



January 4th, 2024

To: Chairperson, Alderman O Gawith

Vice-Chairperson, Councillor A Ewing

Aldermen A G Ewart MBE, M Guy and H Legge

Councillors T Beckett, P Burke, R Carlin, K Dickson, N Eaton, A Givan, B Higginson, C Kemp, U Mackin and The Hon N Trimble

Ex-Officio

The Right Worshipful The Mayor, Councillor A Gowan

Deputy Mayor, Councillor G McCleave

Notice of Meeting

A meeting of the **Corporate Services Committee** will be held on **Wednesday, 10th January 2024** at **6:00 pm** for the transaction of the undernoted Agenda. Members are requested to attend.

A hot meal shall be available in the **Members' Suite from 5.15 pm.**

David Burns, Chief Executive, Lisburn & Castlereagh City Council

Agenda

1.0 APOLOGIES

2.0 DECLARATIONS OF MEMBERS' INTERESTS

- (i) Conflict of Interest on any matter before the Meeting (Member to confirm the specific item).
- (ii) Pecuniary and Non-Pecuniary Interest (Member to complete the Disclosure of Interest form).

3.0 REPORT OF DIRECTOR OF ORGANISATION DEVELOPMENT & INNOVATION

3.1 Efficiency Review Steering Group

For Decision

 *CS_Cttee_Report_ERSG_Jan_24.pdf*

Page 1

 *240102_ERSG_Minutes_Action_Notes.pdf*

Page 3

4.0 REPORT OF HEAD OF CORPORATE COMMUNICATIONS & ADMINISTRATION

4.1 D-Day 80: 6 June 2024

For Decision

 *CSC Report - D-Day.pdf*

Page 6

 *Appendix 1 - D-Day.pdf*

Page 8

 *DDay 80 TOR 02 Jan (1).pdf*

Page 12

5.0 REPORT OF HEAD OF FINANCE

5.1 Car Parking Bad Debt Write-Off

For Decision

 *CSC January 24 - Car Parking debt write off request.pdf*

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6.0 CONFIDENTIAL REPORT FROM DIRECTOR OF FINANCE & CORPORATE SERVICES

6.1 Report on Tender Awards

For Noting

Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information).

6.2 Estimates 2024/2025 - Updated Position

For Noting

Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information).

6.3 Estimates - Finance & Corporate Services

For Decision

Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information).

7.0 ANY OTHER BUSINESS



Committee:	Corporate Services Committee
Date:	10 th January 2024
Report from:	Director of Organisation Development & Innovation

Item for:	Decision
Subject:	Efficiency Review Steering Group (ERSG) meeting

1.0	<p><u>Background and Key Issues</u></p> <p>A meeting of the Efficiency Review Steering Group (ERSG) took place on Tuesday, 2 January 2024.</p> <p>At this meeting, the Chief Executive provided information on the work of the ERSG to date, outlining the positive impact some of the efficiencies have had, for example, enabling the Council to undertake the first local government formal Apprenticeship Programme with 18 apprentices to date. This is allowing the Council to build our future talent in what is a very competitive employment market.</p> <p>The Director of Organisation Development & Innovation gave an overview of the ERSG purpose and the agreed process, and detail of the position in regard to structural reviews.</p> <p>At this meeting a Chair and Vice Chair were nominated to the Steering Group as follows.</p> <ul style="list-style-type: none"> ▪ Chair – Cllr Uel Mackin ▪ Vice Chair – Cllr Sharon Lowry <p>The Director of Organisation Development & Innovation presented on the Review of a post within the Regeneration and Growth Directorate. This report sought authority for the previously agreed fixed-term Capital Project Sponsor to be advertised as a permanent post. This is due to the inability to recruit the post on a fixed-term basis in the current competitive recruitment market, and the ambitions of the Council’s capital programme over the next number of years. Following responses to questions, it was agreed to recommend to the Corporate Services Committee that this post be approved as permanent.</p>	
2.0	<p><u>Recommendation</u></p> <p>It is recommended that Members note the update from the ERSG on Tuesday, 2 January 2024.</p> <p>It is further recommended that Members agree the recommendation of the ERSG to make the previously agreed fixed-term Capital Project Sponsor a permanent post, and progress recruitment accordingly.</p>	
3.0	<p><u>Finance and Resource Implications</u></p> <p>The Capital Project Sponsor post has been evaluated at a PO5 grade and is eligible for to be capitalised. Allowance for the post is already captured within the estimates as part of the Capital Programme.</p>	
4.0	<p><u>Equality/Good Relations and Rural Needs Impact Assessments</u></p>	
4.1	Has an equality and good relations screening been carried out?	Yes / No

4.2	<p>Brief summary of the key issues identified and proposed mitigating actions or rationale why the screening was not carried out</p> <p>There are no equality and good relations implications at this time. Should the post be approved, it will be recruited in accordance with the LGSC Code of Procedures on Recruitment and Selection which has been screened.</p>	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	Yes / No
4.4	<p>Brief summary of the key issues identified and proposed mitigating actions or rationale why the screening was not carried out.</p> <p>There are no rural needs implications at this time. Should the post be approved, it will be recruited in accordance with the LGSC Code of Procedures on Recruitment and Selection which has been screened.</p>	

Appendices:	ERSG Minutes and Action Notes 02.01.2024
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EFFICIENCY REVIEW STEERING GROUP MINUTES

Location: Oak Room, 2nd Floor, LVI

Date: 2 January 2024

Time: 4pm

In attendance: Cllr Uel Mackin, DUP
 Cllr Pat Catney, SDLP
 Cllr Nicholas Trimble, UUP
 Cllr Gary Hynds, IND (Via Zoom)

Mr David Burns, Chief Executive
 Mrs Caroline Magee, Director of Organisation Development, and Innovation

Apology/not in attendance: Cllr Sharon Lowry, APNI
 Cllr Nancy Eaton, APNI
 Ald James Baird, UUP
 Ald Paul Porter, DUP
 Cllr Paul Burke, SF
 Mr Donal Rogan, Director of Regeneration and Growth

Minutes and Action Items

Agenda Item	Minute and any associated Action	Assigned to
1	<p>Welcome and introduction</p> <p>The Chief Executive welcomed those attending and provided information on the work of the ERSG to date, outlining the positive impact some of the efficiencies have had to date, for example, enabling the Council to undertake the first local government formal Apprenticeship Programme with 18 apprentices to date. This is allowing the Council to build our future talent in what is a very competitive employment market.</p>	N/A
2	<p>Overview of the ERSG purpose, process, and work to date</p> <p>The Director of Organisation Development and Innovation presented on the ERSG purpose, the governance arrangements and Membership.</p>	

	<p>Following the nomination of the Chair and Vice Chair, the Director outlined the work on the structures to date and those which are still required to progress. The Director provided the detail of the process, the engagement with CMT, HOST and Trade Unions, the design guidance and evaluation criteria, responding to questions raised.</p> <p><u>Action</u></p> <p>The Director advised that she would offer a similar briefing to those Members who were unable to attend today's meeting.</p>	<p>Director of OD&I</p>
<p>3</p>	<p>Nomination of Chair and Vice Chair</p> <p>It was proposed by Cllr Trimble, seconded by Cllr Catney and agreed by all that Cllr Uel Mackin would be Chair of the group, with Cllr Sharon Lowry as Vice Chair.</p> <p><u>Action</u></p> <p>The Director of OD&I to contact Cllr Lowry to discuss and confirm her nomination as Vice Chair of the group.</p>	<p>Director of OD&I</p>
<p>5</p>	<p>Review of post within Regeneration and Growth</p> <p>A report prepared by the Director of Regeneration and Growth was discussed by the group. This report sought authority for the previously agreed fixed-term Capital Project Sponsor to be advertised as a permanent post. This is due to the inability to recruit the post on a fixed-term basis in the current competitive recruitment market and given the ambitions of the Council's capital programme over the next number of years.</p> <p><u>Action</u></p> <p>Following responses to a number of questions, it was agreed to recommend to the Corporate Services Committee that this post be approved as permanent. Should this be approved by the CS Committee then recruitment could progress in mid-January.</p>	<p>Director of OD&I</p>

<p>6</p>	<p>Outcomes and date of next meeting</p> <p>The Chair noted the agreed recommendation of the group would be presented to the Corporate Services Committee on 10 January 2024 and that the date of the next meeting would be agreed with him once the Environmental Health, Risk and Emergency Planning structure was in a position to come forward.</p> <p><u>Action</u></p> <p>Date of the next meeting to be agreed with the Chair once the Environmental Health, Risk and Emergency Planning structure was in a position to come forward.</p>	<p>Chair in conjunction with Director of OD&I</p>
<p>7</p>	<p>Close</p> <p>The Chair brought the meeting to a close at 5.18pm</p>	<p>N/A</p>



Committee:	Corporate Services Committee
Date:	10 January 2024
Report from:	Head of Corporate Communications and Administration

Item for:	Decision
Subject:	D-Day 80: 6 June 2024

Background

The Office of the Mayor has received correspondence (appendix 1) from Peagantmaster, Bruno Peake, requesting the participation of Lisburn & Castlereagh City Council in marking D-Day 80.

An official guide has been developed www.d-day80beacons.co.uk for those organisations wishing to take part. This guide provides a range of suggestions from events and activities to mark this anniversary including involvement from schools with an educational and historical focus to recognition for related charities and other notable groups who contributed to such a momentous time in history.

The main event is a beacon lighting that will take place at **9.15pm on 6th June 2024** across the UK and beyond. Wording has been provided to be read by the Mayor as a tribute to those who gave so much.

Organisations are asked to officially register their involvement by **30th May 2024**.

In order to progress an appropriate programme of events, a cross party working group (one Member per party) plus the Mayor and the Chair of Corporate Services is proposed.

At its first meeting, the working group would:

- Nominate a Chairperson;
- Agree a terms of reference (draft attached at appendix 2);
- Develop an outline programme of events for agreement by Corporate Services Committee; and
- Determine an estimated budget for the D-Day programme.

Updates from the working group will be reported as appropriate through the Corporate Services Committee with approval requested for any associated programmes and budget required.

2.0

Recommendation

It is recommended that Members:

- Agree to support D-Day 80 and permit official registration before May 2024;
- Agree the to establish a working group as outlined to deliver a suitable programme of events for D-Day 80; and
- Provide party nominations to join the working group to the Head of Corporate Communications and Administration by **19 January 2024**.

3.0	<p><u>Finance and Resource Implications</u></p> <p>A proposed budget will be developed and brought back to Corporate Services Committee for approval. There is no budget included in the estimates for 24/25. This programme would be funded from reserves.</p>	
4.0	<p><u>Equality/Good Relations and Rural Needs Impact Assessments</u></p>	
4.1	Has an equality and good relations screening been carried out?	No
4.2	<p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.</p> <p>The programme will be subject to equality screening when developed.</p>	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	<p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.</p> <p>The programme will be subject to rural needs assessment when developed.</p>	

Appendices:	<p>Appendix 1 – Correspondence from Bruno Peake</p> <p>Appendix 2 – Draft Terms of Reference</p>
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From: Bruno Peek <brunopeek@mac.com>

Date: 13 July 2023 at 18:49:10 BST

To: Andrew Gowan <Andrew.Gowan@lisburncastlereagh.gov.uk>

Subject: Fwd: IRELAND & D-DAY 80 - 6TH JUNE 2024



Councillor Andrew Gowan (DUP)

Mayor

Lisburn and Castlereagh City Council

Civic Centre

Lagan Valley Island

Lisburn

BT27 4RL

13th July 2023

Your Worship

RE: LISBURN AND CASTLEREAGH CITY COUNCIL & D-DAY 80 - 6TH JUNE 2024

As we, and the rest of the world are aware, there were many thousands of brave Irishmen involved in the D-Day landing on 6th June 1944, many of which sadly never returned.

On 6th June 2024, we are organising D-Day 80 throughout the United Kingdom, Channel Islands, Isle of Man, UK Overseas Territories and on Gold Beach, Normandy, which also represents the other four Beaches involved on 6th June 1944 - Omaha, Juno, Sword and Utah, in commemoration/celebration of the 80th anniversary of this amazing event that assisted in the start to the end of WW II, along with paying our collective 'tribute' to those that gave so much to ensure the freedom we all enjoy today.

With this in mind, I am delighted to confirm that the official Guide To Taking Part in D-Day 80 - 6th June 2024, can be download from - www.d-day80beacons.co.uk, and hope that

your Council will wish to take part by lighting a Beacon at 9.15pm on 6th June 2024, as their communities 'tribute' to their fellow Irishmen that took part in the landings on the Beaches in Normandy eighty years ago next year.

From pages 20 through to 24, you will see there are several Beacons to choose from, and could be lit as a private or public occasion.

If you do wish to take part, would you be kind enough to provide us with the information requested on page 32 as soon as possible please, or by no later than 30th May 2024.

We do hope that your Council and community will want to participate in this important anniversary occasion, and look forward to hearing from you in due course.

APOLOGY: I tried twice to send you the Guide itself as an attachment, but got messages back saying the attachment was too large for you to accept, which is a pity, but hope you will be able to download it from the site.

My warmest regards,

Bruno Peek

Bruno Peek CVO OBE OPR

Pageantmaster

D-Day 80

6th June 2024

Telephone: + 44 (0) 7737 262 913

Email: brunopeek@mac.com

www.d-day80beacons.co.uk



Draft Terms of Reference

D-Day 80 Working Group

1. Title

D-Day 80 Working Group

2. Aims and Objectives

- To develop and deliver a programme of events and projects to mark the 80th anniversary of D-Day, a historic event in history that became known as the start to the end of World War 2.
- To work collectively to agree a schedule of activities up to the 6 June 2024 and concluding with participation in a dedicated Beacon Lighting event as requested by Pageantmaster, Bruno Peake.
- To meet monthly as a group to coordinate and review progress on each project within the overall programme; and
- To develop a coordinated approach for publicity and communications in relation to D-Day 80.

3. Composition of Working Group

- One representative of each political party plus the Chairman of Corporate Services Committee and the Mayor.
- Head of Corporate Comms and Administration (or representative)
- Head of Communities (or representative)
- Head of Parks and Amenities (or representative)
- Civic Events Officer
- Administration Manager
- Museum Manager
- Events Officer (Leisure)
- Additional working group members may be identified as and when required in line with project planning.

4. Chair, Governance and Administration

- At the first meeting of the working group the Members will nominate a Chairperson.
- In the event that the meeting will not be attended by the Chair, Members will nominate an interim Chair.
- Meetings shall be monthly, however the frequency of meetings may be increased, if deemed necessary, by the Chair of the working group.
- The Civic Events Officer will act as the secretariat for the working group.
- Agenda items will be generated from the actions arising from the previous meeting with one standing item: Review of D-Day 80 programme schedule.
- Minutes of the previous meeting will be electronically distributed to members in advance of the meeting.
- Minutes of meetings and progress updates will be reported through Corporate Services Committee as appropriate.
- Agendas and relevant papers will be issued at least 3 days prior to the date of the scheduled meeting.
- Members of the working group will be expected to come prepared to all meetings in respect of feedback and items actioned.
- In case of an absence, working group members should endeavour to send a deputising person on their behalf. Should this not be possible, an update in respect of actions should be provided 3 days in advance of the meeting.
- Officers are responsible for regularly updating project progress within their remit in the D-Day 80 document located in the Q Drive.
- Appointed working group members are expected to adhere to the rules and regulations of the terms of reference and fulfil their duties as set out in 3.5 Finance Regulations.
- There is a central budget of [To be Agreed] set aside for delivery of the D-Day 80 programme.
- Spend for each project is managed by the Directorate's appointed lead.
- It is the responsibility of the lead officer for each project to ensure all relevant approvals are in place in relation to spend.

- A full financial overview of the D-Day 80 programme will be reported through Corporate Services Committee.

5. **Term**

- The Group will be in place until the concluding Beacon Lighting event on 6 June 2024.

Committee:	Corporate Services
Date:	10 th January 2024
Report from:	Head of Finance

Item for:	Decision
Subject:	Car Parking bad debt write off

1.0	<u>Background and Key Issues</u>																								
1.1	The provision of off street car parking transferred to Local Councils on 1 April 2015. While Councils retain responsibility for the overall financial management of the function, they have delegated operational management to an independent contractor and the Department for Infrastructure (DfI).																								
1.2	Councils were given all of the debt prior to 01/04/2015 relating to the car parks and a bad debt provision.																								
1.3	The Council must approve the write off of the car park debts (including those before 01/04/2015), to enable DfI to remove the actual write off in the PCN IT system.																								
1.4	Below are the bad debts that have been recommended for write off:																								
	<table border="1"> <thead> <tr> <th>FY</th> <th></th> <th>PCN's</th> </tr> </thead> <tbody> <tr> <td>2007/08</td> <td>£</td> <td>247.00</td> </tr> <tr> <td>2011/12</td> <td>£</td> <td>360.00</td> </tr> <tr> <td>2017/18</td> <td>£</td> <td>145.00</td> </tr> <tr> <td>2018/19</td> <td>£</td> <td>135.00</td> </tr> <tr> <td>2022/23</td> <td>£</td> <td>270.00</td> </tr> <tr> <td>2023/24</td> <td>£</td> <td>540.00</td> </tr> <tr> <td>Grand Total</td> <td>£</td> <td>1,697.00</td> </tr> </tbody> </table>	FY		PCN's	2007/08	£	247.00	2011/12	£	360.00	2017/18	£	145.00	2018/19	£	135.00	2022/23	£	270.00	2023/24	£	540.00	Grand Total	£	1,697.00
FY		PCN's																							
2007/08	£	247.00																							
2011/12	£	360.00																							
2017/18	£	145.00																							
2018/19	£	135.00																							
2022/23	£	270.00																							
2023/24	£	540.00																							
Grand Total	£	1,697.00																							
1.5	The individual amounts within the bad debts range from £90 to £270.00 and from a period of January 2008 to September 2023. Details have been provided by DfI of the actions carried out to try to recover the above debts to Finance.																								
1.6	There remains a number of outstanding debts in relation to the car parking charges. DfI are actively pursuing these debts and have recommended we do not write off these additional amounts at present.																								
1.7	The Council has made a provision within the balance sheet should any of these additional debts have to be written off. The current balance held for bad debts in relation to car parking is £57,769.60. This is reviewed at each year-end based on the information provided to the finance unit.																								
2.0	<u>Recommendation</u>																								
	It is recommended that the debt recorded is approved to be written off the ledgers of the Department for Infrastructure.																								

3.0	<p><u>Finance and Resource Implications</u></p> <p>To be funded through provision held in balance sheet</p>	
4.0	<p><u>Equality/Good Relations and Rural Needs Impact Assessments</u></p>	
4.1	<p>Has an equality and good relations screening been carried out?</p>	<p>No</p>
4.2	<p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out</p> <p>Not Applicable</p>	
4.3	<p>Has a Rural Needs Impact Assessment (RNIA) been completed?</p>	<p>No</p>
4.4	<p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.</p> <p>Not Applicable</p>	

<p>Appendices:</p>	
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Committee:	Corporate Services Committee
Date:	10 th January 2024
Report from:	Director of Regeneration and Growth (Donal Rogan)

CONFIDENTIAL REPORT

Reason why the report is confidential:	Information relating to the financial or business affairs of any particular person (including the Council holding that information).
When will the report become available:	N/A
When will a redacted report become available:	Redacted report to be provided to Member Services Unit following ratification and signing of contracts.
The report will never become available:	N/A

Item for:	Noting
Subject:	Report on Tender Awards

1.0	<p><u>Background and Key Issues</u></p> <p>Currently under the terms of the Councils Scheme of Delegation and terms of reference for the new committee structures, certain tenders can be awarded as follows, “(I) If the Most Economically Advantageous Tender (MEAT), lowest, or only tender received is recommended for award, officers of the Council have delegated authority on acceptance but a report must be submitted to the relevant Committee for noting. In all other cases a detailed report must be submitted to the relevant Committee for approval. If the expenditure is to be funded by a loan, the report should seek approval for this.”</p> <p>Following consideration of the reporting of Tenders it was agreed that all tenders awarded under the Scheme of Delegation would be brought to the attention of the Corporate Services Committee for Noting.</p> <p><u>Key Issues</u></p> <p>Interested Contractors were invited to submit tenders as follows;</p> <ol style="list-style-type: none"> 1. F23/24-012 Lisburn and Castlereagh Transport Academy <p>The above tender competition was unlocked by the Procurement Officer, the relevant Head of Service approved the tender opening reports and the tenders were forwarded to the contract management leads within each responsible Service Unit for evaluating against the agreed criteria.</p> <p>Enquiries have been made to contractors who showed initial interest in requesting tender information, but who did not make a return to ascertain why they did not submit a tender.</p> <p>The tenders were assessed and recommended for award as detailed in the Tender reports (see attached Appendices). In each case, the successful tenderer recommended was either the MEAT, lowest or only compliant tender cost received.</p>
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2.0	<u>Recommendation</u> It is recommended that Members note the award of the tender for the contract noted above and detailed within the attached Appendices . It is further recommended that Members approve the signing and sealing of the Tender documents as necessary.	
3.0	<u>Finance and Resource Implications</u> Budget provision has been included in the annual estimates.	
4.0	<u>Equality/Good Relations and Rural Needs Impact Assessments</u>	
4.1	Has an equality and good relations screening been carried out?	Yes
4.2	Brief summary of the key issues identified and proposed mitigating actions or rationale why the screening was not carried out;	Equality Screening completed for the LMP Action Plan for 23/24 which covered all of the programmes to be delivered.
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	Yes
4.4	Brief summary of the key issues identified and proposed mitigating actions or rationale why the screening was not carried out.	A Rural Impact Assessment completed for the LMP Action Plan for 23/24 which covered all of the programmes to be delivered.

Appendices:	APPENDIX XX1 – Summary Tender Awards APPENDIX XX2 – Service Unit Tender Reports.
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Summary of Tenders awarded.

	TENDER TITLE	SUPPLIER AWARDED	TENDER VALUE
1	F23/24-012 Lisburn and Castlereagh Transport Academy	Workforce Training Services, 465 Antrim Road, Belfast, BT15 3BP	[REDACTED]

1.



TENDER REPORT FOR

**F23/24-012 LISBURN AND CASTLEREAGH
TRANSPORT ACADEMY**

Tender Returns

Belfast City Council Procurement team have confirmed they own the copyright and intellectual property for the Belfast Employment Academies and the DPS. Lisburn & Castlereagh City Council are a part of the Framework agreement and can use the procurement exercise completed by Belfast City Council. The contract/Framework is T1983 Delivery of Employment Academies. LCCC's requirement to run a Transport Academy offering participants the opportunity to achieve either a category C HGV Licence or category D Bus Licence would fall within Lot 3 – Practical Sector. The procurement exercise awarded the contract of delivery to a company called Workforce Training Services. The Framework was procured in line with the Public Contract Regulations 2015 process and is therefore fully compliant with LCCC procurement procedures.

1. Workforce Training Services
465 Antrim Road
Belfast
BT15 3BP

The pricing schedule that was agreed as part of the Belfast City Council Framework T1983 – EMPLOYMENT ACADEMIES FRAMEWORK: ITT PART 2 – LOT 3, indicates that a cost of [REDACTED] is the agreed rate per participant. It is important to note that these costs do not factor in costs that are incurred should a participant fail their exam and require a re-sit and the rising costs of fuel.

A budget of [REDACTED] has been allocated for all aspects of project delivery. Additional costs (to cover higher training costs for Category C and D, re-tests, increased fuel expenses and tachograph cards) will be agreed separately.

Lisburn Castlereagh Labour Market Partnership, funded by DfC has a total budget of [REDACTED] to recruit a minimum of 30 participants onto the scheme. If the budget is not fully utilised and surplus savings are identified, then LCCC will recruit additional participants until the budget is fully allocated.

The framework documentation was passed to the Programmes Unit, Economic Development for evaluation and information, checked by:

- Emma Fearon, Programmes Manager, Economic Development
- Melissa Cunningham, Programmes Officer, Economic Development

Tender Evaluation

Stage 1 – Evaluation Criteria

The tenderers were required to meet a number of Council mandatory criteria which has pass/fail. If they fail on one then the contractor's price would not be considered.

One tender was evaluated on the information they provided and passed onto Stage 2 Evaluation.

All clarifications were received on time.

Stage 2 - Arithmetic Errors

As per the procedures set out in "Conditions of Tendering" the lowest tender which was from Workforce Training Services was arithmetically checked and was arithmetically correct.

Tenders were ranked with the tender with the lowest price being awarded the contract.

<u>Tenderer</u>	<u>Tender Price</u>	<u>Rank</u>
Workforce Training Services	[REDACTED]	1

Recommendation

It is recommended that the contract is awarded to Workforce Training Services, 465 Antrim Road, Belfast, BT15 3BP in the sum of [REDACTED] under the terms and conditions of Belfast City Council's Employment Academies Framework T1983 – Lot 3 Practical Sector. Additional costs associated with re-tests and increased fuel costs will be agreed separately. Taking account of the information returned with the tender submission it is considered that this contractor will be able to complete the works to the required quality and within the mandatory time period as detailed in the contract documentation.