

Title of Report:	Queen's Platinum Jubilee Terms of Reference for Working Group & Draft Programme
Committee Report Submitted To:	Leisure & Development Committee
Date of Meeting:	15 February 2022
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)	See report

Budgetary Considerations	
Cost of Proposal	TBC – One-off Event
Included in Current Year Estimates	partially
Capital/Revenue	Subject to Council Agreement - Reserves
Code	TBC
Staffing Costs	TBC

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	yes	30/01/2022
	EQIA Required and Completed:	tbc	Date: n/a
Rural Needs Assessment (RNA)	Screening Completed	Yes	30/01/2022
	RNA Required and Completed:	tbc	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

- a. To seek approval for the amended Terms of Reference for the NI100 Working Group to incorporate the Queen's Platinum Programme.
- b. To seek approval for the initial draft programme for Council's Jubilee Programme.

2.0 Background

Following the decision of Council to amend the Terms of Reference of the NI100 Working Group to incorporate the Queen's Jubilee Programme, a draft Terms of Reference, proposed by council's working group, is attached for consideration in **Annex A** of this report.

The Working Group met in January and have agreed a proposed programme of activities for the Queen's Platinum Jubilee for consideration of the Committee. An initial equality screening process and rural impact assessment has been undertaken for the overall programme which will be reviewed on an ongoing process as the programme is implemented.

The proposed projects have been considered against the following criteria:

- a) Technical capability - availability of technical capability/skills or access to such, including ability to adapt methodology.
- b) Financial feasibility and access to finances to deliver – funding and affordability (subject to external funding and/or council budget).
- c) Managerial capacity and operational implications for teams.
- d) Cultural & social impacts – section 75 implications, community 'buy in'.
- e) Scheduling (timing/timetabling).
- f) Health & Safety, including potential to deliver in alternative formats.

3.0 Proposal

The draft outline programme is comprised of a range of proposed projects that will be delivered by departments within council including Museums service, Good Relations, Arts Service, Community Development, Outdoor Recreation, Democratic Services and Environmental services.

The majority of these Jubilee projects have been included within a range of council's departmental business plans and budgets both within the current financial year and for the 2022/23 period. Some projects are part funded by The Executive Office through the Good Relations Programme and other external funders secured through Museums service.

Projects have been deemed to be deliverable in terms of affordability and have sufficient resources (in house) to proceed, subject to funding/budget.

4.0 Proposed Projects

There are a total of 19 projects within this proposal (**Annex B**), the majority of which have been costed within respective service area business plans and budgets. A number of these have secured external match funding.

Additionally, one of the projects (the grants programme) will require 100% additional funds while two projects will require additional funds from a Jubilee budget to ensure implementation, as set out below:

- Community Platinum Jubilee Grant Programme £30,000 (further information below).
- Jubilee Civic Gifts project £ 2,000.
- Jubilee Tree Planting scheme contribution £ 5,000.

Council's Air Show 2022 has been branded as the key signature/special event to celebrate HRH's Platinum Jubilee, however, as this special project is managed through a separate process and is therefore not the direct responsibility of this specific working group, it will not be formed part of this report.

5.0 Community Platinum Jubilee Grant Programme

Officers have developed a proposed grant fund based on recommendations from the Working group in relation to the scale of grant aid and the intent behind the scheme. The *purpose* of the Grant Programme would be 'to provide funding to community and voluntary organisations for small scale community events and activities to mark the occasion of the Queen's Platinum Jubilee.'

The main objectives of the scheme would be two-fold, namely:

- a) To celebrate the Queens Platinum Jubilee in a spirit of inclusion and respect
- b) To encourage, promote and celebrate community connections.

Applications will be considered against 2 criteria, namely:

- a) That the project meets the objectives of the fund.
- b) That it encourages communities to actively participate and engage.

In terms of levels of grant aid, the following was recommended by members:

- Single organisations can apply for a grant of: Up to £500.
- Two organisations working together: Up to £1,000.
- Three or more organisations working together: Up to £1,500.

The working group recommended three levels of grant aid to both encourage local collaboration and allow groups to scale up their activities. In terms of rolling out the grant scheme including calls for applications, approval processes and sufficient lead in times for project delivery, the following timeframe for applications would include:

L&D Committee approval	17 th February.
Ratified at full Council	1 st March.
Open for applications	9 th March (following call in period).
Closing date	23 rd March.
Report to L&D	Wed 13 th April * earlier date of meeting due to Easter.
Ratified at full Council	3 rd May.
Issue letters of offer	11 th May.

6.0 Estimated Costs

In summary the project costs for the programme as outlined in **Annex B**:

Summary of Programme Costs	A	B	C	D
Programme areas	Total Projected Cost	Net contribution from Service Area Budgets	Additional Net Cost to Council	External Funder
Museums Services & Good Relations Heritage and shared history community projects	15,720	9,820	0	3,400 TEO 2,500 NIMC
Tourism & Recreation & Environmental Services Community Woodland & Forest	33,000	0	5,000	£28,000 DAERA -for 2 designated woodlands
Sport & Wellbeing Community Jubilee sports project	2,000	2,000	0.00	0
Democratic Services Civic Gifts & RAF Freedom of the Borough	8,500	1,500 5,000	2,000	0
Democratic services & Community Development Event for recipients of the Queen's Award for Voluntary Service	1,000	1,000	0	0
Community Development Community Platinum Jubilee Grant Programme	30,000	0	30,000	
Arts Service Film screenings, Jubilee textiles bunting project, adults & children's creative workshops, vintage tea dances, light projection	15,500	13,512	0	1,988
Contribution to administration/staffing, promotion/advertising costs, fees and contingency costs	13,000		13,000	
<u>Overall Total Cost</u>	<u>118,720</u>	<u>32,832</u>	<u>50,000</u>	<u>35,888</u>

The above table illustrates that beyond services area projects delivering Jubilee projects *from within existing budget* (Column B), the estimated additional cost to Council is estimated at £50,000 (Column C) with external funding secured of £35,888

6.0 Recommendation

- a) That the amended Terms of Reference as contained within the report is approved.
- b) That the proposal as contained within the report is agreed as Council's Platinum Jubilee Programme, and that members approve an additional specific budget of £50,000 to contribute to delivery, subject to council's rates setting process.

Annex A

Queens Jubilee Working Group (formerly NI100 Working Group)

DRAFT Terms of Reference

1. 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.'

Subsequently, following recommendations from the working group, Council agreed to amend the terms of reference of the group in December 2021 to include the subject matter of the **Queen's Platinum Jubilee**.

2. Proposed role of the Working Group

- To advise Council on a programme of events, initiatives and activity planned to mark the Centenary and celebrate the **Queen's Platinum Jubilee** in an appropriate manner.
- To represent the community and key stakeholders in order to develop a programme of events and initiatives related to both the Centenary **and Queen's Platinum Jubilee in 2022, with the intention of inclusivity and engagement of 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

3. Membership

- i. Membership is comprised of the following:
 - a. Six Elected Members nominated by d'Hondt
 - b. Representatives from Key Organisations (**considered as relevant** by members)
 - c. Other relevant stakeholders as per agreement of Council
- ii. The quorum of the Working Group shall be 2 Elected Members (one third of the membership)-
- iii. The Chair of the Working Group will be appointed from the Elected Members present at the first meeting.

4. Powers

The working group cannot make decisions on behalf of the Council. Any recommendations made by the working group will be subject to approval by the Council through the Leisure & Development committee

5. Meetings

The first meeting of the Working Group was held on Thursday 18th June 2020 and thereafter as agreed by the Working Group.

5. Communication & Reporting

Reports for decision, for information and minutes of this working group will be submitted to the Leisure & Development Committee and will become part of the minutes of that meeting.

Annex B

Draft Platinum Jubilee Programme*

Service Area	Project	Net cost to council	External funds
Museums & Good Relations collaboration	<p>1. The Queen's Visits Programme (Museums Service)</p> <p>1.1 Research project on Queen's visits to NI with emphasis on community events and reactions to her CCGBC visits.</p> <p>1.2 Exhibition - Exhibition to open in Coleraine Town Hall 24th May 2022. To travel to Ballymoney Museum Sept-Dec and Limavady Museum Jan-April.</p> <p>1.3 Workshops - Children's family craft workshops to take place while exhibition is running. 2x Saturday afternoons in Coleraine. Approx. 40 participants</p> <p>1.4 Museum Oral History Project- Oral history Project with transcriptions. 12x oral histories. Transcriptions to be incorporated into exhibition.</p>	<p>£8,685 Museums</p> <p>£70 Good Relations</p>	The Executive Office £215
	<p>2. Museum & Good Relations Royal Connections Jubilee Talks series – 6 virtual talk programme. Thursday evenings starting 13th January.</p>	<p>£ 188 Good Relations</p>	The Executive Office £562
	<p>3. Intergenerational reminiscence project – involving nurseries and care home residents around the Queen's visits to the Borough. Outcome will be a video recording of questions and answers by participants.</p>	Net cost to council = nil	Northern Ireland Museums Council £2,000
	<p>4. Playful Museum Festival- sensory storytelling & craft workshops Themed Kings, Queens and Castles. Kids & Castles sensory storytelling & craft workshops for under 5's exploring the castles of the borough.</p> <p>4 sessions in February with nurseries taking place on 7th in Coleraine, 8th Ballymoney, 9th</p>	Net cost to council = nil	Northern Ireland Museums Council £500

	RVACC and 11 th Ballycastle. Approx. 60 children involved		
	5. Armstrong storytelling Trust- Storytelling family workshops on the theme of Castles. 4 family workshops over 2 days in February.	Net cost to council = nil	Supported by Northern Ireland Museums Council
	6. Playful Museum Festival Loan Boxes project- Partnership with Northern Regional College childcare students in Ballymoney to create a loan box around the festival theme as well as take part in workshops within the festival month.	£1,000 museums budget	
	7. Primary School Jubilee themed workshops / project to feed into exhibition while it is on.	£3,000 museums	
	8. Royal connections - community project examining the Royal sites within the Borough. Feb-Dec 2022 8-12 community groups across the borough. Outputs: 1x physical heritage trail booklet or fold-out map 1x digitised heritage trail via NI Community Archive 1x project with details on NI Community Archive	£875 GR budget	£2,625 TEO
Tourism & Recreation, Environmental Services Community Development (grants)	9. Community Forests/Tree Planting Queen's Green Canopy scheme Tree planting Initiative for the Queens Platinum Jubilee (queensgreencanopy.org); incorporated into grants programme Tourism & Recreation have secured resources from DEARA to plant a forest of up to 16,000 trees on Council land. The two site locations for approval are Letterloan landfill site and Camus Tourist amenity site. (Approval from DEARA would be required to include the forest planting in the Queens Jubilee Programme.) Additionally a smaller dedicated community planting area/community forest to accommodate 70 trees and jubilee plaque	£5,000 additional Jubilee programme budget	£28,000 DAERA funding (<i>subject to their approval to mark woodlands as Jubilee projects</i>)

Democratic Services, incorporating mayoral programme	<p>10. Jubilee Civic gifts project</p> <p>10.1 Newborns Certificate to each new born baby from January – December 2022 and babies born in the month of June (and on 6th February 2022) would also receive a gift of a commissioned teddy bear.</p> <p>10.2 70th Wedding anniversaries Gift (civic keepsake) for couples celebrating their Platinum Wedding Anniversary</p> <p>10.3 70th Birthdays - eligible dates to be confirmed</p>	<p>£1,500</p> <p>mayoral budget</p> <p>£2,000</p> <p>additional Jubilee programme budget</p>	
Democratic Services	11. Freedom of the Borough Ceremony for RAF	<p>£5,000</p> <p>Democratic services</p>	
Sport & Wellbeing	12. Community Jubilee sports based project with potential satellite events	<p>£2,000</p> <p>Sports development</p>	
Community Development	<p>13. Platinum Jubilee Grants programme Provide funding to community and voluntary organisations for small scale community events and activities to mark the occasion of the Queen’s Platinum Jubilee. Activities might include tea parties, fun days, talks, exhibitions, workshops.</p> <p>See Annex B for further details</p>	<p>£30,000</p> <p>additional Jubilee programme budget</p>	
Democratic services & Community Development	14. Celebration event for recipients of the Queen's Award for Voluntary Service (June)	<p>£1,000</p> <p>Ds/CD programme budgets</p>	
Arts Service	<p>15. Vintage Tea Dances Jubilee Tea Dances for senior citizens with live bands [Approx 4 events delivered in May with circa 100 participants]</p>	<p>£2,000</p> <p>Arts Service programming budget</p>	
Arts Service	16. Outside visual projection at Flowerfield [delivered early June to coincide with bank holiday]	No additional cost	
Arts Service	17. The Big Jubilee Stitch-Up: Textiles bunting workshops for community groups to enable them	£1,400	

	to make own bunting for local community spaces and for the Arts centres park and square (Approx 20 workshops delivered April-June)	Arts Service programming budget	
Arts Service	<p>18. Film screenings: indoors and outdoors (weather permitting). Examples of <i>potential</i> screenings are: Adults - The King's Speech/ Mrs Brown / Elizabeth / The Queen / Young Victoria</p> <p>Children- Frozen / Anastasia/ The Princess Diaries / Cinderella / The Sword and the Stone (4 films indoors & x 2 outdoors) screenings budget (GR funding) dependent -Delivered April-June - Approx 450 attendees]</p>	<p>£2,650 <i>Subject to Good Relations Arts Service budget</i></p> <p><i>TBC – if so net cost to council = £662</i></p>	Potential TEO funding £1,988
Arts Service	<p>19. Jubilee Community Creative Workshops</p> <p>19.1 Adult Creative Workshops - Glass crown sun-catchers / ceramic crown tea light holders / tea blending artisan sessions / jubilee creative cake decoration sessions / jewellery design inspired by the Queen's brooches / ceramic commemorative teacup and saucer inspired by Her Majesty's Robe of Estate decorated with roses, shamrocks and thistles / Jubilee wreath making and flower arranging / Heirlooms of the Crown textiles, feltmaking brooch and corsage workshops (up to 15 workshops delivered as part of the arts centre's core creative learning programme April-May]</p> <p>19.2 Children's Creative Workshops 'Make your own' pottery castle / kings, queens and dragons arts and crafts and storytelling sessions / make your own tiara, crown / Lego jubilee themed castle building /</p> <p>'If I were King or Queen for the day, I would....' creative writing and illustration workshops, literacy targeted and in partnership</p>	<p>£9,500 (circa 40 workshops)</p> <p>Arts Service engagement programming budget</p>	

	with Fighting Words NI - up to 25 workshops delivered as part of the core creative learning programme April-May]		
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***Council's Air Show 2022** has been branded as the key signature/special event to celebrate HRH's Platinum Jubilee and will be promoted as such, alongside the programme above. This special project, is managed, however, through a separate grouping and is therefore not the direct responsibility of this specific working group.