

Title of Report:	NI21 Council Centenary Working Group
Committee Report Submitted To:	Leisure and Development Committee
Date of Meeting:	15 th September 2020
For Decision or For Information	For Decision

Linkage to Council Strategy (2015-19)	
Strategic Theme	Resilient, Healthy & Engaged Communities Accelerating our Economy and Contributing to Prosperity
Outcome	Council will work to develop and promote stable and cohesive communities across the Borough Promoting the Borough as an attractive place to live, work, invest and visit
Lead Officer	Head of Community & Culture
Cost: (if applicable)	TBC

Budgetary Considerations	
Cost of Proposal	TBC Subject to Job Evaluation
Included in Current Year Estimates	no
Capital/Revenue	Revenue
Code	TBC
Staffing Costs	TBC

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	no	
	EQIA Required and Completed:	No	Date: n/a
Rural Needs Assessment (RNA)	Screening Completed	no	Date:
	RNA Required and Completed:	no	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	No	Date:
	DPIA Required and Completed:	No	Date:

1.0 Purpose of Report

The purpose of this report is to provide Members with an update on Council's NI 2021 Centenary Working Group and to seek approval from Members for the appointment of a temporary Project Co-ordinator to maximise available opportunities and to ensure effective Programme Delivery.

2.0 Background

At the November 2018 Corporate Resource & Policy committee meeting, a Notice of Motion was carried and subsequently agreed at the Council meeting held in the same month, stating

'That this Council establish a working group, consisting of 6 members by d'Hondt, to explore a programme of events and activities to celebrate the 100th anniversary of Northern Ireland in 2021.'

The Terms of reference agreed by Council in July 2020 states that the purpose of the group is:

- To advise Council on a programme of events, initiatives and commemorative activity planned to mark the centenary in an appropriate manner.
- To represent the community and key stakeholders in order to develop a programme of events and initiatives related to the centenary, which will be inclusive and engage all sections of the community.
- To identify and recommend to the Council a budget to deliver the programme.
- To contribute expertise, skills and knowledge from specific areas for the benefit of work of the group.
- To engage with others who are planning similar activity to mark the centenary across Northern Ireland.

3.0 Progress to date

The working group has had three meetings since its inception in June 2020 with the following actions being progressed:

1. Terms of Reference. Terms of reference for group agreed and adopted in July 2020 by Council.
2. Programme themes. Programme themes have been developed by the working group and agreed by Council in July 2020. These include:
 - Heritage and Culture,
 - Great Northern Ireland Minds and Innovation,
 - Sport & Wellbeing and Community Development,
 - Food, Drink and Entertainment.
3. Draft Outcomes. Draft outcomes are currently being considered by the working group to which the programme will be aligned. These proposed outcomes will focus on creating *positive* impacts for the Borough as a result of the NI21 programme, celebrating people, places and products through showcasing talent, recognising understanding the diverse cultures and identities which exist locally and increasing positive relations through building a shared understanding of our collective history. Agreed outcomes will be presented to council for consideration once finalised by the working group.
4. Brand Options. Options for a brand are currently under development.

5. Programme. A draft/proposed programme is in the process of being scoped/developed by the working group around the above themes. To date a broad range of activities are being considered and developed (subject to viability in terms of strategic fit, affordability, deliverability and other suitable criteria yet to be finalised by the working group and approved by Council). Draft/ outline project proposals to date include civic events, community based events, sporting, cultural, heritage, good relations, environmental, creative/arts, rural, business, food & drink projects, among others. It is anticipated projects/activities will fall under 3 broad categories:
 - Re-profiled activity with little or no additional cost.
 - Enhanced activity with additional budgetary requirements.
 - Signature bespoke events (2-3) requiring additional budget.
6. External expertise. The working group have agreed a terms of reference (**Annex A**) to facilitate the invitation of an Historical Advisor (pro bono) to advise and inform the Working Group in meeting its aims and objectives, including the provision of advice on the associated projects developed, and have identified a suitable candidate to undertake such a role. The group also agreed that this advisor should be supported by a panel of local historians with local knowledge and expertise, to be nominated by the 6 working group members.
7. Budget. To be finalised and presented to Council once the programme has been further developed and scrutinised by the working group, the potential for external funding has been exhausted and re-profiling of existing programme budgets have been considered.

4.0 Project Management

In order to co-ordinate, administer and project-manage the programme, which will have a broad range of activities over a 12 month period, the requirement for a dedicated project co-ordinator has been identified and agreed by the working group, subject to Council's approval.

The post will provide coordination, administration and project management support to the NI21 working group and associated task and finish groups during the following phases:

1. Preparation and planning for the Programme, including an overall delivery plan and associated costings/budget.
2. The delivery, resourcing, mobilisation and execution of the plan. *Individual projects within the programme will be delivered by identified project leads/team members.*
3. Post Programme evaluation.

The job description for the post is at **Annex B**. It is anticipated that this role would be offered as a redeployment opportunity in the first instance.

5.0 Next Steps

Reports will be provided to Council on an ongoing basis.

The following priorities will be progressed by the working group and presented to Council:

- Adoption of agreed outcomes for the programme.
- Branding.
- Draft programme which meets outcomes and viability criteria.
- Proposed budget.

6.0 Recommendation

Approval is sought from the Leisure and Development Committee to appoint a Project Co-Ordinator for Council's Northern Ireland Centenary Programme for the period October 2020 – March 2022.

Annex A

Historical Advisor to Causeway Coast and Glens Borough Council

ADVISOR DUTIES

To advise and inform the Working Group on the themes and framework of the Group in meeting its aims and objectives, and the projects developed there from.

To ensure projects are inclusive and engage all sections of the community.

To attend the Working Group meetings, currently held monthly through TEAMS, in an advisory capacity.

To maintain confidentiality on all matters discussed at the Working Group meetings.

To advise and be consulted by Museum Services on output in relation to the centenary of NI within the Borough. Including exhibitions and talks.

PLEASE NOTE: This is a pro bono position and the appointee will receive no remuneration or fee for this position, which is strictly advisory. However, travel expenses, in line with current council policy, will be available for any meetings held on site or in conjunction with the work of this group. In the event of any potential conflict of interest, the advisor would withdraw from discussions on appropriate projects or tendering process.

SELECTION CRITERIA

The advisor must evidence prior knowledge of:

1. The history of Northern Ireland within the last 100 years, including its development and contribution to society in a variety of fields. This will include people, events and the places of the Causeway Borough. And/ or
2. Relevant experience or qualification. . Evidence should include publications, talks or other substantial outputs in the public domain.

Annex B



September 2020

Project Co-Ordinator for Northern Ireland Centenary Programme

RESPONSIBLE TO

A direct report to the Head of Community & Culture, Leisure & Development.

CONTRACT PERIOD

From 1st October 2020 to 31st March 2022. (18 months)

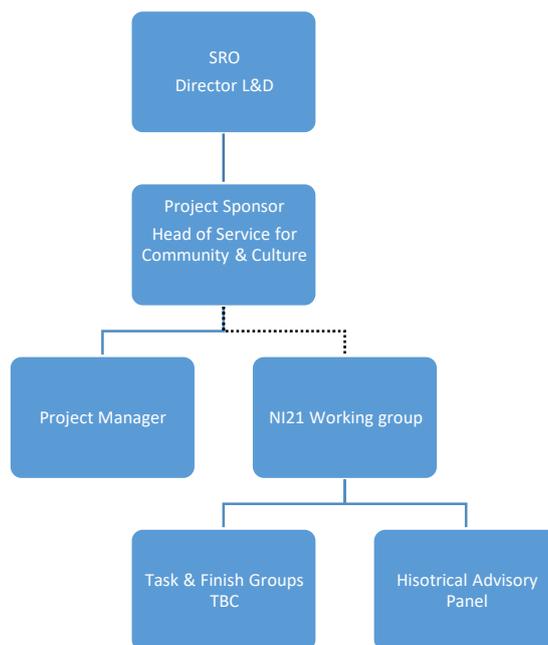
JOB PURPOSE

To co-ordinate, administer and project manage the Council's Northern Ireland Centenary Programme in order to contribute to the successful delivery of the Programme and achieve the Council's objective:

To deliver a programme of events and activities to celebrate the 100th anniversary of Northern Ireland in 2021 creating a positive impact on the Borough in terms of:

1. Promoting the Borough as an attractive place to visit, invest and do business, utilising the centenary to celebrate our people, places and products by showcasing the rich sporting, cultural, entrepreneurial and academic talent which exists therein
2. Building a shared understanding of our collective history in a way that can build good relations and reconciliation within and between communities by facilitating opportunities that both reflect on our past as well as build for our future
3. Recognising and building awareness of this significant anniversary, locally, nationally and internationally, supporting expression of the diverse identities and culture that exist within the Borough

ORGANISATIONAL STRUCTURE



MAIN DUTIES

To provide coordination, administration and project management support towards Council's Northern Ireland Centenary Programme, ensuring that the programme proceeds within the specified timeframe and within budget, while managing relationships with relevant project contributors and stakeholders

SPECIFIC TASKS

a. Operational Lead

To act as the operational lead in the co-ordination of the Council's Northern Ireland Centenary Programme reporting to the Head of Community & Culture as the relevant project sponsor. The Director of Leisure & Development is the senior responsible owner (overall strategic lead) for the programme.

The post holder will be required to prepare regular reports, present to the Council's NI21 working group and relevant council committees. The post holder will also represent the Council at relevant internal and external meetings.

Project Management, Coordination and Administration

Provide coordination, administration and project management support to the NI21 working group, associated task and finish groups during the following phases:

1. Preparation and planning for the Programme, including an overall delivery plan and associated costings/budget
2. The delivery, resourcing, mobilisation and execution of the plan. *Individual projects within the programme will be delivered by identified project leads/team members.*
3. Post Programme evaluation.

All phases will require the necessary project management documentation.

b. Partnership Working

Work in partnership with the relevant Council departments to ensure the successful implementation of the agreed delivery plan in order to achieve the Council's objectives.

Support and facilitate the working group to both identify and develop effective working relationships with external stakeholders in order to contribute to the successful delivery of the Programmes.

c. Resource Management

Manage Council's overall resource contribution to the Programme and provide guidance to project leads/team members to ensure individual project resources are managed appropriately.

d. Budget Management

Manage Council's NI21 budget including the development and implementation of appropriate financial control and administration reporting systems in order to monitor income and expenditure associated with the programme.

e. Funding Bids

Work in association with Council's Funding Unit to identify and assist with the preparation of bids to secure external funding to support the delivery of Council's NI 21 programme.

f. Monitoring & Evaluation

Design and implement a monitoring and evaluation framework for the overall programme of activities to enable the successful delivery of agreed targets and outcomes associated with the overall programme

g. Communication

Support the Local Communications and PR team, by acting as the conduit of information from the working group and project leads to ensure effective communication and consultation in relation to the programme.

h. Health and Safety

Support project leads to ensure that all public safety and insurance requirements are met in accordance with Government legislation and council policy.

All staff are responsible for the implementation of the Health and Safety policy so as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of health and safety arrangements and systems to promote appropriate improvements were necessary.

i. Out-of-office Hours Working

The nature of the work will require the post holder to undertake commitments outside normal office hours on a regular basis. Such a requirement is reflected in the grading of the post and overtime will not be paid, however time of in lieu will be accepted.