

**Derry City and Strange District Peace IV Partnership Board – 12th Jan 2021**

**Minutes of Meeting:**

**Meeting Date:** Tuesday 12th January 2021

**Time:** 10.00am – 10.55am

**Venue:**  Zoom online

**1. Meeting Opening**

**1.1 Welcome & Apologies**:

**Attendees:**

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| Sue Divin | DCSDC | Wendy Gibbons | OWNRP |
| Jennifer Coyle | DCSDC | Catherine Cooke | FWIN |
| Fiona Lafferty | DCSDC | Gerry Deeney | NIHE |
| MaryClaire Kerlin | DCSDC | Alison Wallace | WNP |
| Kathleen McCaul | NWRC | Anne Mc Taggart | Youth Action |
| Derek Moore | LBF |  |  |

**1.1 Apologies/ Welcomes:**

Paul Gallagher TU, Ald Gillian Moss NWRC, Willie Lamrock YMCA, Teresa Stewart Strabane A.Y.E, Margaret McLaughlin Dennett, Chief Ins Rosie Thompson PSNI, Cllr Raymond Barr Independent, Cllr Aileen Mellon Sinn Féin, Cllr Steven Edwards SDLP, Agnieszka Luczak Polish Abroad, Bernie Melaugh western trust, Dairine McGarrigle DFC, Ald David Ramsey DUP, Cllr John Boyle SDLP, Maureen Hetherington The Junction, Cllr Philip McKinney ALL, Cllr Martin Reilly SDLP, Kevin O’Connor DCSDC, Ald Hilary McClintock DUP, Cllr Sandra Duffy Sinn Féin, Cllr Christopher Jackson Sinn Féin, Cllr Ruairí McHugh Sinn Féin, Mark Gibney EA.

**1.2 Declarations of Interest**

Standing conflicts of interest noted for all meetings as standard:

Agnieszka Luczak - Cohesive Neighbourhood tender.

Alison Wallace - Interface tender, Waterside shared village tender, shared space

Maureen Hetherington – Patriarchy

Anne McTaggart – Marginalised Young Adults

Margaret McLaughlin – Shared Space Rebid.

Derek Moore - Cross-cultural tender.

Shaun Harkin – St Columb’s Park Interface Investment (Tullyally/Currynierin)

Ruairi McHugh – Castlederg GAA

**1.3 Minutes**

The minutes of the 10th November 2020 previous Board Meeting were held to be an accurate record.

**Proposed**: Alison Wallace **Seconded**: Catherine Cooke

Action Agreed: As the meeting was not quorate, those present agreed that the minutes from 10th November 2020 and decisions taken at this meeting should be circulated to all Board members so that written responses could be noted to take the decisions to a quorate level.

**1.4 Matters Arising:**

Catherine asked what the situation was within Council now in relation to the upcoming centenary celebrations. Sue explained that she had seen a number of news reports and added that as far as she was aware this seems to have been resolved within DCSDC at full committee. She hadn’t heard anything official in council. Alison commented that yes she had also seen those reports and it looked as if the matter has been resolved.

**2. Update from PEACE IV Secretariat – Functionality through Covid19**

**2.1 PIV Team Summer Update:**

* **Overview:** Sue provided the Board with an update on what the PIV team are working on which is prioritising the ‘possible’. Projects are generally moving to an intensive completion and closing down phase. Sue highlighted that this requires extensive input from PEACE IV team in tying loose ends and final audit compliance before final payments can be released. Finances, statistics, end of project reporting, communications, and submission of cross-community contact spreadsheets etc are key elements.

Sue made the Board members aware that the more projects reach this phase the PEACE IV team will be increasingly limited in the support it can give to individual projects. There have been an additional 10 change requests since November bringing the total to 56. A small number of projects do still have not gone digital in delivery this is a concern and may lead to last minute underspend.

Sue explained that the latest lockdown means projects that had hoped for socially distanced delivery in Jan – March cannot do that. Further change requests or last minute underspends may ensue and workload on the team may hike because of this at a time when there are highly abnormal working conditions. Sue noted that the tendered projects will not underspend if they meet their contracted outputs but small grants and council led projects are a greater risk.

Sue advised that the PIV Team have worked to identify issues in advance and suggest alternatives to avoid underspend and continue to do so, but noted that we anticipate not having a clear picture on underspend until 31st March 2021. Sue added that the team also worked Nov/Dec to encourage key projects with capacity to finish/nearly finish pre-Christmas to focus on closing down. Sue explained that this effort was reasonably successful when strategically targeted and Increase in claims submitted and monitoring was noted.

* **Communication with SEUPB:** Sue explained that the major decisions from SEUPB are still slow. Sue highlighted that there has been reasonable contact with Case Officer, Garret McGinty and with Finance Officer, Catherine Murray – both extremely busy. Statistician is latest post to leave SEUPB. Sue advised that the formal addendum to contract to extend all of the PEACE IV programme has now been approved to Sept 2021 and signed off. Sue added that the EMS modifications completed on all 3 themes. A priority for the team is the continued to work on Claims, Audits, FLC’s and LP reports.
* **Forward Focus:** Sue noted that the next quarterly claim 19 is due at the end of January 2021. Sue made the Board aware that the financial forecasts will need redone and revised on EMS. A priority will also be for the team to focus on successfully closing down projects completed/nearing completion intensifies. Secondly, focus on intensive support for those projects not in a good position / with specific issues / potential underspend or inability to meet contracted outputs. The team will aim is to avoid cramming of project closures and payments in March 2021. Also focus on the Independent Evaluation process. Sue highlighted that it is likely at the March 2021 Board meeting there will have to consider the position at that point in time on unresolved issues such as underspend and incomplete projects.

**2.2 Finances Update**

Jennifer provided the Board members with a finance update on the following.

* Extensive progress on FLC and payments noting that we are now in a good position and up to date see details below in table.
* Minor hits on complex maternity/salary pay in relation to staff member ‘underspend’ can still be accessed via a Covid Change request.
* G.Corr Managing Authority Audit passed with no issues.
* Claim 19 is key area of work for January 2021.
* Expected request for financial forecasting from SEUPB imminent.
* Difficult to predict underspends from projects Board discussion in March 2021.

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| --- | --- | --- | --- |
| Claim | £ Owed | Submission date: | Audit update: |
| Claim 16 (Jan – Mar 20) | £0 | Mid-May 2020 | CYP £ 184,494.20 Paid Dec 20 (Minor hit £2K)  SSS £ 103,754.47 Paid Dec 20  BPR £ 233,936.87 Paid Oct 20. |
| Sub-claims 15.2 | £0 | Early Aug 2020 | Paid Dec 20 £48,232.25 |
| Claim 17 | £35,691.04 | Early Aug 2020 | CYP £35,691.04 FLC Received. (Minor hit £1.9K) LP submitted  SSS £71,134.69 Paid Dec 20  BPR £199,886.62 Paid Dec 20 |
| Claim 18 | £273,352.63 | 3rd Nov 2020 | CYP £117,208.54 Audit sample returned. LP to do  SSS £50,891.69  Audit sample returned. LP to do  BPR £105,252.40 Audit sample returned. LP to do |
| Claim 19 |  | Due 31 Jan 21 |  |
| OWED: £309,043.67 | | | |

**3. Update on Operational Steering group**

**3.1 Workplan 1: Project Mobilisation/Management**

**Official Extension:** Sue advised thatthe PEACE IV programme now runs to end September 2021 confirming that the new LOO received and signed.

**Start and End surveys:** Sue explained that the summarised Stats are below. Highlighting that positive progress has been made focus on end surveys.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Theme** | **4-1-21 Start Surveys** | **4-1-21 End Surveys** | **Overall Target** | **Cross-Comm Balance**  **CNR/PUL/Other** |
| C&YP | 2224 (108%) | 1088 (53%) | 2060 | 53%/28%/19% |
| SS&S | 1632 (130%) | 1041 (83%) | 1260 | 55%/26%/19% |
| BPR | 2248 ( 145%) | 1364 (88%) | 1548 | 45%/30%/25% |
| TOTAL: | **6104 (125%)** | 3493 (72%) | 4868 | 51%/28%/21%  \*CBU 57%/33%/10% |

**Traffic Lights:** Sue explained that the Traffic lights spreadsheet has now been updated payments, progress, and participant numbers. Areas in red are of concern.

**Independent Evaluation:** Sue made the Board aware that Rubicon have now been appointed to complete the independent review. Extensive evaluation info passed to Peter Osborne and team have had initial meetings. Sue asks the Board to please attend the Board Session. Staff had separate session. Timescale for this is for completion by June 2021 which includes a presentation at our closing event.

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| --- | --- | --- | --- |
| **Time** | **Date** | **Strand** | **Link** |
| 10.30am | Tue 19th Jan | BOARD (Past and present) | Join Zoom Meeting  [https://zoom.us/j/97548883113?pwd=eDEvLzFjRk15UCtGcU52RVJETjY0Zz09](https://protect-eu.mimecast.com/s/-VHHCAPNpfgpG6uGfWfG?domain=zoom.us)    Meeting ID: 975 4888 3113  Passcode: 636131 |
| 10.30am | Wed 13thJan | Children & Young People | [https://zoom.us/j/99839435496?pwd=dTFGRTYwU2c0N3RFRjh6YVo5MzNndz09](https://protect-eu.mimecast.com/s/RSg5CRoONCJvXzI9aecJ?domain=zoom.us) |
| 2.30pm | Wed 13thJan | Shared Space | [https://zoom.us/j/97938178118?pwd=eTkxWGtKZ3BSQzg2UW9vcFhzbVpyUT09](https://protect-eu.mimecast.com/s/NkviCVPARf7x8RTzGJue?domain=zoom.us) |
| 10.30am | Thursday 14thJan | Building Positive Relations | [https://zoom.us/j/97532229379?pwd=cEt5NkQyU0l1cWVIa1U3bUxlUGsvZz09](https://protect-eu.mimecast.com/s/svRLCW7LVu258WsKszkB?domain=zoom.us) |
| 2.30pm | Thursday 14thJan | Small Grants | [https://zoom.us/j/98378676668?pwd=Q3FUM1ovUmNEajNXSTRPTGtacHVIUT09](https://protect-eu.mimecast.com/s/BGI0CXoLWC1XZzIkOojz?domain=zoom.us) |

**Statistics/Evaluation and Monitoring:** Sue advised the Boardthat the statistician situation has become challenging with the NISRA ‘Hub’ turning down full requirement as it was too much work over sustained period. NISRA offered to do end/close down process if handed statistically robust information. Interim service procured and contracted to achieve this. PIV manager will have to continue liaison with groups/monthly updates but overall high level statistical service is almost secured. Sue highlighted that the timescale for NISRA is set for April/May so all projects without exception must have completed evaluation and monitoring by 31st March 2021.

**3.2 Workplan 2: Communications**

**Networking:** Sue explained that the‘Closing Down Clinics’ where held on 8th January with 23 participants attending and 15th December with 8 participants attending. The focused on key messaging for projects to successfully close down.

**Videos:** Sue noted that there are 3 final thematic videos being produced by from Pillarpix. 2 have now been completed and we are hoping that the final 1 will be completed soon.

**Communications with projects:** Ongoing and continuing emails to projects promoting key messages.

**Press:** Sue explained that the PIV press has been limited coverage from any projects or ourselves. Encouraging projects to still issue traditional press releases but also accepting online press if tagged appropriately to meet contract requirements.

**E-newsletter:** Sue added that November and December e-zines is now issued.

**Magazine:** Sue made the Board aware that the Double ‘2020 Covid’ printed issue magazine is now completed and has been distributed in December 2020.

**Final Closure Event:** Sue stated that in the March Board meeting we should be considering what format the final closing event should take. Noting that May 2021 is the likely time for this. The 3 thematic videos and findings of independent evaluation as well as setting scene for PEACE Plus are the likely focus.

**3.3 PEACE PLUS Update**

Sue advised that has communicated to Council CEO’s that the PEACE PLUS process is at Statutory Public Consultation stage. Then follows approval by the Northern Ireland Executive, the Irish Government and final submission to the European Commission for their approval. Sue highlighted that we are lucky in DCSDC area as we have strong Community Planning structures in place.

* Strong emphasis on community planning (plans and structures) along with heavy emphasis on cross-community/diversity/inclusion and sustained cross-community engagement.
* Overarching areas for content: ‘support social inclusion, build positive relations and improve the physical and social environment’ with 3 areas:
* Delivering community regeneration, empowerment, leadership, reimaging & restoration, community shared facilities and building positive relations;
* Enabling thriving and peaceful communities; and
* Celebrating cultures, diversity and inclusion.
* Note ‘will also deliver significant peace and reconciliation benefits locally.’
* Potential SEUPB support in developing plans:
* SEUPB appoint consultants soon to review community planning models; develop a model for Peace Plus; provide support materials and guidance; help facilitate development of plans to ensure consistency and guide on governance.
* Exploring ways to provide ‘direct support’ to councils / co-design.
* SEUPB exploring how to ‘ensure a seamless progression from PEACE IV to PEACE Plus’. They will be seeking CEO suggestions on this.

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| **Investment Area 1: Co-designed Local Community Peace Action Plans Specific Objective:** Peace and Reconciliation  **PEACE PLUS Local Community Action Plans:** Sue made the group aware that Action Plans will be produced for each of the 17 local authority areas across the Programme area. These will be designed to complement the community planning structures adopted across the Programme area. The overarching plans will comprise component localised plans for defined local areas, which collectively extend to all parts of the individual local authority district. The Co-designed Local Community Action Plans will enable diverse partnerships to establish priority actions for their local areas and collectively address these, in a manner which will make a significant and lasting contribution to peace and reconciliation at the local Programme area level.  Catherine raised concerns over the need to look at funding for organisations that work over all the DEAs within the DCSDC area. Sue added that this would need to be looked into maybe having a thematic system approach. Anne asked about the timeframe for PEACE Plus starting and Sue replied that timeframe has not been provided yet that it will go to public consultation first; then governmental approval, then EU sign off before councils would be able to apply. Then there would be a time lag in reaching LOO stage. In other words, a significant gap between programmes. |

**4. Update from Children and Young People Steering Group**

**4.1 Key issues:**

Sue explained that this CYP theme is still making progress but is probably the one with most concerns at this point due to the fact that it was farthest behind at the start of Covid impact. PIV Team have recommended to relevant DCSDC project/line management that a change request is submitted to use the disallowed underspend already on EMS in salaries for 1 month extension of post as projects are likely to run to the wire. Latest lockdown has further impacted delivery.

4 Contract Change Requests (since November) requiring board approval:

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| --- | --- | --- | --- | --- |
| NW Ministry of Youth – Youth Voices | Cooperation Ireland and EA | SLA (sub-tender) | 2nd change request. After worskhops with the youth ministers and market research, App was deselected as the best route to promote NWMY. Merchandise promoted through school selected as best route to raise awareness. Request to change budget to £7,500 merchandise instead of App & residential. | Approved (some minor caveats) |
| Participation and Democracy: Let’s Talk Gender Identity | DCSDC / Rainbow Project | SLA – Tender sub-contract | Request to reduce hours to 16 (or less) so that 113 participants will be able to be counted and project closed. | Pending since  3-12-20 |
| ARCH (Cross-Community Youth / Children) | NWCP | Tender | Adjustments to Cross-Comm youth to get final stage of project over the line – drop in hours to 16 for participants recruited from Sept 20 onwards, geographical expansion of lots to include all of Donegal, youth age expand to 11-14 instead of 12-14 | Pending since  15-12-20  Clarifications replied to on reducing hours. |
| C&YP PEACE IV Officer Extension Request | DCSDC C&YP Team | SLA | Post previously extended to end March 2021. Due to disallowed/underspend funding is already available under salary line on EMS to extend 1 further month. This will allow wrap up of projects likely to run to the wire on 31st march 21. | Pending.  8-1-21  Requires higher authority. |

**Recommendation for decision: Board comment / approve changes to project delivery.**

**Decision:** Board approve the change requests for the CYP theme.

**Proposed** Alison Wallace **Seconded:** Gerry Deeney

**4.2 Project Officer Update:**

Caitriona provided an update on her CYP projects advising that she has a meeting set up with In Your Space this week to see how to take the project forward due to the new Covid restrictions. Caitriona also noted that she is meeting HURT to resolve their problem with recruitment of participants and added that the reimaging project in Strabane is not going to be facilitated online with the 1st test group starting soon.

Sue explained whilst still progressing well, there are individual projects which are now a risk. Due to impact of most recent lockdown, the potential picture on underspend is unclear. Board may need to review more comprehensively in March.

**5. Update from Shared Spaces and Services Steering Group**

**5.1 Key issues:**

Sue highlighted that overall this theme is looking OK on most aspects. Key concerns/risks are the Riverine and St Columb’s Park House capital projects. DCSDC has still not presented the design for phase 2 St.Columb’s Park so the timescale on completion by March 2021 is not clear. PEACE IV team have urged progress and information.

Sue advised on a potential make-or-break issue £80K on Castlederg Capital Project is still not resolved despite DCSDC presenting significant clear information. PIV Team did intensive support work Nov/Dec to get the PEACE Tourism project to completion.

1 Contract Change Requests (since November) requiring board approval:

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| --- | --- | --- | --- | --- |
| Project | Delivery Agent | Contract Type | Key Changes | Approval by SEUPB |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Castlederg Capital | DCSDC | SLA | Request in terms of £80K – procurement advise sought to avoid underspend. | pending |

**Recommendation for decision: Board comment / approve changes to project delivery.**

**Decision:** The Board approved the change requests for the SSS theme.

**Proposed** Alison Wallace **Seconded:** Gerry Deeney

**5.2 Project Officer Update:**

Project Officers gave a brief update highlighting key progress and concerns. See traffic lights. MaryClaire added in relation to the Castlederg project we are still waiting on a response from SEUPB. MaryClaire explained that for the St Columb’s Park house project they are hoping to extend their current contractor because time is limited. Alison provided an update on the Waterside Partnership Shared Village project highlighting that they are just closing down the project. In relation to their Interface project for Irish Street and the Top of the Hill Alison noted that they are just to finish of the artwork.

**6. Update from Building Positive Steering Group Meeting**

**6.1 Key issues:**

Sue explained that there has been good progress within this theme but with variation and tight deadlines on many projects to complete by March 2021.

Sue noted key risks – STEP (Advising Diversity) may give up/timescale/underspend, Gaslight Small Grant has not moved online, sport (governing bodies not available to run essential courses due to Covid/Furlough), possible underspends on some small grants difficult to determine at present especially with impact of most recent lockdown. Board may need to review position in March 2021 on some of these.

6 Contract Change Requests (since November) requiring board approval:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project | Delivery Agent | Contract Type | Key Changes | Approval by SEUPB |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Riverine | DCSDC | SLA | Request to extend project deadline to complete Environmental Action Plan and avoid having to hand back already allocated salary. | Approved |
| Playhouse – Proud to Be | Playhouse (NW Play Resource Centre) | Small Grant | Budget heading change – to move money out of Technician salary into Director/Producer as Technician was furloughed and D/P took on extra work. | Approved |
| Minority Inclusion – Beyond Training/Capacity Building | Holywell Consultancy | Tender | Extend deadline to 28th February 21 to potentially allow for socially distanced final event/online combination. Request to reduce contracted hours to 16 for a small number of participants in exceptional circumstances. | Pending  8-12-20  End date approved. Reduction in hours – sought clarification. Group to reply. |
| Riverine | DCSDC | SLA | Final celebration event be done by recording video of each tender, reduce contact hours to 26 if required due to restrictions. | Dec 20  Pending |
| Sports | DCSDC | SLA | Extend deadline for Sports Governing Body element of training as the Sports governing body have furloughed the key trainers so it is impossible to deliver at this point. Also enable a mix of online and socially distanced delivery for other elements. | Approved |
| PUL Engagement Programme | LBF | Small Grant | Request to adjust final phase of delivery to work with Castlederg and Strabane band (adjustable to online/socially distant) and final celebration event. | 6-1-21  Pending |

**Recommendation for decision: Board comment / approve changes to project delivery.**

**Decision:** The Board approved the change requests for BPR theme.

**Proposed** Alison Wallace  **Seconded** Catherine Cooke

**6.2 Project Officer Update:**

Project Officers both gave a brief update on positive progress and key risks of their projects. See traffic lights. Fiona provided further detail on the Sports project explaining the need for an extension due to many of the staff required for this project are now on furloughed until end March 2021. With the coaching qualification necessary to be delivered face to face they cannot complete this element online.

**7. Meeting Closing**

**7.1 Any Other Business**

Steelstown one of the PEACE IV Small grants projects may be handing back 20k of their overall funding. Steelstown will provide us with more information and we will bring this back to the Board for discussion in March 2021.

**7.2 Review of Actions**

Action Agreed: As the meeting was not quorate, those present agreed that the minutes from 10th November 2020 and decisions taken at this meeting should be circulated to all Board members so that written responses could be noted to take the decisions to a quorate level.

**Recommendation for decision: Board comment / approve changes to project delivery.**

**Decision:** Board approve the change requests for the CYP theme.

**Proposed** Alison Wallace **Seconded:** Gerry Deeney

**Recommendation for decision: Board comment / approve changes to project delivery.**

**Decision:** The Board approved the change requests for the SSS theme.

**Proposed** Alison Wallace **Seconded:** Gerry Deeney

**Recommendation for decision: Board comment / approve changes to project delivery.**

**Decision:** The Board approved the change requests for BPR theme.

**Proposed** Alison Wallace  **Seconded** Catherine Cooke

**7.3 Date of Next Meeting** 10amTuesday 9th March 2021