Armagh City, Banbridge and Craigavon Borough Council at the end of March. Once the Letter of Offer has been reviewed it is hoped that it can be brought to the next available Council Meeting for acceptance.

Current Offer –Armagh Harps

Project Costs	£1,424,500.00
Management Costs	£105,771.00
Total Eligible Costs	£1,530,271.00
Less Match Funding	£145,000.00
Eligible SIF Funding	£1,385,271.00

Community Enhancement Through Sport

Letter of Offer has been issued to and accepted by ACBCBC. Due diligence has been progressing and VAT advice has been sought and received. The advice is the same as that received in previous projects. Therefore it is expected that at the next Council Meeting the decision will be confirmed that Vat cover is not required. Council continue to satisfy the preconditions prior to moving to procure for a design team.

April 2016 update

Due diligence ongoing.

Current Offer –Community Enhancement Through Sport

Project Costs – Cullyhanna GFC	£282,125.00
Project Costs – Clady GFC	£339,448.00
Project Costs – Annagh FC	£261,491.00
Management Costs	£84,254.00

Total Eligible Costs	£967,318.00
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Sustaining the Infrastructure

Design team work and pre tender estimates are completed on all the groups with the exception of Brownstown, Clogher LOL and Corcrain LOL. When the design team visited these projects it was clear that all 3 projects had health and safety risks associated with the condition of the buildings. This work did not form part of the groups original bid to SIF and therefore sits outside the scope of the project. However this work is essential to maintain the building and therefore more important than the improvements the groups originally requested. Unfortunately early indication is the cost of essential works will be considerably more than the original budget for Clogher and Corcrain (Brownstown should not be such a problem it requires some remedial electrical work). We are currently awaiting final costs for these 3 projects. In the mean time the department is checking the position re the approved costs, and considering which works we propose to complete (essential works, requested works or a combination of both) and looking at what work will be required to seek re approval for the project as a whole.

April 2016 update

Pre tender estimates have been completed on Brownstown and Corcrain LOL. An updated cost review has been attached at Appendix II

NEW DIRECTIONS
Project Cost Reviews – February 2016



1.0 Cost overview: New Directions Projects

SIF ND Projects	LoO Grant £	Group Contribution £	Estimated Project Cost £
Kilcluney	428,845.00	20,000.00	693,000.00
YMCA	255,600.00	0	252,520.00
TOTAL	684,445.00	20,000.00	945,520.00
<i>Compensation Events (including expected, estimated costs)</i>			3,900.00
TOTAL <i>(including compensation events less group contribution)</i>			£949,420.00

Sustaining the Infrastructure Project Cost Reviews – April 2016

This cost review report has been compiled to provide a brief overview of the Sustaining the Infrastructure projects on both a collective and an individual basis following a 'value engineering' review of each project in collaboration with the project sponsors and the appointed integrated design teams.

1.0 Cost overview: Sustaining the Infrastructure projects

SIF STI Projects	LoO Grant £	Group Contribution £	Estimated Project Cost £
Group 1 Projects			
Happy Days Playgroup	16,193.00		19,860.00
Richmount Childcare	38,760.00		52,360.00
Corcrair Shops	57,000.00		93,940.00
Underground Lurgan	43,500.00		44,120.00
Mount Zion House	36,440.00		49,570.00
Group 1 subtotal	191,893.00		259,850.00
Group 4 Projects			
Brownstown	120,000.00		122,075.00
Corcrair Orange Hall (LOL)	91,407.00		239,617.50
Clogher Orange Hall (LOL)	47,947.00	129.00	161,403.00
Group 4 subtotal	211,407.00	129.00	523,095.50
Group 5 Projects			
Silverbridge GAC	151,280.00		152,876.00
Pearse Og GAC	30,000.00	4,000.00	34,300.00
Holy Trinity Church of Ireland Hall	84,258.00		117,543.00
Group 5 subtotal	265,538.00	4,000.00	304,719.00
Gilford Community Club	105,600.00		111,320.00
Dromore Orange Hall (LOL)	104,728.00		104,728.00
TOTAL	879,166.00	4,129.00	1,303,712.50
<i>Compensation Events (including expected, estimated costs)</i>			8,887.50
TOTAL (including compensation events less group contribution)			1,312,600.00

**Southern Investment Zone Steering Group Meeting
1st December 2015 Civic Building, Banbridge at 10.30 am.**

Attendees:

Hilary Singleton (HS), Chair

██████████ OFMDFM

██████████ OFMDFM

Colin McCusker(CM)

Carla Lockhart (CL)

Cathal Boylan (CB)

Jerome Burns (JB)

Seamus McCrory (SC) – Representing Lead Partner - ABC Council

Item 1&2 – Welcome and apologies

HS welcomed everyone to the meeting. Especially ██████████ from OFMdFM and Cathal returning to his duties following his absence due to ill health. An apology was received from Catriona Reagan (CR) for the start of the meeting but hopes to join us later. (CR arrived just before the meeting ended)

3. Conflict of Interest

JB Reminded the group he is a member of Silverbridge GAA and would be excusing himself on all issues relating to this project.

4. Minutes and actions of Previous meeting.

Minutes-

Members agreed the previous minutes without accepted.

Item 5 – Zonal Budget and increased Capital costs

██████████ advised that the main reason for today's meeting was to address the increasing capital costs in the zone. This is an area of concern across all SIF zones and Ministers have asked Steering Groups to meet and agree a way forward in each zone. They need zones to consider their original budget and what projects they wish to prioritise to deliver with-in this budget. Projects that are outside this budget will not be removed however they will be parked until all of the projects are at delivery stage and final costs have been established. ██████████ also confirmed work has been done to remove any capital/revenue requirements and therefore projects should be selected only on priority although the group may wish to consider the current status of projects when deciding on priority.

██████████ ran through the current costs versus the original application amount and provided an update on each programme.

From this the group quickly established that Work IT, New Directions and Sustaining the Infrastructure projects remained Priority 1, 2 and 3 respectively and that they should continue to delivery as work has commenced.

A lengthy debate took place on the remaining projects and the merits/issues of each and after representations the steering group advised that Community Enhancement Trough Sport (Clady, Cullyhannagh, and Annagh) should be Priority 4 as the project was approved and could hopefully move to Letter of offer soon. They also agreed that the projects had worked to secure approval and that the costs were within an accepted level.

Armagh Harps project have worked extremely hard to review their costs and as a letter of offer is with the lead partner who has also done sterling work to reduce the increased costs, the group agreed that this project was to move to priority 5 and hopefully approvals would be progressed ASAP. [REDACTED] did remind staff that this project would require DFP approval which would take an addition time period.

This left the Thomas Davies project and Jobsmart project. A detailed discussion on both projects took place and concerns were raised over Thomas Davies and the level of additional funding required above the initial £386k requested to deliver on the project. The group are concerned about equality and do not want to offer one group an increased budget not in line with other project increases. [REDACTED] advised that at present VAT cover was required and that this totalled £189K but that we expected to reclaim this which would reduce the costs. SM confirmed that they expected to reclaim Vat considering the advice they have received on other projects but that they cannot pay for VAT advice until they receive a letter of offer and cannot give a definite view on vat at present. [REDACTED] advised that this meant the department had to include the VAT cover until a definite decision is received.

Jobsmart is less advanced than other programs and there may be issues around duplication with Work It there is also concern that a £600k revenue project will not be that visible when delivered across the whole zone.

It was finally decided that before a decision was reached on the last 2 priorities Thomas Davies should be contacted to see if they could deliver the project for £630K SIF funding. The group asked that [REDACTED] and or JB work to ascertain the possibility and or consequences of either a reduction on costs or match funding from another source. JB advised that he was unsure of the position of DSD funding in this project given the current decisions on functions transferring to Council or DFC. He will now need to bid for this funding and for Harps. [REDACTED] and JB advised discussion are ongoing about this SIF wide as it will impact on most zones.

Once the Group understand if Thomas Davies is deliverable at £630k and the VAT position on all Sports grounds and the position re DSD funding will they agree on the priority of Thomas Davies and Jobsmart.

Item 6 Report from SM re ABC Capital Project



SIF SG Report
27.11.15.pdf

Item 7 –Development Officer report

SIF update as of 30th November 2015 For Work IT.

Employment:

37 young people in employment (possibly 38 – meeting scheduled tomorrow)

Training and development:

25 individuals have taken part in training to date over 17 training sessions.

See some examples outlined below:

Training has been booked for another 7 training session on 8th December 2015.

One individual starting 1-1 essential skills on 6th December

One person completing Level 12 in childcare 7th December 2015

One person completing an accredited Counselling course in Jan 2016.

One person completing an accredited business administration course in Jan 16

One person booked onto level 2 in Childcare

One person booked onto accredited Community Development training.

Two individuals competing SIA course

Ongoing free training through placements e.g. software development course in Gor Software.

One person completed an archery instructor course and ski slope instructor course.

Community Projects

23 currently ongoing.

Team building session 3 planned as follows:

will take place in Lurgan on 1st December and in Newry on 18th December.

Teambuilding session for under 18's is planned for 14th December 2015.

The lead partner has now claimed monies that have been paid by the Department. They have also received an advance payment to allow for payment to Network Personnel. The first claims have been received from Network Personnel and will be vouched against the advanced monies.

LP has asked Network Personnel to concentrate more effort on 16-17 year olds as the percentage of these to date is lower than anticipated. We expect this to be actioned and why are not concerned with progress to date.

Capital Projects

As per [REDACTED] SM reports and details on cost sheets.

Item 8- Elections

HS advised that she understood Elections should be held every year and that she has now been in position for a Year since the last election.

The group unanimously acknowledged the dedication and hard work Hilary has completed in her role as Chair and proposed that she be retained as chair. Hilary advised that she just wanted to ensure there were no issues with remaining and also wanted to offer others the opportunity to stand. [REDACTED] advised he would check the rules governing the position but that he did not think it would be an issue retaining Hilary as chair especially given the support of the other members in this decision.

Item 6 next meeting

Next meeting will be notified by AW when a meeting is required. Will likely be when we have the relevant information about Thomas Davies.

Armagh City Banbridge Craigavon Borough Council & Social Investment Fund

Update report for Southern Zone Steering Group

Prepared 27th November 2015

Sustaining The Infrastructure LoO (13 projects)

Design team procurement has been completed for twelve of the thirteen projects. The design teams have commenced work. Initial reports are being prepared by the design teams. The initial work of the design teams is identifying additional work that is increasing the budget required for many of the projects. Council is working with the design teams and OFMDFM to create viable options within budget. Council does not expect to be able to deliver all the projects within the original budgets.

Dromore OHC is the remaining project. This project has been revised to include Dromore OHC providing the professional design team service. Council is working with the project and OFMDFM to agree the revised proposal.

New Directions LoO (2 projects)

Design team procurement has been completed for YMCA. The design team has commenced work and is preparing an initial report.

The design team procurement for Kilcluney Community Hub was a longer two stage process. This is due to the estimated value of the design team contract. The procurement has been completed and sent to December Council meeting requesting approval.

Armagh Harps LoO (1 project)

Council has a letter of offer for Armagh Harps. The original proposal was substantially over budget. The scheme has been reduced to include all the essential elements. Reducing the scale of the building has reduced the estimated budget. CPD has validated the budget for the revised proposal. OFMDFM are in the process of seeking approval for a revised economic appraisal. The project is still over the original SIF budget and the partner funding from DSD is not confirmed.

Community Enhancement Through Sport LoO (4 projects)

A letter of offer has not been issued.

The LoO's do not include the budget or time period to allow the projects to be delivered. Council are working with OFMDFM to resolve this issue prior to the appointment of construction contractors.

The following annexes are attached;

- A - Itemised List of projects attached
- B - Summary of the stages and progress for STI and ND projects
- C - Budget summary based on the current position of the three LoO's received

Annex A

SIF - New Directions Letter of Offer		
Project Title	Project Promoter	SIF Grant Amount
Kilcluney Community Hub	Kilcluney Loyal Orange Order 132 (excluding own contribution)	£428,845
YMCA Lurgan	YMCA Lurgan	£255,600
SIF – Sustaining The Infrastructure Letter of Offer		
Project Title	Project Promoter	SIF Grant Amount
Brownstown Campus	Brownstown Owners and Tenants Association	£120,000
Corcrair LOL	Corcrair Cultural Development Association	£91,407
Clogher LOL	Clogher and District Pipe Band (excluding own contribution)	£47,947
Banbridge LOL	Banbridge Orange Hall Committee	£98,638
Corcrair Shops	Corcrair Redmanville Community Partnership	£57,000
Dromore LOL	Dromore Orange Hall Committee	£104,728
Holy Trinity Church Hall	Select Vestry Seapatrick Parish Church of Ireland	£84,258
Silverbridge Tack and Car Park	Silverbridge Harps GAC	£151,280
Pearse Og	Pearse Og GAA Club (excluding own contribution)	£30,000
Gifford Community Centre	Gifford Community Club	£105,600
Mount Zion Energy	Shankill Community Projects Ltd	£36,440
Underground Lurgan	ECF Links - Emmanuel Church Fellowship	£43,500
Happy Days Coalisland	Happy Days Playgroup	£16,193
Richmount Childcare Project	Richmount Rural Community Association	£38,760
SIF - Armagh Harps letter of Offer		
Project Title	Project Promoter	SIF Grant Amount
Armagh Harps	Armagh Harps GAA Club (excluding DSD funds)	£871,100
SIF – Community Enhancement Through Sport		
Annagh Football Club	No Lead Partner LoO	No Lead Partner LoO
Clady GDC	No Lead Partner LoO	No Lead Partner LoO
Cullyhanna Community group & St Patricks GFC	No Lead Partner LoO	No Lead Partner LoO
Thomas Davis GFC	No Lead Partner LoO	No Lead Partner LoO

Annex B

Sustaining The Infrastructure		
	12 Projects	Dromore OHC
LoO issued by OFMDFM	Y	Y
Council Approval & LoO accepted	Y	Y
Council agree vat reclaim	Y	Y
Due Diligence	Y	N
Project Agreement Issued to group	Y	N
OFMDFM Letter to Proceed 1	Y	N
Design Team Tender Docs	Y	N/A
Design Team Procurement commenced	Y	N/A
Council & OFMDFM approval of design team procurement	Y	N/A
Design Team Appointed	Y	N/A
Design Phase & stat approvals & construction procurement docs	N	N
OFMDFM Letter to Proceed 2	N	N
Construction procurement commenced	N	N
Council & OFMDFM approval of construction team procurement	N	N
Construction/on site work	N	N
12 month defect period	N	N
New Directions		
	Kilcluney	YMCA
LoO issued by OFMDFM	Y	Y
Council Approval & LoO accepted	Y	Y
Council agree vat reclaim	Y	Y
Due Diligence	Y	Y
Project Agreement Issued to group	Y	Y
OFMDFM Letter to Proceed 1	Y	Y
Design Team Tender Docs	Y	Y
Design Team Procurement commenced	Y	Y
Council & OFMDFM approval of design team procurement	N	Y
Design Team Appointed	N	Y
Design Phase & stat approvals & construction procurement docs	N	N
OFMDFM Letter to Proceed 2	N	N
Construction procurement commenced	N	N
Council & OFMDFM approval of construction team procurement	N	N
Construction/on site work	N	N
12 month defect period	N	N

SUSTAINING the INFRASTRUCTURE	Design Team Fees	Legal Fees re legal charge	Pre Tender Estimate	Fixtures and Fittings	Lead Partner Management Fee	TOTAL	Partner Funding
GROUP 1							
Happy Days Playgroup			£ 26,580.00				
Richmount Childcare			£ 49,645.00				
Corcrain Shops		£ 1,000.00	£ 89,030.00				
Underground Lurgan			£ 49,120.00	£ 10,000.00			
Mount Zion House			£ 30,200.00	£ 5,200.00			
GROUP 1 TOTAL	£ 29,500.00		£ 244,575.00	£ 15,200.00			
GROUP 4							
Brownstown	tbc	£ 1,000.00	£ 125,000.00				
Corcrain LOL	tbc	£ 1,000.00	£ 90,000.00				
Clogher LOL	tbc	£ 1,000.00	£ 100,000.00				£129.00
GROUP 4 TOTAL	£ 35,643.90		£ 315,000.00				
GROUP 5							
Silverbridge Harps GAC		£ 1,000.00	£ 165,000.00				
Pearse OG GAC			£ 34,000.00				£4,000.00
Holy Trinity Col Hall		£ 1,000.00	£ 110,000.00	£ 6,000.00			
GROUP 5 TOTAL	£ 29,400.00		£ 309,000.00	£ 6,000.00			
Gilford Community Club	£ 8,400.00	£ 1,000.00	£ 101,640.00				
Dromore Orange Hall	N/A	£ 1,000.00	£ 104,728.00				
TOTAL A	£ 102,943.90	£ 8,000.00	£ 1,074,943.00	£ 21,200.00	£ 223,842.00	£ 1,426,799.90	£4,129.00

NEW DIRECTIONS	Design Team Fees	Legal Fees re legal charge	Pre Tender Estimate	Fixtures and Fittings	Lead Partner Management Fee	TOTAL	
Kilcluney Community Hub:	£ 37,500.00	£ 1,000.00	£ 642,390.00				£ 20,000.00
YMCA	£ 18,487.50	£ 1,000.00	£ 225,000.00				
TOTAL B	£ 55,987.50	£ 2,000.00	£ 867,390.00	£ -	£ 136,036.00	£ 1,041,413.50	£ 20,000.00

ARMAGH HARPS	Design Team Fees	Legal Fees re legal charge	Pre Tender Estimate	Fixtures and Fittings	Lead Partner Management Fee	TOTAL	
TOTAL C	£ 122,500.00	£ 1,000.00	£ 1,225,000.00	£ 65,000.00	£ 102,771.12	£ 1,371,271.12	£ 145,000.00

	Total Expected Projects Costs including Management Fees	Total available in current LoD Inclusive of management fees
Sustaining the infrastructure	£1,426,799.90	£1,249,593.00
New Directions	£1,041,413.50	£820,481.00
Armagh Harps	£1,371,271.12	£973,871.12
TOTAL (A+B+C)	£3,839,484.52	£3,043,945.12

A fourth Letter of Offer is expected for Southern Zone Capital Projects. We expect that the budget for that will be based on the total budget for the Southern Zone less the total expected budget for the three Letters of Offer currently in place

Southern Investment Zone Steering Group Meeting
29th September , 2015 at Bagenal's Castle Newry following Work it launch.

Attendees:

Hilary Singleton (HS), Chair

██████████ OFMDFM

Catriona Reagan (CR)

ColinMcCusker(CM)

Colin Bell (CB) – Representing Lead Partner - ABC Council

Jerome Burns (JB)

Megan Corrigan (MG) Representing Cathal Boylan

Item 1&2 – Welcome and apologies

HS welcomed everyone to the meeting. An apology was received from Cathal Boylan and Carla Lockhart, and Newry and Mourne, as they were holding their own meeting with Newtwork personnel re Work It.

HS wanted to formally thank Newry and Mourne for the successful launch of the Work it programme and all the work done to date to get the project to this date.

3. Conflict of Interest

JB Reminded the group he is a member of Silverbridge GAA and would be excusing himself on all issues relating to this project.

4. Minutes and actions of Previous meeting.

Minutes- HS advised of one amendment to pg9- "There followed a lengthy debate on Budget. ██████████ advised that Ministers have agreed in principle to SIF zones bidding for additional money for capital project SIF wide. ██████████ confirmed, however, that work still needed to be done to address the additional levels of funding each zone needs. ██████████ advised that what is being considered is whether a reduction in revenue funding for Jobsmart might help balance the capital increase" A further sentenced needs entered "The basis of releasing Revenue funding if to secure similar levels of capital funding for the zone". Members agreed to amendment and minutes accepted.
Actions from last meeting:

- JB to co-ordinate with ██████████ in speaking to TD. **(Actioned meeting taken place and new figures presented to ██████████ and CPD)**
- JB to forward a letter from DSD to ABC Council, seeking an indication, in principle, on whether agreed DSD match funding sums for Harps and Thomas Davis will be preserved in the event of any future transfer of DSD's functions. **(Actioned)**
- Catriona Regan to follow up Jerome's letter, by taking the issue outlined above to committee for a decision in principle. **(Actioned)**
- ██████████ to clarify the process, going forward, in respect of Community Enhancement through Sport, if it is deemed viable by the Department's economists OR, if it is not deemed viable, clarification on how the original sum allocated for TD is to be applied. **(ongoing re above CPD checking costs)**

- [redacted] to report ASAP on the budget issue as it impacts on the figures which LP is working from for capital projects. In particular, [redacted] to seek an indication of the level of additional capital funding available from the Department to facilitate completion of the remaining two prioritised capital projects (ie Harps and Community Enhancement through Sport) and to advise SM and SG members accordingly. (ongoing need to know projected costs first)
- [redacted] to issue revised letters of offer to LP once costs have been confirmed, setting out revisions to both figures and periods of financial assistance. ([redacted] and Seamus aware this needs done LP has cover for current work and revised letter will be completed once final costs are established)
- [redacted] to provide clarity on whether VAT savings can offset increases in capital costs and, if so, whether savings can be applied to shortfalls *across the Zone* or whether they are restricted to *specific* programmes. (yes the money will remain with the Project and/or zone)
- [redacted] to advise on what happens to funding for Banbridge LOL now that it has dropped out of the STI project. (Budget will remain in project and/or Zone)
- [redacted] to advise on what will happen to Thomas Davies' funding, should they not get sign-off from the Department on their proposal. (This will remain in the zone)
- [redacted] to advise SM on how legal costs and fees incurred for the registration of legal charges on premises are to be dealt with (ie are individual project promoters liable to discharge these costs themselves?) (legal costs will be eligible spend and available for funding from the budget)
- [redacted] to clarify to SM Social Clause information for tender documents. (actioned)

Item 5 – Correspondence

Now that Work It is in Delivery the requirement for the LP is to present at the STG on a quarterly basis, [redacted] will provide updates as required should additional STG meetings take place.

HS had sent [redacted] an e-mail about costs and budgets and has received a reply (24/08/15) much of which covers the clarified costs above. This will be circulated to all members.

CB has also provided a Communications policy for groups they are lead partner for and this will also be circulated.

The following progress report was received from CB, the representative from Lead partner, Newry and Mourne Council.

Item 6 Report from CB re ABC Capital Project

Armagh City Banbridge Craigavon Borough Council & Social Investment Fund

BDC – Update report for Southern Zone Steering Group

Prepared 25th September 2015

Introduction

Design team procurement has been completed for eleven of the thirteen Sustaining The Infrastructure projects. Gilford Community Club and Gilford OHC are the two remaining projects. It is expected design team procurement will commence for Gilford Community Club in the next two weeks and Dromore OHC are working on a proposal to provide their own design team service.

Design team procurement has commenced for YMCA and Kilcluney Community Hub the two New Directions projects.

Council has a letter of offer for Armagh Harps but budget issues have not been fully resolved to allow the project to proceed.

At this time Council does not have a letter of offer for Community Enhancement through sport.

SIF - ABC Capital Letters of Offer

Council SIF Capital Programmes including management fees.

1. Sustaining the Infrastructure (STI) (14 projects clustered)	£1,249,593
2. New Directions (ND) (2 projects clustered)	£ 820,481
3. Armagh Harps (1 project inc DSD £145k)	£1,075,262
4. Community Enhancement Through Sport (4 projects) - Proposed	£1,275,744
Total	£4,421,080

Itemised List of projects attached - annex A

A summary of the stages and progress for Sustaining The Infrastructure and New Directions projects – annex B

Key Points

- There are budget shortfalls in all three Letters of Offer (LoO) provided to Council. Clarification is required from OFMDFM in relation to;
 1. Budget allocated to each LoO
 2. The projects budgets in each LoO - including revised LoO's
 3. The period of financial assistance.Council will complete work with the design teams to allow OFMDFM to make informed decisions. Council will not be in a position to proceed with construction procurement until the LoO's are revised to provide the budget and time period required.

- Design team procurement has been completed for eleven of the Sustaining the Infrastructure projects. Architect appointment is currently being finalised and architects have commenced site visits. There are some early concerns regarding the scope of the works and essential health and safety work that was not included or budgeted for in the applications. Work will be completed with OFMDFM to agree how these issues will be managed.
- Design Team procurement has commenced for YMCA and Kilcluney Community Hub the two New Directions projects.
- Council has completed work with Armagh Harps to develop a revised proposal that includes all essential items but substantially reduces the costs. CPD has been consulted on the budget for the revised proposal. OFMDFM are considering this information. The £145k DSD partner funding allocated for the project is not guaranteed.
- The total budget for the zone capital projects and the budget available to allow each LoO to proceed is an important consideration.
- Compensation events are included in the NEC3 contracts that are required under the LoO terms. Council is working with the OFMDFM to make sure all compensation events will be eligible for SIF funding.
- OFMDFM will be required to confirm that funds saved by the vat reclaim can be used to pay eligible project costs.
- Itemised summary of progress on each project is attached at annex B.

Conclusion

Work is ongoing to keep the individual SIF projects updated.

Appendix A

SIF - New Directions Letter of Offer		
Project Title	Project Promoter	SIF Grant Amount
Kilcluney Community Hub	Kilcluney Loyal Orange Order 132 (excluding own contribution)	£428,845
YMCA Lurgan	YMCA Lurgan	£255,600

SIF – Sustaining The Infrastructure Letter of Offer

Project Title	Project Promoter	SIF Grant Amount
Brownstown Campus	Brownstown Owners and Tenants Association	£120,000
Corcrair LOL	Corcrair Cultural Development Association	£91,407
Clogher LOL	Clogher and District Pipe Band (excluding own contribution)	£47,947
Banbridge LOL	Banbridge Orange Hall Committee	£98,638
Corcrair Shops	Corcrair Redmanville Community Partnership	£57,000
Dromore LOL	Dromore Orange Hall Committee	£104,728
Holy Trinity Church Hall	Select Vestry Seapattrick Parish Church of Ireland	£84,258
Silverbridge Tack and Car Park	Silverbridge Harps GAC	£151,280
Pearse Og	Pearse Og GAA Club (excluding own contribution)	£30,000
Gilford Community Centre	Gilford Community Club	£105,600
Mount Zion Energy	Shankill Community Projects Ltd	£36,440
Underground Lurgan	ECF Links - Emmanuel Church Fellowship	£43,500
Happy Days Coalisland	Happy Days Playgroup	£16,193
Richmount Childcare Project	Richmount Rural Community Association	£38,760

SIF - Armagh Harps letter of Offer

Project Title	Project Promoter	SIF Grant Amount
Armagh Harps	Armagh Harps GAA Club (excluding DSD funds)	£871,100

SIF – Community Enhancement Through Sport

Annagh Football Club	No Lead Partner LoO	No Lead Partner LoO
Clady GDC	No Lead Partner LoO	No Lead Partner LoO
Cullyhanna Community group & St Patricks GFC	No Lead Partner LoO	No Lead Partner LoO
Thomas Davis GFC	No Lead Partner LoO	No Lead Partner LoO

Annex B

Sustaining The Infrastructure

	11 Projects	Gilford CC	Dromore OHC
LoO issued by OFMDFM	Y	Y	Y
Council Approval & LoO accepted	Y	Y	Y
Council agree vat reclaim	Y	Y	Y
Due Diligence	Y	N	N
Project Agreement	Y	N	N

Issued to group			
OFMDFM Letter to Proceed 1	Y	N	N
Design Team Tender Docs	Y	N	N
Design Team Procurement commenced	Y	N	N
Council & OFMDFM approval of design team procurement	Y	N	N
Design Team Appointed	N	N	N
Design Phase & stat approvals & construction procurement docs	N	N	N
OFMDFM Letter to Proceed 2	N	N	N
Construction procurement commenced	N	N	N
Council & OFMDFM approval of construction team procurement	N	N	N
Construction/on site work	N	N	N
12 month defect period	N	N	N
New Directions			
	Kilciuney		YMCA
LoO issued by OFMDFM	Y		Y
Council Approval & LoO accepted	Y		Y
Council agree vat reclaim	Y		Y
Due Diligence	Y		Y
Project Agreement Issued to group	Y		Y
OFMDFM Letter to Proceed 1	N		N
Design Team Tender Docs	Y		Y
Design Team Procurment commenced	N		N
Council & OFMDFM approval of design team procurement	N		N
Design Team Appointed	N		N
Design Phase & stat approvals & construction procurement docs	N		N
OFMDFM Letter to Proceed 2	N		N
Construction procurement commenced	N		N
Council & OFMDFM approval of construction team procurement	N		N
Construction/on site work	N		N
12 month defect period	N		N

Item 7 –Development Officer report

New directions is progressing to tender for an integrated design team LP is working with CPD on tender docs

Sustaining the infrastructure- Design team appointed for 11 of the remaining 13 projects. Gilford have now completed Due diligence and LP has requested letter to proceed to tender. Dromore are working on a submission for a revised plan that will see them appoint an ICT directly that will save costs to the group. LP and [REDACTED] will look at this proposal to assess the scope of changes. Some of the

11 projects at design team have identified additional works and LP and [REDACTED] are looking to see if these need completed and if so how we might accommodate this.

Armagh Harps- Project has been rescoped and verified by CPD costs are in the region of £1,600,000. The project has now been passed to [REDACTED] to update the EA in line with proposed changes in advance of seeking approvals.

Community Enhancement through Sport- 3 elements are now signed off for £ 1,093,189 and are with DFP for approval.

Thomas Davies has submitted amendments and these are with CPD for validation and to check costs the figure are not established yet.

Work IT- On track as today Launch participants now in employment .

Jobsmart a scoping study has proposed a redesign of project to £605,000 and this will now need to have a full EA completed. [REDACTED] is likely to be tasked with this work.

Based on current figures and assuming £400,000 for Thomas Davies the Total for the Zone would be £9,255,135 which is currently £755,135 above the Zonal allocation. The department are aware of these figures and considering figures across SIF as a whole.

Item 6 next meeting

Next meeting will be notified by [REDACTED] when a meeting is required.

**Southern Investment Zone Steering Group Meeting
3rd August , 2015 at Banbridge Council Offices.**

Attendees:

Hilary Singleton (HS), Chair

Carla Lockhart (CL)

OFMDFM

Catriona Reagan (CR)

ColinMcCusker(CM)

Seamus McCrory (SM) – Lead Partner - ABC Council

Ciara Burns (CB) – Lead Partner Newry & Mourne

Item 1 – Welcome and apologies

HS welcomed everyone to the meeting. An apology was received from Cathal Boylan. The Chair wished Cathal a speedy recovery after his recent operation. noted that, in Cathal's absence, his party may send Megan Corrigan to future meetings as an observer. confirmed that there is no intention for Cathal to be formally replaced as a member of the Steering Group.

Item 2 - Update from lead partners

The following progress report was received from CB, the representative from Lead partner, Newry and Mourne Council.

Social Investment Fund

Revenue Project – Work It

Actions from previous meeting:

- The letter of commencement was received by the Council immediately after the last Board meeting.
- An outline of the requirements proposed by the Council has been relayed to Network Personnel however these need to be ratified by OFMDFM. A meeting has been sought with the Finance Department of SIF.
- The first quarter claim has not yet been reimbursed by the Department.
- The launch date has not yet been agreed as a number of outstanding issues have to be resolved with the Department.

Current progress:

A project initiation meeting has been held between the Newry, Mourne and Down management team and Network Personnel. The following is an outline of the key discussion points:

- Contact – a contract will be drawn up between the Council and Network Personnel. This is currently with the Council's legal advisor for approval.
- Evaluation – an outline of the requirements was issued by the Council and agreement reached on data to be gathered by Network Personnel.
- Cashflow profile – Network Personnel have provided a cashflow of the wages for participants throughout the lifetime of the programme.
- Finance – an outline of processing and timescales were discussed. Concerns were raised about cash flow and the requirement for an advance. We are seeking to meet with the Department to discuss such matters urgently.
- Guidance notes – These were issued and there will have to be discussion with the Department especially in relation to Childcare and Travel.

Outstanding issues:

- Fair Employment legislation – confirmation in writing to be issued.
- Response to a meeting request with the Departments Finance team to discuss the following:
 - Payment of first claim by the Council.
 - Requirements from the Department in relation to the schedule of payments on the tender.
 - Requirements for costs not included in the tender submission, particularly childcare and travel.
 - Advance requirement to cover the participants' salary costs.

Actions

- [REDACTED] to report to SG on the outcome of a meeting scheduled with finance later this week to address schedule of payments on the tender.
- [REDACTED] to chase LP's query re Fair Employment Issue
- [REDACTED] to clarify with LP the position re costs not included in the tender submission (eg childcare and travel)
- [REDACTED] to clarify with LP the requirement regarding an advance payment to cover participants' costs.
- [REDACTED] to check the position regarding payment of the first claim by the Council.
- LP to provide outline of "Work It" programme to all SG members in advance of the launch of the "Work It" Programme, to include details on areas from which participants are to be drawn and areas in which community projects can be located.
- LP to confirm to SG that the contract between the Council and Network Personnel has been prepared and forwarded to the latter for execution.

HS thanked CB for her report and CB left the meeting at this point.

3. Minutes and actions of Previous meeting.

- [REDACTED] to issue letter to proceed for "Work It" Revenue Project.
- [REDACTED] to issue Sonya Burns (SB) with PR information.
- [REDACTED] /SB to agree and arrange initiation meeting for "Work It" Project.
- [REDACTED] to obtain JB's formal agreement to proposal for STI ND
- [REDACTED] to progress STI and ND and obtain letters to proceed ASAP

[REDACTED] confirmed that all of the above points have been actioned. He noted that, although New Directions has gained internal Departmental approvals, the case is over £1m and so needs DFP approval. The ABC Council, as Lead Partner, has been given permission by the Department to advertise for the design team pending DFP approval.

Minutes of the Steering Group's last meeting were approved without amendment.

Report from SM

Armagh City Banbridge Craigavon Borough Council & Social Investment Fund

BDC – Update report for Southern Zone Steering Group

Prepared 31st July 2015

Introduction

The aim was to commence procurement of design teams for SIF projects. However budget shortfalls identified in the three of the letters of offer made by SIF has resulted in delays.

OFMDFM is in a position to provide letters to proceed for Sustaining the Infrastructure (STI) letter of offer. Design team procurement has been commenced for eleven of the STI projects.

Council has letters of offer for New Directions and Armagh Harps but budget issues have not been fully resolved to allow OFMDFM to provide letters to proceed.

At this time Council does not have a letter of offer for Community Enhancement through sport.

SIF - ABC Capital Letters of Offer

Council SIF Capital Programmes including management fees.

1. Sustaining the Infrastructure (STI) (14 projects clustered)	£1,249,593
2. New Directions (ND) (2 projects clustered)	£ 820,481
3. Armagh Harps (1 project inc DSD £145k)	£1,075,262
4. Community Enhancement Through Sport (4 projects) - Proposed	£1,275,744
Total	£4,421,080

Itemised List of projects attached - annex A

A summary of the stages and progress for Sustaining The Infrastructure and New Directions projects – annex B

Key Points

- There are budget shortfalls in all three Letters of Offer (LoO) provided to Council. Clarification is required from OFMDFM in relation to;
 1. Budget allocated to each LoO
 2. The projects budgets in each LoO - including revised LoO's
 3. The period of financial assistance.
- Work has commenced on the sponsor projects. Design team procurement has commenced for eleven of the Sustaining the Infrastructure projects.

- Banbridge Orange Hall decided not to proceed with their SIF project. OFMDFM have been advised.
- Work is ongoing with Armagh Harps to develop a revised proposal. Due to the significant budget shortfall we expect the business case/ economic appraisal will need to be revised. The £145k DSD partner funding allocated for the project is not guaranteed.
- Council has confirmed to OFMDFM that as lead partner Council can reclaim the vat on SIF project costs for Sustaining The Infrastructure & New Directions LoO. Vat advice will be requested for Armagh Harps and Community Enhancement Through Sport in due course.
- OFMDFM will be required to confirm that funds saved by the vat reclaim can be used to pay eligible project costs.
- OFMDFM recommendation required on eligibility of project promoters legal costs subject to Council & CPD procurement requirements.
- Design teams are highlighting concerns with the social clauses included in the tender documents.
- Itemised summary of progress on each project is attached at annex B.

Conclusion

Work has been completed to keep the individual SIF projects updated. This work is ongoing.

Appendix A

SIF - New Directions Letter of Offer		
Project Title	Project Promoter	SIF Grant Amount
Kilcluney Community Hub	Kilcluney Loyal Orange Order 132 (excluding own contribution)	£428,845
YMCA Lurgan	YMCA Lurgan	£255,600
SIF – Sustaining The Infrastructure Letter of Offer		
Project Title	Project Promoter	SIF Grant Amount
Brownstown Campus	Brownstown Owners and Tenants Association	£120,000
Corcraín LOL	Corcraín Cultural Development Association	£91,407

Clogher LOL	Clogher and District Pipe Band (excluding own contribution)	£47,947
Banbridge LOL	Banbridge Orange Hall Committee	£98,638
Corcrair Shops	Corcrair Redmanville Community Partnership	£57,000
Dromore LOL	Dromore Orange Hall Committee	£104,728
Holy Trinity Church Hall	Select Vestry Seapatrick Parish Church of Ireland	£84,258
Silverbridge Tack and Car Park	Silverbridge Harps GAC	£151,280
Pearse Og	Pearse Og GAA Club (excluding own contribution)	£30,000
Gilford Community Centre	Gilford Community Club	£105,600
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Underground Lurgan	ECF Links - Emmanuel Church Fellowship	£43,500
Happy Days Coalisland	Happy Days Playgroup	£16,193
Richmount Childcare Project	Richmount Rural Community Association	£38,760
SIF - Armagh Harps letter of Offer		
Project Title	Project Promoter	SIF Grant Amount
Armagh Harps	Armagh Harps GAA Club (excluding DSD funds)	£871,100
SIF – Community Enhancement Through Sport		
Annagh Football Club	No Lead Partner LoO	No Lead Partner LoO
Clady GDC	No Lead Partner LoO	No Lead Partner LoO
Cullyhanna Community group & St Patricks GFC	No Lead Partner LoO	No Lead Partner LoO

Thomas Davis GFC	No Lead Partner LoO	No Lead Partner LoO
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Annex B

Sustaining The Infrastructure			
	11 Projects	Gilford CC	Dromore OHC
LoO issued by OFMDFM	Y	Y	Y
Council Approval & LoO accepted	Y	Y	Y
Council agree vat reclaim	Y	Y	Y
Due Diligence	Y	N	N
Project Agreement Issued to group	Y	N	N
OFMDFM Letter to Proceed 1	Y	N	N
Design Team Tender Docs	Y	N	N
Design Team Procurment commenced	Y	N	N
Council & OFMDFM approval of design team procurement	N	N	N
Design Team Appointed	N	N	N
Design Phase & stat approvals & construction procurement docs	N	N	N
OFMDFM Letter to Proceed 2	N	N	N
Construction procurement commenced	N	N	N
Council & OFMDFM approval of construction team procurement	N	N	N
Construction/on site work	N	N	N
12 month defect period	N	N	N
New Directions			
	Kilcluney	YMCA	
LoO issued by OFMDFM	Y	Y	
Council Approval & LoO accepted	Y	Y	
Council agree vat reclaim	Y	Y	
Due Diligence	Y	Y	

Project Agreement Issued to group	Y	Y
OFMDFM Letter to Proceed 1	N	N
Design Team Tender Docs	Y	Y
Design Team Procurement commenced	N	N
Council & OFMDFM approval of design team procurement	N	N
Design Team Appointed	N	N
Design Phase & stat approvals & construction procurement docs	N	N
OFMDFM Letter to Proceed 2	N	N
Construction procurement commenced	N	N
Council & OFMDFM approval of construction team procurement	N	N
Construction/on site work	N	N
12 month defect period	N	N

██████ moved to his report based on these revised figures.

At the last Steering Group meeting members voted to proceed with Sustaining the Infrastructure (STI) and New Directions (ND) projects on the basis of figures reported to them at that stage.

Letters to proceed have been issued by the Department for STI and ND and tenders have been issued for design teams.

Actions-

- ████████ to clarify to SM Social Clause information for tender documents.

Armagh Harps- the ABC Council, as Lead Partner, has worked with Harps, Sport NI, ████████ from OFMDFM and CPD to produce revised drawings. CPD has now reviewed these and has advised that, in their opinion, they are deliverable. ████████ will now rework the EA and this will require internal sign off.

Action- ████████ to ensure ████████ is progressing the revision of the EA and ascertain progress.

Community Enhancement through Sport.

The Cullyhanna, Clady and Annagh projects have now secured Departmental sign-off. However the total is above £1m and, therefore, they need to go to DFP for approval. These projects are in the current batch along with ND and should be sent this week.

Thomas Davies- This project is still problematic. TD has supplied 3 separate proposals but each is well in excess of the £400,000 SIF allocation. Each proposal also relies on high levels of free labour/goodwill: this is not acceptable to economists and finance team within the Department. The Department has requested the Steering Group to determine whether, in the light of these issues, the TD project is viable. After discussion, it was unanimously agreed by SG members that the issue of viability was one which rested solely within the responsibility of the Department- with its economists and finance team. It was agreed that JB and [REDACTED] should visit TD one last time. They would explain that other groups had worked to revise initial proposals and secure departmental approval and that one final chance was being offered to TD to do likewise. It would also be clearly stated that the project must be deliverable within SIF and DSD funding limits and, if they went beyond this, they must have confirmation of the sources from which such additional funding will be secured with letters of offer, where appropriate. The project must also be a "stand alone" project which is ready to deliver outputs from day one, after construction, and which cannot rely on goodwill or future fit out.

Actions-

- JB to co-ordinate with [REDACTED] in speaking to TD.
- JB to forward a letter from DSD to ABC Council, seeking an indication, in principle, on whether agreed DSD match funding sums for Harps and Thomas Davis will be preserved in the event of any future transfer of DSD's functions.
- Catriona Regan to follow up Jerome's letter, by taking the issue outlined above to committee for a decision in principle.
- [REDACTED] to clarify the process, going forward, in respect of Community Enhancement through Sport, if it is deemed viable by the Department's economists OR, if it is not deemed viable, clarification on how the original sum allocated for TD is to be applied.

There followed a lengthy debate on Budget. [REDACTED] advised that Ministers have agreed in principle to SIF zones bidding for additional money for capital project SIF wide. [REDACTED] confirmed, however, that work still needed to be done to address the additional levels of funding each zone needs. [REDACTED] advised that what is being considered is whether a reduction in revenue funding for Jobsmart might help balance the capital increase.

Actions

- [REDACTED] to report ASAP on the budget issue as it impacts on the figures which LP is working from for capital projects. In particular, [REDACTED] to seek an indication of the level of additional capital funding available from the Department to facilitate completion of the remaining two prioritised capital projects (ie Harps and Community Enhancement through Sport) and to advise SM and SG members accordingly.
- [REDACTED] to issue revised letters of offer to LP once costs have been confirmed, setting out revisions to both figures and periods of financial assistance.
- [REDACTED] to provide clarity on whether VAT savings can offset increases in capital costs and, if so, whether savings can be applied to shortfalls *across the Zone* or whether they are restricted to *specific programmes*.
- [REDACTED] to advise on what happens to funding for Banbridge LOL now that it has dropped out of the STI project.
- [REDACTED] to advise on what will happen to Thomas Davies' funding, should they not get sign-off from the Department on their proposal.

- [REDACTED] to advise SM on how legal costs and fees incurred for the registration of legal charges on premises are to be dealt with (ie are individual project promoters liable to discharge these costs themselves?)

Update on Jobsmart and Enterprise

This is with the assessment team who are working through the remaining projects for all Zones. An SIB consultant is working on a scoping strategy for the project and a report is expected this week.

Action [REDACTED] to chase this up and provide a report for Steering Group members.

Correspondence

None

Item 5- AOB

None

Item 6 next meeting

Next meeting to be held on 9th September 2015.

Southern Investment Zone Steering Group Meeting

10:00am on 17th June , 2015 at Banbridge Council Offices.

Attendees:

Hilary Singleton (HS), Chair

Cathal Boylan (CB)

Carla Lockhart (CL)

██████████ OFMDFM

Catriona Reagan (CR)

Colin McCusker (CM)

Seamus McCrory (SM) – Lead Partner Banbridge

Sonya Burns (SB) – Lead Partner Newry & Mourne

Item 1 – Welcome and apologies

HS welcomed everyone and, in particular, Sonya and Seamus representing lead partners.

Apologies: Jerome Burns

Apologies –

Angela McVeigh

Pat Cumiskey

HS reminded all present that nominations for replacements for former Steering Group members Irene, Richard and Roy have not yet been made by Ministers. However, ██████████ confirmed that, in the interim, OFMDFM has given the Steering Group special dispensation to make necessary decisions with the present members. It was also agreed that decisions should be ratified by active members to ensure representative decisions.

Item 2 - Update from lead partners

Revenue Project – Work It (SB)

Letter of Commencement:

We are currently awaiting the Letter of Commencement which is required prior to programme of work commencing. Now that the tender process is completed we will require this to enable us to proceed.

Current progress:

The tendering process has now been completed by CPD with Network Personnel being appointed to the value of £375,800. The additional costs for training, work placements etc sit outside of the tender amount. The additional expenditure will be agreed with the organisation and will be processed through a verification process with the Lead Partners Finance Officers.

The Lead Partner along with the Strategic Investment Board and OFMDFM will have a project initiation meeting with the organisation within the coming weeks. Please note however the Lead Partner is still not in receipt of the Letter of Commencement which impacts on the delivery timeframe.

The Lead Partner has completed guidance notes on procurement which will be crucial for the items of expenditure external to the costs within the tender. After the meeting with the tender applicant we will host a series of sessions with them to put the structure for delivery in place. This will include:

- Communications – externally and internally
- Monitoring and evaluation
- Claims procedure
- Cashflow
- Project Support
- Project implementation and related timeframe

Finance:

The Lead Partner has submitted a claim for expenditure incurred to date and almost three months later are not in receipt of a payment. There have been several requests made to OFMDFM for a rationale or as to how we can assist with progressing this however no response to date.

Outstanding issues:

- Issuing of the Letter of Commencement.
- Payment of first claim.
-

████ advised Service Delivery Organisation has already been appointed and that in effect is the letter to proceed but he would issue this formally this week. He would also check with Finance as the first claim is sitting as an accrual. And Sonya will be able to draw this down and get the process in place for future claims made up of Delivery costs and lead partner costs.

The group asked about Publicity as this was a good news story.

████ agreed to send Sonya an updated LOGO for sif funding.

SB advised that following the initiation meeting they have PR and road shows on the plan and one of these could be used as a formal launch.

SB and █████ will work together to invite the correct people including (employers, potential participants, Steering group members and other local representatives)

████ SB hoped to get the steering group arranged for week commencing 27th as █████ will be available and has a lot of experience in revenue projects and should also attend.

SB and █████ advised they would take the views of steering group members forward in developing tender documents for the programme.

HS thanked SB for her report and advised she was now free to leave.

3. Minutes of Previous meeting.

HS had one point under progress report point 4 Para:

Does the Steering Group wish to grant permission for projects STI and ND (Priority Projects 2 and 3) to proceed immediately to Design Team Stage on the basis of today's increased updated costs. This course would impact on the availability of funding for the Jobsmart programme?

The group agreed this decision on the understanding that both Jerome and Carla as active members also indicated their agreement.

Changed to:

Does the Steering Group wish to grant permission for projects STI and ND (Priority Projects 2 and 3) to proceed immediately to Design Team Stage on the basis of today's increased updated costs. This course would impact on the availability of funding for the Jobsmart programme?

The Steering Group reluctantly accepted this course on the understanding that both Jerome and Carla as active members also indicated their agreement.

Members agreed to the change.

████ advised this decision had not been agreed by JB and CL and when the costs came in from CPD the next day they were considerably higher especially for the Kilclunney element of New direction. SIF have been looking at ways to mitigate the increase and we have now had promising news that the Council can reclaim the VAT on these projects. This decision will be ratified at council on 22/06/15.

moved onto his report based on these revised figures.

SIF Budget £80m that was split to £40m Revenue and £40m Capital. All zones prioritised their area plan and the resulting split was £40m revenue and £40m Capital. Some zones may not have been exactly 50/50 split but all plans were agreed due to the overall meeting of the budget.

Revenue projects are scalable and therefore the £40m funding for the projects across the zone is still achievable, and all revenue projects can currently be delivered.

As a consequence of inflationary rises and cost validation there has been cost increases in capital projects across the zones. Southern zone has seen considerable cost increases in the capital projects and therefore the 4 prioritised capital projects are not all deliverable within the capital allocation.

Revenue funding cannot be reallocated to capital funding and as the full £40m is achievable for revenue there is no merit in not delivering the 2 revenue projects in the Southern Zone

The current zone budget is 8.5m and the two revenue projects total £4,477,973 and the 4 capital projects have a budget of £4,022,027

After the last steering group meeting the cost validation for New Directions (ND) came in a lot higher than expected at 60% increase (large increase in capital costs and design team fees). Sustaining the Infrastructure (STI) saw a 30% increase (mainly due to professional and design team fees). Armagh Harps also had an increase of over 150% (capital costs estimated at £500 per metre instead of £1300, £1.2m increase in capital costs).

The lead Partner has now received VAT advice and indications are VAT will be reclaimable we should have a definite decision on this on 23/06/2105. Considering this saving current costs are :

STI	£1,410,472	up	£174,574 from	£1,235,898	14%
ND	£1,125,112	up	£304,892 from	£820,211	36%

These projects are signed off however as the increases are above the 10% variance they will need internal approval. If the Steering group decide there is budget cover for these projects to proceed.

Armagh Harps has produced a revised plan but this was also considerably over budget when CPD considered this. Full approval would be required for such a changed project. Armagh Harps have been taking advice from Sport NI and are looking at a revised proposal that will be closer to the budget of £930,262. The time that rework will take, makes it very unlikely DSD funding will be able to be spent, which will leave a potential shortfall of £145,000.

Community enhancement through sport; 3 of the 4 projects have internal sign off and will go for FSC sign off next Tuesday. They will also be subject to DFP approval. There has been changes in project costs the four projects originally cost £1,331,064. The costs for the 3 are now £1,062,938 as follows:

Cullyhannah	£304,013	£55,013 increase	22%
Annagh FC	£282,327	£36,801 increase	12%

Claddy GFC £364,259 £45,537 increase 14%

Management fees £112,339 decrease of £30,000

Thomas Davies proposal is well over the initial budget of £375,266 and is still being considered, there is likely to be issues over DSD funding due to delays to date. The above costs have not been validated by CPD (in progress).

Steering Group members now need to consider the increased costs and agree the way forward on the capital projects. Things to consider when deciding are; STI and ND are already approved and design team tenders could be issued following STG and internal approval; Sports cluster only has 3 out of 4 projects and will need FSC and DFP sign off (4th project is likely to increase costs considerably) and costs have not been validated; Armagh Harps position is unclear. If the costs cannot be reworked then the EA for the project will need reworked and full sign off will need to be gained; Also need to consider the impact of DSD funding.

The steering group members have always expressed a desire to make projects live within their original funding application. However much of the increase is due to costs that the projects did not anticipate such as Design team and professional fees. There has also been an increase due to inflation and market conditions. Even if projects could revise costs it is likely that this would significantly change the project and would lead to new EA's and new full sign-off being required. This would result in Letters of Offer having to be withdrawn and projects returning to the assessment stage.

If it is agreed to proceed with ND and STI this would be a commitment of £2,535,584. This would leave £1,486,443.

Much debate followed from the steering group. They advised they had acted in good faith and it was very disappointing that it now looked like the announced projects may not happen. There was unanimous support that OFMDfM needed to find more capital moneys to deliver on the 4 capital projects. There was also a view that Armagh harps needed to work with Sport NI, CPD and Joy in the assessment team to find a solution to their inflated costs.

Several options were talked through :

Progress one project, Progress 2, Wait on all projects until a decision is made on funding for all. SM advised the position on projects and the impact on his team if nothing proceeds. After considerable discussion the following proposals were put to the group.

The Steering group agree to proceed on Sustaining the Infrastructure and New directions projects based on the above costs.

And There is full support from the group to seek additional funding for the Southern zone to enable the remaining 2 capital projects to proceed.

■■■■■ reminded the group that although they have agreed to proceed with the 2 groups he did need to get internal approval for the increase in costs as it was higher than the permitted variance. He also

confirmed that in the meantime work to get approval for the last 2 projects is proceeding and nothing has been parked. Once this is received he may require a decision on these prior to proceeding to letter of offer.

Now that the group have given this permission they expect the Department to get these projects to letter to proceed within the next 2 weeks. [REDACTED] advised he will get them in the system on his return and will report progress before he finishes for holiday on 30th June 2015-06-30.

Seamus had provided an update as all issues had been covered in the discussion it was cascaded for information report as follows: **Armagh City Banbridge Craigavon Borough Council & Social Investment Fund**

BDC – Update report for Southern Zone Steering Group

Prepared 15th June 2015

Introduction

The aim was to commence procurement of design teams for SIF projects. However budget shortfalls identified in the three of the letters of offer made by SIF has resulted in delays.

As lead partner we require a letter to proceed for each project before commencing procurement of the design teams. OFMDFM are not in a position to provide this until the budget issues are resolved because we would be proceeding without budget cover for the projects.

We have been working to advance all projects as far as possible; this includes supporting the resolution of budget issues.

As a team we are also working to maximise the impact of the SIF capital projects under the OFMDFM Delivering Social Change framework.

SIF - ABC Capital Letters of Offer

Council SIF Capital Programmes including management fees.

1. Sustaining the Infrastructure (STI) (14 projects clustered)	£1,249,593
2. New Directions (ND) (2 projects clustered)	£ 820,481
3. Armagh Harps (1 project inc DSD £145k)	£1,075,262
4. Community Enhancement Through Sport (4 projects) - Proposed	£1,275,744
Total	£4,421,080

Itemised List of projects attached annex A

Key Points

- There are budget shortfalls in all three Letters of Offer (LoO) provided to Council. OFMDFM will prepare budget information and options in relation to each LoO for the Steering Group meeting. The way forward needs to be clarified in relation to;
 1. The projects in each LoO.
 2. Council Lead partner role for each LoO.
 3. The period of financial assistance.
- Council has procured vat advice for New Directions and Sustaining the Infrastructure LoO's. The advice has been received and Council can advise OFMDFM on the potential to reclaim vat after the June Council meeting. Vat advice will be requested for Armagh Harps and Community Enhancement Through Sport in due course.
- If vat can be reclaimed OFMDFM will be required to confirm that funds saved can be used to pay eligible project costs.
- YMCA New Directions project has secured a potential tenant for the SIF funded commercial units. Information has been submitted to demonstrate financial sustainability using the new proposed £25k pa rental income. OFMDFM should advise if this is acceptable to proceed.
- The £145,000 partner funding from DSD towards the Armagh Harps should be confirmed. The time period required to deliver this funding is becoming increasingly limited. Armagh Harps are prepared to revise the project and proceed with SIF funds only. They have secured planning and budget advice from Sport NI. OFMDFM to confirm options.
- OFMDFM should advise the current position with the Community Enhancement Through Sport LoO.
- SG/OFMDFM recommendation required on eligibility of project promoters legal costs subject to Council & CPD procurement requirements.

Guide Timelines

These are broad stages with individual steps required inside each stage. They indicate what is expected before work will commence on site. Each project is issued a detailed timeline/Gantt chart as part of their project agreement.

- Project Agreements returned by projects – allow 1 month for projects to check details and return
- Gain letter to proceed from OFMDFM for each project – simultaneous with above period
- Advertise for design team, assess and appoint – 2 months (8 weeks advised by CPD)
- Project design stage – Very specific to project estimate 1 - 2 months

- Advertise for construction contractor, assess and appoint - 2 month (9 weeks advised by CPD)

Council is currently ready to issue project agreements for eight of the sixteen New Directions and Sustaining The Infrastructure projects.

Conclusion

Work has been completed to keep the individual SIF projects updated. They will be updated again after the Steering Group meeting.

Appendix A

SIF - New Directions Letter of Offer		
Project Title	Project Promoter	SIF Grant Amount
Kilcluney Community Hub	Kilcluney Loyal Orange Order 132 (excluding own contribution)	£428,845
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Project Title	Project Promoter	SIF Grant Amount
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Banbridge LOL	Banbridge Orange Hall Committee	£98,638
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Happy Days Coalisland	Happy Days Playgroup	£16,193
Richmount Childcare Project	Richmount Rural Community Association	£38,760
SIF - Armagh Harps letter of Offer		
Project Title	Project Promoter	SIF Grant Amount
Armagh Harps	Armagh Harps GAA Club (excluding DSD funds)	£871,100

SIF – Community Enhancement Through Sport		
Annagh Football Club	No Lead Partner LoO	No Lead Partner LoO
Clady GDC	No Lead Partner LoO	No Lead Partner LoO
Cullyhanna Community group & St Patricks GFC	No Lead Partner LoO	No Lead Partner LoO
Thomas Davis GFC	No Lead Partner LoO	No Lead Partner LoO

Update on Jobsmart and Enterprise

This is with the assessment team who are working through the remaining projects for all Zones. An SIB consultant is working on a scoping strategy for the project and a report is expected within the next 2-3 weeks. This will be brought to the group to agree the way forward.

Item 4 – Correspondence

John Quinn has resigned on advice of CPD they will hopefully be tendering for the Jobsmart project and to avoid any perception of a conflict of interest he has resigned.

Item 5- AOB

None

Item 6 next meeting

Monday 3rd August 10.00am

Item 7 Confirmation of action points

Action:

to issue letter to proceed for work it

to issue SB PR information

SB to agree and arrange initiation meeting for Work It

to obtain JB agreement on proposal for STI ND

to progress STI and ND and obtain letters to proceed ASAP (2 weeks)

to forward groups request for additional funding for capital projects

to get from assessment team involved with Armagh Harps, CPD, Sport NI and Seamus (LP)

Southern Investment Zone Steering Group Meeting

10:00am on 22nd April, 2015 at Armagh City, Banbridge and Craigavon Borough Council Offices.

Attendees:

Hilary Singleton (HS), Chair

John Quinn (JQ)

Cathal Boylan (CB)

OFMDFM

Catriona Reagan (CR) For Pat Cumiskey

Colin McCusker (CM)

Seamus McCrory (SM) – Lead Partner Banbridge

Ciara Burns representing Sonya Burns – Lead Partner

Newry & Mourne (Work IT)

Item 1 – Welcome and apologies

HS welcomed everyone. Apologies were received from Jerome Burns.

HS reminded all present that nominations for replacements for former Steering Group members Irene Mackle, Richard Mealey and Roy McCartney have not yet been made by Ministers. However, [REDACTED] confirmed that, in the interim, OFMDFM has given the Steering Group special dispensation to make necessary decisions with the present members. [REDACTED] also wrote to Angela McVeigh and Thomas O’Hanlon asking if they still want to be members of the Steering group. They have not replied and, given their lack of attendance over past months, a request will now be made for OFMDFM to replace them as group members. [REDACTED] will progress this within the Department.

[REDACTED] also agreed to confirm process for formally replacing Pat Comiskey with Catriona Regan.

HS reminded all present of the private and confidential nature of steering group meetings and of the requirement for Conflict of Interest disclosure. HS advised SG members that her husband’s law firm has been approached to represent a project promoter group in respect of the review of a Project Agreement between Lead Partner and Project Promoter. [REDACTED] advised this was a Professional Business relationship which has no effect on the tender process to come for capital projects and, therefore, there was no conflict. The rest of the group concurred.

█ advised that we are now moving into the delivery stage and have tenders out to the market. It is important that matters are not discussed outside the meeting which might give anyone an advantage in the tender process.

Item 2 - Update from lead partners

Ciara Burns from Newry and Mourne Council provided the following report

Social Investment Fund

Revenue Project – Work It

Letter of Commencement:

We are currently awaiting the Letter of Commencement which is required prior to programme work commencing. The current programme work is the tender going out at this stage and then onto implementation of the project.

Project Initiation Document:

We continue to work to the PID and this will be discussed by the project board at their future meeting.

Timeframe for Delivery:

It has been agreed that the delivery process will be via procurement and is reflected in the delivery and timeframe. This will be delivered over the new 3 year period and with management lead in and exit periods.

The proposed timeframe for delivery would be as follows:

April 2015 – commence procurement and setting systems in place.

10 weeks approximately for procurement, evaluation and standstill.

Mid June 2015 – Appoint successful Service Delivery Organisation and undertake the pre contract checks.

July 2015 to March 2018 – Project delivery.

April – June 2018 – Undertake programme closure including finance and post project evaluation.

Management cost:

The management fee has been finally agreed. Given the new timeframe and that only one of the revenue projects have progressed it has been agreed to retain the 20% management cost. The final breakdown and cost of this has been agreed with OFMDFM and Newry and Mourne DC. The first claim has been submitted for quarter one 2015.

Evaluation:

There are sections included in the tender specification and invitation to tender on the evaluation requirements. We will be expecting the successful Service Delivery Organisation to complete all raw data and submit this to the Lead Partner. This will enable the Lead Partner to monitor the progress against claims and agreed outcomes and also independently analyse the progress of the project.

Current progress:

OFMDFM are also providing procurement training for the panel and two have been nominated from the Newry and Mourne DC team.

A series of guidance notes are being drafted by the Newry and Mourne DC team to assist the Service Delivery Organisation. These will include guidance on assets, childcare, fraud, salaries and wages, publicity and communications and eligible expenditure.

The tender has been issued by CPD with all the documentation agreed with the Strategic Investment Board. There was a small delay in the publishing of the tender due to a change in procurement regulations. It has now been issued and is due to close on 8th May. OFMDFM are setting up training for Officers involved in the assessment of the tender. There have been a number of queries from potential applicants which the Lead Partner is responding to within the required 48 hour period.

Outstanding issues:

- Issuing of the Letter of Commencement.

█ confirmed that the community projects have been written in such a way that the Participants will be doing them and that they will be zonal wide. As this is out to tender █ confirmed he could not provide any more detail at this stage. Groups who submit tenders will put forward their different ideas on the delivery of these. LP and OFMDFM will ensure these meet the above principles.

Seamus McCrory provided the following update.

Armagh City Banbridge Craigavon Borough Council & Social Investment Fund

BDC – Update report for Southern Zone Steering Group

Prepared 20th April 2015

Introduction

Banbridge Council has appointed three full time officers to manage the delivery, Carmel Taylor, Colin Bell and Seamus Mc Crory and also one part time officer Terry Scullion. Terry has started work during March; he is a qualified architect and already complementing the skills of the team and supporting delivery.

As a team we have identified a clear vision for these SIF capital projects under the OFMDFM Delivering Social Change framework and our responsibility to maximise public value and improve opportunities for people through delivery. The work with OFMDFM statisticians in relation to Outcome Based Accountability is an important contribution to this aim

There are many aspect to the delivery that are not straightforward but the relationships that are being developed between OFMDFM, Steering Group, Project promoter and BDC as Lead Partner are providing the environment to work through and resolve the issues. In particular the support provided by █ our principal contact at OFMDFM has been a key factor in the progress made to date and will continue to be a vital relationship throughout delivery.

We expect the management of the individual project promoter's budget to be one of the biggest challenges during delivery. Inaccurate project budgets at application and cost increases since this time will contribute to budget issues that need to be managed through the design and construction stages. The situation will become clearer as design teams are appointed and provide updated accurate budgets. As lead partner we will work with all stakeholders to identify the best solution to budget issues.

SIF - ABC Capital Letters of Offer

Council SIF Capital Programmes including management fees.

1. Sustaining the Infrastructure (STI) (14 projects clustered)	£1,249,593
2. New Directions (ND) (2 projects clustered)	£ 820,481
3. Armagh Harps (1 project)	£1,075,262
4. Community Enhancement Through Sport (4 projects) - Proposed	£1,275,744
Total	£4,421,080

Key Points

- Letters of Offer were issued by OFMDFM for STI, ND and Armagh Harps. They have been accepted and returned.
- There are unresolved issues with Community Enhancement through Sport and work is ongoing with OFMDFM to try and move this forward.
- CPD have advised of a very substantial budget shortfall on the Armagh Harps Offer. The group have been updated. They provided a revised proposal for consideration.
- YMCA New Directions project was at risk due the YJA declining to complete a lease on finished units for £35k pa as detailed in their original proposal. However Daly Park Accountants have confirmed a commitment to complete a lease on the units at £25 – 28k pa. YMCA has submitted information to demonstrate sustainability using the new proposed rental income.
- SG recommendation required on eligibility of project promoters legal costs subject to Council & CPD procurement requirements.
- Project Vat update.

Overview

As a team in ABC we are currently pushing to make progress on all of the following;

- Complete Due Diligence on each project
- Agree Outcome Based Accountability measures and report card for each project
- Project report and request a letter to proceed from OFMDFM on a project by project basis
- Create Project Agreement Documents and issue to projects
- Develop procurement process and create design team procurement documents

All of the above need to be completed to commence procurement of design teams.

Due Diligence, OBA outcomes and Project Agreements have been completed for the first four projects and procurement of design teams will commence when procurement documents and letters to proceed are completed.

Details of the projects in each letter of offer are attached in appendix A. They are listed in the procurement groups for design teams.

Guide Timelines

These are broad stages with individual steps required inside each stage. They indicate what is expected before work will commence on site. Each project is issued a detailed timeline/Gantt chart as part of their project agreement.

- Letter of Offer Agreed
- Project Agreements created – allow 1 month to complete (optimistic)
- Project Agreements returned by projects – allow 1 month for projects to check details and return
- Gain letter to proceed from OFMDFM for each project – simultaneous with above period
- Advertise for design team, assess and appoint – 2 months (8 weeks advised by CPD)
- Project design stage – Very specific to project estimate 1 - 2 months
- Advertise for construction contractor, assess and appoint - 2 month (9 weeks advised by CPD)

Conclusion

We are working towards significant progress across all three SIF Letters of Offer during 2015.

Appendix A

SIF - New Directions Letter of Offer			
Project Title	Project Promoter	Amount	Comment
Single Project Procurement			
Kilcluney Community Hub	Kilcluney Loyal Orange Order 132 (excluding own contribution)	£428,845	Ready for design team procurement subject to LTP & final procurement doc. Est wk beg 13/04
Single Project Procurement			
YMCA Lurgan	YMCA Lurgan	£255,600	Revised proposal under consideration
SIF – Sustaining The Infrastructure Letter of Offer			
Project Title	Project Promoter	Amount	
DT Procurement Group			
Brownstown Campus	Brownstown Owners and Tenants Association	£120,000	Ready for design team procurement subject to returned PA & LTP & final procurement doc. Est wk beg 13/04
Corcraín LOL	Corcraín Cultural	£91,407	Ready for design

	Development Association		team procurement subject to returned PA & LTP & final procurement doc. Est wk beg 13/04
Clogher LOL	Clogher and District Pipe Band (excluding own contribution)	£47,947	Ready for design team procurement subject to returned PA & LTP & final procurement doc. Est wk beg 13/04
DT Procurement Group			
Banbridge LOL	Banbridge Orange Hall Committee	£98,638	Work req but estimated DT procurement to commence Apr
Corcrair Shops	Corcrair Redmanville Community Partnership	£57,000	Work req but estimated DT procurement to commence Apr
Dromore LOL	Dromore Orange Hall Committee	£104,728	Work req but estimated DT procurement to commence Apr
DT Procurement Group			
Holy Trinity Church Hall	Select Vestry Seapatrick Parish Church of Ireland	£84,258	Work req but estimated DT procurement to commence Apr
Silverbridge Tack and Car Park	Silverbridge Harps GAC	£151,280	Work req but estimated DT procurement to commence Apr
Pearse Og	Pearse Og GAA Club (excluding own contribution)	£30,000	Work req but estimated DT procurement to commence Apr
DT Procurement Group			
Gilford Community Centre	Gilford Community Club	£105,600	Work req but estimated DT procurement to commence May
Mount Zion Energy	Shankill Community Projects Ltd	£36,440	Work req but estimated DT procurement to commence May
Underground Lurgan	ECF Links - Emmanuel Church Fellowship	£43,500	Work req but estimated DT procurement to commence May
Happy Days Coalisland	Happy Days Playgroup	£16,193	Work req but estimated DT

			procurement to commence May
Richmount Childcare Project	Richmount Rural Community Association	£38,760	Work req but estimated DT procurement to commence May
SIF – Armagh Harps Letter of Offer			
Armagh Harps	Armagh Harps GAA Club (excluding DSD funds)	£871,100	Revised proposal provided

Item 3 - Minutes of last meeting and Matters arising

Minutes of the last meeting were agreed without amendment.

Item 4 – Correspondence

HS confirmed that, as previously agreed with SG members, she had written to Project promoters in respect of the Valuing Natural Assets Programme and Dungannon West Project to advise that these projects did not now fall within the bounds of affordability, given the allocation made to the Southern Zone, and would not be taken forward.

Item 5 – Progress Report from Development Officer

provided the following update on the top six projects on the Southern Area Plan:

1. Work It Programme

Progress as reported by SB

2. New Directions

Progress as reported by SM. Aw has also had to address queries about the new proposed tenant for YMCA as the rental figure is less than that of the last tenant. YMCA are preparing a Balance sheet to show the project is sustainable on the reduced figures. This will need approval from Economists and finance.

3. Sustaining the Infrastructure

Progress as reported by SM

4. Armagh Harps

CPD have validated the costs and Armagh Harps has come in massively over budget: capital works alone are up 150% £1.5 million. Armagh Harps has, therefore, revised their proposal to still deliver agreed outputs but change the nature of the works. Details of this have been supplied to [REDACTED] and [REDACTED] will send it to CPD to see if it is closer to budget. Even if it is within budget, it is likely to need further approvals to ensure it represents value for money.

Leading on from Seamus's report, [REDACTED] confirmed that Banbridge Council, as Lead Partner, is almost ready to issue tender documents for design teams for New Directions and Sections of STI that will proceed in four lots. Central Procurement Division (CPD) has been validating the costs of the capital projects. [REDACTED] is expecting these figures in the next day or two but provisional talks show a potential 15-25% increase for STI and ND. These increases are due mainly to professional fees that were not included in the original EA. The capital costs for STI appear to be close to what was presented originally.

[REDACTED] advised this leaves the budget in the zone stretched and so the SG will need to decide how to proceed, subject to clear steers from the Department. Members advised that they wanted groups to live within their allocation. [REDACTED] advised there have been inflationary increases and increases in costs. At the time of submission of original proposals, groups were unaware of the need for Public Procurement and the consequent need for professional fees. ([REDACTED] gave the example of a new roof project- we are now at the point that we cannot do the roof without more money and there is no point only doing half the roof). Any further changes would impact on agreed outputs and therefore approvals would no longer be valid and the Projects would need to be reapproved.

In reality, if additional money is not allocated to the approved projects they will be significantly delayed, if not stall or fail completely and a decision now needs to be made on this.

A long discussion proceeded and the implications on the lowest prioritised project (ie the second revenue project) within our "affordable" list of projects were considered. Finally HS proposed the following question to be addressed.

Does the Steering Group wish to grant permission for projects STI and ND (Priority Projects 2 and 3) to proceed immediately to Design Team Stage on the basis of today's increased updated costings. This course would impact on the availability of funding for the Jobsmart programme?

The group agreed this decision on the understanding that both Jerome and Carla as active members also indicated their agreement.

5. Community Enhancement through Sport

Claddy GFC, Cullyhanna GFC and Annagh FC are currently with the economists and finance department within OFMDFM for sign-off. The EA for the Community Enhancement Through Sport Programme has been revised to allow these projects to progress separately.

Thomas Davies project will be on a longer time frame than that of the other cluster projects. CB has received a copy of their amended proposal today and has passed a copy to [REDACTED] advised he would pass this to the assessment team and economists to review.

6. Jobsmart and Enterprise

[REDACTED] confirmed that the Department has agreed a scoping study for this project as economists advised there are issues around duplication and additionality. The Strategic Investment Board has agreed to do this work to avoid any delay. Stephanie Morrow has been appointed and will be in the Zone over the next few weeks to engage with the appropriate stakeholders.

JQ advised that SERC would have an interest in this project and would like to declare a potential conflict of interest. [REDACTED] agreed to seek CPD advice re any perceived conflict and report back to JQ.

Item 6 Report on Gateway Review

HS recently took part in a Gateway Review on SIF as her role as SG Chair.

HS explained that she had, at the request of SIF Programme Manager, Lawrence Hyland, taken part in a Gateway review of the SIF Programme on Monday, 9th March. A Gateway Review is an independent review undertaken at key stages in the life-cycle of a programme. Its purpose was to give OFMDFM assurance that SIF would deliver its planned outcomes and ascertain whether any changes were required to ensure delivery.

HS obtained updated figures and reports on progress of all projects from AW and both LPs prior to this review, to ensure that all evidence provided was accurate and up-to-date, and provided same to the Review team. The Gateway Review team comprised two independent consultants appointed by DFP's Central Procurement Directorate to provide an independent peer review of SIF.

HS also outlined the key challenges moving forward. She stressed that the SIF programme is dependent on a complex set of relationships between OFMDFM, SG, LPs, Project promoters, CPD and SIB and that the success of programmes is, therefore, dependent upon clear and open lines of communication between all parties. She further stressed the need for decisions made within the Department to be clearly and promptly communicated to all relevant parties, especially where these impact directly on implementation and LPs, or where they necessitate changes to projects. HS outlined the impact of delays to date and the significant potential increase in budgets that has now been identified. She stressed that the real costs position will only become clear when design teams are appointed and provide updated accurate budgets. HS stated that the view of the SG for the Southern Zone is that there should be no increase in funding given to groups, but that allocations outlined in the Area Plan should be strictly adhered to.

HS highlighted a number of salient issues, including the following: that LPs for capital projects have been left largely to their own devices by the Department to develop their own internal processes for

taking projects forward; that professional advice on the issue of whether VAT can be reclaimed on capital projects is being sought by Banbridge Council; that, in some cases where match-funding applies, LPs have to put in place a Memorandum of Understanding with the match funder regarding timing and amount of the payment of the contribution due; that new issues are arising daily on capital projects, which LP is managing on a project by project basis; that the draft timeframe for capital projects – which indicates that building work is likely to commence in October 2015- is unsatisfactory to groups because it is impractical to commence building work in poor weather- and so groups have requested an earlier start to project delivery.

HS also provided to the consultants a copy of her letter to OFMDFM dated 1st July 2013 in which she set out a list of “lessons learnt” and recommendations made by SG members for improvements in the SIF process, in the event of the launch of a SIF II programme.

Item 7 Confirmation of action points

██████ to activate process within the Department to replace former SG members Roy McCartney, Richard Mealey, Irene Mackle, Angela McVeigh and Thomas O’Hanlon.

██████ to issue STI and ND Decision to Jerome and Carla for their approval

██████ To check if CR can be opted on to group to replace PC

██████ To check JQ’s conflict of interest status with CPD and report to JQ

Item 8 – AOB

None

Date of next meeting to be arranged pending outcomes of CPD’s validation and Armagh Harps issues

Southern Investment Zone Steering Group Meeting

10:00am on 28th January , 2014 at Banbridge Council Offices.

Attendees:

Hilary Singleton (HS), Chair

John Quinn (JQ)

Cathal Boylan (CB)

Carla Lockhart (CL)

Jerome Burns (JB)

■■■■■ OFMDFM

■■■■■ OFMDFM

Catriona Reagan (CR) For Pat Cumiskey

Colin McCusker (CM)

Seamus McCrory (SM) – Lead Partner Banbridge

Sonya Burns (SB) – Lead Partner Newry & Mourne

Item 1 – Welcome and apologies

HS welcomed everyone and, in particular, Sonya and Seamus representing lead partners.

Apologies –

Angela McVeigh

Pat Cumiskey

HS reminded all present that nominations for replacements for former Steering Group members Irene, Richard and Roy have not yet been made by Ministers. However, ■■■■ confirmed that, in the interim, OFMDFM has given the Steering Group special dispensation to make necessary decisions with the present members.

Item 2 - Update from lead partners

SB advised N&MDC signed the letter of offer from OFMDFM in respect of the Work It revenue programme on 15th December 2014, following resolution of all legal queries. They are now working towards satisfying the precondition requirements and then receiving a letter to proceed from OFMDFM.

The time frame for the "Work It" revenue project has been extended, at the request of OFMDFM, to 3 years, with additional lead-in and exit time. The proposed delivery process will be as follows: commence procurement February 2015 / appoint Delivery Organisation in May 2015 / project delivery from May 2015 to April 2018/ post- project Evaluation and closure.

SB has already started preparing the requisite suite of tender documents and has had an initial meeting with [REDACTED] and SIB who are providing advice in this regard. A further review of these will be undertaken and a meeting set up with CPD to agree the final documents. A determination has yet to be made on the best process for delivery of the 500 community projects. SB suggested that delivery of these should be made less restrictive, both in terms of geographical and participant involvement, to maximise the benefit to the zone as a whole, to deliver needed projects and also to take into consideration the fact that not all trainees skills (eg forklift driving/ HGV driving) could be utilised in delivering community projects.

Steering Group members confirmed that they were agreeable, in principle, to widening the geographic area for delivery of the 500 projects, but insisted that it was imperative that all projects involve participants of the training demonstrating the skills they have acquired, for the benefit of the community as a whole.

SB and [REDACTED] advised they would take the views of steering group members forward in developing tender documents for the programme.

SM provided an update on Sustaining the Infrastructure (STI) and New Directions (ND) projects and JB declared an interest, on the part of DSD, in the Kilcluney project which forms part of New Directions.

Letters of Offer from OFMDFM been now been agreed and signed in respect of the above projects. The draft letter of offer for Armagh Harps has been completed by [REDACTED] and will be sent out this week to SM.

SM is working hard with Project promoters to finalise project agreements and ensure the relationship between Lead Partner and Project promoter is formalised. SM has already met with CPD and his team are currently working on validating the costs of individual projects. It is envisaged that the projects will be clustered and will proceed to procurement in clusters of similar projects.

SM and his team have met with NISRA and are working on completing report cards and due diligence checks for each project. This work must be finalised before asking OFMDFM for a letter to proceed to appointment of a design team on a case by case process.

SM also reported on progress regarding the Kilcluney element of the New Directions project. Kilcluney has now been offered funding from DSD to turn their half pitch into a full size pitch. To

secure this funding from DSD, Kilcluney are being asked to match fund to a value of £30,000. They have enquired whether the £20,000 earmarked as their contribution towards the SIF project, might be used to meet this requirement.

After discussion, Steering group members concluded that, in the event of Kilcluney no longer providing a £20,000 contribution to the SIF project, no additional funding from SIF to meet this shortfall would be available. Kilcluney would have to reconsider the specification to their project to live within their budget. [REDACTED] pointed out that project costs have not yet been validated for the Kilcluney Hub and would only be known at the tender stage. The project budget may need further investigation at this point. [REDACTED] to discuss this issue with the Department and advise Steering Group members on the way forward.

SM advised that he has encountered difficulties in contacting Pearse OG. CB advised he would chase this up with the Group. CL advised she would similarly make contact with Dromore LOL.

SM advised that he is still waiting for a definite decision from Sure Start on whether they intend proceeding with the lease of units from Lurgan YMCA. He confirmed that the outlook is still positive.

HS thanked SB and SM for their updates.

SB and SM left the meeting at this point.

Item 3 - Minutes of last meeting and Matters arising

Minutes of the last meeting were agreed without amendment.

Action points- HS has written to former steering Group member Irene Mackle, thanking her for her contribution to SIF.

[REDACTED] has contacted Joanne Wallace for contact details of the projects outside funding and is expecting these details within the week.

Item 4 – Correspondence

None

Item 6 – Progress Report from Development Officer

[REDACTED] provided the following update on the top six projects on the Southern Area Plan:

1. Work It Programme

Progress as reported by SB

2. New Directions

Progress as reported by SM

3. Sustaining the Infrastructure

Progress as reported by SM

4. Armagh Harps

█ has completed the Letter of Offer for this project. It is currently with Denis McMahon for signature and should be with SM in the next few days. SM has already informed the Council of this, to ensure acceptance by the Council is not delayed. SM will then contact the group to progress the project. CB advised he would ascertain the identity of the current contact at Harps and pass on details to SM.

5. Community Enhancement through Sport

█ and JB have now met with representatives from Thomas Davies and advised them of their need to live within the original SIF budget. Representatives from Thomas Davies have confirmed that they have delivered previous projects within budget, by relying on goodwill and careful resource management. They are currently preparing a paper showing how they should be able to deliver on this project, within budget. In the light of this, it is evident that the Thomas Davies project will be on a longer time frame than that of the other cluster projects and Steering Group members agreed that it could, therefore, be progressed separately.

Claddy GFC, Cullyhanna GFC and Annagh FC are currently with the economists within OFMDFM for sign-off. The EA for the Community Enhancement Through Sport Programme will be revised to allow these projects to progress separately. █ hoped to have progress on these projects within 4-6 weeks

6. Jobsmart and Enterprise

This is with the assessment team who are working through the remaining projects for all Zones. Compared to other zones, █ advised that the Southern Zone is in a favourable position, since some of the other zones currently only have one or 2 projects signed off.

Item 8 Confirmation of action points

Action:

█ to provide contact details for projects outside funding to HS.

█ to discuss Kilcluney project with OFMDFM and advise Steering Group on way forward.

█ to provide current costs on Community Enhancement through Sport

█ to provide update on Jobsmart

CB to provide contact details for Pearse OG and Armagh Harps

CL to contact Dromore LOL to engage with SM

Item 8 – AOB

None

Date of next meeting to be Wednesday 18/03/2015 at Banbridge Council Offices 10.00am

Southern Investment Zone Steering Group Meeting

10:00am on 20th November, 2014 at Banbridge Council Offices.

Attendees:

Hilary Singleton (HS), Chair

John Quinn (JQ)

Pat Cumiskey (PC)

Carla Lockhart (CL)

Jerome Burns (JM)

OFMDFM

Catriona Reagan (CR)

Seamus McCrory (SM) – Lead Partner Banbridge Sonya

Burns (SB) – Lead Partner Newry & Mourne

Item 1 – Welcome and apologies

HS welcomed everyone and, in particular, Sonya and Seamus representing lead partners.

Apologies - Angela McVeigh

Cathal Boylan

HS advised that we have not yet had nominations from ministers for replacements for Irene, Richard and Roy. However, in the interim, OFMDFM has given the group special dispensation to make necessary decisions with the present members.

Item 2 - Update from lead partners

SM provided an update on Sustaining the Infrastructure (STI) and New Directions (ND) projects:

Letters of Offer have not been signed for. Unfortunately Lisa, the Legal representative for....., has suffered a family Bereavement and has been unable to meet the Department. Seamus intends to set up a meeting with her boss who returns from London on Monday to try and progress these issues.

SM noted that, until a signed Letter of Offer is completed and agreed with the Department, he cannot allocate any additional resources to progress the projects.

Despite this, SM has started work on the STI project, has contacted all 14 groups and has discussed monitoring requirements, steps in the process and the due diligence requirements groups will be expected to meet. CR stressed the Council has already incurred costs and asked if anything can be done to allow the Council to allocate these out of funding.

█████ advised that at present we do not have a valid Letter of Offer and so no commitment from either side and, therefore, all costs are incurred at risk. █████ advised the new letter would most likely be dated to the date of issue but would look to see if anything can be done to backdate this closer to the original letters that may allow for costs to be drawn against those already incurred.

The New Directions Project is in a different situation as, without the DOJ lease for YMCA, the preconditions will not be able to be satisfied. Sure Start have met YMCA and a second visit is being arranged for senior managers so that they can discuss the issue at the next board meeting.

YMCA are also considering restructuring their debts that will make them more efficient. This will mean they will need less money to be sustainable. This, linked to new revenue streams, will enable them to suggest a new proposal of a shared space should the lease option not be realised. We should have this within the next two weeks as they are just awaiting the financial details.

On a separate note █████ reported that the revised letter will be written on such a way to enable Banbridge to progress the Kiicluney element first, whilst the YMCA lease issue is being resolved.

HS thanked Seamus for his update and invited SB to update on the Work It project

SB advised N&MDC have similar legal queries with the letter of offer and have had a meeting with OFMDFM and their legal representative to resolve this. Amendments have been discussed and OFMDFM are to reply in writing. If all issues are agreed, a new LoO can be issued for signature.

Sonya has been working on the preconditions and has sent a draft PID through to OFMDFM. The project will now proceed by procuring the delivery agents rather than grant and she is working on the specifications

Due to current budget restrictions OFMDFM have now asked SB to extend the delivery of the project over a further financial year which will allow for profiling of revenue projects. SB is working to change the relevant parts of the PID and resource plan to facilitate this change.

A meeting is arranged for next week to review these changes.

████ confirmed that the budget remains unchanged but that Revenue projects have been asked to deliver over a longer period to allow for profiles to match budget restrictions. There is no impact re the length of funding that will be available for the length of the extended projects.

HS thanked SB for her update on the "Work It" Project.

SB and SM left the meeting at this point.

Item 3 - Minutes of last meeting and Matters arising

Minutes of the last meeting on 28th July 2014 were agreed without amendment.

Action points have been cleared.

Item 4 – Correspondence

HS advised members who had not been present at the last meeting that an e-mail had been received by her from Richard Mealey resigning from the SG.

████ advised Irene Mackle has now sent an e-mail officially resigning.

HS asked that █████ forward Irene's e-mail address so that a letter of thanks could be sent to her.

Item 5 Draft Letter for projects not likely to get funding

HS advised we have received a draft letter from the Department which needs to go to the 4 projects outside the funding allocation and enquired whether SG members are content for these to be issued.

████ confirmed that the projects in this group were as follows: Future Proof; Early Investment; Valuing Natural Assets and Dungannon West Community Project. HS asked AW to provide the contact details for these groups.

Item 6 – Progress Report from Development Officer

████ provided the following update on the top six projects on the Southern Area Plan:

1. Work It Programme

Progress as reported by SB

2. New Directions

Progress as reported by SM

3. Sustaining the Infrastructure

Progress as reported by SM

4. Community Enhancement through Sport

Fit-out costs for Thomas Davies have been received by OFMDFM. These have increased to total costs of £1.2 million and show a potential funding gap of up to £400,000. The other 3 elements are ready for sign off and finance has confirmed they are prepared to sign these off.

█████ advised a decision needed to be made about the cluster. The options are:

- To remove Thomas Davies from the funding allocation
- Allocate more funding to Thomas Davies to allow it to progress in current form.
- Advise Thomas Davies that they would either have to find funding for the funding gap or reduce the scope of the project to meet the funding allocation.

SG members did not wish to increase funding and agreed that all projects should be required to match their original proposals as far as possible. SG members did not, however, want the project to fail and, therefore, wished the assessment team to meet Thomas Davies to help them progress within the current allocation.

█████ also advised that, as the project is not signed off, the assessment team wanted the SG to advise whether they wanted to consider the possibility of splitting the project into four sections so that each could be progressed on an individual basis. Members were unanimous in agreeing this proposal. SG members asked why this was not possible on the other clusters and █████ advised it was because these projects are not yet signed off so changes to the EA can still be made.

5. Jobsmart and Enterprise

This is with the assessment team who are working through the remaining projects but have also all of the projects from all the zones to progress. As above, they are already considering Priority 4 and will be looking at this project in due course. As a whole, the Southern Zone is in a favourable position, since some of the other zones only have one or 2 projects signed off.

6. Armagh Harps

This has now been signed off by DFP. However, prior to the next 11 projects having Letters of Offer issued we need the finance officer must agree budgets to allow for these projects to be profiled for spending. █████ advised the group that this is priority 6 – the last project within affordability. As such, should any of the projects require additional funding then this would have been the project that was at risk. Given that █████ may be in a position to issue the letter of Offer very shortly █████ indicated that he would need the SG to decide if they wanted this project to go to letter of Offer prior to priority 4 and 5.

It was agreed that Armagh Harps could go to Letter of Offer only after Letters of Offer had been issued for the first 3 projects. All projects must take all reasonable steps to stay within the funding allocation to stay within their funding allocation.

Item 7 Election of office bearers

HS agreed to stand as Chair and was elected unanimously.

JQ was nominated as Vice chair and was unanimously elected.

Item 8 Confirmation of action points

Action: [REDACTED] to review date of Letter of Offer and ascertain whether Council can claim against costs already incurred.

[REDACTED] to provide HS with Irene's e-mail address

[REDACTED] to provide HS with Group's details for the letter not to fund projects outside allocation

Item 8 – AOB

None

Date of next meeting to be Wednesday 28/01/2015 at Banbridge Council Offices 10.00am

**Southern Investment Zone Steering Group Meeting
10:00am on 23rd September, 2014 at Newry and Mourne Council Offices.**

Attendees:

Hilary Singleton (HS), Chair

Colin McCusker (CM)

Carla Lockhart (CL)

Jerome Burns (JM)

██████████ OFMDFM

Seamus McCrory (SM) – Lead Partner Banbridge

Sonya Burns (SB) – Lead Partner Newry & Mourne

Item 1 – Welcome and apologies

HS welcomed everyone and, in particular, Sonya and Seamus representing lead partners.

Apologies - Irene Mackle
Richard Mealey
John Quinn
Angela McVeigh
Cathal Boylan
Thomas O'Hanlon

HS advised that resignations have been received from Richard Mealey and Irene Mackle and therefore to have a quorum we would need Hilary and Roy to be at each meeting. Unfortunately we have been unable to contact Roy and he seems to have dis-engaged from the process. This leaves us in the predicament of not achieving a Quorum until new members are in place. Aw has already prepared a submission to ask for replacement Voluntary/Community representatives.

Item 2 - Update from lead partners

SM provided an update on Sustaining the Infrastructure (STI) and New Directions (ND) projects:

Letters of Offer have not been signed for these projects due to legal issues around wording. The main problem is a clause allowing the department to suspend terminate projects that Banbridge Council may have made financial commitments for. Therefore leaving them at risk.

There is an issue over legal charges and how this will be viewed on Banbridge want this passed on to project promoters. There are a few other smaller issues as well. OFMDFM have met BCD legal reps and these issues are being worked through.

SM and ██████████ do not see any deal breakers here the only concerning point for SM is that until a signed Letter of Offer is completed he cannot allocate any additional resources to progressing the projects.

Despite this SM has started work on the STI project has contacted all 14 groups and has discussed Monitoring requirements the process and what due diligence requirements they will be expected to meet.

ND is in a different situation as without the DOJ lease for YMCA the preconditions will not be able to be satisfied. YMCA is writing a proposal to show how the sustainability of the YMCA has improved and how the requirements may have reduced. They will suggest moving forward on a shared space if a new tenant cannot be sourced and should have a proposal in 2 weeks or so. Carla advised she may have a lead re Sure start possibly being interested in the lease and that this will also be investigated over the next few weeks.

HS thanked Seamus for his update and invited SB to update on the Work it project

SB advised N&MDC have similar legal queries with the letter of offer and have had a meeting with OFMDFM and their legal rep to sort this. Amendments have been discussed and OFMDFM are to reply in writing if these are agreed a new LoO can be issued for signature.

Sonya has been working on the preconditions and has a draft PID through to OFMDFM. She also has the checklist documentation that [REDACTED] will collect at the end of meeting. Want to deliver the project by way of grant but may need to be procurement. [REDACTED] advised SB would put in a proposal for grant but ultimately CPD would make a decision on the best form of delivery. Sonya is also preparing breakdown of Management costs.

This sparked a lengthy discussion on management costs and value of r money. [REDACTED] advised that the process had already been agreed and that the management cost principal had been agreed for Lead Partners to manage projects. He advised that all costs will be agreed in line with Sif requirements and to ensure consistency across the zones in relation to value and relevance.

SB agreed to prepare an overview of costs and management costs for the next meeting.

HS thanked SB for her update on the "Work It" Project.

Item 3 - Minutes of last meeting and Matters arising

Minutes of the last meeting on 28th July 2014 were agreed without amendment.

Update on the action points arising from the previous meeting as follows:

Action: CR to forward queries to OFMDFM this week.

Completed at the time

Action: [REDACTED] to check with OFMDFM re procedure for progressing New Directions project. This project had several different options one of which was to complete the Kilclunney project separately. As such if the steering group make a decision to separate the projects they will be asking OFMDFM to progress the project on one of the non –preferred options. Unfortunately this would require the project to go back through the sign off process. Based on this the better course of action

Action: [REDACTED] to chase up PLACE re verification visit and lead partner role. Place have now confirmed that they no longer wish to be joint lead partners

Action: [REDACTED] to chase up MOU and Conflict of Interest forms from SG members. Forms to CM to complete done at meeting

Action: [REDACTED] to provide update on projects not yet signed off at next SG meeting. To Follow

Action: [REDACTED] to invite Cyril Moorhead to future Meetings provided PLACE is appointed as joint Lead Partner. No longer Lead Partner so not required at Meetings

Item 4 – Correspondence

Hs Advised an e-mail had been received from Richard Mealey resigning from the steering group.

█ advised Irene Mackle had confirmed verbally she was to resign due to health reasons. We are still waiting for this in writing.

Item 5 Election of office bearers

To be moved on to next meeting due to lack of Quorum

Item 6 – Progress Report from Development Officer

█ provided the following update on the top six projects on the Southern Area Plan:

1. Work It Programme
Progress as reported by SB

2. New Directions
Progress as reported by SM

3. Sustaining the Infrastructure
Progress as reported by SM

4. Community Enhancement through Sport
Fit out costs for Thomas Davies has been received. And information about Annagh FC accounts. These have been passed to the assessment team for consideration

5. Jobsmart and Enterprise
Still within the assessment process

6. Armagh Harps

This has now been signed off but we are waiting on DFP to agree the release of more capital funding before further letters can be issued. DFP get a batch of projects and randomly select one to check. Once they agree this one funding can be released for the batch. They have now selected a case from another Zone and reviewed it. They had 2 minor comments and have asked finance to address these prior to approval. These are currently being worked on.

Item 7 Confirmation of action points

Action: SB to provide a report on costs for work it.

Action: [REDACTED] to request replacements for resigned members

Item 8 – AOB

None

Date of next meeting to be Thursday 30/10/14. This has now been revised to Thursday 20th November at 10.00am in Banbridge Council Offices.

**Southern Investment Zone Steering Group Meeting
10:00am on 28th July 14 at Banbridge Council Offices.**

Attendees:

Hilary Singleton (HS), Chair

Pat Cumiskey (PC)

Cathal Boylan (CB)

Carla Lockhart (CL)

██████████ OFMDFM

Catriona Regan (CR) – Lead partner Banbridge

Sonya Burns (SB) – Lead Partner Newry & Mourne

Item 1 – Welcome and apologies

HS welcomed everyone and in particular, ██████████ who is the new OFMDFM Development Officer replacing ██████████

Apologies - Irene Mackle
Roy McCartney
Jerome Burns
Colin McCusker
Richard Mealey
John Quinn
Angela McVeigh

Item 2 - Update from lead partners

HS thanked Seamus McCrory in his absence for his update and asked CR to update the group

CR provided update on Sustaining the infrastructure- Banbridge Council have the letter of offer and have taken legal advice from Belfast City Council Legal Services. They have concerns around liability if projects are stopped and legal charges. There are also concerns over out of date figures and due diligence and the time frame referred to in letter of offer as it may take longer. CR will have a formal list of queries that should be issued to OFMDFM this week.

██████████ advised that the reason for asking for a Project Initiation Document (PID) and resource plan was to get the up to date figures and timelines. And if they need to change details this should be done providing a rationale that OFMDFM can then consider.

CR update on New Directions- We have now been informed by Department of Justice that they are not in a position to sign a lease with YMCA. This is a precondition as it affects the financial viability of the project. After discussion all SG members agreed that all possible action should be taken to avoid the YMCA project failing.

explained that at present the Letter of Offer is with the lead partner to satisfy the pre-conditions and that the first action is for the lead partner to contact YMCA to establish if they have any other way to satisfy the sustainability issues, and report back to OFMDFM.

Group were concerned about the project if it cannot be saved and would be eager to progress Kilclunney as a stand alone. advised that if the project cannot proceed due to YMCA then at this stage the SG would be asked to make a decision on how to proceed (be that; split the project or re prioritise). HS asked if a steer was needed from OFMDFM as they had already announced funding for this project. agreed to check this.

HS thanked CR for her update and invited SB to update on Work it Project.

SB Apologised for not having a written update but was only returning to work from holiday this morning. Newry and Mourne have also received their letter of offer and again will have similar queries as Banbridge. advised again to provide these and include details and rational in PID and resource plan. SB had one further query asking if Lead partners would be responsible for CPD costs. advised he understood they would not but would check and confirm in writing. SB advised she was unsure of what was happening with Place and Cyril Moorhead. advised Cyril's verification was rescheduled from last week to tomorrow Tue 29/07/14 once this takes place Cyril can be added as a lead partner.

HS thanked SB and CR for their updates at which point they left the meeting.

Item 3 - Minutes of last meeting and Matters arising

HS had one small amendment to item 4. Sentence: **"Action: to invite Cyril Moorhead from PLACE to future SG meetings in his LP capacity."** To be amended to remove "in his LP Capacity" as he has not satisfied the requirements to hold this role.

Minutes of the last meeting on 02 May 2014 were agreed with the one ammendment.

HS provided an update on the action points arising from the previous meeting as follows:

Action: to clarify position re DOJ- Update has already been provided by

Action: to clarify CPD role with assurance of costs. advised CPD will provide advise and guidance on procurement issues. In relation to projects sign off- SIF, finance and Economists are now meeting on a regular basis to progress cases. This may involve direct contact with project promoters or lead partners where necessary.

Item 4 – Correspondence

Draft letter has been received to issue to 4 projects that are unlikely to secure funding. Need to agree this but as quorum is not present this will be placed on Agenda for next meeting. CL advised we need to ensure Members are aware of the need to attend the meeting to prevent such delays all members agreed.

Revised Terms of Reference for steering group members has been received. HS also attended the Chairs meeting about this the main points from this are: no expenses will be available for steering group members; OFMDFM will provide secretariat support for meetings and minute taking only. This concerns HS in her role as chair but nothing can be done about this. thi

Item 5 – Report from Chair on the SIF Lead Partner Event on 10th March

HS provided a brief overview of the Steering Group issues as presented at the Lead partner day in Lisburn which included:

- Formal clarification on the roles and responsibilities of SG moving into delivery phase of SIF and specifically what the SG could be challenged on;
- Local delivery agents - can this be ensured by writing into the tender?;
- Letters of Offer should be discussed with SG prior to issue;
- OFMDFM are not providing sufficient admin support to SG / Chairs are left to do a lot of the administration with no expenses paid.
- A revised TOR was requested and this would be needed as soon as possible.

Item 6 – Progress Report from Development Officer

█ provided the following update on the top six projects on the Southern Area Plan:

1. Work It Programme

As Already discussed Letter of Offer is with the lead partner and OFMDFM is waiting for them to sign this or notify us of any queries. If Place successfully complete their verification visit and con on as joint lead partner 2 separate Letters will need to be issued to cover Places proportion of the management fee. Aw has a few issues with the current breakdown of the management costs in particular the element allowed for management roles and is working through this with lead partner(s)

2. New Directions

As explained Letter is with Banbridge who will work with YMCA to see about any alternatives. When the outcome of this is known we will be able to decide the best course of action.

3. Sustaining the Infrastructure

LoO is with Banbridge Council they will be providing a list of Queries to OFMDFM early March 2014 asking them to consider and provide us with views/ response to include a plan/ outline of how they would proceed to delivery phase. The council are seeking legal advice on some issues in respect of the draft LoO with Belfast City Council Legal Services in respect of the responsibilities/ liabilities between the Department, the LP and the delivery agent. Due diligence checks over each project/ group prior to proceeding. OFMDFM had only ever intended to conduct due diligence checks over the LPs as we would then releasing monies directly to the LP only – they would in turn be responsible for vouching, verifying and paying the project groups. We met with BDC just before the Easter break and this issue was raised amongst others and █ has agreed to check this out further with our Finance/ Verification Team. The outcome of this is not yet known on how this will proceed.

█ will advise BDC when clarified.

In addition we are now working closely with the SIB to rework the letters of offer to final stage (seeking advice from the Departmental Solicitors Office and CPD as required).

The capital cluster thematic group meetings have not yet commenced. Our SIB advisor has arranged to meet with BDC officials (hopefully next week) to discuss their issues and move to final LoO.

4. Community Enhancement through Sport

Thomas Davies has now presented new costs that appear to be more realistic. OFMDFM working group will be considering these shortly and ensuring we have everything we need for the project
OFMDFM have also requested a copy of accounts for Annagh FC that we are waiting for.

5. Jobsmart and Enterprise

The Economists have signed this off but are not content that the project is fully scoped to establish need. Therefore they have signed off on a two stage approach. Stage 1 is to be a scoping exercise and depending on the outcome stage 2 funding to implement the project. SG members had raised concerns at the last meeting about this and specifically asked where the money would come from to fund this scoping study. OFMDFM are looking into funding for scoping studies and the working group will be considering a letter of offer for this amount.

6. Armagh Harps

This has now been signed off but we are waiting on DFP to agree the release of more capital funding before further letters can be issued.

Item 7 – AOB

None

**Southern Investment Zone Steering Group Meeting
2:30pm on 02 May 2014 at Armagh Council Offices.**

Attendees:

Hilary Singleton (HS), Chair
Pat Cumiskey (PC)
Cathal Boylan (CB)
Colin McCusker (CMcC)
John Quinn (JQ)
Angela McVeigh (AMcV)
Richard Mealey (RM)
Catriona Regan (CR) – Banbridge District Council
Sonya Burns (SB) – Newry & Mourne Council
[REDACTED] OFMDFM

Item 1 – Welcome and apologies

HS welcomed everyone and in particular, Pat Cumiskey from Banbridge District Council who is replacing Liam Hannaway, Angela McVeigh the new statutory representative from the Southern Health and Social Care Trust and Sonya Burns from Newry & Mourne District Council.

Apologies - Irene Mackle
Roy McCartney
Carla Lockhart
Jerome Burns
Thomas O'Hanlon

Item 2 - Minutes of last meeting and Matters arising

Minutes of the last meeting on 12 February 2014 were agreed without amendment.

HS provided an update on the action points arising from the previous meeting as follows:

Action: [REDACTED] to clarify the position with [REDACTED] regarding the payment of travel expenses to SG members when SIF moves into delivery phase.

Update: Will be discussed at item 10.

Action: [REDACTED] to clarify the issues/ problems with negotiations between YJA and YMCA regarding the lease of the units and report back to the Steering Group to see if we can be proactive in moving this forward.

Update: Will be discussed at the progress update - item 6.

Action: [REDACTED] to clarify the position/issues with regard to the 2 stage approach and the scoping exercise requirement.

Update: Will be discussed at the progress update – item 6.

Action: [REDACTED] to send an electronic copy of the table outlining the Southern Group Projects to all steering group members.

Update: Table circulated.

Action: HS to report back to Cyril Moorhead of PLACE that they will receive a due diligence verification check in the next few weeks.

Update: Message communicated.

Item 3 – Correspondence

HS advised the group that she received a letter from the Ballysaggart Area Community Association (via OFMDFM) enquiring about their application to the Social Investment Fund and seeking an update. HS responded to the letter with the agreed position outlining that announcements have been made for the first tranche of projects and that further announcements are due following full OFMDFM internal approval. All SG members were content with this response.

Item 4 – Reports from Lead Partners on progress to date

CR from Banbridge District Council provided an overview of progress to date with regard to the Council's role as lead partner of the Southern Zone Capital cluster projects (Sustaining the Infrastructure and New Directions). Contact has been made with all groups within the clusters and a number of issues/ challenges have been identified. These are currently being worked through with OFMDFM.

SB from Newry & Mourne District Council provided an overview of progress to date with regard to the Council's role as lead partner of the Southern Zone Revenue project (Work It) and the key issues/ queries regarding the Letter of Offer are currently being worked through with OFMDFM.

HS asked for clarification on the partnership arrangement between Newry & Mourne Council and PLACE in terms of the division of responsibilities and SB outlined that the Council will be responsible for the Finance, Governance, administrative management, communications and evaluation and PLACE Initiatives will deal with the project management and community engagement. They have already worked in a similar partnership on the Peace III Programme.

SB sought clarification on the relationship between the Lead partner and the Steering Group going forward and [REDACTED] advised that this would be covered in the new TOR/ guidance which is currently being finalised and will issue to all Steering Groups. It was agreed that Southern zone SG would invite N&M to all future SG meetings and RM requested that Cyril Moorhead from PLACE also be invited to accompany SB to future SG meetings in his LP capacity. This was agreed by all.

Action: [REDACTED] to invite Cyril Moorhead from PLACE to future SG meetings in his LP capacity.

[REDACTED] advised that OFMDFM are working closely with the Strategic Investment Board (SIB) to rework the letters of offer to final stage (seeking advice from the Departmental Solicitors Office and CPD as required). Meetings have been set up with both lead partners to meet our SIB advisor to discuss and work through their issues and concerns.

Key issues for lead partners include:

- i.) Procurement/ tender panels.
- ii.) Due diligence checks on individual groups/ projects.
- iii.) Legal responsibilities/ legal charge.
- iv.) CPD involvement / role not fully understood / how LP will liaise with CPD.

Item 5 – Report from Chair on the SIF Lead Partner Event on 10th March

HS provided a brief overview of the Steering Group issues as presented at the Lead partner day in Lisburn which included:

- Formal clarification on the roles and responsibilities of SG moving into delivery phase of SIF and specifically what the SG could be challenged on;
- Local delivery agents - can this be ensured by writing into the tender?;
- Letters of Offer should be discussed with SG prior to issue;
- OFMDFM are not providing sufficient admin support to SG / Chairs are left to do a lot of the administration with no expenses paid.
- A revised TOR was requested and this would be needed as soon as possible.

Item 6 – Progress Report from Development Officer

████████ provided the following update on the top six projects on the Southern Area Plan:

1. Work It Programme

A preliminary draft Letter of Offer issued to Newry & Mourne Council at the beginning of March 2014 asking them to consider and provide us with views/ response to include a plan / outline of how they would proceed to delivery phase.

The Lead Partner event on 10 March raised more questions/ uncertainties about the LP role etc and it was agreed that thematic cluster group meetings to inform the Letters of Offer would be beneficial. These have now commenced and are facilitated by both SIB and Departmental facilitators eg) ██████████ from DEL facilitate the Employment cluster group. To date two meetings of the employment cluster have taken place to discuss common issues and concerns and seek CPD advice and expertise on procurement type issues and Statisticians advice and guidance on the targets/ outcomes issues.

In addition we are now working closely with the SIB to rework the letters of offer to final stage (seeking advice from the Departmental Solicitors Office and CPD as required).

2. New Directions

A preliminary draft Letter of Offer issued to Banbridge Council early March 2014 asking them to consider and provide us with views/ response to include a plan/ outline of how they would proceed to delivery phase. The council are seeking legal advice on some issues in respect of the draft LoO with Belfast City Council Legal Services in respect of the responsibilities/ liabilities between the Department, the LP and the delivery agent. **They are also seeking clarification on whether due diligence checks are required over each individual project/ group prior to proceeding.** OFMDFM had only ever intended to conduct due diligence checks over the LPs as we would then releasing monies directly to the LP only – they would in turn be responsible for vouching, verifying and paying the project groups. We met with BDC just

before the Easter break and this issue was raised amongst others and Joe Reynolds has agreed to check this out further with our Finance/ Verification Team. The outcome of this is not yet known on how this will proceed. [REDACTED] will advise BDC when clarified.

[REDACTED] chased up the current position in relation to the sign off condition regarding the Youth Justice Agency taking up the lease of the rental units at the YMCA and received the following response on 30/04/14:

Hi [REDACTED]

Unfortunately things are going very slowly.

We are currently negotiating with Lurgan YMCA about the split between the 1st and second fit, which obviously has an effect on both the rent and the cost of the 2nd fit to YJA.

More crucially, DoJ have not yet been able to agree YJA's budget for 2014/15 and, therefore, the agency is reluctant to agree to the submission of a final business case until this is confirmed, as we don't yet know what we can or cannot afford (although we do already know that we will again be subject to a considerable cut).

Regards

Michael

In addition we are now working closely with the SIB to rework the letters of offer to final stage (seeking advice from the Departmental Solicitors Office and CPD as required).

The capital cluster thematic group meetings have not yet commenced. Our SIB advisor has arranged to meet with BDC officials (hopefully next week) to discuss their issues and move to final LoO.

HS had asked [REDACTED] to chase up with YJA when budget for 2014/15 would be resolved.

Action: [REDACTED] to chase up with YJA when the 2014/15 budget would be agreed.

3. Sustaining the Infrastructure

A preliminary draft Letter of Offer issued to Banbridge Council early March 2014 asking them to consider and provide us with views/ response to include a plan/ outline of how they would proceed to delivery phase. The council are seeking legal advice on some issues in respect of the draft LoO with Belfast City Council Legal Services in respect of the responsibilities/ liabilities between the Department, the LP and the delivery agent. **They are also seeking clarification on whether due diligence checks are required over each individual project/ group prior to proceeding.** OFMDFM had only ever intended to conduct due diligence checks over the LPs as we would then releasing monies directly to the LP only – they would in turn be responsible for vouching, verifying and paying the project groups. We met with BDC just before the Easter break and this issue was raised amongst others and [REDACTED] has agreed to check this out further with our Finance/ Verification Team. The outcome of this is not yet known on how this will proceed. [REDACTED] will advise BDC when clarified.

In addition we are now working closely with the SIB to rework the letters of offer to final stage (seeking advice from the Departmental Solicitors Office and CPD as required).

The capital cluster thematic group meetings have not yet commenced. Our SIB advisor has arranged to meet with BDC officials (hopefully next week) to discuss their issues and move to final LoO.

4. Community Enhancement through Sport

2nd review comments are back from the consultant and currently with the OFMDFM Economists/ Finance for consideration. The key issue with this Cluster is a problem which has been identified with the Thomas Davis Project. This project was referred to CPD by DSD who are a match funder. CPD have raised concerns that the costs are unrealistically low and the drawings and costings do not match. [REDACTED] has been liaising with Jerome Burns on this and he has gone back to the club and they are endeavouring to revisit their costs/ drawings and re submit. These have not yet come back in and when they do DSD will send them back to CPD for advice/ consideration. We await this before we can proceed further. RM sought to clarify that Jerome Burns is not representing the Southern Zone SG in his dealings with Thomas Davis GFC as we don't want to create the impression that SG is giving additional support to some projects. [REDACTED] confirmed that Jerome is dealing with the Thomas Davis GFC solely in his capacity as a match funder, given that it was DSD who referred the project to CPD for advice.

CR remarked that she felt it would be good practice for OFMDFM to refer all capital projects to CPD for technical review. In light of the concerns raised by CPD regarding the Thomas Davis project costings, she feels it would be useful going forward to seek CPD advice on the Armagh Harps and Community Enhancement through Sports Capital projects. [REDACTED] agreed to raise this with SIF Management.

Action: [REDACTED] to raise the issue of referring all capital projects to CPD for review/ advice.

5. Jobsmart and Enterprise

At 3rd review stage. Comments are back from Joanne Wallace this Monday and it has gone to our Economists/Finance for review. The Economists have signed this off but are not content that the project is fully scoped to establish need. Therefore they have signed off on a two stage approach. Stage 1 is to be a scoping exercise and depending on the outcome stage 2 funding to implement the project. SG members had raised concerns at the last meeting about this and specifically asked where the money would come from to fund this scoping study. There would be no additional money made available for scoping study but the project could not proceed without one as it has been signed off on this basis. Therefore the approved figure for the project would remain the same but a scoping study would be conducted first to establish need / demand for all elements of the project – there would be an agreed limit to be spent on this out of the project budget. Following the results of this study the stage 2 may or may not proceed.

6. Armagh Harps

A finalised EA is in place which still requires Finance Sub Committee sign off. There were queries regarding financial sustainability of club. A meeting was held between Armagh Harps Officials and OFMDFM Officials on 10 April to discuss the outstanding concerns. The club have now provided the additional information requested at the meeting (as of 29/04/14):

- 1) Early draft accounts for year ended March 2014

- 2) (In the absence of firm commitments from Dept of Education until a minimum number of children are in place for the Niascoil) A letter of assurance from Niascoil Ard Mhacha outlining that they have the resources to fund the first 3 years and also demonstrating any evidence of demand for Niascoil places in Armagh. Their last letter stated that "The Naiscoil Ard Mhacha Committee believe that there is strong demand in this part of Armagh City for an Irish Medium pre- school". Any evidence or further information they could provide to support this belief would be most helpful.
- 3) A letter from the Bank manager clarifying that the legal charge held by the bank (referred to in the 2013 club accounts) refers to a charge over the social club only.

This has now been passed to our Economists/ Finance for further consideration and if they are content the FSC will convene to reconsider for FSC sign off.

Item 7 – Procurement Training

HS has written to [REDACTED] seeking an update/ clarification on a number of outstanding matters including procurement training/ composition of tender panels.

Item 8 – Revised TOR for Steering Group members

A revised TOR for Steering Group members was requested on the lead partner event on 10 March and remains outstanding. HS has sought an update on this matter in a letter to [REDACTED]

Item 9 – Secretariat Support for Steering Groups

Clarification on this item has also been sought in the correspondence from HS to [REDACTED]

Item 10 – Expenses for members

[REDACTED] advised that she had sought an update from the Programme Manager, [REDACTED] on the matter of expenses for SG members moving into the delivery phase of SIF. [REDACTED] advised that this matter is still on the table for consideration. It is not envisaged that this will be progressed until the contracts have been signed with lead partners as consideration would need to be given to how this would be administered. It would also require ministerial approval to proceed.

Item 11 – AOB

Business Representative on Steering Group

[REDACTED] advised the Steering Group that Enterprise NI declined to take up a position on the Southern zone Steering Group but suggested that some of their member organisations in the Southern Region may be interested (Armagh Business Centre, Banbridge District Enterprises, CIDO, Down Business Centre, Newry & Mourne Enterprise Agency). The SG agreed not to pursue this suggestion and no further action would be required.

Item 12 – Date of next meeting

It was agreed that the next meeting would be held in the first week of June (Wed – Friday) suit members' best. The date and venue are to be confirmed.

Action: [REDACTED] to make contact with members and agree date/ time/ venue for next meeting to take place in the first week of June 2014.

**Southern Investment Zone Steering Group Meeting
10am on 12 February 2014 at Banbridge Council Civic Building**

Attendees:

Hilary Singleton (HS), Chair

Liam Hannaway (LH)

Cathal Boylan (CB)

Colin McCusker (CMcC)

Jerome Burns (JB)

John Quinn (JQ)

██████████ OFMDFM

Item 1 – Welcome and apologies

HS welcomed everyone and in particular the new statutory representatives, Jerome Burns from DSD and John Quinn from Southern Regional College. The Chair provided a brief overview of SIF in Southern zone specifically for the new members.

Apologies - Irene Mackle
Richard Mealey
Roy McCartney
Thomas O'Hanlon
Carla Lockhart

Item 2 - Minutes of last meeting

HS raised a query with regard to an action point and update from the previous minutes as follows:

Action: ████████ *to consider payment of travel expenses to Group members when the SIF moves to the delivery phase.*

Update: ████████ *advised that, to ensure consistency across the zones, expenses will not be paid as other zones are not receiving and have not requested payment of expenses.*

HS advised that this was not her recollection of how this matter had been left. She was of the opinion that Joe was still considering the issue of expenses to SG members. ████████ agreed to chase this up with ████████

Action: ████████ *to clarify the position with ██████████ regarding the payment of travel expenses to SG members when SIF moves to delivery phase.*

Item 3 – Matters arising

HS provided an update on the action points arising from the previous meeting.

Action: [REDACTED] to provide the potential lead partners with the latest versions of the economic appraisals for projects 1-6 to inform their deliberations regarding the rate of management fee.

Update: EAs provided.

Action: [REDACTED] to circulate details of each zone's allocation to the Group.

Update: Circulated.

Item 4 – Progress Update – from the Development Officer

[REDACTED] provided the following update on the top six projects on the Southern Area Plan:

1. Work It Programme

All approvals are in place. (Included in the Ministerial Announcement on Monday 10th February). EA indicates that 160 job placements will be provided by the local councils however no supporting evidence of type/location of placements has been provided. Councils in the zone and the proposed lead partner held a meeting to identify the 160 placements. (Liam to provide update on this – item 5). The proposed lead partner has yet to be verified and as yet no date has been agreed for this verification visit but it should take place within the next few weeks. Following this a breakdown of the Lead partner management fee/ costs will be required to include in the Letter of Offer.

2. New Directions

All approvals are in place. (Included in the Ministerial Announcement on Monday 10th February). Sign- off is conditional on YJA agreeing to rent the units in YMCA building and as yet confirmation of this has not been received. Our contact in YJA, Michael Heaney, Asst Director has advised that negotiations were still ongoing and he would keep me informed of developments. Steering Group members were concerned about this matter delaying the project further and wanted some clarification on what exactly is holding up the negotiations.

Action: [REDACTED] to clarify the issues/ problems with negotiations between YJA and YMCA regarding the lease of the units and report back to the Steering Group to see if we can be proactive in moving this forward.

3. Sustaining the Infrastructure

All approvals are in place. (Included in the Ministerial Announcement on Monday 10th February). Banbridge District Council (BDC) proposed lead partner, have had their verification visit on 28 January 2014. They are currently preparing a Management Fee costing breakdown which is required for inclusion in the Letter of Offer.

4. Community Enhancement through Sport

2nd review comments are back from the consultants and will go back to the OFMDFM economists/ finance this week to examine the revised Economic Appraisal. The key issues were Clady planning permission expires February 2014 and Annagh costs were incorrect – consultant to review and revise.

5. Jobsmart and Enterprise

This is at 3rd review stage and is due to go back to the consultant. Economist reviews have concluded that the project is not fully scoped and on this basis are recommending a 2 stage approach – Stage 1 funds the scoping exercise and stage 2 funding to implement the project. Steering Group members were not content with this and requested further detail as follows:

- Where the money would be coming from to fund the scoping exercise,
- Would this reduce the southern zone's fund,

- To establish if it is cost effective to follow this project through – re: 2 stage approach. The SG remains supportive of the Jobsmart Project but agree that these issues need to be clarified so that they can make informed decisions on how to move forward.

Action: [REDACTED] to clarify the position/ issues with regard to the 2 stage approach and the scoping exercise requirement.

6. Armagh Harps

Finalised EA is in place which still requires OFMDFM Finance- sub Committee sign off as project is over £1m. A few queries remain outstanding and these are currently being followed up. A meeting is to be arranged between the Armagh Harps Officials and OFMDFM Officials to address the outstanding issues.

JB advised that as DSD would be providing an element of match funding to this project (£145k) if the project did not commence in the 14/15 financial year this element of the funding would have to come from the new Armagh, Banbridge and Craigavon District Council.

Item 5 – Work It Programme – Update from Liam Hannaway

LH provided an update on the meeting held with the other councils and PLACE to identify the proposed 160 placements. Dungannon Council cannot get involved at present and therefore will have no placements at the outset but may get involved at a later date. All of the other councils were supportive and keen to get involved and provide suitable placements. Specific details of the placements are not yet finalised. It will be 80 placements in Year 1 and 80 placements in Year 2. LH advised that this will be a very labour intensive programme to manage and it will be crucial to ensure that the appropriate expertise is in place to manage and deliver the programme. BDC have imparted their knowledge and expertise to PLACE representative regarding the running of the programme and have shared job descriptions etc with regards to the roles/ responsibilities involved in running/ managing such a programme.

Item 6 – Letters of Offer

Letters of Offer for the projects announced by Ministers will be worked on in the coming weeks. Sustaining the Infrastructure is likely to be the first LoO ready for issue and should hopefully be with BDC by end March 2014.

Item 7 – Procurement Training

[REDACTED] advised that the SIF Team have been liaising with CPD to provide specific details of projects to tailor specific training for proposed lead partners. [REDACTED] also advised that in addition to this it has been proposed to hold a lead partner away day by the end Feb/ early March. The purpose of this event would be to get lead partners and steering groups together with OFMDFM officials, CPD, Strategic Investment Board etc to outline the Lead Partner role/ responsibilities, as well as providing them with advice and expertise from CPD, SIB and relevant SIF officials about the procurement process. This has not yet been finalised and details will follow.

Item 8 – AOB

- **Communication to individual projects**

HS advised the group that she had received an email to advise that “OFMDFM is now content that all Steering Group Chairs can publicly announce their zonal allocations. Any announcements for projects which are above the funding line, but have not yet had full OFMDFM internal approval should be caveated.”

The members considered that no press release was necessary as the top six projects in the Southern zone, which are within the Ministerial allocation for the zone, are already aware that they are within the funding allocation.

LH advised that it would be useful to have an electronic copy of the Southern Projects update Table for imparting information as required. [REDACTED] agreed to send this to all SG members.

Action: [REDACTED] to send an electronic copy of the table outlining the Southern Group Projects to all steering group members.

- **Email from PLACE**

HS advised the Group that she had received an email from Cyril Moorhead from PLACE asking if she would update him following this meeting of any developments with regard to his role as propose lead partner for revenue projects. She proposed advising him that PLACE would be receiving due diligence verification checks in the coming weeks and that there was no other information to report and the group were agreed.

Action: HS to report back to Cyril Moorhead of PLACE that they will receive a due diligence verification process in the next few weeks.

Item 9 – Date of next meeting

It was agreed that the next meeting would be held in March. The date and venue are to be confirmed.

**Southern Investment Zone Steering Group Meeting
8p.m. on 28 November 2013 at Craigavon Civic Centre**

Attendees:

Hilary Singleton (HS) Chair
Roy McCartney (RMcC)
Cathal Boylan (CB)
Thomas O'Hanlon (TO)
Liam Hannaway (LH)

Colin McCusker (CM)
Carla Lockhart (CL)
Richard Mealey (RM)
[REDACTED] OFMDFM
[REDACTED] OFMDFM

Item 1 – Welcome and apologies

Apologies – Irene Mackle

Item 2 - Minutes of last meeting

Agreed.

Item 3 – Matters arising

[REDACTED] provided an update on the action points arising from the previous meeting.

Action: [REDACTED] to consider payment of travel expenses to Group members when the SIF moves to the delivery phase.

Update: [REDACTED] advised that, to ensure consistency across the zones, expenses will not be paid as other zones are not receiving and have not requested payment of expenses.

Action: [REDACTED] to confirm the total value of projects submitted to SIF split by capital and revenue.

Update: [REDACTED] advised that the capital element is c. £37m and the revenue element is c. £44m, although this will be revised as the projects are delivered.

Action: [REDACTED] to clarify the rationale for the inclusion of non-prioritised projects in the area plan.

Update: [REDACTED] advised that Ministers had requested the inclusion of non-prioritised projects in order to consider referral of non-SIF projects to other potential funders.

Action: LH to convene a meeting of the Councils to discuss Work It .

Update: LH confirmed receipt of the summary paper provided by LMcF. He noted that the paper refers to delivery across 4 Council areas. Joanne Wallace has confirmed that the 4 areas presented in the economic appraisal were based upon highest concentrations of youth unemployment across the zones. It was agreed that the programme could be extended to pockets of youth unemployment across the zone depending on interest and feasibility of delivery.

Action: [REDACTED] to write to the Chief Executive of the YJA seeking an update on progress with the YJA accommodation business case.

Update: Completed.

Action: [REDACTED] to provide a breakdown of spend to date on consultants fees and any OFMDFM staff costs from SIF programme monies.

Update: [REDACTED] advised that spend to date on consultancy and staff costs is £389k and approximately £380k respectively.

HS asked why OFMDFM salary costs were being charged to the SIF. [REDACTED] explained that OFMDFM has increased its staff resource to deliver the SIF Programme, therefore, it is appropriate that the cost of staff working exclusively on the Programme is charged against the Programme. He confirmed that this is normal practice across Departments which deliver programmes.

Item 4 – Zonal allocation – update from the Programme Manager

[REDACTED] provided the following update:

Steering Group Chairs met on 20 November to receive details of Ministers' decision on the allocation of monies between the zones. The Southern Zone has been allocated £8.5m. The next step is for the Steering Group to decide on the projects to be funded from this allocation.

It is assumed that Steering Groups will wish projects to be funded in the order of priority specified in their area plans – unless there are sound defensible reasons to deviate from the previously agreed prioritisation.

On the basis of the project costs available on 20 November the first 6 projects in the zone's area plan appeared to be affordable within the allocation of £8.5m. However, projects costs are changing with each revision of the economic appraisals and the first 6 projects are currently estimated to cost c. £8.9m i.e. £400k in excess of allocation. [REDACTED] advised that the revenue projects include a 20% management fee and the capital projects include a 15% management fee. The value of the management fee sought for the 6 projects is c. £1.3m.

[REDACTED] outlined the options available to the Group: -

- (i) Consider the scope to reduce the level of management fee to enable all 6 projects to be funded.
- (ii) Consider funding projects 1-5 and use the remaining balance to fund a lower priority project.
- (iii) Agree an alternative approach bearing in mind that deviation from the prioritisation in the area plan must be supported by a sound defensible rationale.

It was agreed that the proposed lead partners (PLACE and Banbridge District Council) would consider the potential to reduce the rate of management fee to enable all 6 projects to be funded.

Action: [REDACTED] to provide the potential lead partners with the latest versions of the economic appraisals for projects 1-6 to inform their deliberations regarding the rate of management fee.

[REDACTED] explained that he aims to present Ministers with a list of projects that have successfully completed OFMDFM's internal appraisal process and are ready to proceed to the delivery phase. The Group agreed that projects 1, 2 and 3 would be included on this list

[REDACTED] explained that the SIF team will focus resources to progressing projects 4, 5 and 6. The remaining projects will be "parked". If any of projects 4, 5 or 6 fail the assessment process, work would resume on the next affordable priority on the list.

[REDACTED] advised that once Ministers have given approval to proceed with the projects on the list the next steps are:

- (i) OFMDFM's Finance and Governance team will carry out verification checks on the proposed lead partners

- (ii) A project team will be established for each project – membership determined by the nature of the project
- (iii) Procurement training will be provided
- (iv) Letter of Offer will be developed

█ could not give a firm commitment regarding timeframe but hoped to be in a position to issue Letters of Offer in January.

TO raised strong objections about the method of allocating funding. Throughout the area planning process the Steering Groups were told that each project would be assessed on its merits with funding allocated to the highest scoring projects. TO felt that this has not happened.

Action: █ to circulate details of each zone's allocation to the Group.

Item 5 – Procurement training

Addressed under agenda item 4.

Item 6 - AOB

CL advised that the Council is looking at the provision of hand carts. This might provide employment placements under the Work It and JobSmart projects.

In response to a question from HS █ confirmed that letters have been issued to the nominated statutory and business representatives inviting them to participate on the Steering Group.

Item 7 - Next meeting

It was agreed that the next meeting would be held in the New Year. Date and venue to be confirmed.

**Southern Investment Zone Steering Group Meeting
11a.m. on 23rd October 2013 at Craigavon Civic Centre**

Attendees:

Hilary Singleton (HS) (Chair)
Roy McCartney (RM)
Thomas O'Hanlon (TO)
Liam Hannaway (LM)
Colin McCusker (CM)
Carla Lockhart (CL)
[REDACTED] (OFMDFM)
[REDACTED] (OFMDFM)

Item 1 - Chairperson's welcome

HS welcomed everyone to the meeting. Members provided introductions for the benefit of [REDACTED] the new Programme Manager for the SIF.

Item 2 - Apologies

Cathal Boylan.

Item 3 - Declarations of Interest

None.

Item 4 - Communications

HS provided the following update:

- The summary communication document agreed at the last meeting had been issued to Ballysaggart Area Community Association and Clan na Gael CLG Lurgan.
- Eileen Murtagh (Happy Days Coalisland project) had contacted Joanne Wallace for an update on progress. Joanne Wallace had responded on the basis of the standard line previously agreed by the Steering Group.
- Newry and Mourne District Council had written to Joanne Wallace on 25 June expressing disappointment that none of the projects it proposed have been prioritised in the area plan. Separate responses from HS and OFMDFM reflecting the previously agreed lines have been issued.
- HS had responded to [REDACTED] request for input to a "lessons learned" exercise.
- HS noted the monthly project updates provided by [REDACTED] since the last meeting.
- The inaugural meeting of the Learning & Advisory Forum had been held on 27 August and the minutes of that meeting subsequently circulated to the Steering Group.

Item 5 - Minutes of last meeting and matters arising

The minutes of the last meeting were agreed. Under matters arising HS sought an update on the matter of expenses for Steering Group representatives.

Action: [REDACTED] to consider payment of travel expenses to Group members when the SIF moves to the delivery phase.

Item 6 - Area Plan update

[REDACTED] provided the following overview of OFMDFM's internal assessment process:

All steering groups submitted area plans to OFMDFM on 28 February 2013. A total of 89 projects and associated economic appraisals valued at circa £130m have been received and are currently being assessed within OFMDFM.

All economic appraisals are subject to assessment by OFMDFM economists and finance staff to ensure that they meet Treasury Green Book standard. Queries arising from their assessment are being issued to the consultants to address. Experience to date indicates that economic appraisals will require several iterations before a judgement on value for money can be made.

When the economist/finance team has signed-off an economic appraisal it is then presented to a senior management panel chaired by the Grade 3 within OFMDFM's Equality and Strategy Directorate. This Panel will either approve the project (usually approval will be subject to conditions) or reject it on the basis that it does not represent value for money.

Following consideration by the senior management panel, individual projects with a value in excess of £1m must be presented to the Finance Sub-Committee of the Departmental Board for approval.

In addition to the steps outlined above, DFP will select 10 capital projects (each project with a value in excess of £1m) in order to test the robustness of OFMDFM's assessment process. No project may be funded until DFP has completed its scrutiny of this sample and has indicated that it is content with the OFMDFM process.

Of the 89 projects approximately one third have completed the appraisal process, one third are at various stages of the assessment process and the remaining third are not yet in the assessment process.

Ministers have not yet taken a decision regarding the allocation of funding per zone.

The projects that have been through the internal assessment process include projects with different Steering Group priorities. In presenting proposals to Ministers there is a need to strike a balance between the priority assigned by the Steering Group, project scale, the balance between capital and revenue, geographic distribution and assessed objective need.

There was some discussion around the importance of priority order. The Group concluded that as Ministers will take final decisions on funding the Group was not in a position to influence the outcome.

Action: [redacted] to confirm the total value of projects submitted to SIF split by capital and revenue.

Action: [redacted] to clarify the rationale for the inclusion of non-prioritised projects in the area plan.

[redacted] provided the following update in the status of each project:

1. **Work It** – Signed off by the Financial Sub-Committee subject to conditions to be addressed in any Letter of Offer. However, it would be helpful if Councils could give further consideration now to quantifying the number of work placements available.

Action: LH to convene a meeting of the Councils

2. **New Directions** – Signed off by OFMDFM economist/finance team subject to conditions. The sustainability of the Lurgan YMCA component of the project is dependent on the Youth Justice Agency agreeing to rent the retail units. If the YJA decide not to rent, the Steering Group might wish to consider proceeding with the Kilclunney element of the project only.

Action: [REDACTED] to write to the Chief Executive of the YJA seeking an update on progress with the YJA accommodation business case.

3. **Sustaining the Infrastructure** – Awaiting outcome of OFMDFM's 3rd review
4. **Community Enhancement Through Sport** – 1st review completed by OFMDFM. Consultant is to provide a revised economic appraisal.
5. **JobSmart & EnterpriseWise** - 1st review completed by OFMDFM. Consultant is to provide a revised economic appraisal.
6. **Armagh Harps** – OFMDFM is currently considering the consultant's response to queries regarding financial sustainability.

Assessment of the remaining projects has not yet commenced.

Item 7 - Implementation process

[REDACTED] said that the SIF team is considering the formation of Implementation Groups for each project.

The SIF team has been working with BT and a software company called QUEST to develop a website which will become the main administrative tool for SIF. The site will be accessible to all those involved in the delivery of SIF. The new system is currently being tested.

Item 8- Learning and Advisory Forum

Key points from the meeting on 27 August include commonality of viewpoints from Steering Groups around issues such as level of support provided to Steering Groups, perceived deficiencies in the process, particular difficulties encountered in the identification and prioritisation of revenue project and OFMDFM's under-estimation of the timeframe for assessment of area plans.

HS said that while some Groups had negative comments regarding consultants the Southern Zone experience with their consultant had been positive.

Item 9 - AOB

The DFP Minister's October monitoring round statement was discussed. Key points from discussion:

- [REDACTED] assured the Group that the SIF budget of £80m is ring-fenced until 2016.
- The reallocation of SIF monies referred to in the Minister's statement is the result of a re-profiling exercise which reflects the fact that SIF will not incur significant expenditure in the current financial year.
- Less than 1% of the SIF budget has been spent on consultants fees.

Action: [REDACTED] to provide a breakdown of the spend to date on consultants fees and any OFMDFM staff costs from SIF programme monies.

Next meeting

It was agreed that meetings would be convened to address urgent issues. [REDACTED] will continue to provide regular project updates.

**Southern Investment Zone Steering Group Meeting
10a.m. on Tuesday 14 May 2013 at Armagh Council Offices**

Attendees:

Hilary Singleton (Chair)

Cllr Roy McCartney

Cllr Thomas O'Hanlon

Liam Hannaway

Irene Mackle

Richard Mealey

[REDACTED] (OFMDFM)

1. Chairperson's welcome

The Chair welcomed everyone to the meeting and introduced [REDACTED] the Zone's new Development Officer.

2. Apologies

Apologies were noted for Cllr Carla Lockhart, Cllr Colin McCusker and Cathal Boylan MLA.

3. Minutes of last meeting and matters arising

The minutes of the last meeting were agreed. No matters arising.

4. Correspondence

Prior to discussion regarding the correspondence the Chair established that no-one present had a conflict of interest.

Prior to the meeting the Chair had prepared and circulated a draft communication document summarising the Group's approach to the area planning process and prioritisation of proposed projects. The Group agreed the content of that summary document and the proposal to issue the document to all those who had submitted proposals for inclusion in the area plan.

The Group discussed the correspondence received from Ballysaggart Area Community Association (BACA) and Clan Na Gael CLG Lurgan.

Following discussions by members, it was agreed that the sift criteria had been properly applied and that the standard communication document would be issued to both organisations under an appropriate covering letter.

Action: The Chair to draft a covering letter and circulate it to the Group for consideration.

The Group noted Joanne Wallace's response to an email from Community Restorative Justice Ireland regarding the tender process.

5. Progress relating to the Area Plan

[REDACTED] advised that prioritised projects and supporting economic appraisals are currently going through a rigorous assessment process within OFMDFM. The purpose

of this assessment is to provide a robust value for money judgement on the viability of each project. Approximately 5-6 economic appraisals are being considered each week with queries arising being forwarded to consultants to address. This assessment process will continue until early July with outcomes being provided to Ministers on a regular basis to inform Ministerial consideration of funding.

██████████ advised that all zones are being progressed simultaneously and no zone is being given priority.

In response to a question regarding the timescale for Ministerial decisions on projects and lead partners, ██████████ said that allowing for completion of the assessment process, follow up on queries emerging from that process and consideration by Ministers, it is unlikely that decisions will be taken before late summer. Decisions on lead partners will be taken in tandem with funding decisions.

The Group asked about the timeframe for delivery of procurement and governance training for lead partners and the Steering Group. ██████████ advised that a training package was currently being developed. Dates for the delivery of training will be provided in due course.

6. AOB

The Chair sought an update on the matter of expenses. ██████████ advised that the position on expenses has not changed. The issue will be revisited for the delivery phase.

7. Next meeting

The next meeting will be held in early September. The date and venue are to be confirmed in due course.

██████████
21.05.13

**Southern Investment Zone Steering Group Meeting
10am Tuesday 26 March 2013, Craigavon Civic Centre**

PRESENT:

Hilary Singleton, Chair
Cllr Roy McCartney
Cllr Colin McCusker
Richard Mealey
Cathal Boylan, MLA
Joanne Wallace, Wallace Consulting
[REDACTED] OFMdfM

1. Welcome by the Chair and adoption of Minutes

2. Apologies

Received from Liam Hannaway, Irene Mackey, Cllr Carla Lockhart and Cllr Thomas O'Hanlon

3. Matters arising from last meeting (not covered on agenda)

Joanne confirmed that she had issued a list of the dates and times of the Steering Group meetings and the consultation events attended to all SG members.

4. Correspondence

A letter received from Newry and Mourne Council in support of the application by Thomas Davis GAC was passed to Grainne for association with relevant papers.

5. Feedback & progress relating to the Area Plan

[REDACTED] advised that area plans were currently being considered against the qualification criteria and the appraisal criteria as follows

- Need
- Value for Money
- Collaboration
- Sustainability
- Viability

The appraisal process is complex and will involve consultation with relevant Departments and Agencies. Statisticians and Economists will also consider the projects and all will be fully appraised, including validation of income and revenue projections where appropriate and confirmation of any joint funding. Officials envisage a stream of projects coming forward for Ministerial approval. The Steering Group stressed the need to move quickly to delivery and the need to avoid any unnecessary delays. The Group considered that Steering Groups should be given some advance notice when details of approved projects were being announced.

6. Guidance on the revised timeframe

The appraisal of the 9 Area Plans is scheduled to take place over the next 16 weeks.

7. Final decision on the matter of expenses

The Group were advised that there was currently no mechanism to reimburse Steering Group members' expenses. The issue of expenses for Steering Groups will be considered when projects move through the approval process. Members expressed disappointment that this issue, which had been raised some time ago, had not yet been progressed. A further update would be sought at the next meeting.

8. Communication

The Group considered the draft emails which had been prepared by Joanne for circulation to all those who had submitted projects for inclusion in the Area Plan. Following discussion on the provision of feedback, particularly where projects had not been included in the priority list, it was agreed to include the following line *further information on SIF is available on the NI Direct Website <http://www.nidirect.gov.uk/the-social-investment-fund>* . Joanne agreed to issue the emails.

9. AOB

The group sought clarification on the timeframe for the appointment of lead partners and the delivery of procurement and governance training. ██████ advised that this was subject to progress on the appraisal of the projects. Further detail on procurement and governance training, including timing, would be issued to Steering Groups.

The group discussed the issue of secretariat support. It was envisaged that the Lead Partners, when appointed, would provide the necessary support. ██████ advised that in the interim, OFMdFM officials would make the necessary arrangements for the Steering Group meetings including the preparation and circulation of agenda/minutes .

10. Date of Next Meeting

It was agreed that the next meeting would take place on 24 April 2013 @ 10:00 am in Armagh Council offices.

**Southern Investment Zone Steering Group Meeting
10am Wednesday 30 January 2013, Armagh City & District Council**

PRESENT:

Hilary Singleton, Chair

Cllr Carla Lockhart

Irene Mackle

Cllr Colin McCusker

Cllr Thomas O'Hanlon

Cathal Boylan, MLA

Liam Hannaway

OFMdfM

Joanne Wallace, Wallace Consulting

Sarah Cherry, Wallace Consulting

1. Welcome by the Chair and adoption of Minutes

2. Apologies

Received from Roy McCartney and Richard Mealey.

3. Declarations of Interest

None.

4. Correspondence

OFMdfM stated that they will provide the Steering Group with a formal response on members' expenses. It was recognised that independent members have no means of recouping these costs. Wallace Consulting stated that the SHSCT, SELB and the Councils had made nominations with regards to the revenue project working groups and a meeting would take place within the next week.

5. Draft Area Plan

Wallace Consulting confirmed that the draft Area Plans must be submitted by 5pm 31 January. Steering Group members discussed the content of the draft Plan and each of the 10 projects were formally adopted for submission. It was stated that Ministers would have the final decision on the content of the Area Plans and that this stage members should not discuss draft content outside the Steering Group.

The Steering Group discussed potential additional members. These are to be finalised at the next meeting. The role of Lead Partner also needs to be agreed by the Steering Group.

Actions

- Wallace Consulting to make minor amendments to the Plan to reflect discussions;
- Draft Area Plan to be circulated to the Steering Group on 31 January 2013;
- OFMdfM to provide initial comments on the draft Area Plan;
- OFMdfM to provide template for Memorandum of Understanding; and
- Steering Group to seek clarification from OFMdfM on Area Plan delivery.

6. Date of Next Meeting

Agreement of Lead Partner/additional Steering Group nominations: 10am 13 February 2013, Armagh City & District Council.

**Southern Investment Zone Steering Group Meeting
7:30pm Monday 21 January 2013, Craigavon Civic Centre**

PRESENT:

Hilary Singleton, Chair
Cllr Carla Lockhart
Cllr Roy McCartney
Cllr Colin McCusker
Cllr Thomas O'Hanlon
Cathal Boylan, MLA
Joanne Wallace, Wallace Consulting

1. Welcome by the Chair and adoption of Minutes

2. Apologies

Received from Liam Hannaway, Richard Mealey, [REDACTED] & Irene Mackle due to adverse weather conditions.

3. Declarations of Interest

Two potential declarations of interest were raised and considered by the Steering Group. These were felt to have been managed appropriately and the group concluded that no conflict of interest occurred.

- Wallace Consulting to issue Conflict of Interest forms to be signed and returned by 30 January 2013.

4. Correspondence

Steering Group members were reminded that Statutory and Business nominations need to be confirmed by each Zone before end January 2013 and that the Memorandum of Understanding template will be circulated when all members are recruited to the Steering Groups. It was confirmed that the Steering Group had written to OFMdFM regarding the payment of expenses and were waiting on a response. Wallace Consulting stated that they had not yet received information on Delivering Social Change.

5. Revenue Project update

Wallace Consulting updated the Steering Group on the development of the 4 revenue projects. The Steering Group emphasised that projects need to have a lasting legacy, particularly in terms of employability. Members wanted to see more emphasis upon social enterprise. There was a feeling that we need to specifically focus on youth unemployment and to ensure that hard to reach groups were included.

Actions

- Wallace Consulting to continue to liaise with statutory agencies regarding potential service gaps;
- Draft Area Plan to be provided to the Steering Group on 30 January 2013 for agreement;

- Draft Area Plan to be completed and submitted by Wallace Consulting by 31 January 2013; This must contain project name, description and cost estimate as a minimum.

6. Date of Next Meetings

Agreement of draft Area Plan submission: 10am 30 January 2013, Armagh City & District Council.

**Southern Investment Zone Steering Group Meeting
10am Wednesday 16 January 2013, Craigavon Civic Centre**

PRESENT:

Hilary Singleton, Chair
Cllr Carla Lockhart
Richard Mealey
Cllr Roy McCartney
Cllr Colin McCusker
Cllr Thomas O'Hanlon
Cathal Boylan, MLA

OFMDFM
Joanne Wallace, Wallace Consulting
Sarah Cherry, Wallace Consulting

1. Welcome by the Chair and adoption of Minutes

2. Apologies

Received from Liam Hannaway & Irene Mackle.

3. Correspondence

4.

The OFMDFM Representative confirmed:

- –SIF Tendering Training would take place during the Appraisal period, between May and September 2013;
- –Statutory and Business nominations should be confirmed by each Zone before end January 2013;
- –and
- A Memorandum of Understanding template will be circulated when all members are recruited to the Steering Groups.

Members raised the issue of expenses and the fact that they had not received an adequate response.

Wallace Consulting confirmed that Sport NI had provided information on the status of projects which have also been submitted to SIF. The status of Sport NI funding had been discussed and it had been confirmed that there was no certainty that any of the southern zone submissions would obtain funding by Sport NI.

Actions

- The Steering Group to write to OFMDFM regarding the payment of expenses.

5.4. Revenue Project update

Wallace Consulting confirmed that they had undertaken initial discussions with selected Steering Group members and representatives of statutory agencies in order to determine the feasibility of taking forward the suggested revenue themes. It was suggested that the group should consider issues of additionality, displacement and sustainability. Members agreed that the innovative mechanisms for community outreach project should take this into account and focus on youth.

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The potential of the remaining themes were being explored in terms of feasibility, alongside some others. OFMdfM referenced that DE was focusing on one of these themes under Delivering Social Change and the Steering Group should take care to ensure that there is no duplication.

Actions

- Wallace Consulting to continue to liaise with statutory agencies regarding potential service gaps and to provide an initial outline of the content of the revenue projects to the Steering Group at the next meeting; and
- OFMdfM to provide Wallace Consulting with further information on DE's Delivering Social Change programme.

6.5. Capital Project Selection

The Minutes refer to the Steering Group meeting and discussion on 17th December in which Mr [REDACTED] gave clarification on Conflict of Interest and members concluded no direct conflicts of interest arose and that this had been formally noted.

Wallace Consulting stated that the capital project pool had been sifted in relation to the Steering Group's agreed criteria. This was based on:

- SIF eligibility criteria;
- Project readiness – availability of planning permission, security of tenure, detailed costs;
- Community led projects; and
- Potential displacement of funding via use of SIF.

Wallace Consulting reported on the second round of preliminary scoring based on the OFMdfM draft v2 guidance relating to appraisal criteria for capital projects (i.e. value for money, need, collaboration, sustainability and viability) and provided an opinion on a number of projects which were considered to have potential for inclusion in the plan. Wallace Consulting stressed that limited information had been received from some projects and that the preliminary scoring was based on the information supplied on the forms completed by projects.

Group discussions regarding each project took place and the Steering Group agreed a selection of capital projects which would be followed-up. It was noted that the content of the draft Area Plan could be subject to change as it is dependent upon the information received back from interested parties and the economic appraisal outcomes. Therefore members were advised upon the need for confidentiality throughout the decision-making process.

Actions:

- Wallace Consulting to liaise with FPM in relation to capital project information gathering; and
- Draft Area Plan to be completed and submitted by Wallace Consulting by 31 January 2013. This must contain project name, description and cost estimate as a minimum.

7.6. Date of Next Meetings

Update on Revenue Project Development: 7:30pm 21 January 2013, Craigavon Civic Centre.

Agreement of draft Area Plan submission: 10am 30 January 2013, Armagh City & District Council.

**Southern Investment Zone Steering Group Meeting
2pm Monday 7 January 2013, Craigavon Civic Centre**

PRESENT:

Hilary Singleton, Chair

Irene Mackle

Cllr Carla Lockhart

Richard Mealey

Cllr Roy McCartney

Cllr Colin McCusker

Cllr Thomas O'Hanlon

Cathal Boylan, MLA

[REDACTED] OFMDFM

Joanne Wallace, Wallace Consulting

1. Welcome by the Chair and adoption of Minutes

2. Apologies

Received from Liam Hannaway.

3. Correspondence/Matters Arising

Wallace Consulting reported that emails regarding the 11th January extension to the capital project submission period have now been sent out to Steering Group members and via the five Councils community databases. A number of queries have been taken in relation to this.

Wallace Consulting confirmed that Sport NI had provided information on the status of projects which have also been submitted to SIF. This information needs to be followed-up with Sport NI.

OFMDFM was requested to furnish a template for the Memorandum of Understanding as per the Final Guidance. The content of the final form of Memorandum will be a matter for each zone.

Actions

- Wallace Consulting to continue to engage with Sport NI regarding SIF sporting submissions;
- Wallace Consulting to follow-up additional capital enquiries on SIF and maintain/update the project database and remote filing facility;
- OFMDFM to clarify the closing date for additional steering group nominations;
- OFMDFM to finalise and circulate the Memorandum of Understanding template to Steering Group members;
- OFMDFM to advise when the Steering Group tendering and procurement training will take place.

4. Revenue Project Selection

The Steering Group agreed that they wished to develop revenue programmes around employability, early intervention/family support and innovative mechanisms for community outreach.

Actions:

- Wallace Consulting to undertake initial research and discussion with relevant steering group members and statutory agencies regarding service gaps and potential developments;

- OFMdfM to clarify any restrictions in the process for revenue project development and follow-up.

5. Date of Next Meetings

Capital Project Selection: 10am 16th January 2013, Craigavon Civic Centre.

Update on Revenue Project Development: 7:30pm 21 January 2013, Craigavon Civic Centre.

Potential meeting prior to draft Area Plan submission: 10am 30 January 2013, Armagh City & District Council.

Southern Investment Zone Steering Group Meeting

10am - 12pm Thursday 3 January 2013, Craigavon Civic Centre

PRESENT:

Hilary Singleton, Chair

Irene Mackle

Cllr Carla Lockhart

Richard Mealey

Cllr Roy McCartney

Cllr Colin McCusker

Cathal Boylan, MLA

[REDACTED] OFMdfM

Joanne Wallace, Wallace Consulting

1. Welcome by the Chair and adoption of Minutes

2. Apologies

Received from Liam Hannaway and Cllr Thomas O'Hanlon.

3. Members Expenses

[REDACTED] stated that the request to reimburse Steering Group members' expenses had been forwarded to Ministers for consideration. Members again stated that considerable travel costs had been incurred in order to attend SIF consultations and meetings.

4. Correspondence

Wallace Consulting reported that emails had been sent to Council contacts making them aware of the 2016 extension to the Fund. In line with the other Social Investment Zones members agreed to enable a short period during which communities could submit eligible capital projects for consideration by the Steering Group.

Wallace consulting confirmed that initial discussions had been made regarding input from DSD and that these would be followed-up. Wallace Consulting confirmed that an initial approach to Sport NI had been made regarding determining the status of projects which have also been submitted to SIF. Confirmation from OFMdfM regarding this request has been issued to Sport NI and the agency will reply.

OFMdfM confirmed that Technical Assistance would consist of one of the ten assigned projects, as opposed to a central fund.

Action

Wallace Consulting to draft an email stating that additional eligible capital projects would be accepted until 12 noon 11th January 2013. This would be circulated by Councils and Steering Group members, as per the original project call.

Wallace Consulting to follow-up initial approach to DSD contacts for assistance with developing revenue projects.

Wallace Consulting to continue to engage with Sport NI regarding SIF sporting submissions.

5. Development

Wallace Consulting reported back on the preliminary scoring based on the Draft 2 Guidance matrix, in accordance with the criteria agreed on 17th December 2012. In light of the extended timeframe for capital project submission, members agreed to familiarise themselves with the project pool in order to prepare for selection at the Steering Group meeting on 16th January 2013.

Action:

- Wallace Consulting to set-up a remote filing system for the capital projects for Steering Group access and appraisal.

6. Revenue Projects

Steering Group members stated that they would agree revenue projects at the meeting on 7th January 2013.

7. Date of Next Meetings

2pm 7th January 2013 at Armagh City & District Council

10am 16th January 2013 at Craigavon Civic Centre

Southern Investment Zone Steering Group Meeting

10am - 4pm Monday 17 December 2012, Banbridge District Council

PRESENT:

Hilary Singleton, Chair
Liam Hannaway, Banbridge District Council
Cllr Carla Lockhart
Richard Mealey
Roy McCartney
Cllr Colin McCusker
Cllr Thomas O'Hanlon, Vice Chair
Cathal Boylan, MLA
[REDACTED] OFMdfM
Joanne Wallace, Wallace Consulting

1. Welcome by the Chair and adoption of Minutes

2. Apologies

Received from Irene Mackle

3. Members Expenses

[REDACTED] stated that there was currently no mechanism to reimburse Steering Group members' expenses at this time. However, it would be reasonable to reimburse members in retrospect and this would be considered.

4. Engagement undertaken

Wallace Consulting reported that there had been a high response to the open call for capital projects to complement the Area Plan (n144). Thirty-five projects were withdrawn or did not meet the deprivation criteria.

Seventy capital projects met the deprivation criteria and met the agreed planning permission criteria. Thirty-one projects met the deprivation criteria but did not have planning permission at the time of submission. A further eight projects were at an early stage of development.

5. Implications of the SIF extension

Discussions took place around the one year extension of SIF until March 2016. Wallace Consulting stated that an email had been circulated to inform groups which had submitted projects and arising queries had been answered.

It was agreed that the extension would affect very large capital projects with planning permission which would otherwise have been dismissed during scoring under the deliverability criteria, or similar projects which had not been put forward.

The Steering Groups are now able to consider making Technical Assistance one of their 10 projects. This would enable groups which are not at the state of readiness required by the steering group to receive assistance to obtain planning permission, Business Cases and Economic Appraisals etc. The Steering Group decided to discuss this issue at the next meeting when they had a better feel for the make-up of potential projects from the existing pool.

Actions:

- Wallace Consulting to contact Councils to enquire if they are aware of further large scale capital projects which may have not been submitted due to the original 2015 deadline;
- ██████████ to ascertain if Technical Assistance could be a central fund, rather than one of the 10 projects.

6. Revenue Projects

Steering Group members agreed that their first priority is employability. Representatives from SHSCT, DSD and DEL should be approached to provide input into the Area Plan.

Actions:

- Wallace Consulting and Liam Hannaway to make relevant approaches.

7. Next Steps

It was agreed that preliminary scoring needs to take place in order to help prioritise projects. From their local knowledge members felt that SIF had the potential to displace funding from statutory agencies. It was agreed that SIF should reflect a community led ethos. Other considerations should be taken into account:

- Representation across the five Council areas;
- Degree of match funding; and
- Standalone projects would be in excess of £500,000.

Actions:

- Wallace Consulting to score the projects based on the Draft 2 Guidance matrix and report back at the next meeting with recommendations on the Area Plan content.

8. Date of Next Meetings

10am 3rd January at Craigavon Borough Council.

2pm 7th January at Armagh City & District Council.

Southern Investment Zone Steering Group Meeting

2-5pm Friday 30 November, Armagh City & District Council

PRESENT:

Hilary Singleton, Chair

Gerard McGivern, Newry & Mourne District Council

Cllr Carla Lockhart

Richard Mealey

Roy McCartney

Cllr Thomas O'Hanlon, Vice Chair

Irene Mackle

OFMdfM

Joanne Wallace, Wallace Consulting

Sarah Cherry, Wallace Consulting

Teresa Campbell, FPM Accountants

1. Welcome by the Chair and adoption of Minutes

2. Apologies

Received from Cathal Boylan MLA, Liam Hannaway and Cllr Colin McCusker

3. Engagement undertaken

Wallace Consulting reported that the business and community consultations are now completed and were attended by in excess of 250 people. Seven of the nine Section 75 focus groups are completed, with one taking place on 3rd December and the final consultation date to be confirmed w/c 3rd December.

Steering Group members again highlighted the frustration of the wider community, due to the tight timescales imposed and lack of published final guidance for Steering Group members to work from. OFMdfM stated that there would not be an appeals process.

Actions:

Wallace Consulting to complete the two final consultations and circulate findings.

4. Consultation Findings

Wallace Consulting provided a brief presentation around the dominant themes arising from the consultation process. These were:

- Strong emphasis upon employability to include ACE schemes, social enterprise and re-skilling;
- Additional support for vulnerable groups to include parents, older people, people with disabilities and children and young people; and
- Mental health and wellbeing.

Actions:

Wallace Consulting to circulate any outstanding consultation summaries to Steering Group members.

5. Discussion of Projects Received

To date 113 capital projects and 33 ideas for revenue projects have been received. Wallace Consulting reported that requests for templates are still occurring and the eventual response rate may lead to almost 200 submissions. For confidentiality reasons Steering Group members preferred not to discuss the projects in advance of the scoring on 6th and 7th December. Based upon the draft scoring matrix which OFMdFM will use to score the projects in the nine Area Plans, the following eligibility criteria was agreed in relation to capital projects:

- Qualification criteria 1 & 2 will be applied to each capital project;
- Criteria 3 will include qualifying COAs under MDM sub-domains of employment, income, education, training & skills, health and disability as available. If a project targets an eligible SOA then it is considered eligible (this information is already requested in the Information Capture Template); and
- Additional pre-requisites will include a minimum of outline planning permission in place by 5 December 2012, security of tenure and provision of detailed costing for the project.

It was agreed that revenue and capital projects must reflect the priorities outlined during the consultation process (see item 4), within the constraints of the submissions made.

Actions:

Wallace Consulting to apply the qualification criteria in order to undertake the initial sift;

Wallace Consulting to follow-up projects in order to gather more detail on the additional pre-requisites; and

Wallace Consulting to keep the Steering Group updated on emerging projects.

6. Preparation for the Next Meeting

Wallace Consulting to provide Steering Group members with Conflict of Interest forms in advance of the next meeting. Wallace Consulting to forward the completed project list after the cut-off time of 5pm December 5th allowing for the information to be updated.

7. Date of Next Meetings

2pm Thursday 6th December at Banbridge District Council.

2pm Friday 7th December, Craigavon Borough Council.

Southern Investment Zone Steering Group Meeting

2-5pm Thursday 15 November, Armagh City & District Council

PRESENT:

Cathal Boylan, MLA
CIlr Carla Lockhart
CIlr Colin McCusker
Hilary Singleton
Liam Hannaway, Banbridge District Council
Richard Mealey
Roy McCartney
CIlr Thomas O'Hanlon

1. Role & appointment of Chair & Vice Chair [delayed until arrival of OFMdfM]

2. Apologies

Received from Irene Mackle, Coalisland

3. Correspondence/queries relating to SIF

All reported a steady rate of interest and queries related to SIF. Wallace Consulting reported that a Briefing Note and Information Capture template is circulated to anyone making contact.

4. Engagement undertaken by Steering Group

Steering Group members have been using their knowledge and networks to inform groups about the fund and its objectives, in addition to the eligibility criteria. Interested parties have been directed towards Wallace Consulting and the wider consultation process.

Actions:

All members will continue to promote and inform groups about SIF and to make referrals to Wallace Consulting and the organised events.

5. Contractor's Progress Report

Wallace Consulting tabled the Contractor's Report. The first community consultation commenced directly after the Steering Group. Steering Group members felt that they should attend the community and business consultations in order to get a feel for community opinion.

Wallace Consulting reported that registrations for the Newry Business Breakfast had been lower than that for Dungannon and Craigavon, despite the support of the Council and relevant networks. Council felt that other recent events aimed at local businesses may have had an impact on uptake.

Two focus groups have been completed with the LGBT community and males living in West Armagh. A further 5 have been scheduled and 3 more are to be confirmed.

Wallace Consulting has scheduled/completed all but 2 of the required statutory points of contact (i.e. PSNI and SELB). These are aimed at gathering information on priority issues, ongoing work in the target areas and signposting the Steering Groups to capital and revenue projects for consideration in the Area Plan. Information requests have been received by Craigavon Borough Council and SHSCT. Requests will also be returned by Dungannon, Armagh, Newry & Mourne & Banbridge Councils, SELB and PHA [NI wide].

Actions:

Wallace Consulting to circulate all consultation summaries to Steering Group members after each event;

Wallace Consulting to schedule the remaining focus groups; and

Wallace Consulting to keep the Steering Group informed on emerging issues and project submissions.

6. Development

FPM Accountants briefed the Steering Group on the extent of information required for the Economic Appraisal process. Members discussed the arising themes from the preliminary data analysis and consultation process thus far.

Based on the information available at this stage, six broad areas of focus were agreed for further investigation. These were:

- Employment through Social Economy – this would also aim to address systemic issues and possibly services in the community (facilities)
- A Family/Community Support Programme – focusing on a holistic and comprehensive programme of assistance targeted at specific areas. This may have a statutory lead but could have a community development approach;
- Young People – mobile provision (i.e. vehicle) for rural areas which lack facilities for young people – also to address issues such as mental health
- Capital project - focusing on play and leisure
- Capital project – focusing on community halls/facilities
- Vulnerable Older people – building on existing good practice and service provision

Other potential areas discussed included:

- Development & extension of relevant NRA training;
- Support for disabled young people to access employment (could be linked to social economy project); and
- Men’s Shed – expansion of existing projects such as those in West Armagh

Although certain themes were emerging it was felt that the wider consultation process would consolidate thinking and decision making. Members felt that they required additional information on the emerging projects.

Actions:

Wallace Consulting to contact those who have proposed projects in order to gather more detail and to provide further information on the criteria and process;

Liam Hannaway to examine play/leisure projects and refurbishment of community facilities with each Council; and

Wallace Consulting to keep the Steering Group updated on emerging projects.

7. Role & Appointment of Chair & Vice Chair

Hilary Singleton was nominated and appointed Interim Chair and Cllr Thomas O'Hanlon was nominated and appointed Vice Chair.

8. Date of Next Meeting

TBC

